



NAVAL SUPPLY SYSTEMS COMMAND

# FOOD SERVICE MANAGEMENT GENERAL MESSSES



## NAVSUP Publication 486

### Revision of April 2007

## NAVSUP P-486 - Food Service Management


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

NAVSUP P-486 - Food Service Management

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NAVAL SUPPLY SYSTEMS COMMAND  
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This publication is issued for the information and guidance of all food service management personnel. This publication supercedes NAVSUP Publication 486, Volume I, January 2004.

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



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

### **INTRODUCTION**

to

### **FOOD SERVICE MANAGEMENT**

## **CHANGES IN PROCEDURES**

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

## **PURPOSE**

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

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

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

## **AUTHORIZATION**

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

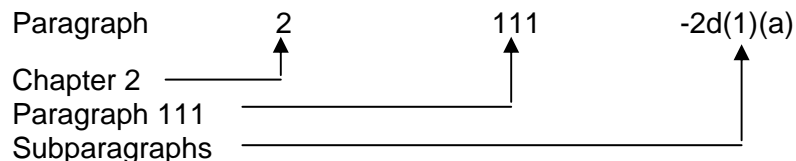
## **ARRANGEMENTS OF SUBJECTS**

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

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### PARAGRAPH NUMBERING SYSTEM

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



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

NAVSUP Publication 486, para. 2111  
 NAVSUP Publication 486, para. 2111 - 2d(1)  
 NAVSUP Publication 486, paras. 2111 - 2114

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

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

### PAGE NUMBERS

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

### ILLUSTRATIONS

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

### TABLE OF CONTENTS AND INDEX

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

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

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### **AUTOMATIC DISTRIBUTION OF COPIES**

Upon authorization to establish a new mess, NAVSUP Support Services Directorate, Food Service Division (SUP 51), adds your 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 amount. For additional copies you can order via Naval Logistics Library (NLL).

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To order publications, access the Naval Logistics Library via the NAVSUP home page at <https://www.navsup.navy.mil>. Click on Tools and Applications, click on the NLL, click on the Government access button, you will need to have government access, user ID and password to place orders. For viewing and printing, click on Pubs/Products/Tools, click on digital documents, click on NAVSUP HQ Publications, once this comes you can search for the instructions, and publications.

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## NAVSUP P-486 – Food Service Management

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

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

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**PART A: ORGANIZATION****1000 PURPOSE**

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

**1001 AUTHORITY**

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

**1002 NAVAL SUPPLY SYSTEMS COMMAND**

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

**1003 NAVY FOOD MANAGEMENT TEAMS AND DETACHMENTS**

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

**1004 AUTHORIZATION AND ESTABLISHMENT - AFLOAT**

The Commanding Officer, the Prospective Commanding Officer, or the Officer in Charge of a ship may establish a general mess. A general mess is established when food service personnel

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and equipment have been provided. The ship must notify NAVSUP 51 by letter a minimum of 90 days before establishing a general mess so that operating instructions and information can be forwarded.

Information in the notification letter will include the target date for starting operations, the anticipated number to be fed, telephone, fax numbers, email address, mailing address, Food Service Officer's name, the ship's UIC, prime vendor, and the ship's assigned home port.

### **1005 ESTABLISHING A MODIFIED CONTRACT MESS/CHANGING GENERAL MESS STRUCTURE OF OPERATION**

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

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

- a. Justification for proposed action;
- b. Anticipated cost savings;
- c. Plans for feeding personnel; and,
- d. Planned use of food service personnel.

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

### **1006 AUTHORIZATION AND ESTABLISHMENT - ASHORE**

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

- a. Location of the nearest military service appropriated fund general mess;
- b. Anticipated number of personnel to be fed;
- c. How and where personnel are currently fed;
- d. Explanation why current feeding situation cannot continue;
- e. Statement that adequate food service personnel and equipment will be available for efficient general mess operation;
- f. Telephone, fax numbers, and email address;
- g. Mailing address, establishment name, prime vendor and UIC;
- h. Food Service Officer's name; and anticipated start date of general mess operations.

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

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

a. Justification for establishment (that is, when food service operations are continually required at a remote location from the established general mess); and,

b. Anticipated benefits (for example, consolidated returns, central administrative control, and reduced administrative workload).

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

It is recommended that the branch mess be added to the parent FSM one month prior to the mess becoming a branch for the following reasons:

1. The parent mess has the ability to print out NAVSUP 1090's and 1282's.
2. Local FIC's will match when doing the transfer in.
3. Local recipe cards can be generated, printed and given to the branch mess. (Parent and branch will match)

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

### **1007 GENERAL MESS ORGANIZATION CHART**

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

2. **ORGANIZATION OF THE GENERAL MESS.**

a. **Records Branch:**

- (1) Requisitions food items;
- (2) Maintains stock records, and ensures sufficient food stocks;
- (3) Maintains general mess records; and,
- (4) Prepares inventories, submits reports and maintains financial returns.

b. **Food Preparation Branch:**

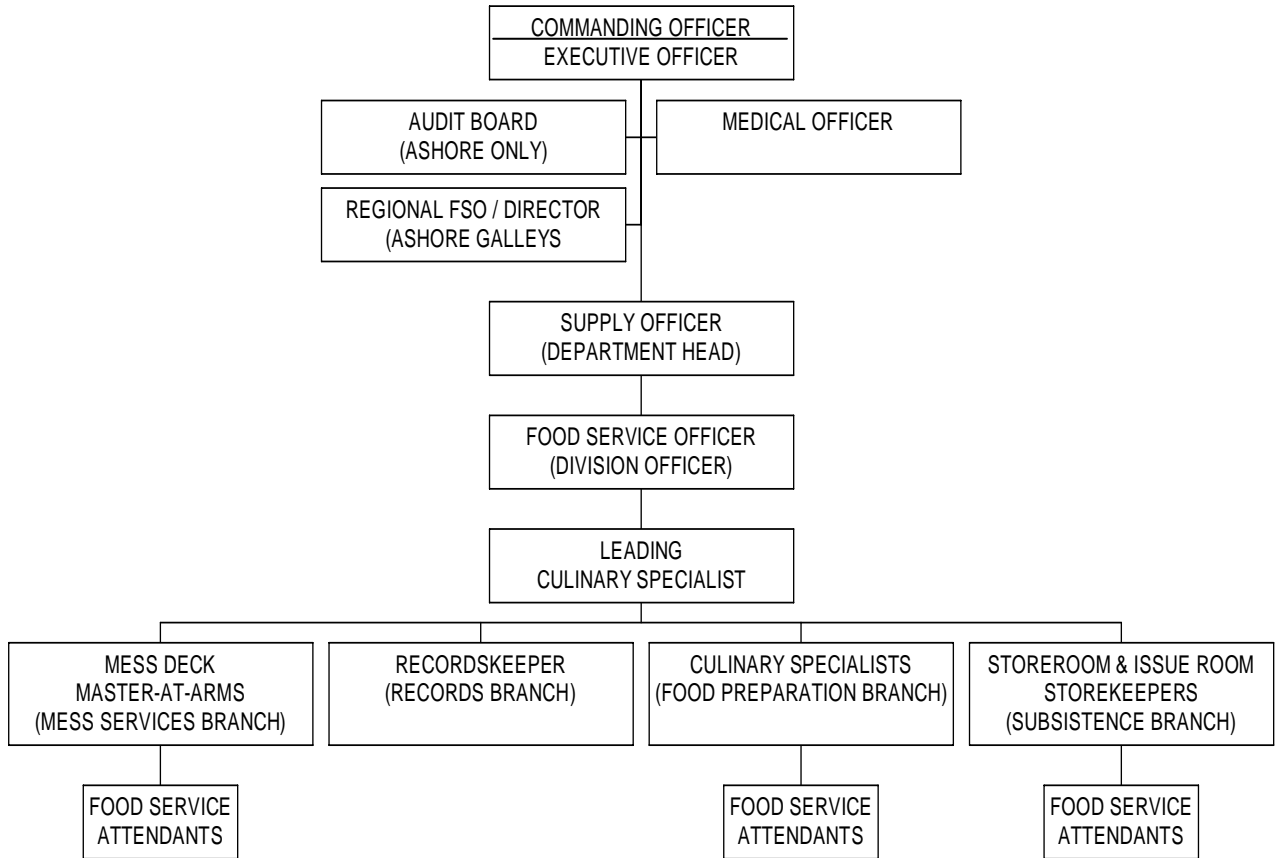
- (1) Prepares watch bills for food production;
- (2) Prepares menus and recipe breakdowns;
- (3) Prepares food; and,

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- (4) Trains and supervises food handlers in sanitation and serving techniques.
- c. Subsistence Branch:
- (1) Receives, stores and issues subsistence; and,
  - (2) Completes appropriate documentation.
- d. Mess Services Branch:
- (1) Controls general mess access/identifies authorized patrons;
  - (2) Maintains cleanliness of messing areas;
  - (3) Maintains beverage service;
  - (4) Conducts scullery operations; and,
  - (5) Details Food Service Attendants to other branches as needed.

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### LINE OF AUTHORITY CHART



**Figure 1-1**

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



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### THE SUPPORTING ESTABLISHMENT

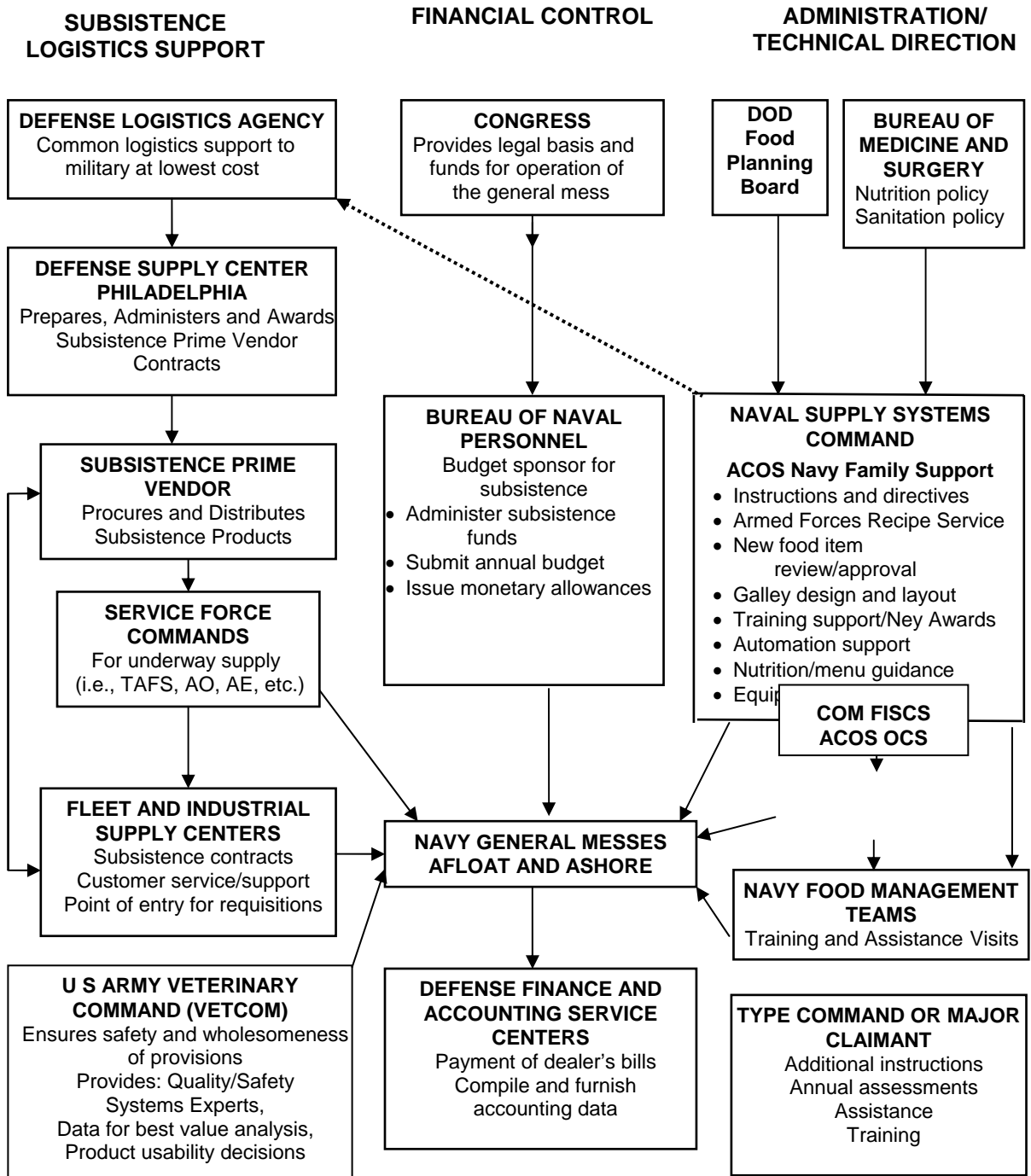


Figure 1-2

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### PART B: ADMINISTRATION - DUTIES AND RESPONSIBILITIES

#### 1100 THE COMMANDING OFFICER

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

2. SPECIFIC REQUIREMENTS. The Commanding Officer shall approve in writing or delegate to the Supply Officer the following:

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

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

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

d. The menu or changes thereto;

e. Meal hours; and,

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

#### 1101 THE EXECUTIVE OFFICER

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

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

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

c. Recording and certifying on the Monthly General Mess Summary Document the cumulative total number of "in-kind" rations that were allowed for the period as described Naval Military Personnel Manual 1746-030;

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

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

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

### **1102 THE DESIGNATED MEDICAL REPRESENTATIVE**

The designated medical representative performs fitness-for-human-consumption inspections of subsistence at receipt and exercises constant surveillance concerning sanitary aspects of food preparation and service. The medical representative inspects food items when any doubt exists concerning fitness for human consumption. Items found unfit for use or possibly harmful to health will require reports as described in paras. 5300 and 5301. Hazardous material will be disposed of immediately except for samples required for analysis. The medical representative will assist the Food Service Officer in establishing and maintaining a food handler's training program. The medical representative inspects food service spaces in accordance with NAVMED P-5010-1.

### **1103 THE SUPPLY OFFICER**

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

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

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

### **1104 THE FOOD SERVICE OFFICER**

1. GENERAL. Use of the title "Food Service Officer" in this manual indicates the individual accountable for general mess operations. The term "Accountable Officer" may include Supply Corps Officers, Line Officers, Chief Warrant Officers, or other authorized federal government employed civilians. If a qualified officer is not available to perform this duty, a request must be forwarded to NAVSUP 51, via the Regional Type Commander, to designate a senior enlisted member (E-7 through E-9) or civilian as the Food Service Officer until a qualified officer is available. For ashore activities, the designated senior enlisted member can hold the title for the entire length of tour. NAVSUP 51 will evaluate the request on a case-by-case basis. The request must state why a qualified officer is not available to perform the duty, and when a qualified officer will be available. Only in extremely unusual circumstances that are fully documented, and for the absolute minimum period of time, will a request be considered for the designation of a senior enlisted member as the Food Service Officer for afloat activities. The selection, or non-selection, of a senior enlisted member to perform the duties of the Food Service Officer will not be used as the sole criteria for career advancement or future assignments. The Food Service Officer signs the general mess returns and is financially accountable and responsible for all general mess operations and is under the authority of the Supply Officer for the proper and efficient operation of the general mess. The Food Service Officer supervises the

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food service division and is responsible for ensuring that its organization and operation follow applicable portions of Navy Regulations, General Orders, and Naval Supply Systems Command, Support Services Directorate, Food Service Division (NAVSUP 51), Fleet, Force, Type, and station commander directives.

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

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

4. **PERSONNEL MANAGEMENT.** The Food Service Officer assigns duties to personnel based on their rate, ability, training, and aptitude. In no case will the Bulk Storeroom Custodian (JOD) or the stores receiving inspector also be assigned as the general mess recordskeeper or have direct access to general mess records. In some cases on small ships and submarines it may be impossible to separate those duties; this will be the only authorized exception. Other personnel duties of the Food Service Officer include:

- a. Obtaining and assigning strikers for the food service division;
- b. Recommending advancements in rating;
- c. Assigning evaluation marks;
- d. Maintaining an on-the-job training program for all food service personnel; and,
- e. Ensure command programs to recognize outstanding food service personnel are established.

5. **SANITATION AND ORDERLINESS.** Responsibility for foodborne illness resulting from improper or careless preparation, serving or storage of food rests with the Food Service Officer. The Food Service Officer will require that all food service personnel receive initial and refresher courses in sanitation following current Secretary of the Navy instructions. Rules and regulations for general cleanliness, equipment and utensil sanitation, clean working uniforms, properly storing material, and sanitary procedures for preparing and serving food will be strictly enforced. The Food Service Officer will make thorough weekly inspections of all food service personnel,

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including a daily walk-thru of food service spaces. These inspections will ensure compliance with all food service rules and procedures as outlined in NAVMED P-5010-1.

6. **PREPARATION AND SERVICE OF FOOD.** The Food Service Officer will review the Type Commander approved menu to ensure that meals are prepared and served in an appetizing manner. The Food Service Officer will ensure all food is prepared following Armed Forces Recipe Cards, locally approved recipes, or suggested manufacturer's cooking instructions per product instructions on the Food Preparation Worksheet (NAVSUP Form 1090).

7. **MAINTENANCE OF SPACES AND EQUIPMENT.** The Food Service Officer's responsibility includes proper maintenance of all spaces and equipment in the food service division's assigned areas. Repairs or alterations to food service equipment and spaces require written notification to the Public Works Officer or Engineering Officer. Every effort should be made to improve the appearance and general working conditions of the facilities and equipment.

8. **REPORTS AND RETURNS.** The responsibility for maintaining required letters of authority/appointment, records and forms and for submitting required reports and general mess returns on time rests with the Food Service Officer. Appendices B and C list these letters of authority/appointment, forms and records. The Food Service Officer may use additional local forms and reports to operate the general mess and prepare returns.

9. **COMMAND RELATIONS.** The Food Service Officer is responsible for making every effort to maintain a positive and effective relationship with the Command to support equipment maintenance, allocation of manpower, and the coordination of special requirements.

### **1105 FOOD SERVICE PERSONNEL**

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

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

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### 1106 LEADING CULINARY SPECIALIST

1. GENERAL. The Leading Culinary Specialist is the senior enlisted assigned to the food service division and is responsible to the Food Service Officer for the proper functioning of the division. The Leading Culinary Specialist will be directly responsible for ensuring a high level of cleanliness in the general mess and for the proper sanitary preparation of rations in sufficient quantity, while remaining within prescribed monetary food allowances. Whenever possible, the duties of the Leading Culinary Specialist will be performed by military personnel. If military personnel are not available, the duties may be assigned to government or contractor employees, subject to Type Commander approval.

2. DUTIES. Duties of the Leading Culinary Specialist will include, but not be limited to, supervision of the galley, bakery, and other assigned food service spaces. Among other duties that may be assigned the Leading Culinary Specialist will:

- a. Ensure required records and forms are prepared, submitted, and maintained in accordance with NAVSUP directives;
- b. Maintain all equipment, fittings, and cooking utensils at maximum efficiency;
- c. Report needed corrective actions, repairs, or alterations to the Food Service Officer;
- d. Supervise all personnel assigned to the galley and associated spaces;
- e. Make food service watch assignments for Culinary Specialists;
- f. Muster assigned personnel, conduct personnel inspections for clothing, sanitation, and individual cleanliness, and report inspection findings and absentees to the Food Service Officer each morning;
- g. Supervise food issue and preparation, instruct food service personnel in preparing food in the most economical, attractive, and appetizing manner possible within the Naval ration allowance (preparation of food will be by use of the Armed Forces Recipe Service or locally approved recipes);
- h. Ensure that food is prepared or cooked to be ready as near the serving time as possible;
- i. Supervisors will sample each item during preparation to ensure quality. This should be done early enough to take any corrective action considered necessary;
- j. Ensure substitute items are equal to or exceed the acceptability factor of the item replaced (e.g., beef with beef, fish with fish);
- k. Take every precaution to prevent food contamination, and ensure careful inspection of all food before preparation or serving;
- l. Report any doubt concerning the quality of food to the Food Service Officer;
- m. Enforce all ship and station regulations and food service watch section orders in the spaces;
- n. Ensure that perishable food items (especially fresh produce and dairy products) are monitored and used or transferred to preclude loss;
- o. Preparation Worksheet (NAVSUP Form 1090);

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

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### The Heimlich Maneuver for CHOKING

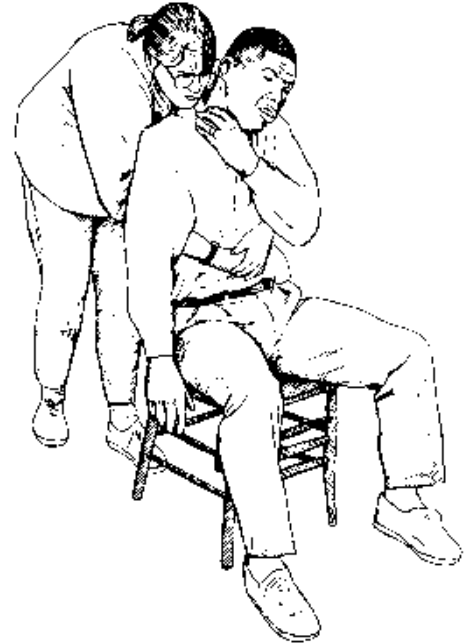
Reproduced from The Heimlich Institute website, [www.heimlichinstitute.org](http://www.heimlichinstitute.org)

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



*To rescue a choking victim:*

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



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

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



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

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

**Figure 1-3**



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

### 1107 CULINARY SPECIALIST DUTIES

1. WATCH CAPTAIN. The watch captain carries out the daily routine of work in the galley. The Culinary Specialist assigned duties as the watch captain takes charge and directs all personnel in the galley watch section. The watch captain may also be assigned the responsibility for food production in the vegetable preparation room, the bakery and, if established, the meat preparation room and flight galley during the watch period. The watch captain will ensure that all instructions of the Leading Culinary Specialist including those on the Food Preparation Worksheet are carried out and that all food is wholesome and prepared in accordance with the Armed Forces Recipe Service and Food Service Officer approved local recipes.

The watch captain will sample all food during production, again before the serving line is opened and periodically throughout the meal. Additionally, the watch captain will frequently monitor food temperatures on the serving line during meal service. Recommend documenting food temperatures, specifically entrees, three times during each meal on NAVSUP 1090 Worksheet.

The safety and quality of food prepared, served and saved as leftovers during the assigned watch is the direct responsibility of the watch captain. Whenever possible the duties of the watch captain will be performed by military personnel. If military personnel are not available, the duties may be assigned to government or contractor employees, subject to Type Commander approval.

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

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

a. Responsibility for all bulk subsistence storerooms in which dry, chilled and frozen provisions are maintained as well as the subsistence issue room if one is used;

b. Maintaining security and inventory accuracy of all accountable food and preserve its condition until issue or proper expenditure;

c. Reporting any compromise to accountability immediately to the Food Service Officer;

d. Reporting any potential loss of food stock as a result of storeroom conditions, such as flooding, fire or high temperature;

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- e. Monitors and records internal temperatures of bulk, chill, and freeze storage areas twice daily;
  - f. Maintains material condition of all storerooms; and,
  - g. May act as receipt inspector when receiving subsistence items.
4. CASH COLLECTION AGENT. A responsible Culinary Specialist will be assigned as cash collection agent.
5. CASHIER. All general messes authorized to sell meals or bulk food items will appoint sufficient cashiers to ensure proper handling of funds. Any Culinary Specialist assigned to the general mess may be a cashier. General messes with few cash sales may assign cashier duties to the watch captain or recordskeeper. Cashier duties may also be assigned to government employees, contractor personnel or the Master-at-Arms. Cashiers may not be assigned as the cash collection agent.
6. WARDROOM/CPO MESS CULINARY SPECIALIST. Culinary Specialists are responsible for performing the functions associated with the management and operations of messes and quarters afloat. The functional elements described in Appendix F, will normally be considered the responsibility of the Culinary Specialists. The Wardroom/CPO Mess LCS duties can be found in Appendix F.

### 1108 MESS DECK MASTER-AT-ARMS

1. GENERAL. The Executive Officer will detail the Mess Deck Master-at-Arms to the food service division when the activity's billet structure does not specifically provide a permanent Culinary Specialist for the job. Collateral duties or watches which interfere with the primary duties of a Master-at-Arms, except in unusual circumstances, will not be assigned. Whenever possible, the duties of the Mess Deck Master-at-Arms will be performed by military personnel. If military personnel are not available, the duties may be assigned to government or contractor employees, subject to Type Commander approval. Responsibilities, duties and guidelines for the Mess Deck Master-at-Arms are located in the NAVSUP P-486, Appendix K, Mess Deck Master-at-Arms Handbook.

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

2. DUTIES AFLOAT. When assigned afloat, the duties of the Mess Deck Master-at-Arms are to:
- a. Maintain all spaces and equipment in the serving line, scullery, and food waste handling areas except the areas under the cognizance of the watch captain;
  - b. Coordinate food service attendant assignments with the Leading Culinary Specialist for serving food, maintaining and cleaning of spaces and equipment, scullery operations, waste disposal, vegetable preparation and storeroom maintenance;
  - c. Muster food service attendants daily, and inspect personnel thoroughly for neatness and cleanliness;
  - d. Supervise cleaning of mess decks and gear, serving line, and scullery;
  - e. Ensure scullery operation follows current instructions;

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- f. Inventory twice a month and maintain adequate general mess gear to ensure sufficient quantities are available for serving periods;
  - g. Administer a training program for food service attendants that covers approved sessions on sanitation, scullery operations, and food handling;
  - h. Maintain order and discipline in assigned areas; and,
  - i. Monitor headcount by using an appropriate hand-held counter.
3. DUTIES ASHORE. When assigned ashore, additional duties of the Mess Decks Master-at-Arms will include:
- a. Supervision of contract Food Service Attendants, if appropriate;
  - b. Supervise the signing and control of the Meal Signature Record (NAVSUP Form 1291) and the Cash Meal Payment Book (DD Form 1544) to ensure proper procedures are followed. NOTE: The shore facilities that have the Maximus Program (Point of Sale Program) are not required to use the DD 1544 or NAVSUP Form 1291, but must monitor the Maximus Program; and,
  - c. Prepare the Recapitulation of the Meal Record (NAVSUP Form 1292).

### 1109 FOOD SERVICE ATTENDANTS

1. DUTIES. Food Service Attendants assigned to the general and private mess are responsible for performing the following duties:
- a. Maintain general cleanliness and sanitation of bulkheads, overheads, decks and associated equipment in all food service spaces.
  - b. Maintain cleanliness and sanitation of the mess dining area salad bars, beverage bars, hot bars, condiment tables, self service bars, and galley steam tables.
  - c. Handle and dispose of all trash, food waste, and plastic waste in all food service spaces.
  - d. Maintain the cleanliness, sanitation, and descaling of the scullery, pots and pans machine and the cleanliness of all deep sink areas in food service spaces.
  - e. Maintain the cleanliness and sanitation of countertops.
  - f. Operate scullery and pots and pans equipment in order to sanitize all pans, dishware, silverware, and cooking utensils.
  - g. Wash cooking and baking gear in the galley and baking areas.
  - h. Assist in transferring hot and cold foods to all serving line and self service bars/tables. Assist in setting up the salad bar, hot bars, condiment tables, and galley steam tables.
  - i. Fill and maintain non-carbonated beverage dispensers, milk machines, soda machines, hot drink dispensing machines, and juice dispensers; including the cutting of dispensing tubes.
  - j. Set tables with napkin dispensers, salt and pepper shakers, sugar dispensers, and all condiments required for the meal served.
  - k. Maintain cleanliness and sanitation of all portable dispensing units. Fill all dispensing units for the dining tables and beverage bar areas.

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

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

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

### 1110 MANPOWER USAGE

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

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

General messes are expected to maintain the traditional fine quality of Navy food service and also to place special emphasis on personal services offered to mess patrons. With limited manpower resources, service to mess patrons must be accomplished through efficient manpower management and utilization. This requires an efficiently organized system with work schedules geared to the ability and workload of all personnel assigned.

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

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

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

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

### 1111 MANPOWER UTILIZATION

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

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

**1112 MANPOWER EVALUATION**

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

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

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

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

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

### **1113 WORK SIMPLIFICATION TECHNIQUES**

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

### **1114 CLOTHING FOR PERSONNEL**

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

### **1115 ACCOUNTABILITY**

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

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

b. Accountable Officer Submitting Returns. For the personal accountability of subsistence returns, the term “accountability” is defined as the obligation to render an accounting of property and funds imposed upon an individual. This individual is charged by law, lawful order, or

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regulation with the responsibility for keeping accurate records of public funds or property and assumes a public trust that such funds or property will be utilized for purposes authorized by law or regulations. The property or funds may or may not be in the physical possession of the accountable officer.

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

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

3. **ABSENCE OR INCAPACITY OF AN ACCOUNTABLE PERSON.**

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

### **1116 FINANCIAL LOSSES AND ACCOUNTABILITY**

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

2. **LOSSES OF \$5.00 OR LESS.** Losses due to cumulative cash differences during any single month amounting to \$5.00 or less will be reported on the "Other Sales of Meals line of the General Mess Summary Document (NAVSUP Form 1359) in accordance with para. 7002-3 and no further action is required.



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### **3. REQUESTS FOR RELIEF OF FINANCIAL ACCOUNTABILITY**

a. Losses more than \$5.00. If the loss is more than \$5.00 whether or not identified to be theft, embezzlement, fraud, fault, or negligence of the accountable officer is involved, a letter requesting relief from financial accountability should be submitted by the Food Service Officer via the chain of command to the Support Services Directorate, Food Service Division (NAVSUP 51). A JAG or NISO investigations will be conducted, if the loss is \$750 or more, or theft, embezzlement, fraud, or fault/negligence of the accountable officer is involved. Copies of all investigations must be forwarded with the Commanding Officer's endorsement. The Commanding Officer's endorsement must include, as a minimum, information covering the items listed below:

- (1) Specific duty assignment of the individual requesting relief at the time of loss;
- (2) Experience of individual, or lack thereof;
- (3) When, how, and by whom loss was discovered;
- (4) Actions taken to verify loss and determine how loss occurred;
- (5) When last cash count was made and balanced, prior to discovery of shortage;
- (6) Prevailing circumstances at time of loss (such as special/physical conditions, security, storage conditions, regulations established/enforced);
- (7) Procedures in use to reduce possibility of losses or shortages;
- (8) Statement that pertinent regulations, instructions were followed/not followed;
- (9) Past involvement of individual, if any, in other losses;
- (10) Statement as to whether or not theft or criminal actions were involved;
- (11) Manner in which loss is currently being carried in activity records; and
- (12) An opinion as to whether or not the loss or deficiency was caused by the individual's fault or negligence.

### **1117 LETTERS OF AUTHORITY AND APPOINTMENT**

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

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

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

### 1118 FOOD SERVICE EVALUATION/TRAINING/ASSESSMENT CHECKLIST

1. GENERAL. Contained within NAVSUP P-486, are the minimum standards and requirements for all general messes unless otherwise directed by the type commander, major claimant, Commanding Officer, or Food Service Officer. General messes should review type commander/major claimant instructions governing any rules or regulations on increased standards over and above those outlined in this manual.
2. EVALUATIONS, ASSISTANCE TRAINING AND ASSESSMENTS. Various methods are

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used in maintaining and improving the quality of food service operations for general messes. They are through Food Management Team assist visits, Supply Management Inspection /Supply Management Assessments (SMI/SMAs) and Ney Memorial Awards Evaluations. A consolidated, standardized checklist is provided as Appendix I and will be used for all training visits and assessments done by Navy Food Management Teams and Ney Evaluators. This is also a recommended and useful tool for all internal food service self-assessments.

This checklist details all the minimum standard requirements as outlined throughout NAVSUP P-486. As outlined in subpara. 1, each activity must review Type Commander/Major Claimant instructions that provide additional or increased standards as those outlined in the checklist.

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

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### PART C: FOOD SERVICE SPACES AND SECURITY

#### 1200 STOREROOMS AND COMPARTMENTS

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

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

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

#### 1201 SECURITY OF FOOD SERVICE SPACES

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

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

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

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

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

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

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

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

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

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

### 4. INADEQUATE STORAGE SPACE AFLOAT

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

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

## 1202 CUSTODY AND HANDLING OF KEYS

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

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working day the original key will be placed in the general key locker. The general key locker, located in the supply office, provides centralized key control.

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

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

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

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

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

### **1203 ACCOUNTABILITY AND RIGHT OF ACCESS**

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

### **1204 MAINTENANCE OF FOOD SERVICE EQUIPMENT**

1. **GENERAL.** The optimum situation is to have dedicated personnel permanently assigned to the supply department to keep food service equipment and machinery at the highest efficiency. However, dedicated personnel may not be possible or equipment or machinery repair may require services from a commercial company. The activity's operations and maintenance allotment or the ship's operating target funds will pay for the parts supplied and repair service from a commercial company. Only qualified maintenance personnel will make repairs. It is the Food Service Officer's and Leading Culinary Specialist's responsibility to know the Preventive Maintenance System requirements for food service equipment and monitor timely performance of Preventive Maintenance System checks by government or commercial personnel.

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

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

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

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

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

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### PART D: FOOD SERVICE MANAGEMENT (FSM) SYSTEM

#### 1300 FOOD SERVICE MANAGEMENT

The Food Service Management (FSM) System is the automation system for both afloat and ashore general messes that has been certified by the Naval Supply Systems Command and approved by NAVSUP 51. The system replaces the manual method of recordskeeping and is designed to run on a 486 Pentium 100MHZ, with 16MB RAM, 14" Color Monitor, 1 GB Video Card, 1 high density 3.5" floppy drive, CD Drive, 40 Megabyte Hard Drive, a Mouse, a Modem and MICROSOFT WINDOWS. The system provides Food Service Officers and personnel with an automated method of menu production, receipt, inventory, issue and accounting processing and other functions associated with the operation of a general mess. The actual software was developed by the Space and Warfare Systems Center (SPAWARSYSCEN) as part of the SNAP I/II Program with technical guidance provided by NAVSUP 51. Recommendations for changes to the software should be forwarded via the chain of command to SUP 51.

#### 1301 SYSTEM APPROVAL

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



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### 1302 FOOD SERVICE MANAGEMENT ACCESS

1. **GENERAL.** An access control program has been integrated into the software of the Food Service Management system to provide control and security. The Food Service Officer has the overall responsibility of determining who should have access to each module and program in the Food Service Management. The Food Service Officer will not allow anyone else to have access to the Security Module in Food Service Management since this is part of the program which controls access to the rest of Food Service Management. Under no circumstances will a "community" user ID and password be created to allow multiple personnel access under a single user ID. Appendix A is provided as a general guideline for Food Service Officers to assist in determining which personnel should have access to specific parts of Food Service Management.

2. **IDENTIFICATION NUMBER.** The identification number (ID Number) used in Food Service Management can be any series of alpha or numeric characters unique to a specific individual.

3. **PASSWORD. Activities operating on FSM Version 250-02.06.00.** The application's password management mechanism must prevent users from choosing passwords that do not comply with the password construction rules defined in DODD 8500.1, i.e.,

- (1) The password must be case-sensitive;
- (2) The password must contain at least eight characters;
- (3) The password must not contain spaces or a "+";
- (4) The password must contain at least:
  - a. one [1] uppercase letter,
  - b. one [1] lowercase letter, and
  - c. one [1] non-alphanumeric ("special") character.

In addition, the password should not constitute or contain:

- (1) a text string commonly known to be used as a password (e.g., "password", "administrator", "nobody"),
- (2) a string(s) of repeating characters, e.g., "ee", designated by the administrator as prohibited,
- (3) the user's name or user ID

**Activities operating on FSM Version 250-02.05.00.** The password can contain up to 6 alphanumeric lower and/or uppercase characters. Users should not use obvious words; for example, nickname, license plate, phone number, street address, hometown, date of birth, or relative's name/nickname. It is recommended that the character combination be at least 6 characters in length.

Passwords will be changed at least every 6 months or upon personnel changes.

4. **SECURITY.** The Food Service Officer will record his system access ID and password along with his/her FSO's override password on paper and place it in a sealed envelope signing his/her name over the seal of the envelope. This envelope will be kept in the Supply Officer's safe for emergency conditions. If the Food Service Officer and Supply Officer are one and the same, the envelope will be secured in the Executive Officer's safe.

### 1303 FOOD SERVICE MANAGEMENT SYSTEM AND PROCEDURES

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

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2. Once the Food Service Management system is fully implemented, manual records are not required to be maintained.
3. Tampering, changing, or modifying files contained in the Food Service Management software is prohibited.
4. Implementation and backup procedures for Food Service Management are explained in Appendix A.

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**NAVSUP P-486 - Food Service Management****CHAPTER 2  
RATION SYSTEM**

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**NAVSUP P-486 - Food Service Management****CHAPTER 2  
RATION SYSTEM**

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**PART A: RATION ENTITLEMENT****2000 PERSONNEL ENTITLED TO RATIONS-IN-KIND**

1. **PERSONNEL ENTITLED TO RATIONS-IN-KIND.** Regular and reserve enlisted personnel of the armed services, officer candidates and cadets of the armed forces academies in a duty status, prisoners of war, and detainees resulting from the search and seizure of a foreign or domestic vessel are entitled to Rations-In-Kind at government expense.

2. **PERSONNEL CONDITIONALLY ENTITLED TO RATIONS-IN-KIND**

a. **Retired Enlisted Personnel.** Retired enlisted personnel confined in a hospital or dispensary are entitled to Rations-In-Kind.

b. **Destitute Survivors of Disasters at Sea.** Destitute survivors of disasters at sea may be fed without charge in Navy general messes at sea. The Commanding Officer must make the determination that the survivors are in fact destitute. The information furnished in the Certification of Rations Issued Form establishes entitlement (Figure 2-1). Take ration credit as for Rations-In-Kind personnel and record on the monthly NAVSUP Form 1359, General Mess Summary Document under Ration Breakdown, listing Type of Personnel as Disaster Survivors (Figure 2-2).

**2001 PERSONNEL AUTHORIZED SALE OF MEALS**

1. **GENERAL.** General messes are designed, staffed and operated specifically to provide meal service to enlisted military personnel authorized Rations-In-Kind (RIK). The Manual for the Department of Defense Food Service Program (DoD 1338.10M) and Financial Management Regulation, Vol. 7A, Chapter 25, establishes specific guidelines under which non-RIK enlisted personnel (e.g., Basic Allowance for Subsistence (BAS), Per Diem), officers, civilian employees, official visitors and guests are authorized to obtain meals on a reimbursable basis or cash basis from the general mess, subject to the Supply Officer's written approval (sample Letter of Authority is in Appendix B). The following criteria will be considered in determining when sales of general mess meals will be permitted:

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

If approved by the Supply Officer/Regional Supply Officer, the following categories of personnel are authorized to purchase meals. (See sample letter in Appendix B).

- a. Officer personnel;

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

2. **ASHORE COMMANDS CONUS.** Ashore general messes are designed, staffed and operated specifically to provide meals to the enlisted personnel authorized rations in kind (RIK). Authorization to feed civilians (i.e. federal employees, retirees, dependents, guests, ect.) is unwarranted and contrary to the congressional intent for funding the feeding of sailors. The following personnel authorized to purchase meals in cash in an ashore galley are:

- a. Active Duty Personnel (US and Foreign Military);
- b. Activated Reservist;
- c. Escorted dependents of active duty or activated reserves;
- d. Midshipman Cadets, NROTC personnel on orders;
- e. All government travelers (on orders) when directed to subsist from the ashore galley;
- f. Nonprofit Youth Organization and Military sponsored tour groups approved by Commander Naval Installations Command (CNIC).

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

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

- a. Collect cash at the appropriate sale of meal rate, from those persons able to pay (as determined by the Commanding Officer) and record signatures on the DD Form 1544

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(Figure 2-2). Ration credit will be recorded on the monthly NAVSUP Form 1359 under Ration Breakdown.

b. Those persons unable to pay will sign NAVSUP Form 1291 (Figure 2-3). The 1291 should be annotated at the top of the form with "Disaster/Emergency/Humanitarian Feeding." Meal Pass Number and Command/Unit columns should be left blank. Ration credit will be recorded on the monthly NAVSUP Form 1359 under Ration Breakdown. The Food Service Officer should contact the local disaster coordinator to determine if reimbursement can be obtained from:

- (1) Federal Emergency Management Agency
- (2) The American Red Cross;
- (3) Navy Relief;
- (5) A business (contractor responsible for causing an evacuation); or,
- (6) Other disaster relief organizations.

c. When large numbers of personnel are involved, NAVSUP Form 1292 (Figure 2-4), Recapitulation of Meal Record, should be used to record mass feeding. The 1292 should be annotated at the top of the form with "Disaster/Emergency/Humanitarian Feeding." Meals provided to cash patrons should be recorded under cash sales on the 1292 and the monthly NAVSUP Form 1359. Meals provided to patrons who are unable to pay should be recorded under the "Other" block, annotated as "Disaster/Emergency/Humanitarian Feeding." Ration credit will be recorded on the monthly NAVSUP Form 1359 under Ration Breakdown.

d. Food Service Officers unable to collect payment for meals should forward a Certification of Rations Issued Form (Figure 2-1) in accordance with paragraph 2003 to NAVSUP 51 with the monthly NAVSUP Form 1359 to document the disaster/emergency/humanitarian feeding.

e. Food Service Officers receiving reimbursement for meals after the close of the accounting period should forward the funds to NAVPERS N10 via check payable to U.S. Treasurer. A copy of the Certification of Rations Issued form must accompany the check. Modifications to accounting records are not required for this action.

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

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



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

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

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

*Example: \$500.00 worth of supplies divided by \$9.84 (\$7.84 BDFA plus \$2.00 PV allowance) equals 50.8 rations. (round to 51)*

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

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

4. MEALS ON KEELS. Personnel assigned TAD to oil platforms under Contingency Operations within the United States Central Command Area of Responsibility (USCENTCOM AOR) will be provided meals on behalf of the government. When the oil platforms are in operation, general messes from afloat units may be required to provide food items for personnel TAD to the oil platforms. The ships providing the prepared meals and/or bulk food can take the ration credit in the OTHER category of the ration breakdown section of the NAVSUP FORM 1359. Each ship would need to identify these rations as Meals on Keels rations, send in a cert letter to support the rations along with the 1359.

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

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

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

*Example: \$500.00 worth of supplies divided by \$9.84 (\$7.84 BDFA plus \$2.00 PV allowance) equals 50.8 rations. (round to 51)*

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

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

**2003 CERTIFICATION REQUIREMENTS**

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

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

<u>Data Line</u>	<u>Entry</u>
From	Name of activity
UIC	Activity Unit Identification Code
a. Date(s) issued	Include only actual date for subsisting personnel (i.e., 17-19 Oct 06)
b. Number of personnel receiving rations	Number of personnel (not rations (i.e., 31 people))
c. Number of rations issued	Actual number of rations fed (cannot exceed the number of days personnel subsisted multiplied by the number of personnel receiving rations (line "a" times line "b"). This should match the rations reported on the NAVSUP 1359.
d. Type of personnel	Separate these personnel by specific types (i.e., Naval Academy, NROTC, Coast Guard and foreign government by country (Italy, France, etc.). Do not combine different types of personnel on a single certification form.
e. Authority to subsist	Identify orders, letters, or messages that authorize the rations. For foreign government personnel, attach a copy of the individual or group orders and cite the paragraph that authorizes rations without charge to the individual or group.
f. Activity and address	Enter the office to bill if specified by orders, letters or messages that authorize the rations.
g. Appropriation to charge	Orders, letters or messages specify accounting data to charge, or Standard Form 1080. Provide that information on this line. Naval Academy and ROTC have two separate lines of accounting.
Signature	Signature of Food Service Officer for all categories of personnel except foreign government personnel (by country). Senior or designated representative of each group of foreign government personnel will sign.

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Grade/rate/title  
Grade/rate/title of signing official.

Service/Country  
Service/Country of signing official.

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

- a. Navy enlisted (regular and reserve);
- b. Marine Corps enlisted (regular and reserve);
- c. Marine Corps officer candidates;
- d. Army enlisted (regular and reserve);
- e. Army reserve (officer training corps);
- f. Air Force enlisted (regular and reserve);
- g. Army and Air National Guard;
- h. Cash sales (all categories of personnel).

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

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

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

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### CERTIFICATION OF RATIONS REQUIREMENT GUIDE

CATEGORY	CERTIFICATION REQUIREMENTS
<b>Cadets (Military, Coast Guard)</b>	1.) Authority for providing rations not required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders with accounting classification will be submitted to NAVSUP 51 with the monthly NAVSUP 1359. If orders consist of more than one page, provide NAVSUP 51 with a copy of each page. 4.) Letter request must contain personnel name, SSN, activity, and appropriation to charge. 5.) Appropriation to charge is required.
<b>NROTC</b>	1.) Authority for providing rations not required. 2.) Name and address of activity to be billed is required. 3.) Copy of orders not required. 4.) Complete separate certifications to distinguish NROTC Midshipman from Naval Academy Midshipman. 5.) Appropriation to charge is required, one line of accounting from orders.
<b>Naval Academy</b>	1.) Authority for providing rations not required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders not required. 4.) Complete separate certifications to distinguish NROTC Midshipman from Naval Academy Midshipman. 5.) Appropriation to charge is required, one line of accounting from orders.
<b>Coast Guard</b>	1.) Authority for providing rations not required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders not required. 4.) Number of personnel receiving rations and number of rations issued are required separately for enlisted and officer personnel. 5.) Appropriation to charge is not required.
<b>USNR (TAR/FTS) (Enlisted)</b>	1.) Authority for providing rations not required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders not required. 4.) Appropriation to charge is not required.
<b>Foreign Government Personnel</b>	1.) Authority for providing rations is required. 2.) Name and address of activity to be billed is required. 3.) Copy of orders with accounting classification will be submitted to NAVSUP 51 with the monthly NAVSUP 1359. If orders consist of more than one page, provide NAVSUP 51 with a copy of each page. 4.) Letter request must contain personnel name, SSN, activity, and appropriation to charge. 5.) Separate certifications are required for officers, enlisted, regular, reserve and each individual travel order of foreign personnel. 6.) Appropriation to charge is required.
<b>Civilian Applicants</b>	1.) Authority for providing rations not required. 2.) Name and address of activity to be billed required. 3.) Copy of orders with accounting classification will be submitted to NAVSUP 51 for reimbursement. If orders consist of more than one page, provide NAVSUP 51 with a copy of each page. 4.) Letter request must contain personnel name, SSN, activity, and appropriation to charge. 5.) Only for selected types of naval air reserve programs. 6.) Appropriation to charge is required.
<b>Disaster/Emergency/Humanitarian Destitute Survivors of Disasters at Sea</b>	1.) Authority for providing rations is required. 2.) Name and address of activity to be billed is not required. 3.) Copy of orders not required. 4.) CO's letter declaring an emergency or disaster is required. 5.) Appropriation to charge is not required.
<b>Prisoners of War Detainees Search and Seizure MIO Meals on Keels</b>	1.) Authority for providing rations is required. 2.) Name and address of activity to be billed not required. 3.) Copy of orders not required. 4.) Appropriation to charge is not required.

**Figure 2-1**

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

**CERTIFICATION OF RATIONS ISSUED FORM**

**(Example)**

From: USS DUARTE (DD 901) UIC: 00504

To: Naval Supply Systems Command, Food Service Division (NAVSUP 51), 5450 Carlisle Pike, PO Box 2050, Mechanicsburg, PA 17055-0791

Subj: CERTIFICATION OF RATIONS ISSUED REQUIRING REIMBURSEMENT

1. Reimbursement has not been received for rations issued as follows:

a. Date(s) issued 17-19 Oct 03

b. Number of personnel receiving rations 31

c. Total number of rations 93

d. Type of personnel NROTC Midshipman

e. Authority to subsist NAVSUP P-486, Para. 2001 20% (B) 40% (L) 40% (D)

f. Activity and address to bill \_\_\_\_\_ x # of personnel fed = rations

g. Appropriation to charge or (SF1080 attached) \_\_\_\_\_

W. B. ELLIS

(Signature) \*\*\*\* **Required** \*\*\*\*

ENS, SC, Food Service Officer USN

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

Rations must match rations reported on NAVSUP 1359

**Figure 2-1a**

### NAVSUP P-486 - Food Service Management

## REPORTING RATIENS FOR SURVIVORS OF DISASTERS AND DISASTER/EMERGENCY FEEDING ASHORE/INPORT TO THE GENERAL MESS SUMMARY DOCUMENT

### (NAVSUP FORM 1359)

**FB4A00001**  
HEADING

**NAVSUP FORM 1359**

**RATIONS ALLOWED STATEMENT**

Navy Rations Allowed  
Other Rations Allowed  
**TOTAL RATIENS ALLOWED**

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

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

**CASH STATEMENT**

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

**CERTIFICATION**

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

STANDARD DOC. NO.

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

Total rations for Disaster/Emergency/Humanitarian feeding Ashore/Inport and Survivors of disasters having personal funds will be recorded in code 2. If unable to collect funds from these personnel, reimbursement will be in accordance with paragraph 2002-1b.

Total rations for destitute survivors at sea, detainees, POW's, flight crew, MIO and meals on keels will be recorded in the "OTHER" category of the ration breakdown section of the NAVSUP Form 1359. This ration value will agree and be supported by the certification of rations form that is forwarded with the Monthly NAVSUP Form 1359.

**DD FORM 1544**

**CASH MEAL PAYMENT SHEET**

To be completed when the government is to be reimbursed for meals furnished

ORGANIZATION OR DINE-IN FACILITY: \_\_\_\_\_ FROM: \_\_\_\_\_ THROUGH: \_\_\_\_\_

FOOD CHARGES		SURCHARGES (SEC)		PER DIEM BURCHARGE	
BR	DS	Other	Other	DS	Other

GRADE	NAME	DOLLAR VALUE				GRADE	NAME	DOLLAR VALUE			
		\$						\$			

BALANCE BROUGHT FORWARD

**TOTAL**

TOTAL CHARGES	\$			
CASH OVER (SHORT)				
CASH TURNED IN				
REMARKS				

TOTAL \$ \_\_\_\_\_

SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER: \_\_\_\_\_ SIGNATURE OF CASY OR ONLY HEADCOUNTER: \_\_\_\_\_

SHEET 01

Figure 2-2

NAVSUP P-486 - Food Service Management

DISASTER/EMERGENCY/HUMANITARIAN FEEDING ASHORE AND AFLOAT

**“Disaster/Emergency/Humanitarian Feeding”**

MISS I/INI (1st, 2nd etc.)		CATEGORY OF PERSONNEL (Check applicable block)		DATE:				SHEET NO:		
<input type="checkbox"/> NAVY REGULAR	<input type="checkbox"/> NAVY CADETS	<input type="checkbox"/> ARMY REGULAR	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> AIR FORCE NATIONAL GUARD						
<input type="checkbox"/> NAVY RESERVE	<input type="checkbox"/> MARCORPS REGULAR	<input type="checkbox"/> ARMY RESERVE	<input type="checkbox"/> CIVILIAN APPLICANTS	<input type="checkbox"/> FOREIGN						
<input type="checkbox"/> NAVY ROTC	<input type="checkbox"/> MARCORPS RESERVE	<input type="checkbox"/> ARMY NAT'L GUARD	<input type="checkbox"/> AIR FORCE REGULAR	<input type="checkbox"/> OTHER (Specify)						
SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT					
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: fit-content;">                     Annotate at the top of the form “Disaster/Emergency/Humanitarian Feeding”                 </div>			<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: fit-content;">                     Meal Pass Number and Command left blank                 </div>			26				
						27				
						28				
						29				
						30				
						31				
						32				
						33				
						34				
						35				
						36				
						37				
						38				
						39				
						40				
						41				
						42				
						43				
						44				
						45				
						46				
						47				
						48				
						49				
						50				

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

Figure 2-3

## NAVSUP P-486 - Food Service Management

### DISASTER/EMERGENCY/HUMANITARIAN FEEDING ASHORE AND AFLOAT

RECAPITULATION OF MEAL RECORD (4061)					PERIOD OR DATE
NAVSUP FORM 1292 (REV. 3-75)					
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY	REGULAR				
	RESERVE				
	ROTC				
	CADETS				
MARINE CORPS	REGULAR				
	RESERVE				
ARMY	REGULAR				
	RESERVE				
	NATIONAL GUARD				
COAST GUARD					
CIVILIAN APPLICANTS					
AIR FORCE	REGULAR				
	NATIONAL GUARD				
FOREIGN					
OTHER <i>(Specify)</i>					
1ST SUBTOTAL					
CASH SALES (INCLUDE CONTRACT PERSONNEL)					
2ND SUBTOTAL					
PERSONNEL NOT PASSING THROUGH SERVING LINE					
GRAND TOTAL					
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE
RATION CREDIT					
REMARKS					TOTAL CREDIT
<p>The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals received for.</p> <p>SIGNATURE AND RANK, RATE, OR GRADE _____</p> <p>SIGNATURE AND RANK, RATE, OR GRADE _____</p> <p>SIGNATURE AND RANK, RATE, OR GRADE _____</p>					
S/N 0108-LF-501-2920		U.S. Government Printing Office: 1988-505-007/90739 2-1			

Meals provided to patrons who are unable to pay should be recorded in the "OTHER" category of the ration breakdown section of the NAVSUP Form 1359. "Disaster/Emergency Feeding"

Meals provided to cash patrons should be recorded under cash sales

Figure 2-4



**NAVSUP P-486 - Food Service Management****PART B: SPECIAL ENTITLEMENT****2100 FEEDING PERSONNEL AWAY FROM THEIR NORMALLY SUPPORTING GENERAL MESS**

1. GENERAL. Personnel of any service entitled Rations-In-Kind are normally expected to use the general mess established to support their organization. However, work details or other circumstances may occasionally result in another general mess being more accessible during a meal period. These circumstances will also include RIK personnel attached to a ship that reside in shore based billeting. When these situations occur, the general mess should support such personnel. Verification of entitlement must be made before allowing access to the mess. Ship personnel utilizing shore-based galleys must supply a memorandum from their command verifying RIK entitlement. This memorandum should include the dates of required galley support and should be used to establish a meal pass for long-term patrons.

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

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

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

**2101 FEEDING AUXILIARY VESSEL CREWS**

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

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

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

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

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

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

### **2102 FEEDING NAVAL RESERVE PERSONNEL ON CONTINUOUS ACTIVE DUTY**

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

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

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

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

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

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

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

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

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

### **2105 FEEDING NAVAL RESERVE PERSONNEL PERFORMING MULTIPLE DRILLS**

Provide Rations-In-Kind to Naval Reserve enlisted personnel performing multiple drills following provisions of the Bureau of Naval Personnel Instruction 1001.39 (series).

### **2106 REPORTING RATIONS PROVIDED TO NAVAL RESERVE PERSONNEL**

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

2. TRAINING AND ADMINISTRATION OF RESERVE (TAR) or FULL TIME SUPPORT (FTS). Report Rations-In-Kind provided to Naval Reserve enlisted personnel on Training Active Reserve (TAR) separately from other types of personnel. Include the ration credits for TAR Naval Reserve enlisted personnel under the ration breakdown section of the NAVSUP Form 1359 in the block indicated (Figure 2-5).

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

F84A00001 TIME:  
HEADING

ACTIVITY

---

RATIONS ALLOWED STATEMENT

Navy Rations Allowed  
Other Rations Allowed  
TOTAL RATIONS ALLOWED

---

RATION BREAKDOWN

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

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

---

CASH STATEMENT

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

---

CERTIFICATION

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

STANDARD DOC. NO.

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

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

Total Rations for Training and Administration of Reserve (TAR/FTS) personnel will be recorded in code 15. This ration will agree and be supported by the Certification of Rations Issued Form that is forwarded with the monthly NAVSUP Form 1359.

Figure 2-5

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

### **2107 FEEDING FLIGHT CREW PERSONNEL**

1. GENERAL. 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 will be in accordance with the DoD Financial Management regulation (DoD 7000.14R, Vol 12, Chapter 19) and will be recorded as cash sales. The discounted meal rate shall be charged to officers, enlisted 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.

## NAVSUP P-486 - Food Service Management

### PART C: SALE OF MEALS

#### 2200 MEAL CHARGES

1. GENERAL. The basic food charges and surcharges for meals purchased from the general mess will be at the rate prescribed by the Under Secretary of Defense (Comptroller). Two separate charges apply to meals purchased from the general mess. One charge recovers the cost of food (also referred to as the discounted meal rate) and, when applicable, another charge, a surcharge, recovers the operating expenses. Sale of Meal Rates and the conditions under which surcharges apply are released annually via Naval Message from NAVSUP 51 and must be implemented 01 January. The rates are also published in the quarterly NAVSUPNOTE 7330 QUARTERLY GUIDELINES AND PROCEDURES FOR FOOD SERVICE FINANCIAL ACCOUNTABILITY. If either is not received, contact NAVSUP (NAVSUP 51) via e-mail, SALTS or telephone and a copy will be forwarded to you in the most expeditious means possible. Follow procedures contained in para 2503.3 or 7003 for contacting NAVSUP. This information can be found on the NAVY KNOWLEDGE ON LINE (NKO) website at <https://wwwa.nko.navy.mil>. For NAVSUP 51 phone numbers, refer to the current P476.

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

#### 2201 ACCOUNTING FOR MEAL SALES

##### 1. CASH SALES

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

##### b. Cash Meal Payment Book (DD Form 1544)

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

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

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(3) Cash Meal Payment Sheet Register. The headings (Organizations, Installation) will be filled in by the designated control officer. The individual authorized to receive cash meal payment sheets (normally cashiers) will sign and insert the organization and date on the cash meal payment sheet register ensuring that the sheet numbers correspond on both the payment sheets and the register. When the cash meal payment sheets are completed and returned to the Control Officer, the columns "Date Returned," "Cash Collected (food, surcharges)" and "Received By" will be filled in. The "Voucher No." column will not be filled in (this column may be used at some future date).

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

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

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

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

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

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Grade	Insert rank (O-1, E-5, etc.) and civilian personnel will insert CIV; Military Family Members will insert MFM.

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Name	
a. Normal Feeding	Individuals will sign their names (first initial and last name).
b. Mass Feeding	Senior member of group will sign their name (first initial and last name).
Dollar Value	Cashier (or if local policy dictates the individual paying for meals) will insert the applicable charges after the signature.
Total	The sum of each Dollar Value column for each individual Cash Meal Payment Sheet (B, L, D, S/C).
Total Charges "Food"	
a. Normal Feeding	The sum of the "Total" Line for breakfast, lunch and dinner (do not include surcharges in this block).
b. Mass Feeding	The sum of the "Group Total" Line for breakfast, lunch and dinner (do not include surcharges in this block).
Total Charges "S/C"	
Cash Over (Short)	The difference between the total of the "Total Charges" line (food and S/C) and the "Cash Turned In" line. If "cash turned in" line is less than the "total charges" line, there is a cash shortage. If the value is more, there is a cash overage.
Cash Turned In	Actual cash turned in by the cashier.
Remarks	May be used to explain overages or shortages and the breakdown of mass feeding cash sales.
Signature of Last or only headcounter	Signature of last or only headcounter.

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

(5) Overages and Shortages. Overages and/or shortages in cash received from the sale of general mess meals will be recorded on the DD Form 1544 by the cashier. The collection agent, during the daily audit, will verify the difference during the weekly DD Form 1544 inspection, and determine the cause of cumulative cash differences in excess of \$1 or .05% (whichever is larger) per cashier for the week and take appropriate action warranted by the circumstances to prevent recurrence. Any cash discrepancies involving possible fraud or

## NAVSUP P-486 - Food Service Management

criminal act, regardless of value, will be reported as outlined in the Navy Comptroller Manual. Total overages and shortages exceeding five dollars (including thefts, etc.) during the month will be reported as Undeposited Sales on the NAVSUP Form 1359. This amount must be maintained as Undeposited Sales until approved by NAVSUP, and then moved to Other Sales of Meals. A letter will be prepared and submitted with the NAVSUP Form 1359 to explain the circumstances involved with the gain or loss and to request authority to reduce accountability be deposited (gains) or expenditures (losses) reported on the Undeposited Sales line.

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

(a) Common Cash Card (CAC) automated system.

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

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

### 2. CREDIT SALES.

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

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

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

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Month and Year	Enter appropriate month and year.
Name	The Food Service Officer will enter the full name, grade or rate, and branch of service of the person receiving the meal.
Meal B, L, D	A Culinary Specialist will be assigned the duty of maintaining the NAVSUP Form 1046 in writing by the Wardroom Officer/Mess Treasurer (see sample letter in Appendix B). The Culinary Specialist will place a check mark or maintain a running total in the appropriate block opposite each name to indicate consumption of a meal. The form will be posted in a conspicuous location where it can be inspected visually by private mess members.
Total Sales	The Food Service Officer will total the sum of each meal (B, L, D) for the month for each member.



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Rate	The Food Service Officer will enter the applicable meal rates for each meal (B, L, D) as prescribed by the latest NAVSUP Naval Message.
Values	“Total Sales” x “Rate”
Total Value	The sum of the three “Values” blocks (B, L, D) for each member.
Data Block and Caption	Instruction for Entry
Totals under Total Sales column	The sum of each meal (B, L, D) under the “total sales” column.
Total under Total Value column	The sum of all “total value” columns.
Signature (Supply Officer)	Signature of Food Service Officer.
Date	The last day of the month or the date of detachment of the accountable Food Service Officer.
Total Cash Collected	Total dollar value of cash collected.

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

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

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

d. Payment. The payment for all meals sold on a credit basis will be required no later than 15 days following the month in which the meals were sold. Individuals concerned will make payment prior to detachment. The Food Service Officer will furnish a receipt for the cash paid (Figure 2-8). The Cash Receipt Certificate (NAVCOMPT Form 2114) may be used as a receipt form by marking out the line “for which I hold myself accountable to the Treasurer of the United States of America.” Collections for unpaid bills due to death, transfer, refusal to pay, etc., will be made in accordance with the Navy Comptroller Manual, Volume 5, Chapter 30. The total of all payments must match the amount owed by the individual on the NAVSUP 1046. The Food Service Officer will sign and date the NAVSUP 1046 when all meals have been verified and calculated correctly.

e. Officers Under Confinement. Officers under confinement receive BAS and therefore are obligated to pay for meals, and should be reported as cash sales daily. However, since they are in confinement credit sale of meals is authorized.

3. GENERAL MESS MEALS FURNISHED TO INPATIENTS IN HOSPITALS AND DISPENSARIES. This paragraph applies when there is no hospital mess being operated. All personnel not entitled to Rations-In-Kind will pay cash at the appropriate rate published in the quarterly NAVSUPNOTE 7330 and the annual NAVSUP Naval Message. The hospital or

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dispensary may prefer to provide a copy of the Voucher for Transfer Between Appropriation and/or Funds Standard Form (SF 1080) documenting the collection of money from the sale of meals and transferring these funds to the subsistence account. The hospital or dispensary representative will provide any documentation required to complete the "Certification of Rations Issued Form."

4. GENERAL MESS MEAL SALES AFLOAT. Inport, cash paying customers (Officers and visitors) will be charged only for meals actually consumed. While conducting Simulated at Sea Exercises, and personnel can not 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. Private officers or chief petty officers messes subsisting out of the general mess will utilize the same menu as the general mess, and will be provided with the required amount of provisions to feed the number of persons subsisting in that mess. If additional items are desired by the private messes and are not on the standard menu for that day, those items will be purchased separately in the form of a bulk sale (IAW para 6300). The use of subsistence appropriation funds (SIK Account) to defray the cost of these additional food items is not authorized.

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

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

1. RESPONSIBILITY. The Food Service Officer is responsible for obtaining applicable basic charges and surcharges and for the collection and deposit of such funds received from the sale of meals from the general mess except meals sold to inpatients in station hospitals and dispensaries. These funds will be handled in accordance with para. 2201-3. When wardroom members are furnished meals from the general mess, whether on a continuous basis or during inport periods, the mess treasurer will be responsible for the collection/reimbursement for such meals. NAVSUP P-486, Appendix F, Sections 3 and 7 applies.

#### 2. COLLECTION OF FUNDS

##### a. Sales.

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

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

##### (3) Personal Checks

(a) Afloat: Personal checks from active duty and active duty for training personnel and ship riders will be accepted in the general mess and will be made payable to the **Treasury of the United States**. Two-party checks will not be accepted. A personal check will be accepted only for the amount of the meal(s) and/or bulk food sales.

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

(c) The purchaser will endorse the check in the presence of the general mess cashier. The cashier is responsible for positively identifying the presenter of a check as an active duty or active duty for training person.

### (4) Returned Checks

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

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

(c) Pending settlement of the check, the amount will be carried as undeposited sales.

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

### (5) Uncollectible Checks

(a) If normal collection efforts fail, the Food Service Officer will request the Disbursing Officer to make a pay record checkage in accordance with (FMR) Financial Management Regulation, Volume 5, Chapter 4. After the checkage has been made, the Disbursing Officer will remit the collection to the Food Service Officer. The Food Service Officer will return the check to the individual purchaser and include the dollar value of the returned check on the Cash Deposited with Disbursing Officer on NAVSUP Form 1359.

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

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

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

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

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

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

### 3. DEPOSIT OF FUNDS.

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

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

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

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

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

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CASH MEAL PAYMENT BOOK (DD FORM 1544)

CASH MEAL PAYMENT SHEET										V30012	
To be completed when the government is to be reimbursed for meals furnished											
ORGANIZATION OR DINING FACILITY						INCLUSIVE DATES COVERED					
USS DUARTE (DDG-90)						FROM 30 OCTOBER			THRU 30 OCTOBER		
FOOD CHARGES			SURCHARGES (S/C)			PER DIEM SURCHARGE					
B	L	D	B	L	D	B	L	D			
1.45	2.65	2.65	.40	.80	.80						
BR	DB	Other	BR	DB	Other	BR	DB	Other			
2.70			.90								
GRADE	NAME	DOLLAR VALUE				GRADE	NAME	DOLLAR VALUE			
		B	L	D	S/C			B	L	D	S/C
CIV	M. Holmes	1.20			.40		BALANCE BROUGHT FORWARD	13.20	16.80		18.00
CIV	R. Ford	1.20			.40	CIV	J. Williams	2.40			.80
CIV	J. Stevens	1.20			.40	CIV	P. Anderson	2.40			.80
CIV	D. Kamar	1.20			.40	CIV	R. Dixon	2.40			.80
LT	S. Gardner	1.20			.40	CIV	M. Holmes	2.40			.80
ENS	A. Adams	1.20			.40	CIV	S. Hughes	2.40			.80
CIV	T. Little	1.20			.40	LT	R. Walton	2.40			.80
ENS	W. Wilson	1.20			.40	ENS	P. Buddy	2.40			.80
LT	C. Waters	1.20			.40	CIV	W. Sims	2.40			.80
LT	B. Michaels	1.20			.40	CIV	J. Henderson	2.40			.80
ENS	K. Robinson	1.20			.40	CIV	R. Wilson	2.40			.80
CIV	C. Crispin		2.40		.80	LT	P. Mickens			2.40	.80
CIV	A. Toledo		2.40		.80	CIV	P. Faulks			2.40	.80
LT	J. Young		2.40		.80	TOTAL		\$ 13.20	\$ 16.80	\$ 4.30	\$ 19.60
CIV	L. Marks		2.40		.80	TOTAL CHARGES		\$ 58.80		\$ 19.60	
CIV	T. Brown		2.40		.80	CASH OVER (SHORT)			.05		
ENS	S. Allen		2.40		.80	CASH TURNED IN		58.85		19.60	
LT	F. Thompson		2.40		.80	REMARKS					
TOTAL		\$ 13.20	\$ 16.80	\$ 4.30	\$ 19.60	.05 over due to mischarge					
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER						SIGNATURE OF LAST OR ONLY HEADCOUNTER					
W. B. Ellis, Ens						A. Samuels Bmt					

SHEET 01

Figure 2-6



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CASH RECEIPT CERTIFICATE  
(NAVCOMPT FORM 2114)

CASH RECEIPT CERTIFICATE		
RECEIVED FROM		
LT. Ron A. Aldridge		
THE SUM OF	(Amount in figures)	
Thirty Two Dollars and <sup>40</sup> / <sub>100</sub>	\$ 32 <sup>40</sup> / <sub>100</sub>	DOLLARS
for which I hold myself accountable to The United States of America		
PURPOSE (State reason for receipt of funds)		
Payment for meals sold on credit in May 1998		
SIGNATURE	NUMBER	DATE
D. J. Cook	0233	7 JUNE 2003
NAVCOMPT FORM 2114 (REV. 1-70) S/N 0104-LF-703-9602		A-18088

Figure 2-8



### NAVSUP P-486 - Food Service Management

## POSTING DEPOSITS TO THE DISBURSING OFFICER IN THE CASH RECEIPT BOOK (NAVSUP FORM 470)

CASH RECEIPT BOOK				Activity .....	
SHIP'S OR COMMISSARY STORE/ ENLISTED DINING FACILITY				Month of ..... JUNE ..... 2003	
DATE	AMOUNT IN WORDS		AMOUNT IN FIGURES	I hereby certify that cash received from sales in the amount set opposite my name has been turned over to the collection agent or disbursing officer.	I hereby acknowledge receipt, from the cashier/ collection agent, of the amount set opposite our names.
	Dollars	Cents			
2 Jun 98	Two hundred seventy seven	ninety	277 90	F.M. Jones MSZ (M30011/23-27)	R.C. Family ENS
5 Jun 98	Two hundred thirty six	one	236 01	F.M. Jones MSZ (M30011/28-30)	R.C. Family ENS
9 Jun 98	Two hundred sixteen	forty one	216 41	F.M. Jones MSZ (M30011/31-35)	R.C. Family ENS
12 Jun 98	Two hundred ninety seven	fifty	297 50	F.M. Jones MSZ (M30011/36-39)	R.C. Family ENS
16 Jun 98	One hundred ninety nine	sixty five	199 65	F.M. Jones MSZ (M30011/40-42)	R.C. Family ENS
19 Jun 98	Three hundred fourteen	twenty six	314 26	F.M. Jones MSZ (M30011/43)	R.C. Family ENS
23 Jun 98	Two hundred ten	twenty	210 20	F.M. Jones MSZ (M30011/44-46)	R.C. Family ENS
26 Jun 98	Three hundred three	seventy-two	303 72	F.M. Jones MSZ (M30011/47-50)	R.C. Family ENS
			9055 65		

When impractical to make daily deposits, the cash will be deposited at least twice weekly except when otherwise authorized by the Naval Supply Systems Command.

Figure 2-9

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

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

*Ship's Letterhead*

IN REPLY REFER TO

*(date)*

**MEMORANDUM**

From: Senior Member, Cash Verification Board

To: Commanding Officer

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

Ref: (a) DoD FMR Volume 5, Chapter 3

(b) NAVSUP P-486, para 2202-4

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

Very respectfully,

*(signed)*

J. B. Topchop

Copy to:

Disbursing Officer

File

**Figure 2-10**

**NAVSUP P-486 - Food Service Management****PART D: RATION CREDIT DETERMINATION ASHORE****2300 ASHORE RATION CREDIT DETERMINATION**

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

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

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

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

**2301 ASHORE GENERAL MESSES**

Activities considered general messes ashore include all:

- a. Ashore activities, except naval hospitals operating a hospital mess;
- b. Mobile construction battalions operating general messes ashore;
- c. Fleet and force commands operating general messes ashore;

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

### 2302 MEAL PASSES AND RATIONS ALLOWED NUMBER

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

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

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

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

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

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

“ENTITLED TO GENERAL MESS MEALS EXCEPT DURING PERIOD  
OF LEAVE. MEAL PASS NO. \_\_\_\_\_.”

The meal pass serial number will be entered in the space provided when the meal pass is turned in and before issuing the leave papers. The leave papers may then be used instead of a meal pass, except during the actual leave period. When using leave papers instead of a meal pass, the Master-at-Arms will check the “commencing” and “ending” hours and dates to determine subsistence eligibility. The individual may be allowed access on a sale of meal basis during the leave period.

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

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

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

(1) At the beginning of the month, the Food Service Officer will obtain a list of all personnel with a chow pass issued by the PERSUPPDET or if applicable, the Executive Officer/Personnel Officer, and estimate the daily number of Rations-In-Kind personnel entitled to be fed. Additionally, the Food Service Officer should be advised of any known evolutions that might substantially effect the number of anticipated rations to be fed during the month (e.g., training exercises, reservists training, large visiting groups, or change in BAS policy).

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

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

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

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

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

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

## NAVSUP P-486 - Food Service Management

ink. Figure 2-11 provides an example of a completed NAVSUP Form 1291.

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

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

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

b. Signature Section. A Master-at-Arms or other person authorized in writing by the Food Service Officer (see Appendix B for sample letter) will supervise the signing of the NAVSUP Form 1291 sheets (Figure 2-11). This individual positioned behind the signature counter will verify meal passes and direct personnel to the correct signature sheet. The Master-at-Arms will determine the eligibility of personnel passing through the serving line to eat in the general mess and require each person to show a valid meal pass and military identification card (this procedure will ensure that only persons entitled to Rations-In-Kind eat meals at government expense). Signatures and meal pass numbers will be legible. The signature section of the NAVSUP Form 1291 will be filled out as follows:

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

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

3. CONTRACT FOOD SERVICE PERSONNEL. Activities with contract food service personnel will use a separate NAVSUP Form 1291 prepared in duplicate to record signatures of the

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contract personnel. These personnel only enter their first initial and last name in the signature block. The Food Service Officer will furnish the original copy to the contractor and retain the duplicate copy.

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

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

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

### 6. MASS FEEDING

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

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

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

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

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

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

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

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

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter current date for that meal.
1st Subtotal Block	Enter the total in the first subtotal block.
Remarks	Write an appropriate statement such as "working parties," "inpatients of the dispensary/hospital," "duty food service personnel," "prisoner," or "outing personnel."
First Signature line	Sign name, grade or rate, and social security number last 4.

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

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

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

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



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

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

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

2. RESPONSIBILITIES AND DOCUMENT PREPARATION.

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

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

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

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

## NAVSUP P-486 - Food Service Management

NAVSUP Form 1292. The entry beside the “cash sales” block will include all general mess meals sold. This includes meals for which cash was collected before admission to the serving line and meals sold on a credit basis.

These entries should agree with:

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

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

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

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

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

The Cash Collection Agent (CCA) then gives the paperwork to the recordskeeper to post the number of meals sold for cash and Rations-In-Kind meals fed for each meal on the NAVSUP Form 338 (Figure 2-14).

**NOTE:** The recordskeeper must include the numbers of personnel not passing through the serving line in the appropriate blocks of the NAVSUP Form 338. Entries on the NAVSUP Form 338 will be made as follows:

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

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

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

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

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

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

The Leading Culinary Specialist will sign the second line and the recordskeeper will sign the first signature line of the 1292 monthly recapitulation. The Food Service Officer will sign the third line.

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

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

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Total Credit	Adjust this value to agree with the NAVSUP Form 338 figure.
Remarks	Include an explanation for the adjustment. Reflect the increase as "Navy Regular" on NAVSUP Form 1359.

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

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

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

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

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

- a. General Mess Control Record (NAVSUP Form 338);
- b. General Mess Summary Document (NAVSUP Form 1359);
- c. Monthly Recapitulation of Meal Record (NAVSUP Form 1292);
- d. Cash Meal Payment (DD Form 1544) Sheets used during the month;
- e. Daily Recapitulation of Meal Record (NAVSUP Form 1292) Sheets used during the month;
- f. All supporting Meal Signature Record (NAVSUP Form 1291) Sheets used during the month; and
- g. Any other documents supporting the daily ration credit figures.

### **2306 RESPONSIBILITIES**

1. **FOOD SERVICE OFFICER/LEADING CULINARY SPECIALIST.** Their responsibilities include:

- a. Managing and monitoring the head count procedures;
- b. Training personnel to perform assigned duties;
- c. Ensuring only authorized personnel receive rations-in-kind at government expense; and,
- d. Preparing and submitting required records and reports to the audit board.

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

- a. Determining the eligibility of personnel passing through the serving line to eat in the general mess;
- b. Requiring each person to show a valid meal pass and military identification card (this procedure will ensure that only persons entitled to rations-in-kind eat meals at government expense);
- c. Obtaining signatures and legible meal pass numbers on the NAVSUP Form 1291;
- d. Assisting the general mess cashier in obtaining signatures on DD Form 1544 sheets for cash sales;
- e. Receiving the NAVSUP Form 1292 from a group's supervisor for mass feeding in the general mess, counting the number of personnel in the group as they enter the serving line,

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

verifying the total number of personnel in mass feeding and entering "total verified" in the "remarks" block when signing the second signature line of the form;

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

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

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

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

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

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

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

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

f. Report problems to the Food Service Officer for corrective action; and,

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

### **2307 AUDIT BOARD PROCEDURES**

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

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

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

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

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

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

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

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

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

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

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

- a. Monthly NAVSUP Form 1292;
- b. Monthly NAVSUP Form 338; and,
- c. Monthly NAVSUP Form 1359.

Accommodations for rounding errors will be accounted for following the procedures outlined in para. 2305-2. The audit board will make any required corrections, reconcile the corrections with the Food Service Officer (the Food Service Officer will initial the changes and sign the monthly NAVSUP Form 1292). The audit board will provide the signed original monthly NAVSUP Form 1292 document to the Food Service Officer along with the daily summary NAVSUP Form 1292s. All audited NAVSUP Form 1291's may be destroyed at this time.

5. **REPORTS TO THE COMMANDING OFFICER.** The audit board will make a summary report of audit findings to the Commanding Officer after conducting each audit. The report will include a statement citing compliance with procedures and directives or the report will state otherwise. Problems in meal pass control, determining eligibility for personnel in the serving line, or documenting mass feeding will be reported when discovered. The audit board will retain the summary report after the Commanding Officer's review, and forward one copy to the activities Food Service Officer. The summary report and the working papers used to develop the report will be retained for one year.

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

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

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



NAVSUP P-486 - Food Service Management

MEAL SIGNATURE RECORD (NAVSUP FORM 1291)

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

DATE: 30 JUN 03 SHEET NO: 0001

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

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

SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT
E. Camp	B703511		J. Keenan	B703359	
C. Adolphia	B703515		S. Fyfe	B703406	
R. Graham	B703499		W. Fitzpatrick	B703596	
B. King	B703467		F. Tansley	B703491	
D. Vinton	B703516		J. Zucco	B703399	
A. E. Webb	B703522		J. Spring	B703549	
H. Andrews	B703343		D. Brown	B703330	
E. Thompson	B703496		N. Bowler	B703500	
B. Smith	B703466		A. Abdulrahman	B703594	
J. Johnson	B703512		A. Johnson	B703506	
B. Miller	B703427		E. Miller	B703421	
D. King	B703374		J. Valer	B703595	
V. Blackwell	B703573		W. Johnson	B703449	
T. Caswell	B703318		H. Howell	B703410	
J. Williams	B703427		S. Dink	B703339	
C. Minor	B703459		H. Bondie	B703383	
K. Pinsky	B703578		E. No. Langue	B703552	
P. Graham	B703429		A. Gachbach	B703460	
J. Baker	B703518		J. Shaw	B7034	
L. Murphy	B703301		C. Bass	B703572	
J. Hartman	B703482		E. Jones	B703401	
P. Gray	B703509		C. Bridgeway	B703569	
A. Williams	B703553		M. Mankomal	B703447	
J. Brown	B703522		R. Watts	3358	
R. Ross	B703437				

5/N 0104-004-6301

Figure 2-11

## NAVSUP P-486 - Food Service Management

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

RECAPITULATION OF MEAL RECORD (4061)		PERIOD: 29 JUN 03			
NAVSUP FORM 1292 (REV. 3-75)		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
CATEGORY OF PERSONNEL					
NAVY	REGULAR				
	RESERVE				
	ROTC				
	CADETS				
MARINE CORPS	REGULAR				
	RESERVE				
ARMY	REGULAR				
	RESERVE				
	NATIONAL GUARD				
COAST					
CIVILIAN					
AIR FORCE					
FOREIGN					
OTHER (Specify)					
	1ST SUBTOTAL		128		
	CASH SALES (INCLUDE CONTRACT PERSONNEL)				
	2ND SUBTOTAL				
	PERSONNEL NOT PASSING THROUGH SERVING LINE				
	GRAND TOTAL				
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE
RATION CREDIT					
REMARKS: "MASS FEEDING - SCHOOL"					TOTAL CREDIT
"TOTAL VERIFIED"					
STATION AUDIT BOARD					
The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals received for.					
SIGNATURE AND RANK, RATE, OR GRADE					
<i>J.M. Scholtz</i>					
I.M. SCHOLTZ, OMC, USN					
SIGNATURE AND RANK, RATE, OR GRADE					
<i>J.M. Maa</i>					
I.M. MAA, BMA, USN					
SIGNATURE AND RANK, RATE, OR GRADE					

S/N 0108-LF-501-2920

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Figure 2-12

### NAVSUP P-486 - Food Service Management

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

RECAPITULATION OF MEAL RECORD (4061)				30 JUN 03	
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY	REGULAR	6	9	8	
	RESERVE				
	ROTC				
	CADETS				
MARINE CORPS	REGULAR	42	34	19	
	RESERVE				
ARMY	REGULAR	9	13	11	
	RESERVE				
	NATIONAL GUARD				
COAST GUARD					
CIVILIAN APPLICANTS					
AIR FORCE	REGULAR				
	NATIONAL GUARD				
FOREIGN					
OTHER (Specify)					
TAR		2	2	2	
1ST SUBTOTAL		59 <sup>PBW</sup>	58 <sup>PBW</sup>	40 <sup>RAF</sup>	
CASH SALES (INCLUDE CONTRACT PERSONNEL)		26	135	114	
2ND SUBTOTAL		85	193	154	
PERSONNEL NOT PASSING THROUGH SERVING LINE		12	12	12	
GRAND TOTAL		97	205	166	
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE
RATION CREDIT		19.40	82.00	66.40	
REMARKS					TOTAL CREDIT
					167.80
STATION AUDIT BOARD					
The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals received for.					
SIGNATURE AND RANK, RATE, OR GRADE		SIGNATURE AND RANK, RATE, OR GRADE		SIGNATURE AND RANK, RATE, OR GRADE	
P. B. Williams SK1		K. A. Treadwell DK2		T. J. Carlos MS3	
E. M. Jones MS2				F. M. Jones MS2	

When more than one Cashier supervises meals during the day, each will initial the subtotal(s) for the meal(s) supervised.

(Arrows point from the box to the 'OTHER' row and the three subtotal columns.)

Figure 2-13

NAVSUP P-486 - Food Service Management

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

FB4120001 TIME: 21:27

NAVSUP FORM 338

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

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

BDFA

5.38

SUPPLEMEN

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

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

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

RECAPITULATION OF MEAL RECORD (4061)

NAVSUP FORM 1292 (REV. 3-75)

30 JUN 03

CATEGORY OF PERSONNEL	BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
NAVY				
REGULAR	6	9	8	
RESERVE				
ROTC				
CADETS				
MARINE CORPS				
REGULAR	42	34	19	
RESERVE				
ARMY				
REGULAR	9	13	11	
RESERVE				
NATIONAL GUARD				
COAST GUARD				
CIVILIAN APPLICANTS				
REGULAR				
NATIONAL GUARD				
FOREIGN				
OTHER (Specify)				
TAR	2	2	2	
1ST SUBTOTAL	59 <sup>ABW</sup>	58 <sup>ABW</sup>	40 <sup>KA</sup>	
CASH SALES (INCLUDE CONTRACT PERSONNEL)	26	135	114	
2ND SUBTOTAL	85	193	154	
PERSONNEL NOT PASSING THROUGH SERVING LINE	12	12	12	
GRAND TOTAL	97	205	166	
CONVERSION FACTOR	20%	40%	40%	% APPLICABLE
RATION CREDIT	19.40	83.00	66.40	
TOTAL CREDIT				167.80

NAVSUP FORM 1292

Total rations for the day must be the same

(missing commit for the remarks)

STATION AUDIT BOARD

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

*P.B. Williams* SK1  
*T.W. Carlos* MS3  
*F.H. Jones* MS2  
*R.A. Treadwell* DK2  
*K.A. Treadwell* DK2

Figure 2-14

NAVSUP P-486 - Food Service Management

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

F8422Z001 TIME: 18:47

\*\*\* MONTHLY RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292) \*\*\*

DATE 01 JUL 03 GE: 1

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

MESS: GENERAL MESS

PERIOD OR DATE

1 JUN 03 - 30 JUN 03

CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
N A V Y	REGULAR	1380	2586	449	81
	RESERVE	48	27		
	ROTC				
	CADETS				
M A C R O I R N P E S	REGULAR	61	581	98	57
	RESERVE				
A R M Y	REGULAR		101	72	42
	RESERVE				
	NATIONAL GUARD				
COAST GUARD					
CIVILIAN APPLICANTS					
F A O I R R C E	REGULAR				
	NATIONAL GUARD				
FOREIGN					
OTHER (Specify)					
TAR		6	6	6	
OTHER					
1ST SUBTOTAL		1495	3301	625	180
CASH SALES (INCLUDE CONTRACT PERSONNEL)		708	1866	878	46
2ND SUBTOTAL		2203	5167	1503	226
PERSONNEL NOT PASSING THROUGH SERVING LINE		12	126	12	
GRAND TOTAL		2215	5293	1515	226
CONVERSION FACTOR					
RATION CREDIT		443.00	2117.20	606.00	90.40

REMARKS

TOTAL CREDIT ADJUSTED BY 4 TO AGREE WITH THE NAVSUP FORM 338.

TOTAL CREDIT

3256.60

STATION AUDIT BOARD

The undersigned certify the above to be, for the period specified, an accurate recapitulation of general mess meals received for.

SIGNATURE AND RANK, RATE, OR GRADE

*F. M. Jones*  
F. H. JONES

SIGNATURE AND RANK, RATE, OR GRADE

*S. A. GUNTON*  
S. A. GUNTON, MSC

SIGNATURE AND RANK, RATE, OR GRADE

*W. B. Ellis*  
W. B. ELLIS, EALS

S/N 0108-LF-501-2920

\* U.S. G.P.O. 1983-605-010:8619

The 1<sup>st</sup> line is for the Records Keeper to sign 2<sup>nd</sup> is Leading CS and 3<sup>rd</sup> line is FSO.

Figure 2-15

## NAVSUP P-486 - Food Service Management

### PART E: RATION CREDIT DETERMINATION AFLOAT

#### 2400 AFLOAT RATION CREDIT DETERMINATION

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

#### 2401 RATIONS ALLOWED NUMBER

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

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

2. **FOOD SERVICE OFFICER.** The Food Service Officer must use the ship's daily muster report and other information provided by the Executive Officer or Personnel Officer to:
  - a. Plan the quantities of food required on the following day based on the number of personnel expected.
  - b. Prepare certifications as required and arrange to complete and sign the certification prior to the departure of the personnel involved.
  - c. The ship's daily muster reports must be used to prepare a summary document of the rations allowed for the monthly or accounting period General Mess Summary Document (NAVSUP Form 1359) (discussed in Chapter 7).

#### 2402 ACCURATE COUNTING

1. **INPORT/UNDERWAY.** Ensure an accurate count of all personnel consuming meals from the general mess is taken inport/underway, using a mechanical counting device. Accurate head counts preclude food waste, provide historical information when planning endurance loading,

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

and serve as a critical input during menu preparation. Additionally, inport/underway, accurate head counts serve as the basis for recording the daily ration credit.

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

- a. Review the appropriate ration credits;
- b. Review and sign the appropriate documents to ensure all food items used were included in the daily issue documents to the general mess;
- c. Ensure an accurate number of personnel attending the event was included in the appropriate column(s) of the NAVSUP Form 338; and,
- d. Ensure that monies for enlisted rations (Subsistence Appropriation Funds) are not used to fund or subsidize other special events such as change of commands, retirements, and receptions. Special events such as these should be funded by relieving officers, retirees or through use of Official Representation Funds (ORF), following procedures as outlined in Naval Supply Procedures NAVSUP Pub P-485, Volume 1, para 3456. Use of Subsistence Appropriation Funds to fund or defray the cost of these events are strictly prohibited.

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

### **2403 RECORDING AFLOAT RATION CREDIT**

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

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

## NAVSUP P-486 - Food Service Management

and recorded in columns (2) through (6) of the NAVSUP Form 338 as follows:

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

**NOTE:** When the Officers' mess subsists out of the general mess on a continuous basis, all Officer ration credits will be taken for all three meals on full days at sea. On the day of entering or leaving port, partial ration credit will be taken for the meals served at sea only. Inport meals are not part of the full ration credit that is taken at sea. While conducting simulated at sea exercises, and personnel can not leave the ship, cash paying customers will be charged for all meals made available.

### 3. RATIONS-IN-KIND

a. Inport. Take ration credit only for meals fed, except for the day of leaving and the day of returning to port as mentioned in para. 2400-2. This value is what is entered on the NAVSUP Form 1090 by the watch captain (Figure 2-17). Ensure these rations are only Rations-In-Kind and do not include rations sold for cash.

**NOTE:** Subtract rations sold for cash or credit (as recorded on the NAVSUP Form 1046 and DD Form 1544) from the actual rations fed from the NAVSUP Form 1090 if they are included. (Figure 2-17). Enter this number on the General Mess Control Record (NAVSUP Form 338) and compute total ration credits for each day for meals fed under the Rations-In-Kind columns as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(7) B	Actual number of meals fed for breakfast as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
(8) L	Actual number of meals fed for lunch as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
(9) D	Actual number of meals fed for dinner as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.



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

- (10) N Actual number of meals fed for the night meal as recorded on the NAVSUP Form 1090. Do not include meals sold for cash.
- (11) Daily Column (7) x .20 + column (8) x .40 + column (9) x .40 + column (10) x (if breakfast meal .20, dinner meal .40). (Do not round this value).

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

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

**2404 FEEDING SHIPS' CREWS IN OTHER GENERAL MESSES**

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

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

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

This memorandum will assist in formulating rations allowed amount on the NAVSUP Form 1359 for the activity providing support.

The requesting ship will take ration credit only for meals furnished by their general mess. The shipyard or tender will take ration credit on their NAVSUP Form 1359 for the meals their activity furnishes to the requesting ship's crew.

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

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

NAVSUP P-486 - Food Service Management

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

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

**NAVSUP FORM 338**

F84120001 TIME: 20:45

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

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

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

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

**DD FORM 1544**

CASH MEAL PAYMENT SHEET

Organization or Dining Facility: USS DUARTE (DDG-90)

From: 30 June 98 Through: 30 June 98

GRADE	NAME	DOLLAR VALUE	GRADE	NAME	DOLLAR VALUE
CIV	M. Holmes	1.20	CIV	J. Williams	2.40
CIV	R. Ford	1.20	CIV	P. Anderson	2.40
CIV	J. Stevens	1.20	CIV	R. Dixon	2.40
CIV	D. Kamae	1.20	CIV	M. Holmes	2.40
ENS	A. Adams	1.20	CIV	S. Hughes	2.40
CIV	T. Little	1.20	LT	R. Walton	2.40
ENS	W. Wilson	1.20	ENS	P. Buddy	2.40
LT	C. Waters	1.20	CIV	W. Sims	2.40
LT	B. Michaels	1.20	CIV	J. Henderson	2.40
ENS	K. Robinson	1.20	CIV	R. Wilson	2.40
CIV	C. Chispen	2.40	LT	P. Mickens	2.40
CIV	A. Toledo	2.40	CIV	P. Fabela	2.40
LT	J. Young	2.40		<b>TOTAL</b>	<b>1320/4680</b>
CIV	L. Marks	2.40		<b>TOTAL CHARGES</b>	<b>58.80</b>
CIV	T. Brown	2.40		<b>CASH (SHORT)</b>	<b>.05</b>
ENS	S. Allen	2.40		<b>CASH TURNED IN</b>	<b>58.85</b>
LT	F. Thompson	2.40		<b>REMARKS</b>	<b>.05 over due to mischarge</b>
<b>TOTAL</b>		<b>1320/4680</b>			

Signature of Unit Commander or Food Service Officer: W.B. Ellis, Ens  
Signature of Last or Only Headcounter: A. Samuels, BMS

**NAVSUP FORM 1046**

\*\*\* SALE OF GENERAL MESS MEALS (NAVSUP FORM 1046) \*\*\*

DATE: 23/JUN/98 PAGE: 2

NAME	MEAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	TOTAL RATES	TOTAL VALUE
TECOT, TERRY	B																		1.20	1.20
VERSAKOS, KEVIN P.	B																		2.40	2.40
THOMAS, THOMAS	B																		1.20	1.20
BRUCE, A. LT., USN	B																		2.40	2.40
MURPHY, MARTIN	B																		2.40	2.40
SANTERO, JESSY	B																		1.20	1.20
TAYLOR, JANE D.	B																		2.40	2.40
VERSAKOS, KEVIN P.	B																		1.20	3.60
WILLIAMS, MARK	B																		1.20	1.20
WILSON, BYRCE, E.	B																		2.40	3.60
<b>CASH SALES</b>																				175.00
<b>TOTALS</b>																			5.40	17.60

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

LEGEND:  
X = Regular meal in port H = Holiday meal  
O = Regular meal at sea Y = Special meal  
B = Brunch meal  
Gain days will be indicated by "2" if both the original day AND the gained day are regular at sea meals.  
If the original day or the gained day were special, holiday, or brunch meals, the gain days will be indicated with the appropriate combination of the above symbols.

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

Figure 2-16

### NAVSUP P-486 - Food Service Management

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

F84120001 TIME: 21:27		NAVSUP FORM 338					*** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)				
GENERAL MESS CONTROL RECORD (4061) NAVSUP FORM 338 (REV. 11-84)		COMMANDING OFFICER USS DUARTE (DDG 90) (V21111)					BDFA 5.38 FPO-AE				
FROM (Name of Ship or Station)		GENERAL MESS					RATIONS IN KIND				
DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					DAILY (12)
	B 20% (2)	L 40% (3)	D 40% (5)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)	
BF JUN											
BQ 20	0	29	0	0	13.05	0	74	0	52	54.10	67
BQ 21	0	30	0	1	13.90	0	67	0	49	49.75	64
AR 22	8	29	2	0	14.00	50	164	111	0	120.00	134
AR 23	11	23	2	0	12.20	82	101	115	0	102.80	115
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101
BQ 27	0	4	0	1	2.20	0	74	0	65	59.30	62
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124
AR 30	26	35	14	0	24.80	71	170	152	0	143.00	168
TOTALS											

This is sample of an afloat activity.

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

NAVSUP FORM 1090		25 JUN 03 17:59				
MEAL	ALLOWED	%	PREDICTED	ACTUAL		
BREAKFAST	220	42	140	97		
LUNCH	220	93	180	205		
DINNER	220	75	110	166		
NIGHT			0			

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

Figure 2-17

NAVSUP P-486 - Food Service Management

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

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

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

---

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

---

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

REMARKS  
 RATION CREDIT FORMULA 20%40%  
 RATION CREDIT FORMULA 45%55%  
 ELEMENTAL ALLOWANCE 1  
 ELEMENTAL ALLOWANCE

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

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

Figure 2-18

## NAVSUP P-486 - Food Service Management

### PART F: RATION SYSTEM ALLOWANCES

#### 2500 GENERAL MESS FINANCIAL MANAGEMENT

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

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

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

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

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

#### 2501 DAILY RATION ALLOWANCES AND MONETARY VALUES

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

The monetary value of a BDFA is developed from the standard Department of Defense (DoD) Food Cost Index. The authority for this index stems from a presidential executive order and the current DoD appropriation act. The quarterly NAVSUPNOTE 7330 (series) issues the BDFA monetary value and includes changes in Special Allowances, fixed price list for operational rations, Food Item Report Master/Food Code List (NAVSUP Form 1059), and general information on food items. Except for operational rations all food items will be charged at the last receipt price.

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

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

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

1 - 99 total rations fed per day or,

100 - 149 total rations fed per day

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

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

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

- a. Submarines;
- b. Thanksgiving and Christmas Day holiday meals;
- c. The first 30 days of operation for newly established general messes.

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

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

## NAVSUP P-486 - Food Service Management

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

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

e. Other (NAVSUP approved).

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

The NAVSUPNOTE 7330 (series) does not include all possible situations which may justify special allowances. Submit requests for additional allowances in a timely manner to NAVSUP 51 via the TYCOM and your appropriate chain of command. The requests must include substantiating justification. Submitting requests in a timely manner allows use of the additional allowance during the appropriate accounting period(s).

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

### 2502 RECORDING THE DAILY MONETARY ALLOWANCE

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

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

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

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
(14) Daily Monetary Allowance	Column (12) x the monetary allowance (BDFA plus added allowances)
(15) Cumulative Total	Column (14) + the previous days Column (15).



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### 2503 EFFECTIVE MONETARY RATION ALLOWANCE

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

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

3. LATE RECEIPT. If revised rates in accordance with NAVSUPNOTE 7330 have not been received by the 5<sup>th</sup> of the month the Food Service Officer must notify NAVSUP 51 via e-mail, telephone or salts. E-mails may be addressed to:

FSMRENAVSUPHQ@NAVY.MIL

SALTS to COMNAVSUPSYSCOM FSM RETURNS (VSS),

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

“NAVSUPINST 7330 (series) dated \_\_\_\_\_ was received on \_\_\_\_\_.

\_\_\_\_\_  
(Food Service Officer)”

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

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

### 2504 BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

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

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

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

GENERAL MESS CONTROL RECORD (4061) B DFA SUPPLEMENTAL/SPECIAL ALLOWANCES FOR THE PER  
 NAVSUP FORM 338 (REV. 11-84)

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

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

COMMENTS: RATION RATIO...  
 FORMULA 20% 40%...  
 FORMULA 45% 55%...  
 SE 1

NAVSUPNOTE 7330  
24 FEB 1998

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

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

1. Basic Daily Food Allowances (B DFA)

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

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

2. Supplemental Food Allowances

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

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

a. CONUS Ashore.....  
 b. Overseas Ashore.....  
 c. Afloat Ships.....

OR

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

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

3. Special Food Allowances

a. Submarines.....\$0.55  
 b. Surface ships and stations operating in Cold War Area, (North of 60 degrees North latitude) south of the equator.....

★ As published per 7330...

Figure 2-19

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### PART G: SITUATION FEEDING AND ALLOWANCES

#### 2600 NIGHT MEALS AND MID-RATIONS

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

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

Personnel entitled to Rations-In-Kind receiving a night meal at a shore activity will sign a Meal Signature Record (NAVSUP Form 1291). Use a separate Cash Meal Payment Sheet (DD Form 1544) marked "other cash sales" to record cash sales of night meals. Report the number of personnel receiving night meals during Inport periods in the appropriate columns (5) or (10) on the General Mess Control Record (NAVSUP Form 338). Ration credit for night meals can only be taken during inport periods.

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

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

#### 2601 RECREATIONAL EVENTS

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

Enlisted personnel receiving BAS, officers, dependents and other guests will pay the published sale of meal rates as published in the quarterly NAVSUPNOTE 7330 and by the latest annual NAVSUP Naval message. The Food Service Officer will arrange with the activity one week prior to the placement of the food order, for the activity to have collected all monies and bring to the Food Service Office for a duty cash collection agent to receive all money and verify that all paperwork matches the amount of rations being made, this is need in advance for the proper posting of the rations into the FSM computer and the correct deposit of monies for that given day.

## NAVSUP P-486 - Food Service Management

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

2. DOCUMENTATION. The Food Service Officer will require a written request for picnic or recreational rations Seven (7) days prior to the event to allow for proper thawing and preparation of meat products, and collection of the cash and verification of the paperwork. Figure 2-20 provides a sample memorandum to use for requesting picnic or recreational event rations.

- a. Name of activity requesting rations;
- b. Number of personnel and date of the picnic or recreational event;
- c. Names and meal pass numbers of personnel entitled to Rations-In-Kind (only required for ashore activities) (use of a Recapitulation of Meal Record (NAVSUP Form 1292) with an attached memo showing names and meal pass numbers is recommended);
- d. Number of officers attending;
- e. Number of civilians attending;
- f. Military Family Members of E4 and below;
- g. Number of personnel on BAS attending the event (if applicable);
- h. Total cash;
- i. Picnic menu, pick up time and person authorized to pick up rations; and,
- j. Signature of requesting official.
- k. Need all paperwork and cash 1 week prior to the picnic / recreational event, for placement of the food order in advance and Verification of the paperwork, and collection of the Cash this is a commitment form the activity that the event is on! To many times we order the food and then the activity cancels the day prior.

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### REQUEST FOR PICNIC/RECREATIONAL EVENT RATIONS

#### (Sample)

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

To: Food Service Officer

Subj: REQUEST FOR PICNIC/RECREATIONAL EVENT RATIONS

Ref: NAVSUP P-486, para 2601

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

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

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

2. The breakdown of personnel attending is as follows:

a. Enclosures (1) and (2) provide a list of enlisted personnel entitled to Rations-In-Kind (ashore only).

b. Others

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

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

4. I certify the controls required by reference (a) will be strictly followed ensuring that only authorized personnel participating in the event receive a meal. Cash collected from the sale of meals will be turned in to the Food Service Officer with this memorandum 7 days prior to the event.

\_\_\_\_\_  
(Signature of requesting official)

**Figure 2-20**

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### **2602 COFFEE MESSES**

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

### **2603 CEREMONIAL CAKES OR PASTRIES**

Navy commands traditionally sponsor social events and ceremonies to acknowledge noteworthy accomplishments and achievements of Navy personnel. Command functions recognizing personnel promotions, reenlistments, command milestones, and other similar events are vital to morale and tradition.

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

The general mess will use last receipt prices to price raw food ingredients used for ceremonial events. Handle these transactions as sales of bulk food items in accordance with Chapter 6, para 6302.

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

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

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

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

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

### 2605 OPERATIONAL RATIONS

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

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

b. "B Ration" Menus. Requires approximately 100 semi-perishable food items and is generally used for field operations. Examples of B Ration food items are: canned and dehydrated meats and vegetables, canned fruits, bakery mixes, etc. Cooking facilities such as field ranges are required.

c. Individually Packaged Operational Rations.

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

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

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

a. Battle/Emergency Feeding Plans.

(1) Navy activities are generally required to have battle/emergency feeding plans. Ashore activities may have an emergency feeding plan for military personnel and an additional emergency feeding plan for government workers on base as well as the local population in the

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event of disasters, e.g., hurricanes. These plans must adhere to the guidance of the activity's next level in the chain of command.

(2) It is recommended that Navy activities develop their battle/emergency feeding plans using Modified "A Ration" and "B Ration" menus that employ the same perishable and semi-perishable food items used for normal feeding. Generally, emergency feeding should be done with food items in the form of meals which may be prepared with minimum of labor such as snack meals or box lunches. Individually packaged operational rations are to be excluded from battle/emergency feeding plans and related training exercises and are not to be used for emergency feeding except in accordance with para. 2605.

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

### b. Emergency Base Wide and Community Feeding Plans.

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

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

(3) Stock Rotation. Rotation of food items stocked to support ashore emergency base wide or community feeding plans will be the responsibility of the activity and its primary support bureau, command or office. If food items which have been stocked for such plans cannot be returned to the source of supply for credit, rotation of food stocks from ashore emergency base wide or community feeding plans may be transferred to an ashore general mess for consumption within the period of storage life expectancy. Such transfers will be done via SF 1080, Cash Collection Voucher. The transfer value will be as agreed upon by the Food Service Officer of the receiving general mess and appropriate authority representing the transferring activity, but in no case will the transfer value exceed the established fixed price. The accounting classification to be charged will be the subsistence appropriation, subhead 1453. This charge will be a "receipt with charge" for the receiving general mess. The accounting classification to be credited will be provided by the transferring activity, e.g., its OPTAR.

## 3. INDIVIDUAL OPERATIONAL RATIONS.

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

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



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(2) Ashore activities which have emergency base wide or community feeding plans may include contingency inventories of packaged operational rations only if authorized by the next level in the chain of command and in accordance with para. 2605.2.a.(1).

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

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

(1) Fund Citation. MREs and RCWs used for field mess operations will be requisitioned by general messes through regular supply channels. Fund Code PZ (afloat) or Fund Code VX (CONUS) or Fund Code VW (OCONUS) will be cited on DD Form 1348-1-A (DoD Single Line Item Requisition System Document) using MILSTRIP procedures or on other subsistence requisitions which require fund codes.

(2) Inventory Level. Inventories of MREs and RCWs will only be maintained if frequency of planned operations assures consumption of MREs and RCWs prior to expiration of their storage life expectancy. If timely consumption is not assured, only the required number of MREs/RCWs should be requisitioned for a particular planned operation. Inventory of MREs held for field mess operations will be in addition to inventories stocked for operations as described para. 2604.3c(1)(b).

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

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

### c. Independent and Detached Operations.

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

#### (2) Afloat

(a) Fund Citation. MREs and RCWs used for independent and detached operations will be requisitioned by afloat general messes through regular supply channels.

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

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

40-50% of crew size up to 150:	not to exceed 60 MREs/5 boxes
30-40% of crew size 151 - 400:	not to exceed 120 MREs/10 boxes
18-30% of crew size 401 - 1000:	not to exceed 240 MREs/20 boxes
14-18% of crew size over 1,000:	not to exceed 720 MREs/60 boxes

These MRE inventory levels are based on crew size and may be increased: For field mess operations in accordance with para. 2604.3b(2); or to conform to guidance provided by a general mess's next level in the chain of command to augment MRE inventory of amphibious ships/carriers with Marines, Air wings, or other troops/passengers embarked.

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

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

### (3) Ashore.

(a) Fund Citation. MREs and RCWs used for independent and detached operations will be requisitioned by ashore general messes through regular supply channels. Fund code VX (CONUS) or VW (OCONUS) will be cited on DD Form 1348-1-A (DoD Single Line Item Requisition System Document) using MILSTRIP procedure or on other subsistence requisitions which require fund codes.

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

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

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### d. Naval Mobile Construction Battalions (NMCB).

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

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

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

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

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

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

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

b. Off-Site Consumption. When MREs/RCWs are issued for consumption by personnel (IAW paras 2000 and 2001) participating in landing operations or remote long duration independent and detached operations, the MREs/RCWs will be expended:

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

(2) As a transfer without reimbursement between general messes when the receiving activity (also an established mess) will be claiming ration credit for MREs/RCWs. The requesting activity will prepare the DD Form 1149 and include the type of personnel to be furnished meals.

### c. Forced Issue MREs.

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

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

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

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

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

7. **CASH/BULK/VOUCHER SALES.**

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

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

c. **Voucher Sales.** When a general mess sells meals or bulk food to be paid by Standard Form 1080, Voucher for Transfers between Appropriations and/or Funds, the general mess must create a voucher citing both the collection and the disbursement accounting classifications in accordance with NAVSUPNOTE 7302 (series). The SF 1080 must be submitted to the disbursing office for processing of the collection and disbursement into the accounting system. The SF 1080 is not complete for processing until it includes the accounting classification of the office receiving funds, the signature of the authorized administrative/certifying officer of the office charged, and the accounting classification of the office charged. A DD Form 1149 is not sufficient for this purpose. It can only be used as proof of transfer (receipt or issue document).

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

a. MREs should not be surveyed except in unusual circumstances. Before their expiration date, they should be consumed or transferred for consumption during field mess or independent and detached operations or consumed in the general mess in lieu of regular rations.

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

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

### 2606 CONTRACT FEEDING

1. GENERAL. Enlisted personnel entitled to Rations-In-Kind normally receive meals from a general mess. When a general mess is not available, a cash allowance payment to enlisted personnel may be necessary. When a cash payment may be disadvantageous to the personnel, a contract with a commercial company or MWR organization on the activity may be necessary to provide Rations-In-Kind to enlisted personnel.

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

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

3. SUBMITTING REQUESTS. Submit requests for contract feeding to NAVSUP 51 for review and approval, at least one month prior to the proposed start date of the contract. If authority and approval are granted, NAVSUP 51 will provide food service guidance. Contracts will include provisions for providing head count totals at each meal. The contracts will also contain guidelines to use the commercial activity's records for audit purposes to determine if only qualified enlisted personnel received meals provided at government expense.

#### a. AFLOAT

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

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

#### b. CONUS/OCONUS

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

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

**NAVSUP P-486 - Food Service Management****CHAPTER 3  
NUTRITION AND MENU PLANNING**

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# CHAPTER 3 NUTRITION AND MENU PLANNING

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## PART A: NUTRITION

### 3000 NUTRITION STANDARDS

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

DIETARY GUIDELINES FOR AMERICANS. The Dietary Guidelines for Americans were developed by the United States Department of Agriculture and Department of Health and Human Services to provide a basis for federal nutrition policy. The guidelines were first issued in 1980 and were revised in 2000 and most recently in 2005. These guidelines carry nine basic messages.

The new dietary guidelines were revised to provide Americans advice to promote a healthy lifestyle and reduce the risk of major chronic diseases through a proper diet of healthy foods and regular physical activity. Major causes of morbidity and mortality in the United States are related to poor diet and sedentary lifestyle. Some specific diseases linked to poor diet and physical activity includes cardiovascular disease, type 2 diabetes, hypertension, osteoporosis, and certain cancers.

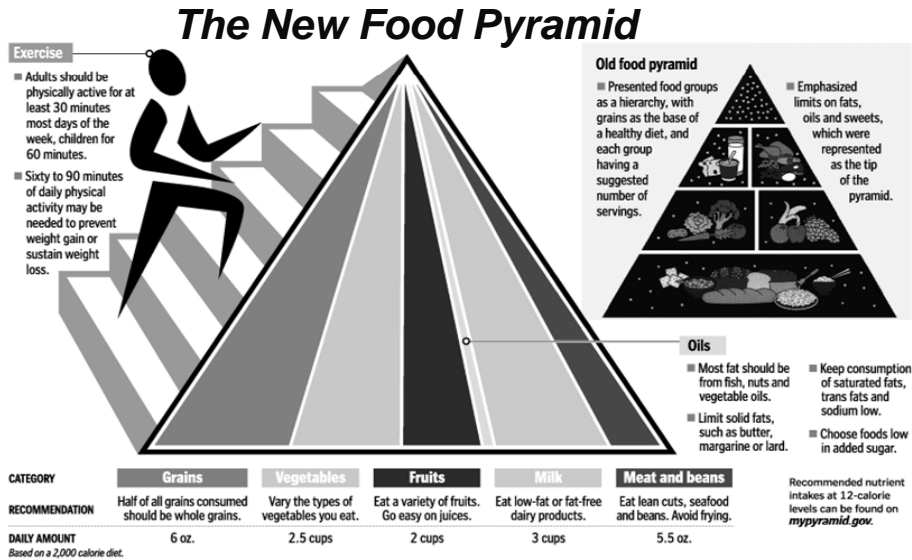
The Dietary Guidelines include

- 1) Consuming Adequate Nutrients Within Calorie Needs
- 2) Weight Management
- 3) Physical Activity
- 4) Improving Eating Patterns
- 5) Fats
- 6) Carbohydrates
- 7) Sodium
- 8) Alcohol
- 9) Food Safety



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3. FOOD GUIDE PYRAMID. The Food Guide Pyramid is a visual representation of the Dietary Guidelines. The goal is to provide guidelines for a diet adequate in protein, vitamins, minerals and fiber without excessive amounts of calories, fat, saturated fat, cholesterol, sodium, added sugars and alcohol. This pyramid may be accessed on line at [www.mypyramid.gov](http://www.mypyramid.gov).



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## 2005 Nine Dietary Guidelines For Americans



1. Adequate Nutrients Within Calorie Needs
2. Weight Management
3. Physical Activity
4. Improving Eating Patterns
5. Fats
6. Carbohydrates
7. Sodium
8. Alcohol
9. Food Safety



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

a. Grain Group (6 ounces Daily) Make Half Your Grains Whole

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

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

b. Vegetable Group (2-1/2 Cups Daily) Vary Your Veggies

Vegetables are naturally low in fat and contain no cholesterol. Vegetables are a good source of vitamins, especially A and C, fiber, folate, and minerals, such as iron and magnesium. Vegetables that are dark in color provide more nutrients. Starchy vegetables such as corn, peas and lima beans contain at least four times more calories than an equal quantity of a non-starch

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vegetable such as green beans or broccoli (1/2 cup corn = 80 calories, 1/2 cup broccoli = 20 calories). Starchy vegetables also tend to be less nutrient dense than other vegetables meaning they do not contain as many nutrients. Variety is the key... a diet containing an assortment of different vegetables is the best way to ensure adequate intake of important vitamins and minerals.

### c. Fruit Group (2 Cups Daily) Focus on Fruits

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

### d. Milk (2 to 3 Servings Daily) Get Your Calcium–Rich Foods

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

### e. Meat & Beans Group (5-1/2 ounces Daily)

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

The Meat Group is an excellent place to trim fat in the diet. Contrary to popular belief, red meat does not need to be avoided. Choosing 90% lean red meat with 10% fat is a good choice. In general, choose lean cuts of meat, and incorporate poultry and fish in addition to the red meats. To reduce fat from the meat group, choose lean meats; remove the skin from poultry; eat more fish, dry beans and peas. When cooking meats, broil, roast, bake, or simmer, instead of frying. Eggs are an excellent source of protein and can be included in a healthy diet. The egg yolk (yellow) is a concentrated source of cholesterol thus whole eggs should be consumed in moderation with the recommended maximum intake being 4 whole eggs per week. Egg whites contain no cholesterol/fat and can often be substituted for whole eggs in recipes. If a recipe calls for 1 whole egg, 2 egg whites can be substituted to yield an acceptable product.

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

Fat, oils and sweets should be minimized. Know your limit on fats, sugars, and salt. Ensure most of your fat sources come from fish, nuts and vegetable oils. Limit solid fats like butter, margarine, shortening, and lard, as well as foods that contain these fats. Check the Nutrition Fact labels on products to ensure the products you purchase are low in saturated fats, trans-fats and

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sodium. Choose foods and beverages that are low in added sugars. Calories from added sugars contribute few, if any nutrients.

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

**TABLE 3.1 - SAMPLE DAILY FOOD PATTERNS AT FOUR CALORIE LEVELS**

**Approximate calorie levels based on gender, age and activity:**

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

2,000 calories = moderately active women.

2,200 calories = most children, teenage girls, active women and less active men.

(Women who are pregnant or breastfeeding may need 300-500 more calories per day.)

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

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

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

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

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

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TABLE 3.2 - THE PYRAMID GUIDE TO DAILY FOOD CHOICES

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

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### Food Group Fruit

#### What counts as a serving

2-1/2 Cups Daily

#### Variety from within a Food Group

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

#### Citrus/Melon/Berry

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

#### Other Fruits

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

#### Other Fruits

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

### Food Group Vegetables

#### What counts as a serving

2 Cups Daily  
(include all types  
regularly, use dark  
green leafy  
vegetables and dry  
beans and peas  
several times a  
week)

#### Variety from within a Food Group

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

#### Dark Green Leafy

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

#### Deep Yellow

Carrots  
Pumpkins  
Sweet Potatoes  
Winter squash

#### Starchy

Corn  
Green Peas  
Hominy  
Lima Beans  
Potatoes  
Rutabagas  
Taro  
Breadfruit

#### Dry beans/peas (legumes)

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

#### Other Vegetables

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

**NAVSUP P-486 - Food Service Management****Food Group**  
**Meats & Dry Beans****What counts  
as a serving**  
5-1/2 oz Daily**Variety from within  
a Food Group**  
Lean meat, poultry without  
skin, or fish.Count 1 egg,  
½ cup cooked beans or 2  
tablespoons peanut butter  
as 1 oz of meat.**Meat/Poultry/Fish**Beef  
Chicken  
Fish  
Ham/Pork  
Lamb  
Organ Meats  
Shellfish  
Turkey  
Veal  
Luncheon Meats  
Sausage**Alternatives**Eggs  
Dry Beans  
Dry Peas (Legumes)  
Nuts/Seeds  
Peanut Butter  
Tofu**Food Group**  
**Milk, Yogurt, Cheese****What counts  
as a serving**  
2-3 Servings Daily  
(3 servings for teenagers,  
and young adults to age 24,  
and women who are  
pregnant or breastfeeding)**Variety from within  
a Food Group**  
1 cup milk  
8 oz yogurt  
1-1/2 oz natural  
cheese  
2 oz processed  
cheese**Lowfat Milk Products**Buttermilk  
Lowfat Cottage Cheese  
Lowfat Milk (Skim, 1%)  
Lowfat/Nonfat Yogurt**More Fat or Sugar**Cheddar Cheese  
Chocolate Milk  
Flavored Yogurt  
Frozen Yogurt  
Fruit Yogurt  
Ice Cream  
Ice Milk  
Swiss Cheese  
Processed Cheese  
Cheese Spreads  
Pudding  
Whole Milk**Food Group**  
**Fats, Oils, Sweets [and Alcoholic Beverages]**

Use Sparingly

**Fats/Oils**  
Bacon/Salt Pork  
Butter, Margarine  
Cream (Dairy/Nondairy)  
Cream Cheese  
Margarine  
Salad Dressing  
Shortening  
Sour Cream  
Vegetable Oil  
Fish Oil**Sweets**  
Candy  
Corn Syrup  
Frosting  
Fruit Drinks  
Gelatin  
Honey/Table Syrup  
Jam/Jelly/Marmalade  
Maple Syrup/Molasses**Alcoholic Beverages**  
Beer (12 oz)  
Liquor (1-1/2 oz)  
Wine (5 oz)

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### 3001 NUTRIENTS - MACRONUTRIENTS

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

#### 1. PROTEIN

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

#### 2. CARBOHYDRATE

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

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

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

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

#### 3. FAT

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

- b. Sources:

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



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

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

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

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

c. Caloric value: 9 calories per gram.

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

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

**NAVSUP P-486 - Food Service Management****TABLE 3.3 - RECOMMENDED PROTEIN, CARBOHYDRATE AND FAT INTAKES  
FOR VARIOUS CALORIE LEVELS**

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

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

**NAVSUP P-486 - Food Service Management****TABLE 3.4 - TIPS FOR IDENTIFYING FOOD PORTIONS****Meat, Poultry, Fish (cooked)**

3 ounces	= size of a computer mouse = amount in a sandwich = amount in a "quarter pounder" (cooked) = half chicken breast (3 inches across)
6 ounces	= restaurant split chicken breasts (6 inches across) = common luncheon or cafeteria portion
8 ounces	= common evening restaurant portion

**Cheese**

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

**Salads**

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

**Vegetables**

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

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

**Fruit**

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

**Fats**

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

**Ice Cream**

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

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

**...Every Bite Counts...**

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### 4. FIBER

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

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

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

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

c. Caloric value: Fiber has no caloric value.

d. Requirements: 25 grams daily for women and 38 grams daily for men.

### 3002 NUTRIENTS - MICRONUTRIENTS

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

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

Fat-soluble vitamins:

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

Several key vitamins and minerals are discussed below:

#### 1. VITAMIN A (Anti-Oxidant)

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

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

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### 2. VITAMIN C (Anti-Oxidant)

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

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

### 3. FOLATE

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

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

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

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

b. Sources:

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

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

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

### 5. SODIUM

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

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

### 6. CALCIUM

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

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

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### PART B: MENU PLANNING AND FOOD PREPARATION

#### 3100 REFERENCES, RESOURCES AND TOOLS

##### 1. GENERAL

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

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

The Armed Forces Recipe Service (AFRS) is issued to all general messes to standardize food preparation and service. These recipes are available on the NLL. All galleys will maintain the most recent set of Armed Forces Recipe Service Cards. AFRS use is mandatory by general messes. The file consists of approximately 1800 recipes, including newly developed recipes (AFRS 2003) and guideline cards. The recipes yield 100 portions and include healthier preparation methods. All recipes have been tested and evaluated for military-wide acceptability and support current nutritional standards. Commands are encouraged to send their favorite recipes and suggestions to NAVSUP 51 for inclusion in the AFRS.

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

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

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

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

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

Part A - Nutritional Analysis of Armed Forces Recipes

Part B - Recipes Meeting Healthy Navy Option Standards

Part C - Nutritional Analysis of Miscellaneous Food Items

Part D - New Recipe Development in the 2003 Revision

##### c. NAVY FOOD SERVICE (P-476)

(1) NAVSUP 51 publishes the Navy Food Service (NAVSUP P-476) on a quarterly basis and distributes it to all activities with general messes. This publication contains useful information on food products, galley equipment, general mess modernization, publication revisions, sanitation, food service automation, training, food preparation hints, food service operations, nutrition, menu planning, suggested special event or holiday menus, and recordskeeping.

(2) The Food Service Officer or the Leading Culinary Specialist will require each Culinary Specialist to read every issue of the Navy Food Service (P-476). The FSO, Leading CS, and

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

### d. NAVY STANDARD CORE MENU (NSCM)

The Navy Standard Core Menu (NSCM) was developed by the NAVSUP dietitian and chef, Natick Labs, and Fleet representatives within the Culinary Specialist Community. The NSCM was developed to meet all required menu planning standards and provide a menu to all Navy ships. The Navy Standard Core Menu was released on 01 October 2006. The menu will provide improved nutritional content, a reduction of the food items within the Navy load list and raise crew acceptability.

### e. WEIGHT CONTROL INFORMATION

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

### f. MENU REVIEW

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

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

### g. FOOD PREFERENCE RATINGS

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

### h. MEAL ATTENDANCE PREDICTIONS

Ashore units use signature head counts to document actual personnel fed. Afloat units underway receive full ration credit daily for all enlisted personnel entitled to be fed in the general mess. A mechanical counting device will be used to determine ration credit for inport periods based on the number of meals actually fed. At sea, a counting device should be used to count persons fed, a tool assisting the Watch Captain with the NAVSUP 1090 preparation and for

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historical data. There are variations in meal attendance from day-to-day and meal-to-meal. Head count records, although recommended, are not required to show how many people were served at each meal. The same historical data may be acquired simply by retaining the food preparation worksheet (NAVSUP Form 1090) for approximately four months or through three complete cycles of the menu to accurately predict meal attendance. Estimates of future attendance are based on past records and experience. Factors such as weather, proximity to payday, and liberty trends must be taken into account when predicting attendance. The number of portions of an item served should not be used as an indication of attendance at a meal.

### i. MENU BOARDS

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

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

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



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### 3101 MENU REVIEW PROCESS

#### 1. CYCLE MENU

A cycle menu works best for general messes. Cycle menus save time and allow an easier and more thorough analysis than menus written weekly. Cycle menus provide more accurate forecasting for ration costs, requisition requirements, and daily food preparation. In deciding on the most desirable cycle length, the variety and frequency of resupply, the number of duty sections, and the CS watch schedule should be taken into consideration. An odd-numbered day cycle allows each watch section the opportunity to prepare the entire cycle menu. Every attempt will be made to offer a selective menu. Selective menus offer one or more options for each meal category. Ideally, each menu should offer two or more entrées, side dishes, vegetables and desserts. A variety of beverages and breads will also be available.

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

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

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

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

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

#### 2. MENU PLANNING PROCEDURE

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

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

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

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

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

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

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

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

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

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d. MENU CHANGES. The Commanding Officer or the designated representative may allow the Food Service Officer to make necessary changes to an approved menu. This authorization occurs when the Commanding Officer signs the activity's cycle menu that contain the following preprinted statement:

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

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

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

### 3102 MENU PLANNING PROCESS

#### 1. GENERAL NUTRITION

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

Entrée = 15 gm fat or less

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

Desserts = 5 gm fat or less

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

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

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

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

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

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

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

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### 2. MENU PLANNING/NUTRITION STANDARDS FOR ENTRÉES

- a. When serving two entrées per lunch/dinner meal:
  - (1) A healthy option entrée (less than or equal to 15 grams fat) will be served at each meal.
  - (2) In addition to red meat (beef, pork, veal, lamb), poultry and fish will be incorporated in the menu.
  - (3) Lean cuts of beef and pork will be utilized. Refer to “The New Professional Chef” and “The Art and Science of Culinary Preparation” for additional information on lean cuts of meat.
- b. When serving one entrée per lunch/dinner meal:
  - (1) A healthy option (less than or equal to 15 grams fat) should be served for either lunch or dinner.
  - (2) In addition to red meat (beef, pork, veal, lamb), poultry and fish will be incorporated in the menu.
  - (3) Lean cuts of beef and pork will be utilized. Refer to “The New Professional Chef” and “The Art and Science of Culinary Preparation” for additional information on lean cuts of meat.
- c. Only one fried entrée will be offered per day to reduce daily fat intake. It is preferable to serve entrees that are baked, roasted, broiled, poached, or grilled. If serving a fried entrée, the alternate entrée will be a healthy option.
- d. When a casserole entrée is served, offer an alternate entrée containing pre-portioned or sliced meat.
- e. When serving high fat cold cuts such as bologna, offer lean, cold sliced roast meats such as turkey or lean roast beef to provide a healthy option.
- f. Serve gravy/sauces on the side.
- g. At breakfast, a minimum of one egg entrée will be prepared without added fat. Reduced cholesterol eggs should be available.
- h. Reduced fat/fat free yogurt qualifies as a healthy entrée option for breakfast.

### 3. MENU PLANNING/NUTRITION STANDARDS FOR STARCHES

- a. A healthy option starch (less than or equal to 5 grams fat) will be offered each meal when serving 2 starches per meal. When serving one starch per meal, a healthy option starch will be provided at either lunch or dinner. Starch options should include potatoes, rice, or pasta. Refer to the Armed Forces Recipe Service for recipe ideas.
- b. At breakfast, assorted breads, english muffins, bagels and low fat muffins will be offered as a Healthy Navy alternate to high fat breakfast pastries.
- c. At least one whole grain breakfast cereal will be offered daily. Prominently display whole grain RTE cereals on the breakfast serving line.
- d. Whole grain (whole-wheat) bread will be offered at each meal.

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### 4. MENU PLANNING/NUTRITION STANDARDS FOR VEGETABLES

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

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

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

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

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

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

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

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

### 5. MENU PLANNING/NUTRITION STANDARDS FOR DESSERTS

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

b. Fresh fruit will be utilized to the greatest extent possible. If canned fruit is utilized, it should be packed in natural juice vice syrup packed. Seasonal fruits will be incorporated into the menu as much as possible. A minimum of two fruits will be offered every meal.

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

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

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

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

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

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

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

d. Salad bar components:

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

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

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

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

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

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

### 7. MENU PLANNING/NUTRITION STANDARDS FOR BEVERAGES

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

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

### 8. HEALTHY INGREDIENTS

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

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

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

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

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### 9. MARKETING MENU ITEMS

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

Appetizer/Soup

Entrées (gravy, sauce if required)

Starches

Cooked vegetables

Salads

Breads/spreads

Desserts

Beverages

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

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

### 10. FOOD COMBINATIONS/SCHEDULING/VARIETY/INNOVATION

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

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

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

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

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

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

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

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

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

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

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

l. Theme meals will be included throughout the cycle. Theme/special meals are important as morale boosters and also allow Culinary Specialists to use their individual talents. With a few extra touches any meal can become fit for a special occasion. Be creative; indicate theme meals on the menu with titles such as "Mexican Fiesta" or "Hawaiian Luau." Special meals include holiday meals, cookouts, brunches and birthday meals. Each activity should feature at least one special meal per 35 day cycle. For example, the menu for St. Patrick's Day could read "Irish Stew" rather than "Beef Stew." Special days are listed in Table 3-5. Meals on these days can be highlighted with one or more special dishes to commemorate the occasion along with printed menus and decorations.

**TABLE 3-5 - SPECIAL OCCASION MEAL IDEAS**

### **January**

New Year's Day

Martin Luther King, Jr's Birthday

### **February**

Black History Month

Valentine's Day

Presidents' Day

### **March**

St. Patrick's Day

Easter Sunday (or April)

National Nutrition Month

### **May**

Asian Pacific Heritage Month

Mother's Day

Armed Forces Day

Memorial Day

### **June**

Father's Day

Flag Day

### **July**

Independence Day

### **September**

Labor Day

5-a-Day Month

### **October**

Columbus Day

Navy Birthday

Halloween

### **November**

Veteran's Day

Thanksgiving

Marine Corps Birthday

### **December**

Christmas



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### **11. CHARACTERISTICS OF AN AESTHETICALLY PLEASING MEAL**

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

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

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

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

### **12. SPEED LINES**

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

### **13. BRUNCH**

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

### **14. NIGHT MEALS**

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

**NAVSUP P-486 - Food Service Management****3103 FOOD HANDLING AND NUTRIENT RETENTION****1. FOOD HANDLING:**

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

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

**2. FOOD PREPARATION:**

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

**3. TEMPERATURE MONITORING:**

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

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

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### 3104 ADVANCED FOOD

1. Advanced food is considered to be pre-prepared food which eliminates traditional “cook from scratch” preparation procedures. These foods are pre-cooked/cooked, prepared/pre-assembled and pre-breaded. Items that are fresh, chilled, seasoned, frozen, sliced, diced, and shredded are included in this category. Other items are ready-to-serve (RTS) or ready-to-eat (RTE) items which may require re-heating, cooking or served directly from the original container. One-NSN meals can be used as an advanced food item.

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

3. The following products are considered Advanced Food:

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

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

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

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

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

### TRADITIONAL FOODS

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

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

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

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

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

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

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

### 3105 SPECIAL MEALS

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

#### 1. Highly perishable foods:

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

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

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

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

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

4. When refrigeration is not available for meals:

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

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

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

5. Menu suggestions for special meals:

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

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

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

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

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

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

### 3106 BASIC GUIDES FOR FOOD PREPARATION

Food will be prepared for the general mess following recipes contained in the Armed Forces Recipe Service or locally prepared and documented recipes approved by the Food Service Officer.

### 3107 FOOD PREPARATION WORKSHEET

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

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

- a. Maintaining a refrigeration log (a hand drawn or rubber stamp);
- b. Recording serving line and scullery temperatures,
- c. Notes from the menu production review board, and,
- d. Food Preparation Worksheet Actual Portions Prepared Validity Check (See Appendix I, Attachment A).

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

Data Block and CaptionInstruction for EntryHEADING SECTION

Reviewed by	Reviewed and signed by the Food Service Officer.
Document Number	Assigned through FSM program.
Day	Menu cycle day assigned through the FSM system.
Date	Appropriate calendar date.
Activity	Name of activity.
Leading Culinary Specialist	Leading Culinary Specialist signature after preparing the document.
Reviewed and Received by	Watch Captain or work center supervisor on duty after reviewing the instructions.
Reviewed and Received by	Oncoming Watch Captain or work center supervisor who assumes duty after reviewing the instructions.

MEAL ATTENDANCE, PREDICTIONS AND ACTUAL FED SECTION

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

FOOD ITEMS TO PREPARE SECTION

Recipe Card	Recipe card numbers corresponding to the menu items as assigned through FSM.
Menu Item	Menu items for preparation.
Portions to Prepare	As assigned by FSM. (This figure will only be accurate if post meal acceptability updates have been processed.)
Actual Prepared	Actual number of portions prepared based on recipe conversion. The Watch Captain completes this information upon completion of each individual meal.

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

**COMMENTS/DISPOSITION OF LEFTOVERS SECTION**

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



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

a. Normal Work Day

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

b. Watch Relief Day

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

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

### FOOD PREPARATION WORKSHEET (NAVSUP FORM 1090)

F83112001										07JUL98 17:59	
* FOOD PREPARATION WORKSHEET (4061) * NAVSUP FORM 1090 (REV.5-82)		REVIEWED BY (Signature)	CONTROL NO.	DAY	DATE	MEAL		ALLOWED	%	PREDICTED	ACTUAL
		<i>W. Haskew</i>	8181-1-3-01-01	CYCLE DAY 30	06/30/98	BREAKFAST	220	142	40	92	
* ACTIVITY USS DUARTE (DDG * MAIN LINE * CYCLE MENU 3, GENERAL MESS * GALLEY (FORE)		LEADING MESS MANAGEMENT SPEC.	REVIEWED & RECEIVED BY	REVIEWED & RECEIVED BY	LUNCH		220	93	180	205	
		<i>J.A. Clifton</i>	<i>J.B. Martin msr</i>	<i>K.L. Thomas msr</i>	DINNER		220	175	110	166	
					NIGHT					0	
RECIPE CARD	MENU ITEM	PORTIONS TO PREPARE	ACTUAL PREPARED	INSTRUCTIONS	START PREPARATION	START COOKING	PORTIONS LEFT OVER	ACCEPT-ABILITY (%)	COMMENTS/DISPOSITION OF LEFTOVERS		
									PREPARED	UNPREPARED	
***** BREAKFAST *****											
E00102	HOT BREAKFAST CEREALS (ROLLED OATS)	25	45	DO NOT OVERCOOK	5:45	6:00	4	37	Discarded		
F00400	SOFT AND HARD COOKED EGGS	18	18		5:30	5:45	6	46	Saved for Lunch Salad Bar		
L00200	OVEN FRIED BACON	45	45	COOK TO ORDER	5:45	6:00	3	64	Discarded		
L09100	GRILLED SAUSAGE LINKS (BKFS.)	16	16	COOK TO ORDER	5:45	6:00	3	71	Discarded		
X00324	CEREAL PREP., ASSTD., 70 SERVINGS	31	31		5:45	6:00	3	71	Discarded		
F00705	GRILLED EGGS TO ORDER	36	14	COOK TO ORDER	5:30	6:00	0	30	COOKED TO ORDER		
F03001	ASS'T. OMELET	16	14	COOK TO ORDER	5:30	6:00	0	41	COOKED TO ORDER		
D02505	PANCAKES (GRIDDLE CAKES)	28	28	COOK TO ORDER	5:30	5:50	3	71	Discarded		
X20202	ASSORTED BEVERAGES	11	11		5:30	6:00	0	21	NONE TO ORDER		
Z04602	HASHED BROWN POTATOES (FROZEN, SHREDED)	50	50		5:30	5:45	2	54	Discarded		
***** LUNCH *****											
E00501	LYONNAISE RICE	77	77	DO NOT OVERCOOK	9:45	10:00	6	35	Discarded		
L03700	SALTSBURG STEAK	135	135		9:00	9:30	2	65	Discarded		
L03800	SPAGHETTI WITH MEAT SAUCE	89	89	DRAIN OFF EXCESS FAT	8:00	8:30	2	39	Discarded		
D01600	BROWN GRAVY	40	30	USE OVEN ROLL	9:30	9:45	1	22	Discarded		
D02401	BRUSSELS SPROUTS PARMESAN	38	38	DO NOT OVERCOOK	10:15	10:30	5	32	Discarded		
D04400	BAKED POTATOES	45	45		9:15	9:45	2	25	Discarded		
D03221	MIXED VEGETABLES (FROZEN)	58	58	DO NOT OVERCOOK	10:15	10:30	10	32	Discarded		
Z01803	CHICKEN-NOODLE VEGETABLE SOUP (DEHY)	59	59		9:30	9:45	7	35	Discarded		
***** DINNER *****											
L013001	PEPPER STEAK	88	88	GRILL WITH LINE	15:00	15:45	12	46	Discarded		
L03101	VEAL STEAKS	45	45		15:30	15:50	2	23	Discarded		
P00802	KNICKERBOCKER SOUP (BEAN, TOMATO, BACON)	45	45		13:30	14:00	10	27	Discarded		
D01002	CAULIFLOWER POLONAISE	38	38		15:30	15:45	6	16	Discarded		
D04105	PEAS WITH MUSHROOM (CANNED PEAS)	45	45		15:30	15:45	5	21	Discarded		
D05100	POTATOES AU GRATIN	101	101		14:15	14:45	13	33	Discarded		

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

Figure 3-1

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### 3108 SUGGESTIONS TO THE FOOD SERVICE OFFICER

1. GENERAL. Each general mess will establish procedures for handling suggestions to the Food Service Officer. This program will provide the best possible service to general mess customers. A local form will be developed to implement the suggestion program. (A suggested format is at Figure 3-2.)

2. PROCEDURE. Suggestion boxes will:

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

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

### SUGGESTIONS TO THE FOOD SERVICE OFFICER

(sample form)



To: Food Service Officer

(date) \_\_\_\_\_

I suggest consideration be given to:

---

---

---

---

Optional:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Food Service Officer Response:

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\_\_\_\_\_  
Food Service Officer

Figure 3-2

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### PART C: FOOD PRESENTATION

#### 3200 GENERAL FOOD PRESENTATION

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

##### 1. APPLICABLE EQUIPMENT

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

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

##### 2. SERVICE AREAS

###### a. General guidelines

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

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

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

###### b. Hot Foods

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

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### c. Cold Foods

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

### d. Miscellaneous

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

### e. Self-Service Items

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

## 3. MERCHANDIZING AND PLATE PRESENTATION

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

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

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

### 3201 SELF-SERVE SERVING LINES

#### 1. GENERAL

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

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

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

#### 2. SERVING LINE CONFIGURATION

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

#### 3. MENU PLANNING

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

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

### 4. ADDITIONAL FOOD BARS

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

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

### 5. FOOD CONSERVATION

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

### 6. FOOD PRODUCTION

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

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

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

### 8. SANITATION GUIDELINES

- a. Clean plates and bowls will be provided each time the customer returns to the serving line.
- b. Non-commercially prepared salad dressings used in open containers must be discarded after each meal.
- c. Potentially hazardous food must not be held for more than 4 hours between 41° F. -135° F. Food that has been held between 41° F. -135° F. for more than 4 hours is potentially hazardous and will be discarded.
- d. Serving utensils for self-service must be stored in food with the handles extended above the rim. Utensils should be cleaned and sanitized every four hours during continued use.
- e. Desserts must be in individual dishes.
- f. Soft serve ice cream should be dispensed from a dispensing machine. Hard pack ice cream will be dispensed by a dedicated server only using a proper ice cream scoop and hot water to assist in dispensing. The hot water used must be changed on a frequent basis.
- g. Do not mix "old" food with "new" food when replenishing items on the serving line. Once a food item has been depleted, remove the pan, discard the food and replace with new.
- h. Provide a sneeze shield in a position to allow for self-service of food and prevent contamination from patrons. The sneeze shield shall be from 14 inches to 48 inches above food. It must be positioned in a direct line between food and the mouth/nose of the average patron.
- i. Self-Serve Serving Lines will be maintained in accordance with NAVMED (Rev. 8/99) P-5010, Chapter 1, Section III, article 3-5.13 under the section titled "Buffets." Working closely with the local preventive medicine authority will ensure a safe-food operation.

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### PART D: SPECIAL FEEDING

#### 3300 BATTLE FEEDING

##### 1. GENERAL

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

##### 2. FEEDING ON STATION

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

##### 3. BATTLE FOOD PREPARATION

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

##### 4. GALLEY FEEDING

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

##### 5. OFFICERS IN BATTLE FEEDING SITUATIONS

Officers eating meals at the general mess during battle feeding situations will pay regular meal rates in accordance with NAVSUP Notice 7330. Afloat units sell officers meals on a credit basis from the general mess to simplify procedures during the emergency situation.

#### 3301 OTHER FEEDING

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



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### PART E: CONSERVATION OF FOOD

#### 3400 CONSERVATION MEASURES

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

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

#### 3401 BULK FOOD DONATION

##### 1. BACKGROUND

In November 1996 an Executive Memorandum directed Federal agencies to redirect excess wholesome food from their food service facilities to programs that provide food services for the needy. The Department of Agriculture (USDA) is lead agency for the Federal Government's food recovery initiative. Amendment to Title IV of the National and Community Service Act of 1990, also known as the "Emerson Good Samaritan Food Donation Act" was passed in 1996 to provide uniform national protection to citizens, business and nonprofit organizations that act in good faith to donate, recover and distribute excess food.

##### 2. POLICY

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

a. TYCOMS working in conjunction with the NFMT must ensure all efforts have been made to transfer the food items to other U.S. Navy ships or shore galleys, and other U.S. military dining facilities.

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

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

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

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

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

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

## **PART F: GENERAL MESSES OPERATING EXPENSES REPORT**

### **3500 GENERAL (ASHORE ONLY)**

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

**NAVSUP P-486 - Food Service Management****PART G: WASTE MANAGEMENT OPERATIONS****3600 REGULATIONS****1. PLASTICS**

Surface ships equipped with Plastic Waste Processors (PWP) are prohibited from discharging plastics into the sea. Currently, those ships without plastic processing capability or have non-operating Plastic Waste Processors must retain all plastic waste onboard or retrograde/transfer it to other ships. Discharge of plastics is prohibited for all ships. Exceptions to these retention requirements are allowed only when necessary for the purpose of securing the safety of the ship or the health of ship's force.

**2. BIODEGRADABLE TRASH AND FOOD WASTE**

Biodegradable trash (paper and cardboard) and food waste may be discharged beyond three nautical miles from any shoreline as long as it is pulped using the approved Naval Sea Systems Command (NAVSEA) developed pulpers.

**3. METAL AND GLASS**

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

**4. DEFINITIONS**

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

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

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

**3601 POLICY**

An internal instruction is required that outlines policy, procedures and responsibilities for plastic waste storage and disposal. A sample shipboard solid waste management instruction may be acquired via NSWCCD-TR-63-97/25. All waste management policy information can be found at <http://navyseic.dt.navy.mil/solid/solid.htm>.

**1. PLASTICS**

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

b. In the event that the Plastic Waste Processors are inoperative, the ship shall retain plastic waste onboard by utilizing odor barrier bags for storage of waste in accordance with the instructions provided in NAVSUP/NAVSEA PUB 726, Afloat Solid Waste Management Guide and OPNAVINST 5090.1B Change 2, Guide to Environmental Compliance Afloat.

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

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

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

### **2. NON-PLASTIC**

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

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

### **3602 SOLID WASTE PROCESSING EQUIPMENT**

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

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

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

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

### **3603 HANDLING AND STORAGE GUIDANCE**

Procedures shall be developed for collecting and separating the waste. Waste receptacles shall be placed at designated locations and labeled "Plastics Only," "Biodegradable or Pulpables," and "Metal and Glass."

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

### **3604 TRAINING**

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

Additional guidance and samples of shipboard waste management plans may be acquired by contacting NAVSUP at (717) 605-5623 (DSN 430-5623) or NAVSEA at (703) 602-0351.

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# PART H: ASHORE FOOD SERVICE, FACILITY STRUCTURE AND HOUSEKEEPING

### 3700 GENERAL FACILITY STRUCTURE AND HOUSEKEEPING

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

1. Eating involves all the senses: taste, touch, smell, sight and hearing. Proper food preparation and plate presentation is essential for a pleasurable dining experience. It is equally important to serve food in an attractive environment that is conducive to dining.
2. Serving areas should be well-lighted, well-maintained and free from dirt, dust and food residue. The area should be organized and adequately stocked with food and supplies. A menu will be posted daily, include all food items offered for the meals served that day, and will be displayed at the front of the serving line. The use of plastic, paper or styrofoam tableware should be limited to take-out orders only.
3. The dining area will be kept neat, clean and free from litter. Flooring, ceilings and walls will be kept in good repair (no marks, chips or discoloration), and free from dirt, dust and food residues. Table top and chair coverings will be well maintained and clean. The color scheme in the dining area should contain subtle complementing colors. The quality, intensity and distribution of lighting have an effect on the appearance of food and the overall comfort of the customers. Warm lighting provides the best atmosphere in a dining area. To enhance the dining atmosphere, reduce the noise from the kitchen and dish washing areas. Navy Food Service sanitation standards are established by BUMED and are published in the manual of Naval Preventive Medicine (NAVMED P-5010-1). Ashore general messes refer to Unified Facilities Criteria (UFC) 4-722-01, 27 JAN 03, Dining Facilities. This publication can be downloaded from the following websites: [http://65.204.17.188/report/doc\\_ufc.html](http://65.204.17.188/report/doc_ufc.html) and <http://criteria.navfac.navy.mil>.

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**NAVSUP P-486 - Food Service Management****CHAPTER 4  
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**PART A: ESTABLISHING REQUIREMENTS****4000 INSTRUCTIONS FOR REPLENISHMENT**

Replenishment will be directed towards obtaining sufficient stocks to provide a well balanced diet in the general mess. The nature of the duty, procurement, item availability, prescribed endurance levels, shelf life, and storage capability will be considered when determining the extent and types of food to be procured. Food will be stored so that the oldest stocks will be used first. When replenishing perishable foods, always consider the availability and efficiency of refrigeration. Generally, only frozen meats, fish and poultry are requisitioned. Chilled meats, seafood, and poultry should be procured in limited quantities and handled in accordance with good commercial practice. These products must be used and stored in accordance with NAVMED P-5010-1. They must be imprinted with a "use by date" when received, and be consumed within the "use by date" time frame. In hot weather, it is advisable to receive perishables in the early morning or after nightfall. In freezing weather or very hot weather, fresh fruits and vegetables will be handled with extra care to prevent freezing or spoilage. Canned meats and canned fruits and vegetables will be stocked in sufficient quantities to supplement their fresh/frozen counterpart or to be used as a total substitute if necessary.

**4001 STOCKAGE OBJECTIVE**

A monthly supply demand review will be made of all Subsistence Ledgers (NAVSUP Form 335) in order to maintain the current in-stock position for all items with a recurring demand, and keep inventories within prescribed limitations. For semi-perishable foods, the maximum in-stock position is the high limit that is established by the fleet or type commander. The maximum in-stock position of perishable foods is the quantity consumed times the storage life of that item. Non-CARGO (Consolidated Afloat Requisitioning Guide Overseas) foods should be stocked to last for the duration of the deployment period (i.e., spices). When the monthly review indicates that food items exceed their high limit, menu changes will be initiated in time to provide for their consumption prior to deterioration.

**4002 INVENTORY LEVELS ASHORE**

Inventory levels ashore will follow guidelines set by NAVSUP Instruction 7330 or Regional Commander's Guidelines.

**4003 ESTABLISHING HIGH AND LOW LIMITS**

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

- a. Increases or decreases in crew size;
- b. Anticipated operations;
- c. Changes in crew preferences;

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- d. Changes in the menu; and,
- e. Any other factors effecting the consumption of the items being ordered.

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

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

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

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

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

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

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

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

4. **ORDERING AND SHIPPING TIME.** Ordering and shipping time is the time between the submission of a requisition or purchase order and the receipt of the material.

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

total quantity consumed during the previous three one-month accounting periods  
(less surveys and transfers)  
divided by (÷)  
days in the previous three (1) month accounting periods (usually 90 days)  
times (x)  
the applicable ordering and shipping time  
equals (=)  
ordering and shipping time quantity

### 4004 REPLENISHMENT ACTION (QUANTITY TO BE ORDERED)

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

the high limit for the item  
minus (-)  
the on hand balance recorded on the NAVSUP Form 335  
minus (-)  
quantity on order  
plus (+)  
quantity required to cover the order and shipping time  
equals (=)  
the quantity to be ordered

**NOTE:** Round the quantity to be ordered to whole case lots.

### 4005 SUBSISTENCE ENDURANCE LEVELS

Ships' underway subsistence replenishments are normally based on the individual ship's usage data. This data cannot be readily used for subsistence endurance levels where resupply occurs less frequently.

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### PART B: REQUISITIONING PROCEDURES

#### 4100 SUBSISTENCE PRIME VENDOR

1. GENERAL. The Subsistence Prime Vendor (SPV) program is a result of the Department of Defense (DOD) Food Inventory demonstration project. The demonstration proved the viability of using commercial vendors to provide subsistence requirements within Continental United States (CONUS). Under congressional mandate, the DOD Joint Task Group assigned to implement this project approved a deployment plan for all DOD activities. Defense Supply Center Philadelphia (DSCP) Prime Vendor administers the indefinite quantity contracts that provide support to the SPV program. Contracts are awarded for a base year with multiple year options. Guaranteed minimum and maximum ceilings provide the basis for the contract. Deviations are allowable in the event of emergencies and mobilization. SPV uses a single, full-line commercial food distributor that delivers subsistence products directly to the dining facility. Orders are submitted via electronic commerce methods. SPV contracts are tailored to meet the needs of the fleet by providing high quality products while reducing the distribution and warehousing costs of the Department of Defense at all levels.

2. OPERATION. The SPV program dramatically changes the way Naval galleys afloat and ashore procure food items. The food items that will be offered to Naval galleys by the SPV will be of the same quality and variety offered to commercial and institutional facilities. The SPV will support the fleet with following food categories:

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

The Prime Vendor will stock items in sufficient quantities to fill all ordering requirements. Items ordered will be delivered within the required timeframe after transmitting the order. Longer order lead time will be accommodated by the SPV for ships requesting delivery in three or more days from date of order. This will require coordination between the ship and the Fleet Industrial Supply Center (FISC).

The Defense Subsistence Office (DSO), Produce Buying Office (PBO) and the SPV will supply fresh fruits and vegetables. Bread and dairy items will still be ordered from a local contracted vendor via the supporting FISC.

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

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

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f. Electronic Transmission via E-mail.

4. NAVSUP SUPPORT. NAVSUP 51 administers the SPV program for Naval afloat and ashore activities. By coordinating with SPVs, DSCP, DSO, FISCs, TYCOMs, Commanders and Supply Officers, NAVSUP 51 ensures that all support issues are resolved expeditiously by coordinating with SPVs, DSCP, DSO, and FISCs. NAVSUP 51 chairs TYCOM Working Group Meetings that address all SPV issues and ensures that modifications to the SPV program are implemented efficiently. Afloat activities should submit SPV or DSO support concerns, which cannot be resolved by the FISC point of contact, to NAVSUP 51 via their TYCOM. Ashore activities should submit concerns that cannot be resolved by their SPV or DSO to their appropriate account manager at DSCP and then to NAVSUP 51 via TYCOM. Afloat and ashore activities should not contact DSCP.

5. DEFENSE SUPPLY CENTER PHILADELPHIA (DSCP). DSCP will prepare, award, and administer contracts for direct delivery of subsistence to general messes, ashore and afloat. Contracts will provide for required delivery service, packaging/labeling requirements, and quality of service required by the vendor. DSCP is to provide and maintain the maximum level of support required to enable success. DSCP is responsible for uploading STORES catalogs to SALTS. New catalogs will be available Monday mornings for download to customers utilizing DSCP SALTS address. DSCP also has account managers to support customer concerns and problems. Subsistence HomePage: [www.dscp.dla.mil/subs/index.asp](http://www.dscp.dla.mil/subs/index.asp)

6. DEFENSE SUBSISTENCE OFFICE (DSO) SUPPORT. The DSO, DSCP Produce Buying Office and SPV are responsible for providing fresh fruit and vegetable requirements. Place DSO orders for fresh fruits and vegetables the same as other subsistence requirements. If order is for the same requisition delivery date include with regular order.

7. FLEET AND INDUSTRIAL SUPPLY CENTER (FISC). The FISC will serve as the afloat unit point of contact for all subsistence requirements under the SPV program. Afloat units will not contact their local prime vendor directly. All subsistence issues should be resolved by the FISC point of contact (refer to the TYCOM/FISC operating guide for details). The FISC tracks all subsistence requirements from receipt of order to time of delivery. The FISC also coordinates with DSCP to revise the SPV catalog in response to fleet input. A monthly listing of non-catalog procurements is provided to DSCP with copy to TYCOM for possible inclusion to catalog. The FISC provides the following support to the SPV program for afloat units:

a. Process Orders.

(1) Receive customer requirements via SALTS, e-mail, floppy disk or hardcopy message.

(2) Input ship requirement into STORES.

b. Coordinate purchase of substitutions.

(1) Contact ships to approve any substitutions from the vendor.

(2) Locally procure items; initiate any open purchase requirements if vendor cannot provide item.

c. Send STORES Order Reports to the ships. Notify ships of locally procured items, NISs, substitutions and cancellations.

d. Process Receipts.

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- (1) Receive annotated receipt documents from vendor.
- (2) Enter receipt data into the STORES.
- (3) Send receipt reports to the ships within 24 hours (ships must check the quantity they have posted in the FSM against this report).

e. Ships: Investigate the difference between the invoice posted in the FSM and the STORES printout from FISC. If it is an input error in receipt entries, modify the receipt utilizing the "modify receipt function" in FSM. Attach a copy of STORES receipt data to vendor's invoice. If it is an entry error from FISC, ensure that the FISC is notified for any quantity or price that needs to be changed.

8. ORDERING PROCEDURES. Afloat units should refer to the TYCOM/FISC SPV Operating Guide for ordering procedures unique to each FISC. Ashore activities should refer to the SPV contract for unique ordering procedures. Orders are processed using FSM and the STORES. Detailed ordering procedures using FSM and SPV are listed in Appendix A.

9. SUBSISTENCE PROCUREMENT SECURITY. All subsistence products should be purchased from an approved source of supply, as stated in NAVSUP Instruction 4355.10, USAEUR Circular 40-657, and VETCOM Circular 40-1 Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement. DSCP also provides assistance through the DSCP Subsistence Home Page under the "Directory", Regional PV's, and Security Checklist sections.

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

a. Purchase products from an approved source such as: Worldwide Directory Of Sanitarily Approved Food Establishments For Armed Forces Procurement; and DSCP Directorate of Subsistence: <http://www.dscp.dla.mil/subs/>. DOD Veterinary Services Activity and VETCOM have responsibilities to maintain the "Directory" of approved food sources for Department of Defense procurement. The Directory establishes the CONUS and OCONUS industrial base of approved food vendors meeting US public health standards and international good manufacturing processes. The list of vendors forms the basis for the DSCP Subsistence Prime Vendor (SPV) program and is the first vital step to providing food safety, security and defense of the DOD food chain. Establishments must meet USDA Food Safety Inspection Service; Food and Drug Administration 2005 Food Code, other established Federal Agencies or US Military Veterinary inspections to be approved for listing and vendor supply.

b. Become familiar with delivery organizations and personnel. Request proper identification if unfamiliar.

c. Refer all unfamiliar brands or boxes not properly marked to the U.S. Army Veterinary Inspectors for further review.

d. Any product that appears to be adulterated or tampered with should be segregated and placed on hold for further veterinary review. All cases must be reported.

Food safety procedures should be reviewed to ensure subsistence is safely stored upon receipt. Storage spaces should be adequately secured and monitored, with access to food supplies limited to appropriate personnel only. Any indication of food borne illness should be

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immediately reported to the U.S. Army Veterinary Service as well as your local Navy Preventive Medicine Authority (PMA).

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

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

1. GENERAL. Food items procured from other than Subsistence Prime Vendor are subject to the following exceptions and limitations:

a. Exceptions and Limitations. As it is not possible nor desirable to centrally manage the full variety of wholesome food products readily available in the market place, general messes are allowed to deviate from the authorized Prime Vendor Catalog subject to the following limitations:

(1) The purchases will be made on a competitive basis, subject to all normal procurement regulations and requirements.

(2) The products must meet the Surgeon General's guidelines for food items used in DoD dining facilities; i.e., special dietary foods and diet supplements, alcoholic and look alike non-alcoholic beverages will not be procured for the purpose of cooking or distribution through the General Mess. Such products will not be purchased using appropriated funds (ref. OPNAVINST 1700.16).

(3) All products purchased should come from an authorized approved source of supply, as stated in NAVSUP Instruction 4355.4h, 4355.10 and the "Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement," VETCOM Circular 40-1 and USAREUR Circular 40-657.

b. Procedures. Requisitions, delivery orders, and purchase orders for authorized food items will be prepared and submitted in accordance with paras. 4201 - 4202 and the applicable provisions of NAVSUP P-485. The actual method and range of support might vary to some degree between supply points. For example, fresh dairy products and commercially prepared bakery items as authorized might be obtained in the United States by placing delivery orders against indefinite delivery type contracts.

2. PROCUREMENT RESTRICTIONS. Salespersons or other representatives of food suppliers or companies are prohibited from and will not be encouraged to visit the general messes to sell or promote their products. Procurement will be made only from sources of supply contained in this paragraph and para. 4102. These procurement restrictions will be strictly adhered to. For details on submission of food items for evaluation, salespersons should be instructed to write directly to NAVSUP or contact the closest NFMT for assistance:

COMMANDER NAVAL SUPPLY SYSTEMS COMMAND  
ATTN: FOOD SERVICE DIVISION (NAVSUP 51, READINESS OFFICER)  
5450 CARLISLE PIKE, P.O. BOX 2050  
MECHANICSBURG, PA 17055-0791

3. BULK MILK. Bulk milk will be used in general messes afloat and ashore. Bulk milk is defined as fresh whole milk, 1% low-fat milk, 2% low-fat milk, chocolate milk or chocolate dairy drink packaged in containers larger than one gallon. One percent low-fat milk will be the



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primary milk used by all CONUS general messes and ships inport at CONUS locations. Deployed ships and overseas general messes are encouraged to use 1% low-fat milk when available.

4. **DISPENSING EQUIPMENT.** Bulk milk dispensers for use in general messes may be leased or purchased. The Food Service Officer, in consultation with the contracting officer, will conduct a cost benefit or economical analysis before lease or purchase action is taken. The Federal Acquisition Regulation (FAR) subpara. 7.4, Equipment Lease or Purchase, provides guidance pertaining to the decision to acquire equipment by lease or purchase. It applies to both initial acquisition of equipment and renewal or extension of existing equipment leases. Contractor furnished dispensers must meet the sanitation standards of the National Sanitation Foundation (NSF) or other agencies with an equivalent testing program recognized by the Surgeon General.

5. **CONTAINERS.** Ashore activities in the United States will be supplied bulk milk in plastic disposable containers, or plastic reusable containers, depending on which is more economical. Plastic reusable containers, authorized for ashore activities only, are for reuse by the contractor only and will not be reused by the general mess for any purpose. Bulk milk will be supplied only in plastic disposable containers to shore activities in Hawaii and outside the United States, and to all general messes afloat. Activities equipped with Navy-owned, refrigerated bulk milk dispensers can use Navy-owned, stainless steel milk containers for preparing and dispensing cold non-milk beverages, reconstituted milk, and sterile whole milk from the dispenser cabinet. Plastic disposable containers will be destroyed in accordance with Project Prime (Plastics Removal in Marine Environment) after they have been emptied of the original contents.

6. **MILK IN INDIVIDUAL SINGLE SERVICE CONTAINERS.** An individual single service container is defined as a non-returnable container of any size that will provide the exact quantity of milk for one person as an individual portion to be consumed at one meal. Although this definition does not specifically limit size of the individual container, it is recommended that the individual container not exceed one pint capacity. Fresh whole milk, 1% low-fat milk, 2% low-fat milk, chocolate milk, and chocolate dairy drink in individual single service containers are authorized.

7. **LIQUID BEVERAGE BASES AND BEVERAGE DISPENSERS.** Carbonated and non-carbonated liquid beverage bases and associated dispensing equipment are authorized for use in general messes. Authorized liquid beverages (syrup) are listed in the local Prime Vendor Catalog and will be obtained through normal sources of supply. Individual cans of carbonated beverages, as listed in local Prime Vendor Catalogs, are authorized for use only where carbonated beverage dispensers are not available; i.e., fantail cookouts, box lunches, picnics, flight meals, etc. Individual cans of carbonated beverages are not authorized for use on the serving line in general messes. Dispensing equipment is available from the SPV free of charge when purchased beverages from the SPV require special equipment for dispensing.

8. **NON-FOOD ITEMS.** Items such as napkins, paper cups, bread baskets, returnable containers or cartons, charcoal, charcoal lighter fluid, ice, beverage containers, carbon dioxide (CO<sub>2</sub>), computers and peripheral equipment, computer system supplies and software, etc., and beverage dispensing service equipment will be billed separately from food and drink items. Costs of these items are to be charged to the activity's operation and maintenance allotment. The subsistence appropriation will be charged for the value of non-returnable containers, cartons, or packaging in which food items are delivered and for which costs are included in the price of the delivered products.

9. **CONTAINER SIZES.** General messes will requisition food items packed in the largest container sizes consistent with their feeding requirements.

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### 4102 SOURCES OF SUPPLY

1. **REGULAR SOURCES.** Authorized food items will be obtained from the nearest Prime Vendor contractor or other Naval Support Activity, combat logistic force ships or other afloat activities. These sources of supply are expected to stock a complete range and level of food items to support operations. Problems experienced in obtaining adequate support for food items, that is, frequent substitutions or not in stock (NIS) position, will be reported to NAVSUP 51 via Type Commanders for appropriate resolution. When a subsistence item has been identified as required in support of a menu and not available on the PV Catalog, the FSO should provide the item nomenclature, unit of issue, and anticipated monthly demand to their Type Command (TYCOM) or Navy Food Management Team (NFMT). The TYCOM or NFMT will identify the regional demand for the subsistence item, which generally should exceed 10 cases/month, and request Defense Supply Center, Philadelphia (DSCP) incorporate the item into the PV Catalog. DSCP will provide a local stock number upon inclusion of the subsistence item into the PV Catalog. It is anticipated this process should not exceed 14 days for CONUS requests, although OCONUS requests may take longer. The SPV should be utilized when procuring subsistence items. When an item is not available on the PV Catalog, every effort should be made to incorporate it into the PV Catalog. For those rare items/occasions when the PV Catalog cannot be utilized, ensure proper procedures are followed to procure subsistence items from sources outside the SPV.

2. **OTHER SOURCES.** When authorized food items cannot be obtained through regularly established supply channels listed in subpara. 1 above, subsistence support may be required from the sources specified below. Usually food items will be requisitioned from these sources for an interim period only and in the absence of regular supply sources.

a. **Transfers From Other Military Services and United States Government Departments.** Food items may be procured by transfers from other military services or other United States government departments. Material will be taken up as a receipt with charge.

b. **Sales From Ship's Stores.** Only individual size serving items, that is, food items packaged in small containers providing one individual serving and authorized for special meals, may be procured from the ship's stores to the general messes for use in preparing special meals. (These transactions must be recorded as receipts with charge.)

c. **Local Purchase.** Local purchases should be made only through the local support activity. NAVSUP 51 and Type Commanders will be notified of problems in obtaining support from regular supply sources. Subject to such limitations as may be prescribed by the senior officer present, individual supply officers are authorized to obtain required supplies or services by purchase in the open market when all the following conditions exist:

- (1) There is an immediate and urgent requirement for authorized supplies or services;
- (2) The supplies or services are not available at the local supply activity; and,

(3) Time is a factor and scheduled operations will not permit procurement through shore based purchasing activities. See DSCP Ships Ordering Guide for additional information at [www.dscp.dla.mil/subs/pv/shipsfog/](http://www.dscp.dla.mil/subs/pv/shipsfog/)

All food products will be purchased only from approved sources of supply. The list of approved sources can be obtained from Veterinary Services, and from the DSCP Subsistence Home Page at [www.dscp.dla.mil/subs/index.asp](http://www.dscp.dla.mil/subs/index.asp)

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d. Foreign Purchases (other than Prime Vendor). Meat, fish, poultry, dairy (to include eggs), and products of foreign origin will be purchased only in emergencies or when foreign sources are the regular supply sources. Quantities procured are to be strictly limited to immediate requirements necessary to relieve the emergency. Purchases of other food items of foreign origin should also be strictly limited. Importing foreign grown fruits, vegetables, meat, and dairy (to include eggs), is prohibited. Therefore, when general messes afloat are purchasing these items, only such quantities are to be taken on board which will be completely consumed before arrival to ports in the United States, including Alaska and Hawaii. If any excessive quantities remain onboard they must be disposed of; further guidance is found in Chapter 6, paragraphs 6001 and 6002 of this publication. The Preventive Medicine Authority (PMA) will be informed when foreign purchase is considered. When an emergency purchase of foreign meats must be made from a country infected with rinder-pest, foot and mouth disease, or Newcastle disease, the commanding officer will notify the U.S. Department of Agriculture (Plant Protection and Quarantine Programs) Inspector in charge at the port upon arrival in the United States so that safe guards may be taken. The commanding officer will strictly enforce the instructions of the agriculture inspector.

### **4103 PROCUREMENT FOR PRIVATE MESSES**

Any of the food items listed in the Prime Vendor Catalog as authorized for Navy use may be requisitioned for ultimate sale to private messes.

### **4104 PRESERVATION-PACKAGING AND PACKING FOR FOOD ITEMS**

1. GENERAL POLICY. All food items will be given the degree of preservation-packaging and packing required to prevent deterioration and damage to the maximum extent practicable during shipment, handling, and storage.

2. LEVELS OF PROTECTION. The following levels of protection apply equally to preservation-packaging and packing of food items:

a. Type Pack (TP) 1 - These are shipping cases or bags (balers) which provide limited protection in handling, warehouse storage and stacking. TP1 does not provide sufficient protection from inclement weather. Fresh fruits and vegetables are available only in TP1 packing.

b. Type Pack (TP) 2 - These are shipping cases or bags (balers) which can withstand inclement weather, multiple handling and underway replenishment conditions experienced by ships. Selected TP2 semi-perishable food items authorized for Navy are ten pound bags of flour (general purpose and bread), granulated sugar and rice. They are listed with separate NSNs and are indicated as TP2 items on the quarterly NAVSUPNOTE 7330. The remaining semi-perishable items are listed under TP1 NSNs.

3. PLASTIC PACKAGING OF SUBSISTENCE. The Navy has established the Plastics Removal in Marine Environment (PRIME) Program to reduce the volume of plastic packaging materials aboard Navy ships in order to comply with Public Law 100-200, which bans the discharge of plastic into the oceans. The most preferred product shall be procured based on not only the cost but the packaging process. The volume of waste generated from packaging materials must be considered when procuring subsistence items. Approximately 75% of the shipboard trash is generated in the galley/mess deck areas. Criteria to use when procuring food is as follows:

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- a. Purchase bulk size – an item is packaged in a large size compared to other alternative package options for this type of item.
- b. Consider concentrated products – an item is compressed which allows more efficient storage for shipboard and reduced packaging.
- c. Single material packaging – an item consists of a single material that will not require sorting for shipboard waste processing.
- d. Non-plastic packaging – an item does not employ plastic packaging which would increase demands on plastic waste processor and storing requirements.
- e. High density packaging – an item that is packaged in a rigid rectangular package or flexible container that allows more of the item to be stored in a given volume than alternative packaging.
- f. Refillable container – an item that is packaged in a container that can be refilled with the same material, i.e., cooking oil.
- g. Multiple use container – an item that is packaged in a container that can be used for other purposes once its initial function is complete.
- h. Processed food item – an item where some degree of preparation has already been performed on the item eliminating the need for separate packaging of ingredients.
- i. Low waste item – an item (likely a protein item) which has been trimmed of fat, bone or other inedible components

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### PART C: REQUISITIONING AND PROCUREMENT PROCEDURES

#### 4200 REQUISITION AND PURCHASE ORDER DOCUMENTS USED FOR ACTIVITIES WHEN NOT ORDERING FROM SUBSISTENCE PRIME VENDOR

1. GENERAL. The form used for ordering food items depends on the nature of the items and the requirements of the issuing activity.
2. FORMS. The following forms may be used to order one or more line items per purchase order/requisition document:
  - a. Order for Supplies or Services/Request for Quotation (DD Form 1155) (Figure 4-1); and,
  - b. Requisition and Invoice/Shipping Document (DD Form 1149) (Figure 4-2).

Instructions for preparing these forms are contained in paras. 4201 through 4202. Submarines and small craft will requisition food items from tenders, unless otherwise directed.

3. FILES. Files are required for maintaining a copy of each procurement document originated. An "Outstanding Requisition File" will be maintained for DD Form 1149. An "Outstanding Purchase Order File" will be maintained for DD Form 1155 purchase orders. These forms will be maintained in document number sequence within their individual file.

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

##### 1. REQUISITIONING PROCEDURES (DD Form 1149)

- a. General. For automated activities FSM will generate the DD Form 1149. Follow the FSM Users Guide. The Requisition and Invoice/Shipping Document (DD Form 1149) (Figure 4-2) will be the primary form used for the manual requisitioning of food products.

##### Data Block and Caption

##### Instruction for Entry

- |                       |   |
|-----------------------|---|
| 1. From               | UIC, name and hull number of the requisitioning ship  |
| 2. To                 | UIC and name of the activity to which the requisition is submitted  |
| 3. Ship to - Mark for | "Food Service Officer" followed by the name, hull number and location of the ship                             |
| 4. Appropriation      | The accounting data for the subsistence appropriation will be entered as one line in block 4 of DD Form 1149: |
| Appropriation         | 17_1453.2241  |
| Object Class          | 000 except "534" applies for overseas purchases of subsistence from local sources (Husbanding Agents).        |
| Bureau Control No     | 41118   |
| Sub-allot             | 0   |

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Auth Acct	068732
Trans Type	2D
Prop Acct Act	Last two digits of the fiscal year followed by the four digit Julian date of the requisition
Cost Code	Must be twelve (12) digits, consisting of "0" (zero) plus one (1) digit service code: R-Pacific Fleet operating units, V-Atlantic Fleet operating units, N-Activities other than operating units plus five (5) digit UIC of requesting activity followed by the five (5) digit functional account number: 73170 (afloat), 73110 (ashore in US), 73160 (ashore in Alaska, Hawaii and overseas) or 73150 (operational rations)
5. Requisition Date prepared	Calendar date of requisition
6. Requisition Number	Number consisting of service designator and UIC of requesting ship, Julian date of the requisition, requisition serial number consisting of 9 followed by the Food Item Code of the first item listed in the Federal Stock Number, Description block
7. Date Matl Req	Calendar date that delivery of material is required
8. Priority	See NAVSUP P-485, paras. 3045-3052 for information on determining the priority
9. Authority or Purpose	NAVSUP P-486, para 4201
10. Signature	Name, rank and signature of the requesting official
11. through 15.	Leave Blank
(a) Item No.	Consecutively number each item to be requisitioned beginning with number "1"
(b) Federal Stock Number Code, etc.	Short description of each item, NSN and Food Item
(c) Unit of Issue	Two letter unit of issue
(d) Quantity Requested	Quantity of the item required
(e) Supply Action through (e through i )	
Total Price	Leave Blank
16. through 25.	Leave Blank

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b. Distribution. After initial preparation, the DD Form 1149 will be distributed as follows:

- (1) Original - to the issuing activity
- (2) Copy - to the Incoming Material File
- (3) Copy - to the Outstanding Requisition File
- (4) Remaining copies - to the issuing activity

### 4202 REQUISITIONING FOOD ITEMS FROM COMMERCIAL VENDORS OTHER THAN SUBSISTENCE PRIME VENDOR

1. GENERAL. Local purchases should only be considered if the SPV cannot provide the required level of service. The nearest supporting supply activity will be contacted for assistance in purchasing food items under indefinite delivery type contracts or from direct purchase on the open market. Overseas purchases should comply with the provisions in para. 4102(2) d. Supply activities will place all contracts and advise supported activities in the area, via contract bulletins, of pertinent contract information. Items available on indefinite type contracts are milk, bread, ice cream, pastries and some fresh produce. Documentation and payments for all commercial vendors must be completed prior to any ship departure. Guidance and information relative to authority and responsibility of contracting is contained in NAPS (Navy Acquisition Procedures Supplement).

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

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
1. Contract/Purchase Order Number	Appropriate contract number as assigned by field purchasing/contracting activities. Leave blank procuring under open market procurement.
2. Deliver Order Number	Leave blank, except when the delivery order number is provided on the contract bulletin.
3. Date of Order	Calendar date the DD Form 1155 is prepared.
4. Requisition/ Purchase Request No.	The requisition number is made up of the following:  R - Pacific Fleet operating units V - Atlantic Fleet operating units N - Activities other than operating units Unit Identification Code of requester Date: Julian date of the requisition Serial: 9 followed by the Food Item Code of the first item listed in block 19
5. Certified for	Leave blank

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6. Issued by UIC, name, hull number and FPO address of the ship
7. Administered by Leave blank
8. Delivery F.O.B. FREE ON BOARD (F.O.B.) Destination will be specified for all subsistence items. Place an "X" in "DEST" block. Transportation costs cannot be charged to the MPN appropriation subsistence subhead. If valid transportation costs are incurred, the total cost must be charged to the activity's O&MN (OPTAR) appropriation.
9. Contractor/Quoter Full business name, address of the vendor, and number of the vendor
10. Deliver to F.O.B. point by
- a. Definite Required delivery date (RDD) which will be a definite calendar date (not ASAP) by which delivery is required.
- b. Indefinite Free on Board (F.O.B.) Destination will be specified for all subsistence items. Place an "X" in "DEST" block. Transportation cost cannot be charged to the MPN appropriation subsistence subhead. If valid transportation costs are incurred, the total cost must be charged to the activity's O&MN (OPTAR) appropriation.
11. Check if small business Leave blank
12. Discount Terms Purchase orders will include all trade discounts, (i.e., 2% 10 days NET 30). All offered prompt payment discounts will be included on the purchase order.
13. Mail invoices to "See Block 6." If Fleet Fast Pay Procedures apply enter "See Block 15."
14. Ship to Name and hull number of the ship/station and the pier side delivery address.
15. Payment will be made by UIC and complete mailing address of the paying activity as follows:

Defense Finance and Accounting Service  
Cleveland Center  
Vendor Pay/One Pay/CBA  
P.O. BOX 998022  
Cleveland, Ohio 44199-8022  
ATTN:Code ADARG, RM 1933



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16. Type of Order Enter "X" in the "delivery" block for orders under contract. Enter "X" in the "purchase" block for open market procurement.
17. Accounting Data Accounting data for the subsistence appropriation is as follows:
- |                   |   |
|-------------------|---|
| Item No           | All   |
| Appropriation     | 17(last date in FY applicable)1453.2241   |
| Object Class      | 000 except "534" applies for overseas purchases of subsistence from local sources   |
| Bureau Control No | 41118   |
| Sub-allot         | 0   |
| Auth Acct Act     | 068732  |
| Trans Type        | 2D  |
| Prop Acct Act     | Last two digits of the fiscal year followed by the four digit Julian date of the requisition.   |
| Country           | Leave blank   |
| Cost Code         | 12 digits consisting of 0, followed by the service designator R-Pacific operating units, V-Atlantic operating units, N-activities other than operating activities and UIC of requesting activity followed by 73170 (afloat), 73110 (ashore in US), 73160 (ashore in Alaska, Hawaii and overseas) or 73150 (operational rations) amount total dollar value of order. |
18. Item No Consecutively number each item beginning with number "1."
19. Schedule Supplies/ Services
- a. Enter nomenclature and food item code. Supplies to be purchased will be fully identified and referenced to the applicable federal or military specifications as appropriate. The specifications cited in the item description of the FSC Group 89 catalog must be used in open market procurement. Do not use brand names.
  - b. Under Fast Pay procedures the following entries will also be made: enter either of the following delivery terms, "PARTIAL DELIVERIES ACCEPTABLE" or "PARTIAL DELIVERY NOT ACCEPTABLE." Also enter the following statement: "FAST PAY PROCEDURES APPLY."

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THE SIGNED ORIGINAL OF THIS ORDER MUST ACCOMPANY THE INVOICE AT TIME OF SUBMISSION TO DFAS FOR PAYMENT.”

### 20. Quantity Ordered/Accepted

- a. Definite Purchase orders will indicate a definite quantity of the supplies or services requested.
- b. Indefinite Purchase orders will indicate an estimated quantity of supplies or services required for the month. (Recommend over estimate quantity needed by 15%.) If receipts exceed monthly estimate, a Standard Form 30 will have to be prepared for the quantity received in excess of the estimated quantity.

### 21. Unit

Unit of issue of the item ordered.

### 22. Unit Price

Unit price of the item price from the Contract Bulletin.

### 23. Amount

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

### 24. By: (Ordering/Contracting Officer)

Name, rank and signature of the officer signing the DD Form 1155. The DD form 1155 will be signed before the interleaf carbons are removed and copies distributed.

### 25. Total

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

3. DISTRIBUTION. After initial preparation of the definite delivery or indefinite delivery purchase order, the DD Form 1155 will be distributed as follows:

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

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- (1) Original and 2 copies- vendor
- (2) Copy - DFAS
- (3) All remaining copies - to Outstanding Purchase Order File

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

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ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATION  
(DD FORM 1155)  
DEFINITE DELIVERY CONTRACT PURCHASE ORDER

ORDER FOR SUPPLIES OR SERVICES				Form Approved OMB No. 0704-0187 Expires Jul 31, 1989		Page 1 of 1					
1. CONTRACT/PURCH ORDER NO. SP0300-98-D-V137		2. DELIVERY ORDER NO.		3. DATE OF ORDER 06/29/98		4. REQUISITION/PURCH REQUEST NO. V21111 9824					
6. ISSUED BY USS DUARTE (DDG) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888		7. ADMINISTERED BY (if other than 6) CODE		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)		5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1 DO					
9. CONTRACTOR CODE		10. DELIVER TO FOB POINT BY (Date) 06/29/98		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		Julian date of requisition (Calendar year).					
* NAME AND ADDRESS MARVA MAID DAIRY 5500 CHESTNUT AVE. NEWPORT NEWS, VA. * 757-245-3857 23605		12. DISCOUNT TERMS NET		13. MAIL INVOICES TO OFF BLOCK 41		NONE					
14. SHIP TO USS DUARTE (DDG) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882		15. DEFENSE FINANCE AND ACCOUNTING SERVICE CLEVELAND CENTER VENDOR PAY/ONE PAY/CBA P.O. BOX 998022 CLEVELAND, OHIO 44199-80220		60591		MARK ALL PACKAGES AND PAPERS WITH OR BER					
16. ORDER TYPE DELIVERY <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/>		This delivery order is issued on another government agency or in accordance with the conditions of above numbered contract. Reference your _____ furnish ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND PERFORM THE SAME.		Indicate any discount terms offered by the supplier for prompt payment.		d herein. S TO					
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED					
[ ] If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA											
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT	AUTH'N ACCT'G ACT'Y	TRANS TYPE	PROPERTY ACCT' ACT'Y	COUNTRY	COST CODE	AMOUNT	
ALL	17 1453.2241	000	41118	0	068732	20	00	US	0V2111173170		
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT				
0001	CHOC 40Z ICE CREAM, S24			12	EA	3.3432	40.1184				
0002	CHEESE, COTTAGE, U46			50	LB	1.2000	60.0000				
0003	VAN 40Z CUPS 24 BOX, X91			24	BX	3.3432	80.2368				
*If quantity accepted by the Government is same as quantity ordered, indicate x. If different, enter actual quantity ordered and encircled.								25. TOTAL		180.3552	
26. QUANTITY IN COLUMN 20 HAS BEEN [ ] INSPECTED [ ] RECEIVED [ ] A								29. DIFFERENCES			
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE								30. INITIALS			
36. I certify this account is correct and proper for payment.								33. AMOUNT VERIFIED CORRECT FOR			
DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER								34. CHECK NUMBER			
37. RECEIVED AT								35. BILL OF LADING NO.			
38. RECEIVED BY		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.			
DD Form 1155, JUL 87				Previous editions are obsolete S/N 0102-LF-001-1553				CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE			

Figure 4-1

NAVSUP P-486 - Food Service Management

REQUISITION AND INVOICE SHIPPING DOCUMENT  
(DD FORM 1149)  
REQUISITION TO A SUPPLY ACTIVITY

SHIPPING CONTAINER TALLY ----->>> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																																
REQUISITION AND INVOICE/SHIPPING DOCUMENT															SHEET NO. 1		NO. OF SHEETS 1		5. REQUISITION DATE 06/29/98			6. REQUISITION NUMBER V21111-9S18										
1. FROM USS DUARTE (DDG) COMMANDING OFFICER 28882-1888															7. DATE MATERIAL REQUIRED 06/29/98			8. PRIORITY														
2. TO FISC NORFOLK, VA NAVAL STATION NORFOLK, VA 23521															9. AUTHORITY OR PURPOSE NAVSUP P-486, VOL 1, PARA 4201						10. SIGNATURE W. B. ELLIS, LTJG				11a. VOUCHER NUMBER AND DATE							
3. SHIP TO - MARK FOR USS DUARTE (DDG 90) FOOD SERVICE OFFICER USS DUARTE (DDG 90) 28882-1888															12. DATE SHIPPED		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER													
4. APPROPRIATION AND SUBHEAD 17-1453.2241															OBJ. CL. 000		BUR. CONT. NO. 41118		SUBAL-LOT 0		AUTHORIZATION ACCT'G ACTIVITY 068732		TRANS TYPE 20		PROPERTY ACCT'G ACTIVITY 00		COUNTRY CODE US					
ITEM NO. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES															UNITY OF ISSUE (c)		QUANTITY REQUESTED (d)		SUPPLY ACTION (e)		TYPE CONTAINER (f)											
0001 518, ICE CREAM, BULK															GL		18															
16. TRANSPORTATION															17. SPECIAL HANDLING																	
18. ISSUED BY															TOTAL CONTAINER		TYPE CONTAINER		DESCRIPTION		TOTAL WEIGHT		TOTAL CUBE		19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE		BY		SHEET TOTAL	
RECAPITULATION OF SHIPMENT CHECKED BY																									RECEIPT							
PACKED BY																									POSTED						20. RECEIVER'S VOUCHER NO.	
<----- TOTAL ----->																																
DD FORM 1149 (9 - PT) 1 MAR 59															51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100																	
REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED															S/N 0102-LF-011-1801																	

Julian date of requisition (Calendar year)

This digit represents the last digit of the fiscal year

Figure 4-2

NAVSUP P-486 - Food Service Management

ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATION  
(DD FORM 1155)  
INDEFINITE DELIVERY CONTRACT PURCHASE ORDER

ORDER FOR SUPPLIES OR SERVICES				Form Approved OMB No. 0704-0187 Expires Jul 31, 1989	Page 1 of 1
1. CONTRACT/PURCH ORDER NO. SPO300-98-D-V137	2. DELIVERY ORDER NO.	3. DATE OF ORDER 06/01/98	4. REQUISITION/PURCH REQUEST NO. V21111-9U93	5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1 DO	
6. ISSUED BY USS DUARTE (DDG) COMMANDING OFFICER USS DUARTE (DDG) FPO-AE 28882-1888		7. ADMINISTERED BY (if other than CODE)	8. DELIVERY FOB <input type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR  NAME AND ADDRESS * MARVA MAID DAIRY 5500 CHESTNUT AVE. NEWPORT NEWS, VA. * 757-245-3857 23605		10. DELIVER TO FOB POINT BY (Date) 06/30/98	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED		
14. SHIP TO USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		12. DISCOUNT TERMS NET		13. MAIL INVOICES SEE BLOCK 15	
16. ORDER TYPE DELIVERY <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/>		17. ACCOUNTING AND APPROPRIATION DATA		15. CONTRACT OR ORDER NUMBER	
17. ACCOUNTING AND APPROPRIATION DATA		18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES	
17. ACCOUNTING AND APPROPRIATION DATA		20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	
17. ACCOUNTING AND APPROPRIATION DATA		22. UNIT PRICE		23. AMOUNT	
17. ACCOUNTING AND APPROPRIATION DATA		24. CONTRACTING/ORDERING OFFICER		25. TOTAL	
17. ACCOUNTING AND APPROPRIATION DATA		26. QUANTITY IN COLUMN 20 HAS BEEN		27. SHIP NO.	
17. ACCOUNTING AND APPROPRIATION DATA		28. D. O. VOUCHER NO.		29. D. O. VOUCHER NO.	
17. ACCOUNTING AND APPROPRIATION DATA		30. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		31. PAYMENT	
17. ACCOUNTING AND APPROPRIATION DATA		32. PAID BY		33. CHECK NUMBER	
17. ACCOUNTING AND APPROPRIATION DATA		34. CHECK NUMBER		35. BILL OF LADING NO.	
17. ACCOUNTING AND APPROPRIATION DATA		36. I certify this account is correct and proper for payment.		37. RECEIVED AT	
17. ACCOUNTING AND APPROPRIATION DATA		38. RECEIVED BY		39. DATE RECEIVED	
17. ACCOUNTING AND APPROPRIATION DATA		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER	
17. ACCOUNTING AND APPROPRIATION DATA		42. S/R VOUCHER NO.			

Figure 4-3

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**CHAPTER 5  
RECEIPT, INSPECTION AND STOWAGE**

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**NAVSUP P-486 - Food Service Management****Part D: UNSATISFACTORY SUBSISTENCE ITEMS**

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**References**

1. DoDD 6400.4 DOD Veterinary Services Program 22 AUG 2003
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
4. Veterinary Command: <http://vets.amedd.army.mil/VETCOM/>
5. Worldwide Directory Of Sanitarily Approved Food Establishments For Armed Forces Procurement
6. DSCP Directorate of Subsistence: <http://www.dscp.dla.mil/subs/>
7. NEHC P-5010 Preventive Medicine; Chapter 1 is Food Safety <http://www-nehc.med.navy.mil/>
8. BuMed INST 4061.2 Food Safety Training Program. 7 JUN 2005

References cited establish DOD Veterinary Services Activity and VETCOM responsibilities to maintain the "Directory" of approved food sources for DoD procurement. The Directory establishes the CONUS and OCONUS industrial base of approved food vendors meeting US public health standards and international good manufacturing processes. The list of vendors is the basis for the DSCP Subsistence Prime Vendor (SPV) program and is the first vital step to providing food safety, security and defense of the DoD food chain. Establishments must meet USDA Food Safety Inspection Service; Food and Drug Administration 2005 Food Code, other established Federal Agencies or US Military Veterinary inspections to be approved for listing and vendor supply.

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**NAVSUP P-486 - Food Service Management****CHAPTER 5  
RECEIPT, INSPECTION AND STOWAGE**

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**PART A: RECEIPT****5000 GENERAL**

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

- a. Date the document upon receipt;
- b. Circle the quantity accepted;
- c. Sign the document to indicate receipt;

d. Inspect commercial source receipts for condition and request Preventive Medicine Authority (PMA) or Veterinary Service inspection for products or questionable quality.

**5001 ANTICIPATION OF RECEIPTS**

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

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

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

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

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

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

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

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

### **5002 RECEIPT DOCUMENTS USED**

#### **1. RECEIPTS FROM PRIME VENDOR**

Receipt Document. Vendor's Delivery Invoice.

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

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

#### **3. RECEIPTS FROM MILITARY ACTIVITIES**

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

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

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

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

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

**NAVSUP P-486 - Food Service Management****PART B: RECEIPT AND INSPECTION PROCEDURES FOR SUBSISTENCE PRIME VENDOR****5100 BACKGROUND**

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

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

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

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

2. FOOD SERVICE OFFICER RESPONSIBILITIES - GENERAL. The Food Service Officer is responsible for establishing systems and procedures that ensure products received from the Subsistence Prime Vendor conform to contract specifications and are properly inspected for quality, quantity, wholesomeness, and consistent with the direction of the responsible military medical authority. APPENDIX T Inspection Guide for Subsistence Serviceability Afloat/Ashore is provided for convenient daily use and reference.

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

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

## NAVSUP P-486 - Food Service Management

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

### 5101 QUALITY INSPECTION

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

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

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

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

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

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

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

### 5102 DELIVERY

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

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

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

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

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

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

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

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

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

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

#### **2. IDENTITY INSPECTION AT RECEIPT.**

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



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

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

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

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

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

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

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

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

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

5. **MEDICAL DEPARTMENT CERTIFICATION.** A medical department certification is not required for deliveries made to a Navy or Marine Corps food establishment by a Subsistence Prime Vendor or a subcontractor under a Prime Vendor Contract. If there is any doubt as to fitness of any item, the product will not be accepted. It will be referred to local Army Veterinarian for resolution. In the event local Army Veterinarian support is not available defer resolution to the command/unit Navy PMA. Disposition instructions come from DSCP. Deliveries made by the Subsistence Prime Vendor are subject to random inspections by the

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Army Veterinary Service. Under the Subsistence Prime Vendor program, the veterinary food inspector's stamp is not required for the vendor to receive payment.

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

### 5104 AUTHORIZED RETURNS

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

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

### 5105 REJECTION AND RE-DELIVERY OF DISCREPANT ITEMS AT DELIVERY

#### 1. RECEIVING ACTIVITY RESPONSIBILITY.

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

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2. Immediately notify TYCOM/regional representative of any problem not resolved by the FISC or the Subsistence Prime Vendor.
  - a. Submit a Report of Discrepancy (SF 364) to DSCP for any problem that has not been resolved.
  - b. When products are rejected at time of receipt for medical inspection reasons, a copy of the Public Health Inspector's or Veterinary Inspector's inspection report shall be faxed to DSCP-HFS, SPV, DSCP Account Manager or FISC Customer Service with a copy of the corresponding invoice.
3. **DELIVERY TICKETS.** In the event an item(s) is rejected, delivery tickets will be annotated as to the item(s) rejected. These items and their respective costs shall then be lined out and initialed by the driver and the receiving person. The receipt inspector will clearly annotate a reason for each item returned to the Subsistence Prime Vendor. Items rejected for any reason will be annotated with the specific reason, i.e., high temperature, mechanical damage, decay for FF&V, unapproved source, etc.
4. **REPLACEMENTS.** Replacements are authorized, dependent upon the needs of the command. Same day re-delivery of replacement items shall be provided when the customer requires immediate use of the item. In this instance, the Food Service Officer will notify FISC/Subsistence Prime Vendor to re-order the replacement items and request a same-day or a next day delivery date. Replacement items that are delivered the same day or later will require a new order entry and will be delivered under a separate invoice. These re-deliveries will not be considered as an emergency order. Replacement items may be delivered on an unlimited basis at no extra charge. The invoice signed by the receiving official should only reflect the items that were actually received. Commands must not sign for a replacement item until it is actually received. Replacement of rejected product will be ordered at the discretion of the Food Service Officer.

### **5106 RECEIPT DOCUMENT PROCESSING**

1. **GENERAL.** Upon delivery, inspection, and acceptance of provisions from Subsistence Prime Vendor, the Food Service Officer/receipt inspector will:
  - a. Circle the quantity received and sign, date, and annotate the time of delivery on the delivery invoice. Any changes in quantity received, line out the incorrect quantity, initial the correction, annotate and circle the actual quantity received and the reason for the change, i.e., rejected, missing, substitution. The Subsistence Prime Vendor representative/driver must initial all corrections.
  - b. Return required number of copies of the completed invoice to the delivery vehicle driver.
  - c. Ashore - Forward copy of invoice to recordskeeper for posting to SPV. Afloat - Forward copy of invoice to recordskeeper and verify against the SPV receipt report from the FISC.

### **5107 PRIME VENDOR MARKUP (COST RECOVERY RATE)**

Prime Vendor Markup rate should only be modified when instructed by DSCP. FSM will automatically delete the current markup rate upon fiscal year closeouts; therefore, personnel are responsible for updating the markup rate at the beginning of each new fiscal year. The markup rate helps to cover overhead expenses.

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The markup rate must be established for the current fiscal year prior to processing any receipt diskette or manually posting prime vendor order receipt data. There are only two markup rates, CONUS and OCONUS. If you are posting manually and your receipt has the markup rate already applied, then you are double posting your markup rate. You will have to go back and deduct the surcharge from each item on the receipt. If you are using the diskette, markup rate is already applied. For more information on Prime Vendor look in your Utility Module in the FSM.

Deployed ships departing the last CONUS port (i.e., Hawaii on the West Coast, Puerto Rico on the East Coast) should change in FSM the Prime Vendor mark-up rate (cost recovery rate) and ensure that the Prime Vendor contract number for the area in which provisions will be purchased is on file in FSM. It is recommended that all ships contact the local FISC prior to deployment to obtain the applicable contract number(s). This is done to ensure that the correct cost recovery rate is being charged for subsistence from the overseas Prime Vendor. Cost recovery rates are not applicable when making purchases utilizing DD Form 1155 overseas and for receipts from supply ships. Cost recovery rates will only apply if the supply ship was used as a carrier to transport provisions ordered through the Prime Vendor and a Prime Vendor receipt is issued. No cost recovery rate will apply when receiving subsistence from a supply ship and the receipt document issued from the supply ship was a DD 1348-1-A. Cost recovery rates are subject to change every fiscal year. Detailed instructions on changing the cost recovery rate and adding a new prime vendor contract are contained in Appendix A, Section 3.

### 5108 DISCREPANCIES DETECTED AFTER RECEIPT - LATENT OR HIDDEN DEFECTS

1. GENERAL. The Food Service Officer must request inspection by Army Veterinary Service personnel, when available, or PMA for product found to be defective after the initial delivery. Army Vets or PMA will substantiate the existence of hidden or latent defects and determine if the items are fit for human consumption.

#### 2. PROCEDURES:

a. Ashore General Messes. Contact the Subsistence Prime Vendor/DSCP Account Manager and Regional Representative to arrange for return of the items for replacement. Consult with the supporting Army Veterinary Service representative to determine that appropriate local health authorities have been notified of confirmed wholesomeness problems.

b. Afloat Units In Port. Contact the TYCOM and FISC to arrange for return of the items for replacement. Consult with the supporting Army Veterinary Service representative to determine that appropriate local health authorities have been notified of confirmed wholesomeness problems.

c. Afloat Units Underway. Items inspected by PMA and found to be non-hazardous must be kept onboard until the ship is back to its homeport and items can be returned to the vendor for a replacement. However, if the storage capacity does not permit such action to be taken, these items must be surveyed. If surveyed obtain pictures if possible of the item, a certificate of unfitness for human consumption from the medical department and submit a copy of the survey form with the Report of Discrepancy (SF 364) to DSCP via TYCOM and NAVSUP 51 for credit resolution. Food Service Officers will follow the procedures set forth in this publication for surveying and disposing of food items deemed hazardous. If possible obtain a picture of the hazardous item(s). The PMA will provide a certificate of unfitness for human consumption form that confirms that the discrepancy was not due to action of the ship. The Food Service Officer will consult with Preventive Medicine Authority (PMA) before discarding any food items

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suspected to be hazardous or unsafe. The Food Service Officer will submit a copy of the survey form with the Report of Discrepancy (SF 364) to DSCP (DSCP-HS (CDCFP)) via TYCOM and NAVSUP 51 for credit resolution. A copy of the Public Health Inspector's or Veterinary Inspector's inspection report shall be attached to the SF 364.

### **5109 REPORTING OF DISCREPANCY IN SHIPMENT**

Timely reporting of problems encountered in the delivery of subsistence is critical. Use the Report of Discrepancy (SF 364) to report any problem encountered in the delivery of subsistence by Subsistence Prime Vendor. Originators must be specific in describing the nature and facts of the problem being reported. Prior to submission, the Food Service Officer will ensure the report is reviewed for accuracy and detail. The basic questions of what, when, where, and why must be answered. Upon completion, forward the Report of Discrepancy (SF 364) to DSCP for action (via FISC and TYCOM for afloat commands).

In order to be credited for any discrepancy detected after the receipt documentation has been forwarded to DSCP, and the distributor has not provided a one for one replacement, a report of discrepancy must be completed to adjust your bill. Mail the SF 364 to the:

DEFENSE SUPPLY CENTER PHILADELPHIA  
ATTN.: DSCP-HS (CDCFP)  
700 ROBBINS AVE  
PHILADELPHIA PA 19111-5906

**NAVSUP P-486 - Food Service Management****PART C: RECEIPT AND INSPECTION PROCEDURES FOR OTHER THAN SUBSISTENCE PRIME VENDOR****5200 INSPECTION OF FOOD ITEMS RECEIVED FROM DLA, NAVAL AND OTHER GOVERNMENT SOURCES**

An ashore supply activity will perform a quality inspection of food items upon acceptance from the original supplier. This inspection will be in accordance with NAVSUPINST 4355 (series) and will ensure that the food items conform to the contract requirements included in the purchase document. Such inspections will not be duplicated aboard ship. Prior to loading, the receiving individual along with the PMA will inspect all food items, in accordance with NAVMED P-5010-1, to detect any deterioration, contamination, or infestation that may have occurred since the quality inspection at the supplying activity. Special attention will be given to inspection of perishable and infestable type foods. Food found to be deteriorated, contaminated or infested at the time of delivery to ashore activities or ships in port will be rejected and returned to the supplying activity. Government owned subsistence items received in usable condition but unfit for storage will be used promptly and any loss surveyed. Foods received via underway replenishments that are suspected to be hazardous should be immediately separated and disposed of in accordance with paras. 5301, 6001 through 6002, and NAVSUP P-485.

**5201 INSPECTION OF FOOD ITEMS RECEIVED FROM COMMERCIAL SOURCES OTHER THAN SUBSISTENCE PRIME VENDOR**

1. GENERAL. Subsistence items received from commercial vendors will originate from an approved source. All food items will be inspected at destination for conformance to all terms and conditions quoted or referred to in the contract or purchase order. These terms will include, but are limited to, count, condition, and identity. Under ordinary circumstances, deviations from the terms and conditions of the contract or purchase order are not permitted. However, deviations may be allowed when necessary due to lack of time or other extenuating circumstances. Substitutions of food items shown on contracts or purchase orders are not permitted. When contracts or purchase orders call for specific grade, type, or quality of food products, only the specified items will be accepted upon delivery. Food items will not be accepted if deviations or substitutions have been made, even if offered at reduced prices, unless they are urgently needed. If food items are urgently needed, and therefore accepted at a reduced price, a modification to the contract or purchase order (Standard Form 30) is required (see para. 5208-3b).

2. SUBSTANDARD DELIVERIES. Food found to be deteriorated, contaminated or infested at the time of delivery will be rejected and returned to the supplying activity. No meat or meat food products delivered under contract within the United States will be accepted unless each article bears on it, or on the original package, the stamp or label of the Department of Agriculture that the meat or meat products have been "U.S. Inspected and Passed." All shucked and unshucked shellfish shipments must be accompanied by a United States Department of Commerce Certified Shellfish Shipper's Certificate. This tag must be attached to the container. This tag will remain attached until the container is empty, and thereafter kept on file for 90 days. Fresh crustaceans (lobster and crab) must be alive to be accepted.

3. DISPOSITION OF RECEIPT DOCUMENTS. The Food Service Officer will retain the signed copies of all DD Form 1155s under lock and key (accountability file) until the bills are forwarded for payment.

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### **5202 INSPECTION BY THE MEDICAL DEPARTMENT**

When ordering from sources other than Prime Vendor, a designated representative of the medical department will perform a fitness-for-human consumption inspection upon receipt of food items. The PMA will sign the receipt document showing that the inspection has been performed. If there is any doubt as to fitness of an item, it will not be accepted. The item(s) will be referred to the local Army Veterinarian or Environmental Preventive Medicine Unit (EPMU) for appropriate disposition. When a receipt inspection is performed by the Army Veterinary Service or Preventive Medicine Unit at a central inspection point prior to delivery, proof of inspection is stamped on the vendor's delivery ticket and further medical inspection is not required during receipt.

### **5203 RECEIPT ON BOARD**

The Food Service Officer is responsible for the receipt, identification and inspection of all incoming subsistence items. When subsistence items are received, the Food Service Officer will inspect these items to determine the exact quantity received and will sign the necessary papers in ink to acknowledge receipt. In the absence of the Food Service Officer, a responsible person who is authorized in writing by the Commanding Officer (see sample letter in Appendix B) may receive and inspect food items. Although not recommended, at Type Commander discretion, the bulk storeroom custodian may serve as the receipt inspector.

### **5204 RECEIPT BY THE AUTHORIZED RECEIPT INSPECTOR**

1. GENERAL. Upon receipt of provisions from Navy or approved commercial sources, the receipt inspector will remove one copy of each receipt document and forward it to the bulk storeroom custodian prior to inspecting or counting the food items.

2. QUALITY INSPECTION UPON RECEIPT. Upon delivery, food items will be inspected to verify their acceptability before signing for receipt.

a. This inspection must include, but not be limited to, temperature (for chill and frozen), age (date of pack), and condition. Samples should be selected from the rear, middle and front of the delivery van. Representative samples of each type of product should be included in the sampling for inspection if it is a mixed load. This information is necessary to make the proper decision for initial acceptance and/or subsequent issue on board. Any food item received in less than excellent condition must be reported or rejected in accordance with 5200 or 5201.

b. A local code may be established (i.e., different color markings on cases) to identify the receipt date to be used in conjunction with date of pack (DOP) and inspection results so that a First In First Out (FIFO) procedure will be effective.

c. First In-First Out (FIFO). First in-first out is a procedure that only determines the order of precedence for issue. The final decision for issue will depend on product condition as determined by inspection.

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### 3. QUANTITY INSPECTION UPON RECEIPT

a. Receipt from Navy Sources. The receipt inspector will inspect the quantity of food items received, circle the exact quantity received (unit of issue) and sign and date the receipt document (Figure 5-1). The receipt inspector ensures proper quantity (quantity on receipt document matches quantity actually received). Net weights marked on standard packages received from the Navy or other government agencies will be accepted. The quantity on the outside of the container received from government sources will be accepted providing the container has not been opened. The quantity indicated on the container must be checked if the container has been opened. The receipt inspector then forwards the receipt documents to the Food Service Officer.

b. Receipt from Commercial Sources other than Prime Vendor

Upon receipt of provisions from a commercial source, the receipt inspector will remove one copy of each delivery ticket and forward them to the bulk storeroom custodian before counting the food items. If only one copy of a delivery ticket is provided, an additional copy will be made and forwarded to the bulk storeroom custodian. The receipt inspector will then inspect and circle the quantity received and sign and date their copy with the date the items were actually received (Figure 5-2). The quantity on the outside of containers received from commercial sources will be confirmed by randomly selecting at least one case of each line item and ensuring that quantities indicated on the outside of a container match the actual contents. The quantity indicated on the container must be checked on any container that has been opened. This person then forwards the document to the recordskeeper for posting.

(1) Indefinite Delivery Contract. At the end of the month, the Order for Supplies or Services/Request for Quotations (DD Form 1155) is taken out of the outstanding purchase order file by the recordskeeper. The recordskeeper adds up the total receipts for the month using the retained copies of the delivery tickets, records and circles the exact quantity received during the month, then signs and dates the DD Form 1155 (Figure 5-3).

(2) Definite Delivery Contract. The recordskeeper records and circles the exact quantity received on the DD Form 1155 using the delivery ticket. This procedure is the same as that shown in subpara. 5202-3(1)a, except only one delivery ticket is used to annotate the DD Form 1155 instead of adding several delivery tickets.

4. SHORTAGES AND OVERAGES. Shortages and overages will be handled in accordance with paras. 5207 and 5208.

### 5205 UNSATISFACTORY SUBSISTENCE ITEMS

The subsistence supply system has quality provisions designed to guarantee the receipt of wholesome, satisfactory food items at military general messes. However, DoD procurement systems do experience breakdowns that allow some unsatisfactory products to filter into the military pipeline. As an aid to controlling or eliminating this situation, unsatisfactory food items must be reported promptly upon receipt in accordance with the procedures outlined in paras. 5300 and 5301. Speed and accuracy in reporting discrepancies is important particularly if the product is hazardous/suspect. In all instances, immediate reporting of defective food items will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt, i.e., during inspections, breakouts, or preparation, should also be reported provided the defective condition is not due to mishandling or overaging of the item while in the custody of the using activity. This



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will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government.

### 5206 SHORTAGES IN SHIPMENT

1. GENERAL. A shortage occurs when the quantity received is less than the quantity shown on the receipt document, regardless of the quantity on the original requisition. A shortage may occur due to a shipping-type (item) or packing discrepancy. If a shortage exists, immediate contact with the issuer/shipper in an attempt to resolve discrepancies will be initiated either in person or by message in an attempt to resolve the discrepancy. Refer to NAVSUP P-723 for further guidance. Shortages due to transportation discrepancies will be reported in accordance with DLA Regulation 4500.15. Receiving activities will notify the Supply/Transportation officer of all transportation discrepancies upon their discovery. In the event shortages still exist after investigation, regardless of the types of discrepancies, the receipt inspector or the bulk storeroom custodian will indicate on the receipt document the actual quantity physically received by drawing a single line through the invoiced quantity and recording and circling the actual quantity received (Figure 5-5). After the receipt inspector signs and dates the receipt documents in accordance with paras. 5202 and 5204, the documents are forwarded to the Food Service Officer.

### 5207 OVERAGES IN SHIPMENT

1. GENERAL. An overage occurs when the quantity physically received exceeds the quantity stated on the receipt document regardless of the quantity on the original requisition or purchase order. When this occurs, immediate liaison is to be established by the receiver with the issuer to resolve the discrepancies.

2. OVERAGES FROM A NAVY SOURCE. When discrepancies from a Navy source are unable to be resolved, the receipt inspector and bulk storeroom custodian will indicate on the receipt document the actual quantity physically received by annotating and circling the quantity actually received and drawing a single line through the invoiced quantity. The receipt inspector and bulk storeroom custodian will then sign and date the receipt document in accordance with paras. 5202 and 5204 (Figure 5-6), and forward the document to the Food Service Officer.

a. Items Received w/o a Receipt Document. A "Dummy Receipt Document" will then be prepared by the recordskeeper to document the excess quantity received. This dummy receipt document is a DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A).

b. Dummy Receipt Document Preparation. DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A) will be prepared as a "Dummy Receipt Document" (Figure 5-7) for overages in shipment. It will be used as the source document for posting the excess receipt to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367).

c. Prepare a DD Form 1348-1-A using all the information on the original receipt document with the exception of the quantity and total price block. The quantity block will contain the excess quantity actually received. Zero fill as necessary (i.e., 28 ea = 00028). The total price block will contain the dollar value of the excess quantity times the unit price. In addition, annotate on the document "DUMMY INVOICE TO COVER EXCESS SHIPMENT" and provide a statement cross referencing the original receipt document with the "Dummy Invoice" (Figure 5-7), to distinguish the dummy receipt from the normal receipt.

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### **3. OVERAGES FROM A COMMERCIAL SOURCE.**

a. When an overage occurs from a commercial vendor, the receipt inspector and bulk storeroom custodian will sign only for the requested quantities on the receipt documents in accordance with paras. 5202 and 5204 and forward the documents to the Food Service Officer. Any excess quantities will be returned to the vendor.

b. If food items are urgently needed and quantities in excess of the quantities requested on the Order for Supplies or Services (DD Form 1155) are accepted and received, an Amendment of Solicitation/Modification of Contract (Standard Form 30) will be prepared for the excess amount using the instructions on the reverse side of the form. This form is also used if any terms of the contract are being amended.

c. Distribution of the Standard Form 30. Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155 (see para. 5501).

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RECEIPT BY RECEIPT INSPECTOR  
DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT  
DD FORM 1348-1-A

The diagram shows a DD FORM 1348-1-A with various sections and annotations. The form is divided into several main areas:

- Header Section (1-10):** Contains fields for C/D, M/D, I, RI, M & S, U, N, I, T, QUANTITY, SUPPLEMENTARY ADDRESS, S, I, G, E, U, N, D, D, I, S, T, R, I, B, U, T, I, O, N, P, R, O, J, E, C, T, P, R, I, R, D, E, A, T, E, A, D, V, R, I, C, O, N, T, M, G, T.
- Price Section (11-15):** UNIT PRICE (DOLLARS, CTS), 1. TOTAL PRICE, 2. SHIP FROM, 3. SHIP TO, 4. MARK FOR.
- Logistics Section (16-21):** 5. D.C., 6. NMIC, 7. FRT RATE, 8. TYPE CARGO, 9. PS, 10. QTY REC'D, 11. UP, 12. UNIT WEIGHT, 13. UNIT CUBE, 14. UFC, 15. SL.
- Item Description (22):** ITEM NOMENCLATURE: Sugar, Refined, Granulated.
- Weight and Volume (23-24):** 16. FREIGHT CLASSIFICATION NOMENCLATURE, 17. ITEM NOMENCLATURE, 18. TY OR I, 19. NO CONT, 20. TOTAL WEIGHT, 21. TOTAL CUBE.
- Signature and Date (25-26):** 22. RECEIVED BY: *A. B. East*, 23. DATE RECEIVED: 29 Jun 98.
- Additional Data (27-28):** 24. DOCUMENT NUMBER & SUFFIX (30-44), 25. NATIONAL STOCK NO. & AID (8-22), 26. RIC (4-6), QTY (23-24), CON CODE (71), DST (85-86), UP (74-80).

Annotations and arrows point to specific fields:

- "Circle quantity actually received" points to the QUANTITY field.
- "Enter the last three (3) digits of the julian date" points to the SUPPLEMENTARY ADDRESS field.
- "Enter julian date (Calendar Year)" points to the SUPPLEMENTARY ADDRESS field.
- "National Stock Number" points to the NATIONAL STOCK NO. & AID field.
- "Unit of Issue/Qty Rcvd" points to the CON CODE field.
- "Unit Price" points to the UNIT PRICE field.
- "Signed and dated by the receipt inspector" points to the RECEIVED BY field.

Figure 5-1

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RECEIPT FROM COMMERCIAL SOURCES OTHER THAN PRIME VENDOR

	<b>Marva Maid Dairy</b> 5500 Chestnut Ave New Port News, VA 23605 (757)245-3857 fax Fax Number	Invoice No. <b>34442</b>	
INVOICE			
<b>Customer</b>			
Name	USS DUARTE (DDG 90)	Date	6/29/98
Address	PIER 12	Order No.	sp0300-98-D-V137
City	NOB State ZIP	Rep	
Phone		FOB	

Qty	Description	Unit Price	TOTAL
(30)	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
(60)	MILK LOWFAT, 2%	\$2.22	\$133.20

Receipt inspector circles quantity actually received, signs and dates.

HM Jones  
 medical 29 Jun 98

	SubTotal	\$200.40
	Shipping & Handling	\$0.00
	Taxes State	
	<b>TOTAL</b>	<b>\$200.40</b>

Pay Preventive Medicine Authority (PMA) fit-for-human consumption certification

Recieved by A.S. East  
 Date 29 Jun 98

Figure 5-2

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## RECORDING TOTAL MONTHLY RECEIPTS ON AN INDEFINITE DELIVERY CONTRACT (DD FORM 1155) USING RETAINED COPIES OF DELIVERY TICKETS

**Marva Maid Dairy**  
5500 Chestnut Ave  
New Port News, VA 23605  
(757)245-3857 fax Fax Number

Invoice No. 34449

**INVOICE**

**Customer**  
Name: USS DUARTE (DDG 90)  
Address: PIER 12  
City: NOB State: ZIP:  
Phone: \_\_\_\_\_

Date: 6/30/98  
Order No. spc300-98-D-V137  
Rep: \_\_\_\_\_  
FOB: \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
60	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
69	MILK, LOWFAT, 2%	\$2.22	\$133.20

SubTotal: \$200.40  
Shipping & Handling: \$0.00  
Taxes: \$0.00  
**TOTAL: \$200.40**

Received by: A. J. East  
Date: 30 Jun 98

**Marva Maid Dairy**  
5500 Chestnut Ave  
New Port News, VA 23605  
(757)245-3857 fax Fax Number

Invoice No. 34442

**INVOICE**

**Customer**  
Name: USS DUARTE (DDG 90)  
Address: PIER 12  
City: NOB State: ZIP:  
Phone: \_\_\_\_\_

Date: 6/29/98  
Order No. spc300-98-D-V137  
Rep: \_\_\_\_\_  
FOB: \_\_\_\_\_

Qty	Description	Unit Price	TOTAL
60	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
69	MILK, LOWFAT, 2%	\$2.22	\$133.20

SubTotal: \$200.40  
Shipping & Handling: \$0.00  
Taxes: \$0.00  
**TOTAL: \$200.40**

Received by: HM Jones  
Date: 29 Jun 98

**DD FORM 1155**

1. ISSUED BY: USS DUARTE (DDG) COMMANDING OFFICER  
2. DELIVERY ORDER NO.: CODE V21111  
3. DATE OF ORDER: 06/01/98  
4. REQUISITION/PURCH REQUEST NO.: V21111-903  
5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1 DO  
6. DELIVERY FOB: (X1) DEST ( ) OTHER7. ADMINISTERED BY: (if other than 6) CODE:  
8. MAIL INVOICES TO SEE BLOCK 15  
9. CONTRACTOR: MARVA MAID DAIRY, 5500 CHESTNUT AVE., NEWPORT NEWS, VA. \* FPO-AE 28882-1888  
10. NAME AND ADDRESS: MARVA MAID DAIRY, 5500 CHESTNUT AVE., NEWPORT NEWS, VA. \* FPO-AE 28882-1888  
11. NET NONE [ ] DISADVANTAGED [ ] WOMEN-OWNED  
12. PAYMENT WILL BE MADE BY DEFENSE FINANCE AND ACCOUNTING SERVICE CODE 50591  
13. MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER  
14. SHIP TO: USS DUARTE (DDG 90) COMMANDING OFFICER, 9712 VIRGINIA AVENUE - ATTN: CODE:FP, NORFOLK, VA 23511-3297  
15. THIS DELIVERY ORDER IS ISSUED ON ANOTHER GOVERNMENT AGENCY OR IN ACCORDANCE WITH AND SUBJECT TO TERMS AND CONDITIONS OF ABOVE NUMBERED CONTRACT.  
16. ACCEPTANCE: THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.  
17. NAME OF CONTRACTOR: MARVA MAID DAIRY, 5500 CHESTNUT AVE., NEWPORT NEWS, VA. \* FPO-AE 28882-1888  
18. SCHEDULE OF SUPPLIES/SERVICES:  

ITEM NO.	SYMBOL	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT	ADJ'N ACCT'G ACT'Y	TRANS TYPE	PROPERTY ACCT'G ACT'Y	COUN-TRY	COST CODE	AMOUNT
0001	FLAVORED MILK, CHOCOLATE, U82	000	4111B	0	068732	20	00	US	0V2111173170	
0002	MILK, LOWFAT, 1%, U95	000	4111B	0	068732	20	00	US	0V2111173170	

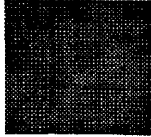
 19. QUANTITY ORDERED/ACCEPTED: 0001: 60 GL @ 2.2400 = 1320.00 0002: 69 GL @ 2.2200 = 1531.80 TOTAL: 2851.80 || 20. QUANTITY ORDERED/ACCEPTED: | 21. UNIT: | 22. UNIT PRICE: | 23. AMOUNT: |
| 24. UNITED STATES OF AMERICA | 25. TOTAL: | 26. QUANTITY IN COLUMN 20 HAS BEEN [ ] INSPECTED [ ] RECEIVED [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED | 27. SHIP. NO.: |
| 28. D. O. VOUCHER NO.: | 29. DIFFERENCES: | 30. INITIALS: | 31. PAYMENT: [ ] COMPLETE [ ] PARTIAL [ ] FINAL |
| 32. PAID BY: | 33. AMOUNT VERIFIED CORRECT FOR: | 34. CHECK NUMBER: | 35. BILL OF LADING NO.: |
| 36. I certify this account is correct and proper for payment. | 37. RECEIVED AT: | 38. RECEIVED BY: | 39. DATE RECEIVED: |
| 40. TOTAL CONTAINERS: | 41. S/R ACCOUNT NUMBER: | 42. S/R VOUCHER NO.: |  |

Recordskeeper adds up all quantities on retained copies of receipts, circles quantity actually received on the DD Form 1155, signs and dates DD Form 1155

Figure 5-3

NAVSUP P-486 - Food Service Management

RECEIPT BY BULK STOREROOM CUSTODIAN FROM COMMERCIAL SOURCES



**Marva Maid Dairy**  
 5500 Chestnut Ave  
 New Port News, VA 23605  
 (757)245-3857 fax Fax Number

Invoice No. **34442**

---

INVOICE

**Customer**

Name	USS DUARTE (DDG 90)		
Address	PIER 12		
City	NOB	State	ZIP
Phone			

Date	6/29/98		
Order No.	spo300-98-D-V137		
Rep			
FOB			

Qty	Description	Unit Price	TOTAL
(30)	MILK, FLAVORED CHOCOLATE, 2%	\$2.24	\$67.20
(60)	MILK, LOWFAT, 2%	\$2.22	\$133.20
<p><i>Am' Jones medical 29 Jun</i></p>			

**Payment Details**

SubTotal	\$200.40
Shipping & Handling	\$0.00
Taxes State	
<b>TOTAL</b>	<b>\$200.40</b>

Received by *A.S. East*  
 Date *29 Jun 98*

Figure 5-4

### NAVSUP P-486 - Food Service Management

#### ANNOTATING SHORTAGES IN SHIPMENT ON RECEIPT DOCUMENTS BY THE RECEIPT INSPECTOR DD FORM 1348-1-A

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT, SN 0102-LF-114-5000

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
AOANNZ 3 BG 00024 N 21111 B PZ 9M EP5 12										UNIT PRICE DOLLARS CTS 00002 20		1. TOTAL PRICE DOLLARS CTS		2. SHIP FROM 000189		3. SHIP TO 21111																																																																																			
SHIP FROM: N00189 FISC NORFOLK										SHIP TO: V21111 USS DUARTE																																																																																									
21. NATIONAL STOCK NO & SUFFIX (30-44) 8925 01 419 7021										22. RECEIVED BY										23. DATE RECEIVED																																																																															
26. RI (4-6) U (23-24) QTY (25-29) COST (30-39) LP (74-80) BG 00024 A 0000220																																																																																																			

Annotations for Receipt Inspector:

- Enter julian date (Calendar Year) → V21111 9H22 DATE
- Enter the last three (3) digits of the julian date → 00024
- Receipt inspector circles the shorted quantity actually received and inspected. Signs and dates. → 18

#### BY THE BULK STOREROOM CUSTODIAN

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT, SN 0102-LF-114-5000

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
AOANNZ 3 BG 00024 N 21111 B PZ 9M EP5 12										UNIT PRICE DOLLARS CTS 00002 20		1. TOTAL PRICE DOLLARS CTS		2. SHIP FROM 000189		3. SHIP TO 21111																																																																																			
SHIP FROM: N00189 FISC NORFOLK										SHIP TO: V21111 USS DUARTE																																																																																									
21. NATIONAL STOCK NO & SUFFIX (30-44) 8925 01 419 7021										22. RECEIVED BY										23. DATE RECEIVED																																																																															
26. RI (4-6) U (23-24) QTY (25-29) COST (30-39) LP (74-80) BG 00024 A 0000220																																																																																																			

Annotations for Bulk Storeroom Custodian:

- Enter julian date (Calendar Year) → V21111 9H22 DATE
- Enter the last three (3) digits of the julian date → 00024

Figure 5-5

## NAVSUP P-486 - Food Service Management

### ANNOTATING OVERRAGES IN SHIPMENT ON RECEIPT DOCUMENTS BY THE RECEIPT INSPECTOR DD FORM 1348-1-A

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT, SN 0102-LF-114-5600

1. QUANTITY <b>30</b>		2. SUPPLY MENTARY ADDRESS AOANNZ3 BG 00024 N 32199 B PZ 9M EP5 12		3. DIS TRIBUTION		4. PRO JECT		5. PRI		6. ADD REA GLE		7. A D V		8. RI		9. C M G		10. M G		11. UNIT PRICE		12. DOLLARS		13. CTS		14. TOTAL PRICE		15. SHIP FROM 000189		16. SHIP TO 21111	
24. DOCUMENT NUMBER & SUPPLX (04-44) V21111 9H22		25. NATIONAL STOCK NO. A 8925 01 060 7495		26. FIC (4-6) BG 00024 A 0000067		27. ADDITIONAL DATA		SHIP FROM: N00189 FISC NORFOLK		SHIP TO: V21111 USS DUARTE		17. ITEM Nomenclature		18. ITEM		19. NO CONT		20. TOTAL WEIGHT		21. TOTAL CUBE		22. RECEIVED BY		23. DATE RECEIVED		1. MARK FOR		2. SHIP FROM		3. SHIP TO	

Enter julian date (Calendar Year)

Enter the last three (3) digits of the julian date

Receipt inspector circles the excess quantity actually received and accepted, signs and dates.

### BY THE BULK STOREROOM CUSTODIAN

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT, SN 0102-LF-114-5600

1. QUANTITY <b>30</b>		2. SUPPLY MENTARY ADDRESS AOANNZ3 BG 00024 N 32199 B PZ 9M EP5 12		3. DIS TRIBUTION		4. PRO JECT		5. PRI		6. ADD REA GLE		7. A D V		8. RI		9. C M G		10. M G		11. UNIT PRICE		12. DOLLARS		13. CTS		14. TOTAL PRICE		15. SHIP FROM 000189		16. SHIP TO 21111	
24. DOCUMENT NUMBER & SUPPLX (04-44) V21111 9H22		25. NATIONAL STOCK NO. A 8925 01 060 7495		26. FIC (4-6) BG 00024 A 0000067		27. ADDITIONAL DATA		SHIP FROM: N00189 FISC NORFOLK		SHIP TO: V21111 USS DUARTE		17. ITEM Nomenclature		18. ITEM		19. NO CONT		20. TOTAL WEIGHT		21. TOTAL CUBE		22. RECEIVED BY		23. DATE RECEIVED		1. MARK FOR		2. SHIP FROM		3. SHIP TO	

Enter julian date (Calendar Year)

Enter the last three (3) digits of the julian date

Figure 5-6



### NAVSUP P-486 - Food Service Management

#### DOCUMENTING OVERAGES IN SHIPMENT – “DUMMY INVOICE” DD FORM 1348-1-A

1. C/D	2. SHIP FROM	3. SHIP TO
4. RI FROM	000189	21111
5. QUANTITY	00120	MARK FOR
6. SUPPLEMENTARY ADDRESS	N 32199 B PZ 9M EP5 12	
7. UNIT PRICE	0000522	
8. DOLLARS	CTS	
9. REC'D	10. NMFC	11. FRT RATE
12. DATE	13. TYPE CARGO	14. PS
15. GY. REC'D	16. UNIT WEIGHT	17. TOTAL CUBE
18. FREIGHT CLASSIFICATION NOMENCLATURE	19. RECEIVED BY	20. DATE RECEIVED

21. NATIONAL STOCK NO. & SUPPL. (30-44)  
22. NATIONAL STOCK NO. & SUPPL. (30-44)  
23. REC'D (4-6)  
24. CITY (25-29)  
25. COST (50-59)  
26. UP (74-80)

27. ADDITIONAL DATA  
28. NATIONAL STOCK NO. & SUPPL. (30-44)  
29. CITY (25-29)  
30. COST (50-59)  
31. UP (74-80)

SHIP FROM:  
N00189  
FISC NORFOLK

SHIP TO:  
V21111  
USS DUARTE

Enter only the excess quantity received

Requisition number on the "dummy invoice" is the same as the requisition number on the original receipt

V21111-9G10  
DATE

8920 01 250 6557  
Enter julian date

Note additional comments

BG 00120 A 0000522  
"Dummy invoice" to cover excess shipment

Note: Item received during replenishment from FISC Norfolk on 30 June 98. USS Duarte requisition number V21111-9G10 applies. Copy forwarded to FISC Norfolk.

#### BY THE BULK STOREROOM CUSTODIAN

1. C/D	2. SHIP FROM	3. SHIP TO
4. RI FROM	000189	21111
5. QUANTITY	00120	MARK FOR
6. SUPPLEMENTARY ADDRESS	N 32199 B PZ 9M EP5 12	
7. UNIT PRICE	0000522	
8. DOLLARS	CTS	
9. REC'D	10. NMFC	11. FRT RATE
12. DATE	13. TYPE CARGO	14. PS
15. GY. REC'D	16. UNIT WEIGHT	17. TOTAL CUBE
18. FREIGHT CLASSIFICATION NOMENCLATURE	19. RECEIVED BY	20. DATE RECEIVED

21. NATIONAL STOCK NO. & SUPPL. (30-44)  
22. NATIONAL STOCK NO. & SUPPL. (30-44)  
23. REC'D (4-6)  
24. CITY (25-29)  
25. COST (50-59)  
26. UP (74-80)

27. ADDITIONAL DATA  
28. NATIONAL STOCK NO. & SUPPL. (30-44)  
29. CITY (25-29)  
30. COST (50-59)  
31. UP (74-80)

SHIP FROM:  
N00189  
FISC NORFOLK

SHIP TO:  
V21111  
USS DUARTE

Receipt inspector circles the excess quantity actually received and accepted, signs and dates

8920 01 250 6557

BG 00120 A 0000522

Figure 5-7

## NAVSUP P-486 - Food Service Management

### PART D: UNSATISFACTORY SUBSISTENCE ITEMS

#### 5300 NONHAZARDOUS FOOD ITEMS

1. Nonhazardous food items are products which do not meet expected or desired standards but do not constitute a health hazard to personnel if consumed. Subsistence contracts contain quality assurance provisions designed to guarantee the receipt of wholesome, satisfactory food items at military dining facilities. However, DoD procurement systems do experience breakdowns that allow some unsatisfactory products to filter into the military pipeline. As an aid to eliminating/controlling this situation, unsatisfactory food items must be reported promptly upon receipt in accordance with the procedures outlined in paras. 5300 and 5301. Speed and accuracy in reporting discrepancies is important, particularly if the product is hazardous and/or suspect. In all instances, immediate reporting of defective food items will enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt, e.g., breakdown during inspection, breakouts, or preparation, should also be reported provided that the defective condition is not due to mishandling or overaging of the item while in custody of the using activity.

Examples of nonhazardous, unsatisfactory food items are:

- a. Chicken wings in a box labeled breasts;
- b. Grill steaks containing such a large amount of fat and gristle as to be tough and unappetizing;
- c. Packaging which does not adequately contain the product; and,
- d. Deviations in case quantity.

#### 2. REPORTING PROCEDURES

a. Ashore facilities and Afloat facilities while in port will report all unsatisfactory subsistence items to the supporting U.S. Army Veterinary Service. Food Service Officers will request inspection of the product, recommendation for disposition of the item, and assistance in completion of necessary reports. The Food Service Officer will determine use of items in the nonhazardous, unsatisfactory food category.

b. Unsatisfactory Nonhazardous Food Items received from Commercial Sources: A Standard Form 364 (ROD) will be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications and are received directly from the Subsistence Prime Vendor and all other commercial vendors. DoD 4140.1 Material Management Policy sets policy and guidance, and NAVSUP P-723 sets procedures for resolving shipping type discrepancies.

The SF 364 will be prepared as follows (Figure 5-8):

**NAVSUP P-486 - Food Service Management**

<u>Date Block and Caption</u>	<u>Instruction for Entry</u>
Top of Form	Indicate whether shipping discrepancy or packaging discrepancy or both by placing an X in the appropriate box(es).
1 Date of Preparation	Year, month, day (i.e., 99 Jun 01)
2 Report Number	Serial number of the report (i.e., if this is the fifth report of the calendar year, enter 005/99) or enter the survey number assigned if the item was surveyed.
3 To	COMMANDER DEFENSE SUPPLY CENTER PHILADELPHIA, ATTN: DSCP-HQ (CDCFP), 700 ROBBINS AVENUE, PA 19111-5906
4 From	Name address and zip code of the reporting activity.
5a Shipper's Name	Name and address of shipper. Obtain from shipping documents or service supply activity.
5b Number and Date of Invoice	Leave Blank
6 Transportation	Leave Blank
7a Shipper's Number	Purchase order or contract number.
7b Office Administering Contract	Leave Blank
8 Requisitioner's Number	Requisitioning activities requisition number. Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase order is involved. Note: The acquisition agency cannot process credit without the requisition number.
9a NSN and Nomenclature	Show each item on a separate line (maximum of three). Note: Reporting a single NSN per ROD will expedite resolution of the discrepancy.
9b Unit of Issue	Unit of issue indicated on the shipping documents.
9c Quantity Shipped/Billed	Quantity of item received.
9d Quantity Received	Quantity of item received.
10a Discrepancy Quantity	Quantity in error.
10b Discrepancy Unit Price	Unit price as billed or shown on shipping documents.
10c Discrepancy Total Cost	Enter the total value of Material (10a x 10b)

## NAVSUP P-486 - Food Service Management

10d Discrepancy Code	Nature of the discrepancy using the discrepancy codes listed on the face of the form. If condition exists that is not listed use Z1 and explain action requested in item 12.
11 Action Code	Requested action from codes listed on the face of the form. If action is other than that covered by listed action codes, use 1Z and explain action requested in item 12.
12 Remarks	<p>Use for any supplemental information where the combination of discrepancy codes and action codes need clarification, where shipping-type (item) discrepancies need explanation, and where a breakout of cost to reports in terms of time and materials is required. Specific data such as appearance, lot/batch number, manufacture/packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action. Include telephone (DSN and commercial) of the individual to be contacted for additional information if different than what is entered in item 4a. Provide photos where it would assist the shipping activity in determining the cause of the discrepancy/deficiency. When overaged material (expired shelf life) is received, enter the following information:</p> <ol style="list-style-type: none"><li>1. Manufacturer's name,</li><li>2. Contract/purchase order number if not shown in item 7a,</li><li>3. Date of manufacture, pack, or expiration,</li><li>4. Lot/batch number,</li><li>5. Location of material,</li><li>6. Name, address and telephone number (if available) of contract, and</li><li>7. Nature of complaint, stating in detail why material is unsatisfactory.</li></ol>
13 Funding and Accounting Data	Leave Blank. For use by NAVSUP 51.

**NAVSUP P-486 - Food Service Management**

14a Typed or printed name, title, and phone number of preparing official	Self Explanatory
14b Signature	Self Explanatory
15 Distribution Addresses for copies	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND SUPPORT SERVICES DIRECTORATE FOOD SERVICE DIVISION (NAVSUP 51) 5450 CARLISLE PIKE P.O. BOX 2050 MECHANICSBURG, PA 17055-0791

c. Unsatisfactory Nonhazardous Food Items received from Naval and other Government Sources: A DD Form 1608 (UMR) will be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications that were received from Naval and other government sources. (Figure 5-9):

<u>Date Block and Caption</u>	<u>Instruction for Entry</u>
1 Date Prepared	(YYMMDD) i.e., 990123
2A Name of Receiving Activity	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND SUPPORT SERVICES DIRECTORATE, FOOD SERVICE DIVISION (NAVSUP 51)
2B Address	5450 CARLISLE PIKE P.O. BOX 2050 MECHANICSBURG, PA 17055-0791
3A Name of Originating Activity	Name of activity submitting report.
3B Address	Address of activity submitting report.
4A Item Nomenclature	State nomenclature in sufficient detail to ensure identity, e.g., Peaches, Whole, No. 10 can; Pork Chops, Boneless, etc. (See Federal Supply Catalog C8900-SL, Prime Vendor Catalog or Food Item Code List).
4B SIS Evaluation	Leave Blank.
5 National Stock Number	13 digit national stock number from the Group 89, Subsistence Prime Vendor Catalog or Food Item Code List.
6 Specification Number/IMPS Number	Leave Blank
7A Name of Contractor	Obtained from shipping container.
7B Plant Address	Obtained from shipping container.

## NAVSUP P-486 - Food Service Management

- 8 Source of Shipment Obtained from the service supply activity and/or shipping documents. State the name of the DLA depot or distribution point or the vendor's name.
- 9 Contract Number Obtained from the shipping container.
- 10 Contractor Lot Number Obtained from the shipping container.
- 11 Product Code List the manufacturer's product code (usually shown as a series of numerals and letters printed or embossed on bottles, cartons and cans) found on primary containers. These codes may also be found printed or stenciled on the shipping container.
- 12 Date of Pack (YYMMDD) obtained from shipping container.
- 13 Requisition Number Enter complete requisition number (service designator and UIC followed by Julian date of requisition followed by the food item code preceded by 9).
- 14 Date Supplies Received (YYMMDD) Date the food items were received.
- 15A Size of Lot/Shipment (Cases) Total number of cases being reported as unsatisfactory.
- 15B Size of Lot/Shipment (Units) Total number of units being reported as unsatisfactory (unit of issue as described in the FSC-8900-SL, Part I, Prime Vendor Catalog or NAVSUP Form 1059).
- 16 Quantity on Hand Total on hand quantities of the food item being reported.
- 17 Narrative Include a narrative description of the unsatisfactory condition which makes the item unsuitable for intended use or affects customer satisfaction or acceptance. List storage condition or other factors that may relate to the unsatisfactory condition of the product. Indicate current status of product, i.e., on hold, normal issue, or expedited issue.
- 18 Recommendations State recommendations regarding disposition of supplies, revision of specification requirements, revision of purchase requirements as to size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.
- 19A Name of Verifying Officer Name of accountable Food Service Officer.

**NAVSUP P-486 - Food Service Management**

19B Grade	Grade of accountable Food Service Officer.
19C Signature	Signature of accountable Food Service Officer.
19D Telephone Number	Telephone number of accountable Food Service Officer (include commercial and DSN numbers).
19E Title	Title of accountable Food Service Officer.
19F Date	(YYMMDD) date the report is signed and forwarded.

d. Distribution. After initial preparation, distribution will be made as follows:

- (1) Standard Form 364
  - (a) Original plus 1 copy - Food Service Division (NAVSUP 51)
  - (b) Copy - Report of Discrepancy File.
  - (c) Copy to TYCOM
  - (d) Supplying activity
  - (e) Supporting VET SERVICE UNIT
- (2) DD Form 1608
  - (a) Original plus 1 copy - Food Service Division (NAVSUP 51)
  - (b) Copy - Unsatisfactory Material Report File
  - (c) Copy to TYCOM
  - (d) Supplying activity
  - (e) Supporting VET SERVICE UNIT

**5301 HAZARDOUS FOOD ITEMS**

1. GENERAL. Hazardous food items are products which would certainly or possibly cause, or are suspected to have already caused, harm when consumed. Such items may be unfit for human consumption, suspected of being unfit for human consumption, or suspected to be the source of an outbreak of food-borne illness. Determination of "fitness for human consumption" is the responsibility of the Preventive Medicine Authority (PMA) or the appointed representative. Likewise, the Preventive Medicine Authority (PMA) will determine the suspected causes of the food-borne illness. Place the item on medical hold and submit samples for laboratory analysis in accordance with subpara. 3. The following are a few examples of potentially hazardous food items:

- a. Widespread presence of swollen or leaking cans. (The contents of bulged or swollen cans should never be consumed);
- b. Products with offensive or unusual odors and colors and/or any other evidence of deterioration, spoilage, or contamination. (Again, try to determine whether or not the hazardous

## NAVSUP P-486 - Food Service Management

condition is due to an isolated instance of excessive storage or mishandling prior to reporting the item as hazardous);

c. Food items containing foreign objects such as glass, dirt, pieces of metal, etc. (Forward a sample of the contaminant to HQ, DSCP, ATTN: DSCP-HQS (CDCFP), by the most expedient means. Also indicate when the problem appears to involve only a single unit/container of product or report the estimated percentage of units/containers involved when possible) (Photographs are preferred documentation.);

d. Any apparently wholesome food items which, based on the best medical knowledge available, is suspected or known to harbor disease causing agents; and,

e. Insect infestation.

Food items that have become hazardous due to overage, mishandling while in the custody of the user, or other isolated instances of abuse will not be reported under these procedures.

2. DISPOSITION. Items that are suspected to be hazardous will be separated and suspended from issue subject to determination by Preventive Medicine Authority (PMA) that they are unfit for human consumption. Items determined to be unfit for human consumption will be surveyed and disposed of under the supervision of the responsible supply and/or medical personnel by burning, burial, or dumping at sea. Hazardous products will be completely disposed of to prevent any possibility of consumption. Samples, as noted in subpara. 3, should be retained. Prior to destruction, all available identifying information, including contract numbers, will be obtained. If possible, photographs of the defects should be taken. When the medical authority cannot make a positive determination that an item is unfit for human consumption, destruction will be delayed pending the results of laboratory tests.

### 3. SAMPLES AND TESTS

a. Ashore Activities. Samples of the product (both normal and abnormal) will be supplied when considered necessary by the medical or veterinary representative (Figures 5-10 and 5-11). Contact the local veterinary service for assistance in sampling procedures, completion of test request forms, and shipment of the samples to the laboratory.

b. Afloat Activities. At the direction of the PMA, samples of the food product (both normal and abnormal) will be turned in to the nearest Navy shore activity, which will arrange for veterinary inspection of the product in accordance with subpara. 3a. In the event that local Veterinary Service personnel are not available, send samples to the nearest facility (addresses are as follows):

DOD VETERINARY FOOD ANALYSIS & DIAGNOSTIC LABORATORY  
ATTN: MCVS-LAB  
2472 SCHOFIELD ROAD, SUITE 2630  
FT SAM HOUSTON TX 78234-6232  
Comm: (210) 295-4604 DSN: 421-4604  
Fax: (210) 270-2559  
Sample receiving area Comm: (210) 295-4210 DSN 421-4210



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U.S. ARMY VETERINARY LABORATORY EUROPE  
 CMR 402  
 APO AE 09180  
 Comm: 011-49-6371-86-8300/7241  
 DSN FAX: 486-7075

PACIFIC REGION FOOD ANALYSIS LAB  
 1 JARRETT WHITE RD. RM, 2G011  
 TRIPLER AMC HI 96859  
 Comm:808-433-7925/7926  
 Fax: 808-433-7928

c. Use DA FORM 7539 (see Figure-12/13), if not available use DD FORM 1222 (see Figure 5-10), or letter request. Submit one copy of the two page form. If the forms are not available the letter request will be submitted containing all the pertinent data contained on the form. A representative number of backup samples will be retained until test results are known, provided that retention will not constitute a health or sanitary hazard. Test results will be transmitted expeditiously, usually by telephone.

- |   |   |
|---|---|
| 1. To                                   | See addresses above.  |
| 2. From                                 | Activity requesting results of test.                                  |
| 3. Prime Contractor and address         | Obtained from unit container and/or shipping container.               |
| Contract Number                         | Obtained from unit container and/or shipping container.               |
| 4. Manufacturing Plant Name and Address | Obtained from unit container and/or shipping container.               |
| 5. End (Food) Item and/or Project       | Item nomenclature or brand name.                                      |
| 6. Sample Number                        | The number of items that are being shipped for sampling.              |
| 7. Lot No.                              | Obtained from unit container and/or shipping container.               |
| 8. Reason for Submittal                 | Insert "Special Testing."   |
| 9. Date Submitted                       | Date forwarded for sampling.  |
| 10. Material to be Tested               | Same as block 5.  |
| 10a. Quantity Submitted                 | Same as block 6.  |
| 11. Quantity Represented                | Total quantity of the item that is being sampled.                     |
| 12. Spec. & Amend.                      | Obtained from unit container and/or shipping container, if available. |

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- |                                   |  |
|-----------------------------------|--|
| 13. Purchased from or Source      | Where the item was received from.  |
| 14. Shipment Method               | (Fastest Method).  |
| 15. Date Sampled and Submitted by | Name, rank and signature of the Food Service Officer and date.   |
| 16. Remarks                       | Enter "Test for Suitability and for Human Consumption." (Include any special tests, analysis, or examinations for suspected conditions that are required). |
| 17. Send Report of Test to        | Enter "Same as Block #2" or designate otherwise. In addition send to the following addresses:  |

COMMANDER  
 DEFENSE SUPPLY CENTER PHILADELPHIA  
 ATTN: DSCP-HQ  
 700 ROBBINS AVE  
 PHILADELPHIA PA 19111-5906

COMMANDER  
 NAVAL SUPPLY SYSTEMS COMMAND  
 SUPPORT SERVICES DIRECTORATE  
 FOOD SERVICE DIVISION (NAVSUP 51)  
 5450 CARLISLE PIKE  
 P.O. BOX 2050  
 MECHANICSBURG PA 17055-0791

COMMANDER  
 NAVAL SUPPLY SYSTEMS COMMAND  
 FOOD SERVICE DIVISION  
 ATTN: NAVSUP 51V  
 5450 CARLISLE PIKE  
 P.O. BOX 2050  
 MECHANICSBURG PA 17055-0791

4. REPORTS. The discovery of a valid hazardous food item will be immediately reported by priority message to the Defense Supply Center, Philadelphia (DSCP-HQS (CDCFP)) (see Figure 5-11). This message report is in addition to the information provided in the laboratory analysis request. The message will be prepared in the following format:

Data Block and CaptionInstruction for Entry

From	Activity sending the message.
To	DSCP PHILADELPHIA PA// DSCP-HQ//
Info	COMNAVSUPSYSCOM MECHANICSBURG PA //51V/51//

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BUMED WASHINGTON DC//JJJ//

Activity that supplied the material

Service Force Commander (if material was supplied by supply ship)

Closest Navy Environmental and Preventive Medicine Unit (NEPMU) (see Note #1 for list) and/or Closest Navy Disease Vector, Ecology and Control Center (DVEEC) (if material is infested) (see Note #2 for list)

Subj	SUSPECTED HAZARDOUS FOOD ITEM
1A	Nomenclature of item being reported.
1B	Prime Vendor Catalog #
1C	Prime contractor/subcontractor/manufacturer/distributor and addresses.
1D	Government inspection plant code, i.e., USDA establishment number.
1E	Contract/purchase order/delivery order number(s).
1F	Source of item, i.e., specific depot, supply point, direct vendor delivery, supply ship, etc.
1G	Date item received.
1H	Quantity of item received.
1J	Manufacturer's lot number(s), production code(s), or other coded information on unit containers and/or cartons.
1K	Date of manufacture/pack from unit container and/or cartons.
1L	Quantity of product on hold.
1M	Reason item is suspected to be hazardous.
1N	Symptoms of illness or death attributed to or suspected to be caused by the item, numbers of persons affected, and contact point for medical authority cognizant of the incident.
1O	Laboratories to which samples have been submitted for test. N/A for infestations (unless samples sent to NEPMU or DVEEC).

## **NAVSUP P-486 - Food Service Management**

List of Navy Environmental and Preventive Medicine Units are as follows:

NAVENPVETMEDU TWO NORFOLK VA

NAVENPVETMEDU SIX PEARL HARBOR HI

NAVENPVETMEDU FIVE SAN DIEGO CA

Navy Disease Vector, Ecology and Control Center is:

NAVY Entomology Center of Excellence, Jacksonville, FL.

The symbol "NA" will be used to indicate nonavailability or nonapplicability of information. Every effort will be made to include an identifying contract number so that the item can be traced through the supply system.

### **5302 ALFOODACTS**

Headquarters, Defense Supply Center, Philadelphia, is designated as sole worldwide agent for the Department of Defense to coordinate all hazardous food and non-prescription drug recalls which may involve the services. All food items, including brand names procured by appropriated or nonappropriated fund activities, are involved in this recall system. The Consumer Safety Officer (CSO) transmits ALFOODACT messages only when an item is known to be a threat to public health, and is suspected or known to be in government supply channels world wide. NAVSUPINST 10010.8 sets policy and guidance and assigns responsibilities. Suspected items are to be identified and separated as quickly as possible. If required by the ALFOODACT message, reply to ALFOODACT messages by priority message to DSCP PHILADELPHIA PA//DSCP-HQ//. Ensure that all information transmitted is provided in the ALFOODACT message. This information is important to determine the scope/magnitude of the problem before warranty/recovery action begins and disposition instructions are issued by DSCP.

### **5303 FOOD ALERT MESSAGES (VENDOR RECALLS)**

Food Alert messages are transmitted by the CSO to a localized area or customer group, i.e. Navy ships, Navy Exchanges, etc. The purpose of these messages is to keep the customers informed of ongoing hazardous food investigations or to provide information and disposition instructions on products which possess minimal health risk but are aesthetically unacceptable. When a product is known to be in supply channels and if short lists of military customers are involved, these locations will be notified by a FOOD ALERT MESSAGE. When there is any doubt about the distribution of a potentially hazardous item, an ALFOODACT will be transmitted. Food Service Officers and their representatives will respond to Food Alert messages in the same manner as ALFOODACTS. Instructions for the product disposition and reporting procedures will be transmitted in each Food Alert message.

## NAVSUP P-486 - Food Service Management

### REPORT OF DISCREPANCY (ROD) (STANDARD FORM 364)

PAGE 1 OF 4							
REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION		2. REPORT NUMBER	
[X] SHIPPING [X] PACKAGING				06/29/98		001/98	
3. TO (Name and address, include ZIP Code)				4. FROM (Name and address, include ZIP Code)			
COMMANDER, DEFENSE PERSONNEL SUPPORT CENTER ATTN: DPSC-HQS (COCFP) 2800 S. 20TH STREET PHILADELPHIA, PA 17055-0791				USS DUARTE (DDG 90) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888			
5a. SHIPPER'S NAME			5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)		
HEINTZ 208TH STREET PHILADELPHIA, PA 17055							
7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)			
DLA-154-98-C-444				V2111181809H05			
9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA			11. ACTION CODE
NSM/PART NUMBER AND NOMENCLATURE	UNIT OF ISSUE	QUANTITY SHIPPED/BILLED	QUANTITY RECEIVED	QUANTITY	UNIT PRICE	TOTAL COST	CODE
(a)	(b)	(c)	(d)	(a)	(b)	(c)	(d)
8950013893825 HOT SAUCE, PEPPER SAUCE, EXT HOT, 12	BT	120	120	48	1.24	59.52	C2
12. REMARKS (Continue on separate sheet of paper if necessary)							
APPROXIMATELY TWO THIRDS OF THE PRODUCTS HAVE RUSTED CAPS							
364-101      7540-00-159-4442      (Previous edition is obsolete.)      STANDARD FORM 364 (REV. 2-80)							

PAGE 2 OF 4		
REPORT OF DISCREPANCY (ROD)		
1 DISCREPANCY CODES		2 ACTION CODES
CONDITION OF MATERIAL	PRODUCT QUALITY DEFICIENCIES	1A - Disposition instructions requested (Reply on reverse)
C1 - In condition other than that indicated on release/receipt document	Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only)	1B - Material being retained (See remarks)
C2 - Expired shelf life	SHORTAGE OF MATERIAL	1C - Supporting supply documentation requested
C3 - Damaged parcel post shipment	S1 - Quantity less than that on receipt document	1D - Material still required expedite shipment (Not applicable to FMS)
SUPPLY DOCUMENTATION	S2 - Quantity less than that requested (Other than unit of issue pack)	1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS)
D1 - Not received	S3 - Non-receipt of parcel post shipments	1F - Replacement shipment requested (Not applicable to FMS)
D2 - Illegible or mutilated	ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)	1G - Reshipment not required. Item to be re-acquisitioned.
D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed)	T1 - Missing	1H - No action required. Information only
MISDIRECTED MATERIAL	T2 - Illegible or mutilated	1Z - Other action requested (See remarks)
M1 - Addressed to wrong activity	T3 - Precautionary operational markings missing	
OVERAGE/DUPLICATE SHIPMENTS	T4 - Inspection data missing or incomplete	
O1 - Quantity in excess of that on receipt document	T5 - Serviceability operating data missing or incomplete	
O2 - Quantity in excess of that requested (Other than unit of issue pack)	T6 - Warranty data missing	
O3 - Quantity duplicates shipment	WRONG ITEM (Identify requested item as a separate copy in item 9 above)	
PACKING DISCREPANCY	W1 - Incorrect item received	
P1 - Improper preservation	W2 - Unacceptable substitute	
P2 - Improper packing	OTHER DISCREPANCIES	
P3 - Improper marking	Z1 - See remarks	
P4 - Improper unitization		
13. FUNDING AND ACCOUNTING DATA		
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL		14b. SIGNATURE
ELLIS, WILLIAM B FSO 564-2290 (757)444-2290		<i>W.B. Ellis</i>
15. DISTRIBUTION ADDRESSEES FOR COPIES		
COMMANDING OFFICER NAVAL SUPPLY SYSTEMS COMMAND SUP51 5450 CARLISLE PIKE PO BOX 2050 MECHANICSBURG, PA 17055-0791		
364-101      7540-00-159-4442      (Previous edition is obsolete.)      STANDARD FORM 364 (REV. 2-80)		

Figure 5-8

NAVSUP P-486 - Food Service Management

UNSATISFACTORY MATERIAL REPORT (SUBSISTENCE)  
(DD FORM 1608)

UNSATISFACTORY MATERIAL REPORT (Subsistence)		1. DATE PREPARED (YYMMDD) 980629	PAGE 1 OF 2	
2A. NAME OF RECEIVING ACTIVITY NAVAL SUPPLY SYSTEMS COMMAND SUP51V		3A. NAME OF ORIGINATING ACTIVITY USS DUARTE (DDG 90)		
2B. ADDRESS (Include Street, City, State and ZIP Code) COMMANDING OFFICER NAVAL SUPPLY SYSTEMS COMMAND SUP51 5450 CARLISLE PIKE PO BOX 2050 MECHANICSBURG, PA 17055-0791		3B. ADDRESS (Include Street, City, State and ZIP Code) COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		
4A. ITEM NOMENCLATURE HOT SAUCE, PEPPER SAUCE, EXT HOT,12		4B. SIS EVALUATION [ ] YES [x] NO		
5. NATIONAL STOCK NUMBER 8950013893825		6. SPECIFICATION NUMBER/IMPS NUMBER		
7a. NAME OF CONTRACTOR HEINTZ		8. SOURCE OF SHIPMENT (Depot, Distribution Point, Direct Delivery, etc.) PRIME VENDOR		
7B. PLANT ADDRESS (Include Street, City, State and ZIP Code) 101 MAIN STREET NEW YORK, NY 99887-2233				
9. CONTRACT NUMBER DLA-134-98-C-444	10. CONTRACTOR LOT NUMBER LOT #4, CODE D	11. PRODUCT CODE 9272, 9235, 924	12. DATE OF PACK (YYMMDD) 930412	
13. REQUISITION NUMBER V2111181809H05	14. DATE SUPPLIES RECEIVED 06/13/98	15. SIZE OF LOT/SHIPMENT A. CASES 20.0 B. UNITS 120	16. QUANTITY ON HAND 48	
FOR ALL USERS (Food Service, Commissary, Veterinary, Troop Issue Subsistence, Etc.)				
17. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS PRODUCT IS WEAK TASTING, HAS LITTLE FLAVOR, IS THIN, WITH WATERY APPEARANCE. SOLIDS AND LIQUIDS IN PRODUCT HAVE SEPERATED AND WILL NOT MIX. APPROXIMATE LY TWO THIRDS OF THE PRODUCTS HAVE RUSTED CAPS.				
18. RECOMMENDATIONS PRODUCT HAS BEEN SURVEYED. RECOMMEND THAT OLD AGE STOCKS NOT BE ISSUED TO SHIPS.				
19A. NAME OF VERIFYING OFFICIAL (Last, First, MI) ELLIS, WILLIAM B.		19B. GRADE LTJG	19C. SIGNATURE	
19D. TELEPHONE NUMBER (A-AUTOVON C-COMM.) (A)564-2290 (C)(757) 444-2290		19E. TITLE FFSO	19F. DATE (YYMMDD) 980629	
DD Form 1608 82 SEP		EDITION OF 1 APR 77 IS OBSOLETE		S/N 0102-LF-001-6082

UNSATISFACTORY MATERIAL REPORT (Subsistence)								PAGE 2 OF 2
INSPECTION RESULTS (When appropriate, report can be forwarded by users without this section being completed)								
20A.	20B.	20C.	20D.	20E.	20F.	20G.	20H.	20I.
TYPE OF EXAMINATION	INSPECTION LEVEL	AQL	CLASS OF DEFECT	ACCEPTANCE NUMBER	REJECTION NUMBER	SAMPLE SIZE	NUMBER OF DEFECTS OR DEFECTIVES	SAMPLE UNIT
21A. TYPED NAME OF AUTHORIZED INDIVIDUAL				21B. GRADE	21C. SIGNATURE			
21D. TELEPHONE NUMBER (A-AUTOVON C-COMM.)				21E. TITLE	21F. DATE (YYMMDD)			
DD Form 1608 82 SEP		EDITION OF 1 APR 77 IS OBSOLETE				S/N 0102-LF-001-6082		

Figure 5-9

## NAVSUP P-486 - Food Service Management

REQUEST FOR RESULTS OF TESTS  
(DD FORM 1222)

REQUEST FOR AND RESULTS OF TESTS				PAGE NO.	NO. OF PAGES
				1	1
<b>SECTION A - REQUEST FOR TEST</b>					
1. TO: <i>(Include ZIP Code)</i> COMMANDER DOD: VETERINARY SERVICE ATTN: MCVS-SCL BUILDING 2630 FT SAM HOUSTON TX 78234-6200			2. FROM: <i>(Include ZIP Code)</i> FOOD SERVICE OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888		
3. PRIME CONTRACTOR AND ADDRESS <i>(Include ZIP Code)</i> HEINTZ 101 MAIN ST NEW YORK, NY 99887-2233  CONTRACT NUMBER DLA-134-98-C-444			4. MANUFACTURING PLANT NAME AND ADDRESS <i>(Include ZIP Code)</i> HEINTZ 2008 PARKWAY PL SPRINGFIELD ILL. 38790  P.O. NUMBER		
5. END ITEM AND/OR PROJECT HOT SAUCE		6. SAMPLE NUMBER 2	7. LOT NO. LOT #4 CODE D	8. REASON FOR SUBMITTAL SPECIAL TESTING	9. DATE SUBMITTED 06/30/98
10. MATERIAL TO BE TESTED HOT SAUCE	10a. QUANTITY SUBMITTED 2 BOTTLES	11. QUANTITY REPRESENTED 48		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE	
13. PURCHASED FROM OR SOURCE PRIME VENDOR(MONARCH)		14. SHIPMENT METHOD (FASTEST METHOD)		15. DATE SAMPLED AND SUBMITTED BY W. B. ELLIS, LTJG, SC, USN	
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS.  TESTED FOR SUITABILITY AND FIT-FOR-HUMAN CONSUMPTION					
17. SEND REPORT OF TEST TO SAME AS BLOCK 2, ALSO COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND, FOOD SERVICE DIVISION ATTN: SUP 51V, AND COMMANDER DEFENSE SUPPLY CENTER PHILIDELPHIA, DSCP-HQ.					
<b>SECTION B - RESULTS OF TEST <i>(Continue on plain white paper if more space is required)</i></b>					
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED		3. LAB REPORT NUMBER	
4. TEST PERFORMED		RESULTS OF TEST	SAMPLE RESULT	REQUIREMENTS	
DATE		TYPED NAME AND TITLE OF PERSON CONDUCTING TEST		SIGNATURE	
DD FORM 1222, FEB 62 (EF) REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE.					

Figure 5-10

**NAVSUP P-486 - Food Service Management**

**SUSPECTED HAZARDOUS FOOD ITEM MESSAGE  
SAMPLE**

UNCLASSIFIED  
PAAUZYUW 0011400-UUUU-RULSTGX  
ZNR UUUUU  
P R 011400Z JAN 93 ZYB  
FM USS DUARTE  
TO DSCP PHILADELPHIA PA // DSCP-HQ //  
INFO COMNAVSUPSYSCOM MECHANICSBURG PA // 51V/51 //  
BUMED WASHINGTON DC // JJJJ //  
FISC SAN DIEGO CA // JJJ //  
NAVENPVNTMEDU FIVE SAN DIEGO CA // JJJ //  
BT  
UNCLAS // N06260 // BUMED PASS TO 314 / 3112  
MINIMIZE CONSIDERED  
MSGID / GENADMIN / DUARTE //  
SUBJ / SUSPECTED HAZARDOUS FOOD ITEM //  
REF / A / DOC NAVSUP P-486 / 30JUN90 //  
AMPN / VOL I, PARA 5301-3 //  
POC / ENS W.B. ELLIS / FSO /-/-/TEL: DSN 526-1234 / TEL: COMM 619-556-1234 //  
RMKS / 1. IAW REF A, INFORMATION ON THE FOLLOWING SUSPECTED HAZARDOUS FOOD  
ITEM IS FORWARDED:  
A. SALAD DRESSING  
B. 8950-00-205-0936  
C. S&S SALAD DRESSING. 1205 5TH AVE., NY, NY 09591  
PLANT ADDRESS: 28 S. ST., NEWARK, NJ 09900  
D. N/A  
E. DLA 13H-78-C-29A4  
F. DDDC SAN DIEGO, CA  
G. 10 MAY 92  
H. 240 CANS  
I. TYPE II, CLASS I, NO. 2.5, 24 CANS PER CASE  
J. A3550, A3551  
K. LOT #3550-MAR 92, LOT #3551-APR 92  
L. LOT #3551-192 CANS  
M. CANS OF SUSPECTED SALAD DRESSING APPEAR ABNORMAL  
N. 25 OF 350 CREW HAVE SEVERE STOMACH CRAMPS, VOMITING, DIZZY,  
SYMPTOMS DISAPPEAR WITHIN 24 HOURS, CDR JONES, FLT MED  
LIAISON OFF. NAVREDMEDCOM SAN DIEGO, DSN 526-9876  
O. ANALYSIS/DoD FOOD ANALYSIS LAB, FORT SAM HOUSTON, TX  
BT

**Figure 5-11**



## NAVSUP P-486 - Food Service Management

REQUEST FOR VETERINARY LABORATORY TESTING & FOOD SAMPLE RECORD		
For use of this form see AR 40-657; the proponent agency is OTSG.		
<b>1. FROM</b> Ft Sam Houston Branch ATTN MCVS GPT-F 2332 Harney Road Bldg 2635 Fort Sam Houston, TX 78234-1303  IRC: 1323	<b>2. POINT OF CONTACT:</b> Name: SFC Joe Snuffy  Phone: 210-295-0000  Station Identification Number: 1311-00	<b>3. CONTROL NUMBER:</b>   <b>4. TO:</b> VETCOM FADL
<b>5. PRODUCER/MANUFACTURER</b>  Name and Address:  Moo Cow Dairy 7554 U.S. Highway 49 Hattiesburg MS, 39402  Phone: (601) 268 2584		Plant code (IMSL, USDA, etc.)  Plant # 28-1804 (IMLS)  (VC #)
<b>6. REASON FOR SUBMISSION:</b> Destination monitoring program		
<b>7. SAMPLES SELECTED FROM:</b> DeCA	<b>8. DATE SAMPLE(S) SELECTED:</b> 10/16/2006 thru 10/16/2006 <b>9. SHIPMENT TEMPERATURE CONDITIONS:</b> Chilled - include 1 temp pilot per shipping container; describe below  Pilot Description: 2% Milk, half gallon	
<b>10. INSPECTOR'S SIGNATURE</b>		<b>11. ACCOUNTABLE OFFICER'S SIGNATURE</b>
<b>12. REMARKS (use additional paper if necessary)</b> Date of Pasteurization is 13 October 2006 Samples Submitted to the Lab for Testing (Yes/No): Yes		
FOR LABORATORY USE ONLY		
<b>SHIPPING CARRIER</b>  <b>TRACKING #:</b>	<b>LABORATORY REPORT NUMBER</b>	<b>RECEIVED:</b>
<b>RECEIPT TEMPERATURE:</b>	<b>SAMPLE(S) FOR ANALYSIS BY:</b>  <input type="checkbox"/> Chemistry <input type="checkbox"/> Microbiology <input type="checkbox"/> Other	

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Completed Results Attached: No

**Figure 5-12**

## NAVSUP P-486 - Food Service Management

13. SAMPLE INFORMATION (Complete as much information as is available) LAB Report Number:			
SAMPLE NUMBER 1		FOR LABORATORY USE ONLY	
Submitter Sample No. 1	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 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 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		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

For additional samples, use additional copies of Page 2.

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Figure 5-13

## NAVSUP P-486 - Food Service Management

### PART E: POSTING AND PROCESSING RECEIPT DOCUMENTS

#### 5400 PRICING AND PRICE ADJUSTMENTS

##### 1. UNIT PRICES

a. General. The recordskeeper will post receipts to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) (paras. 5402 and 5403). Food items will be taken up at actual cost price on the NAVSUP Form 367, but will be carried at the unit price of the receipt, rounded off to the nearest cent on the NAVSUP Form 335.

b. Receipts on Unpriced Invoices. When food items are received on unpriced invoices, a dummy invoice will be prepared and the food items will be taken up at the last receipt price as shown on the NAVSUP Form 335. The dummy invoice will be attached to the unpriced invoice. When the priced invoice for the food item is received, the receipt unit price, rounded off to the nearest cent, will be the unit price for the item. The priced invoice will be attached to the related dummy invoice and, if required, an additional line entry will be posted on the NAVSUP Form 367 for any difference.

2. ROUNDING OFF PRICES. Unit prices for food items will be carried to four places to the right of the decimal when posted to the NAVSUP Form 335. Gains or losses by rounding off prices will be absorbed in the price adjustment at the end of the accounting period.

#### 5401 ERRONEOUS INVOICES

1. GENERAL. An erroneous invoice is an invoice that is received where the invoice quantity times the unit price does not equal the total dollar value.

2. ERRONEOUS INVOICES FROM NAVY SOURCES. When an invoice is received containing an error of \$5.00 or more, a corrected or credit invoice will be requested from the issuing activity. The error will be lined through on the original receipt document (Figure 5-14) without erasing the erroneous figure and the correct amount will be inserted and posted to the NAVSUP Form 367. Upon receipt, the corrected or credit invoice will be attached to the original receipt and filed. Errors of less than \$5.00 will be posted as is to the NAVSUP Form 367 and the difference absorbed in the price adjustment at the end of the accounting period.

3. ERRONEOUS INVOICES FROM SUBSISTENCE PRIME VENDORS. Invoices will be corrected at the time of delivery.

4. ERRONEOUS INVOICES FROM COMMERCIAL SOURCES. When an invoice is received containing an error from a commercial vendor, regardless of dollar value, a corrected invoice will be requested. The error will be lined through without erasing the erroneous figure and the correct amount will be inserted and posted to the NAVSUP Form 367. Upon receipt, the corrected invoice will be attached to the original invoice and filed.

## NAVSUP P-486 - Food Service Management

### 5402 POSTING THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

1. GENERAL. The Subsistence Ledger (NAVSUP Form 335) (Figure 5-15) is maintained by the recordskeeper and is used to record, by quantity only, receipts, expenditures (transfers, surveys, sales and issues), and the running balance on-hand for each food item. A separate ledger will be prepared for each food item carried in stock. Each NAVSUP Form 335 will have the following information:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Stock Number	13 digit stock number from the Prime Vendor Catalog or Master Item Identification List.
Item	Nomenclature as listed in the Prime Vendor Catalog or Food Item Code List.
Unit of Issue	Unit of issue as listed in the Prime Vendor Catalog or Master Item Identification List.
High and Low Limit	In computing high and low limits, see para. 4003.
Fixed Price	Latest fixed price and date as listed in the current NAVSUPNOTE 7330. (OPERATIONAL RATIONS ONLY)
Receipt Price	Latest receipt price and date rounded to the nearest whole cent as indicated on the latest receipt document.

#### 2. POSTING THE RECEIPT QUANTITY.

a. General. During the accounting period each receipt will be posted to the "Receipts" column as follows (Figure 5-15):

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Month & Day	Month and date the food item was received.
Receipts	Quantity of food item received as indicated on the receipt document.
On-Hand	The sum of the receipt quantity and the previous on-hand balance.

b. Overages from Navy Sources. Post quantity actually invoiced and on the next line post same date with excess quantity received using the dummy invoice (para. 5208-2) as the reference document (Figure 5-16).

c. Shortages from Navy Sources. Post quantity actually invoiced. Paras. 6001 and 6002 discuss posting, as a separate entry, the quantity not received (Figure 5-17).

d. Overages or Shortages from a Commercial Source. Post quantity actually received.

3. POSTING THE LAST RECEIPT PRICE. The last receipt price, if changed, will be posted to the NAVSUP Form 335 as follows (Figure 5-15):

**NAVSUP P-486 - Food Service Management**Data Block and CaptionInstruction for Entry

Month &amp; Day

Month and day the food item was received if last receipt price changed from the last time the food item was received.

Receipt Price

Post change in the last receipt price rounded to the nearest cent.

**5403 POSTING THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)**

1. GENERAL. The NAVSUP Form 367 (Figure 5-18) is a document used to record all increases and decreases, by total money value, during an accounting period in the Food Service Officer's accountability. This document is maintained in the records office. Receipt transactions will be posted as indicated below

2. RECEIPT TRANSACTIONS. Receipt transactions recorded on the NAVSUP Form 367 will include:

- a. Value of inventory carried forward (recorded as the first entry on the first day of the accounting period);
- b. Receipts from a requisition document (as occurring);
- c. Receipts from a purchase order document (as occurring); and,
- d. Receipts from transfer (as occurring).

Receipts must be classified as "receipts with charge" or "receipts without charge" when posting to NAVSUP Form 367. "Receipts with charge" cause a reduction in Navy Subsistence Appropriation funds. "Receipts without charge" are subsistence products received from other Navy sources where Navy Subsistence Appropriation funds have previously been charged. The following table is a guide for determining if a receipt is "with" or "without" charge.

<u>Type of Transaction</u>	<u>Type of Receipt</u>
Subsistence Prime Vendor	With Charge
Ships Store	With Charge
Commercial sources	With Charge
Navy stock points (FISC)	With Charge
Stores Ships (TAFS, AOE, AOR)	With Charge
Other government agencies (DSCP, USA, USAF, USCG)	With Charge
From one General Mess to another	Without Charge
From a non-stores ship (e.g., submarine from submarine tender)	Without Charge

**3. POSTING TRANSACTIONS**

- a. Heading. In the upper right hand corner insert activity name, hull number and UIC code.

## NAVSUP P-486 - Food Service Management

b. Inventory. The first entry on the NAVSUP Form 367 will be the total money value of the inventory brought forward from the previous accounting period. The first entry for a fleet ballistic missile (FBM) submarine will be the total money value of the inventory transferred between the blue and gold crews on the Requisition and Invoice/Shipping Document (DD Form 1149). FBMs will post this total value next to the caption "Inventory BF."

c. Recording Receipts. The total money value of receipts will be posted to the NAVSUP Form 367 as occurring as outlined in subpara. 3d. Shortages in shipment will be handled in accordance with para. 5207. Material received without an invoice will be handled the same as an overage in shipment in accordance with para. 5208. Delivery documents for food items received under indefinite delivery type contracts may be posted as occurring or posted as a single total entry on the last day of each month. Postings will not be delayed because of nonreceipt of the vendor's invoice. When necessary, an adjustment will be made in the same manner as for material received without an invoice as prescribed in para. 5208.

### d. Posting Receipts

(1) Receipt documents will be posted as they occur as follows:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Month & Day	Month and day the food items were received.
Source	Activity from where the food items were received.
Document Number	First Column: Julian date of the requisition number from the requisition/purchase document.  Second Column: 9 plus the food-item code of the first line item on the requisition/purchase document.  Third Column: 9 plus the food-item code of the last line item on the requisition/purchase document. When posting requisition/purchase documents containing only one item, the third column will be left blank.
Value	The total dollar value of the receipt(s) from a single source, on the same day with the same requisition/purchase number.

NAVSUP P-486 - Food Service Management

ANNOTATING AN ERRONEOUS INVOICE FROM NAVY SOURCES

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT SIN 0102 LF-114-5000</p> <p>24 DOCUMENT NUMBER &amp; SUFFIX (30-44) V21111</p> <p>25 NATIONAL STOCK NO &amp; ADD (8-22) 9H22</p> <p>26 R/C (4-6) LI (23-24) CITY (25-29) CON CODE (71) DIST (85-86) UP (74-80) 8925 01 419 7021</p> <p>27 ADDITIONAL DATA BG 00024 A 0000220</p> <p>SHIP FROM: N00189 FISC NORFOLK</p> <p>SHIP TO: V21111 USS DUARTE</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> <p>1. TOTAL PRICE</p> <table style="width:100%; text-align: center;"> <tr> <td style="width:20%;">DOLLARS</td> <td style="width:20%;">CTS</td> </tr> <tr> <td>0000220</td> <td>20</td> </tr> </table> </td> <td style="text-align: center;"> <p>2. SHIP FROM</p> <p>000189</p> </td> <td style="text-align: center;"> <p>3. SHIP TO</p> <p>21111</p> </td> </tr> <tr> <td colspan="3"> <p>4. MARK FOR</p> <p>52.80 <del>72.80</del></p> </td> </tr> <tr> <td>5. DOC</td> <td>6. NMF-C</td> <td>7. FRT RATE</td> </tr> <tr> <td>8. CD</td> <td>9. PS</td> <td>10. UP</td> </tr> <tr> <td>11. UNIT WEIGHT</td> <td>12. UNIT CUBE</td> <td>13. UFC</td> </tr> <tr> <td colspan="3">14. CLASSIFICATION NOMENCLATURE</td> </tr> <tr> <td colspan="3">15. NOMENCLATURE</td> </tr> <tr> <td>16. TY CONT</td> <td>17. NO CONT</td> <td>18. TOTAL WEIGHT</td> </tr> <tr> <td colspan="2">19. RECEIVED BY</td> <td>20. TOTAL CUBE</td> </tr> <tr> <td colspan="2"><i>A. S. Fast</i></td> <td>21. DATE RECEIVED</td> </tr> <tr> <td colspan="2"></td> <td>22. DATE RECEIVED</td> </tr> <tr> <td colspan="2"></td> <td>23. DATE RECEIVED</td> </tr> <tr> <td colspan="2"></td> <td>24. DATE RECEIVED</td> </tr> <tr> <td colspan="2"></td> <td>25. DATE RECEIVED</td> </tr> </table>	<p>1. TOTAL PRICE</p> <table style="width:100%; text-align: center;"> <tr> <td style="width:20%;">DOLLARS</td> <td style="width:20%;">CTS</td> </tr> <tr> <td>0000220</td> <td>20</td> </tr> </table>	DOLLARS	CTS	0000220	20	<p>2. SHIP FROM</p> <p>000189</p>	<p>3. SHIP TO</p> <p>21111</p>	<p>4. MARK FOR</p> <p>52.80 <del>72.80</del></p>			5. DOC	6. NMF-C	7. FRT RATE	8. CD	9. PS	10. UP	11. UNIT WEIGHT	12. UNIT CUBE	13. UFC	14. CLASSIFICATION NOMENCLATURE			15. NOMENCLATURE			16. TY CONT	17. NO CONT	18. TOTAL WEIGHT	19. RECEIVED BY		20. TOTAL CUBE	<i>A. S. Fast</i>		21. DATE RECEIVED			22. DATE RECEIVED			23. DATE RECEIVED			24. DATE RECEIVED			25. DATE RECEIVED	<p>Circle quantity actually received</p> <p>Enter the last three (3) digits of the julian date</p> <p>Enter julian date (Calendar Year)</p> <p>Errors of \$5.00 or more will be lined through and the correct amount will be inserted</p>
<p>1. TOTAL PRICE</p> <table style="width:100%; text-align: center;"> <tr> <td style="width:20%;">DOLLARS</td> <td style="width:20%;">CTS</td> </tr> <tr> <td>0000220</td> <td>20</td> </tr> </table>	DOLLARS	CTS	0000220	20	<p>2. SHIP FROM</p> <p>000189</p>	<p>3. SHIP TO</p> <p>21111</p>																																										
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		23. DATE RECEIVED																																														
		24. DATE RECEIVED																																														
		25. DATE RECEIVED																																														

Figure 5-14

### NAVSUP P-486 - Food Service Management

## POSTING A RECEIPT TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

\*\*\* SUBSISTENCE LEDGER (NAVSUP FORM 335) \*\*\*

**NAVSUP FORM 335**

F82720001 TIME: 18:13  
 NAVAL STATION DUARTE (V21111)  
 NAVSUP FORM 335 (Rev. 2-78)  
 S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

HIGH LIMIT: 131		STOCK NO. 8925010607495		ITEM H29, SUGAR, REFINED, CONFECTIONERS, 1 LB								
LOW LIMIT: 61		EXPENDITURES		EXPENDITURES								
UNIT OF ISSUE: LB	MO. DAY	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND	MO. DAY	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND
1998	06 01	BBF				29.00						
	06 03		1.00	1.00		28.00						
MO. & DAY	*FIXED PRICE		1.00	2.00		27.00						
04/01	0.66				OTH 5.00	22.00						
1998	06 08		12.00	14.00		10.00						
MO. & DAY	#REC/P/T PRICE	24.00				34.00						
06/30	0.5697		11.00	25.00		23.00						
	0.6700		5.00	30.00		18.00						
			4.00	34.00		14.00						
			2.00	36.00		12.00						
					OTH 6.00	6.00						
		24.00				30.00						
			2.00	38.00		28.00						
			1.00	39.00		27.00						
		30.00				57.00						
					OTH 7.00	50.00						

\* Use to extend inventory and to price sales and transfers.  
 # Use to extend issues to General Mess.  
 ISSUED CODES: 1 - 9 = BRANCH MESS CODE  
 OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL  
 \*\*\*\*\* END OF REPORT \*\*\*\*\*

Post actual quantity received and add to the "on hand" balance

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT, S/N 0102-LF-114-5000

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
AOANNZ 3 BG 00024 N 32199 B PZ 9M EP5 12										UNIT PRICE DOLLARS CTS 00002 20 66 00		1. TOTAL PRICE DOLLARS CTS 00002 20 66 00		2. SHIP FROM 000189		3. SHIP TO 21111		4. MARK FOR		5. DISC 00002 20		6. NMFC		7. FRT RATE		8. TYPE CARGO		9. PS		10. QUANTITY 30		11. UP		12. UNIT WEIGHT		13. UNIT CODE		14. UFC		15. SL		16. FREIGHT CLASSIFICATION NOMENCLATURE		17. ITEM NOMENCLATURE		18. T/COUNT		19. NO CONT		20. TOTAL WEIGHT		22. RECEIVED BY <i>A. S. Fast</i>		23. DATE RECEIVED 29 Jun 98																																													

Post last receipt price if different from previous receipt

Enter the last three (3) digits of the julian date

Enter julian date (Calendar Year)

24 DOCUMENT NUMBER & SUFFIX (30-44): V21111 9H22

25 NATIONAL STOCK NO & SUFFIX (30-44): 8925 01 491 7021

26 FIC (4-6) LI (23-24) QTY (25-29) CON CODE (7-1) DSI (86-96) UP (74-90): BG 00024 A 0000067

SHIP FROM: N00189 FISC NORFOLK

SHIP TO: V21111 USS DUARTE

**DD FORM 1348-1-A**

Figure 5-15



### NAVSUP P-486 - Food Service Management

## POSTING AN OVERAGE FROM NAVY SOURCES TO THE SUBSISTENCE LEDGER

DD FORM 1348-1-A 21111

AOANNZ 3 LB 00040 N 32199 B PZ 9M EP5 12

N21111 9V03 DATE

8915 01 088 8749

LB 00040 A 0000058

1. TOTAL PRICE 2. SHIP FROM 3. SHIP TO

4. MARK FOR 000189 21111

7. FRT RATE 8. TYPE CARGO 9. PS

10. QTY. REC'D 11. UP 12. UNIT WEIGHT 13. UNIT CUBE 14. UFC 15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

Original receipt with excess quantity received

Post quantity actually invoiced on first line

17. ITEM NOMENCLATURE

18. UNIT 19. NO CONT 20. TOTAL WEIGHT 21. TOTAL CUBE

3. DATE RECEIVED

NAVSUP FORM 335

F827Z001 TIME: 19:56 \*\*\* SUBSISTENCE LEDGER (NAVSUP FORM 335) \*\*\*

AVAL STATION QUARTE (N21111)

NAVSUP FORM 335 (Rev. 2-78)

S/N 0108-LF-500-350

SUBSISTENCE LEDGER (4442)

		STOCK NO. 8915010888749		ITEM V03, APPLES, EATING, RED, SWEET	
HIGH LIMIT: 0		EXPENDITURES			
LOW LIMIT: 0		RECEIPTS		GENERAL MESS ISSUED	OTHER
UNIT OF ISSUE: LB		MO.	DAY	ISSUED	CUM. TOTAL
1998		06	01	BBF	200.00
*FIXED PRICE		06	01	80.00	280.00
MO. & DAY	PRICE	06	02	40.00	40.00
04/01	0.62	06	03	04 40.00	
1998		06	04	40.00	280.00
MO. & DAY	#REC/P/T PRICE	06	04	40.00	80.00
BF	0.5900	06	05	40.00	120.00
06/16	0.6100	06	05	40.00	280.00
06/23	0.5900	06	10	40.00	240.00
06/23	1.5200	06	11	40.00	280.00
		06	16	40.00	320.00
		06	16	40.00	200.00
		06	29	40.00	
		06	29	40.00	
		06	30		

LW 1

Post Excess quantity from "Dummy Invoice" on next line

Figure 5-16

NAVSUP P-486 - Food Service Management

POSTING A SHORTAGE FROM NAVY SOURCES TO THE SUBSISTENCE LEDGER

**NAVSUP FORM 335**

F82720001 TIME: 21:54  
NAVAL STATION DUARTE (N21111) \*\*\* SUBSISTENCE LEDGER (NAVSUP FORM 335) \*\*\*

NAVSUP FORM 335 (Rev. 2-78)  
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

STOCK NO. 8905007823190 ITEM Q95, FRANKFURTERS, 1-2 LB

HIGH LIMIT: 379		EXPENDITURES					LOW LIMIT: 177		EXPENDITURES				
UNIT OF ISSUE: LB		1998	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND	1998	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND
NO. & DAY	*FIXED PRICE	MO.   DAY						NO.   DAY					
1998 06/01		06   01	BBF				97.00	06   13	144.00				204.00
04/01	1.28	06   02		4.00	4.00		93.00	06   15		36.00	313.00		168.00
1998 06/03		06   03		20.00	24.00		73.00	06   18		24.00	337.00		144.00
06/04		06   04		24.00	48.00		49.00	06   22		24.00	361.00		120.00
06/05		06   05		11.00	59.00		38.00	06   29	48.00				168.00
06/06	1.3295	06   06		20.00	79.00		18.00	06   30	20.00				288.00
06/30	1.3900	06   06	48.00					06   30				20.00	268.00
		06   07											
		06   07	48.00										
		06   08		8.00	149.00		48.00						
		06   09		4.00	149.00		44.00						
		06   10		24.00	173.00		20.00						
		06   11		20.00	193.00		0.00						
		06   12					72.00						
		06   12		4.00			48.00						

Annotations:  
 - "Post quantity actually invoiced on first line" points to the first receipt line (06/01 BBF).  
 - "Details on posting quantities not received are outlined in paras. 6001 and 6002" points to the final receipt line (06/30).

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT S/N 0102-LF-114-5000

24 DOCUMENT NUMBER & SUFFIX (30-44)

25 NATIONAL STOCK NO. & ADD (8-22)

26 RIC (4-6) LI (2-24) CITY (25-28) CON CODE (71) DIST (85-86) LIP (74-80)

27 ADDITIONAL DATA

SHIP FROM: N00189 FISC NORFOLK

SHIP TO: N21111 NAVAL STATION DUARTE

1. TOTAL PRICE: 0000139

2. SHIP FROM: 000189

3. SHIP TO: 21111

4. MARK FOR

5. DOL: 0000139

6. NMFC

7. FRT RATE

8. TYPE CARGO

9. PS

10. QTY. REC'D

11. UNIT

12. SL

16. FREIGHT CLASSIFICATION NO.

17. ITEM NOMENCLATURE: AOANNZ 3 LB 00120 N 32199 B PZ 9M FP5 12

18. IT ORN

19. NO CONT

20. TOTAL WEIGHT

21. TOTAL CUBE

22. RECEIVED BY: *A. S. Fast*

23. DATE RECEIVED: 29 Jun 98

Annotations:  
 - "Enter the last three (3) digits of the julian date" points to the '100' in the quantity field.  
 - "Enter julian date (Calendar Year)" points to '9Q95' in the date field.  
 - "Enter the last three (3) digits of the julian date" points to '000' in the document number field.

**DD FORM 1348-1-A**

Figure 5-17

### NAVSUP P-486 - Food Service Management

## POSTING RECEIPTS TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F8460001 TIME: 14:45 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01JUL98 PAGE: 5

RECORD OF RECEIPTS AND EXPENDITURES (4442)  
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY COMMANDING OFFICER  
NAVAL STATION DUARTE 28882-1888 U.I.C  
N21111

RECEIPTS							EXPENDITURES				
*1998							*1998				
Mo.	Day	SOURCE	DOCUMENT NO.			VALUE	Mo.	Day	ACTIVITY/ PURPOSE	DOCUMENT NO.	VALUE
6	23	MARVA MAID DAIRY	8174	9S24	9Z51	129.7856					
6	23	MARVA MAID DAIRY	8174	9U93	9Z0	124.9280					
6	23	NSC NORFOLK	8174	102	9V03	60.8000					
6	26	KOTARIDES BAKING	8177	9W67		327.1500					
6	29	DOUGHTIES	8170	101	9X88	1,201.4678					
6	29	MARVA MAID DAIRY	8152	9U93		200.4000					
6	29	NSC NORFOLK	818	101	9H22	52.8000					
6	30	MARVA MAID DAIRY	8152	9U93		200.4000					
6			8181	103	9H29	646.5000					
6			8181	104	9Q95	166.8000					
6			8181	9A08	9A21 *	98.4000					
6	30	TOTAL				75,690.255					

Total dollar value of all receipts with the same requisition number

Julian date of requisition

Food item code of the first food item preceded by "9"

Food item code of the last food item preceded by "9"

Figure 5-18

**NAVSUP P-486 - Food Service Management****PART F: DISTRIBUTION OF RECEIPT DOCUMENTS****5500 DISTRIBUTION OF RECEIPT DOCUMENTS FROM DLA AND NAVAL ACTIVITIES**

Food items which are received from Navy activities will normally be documented by a Requisition and Invoice/Shipping Document (DD Form 1149), DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A), or other type as provided by the supplying activity. At least two copies of a receipt document will be received. The copies will be distributed as follows:

- a. Original - Signed by the designated receipt inspector or bulk storeroom custodian. This will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), the Record of Receipts and Expenditures (NAVSUP Form 367) then placed in the accountability file.
- b. Remaining copies may be discarded.

**5501 DISTRIBUTION OF RECEIPT DOCUMENTS FROM COMMERCIAL SOURCES**

1. FAST PAY PROCEDURES APPLICABLE. The DD Form 1155 will be distributed as follows when fast pay procedures apply:

- a. Definite Delivery DD Form 1155

- (1) At time of Receipt and Pending Receipt of a Copy of the Dealer's Bill

- (a) Original - Signed by the designated receipt inspector or bulk storeroom custodian. This will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), the Record of Receipts and Expenditures (NAVSUP Form 367) then placed in the accountability file.

- (b) Remaining copies retained in the Outstanding Purchase Order File pending receipt of the dealer's bill.

- (2) Upon Receipt of the Dealer Bill

- (a) Copy from the Accountability File will be stamped with bill paying information (para. 5601-1c) and re-filed in the Accountability File until the end of the month.

- (b) Copy - Completed Purchase Order File.

- (3) At the End of the Month

- (a) Copy from the Accountability File will be placed in the retained returns.

- (b) Copy from the Receipts with Charge File may be discarded.

- b. Indefinite Delivery DD Form 1155. After the receipt inspector or bulk storeroom custodian has signed each delivery ticket acknowledging responsibility for the food items, it will be filed in the accountability file and the total amount of the delivery noted on the DD Form 1155 at the end of the month. When final delivery has been made, distribution of the DD Form 1155 will follow the procedures as outlined in subpara. 1a. (NOTE: If the total quantity actually received during the month exceeds the quantity ordered on the DD Form 1155, a Standard Form 30 will also be completed for the quantities received in excess of the requested amount in

## NAVSUP P-486 - Food Service Management

accordance with para. 5208-3. Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155).

2. FAST PAY PROCEDURES NOT APPLICABLE. The DD Form 1155 will be distributed as follows when fast pay procedures are not applicable:

a. Definite Delivery DD Form 1155

(1) At time of Receipt and Awaiting Dealer's Bill

(a) Copy - signed by the bulk storeroom custodian and placed in the Accountability File.

(b) Copy - signed by the receipt inspector and placed in the Receipts with Charge File. This copy will be used by the recordskeeper to post the Subsistence Ledger (NAVSUP Form 335), and the Record of Receipts and Expenditures (NAVSUP Form 367).

(c) Remaining copies - retained in the Outstanding Purchase Order File pending receipt of the dealer's bill.

(2) Upon Receipt of the Dealer Bill

(a) Copy from the Accountability File will be stamped with bill paying information (para. 5601-2b) and re-filed in the Accountability File until the end of the quarter.

(b) Two copies (one with original certification) - attached to the original and three copies of the dealer's bill and forwarded to the appropriate paying activity (DFAS).

(c) Copy - completed Purchase Order File.

(3) At the End of the Quarter

(a) Copy from the Accountability File will be placed in the retained returns.

(b) Copy from the Receipts with Charge File may be discarded.

b. Indefinite Delivery DD Form 1155. After the bulk storeroom custodian has signed each delivery ticket acknowledging responsibility for the food items, it will be filed in the accountability file and the total amount of the delivery noted on the DD Form 1155 at the end of the month. When final delivery has been made, distribution of the DD Form 1155 will follow the procedures as outlined in subpara. 1a. (NOTE: If the total quantity actually received during the month exceeds the quantity ordered on the DD Form 1155, a Standard Form 30 will also be completed for the quantities received in excess of the requested amount in accordance with para. 5208-3. Distribution of the Standard Form 30 is the same as the corresponding DD Form 1155).

**NAVSUP P-486 - Food Service Management****PART G: PROCESSING DEALER'S BILLS FOR PAYMENT****5600 PROMPT PAYMENT ACT**

Under the provisions of the Prompt Payment Act (Public Law 100-496), U.S. Code, Chapter 39 of Title 31, federal agencies are required to pay interest penalties for late payment of a proper dealer's invoice. In the interest of better business relationships with vendors, improved efficiency of the bill paying functions and reduced cost of goods and service, all activities with procurement authority are required to certify and forward proper invoices promptly to the paying activity specified in the purchase order. For most purchases, payment is due within 30 days of the date of acceptance of material/services or receipt of invoice, whichever is later, unless another date is specified in the contract. In order for the paying activity to comply with the above time frames, all activities are required to submit invoices for payment within five working days following certification and acceptance of the goods or services.

**5601 PAYMENT OF DEALER'S BILLS IN CONUS****1. FAST PAY PROCEDURES APPLICABLE**

a. Payment to the Vendor. The Fast Pay and Certificate of Conformance Procedures are designed to expedite payment to the vendor. Under these procedures, a dealer's bill is paid when the vendor can certify delivery of food items to a common carrier or shipment via other means to the point of first receipt by the government. Payment for food items will be made upon submission by the vendor to the paying activity of the following:

- (1) Original and one copy of the purchase order;
- (2) Proof of delivery or shipment; and,
- (3) Original and three copies of the dealer's bill.

One copy of each dealer's bill will be forwarded to the activity.

b. Checking Dealer's Bill. Upon receipt, the copies of all dealer's bills will be annotated with the date the bill is actually received on board. The copy of a dealer's bill will be checked by the Food Service Officer against the copy of the purchase order in the Accountability File. The dealer's bill will be checked to ensure that:

- (1) Items listed on the dealer's bill are the same as the items received on the purchase order;
- (2) Quantities billed are the same as the quantities received; and,
- (3) The prices listed on the dealer's bill are the same as the prices on the purchase order.

Discrepancies in quantities billed by dealers or incorrect prices will be reported immediately to the vendor and the appropriate Defense Finance and Accounting Service activity.

c. Document Distribution. After the copy of the dealer's bill has been checked, the retained copy of the DD Form 1155 from the Outstanding Purchase Order File awaiting dealer's bill will be placed in the Completed Purchase Order File along with the copy of the dealer's bill. The following information will be stamped or typed on the copy of the DD Form 1155:

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DATE MATERIAL RECEIVED

DATE DEALER'S BILL RECEIVED

NUMBER OF DEALER'S BILL

DATE FORWARDED FOR PAYMENT

PAYING ACTIVITY

In the "Date Forwarded For Payment" block, "Fast Pay" will be entered.

### 2. FAST PAY PROCEDURES NOT APPLICABLE

a. Checking Dealer's Bills. Upon receipt, all dealer's bills will be annotated with the date the bill is actually received on board. The dealer's bill will then be checked by the Food Service Officer against the two copies of the purchase order in the Accountability File awaiting dealer's bill. The dealer's bill will be checked to ensure that:

- (1) Items listed on the dealer's bill are the same as the items received on the purchase order;
- (2) Quantities billed are the same as the quantities received; and,
- (3) Prices listed on the dealer's bill are the same as the prices on the purchase order.

All dealer's bills will be forwarded to the paying activity within five days from the date of receipt of the material or the dealer's bill, whichever is later. Food Service Officers will take necessary action to ensure that dealer's bills are forwarded within the prescribed time. If a dealer's bill is incorrect, the vendor will be notified and a corrected bill requested. If the corrected dealer's bill is not received within five days or prior to the ship's departure from the area, the incorrect dealer's bill will be processed for payment. The paying activity will pay only that part of the bill that agrees with the certified purchase order.

b. Document Distribution. After the dealer's bill has been checked by the Food Service Officer, the following will be forwarded to the paying activity:

- (1) Two certified copies of the purchase order in the Accountability File awaiting the dealer's bill; and,
- (2) Original and three copies of the dealer's bill.

A copy in the Outstanding Purchase Order File will be stamped with the following information and placed in the Completed Purchase Order File with a copy of the dealer's bill:

DATE MATERIAL RECEIVED

DATE DEALER'S BILL RECEIVED

NUMBER OF DEALER'S BILL

DATE FORWARDED FOR PAYMENT

PAYING ACTIVITY

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### **5602 PAYMENT OF DEALER'S BILLS OUT CONUS**

1. GENERAL. Payment of dealer's bills for food items from foreign vendors will be made under the terms of current contracts and following fleet and force commander's instructions covering foreign purchases. Dealer's bills will be processed following para. 5601-2. The bill will be submitted to the ship's disbursing officer unless payment by another official is required.

2. DISBURSING OFFICER MAKES PAYMENT. When a dealer's bill is received from a foreign vendor, it will be paid by the ship's disbursing officer unless payment by another official is required. To support payments by the ship's disbursing officer, the Food Service Officer will provide the following documents:

- a. Two certified copies of the purchase order in the Accountability File awaiting the dealer's bill; and,
- b. Original and three copies of the dealer's bill.

3. PAYING ACTIVITY MAKES PAYMENT. If payment cannot be made by the disbursing officer, the following will be forwarded under a letter of transmittal to the activity designated to pay the bill:

- a. Two certified copies of the purchase order in the Accountability File awaiting the dealer's bill; and,
- b. Original and three copies of the dealer's bill.

### **5603 PRECAUTIONS AGAINST DUPLICATE PAYMENTS**

Duplicate payments for food items can occur when an activity provides vendors with duplicate original purchase orders. The Food Service Officer must not prepare a duplicate DD Form 1155 until verifying the following:

- a. Check for a retained copy of the DD Form 1155 and a copy of the dealer's bill in the Completed Purchase Order File; and,
- b. Check with the appropriate Defense Finance and Accounting Service activity to ensure payment has not already been made, or that the original DD Form 1155 has not already been received.

### **5604 DISCOUNTS ON DEALER'S BILLS**

Dealer invoices offering discounts upon payment within the discount period will be processed immediately and forwarded to the disbursing officer or to the Defense Finance and Accounting Service designated in the purchase document for preparation and payment of the public voucher. Afloat activities will process the invoices as prescribed by NAVSUP P-485. Ashore activities will process the invoices in accordance with the DoD Financial Management Regulation (FMR) Volume 10, Contract Payment Policy and Procedures.



## NAVSUP P-486 - Food Service Management

### PART H: STOWAGE

#### 5700 STOWAGE

1. GENERAL. APPENDIX T Inspection Guide for Subsistence Serviceability Afloat/Ashore is provided for convenient daily use and reference. Care will be taken to keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present. Smoking in food storage spaces will be prohibited to avoid fire and to prevent certain food items from absorbing the odor of smoke. Under normal conditions, food items will be stored in their original containers. Items in damaged containers or bags will be issued immediately if they are fit for human consumption; otherwise, they will be surveyed. If there is any doubt about the fitness of food for human consumption, the item will be inspected by PMAs, including veterinary personnel (if available), and surveyed if found to be unfit. All items will be inspected regularly for signs of damage, spoilage, insect infestation, or rodent contamination (that is, perishables daily and semi-perishables on a cyclical basis as required). If heat pipes are present, they should be well insulated to prevent the transfer of heat to stored food items. Storage areas, especially chill and freeze spaces, and refrigeration equipment should be painted with quick-drying, odor-free paint to avoid absorption of paint odors by food items.

2. ARRANGEMENT AND PRESERVATION. Storerooms in which food items are stored will be kept clean and clear of unnecessary traffic and unpleasant odors and arranged in a neat and orderly fashion. Bulk food should be stowed by item and date of manufacture or date of receipt to facilitate breakouts, inventories and proper rotation of stock. Case lots should be stowed on grating and not be placed directly on the deck. Open spaces will be provided between stacks of cases or pallets. Space will also be provided between cases and structural obstructions (such as steam pipes) to permit maximum ventilation. Stagnant air is detrimental to perishable items.

3. ISSUING AND ROTATION. The oldest food supplies on hand in the bulk storeroom should be issued first. Generally, it is "first in, first out." However, when deployed overseas, food supplies may be received from Combat Logistic Force (CLF) ships which were manufactured before the stock procured in the United States when loading out. Manufacturers' age codes are especially important in this case as they indicate the date of manufacture. In this instance, the "new" food supplies received are actually older than the food supplies already in the bulk storeroom and should be issued first.

4. SPECIAL STORAGE PRECAUTIONS. Storage guidance contained herein is based on the availability of adequate storage facilities designed to give the normal range of protection for various types of food items. If food items are stored in other than normal facilities (such as rail cars, portable reefers, or substandard storerooms), food service personnel must exercise special and continuous close surveillance over such spaces to ensure that prescribed storage temperatures are constantly maintained to prevent damage to products stored. Severe deviations from normal storage temperatures should not be tolerated.

5. FRESH ITEMS. Fresh items will be handled expeditiously to reduce their exposure to weather elements and will be kept free of foreign materials that could cause spoilage. Citrus fruits, onions, tomatoes, cabbages, cantaloupes, and celery should not be stored with eggs or butter or in rooms where it is possible for odors from such fruits and vegetables to be absorbed. All fast moving food and drink items must be kept refrigerated at the proper temperature except when being prepared or served. The following conditions for storage will be observed:

- a. All refrigerated spaces will be kept in a clean, neat, and orderly manner;

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b. Stocking should start from the bulkheads and work inward toward the center, starting at least four inches in from the bulkheads or coils; and,

c. Overloading the storerooms decreases the efficiency of the cooling equipment, makes cleaning more difficult, and provides the opportunity for other sanitation problems to arise.

6. FROZEN ITEMS (FRUITS, VEGETABLES, MEATS, AND DAIRY PRODUCTS). Upon delivery, frozen fruits and vegetables should be transferred promptly to a low temperature storage space. The temperature of the load will be checked upon arrival by checking internal temperatures of items selected at random throughout the load.

### 5701 AIR CIRCULATION

Air circulation in a storeroom, plus proper temperature and humidity, plays an important part in the correct storage of fresh and frozen foods. The use of a fan or duct system is helpful in maintaining good circulation in all parts of the room. Generally, when the recommended temperature in all parts of the refrigerated space is the same and is maintained within the stocks in the freezer space, the circulation of air may be considered adequate. Storerooms containing fresh fruits and vegetables do not usually require outside air, but when the compartment is kept tight at temperatures of 40° F. or higher, the carbon dioxide given off by the fruits and vegetables will sometimes reach a high level. If this condition should occur, a supply of fresh air should be let into the room before personnel are allowed to work there. The use of Ethylene Absorber Blankets and/or Ethylene filters are strongly encouraged to also reduce ethylene gas levels and prolong the storage life of perishable foods.

### 5702 STORAGE LIFE OF FROZEN PERISHABLE FOOD ITEMS

1. GENERAL. Frozen perishable food items can be considered shelf-stable because of their long shelf life. A storage temperature of 0° F. is generally considered desirable when storing frozen food items. All frozen food items will deteriorate with time, at a rate that largely depends on the sum of all the time-temperature experiences. Frozen food items become less stable and are likely to deteriorate faster when stored at temperatures in excess of 0° F. As a rule of thumb, for every 18° F. rise in temperature, the rate of deterioration can double, triple, or quadruple, depending on the item. The effect of excessive temperature changes on quality is cumulative, therefore, frequent inspections during storage are essential. When inspections of frozen food items show signs of deterioration, efforts should be taken to ensure the item is suitable for intended use and immediate issue. This will keep losses at a minimum. Rotation of frozen food items is extremely important. Frozen items should not be allowed to accumulate in storage, and a first in-first out (FIFO) policy should be strictly followed. Issues of frozen food items must be based on results of inspection performed by a veterinary food inspector or a designated representative of the Preventive Medicine Authority (PMA) when a product's suitability for intended use is suspected.

2. OPTIMAL CONDITIONS. Storage temperature for all frozen perishable food items will not exceed 0° F. During shipment the temperature will not be higher than 10° F.

3. LESS THAN OPTIMAL STORAGE CONDITIONS. The storage life of frozen food items is greatly reduced when stored in temperatures greater than 0° F. Such storage conditions will cause either an unacceptable product or one of reduced quality. Thawed food items must not be refrozen to prolong shelf life. The items will be consumed immediately or discarded, dependent upon inspection results.

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### 5703 FREEZING POINT, STORAGE TEMPERATURE AND STORAGE LIFE OF CHILLED PERISHABLE FOOD ITEMS

Bulk storeroom storage temperature for chilled perishable food items is generally within the temperature range of 32° - 41° F. For some items, better quality is maintained at temperatures higher or lower than this range. Reach-in refrigerators used for short term storage of chilled perishable food items should be maintained with a temperature range of 32° - 41° F.

### 5704 STORAGE OF SEMI-PERISHABLE FOOD ITEMS

1. GENERAL. The term "semi-perishable food items" refers to food items that are canned, dried, dehydrated, or otherwise processed to the extent that such items may, under normal conditions, be stored in non-refrigerated spaces. Although semi-perishable food items are not nearly as susceptible to spoilage as perishable food items, spoilage can and will occur if the products are mishandled, improperly stored, or stored for long period of time. The length of storage should be based on the date of pack and not on the date of receipt.

#### 2. STORAGE CONDITIONS

a. General. The optimum storage conditions for most semi-perishable food items are clean, cool, dry, well-ventilated storage areas. High temperature and high humidity accelerate spoilage by promoting the deterioration of containers and the growth of bacteria in the food product. Freezing is detrimental to the quality of products with a high water content but most items remain edible after having been frozen and thawed. Infestation by rodents and insects can cause great damage to items packaged in bags, boxes and cartons. Such items also tend to absorb odors and lose flavor. This is especially true in storage areas that lack adequate ventilation.

#### b. Physical Environmental Factors

(1) Freezing. Dry products such as flour, sugar, and dehydrated foods ordinarily are not injured by freezing. The usefulness and palatability of wet-packed items likewise is not effected by freezing, although their physical appearance may suffer due to softening of their texture. Emulsions, such as canned cheese, prepared mustard and cream soups, will be destroyed by freezing, which results in loss of quality, although the food is not spoiled.

(2) High Temperatures. High storage temperatures encourage bacteria and mold growth, insect infestation, and are particularly dangerous when accompanied by high humidity. In addition, natural chemical action is accelerated, causing rancidity in many items. This is due to food acids present within the cans becoming activated and results in pinholing, blackening of the interior, and hydrogen swells. High temperature is the chief cause of accelerated spoilage in canned foods and should be controlled when possible by providing adequate ventilation.

(3) Moisture (Humidity). High humidity is detrimental to stored food items in many respects in that it accelerates the growth of bacteria and mold, promotes insect infestation, and causes mustiness in flour, rice, and similar foods. High humidity will also cause caking of products that absorb moisture, such as salt and sugar. Moisture also causes rusting of cans. Rust, unless it actually penetrates the can causing leakage, will not harm the content or in itself serve as a reason for survey.

3. OVERAGED STOCK. The safe storage period for dry subsistence varies with the type of product, storage temperatures, humidity control, handling care, protection from weather, and

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type of packaging and packing. The maximum shelf life of all food items will be decreased by extremes in temperature and humidity.

4. IDENTIFICATION OF SPOILED ITEMS. A change in color of a food product indicates a loss of quality and may also indicate spoilage. Unpleasant odors and flavors are the best indications of spoilage without submitting the item to a qualified laboratory for examination. Swollen cans, referred to as swellers, springers and flippers, depending on the degree of gas formation, are caused by chemical or bacterial action, or overfilling. Regardless of the suspected cause, cans having such defects should be separated and placed on hold status. Items suspected of being unfit for human consumption will be inspected by the Army veterinary technicians when assigned, PMA, Navy preventive medicine unit, or station sanitation officer, for confirmation of the unsatisfactory condition prior to initiating survey action.

NOTE: APPENDIX T INSPECTION GUIDE FOR SUBSISTENCE SERVICEABILITY AFLOAT/ASHORE IS PROVIDED FOR CONVENIENT DAILY USE AND REFERENCE.

## **NAVSUP P-486 - Food Service Management**

# **PART I: HANDLING OF FRUITS, VEGETABLES, MEATS, ANIMAL PRODUCTS AND GARBAGE ABOARD NAVY SHIPS AND AIRCRAFT RETURNING FROM FOREIGN OR OFFSHORE UNITED STATES PORTS**

### **5800 GENERAL**

1. SECNAVINST 6210.2 (series) directs conformance with regulations of the United States Departments of Health and Human Services, Agriculture, Homeland Security, and Commerce. The Government regulations are intended to prevent the introduction and dissemination, domestically or elsewhere, of diseases of humans, plants and animals, prohibited or illegally taken wildlife, arthropod vectors, and pests of health and agricultural importance. Introduction and dissemination of these products into the United States and its territories, commonwealths, and possessions may occur by movements of U.S. Military ships, aircraft, or other transport of the Armed Forces arriving at or leaving military installations in the United States and foreign countries, or ports or other facilities under the jurisdiction of the aforementioned Federal agencies.

2. Commanders are responsible to maintain liaison with local representatives of Department of Homeland Security, Bureau of Customs and Border Protection, Agriculture Inspection (DHS-CBP-AI) and Veterinary Services of the Animal and Plant Health Inspection Service (APHIS), USDA, as well as other appropriate government agencies. Inspectors of these agencies will be notified by the commanders in advance, so far as it is practical, of the arrival or departure of any vessel under the purview of established regulations.

### **5801 INSPECTION**

1. An inspector or a designated representative of the DHS-CBP-AI will board U.S. Military ships and aircraft, at the first United States port of entry to inspect for fruits, vegetables, and meat that have been grown, produced, or processed outside the United States, to include Hawaii, Guam, Puerto Rico, and the U.S. Virgin Islands. If fruits, vegetables, and meat are found, the inspector will determine what disposal or safeguarding action is necessary. In 1992, APHIS granted the Navy special procedures for handling meat carried as cargo aboard U.S. Military vessels returning from foreign countries.

2. Whenever a U.S. Military ship or aircraft has called on any foreign port and returns to any United States port it will be boarded by a DHS-CBP-AI inspector. The DHS-CBP-AI inspector will determine from the commanding officer or the designated representative the identity of all port visits and/or underway replenishments, to determine if fruits, vegetables, meat, milk, or eggs aboard were procured outside the United States. Opened cartons of U.S. origin fruits, vegetables, meat, milk, and eggs will be handled as if the items were procured outside the United States. Fruits, vegetables, meat, milk, and eggs of foreign origin, as well as opened cartons of like items of U.S. origin, will not be permitted to leave the vessel, unless handled as regulated garbage.

### **5802 VOYAGE OUTSIDE TERRITORIAL LIMITS AND RETURN**

When no foreign or United States offshore ports were visited, ships moving between coastal ports within the United States or between continental United States and Alaskan ports will not be subject to boarding by the DHS-CBP-AI inspector, nor are ships required to adhere to

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garbage requirements; unless the ship was issued meat, not of U.S. origin, from a secure Navy stock point, which is discussed in the paragraph below.

### 5803 SPECIAL PROCEDURES FOR HANDLING MEAT CARRIED AS CARGO ABOARD U.S. MILITARY VESSELS RETURNING FROM FOREIGN COUNTRIES

1. The DHS-CBP-AI inspector will inspect and supervise the movement for handling meat which may have been stored at U.S. Military Depots in foreign/affected countries or stored on ships that have made port calls in foreign/affected countries and carried as cargo aboard U.S. Military vessels returning from foreign countries. The following applies.

a. End Use Ships (ships other than CLF ships):

(1) Meat of U.S. origin. All unopened cartons, marked as a product of the United States, will be released without any restriction by the DHS-CBP-AI inspector.

(2) Meat, not of U.S. origin, may be transferred using refrigeration units, from one U.S. Military vessel to another (controlled cross-decking), put in secure storage (sealed) for re-issue to outbound ships only, or destroyed, under the supervision of the DHS-CBP-AI inspector. Consumption of meat, not of U.S. origin, by outbound vessels is not authorized, until outbound ship has departed the United States. Meat, not of U.S. origin, transferred to a secure storage site, will not be used for consumption ashore.

**NOTE:** If meat, not of U.S. origin, has been cross-decked to another vessel, the DHS-CBP-AI inspector will document this transfer on the Plant Protection and Quarantine (PPQ) Form 288, by writing "Meat or meat products transferred, foreign meat/meat products aboard." The DHS-CBP-AI inspector will advise the Captain to retain the form until the vessel returns to the United States.

**NOTE:** A U.S. Army Veterinarian may be requested to assist the DHS-CBP-AI inspector in documenting the transfer of meat, not of U.S. origin, from secure storage to outbound ships only, by writing, "Meat transferred, foreign meat aboard" and advise the Captain to retain a copy of the transfer document until the vessel returns to the United States.

b. Combat Logistics Force (CLF) Ships and Overseas Stock Points. Meat of U.S. origin carried and stored as cargo for underway replenishment or off loaded at overseas facilities, that is then transshipped back into the United States is permitted entry back into the United States for issue to ashore dining facilities under the following conditions:

(1) Products are in original unopened cartons; and,

(2) Cartons are identified/marked as a product of the United States.

### 5804 HANDLING REGULATED GARBAGE ABOARD U.S. MILITARY VESSELS

1. Federal Regulation 9CFR94.5 defines garbage as all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any such material on board any means of conveyance, and including food scraps, table refuse, galley refuse, food wrappers or packaging materials, and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms, or any other areas on means of conveyance. Garbage is derived in whole or in part from fruits, vegetables, or other plant products or animal

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products. Garbage from any Navy ship that has visited any foreign country will be handled in the following manner:

a. Garbage will be placed in leak-proof, covered containers and disposed of following port procedures authorized by, or under surveillance of, the DHS-CBP-AI representative.

b. If regulated foreign stores are present and are not purged or transferred to an outbound vessel prior to docking, all garbage aboard will be treated as foreign and will be required to be sterilized or incinerated. If foreign stores are present, the DHS-CBP-AI inspector will not apply the "24 hour rule." Once the foreign stores are used up or otherwise disposed of, the "24 hour rule" will apply. Until those stores are used up or disposed of, the DHS-CBP-AI inspector will continue to regulate the ship's garbage as any other foreign vessel.

**NOTE:** If foreign stores are present and were purged or transferred to another vessel, the DHS-CBP-AI inspector will document this purging or transfer on the PPQ Form 288. The DHS-CBP-AI inspector will annotate in writing, "Purged or transferred, now Domestic." The DHS-CBP-AI inspector will advise the Captain to retain the form until the vessel departs the mainland as proof of Domestic status.

c. The "24 hour rule." If there are no foreign stores aboard the vessel all garbage aboard the vessel at docking and all garbage produced during the first 24 hours will be sterilized or incinerated. Once the garbage is incinerated or sterilized at the first U.S. port, no further action is required at subsequent U.S. ports.

### GENERAL CHARACTERISTICS OF GOOD QUALITY MEATS

<u>TYPE OF MEAT</u>	<u>ACCEPTABILITY STANDARDS</u>
Beef	Bright red color, smooth texture
Veal	Grayish pink color, smooth texture
Lamb	Light red color, lean portions finely textured
Pork	Light pink color, firm to touch
Sausage meats	Should be firm to the touch and free of any sliminess and mold which indicate decomposition of sausage, outer casing should not be broken. External mold is common, dry sausage such as salami can be washed off provided it does not break casing.

**Figure 5-19**

### Characteristics of Good Quality Meats

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<b><u>FRUIT</u></b>	<b><u>ACCEPTABLE/UNACCEPTABLE CHARACTERISTICS</u></b>
Apples	Best grades are firm, of good color, without blemishes, and flavorful. Poor color and lack of flavor are indicators of an immature product. Overripe apples are dull and maybe wilted. Freezing or bruising will leave skin brown, water soaked, tough and leathery.
Bananas	Yellow peel indicates ripe fruit. Yellow peel flecked with brown indicates fully ripe product and should be eaten immediately. Black peel indicates exceptionally ripe fruit and may be used for cooking. Do not store bananas in refrigerated storerooms. Store at room temperature.
Cantaloupe	Outside netting is thick and stands out from main covering. No trace of stem and a delicate aroma indicate quality product. Seeds will be heard when shaken. Skin beneath netting should be yellow but too deep a yellow indicates over ripeness.
Cherries	Acceptable cherries are bright in color. Immature cherries have a bitter taste. Soft, over ripe or shriveled fruit should not be used.
Grapefruit	Acceptable grapefruit is firm, but springy to the touch; not soft, wilted, or flabby. A course skin, puffiness, and sponginess indicate lack of juice or flavor or both. Decay is indicated by soft, discolored areas.
Grapes	Acceptable grapes are plump and each is firmly connected to the stem. Decay is indicated by wetness or the presence of mold.
Honeydew	Quality melons have thick, green-colored, sweet, fine-flavored flesh with a distinct, pleasant odor. Decay generally is indicated by mold or dark, sunken, watery areas.
Lemons	Quality lemons are greenish-yellow in color with a smooth, fine-textured skin. Mold and soft spots on ends indicate decay.
Nectarines	Appearance is similar to peaches without fuzz. Fruit should be firm and plump with reddish, white, or yellow flesh.
Oranges	Skin is yellowish-orange in color, smooth and fine in texture. Puffy, spongy fruit is not acceptable. Check for hidden, decayed fruit.
Peaches	Acceptable peaches are firm, with smooth skin, and are well filled-out. Over ripeness is indicated by deep reddish-brown color and softness.
Pears	Acceptable pears are firm, shiny and free of brown spots. Green pears should be ripened before serving. Pears develop off the tree and should be fully ripe for use.
Pineapples	Fully ripe fruit is slightly soft to the touch, golden yellow in color with a piney odor. Slight decay at the base and dark watery spots on the sides are signs of over-maturity.
Plums	Acceptable if in full color and soft enough to yield to slight pressure. If hard and poor in color or flavor, the fruit is immature. Over ripe fruit is soft and usually leaky.
Strawberries	Good quality fruit is firm, plump, and bright red. Over ripe strawberries are dull in color, soft, leaky, and should not be used. Mold at the surface indicates decay.
Tangerines	Discolored skins or extremely soft, mushy spots indicate decay.
Watermelons	The surest way to determine quality is to cut a plug extending to the center. A fully ripe watermelon has a thin outer skin that peels easily when scraped with the fingernail. Interior meat is firm, watery, and sweet. Ground rot will appear as soft spots on the skin.

**Figure 5-20****Characteristics of Acceptable/Unacceptable Fruits**



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Due to the perishability of fresh vegetables, handle with extreme care. Unnecessary handling should be avoided. Acceptable quality produce is indicated below.

<b><u>VEGETABLES</u></b>	<b><u>ACCEPTABLE/UNACCEPTABLE CHARACTERISTICS</u></b>
Cabbage	Heads are solid, well compacted, and not discolored.
Carrots	Bright color and well shaped.
Cucumbers	Firm to touch and dull green in appearance.
Lettuce (iceberg)	Heads firm, but spongy to touch. Leaves should be medium green in color.
Onions (green)	Bright, clean, hard, and well shaped with dark skin.
Peppers, sweet	Well shaped, thick walled with dark skin.
Potatoes	Clean, firm, and free from eyes and growth cuts.
Radishes	Smooth, crisp, and firm consistency.
Tomatoes	Firm to touch, well formed and free of blemishes.

**Figure 5-21**

Characteristics of Acceptable/Unacceptable Vegetables

**NAVSUP P-486 - Food Service Management****CHAPTER 6  
EXPENDITURES**

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**NAVSUP P-486 - Food Service Management****CHAPTER 6  
EXPENDITURES**

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**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 or stolen is expended from accounting records. Under no circumstances will food still fit for consumption be destroyed and/or surveyed, unless IAW Chapter 3, para 3402, contained herein. Surveys are accomplished by two methods:

- a. Financial Liability Investigation of Property Loss (DD Form 200), or
- b. Expenditure Log (Loss without Survey) (NAVSUP Form 1334).

2. REPORTING TO NAVSUP. If the total value of surveys (NAVSUP Form 1334s and/or DD Forms 200s) exceeds \$5,000 (\$10,000 for AS/CV/CVN/LCC/LHA/LHD/LPD/LSD) on a monthly basis, a copy of all NAVSUP Form 1334s and/or DD 200s for the month must be forwarded to NAVSUP 51 for review. The FSM extract for NAVSUP files will automatically extract and forward with the monthly reports. NAVSUP 51 tracks significant survey actions because of the impact that losses of food stocks have on the SIK budget. When warranted, NAVSUP 51 consults with the TYCOM to ensure adequate controls are in place to prevent continued losses.

3. SURVEYS RESULTING FROM LATENT DEFECTS OF PRIME VENDOR SUPPLIED ITEMS. Items with latent defects supplied by Prime Vendors should not be surveyed until the Prime Vendor or FISC has been contacted for replacement and product disposition. Every attempt should be made to store the items at the appropriate temperature(s) until the Prime Vendor can replace them. If the Prime Vendor does not replace (or provide credit) for the items with latent defects, the receiving activity will complete a SF 364 and forward it to DSCP. To the maximum extent possible, products with latent defects not replaced by the Prime Vendor will not be surveyed and destroyed until DSCP provides disposition guidance. If DSCP advises that the products should be surveyed, annotate the survey with PRIME VENDOR UNRESOLVED LATENT DEFECT and forward a copy to NAVSUP 51. In the case of Hazardous Food Recalls requiring the survey of Prime Vendor supplied items, the survey form should be annotated with the ALFOODACT, and include the number of the recall authorizing the survey action. Forward a copy to NAVSUP 51.

4. FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200). A DD Form 200 will be prepared immediately under the following conditions:

- a. Material is short or lost in shipment, and the value of the loss is \$50 or more per line item;
- b. Lack of personal responsibility is evident. This includes:
  - (1) Negligence;
  - (2) Willful misconduct;
  - (3) Deliberate unauthorized use; and,

## NAVSUP P-486 - Food Service Management

(4) Deliberate noncompliance with appropriate procedures that protect U.S. Government Property.

c. Evidence or suspicion of fraud or theft;

d. Requested by the accountable officer, the Commanding Officer or the Commanding Officer's designee; or,

e. The circumstances (i.e., physical deterioration, veterinary sampling, damage in handling, replenishment evolution, periodic shelf-life review, flood, fire, etc.) result in a loss of \$500 (\$1,000 for AS/CV/CVN/LCC/LHA/LHD/LPD/LSD) or greater.

5. EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334). The NAVSUP Form 1334 may be used to survey lost or damaged food items when culpable responsibility is not involved and when:

a. Material is short or lost in shipment, and the value of the loss is less than \$50 per line item.

b. Food items are lost as a result of physical deterioration, veterinary sampling, damage in handling, fire, water, or similar circumstances, and the value of the loss is less than \$500 (\$1,000 for AS/CV/CVN/LCC/LHA/LHD/LPD/LSD) per line item. When the total loss of several items expended for the same reason (i.e., physical deterioration, veterinary sampling, damage in handling, replenishment evolution, periodic shelf-life review, flood, fire, etc.) exceeds \$500 (\$1000 for AS/CV/CVN/LCC/LHA/LHD/LPD/LSD), a DD Form 200 will be completed as required.

Repetitive entries of the same item for the purpose of circumventing maximum dollar limitations will not be allowed.

c. Food items are used for divisional training, not to exceed a total dollar value of \$50.00 per month total. All food items used for training will be entered on the NAVSUP Form 1334 as separate single line entries, not to exceed \$50.00 per month for all items expended for training.

d. NAVSUP 1334 was properly closed out at the end of the accounting period (or upon relief of the FSO) to include totaling money value and assignment of a document number.

### **6001 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) PROCEDURES**

1. GENERAL. Financial Liability Investigation of Property Losses provide a report for administrative review of the following:

a. The loss or damage of material;

b. The cause of the loss or damage;

c. The responsibility for the loss or damage; and,

d. The recommendation for disposition of the loss or damage.

All surveys will be made at last receipt price.

2. FINANCIAL LIABILITY OFFICER. The Financial Liability Officer will be appointed in writing (Figure 6-1) and will usually be a commissioned officer. Individuals who are accountable or

## NAVSUP P-486 - Food Service Management

responsible will not be appointed as Financial Liability Officers (for example, the Supply Officer or Food Service Officer).

3. **FINANCIAL LIABILITY BOARD.** A Financial Liability Board may be appointed by the Commanding Officer to conduct investigations on Financial Liability Investigations of Property Loss. The Financial Liability Board provides greater surveillance over loss or damage investigations. The Financial Liability Board consists of three or more commissioned officers. If there are not enough officers available to appoint to the board, qualified enlisted members in the grades of E7, E8 or E9, or qualified civilian personnel GS-9 or above may be appointed to the board. Individuals who are accountable or responsible will not be appointed to the Financial Liability Board. A liability board will take the action of the Financial Liability Officer on the Financial Liability Investigation of Property Loss.

### 4. RESPONSIBILITIES AND DUTIES.

a. **Food Service Officer.** The Food Service Officer will prepare a DD Form 200 report for each survey. Block 9 of the DD Form 200 will answer the questions who, what, when and where, along with the following:

- (1) Condition (describe the physical condition of the material to be surveyed);
- (2) Cause (provide a detailed explanation of the circumstances including when and where the damage or loss occurred); and,
- (3) Responsibility (enter the person or activity responsible for the damage or loss. "None" is not acceptable; if responsibility cannot be determined, give reason why).

b. **Financial Liability Officer or Financial Liability Board.** The Financial Liability Officer or Board will conduct a review of the survey and report the information discovered as a result of the investigation. In the appropriate blocks of the DD Form 200, the Financial Liability Officer or board will 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 will be forwarded to NAVSUP 51.

c. **Medical/Veterinary Personnel.** If the proposed survey is for food considered no longer fit for consumption, a medical or veterinary representative must examine the material before it is surveyed and destroyed. A certification of unfitness 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.

d. **Commanding Officer.** When a Financial Liability Investigation of Property Loss (DD Form 200) is required, the Commanding Officer or the designee will assign the Financial Liability Officer or officers to conduct the survey. Assignments will be made in accordance with paras. 6001-2 and 3.

5. **FINDINGS AND RECOMMENDATIONS.** The Financial Liability Officer or Board will record findings of the review and recommendations in block 15a of the DD Form 200. After the findings, the Financial Liability Officer or Board will make recommendations for the disposition of the survey based on a personal evaluation of the findings. If there is not enough room, additional sheets may be attached to the DD Form 200. The Financial Liability Officer or Board will:

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a. Ensure 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); and,

b. Ensure findings substantiate or contest the statements made in block 15a of the DD Form 200 (findings should be complete enough so others reviewing the report can readily determine responsibility without referring the report back to the Financial Liability Officer/Board for further investigation or information).

6. APPROVAL. After the Financial Liability Officer/Board completes the Financial Liability Investigation of Property Loss, the DD Form 200 will be forwarded to the Commanding Officer or his designee (i.e., the Supply Officer). The Commanding Officer/designee will review the DD Form 200 and ensure the loss or damage is sufficiently explained. The Commanding Officer/designee may approve, modify or disapprove the recommendations of the Financial Liability Officer or Board. If the Commanding Officer/designee does not approve the Financial Liability Officer/Board's recommendations, the Commanding Officer/designee will record the reasons for the action taken. Whether the Financial Liability Officer/Board's recommendations are approved or disapproved, the Commanding Officer's/designee's final action will be recorded in block 14 of the DD Form 200. When personal responsibility is suspected, the approving official's responsibility cannot be delegated to a designee and must remain with the Commanding Officer. NAVSUP P-485 Afloat Supply Procedures paragraph 5125-3 provides a matrix for "Assignment of Roles in the Survey Process."

7. PREPARATION OF THE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200).

a. Preparation. The Financial Liability Investigation of Property Loss (DD Form 200) will be used to initiate a survey request. The DD Form 200 will be prepared as follows (Figure 6-2 shows manual form, and Figures 6-3 (front) and 6-3a (back side) show the Food Service Management version):

### **INSTRUCTIONS FOR COMPLETION OF THE DD FORM 200**

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
1. Date Initiated (YYMMDD)	Indicate the date the report is being prepared (i.e., 990131).
2. Inquiry/Investigation Number	Local number assigned.
3. Date Loss Discovered (YYMMDD)	Indicate the date the loss was discovered (i.e., 990128).
4. National Stock Number	13 digit national stock number 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.
6. Quantity	Quantity and unit of issue of the lost or damaged item (i.e., 1 ea., 2 dz., etc.)
7. Unit Cost	Use the last receipt price.

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8. Total Cost
- Multiply block 6 by block 7 and enter the amount in this block.
9. Circumstances
- Check the appropriate block. Provide a complete statement of facts that should include but not be limited to the date and place of the incident. The statement must answer the five basic questions of who, what, when, where and how. Describe the physical condition of the material. Generalized statements citing causes such as spoiled, improper storage, packaging, old age, and handling damage 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) will sign block 9 in the lower right hand corner. This may be the bulk storeroom custodian, Leading Culinary Specialist or the Food Service Officer. NOTE: In addition, a certificate of unfitness from the veterinary/medical representative or other qualified food inspector (in accordance with NAVMED P-5010-1) will be prepared as part of or made as an attachment to the Financial Liability Investigation of Property Loss. (Use additional pages as necessary).
10. Actions Taken
- Provide corrective actions and describe measures taken to prevent future occurrences.
11. Individual Completing blocks 1 through 10
- The signature will be the immediate supervisor of the individual who signed in block 9. If it was the bulk storeroom custodian, the signature will be the Leading Culinary Specialist. If it was the Leading Culinary Specialist, the signature will be the Food Service Officer. If it was the Food Service Officer, then the Supply Officer must sign.
12. Responsible Officer
- The signature will be the bulk storeroom custodian, since this person is financially responsible for provisions in food service. This is not an assignment or determination of personal responsibility (culpability).
13. Appointing Authority
- When the Supply Officer is not also the Food Service Officer or there is no personal responsibility (culpability) involved, then the Supply Officer may be delegated in writing as the appointing official by the Commanding Officer. Otherwise the signatures in blocks 13 and 14 must be the Commanding Officer's.



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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 Commanding Officer. If the Commanding Officer is satisfied with the information provided in blocks 9 and 10, then the approving official can sign blocks 13 and 14 at the same time and the survey is approved and ready for posting. If the Commanding Officer is not satisfied, then the approving official can assign a Financial Liability Officer.
15. Financial Liability Officer
- This block will only be completed when personal responsibility is evident.
- a. Finding and Recommendations
- This block will only be completed when personal responsibility is evident. Disposition of food items will be annotated in this block.
- b. Dollar Amount of Loss
- This block will contain the total dollar amount being surveyed.
- c. Monthly Basic Pay
- This block will contain the monthly basic pay of the individual being held financially responsible for the loss.
- d. Recommended Financial Liability
- Enter the exact dollar amount that you intend to have garnished 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 should be noted.
17. Accountable Officer
- The signature of the individual appointed to maintain stock, property, and financial records (Food Service Officer).
- a. Document Number
- The expenditure number (afloat provided by S-1 division, ashore provided by Supply Department) is assigned and consists of the service designator, UIC, 4 digit Julian date and expenditure number.
- b. Food items that are surveyed as a result of defects discovered after receipt will also be reported on a Report of Discrepancy (SF 364) or by Suspected Hazardous Food Item message

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in accordance with paras. 5300-2 and 5301-4 respectively, providing that the defective condition is not due to mishandling or overages of the item while in custody of the using activity.

c. Food items which are surveyed as a result of Prime Vendor Recall also will require advance notification to NAVSUP 51 via E-mail at FSM\_RETURNS\_NAVSUPHQ@NAVY.MIL, SALTS at COMNAVSUPSYSCOM FSM RETURNS (VSS).

### 8. DISTRIBUTION OF THE REPORT OF SURVEY (DD FORM 200).

- a. Original - Accountability File,
- b. Copy - Expenditure Invoice File,
- c. Copy - Survey File,
- d. Copy - Financial Liability Officer/Board (if appointed),

e. Copy - to the issuing supply activity when any of the following conditions exist (all onboard copies of the DD Form 200 should be annotated to indicate that a copy has been forwarded to the issuing activity):

- (1) Material is missing in shipment;
- (2) Non-receipt of shipment;
- (3) Material received was thawed and refrozen;
- (4) Material is received in a thawed condition and cannot be consumed immediately without adverse effects, or cannot be safely refrozen; and/or,
- (5) Material is overage upon receipt.

f. Copy - Type Commander

g. Copy - NAVSUP 51, only under conditions listed in paragraph 6000.2 and 6000.3 (manual only). The FSM extract for NAVSUP files will automatically extract and forward with the monthly reports.

h. Copy - NAVSUP 51 (only if DD Form 200 is a result of Prime Vendor recall).

i. Copies - Any additional copies as required by local regulations.

9. POSTING FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS. The DD-200 will only be approved within FSM by the FSO after the survey has been approved/signed by the Commanding Officer or his designated representative. The Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) will be posted as each survey occurs.

## **6002 EXPENDITURE LOG PROCEDURES (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334)**

### 1. PREPARATION OF THE EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334).

a. Preparation. The Expenditure Log (NAVSUP Form 1334) will be used to itemize the types of losses described in para. 6000-3 which occur to material held in end use accounts

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(subsistence appropriation/subhead 17\_1453.2241). The NAVSUP Form 1334 will be reviewed weekly by the Food Service Officer.

<u>b. Data Block and Caption</u>	<u>Instructions for Entry</u>
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 national stock number of the item being surveyed.
Item Name	Nomenclature of the item being surveyed preceded by the food item code.
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 times last receipt price.
Reason for Loss	Reason for the loss.
Food Service Officer	Signature of the Food Service Officer.  For automated activities, the Food Service Officer will sign the final report at the end of the monthly accounting period.
Total Money value	Sum of all values at the end of the monthly accounting period/patrol cycle.
Block to the right of the total money value block	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.

2. POSTING LOSS WITHOUT SURVEYS. The Subsistence Ledger (NAVSUP Form 335) will be posted as each food item is surveyed and the Record of Receipts and Expenditures (NAVSUP Form 367) will be posted at the end of each monthly accounting period/patrol cycle.

3. DISTRIBUTION OF THE LOSS WITHOUT SURVEY (NAVSUP Form 1334).

- a. Original – Food Service Officer’s Accountability File
- b. Copy – NAVSUP 51, when required as outlined in paragraph 6000-2.

## NAVSUP P-486 - Food Service Management

### APPOINTMENT AS FINANCIAL LIABILITY OFFICER

*(Command Letterhead)*

IN REPLY REFER TO:

*(serial)*

*(date)*

From: Commanding Officer

To: *(name, rank, SSN of appointee)*

Subj: APPOINTMENT AS FINANCIAL LIABILITY OFFICER

Ref: (a) NAVSUP P-486, para 6001-2

(b) NAVSUP P-486, para 6001-4b

(c) NAVSUP P-486, para 6001-5

1. In accordance with reference (a), you are hereby appointed as the Financial Liability Officer. You will familiarize yourself with references (b) and (c) which explains the duties and responsibilities associated with this appointment.

*(signed)*

Typed Name of Commanding Officer

Figure 6-1

NAVSUP P-486 - Food Service Management

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS  
FSM VERSION (DD FORM 200) FRONT SIDE

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
<b>AUTHORITY:</b> 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397				<b>ROUTINE USES:</b> None.			
<b>PRINCIPAL PURPOSE:</b> To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				<b>DISCLOSURE:</b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD) 001024		2. INQUIRY/INVESTIGATION NUMBER N2111181810001		3. DATE LOSS DISCOVERED (YYMMDD) 001024			
4. NATIONAL STOCK NO. 8905-00-753-6568		5. ITEM DESCRIPTION PORK, LOIN, BONELESS, R51		6. QUANTITY 353.00 LB		7. UNIT COST 2.4371	8. TOTAL COST 860.30
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED (Attach additional pages, as necessary) On the 21 October the Bulk Storeroom Custodian noted that the bulk storeroom freezer at Naval Station Duarte base galley was not working. An emergency trouble call was immediately placed and Public Works Department determined that it would take 4 days to obtain the parts needed to make the repairs. There was insufficient room to transfer all food items, but the door to the freezer was secured in an effort to maintain temperature. Repairs were completed on 24 October, and the Medical Department determined at that time that 353 pounds of Pork Loin was unfit for human consumption.							
17-1453-2241/000/41118/0/068732/3C/000298/0N2111173110							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages, as necessary) Onboard stocks of reefer repair parts were checked and verified to ensure all required parts are maintained onboard.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE N21111 FOOD SERVICE OFFICER 1653 GILBERT STREET NORFOLK VA, 23511				b. TYPED NAME (Last, First, Middle Initial) CLINTON, S. A.		c. AUTOVON/DSN NUMBER 564-2292	
				d. SIGNATURE <i>S.A. Clinton</i>		e. DATE SIGNED 28 OCT 00	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No				b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE N21111 FOOD SERVICE OFFICER 1653 GILBERT STREET NORFOLK VA, 23511				d. TYPED NAME (Last, First, Middle Initial) WASHINGTON, B. B.		e. AUTOVON/DSN NUMBER 564-2292	
				f. SIGNATURE <i>B.B. Washington</i>		g. DATE SIGNED 28 OCT 00	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove				b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE N21111 FOOD SERVICE OFFICER 1653 GILBERT STREET NORFOLK VA, 23511				e. TYPED NAME (Last, First, Middle Initial) SMITH, C. D.		f. AUTOVON/DSN NUMBER 564-2292	
				g. SIGNATURE <i>C.D. Smith</i>		h. DATE SIGNED 28 OCT 00	
14. APPROVING AUTHORITY							
a. ACTION <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove				b. COMMENTS/RATIONALE I informed the chief engineer and the supply officer to ensure that all repair parts were onboard for any further repairs.		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE N21111 FOOD SERVICE OFFICER 1653 GILBERT STREET NORFOLK VA, 23511				e. TYPED NAME (Last, First, Middle Initial) SMITH, C. D.		f. AUTOVON/DSN NUMBER 564-2292	
				g. SIGNATURE <i>C.D. Smith</i>		h. DATE SIGNED 28 OCT 00	
DD Form 200, FEB 91 Previous editions are obsolete S/N 0102-LF-011-910							

Figure 6-2

## NAVSUP P-486 - Food Service Management

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS  
FSM VERSION (DD FORM 200) BACK SIDE



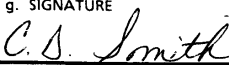
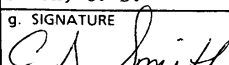
15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)			
b. DOLLAR AMOUNT OF LOSS 860.30		c. MONTHLY BASIC PAY 0.00	d. RECOMMENDED FINANCIAL LIABILITY 0.00
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE N21111 FOOD SERVICE OFFICER 1653 GILBERT STREET NORFOLK VA, 23511 23511		f. TYPED NAME (Last, First, Middle Initial)	g. AUTOVON/DSN NUMBER
		h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)	i. DATE APPOINTED (YYMMDD)
		j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one) [ ] (1) Submit the attached statement of objection [ ] (2) Do not intend to make such a statement			
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE N21111 FOOD SERVICE OFFICER 1653 GILBERT STREET NORFOLK VA, 23511 23511		d. TYPED NAME (Last, First, Middle Initial)	e. SOCIAL SECURITY NUMBER
		g. SIGNATURE	h. DATE SIGNED
f. AUTOVON/DSN NUMBER			
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD V2111181810001			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE N21111 FOOD SERVICE OFFICER 1653 GILBERT STREET NORFOLK VA, 23511 23511		c. TYPED NAME (Last, First, Middle Initial) ELLIS, W. B.	d. AUTOVON/DSN NUMBER 564-2292
		e. SIGNATURE <i>W.B. Ellis</i>	f. DATE SIGNED 28 OCT 00

DD Form 200 (Back), FEB 91

Figure 6-2a

## NAVSUP P-486 - Food Service Management

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS  
MANUAL VERSION (DD FORM 200) (FRONT SIDE)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
<b>AUTHORITY:</b> 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.				<b>ROUTINE USES:</b> None.			
<b>PRINCIPAL PURPOSE:</b> To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				<b>DISCLOSURE:</b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
<b>1. DATE INITIATED (YYMMDD)</b> 001024		<b>2. INQUIRY/INVESTIGATION NUMBER</b> N/A		<b>3. DATE LOSS DISCOVERED (YYMMDD)</b> 001024			
<b>4. NATIONAL STOCK NO.</b> 8905-00-753-6568	<b>5. ITEM DESCRIPTION</b> PORK, LOIN, BONELESS, R51			<b>6. QUANTITY</b> 353.00 LB	<b>7. UNIT COST</b> 2.4371	<b>8. TOTAL COST</b> 860.30	
<b>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</b> (Attach additional pages as necessary)							
On the 21 October the Bulk Storeroom Custodian noted that the bulk storeroom freezer at Naval Station Duarte base galley was not working. An emergency trouble call was immediately placed and Public Works Department determined that it would take 4 days to obtain the parts needed to make the repairs. There was insufficient room to transfer all food items, but the door to the freezer was secured in an effort to maintain temperature. Repairs were completed on 24 October, and the Medical Department determined at that time that 353 pounds of Pork Loin was unfit for human consumption.							
<b>10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)</b> Onboard stocks of reefer repair parts were checked and verified to ensure all required parts are maintained onboard.							
<b>11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10</b>							
<b>a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b> NAVAL STATION DUARTE N21111 COMMANDING OFFICER NAVAL STATION FPO-AE 28882-1888				<b>b. TYPED NAME (Last, First, Middle Initial)</b> Clinton, S. A.		<b>c. AUTOVON / DSN NUMBER</b> 564-2292	
				<b>d. SIGNATURE</b> 		<b>e. DATE SIGNED</b> 28 OCT 00	
<b>12. (X one)</b> <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)		<b>REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)</b>					
<b>a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)</b> <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No		<b>b. COMMENTS / RECOMMENDATIONS</b>					
<b>c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b> NAVAL STATION DUARTE N21111 COMMANDING OFFICER NAVAL STATION DUARTE				<b>d. TYPED NAME (Last, First, Middle Initial)</b> Washington, B. B.		<b>e. AUTOVON / DSN NUMBER</b> 564-2292	
				<b>f. SIGNATURE</b> 		<b>g. DATE SIGNED</b> 28 OCT 00	
<b>13. APPOINTING AUTHORITY</b>							
<b>a. RECOMMENDATION (X one)</b> <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		<b>b. COMMENTS / RATIONALE</b>				<b>c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)</b> <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
<b>d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b> NAVAL STATION DUARTE N21111 COMMANDING OFFICER NAVAL STATION DUARTE				<b>e. TYPED NAME (Last, First, Middle Initial)</b> Smith, C. D.		<b>f. AUTOVON / DSN NUMBER</b> 564-2290	
				<b>g. SIGNATURE</b> 		<b>h. DATE SIGNED</b> 28 OCT 00	
<b>14. APPROVING AUTHORITY</b>							
<b>a. ACTION (X one)</b> <input type="checkbox"/> (1) Approve <input checked="" type="checkbox"/> (2) Disapprove		<b>b. COMMENTS / RATIONALE</b> I informed the chief engineer and the supply officer to ensure that all repair parts were onboard for any future repairs.				<b>c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)</b> <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
<b>d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b> NAVAL STATION DUARTE N21111 COMMANDING OFFICER NAVAL STATION DUARTE FPO-AE 28882-1888				<b>e. TYPED NAME (Last, First, Middle Initial)</b> Smith, C. D.		<b>f. AUTOVON / DSN NUMBER</b> 564-2290	
				<b>g. SIGNATURE</b> 		<b>h. DATE SIGNED</b> 28 OCT 00	

DD Form 200, FEB 91

Previous editions are obsolete.

S/N 0102-LF-011-91C

Figure 6-3

## NAVSUP P-486 - Food Service Management

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS  
MANUAL VERSION (DD FORM 200) (BACK SIDE)

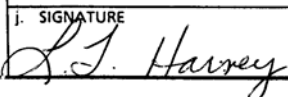
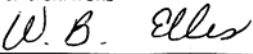
<b>15. FINANCIAL LIABILITY OFFICER</b>		
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE N21111 COMMANDING OFFICER NAVAL STATION DUARTE 28882-1888	f. TYPED NAME (Last, First, Middle Initial) Harvey, L. T.	g. AUTOVON/DSN NUMBER 564-2297
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)	i. DATE APPOINTED (YYMMDD)
	j. SIGNATURE 	k. DATE SIGNED 28 OCT 00
<b>16. INDIVIDUAL CHARGED</b>		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)		
<input type="checkbox"/> (1) Submit the attached statement of objection. <input checked="" type="checkbox"/> (2) Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	d. TYPED NAME (Last, First, Middle Initial)	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. AUTOVON/DSN NUMBER		
<b>17. ACCOUNTABLE OFFICER</b>		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD N2111181810001		
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL STATION DUARTE N21111 COMMANDING OFFICER NAVAL STATION DUARTE 28882-1888	c. TYPED NAME (Last, First, Middle Initial) Ellis, W. B.	d. AUTOVON/DSN NUMBER 564-2290
	e. SIGNATURE 	f. DATE SIGNED 28 OCT 00
1 200 (Back), FEB 91		

Figure 6-3a



### NAVSUP P-486 - Food Service Management

## PREPARATION OF THE EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334)

F82353201 TIME: 14:45 \*\*\* NAVSUP FORM 1334 \*\*\* DATE: 01 JUL98 PAGE: 1

EXPENDITURE LOG (4442) (Loss without Survey) NAVSUP FORM 1334 (REV. 7-73)		ACTIVITY (Name and Mailing Address) <b>COMMANDING OFFICER NAVAL STATION DUARTE 28882-1888</b>			U.I.C. N21111	PERIOD June 1, 1998 THROUGH June 30, 1998		
---	--	--	--	--	------------------	--	--	--

DATE	STOCK NUMBER	ITEM NAME	U/I	QTY	LAST RECEIPT PRICE	TOTAL VALUE	REASON FOR LOSS	FOOD SERVICE OFFICER (Signature)
06/02/98	8920-00-125-9441	G20, SPAGHETTI, 10 BX	LB	10.00	0.5064	5.06	BAG RIPPED	APPROVED
06/18/98	8910-01-361-5696	D93, MILK, LOWFAT, 1%	GL	5.00	2.2200	11.10	SOUR MILK	APPROVED
06/30/98	8905-00-782-3190	Q95, FRANKFURTERS, 1-2 LB	LB	20.00	1.3900	27.80	NOT RECEIVED	APPROVED
06/30/98	8915-01-088-8749	V03, APPLES, EATING, RED, SWEET	LB	10.00	0.5900	5.90	SPOILED	APPROVED

Automated activities, the Food Service Officer will sign the final report at the end of the accounting period

Food items are extended at last receipt price

Document number consists of the Julian date of the last day of the accounting period, followed by 9 and the first food item code

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF LOSS WITHOUT SURVEY. <i>W.B. Ellis</i> W. B. ELLIS, LTJG, FOOD SERVICE OFFICER	TOTAL MONEY VALUE: 49.86	EXPENDITURE NO: 81819G20
--	--------------------------	--------------------------

S/N 0108-LF-505-0601 A-6501

RECORD COUNT = 4 \*\*\*\*\* END OF REPORT \*\*\*\*\*

Figure 6-4

**NAVSUP P-486 - Food Service Management****PART B: ISSUES TO THE GENERAL MESS****6100 GENERAL**

Strict accountability must be exercised over food items at all times to minimize waste and to ensure that items are used for the express purpose intended. Unused food items (unopened cans and cartons), will 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) will be used to request and record issues/returns of food items from the bulk storeroom to/from the general mess galley. The Food Service Officer will establish controls to ensure that each document issued is accounted for. At the time of request, the NAVSUP Form 1282 will be prepared as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Document Number	Assigned using a unique, sequential numbering system. This number is assigned automatically by Food Service Management.
Requisitioned By	Signature, rate and title of 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 Food Service Management.
Food Code	Food item code of each item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). Ensure all food items requested are listed in Food Item Code sequence. These Food Item Codes are assigned and listed automatically by Food Service Management.
Description of Material	Description of each food item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). This is automatically completed by Food Service Management.
Quantity Requested	Actual quantity required of each food item to support the menu items on the Food Preparation Worksheet (NAVSUP Form 1090). Food Service Management automatically enters the data for this field.

2. AT TIME OF APPROVAL. After initial preparation of the NAVSUP Form 1282, the senior Culinary Specialist on duty will 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. He/she will then sign the

## NAVSUP P-486 - Food Service Management

“Approved block” with rate and title and forward the document to the bulk storeroom custodian for issue.

3. AT TIME OF ISSUE. The bulk storeroom custodian will issue the items requested and 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 will complete the following blocks on the NAVSUP Form 1282:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Quantity Issued	The quantity actually issued to the watch captain or supervisor of the food preparation work space.
Issued By	The signature, rate and title of the bulk storeroom custodian.
Date	Date 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.

The bulk storeroom custodian will maintain the NAVSUP Form 1282 until the end of the day. Unprepared/unused food items remaining in the galley after completion of the day’s meal periods will be returned to the bulk storeroom custodian on a daily basis. At the time food items are returned, the bulk storeroom custodian will annotate the NAVSUP Form 1282 as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
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.
Date	Date food items were received.

The morning following the date of issue, the bulk storeroom custodian will forward the NAVSUP Form 1282 to the recordskeeper, who will post the issues to the Subsistence Ledgers (NAVSUP Form 335) and the General Mess Control Record (NAVSUP Form 338).

## NAVSUP P-486 - Food Service Management

4. RECORDSKEEPER ENTRIES ON THE NAVSUP FORM 1282. Once the recordskeeper receives the NAVSUP Form 1282 from the bulk storeroom custodian, he/she will post the quantity of the issues to the Subsistence Ledger (NAVSUP Form 335) and the total dollar value of the issues to the General Mess Control Record (NAVSUP Form 338). The NAVSUP Form 1282 will be completed as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Unit Price	FSM will automatically default to the lesser value between the fixed or the most current last receipt price and enter the appropriate unit price. Manual activities will also use the lesser value of the two prices as the unit price. If there is no fixed price established for an item, the most current last receipt price will be used. This will be entered automatically by Food Service Management.
Value	Net Quantity times Unit Price. This will be entered automatically by Food Service Management.
Sheet Total	The sum of all values on the sheet. This will be entered automatically by Food Service Management.
Subtotal	The sum of the sheet total plus any additional sheets. This will be entered automatically by Food Service Management.
Grand Total	This will be entered automatically by Food Service Management.

5. FOOD SERVICE OFFICER CERTIFICATION. The Food Service Officer will review each document and will investigate any apparent discrepancy. Particular attention will be placed on ensuring that:

- a. Each serially numbered original has been received;
- b. All items on the issue documents were required to prepare the menu;
- c. Quantities issued were not in excess of requirements; and,
- d. Each document is properly completed in its entirety.
- e. Compare posted quantities on the smooth NAVSUP Form 1282 to rough NAVSUP Form 1282 before certifying.

Upon completion of this review, the Food Service Officer will annotate the NAVSUP Form 1282 as follows:

**NAVSUP P-486 - Food Service Management**Data Block and CaptionInstructions for Entry

Certification

Insert total number of issue documents in first blank and "General Mess" in the second blank.

Signature/Date

Certification signature/date is only required on the last issue document that shows the grand total dollar value of issues. For automated activities, the Breakout Document Recapitulation, which will contain the Food Service Officer's certification signature, must be printed and attached to the post-daily NAVSUP Form 1282.

6. DOCUMENT DISTRIBUTION. After the NAVSUP Form 1282 has been smoothed (post daily) and certified by the Food Service Officer, all pre-dailies may be discarded.

7. DAILY SUMMARY OF ISSUES TO THE GENERAL MESS. When numerous issue documents are prepared daily to report multiple issues of the same item, efficiency in operations can be improved and administrative effort reduced in posting the stock records by preparing a daily recap of food items issued to the galley. If used, the recaps may be made on either a NAVSUP Form 1282 or NAVSUP Form 1059. The recap document will summarize entries from accountable breakout documents covering issues to various work centers of the general mess. When prices are extended, such recaps will serve as the single source document for posting to NAVSUP Form 335 and NAVSUP Form 338. This recap document may also be used for the required Food Service Officer certification in lieu of certifying individual issue documents. The recap document will not replace individual breakout documents for accountability purposes, but will assist Food Service Officers in their daily operations. Breakout documents will be maintained in the accountability file with the recap as a covering summary form. Action must be taken to ensure that the recap document agrees with total entries on individual forms.

8. EMERGENCY BREAKOUT PROCEDURES. Written local procedures will be developed.

**6102 POSTING THE SUBSISTENCE LEDGER (NAVSUP FORM 335)**

The quantity of issues for each food item as listed on the issue documents are posted daily to the NAVSUP Form 335 as follows (Figure 6-6):

Data Block and CaptionInstructions for Entry

Month and Day

Month and day the food item was issued for consumption. This will be completed automatically by Food Service Management upon posting the NAVSUP Form 1282.

Issued

Quantity of the food item that was issued. This will be completed automatically by Food Service Management upon posting the NAVSUP Form 1282.

Cumulative Total

The sum of the quantity was issued plus the previous cumulative total. This will be completed automatically by Food Service

**NAVSUP P-486 - Food Service Management**

Management upon posting the NAVSUP Form 1282.

On Hand

Enter the difference between the quantity being issued from the previous "On Hand" balance. This will be completed automatically by Food Service Management upon posting the NAVSUP Form 1282.

**6103 POSTING 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 the NAVSUP Form 338 as follows (Figure 6-7):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
(1) Day of Month	Enter the appropriate day of the month. Completed automatically by Food Service Management.
(16) Daily	Enter the grand total dollar value of issues as indicated on the daily NAVSUP Form 1282
(17) Cumulative Total	Column (16) plus the previous day's column (17). Completed automatically by FSM.
(18) One Ration	Column (16) divided by column (12). Completed automatically by Food Service Management.

2. DETERMINING OVER/UNDER ISSUES (Manual Recordskeeping). Food Service Officers are required to maintain the general mess within the allowed monetary allowance. To determine the over/under issue status of the general mess, the following entries on the NAVSUP Form 338 will be made:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
(19) Over/Under Issue	Column (15) minus column (17). Completed automatically by Food Service Management.

When the figure in column (15) is greater, an under issue condition exists and the difference is posted in blue or black ink as a (+) in column (19). When the figure in column (17) is greater, an over issue condition exists and the difference is posted in column (19) preceded by a minus sign.

## **NAVSUP P-486 - Food Service Management**

### **3. USE AND RESPONSIBILITIES**

a. Food Service Officer. The Food Service Officer will log on Food Service Management weekly at a minimum and check the NAVSUP Form 338 to:

- (1) Ensure that the general mess is operating within the authorized allowance;
- (2) Ensure that posting is accomplished daily. When an over issue exists, immediate action will be taken to determine the cause and, if warranted, take steps to eliminate future over issues.
- (3) Compare total food cost on the NAVSUP Form 338 for the month and the food cost figure on the NAVSUP Form 1359 for the month. Variations of more than 2% warrants further review. It is recommended that this review be done periodically throughout the month.

b. Leading Culinary Specialist. The Leading Culinary Specialist will review the NAVSUP Form 338 on a daily basis use the data available for menu planning, menu revision and adjustment in accordance with the following items:

- (1) Determine the current financial status of the general mess before preparing a menu, especially when planning to use high cost menu items;
- (2) Compare the "Daily (14)" column entries with the "Daily (16)" column entries as a check of the actual cost each day with the authorized cost for the same day; and,
- (3) Relate the actual cost shown in the "One Ration (18)" column to the daily menus to determine the relatively high and low cost menus and use that information in planning future menus and to adjust menus which have resulted in excessively high costs.

### **6104 MONTHLY SUMMARY OF ISSUES TO THE GENERAL MESS**

At the end of the monthly accounting period, (for manual reporting) a summary of issues to the general mess will be prepared on the current Fixed Price List, NAVSUPNOTE 7330, which is produced and distributed on a quarterly basis. This is accomplished once each Subsistence Ledger has been properly closed. The cumulative total of issues as reported on each NAVSUP Form 335 is transcribed on the Fixed Price List and extended at the lesser value between fixed or the most current last receipt price listed (FSM will do this automatically). If no fixed price is listed, the most current last receipt price will be used. When, as a result of an inventory adjustment, a gain from inventory occurs, the quantity and value will be posted as a minus entry (see para. 7103-1c(2)c). See para. 7202 for proper procedures to prepare the summary of issues to the general mess.

### **6105 MONTHLY SUMMARY OF CREDIT ISSUES**

1. General. Credit issues occur when you have more in your storeroom of a particular item or items than you have listed in your "on hand" column of the NAVSUP 335. This is found when you take an inventory. If the inventory adjustments are posted correctly, and as a result of the inventory adjustments your cumulative "total" column on the NAVSUP 335 results in a negative value, then a credit issue has occurred. At the end of an accounting period (month), credit issues will be posted as a minus entry on the summary of issues to the general mess. Credit issues totaling in excess of 1% of the stores consumed are indicative of lax inventory control and action should be taken to preclude any further recurrence.

2. Guidelines. The following are guidelines for calculating your credit issues:

## NAVSUP P-486 - Food Service Management

On your stores consumed report add the total dollar value of all credit issues.

Divide the total value of credit issues by the total value of stores consumed.

The result is your percentage for the accounting period (month).

EXAMPLE: Total credit issues were \$379.00, and total stores consumed were \$85,230.00. \$379 divided by \$85,230.00 = .004 (i.e., less than one percent) which is within guidelines. However, if in this example the total credit issues were greater than \$852.30, then you would need to tighten your inventory control procedures.



## NAVSUP P-486 - Food Service Management

## ISSUES TO THE GENERAL MESS (NAVSUP FORM 1282)

FOOD CODE	NSN	NOMENCLATURE	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	TOTAL QUANTITY	UNIT PRICE	VALUE	QUANTITY ON-HAND
SEMI-PERISHABLE (DRY)										
C29	8915001491571	GARLIC, DEHYDRATED, 12 OZ	JR	1				1.7400		
C32	8915005841647	JUICE, APPLE, #3 CYL	CN	4				1.4500		
C38	8915002811809	JUICE, GRAPE, #3 CYL	CN	4				1.4500		
C52	8915002412800	JUICE, ORANGE, #3 CYL	CN	4				1.5300		
C58	8915006342439	JUICE, PINEAPPLE, #3 CYL	CN	4				1.3700		
C73	8915009356629	MUSHROOMS, JUMBO SIZE	CN	1				2.7500		
# D85	8915013734978	TOMATOES, DICED, # 10	CN	0				2.7100		
G10	8920012506557	RICE, PARBOILED, 10 LB, LNG GRAIN, TP 2	BG	3				3.9100		
G22	8920001606165	STARCH, CORN, 1 LB	LB	0				0.5700		
J53	8935002346217	SOUP AND GRAVY BASE, BEEF, #2 1/2	CN	0				1.8700		
K91	8945006160081	SALAD OIL, 1 GAL	CN	0				5.5200		
M06	8950001256333	BAKING POWDER, 12 OR 14 OZ	CN	0				2.0300		
N87	8950010796943	SALT, TABLE, 5 LB	BG	0				1.0200		
P05	8950006165483	THYME, GROUND, 1-2 OZ.	JR	0				0.9400		
P07	8950010793978	VINEGAR, CIDER, 32 OZ	BT	1				0.8500		
ISSUED BY (SIGNATURE, RANK AND TITLE)			DATE			WORKCENTER TOTAL		\$		
RECEIVED BY (SIGNATURE)			DATE							
RETURNED BY (SIGNATURE)			DATE							
RECEIVED BY (SIGNATURE)			DATE							

Figure 6-5

### NAVSUP P-486 - Food Service Management

## POSTING A GENERAL MESS ISSUE TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

F82720001 TIME: 13:1 21111 \*\*\* SUBSISTENCE LEDGER (NAVSUP FORM 335) \*\*\*

NAVSUP FORM 335 (Rev. 2-78)  
S/N 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

---

STOCK NO. 8950010793978		ITEM	
HIGH LIMIT: 19		EXPENDITURES	
LOW LIMIT: 9		ON HAND	
UNIT OF ISSUE: BT		19	
		MO.	DAY
1998		06	01
		RECEIPTS	BBF
			6.00
			18.00
*FIXED PRICE			
04/01 0.85		06	01
			1.00
			1.00
			3.00
			15.00
1998		06	06
			1.00
			4.00
			14.00
			13.00
#REC/P/T PRICE		06	07
BF 1.2766			1.00
			6.00
			12.00
			7.00
			11.00
06/01 1.3504		06	09
			1.00
			8.00
06/14 1.2555		06	11
			1.00
			9.00
06/16 1.2660		06	11
			1.00
			9.00
			21.00
		05	12
			12.00
			20.00
		06	13
			1.00
			10.00
		06	14
			1.00
			11.00
		06	16
			1.00
			12.00
		06	16
			1.00
			13.00
		06	16
			1.00
			14.00
		06	17
			2.00
			16.00
		06	21
			12.00
			26.00
		06	25
			1.00
			17.00
		06	29
			1.00
			18.00
			24.00

DATE: 01JUL98

8180-1-3-01-01 | GENERAL/BRANCH MESS CODE 0

REPORT GENERATED ON 01JUL98 11:38

APPROVED BY (SIGNATURE, RATE AND TITLE)

ISSUED BY (SIGNATURE, RANK AND TITLE) \_\_\_\_\_ DATE \_\_\_\_\_ WORKCENTER TOTAL \$77.84

RECEIVED BY (SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

RETURNED BY (SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

RECEIVED BY (SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

Quantity issued to the General Mess

Automatically extended at the lesser value of fixed price or last receipt price

NAVSUP FORM 335

NAVSUP FORM 1282

CODE	VSN	NOMENCLATURE	U/I	REQUESTED	ISSUED	QUANTITY	TOTAL QUANTITY	UNIT PRICE	VALUE	QUANTITY ON-HAND
SEMI-PERISHABLE (DRY)										
C25	8915001491571	GARLIC, DEHYDRATED, 12 OZ	JR	1	1.00	1.00	1.7400	1.74	17.00	
C32	8915005841667	JUICE, APPLE, #3 CYL	CN	4	3.00	3.00	1.4500	4.35	12.00	
C38	8915002811809	JUICE, GRAPE, #3 CYL	CN	4	3.00	3.00	1.4500	4.35	12.00	
C52	8915002412800	JUICE, ORANGE, #3 CYL	CN	4	3.00	3.00	1.5300	4.59	13.00	
C58	8915006342439	JUICE, PINEAPPLE, #3 CYL	CN	4	3.00	1.00	1.3700	2.74	36.00	
C73	8915009356629	MUSHROOMS, JUMBO SIZE	CN	1	1.00	1.00	2.7500	2.75	13.00	
# D85	8915013734978	TOMATOES, DICED, # 10	CN	0	3.00	1.00	2.7100	5.42	37.00	
G10	8920012506557	RICE, PARBOILED, 10 LB, LNG GRAIN, TP 2	BG	3	10.00	10.00	3.9100	39.10	120.00	
G22	8920001606165	STARCH, CORN, 1 LB	LB	0	1.00	1.00	0.5700	0.57	31.00	
J53	8933003346217	SOUP AND GRAVY BASE, BEEF, #2 1/2	CN	0	1.00	1.00	1.8700	1.87	13.00	
K91	8945006160081	SALAD DRESSING, 1 GAL	CN	0	1.00	1.00	5.5200	5.52	3.00	
M06	8950001256333	BAKING POWDER, 12 OZ	CN	0	1.00	1.00	2.0300	2.03	25.00	
N87	8950010796943	SALT, TABLE, 5 LB	BT	0	1.00	1.00	1.0200	1.02	22.00	
P05	8950006165483	THYME, GROUND, 1-2 OZ.	JR	0	1.00	1.00	0.9400	0.94	22.00	
P07	8950010793978	VINEGAR, CIDER, 32 OZ	BT	1	1.00	1.00	0.8500	0.85	25.00	

Figure 6-6

### NAVSUP P-486 - Food Service Management

#### POSTING THE DAILY ISSUES TO THE GENERAL MESS (NAVSUP FORM 1282) TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

F83152001 TIME: 14:08 \*\*\* BREAKOUT DOCUMENT RECAPITULATION \*\*\*

**NAVSUP FORM 1282**

DATE: 06/29/98

GENERAL/BRANCH MESS	MAIN LINE	SPEED LINE	PICNIC MEAL	EMERGENCY	MESS SUBTOTAL	GALLEY PRODUCED BAKERY PRODUCTS	GRAND TOTAL	SPECIAL MEAL
GENERAL MESS	\$ 309.73				\$ 309.73		\$ 309.73	
GENERAL AND BRANCH MESS TOTAL	\$ 309.73						\$ 309.73	

I CERTIFY THAT THIS DOCUMENT IS A TRUE STATEMENT OF ISSUES TO THE GENERAL MESS.

SIGNATURE W.B. Ellis USJ DATE 30 Jun 98

\*\*\*\*\* END OF REPORT \*\*\*\*\*

NAVSUP 1282 Recapitulation is Used For Total Daily Food Cost

F84120001 TIME: 20:45 \*\*\* GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) \*\*\*

GENERAL MESS CONTROL RECORD (4061)  
NAVSUP FORM 338 (REV. 11-84)

FROM (Name of Ship or Station) NAVAL STATION DUARTE COMMANDING OFFICER NAVAL STATION DUARTE

BDFR 5.38 SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81/0.40 + 0.00 FOR THE PERIOD UTC N21111

**NAVSUP FORM 338**

DAY OF MO (1)	MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES		MONETARY ALLOWANCE		FOOD COST					
	B 20% (2)	L 40% (3)	D 40% (5)	N 20/40% (5)	DAILY (6)	DAILY (7)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)						
BF JUN							2499		15945.71						
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	2608	630.02	16575.73	1287.33
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	2733	722.50	17298.23	635.89
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	2834	583.78	17882.01	1112.55
BC 27	0	4	0	1	2.20	0	74	0	65	59.30	62	2896	383.78	18265.79	337.34
BQ 28	0	10	0	0	4.50	0	80	0	71	64.40	69	2965	427.11	18692.90	358.42
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	3089	716.72	19409.62	309.73
A 30	26	35	14	0	24.80	71	170	152	0	143.00	168	3257	903.84	20313.46	322.17
TOTALS												3257		20313.46	

COMMENTS: RATION CREDIT FORMULA 20%40%40%  
RATION CREDIT FORMULA 45%55%  
ALLOWANCE 1 - 99  
ALLOWANCE 100 - 149

Figure 6-7

## NAVSUP P-486 - Food Service Management

### 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 account 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, vice sale, of food items from one Navy general mess (end user) to another Navy general mess may occur. This includes transfers to ashore/afloat galleys and to approved established messes (i.e., SEABEE DETS, SEALS, and BUDS etc.)

3. TRANSFERS WITH REIMBURSEMENT. Transfer of food items to activities that do not utilize the Navy subsistence appropriation, that is, activities that are not Navy general messes 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. NAVSUP 51 must be notified via email or facsimile prior to a transfer with reimbursement being made.

Transfers with reimbursement should not be confused with sale of bulk food items. Sale of bulk food items involves an exchange of money (i.e., check or cash). Sales of food items will be processed in accordance with para 6300.

4. TRANSFER-IN/TRANSFER-OUT. The transfer-out of food items off your stock records and transfer-in of the same food items to your stock records for the sake of correcting erroneous posting or inventory problems is strictly prohibited. This procedure may only be granted with the permission of SUP 51 by letter or email via the TYCOM.

#### 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).

#### 6202 DOCUMENT PREPARATION AND DISTRIBUTION FOR TRANSFER WITHOUT REIMBURSEMENT

1. REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149).

a. Requesting Activity. The Food Services Officer will submit a memorandum (including UIC and activity name) to the issuing activity.

b. Issuing Activity. Upon receipt of the DD Form 1149, the Food Service Officer 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 Food Service Officer prepares the DD Form 1149 in accordance with para 4201, makes the following additional entries and forwards the document to the bulk storeroom custodian (Figure 6-8).

2. GENERAL. Food items, other than boneless meats, may be expended in less than full cases to submarines and small craft that do not have adequate storage facilities. Transfers will normally be handled in accordance with para. 6201. Transferring activities operating under the

## NAVSUP P-486 - Food Service Management

manual recordskeeping method may document frequent expenditures of small quantities by the use of a NAVSUP Form 1282 for each delivery. At the end of the month or on departure of the ship supported, a monthly recap of transfers will be prepared and price extended at last receipt price. This recap may be prepared on a NAVSUP Form 1059. An invoice, DD Form 1149, for money value only will be prepared for the total value of items expended. The original and one copy of the money value only invoice and copies of the documents showing the recap of transfers will be furnished to the receiving ship.

### Data Block and Caption

### Instruction for Entry

b-i

Enter "Approved for Transfer" with transferring Food Service Officer's signature.

Upon receipt of the approved transfer document, the bulk storeroom custodian makes the issue to the receipt inspector of the requesting activity and annotates the DD Form 1149 as follows:

### Data Block and Caption

### Instruction for Entry

b-i

Enter "Issued by" with bulk storeroom custodian signature and date.

a. Receiving Activity. The receipt inspector of the requesting activity counts the food items being transferred and annotates the DD Form 1149 as follows:

### Data Block and Caption

### Instruction for Entry

b-i

Enter "Received by" with receipt inspector signature and date.

b. Distribution.

(1) Issuing Activity

(a) Original - to requesting activity

(b) Copy - with requesting activity's receipt inspector's signature in the accountability file

(2) Requesting Activity.

(a) Original - Accountability File

## **6203 DOCUMENT PREPARATION AND DISTRIBUTION FOR TRANSFER WITH REIMBURSEMENT**

1. GENERAL. Transfers of food items that are being turned into stores (DLA or Navy Stock Fund activities) will be transfers with reimbursement. Any transfer of food items to a non-DLA or Navy Stock Fund activity will be handled as a bulk sale in accordance with paras. 6306 and 6307. Situations that preclude reimbursement to the subsistence appropriation by the general mess (end user) at the time of transfer, will require prior approval from NAVSUP 51. This approval may be by way of a phone call to NAVSUP 51 or email to FSMRENAVSUPHQ@NAVY.MIL.

## **NAVSUP P-486 - Food Service Management**

### **6204 CASE WEIGHT DETERMINATION AND USE OF AVERAGE WEIGHTS, PERISHABLE BOXED MEATS AND CHEESE**

1. **GENERAL.** Delay in the loading, discharging and inventory of boxed meats and cheese is decreased by handling these items on an average weight basis. These procedures are primarily for the guidance of activities that may find it practical to inventory and to expend perishable boxed meats and cheese by average weight.
2. **AVERAGE WEIGHT DETERMINATION.** An equitable system for handling boxed meats and cheese on an average net case weight basis depends upon careful separation of stock into lots where the weight differential between the lightest and heaviest cases are within acceptable limits. Judgment will be used in doubtful instances. The average net case weight will be determined for each lot and rounded off to the nearest whole pound.
3. **TRANSFERS AND ISSUES.** Invoices covering transfers by average weight will indicate the number of cases in the lot, the total average weight, and the average net case weight. A separate invoice line will be used for each lot in multiple lot transfers of a particular item.
4. **GAINS AND LOSSES.** Gains and losses, which arise from the receipt of items on an average weight basis, will be absorbed as issues to the general mess.

### **6205 POSTING THE SUBSISTENCE LEDGER (NAVSUP FORM 335)**

All transfers, with or without reimbursement will be posted by quantity to the Subsistence Ledger (NAVSUP Form 335) to the expenditures other column as the transactions occur (Figure 6-9).

### **6206 POSTING THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)**

All transfers, with or without reimbursement, will be posted by total money value, to the Record of Receipts and Expenditures (NAVSUP Form 367) as the transactions occur (Figure 6-10).

### NAVSUP P-486 - Food Service Management

### TRANSFER WITHOUT REIMBURSEMENT (DD FORM 1149)

SHIPPING CONTAINER TALLY -----> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																													
REQUISITION AND INVOICE/SHIPPING DOCUMENT										SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE 06/30/98	6. REQUISITION NUMBER V12345-9S14																
1. FROM USS NEVERSAIL (LPD-5) COMMANDING OFFICER PPO-AE 09999-1233										7. DATE MATERIAL REQUIRED 06/30/98		8. PRIORITY																	
2. TO NAVAL STATION DUARTE N21111 FOOD SERVICE OFFICER 1653 GILBERT STREET NORFOLK VA, 23511										9. AUTHORITY OR PURPOSE TRANSFER OF PROVISIONS		11a. VOUCHER NUMBER AND DATE																	
3. SHIP TO - MARK FOR USS NEVERSAIL (LPD-5) FOOD SERVICE OFFICER USS NEVERSAIL (LPD-5) PPO-AE 09999-1233										10. SIGNATURE <i>I. M. Miller</i> I. M. MILLER, LTJG, SC, USN		11b. BILL OF LADING NUMBER																	
4. APPROPRIATION AND SUBHEAD										TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUNTRY CODE	COST CODE	AMOUNT 7.60															
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)									UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)													
0001	8910006160051, S14, EGG,WHOLE, TABLE TYPE, 10 LB									LB	10.00	10.00			0.7596	7.60													
APPROVED BY: <i>W.B. Ellis ENS</i> W. B. ELLIS, ENS, SC, USN										ISSUED BY: <i>B.B. Washington MS2</i> B. B. WASHINGTON, MS2										RECEIVED BY: <i>J.M. Harold MS3</i> T. M. HAROLD, MS3									
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO										17. SPECIAL HANDLING																			
RECA-PITU-LA-TION OF SHIP-MENT	ISSUED BY	TOTAL CONTAINER	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIPT	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL																		
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL																		
	PACKED BY							POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.																		
	<----- TOTAL ----->																												
DD FORM 1149 (9 - PT) 1 MAR 59										REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED										S/N 0102-LF-011-1801									

Figure 6-8

### NAVSUP P-486 - Food Service Management

## POSTING A TRANSFER (DD FORM 1149) TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

F8272001 TIME: 15:45  
USS DUARTE (DDG 90) (V21111)  
NAVSUP FORM 335 (Rev. 2-78)  
S/N 0108-LF-500-3350

\*\*\* SUBSISTENCE LEDGER (NAVSUP FORM 335) \*\*\*

PAGE: 2

**NAVSUP FORM 335**

SUBSISTENCE LEDGER (4442)

STOCK NO. 8910006160051

ITEM S14, EGG, WHOLE, TABLE TYPE, 10 LB

HIGH LIMIT: 203		EXPENDITURES															
LOW LIMIT: 95		1998					1998										
UNIT OF ISSUE: LB		NO.	DAY	RECEIPTS	GENERAL ISSUED	MESS CUM.	TOTAL	OTHER	ON HAND	NO.	DAY	RECEIPTS	GENERAL ISSUED	MESS CUM.	TOTAL	OTHER	ON HAND
1998		06	01	BBF			650.00		205.00	06	16		30.00		980.00		295.00
NO. & DAY		*FIXED PRICE			15.00		665.00		190.00	06	17		30.00		1010.00		265.00
04/01		0.95			15.00		680.00		175.00	06	18		30.00		1040.00		235.00
1998		06	02		30.00		710.00		145.00	06	19	90.00					325.00
NO. & DAY		#REC/P/T PRICE			15.00		725.00		130.00	06	19		15.00		1055.00		310.00
04/26		0.7596			15.00		755.00		100.00	06	20		15.00		1070.00		295.00
					60.00		815.00		85.00	06	21		15.00		1085.00		280.00
					90.00		905.00		145.00	06	24		15.00		1100.00		265.00
					30.00		935.00		205.00	06	25		15.00		1115.00		250.00
					15.00		950.00		190.00	06	26		30.00		1145.00		220.00
					30.00		980.00		160.00	06	28		30.00		1175.00		190.00
					15.00		995.00		145.00	06	30					TR	10.00
					120.00		1115.00		130.00								180.00
							115.00		160.00								
							115.00		160.00								
							235.00		130.00								
							935.00		220.00								
							950.00		220.00								

Extended at Last Receipt Price

Quantity transferred to another end user

SHIPPING CONTAINER TALLY -----> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM USS NEVERSAIL (LPD-5)  
COMMANDING OFFICER FPO-AE 09999-1233

2. TO NAVAL STATION DUARTE W21111  
FOOD SERVICE OFFICER  
1653 GILBERT STREET  
NORFOLK VA, 23511

3. SHIP TO - MARK FOR  
USS NEVERSAIL (LPD-5)  
FOOD SERVICE OFFICER  
USS NEVERSAIL (LPD-5)  
FPO-AE 09999-1233

4. APPROPRIATION AND SUBHEAD

5. SHEET NO. OF SHEETS 1

6. REQUISITION DATE 06/30/98

7. DATE MATERIAL REQUIRED 06/29/98

8. PRIORITY V12345-9814

9. AUTHORITY OR PURPOSE TRANSFER OF PROVISIONS  
I. M. MILLER, LTJG, SC, USN

10. SIGNATURE I. M. MILLER, LTJG, SC, USN

11. VOUCHER NUMBER AND DATE

12. DATE SHIPPED

13. CODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	UNIT OF ISSUE	QUANTITY REQUESTED	SHIPPED	TYPE	CON-TAINER NOS.	UNIT PRICE	TOTAL COST
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
0001	8910006160051, S14, EGG, WHOLE, TABLE TYPE, 10 LB	LB	10.00	10.00			0.7596	7.60

APPROVED BY: *W.B. Ellis ENS* ISSUED BY: *B.B. Washington MS2* RECEIVED BY: *T.M. Harold MS3*

W. B. ELLIS, ENS, SC, USN B. B. WASHINGTON, MS2 T. M. HAROLD, MS3

16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO

17. SPECIAL HANDLING

ISSUED BY	TOTAL CONTAINER	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
CHECKED BY						7.60			7.60
PACKED BY									

20. RECEIVER'S VOUCHER NO.

DD FORM 1149 (9 - PT)  
1 MAR 59  
REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED  
S/N 0102-LF-011-1801

Figure 6-9



### NAVSUP P-486 - Food Service Management

## POSTING A TRANSFER (DD FORM 1149) TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

FB4600001 TIME: 12:48 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)  
NAVSUP FORM 367 (REV. 1-80) S/N 0108-LF-500-3670

**NAVSUP FORM 367**

28882-1888 U.I.C. N21111

*1998 RECEIPTS					*1998 ACTIVITY/PURPOSE				
No.	Day	SOURCE	DOCUMENT NO.	VALUE	No.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
6	1	INVENTORY BROUGHT FORWARD		22,020.7651	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		215.5200
6	1	DOUGHTIES	8091 101 9Y83	1,169.1729	6	30	SURVEY	8181 0001	860.3000
6	1	COCA-COLA USA	8091 9P70 9Z26	366.3000	6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
6	1	MARVA MAID DAIRY	8091 9U46 9Z07	35.9280	6	30	USS SIRUS		134.2100
6	3	DOUGHTIES	8093 101 9X86	57.3920	6	30	USS NEVERSAIL (LPD-5)	V12345 8181 9S14	7.6000
6	3	MARVA MAID DAIRY	8093 9U93 9Z07	123.3280	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
6	3	KOTARIDES BAKING	8093 9W67	351.4500	6	30	ISSUES TO THE GENERAL MESS		19,953.7296
6	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30	INVENTORY		56,396.4928
6	7	DOUGHTIES	8093 101 9X86	861.9286	6	30	SUBTOTAL		
6	7	NSC CHARLESTON	8097 101 9W43	498.8000	6	30	PRICE ADJUSTMENT		
6	7	DOUGHTIES	8097 102 9X79	1,603.0451					
6	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128					
6	9	MARVA MAID DAIRY	8099 9U93 9Z07	1,900.7000					
6	10	KOTARIDES BAKING	8100 9W67	364.9500					
6	14	DOUGHTIES	8099 101 9Y56	1,760.5755					
6	14	NSC CHARLESTON	8104 102 9W41	318.4000					
6	16	DOUGHTIES	8104 101 9X88	873.9577					
6	16	MARVA MAID DAIRY	8106 9U93 9Z07	103.4560					
6	17	KOTARIDES BAKING	8107 9W67	322.2000					
6	20	MARVA MAID DAIRY	8110 9U93 9Z07	159.3560					
6	20	MARVA MAID DAIRY	8110 9X91 9Z56	143.8656					
6	21	DOUGHTIES	8106 101 9Y19	761.7118					
6	22	NSC CHARLESTON	8112 101 9W43	389.3700					

\* Receipt Without Charge # Transfer With Reimbursement

Document number is the UIC of the requesting activity, Julian date of transfer followed by 9 then food item code

Total dollar value of transfer

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM USS NEVERSAIL (LPD-5) COMMANDING OFFICER FPD-AE 09999-1233

2. TO NAVAL STATION DUARTE N21111 FOOD SERVICE OFFICER 1653 GILBERT STREET NORFOLK VA, 23511

3. SHIP TO MARK FOR USS NEVERSAIL (LPD-5) FOOD SERVICE OFFICER USS NEVERSAIL (LPD-5) FPD-AE 09999-1233

4. APPROPRIATION AND SUBREAD OBJ. CL. BUR. CONT. NO. SUBAL-LOT AUTHORIZATION ACCT'G ACTIVITY TRANS TYPE PROPERTY ACCT'G ACTIVITY COUNTRY CODE COST CODE AMOUNT

5. DATE SHIPPED 06/30/98

6. REQUISITION NUMBER V12345-9814

7. DATE MATERIAL REQUIRED 06/30/98

8. PRIORITY

9. AUTHORITY OR PURPOSE TRANSFER OF PROVISIONS

10. SIGNATURE I. M. MILLER, LTJG, SC, USN

11a. VOUCHER NUMBER AND DATE

12. DATE SHIPPED

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER	CON-TAINER NOS.	UNIT PRICE	TOTAL COST
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
0001	8910006160051, S14, EGG, WHOLE, TABLE TYPE, 10 LB	LB	10.00	10.00			0.7596	7.60

APPROVED BY: W.B. ELLIS, ENS, SC, USN

ISSUED BY: B.B. WASHINGTON, MS2

RECEIVED BY: T.M. HAROLD, MS3

16. TRANSPORTATION VIA MATS OR HSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. ISSUED BY

19. CONTAINERS RECEIVED EXCEPT AS NOTED

20. RECEIVER'S VOUCHER NO.

RECAPITULATION OF SHIPMENT

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

DD FORM 1149 (9 - PT) 1 MAR 59 REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED S/N 0102-LF-011-1801

Figure 6-10

**NAVSUP P-486 - Food Service Management****PART D: SALE OF SUBSISTENCE (BULK SALES)****6300 SALES TO AUTHORIZED MESSES AND ACTIVITIES**

1. GENERAL. When prescribed conditions are met and such sales will not overly deplete the stocks available for issue to the general mess, food items may be sold to the categories listed in Appendix G. Written approval from the Commanding Officer is required for all sales of subsistence items (see sample letters in Appendix B). The dollar value of all sales of bulk subsistence will be reported on the Bulk Sales line under the "Cash Statement" section on the monthly General Mess Summary Document, NAVSUP Form 1359.

**6301 SALES TO AFLOAT MESSES, SATELLITE MESSES OR OTHER SALES**

1. GENERAL. Upon approval by the Supply Officer, food items may be sold directly from the general mess to authorized afloat messes. (see sample letter in Appendix B).

2. OFFICERS/CHIEF PETTY OFFICERS SUBSISTING FROM THE GENERAL MESS. When the officers or chief petty officers (CPO) subsist from the general mess their mess will prepare the same menu as the general mess. General mess breakouts such as raw food products that are broken out for the wardroom/cpo mess will be issued to them on a daily basis. A NAVSUP 1090, Food Preparation Worksheet and NAVSUP 1282, Daily Breakout Document will be prepared by the wardroom/CPO mess Leading Culinary Specialist on a daily basis with all menu items to be broken out identical to the general mess standard menu. Under no circumstances will the wardroom/CPO mess serve a different menu than the standard general mess menu. If additional food i.e., taco bar ingredients and beverage items i.e., BIB's, soda products are desired by the wardroom/CPO messes and are not on the standard general mess menu for that particular day those items will be purchased separately in the form of a bulk sale (IAW para 6300). The use of subsistence appropriation funds (SIK) Account) to defray the cost of these additional food items is not authorized. 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 general mess.

**6302 MESS SALES DOCUMENT PREPARATION AND DISTRIBUTION**

1. AT TIME OF REQUEST. The sales document used for the sale of subsistence items from the general mess to an authorized afloat mess is a Food Item Request/Issue Document (NAVSUP Form 1282). The NAVSUP Form 1282 will be signed by the mess manager, treasurer, or his authorized representative. If a person other than the mess manager or treasurer is authorized to sign requests, such authority will be furnished to the Food Service Officer in writing (see sample letter in Appendix B). The authorized representative of the mess will prepare the NAVSUP Form 1282 as follows (Figure 6-11):

**NAVSUP P-486 - Food Service Management**Data Block and CaptionInstructions for Entry

Document Number

Assigned using a unique, sequential numbering system. This number is assigned automatically by Food Service Management.

Requisitioned By

Signature, date and title of mess manager, treasurer or their authorized representative.

Date for Consumption

Date food items are required. This is entered automatically by Food Service Management.

Food Code

Food item code of each item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). Ensure all food items requested are listed in Food Item Code order. This is entered automatically by Food Service Management.

Description of Material

Description of each food item requested taken from NAVSUPNOTE 7330 series (Fixed Price List). This is entered automatically by Food Service Management.

Quantity Requested

Actual quantity required of each food item.

2. AT TIME OF APPROVAL. After initial preparation of the NAVSUP Form 1282, and after having been properly signed by the mess manager, treasurer, or their authorized representative, the document will be forwarded to the Food Service Officer or his/her designated representative for approval. If the general mess has sufficient quantities of the requested food items, the Food Service Officer or his/her designated representative will then sign the "Approved Block" with rate and title and forward the document to the bulk storeroom custodian for issue.

3. AT TIME OF ISSUE. The bulk storeroom custodian will issue the items requested to the appropriate mess. At the time of issue, the bulk storeroom custodian will complete the following blocks on the NAVSUP Form 1282:

Data Block and CaptionInstructions for Entry

Quantity Issued

The quantity actually issued should be entered in this block.

Issued By

The signature, rate and title of the bulk storeroom custodian.

Date

Date food items were issued.

Received By

The signature, rate and title of the appropriate mess designee.

Date

Date food items were received.

After the requested food items are issued to the appropriate mess, the bulk storeroom custodian will forward the NAVSUP Form 1282 to the recordskeeper, who will post the issues to the Subsistence Ledger (NAVSUP Form 335).

## NAVSUP P-486 - Food Service Management

4. RECORDSKEEPER ENTRIES ON THE NAVSUP FORM 1282. Once the recordskeeper receives the NAVSUP Form 1282 from the bulk storeroom custodian, he/she will post the quantity of the issues to the Subsistence Ledger (NAVSUP Form 335) in the other column, and extend using last receipt price on the NAVSUP Form 1282.

5. FOOD SERVICE OFFICER CERTIFICATION. The Food Service Officer will review each document and will investigate any apparent discrepancy. Particular attention will be placed on ensuring that each serially numbered original has been received, and each document is properly completed in its entirety.

Upon completion of this review, the Food Service Officer will annotate the NAVSUP Form 1282 as follows:

### Data Block and Caption

### Instructions for Entry

Certification

Insert total number of issue documents in first blank and the name of the appropriate mess in the second blank (manual).

Signature/Date

Certification signature/date is only required on the last issue document that shows the grand total dollar value of issues.

6. DOCUMENT DISTRIBUTION. After the NAVSUP Form 1282 has been completed, it will be distributed as follows:

- a. Original - Accountability File pending preparation of the billing document; and,
- b. Copy - Signed duplicate to the appropriate mess treasurer.

### **6303 POSTING AFLOAT MESS SALES TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)**

All afloat mess sales will be posted by quantity to the Subsistence Ledger (NAVSUP Form 335) as the transactions occur as follows (Figure 6-12): (For automated activities, the NAVSUP Form 335 is automatically posted when the NAVSUP Form 1282 is smoothed)

### Data Block and Caption

### Instruction for Entry

Month & Day

Enter the day the issue occurred.

Expenditures (other)

Enter the quantity of the food item that is being issued. To differentiate sales quantities from other types of expenditures, precede the number that is being transferred with a unique letter for the appropriate mess (i.e., "W" for Wardroom Mess, "C" for CPO Mess, etc.)

On Hand

Enter the difference between the quantity being issued from the previous "On Hand" balance.

### **6304 BILLING, COLLECTION AND RECORDS POSTING FOR AFLOAT MESS SALES OR OTHER SALES**

1. BILLING. On or before the 5th day of each month, the Food Service Officer or his/her

## NAVSUP P-486 - Food Service Management

representative will notify each mess, in writing, of the amount due for food items issued to the mess during the previous month using the sample in Figure 6-14 or Automated Food Service Management Billing Statement. The billing document will equal the total of all NAVSUP Form 1282 documents. For automated activities, the DD 1149 is utilized as a billing document. This document will list all NAVSUP 1282 serial numbers and the total value of food items sold.

2. **COLLECTION.** Within 15 days following the month in which the items were purchased, the mess treasurer will pay the amount due to the Food Service Officer and will obtain a signature for receipt of the cash in a Cash Receipt Book (NAVSUP Form 470) (Figure 2-9). Receipt, handling and security of funds will be in accordance with para. 2202. The total dollar value of sales of subsistence will be reported on the Bulk Sales line of the monthly General Mess Summary Document (NAVSUP Form 1359) in accordance with para. 7011-3.

3. **RECORDS POSTING.** The NAVSUP Form 367 is posted automatically for activities using Food Service Management. At the end of each month, a copy of the billing document will be used to post the NAVSUP Form 367 as follows (Figure 6-15):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month & Day	Enter the last day of the month in which the sale occurred. This is entered automatically by Food Service Management.
Activity/Purpose	Enter name of the mess. This is entered automatically by Food Service Management.
Document Number	Leave Blank.
Value	Enter the total dollar value of the billing document that was prepared by the Food Service Officer and provided to the appropriate mess less uncollected amounts from previous months as shown on NAVSUP Form 1359. This is entered automatically by Food Service Management.

### 6305 OTHER SALES

1. **DOCUMENTS USED.** The document used for requesting sales from the general mess by other activities authorized to purchase subsistence items in accordance with Appendix G will be the Requisition and Invoice/Shipping Document (DD Form 1149), or NAVSUP Form 1282, Standard Form 1080, and DD Form 1131. Multiple food item requests may be initially requested on a Food Item/Issue Document (NAVSUP Form 1282) using the same procedures as those outlined in para. 6302. At the end of the month a money value only DD Form 1149 will be generated.

2. **SALE PRICES.** The sale price of food items will be the last receipt unit price.

3. **SHIP STORE SALES.** It is highly recommended that sales to the ships store from the General Mess should be limited and done in emergency situations only. If sales are necessary the purchases may include single serving size items only. All sales will be documented on the NAVSUP 1149 and should be recorded as a transfer with reimbursement.

## **NAVSUP P-486 - Food Service Management**

### **6306 POSTING OTHER SALES TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)**

All sales will be posted by quantity to the Subsistence Ledger (NAVSUP Form 335) as the transactions occur as follows (Figure 6-16). For automated activities, the NAVSUP Form 335 is automatically posted by Food Service Management when issue documents are smoothed.

### **6307 POSTING OTHER SALES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)**

As each sale occurs, a copy of the billing document will be used to post the NAVSUP Form 367 as follows (Figure 6-17). For automated activities, the NAVSUP Form 367 is automatically posted by Food Service Management when issue and sales documents are smoothed.

### **6308 BILLING OF OTHER SALES**

1. BILLING. The billing document used for other sales is the Requisition and Invoice/Shipping Document (DD Form 1149). When the DD Form 1149 is used as a summary, money value only document, Food Service Officers will ensure that the billing document equals the total of all NAVSUP Form 1282 documents documenting daily sales to the mess/activity that is maintained in the Food Service Officer's accountability file. Provide completed billing documents to the activity the food items are being sold to.

### **6309 COLLECTION OF OTHER SALES**

1. At the time of the sale, payment may be made by cash, check (which will be treated as cash), or a voucher transferring funds from a valid appropriation of the ordering activity to the subsistence appropriation.

a. The total dollar value of sales of subsistence will be reported on the Bulk Sales line of the monthly General Mess Summary Document (NAVSUP Form 1359) in accordance with para. 7011-3.

b. Payment by Voucher. Documents that maybe used to transfer funds from one accounting classification to another are as follows:

- (1) Voucher for Cash Collection (DD Form 1131);
- (2) Voucher for Transfer Between Appropriation and/or Funds (Standard Form 1080).

Examples of these documents are provided in Figures 6-17 and 6-18.

c. Special Recording of Sales by Voucher. A sale of food by voucher transfer between appropriations will not result in a cash deposit with the disbursing office. In order 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 will be recorded on the Other Sales of Meals line of the monthly General Mess Summary Document (NAVSUP Form 1359) in accordance with para. 7002.3.b.

2. Document Distribution. Distribution of voucher (DD Form 1131 and SF 1080) is as follows:

- a. Original – disbursing officer
- b. Copy – NAVSUP 51

NAVSUP P-486 - Food Service Management

SALE TO AN AUTHORIZED MESS  
FOOD ITEM REQUEST/ISSUE DOCUMENT (NAVSUP FORM 1282)

F82315221 TIME: 18:27 \*\*\* NAVSUP FORM 1282 \*\*\* DATE: 28JUN98 PAGE: 1

FOOD ITEM REQUEST/ISSUE DOCUMENT (4400) NAVSUP FORM 1282 (REV 5-82) | DOCUMENT NO. 03001

---

REQUISITIONED BY (SIGNATURE, RATE AND TITLE) | DATE FOR ISSUE | GAINED DAY [ ] | APPROVED BY (SIGNATURE, RATE AND TITLE)

*K.R. Smith ms<sup>3</sup>* | 06/30/98 | | *P.C. Thomas ens*

---

FOOD CODE	DESCRIPTION OF MATERIAL	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	NET	UNIT PRICE	VALUE
H22	SUGAR, REFINED GRAN. 5LB BG TP2	BG		2		2	2.2000	\$ 4.40
J76	CREAMER, NONDAIRY, 50/100 PG	HD		2		2	1.8357	\$ 3.67
P29	COFFEE, ROASTED, 20 LB CAN	CN		2		2	69.7988	\$ 139.60
P31	TEA, BLACK, 100 BAGS	BX		2		2	1.5700	\$ 3.14

---

ISSUED BY (SIGNATURE, RANK AND TITLE) | DATE | SHEET TOTAL | \$ 150.81

*B.B. Washington ms<sup>2</sup>* | 6-30-98

RECEIVED BY (SIGNATURE) | DATE | SUBTOTAL | \$ 150.81

*K.R. Smith ms<sup>3</sup>* | 6-30-98

RETURNED BY (SIGNATURE) | BAKERY PROD. (-) |

RECEIVED BY (SIGNATURE) | GRAND TOTAL | \$ 150.81

I CERTIFY THAT THIS DOCUMENT IS A TRUE STATEMENT OF ISSUES TO WARDROOM MESS

SIGNATURE *W.B. Ellis LTJG* | DATE 6-30-98

Extended at last receipt price

Figure 6-11

### NAVSUP P-486 - Food Service Management

#### POSTING A MESS SALE TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

F82315221 TIME: 18:27 \*\*\* NAVSUP FORM 1282 \*\*\* DATE: 28JUN98 PAGE: 1

FOOD ITEM REQUEST/ISSUE DOCUMENT (4400)  
NAVSUP FORM 1282 (REV 5-82)

**NAVSUP FORM 1282**

DOCUMENT NO. 03001

REQUISITIONED BY (SIGNATURE, RATE AND TITLE) *K.R. Smith ms<sup>3</sup>* DATE FOR ISSUE 06/30/98 GAINED DAY [ ] APPROVED BY (SIGNATURE, RATE AND TITLE) *P.C. Thomas ENS*

FOOD CODE	DESCRIPTION OF MATERIAL	U/I	QUANTITY REQUESTED	QUANTITY ISSUED	QUANTITY RETURNED	NET	UNIT PRICE	VALUE
H22	SUGAR, REFINED GRAN. 5LB BG TP2	BG		2		2	2.2000	\$ 4.40
J76	CREAMER, NONDAIRY, 50/100 PG	HD		2		2	1.8357	\$ 3.67
P29	COFFEE, ROASTED, 20 LB CAN	CN		2		2	69.7988	\$ 139.60
P31	TEA, BLACK, 100 BAGS	BX		2		2	1.5700	\$ 3.14

ISSUED BY (SIGNATURE, RANK AND TITLE) *B.B. Washington ms<sup>2</sup>* DATE *6-30-98* SHEET TOTAL \$ 150.81

RECEIVED BY (SIGNATURE) *K.R. Smith ms<sup>3</sup>* DATE *6-30-98* SUBTOTAL \$ 150.81

RETURNED BY (SIGNATURE) DATE BAKERY PROD. (-)

RECEIVED BY (SIGNATURE) DATE GRAND TOTAL \$ 150.81

I CERTIFY THAT THIS DOCUMENT IS A TRUE STATEMENT OF ISSUES TO WARDROOM MESS

SIGNATURE *W.B. Ellis LTJG* DATE *6-30-98*

F82720001 TIME: 18:27 \*\*\* SUBSISTENCE LEDGER (NAVSUP FORM 335) \*\*\* DATE: 01JUL98 PAGE: 1

USS DUARTE (DDG 90) (V2)

NAVSUP FORM 335 (Rev. 5-82)  
S/N 0108-LF-500-3350

**Quantity issued to mess**

SUBSISTENCE LEDGER (4442)

O. 8955002865372 ITEM P29, C

HIGH LIMIT: 75		EXPENDITURES				EXPENDITURES								
UNIT OF ISSUE: CN	MO.	DAY	RECEIPTS	GENERAL MESS ISSUED	CUM. TOTAL	OTHER	ON HAND	NO.	DAY	RECEIPTS	GENERAL MESS ISSUED	CUM. TOTAL	OTHER	ON HAND
1998	06	01	BBF				3.00							
	06	02		1.00	1.00		2.00							
MO. & DAY	04/01	86.24		1.00	2.00		1.00							
1998	06	05	2.00				3.00							
	06	23		1.00	3.00		2.00							
MO. & DAY	06	23	2.00				4.00							
BF	69.7988	06	30			WR	2.00							2.00

**NAVSUP FORM 335**

\* Use to extend issues to General Mess. ISSUED CODES: 1 - 9 = BRANCH MESS CODE  
OTHER CODES: LW = LOSS WITHOUT SURVEY; R1 = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; T1 = TRANSFER IN; SM = SPECIAL MEAL  
# Use to extend inventory and to price sales and transfers.  
\*\*\*\*\* END OF REPORT \*\*\*\*\*

Figure 6-12





### NAVSUP P-486 - Food Service Management

## POSTING MESS SALES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F8282001 TIME: 12:47 \*\*\* BILLING REPORT (DD FORM 1149) \*\*\* DATE: 01 JUL98 PAGE: 1

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: FOOD SERVICE OFFICER NAVALSTATION DWARTE

2. TO: MESS TREASURER WARDROOM MESS

3. SHIP TO MARK FOR: MESS TREASURER

4. APPROPRIATION AND SUBHEAD: OBJ. CL. BUR. CONT. NO. SUBAL-LOT AUTHORIZATION ACCT'G ACTIVITY

5. REQUISITION DATE: 06/30/98

6. REQUISITION NUMBER

7. DATE MATERIAL REQUIRED: 06/30/98

8. PRIORITY

9. AUTHORITY OR PURPOSE: NAVSUP P-486

10. SIGNATURE

11a. VOUCHER NUMBER AND DATE

12. DATE SHIPPED

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	COST CODE (g)	UNIT PRICE (h)	AMOUNT (i)
I CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 164.81 WERE SOLD TO THE WARDROOM MESS								
THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 164.81 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 0.00								
SEE ATTACHED SHEET FOR ISSUE DOCUMENT NUMBERS.								
U. B. ELLIS LTJG								

16. ISSUED BY: U. B. ELLIS

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

19. CONTAINERS RECEIVED EXCEPT AS NOTED

20. RECAPITULATION OF SHIPMENT

DO FORM 1149 (9 - PT) 1 MAR 59 REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED S/N 0102-LF-011-1801

FSM generated DD Form 1149

F8282002 TIME: 12:47 \*\*\* BILLING REPORT (DD FORM 1149) \*\*\* DATE: 01 JUL98 PAGE: 2

COMPLEMENT BILLING REPORT

REQUISITION AND INVOICE/SHIPPING DOCUMENT TO MESS TREASURER WARDROOM MESS

ISSUE DOCUMENT NUMBERS: 03001 164.81

RETURN OF ISSUE DOCUMENT NUMBERS

GALLEY PRODUCED BAKERY PRODUCTS DOCUMENT NUMBERS

RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL98 PAGE: 1

COMMANDING OFFICER: NAVAL STATION DWARTE 28882-1888 U.I.C. N21111

No.	Day	ACTIVITY/PURPOSE	1998 EXPENDITURES		
			DOCUMENT NO.	VALUE	
6	30	ALL OTHERS (ISSUES+GPBP+RETURNS)			215.5200
6	30	SURVEY	0112001		860.3000
6	30	WARDROOM MESS (ISSUES+GPBP+RETURNS)			164.8100
6	30	USS SIRUS			134.2100
6	30	USS NEVERSAIL (LPD-5)	W12345	8181	9814
6	30	EXPENDITURE WITHOUT SURVEY	8181	9V03	49.8600
6	30	ISSUES TO THE GENERAL MESS			19,953.7296
6	30	INVENTORY			56,396.4928
6	30	SUBTOTAL			77,782.8224
6	30	PRICE ADJUSTMENT			-2,092.4666
6	30	TOTAL			75,690.2558

NAVSUP FORM 367

\* Receipt Without Charge # Transfer With Reimbursement

Food Service Management posts total dollar value of sales to authorized mess as of the last day of the month.

Figure 6-14

### NAVSUP P-486 - Food Service Management

## POSTING OTHER SALES TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

SHIPPING CONTAINER TALLY -----> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM (Name of activity requesting the food items)  
2. TO Food Service Officer  
NAVAL STATION DUARTE

3. SHIP TO - MARK FOR (Name of activity receiving the food items requested)

4. APPROPRIATION AND SUBHEAD

5. REQUISITION DATE 06/30/98

6. REQUISITION NUMBER

7. DATE MATERIAL REQUIRED 06/30/98

8. PRIORITY

9. AUTHORITY OR PURPOSE

10. SIGNATURE

11a. VOUCHER NUMBER AND DATE

12. DATE SHIPPED

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	AMOUNT TOTAL COST (i)
0001	8905001287914, ADP, CLAMS, MINCED, 29 OR 51 OZ	CN	10.00	10.00			4.3677	43.68
0002	8915002050938, C56, JUICE, PINEAPPLE, 5 1/2 - 6 OZ	CN	12.00	12.00			0.2954	3.54
0003	8915001279772, D60, PUMPKIN, #2 1/2	CN	6.00	6.00			1.5192	9.12
0004	8920012263368, G15, RICE, LONG GRAIN & WILD RICE 36 OZ	CK	5.00	5.00			4.1800	20.90
0005	8910006160051, S14, EGG, WHOLE, TABLE TYPE, 10 LB	LB	10.00	10.00			0.7596	7.60
0006	8945006160091, Y56, SHORTENING COMPOUND, GEN. PURP. 50 LB	BK	2.00	2.00			4.6870	49.37

W.B. Ellis ENS  
W. B. ELLIS, ENS, SC, USN

B.B. Washington ms2  
B. B. WASHINGTON, MS2

J.M. Harold ms3  
T. M. HAROLD MS3

16. TRANSPORTATION VIA TRAYS OR BAYS CHARGEABLE TO

17. SPECIAL HANDLING

18. ISSUED BY

TOTAL CONTAINER	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE

19. CONTAINERS RECEIVED EXCEPT AS NOTED

20. QUANTITIES RECEIVED EXCEPT AS NOTED

21. POSTED

22. SHEET TOTAL 134.21

23. GRAND TOTAL 134.21

DD FORM 1149 (9 - PT)  
1 MAR 59

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-1801

F82720001 TIME: 15:45

NAVAL STATION DUARTE

NAVSUP FORM 335 (Rev. 2-78)

S/N 0108-LF-500-3350

\*\*\* SUBSISTENCE LEDGER (NAVSUP FORM 335) \*\*\*

DATE: 01 JUL 98 PAGE: 2

Subsistence Ledger (4442)

8910006160051

EXPENDITURES				RECEIPTS			
GENERAL MESS	OTHER	ON HAND		GENERAL MESS	OTHER	ON HAND	
CUM. TOTAL			MO.   DAY	ISSUED	CUM. TOTAL		
650.00		205.00	06   16	30.00	980.00		295.00
15.00		190.00	06   17	30.00	1010.00		265.00
15.00		175.00	06   18	30.00	1040.00		235.00
30.00		710.00	06   19	90.00			325.00
15.00		130.00	06   19		15.00	1055.00	310.00
30.00		100.00	06   20		15.00	1070.00	295.00
15.00		770.00	06   21		15.00	1085.00	280.00
		145.00	06   24		15.00	1100.00	265.00
		235.00	06   25		15.00	1115.00	250.00
30.00		800.00	06   26		30.00	1145.00	220.00
15.00		815.00	06   28		30.00	1175.00	190.00
30.00		845.00	06   30				180.00
15.00		860.00	06   30				180.00
15.00		875.00					170.00
		130.00					
		160.00					
		130.00					
		115.00					
		920.00					
		235.00					
		935.00					
		220.00					
		950.00					

Issues to General Mess = BRANCH  
Issues to Other = BRANCH

Figure 6-15

NAVSUP P-486 - Food Service Management

POSTING OTHER SALES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

SHIPPING CONTAINER TALLY -----> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM (Name of activity requesting the food items)  
Food Service Officer  
NAVAL STATION DUARTE

2. TO (Name of activity receiving the food items requested)

3. SHIP TO - MARK FOR

4. APPROPRIATION AND SUBHEAD

5. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	COUNTRY CODE	TYPE CON-TAINER (f)	COST CODE	UNIT PRICE (h)	AMOUNT TOTAL COST (i)
0001	8905001287914, ADP, CLAMS, NINCED, 20 OR 51 OZ	CN	10.00	10.00				4.3677	43.68
0002	8915002050938, C56, JUICE, PINEAPPLE, 5 1/2 - 6 OZ	CN	12.00	12.00			0.2994	3.54	
0003	8915001279772, D60, PUMPKIN, #2 1/2	CN	6.00	6.00			1.5192	9.12	
0004	8920012263368, G15, RICE, LONG GRAIN & WILD RICE 36 OZ	BK	5.00	5.00			4.1800	20.90	
0005	8910006160051, S16, EGG, WHOLE, TABLE TYPE 10 LB	LB	10.00	10.00			0.7596	7.60	
0006	8945006160091, Y56, SHORTENING COMPOUND, GEN. PURP. 50 LB	BK	2.00	2.00			24.6870	49.37	

16. TRANSPORTATION VIA HAYS OR HSTS CHARGEABLE TO

18. ISSUED BY

RECAPITULATION OF SHIPMENT

DD FORM 1149 (9 - PT) 1 MAR 59

REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED

S/N 0102-LF-011-180

DD FORM 1149

Total dollar value of DD 1149

FB460001 TIME: 12:48 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL 98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442) NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

COMMANDING OFFICER: NAVAL STATION DUARTE 2882-788 U.I.C. N2111

RECEIPTS				EXPENDITURES					
*1998 Mo.	Day	SOURCE	DOCUMENT NO.	VALUE	*1998 Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
		INVENTORY BROUGHT FORWARD		22,020.7651	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		215.5200
6	1	DOUGHTIES	8091 101 9Y83	1,169.1729	6	30	SURVEY	8181 0001	860.3000
6	1	COCA-COLA USA	8091 9P70 9Z26	366.3000	6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
6	1	MARVA MAID DAIRY	8091 9W46 9Z07	35.9280	6	30	USS SIRUS		134.2100
6	3	DOUGHTIES	8093 101 9X86	57.3920	6	30	USS NEVERSAIL (LPD-5)	W12345 8181 9S14	7.6000
6	3	MARVA MAID DAIRY	8093 9U93 9Z07	123.3280	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
6	3	KOTARIDES BAKING	8093 9W67	351.4500	6	30	ISSUES TO THE GENERAL MESS		19,953.7296
6	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30	INVENTORY		56,396.4928
6	7	DOUGHTIES	8093 101 9X86	861.9286	6	30	SUBTOTAL		77,782.8224
6	7	NSC CHARLESTON	8097 101 9W43	498.8000	6	30	PRICE ADJUSTMENT		-2,092.4666
6	7	DOUGHTIES	8097 102 9X79	1,603.0451	6	30	TOTAL		
6	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128					
6	9	MARVA MAID DAIRY	8099 9U93 9Z07	1,900.7000					
6	10	KOTARIDES BAKING	8100 9W67	364.9500					
6	14	DOUGHTIES	8099 101 9Y56	1,760.5755					
6	14	NSC CHARLESTON	8104 102 9W41	318.4000					
6	16	DOUGHTIES	8104 101 9X88	873.9577					
6	16	MARVA MAID DAIRY	8106 9U93 9Z07	103.4560					
6	17	KOTARIDES BAKING	8107 9W67	322.2000					
6	20	MARVA MAID DAIRY	8110 9U93 9Z07	159.3560					
6	20	MARVA MAID DAIRY	8110 9X91 9Z56	143.8656					
6	21	DOUGHTIES	8106 101 9Y19	761.7118					
6	22	NSC CHARLESTON	8112 101 9W43	389.3700					

\* Receipt Without Charge # Transfer With Reimbursement

NAVSUP FORM 367

Figure 6-16

NAVSUP P-486 - Food Service Management

CASH COLLECTION VOUCHER (DD FORM 1131)

<b>CASH COLLECTION VOUCHER</b>		DISBURSING OFFICE COLLECTION VOUCHER NUMBER <b>C134003</b>		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
RECEIVING OFFICE	ACTIVITY (Name and location) <b>WARDROOM MESS, NAVAL STATION DUARTE</b>			
	RECEIVED AND FORWARDED BY (Printed name, title and signature) <b>PAUL H. DEDERICK DISBURSING OFFICER</b>			DATE <b>06/29/02</b>
DISBURSING OFFICE	ACTIVITY (Name and location) <b>DISBURSING OFFICE, NAVAL STATION DUARTE</b>			
	DISBURSING OFFICER (Printed name, title and signature) <b>R. C. FAMILY, ENS. SC, USN DISBURSING OFFICER</b>		DISBURSING STATION SYMBOL NUMBER <b>18888</b>	DATE <b>06/29/02</b>
<b>PERIOD:</b> From To				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
06/30	WARDROOM MESS TREASURER	MEAL SOLD FOR CASH	1867.40	1781453 2241 007 41110 0 068732 3C 008101 ON2111173110
06/30	WARDROOM MESS TREASURER	SURCHARGE ON MEALS	188.25	1781453 2241 007 41110 0 068732 3C ON2111173110
<b>TOTAL</b>			<b>2055.65</b>	
DD FORM 1131, APR 57 (EF)		PREVIOUS EDITION MAY BE USED.		Form approved by Comptroller General, U.S. 24 January 1956

Figure 6-17

NAVSUP P-486 - Food Service Management

BILLING AND COLLECTION OF OTHER SALES ON VOUCHER FOR TRANSFER BETWEEN APPROPRIATION AND/OR FUNDS (STANDARD FORM 1080)

Standard Form 1080 Revised April 1982 Department of the Treasury 1 FRM 2-2500 1080-109		<b>VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS</b>			VOUCHER NO. 00000045
Department, establishment, bureau, or office receiving funds <b>FOOD SERVICE OFFICER NAVAL STATION DUARTE</b>				BILL NO. N21111-____-4709	SCHEDULE NO.
Department, establishment, bureau, or office charged <b>FOOD SERVICE OFFICER US NAVAL HOSPITAL PORTSMOUTH VA, 23512</b>				PAID BY	
ORDER NO.	DATE OF DELIVERY	ARTICLE OR SERVICES	QUAN-TITY	UNIT COST	
		SUBSISTENCE FOR THE MONTH OF JUNE 98			
			150	\$0.27 LB	\$40.50
			220	\$0.45 LB	\$99.00
			125	\$0.48 LB	\$60.00
			130	\$0.83 LB	\$107.90
			200	\$0.32 LB	\$64.00
			50	\$0.98 LB	\$49.00
			160	\$0.67 LB	\$107.20
			<b>TOTAL</b>		<b>\$527.60</b>
<b>ACCOUNTING CLASSIFICATION - Office Receiving Funds</b>					
AA 17_1453 2241 007 41118 0 068732 2D XX_ _ _ _ ON2111173 10					
CERTIFICATE OF OFFICE CHARGED					
I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.					
				(Authorized administrative or certifying officer)	
				(Date)	
CLASSIFICATION - 62 00581A35FT37 \$					
17. Paid NSN					

4 digit Julian date of request (Calendar year)

PAA: consisting of 2 zeros plus 4 digit julian date (calendar year)

Last digit of fiscal year

Zero, followed by Service designator:  
N - CONUS/OCONUS  
V - EAST COAST SHIP  
R - WEST COAST SHIP

73110 - CONUS  
73160 - OCONUS  
73170 - AFLOAT  
73150 - MRE'S  
73125 - CONTRACT MESS  
73170 - HOSPITALS

Figure 6-18

## NAVSUP P-486 - Food Service Management

### PART E: CLOSING THE GENERAL MESS

#### 6400 GENERAL

Upon notification of decommissioning, deactivation or extended closure, requisitions for replenishment will be adjusted for acquisition of only essential food items required for the duration of active status.

#### 6401 IDENTIFICATION OF REQUIREMENTS

The first step to expending stocks at a general mess scheduled for closure is to determine what stocks on board must be retained to support the anticipated customer base and menu until deactivation. These should be identified and segregated if possible. All remaining stocks should then be inspected by qualified medical/veterinary personnel. Unfit items should be certified as such and surveyed in accordance with paras. 6001 and 6002. Shelf life extensions should be made as appropriate. This process should be accomplished as far in advance as three to six months if possible.

#### 6402 EXPENDITURE OF STOCKS

1. DISPOSING OF EXCESS STOCKS PROCEDURES. Stocks not required, as determined in para. 6501, are candidates for expenditures in accordance with the provisions of Parts A, B, C, and D of this chapter. The suggested sequence of steps to dispose of excess stocks is as follows:

- a. Menus will be adjusted to use on hand stocks as much as possible.
- b. Attempt transfers without charge to other ships and stations in the vicinity in accordance with para. 6202.
- c. Attempt sales to Military Sealift Command Civil Service manned ships and authorized messes in accordance with paras. 6306 and 6307.
- d. Request squadron, type command, NFMT or claimant assistance for redistribution within the claimancy if necessary.
- e. Survey all material certified by medical/veterinary personnel to be unfit for consumption in accordance with paras. 6001 and 6002.
- f. Remaining food products fit for consumption should be sent to Defense Reutilization and Marketing Office (DRMO) per para 3401.

## NAVSUP P-486 - Food Service Management

### PART F: FOOD DONATION PROCEDURES

#### 6500 GENERAL

When prescribed conditions are met and such donations are in excess and will not deplete needed stock by the general mess, food items may be donated to approved food banks or shelters.

#### 6501 REFERENCES

The NAVSUP Itr 7040 511G/201 of 01 OCT 97 provides procedures for the donation of packaged food (canned, dehydrated, dry, and unopened chilled or frozen foods). The NAVSUPINST 4355.10, Veterinary Surveillance Inspection of Subsistence provides guidance for inspections that will be completed prior to the transfer of donated foods.

#### 6502 DISPOSITION GUIDELINES

Naval Support Systems Command (NAVSUP) supports the donation of both perishable and semi-perishable foods by the following guidelines for disposition:

- a. All efforts have been made to transfer the food items to other U.S. Navy ships or shore galleys.
- b. All efforts have been made to transfer the food items to other U.S. Military dining facilities.
- c. Efforts to transfer excess food items must be coordinated through the Type Commanders and NFMT.
- d. VETCOM must inspect food items for wholesomeness prior to donation transfer.
- e. Food items must be transferred with a 1348-1A form to a Defense Reutilization Material Office (DRMO).
- f. All documentation must be retained by the donating Galley for audit purposes and a copy forwarded to NAVSUP Code 51.

#### 6503 DONATION TRANSFER

The Defense Reutilization Material Office (DRMO) is responsible for distributing donations to the approved food bank or shelter. Chilled or frozen packaged foods may need to be retained by the General Mess due to non-availability of refrigerator or freezer space at DRMO locations. DRMO will be responsible for notifying the General Mess when and who will be picking up the food items in this circumstance.



**NAVSUP P-486 - Food Service Management**

## **CHAPTER 7 GENERAL MESS REPORTS, INVENTORY, AND FINANCIAL RETURNS**

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## NAVSUP P-486 - Food Service Management

# CHAPTER 7 GENERAL MESS REPORTS, INVENTORY, AND FINANCIAL RETURNS

---

## PART A: MONTHLY REPORTS

### 7000 GENERAL

1. All general messes use end-use accounting procedures, whereby activities account for receipts and expenditures of food items under the subsistence appropriation. Under this authority, the general mess will submit financial returns using the General Mess Summary Document (NAVSUP Form 1359) monthly. Aboard Trident submarines, the NAVSUP Form 1359 will be prepared monthly and submitted to NAVSUP 51 at the end of each patrol period. All monetary values will be rounded to the nearest dollar, except the rates for computing allowances, Disbursing Officer Cash Certification, Surcharge and Cash collected in the Accounting Classification section of the 1359. Financial returns serve the following purposes:

- a. Establishes accountability;
- b. Basis for analyzing, separating, and presenting appropriation and cost accounting charges;
- c. Presents vouchers substantiating entries in the account of Food Service Officers for review by the Navy Department and the General Accounting Office;
- d. Ensures compliance with government budgetary control measures;
- e. Makes it easier to compile statistics for logistic planning in various offices, commands, or bureaus; and,
- f. Provides statistical information necessary for future ration allowances.

2. NAVSUP 51 uses the Level of Procurement (LOP) as an internal tool to gauge procurement trends, not to evaluate performance. The LOP compares the total of Galley Supply Actions (Receipts w/Charge – Transfers w/Reimbursements – Sale of Bulk Food) to the Total Allowances for each month. Individual activities are not constrained by the LOP value reflected on the NAVSUP Form 1359 in their daily operations. The following scenarios depict: (1) a situation where Galley Supply Actions are greater than allowances, and (2) a situation where Galley Supply Actions are less than allowances.

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(1)	Receipts With Charge	\$1,221,056	
	less: Transfers With Reimbursement	(1,799)	
	less: Sale of Bulk Food	<u>(13,666)</u>	
	Total Receipts – Transfers - Sales	\$1,205,591	
	Total Allowances		
	(without consideration of Under/(Over) CF)	\$1,059,767	
	<u>Total Receipts - Transfers - Sales</u>	<u>\$1,205,591</u>	= 1.14
	Total Allowances	\$1,059,767	

**Note:** 1.14 (ratio greater than 1) means purchases, transfers and sales were greater than allowances.

(2)	Receipts With Charge	\$1,221,056	
	less: Transfers With Reimbursement	(31,799)	
	less: Sale of Bulk Food	<u>(47,565)</u>	
	Total Receipts - Transfers - Sales	\$1,141,692	
	Total Allowances		
	(without consideration of Under/(Over) CF)	\$1,593,767	
	<u>Total Receipts - Transfers - Sales</u>	<u>\$1,141,692</u>	= .72
	Total Allowances	\$1,593,767	

**Note:** .72 (ratio less than 1) means purchases, transfers and sales were less than allowances

**7001 GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)**

1. PURPOSE. The General Mess Summary Document (NAVSUP Form 1359) (Figure 7-1) is the principal monthly food service report. Essential information on the report is:

- a. Receipts with charge
- b. Rations fed
- c. Cash sales transactions
- d. Cash deposits must include voucher collection number and Disbursing Officer symbol
- e. Surveys
- f. Inventory Balance On Hand
- g. Inventory Brought Forward
- h. Stores Consumed (NAVSUP Form 1059)

## NAVSUP P-486 - Food Service Management

### i. Food Costs (NAVSUP Form 338)

2. SUBMISSION. The electronic copy of the NAVSUP Form 1359 will be electronically transmitted to NAVSUP 51 not later than the 5th day of the month following the end of the reporting period by Streamlined Automated Logistics Transmission System (SALTS) or other electronic means. For automated activities, the NAVSUP Form 1359 is prepared in an original and one copy. Copy 1 is provided to the Disbursing Officer. Detailed procedures are in Appendix A.

a. If due to operational necessity the NAVSUP Form 1359 cannot be submitted on or before the date required, a Naval message will be sent to NAVSUP 51 (info copy to regional type commander) that will include an explanation for the delay, an entry specifying receipt with charge amount and the command's anticipated date for submitting NAVSUP Form 1359.

b. The NAVSUP Form 1359 will be electronically transmitted to NAVSUP 51 for each month even though the general mess is temporarily closed.

c. Any undeposited sales outstanding at the end of the fiscal year (30 September) must be carried forward on a NAVSUP Form 1359 separate from NAVSUP Form 1359 being opened for the new fiscal year. This will result in the electronic submission of two General Mess Summary Documents until all collections from the prior fiscal year are reported as deposited. The General Mess Summary Document opened for the new fiscal year will show \$0 as the opening entry for undeposited sales.

3. AUDIT. The Food Service Officer will conduct a monthly audit of the NAVSUP 1359 utilizing the audit sheet found in Appendix I or a TYCOM Approved Audit Sheet.

## 7002 PREPARATION OF THE 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 use the "Certification" section of the NAVSUP Form 1359 to substantiate any deposits made by the Food Service Officer during the previous month. Food Service Officers will complete the "Heading" and "Accounting Classification" sections of the NAVSUP Form 1359 as follows:

### a. Heading

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
ACTIVITY	Enter name of activity.
PERIOD	Enter the beginning and ending dates the general mess operated.
DAYS OPERATED	Enter the number of days the general mess 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	Activity will enter a (Y) if it is a temporary closure or an (N) if it is not a temporary closure.

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CORRECTED REPORT	Activity will enter a (Y) to indicate a corrected report or an (N) if it is an original.
MERGED RETURN	Activity will enter a (Y) merging monthly accounting periods or an (N) if it is not merging reports. If merging reports NAVSUP approval must be given.
FINAL RETURN	Enter a (Y) only when decommissioning, permanent closure, or galley consolidation.
b. <u>Accounting Classification</u>	(Figure 7-2)
(1) SALES:	
APPROP:	Enter the last digit of the fiscal year of the report between 17 and 1453.
SUBHEAD	2241 (Ensure preprinted form is correct or make pen and ink correction.)
OBJ CLASS	If sales are made while overseas, use 532.
BCN	41118
SUBALLOT	0
AAA	068732
TRANS TYPE	3C
PAA	00 Plus 4 Position Julian Date
COST CODE	12 digits consisting of 0 plus 1 digit service designator R-Pacific Operating units, V-Atlantic Fleet Operating units, N-CONUS/OCONUS Ashore units plus UIC of the activity plus 73110 - subsistence provisions CONUS, 73160 - subsistence provisions OCONUS, 73170 - subsistence provisions AFLOAT, and 73150 - operational rations (MREs, etc.).
COUNTRY CODE	(See Note 1 if sales are 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)	General messes with manual recordskeeping systems using printed NAVSUP Form 1359 must, with ballpoint pen, complete all fields as specified. Proper O&M,N accounting citation must be obtained from major claimant/type commander or local comptroller.
(b)	General messes using NAVSUP Form 1359 prepared by FSM must update SURCHARGES O&M,N line accounting classification fields in FSM tables. Proper O&M,N accounting citation must be obtained from major claimant/type commander or local comptroller.

## NAVSUP P-486 - Food Service Management

- (3) TOTAL: Total amount of sales plus surcharges.

**Note 1:** COUNTRY CODE AND SOURCE CODE REQUIREMENTS. The sale of meals to foreign national personnel overseas (including surcharges and flight meals) effect the international balance of payments. Navy general messes located at overseas shore installations and United States ships homeported in foreign countries selling 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 the NAVSUP Form 1359. Source Code 20 will be used for receipts from sales to U.S. personnel. Source Code 37 will be used for receipts from sales to foreign national personnel. The following example is provided to show sales made by a Navy general mess in Italy:

- a. Sales to United States personnel and dependents
  - (1) Country code: IT (Italy)
  - (2) Source code: 20
- b. Sales to foreign national personnel (Including those attached to a NATO command)
  - (1) Country code: IT (Italy)
  - (2) Source code: 37
- c. Sales to authorized private messes
  - (1) Country code: US (United States)
  - (2) Source code: none

The country code will be inserted beside the "Country code" caption on the left side above the line bearing the "Accounting Classification" caption on the NAVSUP Form 1359. The source code will be entered on the left of the preprinted "7" in the "Obj. class." column.

**Note 2:** For automated activities, all information will be entered automatically by FSM during processing of the NAVSUP Form 1359.

### 2. CERTIFICATION SECTION.

- a. After the Food Service Officer has completed the "Heading" and "Accounting Classification" sections, the NAVSUP Form 1359 will be presented to the Disbursing Officer:
  - (1) Concurrent with or after the last deposit made during the report period;
  - (2) On or before the last day of the month;
  - (3) If the general mess returns are submitted on the relief of the Food Service Officer or Commanding Officer aboard ships without a Supply Corps Officer; and
  - (4) Each time cash is deposited with a different Disbursing Officer.
- b. Disbursing Officers will complete the "Certification" section ensuring (Figure 7-2):
  - (1) The date of deposit is within the "Period" in the "Heading,"

## NAVSUP P-486 - Food Service Management

(2) The total amount of cash received agrees with the total of "Sales" and "Surcharges" reported in the "Accounting Classification" section, and with cash deposited with the disbursing officer in the cash statement section.

(3) Collection voucher number, Disbursing Officer Symbol, standard document number (FSM automatically generates) and period of accountability are completed.

### 3. RATION BREAKDOWN AND CASH STATEMENT SECTIONS.

#### a. RATION BREAKDOWN

(1) Ration Breakdown Ashore. Enter the total rations fed by category and rations sold for cash extracted from the Recapitulation of Meal Record (NAVSUP Form 1292) in accordance with para 2305 (Figure 7-3). Gains due to rounding of the NAVSUP Form 1292 will be added to the Navy regular block.

(2) Ration Breakdown Afloat. Rations credited each day are determined on whether the ship is at sea or in port in accordance with para 2403. Determining the ration breakdown for afloat units is done in reverse order using the NAVSUP Form 338 as follows (Figure 7-4):

<u>Data Block and Caption</u>	<u>Instructions for 1359 Entry</u>
Code 17	Enter the cumulative total at the end of the month from column (13) extracted from the NAVSUP Form 338.
Code 2	Enter the cumulative total at the end of the month from column (6) extracted from the NAVSUP Form 338.
Codes 3-15	Enter the total number of rations fed for the month obtained from local records or Certification forms prepared by the Food Service Officer for all categories listed in these blocks.
Code 16	Enter the sum of all rations listed in blocks 2-15.
Code 1	Enter the difference between "Total Other Personnel" block 16 and "Grand Total" block 17.

NOTE ON RATION BREAKDOWN: Ensure all rations annotated with a "1/" have a certification prepared and forward to NAVSUP 51. Ensure rations fed caption does not exceed rations allowed caption.

#### b. CASH STATEMENT

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
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 Food Service Officer's accountability on the first day of the report period (Figure 7-5).
Sale of Meals	Enter the value of all meals sold, collected or uncollected, for the current month, excluding surcharges, extracted



## NAVSUP P-486 - Food Service Management

	<p>from the Cash Meal Payment Book (DD Form 1544) and the Sale of General Mess Meals (NAVSUP Form 1046).</p>
Bulk Sales	<p>Enter the total value of food items sold from the general mess for the report period. This value is extracted from the billing documents to private messes and DD Form 1149 billing documents for transfers with reimbursement or other sales (Figure 7-6).</p>
Surcharges	<p>Enter the total value of surcharges collected or uncollected for meals sold from the general mess extracted from the Cash Meal Payment Book (DD Form 1544) and the Sale of General Mess Meals (NAVSUP Form 1046) (Figure 7-7).</p>
Cash Deposited With D.O.	<p>Enter the total value of deposits made with the Disbursing Officer during the report period extracted from the Cash Receipt Book (NAVSUP Form 470). If command is on Navy Cash ensure the Navy Cash Form SF-215 is included in the NAVSUP Form 470. This value must agree with the value contained in the "Certification" block of the NAVSUP Form 1359 (Figure 7-8).</p>
Other Sales of Meals	<p>Enter the total value of other sales of meals for which cash was not collected. This will include payment by voucher transfer between accounting classifications, cash overages/shortages and differences in rounding. Document will be maintained by the FSO and provided to NAVSUP 51 upon request. Examples of entries on this line which will be included in the comment section of the NAVSUP Form 1359 include:</p> <ol style="list-style-type: none"><li>a. Cash overages and shortages (including thefts) \$5 or less generated during the month,</li><li>b. Cash overages/shortages exceeding \$5 during the month will be reported as undeposited sales on NAVSUP Form 1359. This amount must be maintained as Undeposited Sales until approved by NAVSUP, then moved to Other Sales of Meals.</li><li>c. Differences due to rounding to the nearest dollar when preparing the cash statement.</li><li>d. Total value of bulk sales for which payment has been reported to a Disbursing Officer on other documents, such as 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), or other forms that serve the same purpose. These documents substantiate reimbursable collections and will be forwarded to NAVSUP.</li></ol>

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e. 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 as provided to the Disbursing Officer allowing for the reimbursable collections, must also be provided to NAVSUP. If supporting documentation is not provided to support posting to the Other Sale of Meal Line, corrected reports will be required. Activities will no longer be authorized to request a reversal of charges. It is suggested the Food Service Officer and the Lead Culinary Specialist review the monthly summary document to ensure charges are properly identified.

**\*\* Note \*\*** In some cases a negative number may need to be used. Example cash overages are posted as a negative number.

## Undeposited Sales

Enter the total of the following equation: Undeposited balance forward + sale of meals + bulk sales + surcharges – cash deposited with D.O. – other sales of meals. Data in this line represents all cash on hand or uncollected cash and/or vouchers representing cash in the Food Service Officer's accountability on the last day of the report period. This amount will be reported as undeposited balance brought forward on the next month's NAVSUP Form 1359 (Figure 7-9).

**4. RECEIPTS SECTION.**

## Inventory

## Balance Brought Forward

Enter the total dollar value of the inventory at the beginning of the monthly accounting period. It will agree with the "Inventory Balance on Hand" caption on the NAVSUP Form 1359 submitted for the previous monthly accounting period and the opening inventory on the "Receipts" section of the NAVSUP Form 367 rounded to the nearest whole dollar (Figure 7-10). Trident submarines will report the value of food items transferred between the blue and gold crews under this caption, supported by a Requisition and Invoice/Shipping Document (DD Form 1149) indicating the money value only (see para 7103-3).

## Receipts with Charge

Enter the total dollar value of all receipts with charge (receipts from stock points, Prime Vendor, ships store, CLF ships, and other government agencies). This figure will agree with all receipts posted on the "Receipts" section of the NAVSUP Form 367 for all receipts not indicated with

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an “\*” in the left hand margin. This value will also equal the total of all receipts in the Receipts with Charge File.

Receipts without Charge Enter the total dollar value of all receipts without charge (other end users). This figure will equal the receipts posted on the “Receipts” section of the NAVSUP Form 367 for all receipts with an “\*” indicated in the left hand margin (Figure 7-11). This value will also equal the total of all receipts in the Receipts without Charge File.

Total Enter the sum of the values of “Inventory Balance Brought Forward” + “Receipt with Charge” + “Receipts without Charge.”

**5. EXPENDITURES SECTION.**

Food Cost Enter the total dollar value of food items, at the most current last receipt price. This will be equal to column 17 of the MESS CONTROL RECORD (NAVSUP Form 338) and 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 the 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 the NAVSUP Form 367 (Figure 7-12).

Bulk Sales Enter the total dollar value, at last receipt price, of the sale of bulk food items. This value will agree with the sale of bulk food items in the “Expenditure” section of the 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 will 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 the 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 will 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 the 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 will agree with the “Inventory” entry in the “Expenditure” section of the NAVSUP Form 367 rounded to the nearest dollar.

**NAVSUP P-486 - Food Service Management**

TRIDENT submarines will post the money value of transfers of inventories between blue and gold crews under this caption which will agree with the DD Form 1149 money value only required by para 7103-3.

**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 the NAVSUP Form 367 due to rounding to the nearest dollar (Figure 7-16).

**Total** Enter the sum of the values of "Stores Consumed" + "Survey" + "Loss without Survey" + "Bulk Sales" + "Transfers with Reimbursement" + "Transfers without Reimbursement" + "Inventory Balance on Hand" + "Price Adjustment" (Figure 7-16).

**6. RATIONS ALLOWED STATEMENT.**

**Rations Allowed** (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, leave, confined (Brig/Correctional Custody Unit CCU), in hospital and 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 will always be equal to the number of other rations fed. These activities will report, on the NAVSUP Form 1359, the value of meals sold for cash.

**Total** Enter the sum of "Navy (enlisted)" + "Total Other Personnel."

**7. ALLOWANCES.**

(Note: Do not round the rate; round the value statement to the nearest whole dollar).

**Basic Allowance** (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 as described in NAVSUPNOTE 7330 series (do not round this value).

**Value** "Rations" x "Rate" (rounded to the nearest whole dollar).

**Special/Supplemental Allowances** Enter, as appropriate, for each type of special/supplemental allowance to which entitled as described in NAVSUPNOTE series, the number of rations, rate and

**NAVSUP P-486 - Food Service Management**

	value as described in the Basic Allowance section. (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 of food items, at the last receipt price (FSM will do this automatically), consumed in the general mess. This entry will come from the Issues to the General Mess column on the "Expenditure" section of the NAVSUP Form 367 at the end of the accounting period.
Under/(Over) Issue	Enter the difference between "Food Cost" and "Total Allowance." "Over" or "Under" will be circled as appropriate. If "Food Cost" is greater than "Total Allowance," an over issue exists. If "Food Cost" is less than "Total Allowance," an under issue exists (see subpara 12).
% Under/(Over) Issue	Equals "Under/(Over) Issue divided by "Total Allowance" (see subpara 12).
Advanced Foods	Total value of advanced foods consumed by the general mess extended at the last receipt price.
Stores Consumed	Enter the total dollar value of food items, at the last receipt price (FSM will do this automatically), consumed in the general mess. This entry will come from the summary of issues to the general mess at the end of the monthly accounting period (para 7202) NAVSUP Form 1059 (Figure 7-32).
Advanced Foods Equals % of Stores Consumed	Total value of advanced foods divided by stores consumed. This figure will tell you the percentage of advanced foods used in the general mess for the accounting period.
Difference between food cost stores consumed %	Stores consumed minus food cost = (X), (X) divided by and food cost = percentage. NOTE: Any difference in excess of 2% is an indication of errors in receipt posting and should be investigated by the FSO/LCS.
<b>8. LEVEL OF PROCUREMENT.</b>	
Receipts With Charge	Enter the "Receipts With Charge" value from the "Receipts" Section.
Less Transfers w/ Reimbursement	Enter the "Transfers w/Reimbursement" from the "Expenditures" Section.
Less Bulk Sales	Enter the "Bulk Sales" from the "Expenditures" Section.
Total Receipts less Transfers	Enter the sum of the values of "Receipts with Charge" – "Transfers w/Reimbursement" - "Bulk Sales."

**NAVSUP P-486 - Food Service Management**

Total Allowances less Under/ (Over) CF	Enter the sum of values of "Total Allowances"- "Under/ (Over) CF"
Ratio	Equals "Total Receipts less Transfers" divided by "Total Allowances less Under/(Over) CF."

**9. LAST FULL PHYSICAL INVENTORY.**

Date	Enter the "Date" of last full physical inventory taken.
Number of Days Since	Enter the "Number of Days Since" last full physical inventory was taken.
Inventory Accuracy Rate	Enter the percentage of "Inventory Accuracy" at the time of the last full physical inventory taken. (This must be the "Inventory Accuracy Rate" prior to completing any Inventory Adjustments).

**10. SIGNATURES & COMMENTS SECTION.**

Comments	Enter any comments such as country of foreign personnel fed, temporary closures, decom. dates, etc.
Reviewed by Leading CS	Signature of Leading CS.
Executive/Personnel Officer/ Regional Food Service Director	Signature and date of individual certifying the rations allowed figures.
Certified by (Signature) and Date	Signature, Rank, Title and date of Food Service Officer certifying accuracy of form.

**11. OVER AND UNDER ISSUES FOR GENERAL MESSSES.** The amount of over or under issue reported by each galley is reviewed by NAVSUP on a continuing basis. When a trend (either over or under issue) is identified, NAVSUP consults with the TYCOM to determine the cause and provides assistance. General Messes are allowed to accumulate over or under issues in any amount during the first eleven months of the fiscal year and will carry forward 100% of the value of the over or under issue to the next month, except:

- a. General messes are not authorized to be over issue at the end of the fiscal year.
- b. Upon the disestablishment of the General Mess.
- c. Upon relief of the Food Service Officer.

d. General Messes operating on a patrol cycle (blue or gold) may accumulate over or under issue in any amount during patrol and carry forward 100% of the value of the over or under issue into the next month during the patrol cycle. They are not authorized to be over issue at the end of the fiscal year.

e. General Messes not operating under a continuing Unit Identification Code (UIC) may accumulate over or under issue in any amount during their deployment period and can forward 100% of the value of the over or under issue into the next month during the deployment period. They are not authorized to be over issue at the close of the deployment period.

## **NAVSUP P-486 - Food Service Management**

f. Reporting Over Issue. If a general mess is over issue under the conditions listed in para 11a – 11e above a letter of explanation must be submitted to NAVSUP 51 via TYCOM.

12. OVER AND UNDER ISSUES FOR REGIONAL FOOD SERVICE OPERATIONS (RFSOs). Galleys operating within a Regional Food Service Operation are evaluated as a group, rather than as individual galleys. The amount of over or under issue reported by each RFSO as a group is reviewed by NAVSUP on a continuing basis. When a significant trend (either over or under issue) is identified, NAVSUP consults with the RFSD to determine the cause and provide assistance. RFSOs are allowed to accumulate over or under issues in any amount during the first eleven months of the fiscal year and will carry forward 100% of the value of the over or under issue to the next month except:

a. RFSOs are not authorized to be over issue at the end of the fiscal year or upon disestablishment of the region.

b. RFSOs are not authorized to be over issue upon the relief of the accountable Food Service Officer.

c. Reporting Over Issue. If a RFSO is over issue under the conditions listed in paragraph 12a and 12b, a letter of explanation must be submitted to NAVSUP 51 via CNI.

13. BRINGING FORWARD OVER AND UNDER ISSUES.

a. Over/under issue values will be carried forward to the next month directly as allowance to the "Monetary Allowance" column on NAVSUP Form 338.

b. Over/under issue values carried forward will be reported on the next month's NAVSUP Form 1359 in the "Allowances" section.

c. Over/under issue values will be carried forward respectively as negative/positive allowance values on NAVSUP Forms 338 and 1359.

d. Over/under issue will not be carried forward from the last month of the Fiscal Year.

### **7003 DISTRIBUTION OF THE NAVSUP FORM 1359**

Distribution of the General Mess Summary Document (NAVSUP Form 1359) is as follows:

a. Original - Hard copy retained by the Food Service Officer and placed with the retained returns,

## **NAVSUP P-486 - Food Service Management**

- b. Copy 1 - Provided to the Disbursing Officer.

When deposits are made retain the original document signed by the Disbursing Officer.

For automated activities, an electronic copy is forwarded to NAVSUP 51. The NAVSUP Form 1359 is transmitted to NAVSUP via SALTS to COMNAVSUPSYSCOM FSM RETURNS (VSS) or other expeditious electronic means such as e-mail to FSMRENAVSUPHQ@navy.mil. Manual activities will scan monthly NAVSUP 1359 documents and e-mail them to the address above or mail to:

COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND  
SUPPORT SERVICES DIRECTORATE,  
FOOD SERVICE DIVISION (NAVSUP 51)  
5450 CARLISLE PIKE  
P.O. BOX 2050  
MECHANICSBURG, PA 17055-0791

### **7004 NONAVAILABILITY OF DISBURSING OFFICER**

When, because of non-availability of a Disbursing Officer (i.e., ARS's, MCM's, MHC's, and Submarines), funds in the custody of the Food Service Officer will be deposited with any government Disbursing Officer (e.g. other services finance officers, other ship's Disbursing Officers, etc.). If funds cannot be deposited in accordance with paragraph 2202.3, deposit funds at the first available opportunity.

### **7005 PREPARATION OF NAVSUP FORM 1359 FOR TRIDENT SUBMARINES**

Cash collection, deposit, and preparation of the General Mess Summary Document (NAVSUP Form 1359) for the sale of meals aboard Trident submarines will be prepared on a monthly basis rather than on a patrol basis (see para 7000.1). Collection for sale of meals may be made by pay record checkage in accordance with the Navy Pay and Personnel Procedures Manual, para 30122 (Table 3-1-7), if desired. If a patrol of a Trident submarine extends into a new fiscal year, a separate NAVSUP Form 1359 will be electronically transmitted for that part of the patrol which occurred in each fiscal year.

### **7006 PROCEDURES FOR SUBMITTING CORRECTED NAVSUP FORM 1359**

1. GENERAL. As the result of discovered errors or omissions, submission of a corrected General Mess Summary Document will be necessary. Any errors in undeposited sales at the beginning or end of a month/patrol cycle will effect preceding/subsequent submittals.

2. PROCEDURES WHEN SUBMITTING A MANUAL CORRECTED REPORT.

- a. All entries which reflect corrected figures, will be annotated with one asterisk (\*) on the original and copy (Figure 7-20).

- b. Two asterisks (\*\*) will be placed next to figures on the original and copy for which supporting documentation/certification were not previously submitted, but are now included.

- c. Errors in the Disbursing Officer's certification section require that the section be filled out completely and signed by the Disbursing Officer. If there are no errors in this section, it will be completed in its entirety with the exception of the signature block. The word "SIGNED" will be entered in place of the Disbursing Officer's signature and initialed by the Food Service Officer.



## NAVSUP P-486 - Food Service Management

d. Each corrected NAVSUP Form 1359 that is retained in the accountability file will be annotated with a "Y" in the "CORRECTED REPORT?" field along with the corrected report number. The corrected reports for the month/patrol cycle will be numbered consecutively.

e. The Food Service Officer will sign and insert the typed name, rank and current date after all sections of the NAVSUP Form 1359 have been completed and proper documentation attached to the original and copy.

3. PROCEDURES WHEN SUBMITTING AN AUTOMATED CORRECTED REPORT. Each time a change is made within the FSM system that effects the 1359 you must reprint a new 1359. Reprinting the 1359 will overwrite the 1359 that is in the Automated Data Transfer Function of FSM. The newly reprinted 1359 should be the one that is re-transmitted to NAVSUP. You must maintain the original and corrected copy of the 1359 in the accountability file.

When corrections have been made to previous month's data that required restoring diskettes to permit access to that information, you must reprint the appropriate reports then re-closeout the accounting period. From there begin re-posting the current accounting period from the beginning. If the error is not found for several months inform NAVSUP for assistance in determining the decision to re-post.

When corrections are made to data that is not being carried forward such as incorrect Line of Accounting or the wrong Disbursing Officers Symbol used, re-closing out and re-posting current accounting periods is not necessary.

Corrected reports must be sent via SALTS to COMNAVSUPSYSCOM FSM RETURNS (VSS) or e-mail at FSMRENAVSUPHQ@navy.mil. Supporting documents that were not previously submitted but are now being included will have to be sent via mail, e-mail, or facsimile.

**NOTE:** It is recommended that FSM users print the NAVSUP Form 1359 prior to posting any records each month to verify all carry forward values were carried forward correctly.

# NAVSUP P-486 - Food Service Management

## GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

PB400001 TIME: 09-01		*** GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) ***								DATE: 01 JULY 1998		
COMMANDING OFFICER NAVAL STATION DUARTE		PERIOD 1 JUN 1998 THRU 30 JUN 1998		DAYS OPER	30	DAYS IN PORT	30	UTIC	21111			
		CORRECTED REPORT?		N		MERGED RETURN?		N				
						FINAL RETURN?		N				
<b>RATIONS ALLOWED STATEMENT</b>												
Navy Rations Allowed		18,954										
Other Rations Allowed		16,480										
<b>TOTAL RATIONS ALLOWED</b>		<b>35,434</b>										
<b>RATION BREAKDOWN</b>												
Type	Code	Rations Fed										
Navy Regular	1	1522										
Ration for Cash	2	1258										
Navy Reserve	3	20										
Navy ROTC 1/	4											
Naval Academy 1/	5											
Marine Regular	6	307										
Marine Reserve	7											
Army Regular	8	86										
Army Reserve	9											
Army Nat Guard	10A											
AF Nat Guard	10B											
Air Force Regular	11											
Coast Guard 1/	12											
Foreign 1/	13											
Miscellaneous 1/	14	58										
TARS 1/	15	6										
Total Other Pers 2/	16	1,735										
Grand Total 3/	17	3,257										
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.												
2/ Codes 2 through 15.												
3/ Codes 1 and 16.												
<b>CASE STATEMENT</b>												
UNDEPOSITED BAL FWD		\$ 2,056										
SALE OF MEALS		+		7,737								
BULK SALES		+		380								
SURCHARGES		+		40								
CASH DEPOSITED WITH D.O.		-		2,056								
OTHER SALES OF MEALS		-		0								
UNDEPOSITED SALES		\$		8,157								
<b>CERTIFICATION</b>												
DISBURSING OFFICER	COLLECTION	DO										
(SIGNATURE) (DATE)	VOUCHER #	SYMBOL	DATE									
R. C. Family	07/01/98	C134003	18888	06/30/98								
STANDARD DOC. NO.		NA11198MD00007										
CERTIFICATION: I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:												
<b>RECEIPTS</b>												
INVENTORY Balance Brought Forward		\$ 22,021										
RECEIPTS WITH CHARGE		53,571										
RECEIPTS WITHOUT CHARGE		98										
<b>TOTAL</b>		<b>\$ 75,690</b>										
<b>EXPENDITURES</b>												
FOOD COST (338)		+ \$ 19,954										
SURVEYS		+		860								
LOSS WITHOUT SURVEY		+		50								
BULK SALES		+		380								
TRANSFERS w/ REIMBURSEMENT		+		134								
TRANSFERS w/o REIMBURSEMENT		+		8								
INVENTORY Balance on Hand		+		56,396								
PRICE ADJUSTMENT +/-		-		2,092								
<b>TOTAL</b>		<b>\$ 75,690</b>										
<b>LEVEL OF PROCUREMENT</b>												
RECEIPTS WITH CHARGE		53,571										
less: TRANSFERS w/ REIMBURSEMENT		-		134								
less: BULK SALES		-		380								
<b>TOTAL RECEIPTS less TRANSFERS &amp; BULK SALES</b>		<b>53,057</b>										
TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CF		52,315										
<b>RATIO =</b>		<b>1.01</b>										
Ratio less than 1.00 means purchases, transfers and sales were less than allowances.												
BASIC		17,523		VALUE		LAST FULL PHYSICAL INVENTORY						
89 OR		587		587		DATE		06/09/98				
100 TO 149		1,349		539		NUMBER OF DAYS SINCE		21				
UNDER / (OVER) ISSUE CF		1664		1664		INVENTORY ACCURACY RATE		96.99%				
TOTAL ALLOWANCES		20,313		ADVANCED FOODS		2,788						
FOOD COST(338)		19,954		STORES CONSUMED		19,574						
(UNDER)/(OVER) ISSUE		359		ADVANCED FOODS =		14.00% OF STORES CONSUMED						
% (UNDER)/(OVER) ISSUE		1.76		DIFFERENCE BETWEEN FOOD COST & STORES CONSUMED		1.90%						
COUNTRY CODE		SUB	OBJ	SUB		TRANS						
ACCOUNTING CLASSIFICATION		FFPROP	HEAD	CLASS	BCN	ALLOT	AAA	TYPE	PAA	COST CODE	AMOUNT	
SALES		17_1453	2241	007	41118	0	068732	3C	008181	0N2111173110	\$ 1867.40	
SURCHARGES O&MN		17_1804	2241	000	41118	0	068732	2D		0N0010973110	\$ 188.25	
<b>TOTAL</b>		<b>\$ 2055.65</b>										
<b>SIGNATURES/COMMENTS</b>												
SIGNATURES/COMMENTS						REVIEWED BY LEADING MS (SIGNATURE)						
COMMENTS (hand written Note):						<i>JA Clinton MSC</i>						
The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.						I CERTIFY that the above information is correct to the best of my knowledge and belief.						
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)						CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)						
<i>R. S. BART</i> R. S. BART 01 JULY 1998						<i>W. B. Ellis</i> W. B. ELLIS LTJG FSO 01 JULY 1998						

Last digit of current fiscal year.

Figure 7-1

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE CERTIFICATION AND ACCOUNTING CLASSIFICATION SECTIONS TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

Cash deposited with the Disbursing Officer must equal the certification section of the NAVSUP Form 1359 and the total dollar value deposited as recorded on the NAVSUP Form 470.

The sum of the values in the accounting classification section must equal the amount in the certification section.

**NAVSUP FORM 470**

CASH RECEIPT BOOK			SHIP'S OR COMMISSARY STORE/ ENLISTED DINING FACILITY	
DATE	AMOUNT IN WORDS		AMOUNT IN FIGURES	
	Dollars	Cents		
2 Jun 98	Two hundred seventy seven	ninety	277	90
5 Jun 98	Two hundred thirty six	one	336	01
9 Jun 98	Two hundred sixteen	forty one	216	41
12 Jun 98	Two hundred ninety seven	fifty	297	50
16 Jun 98	Two hundred ninety nine	sixty five	199	65
19 Jun 98	Three hundred fourteen	twenty six	314	26
23 Jun 98	Two hundred ten	twenty	210	20
26 Jun 98	Three hundred three	seventy two	303	72
			9055	65

**NAVSUP FORM 1359**

GENERAL MESS SUMMARY DOCUMENT											
CERTIFICATION											
DISBURSING OFFICER (SIGNATURE)	DATE	COLLECTION VOUCHER #	DO SYMBOL	DATE							
R.C. Family	07/01/98	C134003	18888	06/30/98							
STANDARD DOC. NO. 1111198ND00007											
CERTIFICATION: I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:					The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.						
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)					I CERTIFY that the above information is correct to the best of my knowledge and belief.						
R. S. BART 01 JULY 1998					C. A. CLINTON MSC LMS						
					CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)						
					W. B. ELLIS LTJG PSC 01 JULY 1998						

Figure 7-2

### NAVSUP P-486 - Food Service Management

## RECORDING RATIONS FED AT ASHORE ACTIVITIES TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

**NAVSUP FORM 1359**

HEADING: F84A00001 TIME: 09-01  
 COMMANDING OFFICER: [Redacted]  
 NAVAL STATION: [Redacted]

---

**RATIONS ALLOWED STATEMENT**

Navy Rations Allowed	18,954
Other Rations Allowed	16,480
<b>TOTAL RATIONS ALLOWED</b>	<b>35,434</b>

---

**RATION BREAKDOWN**

Type	Code	Rations Fed
Navy Regular	1	1522
Ration for Cash	2	1258
Navy Reserve	3	20
Navy ROTC 1/	4	
Naval Academy 1/	5	
Marine Regular	6	307
Marine Reserve	7	
Army Regular	8	86
Army Reserve	9	
Army Nat Guard	10A	
AF Nat Guard	10B	
Air Force Regular	11	
Coast Guard 1/	12	
Foreign 1/	13	
Miscellaneous 1/	14	58
TARS 1/	15	6
Total Other Pers 2/	16	1,735
<b>Grand Total 3/</b>	<b>17</b>	<b>3,257</b>

---

**CASH STATEMENT**

UNDEPOSITED BAL FWD	\$ 2,056
SALE OF MEALS	+ 7,730
BULK SALES	+ 380
SURCHARGES	+ 40
CASH DEPOSITED WITH D.O.	- 2,056
OTHER SALES OF MEALS	- 0
UNDEPOSITED SALES	\$ 8,157

---

**CERTIFICATION**

DISBURSING OFFICER (SIGNATURE) (DATE)	COLLECTION VOUCHER #	DO SYMBOL	DATE
<i>R.C. Family</i>	C134003	18888	06/30/98

---

STANDARD DOC. [Redacted]

CERTIFICATION: amount of \$ 2,056 cash in the [Redacted] bits described above, which will be included in my statement of accountability for the period of: [Redacted]

**“Total Credit” equals “Grand Total”**

RECAPITULATION OF MEAL RECORD (NAVSUP FORM 1292) \*\*\* DATE: 01JUL98 PAGE: 1

GENERAL MESS PERIOD OR DATE: 06/01/98 - 06/30/98

MEAL	BRKFAST	LUNCH	DINNER	NIGHT/OTHER
1380		2586	449	81
148		27		
61		581	98	57
101			72	42
1495	3301	625	180	
708	1866	878	46	
2203	5167	1503	226	
12	126	12		
2249	5293	1515	226	
443.00	2117.20	647.00	90.40	
TOTAL CREDIT				3256.60

STATION AUDIT BOARD

The undersigned certify the above to be, for the period specified, an accurate recapitulation of general mess meals received for.

SIGNATURE AND RANK, RATE, OR GRADE: *E.H. Jones*

SIGNATURE AND RANK, RATE, OR GRADE: *M. Clark*

SIGNATURE AND RANK, RATE, OR GRADE: *U.S.A. UNITED MSC*

SIGNATURE AND RANK, RATE, OR GRADE: *M. Jones*

S/N 0108-LF-501-2920 U.S. G.P.O. 1983-605-010:8619

Figure 7-3

NAVSUP P-486 - Food Service Management

RECORDING RATIONS FED FOR AFLOAT ACTIVITIES TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

FB4A00001 TIME: 09-01  
 HEADING COMMANDING OFFICER  
 NAVAL STATION DUARTE

---

**RATIONS ALLOWED STATEMENT**

Navy Rations Allowed	18,954
Other Rations Allowed	16,480
<b>TOTAL RATIONS ALLOWED</b>	<b>35,434</b>

**RATION BREAKDOWN**

Type	Code	Rations Fed
Navy Regular	1	1522
Ration for Cash	2	1258
Navy Reserve	3	20
Navy ROTC 1/	4	
Naval Academy 1/	5	
Marine Regular	6	307
Marine Reserve	7	
Army Regular	8	86
Army Reserve	9	
Army Nat Guard	10A	
AF Nat Guard	10B	
Air Force Regular	11	
Coast Guard 1/	12	
Foreign 1/	13	
Miscellaneous 1/	14	58
TARS 1/	15	6
Total Other Pers 2/	16	1,735
Grand Total 3/	17	3,257

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.  
 2/ Codes 2 through 15.  
 3/ Codes 1 and 16.

---

**CASH STATEMENT**

UNDEPOSITED BAL FWD	\$ 2,056
SALE OF MEALS	+ 7,737
BULK SALES	+ 380
SURCHARGES	+ 40
CASH DEPOSITED WITH D.O.	- 2,056
OTHER SALES OF MEALS	- 0
UNDEPOSITED SALES	\$ 8,157

---

**CERTIFICATION**

DISBURSING OFFICER (SIGNATURE)	COLLECTION (DATE)	DO VOUCHER #	DO SYMBOL	DO DATE
R.C. Family	07/01/98	C134003	18888	06/30/98

STANDARD DOC. NO. N2411198MD00007

CERTIFICATION: I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:

"Navy Regular" section equals code (17) minus code (16).

The sum of all rations sold for cash or credit as recorded on the DD Form 1544 and NAVSUP 1046 Afloat.

ION CREDIT	NO
TRK/CASH SALES	AL
TOTAL	DAIL
(13)	(1)
2499	
2608	
2772	
2854	
2896	
2905	
3089	
3287	
	716.72
	903.84

Code(13) cumulative total at the end of the month.

Figure 7-4

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE "CASH STATEMENT" SECTION (UNDEPOSITED SALES BEGINNING OF THE MONTH) TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

**Previous Monthly NAVSUP FORM 1359**

-----  
**RATIONS ALLOWED STATEMENT**  
 Navy Rations Allowed 16,532  
 Other Rations Allowed 6,972  
**TOTAL RATIONS ALLOWED 23,504**

-----  
**CASH STATEMENT**  
 UNDEPOSITED BAL FWD 2,999  
 SALE OF MEALS + 1,636  
 BULK SALES + 164  
 SURCHARGES + 255  
 CASH DEPOSITED WITH D.O. - 2,999  
 OTHER SALES OF MEALS - 1  
**UNDEPOSITED SALES \$ 2,056**

**Current Monthly NAVSUP FORM 1359**

-----  
**RATIONS ALLOWED STATEMENT**  
 Navy Rations Allowed 18,954  
 Other Rations Allowed 16,480  
**TOTAL RATIONS ALLOWED 35,434**

-----  
**CASH STATEMENT**  
 UNDEPOSITED BAL FWD \$ 2,056  
 SALE OF MEALS + 7,737  
 BULK SALES + 380  
 SURCHARGES + 40  
 CASH DEPOSITED WITH D.O. - 2,056  
 OTHER SALES OF MEALS - 0  
**UNDEPOSITED SALES \$ 8,157**

**GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)**  
 DATE: 01 JULY 1998  
 PERIOD: 1 JUN 1998 THRU 30 JUN 1998  
 DAYS OPER: 30  
 DAYS IN PORT: 0  
 MERGED RETURN? N  
 FINAL RETURN? N

-----  
**RECEIPTS**  
 INVENTORY Balance Brought Forward \$ 22,021  
 RECEIPTS WITH CHARGE 53,571  
**TOTAL \$ 75,592**

-----  
**EXPENDITURES**  
 FOOD COST (338) + \$ 57,954  
 SURVEYS + 860  
 LOSS WITHOUT SURVEY 50  
 BULK SALES 380  
 TRANSFERS w/ REIMBURSEMENT + 134  
 TRANSFERS w/o REIMBURSEMENT + 8  
 INVENTORY Balance on hand \$ 56,396  
 PRICE ADJUSTMENT - 2,092  
**TOTAL +/- \$ 75,690**

-----  
**LET'S OF PROCUREMENT**  
 RECEIPTS WITH CHARGE 53,571  
 less: TRANSFERS w/ REIMBURSEMENT - 134  
 less: BULK SALES - 380  
**TOTAL RECEIPTS less TRANSFERS & BULK SALES 53,057**

-----  
**TOTAL ALLOWANCES less UNDER/OVER ISSUE CP 52,315**  
 RATIO = 1.01  
 Ratio less than 1.00 means purchases, transfers and sales were less than allowances.

-----  
**COUNTRY CODE**  
 ADVANCED FOODS 2,788  
 STORES CONSUMED 19,574  
 ADVANCED FOODS = 14.00% OF STORES CONSUMED  
 DIFFERENCE BETWEEN FOOD COST & STORES CONSUMED 1.30%

-----  
**ACCOUNTING CLASSIFICATION**

COUNTRY CODE	APPROP	HEAD	CLASS	RUN	ALLOT	AAA	TITLE	FAA	COST CODE	AMOUNT
SALES	17_1465	2241	007	41118	0	068732	3C	008181	08111173110	\$ 1867.40
SURCHARGES OAHN	17_1804	2241	000	41118	0	068732	2D		0810109731110	\$ 186.25
<b>TOTAL</b>										\$ 2053.65

-----  
**SIGNATURES/COMMENTS**  
 COMMENTS (Hand Written Note):  
 The figures contained in the "RATIONS ALLOWED" column are correct to the best of my knowledge and belief.

-----  
**SIGNATURES/COMMENTS**  
 COMMENTS (Hand Written Note):  
 I CERTIFY that the above information is correct to the best of my knowledge and belief.

Undeposited sales from previous monthly report carried to current monthly report.

Figure 7-5

## NAVSUP P-486 - Food Service Management

### RECORDING DATA ON THE "CASH STATEMENT" SECTION (SALE OF BULK FOOD ITEMS) TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

F82820001 TIME: 12:47 \*\*\* BILLING REPORT (DD FORM 1149) \*\*\* DATE: 01 JUL98 PAGE: 1

SHIPPING CONTAINER TALLY -----> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT		SHEET NO. 1	NO. OF SHEETS 2	5. REQUISITION DATE 06/30/98	6. REQUISITION NUMBER
1. FROM FOOD SERVICE OFFICER NAVALSTATION DUARTE		7. DATE MATERIAL REQUIRED 06/30/98		8. PRIORITY	
2. TO MESS TREASURER WARDROOM MESS		9. AUTHORITY OR PURPOSE NAVSUP P 486		10. SIGNATURE	
3. SHIP TO - MARK FOR MESS TREASURER		11a. VOUCHER NUMBER AND DATE		12. DATE SHIPPED	
4. APPROPRIATION AND SUBHEAD		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER	
5. OBJ. CL. BUR. CONT. NO. SUBAL-LOT AUTHORIZATION ACT'G ACTIVITY		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	TRANS. TYPE (c)	QUANTITY OF ISSUE (d)	PROPERTY ACCT'G ACTIVITY (e)	COUNTRY CODE (f)	SUPPLY ACTION (g)	TYPE CON-TAINER (h)	COST CODE (i)	UNIT PRICE (j)	TOTAL COST (k)								
<p>I CERTIFY THAT THE FOOD ITEMS IN THE AMOUNT OF \$ 164.81 WERE SOLD TO THE WARDROOM MESS.</p> <p>THE ABOVE TOTAL INCLUDES SUBSISTENCE ITEMS IN THE AMOUNT OF \$ 0.00 AND GALLEY PRODUCED BAKERY PRODUCTS IN THE AMOUNT OF \$ 0.00.</p> <p>SEE ATTACHED SHEET FOR ISSUE DOCUMENT NUMBERS.</p> <p><i>W.B. Ellis</i> LTJG M. B. ELLIS</p>																		
<p>16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>ISSUED BY</th> <th>CONTAINER</th> <th>TAINER</th> <th>DESCRIPTION</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>											ISSUED BY	CONTAINER	TAINER	DESCRIPTION				
ISSUED BY	CONTAINER	TAINER	DESCRIPTION															
<p>RECA-PITU-LA-TION CHECKED BY</p> <p>SHIP-MENT PACKED BY</p>																		
									SHEET TOTAL	164.81								
									GRAND TOTAL	164.81								
									20. RECEIVER'S VOUCHER NO.									

Total value of food items sold as billed to each mess rounded to the nearest dollar.

This total sale represents the wardroom mess bill. All other mess bills total \$215.52; combined they total \$380.33.

DD 1

NAVSUP FORM 1359 (REV 10/94) \*\*\* MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) \*\*\* DATE: 01 JULY 1998

PERIOD FROM 30 JUN 1998 TO 30 JUL 1998	REPORT M	DAYS OVER 30	DAYS IN PORT 30	MERGED RETURN N	FINAL RETURN N	UIC 71111
--	----------	--------------	-----------------	-----------------	----------------	-----------

RATIONS ALLOWED		RECEIPTS	
Navy Rations Allowed	16,754	INVENTORY Balance Brought Forward	\$ 22,021
Other Rations Allowed	16,754	RECEIPTS WITH CHARGE	53,571
<b>TOTAL RATIONS ALLOWED</b>	<b>33,508</b>	RECEIPTS WITHOUT CHARGE	58
		<b>TOTAL</b>	<b>\$ 75,690</b>

RATION BREAKDOWN		EXPENDITURES		
Type	Code	Rations Fed		
Navy Regular	1	1522	FOOD COST (338) \$ 19,954	
Ration for Cash	2	1258	SURVEYS + 860	
Navy Reserve	3	20	LOSS WITHOUT SURVEY + 50	
Navy ROTC 1/	4		BULK SALES + 380	
Naval Academy 1/	5		TRANSFERS w/ REIMBURSEMENT + 134	
Marine Regular	6	307	TRANSFERS w/o REIMBURSEMENT + 8	
Marine Reserve	7		INVENTORY Balance on Hand + 56,396	
Army Regular	8	86	PRICE ADJUSTMENT +/- - 2,092	
Army Reserve	9		<b>TOTAL</b>	<b>\$ 75,690</b>
Army Nat Guard	10A			
AF Nat Guard	10B			
Air Force Regular	11			
Coast Guard 1/	12			
Foreign 1/	13			
Miscellaneous 1/	14	58		
TARS 1/	15	6		
Total Other Pers 2/	16	1,735		
Grand Total 3/	17	3,257		

CASH STATEMENT		ALLOWANCES	
UNDEPOSITED BAL FWD	\$ 2,056	BASIC ALLOWANCE	3,257 5.38 17,523
SALE OF MEALS +	7,737	99 OR LESS	725 .81 587
BULK SALES +	380	100 TO 149	1,349 .40 539
SURCHARGES +	40	UNDER / (OVER) ISSUE CP	1664
CASH DEPOSITED WITH D.O. -	2,056		
OTHER SALES OF MEALS -	0		
UNDEPOSITED SALES	\$ 8,157		

CERTIFICATION		SIGNATURES/COMMENTS	
DISBURSING OFFICER (SIGNATURE) DATE	COLLECTION VOUCHER # SYMBOL DATE	REVIEWED BY LEADING MS (SIGNATURE)	
<i>R.C. Family</i> 07/01/98	C134003 18888 06/30/98	<i>J.A. Clinton msc</i>	
STANDARD DOC. NO. N4111198ND00007		COMMENTS (Hand Written Note):	
CERTIFICATION: I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:		The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.	
		EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)	
		<i>R.C. Family</i> 01 JULY 1998	
		I CERTIFY that the above information is correct to the best of my knowledge and belief.	
		CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)	
		<i>W.B. Ellis LTJG</i> 01 JULY 1998	

Figure 7-6

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE "CASH STATEMENT" SECTION (SURCHARGES ON GENERAL MESS MEALS) TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

CASH MEAL PAYMENT SHEET										SERIAL NO N30012	
To be completed when the government is to be reimbursed for meals furnished											
ORGANIZATION OR DINING FACILITY NAVAL STATION DUARTE					INCLUSIVE DATES COVERED FROM 30 June 98 THROUGH 30 June 98						
FOOD CHARGES					SURCHARGES (S/C)					PER DIEM SURCHARGE	
B	L	D	B	D	B	D	B	D	B	D	
1.20	2.40	2.40	.40	.80	.80	.80					
2.70			.90								
DOLLAR VALUE					DOLLAR VALUE						
GRADE	NAME	B	L	D	GRADE	NAME	B	L	D		
		\$	\$	\$			\$	\$	\$		
	CIV M. Holmes	1.20		.40		BALANCE BROUGHT FORWARD	13.20	16.80	18.00		
	CIV R. Ford	1.20		.40		CIV J. Williams	2.40		.80		
	CIV J. Stevens	1.20		.40		CIV P. Anderson	2.40		.80		
	CIV D. Lamar	1.20		.40		CIV R. Dixon	2.40		.80		
	LT S. Gardner	1.20		.40		CIV M. Holmes	2.40		.80		
	ENS A. Adams	1.20		.40		CIV S. Hughes	2.40		.80		
	CIV T. Little	1.20		.40		LT R. Walton	2.40		.80		
	ENS W. Wilson	1.20		.40		ENS P. Buddy	2.40		.80		
	LT C. Waters	1.20		.40		CIV W. Sims	2.40		.80		
	LT B. Michaels	1.20		.40		CIV J. Henderson	2.40		.80		
	ENS K. Robinson	1.20		.40		CIV R. Wilson	2.40		.80		
	CIV C. Chispin	2.40		.80		LT P. Mickens		2.40	.80		
	CIV A. Toledo	2.40		.80		CIV P. Faulke		2.40	.80		
	LT J. Young	2.40		.80		TOTAL	13.20	16.80	19.60		
	CIV L. Marks	2.40		.80		TOTAL CHARGES	58.80		19.60		
	CIV T. Brown	2.40		.80		CASH (OVER) (SHORT)			.05		
	ENS S. Allen	2.40		.80		CASH TURNED IN	58.85		19.60		
	LT F. Thompson	2.40		.80		REMARKS	.05 over due to mischarge				
	TOTAL	13.20	16.80	18.00		SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER	W. B. Ellis, Ens				
						SIGNATURE OF LAST OR ONLY HEADQUARTER	A. Daniels Bms				

This amount is for one day of the month; there are several additional DD Form 1544's and NAVSUP 1046's (afloat) equaling the total amount for the month.

\*\*\* GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) \*\*\*

PERIOD: 1 JUN 1998 THRU 30 JUN 1998

DATE: 01 JULY 1998

NAVAL STATION DUARTE

RECEIVED REPORT? N

DATE OVER 30

DAYS IN PORT 30

DIC 21111

MERGED RETURN? N

FINAL RETURN? N

RATIONS ALLOWED STATEMENT		RECEIPTS		LEVEL OF PROCUREMENT	
Navy Rations Allowed	18,954	INVENTORY Balance Brought Forward	\$ 23,021	RECEIPTS WITH CHARGE	53,571
Other Rations Allowed	16,480	RECEIPTS WITH CHARGE	98	less: TRANSFERS w/ REIMBURSEMENT	- 134
<b>TOTAL RATIONS ALLOWED</b>	<b>35,434</b>	<b>TOTAL</b>	<b>\$ 75,690</b>	less: BULK SALES	- 380
				<b>TOTAL RECEIPTS less TRANSFERS &amp; BULK SALES</b>	<b>53,057</b>
				<b>TOTAL ALLOWANCES less UNDER/OVER ISSUE CF</b>	<b>52,315</b>
				<b>RATIO =</b>	<b>1.01</b>
				Ratio less than 1.00 means purchases, transfers and sales were less than allowances.	

EXPENDITURES		ALLOWANCES		LAST FULL PHYSICAL INVENTORY	
FOOD COST (338)	19,954	BASIC ALLOWANCE	3,257	DATE	06/09/98
SURVEYS	860	99 OR LESS	725	NUMBER OF DAYS SINCE	21
LOSSES WITHOUT SURVEY	10	100 OR 149	1,349	INVENTORY ACCURACY RATE	96.99%
BULK SALES	380	UNDER / (OVER) ISSUE CF	1664		
TRANSFERS w/ REIMBURSEMENT	134				
TRANSFERS w/o REIMBURSEMENT	8				
INVENTORY Balance	56,396				
PRICE ADJUSTMENTS	- 2,092				
<b>TOTAL</b>	<b>\$ 75,690</b>				

CASH STATEMENT		CERTIFICATION	
UNDEPOSITED BAL FWD	\$ 2,956	DISBURSING OFFICER	DO
SALES OF MEALS	7,737	(SIGNATURE) (DATE)	(SIGNATURE) (DATE)
BULK SALES	380	R. S. BAY	06/30/98
SURCHARGES	40		
CASH DEPOSITED WITH D.O.	2,956		
OVER SALES OF MEALS	-		
UNDEPOSITED SALES	\$ 8,157		

STANDARD DOC. NO. N41119BMD00007

CERTIFICATION: I certify that I have received cash in the amount of \$ 2,956.65, representing deposits described above, which will be included in my statement of accountability for the period of:

REVIEWED BY LEADING MS (SIGNATURE)  
J. Clinton msc

I CERTIFY that the above information is correct to the best of my knowledge and belief.

CERTIFIED BY (SIGNATURE) (NAME AND TITLE) (DATE)  
W. B. Ellis ENS  
NAVAL STATION DUARTE 01 JULY 1998

Figure 7-7



### NAVSUP P-486 - Food Service Management

## RECORDING "CASH DEPOSITED WITH DISBURSING OFFICER" TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

CASH RECEIPT BOOK				SHIP'S OR COMMISSARY STORE/ ENLISTED DINING FACILITY	
DATE	AMOUNT IN WORDS		AMOUNT IN FIGURES		M I here certify the amount turned over.
	Dollars	Cents			
2 Jun 98	Two hundred seventy seven	ninety	277	90	7.00
5 Jun 98	Two hundred thirty one	one	231	01	7.00
9 Jun 98	Two hundred ninety seven	forty one	297	41	7.00
12 Jun 98	Two hundred ninety seven	forty	297	40	7.00
16 Jun 98	One hundred ninety nine	sixty five	199	65	7.00
19 Jun 98	Three hundred fourteen	twenty one	314	21	7.00
23 Jun 98	Two hundred ten	twenty	210	20	7.00
26 Jun 98	Three hundred three	seventy-two	303	72	7.00
NFE					
			2055	65	

FB4A00001 TIME- 09-01  
 HEADING COMMANDING OFFICER  
 NAVAL STATION DUARTE

---

**RATIONS ALLOWED STATEMENT**

Navy Rations Allowed	18,954
Other Rations Allowed	16,480
<b>TOTAL RATIONS ALLOWED</b>	<b>35,434</b>

**RATION BREAKDOWN**

Type	Code	Rations Fed
Navy Regular	1	1522
Ration for Cash	2	1258
Navy Reserve	3	20
Navy ROTC 1/	4	
Naval Academy 1/	5	
Marine Regular	6	307
Marine Reserve	7	
Army Regular	8	86
Army Reserve	9	
Army Nat Guard	10A	
AF Nat Guard	10B	
Air Force Regular	11	
Coast Guard 1/	12	
Foreign 1/	13	
Miscellaneous 1/	14	58
TARS 1/	15	6
Total Other Pers 2/	16	1,735
Grand Total 3/	17	3,257

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.  
 2/ Codes 2 through 15.  
 3/ Codes 1 and 16.

---

**CASH STATEMENT**

UNDEPOSITED BAL FWD	\$ 2,056
SALE OF MEALS	+ 7,737
BULK SALES	+ 380
SURCHARGES	+ 40
CASH DEPOSITED WITH D.O.	- 2,056
OTHER SALES OF MEALS	- 0
UNDEPOSITED SALES	+ 8,157

---

**CERTIFICATION**

DISBURSING OFFICER (SIGNATURE) (DATE)	COLLECTION VOUCHER #	DO SYMBOL	DATE
R.C. FAMILY PERS 07/31/98	C13403	18888	06/30/98

STANDARD DOC. NO. N211198M0007

CERTIFICATION: I certify that I have received cash in the amount of 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:

Cash deposited with the Disbursing Officer must equal the certification section of the NAVSUP Form 1359 and total dollar value deposited as recorded on the NAVSUP Form 470.

This figure is rounded to the nearest whole dollar.

Figure 7-8

NAVSUP P-486 - Food Service Management

GENERAL MESS SUMMARY DOCUMENT  
(NAVSUP FORM 1359)

F84A00001 TIME: 09-01		*** GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) ***										DATE: 01 JULY 1998	
HEADING		PERIOD		DAYS OPER		DAYS IN PORT		UTC		21111			
COMMANDING OFFICER NAVAL STATION DWARTE		1 JUN 1998 THRU 30 JUN 1998		30		30							
		CORRECTED REPORT? N						MERGED RETURN? N					
								FINAL RETURN? N					
<b>RATIONS ALLOWED STATEMENT</b>													
Navy Rations Allowed		10,954											
Other Rations Allowed		16,480											
<b>TOTAL RATIONS ALLOWED</b>		<b>35,434</b>											
<b>RATION BREAKDOWN</b>													
Type	Code	Rations Fed											
Navy Regular	1	1522											
Ration for Cash	2	1258											
Navy Reserve	3	20											
Navy ROTC 1/	4												
Naval Academy 1/	5												
Marine Regular	6	307											
Marine Reserve	7												
Army Regular	8	86											
Army Reserve	9												
Army Nat Guard	10A												
AF Nat Guard	10B												
Air Force Regular	11												
Coast Guard 1/	12												
Foreign 1/	13												
Miscellaneous 1/	14	58											
TARS 1/	15	6											
Total Other Pers 2/	16	1,735											
Grand Total 3/	17	3,257											
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1. 2/ Codes 2 through 15. 3/ Codes 1 and 16.													
<b>CASH STATEMENT</b>													
UNDEPOSITED BAL FWD		\$ 2,056											
SALE OF MEALS		+ 7,737											
BULK SALES		+ 380											
SURCHARGES		+ 40											
CASH DEPOSITED WITH		- 2,056											
OTHER SALES OF MEALS		- 0											
UNDEPOSITED SALES		\$ 8,157											
<b>CERTIFICATION</b>													
DISBURSING OFFICER		COLLECTION		DO		SYMBOL		DATE					
(SIGNATURE) (DATE)		VOUCHER #											
R.C./FAMILY/ENS 07/01/98		C134003		18888		06/30/98							
STANDARD DOC. NO.		N2411198MD0007											
CERTIFICATION: I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:													
<b>RECEIPTS</b>													
INVENTORY Balance Brought Forward		\$ 22,021											
RECEIPTS WITH CHARGE		53,571											
RECEIPTS WITHOUT CHARGE		98											
<b>TOTAL</b>		<b>\$ 75,690</b>											
<b>EXPENDITURES</b>													
FOOD COST (338)		+ \$ 19,954											
SURVEYS		+ 860											
LOSS WITHOUT SURVEY		+ 50											
BULK SALES		+ 380											
TRANSFERS w/ REIMBURSEMENT		+ 134											
TRANSFERS w/o REIMBURSEMENT		+ 8											
INVENTORY Balance on Hand		+ 56,396											
PRICE ADJUSTMENT +/-		- 2,092											
<b>TOTAL</b>		<b>\$ 75,690</b>											
<b>ALLOWANCES</b>													
BASIC ALLOWANCE		3,257		5.38		17,523		DATE		06/09/98			
99 OR LESS		725		.81		587		NUMBER OF DAYS SINCE		21			
100 TO 149		1,349		.40		539		INVENTORY ACCURACY RATE		96.99%			
UNDER / (OVER) ISSUE CP						1664							
<b>LAST FULL PHYSICAL INVENTORY</b>													
TOTAL ALLOWANCES		20,313				ADVANCED FOODS		2,788					
FOOD COST (338)		19,954				STORES CONSUMED		19,574					
(UNDER)/OVER ISSUE		359				ADVANCED FOODS = 14.00% OF STORES CONSUMED							
% (UNDER)/OVER ISSUE		1.76				DIFFERENCE BETWEEN FOOD COST & STORES CONSUMED		1.90%					
COUNTRY CODE		SUB		OBJ		SUB		TRANS					
ACCOUNTING CLASSIFICATION		APPROP		HEAD		CLASS		PCN		ALLOT			
SALES		17_1453		2241		007		41118		0			
SURCHARGES OENM		17_1804		2241		000		41118		0			
TOTAL													
										\$ 2055.65			
<b>SIGNATURES/COMMENTS</b>													
SIGNATURES/COMMENTS						REVIEWED BY LEADING MS (SIGNATURE)							
COMMENTS (Hand Written Note):						I certify that the above information is correct to the best of my knowledge and belief.							
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R.S. BART 01 JULY 1998						CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE) W.B. Ellis LTJG FSO 01 JULY 1998							

This amount will be reported as undeposited balance brought forward on next month's NAVSUP Form 1359.

Figure 7-9

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE "BALANCE SHEET" SECTION (BALANCE BROUGHT FORWARD) TO THE GENERAL MESS SUMMARY DOCUMENT

F8460001 TIME: 14:45 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\*

RECORD OF RECEIPTS AND EXPENDITURES (4442)  
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

RECEIPTS				EXPENDITURES			
*1998		DOCUMENT NO.	VALUE	*1998		DOCUMENT NO.	
Mo.	Day	SOURCE		Mo.	Day		
6	1	INVENTORY BROUGHT FORWARD	22,020.7651	6	30		
6	1	DOUGHTIES	8091 101 9Y83 69.1729	6	31		
6	1	COCA-COLA USA	8091 9P70 9Z26 666.3000	6	30		
6	1	MARVA MAID DAIRY	8091 9U46 9Z07 35.9280	6	30		
6	3	DOUGHTIES	8093 101 9X86 57.3920	6	30		
6	7	MARVA MAID DAIRY	8093 9U93 37.3280	6	30		

ACTIVITY: SURVEY, WARDROOM MESS, USS CARR (FFG 9)

COMMANDING OFFICER: NAVAL STATION DUARTE, 28882-1888

Ending inventory from previous accounting period. Post this figure to the nearest dollar value.

F8460001 TIME: 02:01 \*\*\* GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) \*\*\* DATE: 01 JULY 1998

COMMANDING OFFICER: NAVAL STATION DUARTE

PERIOD: 1 JUN 1998 - 30 JUN 1998

DAYS OPER: 30, DAYS IN PORT: 30, MTC: 21111

CORRECTED REPORT? N, MERGED RETURN? N, FINAL RETURN? N

RATIONS ALLOWED STATEMENT				RECEIPTS				EXPENDITURES			
NATIONS ALLOWED				INVENTORY				EXPENDITURES			
Navy Rations Allowed	18,954			INVENTORY Balance Brought Forward	\$ 22,021			FOOD COST (338)	\$ 19,954		
Other Rations Allowed	16,480			RECEIPTS WITH CHARGE				SURVEYS	860		
<b>TOTAL RATIONS ALLOWED</b>	<b>35,434</b>			RECEIPTS WITHOUT CHARGE	98			LOSS WITHOUT SURVEY	50		
<b>RATION BREAKDOWN</b>				<b>TOTAL</b>				<b>TOTAL</b>			
Type	Code	Rations Fed			\$ 75,690			BULK SALES	380		
Navy Regular	1	1522		<b>EXPENDITURES</b>				TRANSFERS w/ REIMBURSEMENT	134		
Ration for Cash	2	1258		POOD COST (338)	\$ 19,954			TRANSFERS w/o REIMBURSEMENT	8		
Navy Reserve	3	20		SURVEYS	860			INVENTORY Balance on Hand	56,396		
Navy ROCC 1/	4			LOSS WITHOUT SURVEY	50			PRICE ADJUSTMENT	- 2,092		
Naval Academy 1/	5			BULK SALES	380			<b>TOTAL</b>	<b>\$ 75,690</b>		
Marine Regular	6	307		TRANSFERS w/ REIMBURSEMENT	134			<b>INVENTORY STATEMENT</b>			
Marine Reserve	7			TRANSFERS w/o REIMBURSEMENT	8			INVENTORY Balance on Hand	56,396		
Army Regular	8	86		INVENTORY Balance on Hand	56,396			PRICE ADJUSTMENT	- 2,092		
Army Reserve	9			PRICE ADJUSTMENT	- 2,092			<b>TOTAL</b>	<b>54,304</b>		
Army Nat Guard	10A			<b>ALLOWANCES</b>				<b>LAST FULL PHYSICAL INVENTORY</b>			
AF Nat Guard	10B			BASIC ALLOWANCE	3,257	5.38	17,523	DATE	06/09/98		
Air Force Regular	11			99 OR LESS	725	.81	587	NUMBER OF DAYS SINCE	21		
Coast Guard 1/	12			100 TO 149	1,349	.40	539	INVENTORY ACCURACY RATE	96.99%		
Foreign 1/	13			UNDER / (OVER) ISSUE CF			1664				
Miscellaneous 1/	14	58		<b>TOTAL ALLOWANCES</b>				<b>OF STORES CONSUMED</b>			
TARS 1/	15	6		FOOD COST(338)	3,257	5.38	17,523	OF STORES CONSUMED	1.90%		
Total Other Pers 2/	16	1,735		(UNDER)/OVER ISSUE							
Grand Total 3/	17	3,257		% (UNDER)/OVER ISSUE							

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.

2/ Codes 2 through 15.

3/ Codes 1 and 16.

CASE STATEMENT

UNDEPOSITED BAL FWD \$ 2,056

SALE OF MEALS + 7,737

BULK SALES + 380

SURCHARGES + 40

CASH DEPOSITED WITH D.O. - 2,056

OTHER SALES OF MEALS - 0

UNDEPOSITED SALES \$ 8,157

CERTIFICATION

DISBURSING OFFICER: R.C. FARMLEY, 07/01/98, C134003, 18888, 06/30/98

CERTIFICATION: I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:

REVIEWED BY LEADING MS (SIGNATURE): W.B. ELVIS

CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE): W.B. ELVIS, LTJG, FSO, 01 JULY 1998

Figure 7-10

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE "BALANCE SHEET" SECTION (RECEIPTS WITHOUT CHARGE) TO THE GENERAL MESS SUMMARY DOCUMENT

F8460001 TIME: 14:45 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 30 JUN 98 PAGE: 5

RECORD OF RECEIPTS AND EXPENDITURES (4442)  
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY COMMANDING OFFICER  
NAVAL STATION DUARTE 28882-1888

**NAVSUP FORM 367**

*1998 RECEIPTS					*1998 EXPENDITURES					
Mo.	Day	SOURCE	DOCUMENT NO.		VALUE	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
6	23	MARVA MAID DAIRY	8174	9524 9251	129.7856					
6	23	MARVA MAID DAIRY	8174	9093 9207	124.9280					
6	23	NSC NORFOLK	8174	102 9V03	60.8000					
6	26	KOTARIDES BAKING	8177	9W67	327.1500					
6	29	DOUGHTIES	8170	101 9X88	1,201.4678					
6	29	MARVA MAID DAIRY	8152	9093	200.4000					
6	29	NSC NORFOLK	8180	101 9H22	52.8000					
6	30	MARVA MAID DAIRY	8152	9093	200.4000					
6	30	NSC NORFOLK	8181	103 9H29	646.5000					
6	30	NSC NORFOLK	8181	104 9095	166.8000					
6	30	USS NEVERSAIL (LPD-5)	8181	9A08 9A21	98.4000					
6	30	TOTAL			75,690.1840					

This figure will equal the receipts posted on the "receipts" section of the NAVSUP Form 367 with the indication "\*" on the left hand side of the value column. This will equal the receipts without charge section of the NAVSUP 1359.

FRAN0001 TIME: 00:01 \*\*\* GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) \*\*\* DATE: 01 JULY 1998

READING COMMANDING OFFICER  
NAVAL STATION DUARTE

PERIOD: 1 JUN 1998 THRU 30 JUN 1998  
CORRECTED REPORT? N

DAYS IN PORT: 30 UIC: 21111  
MERGED RETURN? N  
FINAL RETURN? N

**NAVSUP FORM 1359**

RATIONS ALLOWED STATEMENT				RECEIPTS				EXPENDITURES			
Navy Rations Allowed 18,954				INVENTORY Balance Brought Forward \$ 22,021				FOOD COST (338) \$ 19,954			
Other Rations Allowed 16,480				RECEIPTS WITH CHARGE 53,571				860			
TOTAL RATIONS ALLOWED 35,434				RECEIPTS WITHOUT CHARGE 98				50			
				TOTAL 75,690				80			
								34			
								8			
								92			
								59			
								1664			
								20,313			
								19,954			
								359			
								1.76			
								14.00%			
								1.20%			
								1867.40			
								188.25			
								2055.65			

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.  
2/ Codes 2 through 15.  
3/ Codes 1 and 16.

CASH STATEMENT			
UNDEPOSITED BAL FWD	\$	2,056	
SALE OF MEALS	+	7,737	
BULK SALES	+	380	
SURCHARGES	+	40	
CASH DEPOSITED WITH D.O.	-	2,056	
OTHER SALES OF MEALS	-	0	
UNDEPOSITED SALES	\$	8,157	

CERTIFICATION			
DISBURSING OFFICER (SIGNATURE) (DATE)	COLLECTION VOUCHER #	DO SYMBOL	DATE
R.C. FAMILY 088 07/01/98	C134003	18888	06/30/98
STANDARD DOC. NO. W111198MD0007			

CERTIFICATION: I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:

RECEIVED BY PERSONNEL OFFICER (SIGNATURE) (DATE)  
R.C. FAMILY 01 JULY 1998

REVIEWED BY LEADING MS (SIGNATURE)  
M. B. HALLIS

I CERTIFY that the above information is correct to the best of my knowledge and belief.

CERTIFIED BY (SIGNATURE) (DATE)  
M. B. HALLIS 01 JULY 1998

Figure 7-11

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE "EXPENDITURE" SECTION (SURVEY & LOSS WITHOUT SURVEY) TO THE GENERAL MESS SUMMARY DOCUMENT

FR486001 TIME: 02:01		*** GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1358) ***				DATE: 01 JULY 1998	
COMMANDING OFFICER NAVAL STATION DUARTE		PERIOD	DAYS OFFER	DAYS IN PORT	UTC	UIC 21111	
		1 JUN 1998	THRU 30 JUN 1998	30	30		
		CORRECTED REPORT?				MERGED RETURN?	N
					FINAL RETURN?	N	
<b>NAVSUP FORM 1358</b>							
<b>RATIONS ALLOWED STATEMENT</b>		<b>INVENTORY Balance Brought Forward</b>		<b>RECEIPTS WITH CHARGE</b>		<b>TOTAL OF PROCUREMENT</b>	
Navy Rations Allowed	18,954		33,371				53,571
Other Rations Allowed	16,480		98		less: TRANSFERS w/ REIMBURSEMENT		134
<b>TOTAL RATIONS ALLOWED</b>	<b>35,434</b>		<b>TOTAL</b>	<b>\$ 75,690</b>	less: BULK SALES		380
							53,057
<b>RATION BREAKDOWN</b>		<b>EXPENDITURES</b>		<b>ALLOWANCES</b>		<b>LAST FULL PHYSICAL INVENTORY</b>	
Type	Code	Rations Fed	FOOD COST (338)	RATIONS	RATE	DATE	06/09/98
Navy Regular	1	1522	19,954	99 OR LESS	5.38	17,523	21
Ration for Cash	2	1258		100 TO 149	.81	587	21
Navy Reserve	3	20		100 TO 149	1.349	539	96.99%
Navy ROTC 1/	4			UNDER / (OVER) ISSUE CP		1664	
Naval Academy 1/	5						
Marine Regular	6	307					
Marine Reserve	7						
Army Regular	8	86					
Army Reserve	9						
Army Nat Guard	10A						
AF Nat Guard	7						
Air Force Regular	11						
Coast Guard 1/	12						
Foreign 1/	13						
Miscellaneous 1/	14	58					
TARS 1/	15	6					
Total Other Pers 2/	16	1,735					
Grand Total 3/	17	3,257					
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		2/ Codes 2 through 15.		3/ Codes 1 and 16.		RATIO = 1.01	
4/ Ratio less than 1.00 means purchases, transfers and sales were less than allowances.							
<b>CASH STATEMENT</b>		<b>TOTAL ALLOWANCES</b>		<b>RECEIPTS WITH CHARGE</b>		<b>ISSUE CP</b>	
UNDEPOSITED BAL FWD	\$ 2,056		3,257		5.38	17,523	
SALES OF MEALS	7,737						
BULK SALES	380						
SURCHARGES	40						
CASH DEPOSITED WITH D.O.	2,056						
OTHER SALES OF MEALS	0						
UNDEPOSITED SALES	\$ 8,157						
<b>CERTIFICATION</b>		<b>DISPENSING OFFICER</b>		<b>REVIEWED BY LEADING MS (SIGNATURE)</b>		<b>CERTIFIED BY (SIGNATURE) (NAME AND TITLE) (DATE)</b>	
(SIGNATURE) (DATE)	COLLECTION	VOUCHER #	SYMBOL	DATE			
R. C. Family 07/01/98	C134003	18888	06/30/98				
STANDARD DOC. NO. #11198MD00007							
I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:		The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.		I CERTIFY that the above information is correct to the best of my knowledge and belief.			
		EXECUTIVE PERSONNEL OFFICER (SIGNATURE) (DATE)		NAVSUP P-486		01 JULY 1998	

This total dollar value is extended at last receipt price as reported on the NAVSUP Form 367 expenditure section.

FR8460001 TIME: 12:48		*** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) ***				DATE: 01 JUL 98 PAGE: 1	
RECORD OF RECEIPTS AND EXPENDITURES (4442)		ACTIVITY		COMMANDING OFFICER		U.I.C.	
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670		NAVAL STATION DUARTE		28882-1888		N21111	
RECEIPTS				EXPENDITURES			
*1998	SOURCE	DOCUMENT NO.	VALUE	*1998	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
6 1	INVENTORY BROUGHT FORWARD		22,020.7651	6 30	ALL OTHERS (ISSUES+GPBP-RETURNS)		215.5200
6 1	DOUGHTIES	8091 101 9Y85	1,169.1729	6 30	SURVEY	8181 9001	860.3000
6 1	COCA-COLA USA	8091 9P70 9226	366.3000	6 30	HARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
6 1	MARVA MAID DAIRY	8091 9U46 9207	35.9280	6 30	USS SIRUS		134.2100
6 3	DOUGHTIES	8093 101 9X86	57.3920	6 30	USS NEVERSAIL (LPD-5)	M12345 8181 9514	7.6000
6 3	MARVA MAID DAIRY	8093 9U93 9207	123.3280	6 30	EXPENDITURE WITHOUT SURVEY	8181 9W03	49.8600
6 3	KOTARIDES BAKING	8093 9W67 9207	351.4500	6 30	ISSUES TO THE GENERAL MESS		19,953.7296
6 3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6 30	INVENTORY		56,396.4928
6 7	DOUGHTIES	8093 101 9X86	861.9286	6 30	SUBTOTAL		77,782.8224
6 7	NSC CHARLESTON	8097 101 9W43	498.8000	6 30	PRICE ADJUSTMENT		-2,092.4666
6 7	DOUGHTIES	8097 102 9X79	1,603.0451	6 30	TOTAL		75,690.2558
6 8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128				
6 9	MARVA MAID DAIRY	8099 9U93 9207	1,900.7000				
6 10	KOTARIDES BAKING	8100 9W67 9207	364.9500				
6 14	DOUGHTIES	8099 101 9Y56	1,760.5755				
6 14	NSC CHARLESTON	8104 102 9W41	318.4000				
6 16	DOUGHTIES	8104 101 9X88	873.9577				
6 16	MARVA MAID DAIRY	8106 9U93 9207	103.4560				
6 17	KOTARIDES BAKING	8107 9W67 9207	322.2000				
6 20	MARVA MAID DAIRY	8110 9U93 9207	159.3560				
6 20	MARVA MAID DAIRY	8110 9X91 9256	143.8656				
6 21	DOUGHTIES	8106 101 9Y19	761.7118				
6 22	NSC CHARLESTON	8112 101 9W43	389.3700				

NAVSUP FORM 367

Figure 7-12

# NAVSUP P-486 - Food Service Management

## REPORTING SALE OF BULK FOOD ON THE GENERAL MESS SUMMARY DOCUMENT

**DD FORM 1149**

FR020001 TIME: 12:47 \*\*\* BILLING REPORT (DD FORM 1149) \*\*\* DATE: 01 JUL98 PAGE: 1

1. FROM: FOOD SERVICE OFFICER NAVAL STATION QUARTE

2. TO: MESS TREASURER WARDROOM MESS

3. SHIP TO - MARK FOR: MESS TREASURER

4. APPROPRIATION AND SUBHEAD

5. FEDERAL STOCK NUMBER, (a)

6. UNIT (b)

7. DATE MATERIAL REQUIRED: 06/30/98

8. VOUCHER NUMBER AND DATE

9. AUTHORITY OR PURPOSE

10. SIGNATURE

11. VOUCHER NUMBER AND DATE

12. DATE SHIPPED

13. MODE OF SHIPMENT

14. ATR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

15. TRANS TYPE, PROPERTY ACCT'G, COUNTRY CODE, COST CODE, AMOUNT

16. TRANSPORTATION VIA WAYS OR NETS CHANGEABLE TO

17. SPECIAL HANDLING

18. ISSUED BY

19. RECALCULATED

20. CHECKED BY

21. PACKED BY

22. GRAND TOTAL: 164.81

23. RECEIVED BY

24. POSTED

25. RECEIVED BY'S VOUCHER NO.

26. RECEIVED BY'S VOUCHER NO.

This total sale represents a wardroom mess bill. All other mess bills total \$215.52; combined they total \$380.33.

**NAVSUP FORM 1359**

\*\*\* GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) \*\*\* DATE: 01 JULY 1998

PERIOD: 1 JUN 1998 THRU 30 JUN 1998

DAYS IN PORT: 30

UIC: 21111

RECEIPTS WITH CHARGE: 53,571

RECEIPTS WITHOUT CHARGE: 98

TOTAL: \$ 75,690

FOOD COST (338): \$ 19,954

LOSS WITHOUT SURVEY: 50

BULK SALES: 380

TRANSFERS w/ REIMBURSEMENT: 8

TRANSFERS w/o REIMBURSEMENT: 8

INVENTORY Balance on Hand: 56,396

PRICE ADJUSTMENT: - 2,092

TOTAL: \$ 75,690

LEVEL OF PROCUREMENT: RATIO = 1.01

Ratio less than 1.00 means purchases, transfers and sales were less than allowances.

Total issues of "all others" plus issues to private messes equal the total sale of bulk food items on the NAVSUP Form 1359.

**NAVSUP FORM 367**

F84600001 TIME: 12:48 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL98 PAGE: 1

RECEIPTS				EXPENDITURES			
*1998 No.	Day	SOURCE	VALUE	*1998 No.	Day	ACTIVITY/PURPOSE	VALUE
6	1	INVENTORY BROUGHT FORWARD	22,020.7651	6	30	ALL OTHERS (ISSUES*GPBP-RETURNS)	215.5200
6	1	DOUGHTIES	1,169.1729	6	30	SURVEY	860.3000
6	1	COCA-COLA USA	366.3000	6	30	WARDROOM MESS (ISSUES*GPBP-RETURNS)	164.8100
6	1	MARVA MAID DAIRY	35.9280	6	30	USS SIRUS	134.2100
6	3	DOUGHTIES	57.3920	6	30	USS NEVERSAIL (LPD-5)	7.6000
6	3	MARVA MAID DAIRY	123.3280	6	30	EXPENDITURE WITHOUT SURVEY	49.8600
6	3	KOTARIDES BAKING	351.4500	6	30	ISSUES TO THE GENERAL MESS	19,953.7296
6	3	MARVA MAID DAIRY	114.6528				56,396.4928
6	7	DOUGHTIES	861.9286				77,782.8224
6	7	NSC CHARLESTON	498.8000				-2,092.4666
6	7	DOUGHTIES	1,603.0451				75,690.2558
6	8	MARVA MAID DAIRY	122.2128				
6	9	MARVA MAID DAIRY	1,900.7000				
6	10		364.9500				
6			1,760.0000				

Total issues of "all others" plus issues to private messes equal the total sale of bulk food items on the NAVSUP Form 1359.

Figure 7-13

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE "EXPENDITURE" SECTION (TRANSFER WITH REIMBURSEMENT) TO THE GENERAL MESS SUMMARY DOCUMENT

F8460001 TIME: 09:01
DATE: 01 JULY 1998

### NAVSUP FORM 1359

**RATIONS ALLOWED STATEMENT**

Navy Rations Allowed	18,954
Other Rations Allowed	16,480
<b>TOTAL RATIONS ALLOWED</b>	<b>35,434</b>

**RATION BREAKDOWN**

Type	Code	Rations Fed
Navy Regular	1	1522
Ration for Cash	2	1258
Navy Reserve	3	20
Navy ROTC 1/	4	
Naval Academy 1/	5	
Marine Regular	6	307
Marine Reserve	7	
Army Regular	8	86
Army Reserve	9	
Army Nat Guard	10A	
AF Nat Guard	10B	
Air Force Regular	11	
Coast Guard 1/	12	
Foreign 1/	13	
Miscellaneous 1/	14	58
PARS 1/	15	6
Total Other Pers 2/	16	1,735
Grand Total 3/	17	3,257

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.  
2/ Codes 2 through 15.  
3/ Codes 1 and 16.

**RECEIPTS**

INVENTORY Balance Brought Forward	\$ 22,021
RECEIPTS WITH CHANGE	53,571
RECEIPTS WITHOUT CHANGE	98
<b>TOTAL</b>	<b>\$ 75,690</b>

**EXPENDITURES**

FOOD COST (338)	\$ 19,954
SURVEYS	860
LOSS WITHOUT SURVEY	50
BULK SALES	380
TRANSFERS w/ REIMBURSEMENT	134
TRANSFERS w/o REIMBURSEMENT	8
INVENTORY Balance on Hand	56,396
PRICE ADJUSTMENT +/-	-2,092
<b>TOTAL</b>	<b>75,690</b>

**ALLOWANCES**

RATIONS	RATE	VALUE	
BASIC ALLOWANCE	3,257	5.38	17,523
99 OR LESS	725	.81	587
100 TO 149	1,349	.40	539
UNDER / (OVER) ISSUE CF			1664

**LEVEL OF PROCUREMENT**

RECEIPTS WITH CHANGE	53,571
less: TRANSFERS w/ REIMBURSEMENT	- 134
less: BULK SALES	- 380
<b>TOTAL RECEIPTS less TRANSFERS &amp; BULK SALES</b>	<b>53,057</b>
<b>TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CF</b>	<b>52,315</b>
<b>RATIO =</b>	<b>1.01</b>

Ratio less than 1.00 means purchases, transfers and sales were less than allowances.

**LAST FULL PHYSICAL INVENTORY**

DATE	06/09/98
NUMBER OF DAYS SINCE	21
INVENTORY ACCURACY RATE	96.99%

**CASH STATEMENT**

UNDEPOSITED BAL FWD	\$ 2,056
SALES OF MEALS	7,737
BULK SALES	380
SURCHARGES	40
CASH DEPOSITED WITH D.O.	2,056
OTHER SALES OF MEALS	0
UNDEPOSITED SALES	8,157

**CERTIFICATION**

DISBURSING OFFICER (SIGNATURE) *[Signature]* DATE 07/01/98  
 COLLECTION VOUCHER # C134003  
 STANDARD DOC. NO. M211198000007

CERTIFICATION: I certify that I have received amount of \$ 2,055.65 representing de above, which will be included in my statement for the period of:

This total dollar value will agree with all transfer with reimbursement files and the expenditure section of the NAVSUP Form 367.

REVIEWED BY LEADING MS (SIGNATURE) *[Signature]*  
 I CERTIFY that the above information is correct to the best of my knowledge and belief.  
 CERTIFIED BY (SIGNATURE) *[Signature]* (NAME AND TITLE) (DATE) W. S. HALLIS LUG FSO 01 JULY 1998

F8460001 TIME: 12:48
\*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\*
DATE: 01 JUL 98 PAGE: 1

### NAVSUP FORM 367

**RECORD OF RECEIPTS AND EXPENDITURES (4442)**  
 NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

**RECEIPTS**

*1998 No.	Day	SOURCE	DOCUMENT NO.	VALUE
6	1	INVENTORY BROUGHT FORWARD		22,020.7651
6	1	DOUGHTIES	8091 101 9X85	1,169.1729
6	1	COCA-COLA USA	8091 9P70 9Z26	366.3000
6	1	MARVA MAID DAIRY	8091 9U46 9Z07	35.9280
6	3	DOUGHTIES	8093 101 9X86	57.3920
6	3	MARVA MAID DAIRY	8093 9U93 9Z07	123.3280
6	3	KOTARIDES BAKING	8093 9W67	351.4500
6	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528
6	7	DOUGHTIES	8093 101 9X86	861.9286
6	7	NSC CHARLESTON	8097 101 9W43	498.8000
6	7	DOUGHTIES	8097 102 9X79	1,603.0451
6	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128
6	9	MARVA MAID DAIRY	8099 9U93 9Z07	1,000.7000
6	10		810	
6			809	

**EXPENDITURES**

*1998 No.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		215.5200
6	30	SURVEY	878 0001	860.3000
6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
6	30	USS SIRUS		134.2100
6	30	USS NEVERSAIL (LPD-5)	W12345 8181 9S14	7.6000
6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
6	30	ISSUES TO THE GENERAL MESS		19,953.7296
6	30	INVENTORY		56,396.4928
6	30	SUBTOTAL		77,782.8224
6	30	PRICE ADJUSTMENT		-2,092.6666
6	30	TOTAL		75,690.2558

Figure 7-14

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE "EXPENDITURE" SECTION (TRANSFER WITHOUT REIMBURSEMENT) TO THE GENERAL MESS SUMMARY DOCUMENT

\*\*\* GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) \*\*\*

FORM: 88-01  
 COMMANDING OFFICER: NAVAL STATION DUARTE  
 PERIOD: 1 JUN 1998 THRU 30 JUN 1998  
 DATE: 01 JULY 1998  
 DAYS IN PORT: 30  
 DAYS OPER: 30  
 UIC: 21111  
 MERGED RETURN: N  
 FINAL RETURN: N

### NAVSUP FORM 1359

RATIONS ALLOWED STATEMENT				RECEIPTS WITH CHARGE				LEVEL OF PROCUREMENT			
Navy Rations Allowed	18,95			RECEIPTS WITH CHARGE	53,571	RECEIPTS WITH CHARGE	53,571	less: TRANSFERS w/ REIMBURSEMENT	- 134		
Other Rations Allowed	16,48			RECEIPTS WITHOUT CHARGE	98	less: BULK SALES	-	less: BULK SALES	- 380		
<b>TOTAL RATIONS ALLOWED</b>	<b>35,43</b>			<b>TOTAL</b>	<b>\$ 75,690</b>	<b>TOTAL RECEIPTS less TRANSFERS &amp; BULK SALES</b>	<b>53,057</b>	<b>TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CF</b>	<b>52,315</b>	<b>RATIO =</b>	<b>1.01</b>

RATION BREAKDOWN				EXPENDITURES				LAST FULL PHYSICAL INVENTORY			
Type	Code	Rations Fed		FOOD COST (338)	19,954	DATE	06/09/98	NUMBER OF DAYS SINCE	21	INVENTORY ACCURACY RATE	96.99%
Navy Regular	1	1522		SURVEYS	860						
Ration for Cash	2	1258		LOSS WITHOUT SURVEY	50						
Navy Reserve	3	20		BULK SALES	380						
Navy ROTC 1/	4			TRANSFERS w/ REIMBURSEMENT	124						
Naval Academy 1/	5			TRANSFERS w/o REIMBURSEMENT	8						
Marine Regular	6	307		INVENTORY Balance on Hand	50,006						
Marine Reserve	7			PRICE ADJUSTMENT	-1,092						
Army Regular	8	86		<b>TOTAL</b>	<b>\$ 75,690</b>						
Army Reserve	9										
Army Nat Guard	10A										
AF Nat Guard	10B										
Air Force Regular	11										
Coast Guard 1/	12										
Foreign 1/	13										
Miscellaneous 1/	14	58									
TARS 1/	15	6									
Total Other Pers 2/	16	1,735									
Grand Total 3/	17	3,257									

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.  
 2/ Codes 2 through 15.  
 3/ Codes 1 and 16.

UNDEPOSITED BALANCE OF MEALS: 20,313  
 BULK SALES: 19,574  
 SURCHARGES: 359  
 CASH DEPOSITED: 1,776  
 OTHER SALES OF MEALS: 453  
 UNDEPOSITED SALES: 804

ADVANCED FOODS: 2,788  
 STORES CONSUMED: 19,574  
 ADVANCED FOODS = 14.00% OF STORES CONSUMED  
 DIFFERENCE BETWEEN FOOD COST & STORES CONSUMED: 1,934

ROP	HEAD	CLASS	ECN	ALLOT	AAA	TYPE	PAA	COST CODE	AMOUNT
453	2241	007	41118	0	068732	3C	008181	082111173110	\$ 1867.40
804	2241	000	41118	0	068732	2D		080010973110	\$ 188.25
									\$ 2055.65

DISBURSING OFFICER (SIGNATURE) (DATE): *[Signature]*  
 R. S. BATES  
 STANDARD DOC. NO. N311198MD0007  
 COMMENTS (and Written Note):  
 The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.  
 RECORDED BY (SIGNATURE) (DATE): *[Signature]*  
 R. S. BATES  
 01 JULY 1998  
 REVIEWED BY LEADING MS (SIGNATURE): *[Signature]*  
 J. A. CLAYTON MSC  
 I CERTIFY that the above information is correct to the best of my knowledge and belief.  
 CERTIFIED BY (SIGNATURE) (NAME AND TITLE) (DATE): *[Signature]*  
 W. B. BATES  
 W. B. BATES  
 01 JULY 1998

This total dollar value is rounded to the nearest whole dollar and extended at last receipt price and will agree with the expenditure section of NAVSUP Form 367.

F84600001 TIME: 12:48 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL 98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)  
 NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY: COMMANDING OFFICER NAVAL STATION DUARTE  
 28882-1888 U.I.C. N21111

RECEIPTS				EXPENDITURES					
*1998 No.	Day	SOURCE	DOCUMENT NO.	VALUE	*1998 No.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
6	1	INVENTORY BROUGHT FORWARD		22,020.7651	6	30	ALL OTHERS (ISSUES+GPDP-RETURNS)		215.5200
6	1	DOUGHTIES	8091 101 9Y83	1,169.1729	6	30	SURVEY	8181 0001	860.3000
6	1	COCA-COLA USA	8091 9P70 9Z26	366.3000	6	30	WARDROOM MESS (ISSUES+GPDP-RETURNS)		164.8100
6	1	MARVA MAID DAIRY	8091 9U46 9Z07	35.9280	6	30	USS SIRUS		134.2100
6	3	DOUGHTIES	8093 101 9X86	57.3920	6	30	USS NEVERSAIL (LPD-5)	N12345 8181 9814	7.6000
6	3	MARVA MAID DAIRY	8093 9U93 9Z07	123.3280	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
6	3	KOTARIDES BAKING	8093 9M67	351.4500	6	30	ISSUES TO THE GENERAL MESS		19,953.7296
6	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30	INVENTORY		56,396.4928
6	7	DOUGHTIES	8093 101 9X86	861.9286	6	30	SUBTOTAL		77,782.8224
6	7	NSC CHARLESTON	8097 101 9M43	498.8000	6	30	PRICE ADJUSTMENT		-2,092.4666
6	7	DOUGHTIES	8097 102 9X79	1,603.0451	6	30	TOTAL		75,690.2558
6	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128					
6	9	MARVA MAID DAIRY	8099 9U93 9Z07	1,000.7000					
6	10		810						
6			802						

### NAVSUP FORM 367

Figure 7-15



### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE "EXPENDITURE" SECTION (PRICE ADJUSTMENT) SECTION OF THE GENERAL MESS SUMMARY DOCUMENT

FB460001 TIME: 09:01 \*\*\* GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) \*\*\* DATE: 01 JULY 1998

COMMANDING OFFICER: NAVAL STATION DEARB

PERIOD: 1 JUL 1998 PERIOD 30 NOV 1998

DAYS OPER: 30 DAYS IN PORT: 30

NAVSUP FORM 1359

RATIONS ALLOWED STATEMENT		RECEIPTS		EXPENDITURES		LEVEL OF PROCUREMENT	
Navy Rations Allowed		Brought Forward	\$ 22,021	FOOD COST (338)	\$ 19,954	RECEIPTS WITH CHARGE	53,571
Other Rations Allowed			53,571	SURVEYS	860	less: TRANSFERS w/ REIMBURSEMENT	134
<b>TOTAL RATIONS ALLOWED</b>				ISSUES WITHOUT SURVEY	50	less: BULK SALES	380
Type	RATIO			BULK SALES	380		53,057
Navy Regular				TRANSFERS w/ REIMBURSEMENT	134	<b>TOTAL RECEIPTS less TRANSFERS &amp; BULK SALES</b>	53,057
Ration for Cash				TRANSFERS w/o REIMBURSEMENT	8	<b>TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CP</b>	52,315
Navy Reserve				INVENTORY Balance on Hand	56,396	RATIO =	1.01
Navy ROTC 1/				PRICE ADJUSTMENT	-2,092	Ratio less than 1.00 means purchases, transfers and	
Naval Academy 1/				<b>TOTAL</b>	<b>75,690</b>	sales were less than allowances.	
Marine Regular	5						
Marine Reserve	6	307					
Army Regular	7						
Army Reserve	8	86					
Army Mat Guard	9						
AF Mat Guard	10A						
Air Force Regular	10B						
Coast Guard 1/	11						
Foreign 1/	12						
Miscellaneous 1/	13						
PARS 1/	14	58					
Total Other Pers 2/	15	6					
Grand Total 3/	16	1,735					
	17	3,257					

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.  
2/ Codes 2 through 15.  
3/ Codes 1 and 16.

CERTIFICATION: I certify that I have received cash in the amount of \$ 2,056, representing deposits described above, which will be included in my statement of accountability for the period of:

DISBURSING OFFICER (SIGNATURE) (DATE): R. C. Family 07/01/98

STANDARD DOC. NO.: N211198MD00007

THE FIGURES CONTAINED IN THE 'RATIONS' ARE THE BEST OF MY KNOWLEDGE AND BELIEF.

RECORDING PERSONNEL OFFICER (SIGNATURE) (DATE): R. S. BART 01 JULY 1998

CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE): W. B. Ellis 01 JULY 1998

Note: Due to rounding this value may not agree with the NAVSUP Form 367 and NAVSUP Form 1359.

FB460001 TIME: 12:48 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL 98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)

NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY: COMMANDING OFFICER NAVAL STATION DEARB 28882-1888 U.I.C. N21111

RECEIPTS				EXPENDITURES					
*1998 No.	Day	SOURCE	DOCUMENT NO.	VALUE	*1998 No.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
6	1	INVENTORY BROUGHT FORWARD		22,020.7651	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		215.5200
6	1	DOUGHTIES	8091 101 9183	1,169.1729	6	30	SURVEY	8181 0001	860.3000
6	1	COCA-COLA USA	8091 9P70 9226	366.3000	6	30	HARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
6	1	MARVA MAID DAIRY	8091 9U46 9207	35.9280	6	30	USS SIRUS		134.2100
6	3	DOUGHTIES	8093 101 9X86	57.3920	6	30	USS NEVERSAIL (LPD-5)	N12345 8181 9S14	7.6000
6	3	MARVA MAID DAIRY	8093 9U93 9207	123.3280	6	30	EXPENDITURE WITHOUT SURVEY	8181 9U03	49.8600
6	3	KOTARIDES BAKING	8093 9M67	351.4500	6	30	ISSUES TO THE GENERAL MESS		19,953.7296
6	3	MARVA MAID DAIRY	8093 9K91 9K95	114.6528	6	30	INVENTORY		56,396.4928
6	7	DOUGHTIES	8093 101 9X86	861.9286	6	30	SUBTOTAL		77,782.8224
6	7	NSC CHARLESTON					PRICE ADJUSTMENT		-2,092.4666
6	7	DOUGHTIES					TOTAL		75,690.2558
6	8	MARVA MAID DAIRY							
6	9	MARVA MAID DAIRY	8099 9U93 9207	1,900.7000					
6	10		8100 9M67	364.9500					
6			8092 101 9156	1,760.0000					
			9M41						

NAVSUP FORM 367

Figure 7-16

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE "RATION STATEMENT" SECTION TO THE GENERAL MESS SUMMARY DOCUMENT

F84A0001 TIME 09-01		*** GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) ***				DATE: 01 JULY 1998	
HEADING		PERIOD		DAYS OPER	DAYS IN PORT	UTC	
COMMANDING OFFICER NAVAL STATION DUARTE		1 JUN 1998 THRU 30 JUN 1998		30	30	21111	
		CORRECTED REPORT? N				MERGED RETURN? N	
						FORM RETURN? N	
<b>NAVSUP FORM 1359</b>							
<b>RATIONS ALLOWED STATEMENT</b>				<b>RECEIPTS</b>			
Navy Rations Allowed		18,954		INVENTORY Balance Brought Forward		\$ 22,021	
Other Rations Allowed		16,480		RECEIPTS WITH CHARGE		53,571	
<b>TOTAL RATIONS ALLOWED</b>		<b>35,434</b>		RECEIPTS WITHOUT CHARGE		98	
				<b>TOTAL</b>		<b>\$ 75,690</b>	
<b>RATION BREAKDOWN</b>				<b>EXPENDITURES</b>			
Type	Code	Rations Fed		FOOD COST (338)		+ \$ 19,954	
Navy Regular	1	1522		SURVEYS		+ 860	
Ration for Cash	2	1258		LOSS WITHOUT SURVEY		+ 50	
Navy Reserve	3	20		BULK SALES		+ 380	
Navy ROTC 1/	4			TRANSFERS w/ REIMBURSEMENT		+ 134	
Naval Academy 1/	5			TRANSFERS w/o REIMBURSEMENT		+ 8	
Marine Regular	6	307		INVENTORY Balance on Hand		+ 56,396	
Marine Reserve	7			PRICE ADJUSTMENT		+/- - 2,092	
Army Regular	8	86		<b>TOTAL</b>		<b>\$ 75,690</b>	
Army Reserve	9						
Army Nat Guard	10A						
AF Nat Guard	10B						
Air Force Regular	11						
Coast Guard 1/	12						
Foreign 1/	13						
Miscellaneous 1/	14	58					
TARS 1/	15						
Total Other							
Grand Total							
1/ Prepare with Food Publicat				ALLOWANCES			
2/ Codes 2				RATIONS			
3/ Codes 1				RATE			
*****				VALUE			
UNDEPOSITED SALE OF MEALS				LAST FULL PHYSICAL INVENTORY			
BULK SALES				DATE			
SURCHARGES + 40				06/09/98			
CASE DEPOSITED WITH D.O. - 2,056				NUMBER OF DAYS SINCE			
OTHER SALES OF MEALS - 0				INVENTORY ACCURACY RATE			
UNDEPOSITED SALES \$ 8,157				96.99%			
*****				ADVANCED FOODS 2,788			
DISBURSING OFFICER				STORES CONSUMED 19,574			
COLLECTION DO				ADVANCED FOODS = 14.00% OF STORES CONSUMED			
(SIGNATURE) (DATE)				DIFFERENCE BETWEEN FOOD COST & STORES CONSUMED 1.90%			
R.C. FAMILY ENS 07/01/98				COUNTRY CODE			
C134003 18888 06/30/98				ACCOUNTING CLASSIFICATION			
STANDARD DOC. NO. N211198MD0007				APPROX			
CERTIFICATION: I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:				SUB			
				HEAD			
				CLASS			
				BCN			
				ALLOT			
				AAA			
				TYPE			
				PAA			
				COST CODE			
				AMOUNT			
				SALES 17_1453 2241 007 41118 0 068732 3C 008181 0N2111173110 \$ 1867.40			
				SURCHARGES O&MN 17_1804 2241 000 41118 0 068732 2D 0N0010973110 \$ 188.25			
				TOTAL \$ 2055.65			
SIGNATURES/COMMENTS				REVIEWED BY LEADING MS (SIGNATURE)			
COMMENTS (Hand Written Note):				I CERTIFY that the above information is correct to the best of my knowledge and belief.			
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)				CERTIFIED BY (SIGNATURE) (NAME AND TITLE) (DATE)			
R. S. BART 01 JULY 1998				W. B. ELLIS LTJG F80 01 JULY 1998			

This total allowed figure is obtained from the daily muster report from the personnel officer less other authorized personnel (i.e., TAD, Leave, UA, etc).

Figure 7-17

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE COMPUTATION ALLOWANCE/FINANCIAL SECTION (TOTAL ALLOWANCES) TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

E84A0001 TIME: 02-01		*** GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) ***										DATE: 01 JULY 1998																																																		
HEADING COMMANDING OFFICER NAVAL STATION DUARTE		PERIOD 1 JUN 1998 THRU 30 JUN 1998		DAYS OPEN 30		DAYS IN PORT 30		DUC 21111		MERGED RETURN? N		FINAL RETURN? N																																																		
<b>RATIONS ALLOWED STATEMENT</b> Navy Rations Allowed 18,954 Other Rations Allowed 16,480 <b>TOTAL RATIONS ALLOWED 35,434</b>		<b>INVENTORY RECEIPTS</b> INVENTORY RECEIPTS RECEIPTS <b>TOTAL</b>		<b>LEVEL OF PROCUREMENT</b> RECEIPTS WITH CHARGE 53,571 less: TRANSFERS w/ REIMBURSEMENT - 134 less: BULK SALES - 380 <b>53,057</b> TOTAL RECEIPTS less TRANSFERS & BULK SALES 53,057 TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CF 52,315 RATIO = 1.01 Ratio less than 1.00 means purchases, transfers and sales were less than allowances.		<b>ALLOWANCES</b> BASIC ALLOWANCE 3,257 5.38 17,523 99 OR LESS 725 .81 587 100 TO 149 1,349 .40 539 UNDER / (OVER) ISSUE CF 1664		<b>LAST FULL PHYSICAL INVENTORY</b> DATE 06/09/98 NUMBER OF DAYS SINCE 21 INVENTORY ACCURACY RATE 96.99%																																																						
<b>RATION BREAKDOWN</b> <table border="1"> <thead> <tr> <th>Type</th> <th>Code</th> <th>Rations Fed</th> </tr> </thead> <tbody> <tr><td>Navy Regular</td><td>1</td><td>1522</td></tr> <tr><td>Ration for Cash</td><td>2</td><td>1258</td></tr> <tr><td>Navy Reserve</td><td>3</td><td>20</td></tr> <tr><td>Navy ROTC 1/</td><td>4</td><td></td></tr> <tr><td>Naval Academy 1/</td><td>5</td><td></td></tr> <tr><td>Marine Regular</td><td>6</td><td>307</td></tr> <tr><td>Marine Reserve</td><td>7</td><td></td></tr> <tr><td>Army Regular</td><td>8</td><td>86</td></tr> <tr><td>Army Reserve</td><td>9</td><td></td></tr> <tr><td>Army Nat Guard</td><td>10A</td><td></td></tr> <tr><td>AF Nat Guard</td><td>10B</td><td></td></tr> <tr><td>Air Force Regular</td><td>11</td><td></td></tr> <tr><td>Coast Guard 1/</td><td>12</td><td></td></tr> <tr><td>Foreign 1/</td><td>13</td><td></td></tr> <tr><td>Miscellaneous 1/</td><td>14</td><td>58</td></tr> <tr><td>TARS 1/</td><td>15</td><td></td></tr> <tr><td>Total Other Pers 2/</td><td>16</td><td>1,349</td></tr> <tr><td>Grand Total 3/</td><td>17</td><td>3,257</td></tr> </tbody> </table>		Type	Code	Rations Fed	Navy Regular	1	1522	Ration for Cash	2	1258	Navy Reserve	3	20	Navy ROTC 1/	4		Naval Academy 1/	5		Marine Regular	6	307	Marine Reserve	7		Army Regular	8	86	Army Reserve	9		Army Nat Guard	10A		AF Nat Guard	10B		Air Force Regular	11		Coast Guard 1/	12		Foreign 1/	13		Miscellaneous 1/	14	58	TARS 1/	15		Total Other Pers 2/	16	1,349	Grand Total 3/	17	3,257	FOOD COST (338) + \$ 19,954 SURVEYS + 860 LOSS WITHOUT SURVEY + 50 BULK SALES + 380 TRANSFERS w/ REIMBURSEMENT + 134 TRANSFERS w/o REIMBURSEMENT + 8 INVENTORY Balance on Hand + 56,396 PRICE ADJUSTMENT - 2,092 <b>TOTAL \$ 75,690</b>		ADVANCED FOODS 2,788 STORES CONSUMED 19,574 ADVANCED FOODS = 14.00% OF STORES CONSUMED DIFFERENCE BETWEEN FOOD COST & STORES CONSUMED 1.90%	
Type	Code	Rations Fed																																																												
Navy Regular	1	1522																																																												
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Naval Academy 1/	5																																																													
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Army Regular	8	86																																																												
Army Reserve	9																																																													
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Miscellaneous 1/	14	58																																																												
TARS 1/	15																																																													
Total Other Pers 2/	16	1,349																																																												
Grand Total 3/	17	3,257																																																												
<b>CASH STATEMENT</b> UNDEPOSITED BAL FWD \$ 2,056 SALE OF MEALS + 7,737 BULK SALES + 380 SURCHARGES + 40 CASE DEPOSITED WITH D.O. - 2,056 OTHER SALES OF MEALS - 0 UNDEPOSITED SALES \$ 8,157		<b>TOTAL ALLOWANCES</b> 20,313 FOOD COST(338) 19,954 (UNDER)/OVER ISSUE 359 % (UNDER)/OVER ISSUE 1.76		COUNTRY CODE ACCOUNTING CLASSIFICATION SALES 17_1453 2241 007 41118 0 068732 3C 008181 082111173110 \$ 1867.40 SURCHARGES OVER 17_1804 2241 000 41118 0 068732 2D 080010973110 \$ 188.25 \$ 2055.65																																																										
DISBURSING (SIGNATURE) R.C./P/M/L STANDARD DOC		The basic allowance rates used must agree with the latest NAVSUPNOTE 7330.		REVIEWED BY LEADING MS (SIGNATURE) <i>J.A. Clinton msc</i>																																																										
CERTIFICATION: I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:		The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.		I CERTIFY that the above information is correct to the best of my knowledge and belief.																																																										
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) <i>R.S. BART</i> 01 JULY 1998		CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE) <i>W.B. Ellis LTJG FSO</i> 01 JULY 1998																																																												

Figure 7-18

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE "EXPENDITURE" SECTION (STORES CONSUMED) TO THE GENERAL MESS SUMMARY DOCUMENT

\*\*\* GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) \*\*\*

DATE: 01 JULY 1998

PERIOD	1 JUN 1998 THRU 30 JUN 1998	DAYS OPER	30	DAYS IN PORT	30	DIC	21111
CORRECTED REPORT?	N	MERGED RETURN?	N	FINAL RETURN?	N		

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<p><b>RECEIPTS</b></p> <table style="width: 100%;"> <tr><td>INVENTORY Balance Brought Forward</td><td style="text-align: right;">\$ 22,021</td></tr> <tr><td>RECEIPTS WITH CHARGE</td><td style="text-align: right;">53,571</td></tr> <tr><td>RECEIPTS WITHOUT CHARGE</td><td style="text-align: right;">98</td></tr> <tr><td><b>TOTAL</b></td><td style="text-align: right;"><b>\$ 75,690</b></td></tr> </table> <p><b>EXPENDITURES</b></p> <table style="width: 100%;"> <tr><td>FOOD COST (338)</td><td style="text-align: right;">+ \$ 19,954</td></tr> <tr><td>SURVEYS</td><td style="text-align: right;">+ 860</td></tr> <tr><td>LOSS WITHOUT SURVEY</td><td style="text-align: right;">+ 50</td></tr> <tr><td>BULK SALES</td><td style="text-align: right;">+ 380</td></tr> <tr><td>TRANSFERS w/ REIMBURSEMENT</td><td style="text-align: right;">+ 134</td></tr> <tr><td>TRANSFERS w/o REIMBURSEMENT</td><td style="text-align: right;">+ 8</td></tr> <tr><td>INVENTORY Balance on Hand</td><td style="text-align: right;">+ 56,396</td></tr> <tr><td>PRICE ADJUSTMENT</td><td style="text-align: right;">+/- - 2,092</td></tr> <tr><td><b>TOTAL</b></td><td style="text-align: right;"><b>\$ 75,690</b></td></tr> </table>	INVENTORY Balance Brought Forward	\$ 22,021	RECEIPTS WITH CHARGE	53,571	RECEIPTS WITHOUT CHARGE	98	<b>TOTAL</b>	<b>\$ 75,690</b>	FOOD COST (338)	+ \$ 19,954	SURVEYS	+ 860	LOSS WITHOUT SURVEY	+ 50	BULK SALES	+ 380	TRANSFERS w/ REIMBURSEMENT	+ 134	TRANSFERS w/o REIMBURSEMENT	+ 8	INVENTORY Balance on Hand	+ 56,396	PRICE ADJUSTMENT	+/- - 2,092	<b>TOTAL</b>	<b>\$ 75,690</b>	<p><b>LEVEL OF PROCUREMENT</b></p> <table style="width: 100%;"> <tr><td>RECEIPTS WITH CHARGE</td><td style="text-align: right;">53,571</td></tr> <tr><td>less: TRANSFERS w/ REIMBURSEMENT</td><td style="text-align: right;">- 134</td></tr> <tr><td>less: BULK SALES</td><td style="text-align: right;">- 380</td></tr> <tr><td><b>TOTAL RECEIPTS less TRANSFERS &amp; BULK SALES</b></td><td style="text-align: right;"><b>53,057</b></td></tr> <tr><td><b>TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CP</b></td><td style="text-align: right;"><b>52,315</b></td></tr> <tr><td><b>RATIO =</b></td><td style="text-align: right;"><b>1.01</b></td></tr> </table> <p>Ratio less than 1.00 means purchases, transfers and sales were less than allowances.</p>	RECEIPTS WITH CHARGE	53,571	less: TRANSFERS w/ REIMBURSEMENT	- 134	less: BULK SALES	- 380	<b>TOTAL RECEIPTS less TRANSFERS &amp; BULK SALES</b>	<b>53,057</b>	<b>TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CP</b>	<b>52,315</b>	<b>RATIO =</b>	<b>1.01</b>
INVENTORY Balance Brought Forward	\$ 22,021																																						
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<b>RATIO =</b>	<b>1.01</b>																																						

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No.	DESCRIPTION	UNIT	QTY	PRICE	AMOUNT	ISSUE	ISSUE	ISSUE	ISSUE	ISSUE		
6	INVENTORY BROUGHT FORWARD				22,020.7651					216.5200		
6	DOUGHTIES	8091	10	9185	1,169.1729	6	30	SURVEY	8181	0001	860.3000	
6	COCA-COLA USA	8091	970	9226	366.3000	6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)			164.8100	
6	MARVA MAID DAIRY	8091	946	9207	35.9280	6	30	USS SIRUS			134.2100	
6	DOUGHTIES	8093	101	9886	57.3920	6		USS NEVERSAIL (LPP-5)	W12345	8181	9814	7.6000
6	MARVA MAID DAIRY	8093	9093	9207	123.3280	6	30	EXPENDITURE WITHOUT SURVEY	8181	9003	49.8600	
6	KOTARIDES BAKING	8093	9067		351.4500	6	30	ISSUES TO THE GENERAL MESS			19,953.7296	
6	MARVA MAID DAIRY	8093	9091	9095	114.6528	6	30	INVENTORY			56,396.4928	
6						6	30	PRICE ADJUSTMENT			-2,092.4666	
6						6	30	TOTAL			75,690.2558	

These figures should equal the "Issues to the General Mess" on the expenditure side of the NAVSUP Form 367 at the end of each accounting period.

**NAVSUP FORM 367**

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No.	DESCRIPTION	UNIT	QTY	PRICE	AMOUNT
6	DOUGHTIES	8104	101	9088	873.9577
6	MARVA MAID DAIRY	8106	9093	9207	103.4560
6	KOTARIDES BAKING	8107	9067		122.2000
6	MARVA MAID DAIRY	8110	9093	9207	159.8560
6	MARVA MAID DAIRY	8110	9091	9256	143.8656
6	DOUGHTIES	8106	101	9119	761.7118
6	NSC CHARLESTON	8112	101	9043	389.3700

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F82900001 TIME: 20:53 \*\*\* STORES CONSUMED REPORT \*\*\* DATE: 01JUL98 PAGE: 17

FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)  
NAVSUP FORM 1059 (Rev. 11-81)

ACTIVITY NAVAL STATION DUART DATE June 01, 1998 thru June 30, 1998

CODE	NSN	DESCRIPTION	UNIT	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
Y79	00-328-6728	TARTAR SAUCE, 7/16 OZ BOAT/CUP/BAG	HD		17.00	2.4582	41.79
Y83	01-057-1559	YEAST, BAKER'S, DRY, 2 LB	BG		28.00	3.1334	75.20
LAST RECEIPT PRICE ONLY							
UB2		FLAVORED MILK, CHOCOLATE	GL		XXXXXXXXXX	2.2400	XXXXXXXXXXXX
U93		MILK, LOWFAT, 1%	GL		XXXXXXXXXX	2.2200	XXXXXXXXXXXX
SUBTOTAL \$							116.9900
TOTAL OF ALL SUBTOTALS \$							19,953.7296
LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$							00.0000
GRAND TOTAL \$							19,953.7296

**NAVSUP FORM 1059**

Issue Approved by (Signature, Rate & Title)	Date
Issued by (Signature, Rate & Title)	Date
Received By (Signature, Rate & Title)	Date

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF ISSUES TO GENERAL MESS

Signature W.B. Ellis Date 2 July 98

Figure 7-19

7-36

## NAVSUP P-486 - Food Service Management

### SUBMITTING A MANUAL CORRECTED GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) CORRECTED NAVSUP FORM 1359

P84A00001 TIME: 09-01 HEADING COMMANDING OFFICER NAVAL STATION DUARTE		*** GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) ***				DATE: 01 JULY 1998																																																									
		PERIOD 1 JUN 1998 THRU 30 JUN 1998		DAYS OPER 30	DAYS IN PORT 30	UIC 21111																																																									
		CORRECTED REPORT? Y #001				MERGED RETURN? N FINAL RETURN? N																																																									
===== RATIONS ALLOWED STATEMENT =====																																																															
Navy Rations Allowed 19,854* Other Rations Allowed 16,480 <b>TOTAL RATIONS ALLOWED 36,334*</b>		RECEIPTS INVENTORY Balance Brought Forward \$ 22,021 RECEIPTS WITH CHARGE 53,571 RECEIPTS WITHOUT CHARGE 98 <b>TOTAL \$ 75,690</b>		LEVEL OF PROCUREMENT RECEIPTS WITH CHARGE 53,571 TRANSFERS w/ REIMBURSEMENT - 134 SALES 53,057 NET CF 52,315 O = 1.01																																																											
RATION BREAKDOWN		LOSS WITHOUT SURVEY + 50 BULK SALES + 380 TRANSFERS w/ REIMBURSEMENT + 134 TRANSFERS w/o REIMBURSEMENT + 8 INVENTORY Balance on Hand + 56,396 PRICE ADJUSTMENT +/- - 2,092 <b>TOTAL \$ 75,690</b>		Ratio less than 1.00 means purchases, transfers and sales were less than allowances.																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Code</th> <th>Rations Fed</th> </tr> </thead> <tbody> <tr><td>Navy Regular</td><td>1</td><td>1522</td></tr> <tr><td>Ration for Cash</td><td>2</td><td>1258</td></tr> <tr><td>Navy Reserve</td><td>3</td><td>20</td></tr> <tr><td>Navy ROTC 1/</td><td>4</td><td></td></tr> <tr><td>Naval Academy 1/</td><td>5</td><td></td></tr> <tr><td>Marine Regular</td><td>6</td><td>307</td></tr> <tr><td>Marine Reserve</td><td>7</td><td></td></tr> <tr><td>Army Regular</td><td>8</td><td>86</td></tr> <tr><td>Army Reserve</td><td>9</td><td></td></tr> <tr><td>Army Nat Guard</td><td>10A</td><td></td></tr> <tr><td>AF Nat Guard</td><td>10B</td><td></td></tr> <tr><td>Air Force Regular</td><td>11</td><td></td></tr> <tr><td>Coast Guard 1/</td><td>12</td><td></td></tr> <tr><td>Foreign 1/</td><td>13</td><td></td></tr> <tr><td>Miscellaneous 1/</td><td>14</td><td>58</td></tr> <tr><td>TARS 1/</td><td>15</td><td>6</td></tr> <tr><td>Total Other Pers 2/</td><td>16</td><td>1,735</td></tr> <tr><td>Grand Total 3/</td><td>17</td><td>3,257</td></tr> </tbody> </table>		Type	Code	Rations Fed	Navy Regular	1	1522	Ration for Cash	2	1258	Navy Reserve	3	20	Navy ROTC 1/	4		Naval Academy 1/	5		Marine Regular	6	307	Marine Reserve	7		Army Regular	8	86	Army Reserve	9		Army Nat Guard	10A		AF Nat Guard	10B		Air Force Regular	11		Coast Guard 1/	12		Foreign 1/	13		Miscellaneous 1/	14	58	TARS 1/	15	6	Total Other Pers 2/	16	1,735	Grand Total 3/	17	3,257	ALLOWANCES BASIC ALLOWANCE 3,257 5.38 17,523 99 OR LESS 725 .81 587 100 TO 149 1,349 .40 539 UNDER / (OVER) ISSUE CF 1664		LAST FULL PHYSICAL INVENTORY DATE 06/09/98 NUMBER OF DAYS SINCE 21 INVENTORY ACCURACY RATE 96.99%		
Type	Code	Rations Fed																																																													
Navy Regular	1	1522																																																													
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1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1. 2/ Codes 2 through 15. 3/ Codes 1 and 16.		TOTAL ALLOWANCES 20,313 FOOD COST (338) 19,954 (UNDER)/OVER ISSUE 359 % (UNDER)/OVER ISSUE 1.76		ADVANCED FOODS 2,788 STORES CONSUMED 19,574 ADVANCED FOODS = 14.00% OF STORES CONSUMED DIFFERENCE BETWEEN FOOD COST & STORES CONSUMED 1.90%																																																											
CASH STATEMENT UNDEPOSITED BAL FWD \$ 2,056 SALE OF MEALS + 7,737 BULK SALES + 380 SURCHARGES + 40 CASH DEPOSITED WITH D.O. - 2,056 OTHER SALES OF MEALS - 0 UNDEPOSITED SALES \$ 8,157		ACCOUNTING CLASSIFICATION SALES 17 1453 2241 007 41118 0 068732 3C 008181 0E2111173110 \$ 1867.40 SURCHARGES 06MN 17 1804 2241 000 41118 0 068732 2D 0H0010973110 \$ 188.25 TOTAL \$ 2055.65																																																													
CERTIFICATION DISBURSING OFFICER (SIGNATURE) (DATE) R. C. Family 07/01/98 STANDARD DOC. NO. M2411198MD00007		CERTIFICATION I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:		SIGNATURES/COMMENTS COMMENTS (Hand Written Note): The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief. EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R. B. BART 01 JULY 1998																																																											
				REVIEWED BY LEADING MS (SIGNATURE) W. B. ELVIS CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE) W. B. ELVIS LTJG F80 01 JULY 1998																																																											

Correction annotated with an asterisk.

Corrected report will have a (Y) in the corrected report block followed by the corrected report number.

Figure 7-20

### NAVSUP P-486 - Food Service Management

## RECORDING DATA ON THE LEVEL OF PROCUREMENT ON THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

PBAR0001 TIME: 09-01		*** GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) ***				DATE: 01 JULY 1998	
HEADING COMMANDING OFFICER NAVAL STATION DUARTE		PERIOD 1 JUN 1998 THRU 30 JUN 1998		DAYS OPER	30	DAYS IN PORT	30
		CORRECTED REPORT? N		MERGED RETURN? N		UIC 21111	
				FINAL RETURN? N			
<b>RATIONS ALLOWED STATEMENT</b>							
Navy Rations Allowed	18,954						
Other Rations Allowed	16,480						
<b>TOTAL RATIONS ALLOWED</b>	<b>35,434</b>						
<b>RATION BREAKDOWN</b>							
Type	Code	Rations Fed					
Navy							
Ratic							
Navy							
Naval							
Marin							
Marin							
Army							
Army Reserve	9						
Army Nat Guard	10A						
AF Nat Guard	10B						
Air Force Regular	11						
Coast Guard 1/	12						
Foreign 1/	13						
Miscellaneous 1/	14	58					
TARS 1/	15	6					
Total Other Pers 2/	16	1,735					
Grand Total 3/	17	3,257					
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1. 2/ Codes 2 through 15. 3/ Codes 1 and 16.							
<b>CASH STATEMENT</b>							
UNDEPOSITED BAL FWD	\$ 2,056						
SALE OF MEALS	+ 7,737						
BULK SALES	+ 380						
SURCHARGES	+ 40						
CASH DEPOSITED WITH D.O.	- 2,056						
OTHER SALES OF MEALS	- 0						
UNDEPOSITED SALES	\$ 8,157						
<b>CERTIFICATION</b>							
DISBURSING OFFICER (SIGNATURE) DATE	COLLECTION VOUCHER #	DO SYMBOL	DATE				
R. C. Family 07/01/98	C134003	18888	06/30/98				
STANDARD DOC. NO. N2111198MD00007							
CERTIFICATION: I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:							
<b>RECEIPTS</b>							
INVENTORY Balance Brought Forward \$ 22,021				<b>LEVEL OF PROCUREMENT</b>			
RECEIPTS WITH CHARGE 53,571				RECEIPTS WITH CHARGE 53,571			
RECEIPTS WITHOUT CHARGE 98				less: TRANSFERS w/ REIMBURSEMENT - 134			
				less: BULK SALES - 380			
				53,057			
				TOTAL RECEIPTS less TRANSFERS & BULK SALES 53,057			
				TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CF 52,315			
				RATIO = 1.01			
				Ratio less than 1.00 means purchases, transfers and sales were less than allowances.			
<b>ALLOWANCES</b>							
BASIC ALLOWANCE	3,257	5.38	17,523	<b>LAST FULL PHYSICAL INVENTORY</b>			
99 OR LESS	725	.81	587	DATE	06/09/98		
100 TO 149	1,349	.40	539	NUMBER OF DAYS SINCE	21		
UNDER / (OVER) ISSUE CF			1664	INVENTORY ACCURACY RATE	96.9%		
TOTAL ALLOWANCES 20,313							
FOOD COST(338) 19,954							
(UNDER)/OVER ISSUE 359							
% (UNDER)/OVER ISSUE 1.76							
ADVANCED FOODS = 14.00% OF STORES CONSUMED							
DIFFERENCE BETWEEN FOOD COST & STORES CONSUMED 1.90%							
<b>COUNTRY CODE</b>							
<b>ACCOUNTING CLASSIFICATION</b>							
SALES	17_1453	2241	007	41118	0	068732	3C
SURCHARGES O&M	17_1804	2241	000	41118	0	068732	2D
TOTAL							
SIGNATURES/COMMENTS							
COMMENTS (Hand Written Note):				REVIEWED BY LEADING MS (SIGNATURE)			
				I A. Claxton MSC			
				I CERTIFY that the above information is correct to the best of my knowledge and belief.			
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE)				CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE)			
R. S. BART 01 JULY 1998				W. B. HALLIS LTJG FSO 01 JULY 1998			

Level of Procurement (LOP) is an internal NAVSUP tool to gauge procurement trends. It is not used to evaluate the performance of individual Afloat or Ashore galleys.

Figure 7-21

## RECORDING DATA FOR THE LAST FULL INVENTORY ON THE

NAVSUP P-486 - Food Service Management

GENERAL MESS SUMMARY DOCUMENT  
(NAVSUP FORM 1359)

P8400001 TIME: 09-01 HEADQUARTERS COMMANDING OFFICER NAVAL STATION DUARTE		*** GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) ***				DATE: 01 JULY 1998	
PERIOD 1 JUN 1998 THRU 30 JUN 1998		DAYS OPER 30	DAYS IN PORT 30	UIC 21111	Merged Return? N Final Return? N		
CORRECTED REPORT? N							
RATIONS ALLOWED STATEMENT							
Navy Rations Allowed 18,954 Other Rations Allowed 16,480 TOTAL RATIONS ALLOWED 35,434		RECEIPTS INVENTORY Balance Brought Forward \$ 22,021 RECEIPTS WITH CHARGE 53,571 RECEIPTS WITHOUT CHARGE 98 TOTAL \$ 75,690					
RATION BREAKDOWN		LEVEL OF PROCUREMENT			RECEIPTS WITH CHARGE 53,571 less: TRANSFERS w/ REIMBURSEMENT - 134 less: BULK SALES - 380 53,057		
Type	Code	Rations Fed	TOTAL RECEIPTS less TRANSFERS & BULK SALES 53,057 TOTAL ALLOWANCES less UNDER/(OVER) ISSUE CP 52,315 RATIO = 1.01				
Navy Regular	1	1522	Ratio less than 1.00 means purchases, transfers and sales were less than allowances.				
Ration for Cash	2	1258					
Navy Reserve	3	20					
Navy ROTC 1/	4						
Naval Academy 1/	5						
Marine Regular	6	307					
Marine Reserve	7						
Army Regular	8	86					
Army Reserve	9						
Army Nat Guard	10A						
AF Nat Guard	10B						
Air Force Regular	11						
Coast Guard 1/	12						
Foreign 1/	13						
Miscellaneous 1/	14	58					
TARS 1/	15	6					
Total Other Pers 2/	16	1,735					
Grand Total 3/	17	3,257					
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1. 2/ Codes 2 through 15. 3/ Codes 1 and 16.							
CASH STATEMENT		ALLOWANCES		LAST FULL PHYSICAL INVENTORY			
UNDEPOSITED BAL FWD \$ 2,056 SALE OF MEALS + 7,737 BULK SALES + 380 SURCHARGES + 40 CASH DEPOSITED WITH D.O. - 2,056 OTHER SALES OF MEALS - 0 UNDEPOSITED SALES \$ 8,157		BASIC ALLOWANCE 3,257 5.38 17,523 99 OR LESS 725 .81 587 100 TO 149 1,349 .40 539 UNDER / (OVER) ISSUE CP 1664		DATE 06/09/98 NUMBER OF DAYS SINCE 21 INVENTORY ACCURACY RATE 96.99%			
DISBURSING OFFICER (SIGNATURE) (DATE) R.C. Family 07/01/98		TOTAL ALLOWANCES 20,313 FOOD COST (338) 19,954 (UNDER)/OVER		ADVANCED FOODS 2,788 STORES CONSUMED 19,574 ADVANCED FOODS = 14.00% OF STORES CONSUMED VARIANCE BETWEEN FOOD COST & STORES CONSUMED 1.90%			
CERTIFICATION I certify that I have received cash in the amount of \$ 2,055.65, representing deposits described above, which will be included in my statement of accountability for the period of:		% (UNDER)/OVER COUNTRY CODE ACCOUNT SALES SURCHARGES O&MN 17_1804 2241 000 41118 0 TOTAL		INVENTORY accuracy rate is based on the last full inventory conducted.			
STANDARD DOC. NO. N241119EMD00007		SIGNATURES/COMMENTS COMMENTS (Hand Written Note): The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.		REVIEWED BY LEADING MS (SIGNATURE) J.A. Clinton MSC I CERTIFY that the above information is correct to the best of my knowledge and belief.			
EXECUTIVE/PERSONNEL OFFICER (SIGNATURE) (DATE) R.S. Baw 01 JULY 1998		CERTIFIED BY (SIGNATURE) (RANK AND TITLE) (DATE) W.B. Ellis LTJG FSO 01 JULY 1998					

Figure 7-22

## NAVSUP P-486 - Food Service Management

### PART B: INVENTORY

#### 7100 GENERAL INFORMATION

1. **APPLICABILITY.** The procedures in this section apply to all general messes. Performing accurate and timely inventories is one of the most critical responsibilities of the Food Service Officer. Physical inventories provide the foundation for records closeouts and submission of general mess returns.
2. **DEFINITION AND PURPOSE.** A physical inventory is a process of identifying, counting and evaluating all subsistence on hand at a specified time. A physical inventory is taken for the following purposes:
  - a. To establish and reestablish financial accountability and responsibility;
  - b. To determine the dollar value of the subsistence on hand so that the required financial reports can be prepared;
  - c. 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;
  - d. To determine the dollar value of subsistence shortages due to spoilage, damage, waste, pilferage, or other losses not reflected on subsistence ledgers;
  - e. To identify subsistence shortages and overages and to determine financial liability; and,
  - f. To serve as a management tool for subsistence inventory controls.
3. **WHEN TAKEN.** A full physical subsistence inventory will be taken as follows:
  - a. Upon relief of the accountable Food Service Officer;
  - b. Upon relief of the responsible bulk storeroom custodian;
  - c. A full physical inventory will be conducted within 90 days of the last full physical inventory. Trident submarines will conduct a full physical inventory at the end of each patrol cycle;
  - d. When there is evidence of unauthorized entry into that storeroom; and,
  - e. At any other time when directed by the Type Commander, Major Claimant, Commanding Officer, Supply Officer or Food Service Officer.
4. **INVENTORY ADJUSTMENTS.** There are two types of inventory adjustments.
  - 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 carried in the NAVSUP Form 335, Subsistence Ledger. This shortage must be investigated by the Leading CS 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 carried in the NAVSUP Form 335, Subsistence Ledger. This excess must be investigated by the Leading CS or FSO.



## NAVSUP P-486 - Food Service Management

### 7101 INVENTORY MANAGEMENT

Food Service Officers will be expected to maintain an inventory validity of at least 95%. Loss of issue, receipt and expenditure documents and incorrect records posting will impede the ability to meet the 95% accuracy goal. Showing an interest in the storerooms will 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/under issue. Various checks and balances can be used to maintain control of inventory accuracy.

1. INVENTORY MANAGEMENT. The Food Service Officer will develop and implement an effective inventory management plan, including spot inventory and storeroom inventories.

a. Spot Inventories. This procedure is used when the Food Service Officer conducts spot inventories of subsistence items in the bulk storeroom at unannounced times during the course of the monthly accounting period. A minimum of 5% of subsistence line items maintained in the bulk storeroom will be inventoried at least twice a month (for a total of 10% monthly). Spot inventories should concentrate on high value and fast moving items. The results will be compared against the Subsistence Ledgers (NAVSUP Form 335) to ensure the inventory accuracy of the bulk storeroom is maintained.

b. Storeroom Inventories. This procedure is used when the Food Service Officer conducts a wall to wall inventory of all subsistence items in a particular storeroom. The requirement is that each storeroom will be inventoried as a minimum every 90 days. The results will be compared against the Subsistence Ledgers (NAVSUP Form 335) with appropriate adjusting entries made. Exercise caution with this procedure when like subsistence items are located in multiple locations.

c. Breakout/Perpetual Inventories (Optional). 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 will indicate the balance on hand on each Food Item Request/Issue Document (NAVSUP Form 1282) after making each breakout or issue. The recordskeeper will compare this balance after decreasing the breakout or issue on the Subsistence Ledger (NAVSUP Form 335). Differences will be examined and appropriate entries made.

d. Emergency breakout procedures should be developed.

### 7102 PREPARING FOR INVENTORIES

1. PREPARATION. Prior to the inventory, ensure all receipts, transfers, surveys, returns and issues to the general mess and private messes are up to date and posted. Issues that have been posted should be separated from stocks to be inventoried. All receipt and expenditure (transfer, survey, sale and issue) documents will be posted to:

- a. Subsistence Ledgers (NAVSUP Form 335); and,
- b. Record of Receipts and Expenditures (NAVSUP Form 367).

All subsistence items will 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. The Food Service Officer, and upon relief, both the Food Service Officer and the relieving Food Service Officer, will take the inventory. Personnel

## NAVSUP P-486 - Food Service Management

assigned responsibility for subsistence storage areas will be present and participate in the inventory in their respective spaces. When possible a two-team method will be utilized (two teams, two or more per team).

### 7103 FULL PHYSICAL INVENTORY PROCEDURES

#### 1. ROUGH INVENTORY

a. Recording the Inventory. For automated activities, the Inventory Worksheet generated by FSM will be utilized. For manual activities the actual count of subsistence items will be recorded using a blank NAVSUP Form 1059 and be referred to as the rough inventory (Figure 7-23). This form will contain at a minimum; FIC, nomenclature, unit of issue and quantity on hand. The rough inventory will be retained for a period of one year in the Food Service Officer's accountability file. Prior to retaining, the rough inventory must have all differences reconciled before printing the smooth inventory. The smooth inventory will then be signed and placed in the FSO's accountability file. It is also recommended that the TYCOM be contacted for specific local requirements.

b. Actions During the Inventory. The contents of boxes from which items have been removed will always be counted. The Food Service Officer will 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 will be notified and their signatures will be obtained on the breakout document.

#### c. Actions After the Inventory.

(1) Reconciliation. For automated activities, the FSM system (screen # F82000001) will produce both a discrepancy listing and a 5% difference of total expenditures listing and will be initialed by the Food Service Officer. For manual activities the quantities on the rough inventory will be compared with the balances on the NAVSUP Form 335. A list will be made of discrepancies between inventory quantities and the on hand balances. Discrepancies will be rechecked by the personnel conducting the inventory. All discrepancies greater than 5% of the total monthly expenditures will be considered an inventory error. Inventory errors must be investigated, adjusted, and initialed beside the adjustment on the NAVSUP Form 335 by the Food Service Officer. Posting the inventory to the NAVSUP Form 335:

(a) If the inventory is correct, it may be posted at this time, or when all discrepancies have been resolved. The inventory quantity will be posted to the "On Hand" balance column.

(b) 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 carried in the NAVSUP Form 335, Subsistence Ledger) a Loss From Inventory has occurred and must be posted as follows (Figure 7-24):

<u>Column</u>	<u>Instructions for Entry</u>
Mo./Day	Month and day the inventory was taken.
Receipts	INVADJ (if applicable)
GM Issued	If the inventory quantity is greater than the "On Hand" balance, the amount entered will be a

**NAVSUP P-486 - Food Service Management**

negative value. If the inventory quantity is less than the "On Hand" balance, the amount will 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.

(c) 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 carried in the NAVSUP Form 335, Subsistence Ledger) a Gain From Inventory has occurred and must be posted as follows (Figure 7-25):

Column

Instructions for Entry

Mo./Day

Month and day the inventory was taken.

Receipts

INVADJ (if applicable)

GM Issued

The difference between the actual amount counted during the physical inventory and the "On Hand" balance shown on the NAVSUP Form 335. This amount will 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 will be a negative value.

Other

INV

On Hand

The physical inventory count of the subsistence item.

(2) Inventory Adjustment Sheets. Quantity differences between the inventory and the NAVSUP Form 335 balance will also be recorded to the Inventory Adjustment sheets. For automated activities, FSM will generate an Inventory Adjustment listing. An original and one copy of the Inventory Adjustment sheets will be made using a blank NAVSUP Form 1059 or a NAVSUP Form 1282. An inventory loss is posted as a (+) figure and an inventory gain is posted as a (-) figure. Each entry on the Inventory Adjustment sheet will be at the most current last receipt price. All inventory adjustment sheets need to be retained in the accountability file as part of the retained returns.

(3) Posting Differences (Money Value Only) to the Food Cost Control Record (NAVSUP Form 338). Gains and/or losses in inventories must be assumed to have been issued or returned items not documented to and from the general mess. As such, the summary of all inventory adjustments must be posted to the NAVSUP Form 338 to reflect the true accumulation of actual food costs (Figure 7-26 for gain and Figure 7-27 for loss by inventory.)

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Proper posting for the money value of inventory adjustment is as follows:

<u>Column</u>	<u>Instructions for Entry</u>
(1)	Date of the actual inventory.
(2-5)	Inventory adjustment.
(15)	The Monetary Allowance cumulative total brought forward.
(16)	Obtained from the Inventory Adjustment Sheet. When the total inventory adjustment results in a loss (positive figure), it will be posted as a plus entry. When the total inventory adjustment results in a credit issue (negative figure), it will be posted as a minus entry.
(17)	The sum of the total inventory adjustment (column 16) plus the Food Cost cumulative total (column 17).
(18)	Difference between column (15) and column (16).

2. SMOOTH INVENTORY. For automated activities smooth inventory sheets will be generated automatically by FSM. For manual activities smooth inventory sheets will be prepared by the recordskeeper as of the last day of each monthly accounting period. A NAVSUP Form 1059 will be used. If the inventory was taken on the last day of the monthly accounting period, the actual inventory will be recorded on the NAVSUP Form 1059. If the inventory was taken on a day other than the last day of the monthly accounting period or during an monthly accounting period when no inventory was taken, a book inventory (balance on hand on the last day of the monthly accounting period on the NAVSUP Form 335) will be recorded on the NAVSUP Form 1059. From the NAVSUP Form 335, enter the last receipt prices, extend the values, total each page and recap the total of all pages on the last page. The Food Service Officer, and if applicable, the relieving Food Service Officer, will compare the rough and smooth inventories. They will sign and date the bottom of the last page of the smooth inventory to certify correctness (Figure 7-28).

3. MONEY VALUE TRANSFER OF INVENTORY BETWEEN TRIDENT SUBMARINES. Trident submarines will use a NAVSUP Form 1359 to transfer the money value of inventories between blue and gold crews in accordance with para 7301.

#### 4. DISTRIBUTION

a. Rough Inventory. The rough inventory will be retained for a period of one year. All differences on the rough inventory must be reconciled prior to printing the smooth inventory.

b. Smooth Inventory. The prepared smooth inventory needs to be signed by the Food Service Officer and placed in the Food Service Officer's accountability file.

c. Inventory Adjustment Sheets. Original placed in the Food Service Officer's accountability file.

## NAVSUP P-486 - Food Service Management

d. 5% difference of Total Expenditure listing. Original placed in the Food Service Officer's accountability file.

e. (DD Form 1149 Requisition and invoice/shipping document) will be used for the transfer of inventory between Gold and Blue Crews on TRIDENT Submarines. The DD Form 1149 must be signed by the FSO and JOD for both crews during the transfer. The close out of the month/cycle is not completed at time of food transfer to the other crew because the remaining dry inventory is not accepted/transferred to SRSS when the other crew takes the boat/freezer inventory.

(1) Transferring Crew

- (a) original - to receiving crew
- (b) copy - with receiving crews receipt inspectors signature in the accountability file

(2) Receiving Crew

- (a) original - Accountability File
- (b) copy - Receipts without Charge File

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**FOOD ITEM REPORT/MASTER FOOD CODE LIST  
(NAVSUP FORM 1059)  
USED FOR RECORDING INVENTORY**

F82610001		TIME: 16:11	*** INVENTORY WORKSHEET ***		DATE: 29JUN98	PAGE: 1	
FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)							
NAVSUP FORM 1059 (Rev. 11-81)							
ACTIVITY		NAVAL STATION DUARTE	UIC	N21111	DATE		
*** SEMI-PERISHABLE (DRY) ***							
CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
=====	=====	=====	==	=====	=====	=====	=====
	8940	FOOD SPECIALTY PREPARATIONS					
J76	01-074-4922	CREAMER, NONDAIRY, 50/100 PG	HD				
	8950	CONDIMENTS & RELATED PRODUCTS					
N77	00-616-5477	RELISH, PICKLE, SWEET, GAL, DOMESTIC	JR				
				SUBTOTAL \$			
				TOTAL OF ALL SUBTOTALS \$			
				LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$			
				GRAND TOTAL \$			
Issue Approved by (Signature, Rate & Title)			Date				
Issued by (Signature, Rate & Title)			Date				
Received By (Signature, Rate & Title)			Date				
I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY.							
Signature			Date				

Figure 7-23

### NAVSUP P-486 - Food Service Management

### POSTING A LOSS BY INVENTORY

HIGH LIMIT: 2		EXPENDITURES										EXPENDITURES		
LOW LIMIT: 1		EXPENDITURES										EXPENDITURES		
UNIT OF ISSUE: JR		EXPENDITURES										EXPENDITURES		
1998		EXPENDITURES										EXPENDITURES		
MO. & DAY	*FIXED PRICE	MO.	DAY	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND	19	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND
		0	01	BBF				3.00						
		0	11		1.00	1.00		2.00						
06/26	4.75	0	22		1.00	2.00		1.00						
		06	24		1.00	3.00		0.00						
		06	26	4.00				4.00						
		06	27		1.00	4.00		3.00						
BF	4.9691	06	29		1.00	5.00		2.00						
		06	30		1.00	6.00		1.00						
		06	30	INVADJ	1.00	7.00	INV	0.00						

\* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.  
 ISSUED CODES: 1 - 9 = BRANCH MESS CODE  
 OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL  
 \*\*\*\*\* END OF REPORT \*\*\*\*\*

Figure 7-24

### SUBSISTENCE LEDGER (NAVSUP FORM 335) POSTING A GAIN BY INVENTORY

HIGH LIMIT: 12		EXPENDITURES										EXPENDITURES		
LOW LIMIT: 26		EXPENDITURES										EXPENDITURES		
UNIT OF ISSUE: HD		EXPENDITURES										EXPENDITURES		
1998		EXPENDITURES										EXPENDITURES		
MO. & DAY	*FIXED PRICE	MO.	DAY	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND	19	RECEIPTS	GENERAL ISSUED	MESS CUM. TOTAL	OTHER	ON HAND
		06	01	BBF				76.00						
		06	01		5.00	5.00		71.00						
04/01	1.70	06	09		4.00	9.00		67.00						
		06	18		6.00	15.00		61.00						
		06	21		6.00	21.00		55.00						
		06	23		10.00	31.00		45.00						
03/06	1.8357	06	24		5.00	36.00		40.00						
		06	30				HR	2.00						
		06	30	INVADJ	2.00	34.00	INV	40.00						

\* Use to extend issues to General Mess. # Use to extend inventory and to price sales and transfers.  
 ISSUED CODES: 1 - 9 = BRANCH MESS CODE  
 OTHER CODES: LW = LOSS WITHOUT SURVEY; RI = RETURN OF ISSUE FROM PRIVATE MESS; SV = SURVEY; TR = TRANSFER OUT; TI = TRANSFER IN; SM = SPECIAL MEAL  
 \*\*\*\*\* END OF REPORT \*\*\*\*\*

Figure 7-25

NAVSUP P-486 - Food Service Management

GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)  
POSTING MONEY VALUE ONLY GAIN BY INVENTORY

F84120001 TIME: 20:45		*** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) ***										DATE: 30 JUN 98 PAGE: 1						
GENERAL MESS CONTROL RECORD (4061) NAVSUP FORM 338 (REV. 11-84)		BDA 5.38		SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81/ 0.40 + 0.00				FOR THE PERIOD 24 JUN 98 - 30 JUN 98										
FROM (Name of Ship or Station) NAVAL STATION DUARTE GENERAL MESS		COMMANDING OFFICER		NAVAL STATION DUARTE		FPO-AE		UIC V21111										
DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES		MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES	
	B 20% (2)	L 40% (3)	D 40% (5)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)	DAILY (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)	ONE RATION (18)	CURRENT BALANCE (19)
BF JUN											2499	15945.71		15532.2				+ 360.65
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	2608	630.02	16575.73	1287.33	16819.63	11.81	- 296.66
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	2733	722.50	17298.23	635.89	17455.52	5.09	- 210.05
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	2834	583.78	17882.01	1112.55	18568.07	11.02	- 738.82
SD 27	0	4	0	1	2.20	0	74	0	65	59.30	62	2896	383.78	18265.79	387.34	18955.41	6.25	- 742.38
BO 28	0	10	0	0	4.50	0	80	0	71	64.40	69	2965	427.11	18692.90	368.42	19323.83	5.34	- 683.69
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	3089	716.72	19409.62	309.73	19633.56	2.50	- 276.70
AR 29	INVENTORY ADJUSTMENT														- 1.49	19632.07		- 275.21
TOTALS											3089			19632.07				- 275.21

COMMENTS  
A = RATION CREDIT FORMULA 20%40%40%  
B = RATION CREDIT FORMULA 45%55%  
Q = SUPPLEMENTAL ALLOWANCE 1 - 99  
R = SUPPLEMENTAL ALLOWANCE 100 - 149

PREPARED BY: RECORDSKEEPER  
AUDITED BY: LEADING MS  
AUDITED & CERTIFIED BY: W. B. ELLIS LTJG FOOD SERVICE OFFICER

RECORD COUNT = 7 \*\*\*\*\* END OF REPORT \*\*\*\*\* S/N 0108-LF-500-3381

Figure 7-26

POSTING MONEY VALUE ONLY LOSS BY INVENTORY

F84120001 TIME: 20:45		*** GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) ***										DATE: 30 JUN 98 PAGE: 1						
GENERAL MESS CONTROL RECORD (4061) NAVSUP FORM 338 (REV. 11-84)		BDA 5.38		SUPPLEMENTAL/SPECIAL ALLOWANCES 0.81/ 0.40 + 0.00				FOR THE PERIOD 24 JUN 98 - 30 JUN 98										
FROM (Name of Ship or Station) NAVAL STATION DUARTE GENERAL MESS		COMMANDING OFFICER		NAVAL STATION DUARTE		FPO-AE		UIC V21111										
DAY OF MO (1)	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RATION CREDIT RIK/CASH SALES		MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES	
	B 20% (2)	L 40% (3)	D 40% (5)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)	DAILY (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)	ONE RATION (18)	CURRENT BALANCE (19)
BF JUN											2499	15945.71		15532.2				+ 360.65
AR 24	11	25	2	0	13.00	69	104	102	0	96.20	109	2608	630.02	16575.73	1287.33	16819.63	11.81	- 296.66
AR 25	15	38	1	0	18.60	74	106	123	0	106.40	125	2733	722.50	17298.23	635.89	17455.52	5.09	- 210.05
AR 26	7	23	2	0	11.40	37	130	75	0	89.40	101	2834	583.78	17882.01	1112.55	18568.07	11.02	- 738.82
SD 27	0	4	0	1	2.20	0	74	0	65	59.30	62	2896	383.78	18265.79	387.34	18955.41	6.25	- 742.38
BO 28	0	10	0	0	4.50	0	80	0	71	64.40	69	2965	427.11	18692.90	368.42	19323.83	5.34	- 683.69
AR 29	10	30	0	0	14.00	70	118	121	0	109.60	124	3089	716.72	19409.62	309.73	19633.56	2.50	- 276.70
AR 29	INVENTORY ADJUSTMENT														+ 53.55	19632.07		- 330.25
TOTALS											3089			19632.07				- 330.25

COMMENTS  
A = RATION CREDIT FORMULA 20%40%40%  
B = RATION CREDIT FORMULA 45%55%  
Q = SUPPLEMENTAL ALLOWANCE 1 - 99  
R = SUPPLEMENTAL ALLOWANCE 100 - 149

PREPARED BY: RECORDSKEEPER  
AUDITED BY: LEADING MS  
AUDITED & CERTIFIED BY: W. B. ELLIS LTJG FOOD SERVICE OFFICER

RECORD COUNT = 7 \*\*\*\*\* END OF REPORT \*\*\*\*\* S/N 0108-LF-500-3381

Figure 7-27



### NAVSUP P-486 - Food Service Management

## RECORDING SMOOTH INVENTORY TO THE FOOD ITEM REPORT/MASTER FOOD CODE LIST (NAVSUP FORM 1059)

F82631Z01 TIME: 12:05 \*\*\* SMOOTH FULL INVENTORY \*\*\* DATE: 01 JUL 98 PAGE: 29

FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)  
NAVSUP FORM 1059 (Rev. 11-81)

---

ACTIVITY **COMMANDING OFFICER** | UIC | DATE  
**NAVAL STATION DUARTE** | N21111 | 06/30/98

---

\*\*\* PERISHABLE (FRESH/CHILL) \*\*\*

CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
	8930	JAMS, JELLIES, & PRESERVES					
Y19	01-035-0086	JAM & JELLY, ASST., 1/2 OZ BOAT/CUP	HD		20.00	3.1650	63.30
Y30	00-576-4233	JELLY, GRAPE, 1/2 OZ BOAT/CUP/BAG	HD		0.00	1.9600	0.00
Y34	00-438-2652	PEANUT BUTTER, 1/2 OZ BOAT/CUP	HD		0.00	0.1700	0.00
	8945	FOOD OILS AND FATS					
Y56	00-616-0091	SHORTENING COMPOUND, GEN. PURP. 50 LB	BX		4.00	24.6870	98.75
	8950	CONDIMENTS & RELATED PRODUCTS					
Y68	01-186-8173	BARBECUE SAUCE, 7/16 OZ BOAT/CUP	HD		10.00	2.5426	25.43
Y70	00-616-5479	CATSUP, 7/16 OZ BOAT/CUP	HD		0.00	1.8550	0.00
Y74	00-127-9806	HORSERADISH, PREPARED, 1/2 OZ BOAT/CUP	HD		1.00	2.7219	10.89
Y76	00-616-5474	MUSTARD, PREPARED, 1/2 OZ BOAT/CUP	HD		39.00	1.0234	39.91
Y77	00-139-5773	RELISH, PICKLE, 1/2 OZ BOAT/CUP	HD		0.00	2.8400	0.00
Y78	00-616-5481	SALAD DRESSING, 1/2 OZ BOAT/CUP	HD		0.00	2.7900	0.00
Y79	00-328-6728	TARTAR SAUCE, 7/16 OZ BOAT/CUP/BAG	HD		17.00	2.4582	41.79
Y83	01-057-1559	YEAST, BAKER'S, DRY, 2 LB	BG		24.00	3.1334	75.20
	8905	MEAT, POULTRY, AND FISH					
Z16	13-397-3001	CHICKEN BREAST BNLS SKLS	LB		8.00	2.7260	21.81
						SUBTOTAL \$	377.08
						TOTAL OF ALL SUBTOTALS \$	56396.49
						PRODUCED BAKERY PRODUCTS SOLD \$	
						GRAND TOTAL \$	56396.49

Last receipt price is used to extend the ending inventory.

Dollar value of the ending inventory is posted to the expenditure side of the NAVSUP Form 367 at the end of the month and the entry on the receipt side for the new month.

---

Issue Approved by (Signature, Rate & Title) | Date

Issued by (Signature, Rate & Title) | Date

Received By (Signature, Rate & Title) | Date

---

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY.  
Signature W.B. Ellis LTSG | Date 30 Jun 98

Figure 7-28

**NAVSUP P-486 - Food Service Management****PART C: PREPARATION OF FINANCIAL RETURNS - CLOSING OUT RECORDS****7200 GENERAL**

The supporting documents used in preparing the NAVSUP Form 1359 are NAVSUP Forms 367, 335, 338, 1046, 1059, 1544, 1149, 1292, and DD Form 200. These records, as well as NAVSUP Form 335, are required to be properly closed prior to preparation of the NAVSUP Form 1359.

**7201 SUBSISTENCE LEDGER (NAVSUP FORM 335)**

For manual activities, a double line will be drawn on each Subsistence Ledger (NAVSUP Form 335) below the total issues to the general mess at the end of the monthly accounting period to indicate the record has been closed. The inventory quantities, which appear as the last entry in the "On Hand" column, will be posted just below the double line as the first entry for the next monthly accounting period. For automated activities, the NAVSUP Form 335 is automatically closed out and reopened during the monthly accounting period close-out processing.

**7202 MONTHLY SUMMARY OF ISSUES TO THE GENERAL MESS (NAVSUP FORM 1059)**

1. For manual activities, after the NAVSUP Form 335s have been properly closed, a Summary of Issues to the general mess will be computed. The cumulative total of all issues for each food item is then transcribed on the current Fixed Price List (NAVSUPNOTE 7330) and extended at the most current last receipt price (Figure 7-29). The Fixed Price List is promulgated by NAVSUP 51 on a quarterly basis. If there is no fixed price for a food item, the last receipt price will be used. When a gain by inventory occurs as a result of an inventory adjustment, the quantity and value will be posted as a minus entry (see para 7103-1c(1)(c)). Ensure that last receipt prices are recorded on the bottom of the last page of the Fixed Price List (selected milk and bread products) prior to forwarding to NAVSUP 51 with the monthly returns.

2. For automated activities, the Summary of Issues is generated automatically by the Food Service Management (FSM) system during the monthly Accounting Period closeout processing. This report must be downloaded to diskette and transmitted to NAVSUP via SALTS along with the NAVSUP Form 1359 and NAVSUP Inventory Extract File.

**7203 RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)**

1. GENERAL. For automated activities, the NAVSUP Form 367 is automatically completed by FSM 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. Prior to closing out the NAVSUP Form 367, the following end of the month entries must have been made on the receipt side:

- a. Beginning Inventory brought forward,
- b. Receipts with charge,

## NAVSUP P-486 - Food Service Management

- c. Receipts without charge,
- d. Total (a+b+c=d).

3. EXPENDITURE SECTION. Prior to closing out the NAVSUP Form 367, the following end of month entries must have been made on the expenditure side:

- a. Loss without Survey (NAVSUP Form 1334),
- b. Surveys (DD Form 200),
- c. Summary of Issues to the General Mess (Food Cost),
- d. Ending Inventory,
- e. Price Adjustment,
- f. Sale of Bulk Food Items,
- g. Transfers with Reimbursement,
- h. Transfers without Reimbursement,
- i. Total (a+b+c+d+e+f+g+h = i).

4. POSTING LOSS WITHOUT SURVEY (NAVSUP Form 1334). For automated activities the NAVSUP Form 1334 is generated by FSM. For manual activities, the source document for posting the total dollar value of Loss without Survey is the Expenditure Log (Loss Without Survey) (NAVSUP Form 1334). The following is the procedure for posting this value to the "Expenditure" side of the NAVSUP Form 367 (Figure 7-30):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month & Day	Enter the last day of the monthly accounting period, i.e., MM/DD.
Activity/Purpose	Enter "Loss w/o Survey"
Document No.	
First Block	Leave Blank (for manual activities). (For automated activities the document number will be issued automatically by FSM and posted to NAVSUP Forms 1334 and 367).
Second Block	Julian date of the last day of the monthly accounting period.
Third Block	Food item code (FIC) of the first food item listed preceded by a "9."
Value	The total dollar value of all surveys documented on the NAVSUP Form 1334.

5. POSTING SURVEYS (DD Form 200). For automated activities the DD Form 200 is generated by FSM. For manual activities, the source document for posting the total dollar value of Surveys is the Financial Liability Investigation of Property Loss (DD Form 200). The following

**NAVSUP P-486 - Food Service Management**

is the procedure for posting this value to the “Expenditure” side of the NAVSUP Form 367:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month & Day	Enter the last day of the monthly accounting period, i.e., MM/DD.
Activity/Purpose	Enter “Survey”
Document No.	
First Block	Leave Blank (for manual activities). (For automated activities the document number will be issued automatically by FSM and posted to Forms DD 200 and NAVSUP 367).
Second Block	Julian date of the survey approval date.
Third Block	Survey number.
Value	The total dollar value of all surveys documented on the DD Form 200.

6. POSTING SUMMARY OF ISSUES TO THE GENERAL MESS. For automated activities, the summary of issues to the General Mess is generated by FSM. For manual activities the source document for posting the total dollar value of Issues to the General Mess at the most current last receipt price is the Food Item Report/Master Food Code List (Fixed Price List) (NAVSUP Form 1059). It summarizes all issues to the general mess throughout the monthly accounting period (NAVSUPNOTE 7330 notice). The following is the procedure for posting this value to the “Expenditure” side of the NAVSUP Form 367 (Figure 7-31):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month & Day	Enter the last day of the monthly accounting period i.e., MM/DD.
Activity/Purpose	Enter “GM Issues.”
Document No.	Leave blank for both manual and automated activities.
Value	The total dollar value of all general mess issues as recorded on column 17 of NAVSUP Form 338.

7. POSTING ENDING INVENTORY. For automated activities see para 7103(2) for FSM close out. For manual activities the source document for posting the total dollar value of Ending Inventory at last receipt price is the Food Item Report/Master Food Code List (NAVSUP Form 1059). The following is the procedure for posting this value to the “Expenditure” side of the NAVSUP Form 367 (Figure 7-32):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month & Day	Enter the last day of the monthly accounting period i.e., MM/DD.

**NAVSUP P-486 - Food Service Management**

Activity/Purpose	Enter "Ending Inventory."
Document No.	Leave blank for both manual and automated activities.
Value	The total dollar value of ending inventory as recorded on the NAVSUP Form 1059.

8. PRICE ADJUSTMENT. For automated activities see para 7203(7) for FSM close out. For manual activities after all receipts and expenditures have been posted, the value of receipts and the value of expenditures will be totaled. The difference, if any, will be considered a price adjustment, and will be posted as a plus or minus value to the expenditure side as follows (Figure 7-33):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month & Day	Enter the last day of the monthly accounting period i.e., MM/DD.
Activity/Purpose	Enter "Price Adjustment"
Document No.	Leave blank for both manual and automated activities.
Value	The total dollar value (plus or minus) required to make the total expenditures equal to the total receipts.

While the price adjustment is the difference between fluctuating Last Receipt Prices used to compute issues to the general mess, the price adjustment can also include errors in posting the value of receipts, expenditures and inventories. Therefore, care will 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% of the value of food cost (NAVSUP Form 338), a review will be made to determine the cause. High cost items and high usage items will be reviewed first to ascertain the accuracy of receipt and expenditure transactions, pricing, and the inventory, as an error in one of these items could substantially effect the price adjustment. If the review does result in the price adjustment being more than 10% of the value of food cost (as reported on the NAVSUP Form 338) the reverse side of NAVSUP Form 1359 must be annotated providing details of the review. After the "Price Adjustment" caption annotate "see reverse".

9. CLOSE-OUT OF THE 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 the NAVSUP Form 367 will be made as follows (Figure 7-33):

**NAVSUP P-486 - Food Service Management**Data Block and CaptionInstructions for Entry

## Receipts Side

Month &amp; Day

Enter the last day of the monthly accounting period., i.e., MM/DD.

Source

Enter "Total."

Document No.

Leave blank for both manual and automated activities.

Value

The sum of "Beginning Inventory" + all receipts.

## Expenditure Side

Month &amp; Day

Enter the last day of the monthly accounting period, i.e., MM/DD.

Activity/Purpose

Enter "CLOSE OUT."

**7204 MONTHLY AUDITING**

Prior to submission of monthly financial reports to NAVSUP 51, the Food Service Officer and Leading Culinary Specialist will conduct a thorough audit of all financial returns. See Appendix I, Part III.

NAVSUP P-486 - Food Service Management

**SUMMARY OF ISSUES TO THE GENERAL MESS ON THE FIXED PRICE LIST  
(FOOD ITEM REPORT/MASTER FOOD CODE LIST – NAVSUP FORM 1059)**

F82900001 TIME: 20:53 \*\*\* STORES CONSUMED REPORT \*\*\* DATE: 01JUL98 PAGE: 17

FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)  
NAVSUP FORM 1059 (Rev. 11-81)

---

ACTIVITY: NAVAL STATION DUARTE | UIC: N21111 | DATE: June 01, 1998 thru June 30, 1998

---

CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
Y79	00-328-6728	TARTAR SAUCE, 7/16 OZ BOAT/CUP/BAG	HD		17.00	2.4582	41.79
Y83	01-057-1559	YEAST, BAKER'S, DRY, 2 LB	BG		24.00	3.1334	75.20
LAST RECEIPT PRICE ONLY							
U82		FLAVORED MILK, CHOCOLATE K, LOWFAT, 1%	GL GL		XXXXXXXXXX XXXXXXXXXX	2.2400 2.2200	XXXXXXXXXXXX XXXXXXXXXXXX
						SUBTOTAL \$	116.9900
						TOTAL OF ALL SUBTOTALS \$	19,953.7296
						LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$	00.0000
						GRAND TOTAL \$	19,953.7296

Cumulative total of all issues to general mess as recorded on the NAVSUP 335.

Summary of issues to the general mess is extended at the last receipt price.

---

Issue App: \_\_\_\_\_ Date: \_\_\_\_\_

Issued by (Signature, Rate & Title): \_\_\_\_\_ Date: \_\_\_\_\_

Received By (Signature, Rate & Title): \_\_\_\_\_ Date: \_\_\_\_\_

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF ISSUES TO GENERAL MESS

Signature: *W.B. Ellis* 1756 Date: *2 July 98*

Figure 7-29

### NAVSUP P-486 - Food Service Management

## POSTING A LOSS WITHOUT SURVEY (NAVSUP FORM 1334) TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

FB460001 TIME: 12:48 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)  
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

RECEIPTS					EXPENDITURES				
No.	Day	SOURCE	DOCUMENT NO.	VALUE	No.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
6	1	INVENTORY BROUGHT FORWARD		22,020.7651	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		215.5200
6	1	DOUGHTIES	8091 101 9Y83	1,169.1729	6	30	SURVEY	8181 0001	860.3000
6	1	COCA-COLA USA	8091 9P70 9Z26	366.3000	6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
6	3	MARVA MAID DAIRY	8093 101 9X86	57.3920	6	30	USS NEVERSAIL (LPD-5)	W12345 8181 9814	7.6000
6	3	DOUGHTIES	8093 9U46 9Z07	35.9280	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
6	3	MARVA MAID DAIRY	8093 9U93 9Z07	123.3280	6	30	ISSUES TO THE GENERAL MESS		1,953.7296
6	3	KOTARIDES BAKING	8093 9W67	351.4500	6	30	INVENTORY		65,396.4928
6	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30	SUBTOTAL		77,782.8224
6	7	DOUGHTIES	8093 101 9X86	861.9286					-2,092.4666
6	7	NSC CHARLESTON	8097 101 9W43	498.8000					75,690.2558
6	7	DOUGHTIES	8097 102 9X79	1,603.0450					
6	8	MARVA MAID DAIRY	8098 9X91 9W95	122.2120					
6	9	MARVA MAID DAIRY	8099 9U93 9Z07	1,900.7000					
6	10	KOTARIDES BAKING	8100 9W67	364.9500					
6	14	DOUGHTIES	8099 101 9Y56	1,760.5755					
6	14	NSC CHARLESTON	8104 102 9W41	318.4000					
6	16	DOUGHTIES	8104 101 9X88	873.9577					
6	16	MARVA MAID DAIRY	8106 9U93 9Z07	103.4560					
6	17	KOTARIDES BAKING	8107 9W67	322.2000					
6	20	MARVA MAID DAIRY	8110 9U93 9Z07	159.3560					
6	20	MARVA MAID DAIRY	8110 9X91 9Z56	143.8656					
6	21	DOUGHTIES	8106 101 9Y19	761.7118					
6	22	NSC CHARLESTON	8112 101 9W43	389.3700					

\* Receipt Without Charge # Transfer With Reimbursement

NAVSUP FORM 367

F82353201 TIME: 14:45 \*\*\* NAVSUP FORM 1334 \*\*\* DATE: 01 JUL98 PAGE: 1

EXPENDITURE LOG (4442)  
(LOSS WITHOUT SURVEY)  
NAVSUP FORM 1334 (REV. 7-73)

ACTIVITY (Name and Mailing Address)  
COMMANDING OFFICER  
NAVAL STATION DORTCH  
28882-1888

U.I.C. P#100  
V21111

June 1, 1998 THROUGH June 30, 1998

DATE	STOCK NUMBER	ITEM NAME	U/I	QTY	LAST RECEIPT PRICE	TOTAL VALUE	REASON FOR LOSS	FOOD SERVICE OFFICER (Signature)
06/02/98	8920-00-125-9441	(20) SPAGHETTI, 10 BX	LB	10.00	0.5064	5.06	BA	
06/15/98	8910-01-361-5696	U23 MILK, LOWFAT, 1%	GL	5.00	2.2200	11.10	SC	
06/30/98	8905-00-782-3190	095, FRANKFURTERS, 1-2 LB	LB	20.00	1.3900	27.80	NO	
06/30/98	8915-01-088-8749	VO3, APPLES, EATING, RED, SHEET	LB	10.00	0.5900	5.90	SC	

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF LOSS WITHOUT SURVEY.  
W. B. ELLIS, LTJG, FOOD SERVICE OFFICER  
S/N 0108-LF-505-0601

TOTAL MONEY VALUE: 49.86 EXPENDITURE NO: 81819C20

RECORD COUNT = 4 \*\*\*\*\* END OF REPORT \*\*\*\*\*

NAVSUP FORM 1334

Dollar value of all loss without surveys for the monthly accounting period.

Document number is the Julian date of the last date of the accounting period followed by "9" and the first food item code.

Figure 7-30



### NAVSUP P-486 - Food Service Management

## POSTING GENERAL MESS ISSUES TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 12:48 **NAVSUP FORM 367** EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL 98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\*

ACTIVITY: COMMANDING OFFICER NAVAL STATION QUARTE U.I.C. N21111 28882-1888

*1998				#1998					
No.	Day	SOURCE	DOCUMENT NO.	VALUE	No.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
6	1	INVENTORY BROUGHT FORWARD		22,020.7651	6	30	ALL OTHERS (ISSUES+GPBP-RETURNS)		28,500
6	1	DOUGHTIES	8091 101 9Y83	1,169.1729	6	30	SURVEY	8181 0001	860.3000
6	1	COCA-COLA USA	8091 9P70 9Z26	366.3000	6	30	WARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
6	1	MARVA MAID DAIRY	8091 9U46 9Z07	35.9280	6	30	USS SIRUS		134.2100
6	3	DOUGHTIES	8093 101 9X86	57.3920	6	30	USS NEVERSAIL (LPO-5)	W12345 8181 9914	7.6000
6	3	MARVA MAID DAIRY	8093 9U93 9Z07	123.3280	6	30	EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
6	3	KOTARIDES BAKING	8093 9U67	351.4500	6	30	ISSUES TO THE GENERAL MESS		19,953.7296
6	3	MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30	INVENTORY		56,396.4928
6	7	DOUGHTIES	8093 101 9X86	861.9286	6	30	SUBTOTAL		77,782.8224
6	7	NSC CHARLESTON	8097 101 9U43	498.8000	6	30	PRICE ADJUSTMENT		-2,092.4666
6	7	DOUGHTIES	8097 102 9X79	1,603.0451	6	30	TOTAL		75,690.2558
6	8	MARVA MAID DAIRY	8098 9X91 9X95	122.2128					
6	9	MARVA MAID DAIRY	8099 9U93 9Z07	1,900.7000					
6	10	KOTARIDES BAKING	8100 9U67	364.9500					
6	14	DOUGHTIES	8099 101 9Y56	1,760.5755					
6	14	NSC CHARLESTON	8104 102 9U41	318.4000					
6	16	DOUGHTIES	8104 101 9X88	873.9577					
6	16	MARVA MAID DAIRY	8106 9U93 9Z07	103.4560					
6	17	KOTARIDES BAKING	8107 9U67	322.2000					
6	20	MARVA MAID DAIRY	8110 9U93 9Z07	159.3560					
6	20	MARVA MAID DAIRY	8110 9X91 9Z56	143.8656					
6	21	DOUGHTIES	8106 101 9Y19	761.7118					
6	22	NSC CHARLESTON	8112 101 9U43	389.3700					

\* Receipt Without Charge # Transfer With Reimbursement

F82900001 TIME: **NAVSUP FORM 1059** \* STORES CONSUMED REPORT \*\*\*

FOOD ITEM REPORT/MA NAVAL STA UIC N21111 DATE June 01, 19

CODE	NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
Y79	00-328-6728	TARTAR SAUCE, 7/16 OZ BOAT/CUP/BAG	HD		17.00	2.4582	41.79
Y83	01-057-1559	YEAST, BAKER'S, DRY, 2 LB	BG		24.00	3.1334	75.20
LAST RECEIPT PRICE ONLY							
U82		FLAVORED MILK, CHOCOLATE	GL		XXXXXXX	2.2400	XXXXXXXXXXXX
U93		MILK, LOWFAT, 1%	GL		XXXXXXXXXX	2.2200	XXXXXXXXXXXX
						SUBTOTAL \$	116.9900
						TOTAL OF ALL SUBTOTALS \$	19,953.7296
						LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD \$	00.0000
						GRAND TOTAL \$	19,953.7296

Issue Approved by (Signature, Rate & Title) \_\_\_\_\_ Date \_\_\_\_\_

Issued by (Signature, Rate & Title) \_\_\_\_\_ Date \_\_\_\_\_

Received By (Signature, Rate & Title) \_\_\_\_\_ Date \_\_\_\_\_

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF ISSUES TO GENERAL MESS  
 Signature *W.B. Ellis* Date *02 July 98*

Figure 7-31

### NAVSUP P-486 - Food Service Management

## POSTING ENDING INVENTORY TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F8460001 TIME: 12:48 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL 98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

ACTIVITY COMMANDING OFFICER 28882-1888 U.I.C. N21111  
NAVAL STATION QUARTS

EXPENDITURES

*1998	Mo.	Day	ACTIVITY	UIC	DATE	DOCUMENT NO.	VALUE
6	1		INVENTORY BROUGHT FORWARD				22,020.7651
6	1		DOUGHTIES	8091 101 9Y83			1,169.1729
6	1		COCA-COLA USA	8091 9P70 9226			366.3000
6	1		MARVA MAID DAIRY	8091 9W66 9207			35.9280
6	3		DOUGHTIES	8093 101 9X86			57.3920
6	3		MARVA MAID DAIRY	8093 9U93 9207			123.3280
6	3		KOTARIDES BAKING	8093 9W67			351.4500
6	3		MARVA MAID DAIRY	8093 9X91 9X95			114.6528
6	7		DOUGHTIES	8093 101 9X86			861.9286
6	7		NSC CHARLESTON	8097 101 9W43			498.8000
6	7		DOUGHTIES	8097 102 9X79			1,603.0451
6	8		MARVA MAID DAIRY	8098 9X91 9X95			122.2128
6	9		MARVA MAID DAIRY	8099 9U93 9207			1,900.7000
6	10		KOTARIDES BAKING	8100 9W67			364.9500
6	14		DOUGHTIES	8099 101 9Y56			1,760.5755
6	14		NSC CHARLESTON	8104 102 9W41			318.4000
6	16		DOUGHTIES	8104 101 9X88			873.9577
6	16		MARVA MAID DAIRY	8106 9U93 9207			103.4560
6	17		KOTARIDES BAKING	8107 9W67			322.2000
6	20		MARVA MAID DAIRY	8110 9U93 9207			159.3560
6	20		MARVA MAID DAIRY	8110 9X91 9256			143.8656
6	21		DOUGHTIES	8106 101 9Y19			761.7118
6	22		NSC CHARLESTON	8112 101 9W43			389.3700

\* Receipt Without Charge # Transfer With Reimbursement

Total dollar value of ending inventory as of the last day of the reporting period.

Computed at last receipt price.

F82631201 TIME: 12:05 \*\*\* SMOOTH FULL INVENTORY \*\*\* DATE: 01 JUL 98 PAGE: 29

FOOD ITEM REPORT/MASTER FOOD CODE LIST (10110)  
NAVSUP FORM 1059 (Rev. 11-81)

ACTIVITY COMMANDING OFFICER UIC DATE  
NAVAL STATION QUARTS V21111 06/30/98

\*\*\* PERISHABLE (FRESH/CHILL) \*\*\*

NSN	NOMENCLATURE	UI	QUANTITY REQ'D	QUANTITY ISSUED	UNIT PRICE	VALUE
8930	JAMS, JELLIES, & PRESERVES					
01-035-0086	JAM & JELLY, ASST., 1/2 OZ BOAT/CUP	HD		20.00	3.1650	63.30
00-576-4233	JELLY, GRAPE, 1/2 OZ BOAT/CUP/BAG	HD		0.00	1.9600	0.00
00-438-2652	PEANUT BUTTER, 1/2 OZ BOAT/CUP	HD		0.00	0.1700	0.00
8945	FOOD OILS AND FATS					
00-616-0099	SHORTENING COMPOUND, GEN. PURP. 50 LB	BX		4.00	24.6870	98.75
8950	CONDIMENTS & RELATED PRODUCTS					
Y68 01-186-8173	BARBECUE SAUCE, 7/16 OZ BOAT/CUP/BG	HD		10.00	2.5426	25.43
Y70 00-616-5479	CATSUP, 7/16 OZ BOAT/CUP/BAG	HD		0.00	1.8550	0.00
Y74 00-127-9806	HORSERADISH, PREPARED DOMESTIC	QT		4.00	2.7219	10.89
Y76 00-616-5474	MUSTARD, PREPARED, 1/2 OZ BOAT/CUP	HD		39.00	1.0234	39.91
Y77 00-139-5773	MAYONNAISE, PICKLE, SWEET, 1/2 OZ BOAT/CP	HD		0.00	2.8400	0.00
Y78 00-616-5474	SALAD DRESSING, 7/16 OZ BOAT/CUP/BAG	HD		0.00	2.7900	0.00
Y82 00-616-5474	TARTAR SAUCE, 7/16 OZ BOAT/CUP/BAG	HD		17.00	2.4582	41.79
Y83 01-057-1559	YEAST, BAKER'S, DRY, 2 LB	BG		24.00	3.1334	75.20
8905	MEAT, POULTRY, AND FISH					
Z16 13-397-3001	CHICKEN BREAST, BNL SKLS	HD		8.00	2.7260	21.81
SUBTOTAL \$						377.08
TOTAL OF ALL SUBTOTALS \$						56396.49
LESS GALLEY PRODUCED BAKERY PRODUCTS SOLD						
GRAND TOTAL \$						56396.49

Issue Approved by (Signature, Rate & Title) | Date

Issued by (Signature, Rate & Title) | Date

Received By (Signature, Rate & Title) | Date

I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY.  
Signature *W.B. Ellis Ltjg* | Date *30 Jun 98*

NAVSUP FORM 1059

Figure 7-32

### NAVSUP P-486 - Food Service Management

## PRICE ADJUSTMENT AND CLOSING ENTRIES ON THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

FB4600001 TIME: 12:48 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL 98 PAGE: 1

RECORD OF RECEIPTS AND EXPENDITURES (4442)  
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

RECEIPTS						EXPENDITURES					
*1998	Mo.	Day	SOURCE	DOCUMENT NO.	VALUE	*1998	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
6	1		INVENTORY BROUGHT FORWARD		22,020.7651	6	30		ALL OTHERS (ISSUES+GPBP-RETURNS)		215.5200
6	1		DOUGHTIES	8091 101 9Y83	1,169.1729	6	30		SURVEY	8181 0001	860.3000
6	1		COCA-COLA USA	8091 9P70 9Z26	366.3000	6	30		HARDROOM MESS (ISSUES+GPBP-RETURNS)		164.8100
6	1		MARVA MAID DAIRY	8091 9U46 9Z07	35.9280	6	30		USS SIRUS		134.2100
6	3		DOUGHTIES	8093 101 9X86	57.3920	6	30		USS NEVERSAIL (LPD-5)	N12345 8181 9S14	7.6000
6	3		MARVA MAID DAIRY	8093 9U93 9Z07	123.3280	6	30		EXPENDITURE WITHOUT SURVEY	8181 9V03	49.8600
6	3		KOTARIDES BAKING	8093 9W67	351.4500	6	30		ISSUES TO THE GENERAL MESS		19,953.7296
6	3		MARVA MAID DAIRY	8093 9X91 9X95	114.6528	6	30		INVENTORY		56,396.4928
6	7		DOUGHTIES	8093 101 9X86	861.9286	6	30		SUBTOTAL		77,782.8224
6	7		NSC CHARLESTON	8097 101 9W43	498.8000	6	30		PRICE ADJUSTMENT		-2,092.4666
6	7		DOUGHTIES	8097 102 9X79	1,603.0451	6	30		TOTAL		75,690.2558
6	8		MARVA MAID DAIRY	8098 9X91 9X95	122.2128						
6	9		MARVA MAID DAIRY	8099 9U93 9Z07	1,900.7000						
6	10		KOTARIDES BAKING	8100 9W67	364.9500						
6	14		DOUGHTIES	8099 101 9Y56	1,760.5755						
6	14		NSC CHARLESTON	8104 102 9W41							
6	16		DOUGHTIES	8104 101 9X88							
6	16		MARVA MAID DAIRY	8106 9U93 9Z07							
6	17		KOTARIDES BAKING	8107 9W67							
6	20		MARVA MAID DAIRY	8110 9U93 9Z07							
6	20		MARVA MAID DAIRY	8110 9X91 9Z56	143.8656						
6	21		DOUGHTIES	8106 101 9Y19	761.7118						
6	22		NSC CHARLESTON	8112 101 9W43	389.3700						

\* Receipt Without Charge # Transfer With Reimbursement

Receipts and expenditures total must agree.

FB4600001 TIME: 14:45 \*\*\* RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) \*\*\* DATE: 01 JUL 98 PAGE: 5

RECORD OF RECEIPTS AND EXPENDITURES (4442)  
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

RECEIPTS						EXPENDITURES					
*1998	Mo.	Day	SOURCE	DOCUMENT NO.	VALUE	*1998	Mo.	Day	ACTIVITY/PURPOSE	DOCUMENT NO.	VALUE
6	23		MARVA MAID DAIRY	8174 9S24 9Z51	129.7856						
6	23		MARVA MAID DAIRY	8174 9U93 9Z07	124.9280						
6	23		NSC NORFOLK	8174 102 9V03	60.8000						
6	26		KOTARIDES BAKING	8177 9W67	327.1500						
6	29		DOUGHTIES	8170 101 9X88	1,201.4678						
6	29		MARVA MAID DAIRY	8152 9U93	200.4000						
6	29		NSC NORFOLK	8180 101 9H22	52.8000						
6	30		MARVA MAID DAIRY	8152 9U93	200.4000						
6	30		NSC NORFOLK	8181 103 9H29	646.5000						
6	30		NSC NORFOLK	8181 104 9095	166.8000						
6	30		USS NEVERSAIL (LPD-5)	8181 9A08 9A21 *	98.4000						
6	30		TOTAL		75,690.2558						

Figure 7-33

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# PART D: SUBMITTING, RETAINING AND DISPOSITION OF FINANCIAL RETURNS AND SUPPORTING DOCUMENTS

## SECTION 1: SUBMITTING FINANCIAL RETURNS

### 7300 SUBMISSION

A General Mess Summary Document (NAVSUP Form 1359) will be submitted to NAVSUP 51 by the Food Service Officer as follows:

- a. Within 5 days following the end of each regular monthly accounting period;
- b. When the return of one period is merged with a previous or following period, but not later than 5 days following the latter merged period.

For automated activities, no paperwork is forwarded to NAVSUP. The only reports required are the NAVSUP Form 1359, Inventory Extract File, and Summary of Issues to the General Mess (NAVSUP Form 1059). These documents are downloaded to diskette in Automated Data Transfer module, and transmitted to NAVSUP via SALTS to COMNAVSUPSYSCOM FSM RETURNS (VSS) or e-mail to FSMRENAVSUPHQ@navy.mil within the same time frames. Two copies of the NAVSUP form will be printed.

Trident submarines will prepare the NAVSUP Form 1359 on a monthly basis. The report(s) will be submitted within 5 days following the end of each regular monthly accounting period. If unable to transmit, reports will be submitted as soon as an open transmission allows. An alphabetic suffix "B" or "G" will be added to the unit identification code to indicate blue or gold crew. For example, SSBN 598 will render subsistence returns under unit identification code 05106(B) or 05106(G), as applicable.

For manual activities the original monthly General Mess Summary Document (NAVSUP Form 1359), the original Summary of Issues to the General Mess (NAVSUP Form 1059), and a copy of the full inventory conducted every 90 days will be submitted to the following address within the prescribed timeframes listed in para 7300.

COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND  
SUPPORT SERVICES DIRECTORATE,  
FOOD SERVICE DIVISION (NAVSUP 51)  
5450 CARLISLE PIKE  
P.O. BOX 2050  
MECHANICSBURG, PA 17055-0791

**NOTE:** Hard copy Certification Letters, Orders, NAVSUP Form 1334s and DD Form 200s are required when applicable.

### 7301 RELIEF OF THE ACCOUNTABLE FOOD SERVICE OFFICER

Upon relief of the accountable food service officer, an inventory will be taken by both the relieved and relieving officers, and stock records will be balanced but not closed out. The accounts receivable of the relieved officer will be transferred to the relieving officer. The relieving officer will receipt for the monetary value of the inventory by preparing two NAVSUP Form 1359s signed by both the relieved and relieving FSOs. Continue posting within the current month, and submit returns at the end of the regular monthly accounting period. **Do not**

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**forward a copy of the relieving inventory to NAVSUP 51.** If the relieving officer is not satisfied that accountability is within prescribed limits of para 7100, or when the Commanding Officer directs, the officer being relieved closes the records and submits returns for the period of his/her accountability, i.e., a fractional period of the regular monthly accounting period. The relieving officer will then render a return for the remainder of the monthly accounting period. This is the only situation when a fractional return is required upon the relief of an accountable Food Service Officer. Notification of new accountable Food Service Officer and dollar amount of the relieving inventory will be submitted to NAVSUP 51 at the first available opportunity via electronic means. (See Appendix B).

### **7302 DELAY, DELINQUENCY AND UNDEPOSITED FUNDS**

When returns cannot be submitted on or before the date they are required, the Food Service Officer will send an official naval message explaining the reason for the delay and anticipated date of submission. The official naval message will be sent no later than the date that the return is required with the receipt with charge figures.

NAVSUP does not authorize delayed submission via phone. An automated discrepancy letter (generated by the NFMIS program) is forwarded via SALTS/e-mail to all ships/stations (with a copy to the TYCOM) who have submitted incorrect returns.

NAVSUP forwards a Naval message (with a copy to the TYCOM) to all ships/stations who have not deposited all funds collected during a fiscal year within 30 days of the close of the fiscal year. A follow-on Naval message to the TYCOM (with a copy to the ship/station) is forwarded if action has not been completed within 60 days of the close of the fiscal year. An additional follow-on Naval message to the TYCOM (with a copy to the CINC and ship/station) is forwarded if action has not been completed within 90 days of the close of the fiscal year.

### **7303 MERGED RETURNS**

To reduce the administrative work involved with preparing returns, general mess returns for 10 days or less of one monthly accounting period may be merged with the previous or following monthly accounting period except at the end of the fiscal year. For example, a ship or activity being disestablished on 08 January may merge that period with the return rendered for 1 December through 31 December. Merged returns will be approved in writing by the Commanding Officer. NAVSUP 51 will be notified as soon as possible. The letter of notification will include the reason(s) for the merged returns. No general mess returns will be merged between two fiscal years unless specifically authorized by NAVSUP 51. Enter yes in the appropriate block of NAVSUP Form 1359.

### **7304 FINAL RETURNS**

When it is anticipated that a Navy General Mess will be permanently closed due to deactivation or decommissioning, a SALTS COMNAVSUPSYSCOM FSM RETURNS (VSS) or e-mail FSMRENAVSUPHQ@navy.mil must be sent to NAVSUP 51, via the TYCOM, to ensure that the next submission of the NAVSUP Form 1359 is recorded as the final return. The "Inventory Balance on Hand" entry on the NAVSUP Form 1359 will have a zero balance after all transfers have been completed. Transferred stock balances will be included in entries opposite the captions "Transfers with Reimbursement" or "Transfers without Reimbursement," as appropriate. Enter YES in the appropriate block of the NAVSUP Form 1359. Refer to TYCOM for disposition of accountable records.

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### **7305 TEMPORARY CLOSURE**

When it is anticipated that a Navy General Mess will be temporarily closed or in an inactive status (for more than 30 days) for overhaul, remodeling, or renovation, a SALTS/e-mail message must be forwarded to NAVSUP 51 via the TYCOM, that advises the closure date, reason for closure, and expected reopening date at least 30 days prior to closure. If the reopening date is delayed, advise NAVSUP 51, via the TYCOM, of the revised reopening date. This action ensures that activities receive the appropriate Special Food Allowance as listed in the NAVSUPNOTE 7330. The mess will continue to submit monthly returns in the usual manner, entering yes (Y) in the appropriate block provided on NAVSUP Form 1359 for temporary closure and reporting any receipts, expenditures or surveys, during the shutdown period. Activities that will be closed for more than one year will not be required to submit reports, once submission of returns shows 0 inventory, 0 undeposited sales and they have been verified audit error free by the NAVSUP 51 auditor.

## **SECTION 2: RETAINING FINANCIAL RETURNS AND SUPPORTING DOCUMENTS**

### **7310 GENERAL**

In order to resolve billing discrepancies with the Subsistence Prime Vendor and to support audits and inspections it is essential for the Food Service Officer to retain twelve monthly accounting periods plus the current month's worth of files, accounting records and substantiating documents described in paras 7311 and 7312 for the purpose of future audits and inspections. Disposition of retained records, after twelve months, will be in accordance with Type Commander and Major Claimant instructions.

### **7311 ORIGINALS RETAINED**

Manual activities will retain the following original records and documents for the current plus twelve previous months accounting periods: (FSM activities are covered in Appendix A.)

- a. General Mess Summary Document (NAVSUP Form 1359)
- b. Subsistence Ledger (NAVSUP Form 335)
- c. Record of Receipts and Expenditures (NAVSUP Form 367)
- d. General Mess Control Record (NAVSUP Form 338)
- e. Food-Item Request/Issue Document (NAVSUP Form 1282) (issue documents supporting issues to the general mess)
- f. Food-Item Request/Issue Document (NAVSUP Form 1282) (issue documents supporting sales to private messes and issues for meals)
- g. Monthly Recapitulation of Meal Record (NAVSUP Form 1292)
- h. Food-Preparation Worksheet (NAVSUP Form 1090)
- i. Cash Meal Payment Book (DD Form 1544)
- j. Food-Item Request/Issue Document (NAVSUP Form 1282) Inventory Quantity Adjustment Sheet

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- k. Smooth Inventory Sheets
- l. Order for Supplies or Services/Request (DD Form 1155)
- m. Sale of General Mess Meals (NAVSUP Form 1046)
- n. Requisition and Invoice/Shipping Document (DD Form 1149)
- o. Meal Signature Record (NAVSUP Form 1291)
- p. Recapitulation of Meal Record (NAVSUP 1292)

**NOTE:** NAVSUP Form 1291 and 1292 may be discarded in accordance with Chapter 2 of this publication.

### 7312 COPIES RETAINED

Manual activities will retain copies of the following records and documents for the current plus twelve previous month's accounting periods: (FSM activities are covered in Appendix A.)

- a. NAVSUP Form 1059 (recapitulation of issues to the general mess);
- b. Each receipt document for the monthly accounting period, stapled with an adding machine tape confirming the total;
- c. Expenditure Log (NAVSUP Form 1334); and,
- d. Financial Liability Investigation of Property Loss (DD Form 200).

## SECTION 3: YEAR-END GENERAL MESS CHECK-OFF LIST

### 7320 END-OF-YEAR CHECKLIST

At the end of the fiscal year end and immediately following, there are many things to remember to ensure a smooth closeout of one fiscal year and the opening of another. The following is a list of important issues that a manager of the general mess will need to look at for the smooth and efficient operation of the general mess.

- a. Has the general mess received the 1<sup>st</sup> quarter NAVSUPNOTE 7330, which contains the annual instructions for Fiscal Year (FY) End Accounting Procedures for deposit of cash. It also contains the Authorization to Obligate Subsistence-in-Kind (SIK) Funds for the new Fiscal Year along with associated accounting classifications?
- b. Has the general mess completed an over issue package, if an over issue status exists at the end of the FY in accordance with para 7302?
- c. Has the general mess received and implemented into FSM the new Prime Vendor surcharge rates?
- d. Have the year-end close out deposits been forwarded to NAVSUP? Sale of Meal Rates are released annually each December by NAVSUP51, and must be implemented by 01 January of each year?

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**NAVSUP P-486 - Food Service Management****CHAPTER 8  
NAVY STANDARD CORE MENU**

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## NAVSUP P-486 - Food Service Management

# CHAPTER 8

## Navy Standard Core Menu

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### PART A: INTRODUCTION

#### 8000 PURPOSE

GENERAL. The Navy Standard Core Menu (NSCM) serves the following purposes:

1. Improves a Sailor's morale through promotion of a healthy lifestyle;
2. Provides standardization and consistency of products;
3. Enables more accurate financial management and control;
4. Reduces workload afloat through utilization of advanced foods;
5. Adopts industry's best practices;
6. Standardizes equipment;
7. Streamlines subsistence prime vendor catalogs;
8. Increases inventory management accuracy by simplification and elimination of waste;
9. Encourages Other Supply Officer (OSO) transfers (all general messes require the same line items);
10. Enables distance support.

#### 8001 DEVELOPMENT

GENERAL. The NSCM was developed based upon the following considerations:

1. The menu is designed to fall within the Basic Daily Food Allowance (BDFA);
2. The menu meets United States Department of Agriculture (USDA) Nutritional guidelines;
3. Items were chosen based upon their quality and acceptability traits;
4. Special meals, including holiday and theme meals, are supported by ingredients included on the standardized load list;
5. The menu encourages the development of food preparation skills while reducing unnecessary workload through the implementation of scratch, speed-scratch, and pre-prepared cooking methods and recipes.

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### 8002 BACKGROUND

In 2004 the Chief of Naval Operations released guidance which required the identification and implementation of food service processes which would reduce manpower-intensive functions in afloat general messes. Following the leads of the Army, Air Force, and Marine Corps, the Navy introduced its version of the standard menu during the fall of 2005, incorporating lessons learned from the other services. The NSCM was originally developed from a review of over 160 general mess menus afloat, and recipes were revised as necessary.

The NSCM is customized by ship class:

1. The standard menu is the core menu and will factor the following components; nutrition, cost, variety, crew acceptability, CS skill set, equipment, load list and Subsistence Prime Vendor Program (SPV). The core menu is intended for use on the CG, DDG, FFG, LCC, LSD, and LPD ships.
2. The Submarine Menu is designed to utilize more cook from scratch cooking methods and fewer advanced foods recipes. This menu will satisfy the SSBN, SSN, and HSV communities.
3. The Littoral Combat Ship (LCS) Menu will achieve the right balance of recipes that recognizes the unique LCS requirements, labor and storage capabilities. This menu is designed for the LCS, MHC, and MCM classes.
4. The Carrier Menu will provide the greatest flexibility. This menu will provide increased advanced foods and multiple speed lines. This menu will meet the requirements of the CV, CVN, LHA, LHD, and AS ship classes.
5. The Ashore Galley version is under development.

The current edition of the NSCM has evolved from two separate prototype versions and incorporates the feedback received from these prototypes. Product reviews, samplings, and sensory analyses were conducted to ensure that items of the highest quality were selected, and best practices from the civilian food service sector were utilized as well.

## PART B: BENEFITS

### 8100 PRODUCT CONSISTENCY

Utilization of the NSCM implies that all general messes are serving the same meals as one another. Whether a ship is located in Norfolk, San Diego, or the Persian Gulf, general messes will be serving the same daily breakfast, lunch, and dinner meals regardless of location. Major food industry corporations utilize a controlled product line/ingredients, a standard of excellence for preparing the products and a management approach to ensure product consistency, which is an important goal of the NSCM.

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### **8101 PRODUCT ACCEPTABILITY**

Products were selected for the NSCM based upon their acceptability ratings throughout the Fleet, which include some products which have undergone rigorous advanced testing at the Natick Soldier Research, Development, and Engineering Center. Based upon research conducted at Natick, items of the highest quality were selected to support the menu. The NSCM seeks to incorporate the preferences of today's Sailors through incorporation of feedback received from general messes and TYCOMs.

### **8102 NUTRITION**

NSCM ships will be utilizing the same menu approved by NAVSUP Code 51. There will no longer be the annual requirement for ships on the standard menu to submit their menus to NAVSUP for review. The physically demanding environment of today's Sailors is a given Navy requirement which the NSCM recognizes and fully supports by providing nutritious options for every meal. Commands will be required to complete and properly display placards identifying the menu items with the nutritional data of each item being served on the serving line. As defined in NAVSUP P-486, paragraph 3102, healthy options are defined as an entrée which contains 15 grams of fat or less per serving, and a starch, vegetable, or dessert containing 5 grams of fat or less.

Nutrition standards are based upon national standards, including the Dietary Guidelines for Americans, the Food Guidance Pyramid, and the National Academy of Sciences' Dietary Reference Standards (formerly Recommended Dietary Allowances). Information contained and referenced in these standards is available on Navy Knowledge Online (NKO) under the NAVSUP community/food service/nutrition homepage. The nutrition section also contains numerous links to websites useful for training, promoting, and discussing healthy lifestyles. There are no recipes on the NSCM which require the operation of deep fat fryers; therefore the fat content of the menu is less than the typical command menu submitted to NAVSUP for annual review. In addition, the Navy's Registered Dietitian is available to present nutrition classes catering to the NSCM. Contact your TYCOM for a training date in your area.

### **8103 ADVANCED FOODS**

The Navy of today and the future requires culinary specialists to devote more time towards shipboard collateral duties due to a reduction in manpower, construction of new platforms, and the merger of the Supply ratings. The NSCM utilizes approximately 50% advanced foods; thereby reducing the time it takes for a meal to be prepared. Innovations in the commercial food service industry have led to the creation of high-quality advanced food products, and the industry's best practices are incorporated into the NSCM. The Navy Food Management Teams can assist with training CSs in the preparation of advanced foods. It is necessary for CSs to maintain their skill sets while utilizing products which aide in the reduction of manpower. Contact your local NFMT or TYCOM for training.

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### **8104 VARIETY**

The NSCM consists of a 21-day menu cycle during which no lunch or dinner entrees are repeated, with the exception of traditional favorites such as hamburgers and pizza. In general, each individual lunch and dinner includes two entrees, two starches, two vegetables, one soup, one protein salad, one prepared salad, one salad/fruit bar, one bread bar, a condiment bar and three desserts. The beverage bar will be incorporated into a later version. Ships can select products that are available in the SPV or CARGO catalogs for their own beverage bar. Each meal is designed to be enjoyable, regardless of Sailors' unique tastes. Ethnic meals are incorporated into the cycle, and ingredients which are necessary to support steel beach picnics and holiday meals are included on the load list as well. While in port, ships have the option to operate the bakeshop or order bakery products from authorized vendors. Speed lines and hot bars are addressed under the Carrier Menu. If there is a requirement for a speed line, contact your TYCOM and NAVSUP 51 for guidance.

### **8105 OPTIMIZED SUPPLY CHAIN**

The standardized load list which supports the NSCM consists of several hundred items in comparison to the few thousand items which some prime vendor catalogs have carried in the past. The reduction in line items carried by prime vendors in support of the NSCM allows them to maintain higher fill rates, as mandated by their contracts. As a result, fewer instances of NIS items will occur for general messes. The reduction in line items allows inventories to be conducted with more efficiency than before with higher accuracy rates. Surveys conducted due to shelf-life expiration from dead stock should decrease since all general messes require the same line items to implement the NSCM, and thus Other Supply Officer transfers should become more beneficial for the recipient.

### **8106 EQUIPMENT**

The NSCM is designed to eliminate the use of deep fat fryers, however, deviations are authorized for units that have not received the K-ALT required to fully support the healthy lifestyle food preparation techniques. Healthy lifestyle methodologies will be adapted to the maximum extent possible. If ovens are overstressed and feeding capacity has met its limit, all bakeable products that have been tested for the fryer can be deep fat fried. These alternatives will be discussed during implementation and follow-on training is available from NFMT and TYCOM representatives.

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### PART C: BUSINESS RULES

#### 8200 IMPLEMENTATION

1. GENERAL. Upon notification from the TYCOM that a general mess will implement the NSCM, the Food Service Officer will ensure the list of items the facility has on hand, which does not support the NSCM, is consumed as much as possible before the scheduled implementation. Surveys are not authorized on the basis that items do not support the NSCM. Upon implementation any remaining inventory can either be consumed on-board or transferred to another galley which has yet to commence NSCM implementation. Currently there is not a standard beverage bar, and a general mess is authorized to order items to support its beverage bar as appropriate.

2. FSM GROOM. The following steps must be adhered to in order to ensure successful NSCM implementation:

- a. TYCOM will notify the ship, NFMT, FSM technician, and SPAWAR of pending implementation of the NSCM
- b. General mess begins the process to reduce their inventory which does not support the NSCM
- c. TYCOM, NFMT technician verify with NAVSUP that there are no outstanding audit errors which exist for the general mess
- d. TYCOM or Afloat Training Group (ATG) conducts an audit of the current accounting/patrol period
- e. General mess presents TYCOM audit sheet to the NFMT technician
- f. General mess presents most recent daily backup to NFMT technician
- g. NFMT Technician restores daily backup
- h. NFMT Technician labels backup "Pre-Implementation Daily Backup <DATE>"
- i. NFMT Technician checks 7330 via DRFSM
- j. NFMT Technician grooms the database
- k. NFMT Technician verifies number of cycle menus currently existing in database
- l. NFMT Technician verifies which cycle menus are currently being used
- m. NFMT Technician deactivates the oldest existing cycle menu if all three cycle menus are being used (delete the # Active Days and 1<sup>st</sup> Cycle Day)
- n. NFMT Technician deletes all recipes of the oldest existing cycle menu if all three cycle menus are being used
- o. NFMT Technician deletes the oldest existing cycle menu if all three cycle menus are being used (delete Max # of Days)

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- p. If using cycle menu one and outstanding worksheets and breakouts exist, NFMT technician deletes all outstanding worksheets and breakouts for cycle menu one
- q. If using cycle menu one, NFMT technician copies cycle menu one recipes to empty cycle menu (two or three)
- r. If using cycle menu one, NFMT technician copies cycle menu one to empty cycle menu (two or three) (copy cycle menu 1 # Active Days and 1<sup>st</sup> Cycle Day)
- s. If using cycle menu one, NFMT technician deactivates cycle menu one (delete # Active Days and 1<sup>st</sup> Cycle Day)
- t. If using cycle menu one, NFMT technician deletes all recipes for cycle menu one
- u. NFMT Technician imports NSCM into cycle menu one
- v. NFMT Technician imports local beverage bar recipe to cycle menu one
- w. NFMT Technician activates cycle menu one as <DATE>
- x. NFMT Technician receives FSM backup
- y. NFMT Technician labels backup "Post-Implementation System Backup <DATE>"
- z. NFMT Technician externally restores system backup at site
- aa. NFMT Technician verifies configuration and shortcut settings
- bb. CONFIG.SYS
- cc. CONFIG.NT
- dd. Windows-XP SP2
- ee. If outstanding worksheets and breakouts were deleted, NFMT technician recreates deleted worksheets and breakouts for previously copied cycle menu.

### 8201 PROCUREMENT

1. GENERAL. Requisition and procurement procedures will be adhered to in accordance with NAVSUP P-486, Chapter 4. Upon the official date of implementation, the galley will place subsistence orders through STORES. New catalogs will be available Monday mornings for download to customers utilizing SALTS. A requisition will be placed based upon operational demand, current cycle day, on hand inventory, storage capacity, and product shelf-life. Items ordered will be delivered by the subsistence prime vendor (SPV) within the required time frame after order receipt. Longer order lead times will be accommodated by the prime vendor for general messes requesting delivery in three or more days from date of order. This will require coordination between the ship and the Fleet and Industrial Supply Center (FISC). All items on the load list must be consumed and stored in accordance with NAVMED P-5010-1. If a particular line item is NIS, the prime vendor will substitute an item of similar quality while actively attempting to procure the NSCM line item.

2. SOURCES. Authorized food items on the NSCM can be obtained from the nearest SPV, combat logistics force (CLF) ship, Fleet Industrial Supply Center (FISC), or afloat activity as noted in NAVSUP P-486, paragraph 4102. These sources of supply are expected to stock a complete range of food items to support the NSCM. Any afloat units experiencing difficulties

## **NAVSUP P-486 - Food Service Management**

with obtaining adequate support for food items should be addressed to the nearest servicing FISC for resolution; afloat units shall not contact their local prime vendor directly. When the advanced food products are not available the cook from scratch method will be authorized. However, all food orders will include NSCM PV catalog items. When a food item has been identified as not available, substitutions are authorized to complement the menu. Subsequent requisitions must revert back to items supported on the NSCM.

### **8202 MENU PREPARATION**

A file containing recipe cards will be issued to the general mess via the supporting TYCOM, and every item on the NSCM is supported by a recipe card. The file consists of approximately 400 recipes, which yield 100 portions, and they include information concerning preparation of healthier meals. Items are to be prepared following the procedures on the recipe cards.

### **8203 SPECIAL MEALS**

1. **HOLIDAY MEALS.** Food service facilities will be issued special menus and instructions via their TYCOMs for the Easter, Thanksgiving, and Christmas meals. These will be made available by Food Flash, naval message, NKO, and at each TYCOM level. In addition, each galley may serve its holiday meals on a day which is convenient for shipboard operations; the meal which was regularly scheduled can be postponed until the next cycle.

2. **BIRTHDAY MEALS.** Food service facilities are authorized to host monthly birthday meals utilizing NSCM line items on a day which is convenient for shipboard operations.

3. **STEEL BEACH PICNICS.** Food service facilities are authorized to host special events such as steel beach picnics utilizing NSCM line items. The meal which was regularly scheduled can be postponed until the next cycle.

4. **THEME MEALS.** Theme meals are incorporated into the NSCM and can be moved to accommodate shipboard operations.

5. **CHANGE OF COMMANDS AND COMMAND SPONSORED RECEPTIONS.**

Menus can be created, and should be derived from the NSCM load list. The menu has to be fully funded by Official Representation Funds, personal funds or other sources. Use of the subsistence appropriation funds to defray the cost of food items is not authorized.

6. **FEEDBACK.** Suggestions regarding items which may be added to the NSCM to support the special meals can be forwarded to the TYCOMs for possible inclusion in future versions of the NSCM. Acceptability, functionality, and product availability feedback will be provided to a NFMT, NAVSUP Code 51 representative and your TYCOM on a quarterly basis.



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### **8204 MENU BOARDS**

There are two kinds of independent menu boards: menu production review boards that actually review the menu within the food service division, and menu review boards that act as advisors to the Food Service Division.

(1) **Menu Production Review Boards:** This board is composed of Culinary Specialists, and may be chaired by the Leading CS, the S-2 Leading Petty Officer, or Watch Captain(s) who will review the menu. Utilizing NAVSUP 1090 (Food Preparation Worksheets), food service personnel will plan and discuss in advance specific ideas about menu preparation, service techniques, progressive cooking requirements, and the positive as well as the negative lessons learned from the last time these menus were prepared. This board will continue to meet on a weekly basis to provide feedback to the respective TYCOM.

(2) **Menu Review Boards (MRB):** This board will consist of representatives from as many divisions as possible. The board will be chaired by the Food Service Officer, and in his absence, the Leading CS. The purpose of the board is to have patron representatives communicate with the food service management team. Special attention will be paid to the customers' comments, questions, and concerns which are applicable to the NSCM. Minutes are to be recorded and forwarded to the respective TYCOM. These minutes are critical in ensuring the NSCM is meeting the needs and desires of the customers, and that the NSCM is continuously adapting to customer preferences. The MRB should meet monthly, but at a minimum quarterly, basis to provide feedback to the respective TYCOM.

### **8205 ACCEPTABILITY METRICS**

Acceptability metrics are used to estimate the quantities of items which will be consumed during a meal, and they are also useful in recognizing items which may be candidates for replacement on future revisions of the NSCM due to low consumption rates. Acceptability metrics should be monitored for changes in customer preferences due to evolving tastes, the permanent arrival and departure of personnel, and the introduction of new recipes while taking into account any abnormal circumstances which would affect acceptability rates. The Food Service Division is responsible for recording acceptability metrics during every meal, and shall forward these metrics to the respective TYCOM in conjunction with the MRB minutes.

### **8206 OVER ISSUE WAIVERS**

General Messes are not authorized to operate in an over issue status at the end of the fiscal year. Over/under issue will be monitored and resolved at the end of the accounting period. In accordance with NAVSUP P-486, Chapter 7, paragraph 7002-11, galleys operating in an over issue status will forward documentation and explanation to NAVSUP 51 via their TYCOMs. NAVSUP will review the packages for waiver consideration.

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### **8207 ENDURANCE**

The ordering and receipt of provisions should be accomplished with the aim to fully load out, reporting upon completion on the endurance level obtained. For further guidance and practicality contact your local NFMT and TYCOM representative.

### **8208 NEY MEMORIAL AWARD STANDARDS**

A general mess afloat or ashore will be rated and evaluated for the Ney Memorial Award based upon the unit's adherence to the procedures contained in this supplement, including the unit's ability to adhere to the NSCM. The Food Service Evaluation/Training/Inspection Checklist in Appendix I, Part I, has been modified to include NSCM requirements.

**NAVSUP P-486 - Food Service Management****APPENDIX A  
FOOD SERVICE MANAGEMENT (FSM)  
SYSTEM PROCEDURES**

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**SECTION 1: FOOD SERVICE DIVISION (NAVSUP 51) FSM SYSTEM ACCESS**

The FSM System has a resident security program built into the database. The use of other security programs may damage or impede the operation and restoration of the FSM database. Therefore, the use of other security programs is **NOT** authorized. Below is a listing of the screens in the FSM Security Module. The Display Module (7) and the Print Module (8) have no security access needed, since any user allowed access to FSM has unlimited access to the Display and Print Modules.

**SYSTEM DIRECTORY MODULES**

1. FILE MANAGEMENT MODULE
2. INVENTORY MODULE
3. MENU PRODUCTION MODULE
4. ACCOUNTING MODULE
5. SECURITY MODULE
6. AUTOMATED DATA TRANSFER MODULE
9. UTILITY MODULE

**FILE MANAGEMENT MODULE ACCESS**

FOOD ITEMS

SHIP/ACTIVITY CONSTANTS INFORMATION

RATION CREDIT FORMULA

SPECIAL DAILY FOOD ALLOWANCE STATUS

HEADCOUNTS AND CASH SALES

SURCHARGES

SUPPLIERS

UNSATISFACTORY MATERIAL REPORTS

MAINTAIN DOD STUDENT MEAL PERCENTAGE SETTINGS

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### **INVENTORY MODULE ACCESS**

REQUISITIONS/PURCHASES  
RECEIPTS  
EXPENDITURES  
NAVSUP FORM 1336  
RETURN OF PRIVATE MESS ISSUES  
PHYSICAL INVENTORY  
NAVSUP FORM 335  
BILLING REPORT  
CLOSE OUT

### **MENU PRODUCTION MODULE ACCESS**

BREAKOUTS  
RECIPES  
MENUS  
EDIBLE PORTION/AS PURCHASED WEIGHTS

### **ACCOUNTING MODULE ACCESS**

GENERAL MESS CONTROL RECORD (NAVSUP 338)  
RECAPITULATION OF MEAL RECORD (NAVSUP 1292)  
REQUISITION LOG (NAVSUP 1336)  
SPECIAL MEALS REPORT (NAVSUP 1340)  
RATION AND SALES REPORT (NAVSUP 1357)  
RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP 367)  
EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP 1334)  
GENERAL MESS OPERATING STATEMENT (NAVSUP 1358)  
DEPOSITS  
SALE OF GENERAL MESS MEALS (NAVSUP FORM 1046)  
GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

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### **SECURITY MODULE ACCESS**

SYSTEM ACCESS

### **AUTOMATED DATA TRANSFER MODULE ACCESS**

GENERATE AUTOMATED RETURNS DISKETTE

GENERATE SUPPLY ACTIVITY DISKETTE

GENERATE PRIME VENDOR ORDER DISKETTE

GENERATE INSIGHT TRANSACTION FILE

GENERATE INVENTORY EXTRACT LISTING

GENERATE BREAKOUT FILE FOR MOBILE DEVICE

### **UTILITY MODULE ACCESS**

USERS' REFERENCE GUIDE

BACK-UP/RESTORE PROCEDURES

INTERNATIONAL DATE LINE CROSSING

HARDWARE CONFIGURATION

VALIDATION MAINTENANCE

PROCESS NAVSUP DISKETTE

RECIPE/FOOD ITEM INTEGRITY

PROCESS PRIME VENDOR CATALOG DISKETTE

PRIME VENDOR MAINTENANCE

RATION CREDIT FORMULA MAINTENANCE

MAINTAIN DOD STUDENT MEAL PERCENTAGES

### **FSM SYSTEM ACCESS RIGHTS**

#### **Supply Officer/Food Service Officer**

The Food Service Officer (or when the Supply Officer and FSO are the same person) will have unrestricted access to all areas within the FSM System.

#### **Leading Culinary Specialist & General Mess Recordskeeper**

The Leading CS and General Mess Recordskeeper should have unrestricted access to all areas within the FSM System with the exception of the System Access function inside of the Security Module and the Hardware Configuration function inside of the Utility Module.

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### **Cash Collection Agent & Back-up Recordskeeper**

The Cash Collection Agent should have access to the Deposits function inside of the Accounting Module only. The Back-up Recordskeeper or the Cash Collection Agent where they are the same person should have the same access rights as the General Mess Recordskeeper listed above.

**NOTE:** When the Cash Collection Agent and the Back-up Recordskeeper are the same person Food Service Officers must monitor their records very closely due to the perceived conflict of interest.

### **General Mess Watch Captains, Jack of the Dust & All Others**

The Watch Captains, Jack of the Dust and all others should have very restricted access to the FSM System. To allow them into the Display Module, Print Module and Menu Production Module only, the FSO must allow them to have a User ID and Password. Once the User ID and Password are established in the FSM system do not give them any other System Access Rights.

The FSO will prepare an instruction to food service personnel covering the operation of the FSM computer and security. Due to unique operating and manning conditions at some activities, FSO's should adjust the degree of access, using good judgment, while maintaining the FSO's accountability. Under no circumstances will the FSO give anyone access to the "Security Module" in FSM.

Preparing for emergency FSM access situations, the FSO will record his/her system access ID and password on paper and place it in a sealed envelope signing his/her name over the seal of the envelope. This envelope will be kept in the Supply Officer's safe and will be accessed only during emergency situations. If the FSO and Supply Officer are one and the same, the envelope will be secured in the Executive Officer's safe. If the FSO's system access ID and password are not documented properly or forgotten, contact the TYCOM, NFMT, or SPAWARSSYSCEN for access.

Upon successful activation of the FSO's ID and password, the FSO will delete the SPAWARSSYSCEN'S ID and password.

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### **SECTION 2: RETAINED HARD COPY RECORDS, ARCHIVING AND REQUIRED BACK-UPS FOR FSM USERS**

#### **GENERAL**

1. Space and Warfare System Center (SPAWARSYSCEN) developed the Food Service Management System (FSM) which was certified by Naval Supply Systems Command (NAVSUP) for use by Navy general messes. FSM automates all recordkeeping functions and produces most forms required by this publication. Accuracy of records is significantly increased and mathematical errors are virtually eliminated. FSM does not negate the need for the Food Service Officer (FSO) and Culinary Specialist to understand the concepts behind food service records and procedures. Implementation of the FSM system is accomplished by SPAWARSYSCEN. Normal operation of the program is managed by NAVSUP 51.

2. FSM is the only software authorized for use by Navy general messes. Development, funding or procurement of any new food service automation system must first be approved by NAVSUP.

#### **HARDCOPY RECORDS AND ARCHIVING**

1. The following procedures will be followed for FSM record keeping activities for both afloat and ashore unless otherwise specified.

a. Pre-daily NAVSUP 1282's (Food-Item Request/Issue Document) for the general mess may be discarded after the FSO has ensured all data elements are correct and any discrepancies have been reconciled.

b. Post-daily NAVSUP 1282's (Food-Item Request/Issue Document) require only the FSO's signature on the recapitulation sheet. Prior to signing, the FSO must verify that all required and authorized signatures appear on the pre-daily NAVSUP 1282's. Post-daily NAVSUP Form 1282's will be retained for current and three previous monthly accounting periods only.

c. Completed NAVSUP 1090's (Food Preparation Worksheet) will be retained for a minimum of the current and three previous monthly accounting periods. All others may be discarded.

d. The completed NAVSUP 1282's (Post-Daily Food Item Request/Issue Document) for issues to private messes will be approved by the FSO and filed with other accountable documents. After the FSO's review and reconciliation of the rough 1282's they will be returned to the private mess for disposition.

e. To aid in maintaining financial stability within the General Mess, it is recommended that the FSO and Leading CS review the NAVSUP Form 338 (General Mess Control Record) daily. The FSO will at a minimum review the NS Form 338 weekly by logging on the FSM program using his/her access ID and password.

f. The rough inventory will be retained for a period of one year. All differences on the rough inventory must be reconciled prior to printing the smooth inventory. The FSO will then sign the smooth and retain in his accountability file. It is recommended that the FSO contact the TYCOM for specific local requirements.

g. At the end of the month all supporting documents related to the NAVSUP Form 1359 will be extracted to diskette from screen F61000001 and sent to NAVSUP 51 via SALTS or email.

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When transmitting these extracted reports via email use the following email address: FSM\_RETURNS\_NAVSUPHQ@navsup.navy.mil.

2. TYCOM's have the authority to authorize deviations from a, b, and c above for the purpose of paper reduction using the procedures listed below. It is recommended that the TYCOM be contacted for specific local requirements.

a. Once all data blocks on the Pre-Daily NAVSUP 1282's have been completed, the Recordskeeper will post them to the FSM computer.

b. After posting the Recordskeeper must generate the Post-Daily NAVSUP 1282. Print Breakout Document (1282) Recapitulation sheet and attach to the front of the Post-Daily 1282's.

c. The FSO will then verify the correct amounts were issued on the NAVSUP 1282, with the NAVSUP 1090. Once the FSO has verified the correct amounts were issued, he/she will sign the Recapitulation Sheet and the NAVSUP 1090.

3. In order to ensure the financial accountability of the general mess, prior to accounting period closeout all reports must be audited by the FSO and LCS. The following records will be retained in the FSO's accountability file for the current and previous twelve months unless otherwise indicated. All other reports will be maintained in accordance with the paragraphs in this publication that apply.

NAVSUP Form 1359	General Mess Summary Document	Retained
NAVSUP Form 367	Record of Receipts and Expenditures	Retained
NAVSUP Form 338	General Mess Control Record	Retained
Post-Daily NAVSUP Form 1282	Issue documents supporting issues to the general mess (current and 3 previous months)	
Post-Daily Private Mess NAVSUP Form 1282	Issue documents supporting sales to private messes and issues for meals (current and 3 previous months)	
NAVSUP Form 1292	Monthly Recapitulation of Meal Record (Ashore only)	Retained Ashore Only
NAVSUP Form 1090	Food-Preparation Worksheet (current and 3 previous months)	
DD Form 1544	Cash Meal Payment Book	Retained
NAVSUP Form 1282 Pre-Daily	Food-Item Request/Issue Document	Discarded after FSO verifies correct against the post-daily 1282.



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NAVSUP Form 1282 Post-Daily	Food-Item Request/Issue Document	Retained
NAVSUP Form 1059	Smooth Inventory Sheets	Retained
DD Form 1155	Order for Supplies or Services/Request	As Applicable
NAVSUP Form 1046	Sale of General Mess Meals	As Applicable
DD Form 1149	Requisition and Invoice/Shipping Document	As Applicable Required and Retained for SSBN's
NAVSUP Form 1291	Meal Signature Record (Ashore only)	Retained Ashore until command audit completed
NAVSUP Form 1292	Recapitulation of Meal Record (Ashore only)	Retained Ashore until command audit completed
NAVSUP Form 1059	Stores Consumed	Retained
	Each receipt invoice and FSM Receipt Printout	Retained
NAVSUP Form 1334	Expenditure Log	Retained
DD Form 200	Financial Liability Investigation of Property Loss	Retained as applicable
SF 30	Amendment of Solicitation/Modification of Contract	As Applicable when used in conjunction with the 1155
NAVSUP Form 470	Cash Receipt Book	Retained
DD Form 1608	Unsatisfactory Material Report-Subsistence	As Applicable
SF 364	Report of Discrepancy	As Applicable
	5% Expenditure Listing	As Applicable
	All other supporting documents (i.e., certification and orders)	As Applicable

**NOTE 1:** NAVSUP Form 1291 and 1292 may be discarded in accordance with Chapter 2 of this publication.

**NOTE 2:** Consult with your applicable TYCOM for additional record retention requirements.

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### BACK-UP PROCEDURES

1. NAVSUP requires that each activity be on the most current version of FSM and that daily and system back-ups are taken on 3½ inch DS/HD diskettes. Back-up procedures are as follows:

a. Log onto FSM. Enter screen F0000001. Go to option 9 (Utility Module). Go to option 2 (Back-up/Restore). Once on screen F9200001 select the type of back-up desired. Option 1 is Daily Back-up. Option 2 is System Back-up. Follow the directions on screen and label properly as shown in paragraph 3 following.

b. Back-ups will be accomplished at the following intervals:

Daily: Monday through Sunday at the end of the work day. These back-ups consist of the data files in the FSMFILES directory. A back-up will be accomplished upon completion of posting of all daily paperwork. On Monday the recordskeeper will post Saturday's paperwork. After posting all of Saturday's paperwork, a DAYBACK using Saturday's diskette will be accomplished. Depending on the amount transactions accomplished throughout the workday, it is strongly recommended that daily backups using the "wild cards" be accomplished frequently.

Friday: Each Friday the FSM system will prompt the user to perform a daily back-up. This back-up can be utilized to retrieve data from prior periods and assist the troubleshooter in pinpointing when a problem may have occurred. This back-up is separate from the normal end-of-the-day Friday Daily Back-up and must be retained for 13 weeks in the FSO accountability file.

End of Month: A System Back-up of the FSM and FSMFILES directories (SYSBACK) will be accomplished during closeout processing within the FSM program. During closeout prior to applying NAVSUPNOTE 7330, a Dayback will be completed. It is recommended that after processing the NAVSUPNOTE 7330 an additional Dayback be made.

Inventory: A DAYBACK will be accomplished immediately prior to and directly following the posting of any inventories (both partial and full).

Wild Card: It is recommended that an extra set of daily back-up diskettes be maintained and labeled "Wild Cards". The intent of Wild Card daybacks is a safety precaution to prevent the loss of data throughout the day prior to accomplishing the final dayback for that day. If a significant amount of transactions are being accomplished in any one given day i.e. posting of receipts, it is strongly recommended that additional daybacks be accomplished frequently throughout the day using the "Wild Card" dayback.

FSM Updates: A SYSBACK of the FSM and FSMFILES directories will be accomplished prior to the installation of any update or change to the FSM software. Additionally, two baseline SYSBACK's will be accomplished immediately following the successful completion of software installation. During system updates FSM will prompt user to accomplish this task. All updates, changes or revision software, including quarterly NAVSUPNOTE 7330 diskettes and system back-ups (segregated by change), will be kept in the FSO's accountability file for a minimum of 1 year.

2. Performing back-ups at specified intervals facilitates recovery of damaged files. The above guidelines are provided as a minimum requirement for adequate diskette back-up. Having sufficient back-up media is required at all times with the FSM system. Use of tape back-up utilities are not authorized nor supported by NAVSUP/SPAWARSSYSCEN 3½ inch diskette back-ups are the only authorized magnetic media for FSM data storage and retrieval.

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3. One of the key elements in being able to correct FSM system malfunctions is ensuring that all back-up diskettes are properly labeled. This ensures quick identification of diskettes required to perform successful restoration of FSM data.

### FSM DAILY DATA BACK-UP

DAY \_\_\_\_\_(MON, TUE, ETC.)

DATE \_\_\_\_\_

DISK NUMBER \_\_\_\_\_ OF \_\_\_\_\_

\* VERSION \_\_\_\_\_

- Version of FSM. Example: 250-02.05.00
- (use pencil to record DATE)

\* Version of FSM. Example: 250-02.05.00

a. End of Month Back-up: At the end of the Month a "SYSBACK" will be initiated during closeout. This will be for the FSO's accountability. This system back-up will be labeled as follows:

FSM 250-02.05.00 (or current version)

Accounting Period Close-out System Back-up

Month/CY: \_\_\_\_\_

Disk Number \_\_\_\_\_ of \_\_\_\_\_

I certify that the data contained in this  
back-up set is accurate and a true statement of  
the financial records of the (activity name)  
general mess for the period of (beginning date)  
to (ending date).

FSO signature: \_\_\_\_\_

Monthly backups of the FSM system (after closeout) will be maintained in the FSO's accountability file for the previous 12 months (one year).

b. Software Update back-ups:

Two system back-ups are prompted immediately after fully implementing FSM and when SPAWARSYSCEN, NAVSUP, or their representatives distribute updates to the existing FSM system. The disks should be labeled as follows:

FSM 250-02.05.00 (or current version)

SYSTEM BACK-UP #1

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Taken as part of system update

DATE : mm/dd/yyyy

DISK NUMBER \_\_\_\_\_ OF \_\_\_\_\_

FSM 250-02.05.00 (or current version)

SYSTEM BACK-UP #2

Taken as part of system update

DATE : mm/dd/yyyy

DISK NUMBER \_\_\_\_\_ OF \_\_\_\_\_

**NOTE:** After implementation, when updates and/or revisions have been successfully applied a message will be sent to SPAWARSSYSCEN, NAVSUP and the TYCOM. This will ensure that the activity remains on the distribution lists for future updates and revisions. See example message provided below:

### Sample Message Format

#### ROUTINE

R XXXXXXZ SEP 00

FM \_\_\_\_\_

TO SPAWARSSYSCEN CHESAPEAKE VA//97//

INFO COMNAVSUPSYSCOM MECHANICSBURG PA

TYPE COMMANDER

NAVFOODMGTM (SPECIFIC TO LOCATION)

UNCLAS//N05230//

SUBJ: FSM SOFTWARE UPDATE VERSION 250-02.04.01

A. SPAWARSSYSCEN LTR SER XXX/XXX OF DDMMYY.

1. IAW REF A, FSM SOFTWARE UPDATE 250-02.04.01 WAS APPLIED ON (DATE).

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### 4. Miscellaneous Requirements

a. Activities will maintain at a minimum 75 megabytes of hard disk space for sole use of the FSM system.

b. It is mandatory for afloat activities to maintain at least one replacement 3½ inch disk drive on board. General messes utilizing laptop computers will maintain at least one external 3½ inch diskette drive as back-up to the internal drive. This will greatly reduce the probability of lost data or back-up capability due to hardware failure.

c. Upon successful and full implementation of the FSM system, manual records are not required to be maintained.

d. Once the FSM system is fully implemented, manual records are not required to be maintained.

e. Upon successful implementation of software revisions, all activities will print out and maintain a copy of the current FSM user's manual for system reference. This can be accomplished by accessing option 9 (Utility Module) in the FSM system directory.

**NAVSUP P-486 - Food Service Management****SECTION 3: AFLOAT/ASHORE FSM OPERATING PROCEDURES WITH SUBSISTENCE PRIME VENDOR****STEP #1****Configuration of FSM for Subsistence Prime Vendor**

1. When initially configuring or changing the current information within the Food Service Management (FSM) Program for Prime Vendor (PV), the following procedures must be followed.

- From screen F00000001 (System Directory), select option (9) (Utility Module)
- Select option (C) (Prime Vendor Maintenance)
- Select option (1) (Contract Maintenance)
- To add a new Prime Vendor contract, press the “F3” key, then enter the following information for the related subjects:
  - **RI:** Enter the routing identifier associated with the FISC location or the ashore activities’ Prime Vendor contract.
  - **Contract Number:** Enter the appropriate contract number. Only catalogs for which the Prime Vendor contract number has been recorded may be uploaded.
  - **Prime Vendor Name:** Enter the name of the Prime Vendor for the contract being added/modified. Press the “F1” key to update the FSM database, then press the “F7” key to exit.

2. Select option (2) from Screen F9C0000001 (Prime Vendor Maintenance Module).

3. Mark-up Rate: Enter the current FY mark-up rate for both CONUS and OCONUS in decimal format (i.e., 5.6% is .0560). Press the “F1” key, and then the “F7” key.

4. At screen F900000001 (Utility Module) place a 3½ inch diskette with the Prime Vendor catalog into drive “A” or “B” and select option “B” (Process Prime Vendor Catalog). (The catalog may be obtained from SALTS, the Web or the FISC for afloat activities, and from the STORES for ashore activities).

5. Once the catalog is uploaded, you will be prompted with the option to print. Select “Y” or “N” and press enter. It is recommended that a hard copy of the prime vendor catalog be printed at least monthly and reviewed for changes i.e. additions/deletions.

**NOTE:** If the catalog is not printed at this time, it may be printed or displayed from screens F82000001 (Print Inventory) or F72000001 (Display Inventory) (option 11).

6. FSM/Prime Vendor configuration is complete. Proceed to STEP #2 (creating a Prime Vendor order).

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### STEP #2

#### Creating an FSM/Prime Vendor Order

1. From the FSM system directory select option (2) Inventory Module and press the <Enter> key. Next proceed using the following steps:

- Next select option (1) Requisition/Purchases. Press the <Enter> key.
- Select option (1) Requisitions. Press the <Enter> key.
- Select option (1) Rough. Press the <Enter> key.
- Select option (3) Create Requisitions. Press the <Enter> key.

2. At screen F21113001, enter the following information:

**NOTE:** A red warning may be displayed “Prime Vendor Catalog is more than 7 Days Old.” This means that the catalog that was uploaded is more than 7 days old, and the prices contained within this catalog may have changed. If feasible obtain an updated catalog and reinstall in FSM, then follow the remaining steps:

- **Date** - Date of requisition (usually the date you are placing the order) (i.e., Month/Day/Year).
- **Supply Source** - Enter the appropriate code (5 = Prime Vendor). If this option is not available, ensure that the Prime Vendor Catalog has been uploaded into FSM.
- **Name of DOD Supply Source** - This will be loaded with the Prime Vendor source.
- **Food Code Category** - Enter the proper code pertaining to the type of food you wish to requisition.
- **Fund Code** - Enter Fund code to be charged (i.e., PZ,VX,VW).
- **First FIC to be Requisitioned** - If you wish to select an item from the catalog, press the F6 key. This will display an options menu for looking up an item. If “Order by Nomenclature” is selected enter nomenclature (i.e., Chicken), then press <Enter>. This will display any item having chicken in it. The same process will occur if utilizing the “Order by Stock Number Option.” After finding the item you wish to order, highlight it by using the up and down keys.

After selection has been made, press the <Enter> key and then the <PGDN> key.

- **Document Identifier** - This remains the same (AOA). Press the <Enter> key.
- **Media and Status Code** - This remains the same (S). Press the <Enter> key.
- **Demand Code** - This remains the same (R). Press the <Enter> key.
- **Signal Code** - Ensure that the letter “B” is entered here.
- **Supplemental Address** - Enter the NAVSUP address, which is currently N32199.
- **Distribution Code** - This remains the same (9M). Press the <Enter> key.

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- **Project Code** - This remains the same (EP5). Press the <Enter> key.
  - **Priority** - This remains the same (08). Press the <Enter> key.
  - **Required Delivery Date** - Enter date stores are required to be delivered. Any requisitions less than 48 hours should be avoided since this would be considered an emergency requisition.
  - **Advice Code** - Enter (2J) which is "Fill or "Kill."
3. Press <PGDN> key.
  4. When entering the next screen you will notice that the first FIC that you selected in step 2 is present. Enter the quantity requested, and press the <Enter> key.
  5. Press the "F3" key to add another FIC (if FIC is unknown, press the "F6" key and order via Nomenclature or NSN). Enter the quantity requested, and repeat this process until all items have been entered.
  6. When creating the rough requisition, do not exit until the requisition is complete, then select the "F2" key and press "F1" key to create the requisition.
  7. Forward rough requisition to the FSO for approval.
  8. Once the rough requisition is created, modifications may be accomplished by utilizing option (4) from the Rough Requisition module (Screen F21110001).

**NOTE:** If any modifications are made ensure data on screen F21114002 is correct.

9. Once the requisition is approved by the FSO, smooth the requisition. From screen F21100001 (Requisitions) select option "4" (Smooth) and then option "1" (Approve Requisitions).
10. From screen F21141001 (Approve Requisitions), highlight the requisition that you would like to approve by using the up and down arrow keys, and press the <Enter> key. This process will move the requisition to the bottom portion of the screen (Selected). Press the "F1" key to approve the requisition.
11. Once the requisition is approved a prompt will appear for the option to print select "Yes" and the number of copies you wish to have. Recommend print one copy for records keeper and one copy for JOD. The JOD must know what stores are being delivered so preparations can be accomplished in the storage spaces
12. Press the "S" or "ESC" key to return to the System Directory.

### STEP #3

#### Downloading Prime Vendor Order from FSM to Diskette

1. After the requisition has been approved by the FSO, it is then time to download the information to diskette. The following procedures are provided:
  - From the system directory screen F00000001, select option (6) (Automated Data Transfer), and press the <Enter> key.
  - Select option (3) (Generate Prime Vendor Order Diskette).



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- In screen F63000001 select the requisition you would like to approve. This is accomplished by highlighting the requisition (ensuring it is a Prime Vendor Requisition), using the up and down arrow keys and pressing enter. The requisition that you select will be moved to the right side of the screen (Selected).
- Insert a clean formatted diskette into the "A" or "B" drive to which the 3½ inch drive is resident.
- Press the "F1" key; this will download a file to the diskette. After completion of download a screen will show you the file name (i.e., 60191705.21P, the 60191 represents the UIC, 705.2 represents the Julian date, 1 represents the first time this order has been downloaded and the P represents a purchase).

2. The order is now ready to be transmitted via SALTS or email attachment to the local FISC for processing through the STORES computer or for shore activities loaded in your STORES computer.

### STEP #4

#### Receiving the Automated Prime Vendor Receipt

1. From screen F00000001, select option (2) (Inventory Module), press the <Enter> key.
2. From screen F20000001, select option (2) (Receipts), press the <Enter> key.
3. From screen F22000001, select option (1) (Regular Receipts), press the <Enter> key.
4. Place the diskette with the prime vendor receipt file in drive "A" or "B" depending on which one is the 3½ inch drive. (This file will be sent to afloat activities via SALTS or may be obtained from the local FISC, shore activities get directly from STORES). This file should contain the same format as the example used above in Step #3, with the exception of the alpha-numeric figure being "R" instead of "P" (i.e., 60191705.21R) which identifies it as a receipt.
5. Once diskette is ready, from screen F22100001 (Regular Receipts), select option (3) (Process STORES Receipt Diskette).
6. Once FSM has completed its processing, the program will ask if you wish to print? Select "Yes" and the number of copies you request (2 each). This printout will obtain the information that was posted to the FSM system.
7. After posting is completed, verify that receipt quantities were correctly posted in FSM.
8. Save the FSM generated receipt with the truck driver's invoice and the receipt that is in the print receipt function in FSM screen F82212001.

Ensure that all quantities have been posted. (If any items were NIS, these items must be posted manually to remove any items from your outstanding requisition file).

9. Verify that the NAVSUP Form 335's are correct (i.e., last receipt prices, quantity, dates, etc.).

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### SECTION 4: SALTS OPERATING PROCEDURES

#### WIN SALTS OPERATING PROCEDURES

The following procedures can be used to download the STORES Catalog, Receipts Report, and Send Orders via SALTS to FISC. All transactions listed will begin at the SALTS MAIN MENU.

#### Downloading the STORES Catalog

Click Data Services

Click on Request Files from SALTS

Click on DLA Files/Directives

Click on Prime Vendor Catalog Files

Click on the Catalog you wish to receive

Click on Add

Click on Done

Click Yes

Click Ok

Return to SALTS Main Menu

From SALTS Main Menu, select "Connect"

Select the communication method (S/R via Telephone/INMARSAT/Modem); click on it

Select telephone number to be called; click on it

Use DSN or commercial number

Click Connect

Wait for a connection

Click on Done

Check for message from DSCP

Select Process

Select the option to Saved under a different filename

Click Save As

Save as CATALOG.TXT (If saving on A, type A: CATALOG.TXT)

**NOTE:** The FSM Computer will not recognize a file as the catalog if it was saved under a different file name other than CATALOG.TXT. If the file was saved in a name other than CATALOG.TXT go to the MS-DOS prompt of your computer. Put the disk with the catalog on it in the "a/b" drive. Type A then depress the enter key. Type DIR then depress the enter key.

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This will tell you the file name on the disk. Example file name Euronor.cat. Type Rename Euronor.cat catalog.txt then depress the enter key.

**NOTE:** Check with your command 3M Coordinator/SALTS operator if they are saving the incoming files on the hard drive before forwarding it to the divisions. It is recommended to save the catalog on the hard drive (just in case the disk you used to receive it is corrupted since SALTS will only give you one chance to save the incoming file). If the file is saved on the hard drive, the 3M Coordinator/Salts Operator will be able to retrieve the file again for download. Check with the 3M/Salts Operator to find out how long he/she keeps the file on the hard drive before he/she deletes it.

Log out of SALTS

### **Sending Orders.**

Click on SALTS Grams

Click Files to other SALTS Users

Click on A or B Drive depending on your SALTS machine

Click on the "Existing File," and enter the drive letter (A or B), depress enter

Select the file name, (i.e., 21236733.01P) after selecting the file Click Add

Send to destination, select the appropriate destination (i.e., FISC San Diego), Click Add

Click Done

Click Done again

Click yes

Click Connect

Select the communication method (i.e., telephone, INMARSAT, modem); Click on it

Click Connect

SALTS will now transmit your order to the FISC you selected

Log out of SALTS

### **Receiving Receipt Report**

From SALTS Main Menu, select "Connect"

Select the communication method (S/R via Telephone/INMARSAT/Modem); click on it

Select telephone number to be called; click on it

Use DSN or commercial number

Click Connect

Wait for a connection

Click on Done

## **NAVSUP P-486 - Food Service Management**

Check for message from your FISC. The file name will be similar to (21236733.41R).

Select Process

Select the option to save as "Original file name," save on the disk (A or B drive)

Log out of SALTS

## **NAVSUP P-486 - Food Service Management**

### **SECTION 5: INTERNATIONAL DATELINE CROSSINGS**

The FSM recordskeeper will access the FSM system and select the Utility Module and International Dateline option. Under the create International Dateline, the recordskeeper will have to record the International Dateline crossing in advance for the gain or lost day. The recordskeeper will not be able to enter a crossing date prior to the system date.

#### **INTERNATIONAL DATELINE CROSSING (GAINED DAY)**

The FSM recordskeeper can create a (GAINED DAY) by selecting the day code G for gaining a day and will be required to create a gained day menu when time is set back one day in crossing from the west (Japan) to the east (United States).

#### **CREATING A (GAINED DAY) MENU**

a. The FSM recordskeeper will have to select the Menu Production module in the FSM system to create the (GAINED DAY) menu. When creating the (GAINED DAY) menu in menu maintenance, the recordskeeper has a choice to select a specific cycle day from 43 through 49. Each meal will be created into one cycle day that is selected. When selecting the specific cycle menu and meal number, the computer will ask you "Are you processing for a gained day" and you will say YES (Y). You only need to complete a menu for one cycle day that is selected.

b. Another option available to the FSM recordskeeper is to have the recordskeeper select the copy option in the Menu Production module under menu maintenance in the FSM system. When using the copy menu you will have to select the specific menu option to copy either a main, speed or alternate meal number from the General Mess cycle menu to the (GAINED DAY) cycle days which are 43 through 49. This copy transfer is done by meal number. When F1 is selected to copy, a message at the top of the screen will appear "Is menu copied to a gained day (Y/N)?" You will say YES (Y). This process will be done for each meal to be copied for the gained cycle day.

c. Once the (GAINED DAY) menu has been finished the recordskeeper can now process the NAVSUP Form 1090 (Food Preparation Worksheet) and NAVSUP Form 1282 (Food Item Request/Issue Document).

#### **INTERNATIONAL DATELINE CROSSING (LOST DAY)**

The FSM recordskeeper will select the day code L for losing a day, when the time is advanced one day in crossing from the east (United States) to the west (Japan). Since the day was lost crossing the International Dateline, there is no processing of the NAVSUP Form 1090 (Food Preparation Worksheet) and NAVSUP Form 1282 (Food Item Request/Issue Document) for the lost day.

#### **INTERNATIONAL DATELINE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)**

When the NAVSUP Form 338 (General Mess Control Record) is printed out a pound (#) sign will 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) it will be written next to day of the month "DAY LOST DUE TO CROSSING INTERNATIONAL DATELINE "EAST TO WEST."

## NAVSUP P-486 - Food Service Management

**QUESTIONS/ANSWERS TROUBLESHOOTING FSM**

<b>QUESTION?</b>	<b>ANSWER?</b>
Insufficient Memory Problems.	This problem exists primarily to an MS-DOS operating environment. Your FSM System requires a predetermined amount of memory to operate. See Hardware/Software Compatibility Issues topic in the User's Reference Guide for additional information.
Insufficient Memory Problems with Windows 95/NT.	FSM does not modify configuration files on Windows 95 or Windows NT operating systems. Your computer's memory in Windows 95 is configured in your CONFIG.SYS; Windows NT is CONFIG.NT Files. If the memory configuration in CONFIG.SYS/NT were altered, you may have insufficient memory available for processing FSM when you attempt to sign on.
FSM System cannot correct the CONFIG.SYS File memory allocation during sign-on process.	<p>The following message will be received:</p> <p>C:\CONFIG.SYS HAS BEEN MODIFIED</p> <p>YOU MUST NOW REBOOT YOUR MACHINE AFTER EXITING THIS SCREEN</p> <p>TO REBOOT, AT THE <b>MS DOS PROMPT, DEPRESS CTRL, ALT AND DEL</b> KEYS SIMULTANEOUSLY.</p> <p>DEPRESS RETURN TO EXIT THIS SCREEN</p> <p>Note: You must exit the FSM System before rebooting the computer.</p>
FSM System cannot correct the CONFIG.SYS file during the sign-on process.	<p>The following message will be received:</p> <p>UNABLE TO CREATE C:\CONFIG.SYS. FSM LOGON IS NOT PERMITTED AT THIS TIME.</p> <p>CONTACT SPAWARSSYSCEN FOR ASSISTANCE. DEPRESS RETURN TO EXIT.</p> <p>Note: If the CONFIG.SYS file has been made READ-ONLY, that attribute must be removed before FSM can be accessed. If this does not resolve contact SPAWARSSYSCEN immediately.</p>

## NAVSUP P-486 - Food Service Management

<p>How to modify System registry in order to run FSM on a Windows NT operating system?</p>	<p>The user <b>MUST HAVE ADMINISTRATIVE</b> rights on the machine. If the FSM user is not the administrator of the workstation, the administrator must log on the workstation for the registry to be modified.</p> <p>In the FSM directory located on the C:\FSMNTREG.BAT. This is the file to execute to automatically modify the registry. After registry is modified, the machine will be automatically rebooted. This program only needs to be successfully executed one time.</p> <p>The CONFIG.NT file located in the /WINNT/SYSTEM32 directory needs to include the command "FILES=99" (without quotes). If this statement does not exist in the CONFIG.NT file, the file must be edited to add this statement. The machine must then be rebooted for this change to take affect.</p>
<p>How to modify System registry in order to run FSM on a Windows 2000 operating system?</p>	<p>Left-click on the <b>START</b> button in the Desktop Taskbar. Click <b>FIND</b> and then <b>FILES OR FOLDERS</b>.</p> <p>In the <b>Search for Files or Folders Named</b> field, type <b>CONFIG.NT</b>.</p> <p>In the <b>Look in</b>, left click on the <b>Search Now</b> button.</p> <p>When the search is complete, double-click on the <b>CONFIG.NT</b> file, which should be listed in the search results are of the window. If there is more than one file named <b>CONFIG.NT</b>, or simply <b>CONFIG</b>, select the file that is in folder located C:\.</p> <p><b>Note:</b> If a window called Open With Appears, Select <b>NOTEPAD</b> from the list, and then click <b>OK</b> button to open the file.</p> <p>In the opened CONFIG.SYS file, ensure the file contains the following line (at a minimum):</p> <p style="text-align: center;"><b>Files = 99</b></p> <p>Save your changes by selecting <b>SAVE</b> from the File Menu. To verify that you are actually modified the <b>CONFIG.SYS</b> file, close <b>Notepad</b> and then re-open the <b>CONFIG.SYS</b> file and check that your changes are there.</p>

## NAVSUP P-486 - Food Service Management

<p>How to perform System Restore from outside the FSM System using PKZIP Program.</p>	<p>In an effort to simplify these procedures, FSM is now using the commercial software package PKZIP instead of the MS-DOS backup/restore commands.</p> <p>Have the backup diskettes ready from which you will be doing your restore.</p> <p>Open up the PKZIP Program and then select the <b>OPEN</b> button. From the <b>LOOK IN</b> window select the 3 ½” diskette option. Select the <b>OPEN</b> button to open up the System Zipped files. The PKZIP program will prompt you for the last diskette. Select the <b>EXTRACT</b> button. The PKZIP program will then take you into another screen. This screen you will identify where you want to place the Zipped files from the diskette. Select the <b>“C”</b> drive where you want the files extracted to. The PKZIP program will prompt you for the first diskette and then continue to prompt you for additional diskettes until the last one has been entered.</p>
<p>How to perform create an FSM Archive File using PKZIP Program.</p>	<p>When backing up your FSM System with PKZIP program you should select <b>“NEW”</b> and <b>“name”</b> the file, then on the next screen, select <b>“ADD”</b>.</p> <p>Note: Do not use FSM as the file name use the name of the shore/ship station.</p> <p>The next screen will prompt you for the file that you are going to zip up in the <b>“FILE NAME”</b> field.</p> <p>I.e. <b>“FSM\*. * FSMFILES\*. *”</b> <b>This is the prompt that should be used when zipping up your FSM Program.</b> What this does is place these files under the USS NEVERSAIL field. Select <b>“ADD W/WILDCARDS”</b> button. Ensure in the block <b>“Folders”</b> that both have been checked. Under <b>“Attributes”</b> check <b>“Include System and Hidden Files”</b>.</p> <p>You will be able to locate your zipped file on your Hard drive of your computer.</p>
<p>What are DATA DAMAGE Errors?</p>	<p>A common cause for a Data Damage Error is exiting FSM improperly. You must exit FSM by holding the Control Key and at the same time depress Page Up (CTRL-PGUP) on the System Directory screen F0000001. You must use the CTRL-PGUP key to exit whether you are running in DOS or Windows environment to prevent the Data Damage Error.</p> <p>Another common cause are diskettes that have not been formatted properly and could already have a virus on them when backing up the FSM System.</p>



## NAVSUP P-486 - Food Service Management

<p>How do I get my Overseas Catalog to download in the FSM System?</p>	<p>Ensure that you have followed all the directions on the message that was sent out before your deployment. If all else still fails and you cannot still load your catalog, follow these steps.</p> <p><b>Step 1</b> – From Screen F9700001, select Option 2 “Supply Activity”.</p> <p style="padding-left: 40px;">Depress F3 to “ADD” a new Prime Vendor. Enter the Prime Vendor Name, I.e. EBREX SOUTHERN ZONE. Enter in the appropriate RI (Routing Indicator) code, I.e. A01 (Azeroone). When completed select F1 to modify the information that had just been entered.</p> <p><b>Step 2</b> - From Screen F9C1000001 “Prime Vendor Maintenance”. Depress F3 to “ADD” new Prime Vendor.</p> <p>Note: RI – A01. Contract Number – SP030003D2949. Prime Vendor Name – EBREX FOOD SERVICES</p> <p>When completed select F1 to modify the information that had just been entered.</p> <p><b>Step 3</b> - Ensure that Markup Maintenance has been updated. From Screen F9C20001 put in the correct surcharge rate, F1 to modify.</p> <p><b>Step 4</b> – Download the Catalog.Txt from the Salts Page onto diskette. Go to “Utility Module”, select “<b>Option B</b>”, Process Prime Vendor Catalog. The FSM System will prompt you with an alert that this is a different catalog and would you like to replace it with the one you are importing into the FSM System. Press “Yes”. Prompted to print the Catalog the process is complete.</p>
<p>How Do I print a Screen in Windows?</p>	<p>To print the currently displayed screen:</p> <ol style="list-style-type: none"> <li>1. Press the “Print Screen” button on the keyboard.</li> <li>2. From the <b>START</b> button, select the following options: Program/Accessories/Word Pad</li> <li>3. Paste the screen contents using one of the following methods: <ul style="list-style-type: none"> <li>- Click on the “Paste” button on the toolbar.</li> <li>- Right click on the empty document and select “paste” from the menu displayed.</li> <li>- Click on the “edit” pull-down menu and select paste.</li> </ul> </li> <li>4. Print the newly pasted data. If desired, the screen image can be saved as a Word Pad document.</li> </ol>

**NAVSUP P-486 - Food Service Management**

How do I perform a Daily/System Backup from outside the FSM System?

**NOTE:** Backups should be performed from within the FSM System whenever possible via the Utility Module Screen F92000001. If unable to perform a backup from within the FSM for any reason, follow the instructions below to perform a diskette backup from outside the FSM System.

Follow the steps below to perform an **external** backup:

1. Place the "**LOADFSM/IMPLEMENTATION FSM**" software package in the appropriate drive. The FSM software program could be in CD form or Diskette.
2. At the C:/> root directory system prompt, you want to identify the drive you are placing the CD/Diskette in.

EXAMPLE: C:/> A:

EXAMPLE: C:/>D:

3. Depress <ENTER>.

A:\> will display

D:\> will display

4. Follow the steps in either (a) or (b) to execute a **daily** or **system** backup.

**(a) Windows System.**

1. Enter "**WFSMBACK**" with the drive in which you inserted the FSM software package.

EXAMPLE: A:/>WFSMBACK A:

Depress <ENTER>

Follow the **System Prompts**.

**(b) MS-DOS System.**

1. Enter "**FSMBACK**" with the drive in which you inserted the FSM software package. Use "D" for your daily backup and "S" for your system backup.

EXAMPLE: A:/>FSMBACK A: D

EXAMPLE: A:/>FSMBACK A: S

Depress <ENTER>.

**NAVSUP P-486 - Food Service Management**

	Follow the <b>System Prompts</b> .
How do I perform a Daily/System Restore from outside the FSM System using the C: Prompt?	<p>Ensure that you have the Daily/System diskettes on hand to put into the computer. Follow the steps below to perform the <b>external</b> restore:</p> <ol style="list-style-type: none"> <li>1. Place the “<b>LOADFSM/IMPLEMENTATION FSM</b>” software package in the appropriate drive. The FSM software program could be in CD form or Diskette.</li> <li>2. At the C:/&gt; root directory prompt, you want to identify the drive you are placing the CD/Diskette in.  EXAMPLE: C:/&gt; A:  EXAMPLE: C:/&gt; D:</li> <li>3. Depress &lt;ENTER&gt;.  A:/&gt; will display  D:/&gt; will display</li> <li>4. Follow the steps in either (a) or (b) to execute a <b>daily</b> or <b>system</b> restore. <ul style="list-style-type: none"> <li><b>(a) Windows System.</b> <ol style="list-style-type: none"> <li>1. Enter “<b>WFSMREST</b>” with the drive in which you inserted the FSM software package.  EXAMPLE: A:/&gt;WFSMREST A:  Depress &lt;ENTER&gt;  Follow the <b>System Prompts</b>.</li> </ol> </li> <li><b>(b) MS-DOS System.</b> <ol style="list-style-type: none"> <li>1. Enter “<b>FSMBACK</b>” with the drive in which you inserted the FSM software package. Use “D” for your daily backup and “S” for your system backup.  EXAMPLE: A:/&gt;FSMBACK A: D  EXAMPLE: A:/&gt;FSMBACK A: S  Depress &lt;ENTER&gt;</li> </ol> </li> </ul> </li> </ol>

**NAVSUP P-486 - Food Service Management**

	Follow the <b>System Prompts</b> .
Where can I get a current NAVSUP 7330 to install into my FSM System?	The <b>NAVSUP 7330</b> is created at NAVSUPHQ and then sent to SPAWAR for testing and certification. Once this has been accomplished the FSM ZIP File is sent to SALTS to be posted to the NAVSUP Salts Web Site under <b>NAVSUP 7330 FSM File</b> .
Why is my FSM System telling me that I have to install 2 <sup>nd</sup> QTR NS7330 before I can install the 3 <sup>rd</sup> QTR NS7330?	<p>What happens is that if you skip <b>DOWNLOADING</b> the NAVSUP 7330 one quarter the FSM System will prompt you to download the previous NAVSUP 7330. Once the previous Quarter has been updated the FSM System will recognize that and then ask for the next quarter that you were trying to install previously.</p> <p><b>Note:</b> If you do not update your NAVSUP 7330 on a quarter basis, you will not receive any recipe, food item and BDFA price changes.</p>

**NAVSUP P-486 – Food Service Management**

**APPENDIX B  
LETTERS OF AUTHORITY**

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GENERAL: Following are sample templates of letters of authority.

## **NAVSUP P-486 – Food Service Management**

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## NAVSUP P-486 – Food Service Management

(Letterhead)

4061  
Ser  
(date)

From: Commanding Officer, USS NEVERSAIL (AD 00)  
To: Food Service Officer, Name, Rank, Service, SSN#

Subj: AUTHORIZATION FOR THE ADVANCEMENT OF A CHANGE FUND FOR THE  
GENERAL MESS

Ref: (a) FMR, Vol 5, para 030404  
(b) NAVSUP P-486, paras 1117.2a(1), 2202.4

1. In accordance with references (a) and (b), you are hereby authorized to advance the General Mess a change fund in the minimum amount necessary for operations not to exceed \$250.00.

2. Procedures for the advance, verification and return of change funds will be in accordance with reference (b). When advancing a change fund to the responsible custodian, you will ensure that a receipt (NAVCOMPT Form 2114) is signed.

(signed)  
Commanding Officer

Copy to:  
Food Service Officer  
File

**NAVSUP P-486 – Food Service Management**

(Letterhead)

4061  
Ser  
(date)

From: Supply Officer, USS NEVERSAIL (AD 00)

To: Name, Rank, Service, SSN #

Subj: RECORD OF APPOINTMENT

Ref: (a) NAVSUP P-486, paras 1104, 1116.2b(1)  
 (b) NAVSUP P-486, paras 1117.2b(2), 2201, 1b(2)  
 (c) NAVSUP P-486, paras 1117.2b(3), 2201  
 (d) NAVSUP P-486, paras 1117.2b(4), 2201.2  
 (e) NAVSUP P-486, paras 1117.2b(5), 6301  
 (f) NAVSUP P-486, paras 6300, Appendix G  
 (g) NAVSUP P-486, paras 1117.2b(7), 1202.3  
 (h) NAVSUP P-486, para 4202.3

You are hereby appointed or authorized as: (check all applicable blocks)

- |  |             |
|--|-------------|
| a. <b>Food Service Officer</b>   | Ref (a) [ ] |
| b. <b>Control Officer for the Handling and Security of the Cash Meal Payment Book (DD Form 1544)</b> | Ref (b) [ ] |
| c. <b>Authority for the Cash Sale of Meals from the General Mess</b>                                 | Ref (c) [ ] |
| d. <b>Authority for the Sale of Meals from the General Mess on a Credit Basis (NAVSUP 1046)</b>      | Ref (d) [ ] |
| e. <b>Authority for the Sale of Food Items to Afloat Wardroom Messes</b>                             | Ref (e) [ ] |
| f. <b>Authority for the Sale of Food Items to Activities other than Afloat Messes</b>                | Ref (f) [ ] |
| g. <b>Custodial Authorization to Hold Group II Duplicate Master Key</b>                              | Ref (g) [ ] |
| h. <b>Authority to Purchase Food Items from the Ship Store to the General Mess</b>                   | Ref (h) [ ] |

Applicable instructions listed above will be strictly adhered to.

Copy to:  
Food Service Officer  
File(signed)  
Supply Officer  
By direction



**NAVSUP P-486 – Food Service Management**

4061  
Ser  
(date)

FIRST ENDORSEMENT

From: Food Service Officer, USS NEVERSAIL (AD 00)

To: Supply Officer, USS NEVERSAIL (AD 00)

Subj: RECORD OF APPOINTMENT

I have familiarized myself with the provisions of the instructions listed in reference (a) thru (h) concerning my appointment(s).

Very respectfully,

Name  
By direction

Copy to:  
Supply Officer  
Food Service Officer  
File

## NAVSUP P-486 – Food Service Management

(Letterhead)

4061  
Ser  
(date)

From: Food Service Officer, USS NEVERSAIL (AD 00)

To: Name, Rank, Service, SSN #

Subj: RECORD OF APPOINTMENT

Ref: (a) NAVSUP P-486, paras 1117.2c(1), 2202.2d, and FMR, Vol 5 para 030404

(b) NAVSUP P-486, paras 1107.2, 1117.2c(2)

(c) NAVSUP P-486, paras 1117.2c(3), 5203

(d) NAVSUP P-486, paras 1117.2c(4), 2201.1

(e) NAVSUP P-486, paras 1107.3, 1117.2c(5)

(f) NAVSUP P-486, paras 1117.2c(6), 2303.2b

You are hereby appointed or authorized as: (check all applicable blocks)

- |  |         |     |
|--|---------|-----|
| a. <b>General Mess Cash Collection Agent or Authorized Funds Custodian</b>                   | Ref (a) | [ ] |
| b. <b>Food Service Recordskeeper</b>   | Ref (b) | [ ] |
| c. <b>Receipt Inspector for Subsistence Items in the Absence of the Food Service Officer</b> | Ref (c) | [ ] |
| d. <b>Cashier to Receive Payment for Meals Sold from the General Mess</b>                    | Ref (d) | [ ] |
| e. <b>Bulk Storeroom Custodian</b>   | Ref (e) | [ ] |
| f. <b>Supervising the Signing of the Meal Signature Record (NAVSUP Form 1291)</b>            | Ref (f) | [ ] |

Applicable instructions listed above will be strictly adhered to.

(signed)  
Food Service Officer  
By direction

Copy to:  
Food Service Officer  
Supply Officer  
Service Member Training  
File

**NAVSUP P-486 – Food Service Management**

4061  
Ser  
(date)

FIRST ENDORSEMENT

From: Name, Rate, Service, SSN#

To: Food Service Officer, USS NEVERSAIL (AD 00)

Subj: RECORD OF APPOINTMENT

I have familiarized myself with the provisions of the instructions listed in reference (a) through (f) concerning my appointment(s).

Very respectfully,

Name

Copy to:  
Supply Officer  
Food Service Officer  
File

## NAVSUP P-486 – Food Service Management

(Letterhead)

(date)

### MEMORANDUM

From: Wardroom Officer, USS NEVERSAIL (AD 00)  
To: Food Service Officer

Subj: AUTHORITY TO REQUISITION SUBSISTENCE ITEMS FROM THE GENERAL MESS  
TO THE WARDROOM

Ref: (a) NAVSUP P-486, paras 1117.2d(1), 6302.1

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

## NAVSUP P-486 – Food Service Management

(Letterhead)

4061  
Ser  
(date)

From: Wardroom Officer, USS NEVERSAIL (AD 00)

To: Culinary Specialist Name, Service, SSN#

Subj: AUTHORITY TO MAINTAIN THE NAVSUP FORM 1046

Ref: (a) NAVSUP P-486, paras 1117.2d(2), 2201.2(b)1

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)  
Wardroom Officer

Copy to:  
Supply Officer File  
Designated Culinary Specialist

## NAVSUP P-486 – Food Service Management

(Letterhead)

(date)

(Letterhead)

4061  
Ser  
(date)

From: Supply Officer, USS NEVERSAIL (AD 00)

To: Food Service Officer, Name, Rank, Service, SSN#

Subj: AUTHORIZATION FOR THE GENERAL MESS TO PURCHASE FOOD ITEMS FROM  
THE SHIP STORE

Ref: (a) NAVSUP P-486, para 4202.3

1. In accordance with references (a), you are hereby authorized to purchase ship store food items of individual serving size for special meals including box lunches, flight meals, combat feeding, picnics, etc. All sales between the ship store and the General Mess must be documented on the NAVSUP 1149 and recorded as a Receipt with Charge.

(signed)  
Supply Officer

Copy to:  
Food Service Officer  
File

**NAVSUP P-486 – Food Service Management**

(Letterhead)

4061  
Ser/  
(Date)

From: Commanding Officer

To: (appointee rank, name, ssn#)

Subj: **APPOINTMENT AS WARDROOM MESS TREASURER OR WARDROOM OFFICER**

Ref: (a) NAVSUP P-486, Appendix F, para 3003

(b) NAVSUP P-486, Appendix F, para 3004

1. In accordance with reference (a), you are hereby appointed as the Wardroom Mess treasurer or wardroom officer.
2. You are directed to carry out your duties and responsibilities as prescribed in reference (b).

(signed)

Commanding Officer

-----  
(date)

FIRST ENDORSEMENT

From: (appointee rank, name, ssn#)

To: Commanding Officer

1. Appointment as Wardroom Mess Treasurer is accepted. I have familiarized myself with the provisions of reference (b) concerning this appointment.

Very Respectfully,

Copy to:  
Supply Officer  
Wardroom Mess Treasurer

## NAVSUP P-486 – Food Service Management

(Letterhead)

4061  
Ser  
(date)

From: Commanding Officer

To: Food Service Officer

Subj: **AUTHORITY TO SELL MEALS FROM THE GENERAL MESS ON A CREDIT BASIS**

Ref: (a) NAVSUP P-486, 1117.2b(4), 2201.2b

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)*  
*Commanding Officer*

Copy to:  
Supply Officer  
Wardroom Mess treasurer or wardroom officer



**NAVSUP P-486 – Food Service Management**

(Letterhead)

4061  
Ser  
(date)

From: CW03 William B. Gilbert, SC, USN, 123-45-6789  
To: Commanding Officer  
Via: Supply Officer

Subj: **RELIEF OF LT DOUGLAS T. SMITH AS FOOD SERVICE OFFICER ONBOARD USS  
\_\_\_\_\_ BY CWO3 WILLIAM B. GILBERT**

Ref: (a) NAVSUP P-486, para 1104

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 date relieved.
2. In accordance with reference (a), a joint inspection of the Food Service spaces and records were conducted on date of inspection.
3. Provisions valued at \$61,582.54 have been physically inventoried and verified.
4. The total inventory adjustment is (-)\$210.12.
5. The General Mess is currently \$683.94 under issue.
6. A minor property inventory consisting of 32 line items was conducted on date of inventory with no discrepancies.
7. Two pieces of galley equipment (small mixer and galley oven) are inoperative.
8. The overall condition of the Food Service Division is considered satisfactory.
9. There is no disagreement between these officers as to the conditions discovered.

Very respectfully,

Very respectfully,

\_\_\_\_\_  
D.T. SMITH  
Relieved Officer

\_\_\_\_\_  
W.B. GILBERT  
Relieving Officer

Copy to:  
File

## **NAVSUP P-486 – Food Service Management**

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**NAVSUP P-486 – Food Service Management****APPENDIX C  
FOOD SERVICE FORMS**


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NAVSUP FORM 335 (Rev. 2-78) (BACK)  
S/N 0108-LF 500-3350

SUBSISTENCE LEDGER (4442)

ITEM		STOCK NO.														
19		EXPENDITURES			ON HAND	19		EXPENDITURES			ON HAND	HIGH LIMIT				
MO	DAY	RECEIPTS	ENLISTED DINING FACILITY		OTHER		MO	DAY	RECEIPTS	ENLISTED DINING FACILITY		OTHER		LOW LIMIT		
			ISSUED	CUM. TOTAL						ISSUED	CUM. TOTAL				UNIT OF ISSUE	
													19	*FIXED PRICE		
													MO. & DAY	PRICE		
													19	†REC’P’T PRICE		
													MO. & DAY	PRICE		

\* Use to extend issues to Enlisted Dining Facility.

† Use to extend inventory and to price sales and transfers.

# NAVSUP P-486 – Food Service Management

		BDFFA				SUPPLEMENTAL/SPECIAL ALLOWANCES			FOR THE PERIOD																																			
		U.I.C.																																										
		<b>GENERAL MESS CONTROL RECORD (4061)</b> <b>NAVSUP FORM 338 (REV. 7-88)</b>																																										
		FROM: <i>(Name of Ship or Station)</i>																																										
DAY OF MO	(1)	MEALS FED										MEALS SOLD FOR CASH		MEALS FED – RATIONS IN KIND			RATION CREDIT		MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES																					
		B	L	D	N	DAILY	B	L	D	N	DAILY	B	L	D	N	DAILY	B	L	D	N	RIK/CASH SALES DAILY TOTAL (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)	ONE RATION (18)	CURRENT BALANCE (19)																
(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)																	
B.F.																																												

S/N 0108-LP-001-7600

NAVSUP P-486 – Food Service Management

GENERAL MESS CONTROL RECORD (4061) (BACK)

NAVSUP FORM 338 (REV. 7-88)

FROM: (Name of Ship or Station)

BDFR SUPPLEMENTAL/SPECIAL ALLOWANCES FOR THE PERIOD

U. I. C.

DAY OF MO	MEALS FED												RATION CREDIT		MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES	
	MEALS SOLD FOR CASH						MEALS FED - RATIONS IN KIND						RIK/CASH SALES DAILY TOTAL (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)		ONE RATION (18)
	B 20% (2)	L 40% (3)	D 40% (4)	N 20/40% (5)	DAILY (6)	B 20% (7)	L 40% (8)	D 40% (9)	N 20/40% (10)	DAILY (11)										
(1)																				
TOTALS																				
COMMENTS																				

PREPARED BY	AUDITED BY	AUDITED & CERTIFIED BY
RECORDSKEEPER	LEADING MS	FOOD SERVICE OFFICER

NAVSUP P-486 – Food Service Management

RECORD OF RECEIPTS AND EXPENDITURES (4442) NAVSUP FORM 367 (Rev. 1-80) S/N 0108-L-F-500-3670		ACTIVITY	U.I.C.						
RECEIPTS					EXPENDITURES				
*19 Mo.	Day	SOURCE	DOCUMENT NO.	VALUE	*19 Mo.	Day	ACTIVITY/ PURPOSE	DOCUMENT NO.	VALUE

\*Calendar year







# NAVSUP P-486 – Food Service Management

FOOD-PREPARATION WORKSHEET (4061)			REVIEWED BY (Signature)				DOCUMENT NO.		DATE		MEAL		PREDICTED	ACTUAL			
NAVSUP FORM 1090 (REV. 5-82)			LEADING MESS MANAGEMENT SPEC.				REVIEWED & RECEIVED BY		DAY	DATE	Breakfast	Lunch			%		
RECIPE CARD	MENU ITEM	PORTIONS PREPARE	ACTUAL PREPARED	INSTRUCTIONS	START PREPARATION	START COOKING	PORTIONS LEFT OVER	REVIEWED & RECEIVED BY		ACCEPT. AVAILTY (%)		COMMENTS/DISPOSITION OF LEFTOVER	PREPARED	UNPREPARED			
								DATE	SIGNATURE	Breakfast	Lunch				Dinner		
	B R E A K F A A S T																
	L U N C H																
	D - I N N E R																

# NAVSUP P-486 – Food Service Management

	VEGETABLE PREPARATION ROOM		BAKE SHOP		MEAT PREPARATION ROOM		SIGNATURE	
	ITEM	QUANTITY	INSTRUCTIONS	ITEM	QUANTITY	INSTRUCTIONS		INSTRUCTIONS
<b>B R E A K F A S T</b>								SIGNATURE
<b>J U N C H</b>								
<b>D I N N E R</b>								

NAVSUP P-486 – Food Service Management

**MEAL PASS**—NAVSUP FORM 1105—WHT (REV. 7-80)

*(Use addressograph plate or type name of holder, serial number rate, and activity assignment.)*

PASS NO.		EDF NO.
SIGNATURE OF HOLDER		
EXPIRATION DATE		
PASS MUST BE PRESENTED AT EACH MEAL	This person is authorized to eat in the enlisted dining facility indicated. Use of this pass by another constitutes an offense punishable under the UCMJ. The issuing officer will be notified when this pass is lost-or found, and when authorized user is detached.	
ISSUING OFFICER <i>(Signature and title)</i>		

### NAVSUP P-486 – Food Service Management

**FOOD-ITEM REQUEST/ISSUE DOCUMENT (4400)**  
 NAVSUP FORM 1282 (REV. 5-82)

DOCUMENT NO. \_\_\_\_\_

REQUISITIONED BY *(Signature, Rate and Title)*

DATE FOR CONSUMPTION \_\_\_\_\_

APPROVED BY *(Signature, Rate and Title)*

FOOD CODE	DESCRIPTION OF MATERIAL	U/I	QUANTITY				UNIT PRICE	VALUE
			REQUESTED	ISSUED	RETURNED	NET		

ISSUED BY <i>(Signature, Rate and Title)</i>	DATE _____	SHEET TOTAL	
RECEIVED BY <i>(Signature)</i>	DATE _____	SUB TOTAL	
RETURNED BY <i>(Signature)</i>	DATE _____	BAKERY PROD. (-)	
RECEIVED BY <i>(Signature)</i>	DATE _____	GRAND TOTAL	

I CERTIFY that \_\_\_\_\_ document(s) is/are a true statement of issue to \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

POSTED TO:    209                                  335                                  338                                  OTHER

## NAVSUP P-486 – Food Service Management

**MEAL SIGNATURE RECORD (4061)**  
**NAVSUP FORM 1291 (REV. 2-72)**

DATE:

SHEET NO:

MESS LINE (1st, 2nd etc.)

CATEGORY OF PERSONNEL  
 (Check applicable block)

- |                                       |   |   |  |   |
|---------------------------------------|---|---|--|---|
| <input type="checkbox"/> NAVY REGULAR | <input type="checkbox"/> NAVY CADETS      | <input type="checkbox"/> ARMY REGULAR     | <input type="checkbox"/> COAST GUARD         | <input type="checkbox"/> AIR FORCE NATIONAL GUARD |
| <input type="checkbox"/> NAVY RESERVE | <input type="checkbox"/> MARCORPS REGULAR | <input type="checkbox"/> ARMY RESERVE     | <input type="checkbox"/> CIVILIAN APPLICANTS | <input type="checkbox"/> FOREIGN                  |
| <input type="checkbox"/> NAVY ROTC    | <input type="checkbox"/> MARCORPS RESERVE | <input type="checkbox"/> ARMY NAT'L GUARD | <input type="checkbox"/> AIR FORCE REGULAR   | <input type="checkbox"/> OTHER (Specify)          |

SIGNATURE <i>(First initial and last name)</i>	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE <i>(First initial and last name)</i>	MEAL PASS NUMBER	COMMAND/UNIT
1			26		
2			27		
3			28		
4			29		
5			30		
6			31		
7			32		
8			33		
9			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

S/N 0108-LF-504-6301

## NAVSUP P-486 – Food Service Management

### RECAPITULATION OF MEAL RECORD (4061)

NAVSUP FORM 1292 (REV. 3-75)

PERIOD OR DATE
----------------

	CATEGORY OF PERSONNEL	BREAKFAST	LUNCH	DINNER	NIGHT/OTHER	
NAVY	REGULAR					
	RESERVE					
	ROTC					
	CADETS					
MARINE CORPS	REGULAR					
	RESERVE					
ARMY	REGULAR					
	RESERVE					
	NATIONAL GUARD					
	COAST GUARD					
	CIVILIAN APPLICANTS					
AIR FORCE	REGULAR					
	NATIONAL GUARD					
	FOREIGN					
	OTHER <i>(Specify)</i>					
	1ST SUBTOTAL					
	CASH SALES (INCLUDE CONTRACT PERSONNEL)					
	2ND SUBTOTAL					
	PERSONNEL NOT PASSING THROUGH SERVING LINE					
	GRAND TOTAL					
	CONVERSION FACTOR	20%	40%	40%	% APPLICABLE	
	RATION CREDIT					
REMARKS					TOTAL CREDIT	

**STATION AUDIT BOARD**

The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals received for.

SIGNATURE AND RANK, RATE, OR GRADE

SIGNATURE AND RANK, RATE, OR GRADE

SIGNATURE AND RANK, RATE, OR GRADE





NAVSUP P-486 – Food Service Management

2248A001 TYPE: **\*\*\* GENERAL LESS SUMMARY RECEIPT NAVSUP Form 1359 (12-95) DATE:**

PERIOD: \_\_\_\_\_ DATE OPER: \_\_\_\_\_ DATE IN PORT: \_\_\_\_\_ DATE OF PROUREMENT: \_\_\_\_\_

COLLECTED REPORT: \_\_\_\_\_ RECEIVED RETURN? \_\_\_\_\_

FINAL RETURN: \_\_\_\_\_

---

**RECEIPTS**

INVENTORY Balance Brought Forward \$ \_\_\_\_\_

RECEIPTS WITH CHARGE \$ \_\_\_\_\_

RECEIPTS WITHOUT CHARGE \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**EXPENDITURES**

FOOD COST (338) \$ \_\_\_\_\_

LOSSES WITHOUT SURVEY \$ \_\_\_\_\_

BULK SALES \$ \_\_\_\_\_

TRANSFERS W/ REIMBURSEMENT \$ \_\_\_\_\_

TRANSFERS W/O REIMBURSEMENT \$ \_\_\_\_\_

INVENTORY Balance on Hand \$ \_\_\_\_\_

PRICE ADJUSTMENT +/- \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

TOTAL RECEIPTS LESS TRANSFERS & BULK SALES \$ \_\_\_\_\_

TOTAL ALLOWANCES LESS ORDER/(OVER) ISSUE CF \$ \_\_\_\_\_

RATIO = \_\_\_\_\_

Ratio less than 1.00 means purchases, transfers and sales were less than allowances.

---

**ALLOANCES**

DATE: \_\_\_\_\_

NUMBER OF DAYS SINCE INVENTORY ACQUACTY DATE: \_\_\_\_\_

INVENTORY ACQUACTY DATE: \_\_\_\_\_

ADVANCED FOODS STORES CONSUMED (1059) \$ \_\_\_\_\_

ADVANCED FOODS STORES CONSUMED (1059) \$ \_\_\_\_\_

ADVANCED FOODS = \_\_\_\_\_ % OF STORES CONSUMED

DIFFERENCE BETWEEN FOOD COST & STORES CONSUMED \$ \_\_\_\_\_

APPROX. ACCORDING CLASSIFICATION: APPROP. HEAD. CHARG. EST. AMOUNT. AA. TYPE. PAA. COST CODE. AMOUNT.

SALES SURCHARGES OASN TOTAL \$ \_\_\_\_\_

---

**REVISIONS/COMMENTS**

REVIEWED BY LEADING MS (SIGNATURE) \_\_\_\_\_

COMMENTS (and Written Note): \_\_\_\_\_

---

The figures contained in the 'RATIONS ALLOWED' column are correct to the best of my knowledge and belief.

I CERTIFY that the above information is correct to the best of my knowledge and belief.

RECIPIENT/PERSONNEL OFFICER (SIGNATURE) (DATE) \_\_\_\_\_

CERTIFIED BY (SIGNATURE) (DATE) (TITLE) \_\_\_\_\_

## NAVSUP P-486 – Food Service Management

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
<b>AUTHORITY:</b> 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.				<b>ROUTINE USES:</b> None.			
<b>PRINCIPAL PURPOSE:</b> To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				<b>DISCLOSURE:</b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD)		2. INQUIRY / INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYMMDD)		
4. NATIONAL STOCK NO.		5. ITEM DESCRIPTION		6. QUANTITY	7. UNIT COST	8. TOTAL COST	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				b. TYPED NAME (Last, First, Middle Initial)		c. AUTOVON / DSN NUMBER	
				d. SIGNATURE		e. DATE SIGNED	
12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one)		b. COMMENTS / RECOMMENDATIONS					
<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No							
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				d. TYPED NAME (Last, First, Middle Initial)		e. AUTOVON / DSN NUMBER	
				f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS / RATIONALE			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)		
<input type="checkbox"/> (1) Approve					<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No		
<input type="checkbox"/> (2) Disapprove							
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. AUTOVON / DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. ACTION (X one)		b. COMMENTS / RATIONALE			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)		
<input type="checkbox"/> (1) Approve					<input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No		
<input type="checkbox"/> (2) Disapprove							
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. AUTOVON / DSN NUMBER	
				g. SIGNATURE		h. DATE SIGNED	

## NAVSUP P-486 – Food Service Management

**15. FINANCIAL LIABILITY OFFICER**
**a. FINDINGS AND RECOMMENDATIONS** *(Attach additional pages as necessary)*

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. AUTOVON / DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYMMDD)</i>	i. DATE APPOINTED <i>(YYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED

**16. INDIVIDUAL CHARGED**
**a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)**
 (1) Submit the attached statement of objection.     (2) Do not intend to make such a statement.

**b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.**

c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
f. AUTOVON / DSN NUMBER	g. SIGNATURE	h. DATE SIGNED

**17. ACCOUNTABLE OFFICER**
**a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD**

b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. AUTOVON / DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

ID Form 200 (Back), FEB 91

## NAVSUP P-486 – Food Service Management

<b>CASH COLLECTION VOUCHER</b>		DISBURSING OFFICE COLLECTION VOUCHER NO.		
		RECEIVING OFFICE COLLECTION VOUCHER NO.		
RECEIVING OFFICE	ACTIVITY (Name and location) (Include ZIP Code)			
	RECEIVED AND FORWARDED BY (Printed name, title and signature)			DATE
DISBURSING OFFICE	ACTIVITY (Name and location) (Include ZIP Code)			
	DISBURSING OFFICER (Printed name, title and signature)		DISBURSING STATION SYMBOL NO.	DATE RECEIVED SUBJECT TO COLLECTION
PERIOD: FROM TO				
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
<b>TOTAL</b>				

DD FORM 1131, APR 57

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

USAPPC V3.10

## NAVSUP P-486 – Food Service Management

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF			
1. CONTRACT/PURCH ORDER/AGREEMENT NO.		2. DELIVERY ORDER/CALL NO.		3. DATE OF ORDER/CALL (YYYYMMDD)	4. REQUISITION/PURCH REQUEST NO.	5. PRIORITY		
6. ISSUED BY			CODE	7. ADMINISTERED BY (if other than 6)		CODE		
						8. DELIVERY FOB		
						<input type="checkbox"/> DESTINATION		
						<input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR			CODE	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD)	11. X IF BUSINESS IS		
NAME AND ADDRESS						<input type="checkbox"/> SMALL		
						<input type="checkbox"/> SMALL DISADVANTAGED		
						<input type="checkbox"/> WOMEN-OWNED		
14. SHIP TO			CODE	15. PAYMENT WILL BE MADE BY		CODE		
MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.								
16. TYPE OF ORDER	DELIVERY/ CALL	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
PURCHASE		Reference your _____ furnish the following on terms specified herein.						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:								
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE								
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
								\$0.00
								\$0.00
								\$0.00
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA		25. TOTAL	\$0.00
					BY: _____		CONTRACTING/ORDERING OFFICER	29. DIFFERENCES
26. QUANTITY IN COLUMN 20 HAS BEEN					27. SHIP. NO.	28. D.O. VOUCHER NO.		30. INITIALS
<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED					<input type="checkbox"/> PARTIAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____					<input type="checkbox"/> FINAL			34. CHECK NUMBER
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT	32. PAID BY		35. BILL OF LADING NO.
DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____					<input type="checkbox"/> COMPLETE			34. CHECK NUMBER
37. RECEIVED AT	38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.	

DD FORM 1155, JAN 1998

PREVIOUS EDITION MAY BE USED.

Reset

# NAVSUP P-486 – Food Service Management

★ U.S. GOVERNMENT PRINTING OFFICE: 1982-507-810

REQUISITION AND INVOICE/SHIPPING DOCUMENT																	
1. FROM:	SHEET NO.		NO. OF SHEETS		5. REQUISITION DATE		6. REQUISITION NUMBER		8. PRIORITY								
2. TO:	9. AUTHORITY OR PURPOSE																
3. SHIP TO - MARK FOR	10. SIGNATURE																
	11. VOUCHER NUMBER AND DATE																
	12. DATE SHIPPED																
	13. MODE OF SHIPMENT																
	14. BILL OF LADING NUMBER																
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.																
ITEM NO. (a)	APPROPRIATION AND SUBHEAD	OBJ. CL.	BUR. CONT. NO.	SUBAL-LOT	AUTHORIZATION ACCTG ACTIVITY	TRANS. TYPE	PROPERTY ACCTG ACTIVITY	COUN-TRY	COST CODE	AMOUNT	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	DATE CON-TRACT TENDER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO																	
18. RECAPITULATION OF SHIPMENT																	
ISSUED BY																	
CHECKED BY																	
PACKED BY																	
RECEIPT																	
TOTAL CONTAINER																	
TOTAL CON-TAINER																	
TOTAL WEIGHT																	
TOTAL CUBE																	
CUSTOMER'S RECEIPT NO. DATE																	
QUANTITIES EXCEPTED DATE																	
POSTED DATE																	
BY																	
BY																	
BY																	
SHEET TOTAL																	
GRAND TOTAL																	
RECEIVER'S VOUCHER NO.																	

DD FORM 1 MAR 59 1149 (9.-PT) 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

ORIGINAL

## NAVSUP P-486 – Food Service Management

REQUEST FOR AND RESULTS OF TESTS					PAGE NO.	NO. OF PAGES
<b>SECTION A - REQUEST FOR TEST</b>						
1. TO: <i>(Include ZIP Code)</i>			2. FROM: <i>(Include ZIP Code)</i>			
3. PRIME CONTRACTOR AND ADDRESS <i>(Include ZIP Code)</i>			4. MANUFACTURING PLANT NAME AND ADDRESS <i>(Include ZIP Code)</i>			
CONTRACT NUMBER			P.O. NUMBER			
5. END ITEM AND/OR PROJECT		6. SAMPLE NUMBER	7. LOT NO.	8. REASON FOR SUBMITTAL	9. DATE SUBMITTED	
10. MATERIAL TO BE TESTED	10a. QUANTITY SUBMITTED	11. QUANTITY REPRESENTED		12. SPEC. & AMEND AND/OR DRAWING NO. & REV. FOR SAMPLE & DATE		
13. PURCHASED FROM OR SOURCE		14. SHIPMENT METHOD		15. DATE SAMPLED AND SUBMITTED BY		
16. REMARKS AND/OR SPECIAL INSTRUCTIONS AND/OR WAIVERS.						
17. SEND REPORT OF TEST TO						
<b>SECTION B - RESULTS OF TEST</b> <i>(Continue on plain white paper if more space is required)</i>						
1. DATE SAMPLE RECEIVED		2. DATE RESULTS REPORTED			3. LAB REPORT NUMBER	
4. TEST PERFORMED	RESULTS OF TEST	SAMPLE RESULT	REQUIREMENTS			
DATE	TYPED NAME AND TITLE OF PERSON CONDUCTING TEST			SIGNATURE		

DD FORM 1222, FEB 62 (EF)

REPLACES DD FORM 1222, 1 JUL 58, WHICH IS OBSOLETE.



NAVSUP P-486 – Food Service Management

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT S/N 0102-LF-114-5000  
 26 RC (4-6) 24 DOCUMENT NUMBER  
 27 ADDITIONAL DATA 25 NATIONAL STOCK NO & SUFFIX (30-44)  
 28 RC (4-6) 26 NATIONAL STOCK NO & SUFFIX (30-44)  
 29 CITY (25-29) 27 ADDITIONAL DATA  
 30 CONSIGNEE (31) 28 RC (4-6)  
 31 DDT (32-34) 29 CITY (25-29)  
 32 UP (35-38) 30 CONSIGNEE (31)  
 33 UP (39-40) 31 DDT (32-34)  
 34 UP (41-48) 32 UP (35-38)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
QUANTITY										SUPPLEMENTARY ADDRESS										UNIT PRICE										1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO																																																	
DOLLARS										CYS										DOLLARS										CYS										4. MARK FOR																																																											
5. UCL										6. NMF-C										7. FRT RATE										8. TYPE CARGO										9. FS																																																											
10. QTY. REC'D										11. UP										12. UNIT WEIGHT										13. FRT CUB										14. UFC										15. S.																																																	
16. FREIGHT CLASSIFICATION NOMENCLATURE																																																																																																			
17. ITEM NOMENCLATURE																																																																																																			
18. YEAR										19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																																																																					
22. RECEIVED BY																				23. DATE RECEIVED																																																																															

**NAVSUP P-486 – Food Service Management**

CASH MEAL PAYMENT SHEET												SERIAL NO.	
To be completed when the government is to be reimbursed for meals furnished													
ORGANIZATION OR DINING FACILITY										INCLUSIVE DATES COVERED			
					FROM					THROUGH			
FOOD CHARGES				SURCHARGES (S/C)				PER DIEM SURCHARGE					
B	L	D		B	L	D		B	L	D			
BR	DB	Other		BR	DB	Other		BR	DB	Other			
GRADE	NAME	DOLLAR VALUE				GRADE	NAME	DOLLAR VALUE					
		B	L	D	S/C			B	L	D	S/C		
		\$	\$	\$	\$		BALANCE BROUGHT FORWARD	\$	\$	\$	\$		
		<b>TOTAL</b>								\$	\$	\$	\$
						<b>TOTAL CHARGES</b>				\$ Food		\$ S/C	
						<b>CASH OVER (SHORT)</b>							
						<b>CASH TURNED IN</b>							
<b>REMARKS</b>													
<b>TOTAL</b>		\$	\$	\$	\$								
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER						SIGNATURE OF LAST OR ONLY HEADCOUNTER							

## NAVSUP P-486 – Food Service Management

UNSATISFACTORY MATERIAL REPORT (Subsistence) <i>(See Instructions on reverse before completion.)</i>				1. DATE PREPARED (YYMMDD)		Form Approved OMB No. 0704-0188		
Public reporting burden for this collection of information is estimated to average 11 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.								
2. RECEIVING ACTIVITY				3. ORIGINATING ACTIVITY				
a. NAME				a. NAME				
b. ADDRESS (Street, City, State and Zip Code)				b. ADDRESS (Street, City, State and Zip Code)				
4. a. ITEM NOMENCLATURE						b. AFCLSAC EVALUATION		
						YES	NO	
5. NATIONAL STOCK NUMBER				6. SPECIFICATION NUMBER/IMPS NUMBER				
7. CONTRACTOR				8. SOURCE OF SHIPMENT (Depot, Distribution Point, Direct Vendor Delivery, etc.)				
a. NAME								
b. PLANT ADDRESS (Street, City, State and Zip Code)								
9. CONTRACT NUMBER		10. CONTRACTOR LOT NUMBER		11. PRODUCT CODE		12. DATE OF PACK (YYMMDD)		
13. REQUISITION NUMBER		14. DATE SUPPLIES RECEIVED (YYMMDD)		15. SIZE OF LOT/SHIPMENT		16. QUANTITY ON HAND		
				a. CASES	b. UNITS			
<b>FOR ALL USERS</b> (Food Service, Commissary, Veterinary, Troop Issue Subsistence, etc.)								
17. NARRATIVE DESCRIPTION OF UNSATISFACTORY QUALITY AND IDENTIFICATION OF DEFECTS								
18. RECOMMENDATIONS								
19. VERIFYING OFFICIAL								
a. TYPED NAME (Last, First, Middle Initial)				b. TITLE		c. GRADE		
d. TELEPHONE NUMBER (A - Autovan; C - Comm)				e. SIGNATURE		f. DATE SIGNED (YYMMDD)		
20. INSPECTION RESULTS (When appropriate, report can be forwarded by users without this section being completed.)								
a.	b.	c.	d.	e.	f.	g.	h.	i.
TYPE OF EXAMINATION	INSPECTION LEVEL	ACCEPTANCE QUALITY LEVEL	CLASS OF DEFECT	ACCEPTANCE NUMBER	REJECTION NUMBER	SAMPLE SIZE	NUMBER OF DEFECTS OR DEFECTIVES	SAMPLE UNIT
21. AUTHORIZED INDIVIDUAL PERFORMING INSPECTION								
a. TYPED NAME (Last, First, Middle Initial)				b. TITLE		c. GRADE		
d. TELEPHONE NUMBER (A - Autovan; C - Comm)				e. SIGNATURE		f. DATE SIGNED (YYMMDD)		

DD Form 1608, OCT 88

Previous editions are obsolete.

USAPPC V1.00

## NAVSUP P-486 – Food Service Management

## INSTRUCTIONS

**GENERAL.** This form should be used to report all unsatisfactory conditions on all subsistence items procured by the Defense Personnel Support Center and is not limited to those in nonconformance with specification requirements. Timely reporting is essential so that action, if appropriate, may be started prior to expiration of the warranty period. When unsatisfactory conditions are not related to specification requirements, special attention should be given to Item 17. Photographs are an excellent method for illustrating the exact nature of many discrepancies. Inspection and testing records should be forwarded with the UMR, when appropriate. Use additional sheets as necessary and identify with related item number.

**ITEM 3.** State complete name and address in the clear.

**ITEM 4a.** State nomenclature in sufficient detail to insure identity including as necessary type, grade, class, etc. (See *Federal Supply Catalog C8900-SL* or *Master Item Identification List*)

**ITEM 4b.** AFCLSAC (*Armed Forces Consumer Level Subsistence Appraisal Committee*) Evaluation. Self-explanatory.

**ITEM 6.** Specification number or Institutional Meat Purchase Specification (IMPS) number from shipping container. If Brand Name Contract, indicate "BNC".

**ITEM 7.** To be obtained from shipping container.

**ITEM 8.** To be obtained from service supply activity. State the name of the DLA depot or distribution point or the vendor's name.

**ITEMS 9 and 10.** To be obtained from shipping container.

**ITEM 11.** List the manufacturer's product code (*usually shown as a series of numerals and letters printed or embossed on bottles, cartons, and cans*) found on primary containers. These codes may also be found printed or stenciled on shipping container.

**ITEM 12.** To be obtained from shipping container.

**ITEMS 13, 14, 15 and 16.** To be obtained from service supply activity records. Enter complete requisition number.

**ITEM 17.** Include a narrative description of the unsatisfactory condition which makes the item unsuitable for intended use or affects consumer satisfaction or acceptance. List storage conditions or other factors which may relate to the unsatisfactory condition of the product. Indicate current status of product, i.e., on hold, normal issue, or expedited issue.

**ITEM 18.** State recommendations regarding disposition of supplies, revision of specification requirements, revision of purchase requirements as to size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.

**ITEM 19.** Self-explanatory.

**ITEM 20c.** Acceptable Quality Level is the maximum percent defective (*for the maximum number of defects per hundred units*) that, for the purpose of sampling inspection can be considered satisfactory as a process average (*MIL-STD-109*).

**ITEM 21.** Self-explanatory.

## DISTRIBUTION

a. Originator will prepare original and three copies of report, retain one copy and forward remainder to following appropriate service office.

Commander  
US Army Troop Support Agency  
ATTN: DALO-TAF-S  
Fort Lee, VA 23801-6020

Commanding Officer  
Navy Food Service Systems Office  
ATTN: Code SV  
Washington, DC 20374-1662

Air Force  
(*Troop Issue / Specification Items Only*)  
HQ, AFESC-DEHF  
Tyndall AFB, FL 32403-6001

Air Force  
(*Brand Name Resale Items Only*)  
HQ, AFCOMS / SGPM  
Kelly Air Force Base, TX 78241-6290

Commandant of the Marine Corps  
Code LFS-4  
Headquarters US Marine Corps  
Washington, DC 20380-001

b. Service Office will review reports for completeness and validity and, if valid and complete, forward original for action to:

Commander  
Defense Personnel Support Center  
ATTN: DPSC-HQS (CDCFP)  
and forward information copy to  
Philadelphia, PA 19101-8419

Commander  
US Army Research, Development &  
Engineering Center  
ATTN: STRNC-W  
Natick, MA 01760-5000

# NAVSUP P-486 – Food Service Management

## CASH RECEIPT CERTIFICATE

RECEIVED FROM

THE SUM OF

*(Amount in figures)*

DOLLARS

\$

for which I hold myself accountable to The United States of America

PURPOSE *(State reason for receipt of funds)*

SIGNATURE

NUMBER

DATE

NAVCOMPT FORM 2114 (REV. 1-70)  
S/N 0104-LF-703-9602

A-18088

## NAVSUP P-486 – Food Service Management

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. <i>(If applicable)</i>		
6. ISSUED BY	CODE	7. ADMINISTERED BY <i>(If other than Item 6)</i>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR <i>(No., street, country, State and ZIP Code)</i>				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED <i>(SEE ITEM 11)</i>	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED <i>(SEE ITEM 13)</i>	
CODE		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES <i>(such as changes in paying office, appropriation date, etc.)</i> SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER <i>(Specify type of modification and authority)</i>

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ <i>(Signature of person authorized to sign)</i>		BY _____ <i>(Signature of Contracting Officer)</i>	

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30 (REV. 10-83)**  
Prescribed by GSA  
FAR (48 CFR) 53.243

## NAVSUP P-486 – Food Service Management

### INSTRUCTIONS

Instructions for items other than those that are self-explanatory, are as follows:

- (a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.
- (b) Item 3 (Effective date).
- (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
  - (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
  - (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
  - (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
  - (5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.
- (c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.
- (d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.
- (e) Item 9, (Amendment of Solicitation No. - Dated), and 10, (Modification of Contract/Order No. - Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.
- (f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries.
- (1) Accounting classification \_\_\_\_\_  
Net increase \$ \_\_\_\_\_
- (2) Accounting classification \_\_\_\_\_  
Net decrease \$ \_\_\_\_\_
- (g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)
- (h) Item 14 (Description of Amendment/Modification).
- (1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document
  - (2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:
    - (i) Total contract price increased by \$ \_\_\_\_\_
    - (ii) Total contract price decreased by \$ \_\_\_\_\_
    - (iii) Total contract price unchanged.
  - (3) State reason for modification.
  - (4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.
  - (5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to --
    - (i) A reference to the letter determination; and
    - (ii) A statement of the net amount determined to be due in settlement of the contract.
  - (6) Include subject matter or short title of solicitation/contract where feasible.
- (i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".

## NAVSUP P-486 – Food Service Management

<b>REPORT OF DISCREPANCY (ROD)</b> <input type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING			1. DATE OF PREPARATION		2. REPORT NUMBER				
3. TO (Name and address, include Zip Code)			4. FROM (Name and address, include Zip Code)						
5a. SHIPPER'S NAME		5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)					
7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)					
9. SHIPPING, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11. AC- <sup>2</sup> TION CODE	
NSN/PART NUMBER AND NOMENCLATURE (a)		UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN- TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (d)	
12. REMARKS (Continue on separate sheet of paper if necessary)									

1 DISCREPANCY CODES		2 ACTION CODES	
<b>CONDITION OF MATERIAL</b> C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment <b>SUPPLY DOCUMENTATION</b> D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) <b>MISDIRECTED MATERIAL</b> M1 - Addressed to wrong activity <b>OVERAGE/DUPLICATE SHIPMENTS</b> O1 - Quantity in excess of that receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment <b>PACKING DISCREPANCY</b> P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization		<b>PRODUCT QUALITY DEFICIENCIES</b> Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only) <b>SHORTAGE OF MATERIAL</b> S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non receipt of parcel post shipments <b>ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)</b> T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection date missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing <b>WRONG ITEM (Identify requested item as a separate copy in Item 9 above)</b> W1 - Incorrect item received W2 - Unacceptable substitute <b>OTHER DISCREPANCIES</b> Z1 - See remarks	
13. FUNDING AND ACCOUNTING DATA		1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned. 1H - No action required. Information only 1Z - Other action requested (See remarks)	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL		14b. SIGNATURE	
15. DISTRIBUTION ADDRESSEES FOR COPIES			



## NAVSUP P-486 – Food Service Management

16. FROM:		17. DISTRIBUTION ADDRESSEES FOR COPIES	
18. TO:		<p>Use window envelope to mail this document. Insert name and address, including Zip Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.</p>	
19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:			
→ Fold here	a. MATERIAL <input type="checkbox"/> HAS BEEN SHIPPED <input type="checkbox"/> WILL BE SHIPPED		b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.
	c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT		d. <input type="checkbox"/> INVOICE/BILL ATTACHED
e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.			
f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.			
(1) REASON FOR NOT PROCESSING		(2) PRESCRIBING REGULATION	
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR		(a) CHAPTER 5 OF THE GSA HANDBOOK DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL OR BILLINGS (FPMR 101-26.8)	
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19(2)		(b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7 M. MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.	
20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL			
a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.		b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	
		DAYS	
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.		d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:	
		DAYS	
→ Fold here	e. <input type="checkbox"/> SHIP MATERIAL (Specify Location):		
	(1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE:		
(2) <input type="checkbox"/> CHARGES COLLECT VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST			(\$ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)
(3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED			(4) <input type="checkbox"/> FREIGHT PREPAID
f. <input type="checkbox"/> OTHER (Specify)			
21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION		22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	
		DATE	
23. REMARKS (Continue on separate sheet of paper if necessary)			
24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL		24b. SIGNATURE	
		24c. DATE	

# NAVSUP P-486 – Food Service Management

☆ U.S. GOVERNMENT PRINTING OFFICE 1978-708-318

Standard Form 1080 Revised May 1970 2 Treasury FRM 2500 1080-108-03 S/N 0104-LF-800-0180		<b>VOUCHER FOR TRANSFERS                  BETWEEN APPROPRIATIONS AND/OR FUNDS</b>			EXCEPTION TO SF 1080 APPROVED BY NARS 6-76		VOUCHER NO.	
Department, establishment, bureau, or office billing							SCHEDULE NO.	
Department, establishment, bureau, or office billed							BILL NO.	
<b>PAID BY</b>								
ORDER NO.	DATE OF DELIVERY	ARTICLES OR SERVICES			QUAN- TITY	UNIT PRICE		AMOUNT
						COST	PER	DOLLARS AND CENTS
					TOTAL			
Remittance in payment hereof should be sent to-								
<b>ACCOUNTING CLASSIFICATION – Billing Office</b>								
Appropriation Symbol and Subhead	Object Class	Bureau Cont. and Suballot. No.	Auth. Acctg. Activity	T y p e	Property Acctg. Activity	Cost Code	Amount	
<b>CERTIFICATE OF OFFICE BILLED</b>								
I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.								
_____ (Date)				_____ (Authorized administrative or certifying officer)				
_____ (Title)								
<b>ACCOUNTING CLASSIFICATION – Office Billed</b>								
_____ _____ _____								
Paid by Check No.								

VCH

## NAVSUP P-486 – Food Service Management

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE  <b>SHIP INSPECTION REPORT</b>			1. PORT REPORTING	2. FLAG/NAME OF VESSEL	3. DOCK
4. FROM (Port and Country)			5. VIA		
6. ARRIVAL DATE		7. ARRIVAL TIME ETA _____ Actual _____		8. INSPECTION DATE	
10. NO. PASSENGERS AND CREW CLEARED			11. NO. PIECES OF BAGGAGE		9. INSPECTION TIME From _____ To _____
12. PROPOSED DEPARTURE DATE					
<b>PROHIBITED AND/OR RESTRICTED AGRICULTURAL MATERIALS</b>					
13. COMMODITY		14. LOCATION	15. COUNTRY OF ORIGIN	16. SAFEGUARD AND/OR DISPOSITION PRESCRIBED	
<p><b>SAFEGUARD NOTICE:</b> While this vessel is in the territorial limits of the United States, no crew member or other person shall remove any of the following items except by specific permission of an agricultural officer: (1) fruits, vegetables, meats, or other animal products; (2) live plants; (3) live birds; (4) hay, straw, rice hulls, hold sweepings or dunnage; (5) garbage from food materials including rootcrop bags, meat wrappers, and other food containers. <b>GARBAGE MUST BE KEPT IN COVERED, LEAKPROOF CONTAINERS INSIDE THE VESSEL'S RAILINGS AT ALL TIMES.</b></p> <p>If any agricultural items are sealed, the seals are not to be broken or removed while this vessel is within territorial limits of the United States or the St. Lawrence Seaway except under direction of an Agricultural Officer.</p> <p><b>WARNING NOTICE:</b> The requirements above are specified in 7 CFR 330 and 9 CFR 94 and violations are punishable by fine and imprisonment. (7 U.S.C. 150gg)</p>					
17. I Fully Understand the Safeguards Prescribed Above (Signature of Responsible Ship's Officer)				18. TITLE	19. DATE
20. CONDITION OF GARBAGE CONTAINERS WHEN INSPECTED			DEFICIENT CONDITION CORRECTED	21. SHIP AREAS <i>not</i> INSPECTED	22. LIVE ANIMALS/BIRDS ABOARD
COVERED	INSIDE RAILING	LEAKPROOF		<input type="checkbox"/> QUARTERS	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> DRY STORES	Type: _____
				<input type="checkbox"/> PANTRY	Number: _____
<b>APHIS MARPOL ANNEX V COMPLIANCE CHECKLIST</b>					
<b>THE FOLLOWING OBSERVATIONS WERE MADE BY APHIS PERSONNEL AFTER INSPECTING VESSEL'S WASTE HANDLING PROCEDURES AND EQUIPMENT:</b>					
23. <input type="checkbox"/> YES <input type="checkbox"/> NO	Plastic materials requiring disposal are used aboard the vessel.				
24. <input type="checkbox"/> YES <input type="checkbox"/> NO	There are waste plastics in the vessel's trash for disposal ashore.				
25. <input type="checkbox"/> YES <input type="checkbox"/> NO	There is a functional incinerator or other disposal method aboard.				
26a. <input type="checkbox"/> YES <input type="checkbox"/> NO	Responsible vessel representative was requested to show garbage pickup receipt or other evidence of lawful disposal of plastics ashore.			TITLE OF REPRESENTATIVE	PPQ BOARDING OFFICER INITIALS
26b. <input type="checkbox"/> YES <input type="checkbox"/> NO	Responsible vessel representative produced garbage pickup receipt or other evidence of lawful disposal of plastics ashore.			TITLE OF REPRESENTATIVE	PPQ BOARDING OFFICER INITIALS
<b>ALERT: Report the presence of Honey Bees (swarms or individual bees) to the nearest Agricultural Officer, telephone _____.</b>					
27. REMARKS					
28. SUBSEQUENT PORTS OF CALL (Notified)				NO. PASSENGERS	29. OFFICER'S SIGNATURE
PPO FORM 288 (APR 91) Previous editions are obsolete.					

## NAVSUP P-486 – Food Service Management

REQUEST FOR VETERINARY LABORATORY TESTING & FOOD SAMPLE RECORD		
For use of this form, see AR 40-657; the proponent agency is OTSG.		
1. FROM:	2. POINT OF CONTACT:	3. CONTROL NUMBER:
	Name: _____ Phone: _____ Station Identification Number: _____ _____ _____ _____ _____ _____ _____ _____	4. TO: <input type="checkbox"/> VETCOM FADL <input type="checkbox"/> VLE <input type="checkbox"/> SAHRAIN <input type="checkbox"/> HAWAII <input type="checkbox"/> KOREA
5. PRODUCER/MANUFACTURER (Name, Address and Phone): _____ _____ _____ _____ _____ _____ _____ _____ ESTABLISHMENT # / PLANT CODE (IMSL, USDA, etc.) _____ VC # _____		
6. REASON FOR SUBMISSION: <span style="float: right;"><u>SUBMISSION BASIS</u></span>		
<input type="checkbox"/> Suspected foodborne illness (contact laboratory prior to submission) <input type="checkbox"/> Destination monitoring program <input type="checkbox"/> Initial <input type="checkbox"/> Suspected foreign material/object <input type="checkbox"/> Contract compliance <input type="checkbox"/> Special <input type="checkbox"/> Customer return/complaint (provide synopsis of incident/problem and local inspection results in the Remarks section below). <input type="checkbox"/> Proximate analysis <input type="checkbox"/> Directed routine <input type="checkbox"/> OTHER (Specify): _____ <input type="checkbox"/> Routine		
7. SAMPLES SELECTED FROM:	8. DATE SAMPLE(S) SELECTED: _____ thru _____	9. SHIPMENT TEMPERATURE CONDITIONS:
<input type="checkbox"/> DECA <input type="checkbox"/> MWR <input type="checkbox"/> PLANT <input type="checkbox"/> Exchange <input type="checkbox"/> Exchange vendor <input type="checkbox"/> Prime vendor <input type="checkbox"/> Commercial establishment <input type="checkbox"/> OTHER: _____	<input type="checkbox"/> Room temperature <input type="checkbox"/> Frozen <input type="checkbox"/> Chilled - Include 1 temperature pilot per shipping container	  
10. INSPECTOR'S SIGNATURE	11. ACCOUNTABLE OFFICER'S SIGNATURE	
12. REMARKS (use additional paper if necessary): _____ _____ _____		
FOR LABORATORY USE ONLY		
SHIPPING CARRIER TRACKING NUMBER:	LABORATORY REPORT NUMBER:	RECEIVED:
RECEIPT TEMPERATURE: _____	SAMPLE(S) FOR ANALYSIS BY: <input type="checkbox"/> CHEMISTRY <input type="checkbox"/> MICROBIOLOGY	

## NAVSUP P-486 – Food Service Management

13. SAMPLE INFORMATION (Complete as much information as is available):			LAB REPORT #
SAMPLE NUMBER 1		FOR LABORATORY USE ONLY	
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 USE ONLY	
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 USE ONLY	
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 USE ONLY	
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 USE ONLY	
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 USE ONLY	
SUBMITTER SAMPLE NUMBER	SAMPLE DESCRIPTION	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.			

## **NAVSUP P-486 – Food Service Management**

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**NAVSUP P-486 – Food Service Management**

**APPENDIX D**  
**PROFESSIONAL FOOD SERVICE CERTIFICATIONS**

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**NAVSUP P-486 – Food Service Management****APPENDIX D**  
**PROFESSIONAL FOOD SERVICE CERTIFICATIONS**

---

**D-1 INTRODUCTION**

Industry professional certification improves individual food service management and culinary competency. Attaining professional certification reflects the highest level of professionalism in work experience, educational background and demonstrates a dedication to continuing education and skills development.

**D-2 PROFESSIONAL ORGANIZATIONS**

In the United States there are several professional organizations representing the food service industry. Food service industry associations 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 is a list of recognized industry food service and culinary associations providing professional certification. For additional information and help to select the right certification for you, contact your local Fleet Type Commander or Navy Food Management Team.

**D-2-1 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.

1. Website: [www.acfchefs.org](http://www.acfchefs.org)
2. Address: 10 San Bartola Drive, St. Augustine, FL 32086
3. Phone: (904) 824-4468, (800) 624-9458, Fax (904) 825-4758
4. Levels of Certification: There are eleven different levels of membership within ACF. Certification requirement for each level can be located on the ACF website: <http://acfchefs.org/certify/crtlvl.html>
  - a. Certified Culinarian (CC)
  - b. Certified Pastry Culinarian (CPC)
  - c. Certified Sous Chef (CSC)
  - d. Certified Working Pastry Chef (CWPC)
  - e. Certified Chef de Cuisine (CCC)
  - f. Certified Culinary Educator (CCE)
  - g. Certified Secondary Culinary Educator (CSCE)
  - h. Certified Executive Chef (CEC)



## **NAVSUP P-486 – Food Service Management**

- i. Certified Executive Pastry Chef (CEPC)
- j. Certified Master Chef (CMC)
- k. Certified Master Pastry Chef (CMPC)

### **D-2-2 International Food Services Executive Association (IFSEA)**

Mission Statement: IFSEA is a multifaceted service organization for the professionals of the hospitality industry; IFSEA's mission statement is to enhance the careers of its members through professional and personal growth.

1. Website: [www.ifsea.com](http://www.ifsea.com)
2. Address: 304 West Liberty, Suite 201, Louisville, KY. 40202
3. Phone: (502) 583-3783
4. Levels of certification: Use the website link above to find the latest certification information for culinary professionals.

### **D-2-3 National Restaurant Association (NRA)**

Mission Statement: Together with the National Restaurant Education Foundation the association's mission is to represent, educate and promote a rapidly growing industry that is comprised of 870,000 restaurants

1. Website: [www.restaurant.org](http://www.restaurant.org)
2. Address: 122 17<sup>th</sup> Street, NW, Washington, DC 20036
3. Phone: (202) 331-5900
4. Levels of Certification: One - Food Management Professional (FMP™)

### **D-2-4 United States Personal Chefs Association (USPCA)**

The United States Personal Chef Association has established nationally recognized educational standards of knowledge, and is the only Personal Chef organization authorized by the government to administer the designations of Certified Personal Chef CPC.

1. Website: <http://www.uspca.com/>
2. Address: 481 Rio Rancho Blvd NE, Rio Rancho, NM 87124
3. Phone: (800) 995-2138
4. Levels of Certification: One - Certified Personal Chef (CPC)

### **D-2-5 Other Industry Recognized Professional Food Service Organizations**

1. American Personal Chefs Association, <http://www.personalchef.com/>
2. International Association of Culinary Professionals, <http://www.iacp.com/>
3. Society for Food Service Management, <http://www.sfm-online.org/>

## **NAVSUP P-486 – Food Service Management**

4. Retail Bakers Association, <http://www.rbanet.com/>
5. Women Chefs and Restaurateurs, <http://www.womenchefs.org/>
6. Women Chefs Resource Center, <http://www.chefnet.com/womenchefs>

## NAVSUP P-486 – Food Service Management

## APPENDIX E

### SUBSTITUTION FACTORS FOR RATION DENSE FOODS

The following table lists substitution factors. Column E factors will be used to compute the quantities of conventional foods required to replace known quantities of ration dense foods. The factors listed in Column F will be used to compute the quantities of ration dense foods required to replace the known quantities of conventional foods. The factors listed in columns E and F permit direct conversions to standard units of issue.

#### EXAMPLE

Quantity of egg mix, dehydrated x Factor (Column E) = Equivalent quantity of shell eggs

$$55 \text{ No. 3 cyl cn} \times 3.33 = 183.15 \text{ dz}$$

#### SUBSTITUTION FACTORS FOR RATION DENSE FOODS

Ration Dense Foods	Unit of Issue	Conventional Foods	Unit of Issue	Substitution Factors Ration Dense to Conventional/Conventional to Ration Dense (BxE=D)	(DxF=B)
A	B	C	D	E	F
Apples, dehy, pie style	#10 cn	Apples, sliced, canned	#2 cn	12.00	.083
Apples, dehy, pie style	#10 cn	Apples, sliced, canned	#10 cn	1.50	.667
Applesauce, instant	#2 ½ cn	Applesauce, canned	#303 cn	6.250	.160
Applesauce, instant	#2 ½ cn	Applesauce, canned	#10 cn	1.000	1.000
Beans, green, dehy, compressed	#2 ½ cn	Beans, green, canned	#303 cn	14.00	.071
Beans, green, dehy, compressed	#2 ½ cn	Beans, green, canned	#10 cn	2.000	.500
Beans, green, dehy, compressed	#2 ½ cn	Beans, green, fzn	lb	8.000	.125
Beans, kidney, dry	lb	Beans, kidney, canned	#303 cn	3.202	.312
Beans, kidney, dry	lb	Beans, kidney, canned	#10 cn	.457	2.190
Beans, lima, dry	lb	Beans, lima, canned	#10 cn	.500	2.000
Beans, lima, dry	lb	Beans, lima, canned	#303 cn	3.5	.285
Beans, pinto, dry	co	Beans, pinto, canned	#303 cn	3.5	.285
Beef, chunks, w/natural juices	29 oz cn	Beef, diced, fzn	lb	1.875	.533
Beef, ribeye roll, boneless	lb	Beef, rib, fzn	lb	1.153	.866
Beverage base, liquid (for use w/carbonated disp)	gl	Beverage, carbonated	12 oz cn	74.00	.0136
Beverage base powder, unsw	pg	Beverage base, non-carbon, liquid	gl	5.00	.20
Cabbage, dehy, compressed	#2 ½ cn	Cabbage, fresh	lb	6.66	.15
Cake mix (asst flavors)	#10 cn	Cake, sheet (galley prep)	100 por. bat.	50	2.00
Cheese, cottage, dehy	#10 cn	Cheese, cottage, fresh	lb	6.00	.167
Cheese, Amer., dehy	#10 cn	Cheese, Amer., processed	lb	8.00	.125
Chicken, boned, canned	29 oz cn	Chicken, whole, RTC, fzn	lb	5.00	.20
Chicken, cut-up, fzn	lb	Chicken, whole, RTC, fzn	lb	1.26	.792
Coffee, fzn-dried, instant	802 pg	Coffee, roasted, ground, 20#	lb	2.125	.47
Cookie, mix, 5 lb	#10 cn	Cookies, galley, prepared	100 por. bat.	.50	2.00
Doughnut mix	#10 cn	Doughnuts, galley, prepared	100 por. bat.	.50	2.00
Egg mix, dehy	3 cyl cn	Eggs, fresh, in shell	Dz	3.33	.330
Eggs, whole, fzn, bakery/table type	lb	Eggs, fresh, in shell	Dz	.83	1.20
Garlic, dehy	12 oz jr	Garlic, dry	lb	2.625	.38
Ham, canned, chunks	29 oz cn	Ham, boneless, cn or fzn	lb	.909	1.1

## NAVSUP P-486 – Food Service Management

Ration Dense Foods	Unit of Issue	Conventional Foods	Unit of Issue	Substitution Factors Ration Dense to Conventional/Conventional to Ration Dense	
				(BxE=D)	(DxF=B)
A	B	C	D	E	F
Horseradish, dehy	2 ½ oz bt	Horseradish, prepared	qt	3.00	.33
Ice milk, milk shake mix, dehy	#10 cn	Ice milk, liq., chilled	gal	1.75	.57
Juice, grape, instant	#2 ½ cn	Juice, grape, canned	3 cyl cn	.357	2.8
Juice, grape, instant	#2 ½ cn	Juice, grape, fzn (3 + 1)	32 oz cn	1.00	1.00
Juices, grapefruit & orange instant	15 ½ oz cn	Juices, grapefruit & orange, canned 3 cyl cn	cn	.357	2.8
Juices, grapefruit & orange instant	15 ½ oz cn	Juices, grapefruit & orange, fzn (3 + 1)	32 oz cn	1.00	1.00
Juice, tomato, concentrate	36 oz cn	Juice, tomato, canned	3 cyl cn	2.91	.342
Lemon pie filling mix	5 lb cn	Lemon pie filling, prepared	#10 cn	2.83	.35
Milk, dry, nonfat, instant	1 lb cn	Milk, whole, fresh	gal	1.00	1.00
Milk, dry, nonfat, instant	3 lb cn	Milk, whole, fresh	gal	.33	3.00
Milk, dry, nonfat	5 lb cn	Milk, whole, fresh	gal	.20	5.00
Mixed, vegetables, compressed	#2 ½ cn	Mixed vegetables, fzn	lb	6.00	.167
Onions, dehy, chopped, compressed	#2 ½ cn	Onions, dry	lb	25.00	.04
Parsley, dehy	1 ½ oz cn	Parsley, fresh	lb	1.00	1.00
Peas, green, dehy, compressed	#2 ½ cn	Peas, green, fzn	lb	4.500	.222
Peas, green, dehy, compressed	#2 ½ cn	Peas, green, canned	#303 cn	7.000	.143
Peas, green, dehy, compressed	#2 ½ cn	Peas, green, canned	#10 cn	1.000	1.000
Peppers, green, dehy	#2 ½ cn	Peppers, sweet, fresh	lb	1.59	.628
Pork chops, boneless, fzn	lb	Pork loin, bladeless, fzn	lb	1.48	.673
Pork chops, dehy	#10 cn	Pork loin, bladeless, fzn	lb	5.20	.192
Pork, diced, fzn	lb	Pork butt, fzn	lb	1.09	.914
Pork loin, boneless, fzn	lb	Pork loin, bladeless, fzn	lb	1.56	.655
Potatoes, white, instant	#10 cn	Potatoes, white, fresh	lb	43.063	.023
Potato mix (for french fries)	#10 cn	Potatoes, fzn	lb	17.30	.057
Shrimp, cooked, dehy	#10 cn	Shrimp, peeled, fzn	lb	7.04	.0142
Shrimp, cooked, dehy	#10 cn	Shrimp, unpeeled, fzn	lb	8.803	.352

## NAVSUP P-486 - Food Service Management

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**APPENDIX F**


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**OFFICERS' QUARTERS AND  
MESSES AFLOAT**
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**NAVSUP P-486 - Food Service Management****SECTION 1****GENERAL**

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**1000 PURPOSE****ALIGNMENT OF FOOD SERVICE ACCOUNTING OPERATIONS**

1. GENERAL. All afloat private mess accounting operations, to include Chief Petty Officer, Wardroom, Commanding Officer and Flag Messes have been aligned within existing general mess operations. Discontinuing private mess accounting and singling-up food service accounting will enable the supply department to reduce workload afloat and support the optimal manning initiative for the way ahead to food service distance support. Commanders and commanding officers in the fleet will ensure that officers' quarters and messes afloat operate within the principles, concepts and guidelines of this publication. All officer messes will subsist from the general mess.

All messes will use the standard general mess menu. If deviation from the menu is required, all additional food items will be purchased separately in the form of bulk sale in accordance with P-486, paragraph 6300. The use of subsistence appropriation funds (SIK account) to defray the cost of these additional food items is strictly prohibited.

- Officer's mess bills will be collected monthly. Follow procedures for cash and credit sales of meals from the general mess as stated in paragraph 2201 and 2400.
- The general mess will claim the chief petty officer rations.
- The officer's and chief petty officer's mess will remain a separate dining facility and will continue to promote well being, traditional values and atmosphere. They will not be open to unauthorized personnel or pay-grades.
- Officer and chief petty officer messes are authorized to purchase "geedunk" and other specialty items using their non appropriated association funds. Special meals and events shall continue to be served in any mess via proper planning and coordination with the food service officer.

**1001 SCOPE**

This publication applies to all officers' messes afloat. Recommendations for improvement to, or deviations from the manual may be requested in writing via the chain of command to the Commander, Naval Supply Systems Command (SUP 05).

**1002 MISSION**

Officers' messes afloat are established for the purpose of promoting and maintaining the well being, morale, and efficiency of officers by providing dining, lodging, social, and recreational facilities aboard ship.

## **NAVSUP P-486 - Food Service Management**

### **1003 OFFICERS' MESSES AFLOAT**

1. **GENERAL.** Officers' messes are generally categorized by their members and are defined as follows in subparagraphs 2-5.
2. **FLAG MESS.** When flag officers are regularly attached to ships they should establish their own mess and operate it with personnel assigned to their staff. Normally, the aide and staff division heads will be invited to be members of the flag mess. However, the admiral may invite such staff officers as they desire to join the flag mess. Staff officers not invited will become members of the ship's wardroom mess.
3. **UNIT COMMANDER'S MESS.** When a unit commander is regularly attached to a ship they may establish their own mess and operate it with personnel assigned to their staff. Normally, the commander's staff will be invited to be members of the mess. However the commander may invite such staff members as they desire. Staff officers not invited will become members of the ship's wardroom mess. If those ships that do not have separate unit commander and wardroom mess food preparation and storage facilities, the unit commander should join the wardroom mess and dine separately, if desired, rather than establishing a separate mess.
4. **COMMANDING OFFICER'S MESS.** The commanding officer of a ship may form his/her own mess. As a matter of custom, the commanding officer of a large ship will have his/her own cabin mess, while on small ships such as destroyers, the commanding officer generally eats in the wardroom mess. This is necessary, since on small ships the number of personnel assigned is insufficient to support two officer messes. The ship's manpower authorization and strength will normally indicate whether or not the commanding officer is expected to have his/her own mess.
5. **WARDROOM MESS.** Officers aboard a ship other than those subsisting in a flag mess, unit commander's mess, or commanding officer's mess must join the wardroom mess. This mess is normally the largest officers' mess on a ship.

### **1004 OPERATION**

1. **LOCATION AND DESIGNATION.** Officers' messes afloat will be physically located aboard ships and will be operated as integral parts of the Navy. Messes afloat will be designated as flag messes, unit commander's messes, commanding officer's messes, and wardroom messes.
2. **STATUS.** Messes afloat are instrumentalities of the United States Government. Consequently, they are established, organized, operated, and controlled by official regulations issued by the Department of the Navy. Furthermore, they will not be operated for financial profit of any individual, group, or organization.
3. **MESSES ASHORE.** Officers' and chief petty officers' messes afloat are not authorized to be physically located and operated ashore. Such messes, if operated ashore, will be established and operated under the provisions of the BUPERSINST 1710.11C, 2325.
4. **EXCLUSIONS.** This manual does not apply to commissioned officers' messes ashore, chief petty officers' messes ashore, troop messes on transport ships in service with the Military Sealift Command, cabin passenger messes on commissioned ships of the transport type, and general messes.



## **NAVSUP P-486 - Food Service Management**

### **SECTION 2**

#### **ADMINISTRATIVE RESPONSIBILITY**

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##### **2000 ADMINISTRATION AND TECHNICAL DIRECTION**

The Chief of Naval Operations has assigned the responsibility for providing administrative and technical direction for the operation of private messes afloat to the Commander, Naval Supply Systems Command. Under the authority delegated by the Commander, Naval Supply Systems Command, the Deputy Commander for Support Services (SUP 05) is responsible for administering the Navy Food Service Program. Within the NAVSUP directorate for Support Services responsibility for the food service program is assigned to the Food Services Division (SUP 51). SUP 51 issues directives and letters of guidance, requires financial reports, audits and inspections, and provides technical assistance and training for managers and operating personnel.

##### **2001 NAVY FOOD MANAGEMENT TEAMS AND DETACHMENTS**

Officers' messes afloat may obtain technical assistance the Navy Food Management Teams and detachments. These teams and detachments are field activities of NAVSUP Code 51. Procedures for requesting food management team assistance are described in NAVSUP P-486, Appendix H.

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**NAVSUP P-486 - Food Service Management****SECTION 3****ADMINISTRATION OF OFFICERS' MESSES AFLOAT**

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**3000 FLEET AND UNIT COMMANDERS**

Fleet commanders and unit commanders in the administration of ships under their command are responsible for ensuring that officers' quarters and messes under their cognizance are operated and maintained within the standards prescribed in this publication.

**3001 COMMANDING OFFICERS**

Commanding officers are responsible for the proper operation and administration of the quarters and messes afloat in the command. As such, commanding officers will exert positive control of the messes through their capacity as mess president, or through the president of the mess if the commanding officer messes separately.

**3002 MESS PRESIDENT**

In all officers' messes afloat the senior line officer member of the mess, in command or in succession to command, will be the mess president. This officer will preside over the mess and ensure the preservation of order. In the absence of the mess president the senior line officer present in the mess will act as president. The mess president exercises a command function and is responsible for mess administration. The mess president presides over and maintains order, ensures compliance with this publication and other mess regulations, and upholds the customs and traditions of officer messing. The president of the mess will set the example for conduct and behavior expected of mess members, and will look after the welfare of mess members. The mess president will approve the menu and ensure that well-balanced and nutritious meals are served.

**3003 MESS TREASURER OR WARDROOM OFFICER**

1. GENERAL. A mess treasurer or wardroom officer will be appointed for each officer's mess except in those instances when a wardroom mess officer is authorized and assigned for the wardroom mess per the ships manpower authorization. A mess treasurer or wardroom officer will be appointed by the commanding officer for the wardroom mess (see Appendix B for template) and the commanding officer's mess using personnel assigned to the ship. Flag officers and unit commanders will appoint a mess treasurer or wardroom officer from personnel assigned to their immediate staffs. Frequent changes in personnel assigned mess treasurer or wardroom officer duties should be avoided.

2. ELIGIBILITY. Commissioned officers, warrant officers, and enlisted personnel in paygrades E-6 and above are eligible to serve as mess treasurer or wardroom officers for officers' messes afloat. Individuals charged with the custody and disbursement of public funds are ineligible for service as mess treasurer or wardroom officer. However, the mess treasurer or wardroom officer may be assigned the duties and perform the functions of mess caterer, and this practice is encouraged when possible on large ships, i.e., carriers. This assignment would be a primary duty vice the collateral duty of a mess caterer or a mess treasurer or wardroom officer. Members of an embarked staff are ineligible for duties as treasurer for the wardroom and commanding officer's mess. The assignment of mess treasurer or wardroom officer duties to enlisted members to officers' messes with multiple members is discouraged.

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3. FLAG, UNIT COMMANDER, AND COMMANDING OFFICER'S MESSSES. The assignment of mess treasurer or wardroom officer duties to enlisted personnel for messes serving one officer, such as a flag mess, unit commander's mess, or commanding officer's mess is encouraged when possible.

### **3004 DUTIES AND RESPONSIBILITIES OF THE MESS TREASURER OR WARDROOM OFFICER**

The mess treasurer or wardroom officer is responsible for keeping an account of meals sold on a credit basis utilizing the NAVSUP FORM 1046. Specifically, the mess treasurer or wardroom officer will:

a. Exercise overall supervision of the operation of the mess, including collection of mess bills, and comprehensive advance planning.

b. Assume responsibility for the receipt, safekeeping, deposit, disbursement, and accountability of funds.

c. Ensure that all bills are paid before leaving port. Should circumstances preclude payment, the mess treasurer or wardroom officer will notify the commanding officer of the number and amount of unpaid bills on the day the ship leaves port.

d. Compute the monthly mess bills.

e. Collect basic charges and surcharges as applicable for all meals purchased/made available from the general mess no later than 15 days following the end of the month in which the meals were purchased.

f. Reimburse the food service officer for officer meals made available/purchased from the general mess no later than 15 days following the end of the month in which the meals were sold.

g. Reimburse the food service officer for provisions purchased from the general mess no later than 15 days following the end of the month in which the provisions were sold.

### **3005 MEAL PAYMENT METHODS**

1. MESSSES SUBSISTING FROM THE GENERAL MESS. Meals will be sold at the rate prescribed by the Department of Defense and published on the Office of the Under Secretary of the Navy Homepage, [www.dtic.mil/comptroller](http://www.dtic.mil/comptroller), Food Service Charges at Appropriated Fund Dining Facilities, Tab G and in the annual NAVSUP Sale of Meal Rates and Ration Credit Conversion Factors Naval Message. Mess treasurer or wardroom officers should contact the food service officer to obtain current prices.

2. PER DIEM. Messes which subsist from the general mess are required to collect a surcharge for meals from those individuals subsisting from the mess on a temporary basis and who are drawing per diem. Surcharge rates can be found on the Office of the Under Secretary of the Navy Homepage, [www.dtic.mil/comptroller](http://www.dtic.mil/comptroller), Food Service Charges at Appropriated Fund Dining Facilities, Tab G and also in the annual NAVSUP Sale of Meal Rates and Ration Credit Conversion Factors Naval Message.

3. COLLECTION FOR MEALS SOLD ON A CREDIT BASIS. The mess treasurer or wardroom officer is responsible for maintaining the NAVSUP Form 1046 and collecting money for the credit sale of meals.

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4. PAYMENT METHODS. Collection may be by either cash or check.

### **3006 GUESTS**

1. POLICY. Every officers' mess must have a policy which distinguishes guests of individual members from guests of the mess.
2. MEMBER'S GUEST. The cost of a meal for a member's guest will be billed to the member at the end of each month. The consumption of a meal of a guest of a member will be recorded on the NAVSUP Form 1046. Special attention needs to be adhered to in order to ensure that the applicable meal rates and surcharges are applied to guests IAW the Sale of Meal Rates message and/or quarterly NAVSUP Notice 7330. Guests are not exempt from paying the applicable surcharge rates unless the Sale of Meal Rates message indicates otherwise.

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**NAVSUP P-486 - Food Service Management****SECTION 4  
ASSIGNMENT AND ADMINISTRATION  
OF ENLISTED PERSONNEL IN MESSES AFLOAT**

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**4000 CULINARY SPECIALIST PERSONNEL**

Personnel of the Culinary Specialist rating and other enlisted personnel are assigned to officers' country to provide food service, to care for designated spaces, and to man assigned battle stations. In providing for the health and well being of the officers attached, and releasing officers' time for assigned duties, food service personnel are performing a vital service to the ship and to the Navy. The work of the food service personnel is a key factor in the morale of any wardroom. For this reason, it is essential that the work assignments be accomplished in an efficient and timely manner, that service be prompt and cheerful, that the compartments and rooms be clean at all times, and that training be provided to ensure that custom and etiquette are observed. It is equally essential that the officers recognize the importance of food service personnel by complimenting them for work well done. The proper performance of food service personnel is the collective responsibility of all members of the wardroom.

**4001 CULINARY SPECIALIST ALLOWANCE**

1. GENERAL. The Culinary Specialist allowance is established by the manpower authorization for each ship or command. The number of Culinary Specialists assigned to a ship will vary considerably because of the size and design of the ship, the number of officers assigned, and the number of messes operated, i.e., commanding officer's mess, wardroom mess, chief petty officers' mess, etc. The manpower authorizations for ships do not, in every instance, specify the number of Culinary Specialists allocated to each mess. In those cases, the OPNAVINST 3120.32C, which provides the percentages allowed, should be used in the assignment of Culinary Specialists to more than one mess based on the size and numbers of members in each mess. An inequitable distribution to serve the interests of a small mess operation and to the detriment of a larger mess operation will be prohibited.

2. FLAG OFFICERS' MESSES. Embarked flag officer units are normally manned with Culinary Specialists but not with food service attendants. Additional augmentations and/or the use of shipboard Culinary Specialists are not authorized in the flag mess areas. On occasions depending on the circumstances, Food Service Attendants may be provided from the shipboard rotational pool but is not normally authorized and are highly discouraged. Flag mess staff must ensure they bring their appropriate manpower support of Culinary Specialists when embarked aboard naval vessels.

3. COMMANDING OFFICERS' MESSES. Commanding officers' messes and other small messes supporting a single officer will not be assigned more than two Culinary Specialists on a permanent basis. Commanding officers may temporarily augment the Culinary Specialists assigned to their mess when entertaining guests to provide adequate service using Culinary Specialists from other messes on the ship.

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### 4002 CULINARY SPECIALISTS' ASSIGNMENTS AND ORGANIZATION

1. GENERAL. In most ships, personnel allowance do not provide Culinary Specialists to separately fill all assignments contained in this manual, however, Culinary Specialists along with food service attendants can be organized to perform all required functions. Individuals of the Culinary Specialist rating should be assigned to officers' messes and stateroom spaces in supervisory capacities for sufficient periods of time to provide for continuity in the performance of assigned duties and teamwork in coordinating total officer support efforts. In this same regard, those duties which are less desirable and which require only minimum technical and professional competence should be rotated among assigned Culinary Specialist personnel to the maximum extent possible. This will ensure that all personnel assigned are provided an equal opportunity for professional growth and eventual advancement.

2. LEADING MESS PETTY OFFICER. The senior enlisted person assigned is the leading food service petty officer responsible to the mess caterer for the supervision of food service personnel and the day-to-day details of mess management. He/she supervises and trains assigned personnel, directs the procurement, preparation, and service of food, and works out the details of menus and seating plans for the approval of the mess caterer and the president. During meals he/she stations himself/herself in the wardroom to oversee the service and ensure that it is properly performed. A good leading food service petty officer will quickly determine the preferences of the members of the mess and adjusts meal planning accordingly. He/she will have a thorough knowledge of food and of menu planning, and will demonstrate great pride in his/her work.

### 4003 WARDROOM CULINARY SPECIALIST DUTIES AND RESPONSIBILITIES

1. GENERAL. Culinary Specialists are responsible for performing the functions associated with the management and operations of messes and quarters afloat. The functional elements described below and associated tasks and duties contained within each functional area will normally be considered the responsibility of the Culinary Specialists. In cases where it is impractical to rely solely on Culinary Specialists, the rotational pool may be used to assist and support the Culinary Specialist personnel.

2. WARDROOM. Culinary Specialist personnel are responsible for the following:

- a. supervising wardroom mess personnel;
- b. determining the number of officers who will be aboard for meals;
- c. determining the number of guests expected and being alert for unexpected guests;
- d. ensuring that the proper number of tables and covers are provided to serve guests and officers;
- e. supervising the seating arrangement for meals;
- f. seeing that the "buck" is in its proper place before each meal (as applicable);
- g. supervising the serving of all meals and ensuring that:
  - (1) meals are properly served and on time;
  - (2) wardroom personnel uniforms are clean, unwrinkled, buttoned properly, and that the rules and requirements of personal hygiene are observed;

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(3) wardroom personnel are attentive, alert, and do not lean on the sideboard or against the bulkheads during meal hours;

- h. changing soiled linens and napkins;
- i. avoiding waste of food and mess supplies of any kind;
- j. assuring that the wardroom and equipment are kept clean and neat at all times; and
- k. assuring table and chair covers are cleaned quarterly; drapes semiannually or as prescribed by the mess president or mess caterer.

3. GALLEY. Culinary Specialists are responsible for the following:

- a. preparing food for the wardroom mess;
- b. keeping the galley clean and neat;
- c. keeping all cooking utensils, ranges, stowage places, and other equipment clean and free from grease;
- d. disposing of garbage from the galley; and
- e. drawing stores for use in preparing food in the galley.

4. PANTRY. Culinary Specialists are responsible for the following:

- a. keeping the pantry and equipment clean and neat;
- b. ensuring leftover food is stored properly in a sanitary manner;
- c. polishing silverware and serving dishes;
- d. taking inventory of all silver;
- e. drawing and stowing stores;
- f. assisting in preparing food for the wardroom mess;
- g. keeping the wardroom mess storeroom clean;
- h. disposing of all garbage from the pantry; using proper plastic disposal procedures;
- i. handling all linens used in the pantry; and
- j. ensuring all dishes are washed.

5. STATEROOM AND LIVING SPACES. Culinary Specialists are responsible for the following:

- a. supervising personnel assigned to provide basic officer stateroom and living space maintenance; and
- b. ensuring that all tasks and duties are performed in a timely and efficient manner.

6. DUTY WATCH. Culinary Specialists are responsible for the following:

- a. keeping the wardroom and associated spaces in good order;

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- b. setting out food for officers having the late watch;
- c. keeping fresh coffee, cream, and sugar available; and
- d. keeping the dishes washed and the pantry clean.

### **4004 FOOD SERVICE ATTENDANT PERSONNEL UTILIZATION AND DUTIES (WR)**

1. GENERAL. A rotational pool of enlisted personnel in pay grades E-1 through E-3 will be established to provide basic stateroom and associated space maintenance services in officers' quarters aboard ship. All personnel in pay grades E-1 through E-3 will be eligible for assignment to the rotational pool without exception, and normally will remain in the pool for a period not longer than 90 days. Petty officers will not be detailed to rotational pools except when E-3 and below personnel are not available.

2. STATEROOM AND LIVING SPACES. Food service attendant personnel will be responsible for the following:

- a. daily bed making services and weekly bed linen changing (only for commanding officers, executive officers, unit commanders and officers in paygrades O-5 and above or their equivalent);

- b. keeping all staterooms and associated living spaces clean by sweeping and dusting; shining sinks, mirrors and brightwork; scrubbing urinals, commodes and showers; emptying wastebaskets daily; vacuuming rugs; and waxing tiles;

- c. maintenance and cleaning of passageways and heads in officer's quarters; and

- d. ensuring that officers' beds have clean linen and that soiled hand and bath towels are changed twice weekly.

3. FOOD SERVICE RELATED SPACES, FOOD SERVICE AND FOOD PREPARATION. As delineated in para. 4000 and 4005, cleaning and maintenance of food service and related spaces including food service areas, food preparation areas and sculleries will normally be considered the responsibility of Culinary Specialist personnel. However, food service attendant personnel may be used to assist where it is impractical to rely solely on Culinary Specialists. Similarly, while food service is a Culinary Specialist responsibility, the rotational pool may also be used to support this function, including wardroom service and food preparation efforts.

### **4005 CPO CULINARY SPECIALIST DUTIES AND RESPONSIBILITIES**

1. GENERAL. Culinary Specialists are responsible for performing the functions associated with the management and operations of messes and quarters afloat. The functional elements described below and associated tasks and duties contained within each functional area will normally be considered the responsibility of the Culinary Specialists. In cases where it is impractical to rely solely on Culinary Specialists, the rotational pool may be used to assist and support the Culinary Specialist personnel.

2. CPO MESS. Culinary Specialist personnel are responsible for the following:

- supervising CPO mess personnel;
- determining the number of CPO's who will be aboard for meals;



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- determining the number of guests expected and being alert for unexpected guests;
  - ensuring that the proper number of tables and covers are provided to serve guests and CPO's;
  - supervising the serving of all meals and ensuring that:
    - meals are properly served and on time;
    - CPO mess personnel uniforms are clean, unwrinkled, buttoned properly, and that the rules and requirements of personal hygiene are observed;
    - CPO mess personnel are attentive, alert, and do not lean on the sideboard or against the bulkheads during meal hours;
    - avoiding waste of food and mess supplies of any kind, and
    - assuring that the CPO mess and equipment are kept clean and neat at all times.
3. GALLEY. Culinary Specialists are responsible for the following:
- preparing food for the CPO mess;
  - keeping the galley clean and neat;
  - keeping all cooking utensils, ranges, stowage places, and other equipment clean and free from grease;
  - disposing of garbage from the galley; and
  - drawing stores for use in preparing food in the galley.
4. LIVING SPACES. Culinary Specialists are responsible for the following:
- supervising personnel assigned to provide basic living space maintenance; and
  - ensuring that all tasks and duties are performed in a timely and efficient manner.
5. DUTY WATCH. Culinary Specialists are responsible for the following:
- keeping the CPO mess and associated spaces in good order;
  - setting out food for CPO's having the late watch;
  - keeping fresh coffee, cream, and sugar available; and
  - assisting FSA's by keeping the dishes washed and the galley clean.

### **4006 FOOD SERVICE ATTENDANT PERSONNEL UTILIZATION AND DUTIES (CPO)**

1. GENERAL. A rotational pool of enlisted personnel in pay grades E-1 through E-3 will be established to provide basic living space maintenance service in CPO quarters aboard ship. All personnel in pay grades E-1 through E-3 will be eligible for assignment to the rotational pool without exception, and normally will remain in the pool for a period not longer than 90 days. Petty officers will not be detailed to rotational pools.

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2. LIVING SPACES. Rotational pool personnel will be responsible for the following:
- pick up and delivery of bed linen.
  - keeping all living and associated spaces clean by sweeping and dusting; shining sinks, mirrors and bright work; scrubbing urinals, commodes and showers; emptying wastebaskets daily; vacuuming rugs; and waxing tiles.
  - maintenance and cleaning of passageways and heads in CPO quarters.
  - operating scullery machine, ware washing, dish washing, washing of pots and pans.
  - assist as servers on serving lines and/or during specific designated meal events as prescribed by the mess president or mess caterer.

### **4007 ALCOHOLIC BEVERAGES**

Sherry, wine, and beer may be served to American or foreign visitors in wardroom and flag messes on naval vessels in support of diplomatic and community relations goals. The authority, accountability and control of these alcoholic beverages are prescribed by the Office of the Chief of Naval Operations and contained in OPNAVINST 1700.16. These beverages shall be purchased using funds of the hosting private mess. Under no circumstances shall general mess funds be used for the purpose of purchasing alcoholic beverages.

### **4008 NAME TAGS FOR ENLISTED PERSONNEL**

The publication, U.S. Navy Uniform Regulations (NAVPERS 15665I) Chapter 6, section 4, contains general regulations prescribing uniform apparel to be worn by Culinary Specialists and other food service enlisted personnel, including the wearing of name tags indicating name, rate, and command to which assigned. The wearing of nametags will assist officers and guests in correctly addressing the Culinary Specialist and other food service enlisted personnel during meals and at other times.

### **4009 MESS PERSONNEL TRAINING PROGRAM**

An effective training program for mess personnel is vital to establishing and maintaining proper mess standards. A division officer's notebook, with proper up-to-date records, written delegation of duties and responsibilities, and outlined training lessons with definite objectives, is as important for the Culinary Specialist as for any other division in the ship. It is a training program in which the commanding officer, executive officer, medical officer, supply officer, chaplain, caterer, and other officers, including the junior ensign, have an intimate and personal interest. All Culinary Specialists must be rotated into the positions of galley and pantry personnel, under the close supervision of the leading mess petty officer, to ensure their qualification in cooking. This is necessary both for their own personal growth and to broaden the base skills upon which to establish duty sections.

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### **4010 PUBLICATIONS**

A complete and current file of directives and guides for the use of the mess caterer and assigned personnel is essential to the proper operation of officers' messes. The presence and use of the necessary publications will assist in ensuring that the required standards of food preparation, wardroom service, and stateroom service are met. Further, a complete set of applicable directives must be available for the use of personnel preparing for advancement in the rate.

**NAVSUP P-486 - Food Service Management****SECTION 5****OFFICERS' QUARTERS AND MESSES AFLOAT**

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**PART A: INTRODUCTION****5000 CUSTOM, TRADITION, AND CEREMONY**

1. **INFLUENCE ON MILITARY SERVICE.** Custom, tradition, and ceremony exert a profound influence on human behavior throughout life. This influence is particularly marked in the military service with customs, traditions, and ceremonies. Such stimuli, when understood and properly directed, can be of incalculable value to "esprit de corps". It is on discipline that the strength of the Naval Service rests, and ceremony to a marked degree enhances discipline. Proper dignified ceremony is more often in keeping with good custom than the lack of it. Every opportunity should be used to develop pride and discipline by the example of ceremony.

2. **WARDROOM LIVING.** The customs and traditions of wardroom living are dictated by propriety, good manners, and common sense. Since wardroom members are officers and gentlemen/ladies, the standards of social conduct, deportment, and dress expected of officers and gentlemen/ladies must be required in the wardrooms of the fleet, and expected of their members both afloat and ashore.

**5001 WARDROOM STANDARDS**

To instill in their officers a respect for and habitual practice of these naval customs and traditions, commanding officers must require the highest standards of service, habitability, and cleanliness in their wardroom, and of neatness, decorum, and orderly manner of living by the members. While the degree of formality must, as a practical matter, differ between an aircraft carrier and a destroyer escort because of differences in physical facilities and number of personnel assigned, no ship in the fleet is so lacking in facilities or personnel that the minimum standards prescribed herein cannot be met.

**5002 HABITABILITY**

Wardroom country is each officer's seagoing home. It should exhibit the maximum in habitability regarding meal preparation and dining facilities, berthing arrangements, appearance and decor, lighting, ventilation, and noise level. The structure and installed equipment provided in construction is but a base upon which attractive and comfortable facilities must be built. The guidance of the commanding officer and the interest and efforts of all officers are required.

**5003 QUALITY OF FACILITIES, SERVICE, AND MEALS**

The quality and variety of china, silverware, linens, and equipment in the ship's allowance list are the minimum required and therefore must be maintained, augmented as necessary, and used when appropriate. Alert, attentive, well-trained, and well-groomed food preparation personnel must be expected and required. The service of varied, well-prepared, and attractively presented meals must likewise be expected and required. The achievement of high standards of facilities and food service depends on the cooperation of all mess members, which in turn must be elicited by the commanding officer.

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### **5004 USE OF WARDROOM AND STATEROOMS**

Wardroom and staterooms are officers' country, the seagoing home for officers aboard ships, and should not be entered by others except when on official business or when invited. When an officer has anyone in officers' country for business or social purposes, he/she must keep in mind that he/she is using the home of other officers as well. For these reasons, official business should be conducted in other parts of the ship to the maximum extent possible. Wardroom pantries, washrooms, and storerooms are out of bounds to personnel other than mess members and mess personnel, except for official business related to those spaces.

### **5005 ASSOCIATION WITH MESS PERSONNEL**

The mess personnel duties and their continuous presence in officers' country produce an especially close relationship between the enlisted personnel and mess officers. Successful wardroom operation depends upon the mutual trust and respect of this relationship which results from high levels of personal honesty and integrity. Officers who do not display the qualities necessary for this special group should not be allowed to remain in the mess. Each officer must, by his/her attitude and comments, show the mess personnel his/her recognition and appreciation of their importance to the mess, the ship, and the Navy. Mess personnel are to be addressed courteously by name. Each officer must ensure that others enjoying the privileges of his/her mess observe these requirements.

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### **PART B: FACILITIES AND SERVICE**

#### **5100 FACILITIES**

1. **GENERAL.** The ship structure and installed equipment in officers' country is the basis upon which a proper facility can be built. Within the limitations of funding, the judicious expenditures of supplies and equipage and overhaul monies on allowed items must be exercised to obtain maximum levels of habitability. Improvisations with tender assistance can correct many of the design deficiencies in our ships. In addition, the recreation funds developed through profits in the ship's store system are available to the wardroom on a pro rata basis and should be included in purchasing recreation items authorized in Section 11, para. 3c. Finally, the members of the mess must not be reluctant to expend their own efforts in the physical improvement of their wardroom, since it is, after all, their home.
2. **CAMARADERIE AND ESPRIT IN WARDROOMS.** To foster camaraderie and esprit in wardrooms and to improve the opportunity for informal discussion and association between junior and more senior officers, commanding officers should modify facilities as feasible to provide for maximum seating at one service.
3. **VENTILATION AND SOUND REPRODUCTION.** Efforts should be made to ensure adequate ventilation and sound reduction is maintained through insulation, paneling, etc.
4. **IMPROVEMENTS IN DECOR.** Improvements in decor through the use of indirect lighting, carpeting, draperies, pictures, and furniture coverings should be pursued in a planned manner. Professional advice in matters of arrangement and decor, usually available without charge from quality establishments, should be obtained whenever possible.
5. **RECREATIONAL ITEMS.** Recreational items including radio, stereo, television, and games should be provided.
6. **ADEQUATE AND HABITABLE DINING AREA.** An adequate and habitable dining area for assigned Culinary Specialists and other enlisted mess personnel should be provided when practicable, or in its absence mess personnel should be provided the option of dining in the general mess.

#### **5101 EQUIPMENT**

1. **GENERAL.** An officers' mess afloat cannot operate in keeping with the standards prescribed herein without adequate types and quantities of equipment and supplies. The allowances of equipment and furnishings tabulated in the COSAL are minimum required quantities; the quantities on hand are dictated by the usage necessary to meet the prescribed standards of service. The full use of allowed equipment and supplies eliminates the need for practices not in keeping with the standards of wardroom living such as placing condiment bottles, milk boxes, and paper on wardroom tables. Basic necessities for wardroom living are available through the Navy supply system, but wardrooms are encouraged to add additional refinements to increase habitability. Standard or non-standard allowance items which are not in stock must be ordered from the supply system. Non-allowance items urgently required may be purchased commercially.

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### 2. MAINTENANCE OF FOOD SERVICE EQUIPMENT

a. General. Personnel other than maintenance personnel will not be permitted to make repairs. If it becomes necessary to employ the services of a commercial establishment, the cost of such services, plus any parts supplies, will be paid by a Voucher for Disbursement and/or Collection (NAVCOMPT Form 2277) charging the appropriation, Operation and Maintenance Navy.

b. Inspection. In addition to a thorough inspection for cleanliness, all food service machinery and equipment will be carefully examined by the personnel who operate the machinery for loose nuts, bolts, parts, connections, and the like, before beginning operations. This inspection each morning is especially important afloat where machinery is subject to a high degree of continuous vibration. Also afloat, a thorough inspection of machinery will always be made after firing the guns and upon completion of any structural tests to which the ship may be subjected.

c. Lubrication. Maintenance personnel should assume independent responsibility for proper lubrication of food service machinery and equipment.

d. Speed of Machinery. Under no circumstances will food service machinery be operated at a speed in excess of that prescribed by the manufacturer.

### 5102 SERVICE

#### 1. GENERAL

a. Assigned Personnel. Service is provided by the assigned personnel. Except in the smallest ships, the number of personnel authorized is designed to supply the full range of services defined by the skill required of the Culinary Specialist group rating.

b. Shortages of Personnel. Shortages of food service personnel may occur from time to time to the extent of requiring a reduction in normal services. Commanding officers must ensure an equitable distribution of services among all officers aboard. Reduced services must be progressively restored as the number of food service personnel approaches the allowance level. In a like manner, a shortage of food service personnel will require streamlining of service. This must be done by simplifying meals, not by neglecting proper service.

c. Maintenance of Standards for Serving Meals. Heavy demands are placed upon the time and energy of officers in today's Navy. Shortages of Culinary Specialist personnel must not be justification for reduction in standards such that properly served meals are not available in the mess at normal meal hours, regardless of the number of officers aboard.

2. WARDROOM SERVICE. To maintain proper standards in wardrooms, service must be organized to:

a. Provide individual table service at the breakfast meal and on those special occasions deemed appropriate by the president of the mess and the commanding officer. Individual service may also be necessary because of physical constraints of space or for other reasons, and in this regard, type commander and fleet commander guidance should be followed. At all other meals, family or buffet style food service will be used in officers' messes afloat.

b. Provide duty watch service to tend the wardroom and provide food for the late watch.

c. Keep the wardroom clean and neat at all times.

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- d. Provide meal service in an efficient, timely, and courteous manner.
3. STATEROOM SERVICE. Minimum standards of stateroom service must be organized to:
  - a. Deliver and return laundry and dry cleaning from the ship's laundry as scheduled and requested.
  - b. Make up beds daily for commanding officers, executive officers, unit commanders, and officers in paygrades O-5 and above or their equivalents. Change bed linens weekly.
  - c. Maintain staterooms and associated spaces in a high standard of cleanliness.
4. PANTRY LINEN SERVICE. Linen service will provide:
  - a. Clean pantry towels daily.
  - b. Clean mess jackets, in good repair and in proper sizes, as required or prescribed by the mess president or mess caterer.

### **5103 PERSONAL SERVICE**

The following services are considered of a personal nature and therefore are the sole responsibility of individual officers:

1. Bed making and bed linen changing except as noted in para. 4004.5 and 5102.3.
2. Care, maintenance and orderliness of personal effects which include military uniforms, uniform accessories, and shoes.
3. Sorting and stowage of personal laundry.



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## APPENDIX G

<b>AUTHORIZED SALES OF FOOD ITEMS EXCLUDING AUTHORIZED MESSES</b>				
<b>Category</b>	<b>Approving Authority</b>	<b>Administrative Charge</b>	<b>Accessorial Charge</b>	<b>Remarks</b>
Components of DoD, including Reserve Activities and Coast Guard	Commanding Officer	No	No	Approving authority may be delegated to the Supply Officer or Regional Supply Officer.
American National Red Cross at naval activities in Alaska and Hawaii and outside the United States	Regional Commander or Overseas Area Commander	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	Items may be used only for food service in local Red Cross canteens and will not be transferred nor resold.
Authorized contract messes	Commander, Naval Supply Systems Command	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	
Civilian cafeterias at military installations in Alaska and Hawaii outside the United States	Regional Commander or Overseas Area Commander	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	Authorized only when commercial activities sources are not available or when it is impracticable for the cafeteria to procure items from commercial sources without impairing the efficient operation of the military activity.
Civilian cafeterias at military installations inside the United States except Alaska and Hawaii	Commander, Naval Supply Systems Command or Regional Commander	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	
Foreign naval vessels and foreign military aircraft	Commanding Officer	No	NAVCOMPT Manual, Vol. 3	
Ashore installations of foreign governments	SecNav	No		Application of administrative/accessorial charges will be determined in accordance with NAVCOMPT Manual, paras. 035963 and 036964.

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<b>AUTHORIZED SALES OF FOOD ITEMS EXCLUDING AUTHORIZED MESSES</b>				
Navy and Marine Corps exchanges	Chief of Naval Air Training, Commander Amphibious Training Command or the Overseas Area Commander, when items are not available conveniently from commercial sources	No	No	Items may be used for food service in Navy and Marine Corps exchanges and for resale in exchanges authorized to operate grocery sections.
Other government agencies (e.g., embassies)	Commanding Officer	No	NAVCOMPT Manual, Vol. 3 para.035961	
Individuals who are authorized patrons of resale activities in Alaska and Hawaii outside the United States	Regional Commander or Overseas Area Commander	NAVCOMPT Manual, Vol. 3	No	Granted only when commissary store facilities are not available within a reasonable distance. A copy of each authorization will be furnished to the Navy Fleet Material Support Office.
Individuals who are authorized patrons of resale activities inside the United States except Alaska and Hawaii	Commander Naval Supply Systems Command or Regional Commander	NAVCOMPT Manual, Vol. 3	No	Requests will be forwarded via the normal military chain of command. Sales will not be made to individuals at Navy activities having commissary stores.
Ship personnel tasked with MWR function	Commanding Officer Navy and Marine Corps	No	No	Granted only when OCONUS and exchange food service is not available.
Distressed ships and aircraft of the United States and of foreign states at peace with the United States	Senior officer present	NAVCOMPT Manual, Vol. 3	NAVCOMPT Manual, Vol. 3	Sales may be made to ships and aircraft in distress or needing supplies and having no other immediate source.

## NAVSUP P-486 - Food Service Management

# APPENDIX H NAVY FOOD MANAGEMENT TEAM ASSISTANCE

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1. **FUNCTION.** Assistance in the form of on-the-job training is provided by the Navy Food Management Teams (NFMT) in the following functional areas:

- a. Proper food service techniques, including management, production, service of food, sanitation, food safety, training and accounting, menu planning and nutrition;
- b. Management awareness in progressive cookery, proper serving techniques, food service safety precautions, operating procedures, fire prevention, sanitation, and personal hygiene;
- c. Use of facilities, equipment, personnel, and other food service resources;
- d. Automated food service records Food Service Management (FSM), financial returns, and organization and operating procedures;
- e. DOD, Navy and command food service policy and procedures;
- f. Food service education programs;
- g. New developments in food service operations and food items;
- h. Prime Vendor and automated ordering procedures;
- i. Providing written guidance and recommendations for follow-up action by the command;
- j. Conducting evaluations for the Ney Memorial Awards program; and,
- k. Classroom and specialized training.

2. **LOCATION AND AREAS OF RESPONSIBILITY.** The Navy Food Management Teams are based in fleet concentrated areas servicing afloat and ashore activities within the areas of responsibility as indicated in Figure H-1.

3. **ASSISTANCE VISITS.**

a. **Requests for Assistance.** Activities desiring food service training assistance should send a letter of request (Figure H-2) sixty to ninety days prior to the desired visit dates directly to the Officer-in-Charge of the appropriate Navy Food Management Team as listed in Figure H-1. It is recommended that afloat activities request a visit every 18 months and ashore activities every 24 months.

b. **Length of Visit.** Standard team visits can be requested from three days up to 14. Longer visits may be arranged if necessary due to operating schedules. Commands may request a follow-up visit within 90 days of the initial visit.

c. **Time Periods for Visit.** Requests should indicate two or more convenient periods for the assistance visit. Ship assist visits are best conducted when the team has the undivided attention of the CS's. The type of assist visit can be tailored to the requirements identified by the requesting command. Normally the NFMT will 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 Navsup Web Page.

d. Advance written or telephone contact with the Officer in Charge of the Navy Food Management Team within the designated area of responsibility is encouraged. The following information should be provided to the team before the visit:

## **NAVSUP P-486 - Food Service Management**

- (1) Location of ship during the requested dates;
- (2) Information on the Supply Officer, Food Service Officer, and Leading Culinary Specialist, such as name, rank/rate;
- (3) Particular problem areas requiring special attention;
- (4) Date of last/next Supply Management Certification (SMC).

e. Exclusions from Assist Visits. A Navy Food Management Team assist visit will not be made to a general mess after it has been nominated by the cognizant Fleet Commander/Major Claimant for Ney Awards competition. This exclusion will apply even if a visit had been previously scheduled and will remain in effect as long as the general mess is in competition. If an assist visit is in progress when a general mess is nominated by the cognizant commander, the visit will be completed. General messes effected by this provision should take action to reschedule a Navy Food Management Team assist visit based on evaluation results announced in accordance with NAVSUPINST 5061.2 series. Team visits will not be requested during yard overhaul or prior to shakedown periods of newly commissioned ships.

f. Report of Visit. At the end of each visit, the Officer-in-Charge of the Navy Food Management Team or the designated representative will informally discuss the overall operation of the general mess with the Commanding Officer or designated representative, the Supply Officer, the Food Service Officer, and key food service personnel.

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### NAVY FOOD MANAGEMENT TEAM LOCATIONS AND AREAS OF RESPONSIBILITY

NFMT	ADDRESSES AND PHONE NUMBERS	GEOGRAPHIC AREA OF RESPONSIBILITY
Norfolk	Officer-in-Charge Navy Food Management Team, Norfolk 1955 Morris Street, Norfolk, VA 23511-3497 Commercial: (757) 443-1900 DSN: 646-1900 Fax: (757) 443-1902	Virginia; West Virginia; Illinois: North Carolina; Maryland; NAVDISTWASH; Keflavik; and European areas as far east as the eastern border of Turkey
New London	Officer-in-Charge Navy Food Management Team, New London Naval Submarine Base, New London Supply Department, Box 500, Groton, CT 06349 Commercial: (860) 694-4938/4939 DSN: 694-4938 Fax: (860) 694-4939	Pennsylvania; New York; New Jersey; Connecticut; Rhode Island; Massachusetts; and Maine
Mayport	Officer-in-Charge Navy Food Management Team, Mayport Naval Station, Box 280021 Mayport, FL 32228-0021 Commercial: (904) 270-5544 DSN: 960-5544 Fax: (904) 270-7099	Florida; Louisiana; Gulfport & Pascagoula, MS; Kings Bay, Georgia; Texas; South Carolina; Tennessee; Guantanamo Bay, Cuba; Caribbean Sea and Panama Canal Zone
San Diego	Officer-in-Charge Navy Food Management Team, San Diego 3985 Cummings Road, Suite #6 Naval Station San Diego San Diego, CA 92136-5206 Commercial: (619) 556-5651/5652 DSN: 526-5651 Fax: (619) 556-5653	California; Nevada; and Oregon
Puget	Officer-in-Charge Navy Food Management Team, Puget Fleet and Industrial Supply Center 35 Scuba Lane, Keyport, WA 98345 Commercial: (360) 396-1382 DSN: 744-1382 Fax: (360) 396-1381	Washington; Oregon; and Alaska
Pearl Harbor	Officer-in-Charge Navy Food Management Team, Pearl Harbor Bldg 482, 1950 Utah Street Pearl Harbor, HI 96860-4533 Commercial: (808) 473-3049 DSN: 473-3049 Fax: (808) 474-3763	Hawaii; Guam, Southwest Asia (SWA), Japan, and Korea
Yokosuka	Officer-in-Charge Navy Food Management Team, Yokosuka Attn: Code 105-FM Fleet and Industrial Supply Center PSC 473, Box 11 FPO AP 96349-1500 Commercial: (822) 234-7324 Calling from CONUS: 011-81-3117-43-7324 DSN: 243-7051	Diego Garcia; Japan; and Korea

**Figure H-1**

**NAVSUP P-486 - Food Service Management**

**SAMPLE LETTER REQUESTING  
NAVY FOOD MANAGEMENT TEAM ASSISTANCE VISIT**

*Letterhead*

IN REPLY REFER TO

1500

Ser

(DATE)

From: Commanding Officer \_\_\_\_\_

To: Officer-in-Charge, Navy Food Management Team \_\_\_\_\_

Subj: **REQUEST FOR NAVY FOOD MANAGEMENT TEAM ASSISTANCE VISIT**

Ref: (a) NAVSUP Pub 486, Appendix H

(b) Phone call to Navy Food Management Team requesting visit (if desired)

1. In accordance with reference (a) and as discussed in reference (b), a Navy Food Management Team assistance visit is requested during the period (*inclusive dates*). Alternate dates are (*inclusive dates*).

(signed)

*Commanding Officer*

Copy to:

TYCOM/Major Claimant

**Figure H-2**

## NAVSUP P-486 - Food Service Management

## APPENDIX I

### PART I: FOOD SERVICE EVALUATION/ TRAINING/INSPECTION CHECKLIST

AREAS:	MAX PTS	ASSIGNED PTS
<b>I. FOOD</b>		
a. Menu Planning	124	
b. Preparation/Acceptability/Conservation	101	
c. Serving Techniques	40	
<b>AREA I TOTAL:</b>	<b>265</b>	
<b>II. ADMINISTRATION</b>		
a. Financial Records and Returns	202	
b. Procurement/Receipt/Storage	20	
c. Food Service Management (FSM) Automated System	15	
<b>AREA II TOTAL:</b>	<b>237</b>	
<b>III. MANAGEMENT</b>		
a. General	22	
b. Command Relations	4	
c. Letters of Authority	15	
d. Security	10	
<b>AREA III TOTAL:</b>	<b>51</b>	
<b>IV. FACILITIES, EQUIPMENT, AND UTENSILS</b>		
<b>AREA IV TOTAL:</b>	<b>25</b>	
<b>V. SAFETY</b>		
<b>AREA V TOTAL:</b>	<b>95</b>	
<b>VI. TRAINING</b>		
<b>AREA VI TOTAL:</b>	<b>25</b>	
<b>VII. SANITATION</b>		
a. Food Storage and Food Protection	68	
b. Food Service Spaces, Equipment, and Utensils	39	
c. Personal	20	
d. Water and Ice Sanitation	9	
e. Sewage and Plumbing	12	
f. Sanitary Facilities, Refuse Disposal, & Pest Control	15	
g. Facility Structure and Housekeeping	24	
h. Ashore general messes only	18	
<b>AREA VII TOTAL:</b>	<b>205</b>	

## NAVSUP P-486 - Food Service Management

### VIII. SHIPBOARD SOLID AND PLASTICS WASTE MANAGEMENT (WRAPS/PRIME)

**AREA VIII TOTAL:**

<b>20</b>	
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### IX. ARMY VETERINARY FOOD SAFETY NCO ASSISTANCE CHECKLIST

- a. Receipt Inspection Responsibilities
- b. Food Inspection Responsibilities After receipt
- c. Storage

55	
15	
10	
<b>80</b>	

**AREA IX TOTAL:**

**GRAND TOTAL:**

<b>1003</b>	
-------------	--

SCORE COMPUTATION:

$$\frac{(\text{MAX PTS ASSIGNED})}{(\text{MAX PTS APPLICABLE})} \quad \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \times 100 = \underline{\hspace{2cm}} \text{ Total points}$$

<b>(SAMPLE)</b>	
$\frac{(\text{MAX PTS ASSIGNED})}{(\text{MAX PTS APPLICABLE})}$	$\frac{850}{1003} = \frac{X}{100} \quad (850 \times 100 \div 1003 = \underline{85\%} \text{ Total points})$



**NAVSUP P-486 - Food Service Management**

<b>AREA I: FOOD</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
<b>A. MENU PLANNING GENERAL</b>		
<b>Grading in sections 4 – 8 applies for those activities creating menus, (NAVSUP P-486, 3101)</b>		
1. Menus are posted daily in the general mess to describe and merchandize meals. (NAVSUP P-486, 3102.9)	4	
2. A Menu Production/Menu Review Board was established, and effectively used as a management tool to reflect the crew's preferences. (NAVSUP P-486, 3100.1i(1), 3100.1i(2))	4	
3. Menu reflects efficient use of manpower and equipment. (NAVSUP P-486, 3101.1c)	4	
4. Menu planned using Armed Forces Recipe Service and/or locally approved recipes. (NAVSUP P-486, 3100.1a)	4	
5. Complete set of Armed Forces Recipe Cards with changes is current and on-hand. (NAVSUP P-486, 3100.1a)	4	
6. Meat block and frequency chart(s) were developed and used as the basis for planning each cycle menu. (NAVSUP P-486, 3101.2a(2))	4	
7. Cycle menus are developed which saves time and allows an easier and more thorough analysis. (NAVSUP P-486, 3101)	4	
8. Menu has been reviewed by the NAVSUP dietitian with a score of 90% or greater.	4	
<b>GRADING IN SECTION 9 APPLIES FOR THOSE ACTIVITIES ON THE NSCM, (NAVSUP P-486, 8000)</b>		
9. Commands fully implemented on the Navy Standard Core Menu, (NAVSUP P-486, 8000)	20	
<b>MENUS MEETING NUTRITIONAL STANDARDS AND CNO GOALS (CONSIDERATION IS GIVEN TO FAT, SATURATED FAT, AND CHOLESTEROL)</b>		
10. Fish and poultry are integrated throughout the menu cycle. (NAVSUP P-486, 3102.2a(2), 3102.2b(2))	4	
11. Speed line includes variety, when possible. (NAVSUP P-486, 3102.12)	4	
<b>HEALTHY FOOD OPTIONS/WEIGHT CONTROL</b>		
12. Foods from each of the pyramid food groups are represented in each day's menu. (NAVSUP P-486, 3000.3)	4	
13. Weight control information is accurate and up to date and properly being advertised. (NAVSUP P-486, 3100.1e)	4	

**HEALTHY FOOD OPTIONS/WEIGHT CONTROL  
(cont'd)**

**MAX  
PTS**

**ASSIGNED  
PTS**

## NAVSUP P-486 - Food Service Management

14. Each meal offers a Healthy Navy entrée, vegetable starch and dessert. Healthy menu options are available: (NAVSUP P-486, 3102) a. A Healthy Navy entrée will be offered as an alternate, when deep fat fried entrée or entrée containing >15g fat is offered.	2	
b. A hot vegetable prepared without added fat is offered at lunch and dinner.	2	
c. Fat free/low fat salad dressings are available.	2	
d. Low fat/low calorie dessert options (such as fruit) are available at lunch and dinner.	2	
e. At breakfast, reduced cholesterol eggs and whole eggs prepared without additional fat are available.	2	
f. A starch prepared without added fat is offered at lunch and dinner.	2	
g. Salad bar includes a tossed green salad, when available.	2	
h. Whole grain breads are offered every meal, when available.	2	
i. Fruits are offered every meal.	2	
j. At breakfast assorted lower fat breads and muffins are offered as an alternate to pastries, when available.	2	
15. Menu avoids reliance on snack foods (e.g., potato chips) as a starch item. (NAVSUP P-486, 3102.10k)	4	
16. When serving a high sodium item, a lower sodium alternate is available. (NAVSUP P-486, 3102.1c(5))	4	
17. Breakfast includes a good source of Vitamin C. (NAVSUP P-486, 3102.1c(2))	4	
18. Seasonal fruits and vegetables are incorporated when practical. (NAVSUP P-486, 3101.1(b))	4	
19. Maximum use is made of the salad bar. (NAVSUP P-486, 3102.6)	4	

### **FOOD COMBINATIONS/SCHEDULING/ VARIETY/INNOVATION**

20. Combinations are acceptable to most people. (NAVSUP P-486, 3102.10)	4	
21. Menu items are not over scheduled. (NAVSUP P-486, 3102.10)	5	
22. Effective use is made of the variety available in the AFRS. (NAVSUP P-486, 3100.1a)	6	
23. Theme meals/special meals/monotony breakers are scheduled. (NAVSUP P-486, 3102.10(l))	5	
24. The following characteristics were considered: Color, Shape, Texture, and Flavor. (NAVSUP P-486, 3102.11)	6	
25. Soup ingredients differ from other menu selections (i.e., tomato sauce - tomato soup). (NAVSUP P-486, 3102.10(h))	4	

**NAVSUP P-486 - Food Service Management**

<b>MENU TERMS/PUNCTUATION/LEGIBILITY</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
26. The approved menu will list each item in a descriptive wording with the nutritional information. (NAVSUP P-486, 3101.2(3c))	6	
<b>AREA I, SECTION A, SUBTOTAL</b>	124	
<b>B. PREPARATION/ACCEPTABILITY/CONSERVATION</b>		
27. General Messes having more than (1) CS assigned are properly utilizing the NAVSUP 1090. NAVSUP P-486, 3107.1)	10	
28. NAVSUP 1090's are retained for a minimum of current and three previous monthly accounting periods. (NAVSUP P-486, Appendix A, Section 2)	5	
29. Food Preparation Worksheet (NAVSUP Form 1090) is being effectively used as a management tool. (Use NAVSUP 1090 Worksheet Appendix I Attachment A) and matrix (Appendix I Attachment B) to determine numerical grade.) (NAVSUP P-486, 3101.2b)	10	
<b>NOT OPERATING ON THE NSCM</b>		
30. All local recipes are properly developed and approved by the Food Service Officer. (NAVSUP P-486, 3101.2a)	4	
<b>OPERATING ON THE NSCM</b>		
31. Commands have the current version of NSCM Recipe Cards.	4	
32. Appropriate food preparation thermometers are on hand, accurate, and used effectively in food preparation. (NAVSUP P-486, 3103.3)	10	
33. Progressive/batch cooking principles are practiced. (NAVSUP P-486, 3103.2)	4	
34. Standard volume measuring devices and scales are on hand, accurate, and used effectively in food preparation. (AFRS Section A)	4	
35. All food items prepared are being sampled during preparation and prior to serving. (NAVSUP P-486, 1106.2i)	8	
36. Substitute food items served to "finish" the line, equaled or exceeded the acceptability of the items replaced. (NAVSUP P-486, 1106.2j)	4	
37. Portion control programs are in effect to eliminate food waste. (NAVSUP P-486, 3400.2)	4	
38. Number of personnel to be fed is accurately estimated. (NAVSUP P-486, 3100.1h)	8	
39. Garnishing techniques support conservation objectives. (NAVSUP P-486, 3200.3b)	4	
40. A conservation education program is in effect. (NAVSUP P-486, 3400)	4	
41. Food service surveys are taken periodically to determine preferences. (NAVSUP P-486, 3100.1g)	4	

**NAVSUP P-486 - Food Service Management**

<b>OPERATING THE NSCM (Cont'd)</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
42. Suggestion box is available and effectively used. (NAVSUP P-486, 3108)	4	
43. A designated meal sampler as assigned by the Commanding Officer periodically samples meals served in the General Mess. (NAVSUP P-486, 2201.5)	4	
44. Menu sampling. (Use menu sampling worksheet (Attachment C-1 Lunch/Dinner or Attachment C-2 Breakfast) to determine numerical grade). (NAVSUP P-486, Appendix I, Attachment C-1 or C-2)	10	
<b>AREA I, SECTION B, SUBTOTAL:</b>	<b>101</b>	

**SERVING TECHNIQUES**

45. During meal service, serving lines and salad bars are promptly cleaned. (NAVSUP P-486, 3201.2)	10	
46. All food placed on the serving line was kept covered (as applicable) until served to prevent shriveling and drying. (NAVSUP P-486, 3200.1a)	10	
47. Food items are attractively and properly displayed on the serving line. (NAVSUP P-486, 3200.3a)	5	
48. Proper serving temperatures are maintained for hot and cold foods. (NAVMED P-5010, Chap 1, 3-5.3)	10	
49. Food is served using properly sized and configured trays, pans, plates, utensils, etc. (NAVSUP P-486, 3200.1)	5	
<b>AREA I, SECTION C, SUBTOTAL</b>	<b>40</b>	
<b>AREA I, TOTAL:</b>	<b>265</b>	

**AREA II: ADMINISTRATION****A. FINANCIAL RECORDS AND RETURNS****DD FORM 200**

1. DD 200 was prepared and distributed IAW governing regulations. (NAVSUP P-486, 6000 and 6001.8)	2	
2. Copy of DD 200 was sent to cognizant Type Commander for losses in excess of \$500. (NAVSUP P-486, 6000.8f)	2	
3. Veterinary or medical representative has certified that food was unfit for human consumption and attached certification to the DD 200 (if applicable). (NAVSUP P-486, 6001.4c)	2	
4. A document number is entered upon approval of the Approving Official consisting of the service designator, UIC, 4 digit Julian date and expenditure number. (NAVSUP P-486, 6001.7a.17)	2	
5. Surveyed material was disposed of as indicated in block 15. (NAVSUP P-486, 6001.7a.15)	2	
6. Block number 9 on the DD 200 answers the questions who, what, where, when and how. (NAVSUP P-486, 6001.7a.9)	2	

**NAVSUP P-486 - Food Service Management****A. FINANCIAL RECORDS AND RETURNS****DD FORM 200 (Cont'd)****MAX  
PTS****ASSIGNED  
PTS**

7. Corrective actions and measures to prevent future occurrences were indicated on the DD 200. (NAVSUP P-486, 6001.7a.10)	2	
<b>DD FORM 1149</b>		
8. DD 1149's were properly prepared and distributed in all cases. (NAVSUP P-486, 4201)	2	
9. A DD 1149 was used for requesting sales from the general mess by other activities authorized to purchase subsistence. (NAVSUP P-486, 6305.1)	2	
10. DD form 1149 was used to transfer the money value of inventories between blue and gold crews and it has been properly prepared and distributed. (NAVSUP P-486, 7103.3)	2	
11. A DD 1149 that is used for expending MRE's is properly prepared and distributed. (NAVSUP P-486, 2605.5)	2	
<b>DD FORM 1155</b>		
12. DD 1155 was used for definite delivery and indefinite delivery contracts are properly prepared, approved, certified, and distributed. (NAVSUP P-486, 4202)	2	
13. Upon completion of processing dealer's bill for payment, copies of DD 1155's were placed in the completed purchase order file and have been annotated per NAVSUP P-486, 5601.1c.	2	
14. The Medical Representative signed the DD 1155 certifying that food items received from commercial vendors were fit for human consumption over stamped or typewritten name and rank/rate. When receipt inspection was performed at central inspection point by military veterinary service or EPMU personnel, and proof of inspection was on vendor's invoice, the name of the inspection unit was entered instead of the signature. (NAVSUP P-486, 5202)	2	
15. The Receipt Inspector records and circles exact quantities received and signs/dates the DD 1155. (NAVSUP p-486, 5204.3b(1))	2	

**NAVSUP P-486 - Food Service Management**

<b>DD FORM 1608</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
16. A DD Form 1608 (UMR) will be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications that were received from Naval and other government sources. (NAVSUP P-486, 5300.2c) A standard form 364 (ROD) will be prepared by all activities for unsatisfactory food items received directly from the SPV and all other commercial vendors. (NAVSUP P-486, 5300.2b.)	2	
<b>DD FORM 1544</b>		
17. DD 1544s were used in the prescribed manner for meals sold for cash from the general mess. (NAVSUP P-486, 2201.1b)	2	
18. Correct basic meal charges and surcharges are published in the quarterly NAVSUPNOTE 7330 and Naval Message from NAVSUP (NAVSUP 51). (NAVSUP P-486, 2200) (NAVSUPNOTE 7330, Encl (4))	2	
19. Food Service Officer reviewed the DD 1544's at least weekly and ensured an audit was made when cash was collected. (NAVSUP P-486, 2201.b(4) (d))	2	
20. Overages/shortages in cash received from the sale of general mess meals were recorded on DD 1544 by the cashier. The collection agent verified the differences in excess of \$1.00 or .05% (whichever was larger) per cashier for the week and took appropriate action to prevent recurrence. (NAVSUP P-486, 2201.1b.(5))	2	
<b>NAVSUP FORM 335</b>		
21. Accurate nomenclature, stock numbers, units of issues, high/low limit, fixed price and receipt price were recorded on all NAVSUP 335 ledgers. (NAVSUP P-486, 5402.1)	2	
22. High and low limits were updated quarterly to reflect current usage (for manual records this information may be recorded in pencil with date of update). (NAVSUP P-486, 4003.1)	2	
23. Receipts are properly posted to all NAVSUP 335s. (NAVSUP P-486, 5402.2)	2	
24. Surveys are properly posted to all NAVSUP 335s as each survey occurs. (NAVSUP P-486, 6001.9)	2	
25. General Mess issues are properly posted to all NAVSUP 335's daily. (NAVSUP P-486, 6102)	2	
26. Transfers with or without charge are properly posted, by quantity, to all NAVSUP 335's to the expenditure column as the transaction occur. (NAVSUP P-486, 6205)	2	
27. Sales of subsistence, by quantity, are properly posted to all NAVSUP 335's as the transactions occur. (NAVSUP P-486, 6306)	2	
28. All inventory adjustments greater than 5% of total expenditures were investigated and initialed by the Food Service Officer. (NAVSUP P-486, 7103.1.c(1))	2	

**NAVSUP P-486 - Food Service Management**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
<b>NAVSUP FORM 338</b>		
29. The Food Service Officer logs onto FSM and reviews the NAVSUP 338 weekly to ensure proper financial control of the mess and that the operation is within the established monetary allowance. (NAVSUP P-486, 6103.3a)	2	
30. NAVSUP 338 was properly prepared and posted on a daily basis. (NAVSUP P-486, 6103.1)	2	
31. A comparison between the total food cost in column (17) of the NAVSUP 338 with the actual stores consumed figure was conducted IAW NAVSUP P-486, 6103.3a(3)).	2	
32. Actual over/under issue values of the total food allowances of the current month was carried forward to the next month as a negative/positive value on the NAVSUP 338 except at the end of the fiscal year. (NAVSUP P-486, 7002.11)	2	
33. NAVSUP 338 was submitted to NAVSUP 51 along with returns for general messes over issue of total allowances at the end of the fiscal year. (NAVSUP P-486, 7002.11)	2	

**NAVSUP FORM 367**

34. 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. (NAVSUP P-486, 5403.3b)	2	
35. Money value of receipts with/without charge were properly posted to the NAVSUP 367 as they occurred to include proper document numbers. (Indefinite delivery type contracts may be posted as a single total entry on the last day of the month). These values agree with receipt documents in the accountability file. (NAVSUP P-486, 5403)	2	
36. Money value and document number of each transfer was properly posted as they occur. These values agree with transfer documents in the accountability file. (NAVSUP P-486, 6206)	2	
37. Total money value of each survey (DD 200) was properly posted upon approval. These values agree with survey documents in the accountability file. (NAVSUP P-486, 6001.9)	2	
38. Total value and document number of the Expenditure Log NAVSUP 1334 was properly posted to the NAVSUP 367 at the end of the monthly accounting period. (NAVSUP P-486, 6002.2)	2	
39. Total money value of sales to private messes were properly posted at the end of each month. These values agree with sales documents in the accountability file. (NAVSUP P-486, 6308)	2	

**NAVSUP P-486 - Food Service Management****A. FINANCIAL RECORDS AND RETURNS****NAVSUP FORM 367 (Cont'd)****MAX  
PTS****ASSIGNED  
PTS**

40. Total money value of issues to the general mess was properly posted at the end of the monthly accounting period as summarized on the NAVSUP 1059) (Fixed Price List). (NAVSUP P-486, 7203.6)	2	
41. Total money value of ending inventory (extended at last receipt price) was properly posted at the end of the monthly accounting period. (NAVSUP P-486, 7203.7)40.	2	

**NAVSUP FORM 470**

42. All transfers of funds between cashier(s), collection agents and disbursing officers was accounted for on a NAVSUP 470 showing collection date and amount collected, both in figures and words, and signed by the individual authorized to deliver cash and the individual authorized to receive cash. (NAVSUP P-486, 2202.2e)	2	
43. DD 1544 serial and sheet numbers were inserted next to the cashier's signature on the NAVSUP 470. (NAVSUP P-486, 2202.2e)	2	
44. All cash collected from sales were deposited with the disbursing officer: a. on or before the last day of each month, b. on relief of the food service officer, c. on relief of the commanding officer aboard ships without Supply Corps officers, and d. daily or at least twice weekly. (NAVSUP P-486, 2202.3)	2	
45. The deposit number of the Deposit Ticket OCR (SF 215) obtained from the disbursing officer was recorded in the NAVSUP 470 in the space provided for the signature of the disbursing officer in all cases when cash was deposited with a United States Government general depository for credit to the account of the disbursing officer. (NAVSUP P-486, 2202.3)	2	

**NAVSUP FORM 1046**

46. NAVSUP 1046 is properly maintained for the credit sale of meals sold from the general mess. (NAVSUP P-486, 2201.2)	2	
47. Payment for all meals sold on a credit basis was collected prior to the 15th day following the month in which the meals were provided or prior to detachment of individual to whom the meals were provided. (NAVSUP P-486, 2201.2d)	2	



**NAVSUP P-486 - Food Service Management**

<b>NAVSUP FORM 1059</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
48. An inventory of 40 food items showed a stock validity of 9905%% or better (use Inventory Validity Worksheet Attachment D). (NAVSUP P-486, 7101)	20	
49. A smooth NAVSUP 1059 was accurately prepared, extended at last receipt price and totaled as of the last day of the accounting period. The Food Service Officer 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. (NAVSUP P-486, 7103.2 and 7103.1a.)	2	
50. Inventories were taken as required: (NAVSUP P-486, 7100.3) a. Upon relief of the accountable food service officer. b. Upon relief of the responsible bulk storeroom custodian should be at FSO discretion. c. A full physical inventory of each storeroom will be conducted within 90 days of the last full physical inventory. d. For Trident FBM submarines, at the end of each patrol cycle. e. When there is evidence of unauthorized entry into that storeroom. f. At any other time when directed by TYCOM, Major Claimant, Commanding Officer, Supply Officer or Food Service Officer.	2	
51. A smooth inventory NS 1059 is signed and dated at the bottom of the page certifying correctness by the FSO (NAVSUP P-486 7103.2)51. Spot Inventories: A minimum of 5% of subsistence line items maintained in the bulk storeroom will be inventoried at least twice a month (for a total of 10% monthly). (NAVSUP P-486, 7101.1a)	1	
52. Spot Inventories: A minimum of 5% of subsistence line items maintained in the bulk storeroom will be inventoried at least twice a month (for a total of 10% monthly). (NAVSUP P-486, 7101.1a).	1	
53. FSO initialed the discrepancy listing and the 5% difference of total expenditures listing. (NAVSUP P-486 7103.1c)	2	

**NAVSUP P-486 - Food Service Management**

<b>NAVSUP FORM 1282</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
54. The Food Service Officer has procedures in place to control each issue document. All serial numbered originals are accounted for (i.e.: manual 1282's used to issue to private messes). (NAVSUP P-486, 6101.1)	2	
55. Appropriate signatures were annotated on all NAVSUP 1282's. (NAVSUP P-486, 6101.5)	2	
56. Post daily issue documents are kept in the accountability file for the current and three previous monthly accounting periods only. (NAVSUP P-486, 6101.6)	2	
<b>GENERAL MESS ISSUE</b>		
57. Credit issues were not in excess of 1% of the stores consumed. (NAVSUP P-486, 6105)	2	
58. All items on the issue documents were required to prepare the menu. (NAVSUP P-486, 6101.5b)	2	
59. Quantities that were issued were not in excess of requirements. (NAVSUP P-486, 6101.5c).	2	
60. 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. (NAVSUP P-486, 6101.3)	2	
<b>AUTHORIZED OFFICER MESS SALES</b>		
61. Documents are prepared for sales of subsistence items from the General Mess. (NAVSUP P-486, 6302.1)	2	
62. Sales documents are price extended at last receipt price. (NAVSUP P-486, 6302.4)	2	
63. A mess bill for the sale of food items was provided to each mess on or before the 5th of the month following the sale. (NAVSUP P-486, 6304.1)	2	
64. The Officer's Mess paid the Food Service Officer within 15 days following the month in which the food items were sold. (NAVSUP P-486, 6304.2)	2	
<b>NAVSUP FORM 1291</b>		
65. NAVSUP 1291's are serialized and the headings completed prior to each meal. (NAVSUP P-486, 2303.2a)	2	
66. Separate forms are prepared for each category of personnel. (NAVSUP P-486, 2303.2a)	2	
<b>NAVSUP FORM 1292</b>		
67. The NAVSUP 1292 is properly filled out with all appropriate signatures and initials. (NAVSUP P-486, 2304)	2	
68. A monthly audit (based on command procedures) was conducted on the monthly records and supporting documents. (NAVSUP P-486, 2305.3)	2	

**NAVSUP P-486 - Food Service Management**

<b>NAVSUP FORM 1334</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
69. NAVSUP 1334 was prepared in all cases where: (NAVSUP P-486, 6000.5) a. Material was short or lost in shipment, and the value of the loss was less than \$50 per line item; b. Food items were lost as a result of physical deterioration, veterinary sampling, damage in handling, fire, water, or similar circumstances, and the value of the loss was \$500 or less per line item (\$1,000 for AS/CV/CVN/LCC/LHA/LHD/LPD/LSD). When the loss of several items for the same reason exceeded \$500 per line item (\$1,000 for AS/CV/CVN/LCC/LHA/LHD/LPD/LSD) a DD Form 200 was prepared.	2	
70. NAVSUP 1334 was properly prepared and distributed. (NAVSUP P-486, 6002.3)	2	
71. NAVSUP 1334 was properly closed out at the end of the accounting period (or upon relief of the FSO) to include totaling money value and assignment of a document number. (NAVSUP P-486, 6000.5d)	2	
<b>NAVSUP FORM 1359</b>		
72. The monthly General Mess Summary Document (NAVSUP Form 1359) was properly prepared. (Use the NAVSUP 1359 worksheets (Attachment E) to determine numerical grade.) (NAVSUP P-486, 7002)	30	
<b>A. FINANCIAL RECORDS AND RETURNS</b>		
<b>NAVSUP FORM 1359 (con't)</b>		
73. All cash deposited was reported as collected and credited to the fiscal year in which the sale took place. (NAVSUPNOTE 7300)	2	
74. The NAVSUP 1359 is electronically transmitted to SUP 51 by the 5th day of the month following the end of the reporting period. (NAVSUP P-486, 7300)	2	
75. Correct procedures were used for submitting corrected NAVSUP 1359's. (NAVSUP P-486, 7006)	2	
76. The NAVSUP 1359 is prepared in an original and one copy and distributed as follows: (NAVSUP P-486, 7003) a. Original retained by the FSO. b. Copy provided to the disbursing officer.	2	
77. The Food Service Officer has conducted a monthly audit of the NAVSUP 1359 utilizing the audit sheet found in Appendix I, or a TYCOM approved audit sheet. (NAVSUP P-486, 7001.3)	2	
78. Notifications are forwarded to SUP 51 indicating receipts with charge when the NAVSUP 1359 was unable to be submitted on time due to operational necessity. (NAVSUP P-486, 7302)	1	

**NAVSUP P-486 - Food Service Management**

<b>A. FINANCIAL RECORDS AND RETURNS NAVSUP FORM 1359 (con't)</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
79. A notification is forwarded to SUP 51 when returns could not be submitted on or before the date they were required explaining the reason for the delay and anticipated submission date. (NAVSUP P-486, 7302)	1	
80. Correct Basic, Special and Supplemental Allowances for each accounting period as listed in NAVSUPNOTE 7330 series are entered in the appropriate allowance sections. (NAVSUP P-486, 7202.6)	1	
81. Ratios Allowed Caption equals the total rations allowed from the muster report for the same accounting period. (NAVSUP P-486, 7002.6)	1	
<b>AREA II, SECTION A, SUBTOTAL:</b>	<b>202</b>	
<b>B. PROCUREMENT/RECEIPT/STORAGE PROCUREMENT</b>		
82. Food items procured from sources other than Subsistence Prime Vendor are IAW governing regulations. (NAVSUP P-486, 4101)	6	
83. Subsistence items purchased from a foreign source were not excessive in quantity and completely consumed or properly disposed of prior to entering a U.S. port. (NAVSUP P-486, 4102.2d)	3	
84. Operational Rations/MREs, when carried onboard, must have major claimant/TYCOM approval. (NAVSUP P-486, 2605.1c(1))	3	
<b>RECEIPTS</b>		
85. Receipt inspector circled quantity actually received and signed all receipt documents. (NAVSUP P-486, 5204.3)	4	
<b>PROCUREMENT/RECEIPT/STORAGE</b>		
86. For Prime Vendor receipt document changes in quantity received, the incorrect quantity should be lined out, the correction initialed, annotated and circled with the actual quantity received and the reason for the change annotated, i.e., rejected, missing, substitution. The Subsistence Prime Vendor representative/driver must initial all corrections. (NAVSUP P-486, 5106s)	4	
<b>AREA II, SECTION B, SUBTOTAL:</b>	<b>20</b>	
<b>C. FOOD SERVICE MANAGEMENT (FSM) AUTOMATED SYSTEM</b>		
87. The most current system back-up is maintained in the Food Service Officer's Accountability File. (NAVSUP P-486, Appendix A, Section 1)	2	
88. SPAWARSCEN's ID number and password have been deleted from the Access Log. (NAVSUP P 486, Appendix A, Section 1)	2	

**NAVSUP P-486 - Food Service Management**

<b>C. FOOD SERVICE MANAGEMENT (FSM) AUTOMATED SYSTEM (cont'd)</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
89. FSM users other than the Food Service Officer do not have access to the security module and hardware configuration function. (NAVSUP P-486, Appendix A, Section I)	2	
90. Restricted FSM user control program is followed. (NAVSUP P-486, 1302)	2	
91. An instruction was prepared by the Food Service Officer to food service personnel covering the operation of the FSM computer and security. (NAVSUP P-486, Appendix A, Section I)	1	
92. Daily back-ups are properly performed including Friday dayback held for 13 weeks. (NAVSUP P-486, Appendix A, Section II)	1	
93. FSM monthly back-ups created and maintained for the previous 12 months. (NAVSUP P-486, Appendix A, Section II)	1	
94. FSO has a signed and sealed envelope in the supply officer's safe with the log-on ID and password for emergencies. (NAVSUP P-486, Appendix A - Section 1)	1	
95. Acceptability factors are updated into FSM. (NAVSUP P-486 Appendix A)	2	
96. A statement certifying that the information on each monthly closeout disk is correct, with FSM version, and to the best of my knowledge, signed and dated by the FSO, was attached to each retained disk. (NAVSUP P-486 Appendix A)	1	
AREA II, SECTION C, SUBTOTAL:	15	
AREA II, TOTAL:	237	
<b>AREA III: MANAGEMENT</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
<b>A. GENERAL</b>		
1. Efforts are continuously made to improve the appearance and general working conditions of facilities and equipment. (NAVSUP P-486, 1104, 1106)	5	
2. A current "Pledge of Service" is signed and appropriately displayed. (NAVSUP P-486, 1106.2, 1106.24)	2	
3. The FSO, Leading CS and Training PO have read and signed the Navy Food Service P-476. (NAVSUP P-486, 3100.1c(2))	2	
4. Contingencies are established to facilitate meeting commitments during unique operational periods. (NAVSUP P-486, 3300, 3301)	3	

**NAVSUP P-486 - Food Service Management**

<b>AREA III: MANAGEMENT</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
<b>A. GENERAL (cont'd)</b>		
5. Applicable NAVSUP directives, required food service publications, and notices are current. (Navy Food Service P-476)	4	
6. A Contracting Officer's Technical Representative (COTR) has been assigned to the galley and is monitoring the performance of the contractors. (Appendix K-2-2)	2	
7. Presentation Silver/Other Valuable Gift inventories were properly conducted in that: (1) Appraisal report is available on file. (2) Required reports to NAVSUP or the Curator of the Navy (Other Valuable Gifts) were properly submitted. (3) Two prints of each presentation silver photograph were retained on file as an additional means of inventory control (size 8" x 10", black and white should be with a ruler to indicate actual size). (NAVSUP P-485/ 8112 & 8131)	1	
8. All levels of supervisory management thoroughly understand all phases of food service operations for which they are responsible. (NAVSUP P-486 Chapter 1)	2	
<b>SUBMARINES ONLY</b>		
9. An effective consumables loadout plan is in effect. (COMNAVSUBFORINST 4406.1B Exhibit 7-2)	1	
<b>AREA III, SECTION A, SUBTOTAL:</b>	<b>22</b>	
<b>B. COMMAND RELATIONS</b>		
10. An effective relationship exists throughout the command (positive response to request for funds, maintenance of equipment, allocations of manpower, and coordination of special requirements). (NAVSUP P-486, 1104.9)	2	
11. Command/Food Service Division program is in effect to recognize outstanding personnel. (NAVSUP P-486, 1104.4e)	2	
<b>AREA III, SECTION B, SUBTOTAL</b>	<b>4</b>	
<b>C. LETTERS OF AUTHORITY</b>		
12. The Commanding Officer's letter of authority for the Authorization for the Advancement of a Change Fund for the General Mess is on file. (NAVSUP P-486, 1117.2a)	1	
13. Food Service Officer's letter of appointment is on file. (NAVSUP P-486, 1117.2b)	1	
14. Supply Officer letter of appointment as Control Officer for the handling and security of the cash meal payment booklet (DD Form 1544) is on file. (NAVSUP P-486, 1117.2b)	1	
<b>C. LETTERS OF AUTHORITY (cont'd)</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>

**NAVSUP P-486 - Food Service Management**

15. Supply Officer authorization for the cash sales of meals from the general mess is on file. (NAVSUP P-486, 1117.2b)	1	
16. Supply Officer authorization for sale meals from the general mess on a credit basis (NAVSUP 1046) is on file. (NAVSUP P-486, 1117.2b)	1	
17. Supply Officer authorization for the sale of food items to afloat private messes is on file. (NAVSUP P-486, 1117.2b)	1	
18. Supply Officer authorization for the sale of food items to activities other than afloat units is on file. (NAVSUP P-486, 1117.2b)	1	
19. Supply Officer Custodial authorization to hold Group II duplicate master key is on file. (NAVSUP P-486, 1117.2b)	1	
20. Food Service Officer appointment letter for General Mess Cash Collection Agent or authorized funds custodian is on file. (NAVSUP P-486, 1117.2c)	1	
21. Food Service Officer appointment letter for Food Service Recordskeeper is on file. (NAVSUP P-486, 1117.2c)	1	
22. Food Service Officer appointment letter for Receipt Inspector for subsistence items in the absence of the Food Service Officer is on file. (NAVSUP P-486, 1117.2c)	1	
23. Food Service Officer appointment letter for cashier to receive payment for meals sold from the general mess is on file. (NAVSUP P-486, 1117.2c)	1	
24. Food Service Officer appointment letter for Bulk Storeroom Custodian is on file. (NAVSUP P-486, 1117.2c)	1	
25. Food Service Officer appointment for supervising the signing of the meal signature record (NAVSUP Form 1291) is on file. (NAVSUP P-486, 1117.2c)	1	
26. Letter of Authority for Wardroom Mess Treasurer on file to authorize the requisition and receipt for subsistence items from the general mess to the wardroom. (NAVSUP P-486, 1117.2c)	1	
AREA III, SECTION C, SUBTOTAL	15	

**D. SECURITY****MAX  
PTS****ASSIGNED  
PTS**

**NAVSUP P-486 - Food Service Management**

27. The grand master, master, duplicate master, and original keys are properly maintained. (NAVSUP P-486, 1201.1)	2	
28. Command and/or department instruction is in effect providing the location of a special duplicate key locker, control access to the locker, and limits on the use of duplicate keys. (NAVSUP P-486, 1202.1b, Local Procedures)	2	
29. All padlocks used to secure food service spaces are of a key type and contain dead bolts with pin tumblers of either brass or bronze. (NAVSUP P-486, 1201.1h)	2	
30. All storage spaces are identified to indicate function and contents. The person responsible for the space is listed as well as a contact in an emergency. (NAVSUP P-486, 1200.1)	2	
31. A secured safe with a three tumbler combination lock or a locked container within a safe of this type is being used for the safekeeping of funds. (NAVSUP P-486, 2202.2a5(b))	2	
AREA III, SECTION D, TOTAL:	10	
AREA III, TOTAL:	51	

**AREA IV: FACILITIES, EQUIPMENT, AND UTENSILS**

1. A preventive maintenance program for food service equipment is active, effective, and monitored by food service personnel. (NAVSUP P-486, Appendix P)	7	
2. Food service equipment was COSAL supported. (OPNAVINST 4790.4c)	2	
3. Thermostats are calibrated for fryers, ovens and grills. (OPNAVINST 4790.4c) PMS 6532/A-1R)	5	
4. All food service equipment was operative or identified as Out of Commission (OOC) on the Supply Department 8 o'clock reports for afloat units. (Local governing regulations)	2	
5. A phased replacement program was in effect to replace aged food service equipment. (Local governing regulations)	2	
6. Mess gear inventory was conducted twice monthly to ensure adequate quantities are available. (NAVSUP P-486, Appendix K)	2	
7. A three compartment deep sink or its authorized alternative exists where adequate mechanical washing machines are not installed. Accessory equipment and supplies required for the sanitizing sink include a booster heater, thermometers, drip and drain basket, arm length rubber gloves, approved brushes, ware washing compounds, and sanitizing agents. (NAVMED P-5010, 4-2.19.1) (NAVSUP P-486, Appendix K-6-3)	5	
AREA IV, TOTAL:	25	

**AREA V: SAFETY****MAX  
PTS****ASSIGNED  
PTS**



**NAVSUP P-486 - Food Service Management**

1. Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards are in place and in proper operating condition. (NAVSUP P-486, Appendix P)	4	
2. Support stanchions, toggle pins or safety support chains are in place. (Gen Specs 622, 624B)	3	
3. Preventive maintenance on fire safety equipment (CO2/PKP bottles) was in periodicity. (OPNAVINST/4790.4C) (NSTM 555) (NAVSUP P-486, Appendix P)	3	
4. Personnel are aware of and educated in the proper emergency procedures and use of emergency/safety devices. (NAVSUP P-486, Appendix P)	5	
5. All safety hazards such as slippery floors, hot pipes, live steam, etc., do not exist. (NAVSUP P-486, Appendix P)	5	
6. Heat Stress Program is in effect with appropriate instructions, logs, forms, and reports being maintained and adhered to. (OPNAVINST 5100.19D, Chapter B-2)	5	
7. Personnel display sufficient caution when handling and operating all utensils and equipment. (NAVSUP P-486, Appendix P)	5	
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. (NAVSUP P-486, Appendix P-1-2) (OPNAVINST 5100.19C. Section C-9)	5	
9. Emergency lighting (provided by relay operated lanterns) for exits and above the inside door of the general mess spaces, refrigerated and dry provisions storerooms were installed and in good order. (Gen Specs Section 332, para 25)	5	
10. Chill and freeze storerooms are configured with the capability for emergency escape and emergency escape procedures are posted inside. (Gen Specs 638E, para 50/NFPA Regs)	5	
11. A fixed fire extinguishing system is provided over deep fat fryers and continuous doughnut fryers with a 3" travel on fusible links. (Gen Specs 555F/NFPA Regs/S9555-AR-MMO-010)	5	
12. A remote activating station for installed fire fighting system is clearly labeled and is located at the exit to the door away from equipment. (Gen Specs 555F, para 60/NSTM 555)	5	
13. The deep fat fryer is not operated unattended or without a thermometer inserted. (NAVSUP P-486, Appendix P) (OPNAVINST 5100.19D, Chapter C-19)	5	

**AREA V: SAFETY****MAX  
PTS****ASSIGNED  
PTS**

**NAVSUP P-486 - Food Service Management**

14. Guards were installed over the drive shafts/clutch plate of the scullery dishwashing machine. (Gen Spec 651B, para 35)	5	
15. Grease trap pans are provided with latch to prevent slipping out during heavy seas. (MIL-G-2338L)	5	
16. Shunt trip relay that de-energizes the electrical source to the deep fat fryer when the temperature reaches 430° - 460° F. is properly working. (Afloat PMS 6539/1R1Q, R2Q/Ashore Tech Manual/Gen Specs 320)	5	
17. Hydrostatic testing of steam jacketed kettles and high compression steam cookers are completed in accordance with maintenance schedule. (NAVSEA Tech, Manual 340.62) (NAVSUP P-486, Appendix P) (PMS 6520/001 A-1)	5	
18. Pull chains on the steam-jacketed kettles were readily accessible without the risk of being burned from the steam relief valve and steam pipe lagging. (Gen Spec 651B, para 35) (NAVMED P-5010, 4-7.2)	5	
19. Food service personnel are provided with protective clothing (i.e., rubber gloves and aprons, face shields, and chemical safety goggles) for the performance of their duties. (OPNAV 5100.19D, Section C-4) (NAVSUP P-486, Appendix P)	5	
20. Knives and cutlery shall be stored and secured in provided knife racks. (GSFS 651)	2	
21. All operating and safety instructions are posted appropriately. (NAVSUP P-486 Appendix P)	3	
AREA V, TOTAL:	95	

**AREA VI: TRAINING**

1. A long and short range training program is established and promulgated. (OPNAVINST 3120.32C, Chapter 8) (NAVSUP P-486, Appendix L)	5	
2. Constructive food service training is conducted on a regular schedule utilizing ship/station and outside resources. (NAVSUP P-486, Appendix L)	3	
3. Culinary Specialist training curriculum (Lesson Plans) is being effectively utilized. (NAVSUP P-486, Appendix L-6)	3	
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. (NAVMED P-5010, Chapter 1, Section 2-1.2.2.B and Section 2-1.2.2.C.d)	5	
5. There is a qualified sanitation instructor on board. (Re-qualify every three years). NAVMED P5010 ch 1.	2	
6. A Job rotation log is established and carried out effectively. (NAVSUP P-486, Appendix L)	2	

**AREA VI: TRAINING (cont'd)**

7. If individual training records are not maintained, the	5	
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**MAX  
PTS****ASSIGNED  
PTS**

**NAVSUP P-486 - Food Service Management**

<p>following will be kept on file by the divisional training Petty Officer: (NAVSUP P-486, Appendix L-2) (NAVMED P-5010, Chapter 1, Section 2-1.2.2.B and Section 2-1.2.2.c.d)</p> <ol style="list-style-type: none"> <li>Record of physical exam.</li> <li>Food handler's training certificate.</li> <li>Job rotation log.</li> <li>Record of training accomplished.</li> <li>Profile sheets of exams completed.</li> <li>All other information considered pertinent by the respective FSO.</li> </ol>		
<b>AREA VI TOTAL:</b>	25	

**AREA VII: SANITATION**

*All articles listed as references come from the NAVMED P-5010, Chapter 1*

<b>A. FOOD STORAGE AND FOOD PROTECTION</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
1. Food and milk are wholesome, procured from approved sources and properly inspected upon receipt. (Section 3-1.2.1(b) 1&2)	5	
2. Food containers (cans, boxes, bags) are not dented, torn or crushed and are labeled. The integrity of food products are maintained. (Section 3-1.2.5)	3	
3. All milk and milk products are stored at temperatures of 41° F. or below until served. Temperature of milk dispenser cabinet is between 32° F. to 41° F. (Section 3-4.2)	5	
4. All refrigerated storage spaces (including milk dispensers, refrigerated display cases and salad bars, galley pantry reach-in reefers, bulk reefers, and freezers) are maintained at the following temperatures and have a relative humidity from 85 to 90 percent: (Section 3-4) <ol style="list-style-type: none"> <li>Freezers - 0° F. or lower</li> <li>Dairy Products Box - 41° F. or below</li> <li>Chilled Bulk Storage - 32° - 41° F.</li> <li>Thaw Box - 36° - 38° F.</li> <li>Reach-in Reefer - 32°- 41° F.</li> </ol>	8	
5. Fresh and frozen foods are protected from the influence of decayed foods, contamination, and spoilage and correctly loaded to allow for adequate circulation. Food items which have been removed from their original containers and stored in refrigerated spaces are covered with suitable non-absorbent material with labels indicating contents. Frozen foods are correctly thawed and not refrozen. (Section 3-4)	8	
6. Semi-perishable foods are adequately protected from spoilage due to improper storage practices including excessive temperatures and moisture, lack of adequate ventilation, and insufficient stock rotation. (Section 3-4)	6	

**A. FOOD STORAGE AND FOOD PROTECTION  
(cont'd)****MAX  
PTS****ASSIGNED  
PTS**

**NAVSUP P-486 - Food Service Management**

7. Prepackaged foods such as salads and Class, I, II, and III sandwiches are made from approved ingredients, properly prepared, labeled, and dispensed. (Section 3-5, 9, 11)	6	
8. Potentially hazardous foods and beverages are protected from contamination and meet time and temperature requirements as follows: a. Food items are labeled with time and date prepared and the discard date. (Section 3-2)	3	
b. Elapsed time in which food is held between 41° F. and 135° F. does not exceed 4 hours. (Section 3-5.6.2c)	3	
c. Food served cold or saved as leftovers are placed in shallow pans (food depth not more than 3") and cooled to 41° F. within 4 hours. (Section 3-5.6.2i(2))	3	
d. Leftover foods are not being retained over 24 hours when properly chilled at 41° F. or below or 5 hours when maintained hot 135° F. or higher. (Section 3-5.6.2)	3	
e. Unsliced bulk meat items prepared within the facility that have been covered and placed directly from cooking into refrigeration are served or disposed of within 60 hours of preparation. (Section 3-5.6.1)	3	
f. Commercially prepared luncheon meat loaves and high moisture cheese are served or disposed of within 7 days of first being removed from the original container and cut. (Section 3-5.16)	3	
g. Dry or semi-dry sausage and hard natural cheeses are visually inspected prior to serving and discarded at the first sign of deterioration. (Section 3-5.16)	3	
h. Leftovers are not being frozen. (Section 3-5.6.2f)	3	
i. Food items placed on the serving line are discarded after the end of the meal. (Section 3-5.6.2)	3	
AREA VII, SECTION A, SUBTOTAL:	68	

**B. FOOD SERVICE SPACES, EQUIPMENT AND UTENSILS**

9. Refrigerated storage spaces are properly constructed, installed, and cleaned. Frost or glaze ice was not allowed to accumulate more than 1/4" in thickness on the interior surfaces or on the refrigeration coils. (Section 3-4.2)	3	
10. Internal temperatures of all bulk cold storage spaces are logged at least twice daily. (P-5010, Section 3-4.2)	3	
11. Food service equipment is installed with adequate (6" ashore, 8" afloat) clearance between floor and equipment. If no part of the floor under the floor mounted equipment is more than 6" from cleaning access, the clearance space may be only 4". (Section 4-1.13)	3	

**B. FOOD SERVICE SPACES, EQUIPMENT AND UTENSILS (cont'd)**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
12. Thermometers or air measuring devices are readily observable, easily readable, numerically scaled, and	3	

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accurate to $\pm 3^{\circ}$ F. at the critical range in all refrigerated spaces. (Section 3-4.2(a))		
13. All surfaces of equipment or utensils which come in direct contact with food are impervious, corrosion resistant, of smooth construction and are kept clean and properly sanitized. Cracks/crevices and open seams are sealed to prevent food particles and foreign matter from accumulating. (Section 4-1)	3	
14. All serving lines and food/salad bars and soup pots (set up on a self-service basis) are equipped with a functional sneeze-shield. (Section 3-5.10)	3	
15. Cutting boards have smooth surfaces and are free of crevices and nicks that impede cleaning and sanitizing. (Section 4-7.5)	3	
16. Food service equipment and utensils are properly maintained, serviced, cleaned, and sanitized. (Section 4-7.1)	3	
17. All sponges and cleaning cloths used for cleaning galley utensils and equipment are washed and sanitized after each meal period. (Section 4-7.6)	3	
18. Automatic dishwashing machines meet NSF standards or equivalent, and are properly cleaned, maintained, and operated at proper temperatures with approved dishwashing and sanitizing agents IAW manufacturer's provided instructions. (Section 4-2.14, Section 4-2.16, Section 4-2.17) a. Wash temperature: 150° - 160° F. b. Rinse temperature: 160° - 180° F. c. Final rinse temperature: 180° - 194° F.	3	
19. Manual dishwashing is accomplished in accordance with correct procedures and in properly designated three compartment sinks. (Section 4-2.19.1) a. Wash temperature: not less than 110° F. (Section 4-2.13) b. Rinse temperature: 120° - 140° F. c. Sanitizing temperature: 171° for over 30 seconds or 1 minute in approved sanitizing solution. (Section 4-2.15)	3	
20. Equipment and utensils are properly air dried, handled and stored after being washed. (Section 4-2.1)	3	
21. No unauthorized supplies are present or in use such as unauthorized soap or steel wool. (Section 4-7.7, 4-7.8)	3	
<b>AREA VII, SECTION B, SUBTOTAL:</b>	<b>39</b>	

**C. PERSONNEL**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
22. Personnel performing food service duties are free from communicable diseases and open lesions on the	4	

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exposed portions of their bodies. (Section 2-2)		
23. Food service personnel are physically clean, wearing clean garments and practicing good personal hygiene and proper food handling procedures. (Section 2-3)	5	
24. 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. (Section 2-4)	3	
25. Clothing and personal effects of food service personnel are not kept in food preparation and serving areas; nor are personnel using these areas for changing their clothes. (Section 2-3)	3	
26. Physical examinations for food service personnel (military, civilian, and contract) are current. (Section 2-2)	5	
AREA VII, SECTION C, SUBTOTAL:	20	

**D. WATER AND ICE SANITATION**

27. Adequate potable water is supplied from approved sources, protected against contamination and meets current water quality. (Section 3-7.6)	3	
28. Ice is procured from approved sources, and/or manufactured from potable water from ice making machines or ice flakers that are located, installed, operated, and maintained in a sanitary manner. Ice from approximately 1/4 of the ice machines are bacteriologically sampled weekly. (Section 3-4.7)	3	
29. 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. (Section 3-4.7)	3	
AREA VII, SECTION D, SUBTOTAL:	9	

**E. SEWAGE AND PLUMBING**

30. Sewage is disposed into a public sewer system or approved sewage disposal system. (Section 5-6.3)	3	
31. Plumbing, fixtures, and equipment is properly installed to preclude backflow into the potable water supply system. (Section 5-6.1d)	3	
32. Other outlets are protected by an air gap twice the effective opening of the potable water outlet diameter. (If the outlet is a distance less than three times the effective opening away from a wall or similar vertical surface, the air gap is three times the effective opening of the outlet). In no case was there an air gap less than 1". (Section 5-6.1d)	3	

**E. SEWAGE AND PLUMBING (cont'd)**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
33. Adequate drains are provided in floors that are flushed with water for cleaning or receive discharges of water or other fluid wastes from equipment. (Section 5-2.1b)	3	

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AREA VII, SECTION E, SUBTOTAL:	12	
<b>F. SANITARY FACILITIES, REFUSE DISPOSAL, AND PEST CONTROL</b>		
34. Toilets, hand washing sinks and locker rooms are conveniently located and properly equipped. They are maintained in good working order and supplied with soap, proper hand drying equipment such as disposable paper towels and hot hand dryers and toilet tissue. (Section 5-7.1 and 5-7.2)	3	
35. Heads and locker rooms are clean, neat, free of malodors and in good repair. Head facilities do not open directly into food preparation areas. (Section 5-7.1)	3	
36. Garbage and refuse are properly collected in clean, covered, leak-proof containers and stored in a manner which preclude nuisance conditions or accessibility to insects and rodents. (Section 5-8.1)	3	
37. Food service facility is adequately protected against the entry and harborage of insects, rodents, birds, and other pests. An effective pest control program is being carried out under the supervision of trained and certified pest control personnel. (Section 5-9.2 & 5-9.3)	3	
38. Conspicuously posted signs in food service and toilet areas instructing personnel to wash their hands with soap and potable water prior to engaging in any food service operation and always after visiting toilet facilities. (NAVSUP P-486, Appendix K-2-9)	3	
AREA VII, SECTION F, SUBTOTAL:	15	
<b>G. FACILITY STRUCTURE AND HOUSEKEEPING</b>		
39. Floors, walls, ceiling, and attached equipment are properly constructed, well maintained, and free of accumulated dirt, dust, and food residues. (Section 5-2.1 & 5-2.2)	3	
40. The entire facility and surrounding premises used in connection with food service operations are kept neat, clean, and free of litter, refuse, and garbage. (Section 5-5.1)	3	
41. Shielding to protect food from broken glass is provided in all artificial lighting fixtures located in food preparation and storage areas. (Section 5-3.1d)	3	
42. Food service spaces are adequately ventilated and maintained at comfortable temperatures. (Section 5-3.2d)	3	
43. 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 which cannot be adequately cleaned are replaced. (Section 5-3.2d)	3	
<b>G. FACILITY STRUCTURE AND HOUSEKEEPING (cont'd)</b>	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
44. Interior of ventilation ducting is cleaned at least quarterly. Access plates are provided to gain cleaning access to duct work. (Section 5-3.2f)	3	
45. Food service facilities are inspected once monthly	3	

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by a Medical Department Representative and findings are recorded on NAVMED 6204/1 and retained copies of completed forms are maintained by food service management personnel. Sanitation inspections may be performed on a quarterly basis if authorized by the cognizant PMA in writing. (Section 6-1.1, 6-1.2, 6-2.2)		
46. Cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) are properly stored. (Section 5-5.4)	3	
AREA VII, SECTION G, SUBTOTAL:	24	
<b>H. ASHORE GENERAL MESSES ONLY</b>		
47. Dining areas neat and clean (clean from dirt, dust and food residues). (NAVSUP P-486, 3700.2)	3	
48. Patron service areas are organized and well stocked. (NAVSUP P-486, 3700.3)	3	
49. Flooring, ceiling and walls are in good repair (no marks, chips or discoloration). (NAVSUP P-486, 3700.3)	3	
50. Dining areas contain sufficient lighting. (NAVSUP P-486, 3700.2)	3	
51. The color scheme of the dining area includes subtle complementing colors. (NAVSUP P-486, 3700.3)	3	
52. The overall atmosphere is conducive to providing a pleasurable dining experience. (NAVSUP P-486, 3700.3)	3	
AREA VII, SECTION H, SUBTOTAL:	18	
AREA VII, TOTAL:	205	

**AREA VIII: SHIPBOARD SOLID AND PLASTICS WASTE MANAGEMENT (WRAPS/PRIME)**

1. An internal instruction is in place that outlines policy, procedures and responsibilities for solid waste management. (NAVSUP P-486, 3601) (OPNAVINST 5090.1)	5	
2. Food Service personnel recognize the differences between and understand the requirements for handling of food-contaminated and nonfood-contaminated plastic waste. Adequate storage spaces are allocated for the different waste types. (NAVSUP P-486, 3601)	5	
3. Procedures and receptacles (for plastics, pulpables, metal and glass) are in place to promote source separation of wastes in galley, mess and scullery areas. (NAVSUP P-486, 3603)	5	
4. A training program is in place to educate Food Service personnel about the Navy's solid waste reduction program. (NAVSUP P-486, 3604)	5	
AREA VIII, TOTAL:	20	

**IX. ARMY VETERINARY FOOD SAFETY NCO ASSISTANCE CHECKLIST****A. RECEIPT INSPECTION RESPONSIBILITIES**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
1. Food Service Officer or designated representative are thoroughly familiar with requirements set forth in the Subsistence Prime Vendor contract and solicitation.	5	



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(NAVSUP P-486, 5103)		
2. Receiving personnel determine and record temperatures of food products at delivery. (NAVSUP P-486, 5103.4)	5	
3. Corrective action was taken on products delivered that do not meet specified temperature requirements. (NAVSUP P-486, 5104)	5	
4. Receiving personnel have correct information, e.g. buy sheets, available to check against vendor's invoice. (NAVSUP P-486, 5103)	5	
5. Are less than satisfactory products accepted at time of delivery? YES or NO (NAVSUP P-486, 5107)	5	
6. Are substitute products offered at delivery accepted, without prior approval of the FSO? YES or NO (NAVSUP P-486, 5103.6)	5	
7. If yes to either 6 or 7 above, was mission requirements or necessity the reason? (NAVSUP P-486, 5103)	2	
8. Receipt personnel able to identify products from sanitarily approved sources. (NAVSUP P-486, 5103.6)	2	
9. Products inspected for shelf life and marking requirements at the time of delivery. (NAVSUP P-486, 5103.2)	5	
10. Veterinary Assistance may be requested, in advance for all load outs/deployments. (NAVSUP P-486, 5101.1)	2	
11. Receiving personnel advise the accountable officer of discrepancies/non-conformances found at the time of delivery. (NAVSUP P-486, 5103)	2	
12. FSO/Leading CS contacted the Prime Vendor (ASHORE FACILITIES) or FISC customer service (AFLOAT GALLEYS) of less than satisfactory deliveries. (NAVSUP P-486, 5105.1)	5	
13. Less than satisfactory products replaced in a timely manner, as required by the Prime Vendor contract. (NAVSUP P-486, 5105.4)	2	
14. Food Service Officers will contact the US Army Veterinary Service for advice on any suspected wholesomeness issues. (NAVSUP P-486, 5101.1)	5	
AREA IV, SECTION A, SUBTOTAL:	55	

**B. FOOD INSPECTION RESPONSIBILITIES AFTER RECEIPT**

	<b>MAX PTS</b>	<b>ASSIGNED PTS</b>
15. FSO/Leading CS contacted the Prime Vendor (Ashore Facilities) or FISC customer service (Afloat Galleys) when discrepancies (latent defects) are detected. (NAVSUP P-486, 5108.2)	5	

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16. Food service personnel submit a SF 364 (Report of Discrepancy) to DSCP for action via FISC and TYCOM for afloat commands. (NAVSUP P-486, 5108.2c)	5	
17. All food ordered/received meet customer's needs and expectations. (NAVSUP P-486, 5103)	5	
AREA IV, SECTION B, SUBTOTAL:	15	
<b>C. STORAGE</b>		
18. Care is taken to keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present. (NAVSUP P-486, 5700.1)	2	
19. Only food items are stored in food storage space (storerooms, refrigerators, food lockers, etc.) and Proper stock rotation being adhered to. (NAVSUP P-486, 5700.3) (P-5010, Section 4-1)	4	
20. Hazardous food items are being surveyed and disposed of. (NAVSUP P-486, 5108.2c)	4	
AREA IX, SECTION C, SUBTOTAL:	10	
AREA IX, TOTAL:	80	
Annotate Last Routine Or Special Product Compliance		
Evaluation Date:		
Product(s) Evaluated:		
Comments:		

**NAVSUP P-486 - Food Service Management****FOOD PREPARATION WORKSHEET**  
**ACTUAL PORTIONS PREPARED VALIDITY CHECK**

	<b>DATE</b>	<b>AFRS</b>	<b>MENU/ITEM</b>	<b>UI/HD</b>	<b>1282</b>	<b>CONV</b>	<b>1090</b>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

**ATTACHMENT A**

**NAVSUP P-486 - Food Service Management**

**NAVSUP 1090 GRADE MATRIX**

	A	B	C	D
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				
Tot				

A - Actual prepared based on breakout

B - All required signed blocks were signed

C - Leftovers were properly accounted for all items.

D - Allowed and actual fed blocks were properly filled out

Multiply total points by .178 to obtain numerical grade

\_\_\_\_\_ X .178 = \_\_\_\_\_

Insert numerical grade in element #28 under assigned points

\_\_\_\_\_ Total Points

**NAVSUP P-486 - Food Service Management****MENU SAMPLING  
(Lunch/Dinner)**

MENU ITEM	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-20)
Soup					
Salad					
Entrée					
Vegetable					
Starch					
Dessert					
Bread					
Total					

(The maximum points for each menu item under each section is 5 points. If more than one item per category is served, score each item separately and calculate the average.)

Add total points and multiply by  
.107 to obtain numerical grade

$$\underline{\hspace{2cm}} \times .107 = \underline{\hspace{2cm}}$$

Insert numerical grade in area IB  
element #42 under assigned points

See Page I-5

**ATTACHMENT C(1)**

**NAVSUP P-486 - Food Service Management****MENU SAMPLING  
(Breakfast)**

MENU ITEM	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-20)
Meat					
Eggs					
Starch					
Cereals					
Pastry					
Juices/Milk					
Fruit					
Total					

(The maximum points for each menu item under each section is 5 points. If more than one item per category is served, score each item separately and calculate the average.)

Add total points and multiply by  
.107 to obtain numerical grade

\_\_\_\_\_ x .107 = \_\_\_\_\_

Insert numerical grade in area IB  
element #42 under assigned points

See Page I-5

**ATTACHMENT C(2)**



**NAVSUP P-486 - Food Service Management****NAVSUP FORM 1359 WORKSHEET**

Evaluate the most recent two quarters worth of NAVSUP Form 1359s. Each element for each monthly NAVSUP 1359 is worth 1 points for a total of 186 points.

	1	2	3	4	5	6	TOT
a. The country code is inserted after the "Country Code" caption of the left side of the line bearing the "Accounting Classification" caption. (NAVSUP P-486, 7002.1)							
b. Disposition of surcharges for meals sold from the general mess was properly accounted for. (NAVSUP P-486, 7002.1(b))							
c. The total dollar amount reported on the "Sales" and "Surcharges, OMN" lines agree with the amount reported in the "Certification" section. (NAVSUP P-486, 7002.2b(2))							
d. Certification block included the disbursing Officer Symbol and CV number. (NAVSUP P-486, 7002.2b(3))							
e. Undeposited sales at the beginning of the month/patrol cycle (line 1) equals the entry on line (5) of the previous NAVSUP 1359. (NAVSUP P-486, 7002.3b)							
f. Undeposited Sales end of Month/Patrol Cycle (line 5) equals the total dollar value of all cash on hand that is undeposited and uncollected and/or vouchers representing cash in the FSO's accountability. (NAVSUP P-486, 7002.3b)							
g. 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 the NAVSUP 470 and agrees with the value contained in the "Certification" block of the NAVSUP 1359. (NAVSUP P-486, 7002.3b)							
h. Rations fed by category were extracted from Recapitulation of Meal Record (1292) Ashore, or NAVSUP 338 Afloat. (NAVSUP P-486, 7002.3a(1)(2))							



**NAVSUP P-486 - Food Service Management**

	1	2	3	4	5	6	TOT
i. Ration credits annotated with a "1/" are supported by a Certification of Rations Issued form. (NAVSUP P-486, 7002.3 (see NOTE))							
j. Rations Fed caption does not exceed Rations Allowed caption. (NAVSUP P-486, 7002.3)							
k. The Sale of GM Meals (excluding surcharge) equals the sum of the value of the meals sold caption on the DD 1544 and NAVSUP 1046. (NAVSUP P-486, 7002.3b)							
l. The Sale of Bulk Food Items equals the sum of all sales of food items from the General mess. (NAVSUP P-486, 7002.3b)							
m. Cash overages and shortages (including thefts) of \$5 or less generated during the month is explained by a memo on the reverse side of the NAVSUP 1359. (NAVSUP P-486, 7002.3b)							
n. Total receipts with charge during the reporting period agrees with the total on the NAVSUP 367. (NAVSUP P-486, 7002.4)							
o. Balance Brought Forward caption on the receipts section of the Balance Sheet equals the "Balance on Hand" caption on the NAVSUP 1359 submitted for the previous period. (NAVSUP P-486, 7002.4)							
p. Receipts with Charge caption on the receipts section of the Balance Sheet equals the amount reported on NAVSUP 1359s. (NAVSUP P-486, 7002.4)							
q. Balance on Hand caption on the expenditure section of the Balance Sheet agrees with the "Inventory" entry on the "Expenditure" section of the NAVSUP 367 rounded to the nearest dollar. (NAVSUP P-486, 7002.5)							

**NAVSUP P-486 - Food Service Management**

r. Price Adjustment caption on the expenditure section of the Balance Sheet (+ or -) makes the total expenditure equal to the total receipts. Value is explained on the reverse side of the NAVSUP 1359 if in excess of 10% of total stores consumed. (NAVSUP P-486, 7002.5)

1	2	3	4	5	6	TOT

s. Total caption on the expenditure section of the Balance Sheet equals the caption on the receipts section of the Balance Sheet and agrees with the final total of the "Expenditure" section of the NAVSUP 367 as modified by rounding. (NAVSUP P-486, 7002.5 and 7203.8)

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t. Stores Consumed caption on the expenditure section of the NAVSUP 1359 Summary as posted from the summary of issues to the GM equals issues to the "GM" entry on the NAVSUP 367 rounded to the nearest dollar and does not include the value of galley produced bakery products sold. (NAVSUP P-486, 7002.5, 7002.7)

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u. Survey and Loss Without Survey caption on the expenditure section of the Balance Sheet and NAVSUP 367 agrees with the total value of all DD 200s and NAVSUP 1334 except for rounding. (NAVSUP P-486, 7002.5)

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v. Sale of Bulk Food Items caption in the Expenditure section of NAVSUP 1359 agrees with the sale of bulk food items in the "Expenditure" section of the NAVSUP Form 367. (NAVSUP P-486, 7002.5)

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w. Transfers with Reimbursement caption on the expenditure section of the Balance Sheet equals the value of food items - turned into stock points and stores ships and transfers to ships stores as reported on the "Expenditure" section of the NAVSUP 367. (NAVSUP P-486, 7002.5)

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**NAVSUP P-486 - Food Service Management**

	1	2	3	4	5	6	TOT
x. Transfers without Reimbursement caption on the expenditure section of the Balance Sheet equals the value of food items transferred to other GMs as reported on the "Expenditure" section of the NAVSUP 367 rounded to the nearest dollar. (NAVSUP P-486, 7002.5)							
y. Current Basic, Special and Supplemental Allowances as listed in NAVSUPNOTE 7330 series are entered in the appropriate allowance sections. (NAVSUP P-486, 7002.7)							
z. Total allowances caption equals the sum of all allowances and the previous Over/Under issue carried forward value from the previous quarter. (NAVSUP P-486, 7002.7)							
aa. Stores Consumed caption in the "Expenditure" section of the NAVSUP 1359 equals the summary of issues report NAVSUP 1059. (NAVSUP P-486, 7002.7)							
bb. The following signatures were entered on the NAVSUP 1359: (1) XO/Personel Officer certifying rations allowed figure; (2) Leading CS; (3) FSO. (NAVSUP P-486, 7002.10)							
cc. 100% of the Over/Under issue value is carried forward from previous month with the exceptions noted in para 7002.11. (NAVSUP P-486, 7002.11)							
dd. Reporting over issues are in accordance with NAVSUP P-486, para 7002.1 1f. (NAVSUP P-486, 7002.1 1f)							
ee. NAVSUP 1359 with required substantiating documents are properly assembled. (NAVSUP P-486, 7003)							

Add total points and multiply by .162 to obtain numerical grade, \_\_\_\_\_ x .162 = \_\_\_\_\_

Insert numerical grade in area IIA element #70 under assigned points, See Page I-12

## **NAVSUP P-486 - Food Service Management**

### **APPENDIX I**

#### **PART II: REVIEW OF ENLISTED FOOD SERVICE OPERATIONS ASHORE**

Part II provides check-off lists to (1) guide station audit boards in reviewing ration credit procedures and validating signature head counts, and (2) assist Food Service Officers in preventing or correcting discrepancies frequently surfaced during the inspection of food service operations.

Station audit boards will use Section 1 of Part II, Appendix I as a guide in performing the monthly audits required by NAVSUP P-486. When conducting audits, the station audit board will obtain reports of previous audits, inspections and surveys since the last internal audit. These findings will be reviewed to determine actions taken to implement recommendations and to evaluate the adequacy of corrective actions. Summary reports of audit findings will be submitted to Commanding Officers. In situations where problems of a continuing nature are encountered, a copy of the audit report will be furnished to the Navy Supply System Command (SUP 51).

Food Service Officers will use Section 1 as a general guide for review and management control of food service operations regarding signature head count, meal pass controls, collection and deposit of cash resulting from the sale of meals, issuance of flight meals, and physical security of subsistence stocks. As a general rule, Section 1 will be completed in its entirety, or appropriately annotated when respective audit steps are considered inappropriate. In addition, working papers prepared in support of audits will be retained for one year.

Section 2 contains optional, detailed procedures for use by the Food Service Officer and audit board when verifying data reported on NAVSUP Form 1359.

All concerned are encouraged to modify these check-off lists in order to more adequately suit individual food service operations.

## NAVSUP P-486 - Food Service Management

### SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING FOOD SERVICE OPERATIONS

	NAVSUP Pub 486 Reference	DELETE W/P Reference	Comments
<b><u>HEAD COUNT PROCEDURES</u></b>			
1. Head count procedures will be reviewed to ensure that:	2303		
a. NAVSUP Form 1291 is serialized and the heading completed prior to meal time to maintain control and prevent loss or misuse of forms.	2303.2a		
b. NAVSUP Form 1291 contains the surname and meal pass number of each meal recipient, except in the case of transient personnel who also must furnish their command or unit name.	2303.2b		
c. All signatures contained on NAVSUP Form 1291 are in ink.	2303.1		
d. Signatures, legible meal pass numbers, and legible activity designator where applicable are obtained on NAVSUP Form 1291. Signatures are obtained on DD Form 1544 for cash sales of meals.	2303.2b 2306.2d		
e. MAA (Master at Arms) properly verifies that all meal patrons are eligible to pass through the serving line. <i>*MAA authorized in writing by FSO to supervise the signing of NAVSUP Form 1291</i>	1108 2300 2301 2302 2303 2304		
f. All personnel exhibit both a valid meal pass and identification card.	2306.2b		

## NAVSUP P-486 - Food Service Management

### SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING FOOD SERVICE OPERATIONS

	NAVSUP Pub 486 Reference	DELETE W/P Reference	Comments
<p>g. Immediately after securing the serving line, the Mess Deck Master at Arms (MDMAA) assembles the NAVSUP Forms 1291 and draws an ink line below the last name on each form. The MAA determines the total number of signatures for each category and prepares a NAVSUP Form 1292 in an original and one copy. The MAA will sign the first signature line on NAVSUP Form 1292, and when there is more than one MAA on duty at different meal periods, each will initial the appropriate column (Breakfast, Lunch and Dinner) applicable and each will sign the first signature line.</p>	2303.2		
<p>h. When groups are fed under mass feeding conditions, the MAA will verify that the number of persons within the group agrees with the number contained on the NAVSUP Form 1292 (ensure MAA actually is verifying by counting personnel in mass feeding groups).</p>	2306.2e		
<p>i. NAVSUP Form 1292 entries for on-duty food service personnel do not include personnel receiving commuted rations.</p>	2306.3c		
<p>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.</p>	2306.3e		

## NAVSUP P-486 - Food Service Management

### SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING FOOD SERVICE OPERATIONS

	NAVSUP Pub 486 Reference	DELETE W/P Reference	Comments
k. The general mess cashier computes and enters the appropriate total number of meals in the "cash sales" (include contract personnel) block of NAVSUP Form 1292. All cashiers that collected cash that day will sign the second signature line of NAVSUP Form 1292.	2304.2b		
l. NAVSUP Form 1292 grand totals and ration credits for each meal are properly computed by the recordskeeper and signed by the recordskeeper on the third signature line certifying the totals.	2304.2c		
m. At the end of each month, a monthly NAVSUP Form 1292 is prepared from the accumulated daily NAVSUP Forms 1291, 1292 and DD Forms 1544.	2305.1		
n. Food Service Officer submits the monthly NAVSUP Form 1292 and DD Forms 1544, along with the daily NAVSUP Forms 1292 with supporting NAVSUP Forms 1291 to the station audit board.	2305.3		
o. Only personnel entitled to rations-in-kind are permitted to eat at government expense.	2000		
p. Only personnel authorized to purchase meals for cash or on a credit basis (contract personnel) are purchasing meals.	2001		
q. Meals furnished to contract food service personnel are properly accounted for.	2303.3		

## NAVSUP P-486 - Food Service Management

### SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING FOOD SERVICE OPERATIONS

	NAVSUP Pub 486 Reference	DELETE W/P Reference	Comments
r. Certification of Rations Issued form is prepared as required when applicable.	2003.1		
s. Certifications are prepared in the proper format.	2003.2		
t. The Food Service Officer is properly advised by the Executive/Personnel Officer of the expected number of rations allowed for all categories of personnel.	2302.2a (1)(2)		
u. Personnel Support Detachment (PERSUPPDET) or command performing personnel and administrative functions is responsible for issue and control of Meal Passes (NAVSUP Form 1105).	2302.1a		
v. Meal Passes (NAVSUP Form 1105) are pre-serialized.	2302.1		
w. Issue procedures for NAVSUP Form 1105 are adequate.	2302.1		
x. Recall and loss procedures for NAVSUP Form 1105 are adequate.	2302.1c		
y. Meal count conversion factors used to determine ration credits agree with the applicable conversion factors contained in NAVSUPNOTE 7300.	2500.1		
<b><u>MONETARY CONTROL PROCEDURES</u></b>			
1. Cash collection and handling procedures will be reviewed to ensure that:			



## NAVSUP P-486 - Food Service Management

### SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING FOOD SERVICE OPERATIONS

	NAVSUP Pub 486 Reference	DELETE W/P Reference	Comments
a. On-hand cash funds are current. (Count cash in the presence of the collection agent using the cash verification sheet contained at the end of Part II, Section 1, Appendix I and determine whether the count is in agreement with general mess cash records and the change fund advanced by the Disbursing Officer.)	2202.3,4		
b. Cashiers and collection agents have adequate safekeeping facilities for funds, and they are properly safeguarded.	2202.2b-e		
c. Funds are being deposited properly and deposit records properly certified.	2202.3		
d. Proper signatures are in the Cash Receipt Book (NAVSUP Form 470).	2202.2e		
e. Collections for the sale of bulk food items are received in a timely manner.	6304.2		
f. Collections for the sale of meals on a credit basis are received in a timely manner. A detailed breakdown of all undeposited sales from the last monthly 1359 with age of accounts should be provided.	2201.2c		
g. Daily records are maintained on the sale of meals.	2201.1b (2)-(6)		
h. Overages and shortages in cash are properly administered.	2201.1b(5)		

## NAVSUP P-486 - Food Service Management

### SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING FOOD SERVICE OPERATIONS

	NAVSUP Pub 486 Reference	DELETE W/P Reference	Comments
i. Overages and shortages are investigated and corrective actions taken to prevent reoccurrence.	2201.1b(5)		
j. The change fund is properly administered.	2202.4		
k. Funds are verified and audited at least once each month on different dates and at unannounced times.	2202.4		
2. Review sales procedures to ensure that:			
a. The authority for the sale of food items is properly documented.	6300.1		
b. The authority for sale of meals is properly documented.	6301		
c. The Cash Meal Payment Book (DD Form 1544) is being used to document cash sales of meals.	2201.1b (2)-(5)		
d. When the sale of meals on a credit basis is authorized by NAVSUP, the NAVSUP Form 1046 is properly maintained.	2201.2(b)		
e. Basic charges and surcharges for meals purchased from the general mess are at the rates issued in a Naval message from SUP 51.	2200.1		
f. Sale prices on food items are properly administered.	6305.2		

## NAVSUP P-486 - Food Service Management

### SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING FOOD SERVICE OPERATIONS

	NAVSUP Pub 486 Reference	DELETE W/P Reference	Comments
<p>g. Sales of meals to civilian contract food service personnel are properly documented and the contractor properly reimburses these sales.</p>	2303.3		
<p><b><u>SECURITY/CONTROL OF SUBSISTENCE INVENTORIES</u></b></p>			
<p>1. Review and evaluate procedures for receiving and storing subsistence items giving special attention to:</p>			
<p>a. The quality of receipt check-in and/or inspection.</p>	5101-5103		
<p>b. The storage and safekeeping of subsistence, particularly evaluating controls over limited storage life items whose use beyond the recommended storage periods may involve hazard to health.</p>	5704.1-5		
<p>c. The processing of required paperwork to ensure prompt and proper recording of quantities received and unit prices.</p>	5400		
<p>d. The identification and disposal of unsatisfactory food items and their prescribed reporting by use of the Unsatisfactory Material Report (Subsistence) (DD Form 1608). Evaluate the effectiveness of the action taken to preclude future receipt of such unsatisfactory items.</p>	5205 5300-5301		
<p>2. Review and evaluate key handling procedures for food service spaces.</p>			

## NAVSUP P-486 - Food Service Management

### SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING FOOD SERVICE OPERATIONS

	NAVSUP Pub 486 Reference	DELETE W/P Reference	Comments
a. The grand master key for food service spaces is in the custody of the supply officer.	1202.3		
b. The master and duplicate keys are maintained in accordance with existing requirements.	1202.3		
c. Original keys to food service spaces are handled in accordance with existing requirements.	1202.12-2		
<p><b><u>INTERNAL MANAGEMENT CONTROL</u></b></p>			
<p>1. Review and evaluate internal management control procedures for issue of food items from storeroom to galley and disposition of prepared and unprepared leftovers.</p>			
a. The NAVSUP Form 1282 is being used for issue and turn-in.	6101		
b. Document number control log is used and breakout documents are pre-serialized.	6101.1		
c. Senior Culinary Specialist on duty prior to issue approves breakout documents.	6101.2		
d. Responsible personnel sign NAVSUP Form 1282 at time of issue or turn-in.	6101.3		
e. Unprepared (unopened) food items are returned to storeroom for credit.	6101.3		

**NAVSUP P-486 - Food Service Management****SECTION 1: CHECK-OFF LIST FOR AUDITING AND REVIEWING  
FOOD SERVICE OPERATIONS**

	NAVSUP Pub 486 Reference	DELETE W/P Reference	Comments
f. Food Preparation Worksheet (NAVSUP Form 1090) is properly prepared and document number assigned.	3107		
g. NAVSUP Form 1090 is reviewed by the Food Service Officer and original retained in accountability file.	3107		

**NAVSUP P-486 - Food Service Management**

**CASH VERIFICATION WORKSHEET**

In the possession of: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title) (Location)

Denomination	No.	Amount	Denomination	No.	Amount
--------------	-----	--------	--------------	-----	--------

Bills: \$100	\$		Coins: \$1.00	\$	
50			.50		
20			.25		
10			.10		
5			.05		
2			.01		
1			Total Value of Coins \$		

Total Value of Bills \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**TOTAL CASH COUNT \$ \_\_\_\_\_**

I certify that cash in the amount of \$ \_\_\_\_\_, as listed above, was returned to me intact on this date by \_\_\_\_\_ representing the Station Audit Board at \_\_\_\_\_.

\_\_\_\_\_  
(Activity)

\_\_\_\_\_  
(Collection Agent)

\_\_\_\_\_  
(Date)

## NAVSUP P-486 - Food Service Management

### SECTION 2: PROCEDURES FOR VERIFICATION OF ENTRIES ON THE NAVSUP FORM 1359

1. Verify that the grand total of rations, line 16 on NAVSUP Form 1359, is the same as total ration credit on the monthly NAVSUP Form 1292.
2. Verify that each of the categories under "Ration Breakdown" on the NAVSUP Form 1359 can be traced to the monthly NAVSUP Form 1292.
3. Verify that under "Ration Breakdown" on NAVSUP Form 1359, the total of lines (2) through 14 equals line 15.
4. Verify that under "Cash Statement" section of Form 1359, undeposited balance fund represents the value of undeposited sales on the preceding month's NAVSUP Form 1359.
5. Verify that under the "Cash Statement" section of NAVSUP Form 1359, other sales of meals includes a total of overage/shortages with a memo on reverse side stating cause.  
**NOTE:** If dollar value exceeds +/- \$5.00 approval must be received from NAVSUP 51.
6. Verify that (cash deposited with D.O.) line under the cash statement section of the 1359 equals cash received by disbursing officer under the "Certification Section," except for rounding.
7. Verify the amounts reflected on the three Lines of "Accounting Classification" section equal the total cash received by the Disbursing Officer under the "Certification" section.  
**NOTE:** The third line of the "Accounting Classification" section replaces DD Form 1131 for surcharge deposits to O&MN appropriation.
8. Verify that on NAVSUP Form 1359, the time period shown in the "Certification" section agrees with the time period shown on the top line of the report.
9. Verify that an audit of cash has been conducted by the Food Service Officer in accordance with para. 2201.1 b(4)(d) of NAVSUP Pub 486.
10. Verify that a copy of the monthly cash audit conducted by the Food Service Officer is filed with the monthly NAVSUP Form 1359.

## NAVSUP P-486 - Food Service Management

**PART III: END OF MONTH AUDIT SHEET**

The following is provided as required per para 7204, P-486.

END OF MONTH AUDIT SHEET MONTH \_\_\_\_\_

<b>1046/7330 verification</b>		<b>1046</b>	<b>7330</b>
Daily meal rate			
Surcharge rate			
<b>1046/338 verification</b>			<b>FSO/LCS initials</b>
Daily head counts from 1046 match 338 daily entries (for manual records only)			
1046 have required columns totaled (for manual records only)			
Mess bills have been computed and delivered with a due date of the 10th			
FSO signs and dates 1046 at the end of the accounting period			
<b>338 verification</b>			<b>FSO/LCS initials</b>
BDFA on 338 matches NAVSUP Notice 7330			
Special/Supplemental Allowances on 338 matches NAVSUP Notice 7330			
NS 338 BF columns 13,15,17,19 are correct when applicable			
338 columns 7 thru 11 match daily 1090 head counts			
338 column 16 matches daily 1282 cover sheet			
FSO has signed each 1282 cover sheet			
338 Inv. Adj. match actual Inv. Adj.			
Inv. sheets have required signatures			
FSO has signed and dated all Inv. paperwork			
All adjustments over 5% have been researched			
All expensive meals have written explanations			
338 has all required signatures			
<b>1336/Receipt verification (where used)***</b>		<b>RKP initials</b>	<b>FSO/LCS initials</b>
Each receipt total matches 1336 total			
Each receipt signed and dated by J.O.D.			
1336 totals match 367 entries			
Monthly receipt totals match (1336, 367, 1359)			
Certification letters and orders submitted to NAVSUP			___ FSO/LCS
All adjust in excess of 5% have been investigated			___ FSO/LCS init.
Are all Friday backup disc properly labeled and in FSO's custody?			___ FSO/LCS init.
Are all system backup disc properly labeled?			___ FSO/LCS init.
Is one copy of monthly system backup in FSO's custody?			___ FSO/LCS init.
<b>Receipts</b>			
Inventory	Prev. Month	BOH	BF
Rcpts w/charg	1336	367	1359
Rcpts w/o chrg	1336	367	1359
<b>Total</b>			
Have all corrected reports from previous month been received at NAVSUP and verified?			___ FSO/LCS init.

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## NAVSUP P-486 - Food Service Management

END OF MONTH AUDIT SHEET

MONTH \_\_\_\_\_

From Current Month's 1359		Days Operated _____		Date: _____			
		Supporting Documents		Corrected Report	# _____	Merged Y/N Final Y/N	
Navy Rats Allowed		Mustr Rep		ALLOWANCES	RATIONS	RATE	VALUE
Other Rats Allowed		Mustr Rep		Basic Allowances			
Total Rats Allowed				Under/Over CF			
<b>RATION BREAKDOWN</b>				99 or less			
Navy Regular		NS 338		100 to 149			
Other (Note 2)		NS1046		Other			
Other (Note 1) (c/)		Cert. (c/)		Other			
Total Other				Other			
Total				Other			
<b>CASH STATEMENT</b>				Total Allowances			
Undeposited BBF		Prev. Mo. 1359		Food Cost			
Sale of Meals		1046		Under/Over Issue			
		1544		% Under/Over Issue (a/)			
Bulk Sales		Bills		% Diff. Bet. Food cost & Stores consumed			
Surcharges		1046		INVENTORY ADJ (from 5% difference listing)			
		1544					
Cash Deposited D.O.		NS470		No. Adjusted		Total Carried _____%	
Other Sales/Meals (See Note 3)				Number of Days Since Last Inv			
Undeposited Sales		C/F to next mo		<b>LAST FULL PHYSICAL INVENTORY</b>			
<b>RECEIPTS</b>				Date of Last Inventory			
Inventory BBF		Prev Mo. 1359		Number of Days Since Last Inventory			
Rcpts w/Charge		Rcpts		Inventory Accuracy (c/)		_____ %	
Rcpts w/o Charge		Rcpts					
Total							
<b>EXPENDITURES</b>				NS338			
Food Cost		1059		Comments:			
Surveys		DD200					
Loss w/o Survey		NS1334					
Bulk Sales		Bills					
Trans w/Reimb		NS1149					
Trans w/o Reimb		NS1149					
Inv. Bal on hand		Book Inv					
Price Adj.		Percent					
Total							
<b>DEPOSITS</b>							
Undeposited sales brought forward					1359		
Sale of meals	1046		1544		1359		
Bulk sales	Bills				1359		
Surcharges	1046		1544		1359		
Cash deposited	470				1359		
Certification amount	1359		Voucher number		D.O. SYMBOL		
<p>a/ If over issue occurs at the end of the FY, see NAVSUP (P-486, para 7002.11).</p> <p>b/ Inventory accuracy of not less than 90%. (P-486, para 7101).</p> <p>c/ Required Certification Letters/Orders Forwarded to NAVUSP</p> <p>Note 1: Other rations requiring Letter of Certification and Copies of Orders (see Note d above).</p> <p>Note 2: Other/miscellaneous rations requiring Letter of Certification.</p> <p>Note 3: Use of Line 4 in excess of \$5.00 requires NAVSUP approval with supporting documents submitted to NAVSUP. (i.e. SF1080/MIPR)</p>							

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## NAVSUP P-486 - Food Service Management

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**NAVSUP P-486 – Food Service Management**

**APPENDIX J  
NUTRITIONAL ANALYSIS OF THE  
ARMED FORCES RECIPES**

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<b>INTRODUCTION.....</b>	<b>J-1</b>
<b>PART A: NUTRITIONAL ANALYSIS OF ARMED FORCES RECIPES .....</b>	<b>J-2</b>
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## **NAVSUP P-486 – Food Service Management**

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**NAVSUP P-486 – Food Service Management**

## **APPENDIX J**

# **NUTRITIONAL ANALYSIS OF THE ARMED FORCES RECIPES**

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**J-1 INTRODUCTION**

This nutritional analysis is based on the ingredients, cooking methodologies and portion sizes specified on the Armed Forces Recipe Service cards. If the portion, ingredients or preparation methods are changed, the nutritional information will be invalid.

This information is provided as a tool to assist the menu planner in the development of a healthy, well-balanced menu. The information may also be used by those persons desiring to develop individual meal plans to meet their own specific nutritional requirements.

Cal = calories per serving

Pro = grams of protein per serving

Fat = grams of fat per serving

Carbs = grams of carbohydrate per serving

Chol = milligrams of cholesterol per serving

Sod = milligrams of sodium per serving

**J-2 NUTRITIONAL ANALYSIS OF ARMED FORCES RECIPES (PART A)**

Part A of Appendix J provides a nutritional analysis of all recipes in the current Armed Forces Recipe Service.

**J-3 RECIPES MEETING THE HEALTHY NAVY OPTION STANDARDS (PART B)**

Part B of Appendix J provides a list of all recipes meeting the Healthy Navy Option standards:

Entrée            ≤ 15 grams fat

Starch            ≤ 5 grams fat

Veg                ≤ 5 grams fat

Dessert           ≤ 5 grams fat

**J-4 NUTRITIONAL ANALYSIS OF POPULAR FAST FOOD ITEMS (PART C)**

Part C of Appendix J provides nutritional analysis for a limited number of popular fast food items and assorted single item foods.

## **NAVSUP P-486 – Food Service Management**

### **J-5 NEW RECIPES (PART D)**

Section D of Appendix J lists recipes that have been developed utilizing herbs and spices to provide food with flavor. These recipes were prepared during nutrition training classes and were highly accepted by the Fleet.

**NAVSUP P-486 – Food Service Management**

**PART A**  
**NUTRITIONAL ANALYSIS**  
**OF ARMED FORCES RECIPES**  
**FEBRUARY 2007**

**NAVSUP P-486 – Food Service Management**

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Recipe Number		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
B 001 00	CRANBERRY AND ORANGE JUICE COCKTAIL	1/2 Cup	100	46	0.1	0.1	11.5	0.1	0	3
B 001 01	CRANBERRY AND APPLE JUICE COCKTAIL	1/2 Cup	100	68	0	0.1	17.1	0.1	0	3
B 002 00	CHINESE EGG ROLLS (BAKED)	1 Egg Roll	100	140	10	5.2	12.6	1	50	247
B 002 01	CHINESE EGG ROLLS (FRIED)	1 Egg Roll	100	140	10	5.2	12.6	1	50	247
B 002 02	PHILIPPINE STYLE EGG ROLLS (BAKED)	1 Egg Roll	100	93	6.7	3.5	8.4	0.6	33	165
B 002 03	PHILIPPINE STYLE EGG ROLLS (FRIED)	1 Egg Roll	100	93	6.7	3.5	8.4	0.6	33	165
B 003 00	TOMATO JUICE COCKTAIL	1/2 Cup	100	22	1	0.1	5.5	0.5	0	457
B 003 01	VEGETABLE JUICE COCKTAIL	1/2 Cup	100	24	0.8	0.1	5.8	1	0	340
B 003 02	SPICY TOMATO JUICE COCKTAIL	1/2 Cup	100	22	1	0.1	5.5	0.5	0	501
B 004 00	SHRIMP COCKTAIL	4 Shrimp	100	82	9.6	1	10.5	1.4	65	87
B 004 01	SPICED SHRIMP COCKTAIL	4 Shrimp	100	60	9.4	1.2	4.3	1.3	65	67
B 004 02	SHRIMP COCKTAIL (RTU SAUCE)	4 Shrimp	100	82	9.7	0.8	11	1.5	65	329
B 005 00	PIZZA TREATS	1 Slice	100	130	6.4	4.5	15.9	1.2	7	292
B 006 00	BAKED LUMPIA	1 Each	100	182	7	10.1	17.6	0.4	13	444
C 001 00	HOT COCOA	1 Cup	100	148	7.4	0.5	28.9	1	4	141
C 001 01	HOT WHIPPED COCOA	3/4 Cup	100	116	1.3	1	25.4	0.5	2	94
C 002 00	COFFEE (INSTANT FREEZE-DRIED)	1 Cup	100	5	0.3	0	0.9	0	0	8
C 002 01	COFFEE (INSTANT FREEZE-DRIED) USING DISPENSER	1 Cup	100	5	0.3	0	0.9	0	0	1
C 003 00	COFFEE (AUTOMATIC COFFEE MAKER)	8 Ounces	100	11	0.6	0	1.9	0	0	2
C 004 00	HOT TEA	1 Cup	100	0	0	0	0	0	0	7
C 004 01	HOT TEA (TEA BAGS)	1 Cup	100	1	0.1	0	0.2	0	0	1
C 005 00	COFFEE (AUTOMATIC URN)	1 Cup	100	9	0.5	0	1.6	0	0	1
C 005 01	COFFEE (MANUAL URN)	1 Cup	100	9	0.5	0	1.6	0	0	1
C 006 00	FRUIT PUNCH	1-1/4 Cups	100	120	0.5	0.1	30.4	0.1	0	9
C 006 01	LIME LEMON PUNCH	1-1/4 Cups	100	130	0.1	0.1	33.9	0.1	0	14
C 006 02	CHERRY-ADE (BEVERAGE BASE)	1 Cup	100	90	0	0	23.1	0	0	7
C 006 03	GRAPE-ADE (BEVERAGE BASE)	1 Cup	100	90	0	0	23.1	0	0	7
C 006 04	LEMON-ADE (BEVERAGE BASE)	1 Cup	100	90	0	0	23.1	0	0	7
C 006 05	ORANGE-ADE (BEVERAGE BASE)	1 Cup	100	90	0	0	23.1	0	0	7
C 006 06	STRAWBERRY-ADE (BEVERAGE BASE)	1 Cup	100	90	0	0	23.1	0	0	7
C 007 00	ORANGE AND PINEAPPLE JUICE COCKTAIL	1/2 Cup	100	66	0.6	0.1	15.8	0.3	0	3
C 007 01	GRAPEFRUIT AND PINEAPPLE JUICE COCKTAIL	1/2 Cup	100	66	0.6	0.1	16.1	0.2	0	2
C 008 00	LEMONADE	1-1/4 Cups	100	125	0	0	32.4	0	0	10
C 008 01	LIMEADE	1-1/4 Cups	100	131	0.1	0.1	34.2	0.1	0	14
C 009 00	ICED TEA (INSTANT)	1 Cup	100	6	0.3	0	1.4	0.1	0	14
C 009 01	ICED TEA (INSTANT FOR DISPENSER)	1-1/4 Cups	100	5	0.2	0	1.1	0.1	0	4
C 009 02	ICED TEA (INSTANT W/LEMON AND SUGAR FOR DISPENSER)	1-1/4 Cups	100	6	0	0	1.5	0	0	1
C 010 00	ORANGEADE	1-1/4 Cups	100	88	0.3	0	22.4	0.1	0	8
C 011 00	BEVERAGE BAR BREAKFAST	8 Ounces	100	53	0.3	0.1	13.1	0.2	0	25
C 011 01	BEVERAGE BAR BREAKFAST LCS	8 Ounces	100	79	0.7	0.2	19.2	0.3	0	27

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
C 012 00	BEVERAGE BAR LUNCH/DINNER	8 Ounces	100	243	15	4.7	36.7	1.8	16	259
C 012 01	BEVERAGE BAR LUNCH/DINNER LCS	8 Ounces	100	127	7.5	3.7	16.4	0.3	11	177
C 013 00	EGG NOG	1/2 Cup	100	153	4.3	8.5	15.4	0	67	62
D 001 00	BAKING POWDER BISCUITS	1 Biscuit	100	141	3.5	4.1	22.1	0.7	0	304
D 001 01	BAKING POWDER BISCUITS (MIX)	1 Biscuit	100	153	2.9	5.5	22.6	0.8	1	456
D 001 02	CHEESE BISCUITS	1 Biscuit	100	149	4.6	4.4	22.2	0.7	1	332
D 001 03	DROP BISCUITS	1 Biscuit	100	141	3.5	4.1	22.1	0.7	0	305
D 001 04	CHEESE BISCUITS (MIX)	1 Biscuit	100	174	5.3	6.3	23.9	1.2	3	521
D 002 00	IRISH SODA BREAD	2 Slices	100	327	5.9	8.9	57.3	2.5	44	451
D 003 00	SUBMARINE ROLLS (HOAGIE, TORPEDO)	1 Roll	100	332	10.2	4.4	61.6	2.2	0	423
D 003 01	SUBMARINE ROLLS (HOAGIE, TORPEDO) (ROLL MIX)	1 Roll	100	339	9.4	6.6	60.7	0.4	0	532
D 004 00	FRENCH BREAD	2 Slices	100	163	5.1	1.6	31.4	1.1	0	328
D 005 00	RAISIN BREAD	2 Slices	100	193	4.9	2.9	37.5	1.8	0	293
D 007 00	TOASTED GARLIC BREAD	2 Slices	100	260	5.3	12.8	30.7	1.8	30	472
D 007 01	TOASTED PARMESAN BREAD	2 Slices	100	538	7.3	43.4	30.8	1.8	112	846
D 007 02	TEXAS TOAST	2 Slices	100	279	8	4	55.9	0	6	559
D 007 03	GARLIC CHEESE BREAD	2 Slices	100	262	10.2	10.4	31.4	1.8	24	530
D 008 00	WHITE BREAD	2 Slices	100	181	5.7	2.5	33.1	1.1	0	338
D 009 00	WHITE BREAD (SHORT-TIME FORMULA)	2 Slices	100	183	5.9	2.4	33.7	1.2	0	214
D 011 00	PUMPKIN BREAD	1 Slice	100	267	2.8	11.4	39.7	1.4	29	299
D 012 00	CRUMB CAKE SNICKER DOODLE	1 Piece	100	313	4.3	11.7	49.4	1.7	39	197
D 012 01	CRUMB CAKE SNICKER DOODLE (YELLOW CAKE MIX)	1 Piece	100	196	2	5.3	35.5	0.5	1	298
D 013 00	BAGELS	1 Bagel	100	242	7.9	1.5	48	1.7	0	373
D 014 00	CORN BREAD	1 Piece	100	212	4.6	8.1	29.6	1.7	30	314
D 014 01	CORN MUFFINS	1 Muffin	100	160	3.5	6.3	22.1	1.3	25	219
D 014 02	HUSH PUPPIES	3 Each	100	201	4.8	7.4	28.5	1.9	31	314
D 014 03	JALAPENO CORN BREAD	1 Piece	100	223	5.8	8.4	31	1.8	31	353
D 015 00	CORN BREAD (CORN BREAD MIX)	1 Piece	100	218	3.6	6.7	35.5	3.3	1	567
D 015 01	CORN MUFFINS (CORN BREAD MIX)	1 Muffin	100	189	2.9	5.4	31.9	2.7	1	454
D 015 02	HUSH PUPPIES (CORN BREAD MIX)	3 Pieces	100	217	3.7	6.2	36.3	3.5	1	567
D 015 03	JALAPENO CORN BREAD (CORN BREAD MIX)	1 Piece	100	225	4.2	6.9	36.2	3.4	1	599
D 015 04	SWEET CORN BREAD (CORN BREAD MIX)	1 Piece	100	234	3.6	6.7	39.7	3.3	1	567
D 016 00	CROUTONS	8 Croutons	100	24	0.7	0.3	4.5	0.2	0	49
D 016 01	GARLIC CROUTONS	1/4 Cup	100	49	0.8	3.1	4.5	0.2	8	77
D 016 02	PARMESAN CROUTONS	8 Croutons	100	55	1.4	3.5	4.5	0.2	9	105
D 017 00	EGG WASH	3 Cups	1	426	36.1	23.3	15.3	0	985	449
D 017 01	EGG WHITE WASH	3 Cups	1	76	15.7	0	1.7	0	0	270
D 018 00	CAKE DOUGHNUTS (HOMEMADE)	1 Doughnut	100	147	3.4	2.9	26.5	0.7	25	168
D 018 01	SUGAR COATED DOUGHNUTS	1 Doughnut	100	164	3.4	2.9	30.9	0.7	25	168
D 018 03	CHOCOLATE DOUGHNUTS	1 Doughnut	100	182	5.7	3.7	31.2	3.3	24	174
D 018 04	CINNAMON SUGAR DOUGHNUTS	1 Doughnut	100	165	3.5	2.9	31.2	0.8	24	171

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
D 018 05	GLAZED NUT DOUGHNUTS	1 Doughnut	100	209	3.8	6.3	34.6	1	26	171
D 018 06	GLAZED COCONUT DOUGHNUTS	1 Doughnut	100	201	3.7	4.8	36	0.9	25	185
D 018 07	GLAZED DOUGHNUTS	1 Doughnut	100	179	3.4	3.3	33.8	0.7	26	171
D 019 00	RAISED DOUGHNUTS	1 Doughnut	100	152	4.2	3.3	26	0.9	11	172
D 019 01	BEIGNETS (NEW ORLEANS DOUGHNUTS)	2 Each	100	212	5.3	4	38.4	1.2	13	222
D 019 02	RAISED DOUGHNUTS (SWEET DOUGH MIX)	1 Doughnut	100	153	5.7	3	29	3.7	0	323
D 019 03	LONG JOHNS	1 Each	100	152	4.2	3.3	26	0.9	11	172
D 019 04	CRULLERS	1 Doughnut	100	152	4.2	3.3	26	0.9	11	172
D 020 00	DUMPLINGS	2 Each	100	175	3.3	6.3	25.8	0.9	1	521
D 021 00	ENGLISH MUFFINS	1 Muffin	100	281	8	8.2	43	1.5	20	137
D 021 01	CINNAMON RAISIN ENGLISH MUFFINS	1 Muffin	100	320	8.3	8.3	53.4	2.5	20	141
D 022 00	FRENCH TOAST	2 Slices	100	206	8.7	5.7	28.9	1.1	148	324
D 022 01	FRENCH TOAST (THICK SLICE)	2 Slices	100	305	12.1	6.5	48.3	2.6	147	573
D 022 02	ENGLISH MUFFIN FRENCH TOAST	1 Muffin	100	192	8.6	4.9	29.2	1	147	254
D 022 03	FRENCH TOAST (FROZEN EGGS AND EGG WHITES)	2 Slices	100	190	8.5	3.9	29.5	1.1	69	331
D 022 05	FRENCH TOAST WITH EGG NOG	2 Slices	100	220	6.4	6.8	33	1.1	36	302
D 023 00	FRENCH TOAST PUFF	2 Halves	100	244	7.4	2	48.2	1.6	30	518
D 024 00	APPLE FRITTERS	2 Fritters	100	169	3	2.4	34.2	1	20	252
D 025 00	PANCAKES	2 Cakes	100	252	7.4	6.5	40.4	1.2	53	444
D 025 01	BUTTERMILK PANCAKES (DRY BUTTERMILK)	2 Cakes	100	260	8	6.8	40.9	1.2	56	419
D 025 02	BLUEBERRY PANCAKES	2 Cakes	100	264	7.5	6.6	43.2	1.8	53	444
D 025 04	BUTTERMILK PANCAKES (PANCAKE MIX)	2 Cakes	100	296	6.9	7.9	48.5	1.8	14	827
D 025 05	PANCAKES (PANCAKE MIX)	2 Cakes	100	222	6	2.9	42	1.6	12	716
D 025 06	WAFFLES, FROZEN (BROWN AND SERVE)	2 Each	100	142	3.3	4.4	21.9	1.2	18	424
D 025 07	WAFFLES (PANCAKE MIX)	1 Each	100	222	6	2.9	42	1.6	12	716
D 025 08	WAFFLES	1 Each	100	248	7.4	6.1	40.4	1.2	53	444
D 025 09	WHOLE WHEAT PANCAKES	2 Cakes	100	232	7.8	6.2	37.3	3	53	445
D 025 10	PANCAKES (FROZEN EGGS AND EGG WHITES)	2 Cakes	100	242	7.3	5.4	40.4	1.2	27	446
D 025 11	PANCAKES (EGG SUBSTITUTE)	2 Cakes	100	252	8.5	5.3	41.9	1.2	1	466
D 025 12	WAFFLES, BELGIAN, FROZEN	1 Each	100	192	4.5	6.5	29.2	1.6	40	484
D 026 00	HOT CROSS BUNS	1 Each	100	147	4.9	2.9	28.4	3.8	0	272
D 027 00	KOLACHES	1 Roll	100	280	6	8	46.5	1.3	31	189
D 027 01	KOLACHES (SWEET DOUGH MIX)	1 Roll	100	202	6.2	3.6	40	3.9	11	333
D 028 00	BRAN MUFFINS	1 Muffin	100	166	3.3	3.9	32.1	3.5	12	206
D 028 01	RAISIN BRAN MUFFINS	1 Muffin	100	191	3.5	3.9	38.9	4.1	10	207
D 028 02	BLUEBERRY BRAN MUFFINS	1 Muffin	100	167	3.3	3.9	32.5	3.6	10	205
D 028 03	BANANA BRAN MUFFINS	1 Muffin	100	174	3.4	3.9	34.2	3.8	10	205
D 028 04	APRICOT BRAN MUFFINS	1 Muffin	100	175	3.4	3.9	34.5	3.9	10	205
D 028 05	CRANBERRY BRAN MUFFINS	1 Muffin	100	169	3.3	3.9	33.1	3.9	10	205
D 029 00	MUFFINS	1 Muffin	100	179	3.7	4.7	30.3	0.7	34	174
D 029 01	BLUEBERRY MUFFINS	1 Muffin	100	188	3.7	4.8	32.6	0.9	34	174

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
D 029 02	RAISIN MUFFINS	1 Muffin	100	204	3.9	4.8	37	1.3	34	177
D 029 03	BANANA MUFFINS	1 Muffin	100	187	3.8	4.8	32.5	0.9	34	174
D 029 04	APPLE MUFFINS	1 Muffin	100	192	3.7	4.8	33.7	0.9	34	174
D 029 05	CINNAMON CRUMB TOP MUFFINS	1 Muffin	100	197	3.7	5.4	33.3	0.8	36	182
D 029 06	CRANBERRY MUFFINS	1 Muffin	100	183	3.7	4.8	31.5	1.1	34	174
D 029 07	DATE MUFFINS	1 Muffin	100	198	3.8	4.8	35.3	1.2	34	174
D 029 08	NUT MUFFINS	1 Muffin	100	273	4.9	14.1	33.1	1.8	39	147
D 029 09	OATMEAL RAISIN MUFFINS	1 Muffin	100	216	4.7	5.3	38	2.1	34	177
D 030 00	BANANA BREAD	1 Slice	100	232	4.5	9.8	33.2	1.5	37	119
D 032 00	HARD ROLLS	2 Rolls	100	260	8.6	2.7	49	1.7	0	429
D 033 00	HOT ROLLS	2 Rolls	100	326	8.8	7.3	55.6	1.8	0	358
D 033 01	HOT ROLLS (BROWN AND SERVE)	2 Rolls	100	326	8.8	7.3	55.6	1.8	0	367
D 033 02	HOT ROLLS (ROLL MIX)	2 Rolls	100	264	7.5	4.9	47.7	0.4	0	416
D 033 03	OATMEAL ROLLS	2 Rolls	100	300	7.8	9.4	45.9	2.3	0	358
D 033 04	CLOVERLEAF OR TWIN ROLLS	2 Rolls	100	355	8.8	10.6	55.6	1.8	5	377
D 033 05	FRANKFURTER ROLLS	1 Roll	100	227	6	5.9	37.2	1.3	0	241
D 033 06	HAMBURGER ROLLS	1 Roll	100	227	6	5.9	37.2	1.3	0	241
D 033 07	PAN, CLUSTER, OR PULL APART ROLLS	2 Rolls	100	355	8.8	10.6	55.6	1.8	5	377
D 033 08	PARKER HOUSE ROLLS	2 Rolls	100	355	8.8	10.6	55.6	1.8	5	385
D 033 09	POPPY SEED ROLLS	2 Rolls	100	345	9.2	9.2	55.9	2	0	361
D 033 10	SESAME SEED ROLLS	2 Rolls	100	346	9.2	9.3	55.9	2	0	361
D 034 00	HOT ROLLS (SHORT-TIME FORMULA)	2 Rolls	100	276	8.9	3.7	50.8	1.8	0	327
D 034 01	BROWN AND SERVE ROLLS (SHORT-TIME FORMULA)	2 Rolls	100	284	8.9	4.6	50.8	1.8	3	336
D 034 03	WHOLE WHEAT ROLLS (SHORT-TIME FORMULA)	2 Rolls	100	245	8.4	3.6	45.7	4.1	0	326
D 035 00	ONION ROLLS	2 Rolls	100	330	9.1	5.7	60.2	2.4	0	435
D 035 01	ONION ROLLS (ROLL MIX)	2 Rolls	100	262	7.3	4.4	48.9	1	0	376
D 035 02	ONION PULL APART ROLLS	2 Rolls	100	378	10.3	7.6	67	3.1	11	347
D 035 03	ONION ROLLS (FROZEN DOUGH)	2 Rolls	100	265	9.3	5.2	45.5	2.5	11	249
D 036 00	SWEET DOUGH	1 Roll	100	201	5.9	5.4	32.1	1.3	25	218
D 036 01	SWEET DOUGH (SWEET DOUGH MIX)	1 Roll	100	135	5.8	3	24.5	3.8	0	323
D 036 02	GLAZED ROLLS	1 Roll	100	249	5.9	7.6	39.4	1.3	30	241
D 036 03	PECAN ROLLS	1 Roll	100	302	6.4	13.7	39.4	1.8	35	262
D 036 04	CINNAMON ROLLS	1 Roll	100	284	6	9.4	44.2	1.4	35	266
D 036 05	CINNAMON NUT ROLLS	1 Roll	100	283	5.9	9.4	44	1.4	35	265
D 036 06	CINNAMON RAISIN ROLLS	1 Roll	100	311	6.3	9.4	51.3	2	35	269
D 036 07	BUTTERFLY ROLLS	1 Roll	100	261	6.3	8.7	39.6	1.3	43	258
D 036 08	SUGAR ROLLS	1 Roll	100	281	5.9	9.4	43.4	1.3	35	259
D 036 09	STREUSEL COFFEE CAKE	1 Piece	100	328	6.9	10.4	51.9	1.5	40	277
D 036 10	SMALL COFFEE CAKE	1 Piece	100	306	6.5	8.8	51.3	2	43	262
D 036 11	TWIST COFFEE CAKE	1 Piece	100	323	6.6	8.8	55.9	2.4	43	264
D 036 12	BEAR CLAWS	1 Roll	100	303	6.3	5.8	57	1.6	27	231

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
D 036 13	SNAILS	1 Roll	100	292	6	8.5	48.3	1.5	35	258
D 036 14	BOWKNOTS, FIGURE 8's, AND S SHAPES	1 Roll	100	235	6.1	5.8	39.6	1.3	27	228
D 036 15	CINNAMON TWISTS	1 Roll	100	382	14.9	14.3	47.9	1.4	279	368
D 036 16	BUTTER HORNS	1 Roll	100	257	5.9	8.5	39.4	1.3	33	250
D 036 17	CRESCENTS	1 Roll	100	257	5.9	8.5	39.4	1.3	33	250
D 037 00	QUICK COFFEE CAKE (BISCUIT MIX)	1 Piece	100	276	4.3	9	44.3	0.9	34	438
D 037 01	QUICK APPLE COFFEE CAKE (BISCUIT MIX)	1 Piece	100	214	3.6	5.9	36.7	1.3	25	405
D 037 02	QUICK FRENCH COFFEE CAKE (BISCUIT MIX)	1 Piece	100	348	5.1	13.7	52.3	2	34	441
D 037 03	QUICK CHERRY COFFEE CAKE (BISCUIT MIX)	1 Piece	100	287	4.5	9.1	46.9	1.2	34	440
D 037 04	QUICK ORANGE-COCONUT COFFEE CAKE (BISCUIT MIX)	1 Piece	100	302	3.9	13.5	42	1.2	35	472
D 037 05	QUICK COFFEE CAKE	1 Piece	100	289	3.6	10.6	45.2	0.7	33	225
D 038 00	TEMPURA BATTER	1 Gallon	1	5734	201.6	65.4	1056	36.8	2204	25700
D 039 00	DANISH DIAMONDS (DANISH PASTRY DOUGH)	1 Danish	100	287	5	13	37.1	2.7	30	312
D 039 01	BEAR CLAWS (DANISH PASTRY DOUGH)	1 Danish	100	315	5.4	14	41.2	2.5	41	314
D 039 02	FRUIT TURNOVERS (FROZEN PUFF PASTRY DOUGH)	1 Danish	100	268	3.4	17.1	26.1	0.7	11	184
D 039 03	FRUIT PUFFS (FROZEN PUFF PASTRY DOUGH)	1 Danish	100	245	3	16.1	23.1	0.7	0	176
D 040 00	CORNSTARCH WASH	1 Quart	1	122	0.1	0	29.1	0.3	0	31
D 041 00	CHERRY FILLING (CORNSTARCH)	3 Quarts	1	6806	22.9	3	1737.6	33.4	0	230
D 041 01	CHERRY FILLING (PIE FILLING, PREPARED)	3 Quarts	1	3130	13.6	5.4	797.4	16.3	0	245
D 041 03	APPLE FILLING (PIE FILLING, PREPARED)	3 Quarts	1	2749	2.7	2.7	713	27.2	0	1197
D 041 04	BLUEBERRY FILLING (PIE FILLING, PREPARED)	3 Quarts	1	2845	0	0	746.8	35.6	0	1600
D 041 05	RASPBERRY FILLING (PREPARED BAKERY)	3 Quarts	1	4505	6.5	10.1	1174	35.2	0	1654
D 042 00	CINNAMON SUGAR FILLING	4-1/2 Cups	1	1777	1.1	0.9	463.1	14.8	0	184
D 042 01	CINNAMON SUGAR NUT FILLING	4-1/2 Cups	1	6402	104	446.4	596	50	0	256
D 042 02	CINNAMON SUGAR RAISIN FILLING	4-1/2 Cups	1	4462	23.9	5.8	1174.9	76.5	0	438
D 043 00	NUT FILLING	7-1/2 Cups	1	10474	94.9	640.1	1166.1	33.2	1117	4407
D 044 00	OAT BRAN RAISIN MUFFINS	1 Muffin	100	195	5.4	6.9	28.9	2.5	40	169
D 045 00	SYRUP GLAZE	1 Quart	1	3083	0	0	837.5	0	0	1337
D 046 00	VANILLA GLAZE	2-3/4 Cups	1	3191	0.4	35.2	734.2	0	93	365
D 046 01	ALMOND GLAZE	2-3/4 Cups	1	3182	0.4	35.3	733.8	0	93	365
D 046 02	RUM GLAZE	2-3/4 Cups	1	3191	0.4	35.2	734.2	0	93	365
D 047 01	PINEAPPLE FILLING (CORNSTARCH)	2-1/2 Quarts	1	2963	10.1	36.3	685.1	18.9	93	389
D 048 00	ORANGE-COCONUT TOPPING	2-1/4 Quarts	1	8189	36.1	500.3	955.1	45.9	497	4213
D 049 00	STREUSEL TOPPING	3 Quarts	1	9328	83.5	467.7	1228.1	28.1	1241	4881
D 049 01	PECAN TOPPING	2-1/2 Quarts	1	8509	54.7	644.2	731.1	51.7	496	2123
D 050 00	MAPLE SYRUP	1 Gallon	1	7016	0.1	0	1802.1	0.3	0	1351
D 051 00	FRYING BATTER	1 Gallon	1	10868	349.5	113.5	2061.3	67.4	2221	66934
D 052 00	OATMEAL BREAD	2 Slices	100	212	6.9	3.8	37	2.2	0	216
D 053 00	APPLESAUCE MUFFINS	1 Muffin	100	181	3.4	3.9	33.3	1.1	12	183
D 053 01	APPLESAUCE RAISIN MUFFINS	1 Muffin	100	207	3.6	4	39.9	1.6	12	186
D 053 02	APPLESAUCE ORANGE MUFFINS	1 Muffin	100	181	3.4	3.9	33.1	1	12	183

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
D 054 00	PINEAPPLE CARROT MUFFINS	1 Muffin	100	146	3.4	4.3	23.7	1.1	1	180
D 055 00	WHOLE WHEAT BREAD	2 Slices	100	158	5.1	2.7	29.1	2.5	0	288
D 056 00	WHOLE WHEAT BREAD (WHOLE WHEAT FLOUR SHRT TM FORM)	2 Slices	100	159	5.5	2.8	29.1	3.6	0	217
D 057 00	APPLE COFFEE CAKE	1 Piece	100	238	3.7	4.9	45.8	1.8	11	193
D 057 01	APPLE COFFEE CAKE (2)	1 Piece	100	240	3.5	4.9	46.1	1.3	11	192
D 058 00	OVEN BAKED FRENCH TOAST	2 Slices	100	203	9.7	3.6	31.8	1.3	1	371
D 059 00	WHOLE WHEAT ROLLS	2 Rolls	100	261	8.3	3.6	50.1	4.1	0	383
D 060 00	OATS AND FRUIT BREAKFAST SQUARES	1 Each	100	257	6	7.9	41.4	3.6	15	108
D 061 00	PASTRY BAR	1 Each	100	184	2.9	8.3	24.9	1	34	212
D 061 01	MUFFINS,VARIETY,FRZ	1 Each	100	138	2.7	3.2	23.9	1.3	15	223
D 061 02	DANISH,PASTRY,VRTY,FRZ	1 Each	100	185	2.7	9.2	23.8	0.9	57	177
D 062 00	BREAD BAR	2 Slices	100	177	5.8	2.2	33.5	2	0	334
D 063 00	ROSEMARY AND ONION FOCACCIA	1 Slice	100	94	2.9	1.4	17.3	1	0	211
D 064 00	SAGE AND GARLIC FOCACCIA	1 Slice	100	96	3	1.5	17.6	1.2	0	211
D 065 00	CHALUPA SHELLS	1 Each	100	133	2	6.4	17.7	2.1	0	4
D 502 00	PUMPKIN PATCH MUFFINS	1 Muffin	100	154	3	5.3	25	1.9	0	191
D 502 01	PUMPKIN PATCH MUFFINS (2)	1 Muffin	100	162	3.2	5.4	26	1.2	0	190
D 503 00	DATE NUT BREAD	1 Slice	100	189	3.3	3.6	38	2.7	4	174
D 507 00	APPLESAUCE CINNAMON CRUMB TOP MUFFIN	1 Muffin	100	197	3.4	4.7	35.5	1.1	2	186
D 508 00	APPLESAUCE BLUEBERRY MUFFINS	1 Muffin	100	187	3.4	4	34.5	1.4	0	179
D 509 00	CRAN-APPLE MUFFINS	1 Muffin	100	193	3.3	3.9	36.5	1.2	10	179
D 800 00	BREAD LOAVES (FROZEN DOUGH)	2 Pieces	100	276	9.6	5.2	48	2.6	0	261
D 801 00	DILL ROLLS (FROZEN DOUGH)	2 Rolls	100	287	10	5.3	50.3	2.9	0	263
D 802 00	GARLIC HERB ROLLS (FROZEN DOUGH)	2 Rolls	100	297	10.4	5.3	52.5	3.5	0	263
D 803 00	HUSH PUPPIES, FROZEN	3 Ounces	100	183	4.2	7.3	25	1.5	24	364
D 804 00	DINNER ROLLS (FROZEN DOUGH)	2 Rolls	100	285	9.8	5.3	49.8	2.7	0	261
D 804 01	DINNER ROLLS (FROZEN DOUGH/EGG WASH)	2 Rolls	100	263	9.3	5.2	45	2.4	11	249
D 805 00	POTATO ROLLS (FROZEN DOUGH)	2 Rolls	100	295	10	5.3	52.1	2.9	0	264
D 806 00	WHOLE WHEAT ROLLS (FROZEN DOUGH)	2 Rolls	100	269	9.8	8	46.6	4.3	0	480
D 807 00	OAT ROLLS (FROZEN DOUGH)	2 Rolls	100	305	11.4	8.6	52.8	5.3	0	480
D 807 01	DINNER ROLLS WITH OATS (FROZEN DOUGH/EGG WASH)	2 Rolls	100	272	9.7	5.3	46.6	2.6	11	248
D 808 00	SESAME OR CARAWAY ROLLS (FROZEN DOUGH)	2 Rolls	100	318	10.8	8.1	51.1	3.4	0	262
D 808 01	SESAME ROLLS (FROZEN DOUGH/EGG WASH)	2 Rolls	100	269	9.5	5.7	45.3	2.5	11	248
D 809 00	BRAN MUFFINS (WHITE CAKE MIX)	1 Muffin	100	225	2.6	5.5	42.3	1.2	0	338
D 810 00	BANANA NUT MUFFINS (WHITE CAKE MIX)	1 Muffin	100	297	3.1	14.6	39.9	1.5	0	301
D 811 00	HONEY CINNAMON MUFFINS (WHITE CAKE MIX)	1 Muffin	100	220	2.1	5.4	41.4	0.7	0	302
D 812 00	BLUEBERRY MUFFINS (WHITE CAKE MIX)	1 Muffin	100	213	2.1	5.5	39.1	0.8	0	302
D 813 00	FRENCH TOAST, CINNAMON SWIRL, FROZEN	2 Slices	100	261	9.1	7.5	39.3	1.4	100	606
D 813 01	FRENCH TOAST, CINNAMON STICKS, FROZEN	6 Pieces	100	358	6.9	16.2	48.5	1.2	23	601
D 814 00	PANCAKES, BUTTERMILK, FROZEN	2 Cakes	100	334	7.6	4.8	63.7	2.6	13	743
D 817 00	POPPY SEED ROLLS (FROZEN DOUGH/EGG WASH)	2 Rolls	100	269	9.5	5.7	45.3	2.5	11	249

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
E 001 00	HOT OATMEAL	3/4 Cup	100	106	4.6	1.9	18	2.9	0	216
E 001 02	HOT FARINA	3/4 Cup	100	104	3	0.1	22	0.5	0	216
E 001 03	CEREAL, CREAM OF WHEAT	3/4 Cup	100	15	0.4	0.1	3	0.1	0	268
E 001 04	CEREAL, HOT INSTANT	3/4 Cup	100	90	2.3	1.2	19.3	1.2	0	72
E 002 00	HOMINY GRITS	2/3 Cup	100	84	1.8	1.2	16.2	0.3	2	107
E 002 01	FRIED HOMINY GRITS	3 Slices	100	84	1.8	1.2	16.2	0.3	2	107
E 003 00	BUTTERED HOMINY	1/3 Cup	100	87	1.3	3.5	12.4	2.2	7	209
E 003 01	FRIED HOMINY	1/3 Cup	100	132	1.3	8.7	12.2	2.2	0	180
E 004 00	BOILED PASTA	1 Cup	100	207	7	1.4	40.7	1.3	0	292
E 004 01	BUTTERED PASTA	1 Cup	100	239	7	5.1	40.7	1.3	10	339
E 004 02	BASIL TOSSED PENNE PASTA	1/2 Cup	100	277	7.5	7.8	44.1	2	0	334
E 004 03	SPICY PENNE PASTA	1/2 Cup	100	269	8.4	4.1	48.8	2.8	0	662
E 004 04	SEASONED EGG NOODLES	3/4 Cup	100	213	7.7	2.8	39.1	1.6	53	305
E 005 00	STEAMED RICE	3/4 Cup	100	140	2.5	0.6	30	0.6	0	214
E 005 01	LYONNAISE RICE	3/4 Cup	100	156	2.7	1.8	31.5	1	0	215
E 005 02	TOSSED GREEN RICE	3/4 Cup	100	155	2.8	1.8	31.2	1	0	217
E 005 03	LONG GRAIN AND WILD RICE	3/4 Cup	100	168	6.8	0.9	34.4	2.8	0	7
E 005 04	RICE WITH PARMESAN CHEESE	3/4 Cup	100	177	4.4	3.8	30.2	0.6	9	317
E 005 05	STEAMED BROWN RICE	3/4 Cup	100	168	3.5	1.7	34.3	1.6	0	216
E 006 00	STEAMED RICE (STEAM COOKER METHOD)	3/4 Cup	100	160	2.9	0.7	34.3	0.7	0	215
E 007 00	PORK FRIED RICE	3/4 Cup	100	192	7.6	4.9	28.9	2.1	39	558
E 007 02	FILIPINO RICE	3/4 Cup	100	232	7.8	7.5	32.3	1.9	39	554
E 007 03	SHRIMP FRIED RICE	3/4 Cup	100	216	11.3	5.6	29.1	2.1	67	585
E 008 00	RICE PILAF	3/4 Cup	100	184	3.2	3.4	34.4	1.2	4	334
E 008 01	ORANGE RICE	3/4 Cup	100	207	3.5	3.5	39.7	1.4	4	219
E 009 00	SPANISH RICE	3/4 Cup	100	149	3.6	1.7	30.2	2.1	2	499
E 010 00	RED BEANS WITH RICE	1 Cup	100	231	9.5	3.4	40.3	8.5	4	626
E 010 01	HOPPING JOHN (BLACK-EYE PEAS WITH RICE)	2/3 Cup	100	498	31.2	4.2	86.4	13.5	4	85
E 011 00	MEXICAN RICE	3/4 Cup	100	184	2.8	4.7	32.2	1	0	265
E 012 00	NOODLES JEFFERSON	3/4 Cup	100	241	9.5	9.5	29.4	1.1	58	510
E 013 00	STEAMED PASTA	1 Cup	100	207	7	1.4	40.7	1.3	0	293
E 014 00	SPRING GARDEN RICE	3/4 Cup	100	168	6.9	2.3	29.8	2.1	6	305
E 015 00	SICILIAN BROWN RICE AND VEGETABLES	3/4 Cup	100	156	6.1	2.4	29.1	3	4	569
E 016 00	ISLANDER'S RICE	3/4 Cup	100	161	5.7	0.8	32.6	5.1	0	704
E 017 00	MEDITERRANEAN BROWN RICE	3/4 Cup	100	195	3.8	3.8	37.2	2.2	0	562
E 017 01	MEDITERRANEAN BROWN RICE W/GINGER	3/4 Cup	100	196	3.8	3.8	37.3	2.2	0	562
E 018 00	SPICY BROWN RICE PILAF	3/4 Cup	100	154	3.9	2.2	29.9	2.2	0	766
E 019 00	BROWN RICE WITH TOMATOES	3/4 Cup	100	164	3.9	1.3	34.8	2.5	0	211
E 020 00	GINGER RICE	3/4 Cup	100	179	5.8	2.4	32.5	1.1	73	567
E 021 00	NUTTY RICE AND CHEESE	9 Ounces	100	330	21.7	9.2	39.6	2.6	15	832
E 022 00	ORZO WITH LEMON AND HERBS	3/4 Cup	100	93	2	4.5	11.5	0.6	8	370

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
E 023 00	ORZO WITH SPINACH, TOMATO, AND ONION	9-1/2 Ounces	100	58	2.7	1.7	9.2	1.8	3	511
E 024 00	CEREAL, RTE, ASSORTED, HEALTHY	1 Each	100	132	6.1	1.6	38	16.2	0	102
E 024 01	CEREAL, RTE, ASSORTED, SWEET	1 Each	100	119	3.3	0.6	28.5	3.7	0	1
E 025 00	MUSHROOM AND PEPPER GRIDDLE RICE	1/2 Cup	100	151	3.4	1.5	30.9	1.9	0	218
E 026 00	PANCIT (SAUTEED RICE NOODLES)	1 Cup	100	302	15	5.4	49.6	4.2	44	691
E 027 00	PIEROGIES WITH MUSHROOMS	3 Each	100	670	19.8	11.2	124	5.9	28	1873
E 028 00	PIEROGIES WITH MARINARA SAUCE	3 Each	100	670	19.2	10	125.8	4.8	18	2015
E 029 00	MANICOTTI WITH MUSHROOM SAUCE	2 Each	100	301	16.1	15	26.4	1.6	43	1191
E 030 00	FILIPINO STYLE NOODLES, BIHON	3/4 Cup	100	60	1.7	0.5	11.8	1.8	0	471
E 508 00	SOUTHWESTERN RICE	3/4 Cup	100	125	4.4	1.3	23.4	1	2	205
E 510 00	PASTA PROVENCAL	1 Cup	100	364	19.3	5.4	60	5.6	14	1161
E 800 00	ORIENTAL RICE	4 Ounces	100	62	2.6	0.3	13	1.2	0	689
E 801 00	WILD RICE (MIX)	1/2 Cup	100	0	0	0	0	0	0	0
E 803 00	AZTEC RICE	3/4 Cup	100	180	6	2.9	35.4	4.4	0	435
E 804 00	MEXICAN RICE (FIESTA MIX)	1/2 Cup	100	132	3.8	0.4	29.8	1.6	0	384
E 805 00	RICE PILAF, USING MIX	1/2 Cup	100	40	1	0.2	8.6	0	0	152
E 806 00	GEORGIA RICE	4 Ounces	100	69	1.6	0.2	16.2	1.1	0	155
E 807 00	DIRTY RICE	3/4 Cup	100	49	1.6	0.2	10.3	1.1	0	162
F 001 00	BAKED MACARONI AND CHEESE	1 Cup	100	283	16.8	6.2	38.7	1.2	15	732
F 001 01	BAKED MACARONI AND CHEESE RTU SAUCE	1 Cup	100	480	16.7	30	36	1	6	1080
F 002 00	NACHOS	1-1/2 Ounces	100	302	15.4	14.6	28.7	3.8	10	1242
F 002 01	NACHOS (RTU CHEESE SAUCE)	1-1/2 Ounces	100	344	8.1	22.4	29.5	3.2	0	1003
F 003 00	EGGS AU GRATIN	2/3 Cup	100	192	11.8	12.5	7.4	0.2	232	244
F 004 00	COOKED EGGS	2 Each	100	149	12.5	10	1.2	0	425	126
F 005 00	DEVILED EGGS	2 Halves	100	102	6.4	7.6	1.5	0.1	215	129
F 006 00	EGG FOO YOUNG	1 Omelet	100	163	9.8	11.5	4.9	0.6	134	503
F 007 00	GRIDDLE FRIED EGGS	2 Each	100	168	12.5	12.2	1.2	0	425	126
F 008 00	PLAIN OMELET	1 Omelet	100	139	10.8	9.7	1	0	392	121
F 008 01	PLAIN OMELET (FROZEN EGGS AND EGG WHITES)	1 Omelet	100	93	9.9	5.1	1	0	196	132
F 008 03	CHEESE OMELET	1 Omelet	100	164	14.4	10.7	1.2	0	395	211
F 008 04	GREEN PEPPER OMELET	1 Omelet	100	152	11.1	10.2	3	0.6	392	121
F 008 05	HAM OMELET	1 Omelet	100	171	14.9	11.3	1	0	403	393
F 008 06	HAM AND CHEESE OMELET	1 Omelet	100	167	14.5	11	1.1	0	399	298
F 008 08	MUSHROOM OMELET	1 Omelet	100	151	11.4	10.2	2.6	0.8	392	258
F 008 09	ONION OMELET	1 Omelet	100	150	11.1	10.2	2.6	0.3	392	121
F 008 10	WESTERN OMELET	1 Omelet	100	173	13.3	11	4.1	0.8	397	258
F 008 11	TOMATO OMELET	1 Omelet	100	145	11.1	9.8	2.4	0.3	392	123
F 008 12	SPANISH OMELET	1 Omelet	100	181	12	10.9	8.8	1.3	392	438
F 009 00	POACHED EGGS	2 Each	100	149	12.5	10	1.2	0	425	127
F 010 00	SCRAMBLED EGGS	1/3 Cup	100	144	10.8	10.4	1	0	392	121
F 010 01	SCRAMBLED EGGS AND CHEESE	1/3 Cup	100	175	15.3	11.6	1.3	0	396	232



Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
F 010 02	SCRAMBLED EGGS AND HAM	1/3 Cup	100	176	14.9	12	1	0	403	393
F 010 03	SCRAMBLED EGGS (DEHYDRATED EGG MIX)	1/3 Cup	100	165	12.3	11.8	1.3	0	447	139
F 010 05	SCRAMBLED EGGS (FROZEN EGGS AND EGG WHITES)	1/3 Cup	100	98	9.9	5.7	1	0	196	132
F 011 00	MUSHROOM QUICHE	4-1/2 Ounces	100	200	11.2	9.9	16.1	1	115	267
F 011 01	BROCCOLI QUICHE	4-1/2 Ounces	100	211	12.7	10	17.7	1.3	115	206
F 011 02	BROCCOLI QUICHE (FROZEN EGGS AND EGG WHITES)	4-1/2 Ounces	100	199	12.3	8.8	17.7	1.3	64	208
F 011 03	MUSHROOM QUICHE (FROZEN EGGS AND EGG WHITES)	4-1/2 Ounces	100	188	10.9	8.7	16.1	1	64	268
F 012 00	BREAKFAST BURRITO	1 Each	100	352	18.6	11.3	42.4	3.1	150	572
F 012 01	BREAKFAST PITA	1 Pita	100	314	19.3	7.8	41.4	3.8	150	798
F 012 02	BREAKFAST BURRITO TURKEY SAUSAGE	1 Each	100	347	18.3	11	41.9	2.6	154	546
F 013 00	VEGGIE EGG POCKET	1/2 Sandwich	100	288	19.5	6.3	37.6	3	5	982
F 014 00	MONTEREY EGG BAKE	6 Ounces	100	183	19.1	5.6	13.7	1.4	6	494
F 014 01	MEXICAN EGG BAKE	6 Ounces	100	176	18.8	5.3	12.6	1.4	6	492
F 014 02	MUSHROOM SWISS BEEF EGG BAKE	6 Ounces	100	286	28.3	13.1	14.2	3	32	467
F 015 00	BREAKFAST PIZZA	1 Piece	100	368	23.6	9.6	45.4	2	10	739
F 015 01	MEXICAN BREAKFAST PIZZA	1 Piece	100	362	23.5	7.5	48.6	3.4	6	862
F 015 02	ITALIAN BREAKFAST PIZZA	1 Piece	100	409	27.2	12.1	45.7	2	29	726
F 015 03	BREAKFAST PIZZA PRECOOKED BACON	1 Piece	100	424	26.5	14.3	45.4	2	19	892
F 016 00	OMELET BAR	1 Omelet	100	227	19.9	12.6	8	2	406	624
F 017 00	PEPPER AND ONION QUICHE	3 Ounces	100	198	11.5	8.9	17.9	1.3	80	192
F 018 00	EGGS FLORENTINE	2/3 Cup	100	151	17.5	6.4	6.4	2.7	200	760
F 800 00	MACARONI AND CHEESE, FROZEN	5 Ounces	100	238	12.9	10.7	21.8	2.7	10	1103
F 801 00	BREAKFAST BURRITO (FROZEN)	4 Ounces	100	247	11	8.4	31.9	1.6	220	464
G 002 00	APPLESAUCE CAKE	1 Piece	100	209	2.9	8.3	31.8	1.2	34	140
G 003 00	CHOCOLATE MACAROON CAKE (CAKE MIX)	1 Piece	100	334	4.1	12.8	51.7	0.2	30	503
G 004 00	CHOCOLATE CHIP FUDGE FROSTING	1-1/3 Tablespoons	100	137	0.8	4.8	23	0	7	46
G 005 00	VANILLA FROSTING (ICING MIX, VANILLA, POWDERED)	1-1/3 Tablespoons	100	79	0.1	0.9	18.1	0	0	3
G 005 01	ORANGE FROSTING (ICING MIX, VANILLA, POWDERED)	1-1/3 Tablespoons	100	80	0.1	0.9	18.4	0	0	3
G 006 00	BANANA CAKE (YELLOW CAKE MIX)	1 Piece	100	235	2.2	8	39.4	0.9	1	298
G 006 01	BANANA CAKE (BANANA CAKE MIX)	1 Piece	100	194	2.7	5	34.5	0	0	283
G 007 00	DECORATOR'S FROSTING	1 Tablespoon	100	45	0	1.4	8.5	0	0	0
G 008 00	FLORIDA LEMON CAKE (YELLOW CAKE MIX)	1 Piece	100	435	3.1	24.8	50.9	0.6	42	321
G 009 00	CHOCOLATE FROSTING (ICING MIX, CHOCOLATE POWDERED)	1-1/3 Tablespoons	100	71	0.2	0.9	16.7	0.4	0	14
G 009 01	CHOC CHIP FROSTING (ICING MIX, CHOCOLATE POWDERED)	1-1/3 Tablespoons	100	89	0.4	1.9	18.8	0.4	1	14
G 009 02	CHOC COCONUT FROST (ICING MIX, CHOCOLATE POWDERED)	1-1/3 Tablespoons	100	81	0.3	1.7	17.7	0.5	0	19
G 009 03	MOCHA CREAM FROST (ICING MIX, CHOCOLATE POWDERED)	1-1/3 Tablespoons	100	71	0.2	0.9	16.7	0.4	0	14
G 010 00	YELLOW CAKE (YELLOW CAKE MIX)	1 Piece	100	196	2	5.3	35.4	0.5	1	298
G 010 01	ALMOND CAKE (YELLOW MIX)	1 Piece	100	197	2	5.3	35.5	0.5	1	298
G 010 02	BLACK WALNUT CAKE (YELLOW CAKE MIX)	1 Piece	100	197	2	5.3	35.5	0.5	1	298
G 010 03	LEMON CAKE (YELLOW CAKE MIX)	1 Piece	100	328	2.2	9.9	58.3	0.5	13	374
G 010 04	MAPLE NUT CAKE (YELLOW CAKE MIX)	1 Piece	100	359	2.8	12.9	59.1	0.7	13	370

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
G 010 05	MARBLE CAKE (MIX)	1 Piece	100	191	2.6	5.3	33.6	0.2	4	327
G 010 06	ORANGE CAKE (YELLOW CAKE MIX)	1 Piece	100	197	2	5.3	35.5	0.5	1	298
G 011 00	EASY CHOCOLATE CAKE	1 Piece	100	255	3	9.1	40.4	1.4	0	295
G 012 00	DEVIL'S FOOD CAKE	1 Piece	100	240	4.4	10.2	33	1.9	49	314
G 012 01	DEVIL'S FOOD CAKE (CAKE MIX)	1 Piece	100	187	3.2	5.4	31.9	0	7	355
G 012 02	GERMAN CHOCOLATE CAKE (MIX)	1 Piece	100	357	5	17.7	46.2	0.7	106	376
G 013 00	CARROT CAKE (CAKE MIX)	1 Piece	100	276	5.4	4.8	54.1	0	2	375
G 014 00	PEANUT BUTTER CREAM FROSTING	2 Tablespoons	100	117	1.8	5.5	16.5	0.4	6	55
G 015 00	CHOCOLATE FUDGE FROSTING	1-1/3 Tablespoons	100	138	0.7	6.2	20.5	0.7	10	64
G 016 00	STRAWBERRY SHORTCAKE (BISCUIT MIX)	1 Piece	100	283	4.3	10.1	45	3.5	5	548
G 016 01	STRAWBERRY SHORTCAKE (YELLOW CAKE MIX)	1 Piece	100	275	3	7.7	50	3.1	1	311
G 017 00	GINGERBREAD	1 Piece	100	228	2.7	7.4	38.2	0.6	24	256
G 017 01	GINGERBREAD (GINGERBREAD CAKE MIX)	1 Piece	100	335	3	11.7	53.8	1.2	0	447
G 018 00	CARAMEL FROSTING	1-1/3 Tablespoons	100	125	0.1	4.2	22.7	0	11	46
G 019 00	BROWN SUGAR FROSTING	1-1/3 Tablespoons	100	94	0.2	1.9	19.6	0	5	26
G 020 00	PEANUT BUTTER CRUMB CAKE	1 Piece	100	318	4.7	10.8	51.7	1.1	4	345
G 020 01	PEANUT BUTTER CAKE (YELLOW CAKE MIX)	1 Piece	100	268	4.9	11.5	37.6	1.2	1	351
G 021 00	POUND CAKE	1 Slice	100	285	3.8	14.5	34.9	0.5	59	179
G 021 01	ALMOND POUND CAKE (POUND CAKE MIX)	1 Piece	100	72	1.8	0.4	14.9	0.2	0	160
G 021 02	VELVET POUND CAKE (YELLOW CAKE MIX)	1 Piece	100	268	2.4	10.2	41.9	0.5	16	401
G 021 03	LEMON POUND CAKE (POUND CAKE MIX)	1 Piece	100	72	1.8	0.4	14.9	0.2	0	160
G 022 00	BUTTER CREAM FROSTING	1-1/3 Tablespoons	100	132	0.2	4.6	22.9	0	13	73
G 022 01	ORANGE BUTTER CREAM FROSTING	1/13 Tablespoon	100	130	0.1	4.6	22.9	0	12	70
G 022 02	CHOCOLATE BUTTER CREAM FROSTING	2 Tablespoons	100	144	1	4.9	24.5	1	12	74
G 022 03	COCONUT BUTTER CREAM FROSTING	1-1/3 Tablespoons	100	146	0.2	5.7	24.2	0.1	12	80
G 022 04	LEMON BUTTER CREAM FROSTING	1-1/3 Tablespoons	100	130	0.2	4.6	22.8	0	12	72
G 022 05	MAPLE BUTTER CREAM FROSTING	1-1/3 Tablespoons	100	131	0.2	4.6	22.8	0	12	72
G 022 06	MOCHA BUTTER CREAM FROSTING	2 Tablespoons	100	133	0.3	4.7	23.2	0.3	12	71
G 023 00	EASY VANILLA CAKE	1 Piece	100	263	3.5	8.8	42.2	0.6	0	223
G 024 00	CHOCOLATE GLAZE FROSTING	1/3 Tablespoon	100	24	0.1	0.7	4.5	0.2	2	7
G 025 00	SPICE CAKE	1 Piece	100	245	3.7	10.3	34.3	0.6	40	282
G 025 01	SPICE CAKE (YELLOW CAKE MIX)	1 Piece	100	197	2	5.3	35.8	0.7	1	298
G 026 00	CHEESE CAKE	1 Piece	100	240	9.2	8.6	31.6	0.4	65	431
G 026 01	CHEESE CAKE (MIX)	1 Piece	100	219	3	11.5	26.7	1.1	25	276
G 026 02	CHEESE CAKE WITH FRUIT TOPPING	1 Piece	100	315	9.4	8.7	51	1.1	65	454
G 026 03	CHEESE CAKE WITH FRUIT TOPPING (MIX)	1 Piece	100	254	3	11.5	36.1	1.5	25	296
G 026 04	CHEESE CAKE WITH SOUR CREAM TOPPING	1 Piece	100	271	9.7	9.7	36.1	0.4	70	441
G 026 05	CHEESE CAKE WITH STRAWBERRIES	1 Piece	100	253	9.4	8.7	35.1	1.2	65	432
G 026 06	CHEESE CAKE WITH STRAWBERRIES (MIX)	1 Piece	100	232	3.2	11.5	30.2	1.9	25	277
G 026 07	ASSORTED CHEESE CAKE (PREPARED)	1 Slice	100	273	4.7	19.1	21.7	0.4	47	176
G 027 00	CREAM CHEESE FROSTING	1-1/3 Tablespoons	100	73	2.6	0.3	15.2	0	1	99

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
G 028 00	STRAWBERRY CAKE (WHITE CAKE MIX)	1 Piece	100	245	4.2	6.8	41.5	0.6	0	408
G 029 00	PINEAPPLE UPSIDE DOWN CAKE	1 Piece	100	340	3.7	13.6	52.2	1	59	315
G 029 01	PINEAPPLE UPSIDE DOWN CAKE (MIX)	1 Piece	100	336	2.3	10.8	59.2	1.1	16	360
G 029 02	FRUIT COCKTAIL UPSIDE DOWN CAKE (MIX)	1 Piece	100	217	2.2	5.3	40.9	1	1	300
G 029 03	FRUIT COCKTAIL UPSIDE DOWN CAKE	1 Piece	100	321	3.7	13.6	47.1	1	60	316
G 029 04	APPLE/PEAR UPSIDE DOWN CAKE (MIX)	1 Piece	100	334	2.2	11	58.3	1.5	16	361
G 030 00	WHITE CAKE	1 Piece	100	211	3.3	7.4	32.9	0.5	0	296
G 030 01	WHITE CAKE (WHITE CAKE MIX)	1 Piece	100	193	2	4.9	35.4	0.4	0	301
G 030 02	LEMON FILLED CAKE (WHITE CAKE MIX)	1 Piece	100	360	2.4	11	64.4	1	12	397
G 030 03	RASPBERRY FILLED CAKE (WHITE CAKE MIX)	1 Piece	100	257	2.5	6.8	47.1	0.6	0	319
G 030 04	STRAWBERRY FILLED CAKE (WHITE CAKE MIX)	1 Piece	100	275	2.6	6.8	52.1	0.6	0	317
G 031 00	COCONUT PECAN FROSTING	1-2/3 Tablespoons	100	135	1.5	9.5	11.9	0.5	23	72
G 032 00	YELLOW CAKE	1 Piece	100	227	3.6	8.5	34.1	0.5	44	255
G 032 01	BANANA-FILLED LAYER CAKE	1 Piece	100	368	3.8	13.2	59.5	0.8	57	331
G 032 02	BOSTON CREAM PIE	1 Slice	100	409	7.1	10.4	72.4	0.7	50	762
G 032 03	MARBLE CAKE	1 Piece	100	297	5.1	9.1	49.2	0.3	29	494
G 032 04	COCONUT CAKE	1 Piece	100	297	3.9	13.3	40.8	0.8	52	301
G 032 06	DUTCH APPLE CAKE	1 Piece	100	314	3.6	8.5	56.9	1.1	45	284
G 032 07	FILLED CAKE (WASHINGTON PIE)	1 Slice	100	309	3.8	8.6	55.8	0.9	45	2708
G 032 08	YELLOW CAKE (CRUMBS)	1 Cup	100	223	3.6	8	34.1	0.5	44	255
G 033 00	JELLY ROLL	1 Slice	100	236	3.3	2.1	52.7	0.8	59	114
G 034 00	YELLOW CUPCAKES (YELLOW CAKE MIX)	1 Cupcake	100	200	2	5.7	35.4	0.5	1	299
G 034 01	CHOCOLATE CUPCAKES MIX	1 Cupcake	100	191	3.2	5.8	31.9	0	7	355
G 034 02	SPICE CAKE CUPCAKES MIX	1 Cupcake	100	202	2	5.7	35.7	0.6	1	298
G 034 03	GINGERBREAD CUPCAKES (GINGERBREAD CAKE MIX)	1 Cupcake	100	203	2	6.7	33.8	0.8	0	298
G 034 04	VANILLA CUPCAKES	1 Cupcake	100	198	2	5.4	35.4	0.4	0	301
G 035 00	CHOCO-LITE CAKE	1 Piece	100	223	4.4	1.4	48.6	1.1	1	219
G 036 00	LITE CHEESE CAKE	1 Piece	100	221	9.1	6.6	31.5	0.4	16	415
G 037 00	ASSORTED CAKES (PREPARED)	1 Slice	100	312	3.5	13.9	46.4	2.4	36	284
G 038 00	FRUITCAKE	1 Slice	100	275	2.5	7.7	52.4	3.1	4	230
H 001 00	APPLE CAKE BROWNIES	1 Brownie	100	254	2.8	11.6	35.8	1.2	24	238
H 001 01	APPLE CAKE BROWNIES (GINGERBREAD CAKE MIX)	1 Brownie	100	254	2.4	9.7	40.4	1.7	0	299
H 002 00	BROWNIES	1 Brownie	100	371	5.4	19.4	45.6	2.5	56	127
H 002 01	BROWNIES (CHOCOLATE BROWNIE MIX)	1 Brownie	100	273	3.4	3.7	57.2	2	0	237
H 002 02	PEANUT BUTTER BROWNIES	1 Brownie	100	379	8.3	18.3	48.1	3.4	56	190
H 002 03	CHOCOLATE CHIP BROWNIES	1 Brownie	100	325	3.9	6.7	62.7	2	2	238
H 003 00	BUTTERSCOTCH BROWNIES	1 Brownie	100	282	4.8	12.5	38.5	1	57	254
H 004 00	CHEWY NUT BARS	2 Each	100	222	5	12.3	24.7	1	64	169
H 004 01	CONGO BARS	2 Bars	100	243	3.4	11.8	31.2	0.5	40	161
H 005 00	SHORTBREAD COOKIES	2 Cookies	100	269	3	15	31	0.7	40	151
H 006 00	CRISP TOFFEE BARS	2 Bars	100	219	2.4	14.2	20.9	0.7	26	97

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
H 007 00	OATMEAL COOKIES	2 Cookies	100	294	5.7	11.6	43	3.3	16	161
H 007 01	OATMEAL CHOCOLATE CHIP COOKIES	2 Cookies	100	323	6	14.6	42.5	2.8	18	159
H 007 02	OATMEAL NUT COOKIES	2 Cookies	100	299	5.8	14.7	37.1	3.1	16	159
H 008 00	GINGERBREAD COOKIES (MIX)	2 Cookies	100	222	1.7	9.4	32.8	0.4	0	244
H 009 00	OATMEAL COOKIES (OATMEAL COOKIE MIX)	2 Cookies	100	104	1.7	4.6	16.7	1.7	17	33
H 009 01	OATMEAL RAISIN BARS (OATMEAL COOKIE MIX)	2 Bars	100	124	1.8	4.6	22	2.1	17	35
H 009 02	OATMEAL CHOCOLATE CHIP COOKIES (OATMEAL COOKIE MX)	2 Cookies	100	140	2	6.6	20.8	1.7	18	34
H 009 03	OATMEAL RAISIN COOKIES (OATMEAL COOKIE MIX)	2 Cookies	100	124	1.8	4.6	22	2.1	17	35
H 009 04	SPICED OATMEAL NUT COOKIES (OATMEAL COOKIE MIX)	2 Cookies	100	134	2	6.2	20.8	2.3	17	35
H 009 05	OATMEAL RAISIN COOKIES (FROZEN)	2 Cookies	100	325	3.7	13.8	45.9	0	28	225
H 010 00	CRISP CHOCOLATE COOKIES	2 Cookies	100	342	4.3	15.5	47	1.7	34	158
H 010 01	CHOCOLATE COOKIES (CHOCOLATE COOKIE MIX)	2 Cookies	100	277	1.8	15.8	34.7	0	0	137
H 010 02	DOUBLE CHOCOLATE CHIP BARS (CHOCOLATE COOKIE MIX)	2 Bars	100	255	2.4	10.2	41	0	2	139
H 010 03	DOUBLE CHOCOLATE CHIP COOKIES (CHOC COOKIE MIX)	2 Each	100	255	2.4	10.2	41	0	2	139
H 011 00	PEANUT BUTTER COOKIES	2 Cookies	100	254	5.1	14.5	27.3	1.1	24	210
H 011 01	PEANUT BUTTER COOKIES (SUGAR COOKIE MIX)	2 Cookies	100	285	4.2	15.3	33.9	0.7	0	244
H 011 02	PEANUT BUTTER BARS (SUGAR COOKIE MIX)	2 Bars	100	285	4.2	15.3	33.9	0.7	0	244
H 011 03	PEANUT BUTTER COOKIES (FROZEN)	2 Cookies	100	362	6.9	21.5	38.2	0	28	336
H 012 00	CHOCOLATE DROP COOKIES	2 Cookies	100	247	3.6	12.8	29.4	1.5	20	159
H 012 01	CHOCOLATE DROP COOKIES (CHOCOLATE BROWNIE MIX)	2 Cookies	100	186	2.3	2.9	38.1	1.3	0	158
H 013 00	SUGAR COOKIES	2 Cookies	100	260	3.1	7.9	40.6	0.6	20	198
H 013 01	SUGAR COOKIES (SUGAR COOKIE MIX)	2 Cookies	100	218	1.4	9.5	31.8	0	0	191
H 013 02	SNICKER DOODLE COOKIES	2 Cookies	100	246	3.1	7.9	40.7	0.8	20	198
H 013 03	SNICKER DOODLE COOKIES (SUGAR COOKIE MIX)	2 Cookies	100	231	1.4	10	34	0.2	0	191
H 013 04	SUGAR COOKIES (FROZEN)	2 Cookies	100	416	4	20.1	55.8	0.7	27	398
H 014 00	COCONUT RAISIN DROP COOKIES	2 Cookies	100	185	2.2	9.1	24.7	1.1	8	96
H 015 00	CRISP DROP COOKIES	2 Each	100	248	2.9	9.9	37	0.7	6	233
H 016 00	COCONUT CEREAL COOKIES	2 Cookies	100	236	2.8	11.4	31.3	1.1	20	174
H 017 00	HERMITS	2 Each	100	228	2.9	7.3	38.6	1.3	17	51
H 018 00	RAISIN NUT BARS	1 Bar	100	265	3.7	12.3	36.1	1.8	18	192
H 018 01	GINGER RAISIN BARS (OATMEAL COOKIE & GINGRBRD MIX)	1 Bar	100	99	1.2	3.2	18.4	1.5	8	49
H 019 00	GINGER MOLASSES COOKIES (SUGAR COOKIE MIX)	2 Cookies	100	231	1.4	10	33.8	0.1	0	192
H 019 01	GINGER MOLASSES BARS (SUGAR COOKIE MIX)	2 Bars	100	231	1.4	10	33.8	0.1	0	192
H 020 00	CHOCOLATE CHIP COOKIES	2 Cookies	100	245	2.8	12.7	30	0.4	21	188
H 020 01	CHOCOLATE CHIP COOKIES (SUGAR COOKIE MIX)	2 Cookies	100	271	1.9	12.6	37.3	0	2	192
H 020 02	CHOCOLATE CHIP BARS (SUGAR COOKIE MIX)	2 Cookies	100	223	1.4	10	31.8	0	0	191
H 020 03	CHOCOLATE CHIP COOKIES (FROZEN)	2 Cookies	100	351	2.7	17	47.2	0	33	234
H 020 04	CHOCOLATE CHIP WALNUT COOKIES (FROZEN)	2 Cookies	100	406	3.9	21.7	50.7	0	31	144
H 021 00	LEMON COOKIES	2 Cookies	100	305	3.6	15.9	37.3	0.7	52	231
H 021 01	ALMOND COOKIES	2 Cookies	100	305	3.6	15.9	37.3	0.7	52	231
H 021 02	ORANGE COOKIES	2 Cookies	100	305	3.6	15.9	37.3	0.7	52	231

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
H 021 03	VANILLA COOKIES	2 Cookies	100	305	3.6	15.9	37.3	0.7	52	231
H 022 00	FUDGY BROWNIES	1 Brownie	100	248	4.9	2.6	51.7	2.9	1	216
H 023 00	CRISPY MARSHMALLOW SQUARES	2 Bars	100	269	2.4	6.3	52.4	0.3	15	356
H 023 01	RICE KRISPIES TREAT SHEETS	1 Bar	108	104	0.9	2.3	20.3	0.2	0	88
H 024 00	BANANA SPLIT BROWNIES	1 Brownie	100	250	3	3.5	52.8	2.2	0	190
H 025 00	ABRACADABRA BARS	2 Bars	100	218	2.6	4.4	42.4	1.8	0	207
H 026 00	WHITE CHOCOLATE MACADAMIA NUT COOKIES (FROZEN)	2 Cookies	100	394	3	21.4	45	1.2	30	225
H 027 00	HOLIDAY NUTS AND HARD CANDY	2 Each	100	559	9.8	29.3	69.8	5.1	0	402
I 001 00	PIE CRUST	1 Crust	26	996	12.4	64.4	91.5	3.2	0	796
I 001 01	PIE CRUST (DOUGH ROLLING MACHINE)	1 Crust	26	978	13.3	64.9	85.4	2.8	0	1275
I 001 02	PIE CRUST (MANUAL MIXING METHOD)	1 Crust	26	996	12.4	64.4	91.5	3.2	0	796
I 002 00	GRAHAM CRACKER CRUST	1 Crust	13	1185	9.3	65.9	143.7	3.5	143	1307
I 002 01	GRAHAM CRACKER CRUST (PREFORMED CRUST)	1 Crust	13	676	5.7	34.1	89.2	2.1	0	782
I 003 00	MINCEMEAT PIE	1 Slice	100	332	3.7	17.2	41.8	2.1	9	239
I 004 00	EGG AND MILK WASH	1-1/2 Cups	2	91	7.6	5.1	3	0	215	95
I 004 01	EGG AND WATER WASH	1-1/2 Cups	2	121	9.7	8.3	0.9	0	352	114
I 004 02	MILK AND WATER WASH	1-1/2 Cups	2	34	3.4	0.1	4.9	0	2	55
I 005 00	MERINGUE	2-1/2 Cups	13	396	8.1	0	92.5	0	0	400
I 005 01	MERINGUE (DEHYDRATED)	2-1/2 Cups	13	229	2.2	0	56.6	0	0	31
I 006 00	VANILLA CREAM PIE	1 Slice	100	297	3.9	15.2	35	0.4	55	1829
I 006 01	BANANA CREAM PIE (WHIPPED TOPPING)	1 Slice	100	321	4.8	14.9	42.8	1.3	56	270
I 007 00	VANILLA CREAM PIE (DESSERT POWDER, INSTANT)	1 Slice	100	271	3	10.8	39.7	0.4	1	488
I 007 01	STRAWBERRY GLAZED CREAM PIE (INSTANT)	1 Slice	100	269	3.1	8.6	45.8	1.3	1	489
I 007 02	COCONUT CREAM PIE (INSTANT)	1 Slice	100	314	3.2	13.9	43.8	0.8	1	510
I 007 03	PINEAPPLE CREAM PIE (INSTANT)	1 Slice	100	280	3	10.8	42	0.6	1	488
I 007 04	COCONUT CREAM PIE (INSTANT) PREFORMED CRUST, FRZ	1 Slice	100	277	2.9	11.1	40.8	0.5	2	511
I 008 01	DUTCH APPLE PIE (CANNED APPLES-CORNSTARCH)	1 Slice	100	356	2.7	15.7	52.5	1.8	19	227
I 008 02	FRENCH APPLE PIE (CANNED APPLES-CORNSTARCH)	1 Slice	100	418	3.6	18.6	60.3	1.9	10	277
I 009 00	APPLE PIE (CANNED APPLES-CORNSTARCH)	1 Slice	100	369	3.6	18.1	49	1.9	8	271
I 009 01	APPLE PIE (PREPARED PIE FILLING)	1 Slice	100	366	3.5	17	50.9	1.9	6	255
I 009 02	DUTCH APPLE PIE (PREPARED PIE FILLING)	1 Slice	100	324	2.5	13.1	50.6	1.7	12	199
I 010 00	APPLE COBBLER	1 Slice	100	431	4.2	21.2	57.2	2.1	9	314
I 010 01	PEACH COBBLER	1 Serving	100	490	4.8	21.2	72.3	2.2	9	302
I 010 02	BLUEBERRY COBBLER	1 Piece	100	448	4.4	21.6	60.4	2.5	9	330
I 010 03	CHERRY COBBLER	1 Piece	100	458	4.9	21.8	62.2	1.7	9	275
I 010 04	STREUSEL-TOPPED APPLE COBBLER	1 Piece	100	492	4.2	22.2	70.9	2.3	25	311
I 011 00	CHOCOLATE MOUSSE PIE	1 Slice	100	256	4.1	11.2	35.1	0.4	1	1962
I 011 01	CHOCOLATE MOUSSE PIE (GRAHAM CRACKER CRUST)	1 Slice	100	255	2.4	13.3	32.3	0.5	2	191
I 012 00	SWEET POTATO PIE	1 Slice	100	256	4	10.3	37.4	2	37	219
I 013 00	PUMPKIN PIE	1 Slice	100	246	5	9.7	35.9	2.1	46	379
I 013 01	PUMPKIN PIE (FROZEN CRUST)	1 Slice	100	203	4.2	6.7	32.5	1.9	46	380

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
I 014 00	PINEAPPLE PIE (CANNED PINEAPPLE-CORNSTARCH)	1 Slice	100	333	3.4	16.8	42.5	1	6	228
I 015 00	BERRY PIE (FROZEN BERRIES-CORNSTARCH)	1 Slice	100	371	3.7	18.6	48.3	2.4	9	263
I 015 01	BLUEBERRY PIE (FROZEN BLUEBERRIES)	1 Slice	100	410	3.8	18.7	58	2.5	13	261
I 017 00	BLUEBERRY PIE (CANNED BLUEBERRIES-CORNSTARCH)	1 Serving	100	448	4	17.2	71.1	2.3	6	266
I 017 01	BLUEBERRY PIE (PREPARED FILLING)	1 Slice	100	354	3.4	16.9	48.2	2	6	262
I 019 00	BUTTERSCOTCH CREAM PIE (DESSERT POWDER, INSTANT)	1 Slice	100	282	4	10.8	41.2	0.4	1	504
I 020 00	PEACH PIE (FROZEN PEACHES-CORNSTARCH)	1 Slice	100	416	3.9	16.9	63.6	2.5	6	274
I 022 00	CHERRY PIE (CANNED CHERRIES-CORNSTARCH)	1 Slice	100	398	4.1	17	58.6	1.8	6	269
I 022 01	CHERRY PIE (PIE FILLING, PREPARED)	1 Slice	100	380	3.9	17.1	54.1	1.5	6	219
I 024 00	PEACH PIE (CANNED PEACHES-CORNSTARCH)	1 Slice	100	376	4	16.9	53.5	2	6	261
I 024 01	PEACH PIE (PREPARED PIE FILLING)	1 Slice	100	408	3.7	17	62.6	1.9	6	247
I 026 00	CREAMY COCONUT PIE	1 Slice	100	240	6	13.8	23.3	1	2	268
I 026 01	CREAMY BANANA COCONUT PIE	1 Slice	100	251	6.2	13.8	26.5	1.3	2	268
I 026 02	AMBROSIA PIE	1 Slice	100	244	6.1	12.8	26.7	1	2	263
I 027 00	CHERRY CRUMBLE PIE	1 Slice	100	446	4.4	15.3	74.4	2	2	189
I 028 00	CHOCOLATE CREAM PIE	1 Slice	100	307	4.4	14.1	39.6	1.3	37	251
I 028 01	CHOCOLATE CREAM PIE (DESSERT POWDER, INSTANT)	1 Slice	100	317	4.3	10.9	50	0.4	1	638
I 029 00	CHOCOLATE AND VANILLA CREAM PIE (INSTANT)	1 Slice	100	293	4.2	11.9	40.8	0.4	1	473
I 030 00	FRIED APPLE PIE	1 Pie	100	286	5	6.7	51.4	1.8	0	315
I 030 01	FRIED LEMON PIE	1 Pie	100	269	5.1	6.9	47	2.2	0	313
I 030 02	FRIED CHERRY PIE	1 Pie	100	294	5.2	6.8	53.4	1.6	0	293
I 030 03	FRIED PEACH PIE	1 Pie	100	315	5.2	6.8	59.2	1.9	0	308
I 030 04	FRIED BLUEBERRY PIE	1 Pie	100	278	4.9	6.7	49.7	1.9	0	319
I 031 00	PECAN PIE	1 Slice	100	502	5.7	21.6	76.2	1.3	125	396
I 031 01	WALNUT PIE	1 Slice	100	500	6.5	20.9	76.2	0.9	125	397
I 031 02	PECAN PIE (FROZEN CRUST)	1 Slice	100	460	4.9	18.6	72.8	1	125	397
I 032 00	CITRUS CHIFFON PIE	1 Slice	100	208	9.6	9.5	17.6	0.5	0	546
I 032 01	PINEAPPLE CHIFFON PIE	1 Slice	100	207	9.6	9.7	17	0.5	0	540
I 032 02	STRAWBERRY CHIFFON PIE	1 Slice	100	189	6.7	9.7	16.7	0.8	0	377
I 033 00	LEMON MERINGUE PIE	1 Slice	100	363	3.6	11.9	61.7	0.5	39	358
I 033 01	LEMON MERINGUE PIE (PIE FILLING PREPARED)	1 Slice	100	250	2.8	8.6	41.8	1.9	0	198
I 034 00	FRUIT TURNOVERS	1 Turnover	100	183	1.7	8.4	25.8	0.9	0	130
I 035 00	FRUIT DUMPLINGS	1 Each	100	382	4.2	20.9	44.8	1.6	0	287
I 036 00	BLONDIES	1 Bar	100	414	4.4	24.9	44.9	1.6	74	279
I 037 00	BLUEBERRY CHEESECAKE PIE	1 Slice	100	264	3.9	10.9	39.1	1.5	12	308
I 038 00	CHERRY TRIFLE	1/2 Cup	100	336	3.2	7.6	65.4	0.9	1	389
I 039 00	CHOCOLATE ICE BOX PIE	1 Slice	100	260	3.8	10.9	37.3	0.4	4	347
I 500 00	KEY LIME PIE	1 Slice	100	363	5.3	9.9	65.1	1	78	226
I 800 00	PIES, FROZEN	1 Slice	100	372	2.7	13.3	59.7	0	7	458
I 801 00	ELEPHANT EARS (FROZEN PUFF PASTRY)	2 Cookies	200	75	0.8	4.3	8.8	0.3	0	44
J 001 01	APPLE CRISP (PIE FILLING & COOKIE MIX)	1 Piece	100	190	1.4	6.9	33.9	2.1	22	98

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
J 002 00	VANILLA SOFT SERVE ICE CREAM (DEHY)	3/4 Cup	100	166	0.7	0.4	39.9	0	1	71
J 002 01	CHOCOLATE SOFT SERVE ICE CREAM (DEHY)	3/4 Cup	100	166	0.7	0.6	39.9	0	1	168
J 002 02	CHOCOLATE MILK SHAKE (DEHY MIX)	8 Ounces	100	166	0.7	0.6	39.9	0	1	169
J 002 03	STRAWBERRY SOFT SERVE ICE CREAM (DEHY)	3/4 Cup	100	176	0.8	0.4	42.6	0.6	1	71
J 002 04	VANILLA MILK SHAKE (DEHY MIX)	1 Cup	100	166	0.7	0.4	39.9	0	1	72
J 003 00	BAKED APPLES	1 Serving	100	319	0.3	1.4	80.9	3.4	2	66
J 003 01	BAKED APPLES WITH RAISIN NUT FILLING	1 Serving	100	377	0.9	5.2	87.2	4.3	2	68
J 003 02	BAKED APPLES WITH RAISIN COCONUT FILLING	1 Serving	100	350	0.5	2.2	87.3	4	2	74
J 004 00	VANILLA SOFT SERVE ICE CREAM (LIQUID MIX)	3/4 Cup	100	101	2.8	3.1	15.7	0	0	0
J 004 01	STRAWBERRY SOFT SERVE ICE CREAM (LIQUID MIX)	3/4 Cup	100	111	2.9	3.1	18.4	0.6	0	1
J 004 02	VANILLA MILK SHAKE (LIQUID MIX)	1 Cup	100	86	2.4	2.6	13.4	0	0	1
J 004 03	CHOCOLATE MILK SHAKE (LIQUID MIX)	1 Cup	100	130	3.6	4	20.1	0	0	0
J 004 04	CHOCOLATE SOFT SERVE ICE CREAM (LIQUID MIX)	3/4 Cup	100	101	2.8	3.1	15.7	0	0	0
J 004 05	ICE CREAM BAR	3/4 Cup	100	412	3.2	7.5	82.4	0.9	1	198
J 005 00	FLUFFY FRUIT CUP	1/2 Cup	100	81	0.9	0.4	19.9	1.5	0	6
J 005 01	YOGURT FRUIT CUP	1/2 Cup	100	87	1.7	0.5	20.6	1.5	1	16
J 005 02	YOGURT, ASSORTED LOWFAT 6 OZ	6 Ounces	100	171	7.1	1.9	32	0	7	95
J 006 00	FRUIT CUP	1/2 Cup	100	61	0.6	0.1	15.8	1.9	0	2
J 006 01	AMBROSIA	1/2 Cup	100	79	0.7	1.4	17.5	2	0	12
J 006 02	BANANA FRUIT CUP	1/2 Cup	100	82	0.8	0.3	20.9	2.2	0	1
J 006 03	MELON FRUIT CUP	1/2 Cup	100	53	0.6	0.2	13.3	1.8	0	2
J 006 04	STRAWBERRY FRUIT CUP	1/2 Cup	100	56	0.8	0.2	14.1	2.2	0	2
J 006 05	FRUIT COCKTAIL FRUIT CUP	1/2 Cup	100	58	0.6	0.1	14.9	1.7	0	4
J 006 06	SPICED FRUIT CUP	1/2 Cup	100	57	0.5	0.1	14.7	1.7	0	3
J 006 07	MANDARIN ORANGE AND PINEAPPLE FRUIT CUP	1/2 Cup	100	85	0.9	0.1	22	1.7	0	5
J 007 00	FRUIT GELATIN	2/3 Cup	100	101	12.1	0	8.1	0.6	0	677
J 007 01	BANANA GELATIN	2/3 Cup	100	116	12.3	0.2	11.7	1.1	0	675
J 007 02	FRUIT FLAVORED GELATIN	1/2 Cup	100	75	11.9	0	1.3	0	0	675
J 007 03	FRUIT GELATIN (CRUSHED ICE METHOD)	2/3 Cup	100	101	12.1	0	8.1	0.6	0	677
J 007 04	STRAWBERRY GELATIN	2/3 Cup	100	102	12.2	0.1	8.4	1.6	0	675
J 007 05	PEACH GELATIN	2/3 Cup	100	151	13.2	0.1	19.4	1.3	0	727
J 007 06	FRUIT GELATIN VARIETY	2/3 Cup	100	101	12.1	0	8.1	0.6	0	677
J 007 07	FRUIT COCKTAIL GELATIN	1/2 Cup	100	82	11.7	0	3.4	0.2	0	659
J 008 00	PEACH CRISP	1 Piece	100	202	2.2	8.2	31.5	1.9	20	199
J 008 01	CHERRY CRISP (PIE FILLING COOKIE MIX)	1 Piece	100	215	1.4	6.4	40.9	1.5	18	64
J 008 02	CHERRY CRISP	1 Piece	100	221	2.5	8.3	35.7	2	20	203
J 008 03	PEACH CRISP (PIE FILLING COOKIE MIX)	1 Piece	100	250	1.3	6.3	51	2	18	91
J 008 04	BLUEBERRY CRISP (PIE FILLING COOKIE MIX)	1 Serving	100	219	0.9	9.9	34.5	2.1	28	148
J 010 01	APPLE CRUNCH (APPLE PIE FILLING)	1 Piece	100	236	1.2	8.1	40.9	1.2	10	232
J 010 02	BLUEBERRY CRUNCH (BLUEBERRY PIE FILLING)	1 Serving	100	240	1.1	8.1	42.2	1.5	10	245
J 010 03	CHERRY CRUNCH (CHERRY PIE FILLING)	1 Piece	100	248	1.6	8.2	43.5	0.9	10	204

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
J 010 05	PEACH CRUNCH (PEACH PIE FILLING)	1 Piece	100	274	1.5	8.2	50.9	1.3	10	224
J 011 00	BANANA SPLIT	1 Each	100	362	5.1	15.6	53.2	1.7	30	106
J 012 00	VANILLA SOFT SERVE YOGURT (DEHYDRATED)	3/4 Cup	100	0	0	0	0	0	0	3
J 012 01	CHOCOLATE SOFT SERVE YOGURT (DEHYDRATED)	3/4 Cup	100	0	0	0	0	0	0	3
J 013 00	TAPIOCA PUDDING	1/2 Cup	100	180	5.2	4.9	27.7	0.1	38	166
J 014 00	VANILLA CREAM PUDDING (INSTANT)	1/2 Cup	100	137	2.2	0.2	32.1	0	1	485
J 014 01	BANANA CREAM PUDDING (INSTANT)	1/2 Cup	100	133	1.9	0.3	31.9	0.7	1	387
J 014 02	COCONUT CREAM PUDDING (INSTANT)	1/2 Cup	100	170	2.4	2.6	35.3	0.3	1	502
J 014 03	PINEAPPLE CREAM PUDDING (INSTANT)	1/2 Cup	100	128	1.8	0.2	30.7	0.4	1	387
J 014 04	BUTTERSCOTCH CREAM PUDDING (INSTANT)	1/2 Cup	100	153	3.8	0.3	34.4	0	2	509
J 014 05	CHOCOLATE CREAM PUDDING (INSTANT)	1/2 Cup	100	149	3.8	0.3	33.4	0	2	492
J 014 06	ASSORTED PUDDINGS RTU	1/2 Cup	100	150	1.8	4.5	25.9	0	0	141
J 014 07	GELATIN CITRUS	6 Ounces	100	66	10.4	0	1.2	0	0	593
J 014 08	GELATIN RAINBOW	6 Ounces	100	66	10.4	0	1.2	0	0	593
J 014 09	GELATIN RED	6 Ounces	100	66	10.4	0	1.2	0	0	593
J 014 11	TAPIOCA CANNED WITH RAISINS	1/2 Cup	100	294	0.7	0.2	72.8	0.7	0	5
J 014 12	TAPIOCA WITH RAISINS	1/2 Cup	100	146	3.5	2.6	28	0.7	36	140
J 014 13	TAPIOCA (CANNED)	1/2 Cup	100	419	0.7	0.2	102.9	0.1	0	4
J 015 00	BAKED RICE PUDDING	1/2 Cup	100	172	3.7	4.5	29.6	0.9	55	153
J 015 01	BAKED RICE PUDDING (FROZEN EGGS AND EGG WHITES)	1/2 Cup	100	167	3.5	3.9	29.6	0.9	32	154
J 016 00	BREAD PUDDING	2/3 Cup	100	217	6.4	5.6	36	1.3	41	325
J 016 01	CHOCOLATE CHIP BREAD PUDDING	2/3 Cup	100	219	5.3	8.5	30	0.4	42	302
J 016 02	COCONUT BREAD PUDDING	2/3 Cup	100	198	4.9	7.9	26.9	0.7	40	319
J 017 00	CREAM PUFFS	1 Each	100	139	3.3	9.6	9.7	0.3	91	125
J 017 01	ECLAIRS	1 Each	100	139	3.3	9.6	9.7	0.3	91	125
J 018 00	VANILLA CREAM PUDDING	1/2 Cup	100	166	3.9	4.9	26.6	0	59	209
J 018 01	CHOCOLATE CREAM PUDDING	1/2 Cup	100	187	2.3	4	35.8	1	11	180
J 020 00	CREAMY RICE PUDDING	1/2 Cup	100	179	4.3	4.3	31	0.8	49	269
J 021 00	FLUFFY PINEAPPLE RICE CUP	1/2 Cup	100	137	1.7	5.2	21.6	0.5	0	57
J 022 00	BREAKFAST BREAD PUDDING	2/3 Cup	100	205	6.7	2.8	39.1	2.2	1	298
J 023 00	BAKED CINNAMON APPLE SLICES	1/2 Cup	100	99	0.2	0.6	24.3	2.1	0	4
J 024 00	LEMON CHESS PIE	1 Slice	100	316	3	12.6	49.2	0.3	79	184
J 025 00	APPLE CHERRY COBBLER STREUSEL	1 Piece	100	299	1.8	9.5	53.6	1.4	25	126
J 500 00	BREAD PUDDING WITH HARD SAUCE	1 Piece	100	242	4.6	6.1	43	1.3	13	201
J 504 00	BAKED BANANAS	1/2 Cup	100	169	1.2	0.5	43.8	2.7	0	4
J 800 00	HOT CINNAMON APPLE SAUCE	3 Ounces	100	39	0.2	0.1	10.3	1.3	0	2
K 001 00	WHIPPED CREAM	2 Tablespoons	100	7	0	0	1.5	0	0	0
K 002 00	WHIPPED TOPPING (DEHYDRATED)	3 Tablespoons	100	30	0.5	1.8	2.8	0	0	10
K 002 01	WHIPPED TOPPING (FROZEN)	3 Tablespoons	100	12	0	0.7	1	0	0	0
K 003 00	RUM SAUCE	2 Tablespoons	100	131	0.2	9.2	12.4	0	25	101
K 004 00	CHERRY SAUCE	2-1/2 Tablespoons	100	46	0.2	0.1	11.6	0.2	0	4



Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
K 005 00	CHOCOLATE SAUCE	2 Tablespoons	100	88	1.1	2.6	15.6	0.7	6	32
K 005 01	CHOCOLATE COCONUT SAUCE	2 Tablespoons	100	108	1.2	4	17.5	0.9	6	43
K 005 02	CHOCOLATE MARSHMALLOW SAUCE	2 Tablespoons	100	102	1.2	2.6	19.2	0.7	6	34
K 005 03	CHOCOLATE NUT SAUCE	2 Tablespoons	100	118	1.4	5.6	16.4	1.1	6	32
K 005 04	CHOCOLATE MINT SAUCE	2 Tablespoons	100	88	1.1	2.6	15.6	0.7	6	32
K 006 00	CHERRY JUBILEE SAUCE	1/4 Cup	100	57	0.5	0.1	14.1	0.7	0	28
K 007 00	STRAWBERRY GLAZE TOPPING	2-1/2 Tablespoons	100	36	0.2	0	9.2	0.9	0	2
K 008 00	VANILLA SAUCE	1/4 Cup	100	69	0	1.8	13.2	0	5	44
K 009 00	ASSORTED TOPPINGS	2 Ounces	100	215	1	6.3	42	2.3	0	28
L 001 01	GRILLED OR OVEN FRIED BACON (PRECOOKED BACON)	2 Slices	100	105	5.5	8.9	0.1	0	15	290
L 002 00	OVEN FRIED BACON	2 Slices	100	88	4.7	7.5	0.1	0	13	244
L 002 02	GRILLED BACON	2 Slices	100	88	4.7	7.5	0.1	0	13	244
L 002 03	GRILLED OR OVEN FRIED CANADIAN BACON	2 Slices	100	89	11.7	4	1	0	28	799
L 003 00	CHICKEN ENCHILADAS (CANNED CHICKEN)	2 Enchiladas	100	544	37.9	19.4	52.2	4.7	78	2311
L 003 01	CHICKEN ENCHILADAS (COOKED DICED)	2 Enchiladas	100	796	50.9	23.4	92.2	7.1	105	2151
L 004 00	ROAST RIB OF BEEF	4 Ounces	100	495	45	33.5	0.1	0	148	107
L 004 01	STEAMSHIP ROUND OF BEEF (ROUND, BONE-IN)	6 Ounces	100	470	70.9	18.4	0.1	0	216	115
L 004 02	STEAMSHIP ROUND OF BEEF (ROUND, BONELESS)	6 Ounces	100	407	61.5	16	0.1	0	187	99
L 004 03	ROAST RIB OF BEEF (BONELESS RIBEYE ROLL)	4 Ounces	100	675	57.4	47.6	0.1	0	195	137
L 005 00	ROAST BEEF	4 Ounces	100	250	37.8	9.8	0.1	0	115	61
L 005 01	ROAST BEEF (PRECOOKED)	4 Ounces	100	249	35.2	10.9	0	0	101	78
L 006 00	SUKIYAKI	1 Cup	100	205	26.4	6.8	9.3	2.3	72	765
L 007 00	GRILLED STEAK	1 Steak	100	383	30.6	28.2	0	0	107	85
L 007 01	GRILLED TENDERLOIN STEAK	1 Steak	100	352	40.7	19.7	0	0	127	93
L 007 02	GRILLED MINUTE STEAK	3 Ounces	100	256	19.2	19.4	0.2	0.1	67	123
L 008 00	TERIYAKI STEAK	1 Steak	100	385	33.6	24.6	5.7	0.5	107	1544
L 009 00	SPINACH LASAGNA	9-1/2 Ounces	100	362	26.4	10.1	43.9	5.8	82	1285
L 010 00	BEEF POT ROAST	3-1/2 Ounces	100	383	36.5	22.8	5.6	0.4	114	410
L 010 01	GINGER POT ROAST	3-1/2 Ounces	100	392	36.8	22.8	7.7	0.8	114	475
L 010 02	YANKEE POT ROAST	3-1/2 Ounces	100	396	36.9	22.9	8.7	1	114	479
L 011 00	SIMMERED BEEF	4 Ounces	100	369	36.1	22.8	2.9	0.8	114	411
L 012 00	COUNTRY STYLE STEAK	6-1/2 Ounces	100	412	39.4	19.4	17.3	0.6	137	248
L 013 00	PEPPER STEAK	5-1/2 Ounces	100	225	29.8	8	7.3	1.3	86	437
L 013 01	ORIENTAL PEPPER STEAK	5-1/2 Ounces	100	227	30	8	7.6	1.5	86	458
L 014 00	GROUND BEEF CORDON BLEU	5 Ounces	100	399	38.6	23	7.2	0.4	131	937
L 015 00	STEAK SMOTHERED WITH ONIONS	3-1/2 Ounces	100	329	36.6	16	8	1.6	108	297
L 015 01	STEAK STRIPS SMOTHERED WITH ONIONS	3/4 Cup	100	282	29.6	14.1	8	1.6	86	286
L 016 00	SWISS STEAK WITH TOMATO SAUCE	7-1/2 Ounces	100	329	36.7	15.9	8.3	1.1	108	397
L 016 01	SWISS STEAK WITH BROWN GRAVY	7-1/2 Ounces	100	329	36.8	16.1	7.3	0.7	108	545
L 016 03	SWISS STEAK WITH TOMATO SOUP	7-1/2 Ounces	100	339	36.7	16.7	9.4	0.7	108	489
L 016 04	SWISS STEAK WITH MUSHROOM GRAVY	7-1/2 Ounces	100	357	36.6	20.1	5.6	0.5	108	451

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 017 00	BRAISED BEEF AND NOODLES	1-1/4 Cups	100	294	26	11.2	21.1	1.2	81	605
L 017 01	BRAISED BEEF CUBES	6-1/2 Ounces	100	223	23.6	10.5	7.1	0.6	66	428
L 018 00	BARBECUED BEEF CUBES	6-1/2 Ounces	100	303	24.9	10.9	28.1	2.4	66	793
L 018 01	BARBECUED BEEF CUBES (CANNED BEEF)	6-1/2 Ounces	100	287	26.9	12	18.5	1.6	73	553
L 019 00	STUFFED FLOUNDER CREOLE	3.5 Ounces	100	308	29.1	8.8	27.4	2.1	88	761
L 020 00	BEEF AND CORN PIE	1-1/2 Cups	100	412	33.8	18.2	28	2.8	111	590
L 020 01	TURKEY CORN PIE	1-1/2 Cups	100	328	28.7	11.4	29.9	3	90	687
L 021 00	BEEF POT PIE WITH BISCUIT TOPPING	1 Cup	100	417	27.5	16.1	39.8	2.9	66	936
L 021 01	BEEF POT PIE WITH PIE CRUST TOPPING	1 Cup	100	332	25.5	14.8	23.8	2.4	66	515
L 022 00	BEEF STEW	1-1/4 Cups	100	285	25.1	10.7	21.6	3.1	66	621
L 022 01	BEEF STEW (CANNED)	1-1/4 Cups	100	286	15	16.4	20.6	4.6	49	1240
L 022 02	EL RANCHO STEW	1 Cup	100	277	25	10.6	19.5	2.8	66	406
L 022 03	EL RANCHO STEW (BEEF CUBES PRECOOKED)	1 Cup	100	290	26.2	9.6	27.6	7.1	31	201
L 023 00	CARIBBEAN CHICKEN BREAST (BREAST BONELESS)	5 Ounces	100	302	41.4	11.2	7.3	0.5	126	254
L 024 00	STUFFED CABBAGE ROLLS	2 Rolls	100	332	27.2	13.3	26.8	4.1	85	704
L 024 01	STUFFED CABBAGE ROLLS (TOMATO SOUP)	2 Rolls	100	456	29.2	14.4	51.8	3.8	85	831
L 024 02	STUFFED CABBAGE ROLLS (GROUND TURKEY)	2 Rolls	100	382	25.1	8.4	53.2	4.7	67	800
L 025 00	LASAGNA	9.5 Ounces	100	402	33.1	14.3	35	2.9	131	983
L 025 01	LASAGNA (GROUND TURKEY)	9-1/2 Ounces	100	392	32.7	12	39.7	3.6	126	1160
L 025 02	LASAGNA (FROZEN)	9 Ounces	100	312	20.8	12.8	27.2	3.2	36	760
L 025 03	LASAGNA (CANNED PIZZA SAUCE)	9 Ounces	100	454	35.2	16	40.4	4.6	136	757
L 026 00	BAKED BREADED CLAM STRIPS	3 Ounces	100	323	13.2	16	31.5	2.7	15	700
L 026 01	FRENCH FRIED BREADED CLAM STRIPS	3 Ounces	100	363	13.2	20.6	31.5	2.7	15	700
L 027 00	BEEF BALLS STROGANOFF	3-1/2 Ounces	100	271	23.7	12.7	13.4	1	88	669
L 027 01	TURKEY MEATBALL STROGANOFF	3-1/2 Ounces	100	208	19.9	8.3	12.9	1	73	734
L 028 00	CHILI CON CARNE	1 Cup	100	292	23.5	8.7	31.1	11.8	50	930
L 028 02	CHILI MACARONI (GROUND BEEF)	1-1/4 Cups	100	332	21.2	9.4	41.2	3.6	50	551
L 028 03	CHILI CON CARNE (GROUND TURKEY)	1 Cup	100	262	22.7	6.1	31.1	11.8	45	962
L 028 04	CHILI MACARONI (GROUND TURKEY)	1-1/4 Cups	100	302	20.4	6.9	41.2	3.6	45	583
L 029 00	BEEF PORCUPINES	5 Ounces	100	332	26.3	16	18.8	1.7	85	821
L 029 01	TURKEY PORCUPINES	5 Ounces	100	260	22.2	10.4	19.2	1.8	67	883
L 030 00	CREAMED GROUND BEEF	5-1/2 Ounces	100	215	21.1	9.7	9.2	0.3	65	282
L 030 01	CREAMED GROUND TURKEY	5-1/2 Ounces	100	160	17.8	5.6	9.5	0.3	52	454
L 031 00	BEEF RAVIOLI (FROZEN)	8 Ounces	100	336	14	14.6	36.3	3.4	77	1003
L 031 01	CHEESE RAVIOLI (FROZEN)	8 Ounces	100	176	6.7	4.9	26.2	2.4	7	694
L 031 02	BEEF RAVIOLI (CANNED IN TOMATO SAUCE)	1 Cup	100	230	8.4	5.4	37	3.7	15	1178
L 032 00	PARMESAN FISH	3.5 Ounces	100	204	29.8	8	2.7	0.9	82	379
L 033 00	ROAST BEEF HASH	1/2 Cup	100	159	14.6	5.8	11.6	1.2	39	268
L 033 01	ROAST BEEF HASH (CANNED)	1/2 Cup	100	0	0	0	0	0	0	0
L 033 02	ROAST BEEF HASH (CANNED BEEF CHUNKS)	1/2 Cup	100	196	16.8	8.8	11.6	1.2	46	275
L 034 00	TACOS (GROUND BEEF)	2 Tacos	100	404	31.8	19.7	24.4	3.4	84	736

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 034 01	TACOS (GROUND TURKEY)	2 Tacos	100	337	28	14.8	24.4	3.4	68	773
L 034 02	TACOS (BEEF CRUMBLES, PRECOOKED)	2 Tacos	100	347	26.7	14.8	29.9	6.5	28	801
L 034 03	TURKEY LIME SOFT TACOS	7 Ounces	100	274	8.7	6.3	45.7	3.5	1	650
L 035 00	MEATLOAF	6 Ounces	100	367	34.2	18	14.5	0.7	153	704
L 035 01	TURKEY LOAF	6 Ounces	100	275	28.8	11.2	14.6	0.7	132	755
L 035 02	TOMATO MEAT LOAF	6 Ounces	100	393	34.6	18.6	19.8	0.8	153	772
L 035 03	CAJUN MEATLOAF	6 Ounces	100	421	35.2	19.2	26	2.1	153	926
L 036 00	MINCED BEEF	5 Ounces	100	245	22	10.9	14.1	1.4	71	385
L 037 00	SALISBURY STEAK	4.5 Ounces	100	356	31.9	16.5	17.5	0.8	119	5468
L 037 02	GRILLED HAMBURGER STEAK	4-1/2 Ounces	100	344	37.6	20.2	0	0	133	79
L 038 00	SPAGHETTI WITH MEAT SAUCE (GROUND TURKEY)	1 Cup	100	406	25.3	6.9	63.4	5.3	51	1419
L 038 01	SPAGHETTI WITH MEAT SAUCE (GROUND BEEF)	1 Cup	100	442	26.4	9.8	63.4	5.3	57	1385
L 038 02	SPAGHETTI WITH MEAT SAUCE, RTU (GROUND TURKEY)	1 Cup	100	433	24.4	12.3	55.2	3.8	51	1127
L 038 03	SPAGHETTI WITH MEAT SAUCE, RTU (GROUND BEEF)	1 Cup	100	469	25.6	15.2	55.2	3.8	57	1092
L 038 04	SPAGHETTI WITH MEAT SAUCE (BEEF CRUMBLES)	1 Cup	100	304	17.6	5.6	45.7	3.5	14	452
L 039 00	SPAGHETTI WITH MEATBALLS (GROUND TURKEY)	1 Serving	100	458	28.4	8.4	69.3	5.1	72	1664
L 039 01	SPAGHETTI WITH MEATBALLS (GROUND BEEF)	1 Cup	100	514	31.8	12.8	68.5	5.1	87	1621
L 040 00	STUFFED GREEN PEPPERS (GROUND BEEF)	1 Half	100	429	28.3	15.2	42.7	3.1	85	1058
L 040 01	STUFFED GREEN PEPPERS (FROZEN)	1 Pepper	100	330	19.6	10.7	42.8	4.2	50	2852
L 040 02	STUFFED GREEN PEPPERS (GROUND TURKEY)	1 Half	100	359	24.1	9.9	42.9	3.1	67	1107
L 041 00	SWEDISH MEATBALLS (GROUND BEEF)	3-1/2 Ounces	100	246	22.7	11.6	10.9	0.5	85	755
L 041 01	SWEDISH MEATBALLS (GROUND TURKEY)	3-1/2 Ounces	100	192	19.2	7.7	11.1	0.7	70	917
L 042 00	CHILI CONQUISTADOR (GROUND BEEF)	8-1/2 Ounces	100	458	28.8	18.1	44.2	4.5	86	992
L 042 01	CHILI CONQUISTADOR (GROUND TURKEY)	8-1/2 Ounces	100	386	24.6	12.7	44.2	4.5	68	1033
L 043 00	BEEF FAJITAS (FAJITA STRIPS)	2 Fajitas	100	730	34.5	25.9	87.7	6.2	70	1325
L 043 01	CHICKEN FAJITAS (FAJITA STRIPS)	2 Fajitas	100	647	39.9	14.3	87.3	6.1	72	1268
L 043 02	TURKEY FAJITAS	2 Fajitas	100	630	28.3	17	89.2	6.1	45	1684
L 043 03	BEEF FAJITAS WITH RTU SALSA	2 Each	100	762	36.3	27	91.4	7	74	1415
L 043 04	CHICKEN FAJITAS WITH RTU SALSA	2 Each	100	646	40.2	12.8	92.2	7	40	1462
L 044 00	TURKEY CURRY	7 Ounces	100	214	12.4	8.4	23.4	2.9	36	1092
L 045 00	STUFFED BEEF ROLLS	1 Roll	100	354	29.4	14.8	23.6	1.2	78	704
L 045 01	BEEF BROGUL	7 Ounces	100	398	34	14.5	34.1	4.8	83	1121
L 046 00	BEEF AND BEAN TOSTADAS	2 Tostadas	100	471	32.6	14.9	51.4	9.3	75	1096
L 047 00	BEEF PIE WITH BISCUIT TOPPING (CANNED BEEF)	1 Cup	100	583	41.7	26.8	41.6	3.7	105	625
L 048 00	BAKED CHICKEN AND RICE (COOKED DICED)	1 Cup	100	349	28.4	9.2	35.4	0.9	79	1145
L 048 01	BAKED CHICKEN AND RICE (CANNED CHICKEN)	1 Cup	100	345	22.7	11.4	35.7	1	61	1311
L 049 00	TURKEY CUTLET	4-1/2 Ounces	100	297	26.6	10.3	22.3	0.8	73	256
L 050 00	CHALUPA	1 Cup	100	351	33.8	14.5	20.6	6.6	98	883
L 050 01	CHALUPA WITH SHELLS	1 Each	100	483	35.8	20.9	38.3	8.8	98	881
L 051 00	CHICKEN PARMESAN (PRECOOKED BREADED FILLET)	7 Ounces	100	559	30.2	37.1	25.2	4.1	74	1245
L 051 01	CHICKEN PARMESAN (BREAST BONELESS)	5 Ounces	100	363	47.3	14.8	7.3	1.6	137	373

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 051 02	CHICKEN PARMESAN (PRECOOKED BREAST FILLET)	5 Ounces	100	365	46.5	16	5.8	0.9	135	518
L 052 00	CREAMED CHIPPED BEEF	6 Ounces	100	169	13.2	7.2	12.5	0.3	31	1209
L 053 00	BEEF STROGANOFF	6 Ounces	100	254	30.8	9.5	8.6	0.9	94	852
L 053 01	BEEF STROGANOFF (CREAM OF MUSHROOM SOUP)	3/4 Cup	100	251	17.6	16.5	7.8	0.9	46	713
L 053 02	HAMBURGER STROGANOFF	6 Ounces	100	330	32.3	17.5	8	0.8	113	863
L 053 03	GROUND TURKEY STROGANOFF	6 Ounces	100	244	27	11.3	8	0.8	91	913
L 053 04	BEEF STROGANOFF (FAJITA STRIPS)	6 Ounces	100	207	17.6	11.8	7.2	0.8	46	987
L 054 00	STEAK RANCHERO	4-1/2 Ounces	100	280	36.6	10.3	8.5	1	108	432
L 055 00	BEEF CORDON BLEU	5 Ounces	100	374	32.9	20.7	12.1	0.5	131	882
L 056 00	SOUTHERN FRIED CATFISH FILLETS	3-3/4 Ounces	100	219	22	9.1	11.8	1.4	70	252
L 057 00	TAMALE PIE (GROUND BEEF)	9-1/2 Ounces	100	347	23.6	12.6	35.1	4.6	59	569
L 057 01	HOT TAMALES WITH CHILI GRAVY	2 Each	100	288	11.6	19.9	16.1	1.5	47	751
L 057 02	TAMALE PIZZA	5 Ounces	100	302	21.9	14.2	21.6	3.1	60	729
L 057 03	TAMALE PIE (BEEF CRUMBLES,PRECOOKED)	9-1/2 Ounces	100	403	30.4	13.7	43.4	8.8	33	686
L 058 00	CHILI AND MACARONI (CANNED CHILI CON CARNE)	1-1/2 Cups	100	384	23.7	9.7	50.1	7.9	21	1157
L 059 00	CHILI CON CARNE (WITH BEANS)	1 Cup	100	258	18	5	35.6	13.1	13	991
L 060 00	HAMBURGER PARMESAN	5 Ounces	100	347	30.4	16.4	17.3	1.2	96	378
L 061 00	TEXAS HASH (GROUND BEEF)	1 Cup	100	322	26.6	13.1	23.6	2.3	85	404
L 061 01	TEXAS HASH (GROUND TURKEY)	1 Cup	100	250	22.4	7.7	23.6	2.3	67	445
L 062 00	YAKISOBA (BEEF AND SPAGHETTI)	1 Cup	100	316	29.6	7.2	31.1	1.8	72	996
L 062 01	HAMBURGER YAKISOBA (GROUND BEEF)	1 Cup	100	393	34.7	16.4	24.5	1.6	106	808
L 062 02	TURKEY YAKISOBA	1 Cup	100	315	31.1	10.3	24.5	1.6	90	866
L 063 00	ENCHILADAS (GROUND BEEF)	2 Enchiladas	100	397	27	17.2	34.4	4.6	67	610
L 063 01	ENCHILADAS (FROZEN)	2 Enchiladas	100	416	18.6	22.1	37.1	0.2	51	1669
L 063 02	ENCHILADAS (GROUND TURKEY)	2 Enchiladas	100	345	24	13.3	34.4	4.6	55	654
L 064 00	CREOLE MACARONI (GROUND BEEF)	1 Cup	100	256	17.3	6.8	31.8	2.7	40	895
L 064 01	CREOLE MACARONI (GROUND TURKEY)	1 Cup	100	234	16.4	4.7	32.9	3	35	669
L 064 02	CREOLE MACARONI (BEEF CRUMBLES, CKD & RTU SAUCE)	1 Cup	100	220	13.6	5.3	29.7	3.5	11	736
L 065 00	HUNGARIAN GOULASH	6-1/2 Ounces	100	380	29.5	12.4	36.5	2.2	104	656
L 065 01	HUNGARIAN GOULASH (BEEF CUBES, PRECOOKED)	6-1/2 Ounces	100	375	29.4	11.4	41.2	6.2	69	751
L 066 00	SAUERBRATEN	3-1/2 Ounces	100	406	36.5	23.2	12.3	1.3	114	105
L 067 00	GLAZED HAM LOAF	5 Ounces	100	281	31.1	13	8	0.4	120	1316
L 068 00	SCALLOPED HAM AND NOODLES	1 Cup	100	263	24.8	9.7	17.8	0.8	69	1419
L 069 00	BAKED HAM	3 Ounces	100	136	21.5	5.7	0	0	69	1591
L 069 01	GRILLED HAM STEAK	3 Ounces	100	138	21.5	5.9	0	0	69	1591
L 070 00	BARBECUED HAM STEAK	3 Ounces	100	189	22.1	6.2	12.6	0.8	69	1712
L 070 01	BARBECUED HAM STEAK (CANNED HAM)	3 Ounces	100	254	26.3	10.8	12.6	0.8	67	1822
L 071 00	BAKED CANNED HAM	3-1/2 Ounces	100	214	25.7	10.2	3.1	0	67	1702
L 071 01	BAKED HAM STEAK (CANNED HAM)	3-1/2 Ounces	100	214	25.7	10.2	3.1	0	67	1702
L 071 02	GRILLED HAM STEAK (CANNED HAM)	3 Ounces	100	204	25.7	10.5	0	0	67	1701
L 071 03	GRILLED HAM SLICE (CANNED HAM)	2-1/2 Ounces	100	164	20.5	8.4	0	0	54	1361

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 072 00	BAKED HAM, MACARONI, AND TOMATOES (CANNED HAM)	1 Cup	100	240	17.6	7.7	25.2	2.2	30	1128
L 072 01	BAKED LUNCHEON MEAT, MACARONI, AND CHEESE	1 Cup	100	347	12.7	21.5	26.2	2.2	38	1146
L 072 02	BAKED HAM, MACARONI, AND TOMATOES (CANNED CHUNKS)	1 Cup	100	321	27.8	11.8	25.1	2.2	56	1809
L 073 00	SCALLOPED HAM AND POTATOES (CANNED HAM)	1 Cup	100	339	26.1	20	12.6	0.6	86	1566
L 074 00	CHILIES RELLENOS	1 Serving	100	197	6.9	7.9	26.6	3.9	15	582
L 075 00	BROCCOLI, CHEESE, AND RICE	1 Cup	100	331	15.8	17.3	30.6	5.2	40	1008
L 076 00	BEEF MANICOTTI (CANNELLONI)	2 Shells	100	588	26.9	25.9	63.1	6.7	63	1036
L 076 01	CHEESE MANICOTTI	2 Shells	100	307	15.5	12.1	34.1	3.3	37	1131
L 077 00	SAVORY ROAST LAMB	4 Ounces	100	397	45.3	22.3	0.8	0.2	148	113
L 078 00	CHICKEN ADOBO (8 PC)	2 Pieces	100	956	103.6	51.3	13.8	1	327	1289
L 079 00	SWEET AND SOUR PORK CHOPS	3.6 Ounces	100	334	27.2	16.6	17.9	0.4	75	124
L 079 01	SWEET AND SOUR CHICKEN (8 PC)	2 Pieces	100	985	101.9	51.1	23.1	0.4	327	388
L 079 02	SWEET AND SOUR CHICKEN (COOKED DICED)	8 Ounces	100	421	25	6.2	68.1	1.6	73	393
L 079 03	SWEET AND SOUR PORK CHOPS (WITH PEACHES)	3.6 Ounces	100	330	27.2	16.6	16.7	0.5	75	124
L 080 00	PORK CHOP SUEY	1-1/4 Cups	100	386	31.7	18.2	23.4	3.1	98	879
L 080 01	SHRIMP CHOP SUEY	1-1/4 Cups	100	228	19.2	6.4	23.8	3	109	1607
L 081 00	ROAST PORK	3-1/2 Ounces	100	247	26.9	14.5	0.2	0.1	81	59
L 081 01	ROAST PORK TENDERLOIN	4 Ounces	100	136	20.4	5.4	0.2	0.1	65	49
L 081 02	BARBECUED PORK LOIN	4 Ounces	100	304	28.1	14.9	14.3	1.5	81	224
L 082 00	SWEET AND SOUR PORK	1 Cup	100	345	28.9	13.1	27.6	1	98	328
L 083 00	CREOLE PORK CHOPS	3.6 Ounces	100	303	28	16.7	8.8	1.2	75	334
L 083 01	BARBECUED PORK CHOPS	3.6 Ounces	100	302	27.7	17.5	6.4	0.6	75	448
L 083 02	CREOLE PORK CHOPS (RTU SAUCE)	1 Chop	100	288	27.7	17.2	3.6	0.8	75	366
L 084 00	BAKED STUFFED PORK CHOPS	3.6 Ounces	100	320	28.7	17.4	9.9	0.8	85	205
L 084 01	PORK CHOPS WITH APPLE RINGS	3.6 Ounces	100	341	27	17	19.8	3.1	75	41
L 085 00	BRAISED PORK CHOPS	3.6 Ounces	100	265	26.8	16.6	0	0	75	181
L 085 01	GRILLED PORK CHOPS	3.6 Ounces	100	265	26.8	16.6	0	0	75	41
L 085 02	PORK CHOPS WITH MUSHROOM GRAVY	3.6 Ounces	100	323	27.9	19.9	6.1	0.2	75	340
L 086 01	CREOLE PORK STEAKS (FROZEN BREADED PORK STEAKS)	4 Ounces	100	368	24.3	16.9	28.9	1.9	114	546
L 086 02	BREADED PORK STEAKS (FROZEN)	6-1/2 Ounces	100	328	23.4	15.7	21.6	0.8	114	281
L 086 03	PORK SCHNITZEL (FROZEN BREADED PORK STEAKS)	4 Ounces	100	331	23.5	15.8	23.1	1.5	114	281
L 087 00	PORK CHOPS MEXICANA	3.6 Ounces	100	297	28	17.2	6.7	1.3	75	223
L 088 00	GRILLED POLISH SAUSAGE	3 Ounces	100	203	8.8	17.9	1	0	44	546
L 088 01	BAKED ITALIAN SAUSAGE (HOT OR SWEET)	1 Each	100	201	12.5	16	0.9	0	49	575
L 088 02	GRILLED FRANKFURTER ON ROLL	2 Each	100	518	16.9	29.2	45.4	2.3	43	1434
L 088 03	GRILLED BRATWURST	1 Each	100	256	12	22	1.8	0	51	474
L 088 05	SIMMERED KNOCKWURST	1 Each	100	204	7.9	18.4	1.2	0	38	669
L 089 00	GRILLED SAUSAGE PATTIES	2 Patties	100	473	13.3	45.7	1.2	0	77	756
L 089 01	GRILLED SAUSAGE PATTIES (PRECOOKED)	2 Pieces	100	262	12.2	23.4	0	0	56	579
L 089 02	GRILLED SAUSAGE PATTIES (PREFORMED)	1 Patty	100	314	16.7	26.5	0.9	0	71	1101
L 091 00	GRILLED SAUSAGE LINKS (PRECOOKED)	2 Pieces	100	176	6.5	16.1	0.7	0	38	461

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 092 00	BARBECUED SPARERIBS	7 Ounces	100	595	39.8	40.8	16.5	1	161	439
L 093 00	BRAISED SPARERIBS	7 Ounces	100	536	38.8	40.2	2.1	0.5	161	455
L 093 01	SPARERIBS AND SAUERKRAUT	7 Ounces	100	548	39.6	40.4	4.9	2.8	161	865
L 094 00	SWEET AND SOUR SPARERIBS	7 Ounces	100	606	39.1	40.3	20.6	0.5	161	293
L 095 00	CANTONESE SPARERIBS	8 Ounces	100	585	41.1	40.3	12.9	0.3	161	1397
L 096 00	ROAST FRESH HAM	4 Ounces	100	0	0	0	0	0	0	0
L 097 00	SHRIMP JAMBALAYA	1-1/2 Cups	100	344	25.9	5.2	49	3.9	105	1968
L 097 01	SHRIMP JAMBALAYA (NO PORK)	1-1/2 Cups	100	304	20.1	2.9	49.8	4.2	109	1180
L 099 00	PORK ADOBO	5 Ounces	100	263	28.4	13.1	6.4	0.7	98	326
L 100 00	SIMMERED PORK HOCKS (HAM HOCKS)	7 Ounces	100	461	33.4	34.7	1.4	0.3	94	2171
L 101 00	ITALIAN STYLE VEAL STEAKS	3 Ounces	100	155	10.3	9.4	7.7	1	30	493
L 102 00	VEAL PAPRIKA STEAK	3 Ounces	100	183	11.4	10.9	8.9	0.9	37	630
L 103 00	VEAL PARMESAN	6-1/2 Ounces	100	405	29.5	24.9	14.5	1.2	107	728
L 103 01	VEAL STEAK	6-1/2 Ounces	100	321	24	20.2	9.7	0.5	97	387
L 104 00	JAEGERSCHNITZEL	4-1/2 Ounces	100	397	25.3	25.5	16	1.3	100	733
L 105 00	VEAL CUBES PARMESAN	5-1/2 Ounces	100	258	27.2	13.6	5.9	1.1	105	558
L 106 00	ROAST VEAL	4 Ounces	100	273	31.2	15.5	0.1	0	130	117
L 106 01	ROAST VEAL WITH HERBS	4 Ounces	100	274	31.3	15.5	0.2	0.1	130	117
L 107 00	BRAISED LIVER WITH ONIONS	4 Ounces	100	266	22.1	12.7	14.9	1.1	326	487
L 107 01	GRILLED LIVER	4 Ounces	100	182	21.7	4.7	11.8	0.4	326	485
L 108 00	BREADED LIVER	4-1/2 Ounces	100	353	24.3	18.1	22.1	0.7	356	591
L 108 01	BREADED LIVER WITH ONION AND MUSHROOM GRAVY	4-1/2 Ounces	100	433	25.4	23.9	28	1	356	970
L 109 00	OVEN FRIED CHICKEN FILLETS (3 OZ)	2 Fillets	100	551	28.1	39.1	21.2	3.1	73	1165
L 109 01	FRIED CHICKEN FILLETS (3 OZ)	2 Fillets	100	551	28.1	39.1	21.2	3.1	73	1165
L 109 02	OVEN FRIED CHICKEN FILLETS (5 OZ)	4-1/2 Ounces	100	470	24	33.3	18.1	2.6	62	994
L 109 03	FRIED CHICKEN FILLETS (5 OZ)	4 Ounces	100	470	24	33.3	18.1	2.6	62	994
L 109 04	OVEN FRIED CHICKEN FILLET NUGGETS	10 Each	100	486	24.5	34.7	19.5	1.6	57	1020
L 109 05	FRIED CHICKEN FILLET NUGGETS	10 Each	100	481	24.5	34.2	19.5	1.6	57	1020
L 110 00	CORNED BEEF HASH	3-1/2 Ounces	100	180	9.7	10.7	10.7	1.2	47	606
L 110 01	CORNED BEEF HASH (CANNED)	4 Ounces	100	258	12.4	20.5	6.2	1	50	443
L 111 00	NEW ENGLAND BOILED DINNER	1 Serving	100	547	30.7	27.2	45.7	8.5	137	1650
L 111 01	NEW ENGLAND BOILED DINNER (PRECOOKED)	1 Serving	100	312	25.3	1.8	50.4	8.5	48	1733
L 112 00	SIMMERED CORNED BEEF	4 Ounces	100	352	25.4	26.6	0.7	0	137	1594
L 112 01	APPLE GLAZED CORNED BEEF	4 Ounces	100	388	25.8	26.8	9.4	0.1	137	1680
L 112 02	BAKED CORNED BEEF (PRECOOKED)	4 Ounces	100	112	19.8	1.1	4.6	0	48	1392
L 113 00	BAKED FRANKFURTERS WITH SAUERKRAUT	2 Each	100	294	10.6	25	7	2.8	43	1702
L 113 01	BAKED KNOCKWURST WITH SAUERKRAUT	1 Each	100	226	8.9	18.5	6	2.8	38	1418
L 114 00	TERIYAKI CHICKEN (8 PC)	2 Pieces	100	930	104.8	51.2	6.1	0.6	327	1912
L 114 01	TERIYAKI CHICKEN (THIGHS)	4 Ounces	100	12	0.7	0.5	1.3	0.1	0	349
L 114 02	TERIYAKI GINGER GLAZED CHICKEN (BREAST, PRECOOKED)	5 Ounces	100	204	29.9	8.1	0.6	0	92	116
L 115 00	SPICY BAKED FISH	3.5 Ounces	100	185	25.3	5.1	9.4	2	67	577

Recipe	Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium	
L 116 00	MACARONI TUNA SALAD	3/4 Cup	100	190	17.9	7.6	11.6	0.7	83	395
L 116 01	CHICKEN ROTINI SALAD (CANNED CHICKEN)	3/4 Cup	100	258	18.9	13.3	14.6	0.9	99	728
L 116 02	CHICKEN ROTINI SALAD (COOKED DICED)	3/4 Cup	100	238	19.3	11	14.3	0.8	103	410
L 117 01	GRILLED LUNCHEON MEAT	3 Ounces	100	407	13.7	37.6	2.5	0	60	1408
L 119 00	BAKED FISH	3.5 Ounces	100	156	24	5.7	1.9	0.7	77	351
L 119 01	BAKED FISH WITH GARLIC BUTTER	3.5 Ounces	100	172	24	7.5	1.8	0.7	82	230
L 119 02	ONION-LEMON BAKED FISH	3.5 Ounces	100	159	24.1	5.7	2.7	0.9	77	351
L 119 03	LEMON BAKED FISH	3.5 Ounces	100	148	23.9	4.8	1.9	0.7	74	339
L 119 04	HERBED BAKED FISH	3.5 Ounces	100	155	23.9	5.7	1.8	0.7	77	351
L 119 05	MUSTARD-DILL BAKED FISH	3.5 Ounces	100	161	24	5.8	3.1	0.8	77	170
L 119 06	FISH AMANDINE	3.5 Ounces	100	174	24.6	7.3	2.5	1.1	77	348
L 119 07	CAJUN BAKED FISH	3.5 Ounces	100	157	24	5.7	2.1	0.8	77	351
L 119 08	CAJUN BAKED CATFISH	4 Ounces	100	197	22.5	10.2	4.4	1.4	74	361
L 119 09	CAJUN BAKED FISH (BLEND)	3.5 Ounces	100	158	24	5.8	2.4	0.8	77	206
L 120 00	BAKED STUFFED FISH	3.5 Ounces	100	283	26.5	9.8	21.7	1.8	79	712
L 121 00	SHRIMP SCAMPI	5-1/2 Ounces	100	215	23.3	9.6	9.2	1.3	184	522
L 122 00	PAN FRIED FISH	3.5 Ounces	100	242	25.5	9.9	12.3	1.4	67	323
L 122 01	TEMPURA FISH	3.5 Ounces	100	175	25.9	2.2	12.1	1	89	356
L 122 02	DEEP FAT FRIED FISH	3.5 Ounces	100	168	25.4	2	11.5	1	67	322
L 123 00	OVEN FRIED FISH	3.5 Ounces	100	252	26.4	9.5	14.6	1.1	67	421
L 124 00	BAKED FISH PORTIONS	3.5 Ounces	100	280	16.1	12.5	25.8	0.7	114	594
L 124 01	BAKED FISH PORTIONS (BATTER DIPPED)	5-1/4 Ounces	100	315	14.2	17.2	28.1	0.7	47	0
L 124 02	FRENCH FRIED FISH PORTIONS	3-1/2 Ounces	100	280	16.1	12.5	25.8	0.7	114	594
L 124 03	FRENCH FRIED FISH PORTIONS (BATTER DIP)	5-1/4 Ounces	100	315	14.2	17.2	28.1	0.7	47	0
L 124 04	FISH AND CHIPS	5-1/4 Ounces	100	567	18.2	27	66.7	5.4	47	37
L 124 05	BAKED FISH NUGGETS	4 Ounces	100	352	19.4	19.3	25.6	1.4	72	603
L 124 06	FRENCH FRIED FISH NUGGETS	4-1/2 Ounces	100	392	19.4	23.9	25.6	1.4	72	603
L 125 00	CHIPPER FISH	3.5 Ounces	100	221	27.6	5.7	14.2	0.9	69	410
L 126 00	FRIED OYSTERS	6 Each	100	321	13.2	7.5	49.7	2.5	71	951
L 126 01	FRIED OYSTERS (BREADED,FROZEN)	6 Each	100	3	0.2	0	1.5	0.7	0	0
L 127 00	BOILED LOBSTER, WHOLE	16 Ounces	100	79	16	0.5	2.7	0.7	56	931
L 127 01	BOILED LOBSTER TAIL, FROZEN	8 Ounces	100	177	36.5	1.1	3.9	0.7	127	958
L 127 03	BOILED CRAB LEGS, ALASKAN KING, FROZEN	5 Ounces	100	176	34.5	2.8	1.8	0.8	94	1906
L 127 04	BOILED SHRIMP, FROZEN	7 Shrimp	100	98	18.4	1.6	2.3	0.7	136	133
L 128 00	SALMON CAKES	2 Cakes	100	228	21.3	11.2	10.3	1.2	85	343
L 129 00	SALMON LOAF	4-1/2 Ounces	100	218	22	7.5	14.9	1.3	73	232
L 130 00	SCALLOPED SALMON AND PEAS	6-1/2 Ounces	100	280	23.5	13.2	15.8	2	55	486
L 131 00	CHOPSTICK TUNA	1 Cup	100	387	23.3	21.6	27.5	4	30	621
L 132 00	TUNA SALAD	3/4 Cup	100	199	20.5	9.3	8.1	1.2	122	480
L 132 01	SALMON SALAD (CANNED SALMON)	3/4 Cup	100	231	20.1	12.8	9.5	1.9	119	336
L 132 02	TUNA SALAD (UNPLATED)	3/4 Cup	100	197	20.3	9.2	7.7	0.9	122	478

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 133 00	BAKED TUNA AND NOODLES	1 Cup	100	302	22.5	11.6	25.9	1.3	56	567
L 133 01	BAKED TUNA AND NOODLES (CREAM OF MUSHROOM SOUP)	1 Cup	100	283	21.9	10	25.4	1.4	56	971
L 134 00	FRIED SCALLOPS	5 Ounces	100	208	18.3	2.2	28.3	1.6	51	811
L 135 00	CREOLE SCALLOPS	1 Cup	100	162	17.4	3	16.9	2.2	30	753
L 135 01	CREOLE FISH	3.5 Ounces	100	318	16.9	13.6	31.6	1.1	114	860
L 135 02	CREOLE FISH FILLETS	3.5 Ounces	100	155	24.7	2.7	7.4	1.1	67	369
L 136 00	CREOLE SHRIMP	8 Ounces	100	322	19.7	4.8	50	3.4	109	999
L 137 00	FRENCH FRIED SHRIMP	4 Each	100	273	30.4	4	27.4	1.5	230	636
L 137 01	TEMPURA SHRIMP	4 Shrimp	100	136	16.8	1.9	12.7	1	131	360
L 137 02	FRENCH FRIED SHRIMP (BREADED, FROZEN)	4 Each	100	3	0.2	0	1.5	0.7	0	0
L 137 03	GOLDEN BAKED SHRIMP (FZN, OVENABLE)	6 Ounces	100	203	10.2	9	21.5	1.7	60	0
L 138 00	SHRIMP CURRY	3/4 Cup	100	195	15.8	9.1	12.4	1.5	109	425
L 139 00	SHRIMP SALAD	1/2 Cup	100	135	19.1	4.7	4.4	1.4	142	385
L 140 00	SEAFOOD NEWBURG	6 Ounces	100	216	24.3	9.7	6.8	0.2	138	376
L 141 00	CRAB CAKES	5 Ounces	100	543	27.8	15.8	71.2	3	135	1945
L 141 01	CRAB CAKES (FROZEN, OVENABLE)	3 Ounces	100	139	17.4	6.9	1.9	0.7	128	281
L 142 00	HONEY GLAZED ROCK CORNISH HENS	6 Ounces	100	343	25	20.8	12.7	0	147	92
L 142 01	ROCK CORNISH HENS WITH SYRUP GLAZE	6 Ounces	100	349	24.9	20.8	14.3	0	147	104
L 142 02	HERBED CORNISH HENS	6 Ounces	100	295	25.1	20.5	0.9	0.2	147	369
L 143 00	BAKED CHICKEN (8 PC)	2 Pieces	100	894	101.6	51	0.2	0.1	327	584
L 143 01	MEXICAN BAKED CHICKEN (8 PC)	2 Pieces	100	901	101.9	51.3	1.3	0.6	327	593
L 143 02	HERBED BAKED CHICKEN (8 PC)	2 Pieces	100	896	101.6	51.1	0.7	0.4	327	584
L 143 03	BAKED CHICKEN (BREAST BONELESS)	5 Ounces	100	279	41	11.4	0.1	0.1	126	331
L 143 04	MEXICAN BAKED CHICKEN (BREAST BONELESS)	5 Ounces	100	284	41.3	11.6	1	0.4	126	338
L 143 05	HERBED BAKED CHICKEN (BREAST BONELESS)	5 Ounces	100	280	41.1	11.4	0.5	0.3	126	331
L 144 00	BAKED TURKEY AND NOODLES	1 Cup	100	278	23.3	9.7	23.1	1.1	72	998
L 144 01	BAKED CHICKEN AND NOODLES (CANNED CHICKEN)	1 Cup	100	263	22.6	9.2	20.8	0.9	65	1324
L 144 03	BAKED CHICKEN AND NOODLES (COOKED DICED)	1 Cup	100	283	28.4	8.8	20.8	0.9	87	983
L 145 00	CHICKEN VEGA (8 PC)	2 Pieces	100	1115	108.2	52.2	45	1.2	329	1439
L 146 00	BARBECUED CHICKEN (8 PC)	2 Pieces	100	959	102.8	51.6	15.9	1	328	616
L 146 01	BARBECUED CHICKEN (BREAST BONELESS)	5 Ounces	100	340	42.3	11.5	15.9	1	127	433
L 146 02	BARBECUED CHICKEN (PRECOOKED & RTU SAUCE)	8 Ounces	100	471	47.2	27.3	10.2	1	140	652
L 147 00	CHICKEN A LA KING (COOKED DICED)	1 Cup	100	246	27.3	7	16.9	1	74	1231
L 147 01	CHICKEN A LA KING (CANNED CHICKEN)	1 Cup	100	226	21.4	7.4	16.9	1	52	1366
L 147 02	TURKEY A LA KING	1 Cup	100	213	18.5	6.6	18.7	1	46	2277
L 148 00	CHICKEN CACCIATORE (8 PC)	8 Ounces	100	978	104.4	51.5	20.2	3.5	327	1064
L 148 01	CHICKEN CACCIATORE (COOKED DICED)	1-1/4 Cups	100	240	26.6	6.5	20.4	3.6	73	832
L 149 00	BAKED CHICKEN AND GRAVY (8 PC)	2 Pieces	100	931	103.1	51.4	6.8	0.3	328	932
L 149 01	BAKED CHICKEN WITH MUSHROOM GRAVY (8 PC)	2 Pieces	100	935	103.4	51.6	7.4	0.5	328	1117
L 149 02	BAKED CHICKEN WITH MUSHROOM GRAVY (8 PC CND SOUP)	2 Pieces	100	966	102.7	56.4	5.3	0.3	328	793
L 150 00	TURKEY POT PIE	1 Cup	100	367	28	10.1	39.5	4	68	902



Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 150 01	CHICKEN POT PIE (CANNED CHICKEN)	1 Cup	100	333	24.9	8.7	37.5	4	54	1150
L 150 03	CHICKEN POT PIE (COOKED DICED)	1 Cup	100	353	30.7	8.3	37.5	4	76	809
L 151 00	CHICKEN SALAD (COOKED DICED)	3/4 Cup	100	206	24.3	10.2	3.1	1.1	78	374
L 151 01	CHICKEN SALAD (CANNED CHICKEN)	3/4 Cup	100	238	23.7	13.8	3.7	1.3	72	680
L 151 02	TURKEY SALAD (BONELESS PRECOOKED)	3/4 Cup	100	161	15.8	9.1	3.3	0.9	50	990
L 151 03	TURKEY SALAD (BONELESS PRECOOKED) (UNPLATED)	3/4 Cup	100	163	15.8	9.1	3.9	1.1	50	1006
L 151 04	CHICKEN SALAD (COOKED DICED) (UNPLATED)	3/4 Cup	100	204	24.1	10.2	2.7	0.9	78	373
L 152 00	CHICKEN TETRAZZINI (CANNED CHICKEN)	1 Cup	100	292	23.4	8.4	29.2	1.6	48	1134
L 152 01	TUNA TETRAZZINI	1 Cup	100	224	19.5	3.2	28.1	1.5	27	913
L 152 02	CHICKEN TETRAZZINI (COOKED DICED)	1 Cup	100	279	23.9	6.9	29.1	1.6	53	1036
L 153 00	CHINESE FIVE-SPICE CHICKEN (8 PC)	2 Pieces	100	907	103	51.1	2.3	0.6	327	939
L 153 01	CHINESE 5-SPICE CHICKEN (PRECOOKED)	2 Pieces	100	418	46	26.2	1.2	0.9	140	1
L 154 00	CREOLE CHICKEN (8 PC)	2 Pieces	100	942	102.9	51.7	10.6	1.6	327	703
L 154 01	CREOLE CHICKEN (COOKED DICED)	1-1/4 Cups	100	203	25	6.7	10.5	1.6	73	466
L 155 00	FRIED CHICKEN (8 PC)	2 Pieces	100	954	103.4	50.8	13.6	0.6	327	724
L 155 01	SOUTHERN FRIED CHICKEN (8 PC)	2 Pieces	100	954	103.4	50.8	13.6	0.6	327	724
L 155 02	FRIED CHICKEN (PRECKD BRDED, FZN FOR DEEP FAT FRY)	2 Pieces	100	858	67.3	51.7	26.6	0	304	837
L 156 00	OVEN BAKED CHICKEN (8 PC)	2 Pieces	100	1014	105.4	52.7	22.2	0.8	327	775
L 156 01	FRIED CHICKEN (PRECKED, BREAD CHIX, FRZ FOR OVEN)	2 Pieces	100	583	45.8	35.1	18.1	0	207	569
L 156 02	FRIED CHICKEN (FRZ,OVEN,PRECKD)	8 Ounces	100	655	51.1	39.3	21.4	0.7	197	662
L 157 00	PINEAPPLE CHICKEN (8 PC)	2 Pieces	100	972	102.4	51.1	20	0.8	327	507
L 158 00	SAVORY BAKED CHICKEN (8 PC)	2 Pieces	100	903	102.6	51.1	1.5	0.2	327	830
L 158 01	SAVORY BAKED CHICKEN (THIGHS)	4 Ounces	100	25	1.7	1	2.3	0.2	1	1276
L 159 00	SZECHWAN CHICKEN (8 PC)	2 Pieces	100	945	102.6	51.1	12.4	0.2	327	849
L 159 01	SZECHWAN CHICKEN (BREAST BONELESS)	5 Ounces	100	325	42.1	11.1	12.4	0.2	126	666
L 159 02	SZECHWAN CHICKEN (PRECOOKED & RTU SAUCE)	8 Ounces	100	437	46	27	3.7	0.1	140	279
L 160 00	CHICKEN CHOW MEIN (COOKED DICED)	1 Cup	100	311	28.9	11.4	23.3	3.2	73	1849
L 160 01	CHICKEN CHOW MEIN (CANNED CHICKEN)	1 Cup	100	334	28.3	13.8	24.3	3.2	66	2310
L 161 00	ROAST TURKEY	4 Ounces	100	394	64.8	13	0	0	168	992
L 162 00	ROAST TURKEY (BONELESS TURKEY)	3-1/2 Ounces	100	150	19.1	7.5	0	0	64	61
L 162 01	ROAST TURKEY WITH BARBECUE SAUCE	4-1/2 Ounces	100	254	27	11.4	9	0.8	86	652
L 163 00	TURKEY NUGGETS	3-1/2 Ounces	100	307	26	9.7	26.6	0.9	65	1683
L 164 00	ROAST DUCK	7 Ounces	100	657	37	55.3	0	0	164	115
L 164 01	HAWAIIAN BAKED DUCK	7 Ounces	100	677	37.2	55.3	4.8	0.1	164	116
L 164 02	ROAST DUCK WITH APPLE JELLY GLAZE	7 Ounces	100	690	37.1	55.8	7.5	0.1	165	124
L 164 03	HONEY GLAZED DUCK	7 Ounces	100	701	37.4	55.3	11.4	0.1	164	369
L 165 00	PIZZA	1 Slice	100	225	10.6	8	27.1	1.7	13	331
L 165 01	PIZZA (THICK CRUST)	4-1/2 Ounces	100	360	15.5	10.9	49	2.5	15	490
L 165 02	MUSHROOM, GREEN PEPPER AND ONION PIZZA	4 Ounces	100	234	11	8	29.3	2.4	13	358
L 165 03	HAMBURGER PIZZA	4 Ounces	100	299	18.7	12.2	27.5	1.8	41	348
L 165 04	PEPPERONI, GREEN PEPPER, AND MUSHROOM PIZZA	3-1/2 Ounces	100	254	11.8	10	28.7	2.2	16	450

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 165 05	PEPPERONI PIZZA	1 Slice	100	247	11.6	10	27.3	1.7	16	423
L 165 06	PIZZA (ROLL MIX)	4 Ounces	100	211	10	7.4	25.8	1	13	401
L 165 07	PORK OR ITALIAN SAUSAGE PIZZA	1 Slice	100	276	13.2	12.3	27.4	1.7	23	462
L 165 08	FRENCH BREAD PIZZA	4 Ounces	100	322	16.3	8.2	44.8	3.2	18	727
L 165 09	SAUSAGE, GREEN PEPPER, AND ONION PIZZA	1 Slice	100	277	13.6	11.5	29.2	2.2	23	457
L 165 10	PIZZA (POURABLE PIZZA CRUST)	1 Slice	100	259	12.8	6	37.6	2	13	295
L 165 11	PIZZA BAR	1 Slice	100	381	22.7	13.8	41.6	4.3	30	896
L 166 00	PIZZA (12 INCH FROZEN CRUST)	4 Ounces	100	258	12.7	7.2	34.9	2	14	489
L 167 00	CHUCK WAGON STEW (BEANS WITH BEEF)	1-1/4 Cups	100	427	29.1	12.2	54.9	14.4	73	1042
L 168 00	BAKED SCALLOPS	4-1/2 Ounces	100	135	14.8	4.7	8.6	0.9	37	279
L 169 00	BAKED WHOLE TROUT	10 Ounces	100	200	12.3	13	9.3	1	55	338
L 169 01	BAKED TROUT FILLETS	5 Ounces	100	198	17.6	11.3	6.7	0.9	63	241
L 170 00	CHILI (WITHOUT BEANS)	1 Cup	100	344	33	17	15.9	3.7	107	759
L 171 00	CHEESE PITA PIZZA	2-1/2 Ounces	100	268	12.7	5.5	42.4	3.7	11	726
L 171 01	MUSHROOM, ONION, AND GREEN PEPPER PITA PIZZA	4 Ounces	100	277	13.1	5.5	44.3	4.2	11	766
L 172 00	BEEF STEW (CANNED BEEF CHUNKS)	1-1/4 Cups	100	386	38.1	16.7	19.2	2.4	104	180
L 173 00	CHEESE TORTELLINI MARINARA	1 Cup	100	199	9.9	6.1	28.4	2.6	38	1053
L 173 01	SPINACH TORTELLINI MARINARA (FROZEN)	1 Cup	100	218	9.3	9.8	23.1	1.7	44	869
L 173 02	CHEESE TORTELLINI MARINARA (DEHYDRATED)	1 Cup	100	66	2.3	0.7	15	2.6	0	891
L 173 03	CHEESE TORTELLINI MARINARA RTU SAUCE	1 Cup	100	214	9.3	9.3	23.1	1.7	38	834
L 174 00	RICE FRITTATA	11 Ounces	100	276	24	8.6	25.1	2.7	180	799
L 175 00	POTATO FRITTATA	12 Ounces	100	242	17.7	7.4	28.3	5.3	214	511
L 176 00	VEGETABLE STUFFED PEPPERS	2 Halves	100	406	14.8	9	68.7	9.8	4	1246
L 177 00	BOMBAY CHICKEN (8 PC)	2 Pieces	100	1002	101.8	50.7	30.8	0.3	327	309
L 177 01	BOMBAY CHICKEN (BREAST BONELESS)	5 Ounces	100	387	41.2	11.1	30.8	0.3	126	126
L 178 00	TROPICAL CHICKEN SALAD (COOKED DICED)	1 Cup	100	364	25.7	20.1	21.1	2.8	84	261
L 178 01	TROPICAL CHICKEN SALAD (CANNED CHICKEN)	1 Cup	100	394	25.1	23.1	22.3	2.9	77	846
L 179 00	HONEY GINGER CHICKEN (BREAST BONELESS)	5 Ounces	100	318	42	11	11	0.3	126	536
L 180 00	TURKEY PATTIES	2 Ounces	100	111	13.1	4.9	3.9	0.3	42	257
L 181 00	CHICKEN IN ORANGE SAUCE (BREAST BONELESS)	5 Ounces	100	329	41.6	13.2	8.5	0.3	126	298
L 182 00	FIESTA CHICKEN (FAJITA STRIPS)	6 Ounces	100	184	23.9	3.4	14.5	2.3	60	503
L 183 00	BUFFALO CHICKEN (8 PC)	8 Ounces	100	921	102	51.4	7.3	0.7	327	310
L 184 00	GRILLED TURKEY PATTIES (GROUND TURKEY)	4-1/2 Ounces	100	222	23.2	9.1	11.8	0.7	72	359
L 185 00	CARIBBEAN CATFISH	3-3/4 Ounces	100	237	22.2	12.2	10	1.5	78	183
L 185 01	CARIBBEAN FISH FILLETS	3.5 Ounces	100	198	25.3	6.2	10.2	1.5	78	212
L 185 02	CARIBBEAN HADDOCK	4 Ounces	100	198	29.3	4.4	10	1.5	92	935
L 186 00	BAKED YOGURT CHICKEN (BREAST BONELESS)	5 Ounces	100	392	45.4	12.7	20.9	0.7	127	360
L 187 00	HOT AND SPICY CHICKEN (8 PC)	2 Pieces	100	1065	107.5	51.6	35.4	1.8	328	816
L 188 00	TURKEY FINGERS	3-1/2 Ounces	100	255	23.6	8.9	18.2	0.6	65	692
L 189 00	ITALIAN BROCCOLI PASTA	11 Ounces	100	464	20.5	4.5	90.5	10.7	5	1574
L 190 00	CRANBERRY GLAZED CHICKEN (BREAST BONELESS)	5 Ounces	100	354	41.1	11	21.1	0.5	126	133

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 191 00	CHICKEN & ITALIAN VEGETABLE PASTA (FAJITA STRIPS)	1-1/4 Cups	100	335	28.6	4.4	46.8	3.6	34	730
L 192 00	HONEY LEMON CHICKEN BREAST (BREAST BONELESS)	5 Ounces	100	321	41.1	11	12.5	0.1	126	144
L 193 00	CAJUN ROAST BEEF	4 Ounces	100	254	38	9.9	0.9	0.3	115	201
L 193 01	CAJUN ROAST TENDERLOIN OF BEEF	4 Ounces	100	292	33.5	16.2	0.8	0.3	104	214
L 194 00	TROPICAL BAKED PORK CHOPS	3 Ounces	100	317	27.4	16.7	13.1	0.9	75	140
L 195 00	TERIYAKI BEEF STRIPS	5 Ounces	100	197	25.5	6.7	7.4	1.1	72	674
L 195 01	TERIYAKI BEEF STRIPS (FAJITA STRIPS)	5 Ounces	100	455	41	28	7.4	1.1	132	727
L 196 00	SOUTHWESTERN SWEET POTATOES, BLACK BEANS, AND CORN	1-1/4 Cups	100	301	11.2	1.8	64.1	13.9	0	626
L 196 01	SOUTHWESTERN SWEET POTATOES, BLACK BEAN, CORN (CND)	1-1/4 Cups	100	291	10.6	1.2	63.3	13.7	0	667
L 197 00	DIJON BAKED PORK CHOPS	3 Ounces	100	364	28.8	18.9	12.1	0.5	76	721
L 198 00	GREEK LEMON TURKEY PASTA	1-1/3 Cups	100	333	20.4	6.3	47.8	3.2	37	1188
L 200 00	GRILLED TURKEY SAUSAGE LINKS	2 Ounces	100	132	15.1	6.7	0	0	48	284
L 201 00	TAMALE PIE (GROUND TURKEY)	9-1/2 Ounces	100	303	21.1	9.2	35.9	4.9	48	914
L 202 00	ORIENTAL TUNA PATTIES	4-1/2 Ounces	100	255	23.4	5.7	26.3	1.5	115	716
L 203 00	VEGETABLE CURRY WITH RICE	2-1/2 Cups	100	445	12.4	3.3	94.9	11.2	0	740
L 204 00	TURKEY PEACH PASTA SALAD (ENTREE)	1-1/2 Cups	100	323	21.7	8.1	42.2	4.3	52	756
L 205 00	ITALIAN RICE AND BEEF	9 Ounces	100	382	30.9	15.6	29	2.5	92	1206
L 206 00	BAYOU CHICKEN (BREAST BONELESS)	5 Ounces	100	285	41.4	11.3	2.6	0.5	126	481
L 206 01	BAYOU CHICKEN BREAST (PRECOOKED BREAST FILLET)	5 Ounces	100	284	41.4	11.3	2.5	0.5	126	480
L 207 00	SOUTHWESTERN SHRIMP LINGUINE	10 Ounces	100	294	23.6	5.1	36.9	1.5	137	601
L 208 00	PASTA TOSCANO	9 Ounces	100	484	25.6	23.2	41.9	2.8	65	1232
L 209 01	SEAFOOD STEW	1-1/2 Cups	100	260	26	2.8	32.8	3	100	1077
L 210 00	SANTE FE GLAZED CHICKEN (BREAST BONELESS)	5 Ounces	100	360	41.5	11.5	21.3	0.4	126	334
L 210 01	SANTE FE GLAZED CHICKEN (PRECOOKED BREAST FILLET)	5 Ounces	100	360	41.5	11.5	21.3	0.4	126	334
L 212 01	WHITE BEAN CHICKEN CHILI (COOKED DICED)	1-1/2 Cups	100	405	37.2	7.9	47	9.8	73	778
L 213 00	CHICKEN BRIYANI (COOKED DICED)	12 Ounces	100	388	28.9	10.2	44.3	3	77	946
L 216 00	CHEDDAR CHICKEN AND BROCCOLI (COOKED DICED)	10 Ounces	100	282	31.4	8.1	21	3.7	75	1031
L 217 00	ASIAN BARBECUE TURKEY	4 Ounces	100	184	34.2	1.7	5.8	0.6	89	831
L 219 00	LEMON AND HERB TURKEY FILLETS	4 Ounces	100	308	36.4	9.9	16.2	1.1	151	313
L 221 00	TURKEY DIVAN	3 Ounces	100	296	32.1	12.9	13.1	3.4	80	1199
L 222 00	SPICY ITALIAN PORK CHOPS	3.6 Ounces	100	450	27.9	33.3	8.7	1	75	601
L 223 00	LIME CHICKEN SOFT TACOS (FAJITA STRIPS)	7 Ounces	100	457	41.5	10.1	48.2	3.8	90	984
L 224 00	SAUSAGE, BEANS AND GREENS	1-1/2 Cups	100	350	34	9	32.6	5.4	80	1156
L 225 00	ORANGE & ROSEMARY HONEY GLAZED PORK CHOPS	1 Chop	100	400	27.2	19.9	28.2	0.4	75	138
L 226 00	PIZZA CASSEROLE (PENNE)	1 Cup	100	287	13.2	14.3	25.4	1.4	30	790
L 227 00	TUNA CREOLE	4 Ounces	100	189	26.5	6.4	4.9	1.1	54	477
L 228 00	ROTISSERIE CHICKEN QUARTERS (PRECOOKED)	3 Ounces	100	155	17	8	2.5	0.6	69	680
L 229 00	PRIME RIB, PRECOOKED	4 Ounces	100	407	29.5	30.9	2.8	0	112	463
L 230 00	CHICKEN ALFREDO WITH PENNE PASTA	6 Ounces	100	702	54.2	25.7	60.6	1.8	134	713
L 231 00	SALMON PRIMAVERA	6 Ounces	100	360	31.5	21.1	10.9	2.7	85	427
L 232 00	LEMON PEPPER SALMON FILLETS	5 Ounces	100	363	32.5	17.1	18.7	2	84	283

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 233 00	BAKED STUFFED SHRIMP	2 Each	100	431	37.6	15.4	26.5	10.6	225	599
L 234 00	EGGPLANT PARMESAN, FROZEN	6 Ounces	100	221	7.4	7.9	30.8	2.8	68	231
L 235 00	CRAB STUFFED FISH	4-1/2 Ounces	100	344	17.6	20.4	21.5	1.9	62	0
L 236 00	CHICKEN W/ ZESTY ORANGE SAUCE (PRECOOKED BREAST	5 Ounces	100	339	41.1	11.2	15.6	0	126	126
L 237 00	LEMON & WINE GLAZED CHICKEN (PRECOOKED BREAST F	5 Ounces	100	305	41.1	11.1	7.4	0.1	126	124
L 238 00	GARLIC & HERB CHICKEN BREAST (PRECOOKED BREAST	5 Ounces	100	304	41.1	11.1	7.2	0	126	124
L 500 00	RUSSIAN TURKEY STEW	1 Cup	100	314	22.4	8.4	36.8	2.5	81	703
L 501 00	PASTA PRIMAVERA	1 Cup	100	269	9.8	3.6	51.2	4.8	2	749
L 501 01	PASTA PRIMAVERA (1% Milk)	1 Cup	100	276	10.4	3.7	51.8	4.5	2	760
L 502 00	FISH FLORENTINE	3-3/4 Ounces	100	199	22.2	9.8	4.5	1.2	71	442
L 502 01	FISH FLORENTINE (BREADED/FROZEN)	3 Ounces	100	197	15.9	7.2	17	0	45	352
L 503 00	JAMAICAN RUM CHICKEN (BREAST BONELESS)	5 Ounces	100	311	41.5	11.1	8.6	0.4	126	407
L 504 00	BAKED FISH SCANDIA	3.5 Ounces	100	165	26.8	2.9	6.1	0.2	69	200
L 506 00	THAI BEEF SALAD	1-1/2 Cups	100	576	37.1	26.2	46.2	4.4	98	806
L 507 00	VEGETARIAN BURRITO	2 Burritos	100	685	31.1	14.8	105.8	13.2	10	1703
L 508 00	VEGETABLE LASAGNA	8 Ounces	100	299	22.1	6.8	38.8	4.2	16	1047
L 508 01	LASAGNA, VEGETABLE, V8	1 Cup	100	338	19.3	16.6	28.1	0	39	658
L 510 00	TUNA PLATE TRIO	1 Plate	100	305	25.7	13.5	21	4.3	121	717
L 512 00	GRILLED TURKEY SAUSAGE PATTY (PRE-MADE)	1 Patty	100	124	14.2	6.3	0	0	45	267
L 515 00	OVEN FRIED TURKEY BACON	2 Slices	100	0	0	0	0	0	0	0
L 523 00	MAMBO PORK ROAST	4 Ounces	100	356	28.6	14.6	25.8	1.1	81	204
L 524 00	WHITE FISH WITH MUSHROOMS	3.5 Ounces	100	132	24.7	2	3	1.1	67	401
L 524 01	BAKED CHICKEN WITH MUSHROOMS	4 Ounces	100	287	42	11	3	1.1	126	420
L 524 01	WHITE FISH WITH MUSHROOMS (HADDOCK)	3.5 Ounces	100	106	20.3	1.3	3	1.1	59	882
L 800 00	TURKEY POLYNESIAN	3-1/2 Ounces	100	227	19.6	7	21.4	0.7	55	1222
L 802 00	ANGEL HAIR PASTA, FILIPINO STYLE WITH SHRIMP	12 Ounces	100	326	23.2	2.6	50.2	3.1	109	1138
L 803 00	OVEN ROASTED TURKEY, PRECOOKED	4 Ounces	100	178	20.8	8.1	3.8	0	63	929
L 804 00	LASAGNA (FROZEN)	9 Ounces	96	446	28.7	19	38.6	4.7	49	1222
L 805 00	MEXICAN TURKEY PASTA	1-1/4 Cups	100	351	22.3	6.7	54.1	8.5	29	1548
L 806 00	BASIL BAKED FISH PORTIONS	3.5 Ounces	100	123	23.9	2	1.8	0.8	67	241
L 806 01	BASIL BAKED FISH PORTIONS (HADDOCK)	3.5 Ounces	100	97	19.5	1.2	1.8	0.8	59	722
L 807 00	TUNA NOODLE CASSEROLE, FROZEN	5 Ounces	100	4	0	0.4	0	0	0	0
L 808 00	TURKEY TETRAZZINI, FROZEN	5 Ounces	108	4	0	0.4	0	0	0	0
L 809 00	SHEPHERD'S PIE	12 Ounces	100	372	24.9	13.6	38.9	6.2	68	880
L 810 00	BEEF STIR FRY	1/2 Cup	100	235	15.8	14.4	9.1	2.1	46	615
L 811 00	INDONESIAN STYLE BEEF OVER NOODLES	1-1/2 Cups	100	497	36.3	17.7	46.7	1.9	78	1071
L 812 00	HOT AND SPICY CHICKEN WINGS	5 Pieces	100	662	53.9	38.3	0	0	200	154
L 813 00	MAMBO PORK ROAST USING PRECOOKED PORK	5 Ounces	100	270	27.4	4.5	28.1	1.1	72	57
L 814 00	KIELBASA WITH SAUERKRAUT AND APPLES	4 Ounces	100	386	13.9	31.6	12.3	2.6	40	1226
L 816 00	TARRAGON CHICKEN & RICE (FAJITA STRIPS)	6 Ounces	100	366	45.2	2.7	41.6	3.1	57	868
L 817 00	CAJUN ROAST BEEF (PRECOOKED ROAST BEEF)	4-1/2 Ounces	100	314	41.3	12.9	5.5	0.3	117	712

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
L 818 00	BAKED TANDOORI CHICKEN (BREAST BONELESS)	5 Ounces	100	320	42.7	11.5	7.9	0.1	128	367
L 819 00	BAKED HAM AND SPAGHETTI PIE	2 Cups	100	502	29.8	21.7	45.6	2.9	56	2261
L 820 00	CANTONESE BBQ PORK RIBS, PRECOOKED	9.5 Ounces	100	700	43.8	54.4	7.2	0.1	189	908
L 821 00	HERB TURKEY ROAST W/TOMATO GRAVY PRECOOKED TURKEY	4 Ounces	100	168	16.7	6.2	11.2	1.1	46	814
L 822 00	BEEF AND BEAN BURRITOS, FROZEN	4 Ounces	100	326	13.7	10.4	47.7	3.2	24	541
L 825 00	CORNED BEEF AND CABBAGE (PRECOOKED)	9 Ounces	100	153	21.4	1.4	14.2	3.1	48	1980
L 826 00	SAVORY BAKED CHICKEN (BREAST BONELESS)	5 Ounces	100	285	42	10.5	3.2	0	126	791
L 826 01	SAVORY BAKED CHICKEN (PRECOOKED BREAST FILLET)	5 Ounces	100	290	42	10.9	3.2	0	126	791
L 827 00	SPAGHETTI & MEAT SAUCE (PRECOOKED GROUND BEEF)	1-1/2 Cups	100	437	22.3	14.5	55.1	5.6	18	1179
L 827 01	SPAGHETTI & MEATBALLS (PRECOOKED MEATBALLS)	1-1/2 Cups	100	713	27.4	42.9	56.1	5.8	67	2124
L 828 00	BAKED FISH FILLETS WITH LEMON PEPPER	3.5 Ounces	100	146	24	4.2	2.6	1.1	67	105
L 829 00	HUNTER STYLE TURKEY STEW	1-1/2 Cups	100	285	23.5	11.7	20.8	2.4	63	1370
L 831 00	BEEF STROGANOFF, FROZEN	5 Ounces	100	311	23.9	20	8.9	0	87	1219
L 832 00	HONEY GLAZED CHICKEN (BREAST BONELESS)	5 Ounces	100	295	41	10.9	5.7	0	126	123
L 833 00	ROSEMARY TURKEY ROAST	4 Ounces	100	208	24.8	9.6	4.1	0.4	75	1367
L 834 00	SWEDISH MEATBALLS (PRECOOKED MEATBALLS)	1 Cup	100	424	19.9	34.1	11.7	3	67	1576
L 835 00	MEXICAN PEPPER STEAK	3/4 Cup	100	346	27	22.7	7.5	1.6	84	573
L 836 00	ST LOUIS STYLE BBQ PORK RIBS, PRECOOKED	9.5 Ounces	100	920	66.3	69.5	2.6	0.2	274	374
L 837 00	MEATLOAF (PRECOOKED)	6 Ounces	100	355	31.4	17	19.1	0.2	95	1770
L 837 01	CAJUN MEATLOAF (PRECOOKED)	6 Ounces	100	357	31.5	17	19.5	0.3	95	1826
L 838 00	PORK TENDERLOIN, PRECOOKED	6 Ounces	100	202	31.9	5.5	3.8	0.1	90	67
L 839 00	CHICKEN CORDON BLEU	6 Ounces	100	353	26.3	20.7	15.2	0	82	763
L 840 00	BLACKENED FISH	5-1/2 Ounces	100	160	30.6	2.2	5	1.4	91	1255
L 841 00	MANICOTTI, FROZEN	5 Ounces	100	306	13.9	14.4	30.3	1.7	33	1381
L 842 00	SALISBURY STEAK IN GRAVY, FROZEN	5 Ounces	108	472	31.6	35.9	5.4	0	79	680
L 843 00	CABBAGE ROLLS, STUFFED, FROZEN	5 Ounces	108	216	9.3	8.5	25.6	4.9	15	1000
L 844 00	JERKED ROAST TURKEY	4 Ounces	100	186	21	8.3	5.6	0.1	63	1147
L 845 00	LEMON PEPPER CATFISH	3-3/4 Ounces	100	179	20.9	9.3	2.6	1.1	70	90
M 001 00	APPLE, CELERY, AND PINEAPPLE SALAD	1/2 Cup	100	69	0.5	3.2	10.5	1.8	4	71
M 001 01	CABBAGE, APPLE, AND CELERY SALAD	1/2 Cup	100	57	0.9	3.2	7.2	2.2	4	81
M 001 02	CABBAGE, APPLE, AND RAISIN SALAD	1/2 Cup	100	89	1.1	3.3	15.5	2.7	4	72
M 002 00	SPINACH SALAD	1 Cup	100	100	3.7	8.1	4.3	1.5	32	102
M 002 01	SPINACH AND APPLE SALAD	1-1/3 Cups	100	59	1.5	0.3	14.4	2.7	0	31
M 002 02	SPINACH AND MUSHROOM SALAD	1-3/4 Cups	100	18	1.6	0.2	3.3	1.5	0	30
M 003 00	RED WINE VINAIGRETTE DRESSING	1 Tablespoon	100	46	0.1	4.6	1.1	0.1	0	0
M 004 00	FRIJOLE SALAD	3/4 Cup	100	75	2.4	0.3	16.3	3.3	0	307
M 005 00	CARROT SALAD	1/2 Cup	100	88	1.2	3.9	13.2	2.4	5	220
M 005 01	CARROT AND PINEAPPLE SALAD	1/2 Cup	100	76	1	3.9	10	1.9	5	208
M 005 02	CARROT, CELERY, AND APPLE SALAD	1/2 Cup	100	74	0.9	4	9.5	2.2	5	215
M 006 00	PIMIENTO CHEESE STUFFED CELERY	2 Pieces	100	30	2.7	1.5	1.5	0.5	3	101
M 006 01	COTTAGE CHEESE STUFFED CELERY	2 Pieces	100	13	1.5	0.2	1.5	0.5	1	61

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
M 006 02	PEANUT BUTTER STUFFED CELERY	2 Pieces	100	50	1.5	2.6	6.2	0.8	0	48
M 006 03	CREAM CHEESE STUFFED CELERY	2 Pieces	100	13	1.5	0.2	1.5	0.5	1	74
M 007 00	CHEF'S SALAD	1 Cup	100	102	8.8	5.5	4.7	1.5	72	248
M 007 01	CHEF'S SALAD (ENTREE)	1-1/2 Cups	100	194	16.2	11.3	7.3	2.1	93	394
M 008 00	COLE SLAW	1/2 Cup	100	83	0.8	6.1	7	1.3	8	265
M 008 01	MEXICAN COLE SLAW	1/2 Cup	100	90	1	6.2	8.4	1.6	8	275
M 009 00	COLE SLAW WITH CREAMY DRESSING	1/2 Cup	100	61	1.1	3.1	7.8	1.4	4	193
M 009 01	COLE SLAW WITH VINEGAR DRESSING	1/2 Cup	100	46	0.7	0.1	11.7	1.4	0	127
M 009 02	CABBAGE AND CARROT SLAW WITH CREAMY DRESSING	1/2 Cup	100	64	1.1	3.1	8.5	1.5	4	196
M 009 03	PINEAPPLE COLE SLAW	1/2 Cup	100	75	1	3.1	11.7	1.5	4	187
M 009 04	PINEAPPLE MARSHMALLOW COLE SLAW	2/3 Cup	100	94	1.1	3.2	16.6	1.5	4	190
M 009 05	VEGETABLE SLAW WITH CREAMY DRESSING	1/2 Cup	100	64	1.2	3.1	8.7	1.6	4	195
M 010 00	HONEY MUSTARD DRESSING	1 Tablespoon	100	27	0.2	0.2	6.8	0.1	0	36
M 011 00	LOW CALORIE YOGURT DRESSING	2 Tablespoons	100	25	1.7	0.5	3.7	0.1	2	92
M 012 00	COTTAGE CHEESE SALAD	1/4 Cup	100	53	8	1.1	2.5	0.3	5	231
M 013 00	COTTAGE CHEESE AND PEACH SALAD	1/4 Cup	100	93	8.6	1.2	12.7	2.2	5	235
M 013 01	COTTAGE CHEESE AND APRICOT SALAD	1/4 Cup	100	92	8.3	1.2	12.5	1.9	5	233
M 013 02	COTTAGE CHEESE AND PEAR SALAD	1/4 Cup	100	95	8.2	1.2	13.5	1.7	5	233
M 013 03	COTTAGE CHEESE AND PINEAPPLE SALAD	1/4 Cup	100	90	8.3	1.2	12	1	5	232
M 014 00	COTTAGE CHEESE AND TOMATO SALAD	1/4 Cup	100	65	8.4	1.3	5.1	0.9	5	236
M 015 00	CUCUMBER AND ONION SALAD	1/2 Cup	100	30	0.4	0.1	7.5	0.6	0	118
M 016 00	LOW CALORIE THOUSAND ISLAND DRESSING	2 Tablespoons	100	29	2	0.8	3.6	0.3	2	242
M 017 00	FRUIT SALAD	1/2 Cup	100	72	1.3	0.4	17.2	2.1	1	10
M 018 00	GARDEN COTTAGE CHEESE SALAD	1/2 Cup	100	49	6.7	1	3.3	0.7	4	193
M 019 00	GARDEN VEGETABLE SALAD	3/4 Cup	100	12	0.6	0.1	2.7	1.1	0	18
M 020 00	MARINATED CARROTS	1/2 Cup	100	135	1.2	4.8	23.5	2.6	0	109
M 021 00	LOW CALORIE TANGY TARRAGON DRESSING	2 Tablespoons	100	20	0.1	0	5.6	0.1	0	117
M 021 01	LOW CALORIE BASIL DRESSING	2 Tablespoons	100	20	0	0	5.7	0.1	0	117
M 022 00	TANGY YOGURT SALAD DRESSING	1 Tablespoon	100	18	0.8	0.3	3.3	0	1	13
M 023 00	JELLIED CRANBERRY AND ORANGE SALAD	4 Ounces	100	95	8.5	0.1	12	1.1	0	469
M 023 01	JELLIED CRANBERRY AND ORANGE SALAD (CANNED)	4 Ounces	100	105	8.5	0.1	14.6	0.8	0	478
M 024 00	JELLIED CRANBERRY AND PINEAPPLE SALAD	5-1/2 Ounces	100	137	8.7	1.6	19.5	1	0	473
M 025 00	JELLIED FRUIT SALAD	5 Ounces	100	97	8.1	0.1	13.4	1.2	0	433
M 025 01	JELLIED ORANGE SALAD	5 Ounces	100	98	8.9	0.1	12.3	1.2	0	462
M 025 02	JELLIED PEAR SALAD	5 Ounces	100	82	8.5	0.1	8.6	1.2	0	464
M 025 03	JELLIED PINEAPPLE, PEAR, AND BANANA SALAD	5 Ounces	100	110	8.7	0.1	15.9	1.2	0	466
M 025 04	JELLIED STRAWBERRY SALAD	4-1/2 Ounces	100	81	8.6	0.1	8.3	1.2	0	463
M 025 05	JELLIED BANANA SALAD	5 Ounces	100	84	8.6	0.2	9	1	0	463
M 026 00	JELLIED FRUIT COCKTAIL SALAD	4-1/2 Ounces	100	110	8.9	3	9.3	1.2	0	466
M 027 00	GERMAN COLE SLAW	1/2 Cup	100	60	0.8	4.5	5.1	1.5	0	153
M 028 00	TACO SALAD	1-1/2 Cups	100	291	19.7	11.6	28.6	7.9	37	904

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
M 028 01	TACO LAYERED SALAD	1/2 Cup	100	154	9.8	5.3	16.9	4.7	18	575
M 029 00	ITALIAN STYLE PASTA SALAD	1/2 Cup	100	150	6.2	7.5	14.5	0.9	13	339
M 030 00	COBB SALAD	1 Cup	100	169	8.5	13.1	5.1	1.6	56	298
M 031 00	KIDNEY BEAN SALAD	1/2 Cup	100	155	6.4	6	19.7	6.4	48	501
M 032 00	FRUIT MEDLEY SALAD	1/2 Cup	100	99	1.5	4	15.9	2	0	24
M 033 00	LETTUCE AND TOMATO SALAD	3-1/2 Ounces	100	23	1	0.4	5	1.3	0	11
M 034 00	MACARONI SALAD	1/2 Cup	100	125	3.5	4.1	18.6	0.9	28	219
M 035 00	MIXED FRUIT SALAD	1/2 Cup	100	251	3.2	1	64.1	7.5	0	19
M 036 00	PERFECTION SALAD	3 Ounces	100	117	17.8	0.1	3.6	0.7	0	996
M 036 01	GOLDEN GLOW SALAD	3-1/2 Ounces	100	81	9	0.1	7.8	1	0	490
M 036 02	JELLIED SPRING SALAD	3 Ounces	100	58	8.8	0.1	1.9	0.4	0	485
M 037 00	PICKLED BEET AND ONION SALAD	1/2 Cup	100	70	1.1	0.1	17.7	1.7	0	417
M 038 00	PASTA SALAD	1/2 Cup	100	167	4.6	9.4	16.6	1.2	3	300
M 039 00	CORN RELISH	2-1/2 Tablespoons	100	27	0.6	0.2	6.4	0.6	0	94
M 040 00	POTATO SALAD	2/3 Cup	100	177	2.9	9.9	20	1.9	46	576
M 040 01	DEVILED POTATO SALAD	2/3 Cup	100	201	4	11.8	20.6	2	49	657
M 040 02	POTATO SALAD WITH VINEGAR DRESSING	2/3 Cup	100	129	1.9	0.2	31.2	2.3	0	452
M 041 00	POTATO SALAD (DEHYDRATED SLICED POTATOES)	2/3 Cup	100	100	1.8	6.9	8.3	0.9	41	506
M 042 00	HOT POTATO SALAD	2/3 Cup	100	169	3.2	6.2	26.1	2.2	7	359
M 043 00	HOT POTATO SALAD (DEHYDRATED SLICED POTATOES)	2/3 Cup	100	105	1.7	5.1	13.7	0.6	6	364
M 043 01	HOT POTATO SALAD (DEHYDRATED DICED POTATOES)	2/3 Cup	100	105	1.7	5.1	13.7	0.6	6	364
M 044 00	SPRING SALAD	3/4 Cup	100	15	0.8	0.2	3.1	1.1	0	7
M 045 00	THREE BEAN SALAD	1/3 Cup	100	132	2	6.9	16.6	2.6	0	398
M 045 01	PICKLED GREEN BEAN SALAD	1/3 Cup	100	116	1	6.9	14.1	1.7	0	435
M 046 00	TOSSED LETTUCE, CUCUMBER AND TOMATO SALAD	1 Cup	100	11	0.7	0.2	2.2	0.9	0	6
M 046 01	TOSSED GARDEN SALAD	1 Cup	100	14	0.7	0.2	3	1.2	0	16
M 046 02	TOSSED CALICO GARDEN SALAD	1 Cup	100	13	0.7	0.2	2.8	1.1	0	11
M 046 03	TOSSED ROMAINE, CUCUMBER AND TOMATO SALAD	1 Cup	100	12	0.9	0.2	2.3	1	0	5
M 046 04	TOSSED RED LEAF LETTUCE, CUCUMBER AND TOMATO SALAD	1 Cup	100	13	0.8	0.2	2.7	1.1	0	6
M 046 05	GREEN LEAF LETTUCE, CUCUMBER AND TOMATO SALAD	1 Cup	100	11	0.7	0.2	2.2	0.9	0	6
M 047 00	TOSSED GREEN SALAD	1 Cup	100	5	0.5	0.1	0.9	0.6	0	4
M 048 00	TOSSED VEGETABLE SALAD	1 Cup	100	17	0.9	0.2	3.7	1.4	0	19
M 048 01	TOSSED CALICO VEGETABLE SALAD	1 Cup	100	46	1.6	0.2	10.5	2	0	20
M 049 00	VEGETABLE SALAD	1/2 Cup	100	45	1.5	0.2	9.7	2	0	252
M 050 00	WALDORF SALAD	1/2 Cup	100	96	1.2	6.7	9.1	1.8	5	86
M 050 01	APPLE, CELERY, AND RAISIN SALAD	1/2 Cup	100	93	0.8	4	15.1	2.3	5	92
M 050 02	WALDORF SALAD (UNPLATED)	1/2 Cup	100	94	1	6.7	8.7	1.6	5	84
M 051 00	CRANBERRY ORANGE RELISH	5-1/4 Quarts	1	9202	24.1	5.8	2369.1	119.7	0	37
M 052 00	GUACAMOLE	2 Tablespoons	100	59	0.6	5.7	2.4	1.4	2	102
M 053 00	GERMAN STYLE TOMATO SALAD	1/3 Cup	100	51	1	3.6	4.5	0.9	5	176
M 053 01	COUNTRY STYLE TOMATO SALAD	1/2 Cup	100	53	0.8	2.4	8.3	1.1	0	119

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
M 054 00	TOMATO FRENCH DRESSING	1 Tablespoon	100	29	0.2	2.4	2.1	0.1	0	53
M 055 00	VINAIGRETTE DRESSING	1 Tablespoon	100	42	0.1	4.5	0.8	0.1	0	117
M 056 00	QUICK FRUIT DRESSING	1 Tablespoon	100	16	0.6	0.2	3	0	1	8
M 057 00	ZERO SALAD DRESSING	2 Tablespoons	100	7	0.3	0	2	0.2	0	184
M 058 00	FRENCH DRESSING	1 Tablespoon	100	41	0.1	3.9	1.7	0.1	0	78
M 058 01	LOW CALORIE FRENCH DRESSING	2 Tablespoons	100	13	0.2	0.1	3.4	0.2	0	420
M 059 00	BLUE CHEESE DRESSING	1 Tablespoon	100	19	1.3	1	1.1	0	3	47
M 060 00	GARLIC FRENCH DRESSING	1 Tablespoon	100	40	0.2	3.7	1.9	0.1	0	53
M 061 00	TANGY SALAD DRESSING	1 Tablespoon	100	41	0.1	3.9	1.8	0.1	0	118
M 062 00	MEXICAN POTATO SALAD	3/4 Cup	100	163	2.9	8.3	20.6	3.2	0	125
M 063 00	THOUSAND ISLAND DRESSING	1 Tablespoon	100	43	0.3	3.9	1.9	0.1	10	120
M 064 00	CREAMY ITALIAN DRESSING	1 Tablespoon	100	45	0.2	4.5	1.2	0.2	6	86
M 065 00	CREAMY HORSERADISH DRESSING	1 Tablespoon	100	44	0.1	3	4.2	0.1	4	113
M 066 00	LOW CALORIE TOMATO DRESSING	2 Tablespoons	100	26	0.6	0.5	5.5	0.2	0	196
M 067 00	RUSSIAN DRESSING	1 Tablespoon	100	48	0.3	4.7	1.3	0.2	6	111
M 068 00	SOUR CREAM DRESSING	1 Tablespoon	100	33	0.5	2.5	1.3	0	7	92
M 068 01	BLUE CHEESE AND SOUR CREAM DRESSING	1 Tablespoon	100	76	1.5	6.7	1.8	0	14	206
M 069 00	VINEGAR AND OIL DRESSING	1 Tablespoon	100	39	0	4.4	0.4	0	0	70
M 070 00	ZESTY ROTINI PASTA SALAD	1/2 Cup	100	103	3.8	1.5	18.6	1.2	1	243
M 071 00	SALSA PASTA SALAD	1/2 Cup	100	96	3.5	1	18.9	2.2	0	233
M 072 00	CONFETTI RICE SALAD	1/2 Cup	100	91	2.3	1.4	17	0.9	2	251
M 072 01	CREAMY CUCUMBER RICE SALAD	1/2 Cup	100	99	3.1	1.6	17.8	0.8	3	261
M 073 00	KIWI FRUIT SALAD	1/2 Cup	100	103	2.1	0.8	23.9	2.9	1	22
M 074 00	MARINATED BLACK BEAN SALAD	3/4 Cup	100	143	7.4	1.2	28.9	8.1	0	485
M 074 01	BLACK BEAN SALAD	3/4 Cup	100	189	6.7	7.4	27	7.4	0	577
M 075 00	FRUIT BAR 1	1/2 Cup	100	152	1.8	0.7	38.9	5.5	0	11
M 076 00	FRUIT BAR 2	1/2 Cup	100	216	2.9	1.5	53.7	6.8	0	4
M 077 00	FRUIT BAR 3	1/2 Cup	100	227	3.1	1.7	56.4	7	0	10
M 078 00	BEEF & VEGETABLE SALAD	1/2 Cup	100	297	15.1	23.2	5.6	1	64	482
M 079 00	WILD RICE & TURKEY SALAD	1/2 Cup	100	265	12.6	6.6	41	3.8	17	350
M 080 00	SEAFOOD SALAD	3 Ounces	100	130	14.8	4.4	7.2	0.7	79	641
M 081 00	ASIAN SHRIMP SALAD	1/2 Cup	100	246	11.7	12.1	22.6	1.3	71	418
M 082 00	ZZ GRILLED SHRIMP SALAD WITH VEGETABLES	1/2 Cup	100	119	12.5	6	3.7	0.8	90	158
M 083 00	BROCCOLI AND TORTELLINI SALAD	1/2 Cup	100	145	7.7	4.5	19.4	0.8	27	303
M 084 00	ORZO PASTA SALAD	1/2 Cup	100	100	1.9	7.1	8.3	0.6	5	180
M 085 00	CRAB SALAD	1/2 Cup	100	106	11.7	4.1	5.3	0.5	30	846
M 086 00	CORNED BEEF AND POTATO SALAD	1/2 Cup	100	134	6.4	7.4	10.8	1	15	445
M 087 00	MANDARIN ALMOND TURKEY SALAD	1/2 Cup	100	239	16.5	16.3	7.5	2.1	42	621
M 088 00	EGG SALAD	3/4 Cup	100	174	9.8	12.5	5.2	0.3	324	311
M 089 00	PASTA & TOMATO SALAD	3/4 Cup	100	131	4.9	1.1	25.2	1.7	1	181
M 090 00	ITALIAN VEGETABLE PASTA MEDLEY	1/2 Cup	100	132	4.4	1.6	25.7	2.8	0	279



Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
M 091 00	HAM SALAD	3 Ounces	100	185	16.6	11	4.3	0.2	48	1257
M 092 00	ROAST BEEF SALAD	3/4 Cup	100	226	24.9	12.1	3.1	0.8	76	277
M 093 00	SOUTHWEST GRILLED CHICKEN SALAD	1/2 Cup	100	203	15.1	8.6	17.6	4.3	31	339
M 094 00	RANCH VEGETABLE SALAD	3/4 Cup	100	85	3	0.8	17.6	2.1	0	358
M 095 00	DILLED POTATO SALAD	1/2 Cup	100	153	3.3	7.2	19.6	2.3	46	260
M 504 00	BROCCOLI SALAD	1/2 Cup	100	233	4	12.3	31.1	2	8	140
M 801 00	SALAD BAR	1 Cup	100	557	10.9	41	40.5	5.2	9	1625
M 801 01	SALAD BAR LCS	1 Cup	100	243	8.4	13.1	24.3	3.7	5	870
N 001 01	BACON, LETTUCE, AND TOMATO SANDWICH	1 Sandwich	100	264	9.5	12.6	28.1	2	17	578
N 001 02	BACON, LETTUCE, AND TOMATO SANDWICH (PRCKD)	1 Sandwich	100	160	6.7	12.3	5.8	1	19	381
N 002 00	GYROS	1 Sandwich	100	527	24.4	27.8	51.5	4.9	47	1413
N 002 01	GYROS (PRE-PREPARED SAUCE)	1 Sandwich	100	616	24	34.8	58.6	5.2	46	1648
N 003 00	STEAK AND CHEESE SUBMARINE	1 Sandwich	100	457	37.3	19.6	30.5	1.3	100	772
N 003 01	STEAK, CHEESE AND ONION SUBMARINE	1 Sandwich	100	492	38.4	19.8	38.3	2.9	100	774
N 003 02	STEAK AND ONION SUBMARINE	1 Sandwich	100	385	32.1	10.9	37.9	2.9	73	369
N 004 00	ROAST BEEF SANDWICH	1 Sandwich	100	354	30.9	12.8	27.7	2.8	76	433
N 004 01	ROAST PORK SANDWICH	1 Sandwich	100	314	29.4	9	27.7	2.8	70	425
N 004 02	ROAST TURKEY SANDWICH	1 Sandwich	100	317	22.8	11.5	29.7	2.8	55	935
N 004 05	TURKEY CROISSANT	1 Sandwich	100	401	22.3	21.2	29.1	1.8	94	1059
N 005 00	SAUSAGE AND BISCUIT SANDWICH	1 Sandwich	100	296	11.3	16.6	24.3	0.8	33	820
N 005 01	HAM AND BISCUIT	1 Sandwich	100	203	9.9	7.1	23.9	0.8	17	728
N 006 00	GRILLED CHEESE SANDWICH	1 Sandwich	100	411	16.7	26.9	25.7	1.1	74	1155
N 006 01	GERMAN STYLE HAMWICH	1 Sandwich	100	426	17.2	28.2	25.8	1.4	84	1307
N 006 02	GRILLED CHEESE WITH TOMATO SANDWICH	1 Sandwich	100	423	17.2	27.1	28.3	1.8	74	1160
N 006 03	GRILLED HAM AND CHEESE SANDWICH	1 Sandwich	100	406	23.3	23.1	25.2	1.1	81	1600
N 007 00	ENGLISH MUFFIN WITH BACON, EGG AND CHEESE	1 Sandwich	100	343	18.1	18.9	25.9	1	229	792
N 007 01	ENGLISH MUFFIN WITH HAM, EGG, AND CHEESE	1 Sandwich	100	348	22.1	17.5	25.9	1	239	1091
N 007 02	ENGLISH MUFFIN WITH CANADIAN BACON, EGG, & CHEESE	1 Sandwich	100	342	21.5	16.9	26.4	1	237	1065
N 007 03	ENGLISH MUFFIN WITH SAUSAGE, EGG, AND CHEESE	1 Sandwich	100	445	23.5	27.4	26.3	1	256	1183
N 007 04	HAM, EGG, & CHEESE MUFFIN	1 Sandwich	100	260	11	14	26	1	50	700
N 007 05	CANADIAN BACON, EGG AND CHEESE MUFFIN	4 Ounces	100	234	13	7.4	28.7	1.5	182	569
N 007 06	ENGLISH MUFFIN WITH TURKEY SAUSAGE, EGG, & CHEESE	1 Sandwich	100	421	29.9	21.2	25.9	1	268	932
N 007 07	STEAK AND EGG MUFFIN	1 Sandwich	100	414	28.6	21.9	25.6	1.2	67	553
N 007 08	SAUSAGE, EGG, AND CHEESE BAGEL	1 Sandwich	100	733	0	26.7	0	0	0	1810
N 007 09	SAUSAGE & EGG PANCAKE SANDWICH	1 Sandwich	100	241	6	14.6	21.5	0.1	19	460
N 007 10	ENGLISH MUFFIN WITH PRECOOKED BACON, EGG & CHEESE	1 Sandwich	100	454	24	28.3	26.1	1	246	1100
N 008 00	CHICKEN SALAD SANDWICH	1 Sandwich	100	342	28.5	12.1	28.3	2.5	78	655
N 008 01	CHICKEN SALAD SANDWICH (CANNED CHICKEN)	1 Sandwich	100	374	27.9	15.6	28.9	2.7	73	960
N 008 02	TURKEY SALAD SANDWICH	1 Sandwich	100	308	19.7	11.8	30	2.5	51	1063
N 009 00	CORNED BEEF SANDWICH	1 Sandwich	100	235	16.6	3.1	34.6	4.3	25	1279
N 009 01	CORNED BEEF AND CHEESE SANDWICH (PRECOOKED)	1 Sandwich	100	341	24.6	10.8	35.5	4.3	51	1353

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
N 010 00	EGG SALAD SANDWICH	1 Sandwich	100	310	14	14.5	30.2	1.7	324	583
N 010 01	NEW YORK EGG SALAD SANDWICH (EGG AND TOMATO)	1 Sandwich	100	320	14.4	14.6	32.3	2.2	324	588
N 011 00	HAM SANDWICH	1 Sandwich	100	326	25.3	10.1	32.1	4.3	50	1812
N 011 01	FRIED HAM SANDWICH	1 Sandwich	100	326	25.3	10.1	32.1	4.3	50	1812
N 011 02	HAM AND CHEESE SANDWICH	1 Sandwich	100	382	26.9	15.4	33.1	4.3	59	1461
N 011 03	HAM AND TOMATO SANDWICH	1 Sandwich	100	337	25.7	10.3	34.4	4.8	50	1817
N 012 00	GRILLED HAMBURGER (BEEF PATTIES)	1 Burger	100	351	24	17.8	21.6	1.2	66	288
N 012 01	CHEESEBURGER (BEEF PATTIES)	1 Burger	100	457	30.3	26.7	22.1	1.2	93	694
N 012 02	CHEESY BACONBURGER (BEEF PATTIES)	1 Burger	100	503	32.7	30.6	22.1	1.2	100	821
N 012 03	DOUBLE DECKER CHEESEBURGER (BEEF PATTIES)	1 Burger	100	797	57.1	51.2	23.6	1.5	186	1330
N 012 04	CHILIBURGER (BEEF PATTIES)	1 Burger	100	386	26.8	18.9	25	2.3	70	431
N 012 05	DELUXE HAMBURGER (BEEF PATTIES)	1 Burger	100	386	25.1	18.2	29.5	2.5	66	537
N 012 06	PIZZABURGER (BEEF PATTIES)	1 Burger	100	446	31.6	22.4	27	2.2	81	512
N 012 07	DELUXE CHEESEBURGER (BEEF PATTIES)	1 Burger	100	492	31.4	27	30	2.5	93	942
N 012 08	BEEF GROUND PATTIES, PRECOOKED, FROZEN	5 Ounces	100	511	46.6	24.8	21.6	1.2	152	332
N 012 09	BEEF GROUND PATTIES WITH CHEESE, PRECOOKED, FROZEN	5 Ounces	100	618	52.9	33.7	22.1	1.2	178	737
N 012 10	CHEESY BACONBURGER (BEEF PATTIES/PRECOOKED BACON)	1 Burger	100	614	38.6	40.1	22.2	1.2	116	1128
N 013 00	HAM SALAD SANDWICH	1 Sandwich	100	340	22.1	14.4	29.2	1.5	123	1496
N 014 00	PEANUT BUTTER AND JELLY SANDWICH	1 Sandwich	100	373	12.2	18	44.1	3.2	1	424
N 015 00	TUNA SALAD SANDWICH	1 Sandwich	100	326	24.1	10.7	32.8	2.4	121	736
N 015 01	GRILLED TUNA AND CHEESE SANDWICH	1 Sandwich	100	459	27.7	24.8	30.9	1.6	87	1147
N 015 02	SALMON SALAD SANDWICH (CANNED SALMON)	1 Sandwich	100	363	24	14.7	32.8	2.3	120	607
N 015 03	TUNA AND TOMATO SANDWICH	1 Sandwich	100	330	24.3	10.8	33.3	2.4	121	696
N 016 00	CREAM CHEESE BAGEL	1 Bagel	100	273	13.5	1.8	49.2	2	2	633
N 016 01	CREAM CHEESE AND TOMATO BAGEL	1 Bagel	100	283	14	2	51.5	2.6	2	638
N 016 02	CREAM CHEESE AND OLIVE BAGEL	1 Bagel	100	276	13.6	2.1	49.5	2.2	2	674
N 017 00	COLD CUT SANDWICH	1 Sandwich	100	323	18	14.4	29.6	2.1	47	1172
N 017 01	COLD CUT SANDWICH WITH CHEESE	1 Sandwich	100	358	21.5	16.9	29.5	2.1	58	1259
N 018 00	WESTERN SANDWICH (DENVER)	1 Sandwich	100	253	16.1	8.8	26	1.5	168	826
N 019 00	SUBMARINE SANDWICH	1 Sandwich	100	573	36.4	31.1	35.7	2.1	93	1788
N 019 01	ITALIAN STYLE SUBMARINE	1 Sandwich	100	633	36.6	37.3	36.9	2.4	93	1788
N 020 00	GRILLED REUBEN SANDWICH (PRECOOKED)	1 Sandwich	100	481	24.5	25.5	38.1	4.1	76	1566
N 020 02	GRILLED PASTRAMI REUBEN SANDWICH	1 Sandwich	100	674	26.4	46	37.9	4.1	119	1714
N 021 00	BAKED CHICKEN FILLET SANDWICH (BREADED)	1 Sandwich	100	441	18.2	25.4	34.5	3.3	41	895
N 021 01	DEEP FAT FRIED CHICKEN FILLET SANDWICH (BREADED)	5-1/2 Ounces	100	441	18.2	25.4	34.5	3.3	41	895
N 021 02	CHICKEN FILLET AND CHEESE SANDWICH (BREADED)	1 Sandwich	100	486	20.9	29.1	34.7	3.3	52	1066
N 021 03	GRILLED CHICKEN FILLET SANDWICH (UNBREADED)	1 Sandwich	100	331	28.8	12.6	23.7	1.7	80	386
N 022 00	CANNONBALL SANDWICH (MEATBALL)	1 Sandwich	100	484	31	15.8	52.1	5	92	1065
N 022 01	HOT ITALIAN SAUSAGE SANDWICH	1 Sandwich	100	536	26.5	26.3	46.5	4.8	72	1417
N 022 02	CANNONBALL SANDWICH (PRECOOKED MEATBALLS)	1 Sandwich	100	543	23.1	29.2	48	6.5	55	1385
N 023 00	HOT PASTRAMI SANDWICH	1 Sandwich	100	426	18.4	23.6	33.9	4	67	1425

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
N 024 00	BARBECUED BEEF SANDWICH (CANNED)	1 Sandwich	100	457	40.4	18.8	29.7	2.2	104	486
N 024 01	BARBECUED BEEF SANDWICH (DICED BEEF)	1 Sandwich	100	346	27.2	12.7	29.7	2.2	66	456
N 025 00	MONTE CRISTO SANDWICH	1 Sandwich	100	444	26.7	24.9	26.9	1.1	157	969
N 026 00	ITALIAN VEAL CUTLET SUBMARINE	1 Sandwich	100	557	33.5	24.8	48.4	3.7	103	911
N 027 00	BARBECUED BEEF SANDWICH (SLOPPY JOE)	1 Sandwich	100	353	23.6	12.5	36.3	2.2	67	378
N 027 01	BARBECUED PORK SANDWICH (PORK BUTT)	1 Sandwich	100	258	16.3	7.4	31.5	1.9	42	290
N 027 02	BARBECUED PORK SANDWICH (FROZEN BARBECUED PORK)	1 Sandwich	100	246	13.8	7.5	29.6	1.2	27	674
N 027 03	TURKEY BARBECUE SANDWICH	1 Sandwich	100	303	21.3	8.7	36.3	2.2	56	414
N 028 00	ITALIAN PEPPER BEEF SANDWICH	1 Sandwich	100	520	35.1	13.3	62.8	4.5	70	996
N 030 00	SIMMERED FRANKFURTER ON ROLL	2 Each	100	518	16.9	29.2	45.4	2.3	43	1437
N 030 01	GRILLED POLISH SAUSAGE SANDWICH	1 Sandwich	100	400	15.7	26.6	23.1	1.2	60	986
N 030 02	SIMMERED KNOCKWURST ON ROLL	1 Each	100	327	11.5	20.6	22.8	1.2	38	912
N 030 05	GRILLED FRANKFURTER WITH FRIED PEPPERS AND ONIONS	2 Each	100	539	17.6	29.3	50.2	3.4	43	1436
N 031 00	MONTE CARLO SANDWICH (OPEN-FACED TURKEY AND HAM)	1 Sandwich	100	320	20.9	18.2	17.8	2.6	105	1151
N 032 00	FISHWICH	1 Sandwich	100	471	19.8	20.6	50.3	1.4	122	1027
N 032 01	CHEESE FISHWICH	1 Sandwich	100	524	23	25.1	50.4	1.3	135	1230
N 032 03	FISHWICH (BATTER DIPPED)	1 Sandwich	100	371	13.1	17	41.9	1.3	35	351
N 033 00	HOT ROAST TURKEY SANDWICH	1 Sandwich	100	322	22.1	11.9	30.1	1.3	53	1244
N 034 00	CORN DOG	1 Each	100	249	7.9	14.8	20.5	1.1	33	632
N 034 01	CORN DOG (CORN BREAD MIX)	1 Each	100	247	6.8	15.8	19.1	1.8	22	760
N 035 00	HOT ROAST BEEF SANDWICH (OVEN ROAST)	1 Sandwich	100	362	31.3	14	25.6	1.2	82	615
N 035 01	HOT ROAST BEEF SANDWICH (PRECOOKED ROAST BEEF)	1 Sandwich	100	457	31.4	20.3	35.1	1.5	74	931
N 036 00	HOT ROAST PORK SANDWICH	1 Sandwich	100	417	29.9	16.5	35.1	1.5	68	922
N 036 01	HOT HAM SANDWICH	1 Sandwich	100	429	25.2	20.1	35.1	1.5	51	2150
N 037 00	GRILLED HAM, EGG AND CHEESE SANDWICH	1 Sandwich	100	351	21.8	18.7	22.6	1.2	239	1132
N 037 01	GRILLED BACON, EGG, AND CHEESE SANDWICH	1 Sandwich	100	389	20	23.7	22.6	1.2	236	951
N 037 02	GRILLED HAM AND EGG SANDWICH	1 Sandwich	100	245	15.5	9.8	22.1	1.2	213	726
N 037 03	GRILLED SAUSAGE, EGG, AND CHEESE SANDWICH	1 Sandwich	100	448	23.2	28.6	23	1.2	256	1224
N 037 04	SAUSAGE, EGG, AND CHEESE MUFFIN	1 Sandwich	100	280	28	3	35	5	10	1000
N 038 00	MOROCCAN POCKETS	1/2 Sandwich	100	396	22.3	9.1	58.7	7.6	46	676
N 039 00	CHEESE DELI SANDWICH	1 Sandwich	100	406	18.6	23.3	31.6	3.5	57	1176
N 040 00	TACO BURGER	1 Sandwich	100	348	23.9	15.7	27.1	2.6	70	692
N 041 00	CHILI DOG WITH CHEESE AND ONIONS	2 Each	100	805	35.1	49.2	53.9	4.8	103	2533
N 041 01	CHILI DOG (CANNED CHILI CON CARNE)	2 Each	100	588	22.5	31.4	52.2	4.6	49	1722
N 041 02	CHILI DOG	2 Each	100	821	37.8	51.2	51.2	3.4	123	2441
N 042 00	BEEF FAJITA PITA	1/2 Pita	100	547	41	27.1	33.5	3.8	118	1480
N 042 01	CHICKEN FAJITA PITA	1/2 Pita	100	334	37.8	6.1	30.6	3.6	89	1335
N 043 00	CHICKEN PITA POCKET SANDWICH	1 Sandwich	100	311	38.2	5.8	24.9	2.5	90	389
N 044 00	GRILLED CHICKEN BREAST SANDWICH (BREAST BONELESS)	1 Sandwich	100	444	45.3	16.8	25.1	2	131	435
N 045 00	CHICKEN CAESAR ROLLUP SANDWICH	1 Sandwich	100	464	32.3	13	53.4	3.7	73	832
N 046 00	GARDEN VEGETABLE WRAP	1 Sandwich	100	289	8	5.4	52.7	4.3	0	577

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
N 047 00	ROAST BEEF & CHEESE ROLLUP SANDWICH	1 Sandwich	100	423	30.3	12.3	46.5	3.7	54	1050
N 047 01	HOT ROAST BEEF & CHEESE ROLLUP SANDWICH	1 Sandwich	100	418	29.9	12.2	45.8	3.2	54	1047
N 048 00	JAMAICAN JERK CHICKEN SANDWICH (BREAST BONELESS)	1 Sandwich	100	478	47.3	13.9	38.9	2.8	126	668
N 049 00	MEXICAN BEEF WRAP	1 Each	100	490	31.6	17.1	52.2	4.4	74	860
N 049 01	MEXICAN TURKEY WRAP	1 Each	100	337	20.6	9.6	42.5	3.8	35	826
N 050 00	CRUNCHY VEGETABLE BURRITO	1 Burrito	100	394	16.3	7	66.1	7.3	5	902
N 051 00	VEGETARIAN HEARTY BURGER	1 Burger	100	409	20.9	13.4	51.7	6	11	645
N 052 00	CAJUN CHICKEN SANDWICH (BREAST BONELESS)	1 Sandwich	100	477	47.4	13.9	38.5	2.8	126	645
N 053 00	SANDWICH CONDIMENTS	1 Tablespoon	100	210	2.6	13.8	21	2.7	12	962
N 054 00	DELI BAR	1 Sandwich	100	982	58.3	50.4	71.5	4.3	149	2690
N 055 00	ROAST TURKEY WRAP	1 Sandwich	100	401	23.9	14.1	43	2.7	55	975
N 056 00	TUNA SALAD PITA SANDWICH	1 Each	100	264	18.4	9.6	26.2	2.8	110	641
N 502 00	BAKED TURKEY MELT	1 Sandwich	100	384	30.7	13.2	35.1	2.1	79	676
N 800 00	MEATBALL HOAGIE (PRECOOKED MEATBALLS)	4 Ounces	100	646	27.9	38.1	49.4	7.2	72	1765
N 803 00	BLACK BEAN BURGERS/VEGETABLE BURGERS	4 Ounces	100	287	23.7	8	32.3	7.8	0	761
N 805 00	DOUBLE DECKER BEEF & TURKEY SANDWICH	1 Sandwich	100	492	33.8	12	57.4	2.3	81	1142
O 001 00	WHITE SAUCE	1 Ounce	100	41	1	2.8	3	0.1	8	109
O 001 01	CHEESE SAUCE	1 Ounce	100	49	2.1	3.1	3.1	0.1	9	138
O 002 00	BARBECUE SAUCE	1/4 Cup	100	65	1.1	0.3	16.3	1.2	0	374
O 002 01	BARBECUE SAUCE, RTU	1/4 Cup	100	47	1.1	1.1	8	0.8	0	509
O 003 00	CHERRY SAUCE (FOR MEAT)	3 Tablespoons	100	66	0.2	0.5	15.8	0.3	1	8
O 004 00	MARINARA SAUCE	3/4 Cup	100	89	3.1	1	20.1	3.5	0	1003
O 004 01	MARINARA SAUCE WITH CLAMS	3/4 Cup	100	90	3.3	1	20.2	3.5	2	1125
O 005 00	CREOLE SAUCE	1/3 Cup	100	40	1	1.2	7.4	1.1	0	280
O 005 01	SPANISH SAUCE	1/3 Cup	100	43	1.1	1.2	7.9	1.3	0	310
O 005 02	CAJUN CREOLE SAUCE	1/3 Cup	100	42	1.1	1.2	7.9	1.3	0	286
O 006 00	MUSTARD SAUCE	2 Tablespoons	100	19	0.3	0.7	3	0.2	1	224
O 007 00	TACO SAUCE	2 Tablespoons	100	11	0.3	0.1	2.6	0.4	0	254
O 007 01	SALSA	2 Tablespoons	100	11	0.3	0.1	2.6	0.4	0	256
O 007 02	SALSA RTU	2 Tablespoons	100	8	0.3	0.1	1.5	0.2	0	171
O 008 00	SWEET AND SOUR SAUCE	2 Tablespoons	100	94	0.3	0.1	25	0.4	0	45
O 009 00	PINEAPPLE SAUCE	1/4 Cup	100	71	0.1	0	18.2	0.3	0	2
O 009 01	RAISIN SAUCE	3 Tablespoons	100	47	0.2	0.1	12.3	0.6	0	6
O 010 00	SZECHWAN SAUCE	1/3 Cup	100	128	1	8.6	12.8	0.2	0	478
O 011 00	SEAFOOD COCKTAIL SAUCE	2 Tablespoons	100	32	0.5	0.1	8.3	0.5	0	21
O 012 00	PIZZA SAUCE	2-1/2 Tablespoons	100	21	0.7	0.2	4.8	0.8	0	255
O 012 01	PIZZA SAUCE (CANNED)	2 Tablespoons	100	20	0.8	0.4	3.3	0.8	1	67
O 013 00	TARTAR SAUCE	2 Tablespoons	100	70	0.2	6	4.4	0.2	7	192
O 014 00	TERIYAKI SAUCE	2-1/2 Ounces	100	88	3.8	4.4	9.3	0.4	0	1935
O 015 00	TOMATO SAUCE	1/4 Cup	100	47	1	2.2	6.7	0.9	0	269
O 016 00	BROWN GRAVY	1/4 Cup	100	72	0.9	5.3	5.2	0.2	0	303

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
O 016 02	CHICKEN OR TURKEY GRAVY	1/4 Cup	100	47	0.8	3.4	3.3	0.1	0	417
O 016 03	CHILI GRAVY	1/4 Cup	100	54	1	3.5	5	0.6	0	364
O 016 04	GIBLET GRAVY	1/4 Cup	100	87	3.2	5.9	5.2	0.2	34	403
O 016 05	MUSHROOM GRAVY	1/4 Cup	100	77	1.2	5.6	5.7	0.4	1	404
O 016 06	ONION GRAVY	1/4 Cup	100	84	1.1	6.1	6.1	0.4	0	363
O 016 07	QUICK ONION GRAVY	1/4 Cup	100	78	1	5.4	6.6	0.5	0	307
O 016 08	VEGETABLE GRAVY	1/4 Cup	100	83	1.2	5.8	6.5	0.6	0	309
O 016 09	ONION AND MUSHROOM GRAVY	1/4 Cup	100	80	1.1	5.9	5.9	0.4	0	380
O 017 00	CREAM GRAVY	1/4 Cup	100	53	1.6	3.1	4.7	0.1	1	226
O 017 01	CREAM ONION GRAVY	1/4 Cup	100	59	1.8	3.2	5.9	0.4	1	226
O 018 00	NATURAL PAN GRAVY (AU JUS)	1/4 Cup	100	3	0.2	0.1	0.3	0	0	251
O 019 00	TOMATO GRAVY	1/4 Cup	100	50	0.8	3.3	4.5	0.3	0	318
O 020 00	CORN BREAD DRESSING	3-1/2 Ounces	100	177	4.7	6.5	24.5	1.7	35	588
O 021 00	BREAD DRESSING	3-1/2 Ounces	100	138	4.1	2.7	23.9	1.4	1	465
O 021 01	APPLE BREAD DRESSING	3-1/2 Ounces	100	150	4.1	2.7	27	1.8	1	411
O 021 02	SAUSAGE BREAD DRESSING	3-1/2 Ounces	100	166	6.8	4.2	24.7	2.2	1	546
O 021 03	OYSTER BREAD DRESSING	3-1/2 Ounces	100	159	6.6	3.3	25.2	1.4	14	414
O 022 00	CHINESE MUSTARD SAUCE	1 Teaspoon	100	17	0.9	1	1.3	0.5	0	0
O 023 00	HORSERADISH SAUCE	1 Tablespoon	100	28	0.4	2.3	1.6	0.2	3	63
O 024 00	YOGURT-CUCUMBER SAUCE	3 Tablespoons	100	22	1.7	0.5	2.7	0.2	2	21
O 025 00	HERBED MAYONNAISE	2 Tablespoons	100	90	0.2	9.3	1.5	0.1	12	178
O 026 00	ORIENTAL SWEET AND SOUR SAUCE	2 Tablespoons	100	33	0.1	0	8.3	0.1	0	40
O 027 00	DILL SAUCE	2 Tablespoons	100	33	1.4	1.4	2.9	0	7	23
O 028 00	HORSERADISH DIJON SAUCE	2 Tablespoons	100	36	1	1.9	2.5	0.2	9	48
O 029 00	HONEY MUSTARD SAUCE	2 Tablespoons	100	79	0.1	0	17.5	0	0	362
O 030 00	TROPICAL FRUIT SALSA	1/4 Cup	100	26	0.3	0.2	6.5	0.8	0	1
O 030 01	PINEAPPLE SALSA	1/4 Cup	100	25	0.4	0.1	6.5	0.8	0	2
O 030 02	TROPICAL FRUIT SALSA (CANNED)	1/4 Cup	100	27	0.4	0	6.9	0.7	0	3
O 031 00	SHRIMP SAUCE	3/4 Cup	100	183	18.5	6.8	11	0.3	115	331
O 032 00	BUTTER, MELTED	1 Ounce	100	195	0.2	22.1	0	0	60	225
O 033 00	TABLE CONDIMENTS	1 Tablespoon	100	1703	31	64.7	264.6	5.9	64	13645
O 035 00	APPLESAUCE	1/2 Cup	100	49	0.2	0.1	12.8	1.4	0	2
O 036 00	CRANBERRY SAUCE, CANNED	1/4 Cup	100	86	0.1	0.1	22.1	0.6	0	16
O 037 00	DEMI-GLACE SAUCE, PRE-PREPARED	2 Tablespoons	100	1	0.1	0	0.1	0	0	3
O 038 00	FRUIT SAUCE WITH RAISINS	1/4 Cup	100	65	0.3	0.2	16.8	1.1	0	6
O 038 01	FRUIT SAUCE	1/4 Cup	100	38	0.1	0.1	9.7	0.5	0	4
P 001 00	BEEF RICE SOUP	1 Cup	100	64	3	1.2	10	0.5	4	1172
P 001 01	BEEF BARLEY SOUP	1 Cup	100	72	3.6	1.3	11.9	2.2	4	1173
P 001 02	BEEF NOODLE SOUP	1 Cup	100	47	3	1.4	5.8	0.4	8	1173
P 002 00	CHICKEN RICE SOUP	1 Cup	100	73	4.4	2	8.9	0.4	7	1996
P 002 01	CHICKEN NOODLE SOUP	1 Cup	100	62	4.5	2.1	6.3	0.4	7	1997

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
P 003 00	CREOLE SOUP	1 Cup	100	64	2.4	1.8	10	0.9	1	1151
P 004 00	ONION SOUP	1 Cup	100	107	2	7.6	8.1	1	1	1259
P 004 01	FRENCH ONION SOUP	1 Cup	100	162	3.4	11.1	12.8	1.2	9	1377
P 005 00	TOMATO BOUILLON	1 Cup	100	35	1.7	0.4	7.2	1	0	974
P 006 00	TOMATO SOUP	1 Cup	100	62	2.1	1.1	12.6	1.7	0	1027
P 006 01	TOMATO RICE SOUP	1 Cup	100	84	2.5	1.2	17.3	1.9	0	883
P 007 00	VEGETABLE SOUP	1 Cup	100	55	2.2	1	10.2	1.5	1	1334
P 007 01	MINESTRONE SOUP	1 Cup	100	78	3.4	1	14.4	2.3	1	1201
P 007 02	VEGETABLE RICE SOUP	1 Cup	100	92	2.4	1.9	17.2	2.6	0	242
P 008 00	NAVY BEAN SOUP (DRIED BEANS)	1 Cup	100	124	7.6	0.5	23.1	4.7	1	724
P 008 01	BEAN SOUP WITH SMOKED, CURED HAM HOCKS (DRY BEANS)	1 Cup	100	142	8.9	1.8	23.1	4.7	5	792
P 008 02	KNICKERBOCKER SOUP (BEAN, TOMATO & BACON) (DRIED)	1 Cup	100	149	8.2	1.8	26.1	5.3	2	481
P 008 03	OLD FASHIONED BEAN SOUP (DRIED BEANS)	1 Cup	100	133	7.9	0.5	25.1	5	1	789
P 008 04	BEAN SOUP W/SMOKED, CURED HAM HOCKS (CANNED BEANS)	1 Cup	100	181	10.5	1.9	30.9	5.9	5	791
P 008 05	KNICKERBOCKER SOUP (BEAN, TOMATO & BACON) (CANNED)	1 Cup	100	188	9.9	1.9	33.9	6.5	2	480
P 008 06	NAVY BEAN SOUP (CANNED BEANS)	1 Cup	100	163	9.2	0.6	30.9	5.9	1	723
P 008 07	OLD FASHIONED BEAN SOUP (CANNED BEANS)	1 Cup	100	171	9.5	0.6	32.9	6.2	1	788
P 009 00	BEEF WITH VEGETABLES AND BARLEY SOUP (CANNED)	1 Cup	100	86	5.5	2	11.6	0	9	1005
P 009 01	BEAN WITH BACON SOUP (CANNED)	1 Cup	100	166	9.2	3	25.5	6.5	4	1046
P 009 02	BEEF NOODLE SOUP (CANNED)	1 Cup	100	95	5.5	3.5	10.1	0.9	6	1079
P 009 03	CHICKEN NOODLE SOUP (CANNED)	1 Cup	100	86	4.6	2.6	10.8	0.9	7	1076
P 009 04	CHICKEN WITH RICE SOUP (CANNED)	1 Cup	100	69	4.1	2.2	8.3	0.7	7	946
P 009 05	MANHATTAN CLAM CHOWDER (CANNED)	1 Cup	100	79	4.3	2	11.1	1.7	9	594
P 009 06	MINESTRONE SOUP (CANNED)	1 Cup	100	96	4.9	2.9	13	1.1	1	1058
P 009 07	SPLIT PEA SOUP WITH HAM (CANNED)	1 Cup	100	200	10.9	4.6	29.5	2.4	9	1066
P 009 08	TOMATO SOUP (CANNED)	1 Cup	100	96	2.3	2.2	18.7	0.6	0	788
P 009 09	VEGETABLE SOUP (CANNED)	1 Cup	100	84	2.4	2.2	13.9	0.7	0	956
P 009 10	VEGETABLE WITH BEEF SOUP (CANNED)	1 Cup	100	89	6.3	2.1	11.5	2.3	6	898
P 009 11	CREAM OF TOMATO SOUP (CANNED)	1 Cup	100	150	7.7	2.3	26.4	0.6	3	868
P 010 00	CHICKEN GUMBO SOUP	1 Cup	100	102	3.7	4.4	12.6	1.3	16	244
P 010 01	SHRIMP GUMBO	1 Cup	100	118	5.1	5	13.9	1.4	28	1384
P 011 00	CORN CHOWDER	1 Cup	100	146	5.5	4	24.9	1.6	8	524
P 011 01	CHICKEN CORN CHOWDER	1 Cup	100	179	5.5	7.6	25.3	2	9	1088
P 012 00	MANHATTAN CLAM CHOWDER	1 Cup	100	86	2.4	1.7	16.6	2	3	470
P 013 00	NEW ENGLAND FISH CHOWDER	1 Cup	100	175	12.2	7.1	15.3	1	39	371
P 013 01	NEW ENGLAND CLAM CHOWDER	1 Cup	100	178	4.5	11.2	15.4	1	30	407
P 014 00	CREAM OF MUSHROOM SOUP	1 Cup	100	154	5.5	8.4	14.7	1.1	22	1315
P 014 01	CREAM OF BROCCOLI SOUP	1 Cup	100	127	5.5	6.1	13.4	1.7	16	1152
P 015 00	CREAM OF POTATO SOUP (DEHYDRATED SLICED POTATOES)	1 Cup	100	63	3.8	0.9	10.1	0.7	2	1166
P 015 01	CREAM OF POTATO SOUP (FRESH WHITE POTATOES)	1 Cup	100	138	5.1	0.9	27.8	2.3	2	994
P 016 00	CREAM OF POTATO SOUP (INSTANT POTATOES)	1 Cup	100	47	3.1	0.4	7.9	0.5	1	465

Recipe	Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium	
P 017 00	SPANISH SOUP (DEHYDRATED ONION SOUP)	1 Cup	100	90	4.4	4.1	9.7	1.7	11	1090
P 017 01	ONION SOUP (DEHYDRATED MIX)	1 Cup	100	27	1.1	0.5	4.9	0.9	0	820
P 017 02	MEXICAN ONION CORN SOUP (DEHYDRATED MIX)	1 Cup	100	76	2.7	1.2	16.2	2.2	0	951
P 018 00	TOMATO VEGETABLE SOUP (DEHYDRATED)	1 Cup	100	0	0	0	0	0	0	7
P 018 01	BEEF NOODLE SOUP WITH VEGETABLES (DEHYDRATED)	1 Cup	100	52	2.8	1	7.7	0.4	2	1342
P 018 02	CHICKEN NOODLE SOUP (DEHYDRATED)	1 Cup	100	74	4.1	1.7	10.4	0.6	3	1815
P 018 03	CHICKEN NOODLE SOUP WITH VEGETABLES (DEHYDRATED)	1 Cup	100	89	4.9	1.8	13.5	1.6	3	1826
P 019 00	PEPPER POT SOUP	1 Cup	100	98	2.7	4.9	11.1	0.9	1	1276
P 020 00	CHICKEN VEGETABLE (MULLIGATAWNY) SOUP	1 Cup	100	79	4.2	3.1	8.9	1	11	1575
P 021 00	ZESTY BEAN SOUP	1 Cup	100	114	6.1	1.1	21.2	5.8	0	1208
P 021 01	ZESTY BEAN SOUP (DRY BEANS)	1 Cup	100	127	7.8	0.9	23.6	6.9	1	1057
P 022 00	CHICKEN MUSHROOM SOUP (CANNED)	1 Cup	100	165	5.6	9.7	14.2	0.4	8	1096
P 022 01	DOUBLY GOOD CHICKEN SOUP (CANNED)	1 Cup	100	110	4.9	5.3	10.7	0.5	10	1053
P 022 02	LOGGING SOUP (CANNED)	1 Cup	100	129	7.8	2.6	18.7	4.4	5	980
P 022 03	TOMATO NOODLE SOUP (CANNED)	1 Cup	100	96	3.9	2.9	14.6	0.7	3	941
P 022 04	VEGETABLE BEEF SUPREME SOUP (CANNED)	1 Cup	100	94	4.4	2.2	15.3	1.4	3	850
P 023 00	SPLIT PEA SOUP WITH HAM	1 Cup	100	28	2.3	0.6	3.4	0.3	6	705
P 023 01	PUREE MONGOLE	1 Cup	100	139	6.7	2.9	22.7	2	3	881
P 024 00	CREAM OF BROCCOLI SOUP (CANNED)	1 Cup	100	234	7.1	16.4	14.3	2.2	34	823
P 024 01	CREAM OF CHICKEN SOUP (CANNED)	1 Cup	100	148	5.5	8.3	12.8	0.3	12	1142
P 024 02	CREAM OF MUSHROOM SOUP (CANNED)	1 Cup	100	162	3.9	10.8	12.8	0.4	2	1008
P 025 00	TEXAS TORTILLA SOUP	1 Cup	100	128	6.4	1.8	23.7	4.3	2	1108
P 026 00	TORTELLINI SOUP	1 Cup	100	118	6.5	4.6	13.3	1.3	19	1775
P 027 00	LENTIL VEGETABLE SOUP (DRIED BEANS)	1 Cup	100	114	7.4	0.4	21.9	8.7	0	431
P 028 00	CURRIED VEGETABLE SOUP	1 Cup	100	67	2	0.6	13.9	2.2	0	194
P 029 00	TURKEY VEGETABLE SOUP	1 Cup	100	88	6.7	2.5	9.9	1.8	13	1544
P 030 00	CALIFORNIA MEDLEY SOUP RTU	1 Cup	100	149	7.5	7.5	16.4	0	0	1061
P 031 00	CREAM OF BROCCOLI SOUP, FROZEN, BIB	1 Cup	100	358	10.2	27.2	18.1	0	54	1134
P 032 00	PORTOBELLO MUSHROOM SOUP FROZEN, BIB	1 Cup	100	107	5.3	2.1	17.1	9.1	0	21
P 033 00	ITALIAN WEDDING SOUP RTU	1 Cup	100	104	5.2	5.2	11.5	0	0	740
P 054 00	TURKEY AND RICE SOUP	1 Cup	100	96	5.9	3.1	10.7	0.9	11	2103
P 055 00	HATTERAS CLAM CHOWDER	1 Cup	100	54	1.6	2.1	7.4	0.8	6	287
P 056 00	ZESTY BLACK BEAN SOUP	1 Cup	100	102	5.2	1.5	18.1	6	1	775
P 057 00	TOMATO SOUP FLORENTINE	1 Cup	100	116	3.3	2.3	22.6	1	0	799
P 058 00	CREAMY SHRIMP BISQUE	1 Cup	100	242	15.7	11.5	18.7	1.2	58	344
P 059 00	TOSCANO SOUP	1 Cup	100	100	6.4	5.4	7.4	3.2	0	249
P 060 00	POTATO AND ROASTED PEPPER SOUP	1 Cup	100	132	3.9	4.1	20.3	1.7	11	393
P 061 00	OKRA & TOMATO GUMBO SOUP	1 Cup	100	82	2.8	2.8	13.6	2.7	2	500
P 500 00	ASIAN STIR FRY SOUP	1 Cup	100	113	8.8	4.7	9.4	2	22	844
P 800 00	CARROT SOUP	1 Cup	100	117	3.8	1.2	23.8	3.4	0	285
P 801 00	VELVET CORN SOUP	1 Cup	100	144	6	1.8	30.2	2	9	648

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
P 802 00	NUTTY SPLIT PEA SOUP	1 Cup	100	254	12.2	8.5	34	3.9	0	1076
P 803 00	EGG DROP SOUP	1 Cup	100	49	2.8	1.1	6.6	0.1	1	1506
P 804 00	MIDWESTERN TOMATO RICE SOUP	1 Cup	100	65	1.9	0.8	14	1.9	0	686
Q 001 01	BROCCOLI COMBO	3/4 Cup	100	102	3.5	4.2	16	3.8	10	66
Q 001 02	BEAN COMBO	3/4 Cup	100	113	4.2	4	16.8	5	10	78
Q 001 03	CAULIFLOWER COMBO	3/4 Cup	100	100	3.9	4.1	13.2	4.8	10	133
Q 001 04	BRUSSELS SPROUTS COMBO	3/4 Cup	100	109	3.9	4.2	17.4	4.2	10	62
Q 001 05	GREEN BEAN COMBO	3/4 Cup	100	78	2.1	4	10.4	3.8	10	76
Q 001 06	CORN COMBO	3/4 Cup	100	103	2.7	4.1	16.9	3.7	10	62
Q 002 00	BAKED BEANS (CANNED)	1/2 Cup	100	178	7.8	2.9	33.4	7.8	11	612
Q 002 01	BAKED BEANS (KIDNEY BEANS, CANNED)	1/2 Cup	100	155	7.2	1.2	29.9	8.3	1	474
Q 002 02	BAKED BEANS (PINTO BEANS, CANNED)	1/2 Cup	100	159	6.9	1.8	29.8	6.1	1	422
Q 003 00	BOSTON BAKED BEANS (DRIED BEANS)	1/2 Cup	100	180	10.2	1.7	32.1	10.2	1	205
Q 003 01	SAVORY BAKED BEANS (DRIED BEANS)	1/2 Cup	100	202	10.4	1.7	37.9	10.4	1	209
Q 003 02	BOSTON BAKED BEANS (CANNED BEANS)	1/2 Cup	100	151	7.2	1.8	27.3	8.1	1	614
Q 003 03	SAVORY BAKED BEANS (CANNED BEANS)	1/2 Cup	100	204	9.3	1.9	38.7	10.7	1	742
Q 004 00	ITALIAN STYLE BAKED BEANS	1/2 Cup	100	133	8.3	1.7	22.9	8.3	1	422
Q 004 01	ITALIAN STYLE BAKED BEANS (CANNED BEANS)	1/2 Cup	100	121	6.7	1.8	21	7.4	1	733
Q 005 01	SAVORY STYLE BEANS (DRIED BEANS)	2/3 Cup	100	126	8.8	0.3	22.9	9.4	0	20
Q 005 02	SIMMERED BEANS (DRIED BEANS)	2/3 Cup	100	123	8.7	0.3	22.1	9.2	0	154
Q 005 03	SAVORY STYLE BEANS (CANNED BEANS)	2/3 Cup	100	129	7.9	0.5	23.8	9.7	0	508
Q 005 03	SIMMERED BEANS (CANNED BEANS)	2/3 Cup	100	125	7.7	0.5	23	9.5	0	642
Q 005 04	SIMMERED BEANS WITH BACON (CANNED BEANS)	2/3 Cup	100	140	8.5	1.8	23.1	9.5	2	683
Q 005 04	SIMMERED BEANS WITH BACON (DRIED BEANS)	2/3 Cup	100	137	9.5	1.6	22.1	9.2	2	195
Q 006 00	SPANISH STYLE BEANS (DRIED BEANS)	1/2 Cup	100	160	8.5	0.6	31.6	9.9	0	496
Q 006 01	SPANISH STYLE BEANS (CANNED BEANS)	1/2 Cup	100	162	7.9	1.4	30.6	7.5	0	521
Q 007 00	LYONNAISE GREEN BEANS	1/2 Cup	100	54	1.5	2.9	6.7	2.3	7	102
Q 007 01	GREEN BEANS CREOLE	1/2 Cup	100	53	2	1	10.8	2.8	0	268
Q 007 02	GREEN BEANS WITH MUSHROOMS	1/2 Cup	100	49	1.4	2.9	5.6	2.1	7	106
Q 007 03	GREEN BEANS NICOISE	1/2 Cup	100	62	1.8	3	8.6	2.6	7	165
Q 007 04	GREEN BEANS SOUTHERN STYLE	1/2 Cup	100	42	1.8	1.9	5.5	2	2	28
Q 007 05	LYONNAISE WAX BEANS	1/2 Cup	100	54	1.5	2.9	6.7	2.3	7	102
Q 008 00	HARVARD BEETS	3/4 Cup	100	101	1.4	2	20.6	2.2	5	536
Q 008 01	BEETS IN ORANGE-LEMON SAUCE	3/4 Cup	100	103	1.5	2	21.1	2.2	5	536
Q 009 00	HOT SPICED BEETS	3/4 Cup	100	128	1.5	2	28.4	2.2	5	539
Q 010 00	BROCCOLI POLONAISE	3 Ounces	100	67	3.9	2.9	8	2.8	24	196
Q 010 01	BRUSSELS SPROUTS POLONAISE	1/2 Cup	100	77	4.6	2.9	10.3	3.6	24	189
Q 010 02	CAULIFLOWER POLONAISE	1/2 Cup	100	62	2.9	2.8	7.4	2.2	24	202
Q 011 00	SPROUTS SUPERBA	1/2 Cup	100	70	3.6	3.1	9.1	3.3	2	294
Q 012 00	GRIDDLE FRIED CABBAGE	1/2 Cup	100	47	1.1	2.9	5	2.1	7	184
Q 012 01	CALICO CABBAGE	1/2 Cup	100	53	1.2	2.9	6.6	2.3	7	187



Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
Q 012 02	FRIED CABBAGE WITH BACON	1/2 Cup	100	69	2.3	4.9	4.9	2.1	11	178
Q 013 00	SCALLOPED SWEET POTATOES AND APPLES	1/2 Cup	100	163	1.1	2.9	34.1	3.5	0	176
Q 014 00	ORANGE CARROTS AMANDINE	1/2 Cup	100	73	1.5	4.1	8.7	2.7	6	116
Q 015 00	ORIENTAL STIR-FRY CABBAGE	3/4 Cup	100	81	3.3	0.9	17.4	5.2	0	372
Q 016 00	CARROT AND CELERY AMANDINE	1/2 Cup	100	37	1	2.9	2.3	1.1	3	212
Q 017 00	LYONNAISE CARROTS	1/2 Cup	100	58	1.1	2	9.6	3	5	186
Q 017 01	GLAZED CARROTS	1/2 Cup	100	71	0.9	2	13.1	2.6	5	186
Q 017 02	GLAZED BABY CARROTS	1/2 Cup	100	74	0.8	2.3	13.2	1.7	5	125
Q 018 00	CAULIFLOWER AU GRATIN	1/2 Cup	100	120	5.3	6.5	11.2	2.3	17	245
Q 019 00	GERMAN POTATO GRIDDLE CAKES (DEHY)	2 Cakes	100	107	3.9	4.1	12.8	0.6	45	254
Q 020 00	FRENCH FRIED CAULIFLOWER	3-1/2 Ounces	100	123	6.5	2.2	20	2.6	28	387
Q 020 01	FRENCH FRIED OKRA	3/4 Cup	100	115	5.1	1.6	20.8	2.3	3	356
Q 021 00	CORN FRITTERS	2 Fritters	100	168	4.9	3.2	30.4	1.2	44	419
Q 021 01	CORN FRITTERS (PANCAKE MIX)	2 Fritters	100	137	3.6	1.6	27.4	1.2	6	373
Q 022 00	RATATOUILLE	1/2 Cup	100	43	1.6	0.2	10.1	2.4	0	1180
Q 023 00	SCALLOPED CREAM STYLE CORN	1/2 Cup	100	148	2.9	5.1	25.6	1.5	9	144
Q 023 01	SCALLOPED WHOLE KERNEL CORN	1/2 Cup	100	132	3.1	4.9	21.3	2	9	344
Q 024 00	BROCCOLI PARMESAN	2 Stalks	100	82	6.9	2.7	9.6	3.4	5	215
Q 024 01	BRUSSELS SPROUTS PARMESAN	3/4 Cup	100	96	7.7	2.7	12.3	4.3	5	208
Q 024 02	CAULIFLOWER PARMESAN	3/4 Cup	100	77	5.8	2.6	8.8	2.7	5	223
Q 025 00	VEGETABLE STIR FRY	1/2 Cup	100	55	0.9	3.4	5.8	1.8	0	97
Q 026 00	HERBED GREEN BEANS	3/4 Cup	100	58	1.9	2.3	9.2	3.4	6	481
Q 027 00	CALICO CORN	3/4 Cup	100	116	3.9	2.1	24.5	2.7	1	305
Q 027 01	CORN O'BRIEN	3/4 Cup	100	138	4.2	3.7	26.3	3.1	1	306
Q 027 02	MEXICAN CORN	3/4 Cup	100	117	3.6	2	25.4	2.9	2	288
Q 028 00	EGGPLANT PARMESAN	6-1/2 Ounces	100	212	10.3	4.2	36.6	5.8	28	1256
Q 029 00	SOUTHERN STYLE GREENS (FRESH COLLARDS)	1/2 Cup	100	98	7.2	5.8	5.1	2.7	15	290
Q 029 01	SOUTHERN STYLE GREENS (FROZEN)	1/2 Cup	100	115	8.7	5.9	8.7	3.3	15	607
Q 029 02	SWEET SOUR GREENS	1/2 Cup	100	137	7.3	6.2	14.4	2.8	16	295
Q 029 03	SOUTHERN STYLE GREENS (FRESH KALE)	1/2 Cup	100	119	8.3	6.1	9.8	2	15	322
Q 030 00	SAUTEED MUSHROOMS	2 Tablespoons	100	21	0.4	1.9	0.9	0.4	5	98
Q 030 01	SAUTEED MUSHROOMS AND ONIONS	2 Ounces	100	67	0.8	5.6	4.1	1.1	15	137
Q 031 00	OKRA AND TOMATO GUMBO	1/2 Cup	100	98	2.8	4	14.1	2.1	9	447
Q 032 00	SOUTHERN FRIED OKRA	1/3 Cup	100	142	2.4	8.3	15.3	2.3	0	212
Q 033 00	PARSLEY BUTTERED POTATOES	4 Pieces	100	169	2.8	3.8	31.8	2.9	10	614
Q 033 01	PAPRIKA BUTTERED POTATOES	4 Pieces	100	170	2.8	3.9	31.9	2.9	10	613
Q 033 02	PARSLEY BUTTERED POTATOES (CANNED)	4 Pieces	100	112	1.9	5.1	15.3	2.2	13	385
Q 033 03	PAPRIKA BUTTERED POTATOES (CANNED)	4 Pieces	100	112	1.9	5.1	15.4	2.2	13	385
Q 034 00	SPANISH ONIONS	1/2 Cup	100	95	1.8	4.6	13.2	2.4	0	513
Q 035 00	FRENCH FRIED ONION RINGS	2-1/2 Ounces	100	195	6.6	0.6	40.6	2.7	1	656
Q 035 01	FRENCH FRIED ONION RINGS (FROZEN)	3 Ounces	100	0	0	0	0	0	0	0

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
Q 035 02	TEMPURA FRIED ONION RINGS	2-1/2 Ounces	100	92	3.1	0.8	18.4	2	22	258
Q 035 03	ONION RINGS, BREADED (FROZEN, OVENABLE)	3-1/2 Ounces	100	296	4	16.4	31.9	0	0	521
Q 036 00	FRIED ONIONS	1/4 Cup	100	103	1.3	7	9.8	2	0	3
Q 037 00	SMOTHERED ONIONS (DEHYDRATED ONIONS)	1/2 Cup	100	117	2	4.5	18.7	2.1	0	366
Q 038 00	REFRIED BEANS WITH CHEESE	1/2 Cup	100	121	9.2	2.6	15.6	4.8	4	409
Q 038 01	REFRIED BEANS (CANNED BEANS)	1/2 Cup	100	107	6	1.8	16.9	5.8	9	325
Q 038 02	REFRIED BEANS WITH CHEESE (CANNED BEANS)	1/2 Cup	100	141	10.5	3.2	17.8	6.1	13	453
Q 039 00	GREEN BEANS WITH CORN (FROZEN BEANS)	1/2 Cup	100	63	2.1	1.3	12.9	2.2	1	89
Q 039 01	GREEN BEANS WITH CORN (CANNED BEANS)	1/2 Cup	100	58	1.8	1.3	11.7	1.9	1	238
Q 040 00	TURNIPS AND BACON	1/2 Cup	100	30	1.1	0.7	5.2	1.5	1	217
Q 041 00	PEAS WITH MUSHROOMS (FROZEN)	3/4 Cup	100	117	6.9	2.4	18.2	6.4	5	347
Q 041 01	PEAS WITH CARROTS (FROZEN)	3/4 Cup	100	126	6.2	2.4	21.2	7.4	5	323
Q 041 02	PEAS WITH CELERY (FROZEN)	3/4 Cup	100	104	5.8	2.3	16.1	5.8	5	256
Q 041 03	PEAS WITH ONIONS	3/4 Cup	100	121	6.7	2.3	19.3	6.3	5	229
Q 041 04	PEAS WITH MUSHROOMS (CANNED PEAS)	3/4 Cup	100	47	2	2.1	5.8	2.1	5	250
Q 041 05	PEAS WITH CARROTS (FROZEN/FRESH)	3/4 Cup	100	129	6.1	2.4	22.2	7.2	5	303
Q 042 00	GREEN BEANS PARISIENNE (CANNED)	1/2 Cup	100	67	2.3	3.8	6.6	1.4	6	391
Q 042 01	GREEN BEANS PARISIENNE (FROZEN BEANS)	1/2 Cup	100	78	2.8	3.9	9.2	2.2	6	223
Q 043 00	RED CABBAGE WITH SWEET AND SOUR SAUCE	1/2 Cup	100	82	1.2	4.9	10	2	12	337
Q 044 00	BAKED POTATOES	1 Each	100	110	2.2	0.1	25.5	2.3	0	6
Q 044 01	QUICK BAKED POTATO HALVES	2 Halves	100	151	2.9	0.6	34	3.1	0	9
Q 044 02	BAKED POTATOES WITH SOUR CREAM	1 Each	100	175	8.7	0.2	36	3.1	0	37
Q 045 00	FRENCH FRIED POTATOES	3-1/2 Ounces	100	144	2.9	0.2	33.6	3	0	11
Q 045 01	FRENCH FRIED POTATOES (FROZEN)	3-1/2 Ounces	100	288	3.9	13.9	38.6	4.8	0	37
Q 045 02	FRENCH FRIED POTATOES (FROZEN, OVEN METHOD)	3-1/2 Ounces	100	252	3.9	9.8	38.6	4.8	0	37
Q 045 03	FRENCH FRIED SHOESTRING POTATOES (FROZEN)	3-1/2 Ounces	100	212	3.4	8	33.1	4.1	0	31
Q 045 04	FRENCH FRIED SHOESTRING POTATOES (FROZEN, OVEN)	3-1/2 Ounces	100	217	3.4	8.5	33.1	4.1	0	31
Q 045 05	FRENCH FRIED POTATOES (DEHYDRATED MIX)	3-1/2 Ounces	100	128	3	0.1	29.5	2.5	0	39
Q 045 06	BAKED POTATO ROUNDS (PRECOOKED)	3/4 Cup	100	88	2.7	0.2	19.8	1.4	0	28
Q 045 07	CRINKLE CUT FRENCH FRIES (FRZ, OVENABLE )	3-1/2 Ounces	100	453	4.8	25.5	54	4.4	0	834
Q 045 08	THIN CUT FRENCH FRIES (FRZ, OVENABLE)	3-1/2 Ounces	100	212	3.4	8	33.1	4.1	0	31
Q 045 09	POTATO STEAK FRIES (FZN, OVENABLE )	3 Ounces	100	358	3.9	20.8	41	6.1	0	667
Q 045 10	SWEET POTATO FRIES (FROZEN, OVENABLE)	3 Ounces	100	106	0	3	17	0	51	153
Q 046 00	HASHED BROWN POTATOES	2/3 Cup	100	176	2.4	6.4	28.2	2.5	0	243
Q 046 01	COTTAGE FRIED POTATOES	2/3 Cup	100	176	2.4	6.4	28.2	2.5	0	242
Q 046 02	HASHED BROWN POTATOES (FROZEN, SHREDDED, 3 OZ)	1/2 Cup	100	122	1.7	6.7	14.5	1.2	0	224
Q 046 03	LYONNAISE POTATOES	2/3 Cup	100	205	3	6.3	35.1	3.2	0	215
Q 046 04	HASHED BROWN POTATOES (FROZEN, SHREDDED, 2.5 OZ)	1 Patty	100	158	2.3	8.3	20.4	1.5	0	25
Q 046 05	HASHED BROWN POTATOES (FROZEN 2.25 OZ)	1 Each	100	138	2	7.3	17.8	1.3	0	22
Q 047 00	HOME FRIED POTATOES	2/3 Cup	100	212	2.7	8.7	31.8	2.9	0	217
Q 048 00	MASHED POTATOES	1/2 Cup	100	105	2	1.9	20.4	1.8	5	169

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
Q 048 01	GRILLED POTATO PATTIES	2 Patties	100	130	3.1	2.6	23.9	1.9	23	216
Q 048 02	RED SKINNED MASHED POTATOES	1/2 Cup	100	116	2	3.2	20.4	1.8	3	165
Q 049 00	O'BRIEN POTATOES	2/3 Cup	100	135	2.6	1.2	29.2	2.9	0	200
Q 049 01	O'BRIEN POTATOES, GRILLED	2/3 Cup	100	119	3.5	0.7	25.7	2	0	222
Q 050 00	OVEN BROWNED POTATOES	1/2 Cup	100	126	1.9	3.8	21.7	2	10	229
Q 050 01	FRANCONIA POTATOES	1/2 Cup	100	126	1.9	3.8	21.8	2	10	238
Q 050 02	OVEN-GLO POTATOES	1/2 Cup	100	130	2.1	3.8	22.6	2.2	10	274
Q 050 03	OVEN-GLO POTATOES (CANNED)	3/4 Cup	100	104	2.1	3.9	16.2	2.4	10	595
Q 050 04	OVEN BROWNED POTATOES (CANNED)	3/4 Cup	100	112	1.9	5.1	15.3	2.2	13	524
Q 051 00	POTATOES AU GRATIN	2/3 Cup	100	218	5.7	8.3	30.8	2.3	22	457
Q 051 01	POTATOES AU GRATIN (DEHYDRATED, SLICES)	2/3 Cup	100	143	4.4	8.2	13	0.7	22	530
Q 052 00	RISSOLE POTATOES	2/3 Cup	100	137	2.7	0.2	31.8	2.9	0	8
Q 053 00	SCALLOPED POTATOES	2/3 Cup	100	153	3.9	2.9	28.2	2.2	7	330
Q 053 01	SCALLOPED POTATOES AND ONIONS	2/3 Cup	100	155	3.8	2.9	28.9	2.4	7	328
Q 054 00	HASHED BROWN POTATOES (DEHYDRATED, SLICED)	2/3 Cup	100	76	0.6	5.1	7.3	0.7	0	283
Q 054 01	LYONNAISE POTATOES (DEHYDRATED)	2/3 Cup	100	82	0.8	5.1	8.5	0.8	0	284
Q 054 02	O'BRIEN POTATOES (DEHYDRATED, SLICED)	2/3 Cup	100	78	0.7	5.2	7.6	0.8	0	284
Q 054 03	HASHED BROWN POTATOES (DEHYDRATED, SHREDDED)	1/2 Cup	100	58	0.4	4.1	5.1	0.5	0	354
Q 054 04	HASHED BROWN POTATOES (DEHYDRATED, DICED)	2/3 Cup	100	74	0.6	5.1	6.8	0.6	0	283
Q 055 00	SCALLOPED POTATOES AND ONIONS (DEHYDRATED, SLICED)	2/3 Cup	100	95	2.6	4.7	11	0.7	12	286
Q 055 01	SCALLOPED POTATOES (DEHYDRATED, SLICED)	2/3 Cup	100	89	2.4	4.7	9.6	0.5	12	281
Q 055 02	SCALLOPED POTATOES (DEHYDRATED, DICED)	2/3 Cup	100	88	2.4	4.7	9.2	0.5	12	281
Q 056 00	GOLDEN POTATO BALLS (INSTANT)	3 Each	100	47	1.9	0.1	9.7	0.6	1	162
Q 057 00	MASHED POTATOES (INSTANT)	1/2 Cup	100	98	2.4	1.9	18.3	1.5	5	176
Q 057 01	GRILLED POTATO CAKES	1 Cake	100	78	2.3	3.4	9.5	0.6	32	191
Q 058 00	STEWED TOMATOES	1/2 Cup	100	1	0	0	0.2	0.1	0	1
Q 058 01	STEWED TOMATOES WITH CROUTONS	1/2 Cup	100	59	1.9	0.5	13	1.5	0	320
Q 058 02	SPANISH STYLE STEWED TOMATOES	1/2 Cup	100	60	1.4	2.4	9.7	1.6	0	296
Q 058 03	STEWED TOMATOES (DICED TOMATOES)	1/2 Cup	100	36	1.2	0.2	8.7	1.3	0	278
Q 059 00	GERMAN SAUERKRAUT	1/2 Cup	100	37	1.4	0.9	6.7	2.5	1	586
Q 060 00	CLUB SPINACH	1/2 Cup	100	149	10.1	6.8	13.4	3	11	875
Q 061 00	BAKED HUBBARD SQUASH	3-1/2 Ounces	100	97	2.7	4.3	14.5	0	10	117
Q 062 00	CREOLE SUMMER SQUASH	2/3 Cup	100	43	1.6	1.1	8.1	2.3	0	281
Q 063 00	TANGY SPINACH	1/2 Cup	100	27	2.5	0.7	4.4	2.6	0	177
Q 064 00	LOUISIANA STYLE SMOTHERED SQUASH	1/2 Cup	100	57	1.4	3	7.5	2.2	7	238
Q 064 01	SAVORY SUMMER SQUASH	1/2 Cup	100	35	1.4	0.9	6.6	2.3	0	212
Q 065 00	HERBED BROCCOLI	1/2 Cup	100	27	2.8	0.3	5.1	2.8	0	17
Q 066 00	BAKED SWEET POTATOES	1 Each	100	191	3	0.5	44.1	5.4	0	24
Q 067 00	CANDIED SWEET POTATOES	1/2 Cup	100	178	1.1	4.3	34.2	2.8	10	253
Q 067 01	GLAZED SWEET POTATOES	1/2 Cup	100	174	1.1	4.3	33.2	2.8	10	255
Q 067 02	GLAZED SWEET POTATOES (SYRUP)	1/2 Cup	100	227	1.1	4.3	47.8	2.8	10	286

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
Q 068 00	TEMPURA VEGETABLES	3-1/2 Ounces	100	103	4.6	1.2	18.9	2.1	36	399
Q 069 00	MASHED SWEET POTATOES	1/2 Cup	100	158	1.8	2.6	32.1	3.5	5	224
Q 069 01	SWEET POTATOES SOUTHERN STYLE	1/2 Cup	100	163	2.1	2.1	34.2	3.6	4	227
Q 069 02	MARSHMALLOW SWEET POTATOES	1/2 Cup	100	172	1.9	2.6	35.7	3.5	5	226
Q 070 00	GARLIC ROASTED POTATO WEDGES	4 Wedges	100	101	2	0.6	22.4	2.1	0	192
Q 071 00	ROSEMARY ROASTED POTATO WEDGES	4 Wedges	100	111	2.2	0.6	24.9	2.3	0	193
Q 072 00	SESAME GLAZED GREEN BEANS	3/4 Cup	100	89	4.1	2.8	14.5	4.1	0	420
Q 073 00	JAPANESE VEGETABLE STIR FRY	3/4 Cup	100	85	4.5	2.6	13.6	4.7	0	474
Q 073 01	JAPANESE VEGETABLE STIR FRY (ORIENTAL BLEND)	3/4 Cup	100	97	4.8	2.5	15.1	5	0	490
Q 074 00	SQUASH AND CARROT MEDLEY (FRESH)	3/4 Cup	100	44	1.9	0.7	8.9	3.2	0	249
Q 074 01	SQUASH AND CARROT MEDLEY (FROZEN)	3/4 Cup	100	43	2	0.7	8.4	2.9	0	140
Q 075 00	DEVILED OVEN FRIES	4 Pieces	100	113	2.5	1.1	24.1	2.7	0	227
Q 076 00	SOUTH OF THE BORDER BROCCOLI	2/3 Cup	100	41	3.2	0.5	7.7	3	0	410
Q 076 01	SOUTH OF THE BORDER MEDLEY	2/3 Cup	100	38	2.7	0.4	7.3	2.7	0	413
Q 077 00	BAKED POTATO PANCAKES (FROZEN SHREDDED POTATO)	1 Cake	100	128	5.5	2.4	21.7	1.8	29	230
Q 077 01	BAKED POTATO PANCAKES	1 Cake	100	108	4.7	1.8	18.6	1.8	29	209
Q 078 00	POTATOES AND HERBS	2/3 Cup	100	132	2.8	0.3	30.6	3	0	54
Q 079 00	HACIENDA POTATOES	3/4 Cup	100	142	3.3	0.5	32.9	3.6	0	573
Q 080 00	HACIENDA CORN AND BLACK BEANS	3/4 Cup	100	137	5.5	0.8	30.6	5.8	0	689
Q 081 00	HACIENDA GREEN BEANS	3/4 Cup	100	84	3.4	0.6	19.3	4.7	0	569
Q 082 00	HONEY DIJON VEGETABLES	3/4 Cup	100	69	2.8	0.9	13.6	4.1	0	167
Q 083 00	CORN AND GREEN BEAN CASSEROLE	3/4 Cup	100	287	8.7	18.1	25.6	4.2	27	462
Q 084 00	GARLIC-LEMON ROASTED POTATO WEDGES	4 Wedges	100	146	2.9	0.6	32.9	3.1	0	183
Q 085 00	GRILLED PEPPERS AND ONIONS	3 Ounces	100	62	1.1	3.4	7.7	1.9	0	3
Q 086 00	ZUCCHINI WITH BASIL	1/2 Cup	100	36	1.4	2.2	3.7	1.5	2	153
Q 087 00	ITALIAN VEGETABLE MEDLEY	3/4 Cup	100	64	1.9	3.5	7.3	1.6	0	162
Q 088 00	BAKED SWEET POTATOES AND APPLES	1/2 Cup	100	290	2.8	5.2	59.5	5.8	10	280
Q 089 00	SIMMERED SQUASH MEDLEY	1/2 Cup	100	38	1.6	1.4	5.9	2.1	0	58
Q 090 00	SESAME SNOW PEAS WITH PEPPERS	1/3 Cup	100	65	2.7	3.1	7.1	3	0	60
Q 091 00	SIMMERED BLACK BEANS	3/4 Cup	100	40	1	2.3	4.3	1.3	0	157
Q 092 00	GARLIC RED SKINNED MASHED POTATOES	1/2 Cup	100	118	2.1	3.2	20.9	1.9	3	1142
Q 093 00	TOMATO AND PARMESAN ORZO SALAD	1/2 Cup	100	98	1.6	6.8	8.7	0.9	5	156
Q 094 00	CHEESY DICED POTATOES	1/2 Cup	100	274	12.5	13.2	26.8	2.1	5	578
Q 100 00	ASPARAGUS (FROZEN)	3/4 Cup	100	23	2.4	0.3	4	1.3	0	74
Q 100 01	ASPARAGUS (CANNED)	3/4 Cup	100	22	2.6	0.3	3.6	1.4	0	409
Q 100 02	ASPARAGUS (FRESH)	4 Spears	100	21	2.1	0.2	4.1	1.9	0	73
Q 101 00	BEANS, GREEN (FROZEN)	3/4 Cup	100	36	2	0.2	8.2	3	0	76
Q 101 01	BEANS, GREEN (CANNED)	3/4 Cup	100	34	2	0.2	7.7	3.3	0	449
Q 101 02	BEANS, WAX (CANNED)	3/4 Cup	100	26	1.4	0.2	6	2.6	0	443
Q 101 03	BEANS, FRENCH STYLE CUT (FROZEN)	3/4 Cup	100	36	2	0.2	8.2	3	0	76
Q 101 04	BEANS, WAX (FROZEN)	3/4 Cup	100	36	2	0.2	8.2	3	0	76

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
Q 102 00	BEANS, LIMA (FROZEN)	3/4 Cup	100	162	9.3	0.5	30.8	7.3	0	136
Q 102 01	BEANS, LIMA (CANNED)	3/4 Cup	100	126	7.2	0.5	23.7	6.4	0	449
Q 103 01	BEANS, WHITE IN TOMATO SAUCE (CANNED)	3/4 Cup	100	198	9.7	2.9	37.4	10.3	13	775
Q 104 01	BEETS (CANNED)	3/4 Cup	100	50	1.4	0.1	11.6	2.1	0	446
Q 105 00	BROCCOLI (FROZEN)	3/4 Cup	100	39	4.2	0.5	7.3	4.1	0	95
Q 105 02	BROCCOLI (FRESH)	3 Stalks	100	38	4.1	0.5	7.1	0	0	112
Q 106 00	BRUSSELS SPROUTS (FROZEN)	3/4 Cup	100	56	5.1	0.6	10.7	5.2	0	86
Q 107 02	CABBAGE (FRESH)	4-1/2 Ounces	100	33	1.6	0.2	7.3	3.1	0	99
Q 108 00	CARROT SLICES (FROZEN)	3/4 Cup	100	53	1.5	0.3	12.2	4.4	0	152
Q 108 01	CARROT SLICES (CANNED)	3/4 Cup	100	41	1	0.2	9.6	3.2	0	427
Q 108 02	CARROT SLICES (FRESH)	3/4 Cup	100	59	1.4	0.3	13.8	4.1	0	121
Q 108 03	CARROT STRIPS (FRESH)	3/4 Cup	100	53	1.3	0.2	12.4	3.7	0	117
Q 109 00	CAULIFLOWER (FROZEN)	3/4 Cup	100	33	2.7	0.4	6.4	3.1	0	106
Q 109 01	CAULIFLOWER, OVENABLE	1/2 Cup	100	120	1.6	4.6	17.3	1.6	0	337
Q 109 02	CAULIFLOWER (FRESH)	5 Flowerets	100	34	2.7	0.3	7.1	3.4	0	115
Q 110 00	CORN, WHOLE KERNEL (FROZEN)	3/4 Cup	100	98	3.4	0.5	24	2.9	0	78
Q 110 01	CORN, WHOLE KERNEL (CANNED)	3/4 Cup	100	115	3.5	0.9	27.8	3.1	0	384
Q 111 00	CORN ON THE COB (FROZEN)	1 Ear	100	67	2.3	0.5	16.2	1.9	0	80
Q 111 02	CORN ON THE COB (FRESH)	1 Ear	100	44	1.7	0.6	9.8	1.4	0	84
Q 112 01	CREAM STYLE CORN (CANNED)	3/4 Cup	100	122	3	0.7	30.8	2	0	5
Q 113 00	GREENS, COLLARD (FROZEN)	3/4 Cup	100	61	5.1	0.7	12.1	4.8	0	560
Q 113 01	GREENS, COLLARD (CANNED)	1/2 Cup	100	43	3.5	0.6	8.2	4.7	0	15
Q 113 02	GREENS, COLLARD (FRESH)	3/4 Cup	100	35	2.9	0.5	6.7	3.8	0	84
Q 113 03	GREENS, KALE (FRESH)	3/4 Cup	100	41	2.7	0.6	8.2	1.6	0	105
Q 114 00	OKRA (FROZEN)	3/4 Cup	100	37	2.1	0.3	8.1	2.7	0	75
Q 114 01	OKRA (CANNED)	3/4 Cup	100	34	1.3	0	8.1	4	0	537
Q 115 01	ONIONS (CANNED)	3/4 Cup	100	0	0	0	0	0	0	0
Q 115 02	ONIONS (FRESH)	3/4 Cup	100	52	1.6	0.2	11.7	2.4	0	78
Q 116 00	PEAS (FROZEN)	3/4 Cup	100	94	6.4	0.5	16.8	5.8	0	209
Q 116 01	PEAS (CANNED)	3/4 Cup	100	95	5.7	0.5	17.5	5.7	0	448
Q 117 01	BLACK-EYED PEAS (CANNED)	3/4 Cup	100	606	42.4	2.3	108.2	19.1	0	29
Q 118 01	POTATOES, SWEET (CANNED)	3/4 Cup	100	161	1.8	0.4	38	4.5	0	80
Q 118 02	POTATOES, SWEET (FRESH)	3 Pieces	100	164	2.6	0.5	38	4.7	0	95
Q 119 01	POTATOES, WHITE (CANNED)	3/4 Cup	100	76	2.1	0.2	17.2	2.4	0	376
Q 119 02	POTATOES, WHITE (FRESH)	3/4 Cup	100	137	2.7	0.2	31.8	2.9	0	82
Q 120 01	SAUERKRAUT (CANNED)	3/4 Cup	100	32	1.5	0.2	7.2	4.2	0	1113
Q 121 00	SPINACH (FROZEN)	3/4 Cup	100	29	3.6	0.4	4.9	3.7	0	160
Q 121 01	SPINACH (CANNED)	3/4 Cup	100	32	3.5	0.6	4.9	2.7	0	532
Q 121 02	SPINACH (FRESH)	3/4 Cup	100	27	3.5	0.4	4.3	3.3	0	166
Q 122 00	SQUASH, SUMMER (FROZEN)	3/4 Cup	100	46	3.2	0.4	9.8	3.5	0	75
Q 122 02	SQUASH, SUMMER (FRESH)	3/4 Cup	100	33	1.9	0.3	7.1	3.1	0	72

Recipe		Portion	Yield	Kcal	Protein	Fat	Carbs	Fiber	Chol	Sodium
Q 123 02	SQUASH, FALL AND WINTER (FRESH)	3/4 Cup	100	54	2.7	0.7	11.8	0	0	79
Q 124 00	SUCCOTASH (FROZEN)	3/4 Cup	100	114	5.3	1.1	24.4	4.9	0	127
Q 125 01	TOMATOES (CANNED)	3/4 Cup	100	49	1.6	0.2	11.8	1.7	0	383
Q 126 00	MIXED VEGETABLES (FROZEN)	3/4 Cup	100	78	4.1	0.6	16.5	4.9	0	130
Q 127 00	PEAS AND CARROTS (FROZEN)	3/4 Cup	100	0	0	0	0	0	0	72
Q 128 00	RUTABAGAS (FRESH)	3/4 Cup	100	49	1.6	0.3	11.1	3.4	0	97
Q 129 00	TURNIPS (FRESH)	3/4 Cup	100	37	1.2	0.1	8.5	2.4	0	161
Q 130 00	CALIFORNIA VEGETABLE MEDLEY	1/2 Cup	100	37	2.9	0	6	2.9	0	185
Q 131 00	ANTIGUA VEGETABLE BLEND	1/2 Cup	100	68	2.2	0.7	13.9	2.2	0	173
Q 132 00	CAROLINA BBQ POTATO WEDGES	4 Ounces	100	128	2.2	2.9	24.1	2.4	0	8
Q 133 00	SOUTHWESTERN YELLOW SQUASH	1/2 Cup	100	59	1.6	3.8	6.1	2.5	0	117
Q 134 00	ASSORTED BAKED CHIPS	1 Packet	100	220	3.1	11.4	26.7	1.2	0	426
Q 135 00	SCANDINAVIAN VEGETABLE BLEND	1/2 Cup	100	50	2.9	0	10.1	4.3	0	84
Q 136 00	MONACO VEGETABLE BLEND	1/2 Cup	100	57	2.9	0	10	2.9	0	69
Q 137 00	TATER TOTS	3 Ounces	100	123	1.7	6.4	14.5	0	0	264
Q 500 00	GARLIC CHEESE POTATOES	1/2 Cup	100	121	4	1.8	22.7	2	5	233
Q 500 01	GARLIC CHEESE POTATOES (INSTANT)	1/2 Cup	100	117	4.1	3.1	18.7	1.5	8	251
Q 502 00	ITALIAN ROASTED POTATOES	1/2 Cup	100	128	2.6	0.7	28.7	2.8	0	245
Q 503 00	OKRA MELANGE	1/2 Cup	100	47	1.9	0.8	9.7	2.3	0	229
Q 504 00	ROASTED PEPPER POTATOES	2/3 Cup	100	103	1.9	2.4	19	1.9	5	168
Q 504 01	ROASTED PEPPER POTATOES (INSTANT)	2/3 Cup	100	105	2.5	2.4	18.7	1.7	5	171
Q 504 02	ROASTED PEPPER HOME FRIED POTATOES	2/3 Cup	100	228	3.2	9.3	34.4	3.7	0	232
Q 800 00	OKRA, FROZEN, BREADED	3 Ounces	100	0	0	0	0	0	0	0
Q 801 00	CAJUN OVEN FRIES	4 Each	100	108	2.2	0.8	24	2.3	0	139
Q 802 00	POTATO STUFFED W/CHEDDAR CHEESE (FRZ)	1 Piece	100	153	5.2	5.8	19.8	0	11	638
Q 802 01	POTATO STUFFED W/CHEDDAR CHEESE&BACON (FRZ)	1 Piece	100	153	5.2	5.8	19.8	0	11	638
Q 803 00	CAULIFLOWER WITH CHEESE SAUCE	4 Ounces	100	155	6.8	11.8	7	2.1	0	449
Q 804 00	MUSHROOMS, FROZEN, BREADED	4 Ounces	100	0	0	0	0	0	0	0
Q 808 00	POTATOES AU GRATIN USING PREPARED SAUCE	5-1/2 Ounces	100	277	8.6	15.5	26.9	2.1	0	716
Q 809 00	VEGETABLE STIR FRY (FROZEN VEGETABLES)	1/2 Cup	100	86	2	3.4	11.2	2.7	0	482

**NAVSUP P-486 – Food Service Management**

**PART B**  
**RECIPES MEETING**  
**HEALTHY NAVY OPTION STANDARDS**

**NAVSUP P-486 – Food Service Management**

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## NAVSUP P-486 - Food Service Management

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
<b>BREAKFAST ENTREES ≤ 15 gm Fat</b>			
F 004 00	COOKED EGGS	2 Each	10 g
F 006 00	EGG FOO YOUNG	1 Omelet	12 g
F 007 00	GRIDDLE FRIED EGGS	2 Each	12 g
F 008 00	PLAIN OMELET	1 Omelet	10 g
F 008 01	PLAIN OMELET (FROZEN EGGS AND EGG WHITES)	1 Omelet	5 g
F 008 03	CHEESE OMELET	1 Omelet	15 g
F 008 04	GREEN PEPPER OMELET	1 Omelet	10 g
F 008 05	HAM OMELET	1 Omelet	11 g
F 008 06	HAM AND CHEESE OMELET	1 Omelet	13 g
F 008 08	MUSHROOM OMELET	1 Omelet	10 g
F 008 09	ONION OMELET	1 Omelet	10 g
F 008 10	WESTERN OMELET	1 Omelet	11 g
F 008 11	TOMATO OMELET	1 Omelet	10 g
F 008 12	SPANISH OMELET	1 Omelet	11 g
F 009 00	POACHED EGGS	2 Each	10 g
F 010 00	SCRAMBLED EGGS	1/3 Cup	10 g
F 010 02	SCRAMBLED EGGS AND HAM	1/3 Cup	12 g
F 010 03	SCRAMBLED EGGS (DEHYDRATED EGG MIX)	1/3 Cup	12 g
F 010 05	SCRAMBLED EGGS (FROZEN EGGS AND EGG WHITES)	1/3 Cup	6 g
F 011 00	MUSHROOM QUICHE	4-1/2 Ounces	10 g
F 011 01	BROCCOLI QUICHE	4-1/2 Ounces	10 g
F 011 02	BROCCOLI QUICHE (FROZEN EGGS AND EGG WHITES)	4-1/2 Ounces	9 g
F 011 03	MUSHROOM QUICHE (FROZEN EGGS AND EGG WHITES)	4-1/2 Ounces	9 g
F 012 00	BREAKFAST BURRITO	1 Each	14 g
F 012 01	BREAKFAST PITA	1 Pita	12 g
F 013 00	VEGGIE EGG POCKET	1 Serving	6 g
F 014 00	MONTEREY EGG BAKE	6 Ounces	6 g
F 015 00	BREAKFAST PIZZA	1 Piece	7 g
F 015 01	MEXICAN BREAKFAST PIZZA	1 Piece	6 g
F 015 02	ITALIAN BREAKFAST PIZZA	1 Piece	10 g
F 800 00	MACARONI AND CHEESE, FROZEN	5 Ounces	12 g
F 801 00	BREAKFAST BURRITO, FROZEN	4 Ounces	8 g

**NAVSUP P-486 - Food Service Management**

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
<b>ENTREES (MAIN COURSE) ≤ 15 gm Fat</b>			
L 001 01	GRILLED OR OVEN FRIED BACON (PRECOOKED BACON)	2 Slices	2 g
L 002 00	OVEN FRIED BACON	2 Slices	8 g
L 002 02	GRILLED BACON	2 Slices	8 g
L 002 03	GRILLED OR OVEN FRIED CANADIAN BACON	2 Slices	1 g
L 005 00	ROAST BEEF	4 Ounces	12 g
L 005 01	ROAST BEEF (PRECOOKED)	4 Ounces	11 g
L 006 00	SUKIYAKI	1 Cup	8 g
L 009 00	SPINACH LASAGNA	9-1/2 Ounces	12 g
L 013 00	PEPPER STEAK	5-1/2 Ounces	8 g
L 013 01	ORIENTAL PEPPER STEAK	5-1/2 Ounces	8 g
L 015 01	STEAK STRIPS SMOTHERED WITH ONIONS	3/4 Cup	15 g
L 017 00	BRAISED BEEF AND NOODLES	1-1/4 Cups	11 g
L 017 01	BRAISED BEEF CUBES	6-1/2 Ounces	10 g
L 018 00	BARBECUED BEEF CUBES	6-1/2 Ounces	11 g
L 018 01	BARBECUED BEEF CUBES (CANNED BEEF)	6-1/2 Ounces	12 g
L 019 00	STUFFED FLOUNDER CREOLE	4-1/2 Ounces	6 g
L 020 01	TURKEY CORN PIE	1-1/2 Cups	12 g
L 021 00	BEEF POT PIE WITH BISCUIT TOPPING	1 Cup	15 g
L 021 01	BEEF POT PIE WITH PIE CRUST TOPPING	1 Cup	15 g
L 022 00	BEEF STEW	1-1/4 Cups	11 g
L 022 02	EL RANCHO STEW	1 Cup	11 g
L 023 00	CARIBBEAN CHICKEN BREAST (BREAST BONELESS)	5 Ounces	4 g
L 024 00	STUFFED CABBAGE ROLLS	2 Rolls	13 g
L 024 01	STUFFED CABBAGE ROLLS (TOMATO SOUP)	2 Rolls	14 g
L 024 02	STUFFED CABBAGE ROLLS (GROUND TURKEY)	2 Rolls	8 g
L 025 00	LASAGNA	9.5 Ounces	14 g
L 025 01	LASAGNA (GROUND TURKEY)	9-1/2 Ounces	12 g
L 025 02	LASAGNA (FROZEN)	9 Ounces	13 g
L 026 00	BAKED BREADED CLAM STRIPS	3 Ounces	14 g
L 027 00	BEEF BALLS STROGANOFF	3-1/2 Ounces	13 g
L 027 01	TURKEY BALLS STROGANOFF	3-1/2 Ounces	8 g
L 028 00	CHILI CON CARNE	1 Cup	9 g
L 028 02	CHILI MACARONI	1-1/4 Cups	9 g
L 028 03	CHILI CON CARNE (GROUND TURKEY)	1 Cup	6 g
L 028 04	CHILI MACARONI (GROUND TURKEY)	1-1/4 Cups	6 g
L 029 01	TURKEY PORCUPINES	5 Ounces	8 g
L 030 00	CREAMED GROUND BEEF	5-1/2 Ounces	10 g
L 030 01	CREAMED GROUND TURKEY	5-1/2 Ounces	6 g
L 031 00	BEEF RAVIOLI (FROZEN)	8 Ounces	12 g
L 031 01	CHEESE RAVIOLI (FROZEN)	8 Ounces	5 g
L 031 02	BEEF RAVIOLI (CANNED IN TOMATO SAUCE)	1 Cup	5 g
L 032 00	PARMESAN FISH	4 Ounces	8 g
L 033 00	ROAST BEEF HASH	1/2 Cup	6 g
L 033 01	ROAST BEEF HASH (CANNED)	1/2 Cup	12 g
L 033 02	ROAST BEEF HASH (CANNED BEEF CHUNKS)	1/2 Cup	9 g
L 035 01	TURKEY LOAF	6 Ounces	11 g
L 036 00	MINCED BEEF	5 Ounces	11 g
L 038 00	SPAGHETTI WITH MEAT SAUCE (GROUND TURKEY)	1 Cup	7 g
L 038 01	SPAGHETTI WITH MEAT SAUCE (GROUND BEEF)	1 Cup	10 g
L 038 02	SPAGHETTI WITH MEAT SAUCE, RTU (GROUND TURKEY)	1 Cup	12 g

**NAVSUP P-486 - Food Service Management**

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
L 038 03	SPAGHETTI WITH MEAT SAUCE, RTU (GROUND BEEF)	1 Cup	15 g
L 039 00	SPAGHETTI WITH MEATBALLS (GROUND TURKEY)	1 Serving	8 g
L 039 01	SPAGHETTI WITH MEATBALLS (GROUND BEEF)	1 Cup	13 g
L 040 00	STUFFED GREEN PEPPERS (GROUND BEEF)	1 Half	15 g
L 040 01	STUFFED GREEN PEPPERS (FROZEN)	1 Pepper	10 g
L 040 02	STUFFED GREEN PEPPERS (GROUND TURKEY)	1 Half	10 g
L 041 00	SWEDISH MEATBALLS (GROUND BEEF)	3-1/2 Ounces	12 g
L 041 01	SWEDISH MEATBALLS (GROUND TURKEY)	3-1/2 Ounces	7 g
L 042 01	CHILI CONQUISTADOR (GROUND TURKEY)	8-1/2 Ounces	13 g
L 043 00	BEEF FAJITAS (FAJITA STRIPS)	2 Fajitas	13 g
L 043 01	CHICKEN FAJITAS (FAJITA STRIPS)	2 Fajitas	12 g
L 043 02	TURKEY FAJITAS	2 Fajitas	15 g
L 044 00	TURKEY CURRY	7 Ounces	10 g
L 048 00	BAKED CHICKEN AND RICE (COOKED DICED)	1 Cup	9 g
L 048 01	BAKED CHICKEN AND RICE (CANNED CHICKEN)	1 Cup	11 g
L 049 00	TURKEY CUTLET	4-1/2 Ounces	12 g
L 050 00	CHALUPA	1 Cup	14 g
L 051 01	CHICKEN PARMESAN (BREAST BONELESS)	5 Ounces	8 g
L 052 00	CREAMED CHIPPED BEEF	6 Ounces	7 g
L 053 00	BEEF STROGANOFF	6 Ounces	9 g
L 053 01	BEEF STROGANOFF (CREAM OF MUSHROOM SOUP)	3/4 Cup	14 g
L 053 03	GROUND TURKEY STROGANOFF	6 Ounces	11 g
L 053 04	BEEF STROGANOFF (FAJITA STRIPS)	6 Ounces	12 g
L 054 00	STEAK RANCHERO	4-1/2 Ounces	10 g
L 056 00	SOUTHERN FRIED CATFISH FILLETS	4 Ounces	13 g
L 058 00	CHILI AND MACARONI (CANNED CHILI CON CARNE)	1-1/2 Cups	14 g
L 059 00	CHILI CON CARNE (WITH BEANS)	1 Cup	5 g
L 061 00	TEXAS HASH (GROUND BEEF)	1 Cup	13 g
L 061 01	TEXAS HASH (GROUND TURKEY)	1 Cup	8 g
L 062 00	YAKISOBA (BEEF AND SPAGHETTI)	1 Cup	8 g
L 062 02	TURKEY YAKISOBA	1 Cup	10 g
L 064 00	CREOLE MACARONI (GROUND BEEF)	1 Cup	8 g
L 064 01	CREOLE MACARONI (GROUND TURKEY)	1 Cup	6 g
L 065 00	HUNGARIAN GOULASH	6-1/2 Ounces	12 g
L 068 00	SCALLOPED HAM AND NOODLES	1 Cup	8 g
L 069 00	BAKED HAM	3 Ounces	9 g
L 069 01	GRILLED HAM STEAK	3 Ounces	9 g
L 070 00	BARBECUED HAM STEAK	3 Ounces	9 g
L 070 01	BARBECUED HAM STEAK (CANNED HAM)	3 Ounces	9 g
L 071 00	BAKED CANNED HAM	3-1/2 Ounces	9 g
L 071 01	BAKED HAM STEAK (CANNED HAM)	3-1/2 Ounces	9 g
L 071 02	GRILLED HAM STEAK (CANNED HAM)	3 Ounces	10 g
L 071 03	GRILLED HAM SLICE (CANNED HAM)	2-1/2 Ounces	7 g
L 072 00	BAKED HAM, MACARONI, AND TOMATOES (CANNED HAM)	1 Cup	11 g
L 072 02	BAKED HAM, MACARONI AND TOMATOES (CANNED CHUNKS)	1 Cup	14 g
L 076 01	CHEESE MANICOTTI	2 Shells	12 g
L 078 00	CHICKEN ADOBO (8 PC)	7 Ounces	11 g
L 079 01	SWEET AND SOUR CHICKEN (8 PC)	8 Ounces	10 g
L 079 02	SWEET AND SOUR CHICKEN (COOKED DICED)	8 Ounces	6 g
L 080 01	SHRIMP CHOP SUEY	1-1/4 Cups	6 g
L 081 00	ROAST PORK	3-1/2 Ounces	14 g

**NAVSUP P-486 - Food Service Management**

Recipes Meeting Healthy Navy Option Standards

≤ 15gm Fat Entree

≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
L 081 01	ROAST PORK TENDERLOIN	4 Ounces	6 g
L 081 02	BARBECUED PORK LOIN	4 Ounces	15 g
L 082 00	SWEET AND SOUR PORK	1 Cup	13 g
L 089 02	GRILLED SAUSAGE PATTIES (PREFORMED)	1 Patty	12 g
L 096 00	ROAST FRESH HAM	4 Ounces	12 g
L 097 00	SHRIMP JAMBALAYA	1-1/2 Cups	6 g
L 099 00	PORK ADOBO	5 Ounces	13 g
L 101 00	ITALIAN STYLE VEAL STEAKS	3 Ounces	12 g
L 102 00	VEAL PAPRIKA STEAK	3 Ounces	15 g
L 105 00	VEAL CUBES PARMESAN	5-1/2 Ounces	15 g
L 107 00	BRAISED LIVER WITH ONIONS	4 Ounces	13 g
L 107 01	GRILLED LIVER	4 Ounces	5 g
L 110 00	CORNED BEEF HASH	3-1/2 Ounces	13 g
L 114 00	TERIYAKI CHICKEN (8 PC)	8 Ounces	10 g
L 115 00	SPICY BAKED FISH	4-1/2 Ounces	5 g
L 116 00	MACARONI TUNA SALAD	3/4 Cup	10 g
L 116 02	CHICKEN ROTINI SALAD (COOKED DICED)	3/4 Cup	14 g
L 119 00	BAKED FISH	4 Ounces	6 g
L 119 01	BAKED FISH WITH GARLIC BUTTER	4 Ounces	8 g
L 119 02	ONION-LEMON BAKED FISH	4 Ounces	6 g
L 119 03	LEMON BAKED FISH	4 Ounces	5 g
L 119 04	HERBED BAKED FISH	4 Ounces	6 g
L 119 05	MUSTARD-DILL BAKED FISH	4 Ounces	6 g
L 119 06	FISH AMANDINE	4 Ounces	7 g
L 119 07	CAJUN BAKED FISH	4 Ounces	6 g
L 120 00	BAKED STUFFED FISH	4-1/2 Ounces	7 g
L 121 00	SHRIMP SCAMPI	5-1/2 Ounces	9 g
L 122 00	PAN FRIED FISH	4 Ounces	10 g
L 122 01	TEMPURA FISH	4 Ounces	10 g
L 122 02	DEEP FAT FRIED FISH	4 Ounces	11 g
L 123 00	OVEN FRIED FISH	4 Ounces	9 g
L 124 00	BAKED FISH PORTIONS	3-1/2 Ounces	12 g
L 124 05	BAKED FISH NUGGETS	4 Ounces	14 g
L 125 00	CHIPPER FISH	4-1/2 Ounces	10 g
L 126 00	FRIED OYSTERS	6 Each	13 g
L 127 00	BOILED LOBSTER, WHOLE	16 Ounces	0 g
L 127 01	BOILED LOBSTER TAIL, FROZEN	8 Ounces	1 g
L 127 03	BOILED CRAB LEGS, ALASKAN KING, FROZEN	5 Ounces	3 g
L 127 04	BOILED SHRIMP, FROZEN	7 Shrimp	0 g
L 128 00	SALMON CAKES	2 Cakes	11 g
L 129 00	SALMON LOAF	4-1/2 Ounces	7 g
L 130 00	SCALLOPED SALMON AND PEAS	6-1/2 Ounces	13 g
L 132 00	TUNA SALAD	3/4 Cup	12 g
L 133 00	BAKED TUNA AND NOODLES	1 Cup	12 g
L 133 01	BAKED TUNA AND NOODLES (CREAM OF MUSHROOM SOUP)	1 Cup	10 g
L 134 00	FRIED SCALLOPS	5 Ounces	11 g
L 135 00	CREOLE SCALLOPS	1 Cup	3 g
L 135 02	CREOLE FISH FILLETS	4-1/2 Ounces	3 g
L 136 00	CREOLE SHRIMP	8 Ounces	4 g
L 137 00	FRENCH FRIED SHRIMP	4 Each	12 g
L 137 01	TEMPURA SHRIMP	4 Shrimp	11 g

## NAVSUP P-486 - Food Service Management

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
L 138 00	SHRIMP CURRY	3/4 Cup	9 g
L 139 00	SHRIMP SALAD	1/2 Cup	5 g
L 140 00	SEAFOOD NEWBURG	6 Ounces	9 g
L 141 00	CRAB CAKES	5 Ounces	14 g
L 143 00	BAKED CHICKEN (8 PC)	8 Ounces	10 g
L 143 01	MEXICAN BAKED CHICKEN (8 PC)	2 Pieces	11 g
L 143 02	HERBED BAKED CHICKEN (8 PC)	2 Pieces	10 g
L 143 03	BAKED CHICKEN (BREAST BONELESS)	5 Ounces	4 g
L 143 04	MEXICAN BAKED CHICKEN (BREAST BONELESS)	5 Ounces	5 g
L 143 05	HERBED BAKED CHICKEN (BREAST BONELESS)	5 Ounces	4 g
L 144 00	BAKED TURKEY AND NOODLES	1 Cup	10 g
L 144 01	BAKED CHICKEN AND NOODLES (CANNED CHICKEN)	1 Cup	9 g
L 144 03	BAKED CHICKEN AND NOODLES (COOKED DICED)	1 Cup	9 g
L 145 00	CHICKEN VEGA (8 PC)	9 Ounces	12 g
L 146 00	BARBECUED CHICKEN (8 PC)	8 Ounces	11 g
L 146 01	BARBECUED CHICKEN (BREAST BONELESS)	5 Ounces	4 g
L 147 00	CHICKEN A LA KING (COOKED DICED)	1 Cup	7 g
L 147 01	CHICKEN A LA KING (CANNED CHICKEN)	1 Cup	7 g
L 147 02	TURKEY A LA KING	1 Cup	7 g
L 148 00	CHICKEN CACCIATORE (8 PC)	8 Ounces	11 g
L 148 01	CHICKEN CACCIATORE (COOKED DICED)	1-1/4 Cups	7 g
L 149 00	BAKED CHICKEN AND GRAVY (8 PC)	2 Pieces	11 g
L 149 01	BAKED CHICKEN WITH MUSHROOM GRAVY (8 PC)	2 Pieces	11 g
L 150 00	TURKEY POT PIE	1 Cup	10 g
L 150 01	CHICKEN POT PIE (CANNED CHICKEN)	1 Cup	8 g
L 150 03	CHICKEN POT PIE (COOKED DICED)	1 Cup	8 g
L 151 00	CHICKEN SALAD (COOKED DICED)	3/4 Cup	12 g
L 151 02	TURKEY SALAD (BONELESS, FROZEN)	3/4 Cup	12 g
L 152 00	CHICKEN TETRAZZINI (CANNED CHICKEN)	1 Cup	7 g
L 152 01	TUNA TETRAZZINI (CANNED TUNA)	1 Cup	3 g
L 152 02	CHICKEN TETRAZZINI (COOKED DICED)	1 Cup	6 g
L 153 00	CHINESE FIVE-SPICE CHICKEN (8 PC)	2 Pieces	10 g
L 154 00	CREOLE CHICKEN (8 PC)	2 Pieces	11 g
L 154 01	CREOLE CHICKEN (COOKED DICED)	1-1/4 Cups	6 g
L 156 00	OVEN BAKED CHICKEN (8 PC)	2 Pieces	12 g
L 157 00	PINEAPPLE CHICKEN (8 PC)	2 Pieces	10 g
L 158 00	SAVORY BAKED CHICKEN (8 PC)	2 Pieces	10 g
L 159 00	SZECHWAN CHICKEN (8 PC)	2 Pieces	10 g
L 159 01	SZECHWAN CHICKEN (BREAST BONELESS)	5 Ounces	4 g
L 160 00	CHICKEN CHOW MEIN (COOKED DICED)	1 Cup	7 g
L 160 01	CHICKEN CHOW MEIN (CANNED CHICKEN)	1 Cup	8 g
L 161 00	ROAST TURKEY	4 Ounces	7 g
L 162 00	ROAST TURKEY (BONELESS TURKEY)	3-1/2 Ounces	12 g
L 162 01	ROAST TURKEY WITH BARBECUE SAUCE	3-1/2 Ounces	13 g
L 163 00	TURKEY NUGGETS	3-1/2 Ounces	9 g
L 165 00	PIZZA	1 Slice	9 g
L 165 01	PIZZA (THICK CRUST)	4-1/2 Ounces	12 g
L 165 02	MUSHROOM, GREEN PEPPER AND ONION PIZZA	4 Ounces	9 g
L 165 03	HAMBURGER PIZZA	4 Ounces	13 g
L 165 04	PEPPERONI, GREEN PEPPER, AND MUSHROOM PIZZA	3-1/2 Ounces	11 g
L 165 05	PEPPERONI PIZZA	1 Slice	11 g

**NAVSUP P-486 - Food Service Management**

Recipes Meeting Healthy Navy Option Standards

≤ 15gm Fat Entree

≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
L 165 06	PIZZA (ROLL MIX)	4 Ounces	8 g
L 165 07	PORK OR ITALIAN SAUSAGE PIZZA	1 Slice	12 g
L 165 08	FRENCH BREAD PIZZA	4 Ounces	9 g
L 165 09	SAUSAGE, GREEN PEPPER, AND ONION PIZZA	1 Slice	11 g
L 165 10	PIZZA (POURABLE PIZZA CRUST)	1 Slice	7 g
L 166 00	PIZZA (12 INCH FROZEN CRUST)	4 Ounces	8 g
L 167 00	CHUCK WAGON STEW (BEANS WITH BEEF)	1-1/4 Cups	12 g
L 168 00	BAKED SCALLOPS	4-1/2 Ounces	5 g
L 171 00	CHEESE PITA PIZZA	2-1/2 Ounces	5 g
L 171 01	MUSHROOM, ONION, AND GREEN PEPPER PITA PIZZA	4 Ounces	5 g
L 173 00	CHEESE TORTELLINI MARINARA	1 Cup	5 g
L 173 01	SPINACH TORTELLINI MARINARA (FROZEN)	1 Cup	15 g
L 173 02	CHEESE TORTELLINI MARINARA (DEHYDRATED)	1 Cup	5 g
L 175 00	POTATO FRITTATA	12 Ounces	7 g
L 176 00	VEGETABLE STUFFED PEPPERS	2 Halves	15 g
L 177 00	BOMBAY CHICKEN (8 PC)	1 Piece	10 g
L 177 01	BOMBAY CHICKEN (BREAST BONELESS)	5 Ounces	4 g
L 179 00	HONEY GINGER CHICKEN (BREAST BONELESS)	5 Ounces	4 g
L 180 00	TURKEY SAUSAGE PATTIES	2 Ounces	5 g
L 181 00	CHICKEN IN ORANGE SAUCE (BREAST BONELESS)	5 Ounces	4 g
L 182 00	FIESTA CHICKEN (FAJITA STRIPS)	6 Ounces	2 g
L 184 00	GRILLED TURKEY PATTIES (GROUND TURKEY)	4-1/2 Ounces	9 g
L 185 00	CARIBBEAN CATFISH	4 Ounces	12 g
L 185 01	CARIBBEAN FLOUNDER	4 Ounces	5 g
L 186 00	BAKED YOGURT CHICKEN (BREAST BONELESS)	5 Ounces	5 g
L 187 00	HOT AND SPICY CHICKEN (8 PC)	8 Ounces	11 g
L 188 00	TURKEY FINGERS	3-1/2 Ounces	9 g
L 189 00	ITALIAN BROCCOLI PASTA	11 Ounces	4 g
L 190 00	CRANBERRY GLAZED CHICKEN (BREAST BONELESS)	5 Ounces	4 g
L 191 00	CHICKEN & ITALIAN VEGETABLE PASTA (FAJITA STRIPS)	1-1/4 Cups	5 g
L 192 00	HONEY LEMON CHICKEN BREAST (BREAST BONELESS)	5 Ounces	4 g
L 193 00	CAJUN ROAST BEEF	4 Ounces	12 g
L 195 00	TERIYAKI BEEF STRIPS	5 Ounces	8 g
L 195 01	TERIYAKI BEEF STRIPS (FAJITA STRIPS)	5 Ounces	11 g
L 196 00	SOUTHWESTERN SWEET POTATOES,BLACK BEANS, AND CORN	1-1/4 Cups	2 g
L 196 01	SOUTHWESTERN SWEET POTATOES,BLACK BEAN,CORN (CND)	1-1/4 Cups	2 g
L 197 00	DIJON BAKED PORK CHOPS	3 Ounces	15 g
L 198 00	GREEK LEMON TURKEY PASTA	1-1/3 Cups	7 g
L 200 00	GRILLED TURKEY SAUSAGE LINKS	2 Ounces	4 g
L 201 00	TAMALE PIE (TURKEY)	9-1/2 Ounces	9 g
L 202 00	ORIENTAL TUNA PATTIES	4-1/2 Ounces	5 g
L 203 00	VEGETABLE CURRY WITH RICE	2-1/2 Cups	3 g
L 204 00	TURKEY PEACH PASTA SALAD (ENTREE)	1-1/2 Cups	7 g
L 205 00	ITALIAN RICE AND BEEF	9 Ounces	15 g
L 206 00	BAYOU CHICKEN (BREAST BONELESS)	5 Ounces	4 g
L 207 00	SOUTHWESTERN SHRIMP LINGUINE	10 Ounces	5 g
L 209 00	SEAFOOD STEW	1-1/2 Cups	2 g
L 210 00	SANTE FE GLAZED CHICKEN (BREAST BONELESS)	4 Ounces	5 g
L 212 00	WHITE BEAN CHICKEN CHILI (COOKED DICED)	1-1/2 Cups	8 g
L 213 00	CHICKEN BRIYANI (COOKED DICED)	12 Ounces	10 g
L 216 00	CHEDDAR CHICKEN AND BROCCOLI (COOKED DICED)	10 Ounces	10 g

**NAVSUP P-486 - Food Service Management**

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
L 217 00	ASIAN BARBECUE TURKEY	4 Ounces	2 g
L 219 00	LEMON N' HERB TURKEY FILLETS	4 Ounces	9 g
L 221 00	TURKEY DIVAN	3 Ounces	5 g
L 223 00	LIME CHICKEN SOFT TACOS (FAJITA STRIPS)	7 Ounces	6 g
L 224 00	SAUSAGE, BEANS AND GREENS	1-1/2 Cups	8 g
L 500 00	RUSSIAN TURKEY STEW	1 Cup	8 g
L 501 00	PASTA PRIMAVERA	1 Cup	4 g
L 502 00	FISH FLORENTINE	4 Ounces	10 g
L 503 00	JAMAICAN RUM CHICKEN (BREAST BONELESS)	5 Ounces	4 g
L 504 00	BAKED FISH SCANDIA	4 Ounces	4 g
L 506 00	THAI BEEF SALAD	1-1/2 Cups	9 g
L 508 00	VEGETABLE LASAGNA	8 Ounces	7 g
L 512 00	GRILLED TURKEY SAUSAGE PATTY (PRE-MADE)	1 Patty	6 g
L 515 00	OVEN FRIED TURKEY BACON	2 Slices	4 g
L 523 00	MAMBO PORK ROAST	4 Ounces	15 g
L 524 00	WHITE FISH WITH MUSHROOMS	4 Ounces	2 g
L 800 00	TURKEY POLYNESIAN	3-1/2 Ounces	4 g
L 802 00	ANGEL HAIR PASTA, FILIPINO STYLE WITH SHRIMP	12 Ounces	3 g
L 803 00	OVEN ROASTED TURKEY, PRECOOKED	4 Ounces	4 g
L 805 00	MEXICAN TURKEY PASTA	1-1/4 Cups	4 g
L 806 00	BASIL BAKED FISH PORTIONS	4-1/2 Ounces	2 g
L 807 00	TUNA NOODLE CASSEROLE, FROZEN	5 Ounces	12 g
L 810 00	BEEF STIR FRY	1/2 Cup	9 g
L 811 00	INDONESIAN STYLE BEEF OVER NOODLES	1-1/2 Cups	14 g
L 813 00	MAMBO PORK ROAST USING PRECOOKED PORK	5 Ounces	6 g
L 814 00	KIELBASA WITH SAUERKRAUT AND APPLES	4 Ounces	9 g
L 816 00	TARRAGON CHICKEN & RICE (FAJITA STRIPS)	6 Ounces	4 g
L 817 00	CAJUN ROAST BEEF (PRECOOKED ROAST BEEF)	4-1/2 Ounces	13 g
L 818 00	BAKED TANDOORI CHICKEN (BREAST BONELESS)	4 Ounces	5 g
L 821 00	HERB TURKEY ROAST W/TOMATO GRAVY PRECOOKED TURKEY	4 Ounces	1 g
L 822 00	BEEF AND BEAN BURRITOS, FROZEN	4 Ounces	8 g
L 825 00	CORNERED BEEF AND CABBAGE (PRECOOKED CORNERED BEEF)	9 Ounces	1 g
L 826 00	SAVORY BAKED CHICKEN (BREAST BONELESS)	4 Ounces	4 g
L 828 00	BAKED FLOUNDER FILLETS WITH LEMON PEPPER	4-1/2 Ounces	4 g
L 829 00	HUNTER STYLE TURKEY STEW	1-1/2 Cups	5 g
L 832 00	HONEY GLAZED CHICKEN (BREAST BONELESS)	4 Ounces	4 g
L 833 00	ROSEMARY TURKEY ROAST	4 Ounces	2 g
L 835 00	MEXICAN PEPPER STEAK	3/4 Cup	12 g
L 838 00	PORK TENDERLOIN, PRECOOKED	6 Ounces	7 g
L 840 00	BLACKENED FISH	5-1/2 Ounces	2 g
L 843 00	CABBAGE ROLLS, STUFFED, FROZEN	5 Ounces	8 g
L 844 00	JERKED ROAST TURKEY	4 Ounces	6 g
L 845 00	LEMON PEPPER CATFISH	4-1/2 Ounces	9 g

## NAVSUP P-486 - Food Service Management

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
<b>SANDWICHES ≤ 15 gm Fat</b>			
N 001 01	BACON, LETTUCE, AND TOMATO SANDWICH	1 Sandwich	14 g
N 002 00	GYROS	1 Sandwich	11 g
N 004 00	ROAST BEEF SANDWICH	1 Sandwich	14 g
N 004 02	ROAST TURKEY SANDWICH	1 Sandwich	13 g
N 005 00	SAUSAGE AND BISCUIT	1 Sandwich	12 g
N 005 01	HAM AND BISCUIT	1 Sandwich	7 g
N 008 00	CHICKEN SALAD SANDWICH	1 Sandwich	14 g
N 008 02	TURKEY SALAD SANDWICH	1 Sandwich	14 g
N 011 00	HAM SANDWICH	1 Sandwich	9 g
N 011 01	FRIED HAM SANDWICH	1 Sandwich	14 g
N 011 02	HAM AND CHEESE SANDWICH	1 Sandwich	15 g
N 011 03	HAM AND TOMATO SANDWICH	1 Sandwich	9 g
N 012 00	GRILLED HAMBURGER (BEEF PATTIES)	1 Burger	14 g
N 012 04	CHILIBURGER (BEEF PATTIES)	1 Burger	15 g
N 012 05	DELUXE HAMBURGER (BEEF PATTIES)	1 Burger	14 g
N 015 00	TUNA SALAD SANDWICH	1 Sandwich	13 g
N 015 03	TUNA AND TOMATO SANDWICH	1 Sandwich	14 g
N 016 00	CREAM CHEESE BAGEL	1 Bagel	12 g
N 016 01	CREAM CHEESE AND TOMATO BAGEL	1 Bagel	12 g
N 016 02	CREAM CHEESE AND OLIVE BAGEL	1 Bagel	12 g
N 018 00	WESTERN SANDWICH (DENVER)	1 Sandwich	8 g
N 021 03	GRILLED CHICKEN FILLET SANDWICH (UNBREADED)	1 Sandwich	14 g
N 022 00	CANNONBALL SANDWICH (MEATBALL)	1 Sandwich	15 g
N 024 01	BARBECUED BEEF SANDWICH (DICED BEEF)	1 Sandwich	13 g
N 027 00	BARBECUED BEEF SANDWICH (SLOPPY JOE)	1 Sandwich	12 g
N 027 01	BARBECUED PORK SANDWICH (PORK BUTT)	1 Sandwich	14 g
N 027 02	BARBECUED PORK SANDWICH (FROZEN BARBECUED PORK)	1 Sandwich	8 g
N 027 03	TURKEY BARBECUE SANDWICH	1 Sandwich	9 g
N 028 00	ITALIAN PEPPER BEEF SANDWICH	1 Sandwich	13 g
N 030 00	SIMMERED FRANKFURTER ON ROLL	1 Each	15 g
N 030 05	GRILLED FRANKFURTER WITH FRIED PEPPERS AND ONIONS	1 Each	15 g
N 037 02	GRILLED HAM AND EGG SANDWICH	1 Sandwich	9 g
N 038 00	MOROCCAN POCKETS	1 Serving	9 g
N 042 00	BEEF FAJITA PITA	1/2 Pita	11 g
N 042 01	CHICKEN FAJITA PITA	1/2 Pita	4 g
N 043 00	CHICKEN PITA POCKET SANDWICH	1 Sandwich	4 g
N 044 00	GRILLED CHICKEN BREAST SANDWICH	1 Sandwich	12 g
N 045 00	CHICKEN CAESAR ROLLUP SANDWICH	1 Sandwich	6 g
N 046 00	GARDEN VEGETABLE WRAP	1 Sandwich	2 g
N 047 00	ROAST BEEF & CHEESE ROLLUP SANDWICH	1 Sandwich	9 g
N 047 01	HOT ROAST BEEF & CHEESE ROLLUP SANDWICH	1 Sandwich	9 g
N 048 00	JAMAICAN JERK CHICKEN SANDWICH	1 Sandwich	7 g
N 049 00	MEXICAN BEEF WRAP	1 Each	14 g
N 049 01	MEXICAN TURKEY WRAP	1 Each	6 g
N 050 00	CRUNCHY VEGETABLE BURRITO	1 Burrito	3 g
N 051 00	VEGETARIAN HEARTY BURGER	1 Burger	13 g
N 052 00	CAJUN CHICKEN SANDWICH	6 Ounces	7 g
N 502 00	BAKED TURKEY MELT	1 Sandwich	13 g
N 803 00	BLACK BEAN BURGERS/VEGETABLE BURGERS	4 Ounces	8 g
N 805 00	DOUBLE DECKER BEEF & TURKEY SANDWICH	1 Sandwich	11 g



**NAVSUP P-486 - Food Service Management**

Recipes Meeting Healthy Navy Option Standards

≤ 15gm Fat Entree

≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
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## NAVSUP P-486 - Food Service Management

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
<b>SALADS ≤ 15 gm Fat</b>			
M 001 00	APPLE, CELERY, AND PINEAPPLE SALAD	1/2 Cup	5 g
M 001 01	CABBAGE, APPLE, AND CELERY SALAD	1/2 Cup	5 g
M 001 02	CABBAGE, APPLE, AND RAISIN SALAD	1/2 Cup	5 g
M 002 00	SPINACH SALAD	1 Cup	3 g
M 002 01	SPINACH AND APPLE SALAD	1-1/3 Cups	0 g
M 002 02	SPINACH AND MUSHROOM SALAD	1-3/4 Cups	0 g
M 003 00	RED WINE VINAIGRETTE DRESSING	1 Tablespoon	5 g
M 004 00	FRIJOLE SALAD	3/4 Cup	2 g
M 005 00	CARROT SALAD	1/2 Cup	6 g
M 005 01	CARROT AND PINEAPPLE SALAD	1/2 Cup	6 g
M 005 02	CARROT, CELERY, AND APPLE SALAD	1/2 Cup	6 g
M 006 00	PIMIENTO CHEESE STUFFED CELERY	2 Pieces	4 g
M 006 01	COTTAGE CHEESE STUFFED CELERY	2 Pieces	0 g
M 006 02	PEANUT BUTTER STUFFED CELERY	2 Pieces	3 g
M 006 03	CREAM CHEESE STUFFED CELERY	2 Pieces	3 g
M 007 00	CHEF'S SALAD	1 Cup	5 g
M 007 01	CHEF'S SALAD (ENTREE)	1-1/2 Cups	11 g
M 008 00	COLE SLAW	1/2 Cup	9 g
M 008 01	MEXICAN COLE SLAW	1/2 Cup	9 g
M 009 00	COLE SLAW WITH CREAMY DRESSING	1/2 Cup	5 g
M 009 01	COLE SLAW WITH VINEGAR DRESSING	1/2 Cup	0 g
M 009 02	CABBAGE AND CARROT SLAW WITH CREAMY DRESSING	1/2 Cup	5 g
M 009 03	PINEAPPLE COLE SLAW	1/2 Cup	5 g
M 009 04	PINEAPPLE MARSHMALLOW COLE SLAW	2/3 Cup	5 g
M 009 05	VEGETABLE SLAW WITH CREAMY DRESSING	1/2 Cup	5 g
M 012 00	COTTAGE CHEESE SALAD	1/4 Cup	3 g
M 013 00	COTTAGE CHEESE AND PEACH SALAD	1/4 Cup	3 g
M 013 01	COTTAGE CHEESE AND APRICOT SALAD	1/4 Cup	3 g
M 013 02	COTTAGE CHEESE AND PEAR SALAD	1/4 Cup	3 g
M 013 03	COTTAGE CHEESE AND PINEAPPLE SALAD	1/4 Cup	3 g
M 014 00	COTTAGE CHEESE AND TOMATO SALAD	1/4 Cup	3 g
M 015 00	CUCUMBER AND ONION SALAD	1/2 Cup	0 g
M 017 00	FRUIT SALAD	1/2 Cup	0 g
M 018 00	GARDEN COTTAGE CHEESE SALAD	1/2 Cup	2 g
M 019 00	GARDEN VEGETABLE SALAD	3/4 Cup	0 g
M 020 00	MARINATED CARROTS	1/2 Cup	5 g
M 023 00	JELLIED CRANBERRY AND ORANGE SALAD	4 Ounces	0 g
M 023 01	JELLIED CRANBERRY AND ORANGE SALAD (CANNED)	4 Ounces	0 g
M 024 00	JELLIED CRANBERRY AND PINEAPPLE SALAD	5-1/2 Ounces	2 g
M 025 00	JELLIED FRUIT SALAD	5 Ounces	0 g
M 025 01	JELLIED ORANGE SALAD	5 Ounces	0 g
M 025 02	JELLIED PEAR SALAD	5 Ounces	0 g
M 025 03	JELLIED PINEAPPLE, PEAR, AND BANANA SALAD	5 Ounces	0 g
M 025 04	JELLIED STRAWBERRY SALAD	4-1/2 Ounces	0 g
M 025 05	JELLIED BANANA SALAD	5 Ounces	0 g
M 026 00	JELLIED FRUIT COCKTAIL SALAD	4-1/2 Ounces	3 g
M 027 00	GERMAN COLE SLAW	1/2 Cup	4 g
M 028 00	TACO SALAD	1-1/2 Cups	14 g
M 029 00	ITALIAN STYLE PASTA SALAD	1/2 Cup	8 g
M 031 00	KIDNEY BEAN SALAD	1/2 Cup	8 g

**NAVSUP P-486 - Food Service Management**

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
M 032 00	FRUIT MEDLEY SALAD	1/2 Cup	4 g
M 033 00	LETTUCE AND TOMATO SALAD	3-1/2 Ounces	0 g
M 034 00	MACARONI SALAD	1/2 Cup	6 g
M 035 00	MIXED FRUIT SALAD	1/2 Cup	0 g
M 036 00	PERFECTION SALAD	3 Ounces	0 g
M 036 01	GOLDEN GLOW SALAD	3-1/2 Ounces	0 g
M 036 02	JELLIED SPRING SALAD	3 Ounces	0 g
M 037 00	PICKLED BEET AND ONION SALAD	1/2 Cup	0 g
M 038 00	PASTA SALAD	1/2 Cup	10 g
M 040 00	POTATO SALAD	2/3 Cup	13 g
M 040 01	DEVILED POTATO SALAD	2/3 Cup	15 g
M 040 02	POTATO SALAD WITH VINEGAR DRESSING	2/3 Cup	0 g
M 041 00	POTATO SALAD (DEHYDRATED SLICED POTATOES)	2/3 Cup	10 g
M 042 00	HOT POTATO SALAD	2/3 Cup	6 g
M 043 00	HOT POTATO SALAD (DEHYDRATED SLICED POTATOES)	2/3 Cup	5 g
M 044 00	SPRING SALAD	3/4 Cup	0 g
M 045 00	THREE BEAN SALAD	1/3 Cup	7 g
M 045 01	PICKLED GREEN BEAN SALAD	1/3 Cup	7 g
M 046 00	TOSSED LETTUCE, CUCUMBER AND TOMATO SALAD	1 Cup	0 g
M 046 01	TOSSED GARDEN SALAD	1 Cup	0 g
M 046 02	TOSSED CALICO GARDEN SALAD	1 Cup	0 g
M 046 03	TOSSED ROMAINE, CUCUMBER AND TOMATO SALAD	1 Cup	0 g
M 046 04	TOSSED RED LEAF LETTUCE, CUCUMBER AND TOMATO SALAD	1 Cup	0 g
M 046 05	GREEN LEAF LETTUCE, CUCUMBER AND TOMATO SALAD	1 Cup	0 g
M 047 00	TOSSED GREEN SALAD	1 Cup	0 g
M 048 00	TOSSED VEGETABLE SALAD	1 Cup	0 g
M 048 01	TOSSED CALICO VEGETABLE SALAD	1 Cup	0 g
M 049 00	VEGETABLE SALAD	1/2 Cup	0 g
M 050 00	WALDORF SALAD	1/2 Cup	9 g
M 050 01	APPLE, CELERY, AND RAISIN SALAD	1/2 Cup	6 g
M 053 00	GERMAN STYLE TOMATO SALAD	1/3 Cup	5 g
M 053 01	COUNTRY STYLE TOMATO SALAD	1/2 Cup	2 g
M 062 00	MEXICAN POTATO SALAD	3/4 Cup	8 g
M 070 00	ZESTY ROTINI PASTA SALAD	1/2 Cup	2 g
M 071 00	SALSA PASTA SALAD	1/2 Cup	1 g
M 072 00	CONFETTI RICE SALAD	1/2 Cup	2 g
M 072 01	CREAMY CUCUMBER RICE SALAD	1/2 Cup	2 g
M 073 00	KIWI FRUIT SALAD	1/2 Cup	1 g
M 074 00	MARINATED BLACK BEAN SALAD	3/4 Cup	1 g
M 504 00	BROCCOLI SALAD	1/2 Cup	15 g

## NAVSUP P-486 - Food Service Management

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
<b>STARCHES ≤ 5 gm Fat</b>			
E 001 00	HOT OATMEAL	3/4 Cup	2 g
E 001 02	HOT FARINA	3/4 Cup	0 g
E 002 00	HOMINY GRITS	2/3 Cup	1 g
E 003 00	BUTTERED HOMINY	1/3 Cup	4 g
E 004 00	BOILED PASTA	1 Cup	1 g
E 004 01	BUTTERED PASTA	1 Cup	5 g
E 005 00	STEAMED RICE	3/4 Cup	1 g
E 005 01	LYONNAISE RICE	3/4 Cup	2 g
E 005 02	TOSSED GREEN RICE	3/4 Cup	2 g
E 005 03	LONG GRAIN AND WILD RICE	3/4 Cup	1 g
E 005 04	RICE WITH PARMESAN CHEESE	3/4 Cup	4 g
E 005 05	STEAMED BROWN RICE	3/4 Cup	2 g
E 006 00	STEAMED RICE (STEAM COOKER METHOD)	3/4 Cup	2 g
E 008 00	RICE PILAF	3/4 Cup	4 g
E 008 01	ORANGE RICE	3/4 Cup	4 g
E 009 00	SPANISH RICE	3/4 Cup	2 g
E 010 00	RED BEANS WITH RICE	1 Cup	3 g
E 010 01	HOPPING JOHN (BLACK-EYE PEAS WITH RICE)	2/3 Cup	3 g
E 011 00	MEXICAN RICE	3/4 Cup	5 g
E 013 00	STEAMED PASTA	1 Cup	1 g
E 014 00	SPRING GARDEN RICE	3/4 Cup	2 g
E 015 00	SICILIAN BROWN RICE AND VEGETABLES	3/4 Cup	2 g
E 016 00	ISLANDER'S RICE	3/4 Cup	1 g
E 017 00	MEDITERRANEAN BROWN RICE	3/4 Cup	4 g
E 018 00	SPICY BROWN RICE PILAF	3/4 Cup	2 g
E 019 00	BROWN RICE WITH TOMATOES	3/4 Cup	1 g
E 020 00	GINGER RICE	3/4 Cup	2 g
E 022 00	ORZO WITH LEMON AND HERBS	3/4 Cup	4 g
E 023 00	ORZO, WITH SPINACH, TOMATO, AND ONION	9-1/2 Ounces	2 g
E 508 00	SOUTHWESTERN RICE	3/4 Cup	1 g
E 800 00	ORIENTAL RICE	4 Ounces	1 g
E 801 00	WILD RICE	1/2 Cup	0 g
E 803 00	AZTEC RICE	3/4 Cup	3 g
E 804 00	MEXICAN RICE (FIESTA MIX)	1/2 Cup	0 g
E 805 00	RICE PILAF, USING MIX	1/2 Cup	1 g
E 806 00	GEORGIA RICE	4 Ounces	1 g
E 807 00	DIRTY RICE	3/4 Cup	1 g
O 021 00	BREAD DRESSING	3-1/2 Ounces	3 g
O 021 01	APPLE BREAD DRESSING	3-1/2 Ounces	3 g
O 021 03	OYSTER BREAD DRESSING	3-1/2 Ounces	4 g
O 801 00	DRESSING, TRADITIONAL MIX	4 Ounces	4 g
O 801 01	DRESSING, CORNBREAD MIX	4 Ounces	2 g
Q 044 00	BAKED POTATOES	1 Each	0 g
Q 044 01	QUICK BAKED POTATO HALVES	2 Halves	1 g
Q 045 06	BAKED POTATO ROUNDS (PRECOOKED)	3/4 Cup	0 g
Q 046 04	HASHED BROWN POTATOES (FROZEN, SHREDDED, 2.5 OZ)	1 Patty	0 g
Q 048 00	MASHED POTATOES	1/2 Cup	2 g
Q 048 01	GRILLED POTATO PATTIES	2 Patties	2 g
Q 050 01	FRANCONIA POTATOES	1/2 Cup	4 g
Q 054 00	HASHED BROWN POTATOES (DEHYDRATED, SLICED)	2/3 Cup	5 g

**NAVSUP P-486 - Food Service Management**

Recipes Meeting Healthy Navy Option Standards

≤ 15gm Fat Entree

≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
Q 054 01	LYONNAISE POTATOES (DEHYDRATED)	2/3 Cup	5 g
Q 054 03	HASHED BROWN POTATOES (DEHYDRATED, SHREDDED)	1/2 Cup	4 g
Q 054 04	HASHED BROWN POTATOES (DEHYDRATED, DICED)	2/3 Cup	5 g
Q 057 00	MASHED POTATOES (INSTANT)	1/2 Cup	2 g
Q 057 01	GRILLED POTATO CAKES	1 Cake	3 g
Q 070 00	GARLIC ROASTED POTATO WEDGES	4 Wedges	1 g
Q 071 00	ROSEMARY ROASTED POTATO WEDGES	4 Wedges	1 g
Q 075 00	DEVILED OVEN FRIES	4 Pieces	1 g
Q 077 00	BAKED POTATO PANCAKES (FROZEN SHREDDED POTATO)	1 Cake	2 g
Q 077 01	BAKED POTATO PANCAKES	1 Cake	2 g
Q 078 00	POTATOES AND HERBS	2/3 Cup	0 g
Q 079 00	HACIENDA POTATOES	3/4 Cup	1 g
Q 084 00	GARLIC-LEMON ROASTED POTATO WEDGES	4 Wedges	1 g
Q 119 01	POTATOES, WHITE (CANNED)	3/4 Cup	0 g
Q 119 02	POTATOES, WHITE (FRESH)	3/4 Cup	0 g
Q 500 00	GARLIC CHEESE POTATOES	1/2 Cup	2 g
Q 500 01	GARLIC CHEESE POTATOES (INSTANT)	1/2 Cup	3 g
Q 502 00	ITALIAN ROASTED POTATOES	1/2 Cup	1 g
Q 801 00	CAJUN OVEN FRIES	4 Each	1 g

## NAVSUP P-486 - Food Service Management

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
<b>VEGETABLES ≤ 5 gm Fat</b>			
Q 001 01	BROCCOLI COMBO	3/4 Cup	4 g
Q 001 02	BEAN COMBO	3/4 Cup	4 g
Q 001 03	CAULIFLOWER COMBO	3/4 Cup	4 g
Q 001 04	BRUSSELS SPROUTS COMBO	3/4 Cup	4 g
Q 001 05	GREEN BEAN COMBO	3/4 Cup	4 g
Q 001 06	CORN COMBO	3/4 Cup	4 g
Q 002 00	BAKED BEANS (CANNED)	1/2 Cup	3 g
Q 002 01	BAKED BEANS (KIDNEY BEANS, CANNED)	1/2 Cup	1 g
Q 002 02	BAKED BEANS (PINTO BEANS, CANNED)	1/2 Cup	2 g
Q 003 00	BOSTON BAKED BEANS	1/2 Cup	2 g
Q 003 01	SAVORY BAKED BEANS	1/2 Cup	2 g
Q 004 00	ITALIAN-STYLE BAKED BEANS	1/2 Cup	2 g
Q 004 01	ITALIAN-STYLE BAKED BEANS (CANNED BEANS)	1/2 Cup	2 g
Q 005 00	SIMMERED DRY BEANS WITH BACON	2/3 Cup	2 g
Q 005 01	SAVORY STYLE BEANS	2/3 Cup	0 g
Q 005 02	SIMMERED DRY BEANS	2/3 Cup	0 g
Q 006 00	SPANISH STYLE BEANS	1/2 Cup	1 g
Q 007 00	LYONNAISE GREEN OR WAX BEANS	1/2 Cup	3 g
Q 007 01	GREEN BEANS CREOLE	1/2 Cup	1 g
Q 007 02	GREEN BEANS WITH MUSHROOMS	1/2 Cup	3 g
Q 007 03	GREEN BEANS NICOISE	1/2 Cup	3 g
Q 007 04	GREEN BEANS SOUTHERN STYLE	1/2 Cup	2 g
Q 008 00	HARVARD BEETS	3/4 Cup	2 g
Q 008 01	BEETS IN ORANGE-LEMON SAUCE	3/4 Cup	2 g
Q 009 00	HOT SPICED BEETS	3/4 Cup	2 g
Q 010 00	BROCCOLI POLONAISE	3 Ounces	3 g
Q 010 01	BRUSSELS SPROUTS POLONAISE	1/2 Cup	3 g
Q 010 02	CAULIFLOWER POLONAISE	1/2 Cup	3 g
Q 011 00	SPROUTS SUPERBA	1/2 Cup	3 g
Q 012 00	FRIED CABBAGE	1/2 Cup	3 g
Q 012 01	CALICO CABBAGE	1/2 Cup	3 g
Q 012 02	FRIED CABBAGE WITH BACON	1/2 Cup	4 g
Q 013 00	SCALLOPED SWEET POTATOES AND APPLES	1/2 Cup	3 g
Q 014 00	ORANGE CARROTS AMANDINE	1/2 Cup	4 g
Q 015 00	ORIENTAL STIR-FRY CABBAGE	3/4 Cup	0 g
Q 016 00	CARROT AND CELERY AMANDINE	1/2 Cup	3 g
Q 017 00	LYONNAISE CARROTS	1/2 Cup	2 g
Q 017 01	GLAZED CARROTS	1/2 Cup	2 g
Q 022 00	RATATOUILLE	1/2 Cup	0 g
Q 023 00	SCALLOPED CREAM STYLE CORN	1/2 Cup	5 g
Q 023 01	SCALLOPED WHOLE KERNEL CORN	1/2 Cup	4 g
Q 024 00	BROCCOLI PARMESAN	2 Stalks	2 g
Q 024 01	BRUSSELS SPROUTS PARMESAN	3/4 Cup	2 g
Q 024 02	CAULIFLOWER PARMESAN	3/4 Cup	2 g
Q 025 00	VEGETABLE STIR FRY	1/2 Cup	4 g
Q 026 00	HERBED GREEN BEANS	3/4 Cup	2 g
Q 027 00	CALICO CORN	3/4 Cup	2 g
Q 027 01	CORN O'BRIEN	3/4 Cup	4 g
Q 027 02	MEXICAN CORN	3/4 Cup	2 g
Q 028 00	EGGPLANT PARMESAN	6-1/2 Ounces	5 g

## NAVSUP P-486 - Food Service Management

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
Q 030 00	SAUTEED MUSHROOMS	2 Tablespoons	2 g
Q 031 00	OKRA AND TOMATO GUMBO	1/2 Cup	4 g
Q 033 00	PARSLEY BUTTERED POTATOES	4 Pieces	4 g
Q 033 01	PAPRIKA BUTTERED POTATOES	4 Pieces	4 g
Q 033 02	PARSLEY BUTTERED POTATOES (CANNED)	4 Pieces	5 g
Q 033 03	PAPRIKA BUTTERED POTATOES (CANNED)	4 Pieces	5 g
Q 034 00	SPANISH ONIONS	1/2 Cup	5 g
Q 037 00	SMOTHERED ONIONS (DEHYDRATED ONIONS)	1/2 Cup	4 g
Q 038 01	REFRIED BEANS (CANNED BEANS)	1/2 Cup	2 g
Q 039 00	GREEN BEANS WITH CORN (FROZEN BEANS)	1/2 Cup	1 g
Q 039 01	GREEN BEANS WITH CORN (CANNED BEANS)	1/2 Cup	1 g
Q 040 00	TURNIPS AND BACON	1/2 Cup	1 g
Q 041 00	PEAS WITH MUSHROOMS (FROZEN)	3/4 Cup	2 g
Q 041 01	PEAS WITH CARROTS (FROZEN)	3/4 Cup	2 g
Q 041 02	PEAS WITH CELERY (FROZEN)	3/4 Cup	2 g
Q 041 03	PEAS WITH ONIONS	3/4 Cup	2 g
Q 041 04	PEAS WITH MUSHROOMS (CANNED PEAS)	3/4 Cup	2 g
Q 042 00	GREEN BEANS PARISIENNE (CANNED)	1/2 Cup	4 g
Q 042 01	GREEN BEANS PARISIENNE (FROZEN BEANS)	1/2 Cup	4 g
Q 043 00	RED CABBAGE WITH SWEET AND SOUR SAUCE	1/2 Cup	5 g
Q 050 00	OVEN BROWNED POTATOES	1/2 Cup	4 g
Q 050 02	OVEN-GLO POTATOES	1/2 Cup	4 g
Q 050 03	OVEN-GLO POTATOES (CANNED)	3/4 Cup	4 g
Q 050 04	OVEN BROWNED POTATOES (CANNED)	3/4 Cup	5 g
Q 053 00	SCALLOPED POTATOES	2/3 Cup	3 g
Q 053 01	SCALLOPED POTATOES AND ONIONS	2/3 Cup	3 g
Q 054 02	O'BRIEN POTATOES (DEHYDRATED, SLICED)	2/3 Cup	5 g
Q 055 00	SCALLOPED POTATOES AND ONIONS (DEHYDRATED, SLICED)	2/3 Cup	5 g
Q 055 01	SCALLOPED POTATOES (DEHYDRATED, SLICED)	2/3 Cup	5 g
Q 055 02	SCALLOPED POTATOES (DEHYDRATED, DICED)	2/3 Cup	5 g
Q 058 00	STEWED TOMATOES	1/2 Cup	0 g
Q 058 01	STEWED TOMATOES WITH CROUTONS	1/2 Cup	2 g
Q 059 00	GERMAN SAUERKRAUT	1/2 Cup	1 g
Q 061 00	BAKED HUBBARD SQUASH	3-1/2 Ounces	4 g
Q 062 00	CREOLE SUMMER SQUASH	2/3 Cup	1 g
Q 063 00	TANGY SPINACH	1/2 Cup	1 g
Q 064 00	LOUISIANA STYLE SMOTHERED SQUASH	1/2 Cup	3 g
Q 064 01	SAVORY SUMMER SQUASH	1/2 Cup	1 g
Q 065 00	HERBED BROCCOLI	1/2 Cup	0 g
Q 066 00	BAKED SWEET POTATOES	1 Each	0 g
Q 067 00	CANDIED SWEET POTATOES	1/2 Cup	4 g
Q 067 01	GLAZED SWEET POTATOES	1/2 Cup	4 g
Q 067 02	GLAZED SWEET POTATOES (SYRUP)	1/2 Cup	4 g
Q 069 00	MASHED SWEET POTATOES	1/2 Cup	3 g
Q 069 01	SWEET POTATOES SOUTHERN STYLE	1/2 Cup	2 g
Q 069 02	MARSHMALLOW SWEET POTATOES	1/2 Cup	3 g
Q 072 00	SESAME GLAZED GREEN BEANS	3/4 Cup	3 g
Q 073 00	JAPANESE VEGETABLE STIR FRY	3/4 Cup	2 g
Q 074 00	SQUASH AND CARROT MEDLEY (FRESH)	3/4 Cup	0 g
Q 074 01	SQUASH AND CARROT MEDLEY (FROZEN)	3/4 Cup	0 g
Q 076 00	SOUTH OF THE BORDER BROCCOLI	2/3 Cup	0 g

## NAVSUP P-486 - Food Service Management

Recipes Meeting Healthy Navy Option Standards  
 ≤ 15gm Fat Entree  
 ≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
Q 076 01	SOUTH OF THE BORDER MEDLEY	2/3 Cup	0 g
Q 080 00	HACIENDA CORN AND BLACK BEANS	3/4 Cup	1 g
Q 081 00	HACIENDA GREEN BEANS	3/4 Cup	1 g
Q 082 00	HONEY DIJON VEGETABLES	3/4 Cup	0 g
Q 100 00	ASPARAGUS (FROZEN)	3/4 Cup	0 g
Q 100 01	ASPARAGUS (CANNED)	3/4 Cup	0 g
Q 100 02	ASPARAGUS (FRESH)	4 Spears	0 g
Q 101 00	BEANS, GREEN (FROZEN)	3/4 Cup	0 g
Q 101 01	BEANS, GREEN (CANNED)	3/4 Cup	0 g
Q 101 02	BEANS, WAX (CANNED)	3/4 Cup	0 g
Q 101 03	BEANS, FRENCH STYLE CUT (FROZEN)	3/4 Cup	0 g
Q 101 04	BEANS, WAX (FROZEN)	3/4 Cup	0 g
Q 102 00	BEANS, LIMA (FROZEN)	3/4 Cup	0 g
Q 102 01	BEANS, LIMA (CANNED)	3/4 Cup	0 g
Q 103 01	BEANS, WHITE IN TOMATO SAUCE (CANNED)	3/4 Cup	3 g
Q 104 01	BEETS (CANNED)	3/4 Cup	0 g
Q 105 00	BROCCOLI (FROZEN)	3/4 Cup	0 g
Q 105 02	BROCCOLI (FRESH)	3 Stalks	0 g
Q 106 00	BRUSSELS SPROUTS (FROZEN)	3/4 Cup	0 g
Q 107 02	CABBAGE (FRESH)	4-1/2 Ounces	0 g
Q 108 00	CARROT SLICES (FROZEN)	3/4 Cup	0 g
Q 108 01	CARROT SLICES (CANNED)	3/4 Cup	0 g
Q 108 02	CARROTS (1/4 INCH SLICES) (FRESH)	3/4 Cup	0 g
Q 108 03	CARROT STRIPS (FRESH)	3/4 Cup	0 g
Q 109 00	CAULIFLOWER (FROZEN)	3/4 Cup	0 g
Q 109 02	CAULIFLOWER (FRESH)	5 Flowerets	0 g
Q 110 00	CORN, WHOLE KERNEL (FROZEN)	3/4 Cup	1 g
Q 110 01	CORN, WHOLE KERNEL (CANNED)	3/4 Cup	1 g
Q 111 00	CORN ON THE COB (FROZEN)	1 Ear	1 g
Q 111 02	CORN ON THE COB (FRESH)	1 Each	2 g
Q 112 01	CREAM STYLE CORN (CANNED)	3/4 Cup	1 g
Q 113 00	GREENS, COLLARD (FROZEN)	3/4 Cup	1 g
Q 113 02	GREENS, COLLARD (FRESH)	3/4 Cup	0 g
Q 113 03	GREENS, KALE (FRESH)	3/4 Cup	1 g
Q 114 00	OKRA (FROZEN)	3/4 Cup	0 g
Q 114 01	OKRA (CANNED)	3/4 Cup	0 g
Q 115 01	ONIONS (CANNED)	3/4 Cup	0 g
Q 115 02	ONIONS (FRESH)	3/4 Cup	0 g
Q 116 00	PEAS (FROZEN)	3/4 Cup	0 g
Q 116 01	PEAS (CANNED)	3/4 Cup	0 g
Q 117 01	BLACK-EYED PEAS (CANNED)	3/4 Cup	1 g
Q 118 01	POTATOES, SWEET (CANNED)	3/4 Cup	0 g
Q 118 02	POTATOES, SWEET (FRESH)	3 Pieces	0 g
Q 120 01	SAUERKRAUT (CANNED)	3/4 Cup	0 g
Q 121 00	SPINACH (FROZEN)	3/4 Cup	0 g
Q 121 01	SPINACH (CANNED)	3/4 Cup	1 g
Q 121 02	SPINACH (FRESH)	3/4 Cup	0 g
Q 122 00	SQUASH, SUMMER (FROZEN)	3/4 Cup	0 g
Q 122 02	SQUASH, SUMMER (FRESH)	3/4 Cup	0 g
Q 123 02	SQUASH, FALL AND WINTER (FRESH)	3/4 Cup	1 g
Q 124 00	SUCCOTASH (FROZEN)	3/4 Cup	1 g



**NAVSUP P-486 - Food Service Management**

Recipes Meeting Healthy Navy Option Standards

≤ 15gm Fat Entree

≤ 5gm Fat Starch, Vegetable, Dessert

Recipe #	Recipe Name	Portion	Fat
Q 125 01	TOMATOES (CANNED)	3/4 Cup	0 g
Q 126 00	MIXED VEGETABLES (FROZEN)	3/4 Cup	1 g
Q 127 00	PEAS AND CARROTS (FROZEN)	3/4 Cup	1 g
Q 128 00	RUTABAGAS (FRESH)	3/4 Cup	0 g
Q 129 00	TURNIPS (FRESH)	3/4 Cup	0 g
Q 503 00	OKRA MELANGE	1/2 Cup	1 g
Q 504 00	ROASTED PEPPER POTATOES	2/3 Cup	2 g
Q 504 01	ROASTED PEPPER POTATOES (INSTANT)	2/3 Cup	2 g
Q 800 00	OKRA, FROZEN, BREADED	3 Ounces	0 g
Q 803 00	CAULIFLOWER WITH CHEESE SAUCE	4 Ounces	5 g
Q 809 00	VEGETABLE STIR FRY USING FROZEN VEGETABLES	1/2 Cup	4 g

**NAVSUP P-486 – Food Service Management**

**PART C**  
**NUTRITIONAL ANALYSIS**  
**OF FAST FOOD AND**  
**MISCELLANEOUS FOOD ITEMS**

**NAVSUP P-486 – Food Service Management**

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## NAVSUP P-486 - Food Service Management

Recipe #	Recipe Name	Portion	Cal	Pro	Fat	Carbs	Chol	Sod
<b>FAST FOOD</b>								
<b>TACO BELL</b>								
	SOFT TACO	3.5 Ounces	210	12	10	20	30	530
	BIG BEEF BEAN BURRITO SUPREME	10.25 Ounces	520	24	23	54	55	1520
	TACO SALAD WITH SALSA	19 Ounces	840	32	52	49	70	1670
	STEAK FAJITA WRAP	7.75 Ounces	460	20	21	48	40	1130
	NACHOS BELL GRANDE	10.75 Ounces	740	16	39	66	35	1200
	TACO SUPREME	4 Ounces	220	11	13	13	40	290
	CHICKEN QUESADILLA	5.75 Ounces	420	24	22	33	75	1020
<b>PIZZA HUT</b>								
	PEPPERONI THIN 'N CRISPY	1 Slice	215	11	10	21	14	627
	PEPPERONI PAN PIZZA	1 Slice	265	11	12	28	14	569
<b>KENTUCKY FRIED CHICKEN</b>								
	ORIGINAL RECIPE CHICKEN SANDWICH	7.3 Ounces	497	29	22	46	52	1213
	ORIGINAL RECIPE BREAST	5.4 Ounces	400	29	24	16	96	1116
	ORIGINAL RECIPE DRUMSTICK	2.2 Ounces	140	13	9	4	81	422
	ORIGINAL RECIPE WING	1.6 Ounces	140	9	10	5	67	414
	6 NUGGETS	3.4 Ounces	284	16	18	15	72	865
	EXTRA CRISPY BREAST	5.9 Ounces	470	31	28	25	160	930
	EXTRA CRISPY DRUMSTICK	2.4 Ounces	190	13	11	8	77	260
	EXTRA CRISPY WING	1.9 Ounces	200	10	13	10	55	290
	TENDER ROAST BREAST (W/SKIN)	4.9 Ounces	251	37	11	1	151	830
	TENDER ROAST BREAST (W/O SKIN)	4.2 Ounces	169	32	4	1	112	797
	TENDER ROAST DRUMSTICK (W/SKIN)	1.9 Ounces	97	15	4	<1	85	271
	TENDER ROAST DRUMSTICK (W/O SKIN)	1.2 Ounces	67	11	2	<1	63	259
	TENDER ROAST WING (W/SKIN)	1.8 Ounces	121	12	8	1	74	331
<b>BURGER KING</b>								
	CHEESEBURGER	4.8 Ounces	380	23	19	28	48	770
	WHOPPER WITH CHEESE	10.1 Ounces	730	33	46	46	90	1350
	FRIES MEDIUM	3.6 Ounces	340	0	17	43	14	680
	BK BROILER	8.7 Ounces	550	30	29	41	90	480
	BK BIG FISH SANDWICH	8.9 Ounces	700	26	41	56	50	980

## NAVSUP P-486 - Food Service Management

Recipe #	Recipe Name	Portion	Cal	Pro	Fat	Carbs	Chol	Sod
	BISCUIT WITH BACON, EGG, AND CHEESE	6 Ounces	510	19	31	39	225	1530
<b>SUBWAY (SUBS DO NOT INCLUDE MAYO, CHEESE OR ANY OTHER CONDIMENT)</b>								
	MEATBALL SUB	6 Inch	419	19	16	51	56	1046
	STEAK AND CHEESE SUB	6 Inch	398	30	10	47	37	1117
	CLASSIC ITALIAN BMT SUB	6 Inch	460	21	22	45	56	1664
	TUNA SUB	6 Inch	542	19	32	44	42	886
	TURKEY SUB	6 Inch	289	18	4	46	20	1403
<b>WENDY'S</b>								
	FRIES MEDIUM	4.6 Ounces	380	5	19	42	20	120
	5 PIECE CHICKEN NUGGETS	2.6 Ounces	210	14	14	7	55	460
	GRILLED CHICKEN SANDWICH	6.6 Ounces	310	27	8	35	55	780
	SINGLE HAMBURGER W/EVERYTHING	7.7 Ounces	420	26	20	37	80	810
	BROCCOLI AND CHEESE POTATO	14.5 Ounces	470	9	14	71	22	470
	CHILI (SMALL)	8 Ounces	210	15	7	16	25	800
	GRILLED CHICKEN SALAD	12 Ounces	200	25	8	10	55	690
	GARDEN RANCH CHICKEN PITA	10 Ounces	480	32	17	44	70	1170
	TACO SALAD	7.4 Ounces	590	29	30	43	65	1230
<b>MCDONALDS</b>								
	CHEESEBURGER	4.2 Ounces	320	15	13	35	41	820
	QUARTERPOUNDER W/CHEESE	7 Ounces	530	28	30	38	107	1290
	FRIES LARGE	5.1 Ounces	200	6	22	52	9	290
	BIG MAC	7.6 Ounces	560	26	31	45	83	1070
	BACON EGG AND CHEESE BISCUIT	5 Ounces	440	17	26	33	250	1310
<b><u>MISCELLANEOUS ITEMS</u></b>								
<b>BEVERAGES - MILK/SODA</b>								
	1% MILK	8 Ounces	102	8	3	12	10	123
	2% MILK	8 Ounces	120	8	5	12	18	122
	SKIM MILK	8 Ounces	90	8	0	12	4	126
	SODA, COLA	12 Ounces	144	0	0	38	0	14
	WHOLE MILK	8 Ounces	150	8	8	12	35	122

## NAVSUP P-486 - Food Service Management

Recipe #	Recipe Name	Portion	Cal	Pro	Fat	Carbs	Chol	Sod
<b>BREAKFAST</b>								
	DOUGHNUTS, GLAZED	1 Each	230	2	12	30	11	200
	ENGLISH MUFFIN	1 Whole	150	5	1	30	0	450
	POP TARTS	2 Pop Tarts	420	6	12	70	0	380
	YOGURT LOW FAT	8 Ounces	127	13	0	7	4	174
	YOGURT REGULAR	8 Ounces	139	8	7	11	29	105
<b>CEREALS W/O MILK</b>								
	GENERAL MILLS CHEERIOS	1-1/4 Cup (1 Ounce)	111	4	2	20	0	290
	KELLOGG'S RAISIN BRAN	3/4 Cup (1.3 Ounce)	115	4	1	28	0	269
	KELLOGG'S SPECIAL K	1-1/3 Cup (1 Ounce)	111	6	0	21	0	265
	KELLOGG'S RICE KRISPIES	1 Cup (1 Ounce)	112	2	0	25	0	340
	POST GRANOLA	1/4 Cup (1 Ounce)	127	2	4	21	0	76
	KELLOGG'S FROSTED FLAKES	3/4 Cup (1 Ounce)	108	1	0	26	0	230
	QUAKER CAPTAIN CRUNCH	3/4 Cup (1 Ounce)	121	1	3	23	0	172
	KELLOGG'S BRAN FLAKES	3/4 Cup (1 Ounce)	93	4	1	22	0	264
	QUAKER SHREDDED WHEAT	1 Ounce	102	3	1	23	0	3
	FRUIT LOOPS, KELLOGG'S	1 Cup (1 Ounce)	111	2	1	25	0	145
	LUCKY CHARMS, GENERAL MILLS	1 Cup (1 Ounce)	110	3	1	23	0	180
<b>CONDIMENTS</b>								
	BUTTER	1 TSP	36	0	4	0	11	41
	CREAM CHEESE	2 TBSP	98	2	9	1	28	86
	MARGARINE	1 TSP	34	0	4	0	0	37
	MAYONNAISE	1 TBSP	100	0	11	0	7	80
	OIL, VEGETABLE	1 TSP	120	0	14	0	0	0
	PEANUT BUTTER	2 TBSP	186	9	16	5	0	157
	SALAD DRESSING, BLUE CHEESE	1 TBSP	77	1	8	1	0	0
	SALAD DRESSING, FRENCH	1 TBSP	67	0	6	3	1	214
	SALAD DRESSING, ITALIAN	1 TBSP	69	0	7	2	0	116
	SALAD DRESSING, THOUSAND ISLAND	1 TBSP	59	0	6	2	0	109
<b>FRUIT</b>								
	APPLE	1 Medium	81	0	1	21	0	1
	BANANA	1 Medium (4-6")	105	0	1	26	0	1

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Recipe #	Recipe Name	Portion	Cal	Pro	Fat	Carbs	Chol	Sod
	GRAPES	1 Cup	58	0	0	15	0	2
	ORANGE	1 Medium	65	0	0	14	0	1
	PEACH	1 Medium	37	0	0	9	0	0
	PEAR	1 Medium	98	0	1	25	0	1
	PLUM	1 Medium	36	0	0	8	0	0
	STRAWBERRIES	1 Cup	45	0	1	10	0	2

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**PART D**  
**NEW RECIPES**



**NAVSUP P-486 – Food Service Management**

<b>NEW RECIPES</b>	
C 006 02	CHERRY-ADE
C 006 03	GRAPE-ADE
C 006 04	LEMON-ADE
C 006 05	ORANGE-ADE
C 006 06	STRAWBERRY-ADE
D 001 00	BAKING POWDER BISCUITS
D 001 01	BAKING POWDER BISCUITS (BISCUIT MIX)
D 001 02	CHEESE BISCUITS
D 001 03	DROP BISCUITS
D 002 00	IRISH SODA BREAD
D 003 00	SUBMARINE ROLLS (HOAGIE, TORPEDO)
D 003 01	SUBMARINE ROLLS (ROLL MIX)
D 004 00	FRENCH BREAD
D 005 00	RAISIN BREAD
D 007 00	TOASTED GARLIC BREAD
D 007 01	TOASTED PARMESAN BREAD
D 007 02	TEXAS TOAST
D 008 00	WHITE BREAD
D 009 00	WHITE BREAD (SHORT-TIME FORMULA)
D 011 00	PUMPKIN BREAD
D 012 00	CRUMB CAKE SNICKERDOODLE
D 012 01	CRUMB CAKE SNICKERDOODLE (CAKE MIX, YELLOW)
D 013 00	BAGELS
D 014 00	CORN BREAD
D 014 01	CORN MUFFINS
D 014 02	HUSH PUPPIES
D 014 03	JALAPENO CORN BREAD
D 015 00	CORN BREAD (CORN BREAD MIX)
D 015 01	CORN MUFFINS (CORN BREAD MIX)
D 015 02	HUSH PUPPIES (CORN BREAD MIX)
D 015 03	JALAPENO CORN BREAD (CORN BREAD MIX)
D 016 00	CROUTONS
D 016 01	GARLIC CROUTONS
D 016 02	PARMESAN CROUTONS
D 017 00	EGG WASH
D 017 01	EGG WHITE WASH
D 018 00	CAKE DOUGHNUTS (HOMEMADE)
D 018 01	SUGAR COATED DOUGHNUTS

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<b>NEW RECIPES</b>	
D 018 02	CAKE DOUGHNUTS (DOUGHNUT MIX)
D 018 03	CHOCOLATE DOUGHNUTS
D 018 04	CINNAMON SUGAR DOUGHNUTS
D 018 05	GLAZED NUT DOUGHNUTS
D 018 06	GLAZED COCONUT DOUGHNUTS
D 018 07	GLAZED DOUGHNUTS
D 019 00	RAISED DOUGHNUTS
D 019 01	BEIGNETS (NEW ORLEANS DOUGHNUTS)
D 019 02	RAISED DOUGHNUTS (SWEET DOUGH MIX)
D 019 03	LONGJOHNS
D 019 04	CRULLERS
D 020 00	DUMPLINGS
D 021 00	ENGLISH MUFFINS
D 021 01	CINNAMON RAISIN ENGLISH MUFFINS
D 022 00	FRENCH TOAST
D 022 01	FRENCH TOAST (THICK SLICE)
D 022 02	ENGLISH MUFFIN FRENCH TOAST
D 022 03	FRENCH TOAST (FROZEN EGGS AND EGG WHITES)
D 023 00	FRENCH TOAST PUFF
D 024 00	APPLE FRITTERS
D 029 00	MUFFINS
D 029 09	OATMEAL RAISIN MUFFINS
D 800 00	BREAD LOAVES (FROZEN DOUGH)
D 801 00	DILL ROLLS (FROZEN DOUGH)
D 802 00	GARLIC HERB ROLLS (FROZEN DOUGH)
D 803 00	HUSH PUPPIES, FROZEN
D 804 00	DINNER ROLLS (FROZEN DOUGH)
D 805 00	POTATO ROLLS (FROZEN DOUGH)
D 806 00	WHOLE WHEAT ROLLS (FROZEN DOUGH)
D 807 00	OAT ROLLS (FROZEN DOUGH)
D 808 00	SESAME OR CARAWAY ROLLS (FROZEN DOUGH)
D 809 00	BRAN MUFFINS (WHITE CAKE MIX)
D 810 00	BANANA NUT MUFFINS (WHITE CAKE MIX)
D 811 00	HONEY CINNAMON MUFFINS (WHITE CAKE MIX)
D 812 00	BLUEBERRY MUFFINS (WHITE CAKE MIX)
D 813 00	FRENCH TOAST, FROZEN
D 814 00	PANCAKES, BUTTERMILK, FROZEN
D 815 00	MUFFINS, FROZEN, BATTER
D 816 00	MUFFINS, FROZEN

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<b>NEW RECIPES</b>	
E 022 00	ORZO WITH LEMON AND HERBS
E 023 00	ORZO, WITH SPINACH, TOMATO, AND ONION
E 800 00	ORIENTAL RICE
E 801 00	WILD RICE
E 803 00	AZTEC RICE
E 804 00	MEXICAN RICE (FIESTA MIX)
E 805 00	RICE PILAF, USING MIX
E 806 00	GEORGIA RICE
E 807 00	DIRTY RICE
F 800 00	MACARONI AND CHEESE, FROZEN
F 801 00	BREAKFAST BURRITO, FROZEN
H 800 00	COOKIES, FROZEN, OATMEAL RAISIN
H 801 00	COOKIES, FROZEN, SNICKERDOODLE
H 802 00	COOKIES, FROZEN, CHOCOLATE CHIP
I 800 00	PIES, FROZEN
I 801 00	ELEPHANT EARS (FROZEN PUFF PASTRY)
J 800 00	HOT CINNAMON APPLE SAUCE
L 205 00	ITALIAN RICE AND BEEF
L 206 00	BAYOU CHICKEN (BREAST BONELESS)
L 207 00	SOUTHWESTERN SHRIMP LINGUINE
L 208 00	PASTA TOSCANO
L 209 00	SEAFOOD STEW
L 210 00	SANTE FE GLAZED CHICKEN (BREAST BONELESS)
L 212 00	WHITE BEAN CHICKEN CHILI (COOKED DICED)
L 213 00	CHICKEN BRIYANI (COOKED DICED)
L 216 00	CHEDDAR CHICKEN AND BROCCOLI (COOKED DICED)
L 217 00	ASIAN BARBECUE TURKEY
L 219 00	LEMON N' HERB TURKEY FILLETS
L 221 00	TURKEY DIVAN
L 222 00	SPICY ITALIAN PORK CHOPS
L 223 00	LIME CHICKEN SOFT TACOS (FAJITA STRIPS)
L 224 00	SAUSAGE, BEANS AND GREENS
L 225 00	ORANGE & ROSEMARY HONEY GLAZED PORK CHOPS
L 502 00	FISH FLORENTINE
L 800 00	TURKEY POLYNESIAN
L 802 00	ANGEL HAIR PASTA, FILIPINO STYLE WITH SHRIMP
L 803 00	OVEN ROASTED TURKEY, PRECOOKED
L 804 00	LASAGNA (FROZEN)
L 805 00	MEXICAN TURKEY PASTA

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<b>NEW RECIPES</b>	
L 806 00	BASIL BAKED FISH PORTIONS
L 807 00	TUNA NOODLE CASSEROLE, FROZEN
L 808 00	TURKEY TETRAZZINI, FROZEN
L 809 00	SHEPHERD'S PIE
L 810 00	BEEF STIR FRY
L 811 00	INDONESIAN STYLE BEEF OVER NOODLES
L 812 00	HOT & SPICY CHICKEN WINGS
L 813 00	MAMBO PORK ROAST USING PRECOOKED PORK
L 814 00	KIELBASA WITH SAUERKRAUT AND APPLES
L 816 00	TARRAGON CHICKEN & RICE (FAJITA STRIPS)
L 817 00	CAJUN ROAST BEEF (PRECOOKED ROAST BEEF)
L 818 00	BAKED TANDOORI CHICKEN (BREAST BONELESS)
L 819 00	BAKED HAM AND SPAGHETTI PIE
L 820 00	CANTONESE BBQ PORK RIBS, PRECOOKED
L 821 00	HERB TURKEY ROAST W/TOMATO GRAVY PRECOOKED TURKEY
L 822 00	BEEF AND BEAN BURRITOS, FROZEN
L 825 00	CORNERD BEEF AND CABBAGE (PRECOOKED CORNERD BEEF)
L 826 00	SAVORY BAKED CHICKEN (BREAST BONELESS)
L 827 00	SPAGHETTI & MEAT SAUCE (PRECOOKED GROUND BEEF)
L 827 01	SPAGHETTI & MEAT BALLS (PRECOOKED MEATBALLS)
L 828 00	BAKED FLOUNDER FILLETS WITH LEMON PEPPER
L 829 00	HUNTER STYLE TURKEY STEW
L 831 00	BEEF STROGANOFF, FROZEN
L 832 00	HONEY GLAZED CHICKEN (BREAST BONELESS)
L 833 00	ROSEMARY TURKEY ROAST
L 834 00	SWEDISH MEATBALLS (PRECOOKED MEATBALLS)
L 835 00	MEXICAN PEPPER STEAK
L 836 00	ST LOUIS STYLE BBQ PORK RIBS, PRECOOKED
L 837 00	MEATLOAF (PRECOOKED)
L 837 01	CAJUN MEATLOAF (PRECOOKED)
L 838 00	PORK TENDERLOIN, PRECOOKED
L 839 00	CHICKEN CORDON BLEU
L 840 00	BLACKENED FISH
L 841 00	MANICOTTI, FROZEN
L 842 00	SALISBURY STEAK IN GRAVY, FROZEN
L 843 00	CABBAGE ROLLS, STUFFED, FROZEN
L 844 00	JERKED ROAST TURKEY
L 845 00	LEMON PEPPER CATFISH
M 801 00	SALAD BAR

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<b>NEW RECIPES</b>	
N 012 03	DOUBLE DECKER CHEESEBURGER (BEEF PATTIES)
N 012 07	DELUXE CHEESEBURGER (BEEF PATTIES)
N 800 00	MEATBALL HOAGIE USING PRECOOKED MEATBALLS
N 803 00	BLACK BEAN BURGERS/VEGETABLE BURGERS
N 805 00	DOUBLE DECKER BEEF & TURKEY SANDWICH
O 801 00	DRESSING, TRADITIONAL MIX
O 801 01	DRESSING, CORNBREAD MIX
P 001 00	BEEF RICE SOUP
P 001 01	BEEF BARLEY SOUP
P 001 02	BEEF NOODLE SOUP
P 002 00	CHICKEN RICE SOUP
P 002 01	CHICKEN NOODLE SOUP
P 800 00	CARROT SOUP
P 801 00	VELVET CORN SOUP
P 802 00	NUTTY SPLIT PEA SOUP
P 803 00	EGG DROP SOUP
P 804 00	MIDWESTERN TOMATO RICE SOUP
Q 001 01	BROCCOLI COMBO
Q 001 02	BEAN COMBO
Q 001 03	CAULIFLOWER COMBO
Q 001 04	BRUSSELS SPROUTS COMBO
Q 001 05	GREEN BEAN COMBO
Q 001 06	CORN COMBO
Q 029 00	SOUTHERN STYLE GREENS (FRESH COLLARDS)
Q 029 01	SOUTHERN STYLE GREENS (FROZEN)
Q 029 02	SWEET SOUR GREENS
Q 029 03	SOUTHERN STYLE GREENS (FRESH KALE)
Q 033 02	PARSLEY BUTTERED POTATOES (CANNED)
Q 033 03	PAPRIKA BUTTERED POTATOES (CANNED)
Q 041 00	PEAS WITH MUSHROOMS (FROZEN)
Q 041 01	PEAS WITH CARROTS (FROZEN)
Q 041 02	PEAS WITH CELERY (FROZEN)
Q 041 03	PEAS WITH ONIONS
Q 041 04	PEAS WITH MUSHROOMS (CANNED PEAS)
Q 050 03	OVEN-GLO POTATOES (CANNED)
Q 050 04	OVEN BROWNED POTATOES (CANNED)
Q 058 00	STEWED TOMATOES
Q 058 01	STEWED TOMATOES WITH CROUTONS
Q 061 00	BAKED HUBBARD SQUASH

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<b>NEW RECIPES</b>	
Q 062 00	CREOLE SUMMER SQUASH
Q 064 00	LOUISIANA STYLE SMOTHERED SQUASH
Q 064 01	SAVORY SUMMER SQUASH
Q 067 00	CANDIED SWEET POTATOES
Q 067 01	GLAZED SWEET POTATOES
Q 067 02	GLAZED SWEET POTATOES (SYRUP)
Q 069 00	MASHED SWEET POTATOES
Q 069 01	SWEET POTATOES SOUTHERN STYLE
Q 069 02	MARSHMALLOW SWEET POTATOES
Q 074 00	SQUASH AND CARROT MEDLEY (FRESH)
Q 074 01	SQUASH AND CARROT MEDLEY (FROZEN)
Q 084 00	GARLIC-LEMON ROASTED POTATO WEDGES
Q 100 00	ASPARAGUS (FROZEN)
Q 100 01	ASPARAGUS (CANNED)
Q 100 02	ASPARAGUS (FRESH)
Q 101 00	BEANS, GREEN (FROZEN)
Q 101 01	BEANS, GREEN (CANNED)
Q 101 02	BEANS, WAX (CANNED)
Q 101 03	BEANS, FRENCH STYLE CUT (FROZEN)
Q 101 04	BEANS, WAX (FROZEN)
Q 102 00	BEANS, LIMA (FROZEN)
Q 102 01	BEANS, LIMA (CANNED)
Q 103 01	BEANS, WHITE IN TOMATO SAUCE (CANNED)
Q 104 01	BEETS (CANNED)
Q 105 00	BROCCOLI (FROZEN)
Q 105 02	BROCCOLI (FRESH)
Q 106 00	BRUSSELS SPROUTS (FROZEN)
Q 107 02	CABBAGE (FRESH)
Q 108 00	CARROT SLICES (FROZEN)
Q 108 01	CARROT SLICES (CANNED)
Q 108 02	CARROTS (1/4 INCH SLICES) (FRESH)
Q 108 03	CARROT STRIPS (FRESH)
Q 109 00	CAULIFLOWER (FROZEN)
Q 109 02	CAULIFLOWER (FRESH)
Q 110 00	CORN, WHOLE KERNEL (FROZEN)
Q 110 01	CORN, WHOLE KERNEL (CANNED)
Q 111 00	CORN ON THE COB (FROZEN)
Q 111 02	CORN ON THE COB (FRESH)
Q 112 01	CREAM STYLE CORN (CANNED)

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<b>NEW RECIPES</b>	
Q 113 00	GREENS, COLLARD (FROZEN)
Q 113 02	GREENS, COLLARD (FRESH)
Q 113 03	GREENS, KALE (FRESH)
Q 114 00	OKRA (FROZEN)
Q 114 01	OKRA (CANNED)
Q 115 01	ONIONS (CANNED)
Q 115 02	ONIONS (FRESH)
Q 116 00	PEAS (FROZEN)
Q 116 01	PEAS (CANNED)
Q 117 01	BLACK-EYED PEAS (CANNED)
Q 118 01	POTATOES, SWEET (CANNED)
Q 118 02	POTATOES, SWEET (FRESH)
Q 119 01	POTATOES, WHITE (CANNED)
Q 119 02	POTATOES, WHITE (FRESH)
Q 120 01	SAUERKRAUT (CANNED)
Q 121 00	SPINACH (FROZEN)
Q 121 01	SPINACH (CANNED)
Q 121 02	SPINACH (FRESH)
Q 122 00	SQUASH, SUMMER (FROZEN)
Q 122 02	SQUASH, SUMMER (FRESH)
Q 123 02	SQUASH, FALL AND WINTER (FRESH)
Q 124 00	SUCCOTASH (FROZEN)
Q 125 01	TOMATOES (CANNED)
Q 126 00	MIXED VEGETABLES (FROZEN)
Q 127 00	PEAS AND CARROTS (FROZEN)
Q 128 00	RUTABAGAS (FRESH)
Q 129 00	TURNIPS (FRESH)
Q 800 00	OKRA, FROZEN, BREADED
Q 801 00	CAJUN OVEN FRIES
Q 803 00	CAULIFLOWER WITH CHEESE SAUCE
Q 804 00	MUSHROOMS, FROZEN, BREADED
Q 808 00	POTATOES AU GRATIN USING PREPARED SAUCE
Q 809 00	VEGETABLE STIR FRY USING FROZEN VEGETABLES

## NAVSUP P-486 – Food Service Management

# APPENDIX K MESS DECK MASTER-AT-ARMS HANDBOOK

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**NAVSUP P-486 – Food Service Management****APPENDIX K**  
**MESS DECK MASTER-AT-ARMS HANDBOOK**

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**SECTION 1: INTRODUCTION**

Upon being assigned to the food service division, you have assumed an extremely important and a most demanding leadership responsibility as MDMAA (Mess Deck Master-at-Arms). One commanding officer recently summed it up this way: “The Mess Deck Master-at-Arms is the most demanding leadership responsibility a petty officer will ever face due to the fact that most food service attendants have just begun their enlistment, and are not only adapting to a new job, but to a new way of life. Many “eyes” will be watching you and, to a large degree, the health and well-being of the crew members will depend on how efficiently you perform your job.” Food service is one of the most important morale factors effecting our sailors. It can either be positive or negative. Regardless of how well the food is prepared, if the dining patrons are not provided with clean, dry dinnerware, the food is not properly served, the dining area is not clean and orderly, and good sanitation practices are not enforced, it will have a negative affect on the crew’s morale. Always strive to provide the excellent services that you would desire and expect if you were the dining patron. That’s the positive approach.

This handbook is designed to provide you with step-by-step procedures for performing your duties, and for training and supervising food service attendants. If you are designated as Mess Deck Master-at-Arms, you will find this handbook a very helpful and easy-to-follow reference. Think of this handbook as a road map. By following the plotted charts and directions, you will arrive at your destination on schedule. There are no known shortcuts; don’t look for any at your activity either.

You will find your assignment offers challenges, rewards, and personal satisfaction for doing your part to achieve excellence in food service. The reward, though often intangible, is significant - the health, well-being and respect of your shipmates.

**K-1-1 RESPONSIBILITIES**

The Mess Deck Master-at-Arms serves as the command’s official host to the patrons of the food service facility. You are directly responsible to the food service officer or a designated representative who normally is the leading culinary specialist. Your duties and responsibilities are as follows:

1. In charge of all spaces and equipment in the dining area, serving line, scullery and waste handling areas, except the equipment or areas under the cognizance of the leading culinary specialist.
2. In coordination with the leading culinary specialist, assign food service attendants to the service of food, maintenance and cleanliness of the dining area and equipment, operation of the scullery, and handling and disposal of food waste.
3. Muster food service attendants daily, and thoroughly inspect for personal neatness and cleanliness.
4. Supervise the cleaning of the dining area, serving line, scullery, dinnerware and silverware.
5. Ensure that all assigned equipment is operated in accordance with current instructions.

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6. Inventory (conduct bi-monthly inventory) and maintain adequate dinnerware and silverware to ensure that sufficient quantities will be available throughout the serving period.
7. In conjunction with the medical department, administer a training program to food service attendants in sanitation, scullery operation, and food handling.
8. Maintain order and discipline in assigned areas. Ashore, your duties will be slightly different, and will be covered more specifically in Section 2.

### **K-1-2 CHAIN OF COMMAND**

The Mess Deck Master-at-Arms should ensure that the Leading MS, or a designated representative, is informed of any problems or changes in procedures. Communication with superiors promotes good working relationships and eliminates the possibility of misunderstanding. Remember, over-informing is better than under-informing.

**NAVSUP P-486 – Food Service Management****SECTION 2: HOW TO BE AN EFFECTIVE MESS DECK MASTER-AT-ARMS****K-2-1 GENERAL GUIDELINES (AFLOAT)**

As Mess Deck Master-at-Arms, it is necessary that you demonstrate good leadership and supervisory qualities since many of the food service attendants have just recently enlisted in the Navy. Demonstrating such qualities will have a lasting effect on their military enlistment or career. Remember that the young sailors look to their supervisor for guidance and direction. As Mess Deck Master-at-Arms, you can excel as a supervisor and can earn respect and cooperation of superiors, peers, and food service attendants by:

1. Knowing your job and performing it effectively.
2. Leading and guiding food service attendants, not driving them.
3. Being a fair, but also firm, leader.
4. Being courteous, cooperative, and helpful to food service attendants and to the patrons of the food service facility.
5. Setting a good example, e.g. having the right attitude and maintaining an outstanding military appearance.
6. Listening attentively and sincerely to patrons' and food service attendants' complaints and suggestions.
7. Striving constantly to make food service attendants aware of their responsibilities to the crew members.
8. Respecting the right of all food service attendants to dignity and self-respect.

Afloat activities are required to take an actual count of personnel who consume a meal during inport periods. As Mess Deck Master-at-Arms, you are responsible for ensuring that an accurate count is taken. One acceptable method is using a hand reciprocating counter (clicker).

Upon securing the serving line, the number of personnel who consumed the meal should be submitted to the Watch Captain.

**K-2-2 GENERAL GUIDELINES (ASHORE)**

As Mess Deck Master-at-Arms at an ashore food service facility, where civilian contract services are utilized, your responsibilities should be more defined but are just as important. The following guidelines will assist you in performing your duties:

**Contract specifications:**

1. The serving of food and cleaning of food service equipment and dining areas ashore is normally contracted to civilian companies. A contract is initiated covering the services to be provided by the contractor.
2. The food service officer or a designated representative will be appointed as the Contracting Officer's Technical Representative (COTR). The COTR is responsible for all matters pertaining to administering the contract. However, you may be delegated by the Food Service Officer or COTR to conduct sanitation inspections.

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3. You should become thoroughly familiar with the contract and the services that the contractor is responsible for providing. Remember that the supervision of the contract employees is the responsibility of the contractor.

### **Head count procedures:**

1. A signature head count procedure is used at most ashore enlisted dining facilities. Personnel receiving a meal should sign (in ink) a Meal Signature Record, NAVSUP Form 1291.

2. You are responsible for ensuring that only authorized personnel are permitted to eat in the food service facility. Personnel receiving rations in kind are authorized to eat at government expense. These personnel should exhibit a valid Meal Pass, NAVSUP Form 1105, and also their identification card, if in civilian attire. Facilities using Common Access Cards (CAC) should ensure the patrons identity matches the CAC and the card is properly swiped for ration credit.

3. Prior to the meal, you should ensure that the Meal Signature Record, NAVSUP Form 1291, is serialized and the headings filled out to preclude loss or misuse of signature sheets.

4. During the meal, you should direct personnel to the correct signature sheet, determined by branch of service or cash sales, and ensure that they insert first initial and surname, and Meal Pass number or command/unit for transient personnel. All entries should be legible.

5. Immediately upon securing the serving line, you should assemble the NAVSUP Forms 1291 in sequence by category, and draw an ink line horizontally below the last name on each form. Determine the total number of signatures for each category and enter the total on the Recapitulation of Meal Record, NAVSUP Form 1292.

a. Prepare NAVSUP Form 1292 in duplicate (original and one copy).

b. Use one NAVSUP Form 1292 to recap breakfast, lunch and dinner.

c. Mess Deck Master-at-Arms signs the first signature line on the NAVSUP Form 1292 and delivers the completed form to the food service office.

### **K-2-3 SUPERVISORY AND MANAGEMENT TOOLS**

To clarify the concept of supervisory responsibilities to food service attendants and host responsibilities to food service facility patrons, the following guidelines are furnished:

1. Work in close coordination with the leading culinary specialist.

2. Observe, know and enforce the objectives, policies, standards and procedures of the command and the food service division (treat “customers” courteously and respectfully).

3. Study and analyze the jobs for which you are responsible (learn everything about the job or equipment and be able to apply your knowledge effectively).

4. Use previous food service facility records to determine trends and anticipate workloads and changes; schedule food service attendants to meet work demands.

5. Ensure in advance the availability of needed materials and equipment.

6. Balance the workload among food service attendants in their work assignments.

7. Give special attention to new food service attendants. Acquaint them with their jobs and their fellow workers (fully explain the policies, working conditions, and expected standards).

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8. Maintain discipline and good conduct, and ensure strict adherence to established standards.
9. Keep your supervisor (Leading CS or designated representative) informed as to activities, progress, problems, etc.
10. Keep food service attendants fully informed as to how they are doing, what they do well, and where improvement is needed.
11. Plan and conduct meetings with food service attendants to share information and ideas in order to promote enthusiasm and teamwork, thus creating a positive atmosphere.
12. Encourage good health habits and personal hygiene standards. Ensure proper grooming and strict conformance with uniform standards at all times.
13. Pursue an aggressive training program. Training pays good dividends and will definitely earn you the respect of the food service attendants.
14. Be conscious of wasted time, materials, equipment. Seek solutions to prevent waste.
15. Review your area of responsibility periodically and make carefully planned recommendations for improvement.
16. Accompany inspectors on sanitation inspections.

In addition, food service attendants work unusually long hours and perform non-skilled work which is not a part of a Navy rating. Their performance, however, is critical to the effective operation of the food service division and an essential factor relating to the health and morale of the crew. These circumstances, combined with the fact that the food service attendant's duties involve continuous cleaning of the same areas and equipment, make your job as a leader and supervisor unusually demanding. Unlike some assignments, there is never a lull in your duties; your performance and the performance of those you supervise must be at a peak at all times

### **K-2-4 DUTIES OF FOOD SERVICE ATTENDANTS**

Food service attendants are junior enlisted members detailed to the food service facility for duty in any of the following capacities:

1. Serving of food on the serving line.
2. Cleaning and sanitation of food service spaces and equipment not used for food preparation.
3. Operation of the scullery and the handling and disposal of food waste.
4. Loading and unloading supplies for the food service facility.
- 5.. Night watch standing duties.
6. Stateroom/Wardroom duties.

For additional information on the duties and non-duties of a Food Service Attendant refer to NAVSUP P-486, 1109.1 and 1109.2.



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### **K-2-5 ASSIGNMENTS OF FOOD SERVICE ATTENDANTS**

Up to this point, we have discussed responsibilities and supervision. Now, let's start with the first assignment of the food service attendants and the correct procedures to be followed while assigned to the food service division.

Personnel are detailed by the executive officer to perform food service duties (usually for a 90-day period). Figure 2-1 is a recommended check-in/out format. Table V contains proposed instructions and a questionnaire for reporting food service attendants, to be completed during an indoctrination period. Figure 2-2 is a proposed format to be used to indicate that indoctrination has been completed. Figures 2-1 and 2-2 should be used to establish minimum requirements. They can be tailored to the unique needs of your ship/station. Don't be tempted to skip the indoctrination and leave the food service attendants to learn for themselves. A good indoctrination program is an essential management tool to ensure new personnel are properly indoctrinated to Navy standards.

Due to the long working hours while assigned to food service duty, it is recommended that the food service attendants be divided into two sections (port and starboard) to allow sufficient time off and still ensure full coverage for all meal periods. Figure 2-3 is a normal in-port routine for food service attendants. For example, the "port section" would report for work at 0530 hours (one hour prior to serving breakfast) and the "starboard section" would report for work at 0630 hours. At approximately 1400 hours (after all areas and equipment have been cleaned from the lunch meal) the port section would commence liberty and the starboard section would remain on duty until secured by the Mess Deck Master-at-Arms or galley lead cook after the evening meal and all cleaning has been properly completed. The port and starboard sections' work schedule would be reversed each day.

### **K-2-6 MUSTER AND INSPECTION**

The importance of personal hygiene cannot be overemphasized in food service. Personnel should be physically clean and wear clean clothing. Paper food service hats or hair nets should be worn to prevent hair from falling on food or falling where food is to be served or eaten. Ball caps are not authorized for use in food service spaces. Fingernails will be cleaned and closely trimmed, free of polish or acrylic finishes. Upon completion of food service duties individuals may comply with grooming standards contained in Chapter 2 of Navy Uniform Regulations, NAVPERS 156651. Emphasize the need for clean hands and the necessity for washing hands frequently, especially after visiting the toilet facilities.

Food service attendants should be mustered and inspected prior to commencing work. At this time, any noted discrepancies should be corrected prior to handling food or eating utensils. The food service attendants should always present a neat, "squared away" appearance to the dining patrons.

### **K-2-7 PRIOR TO INSPECTION**

You should set the example for good grooming standards. Your appearance should be interpreted as your standard. Inspect yourself prior to reporting to work to ensure that you present that "squared away" appearance. Remember that the food service attendants look to you for guidance and direction; you cannot expect a food service attendant to conform to Navy grooming standards if you do not adhere to those same standards.

Ensure that there are sufficient food service uniforms and disposable food service hats available to permit food service attendants to change daily. A laundry schedule for food service

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uniforms should be established by the Food Service Officer. This schedule should provide for trousers, aprons, etc., to be the first items washed that day. You should ensure that separate laundry bags are available for trousers and dungarees and that food service attendants utilize them. It is often found that the reason for food service attendants not having clean uniforms is not the fault of the laundry, but that the food service attendants do not place them in the correct laundry bag, or they fail to turn in/pickup the laundry on schedule. Lastly, ensure that rubber aprons, arm length rubber gloves, rubber boots and ear protection (for scullery operation) are available for the food service attendants assigned to the scullery and the utensil washroom.

Figure 2-4 provides a useful daily checksheet to use when mustering and inspecting food service attendants. Maintain a file, after being initialed by the food service officer/leading culinary specialist, to provide you with reference on any recurring appearance or tardiness problems.

### K-2-8 INSPECTION PROCEDURES

The following are some suggested inspection techniques:

1. Muster food service attendants at the designated time(s).

Follow military procedures; ensure that food service attendants line up in ranks; do not hesitate to give them commands, such as: ATTENTION, UNCOVER, PARADE REST, AT EASE, etc. This will not only make your job easier, but will gain you the respect of the food service attendants.

2. Inspect each person to ensure that:

- a. Clothing is clean and neat.

- b. Food service hats are correctly worn to prevent hair from falling on the food. Do not permit personnel assigned to food service and food preparation areas to wear ball caps as they are not cleaned daily and are unsanitary.

- c. Hair conforms to navy grooming standards.

- d. When facial hair is authorized for medical reasons, it is kept clean, trimmed to no longer than  $\frac{3}{4}$  inch in length and covered with an appropriate mask while performing food service functions.

- e. Shoes are shined.

- f. Hands are clean and free of open lesions, cuts, scabs, etc. If any cuts or lesions are noticed, instruct the person to report to medical.

- g. Fingernails are clean and closely trimmed, free of polish or acrylic finishes.

- h. Jewelry, as well as watches and bracelets, are prohibited from food service spaces. This does not apply to a plain ring, such as a wedding band.

### K-2-9 WRITTEN INSTRUCTIONS

The food service attendants have received written instructions during the indoctrination period in the form of Table V, food service attendants' reporting instructions. This should be supplemented with frequent oral and written instructions on personal hygiene and grooming

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standards. Signs instructing food service personnel to wash hands prior to returning to work shall be conspicuously posted at all entrances to food service and toilet areas.

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CHECK IN/OUT FORMAT FOR FOOD SERVICE ATTENDANTS

Date

From: Executive Officer, \_\_\_\_\_

To: \_\_\_\_\_

Name

Division

Subj: FOOD SERVICE ATTENDANT DUTIES; ASSIGNMENT TO \_\_\_\_\_

Encl: (1) Food Service Attendant Reporting Instructions (Table V, NAVSUP P-486, Appendix K)

(2) Food Service Attendant Questionnaire (Table V, NAVSUP P-486, Appendix K)

1. You are assigned to food service duties for this command to relieve \_\_\_\_\_ on \_\_\_\_\_ . Check out and check in with the following personnel:

CHECK OUT

LCPO \_\_\_\_\_

Division Officer \_\_\_\_\_

Department Head \_\_\_\_\_

Postal Clerk \_\_\_\_\_

Medical representative (with slip showing that medical check has been made) \_\_\_\_\_

CHECK IN

Mess Deck Master-at-Arms \_\_\_\_\_

Leading CS \_\_\_\_\_

Food Service Officer \_\_\_\_\_

Personnel Office \_\_\_\_\_

2. For planning purposes, you will be relieved on \_\_\_\_\_ .

3. Upon completion of the above, return this form to the Food Service Officer. Enclosures (1) and (2) will be completed during the indoctrination period.

Executive Officer

Figure 2-1

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### FOOD SERVICE ATTENDANT INDOCTRINATION CERTIFICATION

NAME \_\_\_\_\_ RATE \_\_\_\_\_ DATE \_\_\_\_\_

Purpose: This sheet is designed to ensure that prior to commencing duty as a food service attendant, an individual has received proper training in order to perform the duties with the necessary skills. Upon completion of training, an individual should be able to correctly answer the questions in enclosure (2) (Table V, NAVSUP P-486, Appendix K).

1. I certify that this individual has passed a medical inspection and has been instructed in the following:

- a. The causes and dangers of food poisoning and contamination.
- b. Personal hygiene when handling food – both in serving of meals, and in disposal of waste and scraps, including a review of pertinent sections of General Sanitation Instructions.
- c. Oral hygiene.

\_\_\_\_\_  
Senior Medical Representative /  
Preventive Medicine Technician (PMT)

2. I certify that this person has been instructed in the following:

- a. All pertinent supply instructions covering general Supply Department procedures and duties of food service attendants.
- b. The proper care and cleaning of the dishwashing machine and other food service equipment.
- c. Proper serving techniques for all types of food.
- d. Proper disposal of waste and scraps.
- e. Duties and performance, both professional and military, expected while assigned to the food service division.
- f. Mustering time and location for quarters, General Quarters station, and other watch, quarter and station bill assignments.

\_\_\_\_\_  
Leading Culinary Specialist

**Figure 2-2**

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3. I certify that this person has received an assignment of duties, and has had all instructions and safety precautions explained. Assigned to liberty section \_\_\_\_\_.

\_\_\_\_\_  
Mess Deck Master-at-Arms

4. I have received and understand the above instructions, have read the recommended readings, and have successfully completed enclosure (2), Appendix K, NAVSUP P-486.

\_\_\_\_\_  
Reporting Food Service Attendant

5. Interview (by division officer).

\_\_\_\_\_  
Food Service Officer

**Figure 2-2 cont'd**

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### NORMAL IN-PORT ROUTINE FOR FOOD SERVICE ATTENDANTS

(All times to be adjusted to ship's routine/policy)

0500	Awake oncoming section (port or starboard).
0530	Report to dining area for muster and inspection; commence preparation for breakfast.
0600*	Breakfast for food service attendants. Awaken oncoming section (port or starboard).
0625	Duty section (port or starboard) at their assigned duty stations.
0630	Breakfast for the crew. Oncoming section (port or starboard) report to dining area for muster and inspection.
0715	Secure breakfast; commence clean up.
0730	All food service attendants will muster for quarters instruction and inspection.
1015	Commence preparation for the lunch meal.
1045*	Lunch for food service attendants.
1125	All food service attendants at their assigned duty stations.
1130	Lunch for the crew.
1230	Secure lunch; commence cleanup.
1400**	One section (port or starboard) secured from duty (provided all areas and equipment are clean).
1530	Commence preparation for the dinner meal.
1600*	Dinner for food service attendants.
1640	Duty section (port or starboard) at their assigned duty stations.
1645	Dinner for the crew.
1730	Secure dinner; commence cleanup.
1830	Duty section (port or starboard) secured from duty (provided all areas and equipment are clean).

#### NOTE

\* Ensure food service attendants eat at the prescribed times in order to be at their duty stations during the serving of the meal and to commence cleanup as soon as the meal secures.

\*\* The Mess Deck Master-at-Arms will decide when to secure the food service attendants after notifying the Leading MS.

#### AT-SEA ROUTINE

At-Sea routine will be much the same with the possible exception of weekends.

**Figure 2-3**





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### SECTION 3: DINING AREA AND ASSOCIATED EQUIPMENT

Sections 3 through 7 discuss the food service areas and associated equipment which usually come under the cognizance of the Mess Deck Master-at-Arms.

#### K-3-1 SAFETY PRECAUTIONS

You should be thoroughly familiar with the operation and safety precautions pertaining to the equipment in your area. Ensure that the following safety and operating precautions are observed:

1. Operating instructions and safety precautions should be attached to each piece of equipment or posted adjacent to it. Food service attendants should read, understand and comply with posted operating instructions and safety precautions.
2. Disconnect the electric power prior to cleaning equipment.
3. Food or liquid spilled on the deck is cleaned up immediately to prevent falls.
4. Exercise caution when handling hot pans, serving line inserts, etc., to prevent burns. Utilize hot pads or pan holders.
5. Personnel should wear full arm length rubber gloves (not electric safety gloves) when cleaning with hot water or strong detergents.
6. Loose fitting clothing will not be worn.
7. It is recommended use of hair pieces be avoided to preclude entanglement and flammable hazards.

#### K-3-2 PRE-SERVICE SET-UP

The following items should be accomplished prior to serving the meal:

1. Clean all areas and equipment.
2. Post/update the current menu at the entrance to the serving line.
3. If tablecloths are to be used, they should be placed on the tables evenly.
4. Set the tables with napkin dispensers, salt and pepper shakers, sugar dispensers, and other condiments which will be used for the meal.
  - a. Items should be arranged on the tables in a uniform manner.
  - b. Ensure all condiments/dispensers are clean and full.
5. Place clean, dry dinnerware and silverware in the prospective positions for service.
6. Fill the non-carbonated beverage dispenser with pre-chilled beverage for juice.
7. Check the refrigerated milk dispensing machine to ensure that:
  - a. Milk containers are filled and dispensing tubes are cut properly.
  - b. Bowls or catch trays are in place to collect spillage.

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c. A portable thermometer should be kept inside the milk dispenser to register the internal temperature. Ensure the thermometer is not lost during the changing of milk containers.

### K-3-3 DURING THE MEAL

This is the timeframe in which all of your efforts and preparation should come together. If you have planned properly, and the food service attendants have been effectively trained, the next hour or so should go smoothly. On the other hand, it could be a time of complete confusion if you haven't "gotten organized." Assignments of food service attendants should have already been made and each person should know precisely what is to be done. You might want to review the topics discussed in Sections 1 and 2 which will be very beneficial to you during this time. During the meal period, both you and the food service attendants will be extremely busy. Your area of responsibility is indeed large and will require great organizational ability. Not only will you be required to maintain good order and discipline and be a good host, but you, as Mess Deck Master-at-Arms, are responsible for ensuring that:

1. "Customers" are treated courteously at all times. Your function as "host" is extremely important.
2. Only authorized personnel receive head-of-the-line and early meal privileges.
3. An accurate head count is taken of all personnel consuming a meal.
4. The flow of personnel through the serving line is regulated to suit the seating capacity of the dining area.
5. Personnel are wearing the correct uniform or civilian attire and that all articles of clothing are worn correctly. Greasy, dirty uniforms or coveralls should not be permitted.
  - a. Personnel should be informed of any uniform/clothing discrepancies and corrective action should be taken prior to entering the serving line.
  - b. Any uniform/clothing discrepancy that is discovered after the patron has already been permitted to enter the serving line should be dealt with individually as the patron is leaving the dining area, not while the patron is eating.
6. Food service attendants are at their assigned duty stations at least 5 minutes prior to serving time.
7. Tables, chairs, and benches are cleaned during the meal. This not only ensures the dining patron a clean area to eat, but aids in cleanup after the meal.
8. Any spillage on the deck or serving lines is cleaned up immediately.
9. Milk and beverage dispensing machines are refilled as needed and any spillage is cleaned up immediately.
10. The scullery operation is arranged to permit the dining patron to place the soiled dinnerware (tray) in the appropriate scullery opening to be scraped and sorted by the food service attendant. Never permit the trash/garbage container to be left outside the scullery to indicate that the patron should empty their tray.
11. The dining area is secured for cleaning at the conclusion of the meal hour after all patrons have finished eating.

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### K-3-4 CLEANING PROCEDURES

Correct cleaning procedures cannot be overemphasized in food service. The use of strong detergents, salt water, scalding water or abrasive cleaners may damage or dull the surface of some areas or equipment. Throughout this handbook, reference will be made to the “two-pan” method for general cleaning of items such as tables, chairs, bulkheads and most equipment exteriors. The “two-pan” method is described below:

1. One pan containing 2 tablespoons of liquid detergent to each gallon of hot water.
2. The second pan contains hot, clear water or a sanitizing solution.

Pan One of the “two-pan” method will ensure a thorough cleaning, particularly in cracks, crevices, and hard-to-get-at areas. Pan Two will ensure that dirt removed by Pan One and all traces of detergent are removed. You should ensure that the contents of the “two pans” are changed as the water becomes dirty. A separate clean towel will be utilized in each pan to prevent the possibility of cross-contamination.

For hard-to-remove dirt and baked-on food deposits, the following solution is recommended:

Two tablespoons of liquid detergent and four tablespoons of Type I or Type II dishwashing machine detergent to each gallon of hot water.

You should read the label carefully on all cleaning products and ensure that they are not combined with any product containing bleach.

An example of a “daily and weekly” work schedule for cleaning areas and equipment in the dining area is illustrated in Figure 3-1. This schedule, combined with the cleaning instructions in this section, will ensure proper cleaning at the prescribed time and will assist you in supervising and assigning jobs to food service attendants.

### K-3-5 TABLE CONDIMENTS

1. Napkin dispensers, salt and pepper shakers, and sugar dispensers should be cleaned and refilled after each meal and during the meals as necessary. Condiment bottles such as catsup, hot sauce, steak sauce, ect. Should be wiped after the meal and discarded when empty. The following procedure should be used for cleaning:

a. Remove the tops (covers) and place them in a container of hot water. Tops (covers) may be placed in perforated dish rack and placed in the dishwashing machine.

b. Thoroughly clean the exterior of the containers with a mild detergent and water solution using a clean soft cloth or disposable wiping cloth. Special attention should be given to the necks of the condiment bottles and the bottom and edges of the napkin dispensers.

c. After the tops (covers) have been cleaned and air-dried, or dried with a clean disposable cloth, replace the tops and store the containers in a clean storage cabinet. Condiments that require refrigeration must be refrigerated until the next meal to prevent spoilage.

2. The following procedure should be accomplished weekly:

- a. Empty the salt and pepper shakers and the sugar dispensers into clean containers.
- b. Remove the napkins and the interior section (spring) from the napkin dispenser.

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c. Prewash the shakers, dispensers and covers in detergent and water using a nylon-bristled brush for hard-to-clean areas such as napkin holder edges and bottoms.

d. Place the empty salt and pepper shakers, sugar dispensers, exterior of the napkin dispensers, and all tops (covers) into the dishwashing machine.

e. Allow the shakers, dispensers, and tops to air-dry; refill and store them in a clean storage cabinet.

### K-3-6 DINING TABLES, CHAIRS AND BENCHES

1. During the meal, tables and seating areas should be cleaned using a mild detergent, water solution, as soon as each patron has finished eating and left the table.

2. Before breakfast and after each meal:

a. Remove loose dirt, papers, food particles, etc., from table tops, chairs and benches.

b. Using the “two-pan” method, thoroughly clean and rinse all surfaces. Particular emphasis should be placed on the table edges and around metal rims.

3. Using the “two-pan” method, thoroughly clean and rinse the underside and legs of tables, chairs and benches. Special attention should be given to the table bottoms, the base of chair legs, table stanchions, and metal seams.

### K-3-7 BULKHEADS

1. Daily, bulkheads adjacent to the serving line should be cleaned and rinsed using the “two-pan” method.

2. Weekly, painted, Formica, tile and paneled surfaces should be cleaned and rinsed using the “two-pan” method. Special attention should be placed on seams, cracks, crevices, and hard-to-get-at areas. Surfaces may be wiped with a clean, dry cloth after rinsing, to prevent spotting.

3. As necessary, some areas, such as borders, door openings, around beverage islands, etc., may require more frequent cleaning.

### K-3-8 OVERHEADS

1. Weekly (for areas without false overheads):

a. Pipes, ventilation ducts, wire ways, etc., should first be cleared of all loose materials and dust. This may be accomplished by:

(1) Vacuuming;

(2) Blowing down with low pressure air;

(3) Sweeping with a small bristle brush.

b. Overheads should be cleaned first so that dust particles do not fall on previously cleaned areas.

c. Cover or remove equipment and food, as necessary, to protect from falling dust particles.

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- d. Clean all areas with a mild detergent and water solution.
  - e. Clean and change filters in accordance with planned maintenance schedules.
2. Weekly (for areas with false overheads):
- a. Acoustic tile and other porous surfaces should be vacuumed or brushed to remove loose dust and dirt.
  - b. Accumulations of grease or dirt may be removed by careful wiping with a strong detergent and water solution.
  - c. Light covers should be removed and cleaned.
  - d. Ventilation supply/exhaust openings should be cleaned.

### K-3-9 DECKS

Decks should not be swept during the serving or preparation of food as dust particles rise in the air and will fall on food and tables.

Decks in the dining area at afloat activities should be swept and cleaned before breakfast in addition to after each meal. Usually, the ship's dining area is utilized by crew members in the evening as a crew's lounge. Decks in other food service areas should be cleaned after each meal. Spillage on the decks should be cleaned up immediately to prevent falls.

Food service decks usually have coverings that will withstand heavy-duty wear if good maintenance is practiced. Improper cleaning materials and methods such as strong, caustic base detergents, salt water, rough abrasives or scalding water will dull colors and cause surfaces to become porous.

The following deck coverings are normally found in food service areas throughout the Navy:

1. Vinyl floor covering (linoleum)
2. Vinyl and vinyl asbestos tile
3. Ceramic tile
4. Quarry tile (normally found in the galley and scullery)
5. Terrazzo
6. Rubber terrazzo
7. Magnesite
8. Perma-deck
9. Terra cotta
10. Stratica (normally found in dining areas and passageways)

The following method of cleaning is recommended for the above listed deck coverings:

1. Prepare the cleaning solution: Two tablespoons of general purpose liquid detergent to each gallon of warm (not hot) and fresh (not salt) water.

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2. Scrub: Use a scrubbing machine with circular brush or stiff bristle push brush. Apply solution and scrub well to loosen dirt. Special attention should be placed on hard-to-get-at areas such as under equipment, around deck drains, behind and under piping, etc.
3. Rinse: Use clean, fresh water and a clean mop. Mop up cleaning solution and dirt.
  - a. Change the rinse water frequently as it becomes dirty.
  - b. Areas which have deck drains, such as the scullery, food waste area, utensil washroom, galley, etc., may be flushed with clean water to rinse. Caution should be exercised during underway periods not to waste fresh water.
4. Dry: Remove remaining water with a clean mop until surface is barely damp and allow to air dry.

Terrazzo, magnesite, and perma-deck surfaces should be resealed when the surface becomes dull, porous and difficult to clean.

### **K-3-10 CARPETING**

Many of our dining facilities ashore have carpeting in the dining area. Some officer and Chief Petty Officer dining areas afloat also have carpeting. Carpeting requires daily care which will keep the carpeting looking clean and bright. The following pointers will assist you in prolonging the life of your expensive carpeting:

1. Place a heavy-duty mat at all entrances for personnel to remove rough soil from their shoes.
2. Cover heavily-traveled areas with runners made from the same fabric as the carpet or from rubber or plastic.
3. Vacuum or sweep carpets after each meal. In areas where there is very heavy traffic, such as doorways, it may be necessary to vacuum several times a day. This will prolong the life of the carpet as abrasion from embedded sand or grit causes excessive wear.
4. Clean up spills promptly. The longer spills remain on the carpet, the more likelihood of stains, and the spilled material will be tracked to other areas of the carpet.
5. When stains do appear, try a dry cleaning solvent. If this doesn't work, use a detergent solvent that dries to a powder and can be removed with a vacuum cleaner.
6. If wax or chewing gum or similar material is stuck to the carpet, try placing a plastic bag filled with ice cubes on the material until it is frozen. Scrape it off with a plastic instrument not used for food preparation.

When a thorough cleaning is necessary, rotary brush shampoo or dry foam methods should be satisfactory for normally soiled carpets. Steam cleaning is the best technique and is recommended for heavily soiled carpets. Follow the carpet manufacturer's directions and recommendations and cleaning equipment operating instructions. In addition, be sure to read warning labels on cleaning solution containers; some of these can be hazardous.

### **K-3-11 STAINLESS STEEL SURFACES**

Stainless steel is being extensively used in food service areas at afloat activities, not only for equipment, but also for bulkheads and overheads. Stainless steel is easy to maintain. If

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properly cared for, it presents a very impressive appearance and will shine like a mirror. The following cleaning procedures are recommended:

1. Stainless steel surfaces should be cleaned daily to prevent the buildup of dirt and grease deposits which, if permitted to remain for a lengthy period, will harm the finish. Stainless steel requires exposure to air in order to remain bright and shiny.
2. Use the “two-pan” method for cleaning and rinsing. Stainless steel has a polishing line or a “grain” like wood; clean in the direction of this “grain,” not against it. Ensure that strong cleaning agents or rough abrasives are not used as they will scratch the surface.
3. Do not permit the cleaning solution or a sanitizing solution to remain on the stainless steel for long periods as it will cause discoloration.
4. Stainless steel surfaces should be wiped dry with a soft, dry cloth after cleaning and rinsing.
5. A silicone base polish is recommended for polishing stainless steel. Before ordering stainless steel cleaners, ensure that they meet the shipboard HAZMAT (Hazardous Material) requirements. Stainless steel polishes will be used in accordance with Material Safety Data Sheets (MSDS). Stainless steel polishes shall not be utilized on food contact surfaces.

### K-3-12 SALAD BARS

1. Non-refrigerated salad bar and refrigerated salad bars:

- a. Salad bars may be set up on a self-serve basis and must be equipped with a sneeze shield. To assure all salad bar items remain below 41° F., they must be pre-chilled in a refrigerator and placed in pans or trays which are located on a bed of ice or on an electrically refrigerated salad bar unit. Proper drainage is essential when ice is used. The top sections of a refrigerated salad bar is normally controlled by a separate valve or switch. In order to ensure all salad bar items remain below 41° F. these units should be turned on approximately one hour prior to placing the salads on it.

- b. Refrigerated salad bars should defrosted and thoroughly cleaned after each meal. Turn off the switch/valve of the top unit and allow it to defrost freely. Do not use any metal objects to remove the ice as it may puncture the coils and will scratch the surface.

Cleaning procedures after each meal:

1. Remove all inserts of salads and dressings and return them to the vegetable preparation room/galley supervisor.
2. Discard the ice or defrost the salad bar.
3. Using the “two-pan” method, clean and rinse the salad bar and allow it to air dry.
  - a. Special attention should be given to the drain to ensure that it is free of food particles and draining properly.
  - b. Clean the sneeze shield, the top and bottom of the refrigerated tier shelves, and the legs and metal frames.
4. Most refrigerated salad bars have a bottom section for the storage of salads and dressings. This should also be cleaned after each meal. Ensure that the drain and the gaskets around the doors are thoroughly cleaned.

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5. If the exterior of the salad bar is made of stainless steel, follow the cleaning procedures for stainless steel surfaces.

### K-3-13 REFRIGERATED MILK DISPENSERS

1. Before each meal:

a. Check the temperature utilizing the installed external gauge and the internal portable thermometer. Temperature range should be 32° – 41° F.

b. Fill the milk dispensers. Wipe the bottom of containers or cans before placing them in the dispenser. Do not reuse disposable cardboard milk containers.

c. Cut milk dispensing tubes with a clean, sanitized instrument at a point ¼ inch below the dispensing valve opening. Surgical scissors, stainless steel paring knives, or disposable plastic knives are recommended. Scissors and paring knives should be sanitized after each use. Plastic knives should be of the type which are individually wrapped and should be used only once and discarded.

2. During the meal:

a. Replenish milk containers as necessary.

b. Keep bowls or catch trays clean; empty as necessary.

c. Wipe up spills immediately.

3. After each meal:

a. Clean the exterior; follow the procedure for cleaning stainless steel surfaces. You should ensure that the base of the machine, around the legs, metal seams, and the edge under the dispenser opening and door are thoroughly cleaned.

b. Remove and disassemble the metal dispensing valve. Place all stainless steel parts in the dishwashing machine.

4. Defrosting procedures:

a. Defrost when the ice reaches a thickness of 1/4 inch. Remove milk containers and place under refrigeration while defrosting. Turn off the electric power supply; open the door and allow the machine to defrost freely. Do not use metal objects to dislodge ice.

b. After defrosting, clean the interior of the machine using the “two-pan” method. Special attention should be given to the door gaskets.

c. After defrosting, cleaning, and wiping dry with a clean cloth, turn on the electric power supply.

### K-3-14 NON-CARBONATED BEVERAGE DISPENSERS

Non-carbonated beverage dispensers are usually located in the dining area to dispense fruit juices, lemonade, iced tea and other popular beverages. These dispensers have a self-contained refrigeration unit and a recirculating pump to keep the beverages thoroughly mixed and promote uniform cooling. The beverages are dispensed from a clear plastic tank. Operation of the equipment is as follows:



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1. Fill the dispensing tank well in advance of the meal to ensure a properly chilled beverage. Beverages should be prepared in advance and pre-chilled.
2. Empty and clean the drip pans as necessary and wipe up any spillage immediately.
3. Turn off the refrigeration unit and recirculating pump when the machine is not in use or the tank is empty.

The dispenser should be disassembled and thoroughly cleaned after each meal/use. The following procedure should be followed:

1. Turn off the electric power supply to the machine.
2. Drain the beverage from the dispenser and check with the galley lead cook in regard to future use. Do not discard the beverage unless directed.
3. Disassemble the dispenser in the following manner:
  - a. Remove the dispensing valves from the beverage tank.
  - b. Remove the cover, drip pan, re-circulating spray tubes and magnetized agitators.
  - c. Remove the beverage tank from the machine.
  - d. Clean the exterior of the exposed dispenser using the “two-pan” method. Areas that are often overlooked are the base of the dispenser (legs), and the dispensing valve openings.
  - e. Wash the removed items in warm detergent and water, rinse with clear water to remove all traces of detergent, place in a sanitizing solution and allow to air dry. Use dishwashing compound, hand, for detergent. DO NOT use any abrasive cleaners and DO NOT place in the dishwashing machine (remember the removable parts are of plastic material).
  - f. Reassemble the dispenser after it has air dried.

The base of the dispenser should have an extensive cleaning weekly, or more often if necessary.

The following procedure should be followed:

1. Disconnect the electric power supply.
2. Remove the stainless steel cover from the front of the dispenser.
3. Remove the side panels and screens.
4. Wash and rinse all removed items (be careful not to lose the metal screws).
5. Vacuum the exposed area of the dispenser and wipe with a damp cloth.
6. Reassemble the dispenser immediately.

### K-3-15 CARBONATED BEVERAGE DISPENSERS

Many activities have carbonated beverage dispensers for dispensing soda. These beverages are highly acceptable to the patrons and are especially good for morale.

The following procedure is recommended for cleaning:

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1. After each meal:
  - a. Remove the beverage dispensing nozzles, clean in hot water, and replace.
  - b. Remove the front stainless steel cover and clean; clean the exposed interior section and replace cover.
  - c. Pour hot water into the drain pan to flush all carbonated syrup from the drains.
  - d. Disconnect the electric power and CO<sup>2</sup> supply when the dispenser is not in use.
2. Syrup containers: Containers should be checked and refilled prior to serving the meal. Wash, rinse and sanitize containers before refilling. Detachable hoses should be dipped in hot water prior to replacing to remove beverage syrup and clean O-ring seals.
3. Weekly:
  - a. Disconnect the electric power.
  - b. Remove the top cover to the dispenser. Clean the cover with detergent and water, rinse, and air dry.
  - c. Vacuum or brush the compressor coils and the area around the compressor.
  - d. Reassemble the dispenser.

### K-3-16 COFFEE URNS

Good coffee is an asset to all food service operations. The following guidelines will assist you:

1. Prepare coffee in small quantities; use the exact amounts of coffee grounds and hot water prescribed by the leading culinary specialist.
2. Coffee should be used within 30 minutes and held no longer than one hour at 185° F. After 1 hour coffee loses its good aroma and becomes bitter.
3. Remove and dispose of used coffee grounds immediately after preparing coffee.
4. If a cloth urn bag is used, it should be rinsed in clear hot water and placed in clean, cold water until the next use.
  - a. This prolongs the life of the urn bag and prevents absorption of foreign odors.
  - b. Disposable paper filters are highly recommended.

One of the most important factors in preparing good coffee is a clean coffee urn. The following procedures should be followed:

1. Daily
  - a. Clean the urn immediately after the coffee has been used.
  - b. Rinse with enough water to remove sediment and old coffee from the bottom of the urn liner, drain lines and faucet.

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c. Add approximately 1 gallon of hot water to the urn liner and brush the sides carefully with a clean bristle brush. A long-handled bowl brush is recommended. The brush should be “labeled” and used only for this purpose.

d. Drain and flush with hot water until the water runs clear. It is now ready for the next batch of coffee.

After the dinner meal (daily):

1. Follow the above procedure and then proceed with the following cleaning method.
2. Add an accurately measured solution of 1 ounce dishwashing machine compound completely dissolved in 1 gallon of hot water to the urn liner. Use only thoroughly mixed solution of dishwashing machine compound and hot water. Do not place solid cleaning agents in the urn liner as they may become entrapped in the drain line or faucet.
3. Thoroughly brush the coffee urn liner and using a small “pipette” brush clean the gauge glass. Clean the lid (cover) also as it is exposed to coffee vapors.
4. Rinse thoroughly to remove all traces of the cleaning solution. Flush the urn liner, gauge glass, and faucet with hot, clear water (180° F.) to ensure that these items are sanitized.
5. Place approximately 1 gallon of clean water in the urn liner when it is not in use and leave the lid (cover) ajar. This will prevent the bottom of the urn liner from becoming burned and will permit the steam to escape.
6. Remember to drain the water from the urn liner prior to preparing coffee.

The coffee urn should be de-stained at least weekly, and more frequently if the urn liner becomes badly stained. The following procedures should be followed:

1. Be sure the urn water jacket is  $\frac{3}{4}$  full and the urn is turned on.
2. Fill the urn liner with hot water to the coffee line. Add the de-staining compound in accordance with the instructions on the container.
3. Allow the solution to remain in the urn liner approximately 60 minutes. Drain off some of the solution through the drain line and faucet and pour back into the urn liner. Place a warning “DO NOT USE” sign on the coffee during the de-staining process.
4. Drain and thoroughly rinse until all traces of the de-staining solution have been removed.
5. Place approximately 1 gallon of clean water in the urn liner and leave the lid ajar until the next use.

### K-3-17 FREEZE-DRIED COFFEE DISPENSERS

Many activities have freeze-dried coffee dispensers which provide a fresh cup of coffee each time the dispensing button is pushed. There is also a dispensing button for hot water which patrons may use to prepare hot tea or cocoa. You should be familiar with the following:

1. The freeze-dried coffee is placed in a container which attaches to the funnel dispensing assembly. This should be firmly secured to prevent the entrance of moisture which will prevent the dispenser from operating properly.

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2. The funnel assembly should be cleaned in accordance with the manufacturer's instructions, as deemed necessary by the leading culinary specialist, or if moisture enters the assembly. Empty the freeze-dried coffee, wash and rinse the funnel assembly, and dry the assembly parts under a heat lamp. DO NOT dry with a cloth.
3. For instructions on adjusting the amount of freeze-dried coffee dispensed and other maintenance information, refer to the manufacturer's operating and maintenance manual.

Dispensers for iced tea and hot chocolate are basically operated in the same manner as the freeze-dried coffee dispenser. See the manufacturer's operating and maintenance manual for specific cleaning and operating instructions.

### **K-3-18 BULK ICE MAKING MACHINE**

This machine requires little maintenance by food service personnel, but should be closely monitored. Ice is easily contaminated; therefore, the following measures should be taken:

1. Only authorized personnel should have access to the machine. From a sanitation viewpoint, the ice bin should be locked.
2. The ice scoop should be stored dry outside the ice bin (handle up) or inside the bin at such a height as to preclude the possibility of being covered with ice.
3. If the ice is to be served, it should be placed in clean glasses by the food service attendant.

Serving tongs should be used for ice cubes and a small spoon for crushed ice. Patrons should not be permitted to serve themselves.

The following cleaning procedures should be followed:

1. Daily:
  - a. Clean the exterior of the machine using the "two-pan" method.
  - b. Wipe the inside of the ice bin cover.
2. Monthly:
  - a. Disconnect the electric power supply and remove the ice from the bin.
  - b. Thoroughly clean the interior of the bin with a mild detergent and water solution using a nylon bristle brush.
  - c. Flush with clean water until all traces of detergent have been removed.
  - d. Reconnect the electric power supply.

The machinery and the internal workings of the ice machine are the responsibility of the engineering/public works department. Any problems relating to this equipment should be referred to the responsible personnel.

### **K-3-19 ICE DISPENSING MACHINES**

These machines are highly appreciated by the dining patrons, particularly during the hot months of the year. The only cleaning involved by food service attendants is the exterior of the machine, which should be cleaned daily using the "two-pan" method. Any problems relating to

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the machinery and internal workings of the ice dispensing machine should be referred to the engineering/public works department.

It is recommended that the machine not be used to furnish ice except during meals. If the machine becomes empty during service, it should be immediately disconnected to prevent damage to the dispensing assembly.

### K-3-20 SOFT-SERVE ICE CREAM MACHINE

This machine is usually located in the dining area and the patrons serve themselves. You should be familiar with the cleaning and sanitizing procedures.

#### 1. Prior to using:

- a.. Dip each part in sanitizing solution prior to assembly.
- b. Reassemble the machine and lubricate parts as per tech manual.
- c. Place remainder of sanitizing solution in the hopper, move the switch to the “wash” position and run for one minute. Drain completely; the soft-serve ice cream machine is now ready for use.

#### 2. After each use:

- a. Remove the hopper cover and mix feed assembly; move the switch to the “wash” position and draw off all remaining ice cream.
- b. Rinse hopper and freezer with cold water, draw off, and move the switch to the “off” position.
- c. Place 1 gallon of detergent and water (140° F.) solution into the hopper. Move the switch to the “wash” position and operate for 2 minutes. Draw off detergent and water solution. Use hand dishwashing compound for detergent.
- d. Rinse the machine interior with clean water.
- e. Remove all detachable parts: freezer door assembly and draw-off plunger, beater, blades and beater drive shaft, mix feed assembly and hopper cover assembly.
- f. Wash all parts in detergent and water, rinse, place in sanitizing solution, remove and air dry.
  1. Use hand dishwashing compound for detergent.
  2. Store all sanitized parts in a clean area until the next use.

### K-3-21 BUTTER DISPENSERS

There are two types of butter dispensers. One is electrically refrigerated and the other is refrigerated by filling the rear compartment with ice or a refrigerant packet which is stored in the freezer between uses. Both types should maintain the temperature below 41° F. This temperature will prevent the butter from melting, but will keep it soft enough for easy spreading.

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Prior to the meal:

1. Connect the electric power supply (if electric unit) or fill with ice or place refrigerant packet in place (if non-electric unit).
2. Fill the dispenser with trayed butter pats.

During each use:

1. Replenish butter pats as needed.
2. Clean up spills immediately.

After the meal:

1. Remove butter pats and place under refrigeration.
2. Electric unit: Disconnect power supply; wipe the exterior with a soft, damp cloth. **DO NOT IMMERSE IN WATER.**
3. Non-electric unit: Discard ice or remove refrigerant packet and place in freezer; wash dispenser in detergent and warm water solution, rinse, sanitize, and wipe exterior with dry cloth. Use hand dishwashing compound for detergent.

### **K-3-22 TRAY, BOWL, CUP AND GLASS LOWERATORS**

These dispensers are self-leveling. The cabinets are made of stainless steel with a spring platform which pushes the trays and dinnerware to the surface as they are used. The spring tension may be adjusted according to the weight of the item being dispensed.

Daily:

1. The stainless steel should be cleaned, rinsed and dried. Follow the procedures for cleaning stainless steel surfaces.
2. Some tray and bowl dispensers are combined in one unit.
  - a. The bowl dispensers should be removed from the unit and the interior vacuumed and cleaned.
  - b. Clean the unit exterior following the procedures for cleaning stainless steel surfaces.

### **K-3-23 COMMERCIAL HOT AND COLD BEVERAGE DISPENSERS**

Hot and cold beverage dispensers such as cappuccino dispensers and juice dispensers require internal and external cleaning on a daily basis.

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EXAMPLE

DAILY AND WEEKLY WORK SCHEDULE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	BEFORE BREAKFAST	AFTER EACH MEAL
SPACE: <u>DINING AREA</u>									
1. Table condiments cleaned and refilled.									X
2. Salt/pepper/sugar/napkin dispensers put through dishwashing machine.		X							
3. Table tops and chairs cleaned using the two-pan method.								X	X
4. Table bottoms, stanchions and chair bottoms and legs cleaned.	X								
5. Decks swept, scrubbed and rinsed.								X	X
6. Decks stripped and waxed.						X			
7. Overheads dusted and cleaned.			X						
8. Bulkheads cleaned.				X					
9. Bulkheads adjacent to the serving line cleaned.									X
10. Ladders leading to the dining area cleaned.	X	X	X	X	X	X	X		
11. Doors leading to the dining area cleaned.	X	X	X	X	X	X	X		
12. Ventilation supply/exhaust openings cleaned.	X			X			X		
13. Refrigerated salad bar cleaned and defrosted.									X
14. Refrigerated milk dispenser cleaned.									X
15. Refrigerated milk dispenser defrosted.	When ice reaches 1/4 inch thickness								
16. Non-carbonated beverage dispenser disassembled and cleaned.	X	X	X	X	X	X	X	OR	X
17. Carbonated beverage dispenser cleaned.									X
18. Soft-serve ice cream machine cleaned and sanitized.	Before and after each use								
19. Coffee urn cleaned.	X	X	X	X	X	X	X		
20. Coffee urn destained.					X				
21. Butter dispenser cleaned.									X
22. Bulk ice machine ice removed and bin thoroughly cleaned and rinsed.							X	Monthly	
23. All serving table tops, bottoms, and legs cleaned.									X
24. All stainless steel surfaces cleaned and polished.	X	X	X	X	X	X	X		
25. All cleaning gear thoroughly cleaned and sanitized.	X	X	X	X	X	X	X		
26. Tray/bowl/cup/glass lowerators cleaned.									X
TO BE USED IN CONJUNCTION WITH CLEANING INSTRUCTIONS									

**Figure 3-1**

**NAVSUP P-486 – Food Service Management****SECTION 4: SERVING LINE AND ASSOCIATED EQUIPMENT****K-4-1 BACKGROUND**

The serving line is one of the keys to good service. Extensive planning is required to ensure that all food items are properly arranged and easily accessible to the patrons. Upon securing the serving line, preparation should commence for the serving of the next meal. The serving line opens and closes at least three times a day, 1,095 times a year.

Pre-service setup, supervising the serving line operation and cleaning the serving line in the galley are normally the responsibility of the culinary specialist; however, the Mess Deck Master-at-Arms may occasionally assume this responsibility. A sample daily and weekly work schedule is illustrated in Figure 4-1 to assist in cleaning the serving line and associated equipment. The following information will provide assistance with serving line operations.

**K-4-2 ELECTRIC HOT FOOD TABLE**

1. If the food table is designed for “wet operation,” add water to cover the bottom of each unit. Some units are designed for “dry operation,” without water.
2. Ensure that hot food placed on the electric hot food table is maintained at 135° F. or above.

The following procedure should be followed when placing food items on the hot food table prior to opening the serving line:

1. Arrange the food items as determined by the lead cook to expedite service.
2. Do not overfill food inserts; use hot pads and exercise care when handling hot pans.
3. Instruct and demonstrate correct serving techniques and procedures normally accomplished by the lead cook.
4. Always check with the lead cook to ensure that all food items are in position and properly arranged; and that personnel are present to serve food items prior to opening the serving line.

**K-4-3 GENERAL OPERATIONS**

During the period the serving line is open, particular attention should be directed towards:

1. Cleaning food spills immediately.
2. Replenishing food items (do not wait until the food insert is empty).
3. Ensuring that personnel assigned to serving food items are courteous and follow serving instructions.

Upon closing of the serving line, the following procedure should be followed:

1. Check with the lead cook as to the disposition of food items.
2. Turn off the heat source.
  - a. Close the steam valve on steam table.
  - b. Turn the temperature control dials to the “off” position on the electric table.



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3. Open the drain valve(s).

After the hot food table has cooled, the following procedure should be followed for cleaning:

1. Remove all loose food particles. Particular attention should be given to the drains.
2. Using the “two-pan” method, thoroughly clean the interior and exterior of the hot food table. DO NOT use abrasive materials or cleaners.

### K-4-4 DESCALING

**NOTE: STRICT ADHERENCE TO SAFETY PRECAUTIONS MUST BE FOLLOWED WHEN DESCALING.**

#### **Steam table:**

Depending on the geographical location and the mineral content of the fresh water supply, the steam table may require scheduled descaling. This will remove rust, lime, and scale deposits and allow the unit to operate at maximum efficiency. It is recommended that descaling be accomplished after the evening meal. The following procedures should be followed for descaling:

1. Fill the steam table with water to cover the coils and mineral deposits.
2. Open the steam supply valve and bring the water to a boil.
3. Turn off the steam supply valve and add the descaling compound as per the directions on the container.
4. Allow the solution to remain in the steam table overnight.
5. Brush the interior of the steam table with a nylon bristle brush.
6. Drain and rinse with clear water to remove all loosened particles and descaling solution.

A stronger detergent solution may be required to thoroughly clean the interior of the steam table on a daily basis. The following cleaning solution is recommended: four tablespoons of dishwashing machine detergent and two tablespoons of general purpose detergent to each gallon of hot water.

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### Electric table:

If the electric hot food table is designed for “dry” operation, the bottom of each receptacle may take on a straw-colored appearance. The discoloration of the stainless steel surface is due to the intense heat from the unit.

If the unit is designed for “wet” operation, descaling may be accomplished by following the basic procedures for the steam table. Some electric tables designed for “wet” operation have a drain line installed for each unit making cleaning and descaling procedures easier. Other tables do not have drains installed and the water/solutions should be removed with a ladle or by wiping dry. If this is the case, personnel should wear rubber gloves and exercise caution to prevent being burned or coming into contact with the descaling solution.

The temperature control dials should be cleaned frequently. The following procedures should be followed:

1. Pull outward to remove dial.
2. Wash with mild detergent and water solution, rinse, and dry with a soft cloth.
3. Replace dials immediately to avoid possible damage or loss.

### K-4-5 SNEEZE SHIELD AND TRAY SLIDE RAIL

The sneeze shield and tray slide rail are an important part of the serving line and should be thoroughly cleaned after every meal. Cleaning should be accomplished using the “two-pan” method giving particular attention to cracks, crevices, and the underside of the tray slide rail. The following items should be observed during the cleaning procedure:

1. Follow the procedure for cleaning stainless steel surfaces for areas adjacent to the serving line.
2. Exercise care not to scratch the glass/plastic glass surfaces of the sneeze shield.

DO NOT use abrasive materials or cleaners.

### K-4-6 BREAD DISPENSER

Bread dispensers are of two types; the self-leveling dispenser, and the counter-top dispenser.

#### Self-leveling dispenser:

The cabinet is made of stainless steel with a coil spring platform which raises the bread as it is used. The spring tension may be adjusted according to the weight of the item being dispensed. The self-leveling bread dispenser is usually recessed in the top of the serving line and should be cleaned after each use in the following manner:

1. Remove dispenser and disassemble. Remove platform and spring.
2. Wash, rinse, sanitize and reassemble.

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### Counter-top dispenser:

Bread is dispensed by lifting a lever which dispenses one slice at a time onto a tray. The dispenser should be cleaned after each use in the following manner:

1. Using a clean brush remove all bread crumbs.
2. Wipe the interior and exterior with a clean cloth using a mild detergent and water solution.
3. Wipe all areas using a clean cloth and clear water.
4. Wipe with a clean, dry soft cloth.

**Note:** Check with the watch captain for instructions on the disposition of bread prior to cleaning the dispenser.

### K-4-7 ROTARY TOASTER

Rotary toasters are usually located on the serving line. The following procedures should be followed when the toaster is utilized:

1. Turn on electrical power approximately 15 minutes prior to using.
2. Prepare toast as needed; ensure that it is hot and fresh for the patrons.
3. Keep hands dry when preparing toast to avoid possible electric shock.
4. Do not use metal objects to dislodge jammed toast. Turn off the machine and remove toast by hand.

After each use:

1. Disconnect the electric power supply and allow the toaster to cool.
2. Remove the catch tray and wash/rinse in the utensil wash sink; catch tray may be placed in the dishwashing machine.
3. Wipe down exposed surfaces with a damp cloth, and brush all crumbs out of the inside of the toaster and from around the base.
4. Do not allow water or cleaning solution to come in contact with the conveyor chains as they will rust.
5. Remove the bread baskets and clean thoroughly. Bread baskets may be placed in the dishwashing machine. To remove baskets:
  - a. Move each basket in turn to a position midway to the front of the machine.
  - b. Press the left conveyor chain to the left and the pins will slip out of the holes in the basket.

When replacing baskets, be sure holes on each side are properly aligned with the pins on the conveyors so the basket will not be slanted when it goes through the toaster.

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### **K-4-8 CEREAL DISPENSER**

The cereal dispenser is usually located at an area adjacent to the serving line. You should ensure that food service attendants:

1. Fill the cereal dispenser prior to the meal if cereal is to be served.
2. Replenish cereal as required, providing maximum variety.
3. Check for damaged cereal boxes and deliver these damaged boxes to the lead cook for disposition.
4. Rotate stock; oldest date of pack should be used first.

The cereal dispenser should be cleaned daily. Remove the cereal boxes and wipe with a clean cloth using a mild detergent and water solution.

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**EXAMPLE**

<p><b>DAILY AND WEEKLY WORK SCHEDULE</b></p> <p>SPACE: <u>SERVING LINE</u></p>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	BEFORE BREAKFAST	AFTER EACH MEAL
	1. Rotary toaster; cleaned	After each use							
2. Serving line; cleaned								X	
3. Steam table; descaled	X	Or as necessary							
4. Sneeze shield; cleaned									X
5. Bread dispenser; cleaned									X
6. Plastic fruits, vegetables, and greens; cleaned		X	Or as necessary						
7. Cleaning gear; cleaned and sanitized	After each use								
8. Cereal dispenser; cleaned									X
9. Tray slide rail; cleaned									X
TO BE USED IN CONJUNCTION WITH CLEANING INSTRUCTIONS									

**Figure 4-1**

**NAVSUP P-486 – Food Service Management****SECTION 5: SCULLERY OPERATIONS****K-5-1 BACKGROUND**

The scullery is one of the most important operations in food service. All dinnerware, silverware, and some food preparation equipment pass through this area for washing and sanitizing. It is essential that the scullery be scrupulously clean and the highest sanitation procedures be followed to prevent the growth of harmful bacteria which could cause serious illness. The sample "Daily/Weekly Work Schedule," Figures 5-1 and 5-2, will assist you in ensuring that the scullery and associated spaces and equipment are thoroughly cleaned. You should be familiar with the operation and maintenance of scullery equipment and ensure that food service attendants follow the instructions and procedures outlined in this section.

Sufficient food service attendants should be assigned to the scullery to permit dining patrons to place the soiled dinnerware and silverware in the designated scullery opening. Food service attendants should remove food particles, paper, etc., and sort the dinnerware and silverware. The garbage/trash container should never be positioned outside the scullery to indicate that the patrons are required to empty their own tray.

**K-5-2 SAFETY PRECAUTIONS FOR THE DISHWASHING MACHINE**

All food service attendants assigned to the scullery should be thoroughly familiar with the safety and operating instructions for the dishwashing machine. These instructions should be attached to the machine or posted to an area adjacent to it. The following precautions should be observed during operation of the dishwashing machine:

1. Exercise caution. Personnel must keep their mind on the job.
2. Ensure that protective covers are in place on all external moving parts of the machine.
3. Ensure that the side doors of the machine are closed.
4. Do not put hands into the machine while the steam is turned on or the machine is operating.
5. If a dish rack becomes jammed on the conveyor chain, disconnect the electric power and steam supply prior to removing the rack.
6. Personnel should wear arm length rubber gloves (not electrical gloves) and rubber aprons to prevent burns.
7. Any machine malfunctions should be reported per established local procedures. Do not try to fix the problem yourself.
8. Wear hearing protection when the dishwashing machine is operating.

During your daily inspection of the scullery you should ensure that:

1. The ventilation exhaust openings are operating properly.
2. All lights are operating.
3. The protective rubber covers for electric on/off switches are in place and are not damaged.

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### **K-5-3 PREPARING SOILED DINNERWARE AND SILVERWARE FOR MACHINE WASHING**

It is important that all items be prewashed prior to being placed in the dishwashing machine. This will ensure that all articles are clean and also prevent food particles/paper from entering the wash section and clogging the spray arms which would reduce the machine efficiency. The following procedures should be followed:

1. Sort soiled dinnerware and silverware by type and size.
2. Scrape off food particles with a plastic nylon bristle brush with handle or a rubber spatula. DO NOT HIT trays, dinnerware, etc. (especially plastic dinnerware) AGAINST THE SIDE OF TRASH CANS. This will break or damage the dinnerware. Replacement items are extremely costly.
3. Prewash either by using a fine, warm water spray or placing the items in the utensil wash sink.
  - a. Hand dishwashing detergent should be used in the utensil wash sink.
  - b. The water in the wash sink should be changed as it becomes dirty and more detergent should be added.
4. Silverware should be soaked in warm water (120°-125°) containing 3 ounces of hand dishwashing compound per gallon of water as soon as possible after it is collected. Scrub each piece with a nylon bristle brush, paying special attention to the spaces between the tines of the forks.
5. Dish racks for machine washing should be loaded in the following manner:
  - a. Dishes and trays should be stacked vertically in the openings provided, ensuring that they do not overlap.
  - b. Cups, glasses, bowls should be placed bottom side up in a single layer.
  - c. Silverware should be placed eating end up in cylinders (a maximum of fifteen pieces in each cylinder). Use separate cylinders for knives, forks, and spoons.

This will ensure that water reaches all surfaces when the racks are placed in the dishwashing machine.

6. If time and space permit, it is recommended that articles be washed in the following order: Glassware, silverware, dishes, cups, bowls, and trays.

### **K-5-4 OPERATING INSTRUCTIONS FOR SINGLE-TANK DISHWASHING MACHINES**

Some enlisted dining facilities, officer dining facilities, and chief petty officer dining facilities have single-tank dishwashing machines installed. The procedures listed below should be followed when operating the single-tank dishwashing machine:

1. Close the drain valve.
2. Open the hot water and steam valves to the rinse mixing valve and adjust the valve handle to the "hot" position. Some machines have a hot water booster heater installed. If this is the case, open the hot water and steam valves to the booster heater.

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3. Fill the tank with hot water to the top of the overflow pipe or the “full” mark on the water level indicator.
4. Check the following:
  - a. Scrap screens are clean and in position.
  - b. Spray arms assembled, capped and properly adjusted so that water spray hits utensils directly.
  - c. Temperature of wash tank is in accordance with manufacturer’s instructions found on the data plate affixed to the machine by the manufacturer.
  - d. When the rinse valve is open, the rinse water temperature is in accordance with manufacturer’s instructions found on the data plate affixed to the machine by the manufacturer. Some machines will not operate unless the rinse temperature is at a specified temperature set by the manufacturer. The rinse temperature should not be less than 165° F.
5. If the machine does not have an automatic detergent dispenser installed, add the prescribed amount of detergent to the wash tank.
6. Push the start button and run the machine for 2 minutes (two cycles) to mix the detergent and water.
7. Open the door and place the dish rack in the machine. Close the door and push the start button to start the wash cycle.
  - a. If the machine is manually operated, allow for at least 40 seconds wash and then move the control handle to the rinse position for 10 seconds. Release the handle, which should return to the closed position.
  - b. Most machines are automatically timed to allow for a 40-second wash, a 10-second rinse and then shut off.
8. Open the door; remove dish rack, shake slightly to remove excess water and allow to air dry for at least 1 minute.
9. Place clean, air dried dinnerware, bottom side up in clean storage cabinet or dispenser.
10. Place a sanitized, empty cylinder over clean, air dried silverware, invert, and place in clean storage cabinet, avoid hand contact with eating surfaces.

Machine temperatures should be checked frequently, using a pocket thermometer (0°-220° F.) to ensure accuracy of the external temperature gauges. If the machine temperature gauges do not agree with the thermometer within  $\pm 3$  degrees, the gauge must be calibrated or replaced.

### **K-5-5 OPERATING INSTRUCTIONS FOR DOUBLE-TANK DISHWASHING MACHINES**

Most enlisted dining facilities have double-tank dishwashing machines installed. The procedures listed below should be followed when operating the double-tank dishwashing machine:

1. Close the drain valves to the wash and rinse sections of the machine. Open the hot water “fill” valves and fill the tanks to the “full” mark on the water level indicator.
2. Inspect the inside of the machine to ensure that:



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- a. Scrap screens are in place.
  - b. Spray arms are capped, and adjusted so that the spray hits the utensils directly.
  - c. Splash curtains are in place and not hanging closer than five inches to the conveyor.
3. Open the steam valve to the rinse tank until the temperature of the water is in accordance with manufacturer's instructions found on the data plate affixed to the machine by the manufacturer.
  4. Open the steam and hot water valves to the final rinse mixing valve. Adjust the mixing valve handle to the "hot" position to maintain a temperature range in accordance with manufacturer's instructions found on the data plate affixed to the machine by the manufacturer. On machines with hot water booster heaters installed, open the hot water and steam valves to the booster heater.
  5. On machines without automatic detergent dispensers, add the prescribed amount of detergent (Table II) to the wash tank.
  6. Push the "start" button to start the pumps and conveyor. Run the machine for 2 minutes to thoroughly mix the detergent and bring the temperature of the wash tank up to a temperature specified in the manufacturer's instructions. This can be found on the data plate affixed to the machine by the manufacturer.
  7. Inspect the ends of the machine to ensure that the power sprays are operating properly.
  8. During the operation of the machine, keep a close watch on the temperature gauges and ensure that they are within temperature ranges specified in the manufacturer's instructions found on the data plate affixed to the machine by the manufacturer.
  9. Place the dish rack on the conveyor carefully and allow the conveyor to push the rack through the machine. If the conveyor speed is properly set, the utensils will receive a 20-second wash and a 20-second rinse.
  10. As the dish rack approaches the end of the machine, it will pass a lever which will actuate the final rinse. Observe the final rinse temperature gauge for correct temperature.
  11. Allow dinnerware and silverware to air dry for at least 1 minute after passing through the machine.
  12. Place the clean, air dried dinnerware and trays bottom side up, in a clean storage cabinet or dispenser.
  13. Place an empty cylinder over clean, air dried silverware, invert, and place in a clean storage cabinet.
  14. For every 30 to 45 minutes of continuous machine operation, the wash section should be drained and the scrap trays cleaned. Machine temperatures should be checked frequently, using a pocket thermometer (0°-200° F.) to ensure accuracy of the temperature gauges.

Some shore activities have triple tank dishwashing machines installed. The procedures are basically the same with the following exceptions:

1. The dishwashing machine consists of pre-wash, wash, and rinse sections with a final rinse.

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2. Refer to the manufacturer's operating and instruction manual for the pre-set temperatures of the pre-wash, wash, and rinse sections.

### K-5-6 CLEANING THE DISHWASHING MACHINE

The dishwashing machine should be thoroughly cleaned after each meal or use. The procedures listed below should be followed:

1. Turn the machine off.
2. Secure the steam and hot water valves to the final rinse mixing valve, or the steam and hot water valves to the hot water booster heater.
3. Add  $\frac{3}{4}$  to  $1\frac{1}{2}$  cups of dishwashing machine detergent to the rinse tank, depending on the capacity of the rinse tank.
4. Turn the machine on and allow it to operate for 5 minutes.
5. Turn the machine off and secure the steam valve to the rinse tank.
6. Open the drain valves to the wash and rinse tanks; open the doors and allow the machine to cool.
7. Remove the door's scrap screens, metal frames, wash and rinse spray arms (including the spray arm caps), pump intake strainer, drain strainer and splash curtains. Wash thoroughly in the utensil wash sink and rinse.
8. Using hand dishwashing detergent and water with a nylon brush, thoroughly clean the inside and outside of the machine including all removable parts, i.e. splash curtains, spray arms caps, etc. Rinse with clean water to remove all loosened dirt and detergent.
9. Reassemble the machine, close the drain valves to the wash and rinse tanks.
10. Fill the tanks  $\frac{1}{2}$  full of water, open the steam valve to the rinse tank and allow the machine to reach normal operating temperatures in accordance with manufacturer's instructions.
11. Turn the machine on and operate for 5 minutes without detergent.
12. Turn the machine off, close the steam valve to the rinse tank, and open the drain valves to the wash and rinse tanks.

**NOTE:** Follow the same basic procedures for the single-tank dishwashing machine with the exception of steps 1 through 4.

### K-5-7 DESCALING DISHWASHING MACHINES (NOTE: STRICT SAFETY PRECAUTIONS MUST BE FOLLOWED.)

The interior of the dishwashing machine and the manifold(s) should be inspected monthly for accumulation of calcium or lime deposits. If deposits are evident, the machine must be descaled.

Descaling the machine should be a part of the Planned Maintenance System (PMS) and is the responsibility of the food service division. The descaling operation must be closely supervised from "start to finish," and personnel must wear face shields, chemical safety

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goggles, rubber gloves, and rubber aprons when handling acid. The following procedures will be followed:

1. Drain wash/rinse tank(s), if applicable.
2. Install overflow pipe(s), scrap tray(s), screen(s), spray manifold(s) (except final rinse), and curtains (inlet and discharge ends only). Place final rinse spray manifold on top of scrap tray in wash tank.
3. Shut drain valve(s).
4. Commence filling tank(s) to within 2 inches of top of overflow pipe(s) with clean hot water.
5. Add 7 fluid ounces of orthophosphoric acid and 1 fluid ounce of rinse additive for each gallon of water per tank (see notes 1 and 2).
6. Complete filling tank(s) and close door(s).
7. Start the machine and operate for 1 hour maintaining normal operating temperatures.
8. Stop machine, open drain valve(s) and completely drain acid solution from machine. (See note 3.)
9. Inspect interior of machine. Parts should be free of calcium or lime deposits and metal should be shiny.
10. Repeat steps 3 through 8 if necessary.
11. Close drain valve(s) and fill tank(s) with clean hot water. Add two CUPS of dishwashing machine compound per tank.
12. Close door(s), start machine and operate for 5 minutes at operating temperatures.
13. Stop machine and completely drain tank(s).
14. Refill and flush tank(s) with clear water to remove all traces of acid and detergent.

### NOTES:

1. In the absence of orthophosphoric acid, only USDA approved chemicals for descaling of dishwashing machine should be used. Follow manufacturer's instructions.
2. If tank capacity in gallons is unknown, multiply length (inches) x width (inches) x depth to overflow (inches) and divide product by 231.
3. Shore stations and ships in port shall dispose of acid drains in accordance with local regulations.

### K-5-8 DESTAINING DINNERWARE AND SILVERWARE

Dinnerware and silverware should be destained weekly or as necessary to remove unsightly stains. The following procedures should be followed:

1. Place the prescribed amount of hot water in a large utensil wash sink or steam jacketed kettle.
2. Dissolve destaining compound in hot water as per the instructions on the container.

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3. Place the dinnerware (glass or plastic) in the destaining solution and allow to remain for 30 minutes. A milder solution should be used for silverware.
4. Rinse dinnerware and silverware thoroughly with clear water; place in the dishwashing machine for washing and sanitizing.

### **K-5-9 CARE OF PLASTIC DINNERWARE (NON-DISPOSABLE)**

Many afloat and ashore food service activities use plastic dinnerware: trays, cups, tumblers, and bowls. These items are very durable and will last a long time if properly cared for. The following precautions will prolong the life of the plastic dinnerware:

1. Inspect new items prior to placing them in service for cracks. Those with cracks or damages should be rejected.
2. Ensure that food service attendants scrape food particles from dinnerware with a nylon bristled brush or rubber spatula. **DO NOT HIT DINNERWARE ON TRASH CANS** (this cannot be overemphasized).
3. Do not use abrasive pads or cleaning compounds to clean dinnerware. These will scratch the hardened surface and make the dinnerware unsanitary.
4. Ensure that the dishwashing machine final rinse temperatures are maintained in accordance with manufacturer's instructions. Temperatures in excess of 195° F. will harm plastic dinnerware.

Plastic dinnerware should be inspected during washing and those with cracks or chips set aside for disposition. The Mess Deck Master-at-Arms should inspect each piece prior to disposition to determine cause and course of action to be taken to prevent recurrence.

### **K-5-10 INVENTORY OF DINNERWARE AND SILVERWARE**

An adequate supply of dinnerware will be maintained so all personnel will have dinnerware that is air-dried and at room temperature. The number of patrons served at the most attended meal combined with a base percentage of each item of dinnerware may be used as a guide to ensure this requirement is met. The following table provides an example of this process:

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<u>ITEM</u>	<u>PERCENT</u>
Bowl, soup/salad	80
Cup, coffee	60
Tumbler, glass	150
Silverware	100
Plate, 9 inch	100
Plate, 6 3/4 inch	200
Dish, 5 9/16 inch	80
Tray, carrying	100

EXAMPLE: 200 (persons served) multiplied by .80 (base percent) equals 160 soup bowls required.

Dinnerware and silverware should be inventoried every two weeks to ensure that a sufficient supply is available for service. Dinnerware and silverware should be closely inspected at this time. Dinnerware with cracks or chips and silverware that is badly bent should be discarded.

A local form or log book may be used to record the inventory. Figure 5-3 illustrates a proposed inventory record.

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### EXAMPLE

DAILY AND WEEKLY WORK SCHEDULE  SPACE: <u>SCULLERY</u>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	BEFORE BREAKFAST	AFTER EACH MEAL
1. Decks swept, scrubbed and rinsed									X
2. Overhead cleaned			X						
3. Bulkheads cleaned				X					
4. Table tops, bottoms and legs cleaned									X
5. Deep sinks thoroughly cleaned									X
6. Silverware metal chute cleaned									X
7. Trash container thoroughly cleaned	X	X	X	X	X	X	X		
8. Ventilation supply/exhaust openings cleaned	X		X		X		X		
9. Dishwashing machine descaled		X	Or as necessary						
10. Dishwashing machine disassembled and thoroughly cleaned									X
11. Dinnerware and silverware inventoried	X								
12. Dinnerware and silverware destained					X	Or as necessary			
13. Cleaning gear; cleaned and sanitized	X	X	X	X	X	X	X		
TO BE USED IN CONJUNCTION WITH CLEANING INSTRUCTIONS									

**Figure 5-1**

**NAVSUP P-486 – Food Service Management**

<p style="text-align: center;"><b>DAILY AND WEEKLY WORK SCHEDULE</b></p> <p style="text-align: center;">SPACE: <u>UTENSIL WASH ROOM</u></p>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	BEFORE BREAKFAST	AFTER EACH MEAL
	1. Overhead cleaned	X							
2. Bulkheads cleaned			X						
3. Decks swept, scrubbed and rinsed									X
4. Pot and pan storage racks cleaned	X		X		X		X		
5. Sanitizing unit drained and flushed with clean water	X	X	X	X	X	X	X		
6. Trash/garbage containers (inside & out) and lids thoroughly cleaned	X	X	X	X	X	X	X		
7. Cleaning gear cleaned and sanitized	X	X	X	X	X	X	X		
8. Deep sinks thoroughly cleaned									X
TO BE USED IN CONJUNCTION WITH CLEANING INSTRUCTIONS									

**Figure 5-2**

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## INVENTORY RECORD

Date: \_\_\_\_\_

(1) Item	(2) Previous Inventory	(3) Amount Received	(4) On Hand This Date	(5) Loss	(6) Gain
Tray, plastic	215	10	223	2	
Bowl, soup	80		80	0	0
Dish, sauce	125		119	6	
Cup, plastic	130	24	150	4	
Tumbler, plastic	205		210		5
Knife, table	230		227	3	
Fork, table	180	48	233		5
Spoon, dessert	210		203	7	
Spoon, tea	120		120	0	0
Dispenser, napkin	30		30	0	0
Dispenser, sugar	30		29	1	
Salt shaker	20	20	37	3	
Pepper shaker	33		36		3

MDMAA \_\_\_\_\_ Leading CS \_\_\_\_\_ Food Service Officer \_\_\_\_\_

## Note:

Column (2) plus column (3) should equal column (4). If (4) exceeds (2) plus (3) there is a gain (6). If (4) is less than (2) plus (3), there is a loss.

Figure 5-3



**NAVSUP P-486 – Food Service Management****SECTION 6: HAND DISHWASHING OF COOKING UTENSILS****K-6-1 BACKGROUND**

As Mess Deck Master-at-Arms, your area of responsibility is extensive, involving not only the dining area and scullery, but on some occasions, in the galley as well. One of these instances is the washing of cooking utensils. With the continuous inflationary cost of raw food products coupled with the Navy's program to upgrade the quality of food service, it is very important that the cooking utensils in your food service facility be thoroughly cleaned. Greasy, improperly cleaned cooking utensils significantly effect an otherwise flavorful food item, not to mention the added possibility of contamination. By ensuring that food service attendants clean the cooking utensils properly, you are not only doing your job well but also contributing to the overall effectiveness of the food service division. Nothing is as irritating as reaching for a pan when the serving line is "backed up," and finding a greasy, improperly cleaned/sanitized pan. Ensure that pans and utensils are cleaned right the first time, every time.

**K-6-2 PREPARATION FOR WASHING**

Before washing the cooking utensils, scrape large food particles off, and sort according to size and type. You should have the necessary hand dishwashing supplies ready. They are:

1. Dip and drain baskets.
2. Hand dishwashing compound (clear or opaque).
3. Nylon bristle brush.
4. Arm-length rubber gloves.
5. Water thermometer (if a booster heater unit is not available).
6. Scrub pad.
7. Clean storage facilities for cooking utensils.

**K-6-3 WASHING AND SANITIZING**

To determine the proper detergent solution, compute by following the below procedures:

1. Fill the wash sink with water, using a measuring container. The water temperature should be maintained at not less than 110°.
2. Mark the water level with a permanent etched mark in the sink for future use.
3. Add the proper amount of detergent needed. The amount recommended is usually listed on the side of the container.

You are now ready to wash cooking utensils:

1. Scrub the surfaces thoroughly utilizing the detergent solution in the wash sink and a nylon bristle brush. Pay particular attention to the edges and seams.
2. Remove stubborn food particles with a scrub pad.
3. Transfer each washed utensil to the next sink compartment for rinsing.

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Ensure that the wash water's temperature is continually maintained at not less than 110°. Replace the water at the first appearance of grease or dinginess.

When the cooking utensils are in the second sink compartment, rinse each utensil thoroughly to remove all traces of detergent. To ensure that this is done, you should:

1. Keep the rinse water clean at all times.
2. Replace the rinse water as needed.
3. Transfer each rinsed cooking utensil to the third sink compartment.

The third sink compartment is designed to sanitize cooking utensils. Ensure that:

1. The water temperature is at least 171° F.
2. The utensils are immersed in the water for at least 30 seconds.

Many food service facilities do not have three-compartment deep sinks. To ensure that the cooking utensils are properly sanitized; use one of the following methods:

1. Place them in the dishwashing machine, or
2. Use a large pan, in lieu of the second sink compartment to remove all traces of detergent from each cooking utensil, and utilize the second sink compartment for sanitizing.

The cooking utensils are placed on the clean end-shelf to air dry after sanitizing. **DO NOT** dry with a towel or dish cloth.

As a safety measure, always ensure that arm-length rubber gloves are worn during the entire hand dish washing operation.

### **K-6-4 STORAGE OF CLEAN UTENSILS**

Ensure that sanitized cooking utensils are promptly and properly stored. The storage area should be clean, free of dirt, grease, food particles, personal clothing, etc., otherwise, they will be contaminated and your time and efforts will be wasted. By adhering to the following rules, your overall hand dishwashing operation will be a success:

1. **DO NOT** allow the cooking utensils to come in contact with your clothing while transporting them to the storage area.
2. Avoid handling the cooking surfaces.
3. Store them face down to prevent dust/dirt from accumulating.

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### SECTION 7: FOOD WASTE AREAS

Garbage collection and disposal methods differ among various types of ships, but a few sanitary requirements commonly govern these methods. Garbage should be disposed of promptly to prevent contamination of spaces, preclude buildup of offensive odors and eliminate a potential fire hazard. Garbage collection areas should be thoroughly cleaned each day. Trash and garbage should not be left in food service areas overnight as they attract insects and rodents.

The Mess Deck Master-at-Arms should ensure that:

1. Food service attendants are properly trained in the operation and cleaning of equipment used in collecting and disposing of garbage.
2. All garbage grinders and disposal units are operated in compliance with established instructions.
3. An adequate supply of garbage/trash containers is available.
4. Garbage/trash containers are kept clean and covered. Recommend use of authorized trash can liners.

#### **K-7-1 GARBAGE GRINDER SAFETY PRECAUTIONS AND OPERATING PROCEDURES**

1. Consult the manufacturer's operating instructions for the correct procedures to be followed when operating the garbage grinder.
2. Always check to be certain the sealing plate is locked in the open position and the hinged top of the feed chute hopper is locked shut when the grinder is to be used.
3. Turn on the flushing water by opening the valve to supply sufficient water to flush the ground food waste through the grinder. Do not turn on excessive water as the lower half of the grinder compartment will flood. Increase or decrease the amount of water, as required, during the grinding operation.
4. The grinder motor must be operating at full speed before feeding food waste into it.
5. Stand in front of the grinder when feeding food waste into the grinder.
6. Pick out and discard all metal tableware, glass, dishes, wood, leather, bones and cloth from food waste prior to feeding into the garbage grinder.
7. Corn husks and raw meat are not readily shredded and should be fed at a slow rate. Bones larger than  $\frac{1}{4}$  inch in diameter for 400 pound/hour grinder or 1 inch for the 1600 pound/hour model should not be put into the grinder.
8. Place the food waste into the feed chute at the cut-out end. Rake or push the food waste through the feed opening provided in front of the hinged safety door of the hopper. **NEVER** put your hand inside the hinged feed door while the grinder is operating.
9. The capacity of grinders is either 400 or 1600 pounds per hour. Do not overload it. Feed food waste at a rate of 7 pounds per minute (about 1 gallon) for the 400 pound per hour model and 28 pounds per minute (4 gallons) for the 1600 pound per hour grinder.
10. Do not turn off the motor until the grinder is completely clear of food waste.

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11. Before turning off the grinder, flush the feed chute with clean water.
12. After turning off the grinder, disconnect the electric power supply, open the hinged top of the hopper and flush the top, sides, and the interior of the grinder with clean water, turning the rotor by hand so that the hammer and discs are cleaned.

Due to rigid Navy environmental pollution control standards, always consult with the Food Service Officer to determine whether discharging garbage overboard is permitted. **Never operate the garbage grinder when the ship is in port, in polluted water, or congested anchorage.**

### K-7-2 CLEANING THE GARBAGE GRINDER

After each use:

1. Turn off the machine by pushing the “Stop” button, secure power at the breaker, ensure the tank is empty. Never stop the grinder with food waste in it.
2. Scrub the interior of the unit, using a nylon bristle brush with detergent and hot water solution.
3. Flush the machine with hot clean water to remove all traces of detergent.

### K-7-3 CLEANING GARBAGE/TRASH CONTAINERS

1. Garbage/trash containers should be emptied and thoroughly cleaned inside and out after each meal/use. The use of authorized trash can liners should not preclude the cleaning of garbage/trash containers on the prescribed frequency.
2. To clean the containers, remove large pieces of trash or food waste, place 1 gallon of hot water and detergent solution in each can. Vigorously scrub the inside, outside, and the bottom of each container with a nylon bristle brush.
3. If a live steam jet is available, invert garbage/trash container over it for 1 minute.
4. Rinse containers with hot, fresh water.
5. Scrub the lids/covers with a hot water and detergent solution and rinse.
6. Invert garbage/trash containers and allow to air dry.
7. Trash cans must stay covered when not in use.

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### SECTION 8: CLEANING GEAR/ESTABLISHING AND MAINTAINING REQUIREMENTS

Throughout the preceding sections, emphasis has been placed on when and how to clean specific areas and equipment. This section discusses the use and care of the tools used and how to order consumables and maintain adequate supplies on hand.

#### K-8-1 PROPER USAGE

There are various kinds of tools used for cleaning, but it is essential to select the type that eliminates the possibility of damaging the surface to be cleaned. The following is a list of items and their use:

1. A nylon bristle scrub brush can be used for most general cleaning.
2. Metal sponges made of corrosion-resistant steel can be useful for hard-to-clean surfaces. However, this type sponge should never be used on surfaces that can be easily scratched (stainless steel, Formica, plastic, glass, etc.) and should be discarded when signs of wear are noticed.
3. Steel wool is prohibited in all food service spaces.
4. Metal polish is prohibited on surfaces that come into contact with food.
5. Clean soft wiping cloths which are disposable and lint-free are ideal for wiping surfaces after they have been thoroughly cleaned.
6. Hand dishwashing compound should be used for hand dishwashing of galley utensils and for cleaning surfaces that come in contact with food (dining tables, food preparation tables, serving line, beverage dispensing equipment, etc.).
7. General purpose detergent should be used for removing dirt from bulkheads, decks, and over-heads. General purpose detergent should NOT be used for hand dishwashing or on surfaces which come into contact with food.
8. Scouring powder is not recommended for use. The powder contains abrasives which will scratch most surfaces and leaves a white, powdery film when not thoroughly rinsed.
9. Scrubbing deck brushes have bristles made of Palmyra fiber. Use for loosening dirt deposits from deck surfaces.

For sanitation purposes, sponges and scrub brushes used for cleaning dining tables or surfaces that come in contact with food should be used solely for that purpose and kept separate from similar cleaning gear. These items should be marked so as to eliminate their possible use in cleaning garbage/trash containers, toilet facilities, etc.

#### K-8-2 CLEANING AND SANITIZING

Effective cleaning and sanitizing procedures cannot be overemphasized to food service attendants. Food service attendants should be fully aware of the hazards associated with careless procedures. An example of a careless procedure would be cleaning a dining table with a nylon scrub brush which had been “washed” (not sanitized) prior to use. Clean implies that the surface is free from dirt or impurities, while sanitize means to effectively treat clean surfaces by an approved process that destroys bacteria.

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The approved methods of sanitizing are hot water or chemical sanitizing:

1. Hot water sanitizing - all surfaces are completely immersed in or exposed to hot water of at least 171° F. for at least 30 seconds (this procedure is the preferred method for sanitizing food service utensils).
2. Chemical sanitizing - the use of a chemical sanitizing agent which requires immersion in or exposure to solutions containing sufficient concentration of the agent to destroy bacteria. All contact surfaces must be wetted by the sanitizing solution. Immersion should be for at least one minute.

Brushes, mops, and sponges should be properly cleaned and sanitized after each use to preclude transmission of germs. The following methods of sanitizing different cleaning gear are recommended:

1. Scrub brushes - Brushes that are used for scrubbing dining tables or surfaces that come into contact with food should be cleaned after each use.

- a. Wash in hot water and detergent solution. Pay particular attention to food particles between bristles.

- b. Rinse in hot running water; dip in water to which a sanitizing agent has been added.

- c. Shake and hang to dry; do not allow brushes to rest on bristles as this will cause the bristles to bend and mat. Brushes that will not be damaged by hot water may be placed in the dishwashing machine for sanitizing.

2. Scrub brushes (brushes used for general cleaning):

- a. Hand wash with hot water and detergent solution.

- b. Rinse.

- c. Hang to air dry.

3. Cellulose sponges - clean at the end of each meal.

- a. Wash in hot water and detergent solution.

- b. Rinse in hot clear water.

- c. Boil for at least 5 minutes (recommended) or chemically sanitize.

- d. Wring out and air dry. Should be discarded when exceedingly soiled, stained, or deteriorated.

4. Mops - clean after each use:

- a. Wash in hot water and detergent solution.

- b. Rinse in clean hot water to which a sanitizing agent has been added.

- c. Wring out and hang to air dry.

- d. Mops should be designated for food service use only and stored separately.

5. Mop wringer and bucket – clean after each use:

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- a. Wash thoroughly with hot water and detergent solution.
- b. Rinse and allow to drain.
- c. Sanitize and store bucket upside down.

Cleaning gear (mops, buckets, etc.) and cleaning supplies (detergents, disinfectants) should be stored in an area specifically designated for that purpose. These items will not be stored in:

1. Food preparation or serving areas.
2. Food storage cabinets or on food storage shelves.
3. Cabinets or lockers with insecticide.

### K-8-3 ESTABLISHING AND MAINTAINING REQUIREMENTS

Planning is the basis for supervising an efficient operation. It takes tremendous planning and forethought to maintain dinnerware and other related supplies in sufficient quantity to meet the requirements of your area of responsibility. Prior to estimating requirements, the desired endurance level (weeks or months of supply) should be established. Consult with the leading Culinary Specialist or Food Service Officer concerning endurance level and ordering procedures. Past usage data is necessary to establish requirements and endurance levels.

To obtain usage data, a form (such as Figure 8-1) should be maintained for each individual item. Once reliable data is obtained, multiply the usage data (weeks or months) by the endurance level (weeks or months) to determine future requirements. (Usage X endurance level = future requirements). The use of a form (Figure 8-1) will provide information such as:

1. On hand balance.
2. Excessive usage (losses or breakage).
3. Cost of previous supplies which can be used for supporting future budget information.

Follow local supply procedures for ordering of supplies. Check with the leading Culinary Specialist to ascertain the division's endurance levels prior to deployment. When ordering be sure to make allowance for:

1. Lead time (in ordering and receiving).
2. Ship's schedule (duration of cruise, available supply support, etc.).

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## Food Service Supplies Stock Record

Item: Brush, Scrub, Utensil and Equipment		NSN: 9Q 7920-00-061-0038			Required Inventory Level: _____	Stockage Objective 30 days	
High Limit: 10		Low Limit: 5		U/I: EA	Ordering		
Date	Recpts	Issues	Total	On Hand	Date	Quantity Ordered	Price
6/30/00	INV			10	7/02/00	6	3.55
7/01/00	INV BF			10	7/18/00	3	3.68
7/05/00	6	2	2	14			
7/11/00		3	5	11			
7/15/00		1	6	10			
7/18/00		2	8	8			
7/22/00	3			11			
7/27/00		1	9	10			
7/31/00	INV ADJ	+1	10	9			
8/01/00	INV BF			9			

**Note:** Recommend all items be inventoried monthly. Fast moving items should be inventoried weekly.

Figure 8-1



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### SECTION 9: PLANNED MAINTENANCE SUBSYSTEM

#### K-9-1 RESPONSIBILITY

“Public Works never fixes anything. The Engineering Department could care less about our equipment.” How many times have you heard these remarks when equipment breakdown occurs, but how much did these statements accomplish toward repairing the piece of equipment? Stop for a minute and think whose job is going to suffer the hardship of poorly maintained equipment.

Equipment maintenance is the responsibility of the engineering or public works department. They are responsible for assigning qualified personnel to:

1. Conduct systematic inspections of all food service equipment.
2. Lubricate bearings, shafts, and other moving parts.
3. Make adjustments/repairs before they develop into major defects.

As the Mess Deck Master-at-Arms, you are responsible for the equipment under your cognizance and should familiarize yourself with the required preventive maintenance and the frequency in which it should be performed. The procedure for performing planned maintenance subsystem varies from command to command and ship to shore; however, the end results should be the same. It is up to you to make sure that the equipment located in your spaces receives scheduled maintenance.

In conjunction with the preventive maintenance subsystem, you should ensure that:

1. Arrangement for assignment of specific maintenance personnel is made with the engineering or public works department.
2. Only maintenance personnel are permitted to make repairs.
3. Equipment is not operated in excess of speeds prescribed by the manufacturer.
4. Personnel are thoroughly trained in the operation of assigned equipment.
5. An inspection is conducted each morning of equipment for loose nuts, bolts, parts, connections, etc., before beginning operation. Culinary Specialists and Food Service Attendants that find loose nuts, bolts or parts should try to identify their proper location checking all equipment in the area for missing parts. Finding missing parts may be the difference between making a piece of equipment operational, operational in a degraded capacity or inoperative.
6. Proper cleaning is performed on a scheduled basis.

The leading culinary specialist/food service officer should be notified of any problems relating to the performance of preventive maintenance.

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### **K-9-2 TROUBLE CALL LOG**

When equipment malfunction occurs, a trouble call or work request (OPNAV Form 4790-2K) is normally used for requesting repairs. A log (Figure 9-1) should be maintained to provide current information of all equipment repairs. This log, if properly maintained, should provide the following information:

1. Recurring equipment malfunctions/problems.
2. Failure of responsible personnel to expedite repairs.
3. Necessary information for completing the Inoperative Equipment Report.

### **K-9-3 INOPERATIVE EQUIPMENT REPORT**

The Inoperative Equipment Report (Figure 9-2) may be used to provide daily status of inoperative equipment to the Supply/Food Service Officer. Many afloat activities utilize the Inoperative Equipment Report for preparation of Supply Department Eight o’Clock Reports.

The procedures listed in this section will initially appear to require additional time and effort, when time is already in short supply. The alternatives, however, are totally unacceptable. Preventive maintenance is an effective tool in keeping equipment operational. When properly performed, equipment “down time,” and cost of maintenance, and man-hours are reduced. After all, lubrication is cheaper than repair parts.





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### **SECTION 10: TRAINING**

#### **K-10-1 RESPONSIBILITY**

The primary objective of the food service attendants' training program should be to acquaint food service attendants with sanitation requirements and improve efficiency. Unlike other divisional training programs designed for advancement qualifications, the food service attendants' training should be job-oriented. The need for an effective food service attendants' training program is essential to the management of the dining area. Needless to say, training is the most important responsibility of a supervisor. Unfortunately, it is often either omitted or "gundecked." Gundecked training does not fool anyone, because training is measured by effectiveness, not signatures on training attendance sheets.

Food Service Management NAVSUP P-486 states, "The Mess Deck Master-at-Arms will, in conjunction with the medical department, administer a training program for food service attendants in sanitation scullery operation and food handling." Your responsibility has been assigned; now we begin.

#### **K-10-2 SECRETARY OF THE NAVY REQUIREMENTS**

In addition to NAVSUP P-486, the Secretary of the Navy issued SECNAVINST 4061.1C which delineates the Navy's food sanitation program. The instruction states that initial and subsequent semi-annual refresher training will be given to all food service workers employed for 30 days or longer. Personnel assigned to food service duties for less than 30 days shall receive 2 hours initial training and orientation by responsible supervisors.

A minimum of 4 hours for initial training and 4 hours annual refresher training is required for all food service personnel. All training programs must be conducted by qualified food sanitation/safety instructors. Qualified food sanitation/safety instructors are:

1. Independent duty Navy hospital corpsman (must re-qualify every three years);
2. Preventive medicine technicians;
3. Environmental health officers;
4. Personnel who supervise or train food service personnel and are successful graduates of a supervisor/manager food safety training course approved by the Preventive Medicine Authority (must re-qualify every three years);
5. Navy and Marine Corps food management teams, provided the instructors are certified as required by SECNAVINST 4061.1 Series.

Navy and U.S. Environmental and Preventive Medicine Units should provide instructor training to supervisory personnel to qualify them to carry out local command food sanitation programs. Food sanitation training shall be an integral part of existing divisional training programs, both ashore and afloat.

#### **K-10-3 FORMAL TRAINING**

Now that you are aware of existing training requirements/directives, you should develop a 3-month training schedule. In 3 months all of your material will have been covered and the food

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service attendants should have been rotated. The following publications will help you greatly in the preparation of a 3-month training cycle and lesson plan development:

1. Manual of Naval Preventive Medicine, NAVMED P-5010-1.
2. Navy Customer Service Manual, NAVEDTRA 12972.
3. Ship's 3M Maintenance Material Management Manual, OPNAVINST 4790.4C.
4. Navy Environmental and Natural Resources Program Manual OPNAVINST 5090.1B.
5. Culinary Specialist Rate Training Manual.
6. Military Requirements for PO 1 & C (current edition).
7. Military Requirements for PO 3 & 2 (current edition).
8. Navy Food Service, NAVSUP P-476 (published quarterly).
9. NAVSUP published lesson plans are available on the NAVSUP Home Page at [www.navsup.navy.mil](http://www.navsup.navy.mil).
10. Food Safety Training Program, BUMED INST 4061.2

After each presentation, evaluate the effectiveness and make “pen and ink” changes to your lesson plan. This will assure you that in 3 months when the topic is presented again it will be even better.

The training program should have a means for measuring effectiveness of the instructor and trainees. One means is by testing. A written achievement test is the type most use. A test could be administered monthly or at the end of each phase of instruction.

The procedures for developing a formal training program for food service attendants are:

1. Know the requirement (SECNAV, NAVSUP, Command Instructions, NAVMED P-5010-1).
2. Develop the plan. A three-month cycle is recommended.
3. Prepare a lesson plan for each topic. Make pen and ink changes after each presentation.
4. Test for effectiveness. If several trainees miss the same questions, review your method of presentation.

If you apply the following rules in your classroom presentation, you will earn the respect of your trainees and you will be more effective:

1. The instructor should provide the motivation essential to learning.
2. Use audio-visual aids and/or OJT improve the learning process. Retention is better when visual aids or hands-on training are used rather than audio aids.
3. Be sure of facts. It is well-known that to “relearn” is more difficult than to learn correctly in the beginning.
4. Retention of newly gained knowledge and skills is dependent upon repetitive exercise; the instructor should provide ample time for trainees to practice newly acquired skills.

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5. The relationship that the instructor maintains with the trainee is extremely important. While giving more guidance and help to the slower learner, the instructor must plan interesting, session-related activities for fast learners to perform. Otherwise, the faster learners will probably become bored and lose interest.
6. Formal presentations should not last over one hour. It is also better to schedule formal training presentations in the morning when both you and the trainees are most alert.

### K-10-4 TRAINING RECORDS

It is necessary that training be recorded. The procedure for recording training should be simple but thorough. Individual training folders, although not required, are recommended. Training documentation should be in accordance with Type Commander (TYCOM) or command instructions. If utilized, it is recommended that the individual training folder contain:

1. Check In/Out format for Food Service Attendants (Figure 2-1).
2. Food Sanitation Training Certificate, NAVMED 4061/1 (Figure 10-1).
3. Report of Training Attendance (Figure 10-2).
4. Health Card/Health Certification.

These four items are considered sufficient for maintaining efficient training records and also to provide readily available personnel information concerning Food Service Attendants. All items can be retained in a binder for organizational purposes.

### K-10-5 ON-THE-JOB TRAINING

This is an area where a small investment (time) will pay great dividends (efficiency) compounded quarterly (length of food service attendants' tour of duty). One well-trained person can do the work of two or three poorly trained people. Well-trained personnel work better, faster, more efficiently, are better motivated and create fewer discipline problems than poorly trained personnel.

Sections 3, 4, 5, 6, 7, and 8 provide excellent information for on-the-job training. On-the-job training is definitely a learning process which is job or work-oriented. All training, other than formal classroom type, can be defined as on-the-job training. It can either be group or one-on-one, depending on the job and the number of trainees to be taught; however, always keep the groups as small as possible.

Never let opportunity for on-the-job training pass by. If you notice a person cleaning the mess decks table with only one bucket of water, stop them and show them the correct procedure (two-pan method). There are two major reasons for this: first, it teaches the person the correct method, and second, it re-establishes your high standards. If you permit someone to continue with the wrong method, then both that individual and the other food service attendants will notice this oversight and interpret it to be either poor leadership or a decline in standards.

Practice the following points:

1. Set realistic goals that the food service attendants can understand.
2. Realize that learning takes time. Learning the daily details which later become routine requires many hours of hard work.

## NAVSUP P-486 – Food Service Management

3. Speed up the learning process by praising where warranted, for encouragement is oil to the wheels of the mind. Be careful to praise only when justified. This again establishes your standards.
4. Build good morale. Inform food service attendants that they are a vital part of the food service organization. Help them realize that their job is important.
5. Recognize different mental and physical capabilities. This information is necessary to place the right person in the right job.
6. Finally, adopt the principle that each job is a stage in training for a more responsible assignment.

In training a newly-assigned food service attendant, tell the person exactly what is expected and make sure they understand what they are being taught. If possible, give them a written job description and distribute basic guidelines. Use the following method in teaching how to do a specific task or to operate or clean a piece of equipment:

1. Prepare the trainee (tell the person how to do the job).
2. Demonstrate the correct technique (show the person how to do the job).
3. Have the person perform under supervision while explaining to you what they are doing. Make training more realistic by preparing the food service attendants for the unusual or abnormal situations that may develop on the job. Make sure that they thoroughly understand and can apply what they are being taught. Extra time and effort spent in explaining and instructing during initial training will prove profitable.

### K-10-6 FOLLOW-UP TRAINING

Follow-up training is conducted to improve on-the-job performance. It may be limited to additional instruction or assistance in a specific aspect of the job. Follow-up on daily performance is the true measure of effective training; closely observe on-the-job performance and offer constructive criticism when necessary. Repeat training in any specific area of the food service attendant's performance that appears weak and continue to encourage and assist until the individual performs the job efficiently.



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**FOOD SANITATION TRAINING CERTIFICATE**  
BUREAU OF MEDICINE AND SURGERY

This Certifies that MSCS R. MANALAYSAY  
HAS COMPLETED A COURSE IN SANITARY FOOD SERVICE GIVEN AT  
Naval Station, Mayport, Fla DATE 16 Nov 1976

AND HAS DEMONSTRATED UNDER ON-THE-JOB CONDITIONS THE APPLICATION OF THE PRINCIPLES WHICH WERE THE SUBJECT OF CONSIDERATION IN THE COURSE

*[Signature]*  
HMC F. CARNO INSTRUCTOR  
NAVVED 4061/1 (5-68) S/N 0100-204.3225

*[Signature]*  
MSCM D. D. ALPHIN  
OIC, NAME FOODMGT MYP T FLA

REFRESHER TRAINING COMPLETED

AT NAS Jax., Florida DATE 13 May 1977  
MSCS Marvin L. METTS

AT NAS Jax., Florida DATE 16 Nov 1977  
MSCS Gareld L. MCPHERSON

AT \_\_\_\_\_ DATE \_\_\_\_\_ MEDICAL OFFICER

AT \_\_\_\_\_ DATE \_\_\_\_\_ MEDICAL OFFICER

AT \_\_\_\_\_ DATE \_\_\_\_\_ MEDICAL OFFICER

GPO 16-67430-1 ☆ GPO 1972-706.207/3 2-1 MEDICAL OFFICER

Food Sanitation Training Certificate, NAVMED 4061/1

Figure 10-1

**NAVSUP P-486 – Food Service Management**

**REPORT OF TRAINING ATTENDANCE**

Date: \_\_\_\_\_

**MEMORANDUM**

From: Mess Deck Master-at-Arms  
To: Food Service Officer  
Subj: Report of Training and Attendance  
Encl: (1) Lesson Plan for Session

1. Lesson:
2. Week of:
3. Date completed:
4. Personnel attending:

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Signature of MDMAA

**Figure 10-2**

## NAVSUP P-486 – Food Service Management

## TABLE I

### RECOMMENDED QUANTITY OF DISHWASHING COMPOUND FOR SINGLE-TANK MACHINES

1. The quantity of dishwashing compound used is dependent upon:
  - a. The amount of wash water in the machine's tank.
  - b. The hardness of water being used.
2. Water hardness is the critical factor in determining the type and amount of dishwashing compound to use. Water produced by the ship's distilling plants is always very soft. Water furnished from the pier is always harder and will vary greatly depending on location. The engineering/public works department should assist in determining water hardness.

Water Hardness <sup>1</sup>	Water in wash tank (Gal.)	Type of compound	Amount (Oz.)	Amount <sup>2</sup> (Cup)
<u>Soft:</u> <sup>3</sup>	10	II <sup>4</sup>	3½	½
	15	II	5½	2/3
	20	II	7	1
<u>Medium hard:</u>	10	I <sup>5</sup>	5	2/3
	15	I	7½	1
	20	I	10½	1 1/3
<u>Hard:</u>	10	I	7	1
	15	I	10	1 1/3
	20	I	14	1¾

<sup>1</sup>Shipboard produced water may be considered soft. Ashore dining facilities should adjust quantities of detergent according to local water conditions.

<sup>2</sup>Add ½ the quantity shown after six racks have gone through the machine. The quantities in the table are initial charges.

<sup>3</sup>Engineering/public works department should determine hardness of water.

<sup>4</sup>Dishwashing compound, Type II for soft water.

<sup>5</sup>Dishwashing compound, Type I for hard water.

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## TABLE II

### RECOMMENDED QUANTITY OF DISHWASHING COMPOUND FOR DOUBLE-TANK MACHINES

1. The quantity of dishwashing compound used is dependent upon:
  - a. The amount of wash water in the machine's tank.
  - b. The hardness of water being used.
2. Water hardness is the critical factor in determining the type and amount of dishwashing compound to use. Water produced by the ship's distilling plants is always very soft. Water furnished from the pier is always harder and will vary greatly depending on location. The engineering/public works department should assist in determining water hardness.

Water Hardness <sup>1</sup>	Water in wash tank (Gal.)	Type of compound	Amount (Oz.)	Amount <sup>2</sup> (Cup)
<u>Soft:</u> <sup>3</sup>	10	II <sup>4</sup>	3½	½
	15	II	5½	2/3
	20	II	7	1
	25	II	9	1¼
<u>Medium hard:</u>	10	I <sup>5</sup>	5	2/3
	15	I	7½	1
	20	I	10½	1 1/3
	25	I	12	1½
<u>Hard:</u>	10	I	7	1
	15	I	10	1 1/3
	20	I	14	1¾
	25	I	16½	2¼

<sup>1</sup>Shipboard produced water may be considered soft. Ashore dining facilities should adjust quantities of detergent according to local water conditions.

<sup>2</sup>Add ½ the quantity shown after six racks have gone through the machine. The quantities in the table are initial charges.

<sup>3</sup>Engineering/public works department should determine hardness of water.

<sup>4</sup>Dishwashing compound, Type II for soft water.

<sup>5</sup>Dishwashing compound, Type I for hard water.

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### TABLE III

#### DISHWASHING MACHINE DETERGENT AUTOMATIC DISPENSER

Installation of a dishwashing detergent automatic dispenser is highly beneficial and strongly recommended. It is designed to automatically feed the dishwashing machine's wash section whenever the dishwashing detergent concentration falls below the proper level. The use of an automatic dispenser significantly reduces the food service attendant's work load and minimizes the wasteful use of dishwashing detergent.

Dishwashing detergent automatic dispensers are available in the supply system.

Below are procedures to be followed when using a dishwashing detergent automatic dispenser, regardless of its make or type:

1. Consult the manufacturer's operating manual for specific instructions.
2. Add dishwashing detergent as necessary. Many dispensers have an alarm feature which indicates when the detergent is running low.
3. Check the reservoir outlet daily to ensure that it is not clogged. An effective procedure is to stir the detergent in the reservoir periodically to prevent caking and settling which could clog the outlet hole.
4. Daily check the sensing electrodes, mounted in the wash tank, to ensure that they are not coated with mineral scale or other foreign matter. Clean the electrodes as necessary but at least once a week. A nylon web pad is ideal for this type of cleaning. Sensing electrodes are susceptible to corrosion from acid and should be protected from contact with the acid solution when descaling the dishwashing machine.
5. Ensure that periodic maintenance and calibration is performed by trained and authorized personnel as part of the planned maintenance subsystem.

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**TABLE IV**  
**RINSE ADDITIVE AUTOMATIC DISPENSERS**  
**FOR THE DISHWASHING MACHINES**

Rinse additive automatic dispensers installed on dishwashing machines are useful attachments designed to produce gleaming and virtually spotless dinnerware and silverware. Injected in very small amounts into the dishwashing machine's final rinse section, the rinse additive reduces the water's surface tension to allow dinnerware and silverware to dry more quickly with very little streaking and spotting. However, so called "short cuts" from the recommended washing procedures such as dinnerware not prewashed, improper amount of dishwashing machine detergent added, excessively loaded silverware cylinders or tray racks, will make the rinse additive ineffective.

Operation and maintenance of the different types of rinse additive automatic dispensers varies, depending upon the design and the manufacturer. In any case, consult the technical manual that accompanies the equipment. Food service attendants assigned to the scullery should not tamper with this device except to add additive solution, to clean the exterior, or to adjust the valve regulating the rinse additive's rate of flow.

Both the rinse additive automatic dispenser and liquid additive are available.

**NAVSUP P-486 – Food Service Management****TABLE V**  
**INSTRUCTIONS AND QUESTIONNAIRE FOR INCOMING**  
**FOOD SERVICE ATTENDANTS**

1. Food service attendants have been an important part of the Navy from the beginning and will continue to be so as long as there are ships. Most of the chief petty officers and senior enlisted personnel on board, as well as numerous captains and admirals in today's Navy, served as food service attendants in the early days of their careers. Scuttlebutt has it that "messcooking (the previous term for food service attendant duty) is a nasty job and that you will suffer all types of hardship and injustice." This is not true. There are times when the work is hard and the hours long, but this is the case in most jobs aboard a Navy ship. While serving in the food service division, your future leading petty officers will be your "customers." There's a saying that, "If a sailor does a good job as a food service attendant, then that sailor will perform in a similar manner when rated." Many senior petty officers use this theory and closely watch the food service division for future "strikers."
2. While assigned as a food service attendant, the responsibility for the handling and service of food, as well as the sanitation of the serving line, dining area and related spaces, will be delegated to you and your fellow food service attendants. Keep in mind that the health and well-being of your shipmates depend on how well you do your job. Your attitude, personal appearance and concern for your customers play an important role in providing excellent food service for the crew.
3. Rules and regulations are necessary in any organization. In order to make your temporary assignment more meaningful while assigned to the food service division, familiarize yourself with the following:
  - a. Upon reporting to the Mess Deck Master-at-Arms, you will be assigned to the Supply Department. Work schedules, liberty/leave policy, personnel and similar inspections, and berthing while assigned as a food service attendant will all be discussed and explained to you by the Mess Deck Master-at-Arms.
  - b. Upon completion of your indoctrination period, you will be assigned to a job in the food service area. Some of the jobs may seem harder than others; nonetheless, they play a very important role in the overall image of the food service division. Strive to do your best in whatever job you are assigned. Your supervisors will readily notice your commendable performance and it will not go unrewarded. Furthermore, your reputation as a high caliber performer will remain with you beyond your duty as a food service attendant.
  - c. You will muster for work as instructed by the Mess Deck Master-at-Arms. When reporting to work, you will be inspected by the Mess Deck Master-at-Arms for cleanliness and personal hygiene. Always present a smart appearance; your hair must be clean and in accordance with Navy grooming standards, your fingernails must be clean and trimmed short, your uniform must be clean and "squared away," and your shoes must be polished. Additionally, observe the wearing of hats and "no smoking" regulations at all times.
  - d. It is expected that you will remain at your assigned station until all work is completed unless directed otherwise by the Mess Deck Master-at-Arms. Relief of one food service attendant by, or job-switching with, another food service attendant without authorization by the Mess Deck Master-at-Arms is not permitted.

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e. Whatever your job assignment, you will be expected to perform it as instructed by the Mess Deck Master-at-Arms. Shortcuts are not allowed; the end product will be less than acceptable and may possibly contribute to an injury or harm to an individual. Remember that the supervisors who instruct in these jobs are highly knowledgeable and proficient. Nonetheless, should you come up with an idea for improvement, bring it to your supervisor's attention.

f. Disagreements or misunderstandings while assigned to the food service division should be brought to the Mess Deck Master-at-Arms' attention. Do not attempt to settle it yourself. Your supervisor is more experienced in handling such problems.

g. Keeping aware of changes within the Supply Department is of the utmost importance as food service regulations and procedures are constantly being updated and improved. The Mess Deck Master-at-Arms will keep you informed of what's going on concerning your job as a food service attendant.

h. Your liberty will be regulated by the Mess Deck Master-at-Arms. When on authorized liberty, ensure that you return to your job on time and in a capable condition. In the event of a bona fide emergency, immediately notify your supervisor so that necessary arrangements may be initiated to assist you.



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# INCOMING FOOD SERVICE ATTENDANT'S QUESTIONNAIRE

***This questionnaire is to be completed during your indoctrination period. Return it to the Mess Deck Master-at-Arms upon completion.***

1. Who is your division officer while assigned as a food service attendant? \_\_\_\_\_
2. Who is your immediate supervisor? \_\_\_\_\_
3. What is the uniform for food service attendants assigned to the dining area? \_\_\_\_\_
4. What time do you muster in the morning? \_\_\_\_\_ Where? \_\_\_\_\_
5. What time do you start setting up for:  
Breakfast? \_\_\_\_\_ Lunch? \_\_\_\_\_ Dinner? \_\_\_\_\_
6. What time period is the serving line open for the crew? Breakfast \_\_\_\_\_  
Lunch \_\_\_\_\_ Dinner \_\_\_\_\_
7. When should the dining tables and chairs be cleaned? \_\_\_\_\_
8. Why is a clean-as-you-go program necessary? (Example: Wiping the dining tables between sittings)
9. When should the napkin dispensers, salt and pepper shakers, sugar dispensers, and table condiment containers be cleaned? \_\_\_\_\_
10. How frequently should the napkin dispensers, salt and pepper shakers, and sugar dispensers be emptied and placed into the dishwashing machine? \_\_\_\_\_
11. At what temperature ranges should the dishwashing machine be maintained during operation?  
Wash section \_\_\_\_\_ Rinse section \_\_\_\_\_ Final rinse section \_\_\_\_\_
12. How long should dinnerware/silverware be allowed to air dry after being removed from the dishwashing machine? \_\_\_\_\_
13. When should the dishwashing machine be disassembled and thoroughly cleaned? \_\_\_\_\_
14. When should the scullery be thoroughly cleaned? \_\_\_\_\_
15. When should trash containers and lids be thoroughly cleaned? \_\_\_\_\_
16. The milk tubes should be cut at what length below the metal dispensing mechanism?  
\_\_\_\_\_
17. Explain the correct procedure for cleaning dining tables, chairs, and bulkheads. \_\_\_\_\_  
\_\_\_\_\_
18. Where is the laundry bag for food service attendants' trousers located? \_\_\_\_\_
19. When should the clean trousers be returned from the laundry? \_\_\_\_\_  
\_\_\_\_\_

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## TABLE VI

## CHECK LIST FOR MESS DECK MASTER-AT-ARMS

Daily	Weekly	Every Other Week	Monthly
1. Muster and inspect food service attendants.	1. Inventory fast moving consumable supplies.	1. Inventory dinnerware and silverware.	1. Ensure safety and operating instructions are updated and posted.
2. Review “daily and weekly” work schedule.	2. Check with Leading CS for receipt of provisions.		2. Review food service attendants’ job rotation.
3. Check food service attendants berthing space (note laundry bag).	3. Check dishwashing machine for scale/mineral deposits.		3. Inventory all consumable supplies.
4. Check temperatures of the dishwashing machine during operation.	4. Clean ventilation exhaust filters.		4. Review Planned Maintenance Subsystem for assigned equipment.
5. Review on-the-job safety.	5. Check trouble call log/inoperative equipment report and make follow-up report.		
6. Check equipment for operating defects and report to leading MS/FSO.			

## **NAVSUP P-486 – Food Service Management**

### **SUMMARY**

#### **REVIEW OF RESPONSIBILITIES**

Have you noticed the number of times “effective” has been used throughout this appendix? According to the dictionary, effective is “producing a decided, decisive, or desired effect or the decisive accomplishment of a result or fulfillment of an intention.” Regardless of your intention, in order to be effective, the intention must be fulfilled. Effective is certainly a very positive word.

All of the many items covered in this appendix are important things to know and follow. Refer to this appendix often and soon the correct procedures will come automatically.

By following four very important supervisory techniques, your effectiveness as well as the effectiveness of the food service attendants will increase immediately. They are:

1. Muster and inspect food service attendants each morning prior to beginning breakfast set-up. (Use military procedure and be forceful).
2. Train food service attendants - both formally and on-the-job.
3. Set your standard. Require food service attendants to come up to it. Don't compromise.
4. Show interest - berthing spaces, laundry, career planning, etc.

In short - be positive and effective and remember that your assignment as Mess Deck Master-at-Arms is more than a job. It's a responsibility to your shipmates.

**NAVSUP P-486 - Food Service Management**

**APPENDIX L  
TRAINING**

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**GENERAL ..... L-1**

**DIVISION TRAINING PROGRAM ..... L-2**

**INSTRUCTOR AIDS ..... L-3**

**TRAINING METHODS..... L-4**

**TRAINING AIDS ..... L-5**

**CURRICULUM..... L-6**

**CROSS TRAINING/JOB ROTATION LOG ..... L-7**

**FOOD SERVICE ATTENDANT TRAINING PROGRAM..... L-8**

**EVALUATING A TRAINING PROGRAM..... L-9**

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**NAVSUP P-486 - Food Service Management****APPENDIX L  
TRAINING**

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**L-1 GENERAL**

Properly educated and trained personnel form the foundation of an efficient and effective food service operation. An active training program can result in better personnel performance and consequently, an improved operation in terms of both production and quality of service to patrons. Equally important, it affords galley personnel a better opportunity for advancement, reinforces food service fundamentals, and aligns them with their industry counterparts.

Sufficient time is seldom available for attending shore-based schools. Because of this, it is mandatory to give close attention to the training possibilities within individual commands. While methods of training vary between ships/activities, lack of time remains constant and must be carefully allocated to satisfy food service training and maintenance requirements. Training and maintenance programs should be carefully planned, executed, controlled and documented.

The information in this chapter is provided as a means to formulate and maintain an effective food service training program. Training support can be provided by contacting NAVSUP Foodservice division, please see the NAVSUP P-47 for an updated list of NAVSUP Navy Family support personnel.

**L-2 DIVISION TRAINING PROGRAM**

The primary purpose of this section is to provide assistance in the organization of a local food service training program. Contents will be determined by the needs of the local command.

A comprehensive training program should include four means of training: correspondence courses, schools, on-the-job training, and lectures/demonstrations.

In organizing a training program, remember that training is a means to an end, and that end, or objectives, should form the foundation of the program. Carefully determine the specific goals and objectives by considering the needs of the food service operation. Consider the following tools when establishing a program to meet the goals and objectives of the division.

- a. Instructor aids;
- b. Training methods;
- c. Training aids;
- d. Curriculum;
- e. Lesson planning, and
- f. Records and schedules.

It is necessary that training be recorded. The procedure for recording training should be simple but thorough. Individual training packages and folders will be structured and maintained according to the individual ships, Type Commander (TYCOM) and Chief of Navy Education and Training (CNET) guidelines. At a minimum, the following information should be kept on file by the Divisional Training Petty Officer:

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- a. Record of physical exam.
- b. Food handler's training certificate.
- c. Job rotation log.
- d. Record of training accomplished.
- e. Copies of profile sheets of exams completed.
- f. Personal Qualifications Standards (PQS) for general mess operations.
- g. PQS for Bachelor Quarters (BQ) operations.
- h. All other information considered pertinent by the respective Food Service Officer (FSO).

### L-3 INSTRUCTOR AIDS

1. GENERAL. The suggestions given below are intended to help upgrade and improve the level of instruction in a formal training program. Undoubtedly, the burden of instruction will fall on the food service division's petty officers, who may have had little formal training in the art of instructing. There are various aids available for all culinary specialists to become proficient in instructor training.

2. INSTRUCTOR TRAINING SCHOOLS. These schools help in developing the skills and confidence required of good instructors. If at all possible, one or more petty officers should be sent to an Instructor Training School in either Norfolk, VA or San Diego, CA.

3. NAVY INSTRUCTIONAL THEORY (NAVEDTRA 134). This manual can be used as a textbook for the inexperienced instructor. Each food service officer should read the manual and make it available to his/her petty officers.

4. TRAINING SESSIONS. Sessions for instructors may be the first step in establishing a training program. There are a few principles of learning what each instructor should know.

a. First, a great deal of self-motivation for training may not be present, in which case the instructor must provide the motivation essential to learning, e.g., self-satisfaction, promotion, recognition, etc.

b. Second, the learning process is considerably enhanced by the use of various training methods; therefore, the use of displays, mockups, movies, slides, and other audiovisual aids is desirable.

c. Third, the instructor must be sure of his/her facts. It is a well-known fact that to unlearn and relearn is more difficult than to learn correctly the first time. The instructor must provide time for the trainees to practice what they have learned.

d. Last, the relationship that the instructor maintains with the trainees is important. It is easy to fall prey to the temptations of ridiculing the slow learner; by doing so, an instructor is almost certain to lose the trainee. On the other hand, the more intelligent may be lost through boredom. The instructor must plan interesting activities related to the session for the fast learning trainees to perform while the point is being made to the slower ones.

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A final suggestion in solving the problem for the lack of qualified instructors is to use instructors from other divisions for damage control, first aid, and firearms training. The food service officer should arrange with other division officers for the services of their personnel to perform specialized training.

### L-4 TRAINING METHODS

1. GENERAL. Most of the sessions listed in the paragraph on "Curriculum" can be taught by lecture; however, this method should be combined with demonstrations when the applicable equipment, records, and other materials are available. In addition, because many of the professional topics correspond to actual job requirements, on-the-job training will frequently be the most effective method of training. More specific information concerning these three training methods is given below. At the beginning of each day, it is highly encouraged that the Galley Watch Captain hold a menu meeting to make their assignments to each of the CS's, providing them with alerts.

2. LECTURE. The lecture method for giving information normally is quick and effective if the subject matter has been thoroughly developed and organized. It is particularly useful in discussing policies and procedures and conveying new fundamental knowledge. This method is particularly useful in giving trainees background information in subject areas prior to on-the-job training. For example, in a course on bread making, such topics as baking theory and the effects of time and the conditions to which the bread dough is subjected, are well suited to a presentation by this method; however, for effective retention the demonstration or training phase of instruction should follow soon after.

3. DEMONSTRATION. Dramatization is used to give emphasis to a specific subject. Demonstration promotes interest through observation and stimulates a faster attainment of skills. When using this method, remember that prior planning and organization are necessary; everything that is part of the demonstration must be ready. If time permits, the demonstrator should rehearse before a knowledgeable spectator who can determine whether the presentation "comes across." 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 definite standard. When used in conjunction with a lecture, sufficient information should be presented to familiarize the trainees with the subject and prepare them for the demonstration. In conducting the demonstration, the instructor must be exact, sincere, and explain each step and show why it is important to the overall operation. Periodically, questions should be asked by the instructor to see whether trainees understand the demonstrated steps. Be sure everyone understands all the materials and steps covered.

After a demonstration, a practice session should be conducted in which trainees put into practice what they have learned.

4. ON-THE-JOB TRAINING. This method is individually oriented and is done spontaneously while a person is engaged in normal work activity. It is usually accomplished under informal conditions with small groups and should take place where the job is actually performed. On the job training should be one that is proactive and not reactive. Galley Watch Captains should interact with galley personal to maintain consistent management of daily activities. On-the-job training helps to correct weaknesses in job performance and is useful when new products and methods are introduced or to explain a change to an established procedure. It is the preferred method for teaching complex operations. It is recommended to start each day with a quick informal, but comprehensive brief at the start of each shift. This is an opportunity for the Watch Captains to make assignments, identify need areas, cover the day's production and offer a look



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ahead to production for the next several days. Morning briefs are an excellent opportunity to forecast and review on the job training for the day.

- a. Prepare the trainee;
- b. Demonstrate correct techniques;
- c. Try out performance by the trainee; and,
- d. Follow through on success of trainee.

5. ADDITIONAL METHODS. Depending on particular circumstances, other methods of training that may be useful are as follows:

a. Role Playing. Include participation of trainees in the enactment of a play or episode, followed by a group discussion. This method is particularly useful in developing the poise and tact required of wardroom food service personnel and food service attendants. The usual procedure for this technique is for the instructor to describe a situation, have trainees play the parts, and let the class analyze the episode.

b. Conferences. Conferences have the value in changing attitudes, extending practical knowledge through the experiences of others and correcting misunderstandings. This method is effective with experienced culinary specialists for resolving problems, stimulating ideas and for establishing or changing policy.

### L-5 TRAINING AIDS

1. GENERAL. Training aids that are properly constructed and used are valuable to any training lesson. In addition to illustrating or demonstrating the subject matter, training aids stimulate and hold the interest of the trainees; however, it should be kept in mind that training aids only reinforce the instructor; they do not replace the instructor. The following discusses training aids that are mainly for use in a training situation.

2. PRINTED MATERIAL. Printed materials such as books, pictures drawings, etc., are valuable to learning because they provide easy reference material; however, 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. For example, if the subject training session is table setting, the appropriate section in NAVSUP Publication 486, should be assigned to the trainees as required reading. This will lay the foundation for proper table setting and help the trainees follow the presentation.

3. TRAINING VIDEO/DVDs. Training videos/DVDs are extremely useful as training aids to present information and to demonstrate skills or techniques. Before showing, the video/DVD should be previewed by the instructor and notes made of the main points and of those portions of the video/DVD that are of particular importance. The video/DVD should be introduced to the class giving the title and reasons for showing it and alerting the trainees to those portions of particular importance. After the video/DVD has ended, discuss it, summarize it, and clear up any misunderstandings the trainees may have about it.

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4. **TRAINING COST.** The Expenditure Log NAVSUP Form 1334 (Loss without Survey) may be utilized to expend up to \$50.00 maximum per month for associated food materials utilized for training. All food items used for training will be entered on the NAVSUP Form 1334 as separate single line item entries, not to exceed \$50.00 per month.

5. **SPECIALIZED PERSONNEL.** A person having expertise in a particular field or area being covered in a class session is a very valuable training asset. These specialized personnel offer experience and knowledge in their field that can develop in the trainees an enthusiasm for the subject. 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 could demonstrate the fine points of preparing pies that would be impossible to learn from a recipe card. These people add to the training program by inspiring a desire for learning the subject. This type of expertise is made available to commands through the Adopt a Ship program managed by the Food Service Team at NAVSUP. Adopt a Ship support can be provided by contacting NAVSUP Foodservice division; please see the NAVSUP P-476 for an updated list of NAVSUP/Navy Family Support personnel for more information.

6. **CHALKBOARDS AND CHARTS.** To gain the most effective use from a chalkboard, have as much of the class material as possible written on it before the session begins. When writing new material, do it quickly, and try to avoid getting in the trainees' line of vision or writing with your back to the class. Charts are valuable as permanent aids since they can be prepared in advance and are easily moved around; however, to be effective, they should be simple, the material should be understandable at first glance, and the lettering and illustrations should be large enough to be easily read or recognized. Charts are quite effective in presenting such material as enlargements of forms, diagrams of equipment, or illustrating the sequence of steps in a procedure.

### **L-6 CURRICULUM**

1. **CULINARY SPECIALIST CURRICULUM.** The present Culinary Specialist (CS) training curriculum was designed for optimal usage. The lesson plans are devised so that the trainer can follow a specific sequence that leads the CS's in the proper order of food service management. Each lesson should be 20 to 30 minutes long, with one topic scheduled per week.

2. **LONG RANGE TRAINING PLAN (Table 1).** The long range training plan is devised for the training petty officer to set up a training plan for the specific year. The plan should encompass the full calendar year, to include 4 hours of food sanitation training.

3. **SHORT RANGE TRAINING PLAN (The Culinary Specialist Division Quarterly Training Plan) (Table 2).** The short range training plan 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 maintained on file for 1 year.

4. **REPORT OF TRAINING ATTENDANCE (Table 3).** This form is designed primarily to ensure an accurate record of attendance at training sessions. It will be signed by all personnel in attendance at the session. Upon completion of the training session, the remainder of the form will be filled in by the instructor who forwards it to the training petty officer to be kept on file.

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5. IMPLEMENTATION. Even though the records contained herein are designed to satisfy most TYCOM requirements, individual TYCOM instructions should be checked and balanced with current instructions.

### **L-7 CROSS TRAINING/JOB ROTATION LOG**

Culinary specialists are required to perform across a rather wide range of areas. They can be assigned to billets in general messes both ashore and afloat, to officers' and CPO messes afloat, and to quarters management positions ashore.

To ensure that personnel receive the proper training in all areas and are able to perform in any assignment, a certain amount of cross training and job rotation is required. It is the responsibility of cognizant officers and leading petty officers to ensure that each individual within their organization is afforded the opportunity to function in as many different assignments as possible. The CS Job Rotation Log provides a standard format to monitor individual qualifications and job assignments.

### **L-8 FOOD SERVICE ATTENDANT TRAINING PROGRAM**

In many general messes, the missing link in the chain of good food service is effective dining facility management. Contributing to this problem is the frequent turnover of the personnel concerned, both food service attendants and the Mess Deck Master-At-Arms (MDMAA). Good training for these personnel is therefore an essential part in the overall food service training program. Chapter 1 of this publication states that among the detailed duties assigned to the MDMAA, in conjunction with the medical department, is to administer a training program for food service attendants in sanitation, scullery, and food handling. Specifically, training in these areas should, at a minimum, include:

- a. Food Handling: Serving of food on the serving line and working in food-preparation areas (Refer to Food Safety Training Program, BUMEDINST 4061.2 and Training Log for Food Handlers);
- b. Sanitation: Maintaining cleanliness of general mess spaces and equipment, to include washing the cooking and baking utensils in the galley and bakery; and,
- c. Scullery: Operating the scullery equipment and handling the disposal of food waste.

The senior culinary specialist with his/her professional know-how, must develop written instructions covering the details and responsibility of each position in the dining area, on 5 by 8 inch cards or as lesson plans and maintain them in a file box or a three-ring binder. Use this information as a guide, and the preceding sections for your fluctuating food service personnel situation. Food Service Attendant training is covered in detail in Section 10 of Appendix K (Mess Deck Master-At-Arms Handbook) of this publication.

### **L-9 EVALUATING A TRAINING PROGRAM**

1. GENERAL. A successful training program is only as good as the results derived. Special efforts should be made to measure the progress of the trainees, and to determine the effectiveness of the training program.

Before measuring trainee progress, standards should be formulated before the training program begins. The trainees' progress can then be measured in terms of these standards. Progress can also be measured until such time as the desired standards are met or surpassed.

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2. **PERFORMANCE TESTS.** A performance test requires a person to do a particular job under set conditions. Performance tests are especially useful in evaluating on-the-job training. Test instructions should be clear, complete, and standardized so that the trainee knows exactly what is expected. Your evaluation should be based on standardized procedures for the particular job being tested. Proper use of goals, materials, equipment, and the observance of safety precautions should be taken into consideration when making evaluations.

3. **WRITTEN TESTS.** Written tests should 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 in order for the results to be accurate and reliable.

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, you could ask the trainee to prepare a certain recipe and compare it to one prepared by an experienced culinary specialist. An improvement in the quality of the product shows that the training has been worthwhile.



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**Short Range Training Plan  
Table 2**

**CULINARY SPECIALIST DIVISION QUARTERLY TRAINING PLAN**

<b>Lesson Topic</b>	<b>Lesson Number</b>	<b>Date</b>	<b>Instructor</b>

**Prepared By:** \_\_\_\_\_ **Approved By:** \_\_\_\_\_



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#### Job Rotation Log Table 4

Name: \_\_\_\_\_ Rate: \_\_\_\_\_

Date Reported On Board: \_\_\_\_\_

Job Assignments	Date Qualified	Date Started	Date Rotated	LCS Signature



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# APPENDIX M

## PRESENTATION SILVER AND OTHER VALUABLE GIFTS

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**NAVSUP P-486 – Food Services Management****APPENDIX M**  
**PRESENTATION SILVER AND OTHER VALUABLE GIFTS**

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**SECTION 1: GENERAL****M-1-1 INTRODUCTION**

Presentation silver and gold presents us with a vast number of time capsules, each representing a unique exchange and many with a fascinating tale to tell. The circumstances surrounding each presentation piece piques our curiosity and raises questions about specific people, places and events that beg to be answered.

Presentation silver is considered to be “priceless,” and many of the skills used in creating it are a “lost art,” with irreplaceable artistic expression.

Title 10 U.S. Code, Section 7221 authorizes the Secretary of the Navy to accept and care for gifts of silver and other valuable articles presented to United States ships by states, municipalities, organizations, individuals, or other sources, and is the basic authority to expend operational funds to care for such gifts. Presentation silver may consist of a single item (e.g., a bowl, a tray, a candelabra) or a group of items (e.g., punch bowl set, tea set, dinner service). Other valuable articles may consist of paintings, portraits, original historical documents, engraved clocks or chronometers, and other such items which the Commanding Officer considers to warrant continuing accountability. The historical value and intrinsic worth of such material, the continuing high level Navy and public interest it holds, and the numerous inquiries of donors concerning its status require the maintenance of detailed, current, and accurate records for all items of presentation silver and other valuable gifts. Presentation silver is the property of the U.S. Navy and cannot be authorized by assigned ship/activity Commanding Officer to be loaned or returned to anyone without prior NAVSUP and CNO approval. The Chief of Naval Operations is the delegated authority to act for the Secretary of the Navy with regard to returns of gifts of presentation silver services under Title 10 U.S. Code, Section 7545 and 7546.

**M-1-2 ACCEPTANCE OF GIFTS**

1. APPROVAL AUTHORITY. In accordance with SECNAVINST 4001.2H the following officials are delegated gift acceptance authority for gifts of silver made to vessels of the Navy under 10 U.S.C. 7221:

- a. Only the Secretary of the Navy can accept gifts of a value in excess of \$60,000.
- b. Gifts of a value of \$60,000 or less under Title 10, U.S. Code 7221: the Chief of Naval Operations, the Vice-Chief of Naval Operations, and the Director of Navy Staff.
- c. Gifts of a value at less than \$12,000: the Commander, Naval Supply Systems Command.

A letter to the appropriate level of authority must be submitted requesting approval to accept the gift (see sample on following page). Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) (ATTN: SUP 51) will be provided copies of all related correspondence. These gifts become the property of the U.S. Navy and must be maintained intact as originally presented and safeguarded against damage and loss.

**NAVSUP P-486 – Food Services Management****SAMPLE ACCEPTANCE LETTER**

4001

DRAFTER/DOC

DATE

From: Commanding Officer, SHIP (XXX 1000)

To: APPROPRIATE LEVEL

Subj: GIFTS<sup>1</sup> TO (SHIP) FROM (DONOR)

Ref: (a) NAVSUP P-485, Afloat Supply Procedures

1. To accept a gift in accordance with reference (a), (DONOR) have/has made unsolicited offers of gifts for (SHIP). The following is a list of presentation silver items and their appraised value.

<u>Gift</u>	<u>Cost, if Known</u>	<u>Appraised Value<sup>2</sup></u>
1. ITEM, DES.	\$xxx,xxx.xx	\$xxx,xxx.xx
2. ITEM, DES.	\$xxx,xxx.xx	\$xxx,xxx.xx
3. ITEM, DES.	<u>\$xxx,xxx.xx</u>	<u>\$xxx,xxx.xx</u>
TOTAL	\$xxx,xxx.xx	\$xxx,xxx.xx

2. In the interest of crew morale and development of closer ties between (SHIP) and (DONOR), recommend approval of acceptance of the gift(s) specified as gift(s) to the Navy.

(COMMANDING OFFICER)

Copy to:

(TYCOM LEVEL)

NAVSUP (IF NOT ADDRESSEE)

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<sup>1</sup> Gifts other than presentation silver fall under the cognizance of the Curator of the Navy.

<sup>2</sup> Appraised Value (Reproduction Cost) is defined as: "The total cost to reproduce an exact replica of the property, at current costs, using a similar or the same artist or craftsman, materials and design as the original property."

## **NAVSUP P-486 – Food Services Management**

### **M-1-3 REQUESTS FOR PRESENTATION SILVER**

Previously assigned sets of presentation silver which have been turned-in to storage may be reassigned by the Naval Supply Systems Command (on a loan basis) to active Fleet ships that submit justified requests. When a ship has a particular need for a set of such silver, a request will be submitted in a letter from the Commanding Officer or the prospective Commanding Officer to the COMNAVSUPSYSCOM (ATTN: SUP 51), Food Service Division. The letter will state the purpose for which the silver is required and will indicate the size and quantity of the items desired (e.g., one set of silver service consisting of: 1 large tray, 1 large punch bowl, 1 ladle, and 12 punch cups). If the requested silver is unavailable, the requesting ship will be advised of any available items which most nearly correspond to the specific items requested or be placed on the waiting list until appropriate items are available. It is recommended that only 2 or 3 items, or a small coffee and tea service, be assigned to submarines or ships with limited storage and security.

### **M-1-4 CLASSIFICATION FOR REASSIGNMENT PURPOSES**

Presentation silver received by a ship as a gift is classified as namesake silver. Namesake silver is assigned to a ship for as long as that ship remains in commission. Unless unusual circumstances exist, requests to turn-in namesake silver will not be honored. Presentation silver obtained from NAVSUP is transferred on a loan basis. Presentation silver on loan may be turned-in to the supporting FISC at any time provided prior approval is obtained from NAVSUP (SUP 51). On rare occasions, presentation silver on loan to a Fleet unit may become namesake silver when a new ship by the same name is commissioned. In such instances, the new ship will have first priority to any or all of such silver set as determined by NAVSUP.

## NAVSUP P-486 – Food Services Management

### SECTION 2: RECEIPT

#### M-2-1 APPRAISAL

After receipt of new silver an appraisal must be promptly completed to determine the value of the silver. Assistance in obtaining the appraisal may be obtained through FISC contracting or pierside procurement. It is strongly recommended that silver be reappraised every 5 years. Appraisal costs are chargeable to the ship's OPTAR. If appraisal services are performed aboard ship, the contractor must be accompanied by a crew member at all times. The contractor must provide an appraisal of the reproduction cost of the silver as opposed to the fair market value. Reproduction cost is defined as, "The total cost to reproduce an exact replica of the property, at current costs, using a similar or the same artist or craftsman, materials and design as the original property." For each appraisal conducted, the contractor must provide an appraisal for each ship or activity to include the following information:

- a. Quantity of each unique item
- b. Description, dimensions and markings of each unique item
- c. Weight of each unique item
- d. Metallic content
- e. Manufacturer (if available)
- f. Name of ship (include hull #) silver set originally donated to (as determined by inscription)
- g. Appraised value of each unique item
- h. Appraised value of total number of each item (e.g., twelve punch cups), if available
- i. Narrative justification of appraised value assigned
- j. Appraised value of each complete silver set
- k. Date of appraisal
- l. Name of ship or station silver for which appraisal was performed

The original of each completed appraisal and a legible copy of the invoice will be submitted within 15 days to:

Naval Supply Systems Command  
Presentation Silver Manager  
P.O. Box 2050, Code SUP 51  
5450 Carlisle Pike  
Mechanicsburg, PA 17055-0791

## **NAVSUP P-486 – Food Services Management**

### **M-2-2 REPORT OF RECEIPT**

Within 60 days of receipt of presentation silver a complete inventory of the donated items will be sent to: Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791, or send email to:

**Presentation\_Silver@navsup.navy.mil**

A cover letter will be submitted with the inventory report giving the date and place of presentation, the name, address and phone number of the donor, and the name and address of the silversmith, if known. For gifts other than presentation silver, the report will be sent to:

Naval Historical Center

Curator Branch

Washington Navy Yard

901 M Street, Southeast

Washington, DC 20374-5060

A retained copy of the initial inventory report will be used to post receipts of new gifts to the controlled equipage custody records.



## NAVSUP P-486 – Food Services Management

### SAMPLE APPRAISAL FORMAT

USS CARL VINSON (CVN 70)

SANDWICH TRAY

DESCRIPTION: A sterling silver SANDWICH TRAY of circular outline,  
the perfectly plain center engraved with armorials.

INVENTORY NO: 19

INVENTORY TITLE: SANDWICH TRAY, circular 19" diameter

QUANTITY: 3 units

ORIGINAL OWNER: USS SAN FRANCISCO  
(Protected Cruiser No. 5)

DONOR: City of San Francisco, CA

METALLIC CONTENT: Sterling Silver

MANUFACTURER: Wallace International

DESIGN NO.: Not indicated

INSCRIPTION: "SAN FRANCISCO" in Old English letters

DIMENSIONS: Diameter: 19 inches  
Height: 1/2 inches

WEIGHT: 33 troy ounces each

CONDITION: Good

VALUE FOR UNIT: \$1,500.00

VALUE FOR SET: \$4,500.00

## NAVSUP P-486 – Food Services Management

### M-2-3 PHOTOGRAPHS

Proper management of Presentation Silver dictates that a system must be in effect which enables the holder of Presentation Silver to adequately identify to the appropriate investigative body a complete description of the item(s) should it/they become lost or destroyed. Accordingly, a photograph of each unique item shall be taken using a ruler in the photograph to indicate actual size as shown below. For example: for a punch service consisting of a punch bowl, ladle, a tray and twelve cups, four separate photographs are required, one each of the punch bowl, the ladle, the tray and one group photograph of the punch cups. The photographs are to be 8" x 10" black and white (color photographs are unacceptable due to distortion of silver and tendency to "cover" true condition of silver). One copy of the entire set will be forwarded promptly, after receipt of the silver, to NAVSUP (SUP 51). Two prints of each photograph will be retained by the ship as an additional means of inventory control. These prints will accompany the gift if and when it is transferred.

#### SAMPLE PHOTOGRAPH OF UNIQUE PIECE OF A SILVER SERVICE SET



## NAVSUP P-486 – Food Services Management

### M-2-4 REASSIGNED SILVER

1. REPORT OF RECEIPT. Within 30 days of receipt of presentation silver which formerly belonged to a ship that has been inactivated or otherwise disposed of, the recipient command will forward a receipted copy of the itemized DD Form 1149 (or DD Form 1348-1-A with an itemized inventory attached) by letter of transmittal to Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. A receipted copy of the DD Form 1149 will be used to post receipts of reassigned silver to custody records. If reassigned silver is received without documentation, contact NAVSUP (SUP 51) and prepare a dummy receipt invoice (DD Form 1149) as illustrated below:

### SAMPLE DD FORM 1149 DUMMY RECEIPT INVOICE

SHIPPING CONTAINER TALLY											
<b>REQUISITION AND INVOICE / SHIPPING DOCUMENT</b>											
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA, 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC								Form Approved OMB No. 0704-0246			
1. FROM (Include ZIP Code)  (N00189) FISC Norfolk, VA (Code 301A)					SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE 26 Nov		6. REQUISITION NUMBER N00189-6330-		
2. TO: (Include ZIP Code)  (R52704) USS JOUETT (CG-29)					7. DATE MATERIAL REQUIRED (YYMMDD)		8. PRIORITY				
3. SHIP TO - MARK FOR  PRESENTATION SILVER CUSTODIAN					9. AUTHORITY OR PURPOSE COMNAVSUPSYSCOM ltr dtd 10 Nov 95					10. SIGNATURE <i>M. Jones</i> LT M. Jones, MSC,	
					11a. VOUCHER NUMBER & DATE (YYMMDD)		12. DATE SHIPPED (YYMMDD)		b.		
					13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER				
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.						
4. APPROPRIATIONS SYMBOL AND SUBHEAD											
OBJ. CL. BUR. CONT. NO. SUBAL. LOT AUTHORIZATION ACCT'G ACTIVITY TRANS. TYPE PROPERTY ACCT'G ACTIVITY COUNTRY COST CODE AMOUNT											
ITEM NO. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICE (a) (b)											
UNIT OF ISSUE (c)											
QUANTITY REQUESTED (d)											
SUPPLY ACTION (e)											
TYPE CONTAINER (f)											
CONTAINER NOS. (g)											
UNIT PRICE (h)											
TOTAL COST (i)											
1. Punch Bowl, 15" Diameter 1EA											
2. Serving Tray, 24" Diameter 1EA											
3. Punch Cups 12EA											
Date Recv'd: 28 Dec 95 by <u>N. N. Withrow</u> LTJG N. N. Withrow, SC, USS JOUETT (CG-29)											
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO					17. SPECIAL HANDLING						
18. ISSUED BY											
19. CONTAINERS RECEIVED EXCEPT AS NOTED											
20. RECIPIENT'S VOUCHER NO.											
21. RECEIVED EXCEPT AS NOTED											
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99. RECEIVED EXCEPT AS NOTED											
100. RECEIVED EXCEPT AS NOTED											
TOTAL											
DD Form 1149, DEC 93											
306/080											
S/N 0102-LF-017-7900											
Previous editions are obsolete											
(Navy Overprint 1994)											

## **NAVSUP P-486 – Food Services Management**

a. If reassigned silver is received without a photograph, contact NAVSUP (SUP 51). An 8 x 10 inch black and white photograph of each unique piece received will be made for use as an additional means of inventory control. Photographs of reassigned silver are not normally required by NAVSUP unless there is no photograph on file.

b. If reassigned silver is received without an appraisal, contact NAVSUP (SUP 51) to check for NAVSUP file copy. If an appraisal is required, contact FISC contracting or pierside procurement for assistance. Upon receipt of appraisal, forward a copy to NAVSUP (SUP 51) for file.

## NAVSUP P-486 – Food Services Management

### SECTION 3: CUSTODY AND STOWAGE

#### M-3-1 GENERAL

Adequate protection and strict accountability of presentation silver is required to guard against damage or loss, which, if occurring, may cause public criticism of the ship's Commanding Officer and embarrassment to the Secretary of the Navy. The custody of presentation silver, therefore, will be entrusted to a responsible individual designated in writing by the Commanding Officer. The designated custodian will be responsible for adequate security, proper display, care, and preservation of all presentation silver items in his custody. When utilizing presentation silver for command functions where the designated custodian will not have immediate direct control of the items, sub-custody records will be utilized.

#### M-3-2 CUSTODY

1. RECORDS. The custodian of presentation silver is responsible for maintaining records, conducting physical inventories, and submitting required reports. Records to be maintained are as follows:

a. Controlled Equipage Custody Records, will be maintained for presentation silver or other valuable gifts (a presentation may consist of one item or a number of items). If all items included in a presentation cannot be listed and properly identified in a single custody record, separate custody records will be prepared for individual items or groups of items. In addition to the requirements, each custody record will include:

(1) A card number (to be consecutively assigned if more than one record is maintained);

(2) Complete description, including the engraving and dimensions, of each item;

(3) The name, address, and phone number of the donor; if known,

(4) The name of the ship and hull number to which originally presented;

(5) The quantity of each item;

(6) The condition of each item;

(7) The date of receipt;

(8) Place of presentation;

(9) The receipt document number, for reassigned silver; or the accession number for gifts other than silver. (The accession number is the numeric or alphanumeric identification number that is assigned by the Curator for the Navy upon receipt of the initial inventory report.);

(10) For presentation silver, photographs of each unique piece;

(11) Appraised value and date of appraisal.

b. Copy of inventories submitted to NAVSUP covering the most recent two year reporting periods.

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c. Copy of Financial Liability Investigation of Property Loss (DD Form 200) if applicable, submitted/prepared during the most recent two year period.

d. Copy of correspondence submitted to or received from NAVSUP for the most recent two year period.

e. Copy of appraisal report.

2. REFERENCE DATA. The designated custodian is provided the following list for use in the performance of duties:

a. Title 10, U.S. Code, Section 7221 - Acceptance and care of gifts to vessels.

b. Title 10, U.S. Code, Section 7546 - Loan or gift of articles to ships' sponsors and donors.

c. SECNAVINST 4001.2H Series - Acceptance of Gifts.

d. OPNAVINST 4001.3 - Policy and Procedures for the Management of Presentation Silver

e. NAVSUPINST 4441.20 Series - Fitting Out Guide for Prospective Supply Officers.

f. JAG Manual, Para. 0217-0220 - Report of Investigation, Distribution.

g. OPNAVINST 4440.4 Series - Declassification, Demilitarization and Stripping Procedures for Ships Programmed for Disposal.

h. NAVSUP MANUAL P-485, VOLUME III (Supply Ashore), Para. 23189 - Strip Ship Material.

3. SECURITY. The following excerpt from SECNAVINST 4001.1 Series is provided for appropriate information and action: "In addition to the historical value and intrinsic worth of presentation silver, the continuing high level Navy and public interest in this material requires that these gifts be maintained intact as originally presented, and safeguarded against damage or loss." Commands with a presentation silver inventory valued at \$90,000 or more should carefully evaluate their security procedures and consider integrating presentation silver security procedures into the ships' SORM. Consideration should be given to including display on Sounding and Security Watch/CDO rounds, installation of electronic sensors, and any other security devices deemed necessary.

### M-3-3 STOWAGE

1. PREPARATION FOR STOWAGE. Prior to placing presentation silver in storage, all items will be carefully cleaned, wrapped in anti-tarnish tissue and protected with an outer layer of bubble wrap cushioning material. It is extremely important to wrap silver in anti-tarnish tissue paper before bubble wrap. The bubble wrap causes the silver to sweat and will ultimately damage the silver if placed directly against the silver piece. Soft flannel can be used as a substitute for the anti-tarnish tissue paper. Once the items are carefully wrapped they will be labeled to identify the item and placed in a sturdy container. Sufficient packing material will be utilized to prevent damage of items from the motion of the ship.

2. STORAGE CONTAINER. The recommended storage container for presentation silver service is manufactured under federal specification: Class 5 Cabinet-AA-F-363B (GSA-FSS) and is covered under Federal Supply Schedule 71 III E (FSC Group 71 Part III Section E Miscellaneous Furniture Insulated and Uninsulated Security Filing Cabinets, Safes, Vault Doors, and Map and Plan Files) Special Item (S.I.). National Stock Numbers are assigned to the basic

## **NAVSUP P-486 – Food Services Management**

container while special numbers are assigned to associated drawers or shelves. The dimensions of the safe currently available from Mosler are: Inside - 25 3/4" high, 19 1/4" wide, 19 3/8" deep; Outside - 29" high, 22 5/8" wide and 24 1/4" deep. The recommended container, if possible, will weigh in excess of 500 pounds, therefore, weight and movement compensation will be required on most combatants as well as other type ships.

## NAVSUP P-486 – Food Services Management

### SECTION 4: INVENTORY

#### M-4-1 GENERAL

Physical inventories of presentation silver and other valuable gifts are required to ensure that all items received are actually on hand and in good condition.

#### M-4-2 INVENTORY REPORTS

1. PRESENTATION SILVER. Each Command having custody of presentation silver will submit an itemized inventory report of such material to the Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. An annual report is required for all sets appraised at \$90,000 or more; a biennial report, to be submitted in each odd numbered year, is required for all sets appraised below \$90,000. The report is to be submitted by letter no later than 20 March. An Excel Worksheet is the preferred method of a silver inventory. The report will include the following information, in the following order:

- a. Name and hull number of original recipient (name of ship originally donated to)
- b. Quantity of a specific silver piece with identical characteristics (example - 24 punch cups)
- c. Inscription or placard on the silver describing a donation or specific historical event.
- d. Condition to be noted as follows:
  - (1) Excellent (like new);
  - (2) Good (almost new);
  - (3) Fair (minor dents and scratches OR items for which an expert appraiser or silversmith recommends repairs not required in order to preserve historical value); or
  - (4) Poor (broken, missing parts, repairs required).
- e. Detailed description of the silver when the silver is in fair or poor condition.
- f. Estimated or scheduled date of repair
- g. Manufacturer, if known
- h. Date of last appraisal, every five years is recommended
- i. Appraised value
- j. Ship and area assigned to (USS Underway (HULL), CO's Stateroom)
- k. Date of previous inventory
- l. Donor and donor date, if known
- m. Attach DD Form 200 when applicable

2. OTHER VALUABLE GIFTS. Inventories of gifts other than presentation silver are required to be taken upon relief of the custodian, upon change of command, and upon inactivation of the



## NAVSUP P-486 – Food Services Management

ship. Upon completion of the inventory, both the custodian being relieved and the relieving custodian (if applicable) will report to the Commanding Officer that the inventory has been completed, with an itemization of any missing or damaged items. For inventories incident to change of command or inactivation of the ship, an itemized inventory will be submitted to the Naval Historical Center, Curator Branch, Washington Navy Yard, 901 M Street, Southeast, Washington, DC 20374-5060. The inventory will be submitted by letter, identified by NAVHISTCEN report symbol 4001-1, as soon as practicable after completion of the inventory. The report will include the following:

- a. Description (including inscriptions) and quantity of each item;
- b. Name of the donor;
- c. Accession number assigned by the Curator for the Navy;
- d. Identification and explanation of any damaged items;
- e. Copy of a completed DD Form 200 for any item which, incident to inventory, is determined to be missing or destroyed.

### **M-4-3 CARE AND MAINTENANCE**

1. **GENERAL.** Presentation silver is a part of America's history and Navy tradition and requires correct handling to prevent damages. White cotton gloves should always be worn. Bare hands will leave fingerprints or other marks which may be hard to remove. Silver should be handled one piece at a time using both hands. When setting silver down, place the piece down gently and by itself. Ask for assistance with bulky or heavy pieces.
2. **ROUTINE CARE.** Maintenance of presentation silver can be an easy matter if a regular program is established. It is recommended that presentation silver be cleaned every three months. All surfaces should be lightly wiped down using a polishing mitt or polish-saturated soft cloth. A mild dishwashing liquid in hot water may be used to wash pieces by hands. Silver should be immediately and thoroughly dried with a soft cotton or linen cloth.

## NAVSUP P-486 – Food Services Management

NAVSUP REPORT 4001-1

15 March 2007

USS SOUTH WIND (FFG-001)

## PRESENTATION SILVER INVENTORY

Certification: I hereby certify that the following inventory is accurate to the best of my knowledge. I further certify that any change(s) from the prior year inventory report is (are) properly documented and supported in accordance with NAVSUP P485, Afloat Supply Procedures.

A B JonahWilliam Still

A. B. JONAH, CDR, SC, USN

WILLIAM STILL, LT, SC, USN

Responsible Officer

Assigned Custodian

<u>ITEM NO.</u>	<u>QTY</u>	<u>U/I</u>	<u>ITEM</u>	<u>DEPT/DIV</u>
# 01	01	EA	COFFEE POT w/lid, handle. 11.5" high, 8.5" wide (spout tip to handle) sterling silver	SUP/S5
			a. USS SOUTH WIND (HULL)crest (front)	
			b. One each (part of coffee set)	
			c. Presented to the USS SOUTH WIND (FFG-001) by her sponsor Mrs. Jeremy Slatter on the occasion of her commissioning August 14, 1985. (back)	
			d. Fair	
			e. Broken handle and two dents on side	
			f. April 10, 2007	
			g. Wallace International	
			h. February 05, 2005	
			i. \$460.00	
			j. Ship and area assigned to (USS UNDERWAY (HULL), CO'S Cabin	
			k. Date of previous inventory	
			l. Donor and Donor date, if known	
			m. Attach DD Form 200 when applicable for missing or damaged beyond repair silver	

## NAVSUP P-486 – Food Services Management

3. POLISHING. Polishing requires special care and consideration. Presentation silver may be cleaned professionally or by using polishing kits available from Fleet Industrial Supply Center, Norfolk, Code 100S, 757-443-1165 (DSN 646-1165) or Fleet Industrial Support Center, San Diego, Code 112, 619-556-4965 (DSN 526-4965). Instant or dip type commercial cleaners are not approved for cleaning presentation silver. Pieces with unique engravings or details require extra time and thought during polishing. Allow enough space to move freely and cover the workspace with plastic to protect the surface. The following procedures should be used to clean the silver:

a. Using a container with hot water and a mild dishwashing liquid, gently clean all sides with a thin damp sponge. With the same sponge, rinse the piece with water from another container.

b. Using a small quantity of polish on a clean sponge, put a thin coating of polish all over the silver and allow to dry briefly and then rinse off.

c. With a circular motion, lightly rub a little polish over one area at a time. When one area has become bright, move to a new area. Never press hard or scrub while polishing.

d. Wash off polish with a clean sponge being sure to clean out any carved or engraved areas. Cotton tipped applicators can help in these areas. These can be hard to polish and an attempt should not be made to remove all tarnish from these areas, especially in those places where oxidation is used as accent.

e. Use a wet soft toothbrush or a “Tampico” brush to remove old polish that has dried in engravings and crevices by gently rubbing the surface to lift the polish out.

f. When polishing is completed, rinse carefully to remove all traces of polish. Dry thoroughly before returning to display cabinet or packing for storage.

### 4. SPECIAL CONSIDERATIONS.

a. Acid Etching. This is a process by which an engraving or detailed design is painted on a silver item with warm wax. After the wax hardened, the object is placed in acid that eats away a layer of silver around the wax. Due to the delicate nature of these designs, use a specially made polishing mitt and be sure keep fingers straight when lightly wiping the surface. Do not put any pressure on the engraving or design.

b. Engraving/Flat Chasing. Engraving is one of the most common ways to decorate silver and is performed by using a sharp point to cut lines, detailed patterns and create three-dimensional patterns. Flat chasing is made by a tool pressing into the object making a design that leaves its pattern on the inside surface. Clean these areas by wiping gently, without pressure, using a specially treated polishing cloth or mitt. Be sure to thoroughly wash out all traces of polish from the fine lines or it will dry, detracting from the piece’s appearance.

c. Oxidation. This term is used to describe dark areas which are recessed or sunken in a decorative pattern. Never try to polish out these places as they have been specially designed to create shade or accent parts of the design. Oxidation creates contrasts of color and texture which is important to the appearance. Polish only the upper surface and lightly wipe the recessed or sunken areas. Wait for the polish to dry before removing using a soft-bristled toothbrush to gently brush and lift away particles of polish. A cotton-tipped applicator is also useful.

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d. Repousse. This decoration appears to have been carved in the silver or stands away from the body of the object giving it a three-dimensional look. Clean with a polishing mitt or treated cloth to keep polish from settling in the details. The appearance and treatment are similar to those for oxidized silver.

e. Weighted Silver. Lightweight silver objects particularly candlesticks and footed shallow dishes, often have filled or “weighted” bases. These pieces are filled with plaster, resin or cement to prevent them from falling over. They are usually marked on the under side of the base “cement filled,” “weighted,” or “weighted base” to warn the user that they have been filled and are not solid. These pieces should never be placed directly into water, which can cause the filling to either melt or shift and the object become unbalanced.

f. Lacquered Surfaces. This is when a thin coating of chemical substance is put on the silver object to protect from tarnish and chemicals. However, these substances become yellowed and brittle over time leaving the exposed silver tarnished and hard to polish. When the lacquer has become chipped exposing the silver, it is best cleaned with a polishing mitt or treated cloth to prevent unsightly tarnish.

g. Gilt/Gold Wash. Gilding is a coating of gold used to enrich the decoration with its gold appearance or to protect certain surfaces from acids and chemicals in food. It is easily recognized by its yellow color. Polish should not be used on these surfaces, as the coating will easily come off. Instead, use a mild soap and water and wipe gently to dry. Do not rub these areas.

h. Candle Wax. Whenever candles have been used in table decorating, it is almost certain that the melted wax will drip where it is not wanted. Allow the wax to become cold and harden before trying to remove it from any surface. When the wax is hard, many times it can be gently chipped or picked away from the object. If some of it remains on the silver, place a cloth soaked in hot water on the area to melt it slightly and carefully rub or ease away the wax with a cotton tipped applicator. After the wax has been removed, polish the area again lightly to protect the surface.

i. Wood Surfaces. Occasionally silver pieces have handles, carved finials or other parts made of wood. These should never be placed in water. Keep the wooden parts looking attractive by rubbing a light coating of an oil-based furniture polish into the wood. Do not allow silver polish to dry on wooden parts or in areas where they join the body, such as hinges.

5. SILVER CARE PRODUCTS. Both FISC Norfolk Code 100S and the FISC San Diego Code 112 stock a supply of anti-tarnish tissue paper, flannel cloth storage bags, and silver cleaning kits for your use. To obtain these products contact FISC NV (757-443-1165 or DSN 646-1165) or FISC-SD (619-556-4965 or DSN 526-4965 ) or contact your ship’s LSR.

### **M-4-4 MISSING, DAMAGED OR DESTROYED ITEMS**

1. DAMAGED ITEMS. If a presentation item or other valuable gift is damaged, and repair is possible, it will be repaired even though the cost to do so may not be considered economical. The cost of such repairs are properly chargeable to the ship’s OPTAR. If an item is damaged to such an extent that it cannot possibly be repaired (i.e., destroyed) it will be surveyed.

2. MISSING OR DESTROYED ITEMS. Presentation silver items and other valuable gifts which have been lost, stolen or destroyed must be expended by means of survey. The survey action will be initiated as soon as the loss or irreparable damage is discovered. A detailed description of the circumstances relative to the loss or damage will be included in the DD Form

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200 or in attachments thereto. If the survey pertains to a missing item and it is suspected that the missing item may have been stolen, the loss will be reported by letter to the Naval Criminal Investigative Service Headquarters (NCISH), Washington, DC 20388-5380 in accordance with SECNAVINST 5500.4 series.

a. All surveys of presentation silver determined to be missing or destroyed must be approved by NAVSUP, not by the ship's Commanding Officer. Missing or destroyed silver must be reported to NAVSUP (SUP 51) within 48 hours after discovery via naval message, or saltgram (COMNAVSUPSYSCOM NFS) as required by SECNAVINST 5500.4. After the initial notification of the missing or destroyed item(s), a letter report will be promptly submitted to the Naval Supply Systems Command (ATTN: SUP 51) briefly outlining the known facts surrounding the loss or destruction. The letter will include, as a minimum:

- (1) A brief description and quantity of the item or items lost or destroyed,
- (2) The name of the designated custodian,
- (3) A telephone number, if available,
- (4) A statement regarding the feasibility of replacement.

After the issuance of the report, the submission of a DD Form 200 is required in all cases where loss of presentation silver is involved. Ensure the current edition of DD 200 is used. When a missing or destroyed item of presentation silver is surveyed, the original and one copy of the completed DD Form 200 will be forwarded immediately in a letter of transmittal to the Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791 for approval. Only NAVSUP (SUP 51) is authorized to approve the DD Form 200. When a missing presentation silver item which has been reported to the NCISH results in the issuance of a Report of Findings, forward a copy to NAVSUP (SUP 51) for file. Since loss of presentation silver is a potential embarrassment to the Secretary of the Navy, action will be taken to replace missing items with exact duplicates, chargeable to ship's OPTAR. If the manufacturer of the missing item cannot be determined or contacted, NAVSUP (SUP 51) may be able to assist in locating silver replacement sources. A copy of all correspondence concerning replacement of missing presentation silver will be provided to NAVSUP (SUP 51).

b. When a missing or destroyed item other than presentation silver is surveyed, a copy of the completed DD Form 200 will be forwarded immediately in a letter of transmittal to the Curator for the Navy. However, if the loss or damage is discovered during an inventory incident to change of command or inactivation of the ship, the copy of the completed DD Form 200 will be included with the inventory report. When a missing item which has been reported to the NCISH results in the issuance of a Report of Findings, the Curator for the Navy will be advised in order that a copy may be requested as required.

### M-4-5 RECOVERY OF MISSING ITEMS

In the event that a presentation silver item or other valuable gift which was surveyed as missing is subsequently found, written notification of the recovery will be promptly sent to the Naval Criminal Investigative Service Headquarters (if notified of the loss) and either Naval Supply Systems Command (Food Service Division, SUP 51), if a presentation silver item, or to the Curator for the Navy, if other than a presentation silver item. The "receipt" of the recovered item will be posted to the custody record by reversing the previous survey entry.

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### SECTION 5: TURN-IN

#### M-5-1 GENERAL

Except for the circumstances mentioned in this section, presentation silver will not be transferred, loaned or removed from the ship without prior approval and disposition instructions from NAVSUP. Except for the circumstances mentioned in this section, valuable gifts, other than presentation silver, may not be transferred without prior approval and disposition instructions from the Curator for the Navy. Presentation silver is the property of the U.S. Navy and cannot be authorized by the assigned ship or activity Commanding Officer to be loaned or returned to anyone without requesting in writing via NAVSUP to UNSECNAV for approval. Direct any loan or return inquiries to COMNAVSUPSYSCOM (SUP 51). Do not include presentations of the silver at decommissioning ceremonies unless the loan or return has been approved. Any movement of silver (transfer, temporary storage, etc.) must be reported to NAVSUP Code 51.

#### M-5-2 STRIP SHIP

1. GENERAL. When directed by competent authority to remove “strip ship material,” any presentation silver or other valuable gifts on board will be transferred subject to the restrictions indicated in the following paragraphs.
2. PRESENTATION SILVER. Presentation silver, together with 8” x 10” black and white photographs, appraisal, and copy of most recent inventory report submitted to NAVSUP, will be turned in for temporary vault storage at the nearest FISC or Supply Department of the Naval Shipyard for safekeeping. To ensure proper turn-in procedures are in place, it is recommended that the custodian of the silver contact the storage point and/or NAVSUP for specific disposition instructions. Broken or visibly damaged items will not be accepted for turn-in. Holders are expected to repair or survey broken/damaged items prior to turn-in. All DD Form 200s for presentation silver require NAVSUP approval prior to turn-in. A legible copy of the transfer document (DD 1149 or DD 1348-1-A) will be provided to Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791 within 30 days of transfer. A legible copy of the receipt document (DD 1149 or DD 1348-1-A) including the name (printed and signed), command code, phone number of the new holding custodian, and date received will be forwarded to NAVSUP (SUP 51).
3. OTHER VALUABLE GIFTS. Gifts other than presentation silver will be shipped directly to the Curator for the Navy, Naval Historical Center, Washington, DC 20374-0571.

#### M-5-3 TEMPORARY VAULT STORAGE

When scheduled for a period of extended maintenance such as regular overhaul, restricted availability, or post shakedown availability, and, in the opinion of the Commanding Officer, the level of industrial activity will create a significant security risk, presentation silver or other valuable gifts must be transferred for temporary vault storage to the nearest FISC, or Naval Shipyard. In all such instances, NAVSUP (SUP 51) or the Curator for the Navy, as appropriate, will be advised by letter when the presentation silver or other valuable gifts are transferred. As a minimum, the letter will include the date of transfer, transfer document number, activity to which transferred, and expected date of return. Upon return of the presentation silver or other valuable gifts, a letter report will be made to NAVSUP (SUP 51) or the Curator for the Navy, as appropriate. Inventory reports are still required by March 20. NAVSUP will accept letter and

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transfer document as your report if silver is still in storage during the reporting cycle. It is required that tamper-evident serialized seals be used on the storage containers for silver to be temporarily stored at the FISC's. Ensure silver is prepared for stowage. The silver remains under the custody of the transferring activity and FISC signs only for the containers, not its contents. Presentation silver in storage containers without serialized seals **will not** be accepted by the FISC.

### M-5-4 REPAIR

It is the obligation of each ship with presentation silver to provide responsible care and upkeep of its service. The Pierside Procurement Specialist (PPS) should be contacted for assistance in obtaining repairs. Presentation Silver in need of repair will be released only to a commercial silversmith. The DD 1149 will be annotated with the name, address and phone number of the silversmith. Upon delivery of the presentation silver to the silversmith, the name of the recipient will be printed below his or her signature and the date of turnover will be indicated. First line in the description block will be: "Presentation silver, described as follows:" A copy of the itemized/receipt DD Form 1149 will be provided to the Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791, promptly upon release of the silver to the silversmith. Upon return of the silver, a copy of the dealer's invoice will be attached to the DD 1149 and forwarded to NAVSUP (SUP 51). In either the transmittal of the DD 1149 or the DD 1149 with copy of the dealer's invoice, a forwarding letter is not required.

### M-5-5 TURN-IN PROCEDURES

1. TURN-IN APPROVAL. Presentation Silver on loan to a Fleet unit may be permanently turned-in provided prior written approval has been obtained from NAVSUP (SUP 51). The request for turn-in shall include a statement indicating:

- a. All silver is in good condition (no damaged items),
- b. There is no Financial Liability Investigation of Property Loss (DD Form 200) outstanding,
- c. Two individual 8" x 10" black and white photographs are on file for each item assigned,
- d. The silver held has been appraised and a copy of the appraisal report is available,
- e. Location of supporting FISC.

Turn-in of presentation silver or other valuable gifts will be accomplished by an itemized DD Form 1149 with photograph(s) attached and must cite specific NAVSUP authority. Multiple sets of silver will be packed separately and the outside of the container appropriately marked with set name. Shipment of presentation silver covered by this paragraph is not authorized; turn-in shall be made during a routine inport visit. For presentation silver, a copy of the itemized DD Form 1149 and copy of most recent itemized inventory report submitted to NAVSUP, will be forwarded by a letter of transmittal to the Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. **DO NOT SEND SILVER TO NAVSUP.**

2. SHIPMENT. When authorized by proper authority, material will be properly cleaned, wrapped with in flannel bags or anti-tarnish tissue paper, then wrapped with bubble wrap and packaged prior to delivery of the material to the supporting FISC or Naval Shipyard for shipment. An itemized DD 1149 will accompany shipment. In the absence of a supporting

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activity to prepare the material for shipment, every effort must be made to protect the contents during shipment. The use of cardboard carton(s) as the external shipping container(s) is prohibited. “Constant Surveillance, Signature Service Required” will be used in the shipment of presentation silver. Prior to shipping, a declared value equaled to the appraised value, will be made for insurance purpose.



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**APPENDIX N  
FOOD MICROBIOLOGY**

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**FOOD MICROBIOLOGY ..... N-1**  
**CONTROLLING MICROORGANISMS..... N-2**  
**INVESTIGATING AND REPORTING FOOD BORNE DISEASE OUTBREAKS ..... N-3**

**TABLE N-1:**

- FOOD BORNE INTOXICATION**
- FOOD BORNE PARASITIC INFECTIONS**
- CHEMICALS**
- NATURAL POISONS**
- FOOD BORNE INFECTIONS**

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APPENDIX N

**NAVSUP P 486 – Food Service Management****FOOD MICROBIOLOGY**

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**N-1 FOOD MICROBIOLOGY**

1. **GENERAL.** The term microbiology or microbe refers to organisms too small to see without a microscope. They include bacteria, viruses, protozoa, and fungi, and are found wherever life can exist. The vast majority of these microbes are either beneficial or do not affect humans directly. Microbes that will cause disease in humans are referred to as pathogens. Knowing some basic facts about microorganisms will help us take advantage of their beneficial characteristics and avoid the undesirable ones. The FDA "BAD BUG" document also known as the Foodborne Pathogenic Microorganism & Natural Toxins Handbook provides information on agents responsible for foodborne disease outbreaks. This document may be found at the FDA webpage <http://www.cfsan.fda.gov/cgi-bin/printall.cgi>

2. **BACTERIA.** Bacteria, like most other living organisms must have basic requirements to survive and grow. These include nutrients, moisture, temperature, pH (degrees of acidity and alkalinity), presence or absence of oxygen, and time to grow. Most foods provide the necessary nutrients, moisture and pH. With the addition of proper temperatures and oxygen levels, bacteria can multiply in large numbers within a short period of time. Under ideal conditions, many bacteria can triple their number every hour.

3. **VIRUSES.** Viruses are microbes that must be inside animal or plant cells to survive and multiply. The most important thing to know about viruses is that they are passed in human waste and unlike bacteria do not multiply in food or cause disease.

4. **PROTOZOA.** Protozoa are single celled animals which are normally not found in food. They are abundant in natural waters and most are not harmful to humans, but some kinds can cause diarrheal diseases in humans.

5. **FUNGI.** Fungi include a large variety of microscopic plants lacking chlorophyll. Yeast, mold, and mushrooms are all forms of fungi. Like bacteria, most fungi are beneficial and do not affect humans directly. Fungi decompose matter similar to bacteria which results in destruction of food. Beneficial forms of fungi are used to ferment beer, raise bread and sharpen several kinds of cheeses. A number of fungi produce toxins which are harmful to humans.

**N-2 CONTROLLING MICROORGANISMS**

1. **GENERAL.** Microorganisms may be controlled by manipulating the temperature, moisture, pH, presence or absence of oxygen, and time. These are described below:

a. **Temperature.** Microorganisms may be controlled by altering the temperature. Below 32° F., most organisms stop growing, although freezing won't kill them. As the temperature rises most pathogenic bacteria will multiply. The optimum temperature for pathogens is normal body temperature (98.6° F.). Above 135° F. most bacteria will die, however, heat resistant bacteria or spores may continue to survive above 170° F. Most microorganisms are killed at 212° F.

b. **Moisture.** Moisture is controlled by dehydration or altering the activity level. With the addition of sugar, salt, or certain other ingredients, water becomes unavailable to bacteria and growth is retarded.

c. **pH.** Most microorganisms, particularly pathogens, do not tolerate acidic conditions. Foods with a pH of 4.5 or below will not support the growth of bacteria. Preserving food in vinegar is an example of controlling bacteria by lowering the pH.

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d. Oxygen. Bacteria may be classified into two groups with respect to oxygen needs. Anaerobic bacteria thrive in the absence of oxygen and facultative bacteria can exist either with or without oxygen. Vacuum packing for example is a way to alter the availability of oxygen.

e. Time. Microorganisms require time to grow. The population of microorganisms, particularly bacteria and fungi, may be controlled by limiting the time food is allowed to stand at their optimum temperature ranges. This is the basis of the 4 hour rule in food service which states that the maximum amount of time potentially hazardous food may be held between 41° F. and 135° F. is 4 hours. Beyond the 4 hour time limit, pathogenic bacteria are capable of producing sufficient number of microorganisms to cause illness. Table N-1 shows incubation times of certain agents.

f. Frequent and thorough hand washing by food service personnel is a critical control measure for the prevention of food borne illness outbreaks. Chemical sanitizers may supplement but do not replace the use of proper designed and readily accessible hand washing facilities to include hot and cold water, disposable paper towels and soap.

### **N-3 INVESTIGATING AND REPORTING FOOD BORNE DISEASE OUTBREAKS**

All suspected occurrences of food borne outbreaks (epidemics) must be investigated and reported by Medical Event Reports by the Medical Department Representative. Information about this report is addressed in BUMEDINST 6220 series. Report all cases of suspected food borne disease to the medical department immediately. Exclusion of sick personnel from food preparation is critical. Timely and adequate response by Culinary Specialists/Food Service Officer and the Medical Department Representative is essential for Force Protection.

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## FOOD BORNE INTOXICATION

**TABLE N-1**  
Table of Incubation Times

Name	Etiologic Agent	Foods usually involved	Incubation Time (Onset of Symptoms)
Staphylococcus Food Poisoning	Several Enterotoxins of Staphylococcus aureus	Cream filled Pastries, custards, salad dressings, meat, meat products	1 to 7 hours, usually 2 to 4 hours
Botulism	Toxins produced by Clostridium botulinum types A, B and E; rarely F and G	Home canned vegetables, fruits, meats, baked potatoes, pot pies, usually low acid or alkaline	12 to 36 hours, usually 18 to 36 hours
<i>Clostridium perfringens</i> Food Poisoning	Toxins elaborated by Type A and C strains of <i>Clostridium perfringens</i>	Meats, stews, meat pies, gravies made of beef, turkey or chicken and beans	8 to 22 hours, usually 10 to 12 hours
<i>Vibrio parahaemolyticus</i> Food Poisoning	Enterotoxins and hemolysis (responsible for a hemolytic reaction, the "kenagawa phenomenon" of <i>Vibrio parahaemolyticus</i> )	Seafood, any food cross-contaminated with raw seafood, food rinsed with contaminated sea water	4 to 96 hours, usually 12 to 24 hours
<i>Bacillus cereus</i> Food Poisoning	Two enterotoxins of <i>Bacillus cereus</i> , one heat stable causing vomiting and one heat labile causing diarrhea.	Rice (such as fried rice), vegetables and meat dishes	30 minutes to 6 hours, where vomiting is the symptom, 6 to 16 hours where diarrhea is the symptom.

## NAVSUP P 486 – Food Service Management

**FOOD BORNE PARASITIC INFECTIONS****TABLE N-1**

Table of Incubation Times

Name	Etiologic Agent	Foods usually involved	Incubation Time (Onset of Symptoms)
Amebiasis	<i>Entamoeba histolytica</i>	Contaminated raw vegetables; contaminated water	A few days to several months or years. Commonly 2 to 4 weeks
Trichinosis (Trichiniasis, Trichinellosis)	<i>Trichinella spiralis</i>	Raw or insufficiently cooked flesh of animals; animals containing viable encysted larvae, chiefly pork and pork products, and beef products adulterated with raw pork	2 to 28 days; depending on number of larvae ingested
Taeniasis due to <i>Taenia Solium</i> Intestinal Form (Pork Tapeworm)	<i>Taenia solium</i>	Raw or uncooked infected pork	8 to 12 weeks
Cysticercosis (Infection by <i>Taenia solium</i> cysticercus)	<i>Taenia solium</i>	Food or water contaminated with the eggs of <i>Taenia solium</i>	A few months to 30 years
<i>Taenia saginata</i> Infection (Beef Tapeworm)	<i>Taenia saginata</i>	Raw or uncooked beef	10 to 14 weeks
Diphyllocothriasis (Broad or Fish Tapeworm infection)	<i>Diphyllobothrium latum</i>	Raw or inadequately cooked fresh water fish	3 to 6 weeks
Anisakiasis	Larval nematodes of the family Anisakidae, including the general Anisakis, Phocanema, Contraecum, and Terranova	Raw, undercooked, or improperly frozen seafood, especially cod, haddock, fluke, Pacific salmon, herring, flounder, monkfish, and fish used for sashimi	A few hours to 1 week

**NAVSUP P 486 – Food Service Management****CHEMICALS****TABLE N-1**

Table of Incubation Times

Name	Etiologic Agent	Foods usually involved	Incubation Time (Onset of Symptoms)
Chinese Restaurant Syndrome	Monosodium glutamate	Food containing large quantities (5 gms) of MSG	Few minutes to 1 hour
Arsenic Poisoning	Insecticides and rodenticides	Unwashed fruits and vegetables	1 hour or less
Fluoride Poisoning	Insecticides and rodenticides	Accidentally contaminated foods such as dry milk, flour, baking powder, cake mixes	Few minutes to 2 hours
Antimony Poisoning	Antimony in gray enamelware	High-acid foods and beverages	Few minutes to 1 hour
Lead Poisoning	Lead in earthenware vessels, pesticides, paint, plaster, putty, soldered joints	High-acid foods and beverages stored in lead-containing vessels, any accidentally contaminated food	30 minutes or longer
Copper Poisoning	Copper in pipes and utensils	High-acid foods and beverages	Few minutes to a few hours
Cyanide Poisoning	Metal polishes (Silver polishes) containing cyanide	Food accidentally contaminated with detarnishers	2 hours or less
Zinc Poisoning	Zinc in galvanized containers	High-acid foods and beverages stored in galvanized containers	Few minutes to a few hours
Organophosphorous Poisoning	Organic phosphorous insecticides, e.g., parathion, TEPP, diazinon malathion	Any accidentally contaminated food	Few minutes to a few hours

**NAVSUP P 486 – Food Service Management****NATURAL POISONS****TABLE N-1**

Table of Incubation Times

Name	Etiologic Agent	Foods usually involved	Incubation Time (Onset of Symptoms)
Mushroom Poisoning	Muscarine group of mushrooms	Eating Muscarine group of mushrooms, eating unknown varieties, mistaking toxic mushrooms for edible types	15 minutes to 2 hours
Mushroom Poisoning	Gastrointestina irritating group of mushrooms	Many varieties of wild mushrooms	30 minutes to 2 hours
Mushroom Poisoning	Cyclopeptides and gyromitrin in some mushrooms	Certain species of Amanita, Galerina, and Gyromitra mushrooms	6 to 24 minutes
Paralytic/Neurologic Shellfish Poisoning	Saxitoxin and similar toxins from dinoflagellates Protoogonaulas and Gymnodinium species	Shellfish from waters with high concentration of Protogonulax or Gymnodinium species (Red Tide)	Few minutes to 30 minutes
Diarrhetic Shellfish Poisoning	Okadaic acid and others produced by dinoflagellates Dinophyses acuminata and D. forti	Shellfish from waters with high concentration of Dinophyses	1/2 hour to 12 hours, usually 4 hours
Ciguatera Poisoning	Ciguatoxin in intestines, roe, gonads, and flesh of tropical marine fish	Liver, intestines, roe, gonads, or flesh of tropical reef fish; usually large reef fish are more commonly toxic	3 to 5 hours
Water Hemlock Poisoning	Resin and cicutoxin in hemlock root	Root of water hemlock Citcuta virosa, C. maculata, and C. douglarii. May be mistaken for wild parsnip, sweet potato, or carrot.	15 to 60 minutes
Jimsonweed Poisoning	Tropane alkaloids	Any part of plant, tomatoes grafted to Jimsonweed root stock	Less than 1 hour
Solanine Poisoning	Solanine	Potato sprouts	1 hour or less

**FOOD BORNE INFECTIONS**



**NAVSUP P 486 – Food Service Management****TABLE N-1**  
Table of Incubation Times

Name	Etiologic Agent	Foods usually involved	Incubation Time (Onset of Symptoms)
Viral Hepatitis A (Infectious Hepatitis)	Hepatitis A virus	Contaminated water and food, including milk, sliced meats, salads, and raw or undercooked mollusks	10 to 50 days, average 30 days
Epidemic Viral Gastroenteropathy (Norovirus type disease)	Norovirus, adenoviruses, astroviruses, caliciviruses, coronavirus, and others	Clams, oysters, cockles, green salads, pastry, and frostings	24 to 48 hours, usually 12 to 36 hours
Escherichia coli (E.coli 0157:h7)	Bacterium Escherichia coli	Undercooked ground beef, unpasteurized milk	1 to 10 days
Salmonellosis	Numerous serotypes of Salmonella, e.g., <i>S. enteritidis</i> , <i>S. typhimurium</i>	Raw (especially cracked) eggs, egg products, raw milk and products, poultry, pet turtles and chicks.	6 to 48 hours, range 12 to 36 hours
Typhoid Fever	Salmonella typhi	Food or water contaminated by feces or urine of a patient or carrier. Shellfish from sewage contaminated water. Flies can infect foods.	Usually 1 to 3 weeks
Yersiniosis	Yersinia enterocolitica, Y. pseudotuberculosis	Meat (pork, beef and lamb), oysters, fish, raw milk, contaminated pasteurized milk and raw unpasteurized milk and tofu	1 to 7 days, usually 1 to 3 days

## NAVSUP P 486 – Food Service Management

**FOOD BORNE INFECTIONS (continued)**

TABLE N-1

Table of Incubation Times

Name	Etiologic Agent	Foods usually involved	Incubation Time (Onset of Symptoms)
Shigellosis (Bacillary dysentery)	Four species or subgenera of <i>Shigella</i> , e.g., <i>S. dysenteriae</i> , <i>S. flexneri</i> , <i>S. boydii</i> , and <i>S. sonnei</i> . They are divided into groups A, B, C, and D and some 40 serotypes identified by arabic numbers	Food or water contaminated by feces from a patient or carrier. Any direct or indirect fecal-oral transmission from a patient or carrier. Water, milk, cockroach and fly-borne transmission may occur from direct fecal contamination.	1 to 7 days, usually 1 to 3 days
Diarrhea caused by campylobacteria ( <i>Campylobacter enteritis</i> , <i>Vibrionic enteritis</i> )	<i>Campylobacter jejuni</i> ( <i>C. fetus</i> subsp. <i>jejuni</i> ) and <i>C. coli</i> . A diversity of biotypes and serotypes occur	Food or unpasteurized milk or water. Contact with infected pets (especially puppies and kittens), wild animals, or infected infants; and possibly food cross-contaminated with these sources.	1 to 10 days, usually 3 to 5 days
Brucellosis (Undulant fever, Malta fever)	<i>Brucella abortus</i> , biotypes 1 to 7 and 9; <i>B. melitensis</i> , biotypes 1 to 3; <i>B. suis</i> , biotypes 1 to 4; and <i>B. canis</i>	Raw milk, daily products (cheese) from infected animals. Contact with infected animals or their tissues, blood, urine, vaginal discharges, aborted fetuses, and placentas.	1 to 10 days, usually 3 to 5 days
Leptospirosis (Weil's disease, Hemorrhagic jaundice)	<i>Leptospira interrogans</i> species which is subdivided into more than 170 serovars in the U.S. are <i>icterohaemorrhagiae</i> , <i>canicola</i> , <i>autumnalis</i> , and <i>hebdomidis</i> .	Food contaminated with urine of infected rats. Abraded skin or mucous membrane contact with water moist soil or vegetation contaminated with urine of infected animals.	4 to 19 days, usually 10 days

## NAVSUP P 486 – Food Service Management

**FOOD BORNE INFECTIONS (continued)**

TABLE N-1

Table of Incubation Times

Name	Etiologic Agent	Foods usually involved	Incubation Time (Onset of Symptoms)
Streptococcal Diseases caused by Group A (Beta Hemolytic) Streptococci (Streptococcal sore throat)	<i>Streptococcus pyogenes</i> , Group A has about 75 serologically distinct types. Occasionally groups B, C, and G can produce disease.	Milk, milk products, egg salad, deviled hard boiled eggs.	1 to 3 days, rarely longer
Tuberculosis (TB), Bovine	<i>Mycobacterium bovis</i>	Raw unpasteurized milk or dairy products.	About 4 to 12 weeks, the risk of infection remains greatest for 1 to 2 years after infection. Risk may persist for lifetime as a latent infection.
Tularemia (Rabbit Fever)	<i>Francisella tularensis</i>	Insufficiently cooked rabbit or hare meat; contaminated water.	2 to 10 days, usually 3 days
Q Fever (Query Fever)	<i>Coxiella burnetii</i>	Raw milk from infected cows	Usually 2 to 3 weeks
Listeriosis	<i>Listeria monocytogenes</i> from soil, manure and silage	Inadequate cooking, failure to properly pasteurize milk, prolonged refrigeration.	3 to 21 days, maybe longer

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**APPENDIX O  
FOOD SERVICE OPERATIONS  
IN CHEMICAL, BIOLOGICAL AND RADIOLOGICAL  
DEFENSE**

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<b>GENERAL.....</b>	<b>O-1</b>
<b>CHEMICAL DEFENSE .....</b>	<b>O-2</b>
<b>BIOLOGICAL DEFENSE.....</b>	<b>O-3</b>
<b>DECONTAMINATION OF EQUIPMENT AND SPACES.....</b>	<b>O-4</b>
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**NAVSUP P-486 - Food Service Management****APPENDIX O  
FOOD SERVICE OPERATIONS  
IN CHEMICAL, BIOLOGICAL AND RADIOLOGICAL DEFENSE**

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**O-1 GENERAL**

SECNAVINST 3300.2b titled the DEPARTMENT OF THE NAVY (DON) ANTI-TERRORISM (AT) PROGRAM is the implementation directive for DoD Directive 2000.12 which sets forth the DoD Antiterrorism Program. Food safety and Bio Terrorism is a major concern today in all areas of food service. Food and water security measures include those actions taken to detect, prevent, and mitigate the effects from intentional acts designed to disrupt or contaminate food and water sources. Recent terrorist activities have made bio-terrorism a real concern in the area of food safety. It is imperative that Culinary Specialist are made aware of this danger and are prepared to meet this threat, especially when dealing with overseas vendors and husbanding agents. It is extremely important that steps are taken to ensure that subsistence is being procured from approved sources and that a thorough inspection of all food items has been completed prior to stowage onboard. These steps are necessary in ensuring that the consumption of contaminated food is avoided at all cost eliminating the chance of illness, injury or death. The nature of the chemical, biological, and radiological contamination problems, outlining basic defense measures, and procedures to be followed when decontaminating eating, drinking and galley utensils, galley equipment, and food preparation spaces are discussed in the following paragraphs.

**O-2 CHEMICAL DEFENSE**

1. GENERAL. Chemically contaminated food is difficult to decontaminate. Due to limits in the ability to detect contamination that is bound to other materials, the use of such food will always pose a major risk. Methods are given for decontaminating eating, drinking, galley utensils, dinnerware dining spaces, food items, and water.
2. COMBINATION. Descriptions of chemical agents, methods of detection and identification of the various agents, material, equipment, and clothing to be used by decontamination personnel, and methods of decontamination to be employed in the recovery of various areas, spaces, materials, and objects are published in NAVMED P-5059 "NATO Handbook on the Medical Aspects of NBC Defense Operations," NSTM Chapter 470, "Shipboard BW/CW Defense and Counter Measures," and NAVMED P-5041, "Treatment of Chemical Agents Casualties and Conventional Military Chemical Injuries." Descriptions of Biological Warfare Agents are published in NAVMED P-5042 "Treatment of Biological Warfare Agent Casualties."
3. DECONTAMINATION OF FOOD SERVICE SPACES AND EQUIPMENT. The degree of contamination of food, food service spaces and equipment will depend on the chemical agents used and the factors involved such as the method of delivery, the weather, and various degrees of contamination (vapor contamination, light liquid contamination and heavy liquid contamination).
4. VAPOR CONTAMINATION. After surrounding areas have been decontaminated, the enlisted messing facility should be aerated thoroughly and the entire food service space washed down, inside and out, with clean water. All equipment and utensils used

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in the preparation and service of food should be washed carefully, using normal procedures. Spaces, utensils, and equipment then should be tested with the chemical agent detector kit and, if necessary, any of the prescribed procedures should be repeated.

5. **LIGHT LIQUID CONTAMINATION.** The food service spaces, inside and out, should be washed with hot water and an alkaline detergent, such as standard dishwashing compound. The application of the solution at high pressure will increase effectiveness. During and after cleaning, the spaces should be aerated. If slight contamination remains, the food service spaces should be heated to as high a temperature as possible for about 1 to 2 hours. The spaces then should be opened and ventilated for 15 minutes. This procedure should be repeated as necessary, testing at intervals with the M8 Chemical Agent Detector Paper, M9 Chemical Agent Detector Paper (tape) or detector kits such as the M256 Chemical Agent Detector Kit. Porous objects, such as wooden benches, will absorb liquid contamination to the extent that it probably will be necessary to destroy them. Decontamination of utensils and equipment is discussed below.

6. **HEAVY LIQUID CONTAMINATION.** Heavy liquid contamination is unlikely, except from a direct hit. However, where the necessity of the local situation requires that the food service officer attempt recovery, the following procedures are recommended:

a. **Spaces.** As no amount of washing or scrubbing of a porous surface that is heavily contaminated by a liquid chemical agent, particularly mustard, is likely to do much good, heavily contaminated areas should be roped off or abandoned as unsalvageable. Residual contamination on nonporous surfaces or other light contamination should be removed as described for "light liquid contamination."

b. **Utensils.** Metal, glass, or china utensils or any equipment not damaged by water should be immersed for 30 minutes in actively boiling water. Add 1 cup of alkaline detergent to each 5 gallons of water. This process should be followed by normal dishwashing procedures.

c. **Large Equipment.** Large equipment unsuited for immersion in boiling water should be scrubbed vigorously with DS2 (general-purpose decontamination that is effective for all toxic chemical agents) solution of hot water and an alkaline detergent, rinsed, disassembled, and scrubbed again with particular attention to parts not reached by the first washing. The equipment should be rinsed, dried, oiled, greased, and reassembled. Any wooden items should be removed and destroyed.

d. **Electrical Equipment.** Unless the electrical unit is enclosed in a watertight seal, water must not be used in the decontamination processes. Electrical equipment should be decontaminated with DS2 or other solutions and methods as directed by the damage control assistant or disaster control officer.

e. **Decontamination of Water.** In war, all water from undetermined sources is considered contaminated. There are no field methods for individuals or small units to decontaminate water sources. Disinfection does not remove chemical agents. Certain types of standard water purification equipment, held by engineer/quartermaster units, are capable of removing chemical contaminants from water; however, some modification of procedures may be required. Water that has been obtained from approved sources, stored in impermeable containers and has retained its residual disinfectant can be



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considered safe for drinking provided that external decontamination of the container has been performed. Any water source suspected of contamination should not be used unless the absence of contamination has been confirmed using a chemical testing kit. The following table (Table O-1) gives some guidance on the effects of liquid chemical agents on water.

**TABLE O-1**

## Effects of Liquid Chemical Agents on Water

Effect of Agents on Water				
<u>Chemical</u>	<u>Taste</u>	<u>Smell</u>	<u>Color</u>	<u>Toxicity</u>
Mustard	Acid	Bad	Yellow	Yes
N-Mustard	Acid	Bad	Yellow	Yes
Arsenicals	Acid	Bad	Yellow/Turbid	Yes
Nerve	Acid	None	None	Yes
Cyanogens	Bitter	None	None	Yes, but rapidly fades

f. Decontamination of Food. The effects of chemical agents on food depends on both the nature of the agent and the nature of the food. These physical and chemical properties determine the degree of penetration of the food by the agent as well as whether any chemical reaction will take place. This in turn determines whether decontamination is possible. There is likely to be a requirement for military units to go completely over to using prepackaged foods in air tight containers. Physical and chemical absorption of agents into food can take place. In either event, the taste, smell, and appearance of the food may be effected. In addition, food may become highly toxic without any change in outward appearance. Field concentrations of phosgene and HCN would be unlikely to cause any serious contamination. Unlike the case with water, both liquids and vapors can cause spoiling of food. The following table (Table O-2) gives some effects of agents on foods.

**NAVSUP P-486 - Food Service Management****TABLE O-2 - Effects of Chemical Agents on Water**

Agents	Food Type	Action
Liquid Nerve	All	Condemn
Vapor Nerve	Low fat/High moisture	Dry food should be exposed to air for 48 hrs., others to be washed with NaHCO <sub>3</sub> , peeled if possible, and cooked by boiling.
Vapor Nerve	Low fat/Low moisture	Dry food should be exposed to air for 48 hrs., others to be washed with NaHCO <sub>3</sub> , peeled if possible, and cooked by boiling.
Vapor Nerve	High fat content	Condemn
Liquid Blister	All	Condemn
Vapor Blister	Low fat/High moisture	Dry food should be exposed to air for 48 hrs., others to be washed with NaHCO <sub>3</sub> , peeled if possible, and cooked by boiling.
Vapor Blister	Low fat/Low moisture	Dry food should be exposed to air for 48 hrs., others to be washed with NaHCO <sub>3</sub> , peeled if possible, and cooked by boiling.
Vapor Blister	High fat content	Condemn
Choking	All	Agents decompose in water, wash food and expose to air for 24 hrs. Food may be unpalatable and require disposal.
Cyanogens	All	Unlikely to have any effect.

**O-3 BIOLOGICAL DEFENSE**

1. GENERAL. Current and emerging technology indicates that the most effective route for Biological Warfare Agents to gain entry into the body is the respiratory tract using aerosols 1-5 microns in diameter. Biological warfare employing the oral route of entry through ingestion of deliberately contaminated food may be limited to small terrorist attack scenarios. The deliberate use of heat stable toxins, however, such as staphylococcal enterotoxin, which is frequently the cause of reported peacetime outbreaks of foodborne illness, would make identification of a biological warfare attack very difficult. Development of detectors, the use of individual protective equipment and prophylaxis will be the best protection against biological warfare attack.

The general sanitation procedures discussed in this section are very important from a food sanitation viewpoint, but will have little impact in reducing the effect of a biological warfare attack employing aerosols.

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The instructions of the military commander should enable the supply officer to operate an enlisted messing facility under conditions following a biological attack. The following instructions prescribe the protection that should be employed in the decontamination of eating, drinking, and galley utensils, food preparation equipment, dining spaces, food items and water in an area contaminated by biological agents. In contrast with nuclear and chemical contamination, it probably will be impossible to locate or identify in a reasonable time specific items or areas that are contaminated with biological agents. Similarly, it will not be possible to measure the completeness or efficiency of the biological decontamination unless tedious laboratory procedures are used; therefore, all surfaces that would be health hazards if contaminated will be regarded as contaminated and treated accordingly.

2. PRECAUTIONS IN BIOLOGICAL DEFENSE. Decontamination teams should wear individual protective equipment including the MCU-2/P protective mask. Precautions should be taken to prevent any personnel from entering uncontaminated spaces.

3. CONTAMINATION BY BIOLOGICAL AGENTS. When treating the problem of biological contamination, it is assumed that there could be contamination of personnel, of all exposed surfaces, and of surrounding air. These instructions are intended for use in the event of suspected or known contamination. The task is to decontaminate and prevent recontamination.

The major risk from transmission of infectious disease is from droplet nuclei, tiny particles that do not settle readily. Because of their size, they can bypass the barriers in the upper airway and settle in the alveoli of the lungs. Large particles will settle rapidly; while they are less likely to be inhaled, they can contaminate surface and foodstuffs. Contamination on food and surfaces may be ingested with the food or carried from the surfaces to the mouth by hand-to-mouth contact.

Because of the current difficulty in rapidly detecting biological agents, knowledge of contamination may (although, not necessarily) be based on the occurrence of widespread or unusual sickness. This sickness could be caused by contamination that had occurred several days or weeks before.

### **O-4 DECONTAMINATION OF EQUIPMENT AND SPACES**

1. INITIAL PROCEDURES. After contamination has occurred, decontamination measures should be carried out (as described below) so that recontamination will not occur.

Decontamination procedures and chemicals. Steam application to surfaces, when available, is effective and may be used ashore and afloat. Afloat, Naval Ships' Technical Manual (NSTM), Chapter 470, outlines a steaming procedure for decontaminating spaces. Calcium hypochlorite (65-70%) used as a one percent or 9 percent solutions in water with 0.5 percent detergent (Decontaminating Compound, NSN 9G 6850-00-664-2008) is readily available and is recommended. If the above detergent is not available, Liquid Detergent #50, NSN 7930-00-282-9699, or equivalent may be substituted. Disinfectants such as iodophor solutions (germicidal or detergent) or other disinfectants registered with the Environmental Protection Agency (EPA) may be used if chlorine is not available. The medical department should be contacted for advice and recommendations as necessary when using these solutions. If calcium hypochlorite is not available, the deposits can be removed (physical decontamination) by the use of

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detergent solutions alone. In addition to the CBR decontamination compound a variety of detergents or cleaning compounds are available including liquid chlorine bleach and other laundry and dishwashing compounds, solvent-emulsion and water emulsion cleaners.

### 2. DECONTAMINATION OF VARIOUS TYPES OF EQUIPMENT

a. Large Equipment. Large equipment (those items too large to be immersed in sinks or run through dishwashing machines) should be washed, rinsed, and decontaminated in the same manner as prescribed for interior surfaces of food service spaces. The methods most suited to decontaminating large equipment are those involving the use of hypochlorite and detergent solutions. Hypochlorites are corrosive to all metals that will rust and should not be allowed to come into contact with motors and other electrical equipment from which such hypochlorites could not be thoroughly wiped off. As much equipment as possible should be covered with clean cloths after decontamination to prevent recontamination. Hypochlorites identified as calcium hypochlorite (high-test hypochlorites), which contain 65-70 percent available chlorine can be used. This is the most concentrated form of hypochlorite or active chlorine available. Its normal use is for disinfecting potable water, potable water tanks, potable water hoses, etc. (NAVMED P-5010-6). This solution can be used, after suitable dilution, for decontamination or the calcium hypochlorite can be dissolved in 1 gallon of water, which gives a solution of 5,000 ppm (0.5 percent) available chlorine.

b. Small Items of Equipment. Small items of equipment that will not suffer damage by immersion should be washed, rinsed, and sanitized in the manner described here for eating and drinking utensils.

c. Dining and Small Galley Utensils and Other Small Items. Dinnerware, small galley utensils, and all other small items should be decontaminated. Items not absolutely essential to the operation or the mess can be removed more easily than decontaminated.

3. ADDITIONAL PROCEDURES. In addition to the initial procedures, decontamination should continue for as long as it is determined by competent authorities that danger exists. Interior surfaces, except overhead and bulkhead surfaces out of reach, should be decontaminated daily as long as the danger exists. Also, as long as the danger exists, large equipment should be decontaminated before and after each meal, and small equipment and utensils should be decontaminated after each use. After decontamination, the small equipment and utensils should be covered with a clean cloth.

Direct exposure to bright sunlight for an hour or more is an effective decontaminant for smooth, nonabsorbent surfaces. Most exterior surfaces of building and ships where rapid decontamination is not required will be decontaminated satisfactorily by environmental conditions, sunlight, and time. Dirty, dusty, or porous surfaces tend to protect biological organisms from direct rays of the sun.

4. MACHINE WASHING GALLEY UTENSILS. The machine dishwashing instructions given in this manual shall be scrupulously observed with qualified supervisory personnel stationed in the scullery.

a. Additional Washing Precautions. The interior walls of the scullery, all working surfaces (tables, dish carts, and sinks), the interior and exterior of dishwashing machines, and all other equipment used in the washing and sanitizing of eating and

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drinking utensils should be thoroughly washed, rinsed and decontaminated (sanitized). After all surfaces and equipment have been decontaminated, eating and drinking utensils should be brought to the scullery for decontamination. Decontamination of such utensils must be accomplished by following the instructions for washing and sanitizing eating and drinking utensils contained in this manual and the "Manual of Naval Preventive Medicine" (NAVMED P-5010-1).

Decontaminated eating and drinking utensils should not be handled by any person who has previously handled contaminated utensils and should not be placed in contact with any surface that has been exposed to contamination. Baskets or containers should hold silverware in a vertical position, handle down, during the washing and sanitizing procedure. Additionally, containers should be available into which the silverware may be inverted without being handled by workers. If such containers are not available, silverware should be laid flat in racks not to exceed one layer of utensils. Particular care should be exercised in removing utensils from racks after decontamination to prevent recontamination.

b. Sanitizing. If properly operating dishwashing machines, with the wash, rinse and sanitizing rinse at the recommended temperatures are not available, it will be necessary to manually wash and/or manually sanitize the dishware in a deep sink, steam jacketed kettle or other container. The sanitizing rinse may be hot water (170° F. for 30 seconds) or an approved chemical sanitizing agent.

c. After Sanitizing. After sanitizing, cover the wash racks containing utensils with a cloth that has been sanitized by boiling or soaking in an approved sanitizing solution.

5. HAND WASHING GALLEY UTENSILS. Eating and drinking utensils may be washed and sanitized to effect decontamination by manual methods as described in "Manual of Naval Preventive Medicine" (NAVMED P-5010-1). The washing precautions noted in the instructions in this manual for machine dishwashing are equally applicable to manual dishwashing.

### O-5 PREVENTION OF RECONTAMINATION

Recontamination may be caused by secondary aerosols or clouds formed from particles (bacteria or other organisms) which having been deposited on a surface, are stirred up into the air again by scuffing, shaking, or other mechanical action. Although the degree of danger that these secondary aerosols represent has not been definitely established, protective measures to suppress them should be taken. Secondary aerosols may be suppressed by wetting surfaces with oil or water. If oil is used as a suppressant, it must not generate harmful vapors (cooking oil is suggested) and it must not be applied to walking surfaces, which may create slippery conditions. A suppressant should be used and traffic should be restricted in food preparation areas.

It is important to ensure that before entering food service spaces, culinary specialists and all personnel eating in the dining area are as free as possible from contamination. The medical and public works officers and the damage control assistant may be consulted on the decontamination of personnel. Personnel should be indoctrinated in at least the objectives of biological defense. It has been found that removing clothing will shake off organisms covering on the surfaces, thereby, setting up secondary aerosols. Therefore, in cold weather, personnel in dining lines should remove outer garments and

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leave them outside food service spaces prior to entering. Unauthorized personnel should not be permitted in the food service spaces.

### O-6 DECONTAMINATION OF FOOD ITEMS

1. GENERAL. The advice of the medical officer should be sought before any attempt is made to decontaminate food suspected of biological contamination.

2. DRY ITEMS. Food stored in containers that are resistant to the passage of biological agents (sealed containers of metal, plastic, glass or porcelain) requires only the proper exterior decontamination be performed. Paper labels and paper covers should be removed from the container (identify contents of container using a grease pencil if necessary) and one of the following methods of decontamination should be used:

a. Immerse the container for one minute in a solution of warm water containing not less than 200 ppm available chlorine. Check the concentration periodically to ensure the chlorine residual is maintained above 50 ppm. A potable water rinse is not necessary. Clean containers may also be immersed in hot water, at least 170° F. for 30 seconds.

b. If the impermeable containers are soiled and require detergent cleaning, they should be processed by dishwashing and sanitizing procedures either by machine or manually.

c. Impermeable containers may be sanitized using any of the standard chemical methods (such as bleach slurry, sodium carbonate, or DS2) followed by rinsing in potable water).

d. Food packages that will not stand immersion should be wiped off with a solution of water containing 200 ppm available chlorine. The food is to be thoroughly cooked before it is served.

e. Food packed in sacks or other permeable containers, (e.g., fruit vegetables, nuts, etc.) can be decontaminated by immersion for at least 15 minutes in a 100 ppm free available chlorine solution or 30 minutes in a 50 ppm free available chlorine solution and by thoroughly rinsing with potable water before cooking or serving. Head items, such as lettuce, cabbage, celery, etc., must be broken apart before immersion.

### 3. FRESH OR CHILL ITEMS

a. Foods That Can Be Peeled or Pared. Foods that can be peeled or pared may be decontaminated by using the procedure described for food packed in sacks above.

b. All Other Fresh or Chill Items. The use of heat is the most practicable means of decontaminating contaminated foods. Thorough cooking will reduce contamination to a safe level so food can be consumed. Specific methods to be followed in this form of decontamination are outlined under "Additional Precautions" later in this chapter.

### 4. FROZEN ITEMS

a. Impermeable Containers. Food items stowed in freezer space in impermeable containers (canned frozen strawberries, for example) may be decontaminated as outlined in "Dry Items" in this chapter.

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b. Permeable Containers. Food items stowed in freezer space in permeable containers (frozen fruits or vegetables for example) may be decontaminated by thorough cooking before use.

c. Not Contained in Outer Packaging. Food items stowed in freezer space but not contained in outer packaging (meat, for example) should be completely thawed and thoroughly cooked before eating.

### 5. ADDITIONAL PRECAUTIONS

a. General. Hands must be free of contamination during the opening operations to ensure that the contents do not become contaminated.

b. Opened Cans of Food. Opened cans of fruit, jam, jelly, or similar foods will be destroyed, but opened cans of vegetables may be decontaminated by boiling the vegetables for a minimum of 15 minutes in a steam-jacketed kettle.

### 6. DECONTAMINATION BY HEAT

a. Heat is the most practicable method of decontaminating foods. In no case will decontaminated food be consumed until it is pronounced safe by a designated medical officer. It is recommended that, insofar as possible, only foods contained in impermeable packages (cans, bottles, jars) be decontaminated and used for meal preparation.

b. Cooking. Food items that are not packaged or those, which are packaged in permeable containers, may be cooked by either of the following methods:

(1) In a pressure-type cooker at 15 pounds pressure at 250° F. (121° C.) for 15 minutes.

(2) Boiling for a minimum of 15 minutes.

c. Baking. Certain contaminated items may be decontaminated by baking. Only those items in the Armed Forces Recipe Service that specify an oven temperature of 400° F. (204° C.) and above for a cooking period of 40 minutes or longer, will be used to prepare baked items using contaminated ingredients.

d. Meats. All meats, except those contained in decontaminated impermeable containers (canned meat items), must be cooked to the well-done stage (at 325° F. (167° C.) for about 2 hours. Guidance cards in the Armed Forces Recipe Service also include information on internal temperature indicating the well-done stage.

### 7. WATER CONTAMINATION

The detection of water contamination and the completion of associated laboratory analysis are responsibilities of the medical department. Biological decontamination of water is not difficult when regular water treatment facilities exist. However, more chlorine than normal will be needed to process the water. If no water-treatment facilities are available, water contaminated by bacteria can be decontaminated by any of the following methods:

a. Boiling for 5 minutes.

b. Distilling, if equipment is available.

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- c. Using iodine tablets according to the direction found on the label.

A medical officer will approve the method and the completeness of the decontamination process before any water is used for drinking purposes. Water that has been decontaminated must be protected against recontamination.

### **O-7 RADIOLOGICAL DEFENSE**

Radiological (nuclear) defense includes all measures taken to reduce personnel injury and material damage from radioactivity. Commanding Officers usually assign responsibilities for guidance in radiological defense to the engineering officer/damage control assistant (at sea) and to the disaster control officer (ashore). Food service personnel shall be assigned duties within the overall damage control plan. The specialized nature of the food service operation will require the following:

- a. Preliminary organization, distribution, and training of personnel to deal with blast damage and subsequent radioactive contamination.

- b. Emergency operation, decontamination, and recovery measures to cope with the situation. Survival may depend on how all individuals and teams are trained in each area of responsibility. Advance preparation will contribute to rapid recovery of functions essential to the mission. All Culinary Specialists will be made thoroughly familiar with plans and procedures to be followed. Personnel training should be accomplished with the advice and assistance of disaster control and medical officers.

During an emergency, a realistic evaluation of the disaster situation will be made and initial steps toward recovery taken. There will be advance planning to meet this situation. Protective clothing, monitoring equipment, and decontamination gear will be needed.

### **O-8 RADIOLOGICAL CONTAMINATION**

Radioactivity may be inducted in exposed materials close to a nuclear burst or may result from bomb fission residues. Most common will be dust, although such items as soap, table salt, copper or brass may become radioactive as a result of the action of neutrons. A person carrying radioactive particles can easily contaminate an otherwise safe object in an area. If this person handles food, the food likewise can become contaminated.

Radioactivity cannot be destroyed by cooking or sterilization, or neutralized by chemical treatment. Radioactive materials can only be removed by physical means. It must be reduced to a limit of radioactivity set by command authority by removing the contamination physically or allowing it to "decay." The extent radioactivity is existing in any food space will be determined by survey with RADIAC (Radiation Detection, Indicator, and Computation) monitoring equipment. If the survey so indicates, it may be necessary to reestablish the general mess in an area designated safe by the Commanding Officer.

### **O-9 DECONTAMINATION**

1. GENERAL. Natural decay of radioactive substances commences immediately following the nuclear blast. If the situation permits, hazards to decontamination

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personnel can be reduced by delaying decontamination operations until natural decay has reduced radioactivity to a safer level. The process of decontamination consists mostly of cleaning or removing the surface to the depth of the contaminated layer. It will often be impossible to decontaminate meat, fish, etc., due to absorption of radioactive salts found in the fallout. This process neither neutralizes nor destroys the contamination, but transfers it to another area where it presents less hazard.

The severity of contamination and its nature should be considered. Because galley and dining spaces are usually protected, it is likely that contamination will result from the deposit of finely divided solids or water droplets carried by the blast or otherwise airborne. Some radioactive particles may lodge in porous surface materials. Distribution and, therefore, levels of radioactivity will not be uniform.

There are various methods of removing contamination. They differ in effectiveness in removing the contaminant, in applicability to various surfaces, and in rate of operation. They fall into two general classes, gross or rough decontamination and detailed contamination. Gross decontamination consists of rapid washing down with large quantities of water from a fire hose or nozzle system. Personnel aboard ship and in the field will be concerned with gross decontamination. Detailed decontamination procedures are costly in time, manpower, and material, and would be done only under direction of qualified personnel at shipyards.

2. WATER DECONTAMINATION. Efforts to decontaminate with heavily contaminated water will obviously be ineffective. Water used for decontamination must be allowed to drain freely from contaminated areas.

Aboard ship the evaporators are an effective means of obtaining potable water. If a ship is in port the ship may be required to furnish safe potable water to the station. Seawater in the neighborhood of an aerial burst to windward will be contaminated at the surface. A subsurface burst will heavily contaminate seawater in the vicinity. See NSTM, Chapter 070; Radiological Recovery of ships after Nuclear Weapons Explosions or NAVEDTRA 10670C, Rate Training Manual for Hospital Corpsman 1 & C, for additional information on decontamination procedures.

3. DECONTAMINATION BY CLEANING AGENTS. When materials specifically designed for the removal of radioactive contaminants are available, they will be used as instructed. When specifically designated materials are not available, the following formulas are suggested for general cleaning of galley surfaces.

a. Formula 1:

Detergent, general purpose, liquid water soluble, type 1, 1/2. Sodium phosphate, tribasic, technical phosphate, type 2, 1/2 pound.

Water, hot (12 gallons), 100 pounds.

Directions: The sodium phosphate will be completely dissolved by being stirred into hot water. The syrup liquid detergent will be added and stirred until thoroughly dispersed.

b. Formula 2:

Dishwashing compound, machine granular, free-flowing.

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Directions: The compound will be dissolved in hot water to make a 0.5 percent (approximate) solution and will be used hot.

c. Formula 3:

Citric acid, monohydrate, granular form.

Directions: Citric acid will be dissolved by being stirred into hot water to make a 3 percent (approximate) solution (3 pounds in 12 gallons of water). In use, utensils will be immersed and metal surfaces will be sprayed.

Except for citric acid, the foregoing materials are commonly used and are readily available. The suggested formulations are not intended to supplant agents specified in existing decontamination instructions. They constitute the bare minimum as substitutes and will serve to meet immediate emergency requirements. All chemical cleaning agents function most efficiently when hot. The choice of method and cleaning agent to be used all depend on the nature of the surface to be decontaminated, kind and degree of contamination, time, manpower, and materials to do the work.

4. DECONTAMINATING GALLEY, EQUIPMENT, AND DINING SPACES. Conduct a radiological assay to determine the presence or absence of contamination with the food service spaces using radiological detection equipment. Only readily accessible surfaces (bulkheads and decks), and all food contact surfaces must be decontaminated unless a significant penetration dose hazard exists in the spaces due to contamination in inaccessible locations. Use conventional cleaning methods employing two man teams to decontaminate the majority of interior spaces that have become contaminated. These methods include scrubbing, wiping and some paint removal, as necessary, working from top to bottom in line direction of any liquid flow. Care should be taken to avoid electrical equipment, especially controls that are not water-proofed. Bare metal surfaces should be given an initial scrubbing with alkaline detergents to remove grease films. Citric acid solution should then be applied and allowed to remain for a minimum period of 10 minutes. The surfaces should then be rinsed with clean fresh water, allowed to dry, and then monitored. In the absence of citric acid, vinegar may be used, but it is less effective.

5. DECONTAMINATING UTENSILS AND DINNERWARE. The treatment for metal utensils should be carried out in essentially the same manner as for other metal surfaces, namely, a detergent wash followed by acid treatment. When feasible, the utensils should be immersed in the solution. Tray, cutlery, and metal tableware should be given the same treatment as utensils. Dishes and glass items present no particular cleaning problem if the glazed surfaces are without scratches and foreign deposits such as stains or hard-water scale.

Plasticware may present some difficulty because of the relatively porous character of the surfaces, scratches, and the presence of foreign deposits. Both glass and plasticware will be machine washed, rinsed, dried, and each item monitored. Those that do not pass will be inspected for cracks and surface defects. Cracked and badly scratched items should be disposed of immediately. The other items still showing contamination should be given repeated washings until safe, or should be segregated to await natural decay or disposal.

6. DECONTAMINATING FOOD. All foodstuff should be carefully monitored in areas of low background radiation so that greater accuracy can be achieved. Foods in metal or

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glass packages will be safe. Contamination will be on the exterior surfaces and can be removed by washing. Food items in sealed dust-proof packages will probably be safe if the wrapper is not broken. Care must be taken with the disposal of the containers and wrappers. Some vegetables can also be decontaminated if carefully washed, dried, monitored, and peeled. Nonperishable items that cannot be easily decontaminated, such as flour, sugar, or salt, should be set aside allowing natural radioactive decay to reduce the radioactivity to less hazardous levels. Canned food should not be disposed of or segregated on the basis of high readings obtained from unopened containers. Cans, particularly those enameled, may incur a high level of induced activity (from zinc in the enamel, and not so much from the iron in the can). Glass, because of its high salt content, may turn in color. Container radioactivity is not transferred to the contents and highly radioactive containers can contain food that is safe to eat. When surface contamination cannot be physically removed, the food will be condemned. All food will be inspected and approved by the medical officer.

7. PRECAUTIONS IN DECONTAMINATION. Personnel engaged in decontamination must wear individual protective equipment only if chemical weapons have also been used. In the absence of chemical weapons, team members should wear water-resistant or water-repellant clothing and rubber foot wear. In order to prevent heat stress casualties from occurring, particularly at high ambient air temperatures and relative humidity, WGBT heat stress monitors should program work/rest cycles.

Precautions will be taken to prevent any contaminated personnel or material from entering uncontaminated food storage or food service spaces. All personnel and material must be monitored and cleared before entering spaces not requiring decontamination. Cleaning gear, items of protective clothing, etc. used in decontamination procedures should be segregated and disposed of as contaminated, according to their level of contamination. If contaminated items are brought accidentally into food spaces, the contaminated items should be removed and, pending decontamination of the effected areas, these areas should be isolated. Personnel who may have walked through such areas or who may have otherwise come in contact with radioactive particles, shall be sent to a decontamination station.

### O-10 FOOD PRESERVATION

1. GENERAL. Most foods will spoil unless special procedures are used to retard decomposition. The principle methods used to preserve foods employ high temperatures to pasteurize the foods, low temperatures to retard growth and enzymatic action, use of preservative that alters water activity levels or alters pH, and gamma or X-ray radiation that sterilizes certain foods.

2. PRESERVATIVES. Certain agents are used as preservatives to inhibit microbial growth in food. They include salt, sugar, and sodium nitrate, and are used for curing and pickling meat and vegetables. Other agents such as salicylic acid and sodium benzoate are also used as preservatives. Ordinarily, salting is combined with curing and smoking to preserve some meats. Smoking improves flavor and, to a limited extent, helps inhibit microorganisms.

3. FREEZING. Freezing at 0° F. and below is an effective method of preserving certain foods. The length of time foods may be stored frozen depends on some extent on the foods being frozen and on the temperature. The colder and more constant the temperature the better. Maintaining foods at -30° F. or below is desirable.

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4. **CHILLING.** Chilling food between 30° F. and 40° F. will prevent most pathogens and retard many spoilage microbes, but will not prevent spoilage.

5. **COOKING.** Ordinary cooking may render foods digestible and palatable, but cooking does not preserve them. In fact, it may expedite spoilage of protein foods (meat, milk and its products, eggs), permitting active growth of both harmful organisms and those responsible for spoilage at certain temperatures. Bacteria carry out the protein breakdown that brings on foul-smelling, rotting processes in these foods.

Temperatures used for boiling (212° F.) (100° C.) on top of a range or in a steam-jacketed kettle are not sufficiently constant to ensure a complete destruction of spoilage organisms in most foods. A product is safe only if cooked long enough to destroy the spore-forming microorganisms and many kinds of heat-enduring bacteria. This destruction is not accomplished by ordinary baking at the oven temperatures used to bake most products. During the baking process, heat does not penetrate into the item being cooked. Frying, like baking, is not effective in destroying heat-resistant microorganisms because heat does not penetrate the interior of some foods before over browning occurs on the exterior.

6. **PASTEURIZATION.** Foods can be preserved at least for short periods of time by the pasteurization process. Pasteurization is a process of heating a substance, usually a liquid, to a sufficient temperature to destroy disease producing microorganisms without changing the composition, flavor, or nutritive value of the liquid. Some spoilage microbes are destroyed in the process. Milk is a good example of how pasteurization, in combination with refrigeration or preservatives, can extend the storage times of many foods.

### **O-11 ADDITIONAL REFERENCES**

Additional information on Food Service Operations in Chemical, Biological and Radiological Defense can be found in the Army (Field Manual) FM 10-23, Part Five, Nuclear, Biological, and Chemical Operations, Chapter 13, Protection From Contamination and FM 4-02.7 Health Service Support in A Nuclear, Biological, and Chemical Environment, Chapter 5, Food Protection, and Food Decontamination. Information on food and water vulnerability assessments maybe found in US Army CHPPM Technical Guide TG188. A commander may establish a multi-discipline Food Security Action Team via his Anti-Terrorism Officer (ATO) for conducting systematic review and assessment of installation food systems using principles of Operational Risk Management (ORM).

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**APPENDIX P  
SAFETY AND 3M/PMS STANDARDS**

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**Section 1: SAFETY**

<b>General .....</b>	<b>P-1-1</b>
<b>Safe Working Conditions .....</b>	<b>P-1-2</b>
<b>Receiving And Stowage Operations .....</b>	<b>P-1-3</b>
<b>Safe Food Preparation Operations .....</b>	<b>P-1-4</b>
<b>Equipment Used For Food Preparation .....</b>	<b>P-1-5</b>

**Section 2: PLANNED MAINTENANCE SYSTEM (PMS)**

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# APPENDIX P SAFETY AND 3M/PMS STANDARDS

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### Section 1: SAFETY

#### P-1-1 GENERAL

A well organized safety program will reduce accidents which result in time lost from the job, additional administrative burdens and undue hardships on all concerned. A safety conscious operation with well-trained personnel will result in reduced dish breakage, a more pleasant atmosphere, more efficient work habits, and better food service. In the final analysis, safety is good management.

#### P-1-2 SAFE WORKING CONDITIONS

1. GENERAL. It is necessary to have safe conditions before operations themselves can be made safe. The following are conditions that should underline safety.
2. AMPLE WORKING SPACE. All working spaces should have adequate clearance between equipment. Overhead clearance should be adequate enough so as to preclude injury. All food preparation counters should have adequate width and height so as to make the preparation area comfortable to work in.
3. SUITABLE STOWAGE FACILITIES. Food stowage areas should have adequate stowage facilities for all food items and food preparation equipment, with special emphasis on stowage of machine attachments and cutting devices.
4. ADEQUATE LIGHTING. All food service spaces should have adequate lighting as well as proper light intensity for jobs to be performed. For a good working environment it is necessary to have a well lighted space. Adequate guards on low hanging fixtures are required so as to avoid personal contact with exposed bulbs.
5. GOOD INSULATION. Steam and water lines located near food preparation spaces are required to have adequate insulation on all exposed pipes and valves.
6. GOOD HOUSEKEEPING. A properly cleaned and stowed operation will have a lasting impression on all parties involved. Safety is a primary concern for all; floor clutter and improper stowage can and will cause accidents to happen.
7. PROPER ENCLOSURES AND GUARDS FOR MACHINES. Machinery does not cause physical harm to personnel; people cause physical harm to each other. To avoid personal injury of personnel, knife guards and safety devices are required to be installed on all equipment that requires them. You are further required to have all safety and operating instructions posted adjacent to all equipment and visible to all operators.
8. PROPER CARE OF FLOORS. The floors in all areas require special attention; they must be kept clean and dry to avoid personal mishaps. Terazzo and tile floors may become especially slippery when weather is humid, and will require additional attention to maintain a dry and safe condition.
9. CHAIRS AND TABLES. Chairs and tables can be some of the most abused pieces of furniture in a food service operation. All chairs and tables requiring repair must be

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accomplished so as to preclude injury to personnel. Any damaged furniture must be removed until it is repaired.

10. **FIRE SAFETY.** Fire can be the single most damaging casualty afloat as well as ashore. It is up to you to ensure that your operation is fire safe, and that all personnel follow fire safety procedures. All fire extinguishers should be checked for leakage as well as charging on a monthly basis, and personnel must know the location of all equipment as well as who to notify in case of emergency. All exits must be clearly designated as fire exits, unlocked and free of debris. The use of supplementary locks or chains on fire exits is prohibited.

11. **SAFE CLOTHING.** The clothing that you wear during your working hours must be presentable and well taken care of. Jewelry, watches, and bracelets are prohibited from food service spaces. This does not apply to a plain ring, such as a wedding band. Safety shoes are required in all food service spaces and loose sleeved shirts, ties or aprons should not be worn when using grinders, mixers or saws.

12. **COMPLIANCE WITH ORDINANCES, REGULATIONS, AND CODES.** All equipment installed in Navy galleys will be in accordance with National Restaurant Association guidelines. Electrical equipment must be in accordance with the National Electrical Codes guidelines. All circuit breakers must be legibly marked as to what that particular circuit services. Integral electrical wiring on all equipment is mounted and secured properly. There is no evidence of electrical shock hazards in any food service space.

### **P-1-3 RECEIVING AND STOWAGE OPERATIONS**

In general, stowage compartments should be located away from sources of contamination, maintained in good repair and kept clean. When receiving food items the following procedures apply:

1. When opening boxes, cartons, crates etc., remove nails and beware of broken glass.
2. Locate the heavier and bulkier materials on the lower shelves. Avoid storage on top of food lockers or other high storage units.
3. Food containers should be covered except when in actual use or service.
4. Food containers will become contaminated by wire splinters and dirt if not opened properly.
5. Know where your firefighting equipment is located. Items will not be stored where they would be in the way when equipment is needed for emergency use. Flammable cleaning materials or other materials will be placed in specified lockers or in approved safety cans.
6. Maintain good housekeeping so as to reduce the hazards of fire and other accident hazards. Place stores so that they do not protrude into the aisles from bins or shelves.
7. Be sure that light bulbs are guarded and that materials are stored no closer than 18 inches to any bulb.
8. To avoid toppling of cases and injury to personnel; do not stack cases too high.



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9. Use shelving of sturdy construction. In storerooms afloat, merchandise should be secured behind battens or lashed down.
10. Storerooms will be properly ventilated and smoking prohibited.
11. When lifting, keep back straight, bend knees and let leg muscles do the work. If load is too heavy for one person to manage, ask for assistance.
12. Use adequate and safe ladders; avoid overreaching to get objects.
13. Store pesticides, cleaning agents and chemicals in original containers away from food service areas.
14. Carbon dioxide (CO<sub>2</sub>) bottles (tanks) should be stored and secured where they cannot be knocked over. All gauges on tanks should be in good working condition.

### **P-1-4 SAFE FOOD PREPARATION OPERATIONS**

1. To avoid burns you must use hot pads properly. Slip hands through the elastic straps on the back of pads to protect the underside of wrists and enable firm gripping of hot pans. Launder pads frequently.
2. Cook in minimum amounts of water to avoid boiling over and spilling when pouring off hot liquids.
3. Remove steam-jacketed kettle covers carefully so that steam may escape without scalding hands or face.
4. Keep range tops and ventilation hoods free of grease.
5. Handles of cooking utensils should be turned away from the edge of the range to prevent being pushed off.
6. Ask for help to lift heavy containers; know where to place the container in a clear work area.
7. To avoid splashing when drawing hot water or coffee from an urn, turn the spigot slowly and check all valves and spigots for proper closed position before filling urn.
8. Keep oven doors closed when not in use.
9. Do not clean the oven or range until it has cooled.
10. Clean up spills immediately and store all kitchen utensils off the floor and on shelves or in proper spaces provided.
11. ALL EQUIPMENT MUST BE SECURED WHEN GALLEY WATCH PERSONNEL ARE NOT IN FOOD SERVICE SPACES.

### **P-1-5 EQUIPMENT USED FOR FOOD PREPARATION**

1. GENERAL. Only trained and qualified personnel are authorized to use food service equipment. Be sure all safety devices, to include interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards are in place, are in proper operating condition, and that all parts are installed as directed

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by the manufacturer. All electrical equipment must be secured before cleaning or adjusting. The following guidelines apply for specific types of equipment.

2. **CUTTERS AND CHOPPERS.** Guards are required for cutters and choppers as specified by the manufacturer, including blade guard and interlock switches that render the machine inoperable when the guard is not properly positioned.

3. **SLICERS.** Slicers are required to be located away from the traffic areas, secured, mounted, guarded, and grounded electrically.

a. Keep knife guards in place at all times unless the slicer is unplugged and disabled for cleaning.

b. Use the pusher (not your hand) to guide the product being sliced toward the blade.

c. Always disconnect power cord prior to cleaning and reconnect only when ready to use.

d. Never touch the blade with your hands. Clean the blade with a clean, detergent soaked cloth, wiping from the inside to the outside.

e. Always secure the machine when not in use.

f. Always replace knife guards after cleaning machine.

4. **GRINDERS.** A guard or feeding device must be installed on every grinder and kept in place while the machine is in use. Do not put fingers or hands against the feed screw or other grinding mechanisms. On other models a multi-hole plate is secured over the opening. Plastic or metal stompers especially designated to prevent contact with the feed screw must be provided. Always feed the grinder with the stomper, not by hand.

5. **MIXERS.** Food service mixers come in various sizes depending on the specific gallon capacity that the mixer is capable of holding. You should never fill the mixer more than 2/3 full due to the uneven weight distribution. **DO NOT START MACHINE WITH THE CLUTCH ENGAGED - IT CAN DAMAGE THE MACHINE OR DO PERSONAL HARM TO FOOD SERVICE PERSONNEL.**

6. **STEAM-JACKETED KETTLES AND STEAMERS.** There are two different types of steam jacketed kettles in use afloat as well as ashore. It is important to know which type your command has installed. The following are basic principles to follow for each type kettle:

a. **Steam-Jacketed Kettle (Steam Supplied).** Steam is supplied to food service spaces for various operations including the use of steam jacketed kettles. The food service division is required to ensure that the operating procedures are closely monitored, or the steam kettle can become a potential lethal instrument. To ensure the kettle is maintained properly follow the required PMS cards and operating instructions.

b. **Steam-Jacketed Kettle (Electric).** Steam is internally supplied through a sealed "vacuum" system. It is the responsibility of the galley watch captain to ensure that the level of water does not go below the "MIN" level on the sight glass. To recharge the system with new water it must be distilled. You can obtain this water from either the ship's distilling plant or from shore sources of supply. If tap water is used it can cause

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buildup of mineral deposits on the heating coils and decrease the effectiveness of the kettle.

c. Hydrostatic Testing of Steam-Jacketed Kettles. Hydrostatic testing of steam-jacketed kettles is required as per OPNAVINST 11000.16A (ASHORE), and NAVSEA Tech Manual Chapter 651 Commissary Equipment (AFLOAT) is required to be scheduled on the ship's preventive maintenance schedules. The testing is required on an annual basis.

7. CUTLERY. Knives are the most important tool in your food service operation. A dull knife can cause more harm than a sharp knife, so ensure that your knives are always kept sharp and clean. Cutting boards made of plastic, polyethylene, or hard maple or equivalent close-grained wood are required for use (see P5010-1, Section 4 for additional guidance regarding the use of wood cutting boards and utensils in the general mess). Each CS is required to clean his/her own knives; do not delegate them to the mess attendant. KNIVES ARE NOT CAN OPENERS and should not be used as such.

8. DEEP FAT FRYERS. The deep fat fryer has the potential to be an extremely dangerous piece of equipment. If the deep fat fryer is not maintained properly or safety rules adhered to the possibility exists that you may be severely burned. The following basic safety rules should be followed:

a. The heating coils must ALWAYS be completely immersed in shortening. If they are not then the possibility exists that the shortening may ignite.

b. The deep fat fryer is required to be manned at all times while the deep fat fryer is in operation.

c. The deep fat fryer will not be operated without deep fat fryer thermometers inserted in each separate fry kettle or attached to the individual fryer baskets. Use of individual thermometers is not only a good safety practice, but allows you to quickly check the accuracy of the units' thermostats and make adjustments in your frying temperature as needed.

d. When filling the deep fat fryer with new shortening ensure that the coils are packed with new shortening and that the level is at least 1 inch above the top of the coils.

e. The maximum temperature that you may melt the solid shortening is 200° F.

f. Melted shortening ignites at 475° F.

g. Ensure that the deep fat fryer is calibrated and that all safety devices are in full operation.

9. CHINA AND GLASSWARE. China and glassware is essential to your food service operation. To ensure that you get the most out of your eating utensils follow these simple rules:

a. Chipped or cracked dinnerware/glassware is required to be discarded when discovered.

b. Use care when handling glasses and dishes. Do not stack them so that there is danger of toppling. Whether afloat or ashore, remember, STOW FOR SEA.

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- c. When stowing glasses and cups, place them upside down in the stowage racks.
- d. If you know of, or suspect that there is broken glass or dishware in soapy water, remove the broken pieces carefully.

### **Section 2: PLANNED MAINTENANCE SYSTEM (PMS)**

1. GENERAL. PMS maintenance actions are the minimum actions required to maintain machinery and equipment in a fully operable condition, and within specifications. Preventive maintenance is set up for all equipment that might seriously damage the equipment or effect the safety of the operator if it should break down. A good maintenance program should have the list of equipment that requires periodic inspection, adjustment, cleaning, and lubrication. A well maintained galley plays an important role in having an effective food service operation that contributes to saving labor and high morale.

#### **2. PLANNED MAINTENANCE SYSTEM (PMS)**

- a. Ensures that preventive maintenance is completed when required.
- b. Provides a simple and standard means for planning, scheduling, controlling and performing preventive maintenance.
- c. Uses schedules and documents, some of which are the following:
  - (1) Daily PMS schedule;
  - (2) Weekly PMS schedule; and
  - (3) Quarterly PMS schedule.

3. LIST OF EFFECTIVE PAGES (LOEP). The list of effective pages (LOEP) provides a listing of the maintenance index pages (MIPs) assigned to each department, divided by work center.

4. MAINTENANCE INDEX PAGE (MIP). The Maintenance Index Page (MIP) lists all maintenance requirements for each particular piece of equipment (see Fig. P-1).

5. MAINTENANCE REQUIREMENT CARD (MRC). The Maintenance Requirement Card (MRC) provides detailed procedures for performing maintenance requirements and tell who, what, when, how, and with what resources a specific requirement is to be accomplished. It also states safety precautions which reduce the chance of costly or dangerous preventive maintenance errors. The MRC contains the following (see Fig. P-2).

- a. Ship system, system subsystem, and equipment.
- b. MRC codes:
  - (1) MIP series code
  - (2) Periodicity code
- c. Brief definition of the PMS action to be done.

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d. Rates. Recommended skill level of the maintenance person identified by rate or NEC. Qualified maintenance personnel other than specified may be assigned.

e. Manhours required to accomplish the maintenance action.

f. Safety precautions. Awareness to possible hazards to personnel or equipment while performing maintenance.

g. Tools, parts, materials and test equipment. Note: Necessary to accomplish the maintenance action.

h. Procedure. Sequence of detailed steps to be followed in performing the maintenance action.

i. Location.

(1) Denotes the physical location of the equipment.

(2) EGL is placed in lieu of the physical location to alert maintenance personnel that more than one piece of equipment exists.

j. Date, Month, and year the MRC was prepared.

k. Syscom MRC control number located vertically along the lower right side of the MRC.

6. EQUIPMENT GUIDE LIST (EGL). A 5" x 8" card is used when several identical pieces of equipment are listed under the same MRC card. The EGL contains the following:

a. Controlling MRC code.

b. Name of equipment and serial number (if applicable).

c. Location of each piece of equipment.

7. CYCLE PMS SCHEDULE. The Cycle PMS Schedule displays the planned maintenance requirements to be performed during the period between major overhauls of the ship. The Cycle PMS schedule contains the following:

a. Ship's name and hull number.

b. Work center.

c. Department head signature and date approved.

d. MIP/components - listing of the MIP codes and their related system, subsystems, or equipment for which PMS requirements are to be scheduled in the cycle schedule.

e. The annual, semi-annual, multiple-month (18 month and greater) maintenance requirements, and any related maintenance checks (except daily and weekly) to be completed during the cycle indicated.

f. Every two weeks, monthly, every two months, and quarterly maintenance requirements, any related maintenance checks and situation requirements to be completed during each quarter.

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8. QUARTERLY PMS SCHEDULE. The Quarterly PMS Schedule displays the work centers' PMS requirements to be performed during a specific three-month period. The quarterly PMS schedule contains the following:

- a. Work center
- b. Year
- c. Quarter after overhaul
- d. Department head signature
- e. Date prepared
- f. Months covered

9. WEEKLY PMS SCHEDULE. The Weekly PMS Schedule displays the planned maintenance schedule for accomplishment in a given work center during a specific week. The weekly PMS schedule contains the following:

- a. Work center code
- b. Date of current week
- c. Division officer approval signature
- d. MIP code minus the date code
- e. List of applicable components
- f. Maintenance personnel assigned
- g. Periodicity
- h. Outstanding major repairs, etc.

10. PERIODICITY CODE. The periodicity code denotes the number of maintenance requirements needed for a certain piece of equipment. The following are examples of periodicity codes:

- a. D - daily
- b. 2D - every second day
- c. W - weekly
- d. 2W - every second week
- e. M - monthly
- f. Q - quarterly
- g. S - semi-annually
- h. A - annually
- i. R - situation requirement

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- j. 18M - every 18 months
- k. 48M - every 48 months, and,
- l. LU - lay up.

**NOTE:** The numbers indicate sequence. For example, if a piece of equipment has four monthly checks, they are identified as M-1, M-2, M-3 and M-4. Periodicity may indicate a combination of calendar and situation requirements. (For instance, M-1R means that the check is to be done monthly or when some specified situation occurs).

### 11. PMS PROCEDURES

- a. Daily the designated maintenance person checks the weekly PMS schedule.
- b. Maintenance person selects the proper MRC from the holder in his/her work center. The SYSCOM MIP CONTROL number plus the periodicity code gives the maintenance person the MRC code, which is found in the upper right hand corner of the MRC. (The MRC's are filed in numerical order by MRC code i.e, A-609 M-1, A609 M-2, 6512 M-1, 6513 W-1, etc.).
- c. Verify the correctness of the MRC using the MIP, LOEP, and change page.
- d. Perform all maintenance of equipment listed on the EGL (when EGL is attached to the MRC).
- e. Accomplish the job using proper tools, parts, materials, test equipment and procedures on the MRC.
- f. Follow safety precautions.
- g. Maintenance person reports to his/her work center supervisor if a problem exists or when work is complete.
- h. Maintenance person returns the MRC to the card holder.

12. PMS AUDIT/SPOT CHECK. Individual maintenance requirements will be audited periodically in order to determine the effectiveness of PMS accomplishment. The food service division officer, or other designated person should perform a PMS audit on at least one maintenance requirement (MR) per week. The following steps should be taken:

- a. Select at random from the weekly or quarterly schedule a maintenance requirement that has been crossed off as being completed.
- b. From the work center supervisor, weekly schedule or accomplishment log, identify the individual who performed the maintenance requirement.
- c. Have the maintenance person pull the MRC (auditor should read the MRC and become familiar with the steps performed). Proceed with the individual to the equipment selected to be checked.
- d. Question the maintenance person. The questioning should be of a general nature and related to the maintenance requirement. Memorizing the card is not

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required, but if the maintenance was done, the person should be familiar with the MRC. Inquiries should be made to determine whether:

(1) The person actually did the work. (If not, a scheduling or supervisory problem exists). If someone else did the work, then the individual who actually did the maintenance should be questioned.

(2) All basic parts of the maintenance requirement were done (i.e., if parts of the MR required operation of the equipment, is it in fact operable? If there was a requirement to grease the chain drive, was it greased? If there is a requirement to calibrate the oven, how was it done, etc.?).

(3) Were basic safety precautions observed?

(4) The proper tools/materials were used (e.g., where did the maintenance person obtain the grease or solvent; was test equipment properly calibrated, etc.?).

(5) If disassembly is part of the procedure, inspect the equipment for evidence of disassembly (e.g., access plate, hold down bolts, mechanical guards, etc.).

(6) If an equipment guide list (EGL) was used, determine if the maintenance requirement was performed on all equipment listed.

(7) The work center supervisor should question the technical accuracy of the MRC. (If it is incorrect or not clear in any way, has a technical (category B) feedback report (FBR) been submitted?).

### 13. COORDINATING PERSONNEL

a. The work center supervisor initially organizes personnel by filling out the weekly PMS schedule, based on the cycle and quarterly schedules.

b. Maintenance personnel from other areas such as the Electrical Division, Air Conditioning and Refrigeration, Steam and Heat, or Damage Control are to perform the PMS.

(1) The senior CS is responsible for communicating with senior personnel from maintenance divisions to ensure that maintenance has been performed properly and on schedule.

(2) The senior CS reviews the MRC to ensure work was done properly and on schedule.



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### Figure P-1 - Maintenance Index Page

SHIP SYSTEM, SYSTEM, SUBSYSTEM, OR EQUIPMENT		REFERENCE PUBLICATIONS					DATE
Dishwashing Machine 6512							MAY 1998
T E S T	O T H E R	SYSCOM MRC CONTROL NO.	MAINTENANCE REQUIREMENT DESCRIPTION	PERIODICITY CODE	RATER	MAN HOURS	RELATED MAINTEN ANCE
		65 Z75J N	A scheduling aid: "U" MRC (Unscheduled Maintenance Requirement) is provided to assist in restoring system/equipment to an operational condition. Its use may be directed by a scheduled MRC, scheduling air, or system/equipment failures.  ** For scheduling purposes only; no MRC is provided.  1. Inspect dishwashing machine.	M-1	EN/MM2	0.2	None
		58 A7TT N	1. Verify accuracy of dishwashing machine thermometer(s).  NOTE: Accomplish monthly and when thermometers are suspected of being out of calibration.	M-9R	EN/MM2	2.0	None
		65 Z75K N	1. Inspect in-line strainer.	Q-1	EN/MM3	1.0	None
		65 Z75L N	1. Descale machine.	U-1			None
		<b>INACTIVE EQUIPMENT MAINTENANCE</b>					
			The following requirements will be scheduled when equipment is inactivated for periods of prolonged idleness.  Lay-Up Maintenance  1. Inspect dishwashing machine. NOTE: Use MRC M-1.  1. Install approved fire retardant cover over dishwashing machine. NOTE: Accomplished as required to protect equipment. Periodic Maintenance  None  Start-Up Maintenance  1. Remove protective cover from dishwashing machine. NOTE: Accomplish if required. Operational Test  None	LU-1 **          SU-1 **			
MAINTENANCE INDEX PAGE (MIP) OPNAV 4790/84 (REV. 2-82)		Page 1 OF 1	SYSCOM MIP CONTROL NUMBER		<b>6512/003-58</b>		

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### Figure P-2 - Maintenance Requirement Card

SHIP SYSTEM	SUBSYSTEM	MRC CODE 6512 M-9R	
SYSTEM	EQUIPMENT Dishwashing Machine 6512DV	RATES EN/MM2	M/H 2.0
MAINTENANCE REQUIREMENT DESCRIPTION 1. Verify accuracy of dishwashing machine thermometer(s).		TOTAL M/H 2.0 ELAPSED TIME 2.0	
SAFETY PRECAUTIONS 1. Forces afloat comply with Navy Safety Precautions for Forces Afloat, OPNAVINST 5100 series. 2. Ensure all tag-out procedures are in accordance with current shipboard instructions.			
TOOLS, PARTS, MATERIALS, TEST EQUIPMENT			
MATERIALS 1. (1144) Tag, safety		MISCELLANEOUS 1. [1682] Calibrator, temperature indicator, Model 3604/3605 2. [3631] Calibrator, temperature indicator, Model 3603-1-1	
TOOLS 1. [1396] Wrench, torque, preset, 2 interchangeable heads, Part No. T8438 2. [1789] Wrench, adjustable, 10" heavy duty, 1.135" jaw open			
NOTE: Numbers in brackets can be referenced to Standard PMS Materials Identification Guide (SPMIG) for stock number identification.			Page 1 of 2
PROCEDURE			
NOTE 1: Accomplish monthly and when thermometers are suspected of being out of calibration.			
NOTE 2: Calibration by an authorized calibration activity shall be accomplished when Measure Automated System for Uniform Recall and Reporting (MEASURE) indicates calibration is due.			
NOTE 3: Accuracy of installed thermometers should be within $\pm 3$ ° F. of "standard" used. If thermometer is found to differ by more than $\pm 3$ ° F., have results verified by authorized calibration activity.			
Preliminary			58
WARNING: Ensure all tag-out procedures are in accordance with current shipboard instructions.  a. De-energize circuit and tag "Out of Service."			A7TT
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## **APPENDIX Q**

### **AFLOAT WARDROOM AND STATEROOM SERVICE**

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**NAVSUP P-486 – Food Service Management****APPENDIX Q**  
**AFLOAT WARDROOM AND STATEROOM SERVICE**

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**SECTION 1: AFLOAT WARDROOM FOOD SERVICE****Q-1-1 INTRODUCTION**

This section is designed primarily for use in the operation of afloat wardrooms. Procedures for performing the basic wardroom food service functions are presented as guidelines for establishing a uniform training program. The text may also be used for self-study, on-the-job training, or a point of reference. However, it should be noted that wardrooms and groups of officers have different characteristics and habits, and wardroom operations will by necessity vary with the desires of the command, the extent of the facilities and the number of personnel assigned. Therefore, questions regarding procedures in certain situations should be referred to the wardroom supervisor. The information contained in this appendix has been gathered from various sources within and outside the Navy.

**Q-1-2 BACKGROUND**

There are many types of Officer/Flag Officer messes. Although the types of officer messes may vary, they all have one thing in common - the wardroom is each officer's sea-going home; a home in which he/she should be proud to entertain family and friends. It is their club, reading room, and occasionally conference room. The attitude and spirit of the wardroom permeates the entire ship. The wardroom must be an institution in its own right, and one that unites officers and creates among them the desire for cooperation and growth. Whatever the event, it is a place where members must conduct themselves within the ordinary rules of propriety, common sense and good manners, and habitually observe the rules of etiquette and the customs and traditions of the Naval service. The wardroom should exhibit the maximum in habitability regarding meal preparation and general messes, berthing arrangements, appearance and decor, and noise level. The quality and variety of china, silverware, linen, and equipment in the ship's allowance list are the minimum required and therefore must be maintained and augmented when necessary. The service of varied, well-prepared and attractively presented meals must likewise be expected and required. The achievement of high standards of facilities and food service depends upon the cooperation of all concerned mess members, food service personnel, and commanding officers.

**Q-1-3 RESPONSIBILITIES**

1. **GENERAL.** The responsibilities for wardroom mess operations are a combination of regulation, custom, and tradition. NAVSUP Publication 486, App F, contains the basic regulations governing wardroom mess operation and procedures, and details of duties and responsibilities for those involved in the operation of a wardroom.
2. **THE COMMAND.** The commanding officer is responsible for the proper operation of officers messes. It cannot be expected that Culinary Specialists (CSs), other mess personnel, or young officers on their initial assignment will assume this responsibility. The commanding officer, directly, if he/she is president of the mess, or through the

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president if he/she has his/her own mess, must not hesitate to exert positive and direct personal control if the operation or condition of the mess so dictates. Group and division commanders, in the administration of the ships under their command, are responsible for ensuring that all of the officers messes within their command meet established standards.

3. **PRESIDENT OF THE MESS.** The senior line officer in succession to command, who is a member of the mess, normally is the president of the wardroom mess. In smaller types of ships, the commanding officer is president; in larger ships, the executive officer is usually president. Officers of an embarked staff are not eligible for presidency of the ship's mess. The president presides over the mess and is responsible for ensuring compliance with mess regulations and with the customs and traditions of wardroom living. He/she sets the example of conduct and behavior expected of his/her messmates and looks after the welfare of mess members.

4. **WARDROOM OFFICER/TREASURER.** The wardroom officer/treasurer is appointed by the commanding officer for the wardroom mess. The treasurer shall keep accounts of and transact all receipts and expenditures of cash and provisions. Officers charged with the custody or disbursement of public funds and members of embarked staffs are not eligible for the office of treasurer. The treasurer shall render a statement of the mess account to the members as of the end of each month and be able to produce the books of the mess whenever called for by the commanding officer or the executive officer.

5. **MEMBERS.** The members of the wardroom mess are individually and collectively responsible for adherence to wardroom customs and traditions and their own habits of neatness. All officers regularly attached to the command normally are members of the appropriate mess. Officers attached for temporary duty in excess of 30 days should join the mess. Officers attached for less than 30 days need not join the mess but shall be accorded the comforts of the mess on a reimbursement basis. Civilian personnel embarked are not eligible for mess membership. However, if they are of a status equivalent to naval officers, they shall be accorded the comforts of the mess on a per diem basis. All wardroom mess members are solely responsible for the care, maintenance and orderliness of their personal effects. Sorting and storage of personal laundry is the responsibility of the individual officer.

6. **SUPPLY OFFICER.** Organizationally, the facilities, equipment, and personnel of officers' country are under the administration of the supply officer. He/she, therefore, must maintain particularly close liaison with the officials and members of the mess. The supply officer is responsible for providing the consumable supplies, soft goods, and laundry and cleaning services available on the ship for the proper operation of the mess.

Because of the supply officer's organizational responsibilities in the wardroom, commanding officers may consider the advantages of assigning the collateral duty of the wardroom officer to the supply officer. Appointment of the food service officer is especially advantageous for those ships whose officers subsist primarily from the general mess. It should be realized, however, that a Supply Corps Officer reporting for his/her first tour of duty in a ship with only one supply officer will have all he/she can do to master his/her own department. Therefore, assignment as wardroom officer should be deferred for at least a year.

7. **CULINARY SPECIALISTS.** Wardroom culinary specialists are responsible for performing and supervising functions associated with the management and operation of

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officers' messes and quarters afloat. Food preparation, service and the cleaning and maintenance of these and related spaces are the responsibility of this rating. Culinary specialists are also assigned to supervise the work of rotational pool personnel who work in the food service and quarters areas.

8. **ROTATIONAL POOL.** Rotational pool personnel are assigned to assist culinary specialists in providing services. All personnel in pay grades E-1 and E-3 will be eligible for assignment to the rotational pool. Petty officers shall not be detailed to rotational pools except when personnel E-3 and below are not available. The duties normally assigned to rotational pool personnel include stateroom housekeeping, maintenance and cleaning of officers' country, passageways and heads, food service maintenance, and cleaning and scullery duties. Rotational pool personnel may also be used to provide support service to include wardroom service and food preparation efforts when it is impractical to rely solely on CS personnel.

### **Q-1-4 TYPES OF WARDROOM MEAL SERVICE**

1. **GENERAL.** Normally family style is the most popular meal service provided in wardroom messes afloat. Specific wardroom design, number of food service personnel, and the desires of the mess president and the commanding officer, in many cases determine the type of service to be used. However, regardless of which style of service is used, it must be executed properly. The success of the best written menu and preparation efforts depend on how the food is served. There is a proper sequence to be observed in good food service. Good food service begins before the seating of wardroom members. It depends very much on advanced planning and proper preparation.

2. **TWO BASIC MEAL STYLES.** The two basic meal styles are "formal" and "informal," with variations within each style. Different aspects of these styles will be discussed along with the peculiarities of each.

a. **Formal Service.** Formal meal service includes the semi-formal style and the formal style of "French" service. This type of meal requires more advanced planning, detailed preparation, and elaborate tableware than any of the other styles. For these reasons, this style is usually conducted only in commanding and flag officers' messes and is normally used for occasions involving the entertainment of special guests. The reference rules for this meal are covered more completely in the reference book entitled "Service Etiquette." Interpretation and application of these rules or guidelines for any officers mess afloat will usually be done by the senior CS in association with the mess president and/or treasurer.

b. **Semi-Formal Service.** This modification of the formal style service is used much more often. For example, it may be used daily in commanding and flag officers' messes if there are no guests. The preparation and service of this meal are not as elaborate as the formal style and require less time, facilities and personnel. The individual place settings are similar to those used for the informal meal styles. Few center items are used other than salt and pepper shakers, sugar bowls, and creamers.

The method of serving meal items is what distinguishes semi-formal from informal meal styles. In the semi-formal style, each food item is arranged on a separate serving dish in the pantry and then offered to each diner. Beginning with the meat or main course, each course is carried into the wardroom separately. The courses are

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presented to each diner in turn, starting with the head of the table, the senior guest, or the individual designated by a buck. Each diner selects desired items from the serving dishes and places them on his/her plate while the serving dish is held. Serving dishes are returned to the pantry after their contents have been offered to all the diners.

3. **INFORMAL SERVICE.** Several types of informal service are used in the typical wardroom messes. Each has its own advantages, but all are faster and more convenient to use than the formal styles. Those currently in use are called family, American, a la carte, cafeteria, and buffet styles.

a. **Family Style.** For this style of service, food is arranged in serving dishes, along with serving utensils. The dishes are then placed on the dining table and diners serve themselves, and then pass the dishes around the table until all diners have been served. The CS replenishes serving dishes as necessary and provides beverage service. Dessert items may be brought in and placed on the sideboard and served by the CS/rotational pool personnel when the main course items have been removed from the dining table.

b. **American Style.** This type of service is used in most restaurants. The main course plate is not part of the initial place setting. Instead, individual plates are prepared in the pantry or galley and placed before the seated diners. This form of meal service is often provided in officers' messes in medium-sized ships and is often combined with other, traditional forms of service. In American service, food is placed on plates in the galley and taken to the wardroom and served to each diner.

c. **A la Carte (Breakfast) Style.** This type of service is usually provided at breakfast. As with the American style, the main plate is not part of the initial plate setting. Instead, the diner is given a menu or breakfast order form. After the diner has decided what food he or she wants and how it is to be prepared, the order is delivered to the pantry or galley and the food is prepared as requested. It is placed on a plate and served to the diner as the American style of service.

d. **Cafeteria Style.** This is the type of service that is used aboard some larger ships (i.e., carriers, tenders, etc.). The diner does not normally serve himself/herself, rather, the diner selects the desired items and the food service attendant places them on his/her plate. For example, salads, desserts, and some side dishes may be apportioned in dishes; and the diner simply takes them from the serving line. The main course, vegetables, starches, and meat, are portioned onto a plate by the food server as the diner selects them.

e. **Buffet Style (Self-Serve).** Although buffet service is listed under informal style service, it may also be used on formal occasions. The requirements for formal use, as for all formal service, may be obtained from the references listed under formal meal style. For both formal and informal use, this type of service can be used when either space or serving personnel is limited, and this is the preferred method of service to reduce workload. The food is attractively arranged on a sideboard or serving table and the diners serve themselves. It is customary to place silverware and other necessary dishes on the dining table so that the diners do not have to carry them.

### **Q-1-5 TABLEWARE ITEMS**

Tableware items used for arranging individual place settings are listed and discussed below. Some ship wardroom facilities may not have such infrequently used items such



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as pickle forks or egg cups, but these items are presented to familiarize food service personnel with them.

a. Main Course Knife. The largest meal knife is always set for lunch and dinner meals.

b. Breakfast Knife. This is always set for breakfast and brunch. It is similar in shape to the main course knife but is slightly smaller.

c. Bread and Butter Knife. This is used only at lunch and dinner meals when bread is to be served. It is the same size as the breakfast knife, but has straight edges and a blunt tip.



MAIN COURSE KNIFE



BREAKFAST KNIFE



BREAD AND BUTTER KNIFE

**Figure Q-1 - Knives**

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d. Main Course Fork. This is always set for lunch and dinner meals. It is largest of the eating forks. It is also used for serving meats, starches, and some vegetables.

e. Dessert/Breakfast Fork. This is always set for breakfast or brunch. It is also set at dinner or lunch when dry desserts such as cake or pie are to be served. This fork is similar in shape to the main course fork but is slightly smaller.

f. Salad Fork. This is used only at lunch or dinner when salad is to be served. It has four short tines, one of which is slightly wider than the other three and has a notch or indentation at the end.

g. Oyster Fork. This is used only at lunch or dinner when oysters or shrimp cocktails are to be served. It is slightly smaller than the salad fork and has only three tines. One of the two outer tines is wider than the other and is notched at the end.



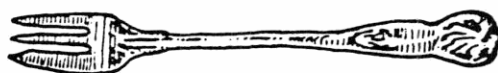
MAIN COURSE FORK



DESSERT/BREAKFAST FORK



SALAD FORK



OYSTER FORK

**Figure Q-2 - Forks**

h. Teaspoon. The teaspoon is set for every meal. It is similar in size and shape to the common household teaspoon.

i. Iced Tea Spoon. The iced tea spoon is set at lunch or dinner when iced tea or coffee is to be served. It has a smaller bowl and a longer handle than the teaspoon.

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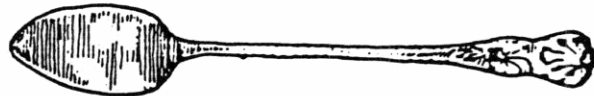
j. Soup Spoon. The soup spoon is set at lunch and dinner when hearty soups or bouillon is to be served in the soup plate. It is slightly longer than the teaspoon with an almost round bowl.

k. Dessert/Cereal Spoon. The dessert/cereal spoon is set at breakfast or brunch when cereal is to be served. It is also set at lunch or dinner when frozen, jelled or liquid dessert is to be served. The spoon is similar in shape to the teaspoon but is somewhat larger.

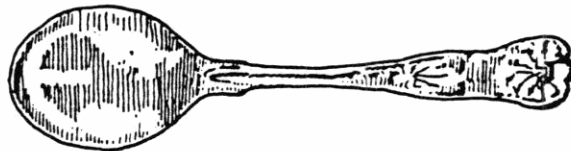
l. Bouillon Spoon. The bouillon spoon is set for lunch and dinner when the bouillon cup is to be used. It has a round bowl and is smallest of the eating spoons.



TEASPOON



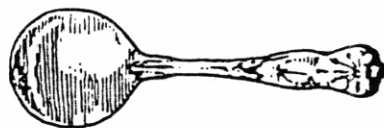
ICED TEA SPOON



SOUP SPOON



DESSERT/CEREAL SPOON



BOUILLION SPOON

Figure Q-3 - Spoons

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m. Main Course Plate. The main course plate is set when lunch or dinner is to be served in either semi-formal or family style. It is not set for American, a la carte, cafeteria, or buffet style meals. The dinner plate is the largest meal plate.

n. Breakfast Plate. The breakfast plate is used for breakfast or brunch. Because these meals are normally served a la carte or buffet style, the breakfast plate is usually not set as a part of the cover. It is slightly smaller than the main course plate but is the same shape. The breakfast plate can be used as an underliner for soup (if a soup plate is to be used in serving).

o. Bread and Butter Plate. The bread and butter plate is set when bread, toast, and butter are to be served at lunch or dinner. It is the smallest flat plate. At breakfast it is used to deliver individual servings of toast and butter. If rolls or doughnuts are to be served at breakfast, bread and butter plates are stacked in the center of the table next to the cereal bowls.

p. Dessert/Salad Plate. The dessert/salad plate is set with individual servings when salad is to be served at lunch or dinner. It is also used to serve pies, cakes, or other dry desserts after the main course has been completed. If shrimp cocktail is to be served in a sherbet cup, the cup is placed on this plate. The dessert/salad plate is smaller than the breakfast plate.

q. Coffee Cup and Saucer. This coffee cup and saucer are set for every meal. Normally, the cup is placed upside down on the saucer. The diner turns it over when he/she is ready to be served.

r. Demitasse Cup and Saucer. This cup and saucer are set when demitasse, a strong, rich coffee, is to be served at lunch or dinner. These items are shaped similar to the coffee cup and saucer, but are slightly smaller. The cup is placed upside down until the diner is ready to be served.

s. Bouillon Cup. The bouillon cup is set at lunch and dinner when bouillon is to be served. Note, however, that bouillon may also be served in the soup plate at the discretion of the wardroom supervisor or the mess president. The cup is similar in size and shape to the coffee cup except that it has two handles. The coffee saucer is used with the bouillon cup.

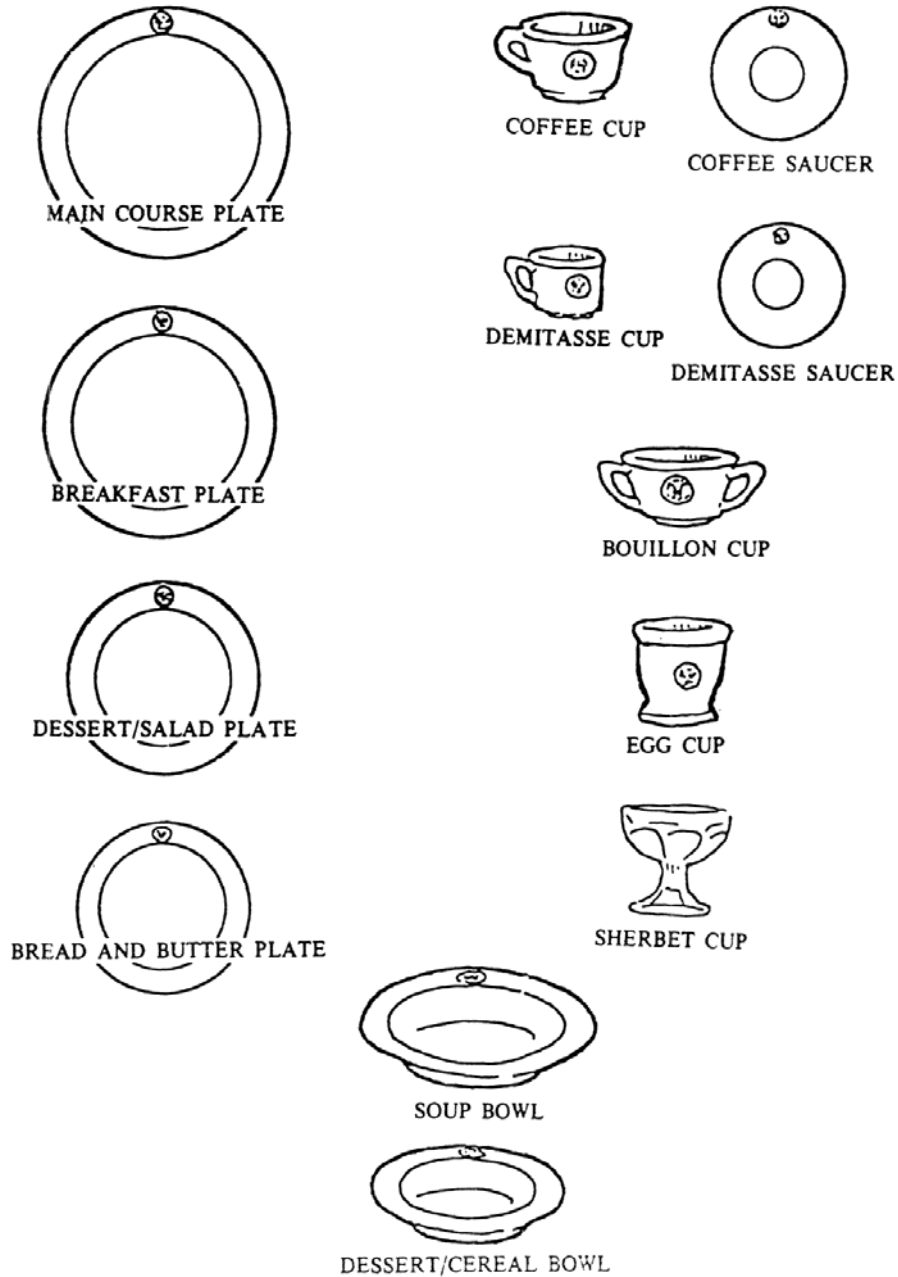
t. Sherbet Cup. The sherbet cup is a glass cup used to serve liquid desserts or shrimp cocktail at lunch or dinner. It is always served on a dessert plate.

u. Egg Cup. The egg cup is a small china cup without handles used to serve hard cooked eggs at breakfast or brunch. It is used with a coffee cup saucer.

v. Dessert/Cereal Bowl. The dessert/cereal bowl is used at lunch or dinner when jellied, frozen, or liquid desserts are to be served, and at breakfast or brunch when cereal is to be served. At breakfast, when hot or cold cereal is to be served, the dessert/cereal bowl is placed in stacks of four or five along with the dining table center items. At lunch or dinner, when jellied, frozen, or liquid desserts are to be served, the dessert/cereal bowl is placed before the diner after the main course plate has been removed. It may also be used with a tablespoon as a center item for serving horseradish, sour cream, applesauce, or similar condiments. It is smaller than the soup bowl.

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w. Soup Plate. The soup plate is used when hearty soup is to be served. It may also be used for bouillon. It is usually filled and brought from the pantry after the diners are seated. The soup plate is a shallow plate which is slightly deeper and wider than the dessert/cereal bowl. It is the larger of the two.

**Figure Q-4 - China**

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x. Beverage Glass. The beverage glass is set for lunch or dinner when milk, iced tea or coffee, or other chilled beverages are to be served. It is a 10-ounce glass and is taller and narrower than the water glass.

y. Water Glass. The water glass is set for lunch or dinner unless another chilled beverage is to be served. It is a 10-ounce glass and is used only for water. It is wider and shorter than the beverage glass.

z. Juice Glass. The juice glass is normally used only at breakfast. It is not set but is used to serve juice when ordered by the diner. It is the smallest glass and contains 6 ounces.



**Figure Q-5 - Glasses**

### **Q-1-6 DINING TABLE CENTER ITEMS**

1. GENERAL. Tableware items commonly placed in the center of the dining table are listed and discussed below. These items include standard items that are typically used at every meal and related items which may be included on the basis of menu requirements.

2. STANDARD CENTER ITEMS. The standard center items listed below are normally set for all meals.

a. Sugar Bowl. The sugar bowl is a small, silver, oval-shaped container with a short pedestal stand and lid. It is always set with a sugar spoon.

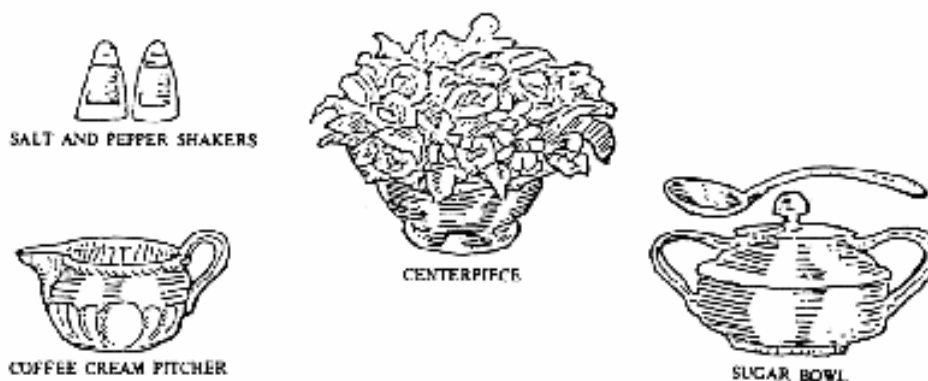
b. Salt and Pepper Shakers. The salt and pepper shakers may be all silver or they may be glass with silver tops. The salt should always be kept loose and dry, and both shakers should always be at least 3/4 full when placed on the dining table.

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c. Coffee Cream Pitcher. The coffee cream pitcher is similar in size and shape to the sugar bowl, but has a spout and no top.

d. Centerpiece. Most ships consider some type of centerpiece as standard. The centerpiece usually consists of a silver fruit bowl containing either fresh or artificial fruit for breakfast or fresh or artificial flowers for lunch or dinner.

e. The Buck. A buck is normally a small object, such as a statue, a model or a dummy weapon round, which is used aboard some ships to designate which diner is to be served first. The buck is not used at breakfast, at brunch, or when guests are to be served.



**Figure Q-6 - Standard Center Items**

3. MEAL-RELATED CENTER ITEMS. The meal-related center items listed below and shown in Figure Q-7 are set at the indicated meals if the food items for which they are used are listed in the menu.

a. Cereal Cream Pitcher. The cereal cream pitcher is shaped like a small beverage pitcher with a modified hour glass design. It has a handle on one side and a capacity of 16 ounces. It is set only for breakfast or brunch when cereal is to be served.

b. Syrup Pitcher. The syrup pitcher is similar in size and shape to the coffee cream pitcher except that the pouring spout is partially enclosed by a metal lip. It is set only for breakfast or brunch when pancakes or waffles are to be served. It is placed on a coffee cup saucer.

c. Silver Fruit Bowl. The silver fruit bowl is a large hollow bowl. It is used for serving fresh fruit for breakfast or brunch and is also set as a centerpiece containing artificial or real fruit for breakfast or artificial or real flowers for lunch or dinner.

d. Bread Tray. The bread tray is a rectangular silver dish with rounded ends and perforated sides. It is used primarily for breads, but it may also be used for relishes such as carrot or celery sticks. When used for breads, an opened napkin is placed in the tray,

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the bread is neatly arranged on the napkin and folded over the bread to retain freshness and warmth.

e. Cruet and Caster. The cruet and caster consists of two stoppered glass bottles placed on a small tray. The bottles hold oil and vinegar salad dressings when salads are served at lunch or dinner.

f. Butter Dish. The butter dish is a small, rectangular china dish with rounded corners. It may be used at all meals for serving butter patties. At breakfast or brunch, it may be used for serving jam or jelly packets.

g. Pickle Fork. The pickle fork is used only at lunch or dinner when pickles or other relishes are served. It is placed on the relish (bread) tray.

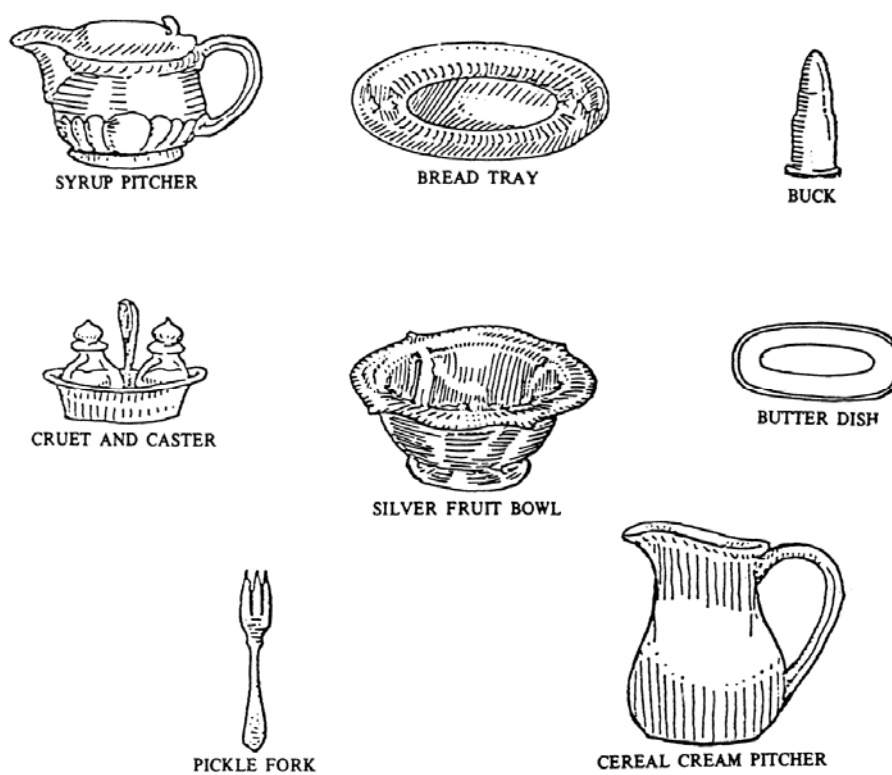


Figure Q-7 - Meal Related Center Items

### Q-1-7 SETTING THE DINING TABLE

1. GENERAL. Setting the dining table involves two basic tasks: setting individual place settings and setting the dining table center items. Linen placement should be completed before setting the dining table. This section lists the steps for selecting and placing individual place settings and dining table center items for specific menus and styles of meal service. Variations in the procedures may occur, depending on the way in which a specific general mess is equipped and on the desires of the mess president and/or the



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wardroom supervisor. For instance, if there is a lack of a certain type of needed tableware, the wardroom supervisor should be asked to decide what items should be used as substitutes.

2. **SETTING INDIVIDUAL PLACE SETTINGS.** Individual place settings, often called “covers” are set following the placement of linen. For sanitary reasons, it is important to remember to not handle tableware on “eating” surfaces. Handle silverware only by the handles, and handle plates, dishes and serving ware by the edges and/or handles. The sequence of steps involved in setting individual place settings is outlined below.

a. Determine the Meal Style and Number of Diners. Information concerning the specific meal style and the expected number of diners is obtained from the wardroom supervisor.

b. Plan the Place Setting. There are two basic place settings: one for breakfast or brunch and one for lunch or dinner. The basic breakfast/brunch place setting (Figure Q-8) includes a breakfast fork, a breakfast knife, a teaspoon, a coffee cup and saucer, and an order form, if available. The basic dinner setting (Figure Q-9) includes a main course plate, a coffee cup and saucer, a main course fork, a main course knife, and a teaspoon. Modifications to the basic place settings, based on specific meal service and menu requirements, are discussed below.

c. Breakfast. Breakfast or brunch is normally served a la carte or buffet style. For a la carte style, each diner’s meal is served with whichever cover items are offered. For buffet style, the diner obtains his/her own items. If cereal is to be served, the dessert/cereal spoon is set to the outside of the teaspoon.

d. Lunch/Dinner. The basic lunch/dinner setting applies to informal service. If soup or shrimp cocktail is being served, the breakfast plate is set as a serving plate. For cafeteria/buffet, a la carte, and American style meals, the main course plate is not set. Other changes in the basic settings are based on specific menu requirements. Check each item on the menu to determine if a specific item of individual tableware is required. As a general rule, only six pieces of silverware should be set for any one meal, but the oyster fork may be set as a seventh item. Normally, if more than six items are required, each additional piece must be set with its related meal item. For example, if six items are already planned and dessert is to be served, place the dessert fork or spoon in the proper place on the table when serving the dessert.

e. Obtain Tableware. Based on the plan for each place setting, obtain enough tableware from the sideboard to arrange a place setting for each diner. If there are not enough seats for the expected number of diners, arrange extra individual tableware on the sideboard, unless a buffet is being served. Place the dessert fork or spoon in the proper place on the table when serving the dessert. For a buffet follow the procedures for placing silverware on the dining table or serving line as described in that section.

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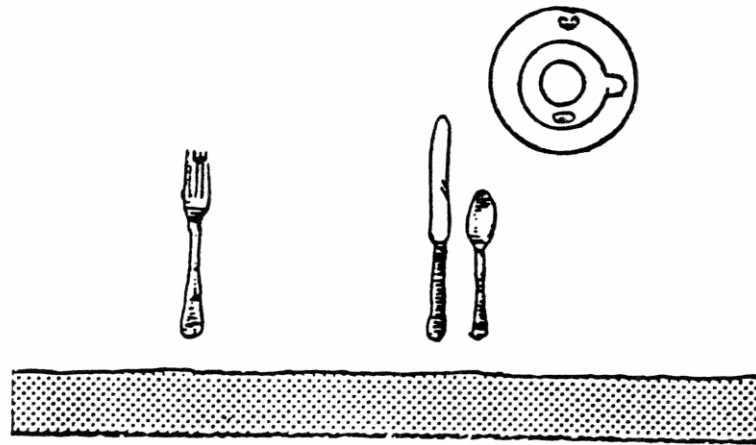


Figure Q-8 - Basic Breakfast/Brunch Cover

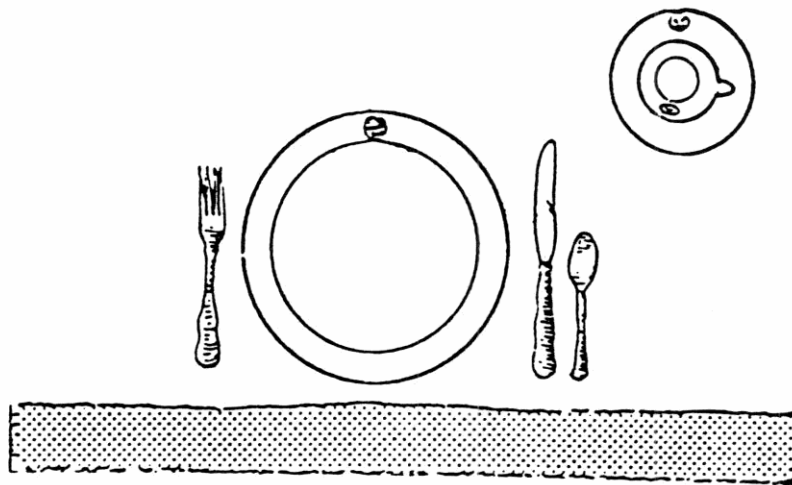


Figure Q-9 - Basic Lunch/Dinner Cover

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### Q-1-8 SETTING THE SIDEBOARD

1. GENERAL. Most wardrooms are equipped with a waist-high cabinet known as the sideboard. Its storage spaces are used for storing wardroom linen and tableware, and the top forms a counter for the placement of beverage services and extra tableware in preparation for a meal. The sideboard may also be used for a buffet serving line on ships where the use of a separate buffet table is not practical. This latter use is discussed in "Setting the Buffet Serving Line." The steps to be followed in preparing the sideboard for all other meals are outlined below.

2. SETTING UP THE HOT BEVERAGE SERVICE. The principal hot beverage used aboard ship is coffee. Hot tea or hot chocolate may also be used if desired by wardroom members. The hot beverage service should be set up following placement of the linen on the sideboard. The steps outlined below will guide beverage service set-up.

a. Set Up Coffee. Take coffee pots (one each per 10-12 diners) from the sideboard to the pantry and obtain enough coffee for the meal. Place the pots on the sideboard coffee warmers. Select at least one coffee pitcher for each dining table and place on the linen next to the coffee warmers. Coffee servers should be filled just before serving and should not be placed on the warmers.

b. Set Up Hot Tea or Chocolate. Place hot water in a coffee pot and set on the coffee warmer. Arrange tea serving pots next to the warmer. The number of tea pots will be determined by the wardroom supervisor or through experience. Tea bags and/or hot chocolate packets should be placed next to the serving pots.

### 3. SETTING UP EXTRA TABLEWARE

a. Determine Extra Tableware Requirements. The required amount of extra tableware will normally be determined by the wardroom supervisor. Considerations that may influence the amount of extra tableware required include occasional breakage of china during meals and the possibility of unexpected diners. Additionally, if a second seating of diners is required due to limited wardroom seating capacity, sufficient tableware should be placed on the sideboard to permit quick resetting of the dining tables after the first seating has finished.

b. Place the Extra Tableware. Obtain and neatly place the necessary items on the covered portion of the sideboard. Dishes and bowls may be stacked several high. Cups and glasses should not be stacked, especially during rough seas. Silverware should be arranged by type and napkins should be pre-folded and stacked near the silverware.

### 4. SETTING UP THE COLD BEVERAGE SERVICE

a. Obtain Cold Beverage. Take serving pitchers from the sideboard to the pantry. Water will be made available even if another beverage is to be served. Water and other cold beverages are pre-chilled in the pantry and the glasses filled and placed on the table just before announcing the meal.

b. Prepare Fruit Juices for Breakfast. If fruit juices are called for in the breakfast menu, a galley serving pan insert should be filled with enough ice to cover half the height of the glasses and then placed on the sideboard. The juice glasses are then filled to the bulge with juice and placed in the ice to cool.

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### Q-1-9 SETTING FOR BUFFET SERVICE

1. GENERAL. Buffet service is like cafeteria-style service in that foods are placed in serving pans on a serving line or table. The main difference between the two styles is that buffet diners serve themselves, while cafeteria diners are served by food service personnel. In either case, the food is attractively arranged on a sideboard or on a separate serving table. The area to be selected for the serving line set-up will depend on the amount of space available in the wardroom. The wardroom supervisor or the mess caterer should be asked for their buffet-style preference before setting up the buffet serving line.

Buffet service has the advantage of reducing service personnel with the disadvantage of possible food waste. Buffets make it possible to display food attractively and are useful in providing fast service. Buffets are also good for handling large numbers of people who wish to eat at different times.

Sanitation is an important consideration in preparing and serving all meals. It becomes especially critical in the set-up and operation of buffet or cafeteria serving lines. Open serving pans and trays provide ideal sites for the growth and spread of disease-carrying organisms. Observing a few simple rules can greatly reduce the chance of infection. Hot foods should always be held for service at temperatures 140° F or higher and cold foods held for service at temperatures 41° F or lower. If these temperatures cannot be maintained, the food should be discarded within four hours of the beginning of preparation. Only limited amounts of food should be displayed on the serving line at any one time, permitting the balance of the food to be kept in the pantry for easier temperature control. Serving pans and trays may be refilled as necessary. Finally, a sneeze shield should be used whenever possible.

The principle tasks involved in setting up the buffet serving line are presented below and the serving line set-up tasks should be done in the order listed and should be completed five minutes before serving time.

#### 2. INITIAL PREPARATIONS

a. Obtain Space for the Buffet Serving Line. This is often done by setting up a separate buffet table. Where space is limited, the counter space on the sideboard is used for the buffet serving line. If a buffet table is used, it should be located both to allow CSs convenient access to the pantry for filling the serving pans and to allow diners to easily use the serving line without being crowded by furniture or other diners. If the sideboard area is to be used, it should first be cleared of all non-essential items.

b. Placement of Linen. This should be done in accordance with the guidelines in the section of "Linen."

c. Set Up the Chafing Dish Stands. The chafing dish stand is composed of a stand or framework and a pan, which is set on the stand. Enough stands should be set up so that there is at least one for each food item served. They should be placed in the serving area so that a diner can have ready access to them without leaning over the table. Sufficient space should be left at the beginning of the serving line for the placement of plates, silverware and napkins and at the end of the serving line for dessert items. After the chafing dish pans have been set in place, one inch of water is put into those pans that will be used for hot food. Sterno heating units are then placed below the

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center of the pans containing water. Ensure that there are no flammable items placed near these units as the set-up continues. Do not light the heating units at this time.

d. Place the Sneeze Shield. If a sneeze shield is available, put it in place. Ensure that all food items to be served will be protected by this shield and that diners still have ready access to the foods.

e. Place Necessary Eating Utensils on the Buffet Table. Determine what plates, bowls and other eating utensils will be needed to arrange these items neatly at the beginning of the serving line.

Place dinner plates and other china next to the chafing dish stands, but not so close that diners could burn their hands picking them up. Do not stack china so high that it becomes unstable and thus presents a danger, especially in rough seas.

Napkins and silverware are usually placed on dining tables. However, at times when there are more diners than seats, additional place settings will be kept on the sideboard and placed on the dining table as diners finish and depart. If there are not enough CSs to do the resetting, the napkins and silverware are to be placed on the buffet serving line next to the china and on the side away from the chafing dish stands.

f. Arrange Decorations on Serving Table. Decorations will be designated by the wardroom supervisor. Decorations will usually consist of artificial or real flowers placed around the three sides of the serving area facing the diner. They should not be placed near the heating units or positioned so that diners could easily knock them off the table. It may be necessary to pin the decorations to the tablecloth so that they do not become a fire hazard or interfere with serving during rough sea conditions.

g. Lunch or Dinner with Guests. A buck is not used if guests are present. If there is only one guest, he or she will be served first, the diner to the right of the guest is served next, and so on around the dining table. If there are two or more guests, the guest of the senior officer is served first, the person to the right of the guest is served next, and so on around the table.

### 3. DELIVERY OF FOOD TO THE DINING TABLE

a. Foods are delivered to the dining table in various combinations of three basic methods:

- (1) Individual service;
- (2) Table service; and,
- (3) Self-service.

The various meal styles typically employ combinations of these three methods. The special characteristics of these methods are discussed below.

b. Individual Service. Individual service involves serving foods directly to each diner, either by delivering single portions on individual plates or by presenting platters or serving dishes with utensils to each diner to permit self-service. Individual service is always done from the diner's left. Plates are normally placed on the table with your left hand while your right hand is held behind your back. In rough seas, you may grasp the back of the diner's chair for stability. The proper way of offering platters or serving

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dishes is to stand to the left of the diner and lower the serving dish with the left hand until the diner can easily serve himself/herself. The left hand should not rest on the table unless required for stability during rough seas. The right hand is held behind the back or is used to offer serving utensils.

c. Table service. Table service involves the careful placement of filled serving utensils directly on the dining table. Food items are then passed around the table for each diner to serve themselves.

d. Self-Service. Self-service is normally limited to buffet and cafeteria style meals. Each diner takes their food from a serving line to the table.

### Q-1-10 MEAL STYLE PROCEDURES

1. FORMAL STYLE. As mentioned in the section on wardroom meal service, the requirements for serving this style are quite elaborate and are open to much variation between general messes. For these reasons, the serving of this style of meal is not described here.

2. SEMI-FORMAL STYLE. In this style of individual service, each item of food is brought to the dining table and offered to each diner. Serving dishes, other than the main course item, are placed on serving trays before they are brought into the dining areas. To prevent the serving dishes from sliding, a clean damp cloth should be placed on the tray.

When all diners are seated, individual servings of the first course, soup and/or salad or shrimp cocktail are brought to the dining table and placed on the service plate in front of the diner. If both salad or shrimp cocktail and soup are to be served, the salad or shrimp cocktail is set on the table before the diners arrive and the soup is served after the diners have been seated. The order of delivery to the diners will be according to the rules specified previously. When the diners have finished the first course and the used china (including the service plate and silverware) has been removed, the main course items are served. Each food item will be in a separate serving dish and will be served in the following order:

a. The entrée, or meat dish, is arranged on a meat platter and comes first. Serving utensils, usually a tablespoon and a main course fork, are carried in the right hand while the platter is carried in the left. The platter and serving utensils are offered on the left side of the first diner to be served. When the first diner has served himself/herself, he/she replaces the serving utensils on the platter, which is then offered to the next diner. There should be no need to touch the serving utensils again unless a diner leaves them in an awkward position for the next diner.

b. The starch food item comes next. It is served in an appropriate serving dish carried on a serving tray. The tray is carried in the left hand and the serving utensils, a tablespoon and main course fork, are carried in the right hand. They are offered to the first diner in the same manner as the entrées.

c. The vegetable comes next and is served in the same manner as the starchy food.

d. The gravy or sauce is served last unless it is to be used only for the meat. If so, it is served immediately after the meat. The gravy boat is also placed upon a serving

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tray. The tray is carried in the left hand and the ladle in the right. Both are offered to the first diner to be served. The ladle should then be kept in the gravy boat as it is offered to other diners.

This type of service is best accomplished when there are four servers at each table, so that each person can be responsible for serving only one item. Fewer personnel can do this type of service if there are not many diners to be served.

When two or more persons are serving the food and a serving dish is emptied, the server should quickly return to the pantry for a refill.

While this is happening, serving should stop until the refilled dish has been presented to the next diner. To prevent long delays in service, a space of two or three diners should be maintained between servers.

e. When all diners have been served the main course, bread and/or rolls and butter can be brought to the dining table and placed in the center. The amount will be determined by the wardroom supervisor. Refills of food items are seldom available during a semi-formal meal, but if a diner asks for seconds, the wardroom supervisor will decide if the request can be granted.

f. If dessert is to be served, it will be served to diners in the same order as the other food items after all the main course tableware has been removed from the table. Each diner is offered the dessert and is not served unless he/she replies in the affirmative.

### 3. INFORMAL MEAL STYLES

a. Family Style. As with the semi-formal style, food items are delivered to the dining table in appropriate serving dishes after the diners are seated. However, for family style service, the serving dishes are placed on the dining table and are not delivered or offered to each diner as is done in semi-formal service. The food items should be delivered to the dining table in the same order as for semi-formal; that is, the entrée should be placed first, starchy food second, the vegetable third, and the gravy or sauce last. The number of serving dishes placed at each table will be determined by the wardroom supervisor.

Once all the serving dishes have been placed, they should be carefully watched so that they may be refilled when needed. When refills are obtained from the pantry or galley, the serving dish should be returned to the same place it was picked up. If soups or salads are to be served at a family style meal, they usually are individually portioned and may be set in place before the diners arrive. Desserts are served by presenting them to the individual, as is done for the semi-formal style of meal.

Bread and/or rolls and butter will be placed on the table. The quantity will be determined by the wardroom supervisor.

b. American Style. For this style of meal, foods are portioned on individual plates in the pantry or galley and then delivered to the diners. Food is served in the sequence previously described. Plates should be delivered to the dining table in the order in which they have been prepared so that the food presented to the diners is as warm as possible.

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Salads and/or soups are also served either by presenting them individually or by placing them on the table before diners arrive. Once the dinner plates have been placed, bread and rolls and butter will be put on the table in the same manner as for semi-formal style meals. The dessert service will also be the same as for the semi-formal style in which each diner is offered a serving.

c. A la Carte (Breakfast) Style. A la carte means “in accordance with the menu.” This style of service is most often used at breakfast. Since diners enter the general mess at various times for breakfast, the order of service is simply “first-come, first-served.” As diners seat themselves, offer them menus and/or breakfast order forms. When it appears that a diner has made their selection, return and ask if they are ready to order. If so, take the order and make sure all ordered items and instructions for their preparation are clearly identified (e.g., whether or not eggs are to be prepared sunny-side up or easy over). The order form is coded to identify the diner (i.e. Seat 6 at Table A) and is then delivered to the pantry where it is placed in sequence on an order board. The wardroom supervisor will describe how the order forms are to be coded and where they are to be placed. While the main course is being prepared in the pantry, begin serving the other ordered items. The first item to be delivered, after coffee has been offered, will be fruit or fruit juice. Next, hot or cold cereals, if ordered, should be brought to the diner. Quite often, cold cereals are made available in the center of the dining table along with cereal bowls. In this case, a server must make sure that a filled cereal cream pitcher and sugar bowl are available. After this has been done, place butter and syrup next to the diners who have ordered pancakes or other such items. As the diner completes the cereal, check the pantry for the diner’s next course. The eggs, pancakes, or other cooked items should not be delivered until the diner has finished or nearly finished with the previous course of fruit or cereal. Toast, if ordered, should be taken to the diner immediately after the main hot course has been delivered. Cereal and fruit dishes should be removed if the diner has finished with them before the main course is delivered.

d. Cafeteria Style. In this style of meal service, the CS stands behind the serving line and serves individual portions of each food item at the diner’s request. All food items are usually available on the serving line or are already in place on the dining table. Thus, this style of meal is quite efficient, requiring relatively few serving personnel. Once diners have been served from the serving line, the dining tables must be attended so that beverages may be served and tableware removed as diners finish.

Place settings should be reset if there are to be more diners than space is available at one seating. In this case, as a diner finishes the meal, the place at the table should be cleared quickly and silverware, napkin, beverage glass, and other needed items replaced as quietly as possible so as not to disturb other diners. However, before removing tableware, it is best to check with the departing diner to make sure that he is through eating. The diner may merely be returning to the serving line for more food. If this is the case, remove only the empty used plates from this place setting and leave everything else as it is.

For cafeteria style service, the serving line is usually kept open throughout the meal period, unless the wardroom supervisor decides differently. No matter how long the line is kept open, it is important that sanitary conditions be maintained by keeping foods at proper temperatures and cleaning up spills as they occur.



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e. Buffet Style (Self-Serve). This type of service, as with cafeteria style, requires relatively few personnel. Food is arranged on the serving line and the diners serve themselves. The primary tasks are to keep enough food in the serving dishes and to keep the serving area tidy. As hot food items are nearly depleted on the serving line, go to the pantry or galley and place more portions of this food on a plate, return to the serving line, and neatly place the food onto the correct serving pan or dish. Cold food items may be refilled in the same manner, or the entire serving pan or dish may be replaced by a filled one. Refilling should be done as smoothly as possible and with minimal disturbances to diners. To prevent the entire serving line from halting, try not to replace all items at the same time.

In addition to the serving line, the dining tables also must be attended in the fashion described for cafeteria style meals. Thus, food items such as bread and butter should be refilled, beverages served, and place settings replaced as needed. Finally, desserts may be included on the buffet serving line or they may be served individually after diners have finished the main course. The wardroom supervisor will decide how dessert is to be served.

4. SERVING BEVERAGES. Presented below are four general guidelines and several specific procedures for serving beverages.

a. The first guideline is that beverages are to be served from the diner's right if at all possible. Otherwise, check with the wardroom supervisor about how to serve the beverages in a way which disturbs the least number of diners.

b. The second guideline is that the server should never lift the diner's glasses or cups from the dining table to refill them. Rather, the server should pour the beverage into them while they are on the table. If the cup or glass is not conveniently placed for service, carefully move it to a better location, or, if it cannot be reached, politely ask the diner to move it.

c. The third guideline is that the order of service for beverages is the same as that for the serving of foods:

At breakfast, order of service is not a problem, since diners enter at random and are served on the first-come, first-served basis.

At lunch or dinner when no guests are present, the head of the table or the diner who has the buck in front of them will be served first. The diner to the right will be served next and so on around the table.

If one guest is present, this guest will be served first, followed by the diner on the guest's right, and so on around the table. If more than one guest is present, the guest of the senior officer is served first, followed by the diner to the right, and so on around the table.

d. The fourth guideline is to not fill serving pitchers to the tip when they are to be used for filling glasses or cups at the dining table. A full pitcher is difficult to handle and feels quite heavy after a while. Therefore, pitchers should be filled to no more than one half to two thirds full.

e. Finally, it is important to remember that each private mess may have certain rules for serving beverages. The wardroom supervisor should be asked about these rules. Specific guidelines for the various meal styles are presented below.

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### 5. FORMAL MEAL STYLE

a. Formal Style. This style of meal is quite elaborate and requires considerable guidance to be done correctly. Guidance should be obtained from the wardroom supervisor and from other references.

b. Semi-Formal Style:

(1) Cold Beverages. Usually, water is the only cold beverage served at semi-formal style meals. It is poured into the glasses before the diners are seated. Water and another cold beverage are rarely served together. However, if another cold beverage is served, water is always made available. If two cold beverages are to be served, both are usually poured before the diners are seated. Remember, beverages are served from the right. Glasses should be filled to about one-half inch from the top. Try not to fill higher than this, as a completely filled glass is difficult for a diner to handle without spilling.

Refills of cold beverages (except milk) should be offered during the meal to diners when their glasses become less than one half full. Milk is refilled only upon request. When refilling a cold beverage, remember not to lift the glass off the table. Always pour while the glass is on the dining table. If ice cubes are available, they should be offered first to diners needing refills.

(2) Hot Beverages. For semi-formal meals, the hot beverage most often served is coffee. It normally is not offered to diners until the dessert course has been served. At that time, coffee should be transferred from the Silex-type pot on the heater to the serving pots. The coffee should then be politely offered to each diner from the right in the previously described order. Cups should be refilled to about one-half inch from the top. If hot tea is requested and is available, hot water and a tea bag should be put in a tea serving pot and immediately delivered to the diner. Refills of coffee should be offered to diners when their cups become less than one half full. As mentioned previously, cups should be left on the table while being filled. Remember also that coffee will become cold if left in the serving pitcher too long. If this happens, empty the cold coffee in the pantry or galley and refill the serving pitcher with fresh coffee.

c. Informal Meal Service

(1) Family Style:

(a) Cold Beverages. Use the procedures described under semi-formal style. The only exception is, if there is enough space, serving pitchers of water or other cold beverages may be placed on the dining table after the initial service so that diners can serve themselves. During the meal, the serving pitchers should be checked and refilled as needed.

(b) Hot Beverages. Again, use the procedures listed under semi-formal style with these variations:

(1) Offer coffee to the diners as soon as they have begun eating the main course; and,

(2) After the initial serving, filled coffee serving pots may then be left on the dining table for the diners' use. Care should be taken so that this coffee does not

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become too cold. If it does, the cold coffee should be emptied in the pantry and fresh coffee obtained.

d. American Style - Use the same procedures given under Family Style meals.

(1) A la Carte (Breakfast) Style:

(a) Cold Beverages. Water is poured before seating the diners. Upon taking a breakfast order, juice, if ordered, will be the first item delivered after coffee has been offered. Obtain juice in glasses from the pan on the sideboard. Wipe ice from the outside of the glass with a clean cloth and place the glass to the diner's right, just above the end of their knife. If milk is ordered by the diner, it is usually obtained from the pantry. Milk is to be delivered to the diner when it is requested or just after the hot food item is served. So that there will be no question, it is best to ask the diner when they would like their milk served. If the diner requests refills of milk or juice, remove the soiled glass from the dining table and use fresh glasses for the refills. Always handle both soiled and fresh glasses as close to the bottom as possible.

(b) Hot Beverages. If coffee is requested, it should be served immediately while the diner is deciding what to order. Refills of coffee should be offered when the diner's cup becomes less than one half full. If hot tea is requested, the diner should be asked when they would like to have the tea served. At the requested time, the hot water and tea bag should be delivered to the diner. Hot chocolate may also be available at breakfast. If the diner orders this, determine when they would like it served. At the requested time, either fill the tea pot with hot water and deliver it with a hot chocolate packet to the diner or prepare the hot chocolate for the diner by taking the cup and saucer from the dining table to the sideboard, emptying the packet into the cup, and mixing the correct amount of water with it. Once prepared, the hot chocolate should be delivered to the diner.

Coffee servers or other beverage pitchers are seldom left on the dining table during breakfast for service by the diner. Because of few diners likely to be seated at any one time, the beverage would soon become cold and stale.

e. Cafeteria Style:

(1) Cold Beverage. For cafeteria style, cold beverages may be placed on the table prior to diners entering the general mess. If not, the cold beverages should be offered to the diner as soon as they have passed through the serving line. Refills should be offered when their glass becomes less than one half full. Once the dining tables are full of seated diners, serving pitchers of cold beverages may be left for self-service. The pitchers should be checked often during the meal and refilled as needed. There may be several resettings of the dining table during this style of meal so it is important to remain alert for diners who are in need of beverage service.

(2) Hot Beverage. Once cold beverages have been offered and served, coffee should be offered. Refills should then be offered whenever the diner's cup becomes less than one half full, or upon the diner's request for more. Filled serving pitchers may be left on the dining table once several diners have been initially served coffee.

f. Buffet Style. Use the same procedures given for the cafeteria style meal.

6. REMOVING TABLEWARE. The removal of tableware during a meal is another task which takes place in the presence of diners. After use, dishes and silverware are often

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slippery and may contain food scraps, making them hard to handle. These factors combine to make the removal of tableware a task which requires care and skill. Special care should be taken until one becomes more familiar with the tasks. Practice will aid in the development of confidence and of a smooth, polished performance which can be accomplished without hurrying the diner. A few basic rules have been developed for the removal of tableware during a meal. The rules are based on common sense and should be of considerable help in doing all the tasks involved. Remember, however, that variations may occur in a specific general mess. Thus, if there is any question about what to do, ask the wardroom supervisor.

a. The first basic rule is to remove soiled tableware from the right side of the diner.

b. The second basic rule applies when more than one item is to be removed from the table. Pick up the largest item first with your right hand and transfer it to your left hand behind the diner's back. Then pick up the next largest item and stack it on top of the first item in your left hand. Do not stack items in front of the diner before you remove them from the table. This increases the chance of dropping tableware on the diner, the floor, or yourself.

c. Third, dishes are picked up from the dining table with silverware on them. It is best to first move the silver to the right side of the dish and hold it with the thumb of the right hand as the dish is removed. This prevents the silverware from sliding off the dish and gives the CS better control.

d. Finally, never try to carry more items than can be easily controlled and carried to the pantry or galley. With experience, one should be able to determine when enough tableware has been collected from the dining table. Nothing is more disturbing to the diner and the CS than the crashing sound of tableware hitting the deck.

Further discussion of specific rules is presented under the various meal styles.

### 7. FORMAL MEAL STYLE

a. Formal Style. As mentioned in other sections, the requirements for the serving of this style are quite elaborate and are open to much variation among general messes. For these reasons, nothing on the removal of tableware shall be presented here. Guidance will be obtained from the wardroom supervisor and from the references, "Service Etiquette" and the CS Rate Training Manual (NAVEDTRA 10267).

b. Semi-Formal Style. The important factor to keep in mind for the removal of tableware during a semi-formal style meal is that no items are removed until all diners have completed a course. The tableware for that course then is removed in the same sequence that the diners were served. When no guests are present, the head of the table or the diner with the buck will have their course items removed first, the diner to his/her right next, and so on around the table. When no more than one guest is present, the guest should have his/her tableware removed first, followed by the diner to their right, and so on around the table.

Thus, all tableware for a specific course will be removed before the next course is served. The specific items to be removed after each course will be determined by what is to be served next. Be careful not to remove items that are to be used in a later course. If this should occur, replace these items at the diner's place setting as soon as possible. After the main course is completed all tableware should be removed from the

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individual place setting except for coffee cup and saucer, teaspoon, water glass, and any silverware needed for dessert. All center items should also be removed at this time, with the exception of the sugar bowl, creamer, and centerpiece. Individual place setting items should be removed first, followed by the center items. All this should be completed before serving dessert. Dessert dishes and silverware will then be removed when all diners are finished. All other items are to be left on the table until the diners leave.

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### SECTION 2: AFLOAT STATEROOM SERVICE

#### Q-2-1 INTRODUCTION

This section is designed primarily for use in the operation and care of officers' quarters afloat. Procedures for performing the basic stateroom functions are presented as guidelines for establishing uniform stateroom maintenance training programs. The text may also be used for self-study, for on-the-job training, as a point of reference and for developing local lesson plans.

To effectively use the information contained herein, especially in teaching newly assigned personnel, it is recommended that the following method be used:

- Step 1. Prepare the trainee (tell how to do the job).
- Step 2. Demonstrate the correct technique (show how to do the job).
- Step 3. Have the trainee perform under supervision while explaining what he/she is doing.

#### Q-2-2 CARE OF QUARTERS AFLOAT

Staterooms are the berthing spaces for officers aboard ship. They are like small bedrooms ashore. It is here that officers sleep and keep their personal belongings.

Quarters for the commanding officer and for the flag officer (if there is one aboard) include a stateroom and private head facilities for each of these officers. On some ships, the executive officer and department heads also have separate quarters and head facilities. Other officers are usually billeted two to a stateroom. They share head facilities with officers of other staterooms.

Personnel assigned to the Admiral's and/or Captain's messes are responsible for cleaning those quarters while the Culinary Specialists and rotational pool personnel assigned to wardroom/stateroom areas are responsible for all other officers' quarters.

Regardless of quarters assignment, the cleaning procedures presented here are applicable for all officers' berthing spaces.

**NOTE:** NAVSUP evaluated the Reduced Stateroom concept of operations onboard the USS TARAWA (LHA-1) during the period November 99 - May 00. In the concept of operations, Junior Officers (Lieutenant Commanders and below) performed daily cleaning tasks within their staterooms. Officers in paygrades 05 and above, Commanding Officers and Executive Officers continued to receive stateroom cleaning services from the assigned Food Service Attendants or Culinary Specialists. Results indicated that approximately 7 hours per day were now available for additional S5 related duties. During the July 2000 Afloat Supply Department of the Future (ASDOF) conference attended by Supply representatives from the Fleets and the Type Commanders, the decision was made to allow Fleet-wide implementation of this concept at the discretion of the Commanding Officer.

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Although quarters/stateroom work is not physically hard, it does require a sense of orderliness, attention to detail and an understanding of the important role played by CS personnel in support of the ship. It is not enough just to see that the bunk is made, clothes are out of sight and trash cleaned away. Staterooms must be thoroughly cleaned to include furnishings, desks, all corners, ledgers and bulkheads. The same cleanliness is required for heads, showers, passageways and vestibules in officer's quarters.

### Q-2-3 USING CULINARY SPECIALISTS AND ROTATIONAL POOL PERSONNEL

CS personnel are responsible for performing functions associated with the management and operation of officers' messes and quarters afloat. However, a rotational pool of enlisted personnel in paygrades E-1 through E-3 is established to assist the CSs in providing maintenance, cleaning, and other services. This pool will be formed of personnel from various divisions (and squadrons if they are onboard). These personnel are normally assigned to such duties by the executive officer.

Under the supervision of the Culinary Specialist, the rotational pool may perform housekeeping duties and basic maintenance service. Bedmaking service is provided ONLY to commanding officers, executive officers, unit commanders and officers in paygrades O-5 and above or their equivalents. Maintenance and cleaning of passageways, heads and showers are also the responsibility of the rotational pool. As a part of the stateroom service, the rotational pool may be required to pick up and deliver officers' laundry. Sorting and stowage of personal laundry, however, is the responsibility of individual officers. (See Section 5, NAVSUP Pub 486, App F for responsibilities and duties of enlisted personnel assigned to wardrooms/staterooms afloat.)

### Q-2-4 STATEROOM CARE

1. **CLEANING.** Daily cleaning of staterooms is necessary, but the extent to which spaces are cleaned may vary with circumstances. Limited cleaning may be done each day with a major effort on field day, or the workload may be spread over the entire week. The advantages to spreading the workload over the entire week are:

- a. There can be a more equitable distribution of work.
- b. Cleaning schedules can conform to other schedules. For example, linens, bedsheets, pillowcases, and towels may be issued on the day the officers send their laundry to the ship's cleaner/laundry.
- c. More attention can be given to all jobs when they are performed throughout the week, rather than crowded into one day.

2. **WORK SCHEDULING.** Work should be scheduled to make the most efficient use of available manpower and time. Good daily cleaning makes field day much easier. The following tasks should be considered as the minimum daily cleaning under ordinary circumstances:

- a. Dust furniture and sweep and mop deck.
- b. Clean mirror, washbasin, soap container and toothbrush holder.
- c. Empty wastebasket.

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3. CARE OF CLEANING MATERIALS. The importance of the proper care of cleaning materials should be stressed to personnel assigned these duties. Cleaning materials should be correctly stowed after each use to prevent loss or damage. Mops should be washed, rinsed, and spread or hung to dry, not stood in a corner to sour. Obvious cleaning jobs, such as washing dirty paintwork resulting from plumbing or electrical repairs, should be performed as necessary and not put off until the day paintwork is scheduled to be washed. The major cleaning jobs normally weekly are:

- a. Paintwork checked carefully and scrubbed as needed.
- b. Brightwork polished.
- c. Knife edges of hatches and edges of ports cleaned.
- d. Soiled towels removed and clean ones issued.
- e. Decks scrubbed and waxed.

4. INSPECTIONS. Staterooms should be inspected frequently by the stateroom supervisor to ensure that these duties are being performed properly, and to request any maintenance or repair work that must be done by the engineering department.

### Q-2-5 CARE OF PRIVATE PROPERTY

1. GENERAL. One important rule to follow in cleaning staterooms is to avoid disturbing anything of a private nature that has been left laying about. From time to time, officers rush off leaving letters, papers, money, or other valuables in sight. These instances should be reported at once to the officer, the wardroom leading CS, or stateroom supervisor. Furthermore, papers, books or letters should not be examined if left lying around. These may concern official Navy matters or the officer's personal affairs. In either case, they are to be treated as private property. If valuables or other items of a private nature must be moved when cleaning, be sure they are put back where they were found.

2. PERSONAL PAPERS AND MONEY. DO NOT TAKE PERSONAL PAPERS unless they are in the wastebasket. The officer may have official Navy papers or personal letters on his/her desk. You are trusted not to look at these papers or take them away when cleaning. DO NOT REMOVE MONEY or valuables which are left unsecured by the officer. They may have been called away in a hurry and may have forgotten to take their wallet, money, or watch. Notify the officer or the stateroom supervisor immediately. You are trusted not to take valuables.

### Q-2-6 JOB SCHEDULING

So that all weekly duties can be attended to, jobs can be spread out over the week, with some weekly jobs scheduled each day. For example, decks may be swabbed on Mondays, bed linens changed on Tuesdays, extra cleaning of heads and showers on Wednesdays, and so on. Major clean-up must also be scheduled regularly.

If all jobs are carefully accomplished when scheduled, getting the spaces ready for field day (weekly inspection) should be just a matter of taking care of daily duties and touching up any weekly jobs that need last minute attention. A stateroom cleaning bill must be prepared.



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Major stateroom clean-up will be scheduled regularly. Some examples of major stateroom clean-up are monthly turning over of mattresses and vacuuming underneath (preferable during the week linen is changed), quarterly shampooing of carpets, and quarterly sending draperies, chair covers and bedspreads for dry cleaning. Figure Q-10 is an example of a stateroom cleaning bill:

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### Figure Q-10 - Example of a Stateroom Cleaning Bill

DATE: \_\_\_\_\_

From: Leading CS, Wardroom Mess

To: All Stateroom CSs and Rotational Pool Personnel

Subj: STATEROOM CLEANING BILL

1. In order to have a more uniform cleaning system, the following cleaning bill will be strictly adhered to by all personnel concerned. Any deviation of schedule will be referred to the stateroom supervisor or wardroom mess Leading CS.

#### DAILY

- a. Clean wash basin, mirror, soap container and toothbrush holders.
- b. Make up beds for officers O-5 and above.
- c. Sweep and mop deck or vacuum carpet.
- d. Empty wastebaskets.
- e. Dust all furniture.

#### WEEKLY

- a. Wash paintwork.
- b. Polish brightwork.
- c. Clean electric fans and wipe down light fixtures.
- d. Dust locker tops, shelves and overheads.
- e. Replace soiled hand and bath towels and replace with clean ones as scheduled.
- f. Deliver and pick up officers' laundry as scheduled.
- g. Replace stripped linens with fresh clean ones. Leave linens on top of beds (O-4 and below only), as scheduled.
- h. Scrub and wax deck; or spot check carpet and remove stains as scheduled.
- i. Clean air conditioning filters and screens.
- j. General field day for certain staterooms as scheduled. Stand by for inspection.

#### CLEAN AS SCHEDULED

- a. Monthly turn mattresses over and vacuum underneath (preferably during linen change).
- b. Quarterly send draperies, curtains, chair covers and bedspreads for dry cleaning.
- c. Quarterly shampoo carpets.

SUBMITTED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

Leading CS  
Wardroom Mess

Division Officer  
Wardroom Mess

**NAVSUP P-486 – Food Service Management****Q-2-7 ADDITIONAL STATEROOM CLEANING**

1. **CLEANING WASHBOWLS AND MIRRORS.** When cleaning washbowls and mirrors, apply cleaning material to a clean, damp cloth, and wipe mirror first, then the light with the cloth. Wash mirror and light first so that any falling dust and water can be wiped up when cleaning the bowl.
  - a. Clean all metal, including faucets, valves, stoppers, and chain.
  - b. Rinse the cloth in running water, add cleaning material, and clean all porcelain surfaces inside and out. Be sure to clean the underside of the rim above the overflow opening. Clean the overflow drain opening, using a thick fold of cloth or a wedge covered with the cloth.
  - c. Rinse the cloth again and rinse porcelain and metal surfaces with fresh water.
  - d. Dry and shine all surfaces with a clean dry cloth.
  - e. Clean all exposed pipes below the basin. If the pipes are nickel, brass or copper, polish as scheduled. Also clean the bottoms of washbasins.
2. **SWEEPING THE DECK.** Decks must be swept carefully every day, which includes all corners. Place chairs on bunks while sweeping. Dampen the bristles of the broom slightly. This allows trash to be swept up more easily, and keeps dust from stirring up. Staterooms that are carpeted should be vacuumed.
3. **SWABBING THE DECK.** Check the cleaning schedule to see how often decks must be swabbed. When scheduled, swab them after they have been swept. Use a clean swab and hot soapy water. For best results, wring out the swab often. Dry the deck immediately with a clean swab. A wet deck is slippery and can cause accidents.
4. **WASHING PAINTWORK.** Weekly, or when scheduled, paintwork must be washed in staterooms. To do this, use hot soapy water and a clean rag. Use even motions up and down on the bulkhead. Rinse the suds off with clear water. Wring out the cloth often. Caution: Never use salt water soap on bulkheads, even for small spots. The soap destroys the paint's shiny surface and makes the bulkhead more easily subject to soil.
5. **CARE OF BUNKS.** On the day when bed linens are scheduled to be changed, clean the bunk springs and turn the mattress. Reverse it from side to side, and also from end to end. This helps to prevent the mattress from getting lumps. Changing the areas where head, shoulders, and hips rest also helps to prolong mattress life. Do this once every month.
6. **CHANGING TOWELS.** Handling personal towels varies on different ships. On some ships, a supply of towels is issued to the officer when reporting aboard. The officer uses a clean one and puts the soiled one with clothes that are to go to the laundry. On other ships, the CSs or rotational pool personnel collect soiled towels, exchange them for clean ones, and put out clean ones on the days when towels are scheduled for changing. This may be done twice a week or more often. Follow the schedule of the ship.
7. **CHANGING PILLOWCASES.** To change a pillow case, grasp the soiled case by the corners of the closed end and shake the pillow out. Put the clean case flat on the bunk

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with its open end toward you. Place the pillow on the bunk just in front of the clean case. Open the case by grasping the corners near you and start sliding it onto the pillow. Lift them and shake the pillow into the case.

8. MAKING BUNKS. The characteristics of a properly made-up bunk are as follows:

- a. Square corners (all four corners);
- b. Bedspread 6-inches from head to mattress;
- c. Blanket 6-inches from foot of bed centered from both sides;
- d. Pillow centered at the head of bed and even with 6-inch folded top sheet; and,
- e. Bed sheet and bedspread tight and free from wrinkles.

9. CARE OF HEADS AND SHOWERS. Heads must be cleaned thoroughly every day. First flush the toilet. Next put cleaner or disinfectant into the bowl and let it stand while you clean the outside, adjoining pipes, seat hinges, and all around the base of the bowl. After cleaning the outside, use the special brush provided for cleaning the inside of the bowl. Be sure to scrub under the inside rim to prevent germs and odors from collecting there. The special brush has an extending tuft of bristles for doing this job quickly. Never use this brush on the outside of the stool or on the seat. Wipe the seat with disinfectant.

Wash and dry the metal work. Wiping it with an oily cloth as soon as it is dry will prevent a green tarnish from forming on the metal.

At least once a week, decks in heads and showers must be scrubbed and bulkheads cleaned. Soap dishes and shower heads must be cleaned, rubber mats scrubbed, shower curtains cleaned or changed if necessary and all brightwork polished in both areas. Figure Q-11 shows an example of a cleaning bill for stateroom heads and showers.

10. PASSAGEWAYS AND VESTIBULES. Passageways and vestibules are also important parts of the responsibilities of Culinary Specialists and rotational pool personnel, and must be incorporated in the daily and weekly schedules. Figure Q-12 is an example of a cleaning bill for passageways and vestibules.

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### Figure Q-11 - Example of a Cleaning Bill for Stateroom Heads and Showers

DATE: \_\_\_\_\_

From: Leading CS, Wardroom Mess

To: All Stateroom CSs and Rotational Pool Personnel

Subj: CLEANING BILL FOR STATEROOM HEADS AND SHOWERS

1. In order to have a more uniform cleaning system, the following cleaning bill will be strictly adhered to by all personnel concerned. Any deviation of schedule will be referred to the stateroom supervisor or wardroom mess leading CS.

#### DAILY

- a. Clean wash basins and wipe down mirrors.
- b. Refill soap and towel dispensers.
- c. Clean utility sink and storage area.
- d. Wipe down shower curtains.
- e. Scrub down shower stalls.
- f. Wipe down glass doors or stainless steel doors.
- g. Scrub rubber mats and air dry.
- h. Scrub, clean and disinfect/sanitize urinals and commodes (use rubber gloves).
- i. Wipe down partitions or dividers.
- j. Sweep and swab deck with hot soapy water and disinfectant.
- k. Replenish toilet paper.
- l. Empty trash can.
- m. Clean and neatly stow all cleaning gear in locker.

#### WEEKLY

- a. Scrub down bulkhead.
- b. Clean overhead and light fixtures.
- c. Scrub down shower curtains; replace as required.
- d. Descale urinals and commodes.
- e. Wipe down and polish stainless steel and all other brightwork.
- f. Sweep, swab and scrub deck with hot soapy water and disinfectant.

#### CLEAN AS SCHEDULED

- a. Replace burned out bulbs as required.
- b. Replace missing curtain hooks/rubber mats.
- c. Check for cold and hot water leaks.

SUBMITTED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

Leading CS  
Wardroom Mess

Division Officer  
Wardroom Mess

## NAVSUP P-486 – Food Service Management

### Figure Q-12 - Examples of a Passageways and Vestibules Cleaning Bill

DATE: \_\_\_\_\_

From: Leading CS, Wardroom Mess

To: All Stateroom CSs and Rotational Pool Personnel

Subj: PASSAGEWAYS AND VESTIBULES CLEANING BILL

1. In order to have a more uniform cleaning system, the following cleaning will be strictly adhered to by all personnel concerned. Any deviation of schedule will be referred to the stateroom supervisor or a wardroom mess leading CS.

#### DAILY

- a. Sweep down ladders; vacuum if necessary.
- b. Sweep, swab and buff passageways and vestibule decks.
- c. Wipe down ladder handrails with hot soapy water.
- d. Clean around deck coaming or hatch openings.
- e. Check angle iron ledges for gear adrift.
- f. Clean scuttlebutts.

#### WEEKLY

- a. Spotcheck bulkheads and scrub down as required.
- b. Sweep, swab, wax and buff decks.
- c. Dust overhead, light fixtures and air vents.
- d. Clean baseboards and make sure all corners are completely cleaned.
- e. Scrub down ladders and dust guards with hot soapy water.
- f. Clean knife edges of hatches and ports.
- g. Polish brightwork as scheduled.

#### CLEAN AS SCHEDULED

- a. Strip wax (once every two weeks or as scheduled).
- b. Check non-skid deck treads; replace when stripped or as required.
- c. Check for burned out bulbs and replace as required.
- d. Check for preservation and paint as required (Quarterly).

SUBMITTED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

Leading CS  
Wardroom Mess

Division Officer  
Wardroom Mess

## NAVSUP P-486 – Food Service Management

### Q-2-8 CARE OF DECK COVERINGS

1. GENERAL. Resilient coverings (vinyl, linoleum, etc.) are provided for the interior decks of many ships today. These coverings require special care. Rough and improper maintenance quickly destroys the appearance and durability of these decks.

When cleaning deck coverings, scrub with a stiff-bristle tampico brush or circular brush, scrubbing machine, or swab, using a synthetic detergent cleaning solution. Avoid excess water, and use a limited quantity of detergent solution. To prolong the life of the material and prevent loss of deck adhesion, strong alkaline soap, abrasive cleaning compounds, or salt water should never be used. All water, cleaning compounds, and dirt should be removed and the deck rinsed with clear water, using a clean mop. The trick to efficient mopping is to use a rhythmic side-to-side stroke rather than a back-and-forth stroke. Do not try to over-reach. Stand erect and mop close to your feet, moving slightly backward (toward the buckets) as the mop nears your feet. Use fine steel wool, or a rag moistened with paint thinner, to remove stubborn grease and dirt. (See Figures Q-13 and Q-14 for more information on deck caring and cleaning recommendations.)

After washing and drying, the covering may be buffed (without wax) to a velvet sheen with a buffing machine, or given a coat of wax (except certain linoleum) and allowed to dry without polishing.

In applying waxes, (see Figure Q-15) the same tools are used for mopping decks but with one essential condition - the tools must be scrupulously clean. The wringer and the bucket must contain no traces of cleaning solution, and the mop must be perfectly clean and free of contaminants. It is desirable to have a separate mop on hand for applying wax only.

It is important to remember that wax should always be applied THINLY AND EVENLY. Care taken in this respect will not only produce a better job, but will result in a longer lasting finish and make future deck finishing easier. The deck must be clean and dry and free of all stripping materials before waxing.

**NAVSUP P-486 – Food Service Management****Figure Q-13 - Deck Care Information**

<b>TYPE DECK</b>	<b>COMPOSITION</b>	<b>FEATURE</b>
CERAMIC TILE	CLAY AND WATER MIXTURE, GLAZED AND BAKED	CLEANS EASILY BUT ALKALINE CLEANERS MAY RUIN GROUT BETWEEN TILES
LINOLEUM	FORMED OF BURLAP OR CANVAS, COATED WITH LINSEED OIL, POWDERED CORK, AND ROSIN	EASY TO MAINTAIN BUT AVOID SOLVENTS AND EXCESS WATER
RUBBER TILE	RUBBER-NATURAL OR SYNTHETIC WITH INERT FILLERS AND COLOR PIGMENTS	EASY TO MAINTAIN, OILS, GREASES AND SOLVENTS MAY CAUSE HARM
TERRAZZO	MARBLE OR GRANITE CHIPS MIXED WITH PORTLAND CEMENT AND GROUND SMOOTH	VERY DURABLE, SHOULD BE MAINTAINED WITH SYNTHETIC CLEANERS
VINYL TILE	VINYL PLASTICS	VERY EASY TO MAINTAIN; IMPERVIOUS TO ALMOST EVERYTHING
STRATICA DECKING	MINERAL FILLED ETHYLENE COPOLYMER WITH A DUPONT SURLYN SURFACE	LOW MAINTENANCE, EASY TO CLEAN, NO-STRIPPING, NON-WAXING, NON-BUFFING WITH A SIGNIFICANT REDUCTION IN WORKLOAD AFLOAT



**NAVSUP P-486 – Food Service Management****Figure Q-14 - Cleaning Recommendations**

<b>TYPE DECK</b>	<b>CLEANING SOLUTION</b>	<b>NOTES</b>
CERAMIC TILE	SYNTHETIC DETERGENT MILD ABRASIVE POWDER	WET TILE WITH CLEAR WATER BEFORE OCCASIONALLY APPLYING CLEANER
LINOLEUM	SYNTHETIC DETERGENT	PROMPT RINSING AND DRYING IMPORTANT
RUBBER TILE	SYNTHETIC DETERGENT	RINSE AND DRY PROMPTLY
TERRAZZO	NEUTRAL SYNTHETIC DETERGENT	WET WITH CLEAR WATER FIRST-RINSE AND DRY THOROUGHLY
VINYL TILE	SYNTHETIC DETERGENT	WET FLOOR WITH WARM CLEAR WATER FIRST
STRATICA DECKING	RECOMMEND A NEUTRAL DETERGENT SUCH AS JOHNSON STRIDE 1000, BRITISH NOVA LIQUID 99, OR BUTCHERS SUNDANCE	DO NOT USE ANY HARSH ABRASIVES ON STRATICA DECKING

**NAVSUP P-486 – Food Service Management****Figure Q-15 - Waxing Recommendations**

<b>TYPE DECK</b>	<b>TYPE FINISH</b>	<b>NOTES</b>
CERAMIC TILE	WATER EMULSION WAXES	FLOOR MUST BE CURED AND NEUTRALIZED
LINOLEUM	EMULSIFIED RESINS, WATER EMULSION WAXES, SOLVENT LIQUID WAXES	AVOID USE OF VARNISH OR LACQUER SEALING COMPOUNDS
RUBBER TILE	WATER EMULSION WAXES	AVOID OILS AND SOLVENTS
TERRAZZO	EMULSIFIED RESINS AND WATER EMULSION WAXES	SEAL TO PREVENT DUSTING AND STAINING
VINYL	ALL TYPES	SOME SOLVENTS MAY ATTACK ADHESIVE

2. FLOOR WAXING. It is not always necessary to completely wax a deck when only small areas are worn. These areas can be cleaned and waxed separately, taking care to avoid waxing over perfectly good areas. This will prevent excess wax build-up, which will make tedious stripping projects unnecessary. In rewaxing decks that have not been stripped, or in spot-waxing decks, care must be taken to avoid mixing types of finishes. If a heavier coating is desired, allow the first coat to dry thoroughly and then apply a second thin coat.

Steps in proper wax application are as follows:

- a. Rinse clean mop in clean water and wring thoroughly.
- b. Pour wax in bucket and saturate mop completely.
- c. Wring lower half of mop, leaving heel saturated.
- d. Swing mop in side-to-side motion, being careful to keep moist heat flat on deck and allowing fanning out strands to spread wax.
- e. If required, apply second coat after at least 1 hour of drying time. Two thin coats give higher gloss and last longer than a single, heavy coat.
- f. Buff with the buffing machine, if necessary, for appearance.

To conserve wax and reduce maintenance, decks should be rebuffed several times before rewaxing. Decks may require only rewaxing in the traffic lanes once a week if dirty spots are promptly wiped up with a damp rag, and these areas are immediately redone.

The most painstaking and careful maintenance of deck coverings may be wasted if the legs of furniture, especially movable pieces, are not properly equipped with rubber

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tips to prevent scratching and denting. If such tips are not provided, avoid dragging heavy objects across resilient deck covering.

### Q-2-9 CARPET CARE

1. GENERAL. The ability of carpets to perform the functions of many materials has long been recognized. Overall safety factors and low maintenance costs make carpeting a far more desirable and flexible environmental control material than any hard surface material which performs a single function.

2. PREVENTIVE MAINTENANCE. Maintenance time and costs can be greatly reduced and a good overall appearance of carpets can be maintained by eliminating soil and dirt before they are tracked into staterooms. Placing mats outside or inside entryways will eliminate most of the soil from shoes before it can be tracked onto the carpet. Critical high traffic areas, such as hallways and entrance doors, take the brunt of soiling. Frequent vacuuming and preventive maintenance in the high traffic areas will reduce the amount of time required to maintain these areas.

3. MAINTENANCE PROGRAM. Carpet maintenance requirements are directly related to the amount of traffic in the area.

a. Daily. Clean with vacuum cleaner along all traffic patterns. It is extremely important to keep carpets as free as possible of loose, sandy, gritty soil. Remove spots and stains as they occur, if possible.

b. Monthly. Shampoo using a good commercial-type steam cleaner, in accordance with manufacturer's instructions. Proper shampooing procedures require the use of a neutral, synthetic detergent which is specially designed for cleaning carpets.

4. SPOTTING PROGRAM. A separate spot-cleaning program should be established, especially for areas where accidental spillage occurs at a higher rate. There are many excellent commercial spot-removal kits available for this type of use. Spills should be attended to as soon as possible and never left for more than a day.

5. DUST AND DIRT. Carpets are cleaned primarily to remove soil, in an effort to restore the original color, lengthen wear-life by the removal of gritty soil, and discourage mildew and other unsightly damages. A good carpet-care program will save time and money.

6. LOW MAINTENANCE. Carpeting requires only about half as much time to maintain as hard-surfaced decks. It is recommended that demonstrations be obtained from professional carpet cleaners before starting your carpet-care program.

### Q-2-10 CONTROL OF LINEN, CLEANING EQUIPMENT AND SUPPLIES

Aside from being expensive, supplies afloat are limited. A separate record should be kept for linens, cleaning equipment and consumable supplies. High and low limits for all items used should be established to assist in determining requirements.

### Q-2-11 PERSONAL LAUNDRY

Taking officers' clothes to the laundry is another duty that varies from ship to ship. Individual ship schedules should be followed for taking care of personal laundry.

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When clean laundry is returned to the stateroom, the usual practice is to leave it out where the officer can check it to see that everything has been returned. In the captain's or Admiral's mess, it may be the responsibility of the attendant to check the clean laundry and put it away.

### **Q-2-12 ACCESS TO STATEROOMS**

Access to staterooms is a necessity in order to accomplish job requirements. This access should not be abused. To prevent conflict, Culinary Specialists and rotational pool personnel should be aware of their responsibilities and accountability while in these working spaces, and a check-in and check-out key control log should be maintained by the stateroom supervisor or wardroom leading CS.

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**APPENDIX R**  
**COMMAND FUNCTIONS, CATERING, AND ORGANIZATION**

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<b>GENERAL .....</b>	<b>R-1</b>
<b>SAMPLE SPECIAL EVENT CATERING QUESTIONNAIRE .....</b>	<b>R-2</b>
<b>PER ITEM COST CONTROL SHEET .....</b>	<b>R-3</b>
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# APPENDIX R

## COMMAND FUNCTIONS, CATERING, AND ORGANIZATION

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### R-1 GENERAL

Special occasions such as Change of Command, entertaining dignitaries, Foreign Navies, prayer breakfasts, spouse club meetings and special command functions require special planning.

This chapter provides guidance in the planning and organization of special functions. Although some examples are given, use your imagination to make menus less complex or more elaborate. In presenting your plan/menu to the person sponsoring the special function, it is always a good idea to have several plans for the sponsor from which to choose.

Funding of these events is covered in Chapter 2, paragraphs 2402.2 (Special Events) and 2402.3 Official Representation Funds (ORF). Subsistence Appropriation Funds (SIK Account) will not be used to fund or subsidize these types of events. Under no circumstances will crew's meals be substituted to offset costs of ORF functions.

### R-2 SAMPLE SPECIAL EVENT CATERING QUESTIONNAIRE

Use the special event catering questionnaire to aid you in the proper planning of your function. Check and fill in the appropriate blocks. Fill in the names of personnel assigned to each item on the checklist. The questionnaire allows you to look at the entire function from start to finish. Several meetings should be held with your 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.

Assign personnel appropriately using each CS's personal skills for the best end-product. Select people with exceptional culinary skills for presentation and use individuals with outgoing personalities who are conscientious and courteous for serving. Use every opportunity to train junior personnel for future functions.

**NAVSUP P-486 – Food Service Management****SPECIAL EVENT CATERING QUESTIONNAIRE**

1. Name of Ship/Activity: \_\_\_\_\_

2. Site/Location: \_\_\_\_\_ Date: \_\_\_\_\_

3. Type of Function/Event: \_\_\_\_\_

4. Estimated Number of Guests: \_\_\_\_\_

5. Type of Meal Service: Select one of the following:

Select: a. Formal Style: \_\_\_\_\_

b. Semi-Formal: \_\_\_\_\_

c. Informal

1. Family Style: \_\_\_\_\_

2. American: \_\_\_\_\_

3. À la Carte: \_\_\_\_\_

4. Buffet: \_\_\_\_\_

5. Cafeteria: \_\_\_\_\_

6. Menu: Select from the listings of recommended menus accompanying this chapter. Are there any special menu considerations such as religious, command or group favorites?

7. Estimate cost of food: \_\_\_\_\_ (Ref: See sample per item cost control sheet.)

8. Annotate if item is to be rented/procured from a commercial source or is readily available at the activity.

Tableware	Decoration	Tent
Silverware	Tables	Dance Floor
China	Skirts, Bunting	Lectern
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
Bar Setup	Decorations	Room
Flags, Banners	Flowers	Ice Carvings

Note: To facilitate the creation of ice carvings, ensure that the design, procurement and transportation of the ice blocks and finished product is planned well in advance of the function.



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9. Cost estimate of above items/service:

Itemized:

10. What time will these events occur?

	From	To
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 regard the on-site kitchen. If applicable, these areas should be confirmed by personal inspection before the event.

12. Cooking Facility:

\_\_\_\_\_ Gas

\_\_\_\_\_ Electric

\_\_\_\_\_ # of Burners

\_\_\_\_\_ # of Ovens

(Will a standard size sheetpan 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.

**NAVSUP P-486 – Food Service Management****R-3 PER ITEM COST CONTROL SHEET**

Once the menu has been approved by the host, costing out the menu becomes very challenging. Accuracy is the “key.” Using the format examples, price can be determined either “by the person” or “à la carte” or a “total cost” concept. It is best to have this ready for the host.

EXAMPLE: ITEM 1.

ROAST STEAMSHIP ROUND (BONE-IN)

RECIPE L00401

YIELD = 100 PORTIONS

EACH PORTION = 6 OZ

INGREDIENTS:	QUANTITY OR WEIGHT	UNIT PRICE	TOTAL COST
1. BEEF ROUND, BONE-IN	75 LBS	\$1.98 LB	\$148.50
2. PEPPER, BLACK	1/2 OZ	\$1.39 (4 OZ JR.)	\$ .17
		TOTAL COST =	\$148.67

NOTE: Cost of this recipe can be reduced by 50% by decreasing the serving size to 3 oz per person.

EXAMPLE: ITEM 2.

MEATBALLS

RECIPE L02700 (FOLLOW STEP 1-7)

YIELD = 100 PORTIONS

EACH PORTION = 6 MEATBALLS

INGREDIENTS:	QUANTITY OR WEIGHT	UNIT PRICE	TOTAL COST
1. MILK, NONFAT, DRY	3 1/4 OZ	\$5.90 (3 LB CAN)	\$0.40
2. WATER	3 3/4 CUP	0	
3. EGGS, WHITE, SLIGHTLY BEATEN	6 EGGS	\$0.66 DOZ	\$0.33
4. PARSLEY, FRESH CHOPPED	1 1/2 OZ	\$0.95 LB	\$0.09
5. SALT	1 1/4 OZ	\$1.01 (5 LB BAG)	\$0.02
6. PEPPER, BLACK	1/2 OZ	\$1.39 (4 OZ JR)	\$0.17
7. THYME, GROUND	1 TBSP	\$0.74 (2 OZ JR)	\$0.05
8. PEPPER, RED, GROUND	2 TSP	\$1.04 (1-2 OZ CO)	\$0.06
9. GARLIC POWDER	1 TSP	\$0.88 (3-4 OZ JR)	\$0.05
10. BREAD, DRY, BROKEN	2 LB 10 OZ	\$0.36 LB	\$0.95
11. BEEF, GROUND BULK	20 LB	\$1.62 LB	\$32.40
12. 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 oz)

## NAVSUP P-486 – Food Service Management

### R-4 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)

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

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 (para. R-3) to compute the cost per person.

**NAVSUP P-486 – Food Service Management****Figure R-1 - MEMORANDUM EXAMPLE**

1301  
Code 108  
22 June 2003

**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	\$ 48.00
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 i.e., Napkins, Toothpicks, Cups, Plates, Table Skirt	100.00
Grand Total	\$1,489.00

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.

## NAVSUP P-486 – Food Service Management

### R-5 SPECIAL EVENTS MENU ITEMS

1. This section is designed to give the menu planner examples of menus when planning special functions. Early consultations with the Host and/or Hostess are very important in determining the type of function and style of service desired. It is also important to determine if the host's spouse has any special requirements. The guide should be used in the development of other menus. The "Protocol Handbook" should be consulted when hosting foreign dignitaries due to some dietary restrictions or religious customs.

2. General guidelines for Hors d'oeuvres: For an Hors d'oeuvres dinner allow 12-14 units per person. For a cocktail hour preceding dinner allow 5-6 units per person for a cocktail event. For a Change of Command allow 6-8 units per person.

<b>TYPICAL BREAKFAST MENU SELECTIONS - "QUICK REFERENCE"</b>			
<b>CATEGORY</b>	<b>ITEM</b>	<b>RECIPE NUMBER</b>	<b>REMARKS</b>
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 & PASTRIES	Quick Breads		Select one for appropriate 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	

**NAVSUP P-486 – Food Service Management**

<b>TYPICAL BREAKFAST MENU SELECTIONS - "QUICK REFERENCE"</b>			
<b>CATEGORY</b>	<b>ITEM</b>	<b>RECIPE NUMBER</b>	<b>REMARKS</b>
BREAKFAST MEAT	Creamed Turkey or Creamed Beef on Toast	L 030 00 L 030 01	Select only what is ideal depending on guest preference, meal style or occasion
	Oven Fried Bacon	L 002 00	
	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		

## NAVSUP P-486 – Food Service Management

### “PRAYER BREAKFAST”

ORANGE JUICE (FROM CONCENTRATE)

CHILLED CRANBERRY OR VEGETABLE JUICE B 001 00/B 003 01 (CHILLED OVERNIGHT)

ASST'D FRESH FRUITS (SLICES, WEDGES, CUBES, WHEELS)

CANTALOUPE - 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. RECOMMEND A MINIMUM OF 3 TYPES OF CUT FRESH FRUITS PLACED ON A LETTUCE LEAF IN INDIVIDUAL SERVING DISHES

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

## NAVSUP P-486 – Food Service Management

### “LIGHT LUNCH MENU”

CREAM OF BROCCOLI SOUP – P 014 01

PUFFED CRACKERS (LOCAL RECIPE)

COBB SALAD – M 030 00

NOTE: COBB SALAD CAN BE ATTRACTIVELY SERVED ON A LARGE LETTUCE LEAF PLACED ON A SERVING PLATE, SURROUNDED WITH SLICES OF CANTALOUPE AND HONEYDEW MELONS, OR SERVED IN A LARGE TOMATO, CARVED-LIKE FLOWER OR CROWN, ALSO SURROUNDED WITH CRISP SLICES OF MELONS.

*OMIT BACON WHEN SERVING MUSLIM DIGNITARIES*

ICE CREAM SUNDAE

APPLE PIE À LA MODE

ICED TEA

COFFEE

NOTE: SUBSTITUTE FOR COBB SALAD

1. SHRIMP SALAD - USING BOILED, PEELED AND DEVEINED SHRIMP PLUS 2-3 TYPES OF LETTUCE.

NOTE: ENSURE AN ALTERNATIVE DISH IS AVAILABLE TO GUESTS WITH SHELLFISH ALLERGIES.

2. CHEF SALAD - USED BOILED CHICKEN/TURKEY FOR MEAT PLUS FAVORITE DRESSING VINAIGRETTE.



## NAVSUP P-486 – Food Service Management

### "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 (AU JUS) GRAVY – 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: (RUFFLED TOOTHPICKS)

1. CHEDDAR CHEESE
2. MOZZARELLA (MONTEREY JACK)
3. SWISS

AT LEAST 3 TYPES ASSORTED CRACKERS/CHIPS

FRESH VEGETABLE TRAYS AND DIPS:

1. CARROT STICKS
2. CELERY STICKS
3. CAULIFLOWER
4. BROCCOLI
5. CUCUMBERS
6. OLIVES

DIPS: RANCH/ONION

FRESH FRUIT BASKET/FRUIT CUPS OR FRUIT KABOBS

1. WATERMELON
2. CANTALOUPE
3. HONEYDEW MELONS
4. KIWI
5. PINEAPPLE
6. STRAWBERRIES
7. GRAPES
8. ORANGES

FRUIT PUNCH OR APPLE CIDER

COFFEE

CEREMONIAL CAKE

## NAVSUP P-486 – Food Service Management

### "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/SKEWER)

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 (I.E., SWEET PEPPERS, ZUCCHINI, 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 AS A MINIMUM

ASSORTED PARTY CRACKERS

RELISH TRAYS:

1. CARROT CURLS/STICKS
2. CELERY STICKS
3. CAULIFLOWERETS
4. CUCUMBERS
5. BROCCOLI
6. SWEET PICKLES
7. OLIVES

DIPS: RANCH/ONION

FRESH FRUIT IN A CARVED WATERMELON BASKET, FRESH FRUIT KABOBS OR FRUIT CUPS. RECOMMENDED FRUITS:

1. WATERMELON
2. CANTALOUPE
3. HONEYDEW MELONS
4. KIWI
5. PINEAPPLE
6. STRAWBERRIES

FRUIT PUNCH

CEREMONIAL CAKE

COFFEE

**NAVSUP P-486 – Food Service Management**

**"CO'S GIG PARTY"**

TORTILLA CHIPS WITH SALSA – O 007 01

POTATO CHIPS WITH ONION/RANCH DIPS

VEGETABLE TRAY - CARROTS/CAULIFLOWER/BROCCOLI

CHEESE CUBES

FRESH FRUIT KABOBS

STRAWBERRY

WATERMELONS

PINEAPPLE

HONEYDEW MELONS

CANTALOUPE

ASSORTED COLD CUTS OF MEAT

(SLICED THIN, ROLLED AND SKEWERED WITH FRILLED TOOTHPICKS)

ROAST BEEF

ROAST TURKEY

HAM

ASSORTED PARTY BREADS

CRACKERS

SODA

APPLE CIDER

COFFEE

## NAVSUP P-486 – Food Service Management

### SPECIAL DINNER MENU #1 (FOR SHIP'S VIP 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

NOTE: OMIT SLICED ONIONS

DRESSING: VINAIGRETTE OR ITALIAN DRESSING

#### MAIN COURSE:

BEEF CHATEAU BRIAND 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:

JULIENNE CUT OR FRESH VEGETABLES

ZUCCHINI - STEAMED

SQUASH - STIR FRIED ON A BED OF CABBAGE

GREEN BEANS - LIGHTLY BUTTERED

NOTE: DO NOT OVERCOOK VEGETABLES

#### BREAD:

FRESHLY BAKED CRESCENT DINNER ROLLS – D 036 17

OR PROVIDE ENOUGH PUFFED CRACKERS IN THE BREAD TRAY IF THIS WAS USED  
DURING THE SALAD OR SOUP COURSE

## **NAVSUP P-486 – Food Service Management**

### DESSERT:

ORANGE AND LIME SHERBET

CHOCOLATE ICE CREAM OR VANILLA ICE CREAM WITH COOKIE (GARNISH WITH FRESH MINT LEAF)

### BEVERAGES:

HOT COFFEE

HOT TEA

## **NAVSUP P-486 – Food Service Management**

### **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

## NAVSUP P-486 – Food Service Management

### R-6 SAMPLES OF 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 PICKLE SPEARS THIN OR  
1 C. GREEN STUFFED OLIVES (SLICED)

1. COMBINE ROQUEFORT/BLUE CHEESE, CREAM CHEESE BUTTER, SALT, TABASCO SAUCE, 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 CUP MONTEREY JACK CHEESE, SHREDDED

1. RINSE MUSHROOMS, PAT DRY. REMOVE STEMS FROM MUSHROOM CAPS. BLANCHE 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. FILL EACH MUSHROOM CAP WITH MIXTURE.

NOTE: LABOR INTENSIVE

## NAVSUP P-486 – Food Service Management

### ROQUEFORT STUFFED MUSHROOMS - SERVES 50

4 LBS FRESH MUSHROOMS, MEDIUM - LARGE  
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 VERY FINELY MUSHROOM STEMS.
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

2-3 LBS CHICKEN BREAST OR CHICKEN THIGH MEAT (BONELESS)  
1 CUP SWEET SOUR SAUCE  
1 CUP HOISON SAUCE  
1 CUP TERIYAKI SAUCE (PREFERABLY GLAZE)  
1 QUARTER CUP HOT CHILI GARLIC SAUCE  
3 TSP CRUSHED FINE PEANUTS  
1 HONEYDEW MELON  
1 MUSKMELON

1. CUT UP CHICKEN INTO 1-INCH SQUARES. MIX UP INGREDIENTS AND MARINATE CHICKEN MEAT ONE HOUR PRIOR TO BAKING. BAKE AT 400° F. FOR 5-8 MINUTES.
2. MEANWHILE, USE A SMALL MELON BALLER AND MAKE SAME AMOUNT OF MELON BALLS AS CHICKEN. SKEW MELON BALLS WITH A FRILLED TOOTHPICK. WHEN CHICKEN IS DONE, SKEW THE CHICKEN WITH THE MELON TOOTHPICKS.



## NAVSUP P-486 – Food Service Management

### 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 AT AN ANGLE  
2 EA EGGPLANT 1/3" SLICED ROUNDS CUT INTO QUARTERS (DO NOT USE  
SMALLER THIN END OF EGGPLANT)  
5 EA RED BELL PEPPERS CUT 1 1/2" SQUARES  
3 EA ORANGE BELL PEPPERS CUT 1 1/2" SQUARES  
2 LBS FRESH MUSHROOMS, HALVED  
1-1/2 QTS. RANCH DRESSING

1. COMBINE OLIVE OIL WITH SEASONINGS.
2. COMBINE CARROTS WITH 1/2 CUP SEASONED OLIVE OIL
3. COMBINE EGGPLANT WITH 3/4 CUP SEASONED OLIVE OIL
4. COMBINE 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 3-5 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 1 CUP RANCH DRESSING.
9. MAY BE REFRIGERATED OVERNIGHT.

## NAVSUP P-486 – Food Service Management

### TERIYAKI BEEF - SERVES 50

3 LBS BEEF, SIRLOIN/TENDERLOIN 3/4 CUBES  
1 1/2 CUPS TERIYAKI GLAZE  
1 BUNCH FRESH CHIVES, FINELY CHOPPED  
1 FRESH PINEAPPLE, DICED 1/2 INCH CUBES

1. MARINATE BEEF CUBES WITH TERIYAKI GLAZE ONE HOUR BEFORE BAKING.
2. BAKE ON A SHEET PAN AT 400° F. 5 TO 6 MINUTES.
3. SKEW 1/2" FRESH PINEAPPLE CUBES WITH FRILLED TOOTHPICKS. THEN SKEW 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 CRACKERS, SALTINE  
SPRAY BOTTLE (SANITIZED)  
3 CUPS 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 SWELLED DOUBLE IN SIZE.
4. USE MELTED BUTTER TO BRUSH AND DAUB EACH PIECE OF CRACKER.
5. BAKE 30 MINUTES AT 300° F. UNTIL GOLDEN BROWN.
6. REMOVE CRACKERS FROM PAN WHILE STILL WARM.

## NAVSUP P-486 – Food Service Management

### GARLIC BREAD STICKS - SERVES 100

32 SLICES WHEAT BREAD  
5 TBS 1 TSP MARGARINE, SOFTENED  
GARLIC POWDER

1. SPREAD 1/2 TSP MARGARINE PER SLICE OF BREAD.
2. SPRINKLE WITH GARLIC POWDER.
3. CUT EACH SLICE INTO SIX EVEN STRIPS.
4. PLACE ON LIGHTLY GREASED SHEET PAN.
5. BAKE AT 300° F. FOR 18 MINUTES UNTIL CRISP.

### FRUIT DIP - SERVES 100

4 16-OZ PKG CREAM CHEESE, SOFTENED  
8 OZ BUTTER/MARGARINE, SOFTENED  
4 CUPS CONFECTIONER'S SUGAR  
8 TBS ORANGE JUICE  
4 TBS GRATED ORANGE RIND  
2 TSP VANILLA FLAVORING  
4 CUPS CHOPPED WALNUTS/PECANS

1. COMBINE ALL INGREDIENTS TOGETHER.
2. SERVE WITH ANY KIND OF FRUIT. SUGGESTED FRUIT TO USE ARE FRESH PINEAPPLE CHUNKS, CANTALOUPE AND HONEY DEW MELON CUBES, STRAWBERRIES, APPLE AND PEAR SLICES BRUSHED WITH LEMON JUICES.
3. MAY BE SERVED WITH GINGERSNAPS AND SHORTBREAD COOKIES.

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## NAVSUP P-486 – Food Service Management

## APPENDIX S

### FOOD SERVICE EQUIPMENT OPERATING/SAFETY PROCEDURES

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#### Section 1: NAVAL SHIPBOARD FOOD SERVICE EQUIPMENT CATALOG

General ..... S-1-1

#### Section 2: EQUIPMENT

Icemaking Machines and Ice Flakers ..... S-2-1

Meat Slicer ..... S-2-2

Microwave Oven ..... S-2-3

Milk Dispensers..... S-2-4

Noncarbonated Beverage Dispensers ..... S-2-5

Powdered Mix Blender ..... S-2-6

Proof Box ..... S-2-7

Reach-In Refrigerators..... S-2-8

Salad Bar ..... S-2-9

Soft Ice Cream/Milkshake Machine..... S-2-10

Vegetable Cutter ..... S-2-11

Vegetable Peeler..... S-2-12

Utensil Washing Machines..... S-2-13

Multiple Blade Bread Slicer ..... S-2-14

Dishwashing Machine (Conveyor) ..... S-2-15

Dishwashing Machine ..... S-2-16

Food Mixing Machine, 20 Quart ..... S-2-17

Walk In Reefer ..... S-2-18

Steam Jacketed Kettles ..... S-2-19

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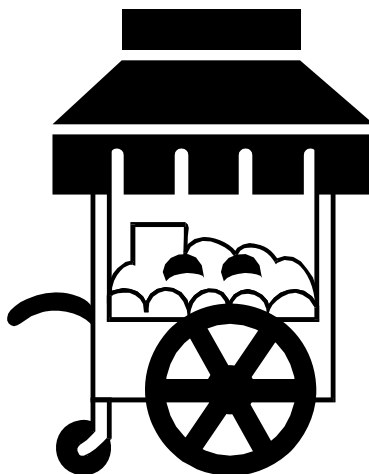
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# APPENDIX S FOOD SERVICE EQUIPMENT OPERATING/SAFETY PROCEDURES

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## SECTION 1: NAVAL SHIPBOARD FOOD SERVICE EQUIPMENT CATALOG



**S-1-1 GENERAL.** The following information is taken from the Naval Shipboard Food Service Equipment Catalog which is available on-line on the Naval Surface Warfare Center Carderock Division's (NSWCCD) homepage and it should be noted that this is the only catalog that identifies food service equipment approved for shipboard use. The catalog can be accessed on-line at:

<http://www.dt.navy.mil/code97/9780/9783hp.html>

1. The catalog has been prepared to assist planning yards, Naval Shipyards, Supply Officers, Food Service Officers, Supervisors of Shipbuilding (SUPSHIP), Fleet Industrial Supply Centers (FISC) and any other personnel who are required to order food service equipment authorized for Naval ships and to provide information relative to dimensions, weight and utility requirements. Equipment and their manufacturers have been selected because of their known conformance to shipboard food service equipment standards.
2. The catalog identifies Food Service equipment approved for use aboard U.S. Navy ships. Food service equipment listed in the General Services Administration (GSA) catalog is **not** authorized for shipboard use. Some equipment, with the exception of utensils and small consumable appliances, contained in the Forces Afloat Shopping Guide (FASG) may be duplicates of those contained in this catalog, however, this catalog shall be the **only** authority for all shipboard equipment.
3. Each page provides information relative to procurement, specific features, sizes, electrical or steam requirements and any other additional information needed to properly install the equipment in accordance with all applicable shipboard specifications.

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If no entry appears in an equipment field, no information was available and none is expected to be available. If "Pending" appears, no information was available at the time of publication, but will be available at a later date. A "Surface Ship Hatchable" entry in the remarks area means equipment will fit through a 26 inch by 66 inch oval hatch. A "Submarine Hatchable" entry means equipment will fit through a 25 inch diameter hatch. A "Modular" entry means that the equipment was designed to be disassembled to allow entry into a submarine and/or surface ship hatch and re-assembled at place of installation. Any equipment that is not an exact direct replacement and/or requires movement to a different physical location could be subject to the "SHIPMAIN" process. The SHIPMAIN process requirement must be coordinated with Naval Surface Warfare Center, Carderock Division (NSWCCD).

4. If you wish to procure food service equipment that is not shown in this catalog, a request must be submitted to NSWCCD Philadelphia for assessment of shipboard applicability. Letter or facsimile shall be forwarded containing the following information:

a. Requestor's name, phone number and facsimile (fax) number.

b. Requestor's activity or ship.

c. Type of Food Service equipment, manufacturer, model number, and manufacturer's point of contact and estimated cost of item.

d. Valid technical and configuration justification for procurement. (Note: Please plan ahead; imminent deployment, circumspect declarations of medical exceptions, end of fiscal year dollars or other time related reasons are **not** generally considered valid reasons for consideration).

e. Technical characteristics: dimensions, service or utility requirements, (electrical, water, steam, air, etc.) materials used in fabrication, hardware integral design and primary function of equipment.

f. Area where equipment is to be used to include compartment name and number.

g. Maximum dimensions of location where equipment is to be installed to ensure adequate fit and accessibility for maintenance/service.

5. If source of equipment/item is a discount/retail store, recommend soliciting technical information from this source or obtaining name references of part number used by source.

In addition, the following general notes have been compiled to provide guidance to repair activities during installation of all food service equipment included in this catalog.

6. There shall be no crevices or inaccessible voids which might harbor vermin, cooking waste or other extraneous matter. Access shall be provided to all areas requiring cleaning, painting or treating with insecticide.

7. A clearance of 8 inches shall be provided under each piece of equipment to include deck mounted equipment except equipment with bedplate bases.

8. The following deck mounted equipment shall be leg mounted for air circulation and cleaning access: ovens, deep fat fryers, ranges, under counter and/or upright



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refrigerators and freezers, cold food counters, ice machines, and soft serve ice cream makers.

Equipment abutting other pieces of equipment, dressers or bulkheads shall be installed in a manner to avoid grease or soil-catching crevices.

Where the back or side of heat producing equipment adjoins a bulkhead, an air space of not less than three inches shall be provided.

9. Dresser mounted equipment shall not be welded to the dresser. Equipment shall be installed on four to six inch high round stock corrosion resistant (CRES) leg supports of suitable size in diameter for supporting the specified equipment and secured by bolting to the dresser.

Dressers shall be adequately reinforced to support dresser mounted equipment and to prevent excessive vibration when equipment is operated.

10. Questions and comments concerning the catalog may be forwarded to:

Commander  
CARDEROCK DIVISION  
NAVAL SURFACE WARFARE CENTER  
HABITABILITY SECTION, CODE 9783  
NAVAL BUSINESS CENTER  
PHILADELPHIA PA 19112-5083  
Telephone: DSN 443-1647, Commercial 215-897-1647

**NAVSUP P-486 – Food Service Management****SECTION 2: EQUIPMENT****S-2-1 ICEMAKING MACHINES AND ICE FLAKERS****OPERATING AND SAFETY PRECAUTIONS**

Check the machine periodically to see that temperatures are being maintained and enough ice is being produced. The machinery and inner workings of icemakers are the responsibility of the engineering department. Food service personnel should not enter the equipment without the assistance of Engineering and Public Works personnel. Ensure that planned maintenance on icemaking equipment is carried out in accordance with the established schedules. Weekly disconnect the electric power and remove ice in the collection bin. Scrub out the bin area with a brush and mild detergent solution. Flush with clean water until all traces of the detergent are gone. Reconnect electric power.

**FLAKE ICE MAKER/DISPENSER**

1. Make sure all air vents are open and unobstructed at all times.
2. Unless turned off for maintenance or cleaning, leave machine turned on at all times.
3. All housing parts and particularly doors and covers on the ice bin must be securely closed and attached at all times.

**Directions for Cleaning Automatic Ice Flakers Without Disassembly**

<b>Step</b>	<b>Procedure</b>
1. Shut off water.	Pour 1 quart cleaning solution slowly into water reservoir.
2. Place a container below ice chute in bin and start ice machine.	Ice will be formed from cleaning solution. Discard ice. Shut off machine.
3. Flush icemaking system.	Add 1 quart clean water to reservoir. Catch ice in container. Discard.
4. Wash down storage bin with mild detergent solution. Rinse.	Inside should be scrubbed with plastic brush.

Areas in and around motor, insulation panels, and condenser coils should be vacuumed or blown free of lint and dust. Periodic weekly checks for cockroach infestation should be made.

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### Directions for Cleaning Water Reservoir

At least once every 30 days, clean out the water reservoir

Step	Procedure
1. Shut off power.	Use manual switch.
2. Turn off water supply.	Shut water inlet valve.
3. Remove entire water reservoir from fittings of machine.	Take out water inlet. Pull out reservoir from top water inlet.
4. Clean and descale.	Wash out reservoir with warm detergent water. Rinse. Use a scale removing solution if necessary to clean inside of possible sediment.
5. Replace reservoir and reconnect power and water supply.	Refill reservoir and adjust water level in accordance with manufacturer's instructions.

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### **S-2-2 MEAT SLICER**

#### **OPERATING AND SAFETY PRECAUTIONS**

1. Meat slicer should be securely bolted to the dresser top and electrically grounded.
2. Keep knife guard in place at all times except when slicer is unplugged and disassembled for cleaning. If the slicer is hardwired to a bulkhead mounted switch, make sure the switch is off before attempting any cleaning or adjustment.
3. Use a pusher, not your hand, to guide product being sliced.
4. Never touch the blade with your hands. Clean the blade with a clean, detergent soaked cloth wrapped around a pad or block.
5. Always replace knife guard as quickly as possible after cleaning. Do not leave an unguarded blade unattended at any time.
6. After each use or at least daily, wash all food contact parts with detergent and warm water. Rinse thoroughly.

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### S-2-3 MICROWAVE OVEN

#### OPERATING AND SAFETY PRECAUTIONS

1. Keep inside of oven door and heating surface on the cabinet scrupulously clean at all times. Do not use tools or abrasives on door closing surfaces at any time.
2. Do not allow oven door to be closed on any object including rags, towels, etc.
3. Do not attempt to defeat oven door safety interlocks.
4. Do not operate oven with an empty cavity and keep all metal utensils out of the oven cavity at all times.
5. Do not obstruct cooling vents in the oven housing.
6. Keep the oven door closed when the oven is not in use.

#### Cleaning:

1. Wipe up spills immediately.
2. Do not allow food particles or grease to collect on plastic stirrer and light cover, inner door and oven cavity front surface.
3. Do not use scouring pads, abrasive powders or other abrasive materials on any oven surfaces.

#### Daily:

1. Turn power to "OFF."
2. Wipe the plastic stirrer cover with a cloth or sponge dampened in mild detergent solution.
3. Wipe all surfaces in the oven cavity with the dampened cloth or sponge and then dry with a clean cloth.
4. Wipe the inner door surface and oven cavity front with mild detergent solution and dry.

#### Weekly:

Remove the air intake filter and wash in hot water to remove grease and dust.

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### S-2-4 MILK DISPENSERS

#### OPERATING AND SAFETY PRECAUTIONS

1. Check temperature range which should be from 32° to 41° F.
2. Cut milk dispenser tube with a clean sanitized instrument to a point not more than 1/4 inch below the termination of the dispensing mechanism.
3. Fill milk dispensers and replenish as necessary during the meal.
4. Wipe up spills immediately.
5. Keep catch bowls or trays clean; empty them as necessary.
6. Always wipe off the bottom of the containers or cans before placing them in the dispenser.
7. Do not reuse disposable cardboard milk containers; dispose of them when empty.

#### Daily:

1. Clean exterior with a mild detergent solution. Rinse well with clear water to remove film. Use of abrasives is to be avoided.
2. Remove, disassemble, and wash the lift valves after each meal.

#### Defrosting milk dispensers:

When ice deposits have accumulated to a thickness of about 1/4 of an inch, defrost the dispenser by securing the electric power and leaving the door wide open. When the ice has melted, wash the interior with warm solution of water and detergent, rinse, dry, and reconnect the electric power. DO NOT use metal objects to scrape ice from cabinet walls.

## **NAVSUP P-486 – Food Service Management**

### **S-2-5 NONCARBONATED BEVERAGE DISPENSERS**

#### **OPERATING AND SAFETY PRECAUTIONS**

Noncarbonated beverage dispensers are often located on the serving line to dispense fruit juices, lemonade, and other popular beverages. The majority of these machines have a self-contained refrigeration unit and a recirculating pump to keep the solids associated with pulpy juices in suspension and promote uniform cooling. The beverages are dispensed from a clear plastic tank.

1. Fill the dispensing tank well in advance of each meal to ensure a properly chilled beverage. Frequent resupply during the meal will minimize the temperature rise caused by adding an unchilled beverage to the tank.
2. Empty and clean the drip pans as required.
3. Turn off refrigeration unit when not in use and as soon as the tank is empty.

#### **Daily or after each use:**

1. Drain, fill with warm detergent water, scrub the tank and flush through the dispensing valve. Rinse away traces of detergent.
2. Check the impeller assembly for cleanliness and wash away any syrup build-up which could clog the pumping mechanism.

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### S-2-6 POWDERED MIX BLENDER

#### OPERATING AND SAFETY INSTRUCTIONS

1. Assemble cleaned and sanitized parts into the machine and lubricate with food grade lubricant in accordance with manufacturer's instructions.
2. Assemble powder funnel and "O" ring and install in the funnel opening in the machine top housing.
3. With both switches in the "OFF" position, position water fill switch for milkshake operation and water will automatically fill to proper level.
4. Position "AUTO" switch to "AUTO" position which will start blending action and the refrigeration system.
5. Add milkshake powder through the funnel. Check powder in the funnel periodically and make sure powder is feeding down the funnel into the mix chamber.

**CAUTION:** Do not put tools or fingers through funnel opening to the mix chamber.

6. The four gallon batch takes about six minutes to blend and chill to 40° F. When batch is done, turn off both switches and draw off mix and store in refrigerator.

#### Cleaning:

1. After each day's use, disassemble, clean, and sanitize all parts of the machine which have come into contact with dry powder or powder and water mixture.
  - a. Dispensing door.
  - b. Valve core.
  - c. Beater.
  - d. Beater drive shaft.
  - e. Powder funnel.
  - f. Powder funnel vent tube.
  - g. All "O" rings.
2. Clean inside of mixing barrel and rear shaft bearing.
3. Before each use, sanitize assembled machine and drain.



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### S-2-7 PROOF BOX

#### OPERATING AND SAFETY PRECAUTIONS

1. Make sure water is turned on to the proof box automatic feed, or in manual fill machine, and that the water reservoir is filled.
2. Turn on switches for heat, humidity control and circulating fan.
3. Proper temperature is 95° F. and proper humidity is 95 percent.
4. Allow proof box to reach proper proofing temperature. Normally, 30 to 45 minutes are required for stable conditions.
5. Proof products in accordance with the appropriate Armed Forces Recipe Service, NAVSUP P-7.

#### Directions for Cleaning a Proof Box

Step	Procedure
1. Clean interior after removing racks.	Clean floor, walls, top and inside of door. Scrape sides, corners, and guide rails with putty knife. Scrub floor with long-handled gong brush and hot machine detergent solution. Rinse, dry. Wipe guide rails and ledges thoroughly. Remove and clean water pan, rinse, wipe dry.
2. Scrub exterior.	Scrub top, outside of door, and sides with hot machine detergent solution; rinse and dry.
3. Clean around proof box.	Scrub back of box and wall. Scrub floor behind and under machine if space permits; if not, flush with hot water.
4. Air dry.	Leave open to air.

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### S-2-8 REACH-IN REFRIGERATORS

#### OPERATING AND SAFETY PRECAUTIONS

1. Maintain refrigerator temperature at 32° F. - 41° F.
2. Store only food items in refrigerator.
3. To avoid taste transfer, do not store eggs and butter with fruits and vegetables.
4. Frost or glaze should not be allowed to accumulate more than 1/4 inch on surfaces or coils as compressor overload will result.

#### Daily:

Clean up spills and exterior surfaces with detergent and warm water. Wipe dry.

#### Bi-weekly Cleaning:

1. Transfer all stored foods to protected temporary storage.
2. Remove shelving and loose equipment to wash sink filled with detergent solution. Scrub with plastic bristle brush. Rinse. Sanitize with spray. Leave door open to dry.
3. Scrub interior of box with hot detergent solution, using plastic brush. Clean corners, doors, openings, hinges, and latches. Rinse. Sanitize.

#### Periodically:

Clean vacuum compressor, condenser coils, motor and related areas.

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### S-2-9 SALAD BAR

#### OPERATING AND SAFETY PRECAUTIONS

1. Salad bars may be refrigerated or non-refrigerated. Non-refrigerated salad bars will be filled with enough ice to properly cool the salad pans to ensure all salad bar items remain below 41° F. Also ensure that the salad dressings are refrigerated. After each meal the ice should be discarded and the salad bar cleaned.
2. Refrigerated salad bars in use must be maintained at a temperature in order to keep the salad bar items below 41° F. The electric power should be disconnected prior to cleaning. Clean and defrost after each use. Particular attention should be paid to the drain when cleaning the salad bar.
3. Dispose leftover food from the salad bar as directed by the Watch Captain and/or Food Preparation Worksheet or refer to NAVMED P-5010 3-5.11.
4. Metal objects should not be used to scrape ice from the coils; metal scrapers may damage or puncture the coils.

#### **After each use:**

1. Run insert pans and trays through dishwashing machine.
2. Wash and scrub table surfaces with detergent and plastic brush. Rinse and allow to air dry.

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### S-2-10 SOFT ICE CREAM/MILKSHAKE MACHINE

#### OPERATING AND SAFETY PRECAUTIONS

1. Assemble the machine in accordance with manufacturer's detailed instructions. Pay close attention to lubrication instructions.
2. Sanitize the freezer with approved sanitizing solution. Operate machine in wash cycle for two minutes, then drain off all sanitizing solution.
3. Precharge the freezing cylinder with the amount of fresh mix recommended by the manufacturer. With a container under the draw-off spout, open spout and hold open until pure mix starts to flow.
4. Set temperature control knob for product to be dispensed. Set machine to automatic and allow freezer to operate and cycle off.
5. Assemble mix feed and install in machine reservoir. Fill reservoir to fill line with mix.

#### Directions for Cleaning Soft Ice Cream Machines:

Before use sanitize all utensils that come in contact with mix. Thoroughly clean and sanitize ice cream freezer and all component parts daily.

#### To Clean:

1. Empty freezer and flush with cold water until water runs clear.
2. Rinse again with warm water (120° F.).
3. Pour a 140° F. solution of water and detergent into freezer and brush hopper as detergent runs through freezer.
4. Remove all parts that come in contact with the ice cream mix: lid, hopper valve, dasher, freezer door, all gaskets, seals, and O-rings. Place all parts in detergent solution and brush all surfaces. Brush inside of freezing cylinder; pay particular attention to the back wall and shaft connection. Rinse all parts thoroughly and allow to air-dry.

#### To Sanitize:

Prepare sanitizing solution (calcium hypochlorite) in accordance with package directions. Wear disposable gloves when assembling machine. Dip each part in solution as machine is assembled. Pour remaining solution into hopper and brush solution over entire inside and lid. Rotate dasher as solution runs through mixer. Drain completely, and the freezer is ready for the next batch of soft serve ice cream.

## NAVSUP P-486 – Food Service Management

### S-2-11 VEGETABLE CUTTER

#### OPERATING AND SAFETY PRECAUTIONS

1. Never attempt to operate the machine with the blade guard raised.
2. Do not use hands or any other thing to attempt to push vegetable under the blade guard. If machine becomes clogged, shut off at the circuit breaker box or unplug the machine.
3. Observe product in the bowl carefully and unload when chopped satisfactorily.
4. When high speed gear-attachment and slicing-attachments are being used on the power take off hub, use extreme caution since there are no safety switches on the accessories. Always shut off the machine when opening or making adjustments.
5. See operator's manual for complete instructions.

#### Directions for Cleaning Meat and Vegetable Chopper:

##### Step

##### Procedure

#### Daily:

Preflush. Scrub bowl and parts with long handled brush and 125° F. detergent water. Air-dry. Sanitize. Be sure to reach all food contact surfaces.

#### Weekly:

- |  |   |
|--|---|
| 1. Shut off motor and disassemble for weekly cleaning. | Lift out feeder pan. Remove the following: adjusting ring, perforated chopping plate, knife, food screw, and chopping cylinder.             |
| 2. Clean.  | Run parts through dishwasher or wash in detergent water in pot and pan sink with brush. Scrub vigorously until food particles are loosened. |
| 3. Rinse. Sanitize and air-dry.                        | If not machine cleaned, adequately rinse to eliminate solution and sanitize in 180° F. water.   |

## NAVSUP P-486 – Food Service Management

### S-2-12 VEGETABLE PEELER

#### OPERATING AND SAFETY PRECAUTIONS

1. Put in proper load of vegetables in accordance with name plate rating.
2. Turn on water.
3. Start machine and run until skin is removed.
4. Open discharge door and allow load to empty into sink or container of clean water.
5. Do not overpeel or product will be lost.
6. Keep hands and all other articles out of peeler chamber while machine is running.

#### Directions for Cleaning Vegetable Peeler:

Step	Procedure
1. Disassemble removable parts.	Remove lid and disk.
2. Wash interior.	Flush with hot water; scrub thoroughly walls, shoulders, inside and outside of door. Leave door open to air dry.
3. Clean peel trap.	Remove (or raise) lid, strainer, and stopper. Flush interior with hot water; scrub with stiff fiber brush while flushing. Leave open to air dry.
4. Clean parts.	Under hot running water, scrub lid, disk, strainer, and stopper. Leave abrasive parts out to dry.
5. Clean exterior.	Wipe or scrub with brush and hot detergent solution.

#### Safety Notes:

1. Do not stop machine while product is being peeled. Allow it to empty before opening.
2. Never operate the peeler unless water has been properly applied.

## NAVSUP P-486 – Food Service Management

### S-2-13 UTENSIL WASHING MACHINES

#### OPERATING AND SAFETY PRECAUTIONS

1. Properly install all internal removable components.
2. Clean drain valve, add sudsless detergent as required and lower all doors.
3. Open all supply valves and turn “heat” switch on.
4. Turn selector switch to “Manual.” Tanks will be filled to proper level in approximately 2-1/2 minutes. When wash water is heated to desired temperature, machine will be ready for operation.
5. Open side doors and place rack of utensils in machine. Do not overpack racks.
6. Lower side doors, then turn selector switch to “auto.” The machine will automatically wash, rinse, and shut off.
7. For continuous operation, repeat steps 5 and 6.
8. If manual operation is desired, turn switch to “manual” and select “wash” or “rinse” as desired. Machine will perform selected function after doors are lowered.

#### General Instructions:

1. Remove scraps from all utensils before placing them in racks.
2. Maintain rinse temperature.
3. Drain machine when finished.
4. After use, clean and replace all internal removable components.
5. Pump can be reached for cleaning by removing inspection plate only when necessary.

**NOTE:** Ware washing machines will be provided with an easily accessible and readable data plate affixed to the machine by the manufacturer. The plate will indicate the machine’s design and operating specifications to include required temperatures for washing, rinsing, and sanitizing.

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### S-2-14 MULTIPLE BLADE BREAD SLICER

#### OPERATING AND SAFETY PRECAUTIONS

1. Carefully remove the slicer from the shipping box. Install machine in accordance with installation instructions.
2. Ensure machine connection to power source and switch master switch to “ON” position.
3. Use the handle located on the front of the machine to raise the knife frame up until it remains in fixed position and bread rack pivots forward to open position.
4. Place bread to be sliced in receiving trough and raise operating handle on right side of machine to automatically operate motor switch and start the knife frame on its downward slicing motion.

**NOTE:** Switch will shut off automatically when knife frame reaches its bottom position.

5. To remove sliced bread from machine, place right and left hands against the respective ends of the sliced loaf and lift loaf out of rack. Place it on bagging attachment for bagging.
6. When cutting rye bread with hard crust, place bottom of loaf against front side of rack.
7. When slicing large round loaves or long loaves lengthwise, use the procedure as follows:
  - a. Raise the frame.
  - b. Start the knives by lifting the switch button located on top of the frame at right.
  - c. Feed bread (lengthwise) upward through knives until uncut portion of bread can rest on receiving trough.
  - d. Rest lower end of bread on receiving trough and raise the operating handle to complete slicing.

**CAUTION:** Do not allow fingers or hands to come in contact with knives when operating machine.

8. When slicing very hot bread, or bread of a very sponge-like, soft texture, with a well baked crust, slightly retard downward motion of knife frame until knives have entered the hard crust.
9. Follow procedures as outlined in operator’s manual for removal and replacement of knife frames and for removal and replacement of knives in frames.
10. Pay particular attention to manufacturer’s lubrication instructions.



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### **Cleaning:**

#### **Daily or after each use:**

1. Disconnect machine from power source.
2. Machine parts coming in contact with bread products such as upper and lower knife frame assemblies, bagging trough, and holding rack should be removed and washed thoroughly in mild detergent and warm water solution. Rinse and dry. Reassemble parts in accordance with operator's manual.
3. Wipe down machine exterior with mild detergent and warm water solution. Rinse.

**CAUTION:** Do not, at any time, spray or allow water to enter motor housing or crank mechanism.

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### S-2-15 DISHWASHING MACHINE (CONVEYOR)

#### OPERATING AND SAFETY PRECAUTIONS

Take caution not to damage component accessories which usually are appended on the side of the dishwashing machine. Installation of the machine and component accessories shall be in accordance with the manufacturer's instructions.

#### Operating:

1. Close all tank drains.
2. Open water supply service valves, turn main electrical disconnect on.
3. Check to see that conveyor is cleared of objects that may cause "jam-up" in machine.
4. Check to see that all internal removable parts are properly installed.
5. Turn on detergent dispenser.
6. Fill tanks to desired level (either manually by opening fill valves or by turning automatic tank fill switch to "on" position when machine is so equipped). Tanks will fill in approximately 4-1/2 minutes.
7. Turn heat switch on (or open all steam valves to tanks and booster). Allow time for water in tanks to reach desired temperatures. Machine is now ready for operation.
8. Start conveyor and pumps by depressing the proper push-buttons, then load dishes in correct manner for best cleaning.

#### General:

1. Remove scraps from all dishware and utensils before placing on conveyor.
2. Maintain approximately 110° F. - 120° F. pre-wash, 150° F. - 160° F. wash, 160° F. - 180° F. rinse, 180° F. - 194° F. final rinse temperatures.
3. Always turn off tank heat before draining tanks.
4. Clean and replace all internal removable parts daily. Make sure spray pipes are free of foreign matter.
5. Shut off water, electric, steam, and gas supply when machine is not to be used for extended period.

**NOTE:** Above listed temperatures are approximate. Ware washing machines will be provided with an easily accessible and readable data plate affixed to the machine by the manufacturer that indicates the machine's design and operating specifications including required temperatures for washing, rinsing, and sanitizing.

## **NAVSUP P-486 – Food Service Management**

### **Cleaning:**

For best results, the dishwasher should be cleaned after using. The simple steps outlined below will ensure clean, sanitized dishware.

1. Before cleaning, shut off the steam, water, and electrical supplies.
2. Open drains and wait until tanks are empty.
3. Remove wash manifolds, rinse manifolds, scrap screens, and suction strainers.
4. Clean dishwasher tank(s) preferably by using a hose. Be careful not to bend or twist any ball float arms. Wipe down inside of hood.
5. Clean and replace suction strainers.
6. Clean and replace scrap screens.
7. Clean all spray pipes using the brush provided with the machine. The end caps must first be removed.
8. Replace caps and install manifolds in their proper positions.
9. Wipe down outside of hood.
10. It is necessary, periodically, to remove lime deposits which may build up on the machine over a period of time. An approved de-limer should be used for this purpose.

## NAVSUP P-486 – Food Service Management

### S-2-16 DISHWASHING MACHINE

#### OPERATING AND SAFETY PRECAUTIONS

1. Install machine in accordance with manufacturer's instructions.
2. Filling Tank: Open all water valves and fill tanks to level of overflow with hot water. Turn main electrical disconnect on.
3. Place an approved detergent in the wash tank.
4. Ensure that conveyor is cleared of objects that may cause "jam-up" in machine.
5. Heat water in rinse tank by opening steam valve. Temperature of water in wash tank will rise after machine is in operation. The rinse tank-fitted thermostat prevents operation of machine unless minimum temperature of 180° F. is reached.

**NOTE:** Do not change this setting if temperature in rinse tank falls below 175° F.; thermostat will stop motor and pump operation.

6. In event rinse tank thermostat stops motor and pump due to low temperature, add additional steam to bring temperature of rinse tank up over 180° F. To resume operation, press start button.

7. Final rinse and sterilization spray: Set lever on steam and water-mixing valve to regulate mixture of steam and water desired. The final rinse spray should be adjusted to temperature of about 190° F.

#### **Operating:**

1. Press starting button to start pump.
2. Place dishes loosely in baskets. Turn cups upside down, place bowls or deep dishes on end but tilt enough to allow for drainage of water.
3. Place basket between the conveyor chain lugs.

**NOTE:** Above listed temperatures are approximate. Ware washing machines will be provided with an easily accessible and readable data plate affixed to the machine by the manufacturer that indicates the machine's design and operating specifications including required temperatures for washing, rinsing, and sanitizing.

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### **Daily Cleaning:**

The scrap trays of the machine are to be cleaned of garbage as follows:

- a. Before cleaning, shut off steam, water, and electrical supplies.
- b. Remove the lower manifold assembly.
- c. Lift out scrap trays, and at the same time, remove pump suction strainer.
- d. After cleaning and washing, replace suction strainer and scrap trays in machine.
- e. Manifolds may be cleaned by inserting brass cleaning brushes directly into the tube, pushing ball inwards. When machine starts, the ball will return to end of pipe.
- f. Install manifold assembly in proper position.
- g. Wipe down outside of hood.

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### S-2-17 FOOD MIXING MACHINE, 20 QUART

#### OPERATING AND SAFETY PRECAUTIONS

1. Set the shifter handle at the desired speed and turn on the switch to start the motor.
2. To change speeds, first turn off the motor, then move the shifter handle to the desired speed.
3. Use number 3 speed for fast, light work, such as whipping cream, beating eggs, and mixing thin batters.
4. Number 1 or slow speed is for heavy mixtures, such as breakfast rolls, etc. Also use this speed for the food chopper attachment.
5. In many operations, it is desirable to start on number 1 then change to a higher speed as the work progresses.
6. To lower the bowl, pull the lift handle forward.

**NOTE:** It is necessary to lower the bowl to change agitators; this position also makes the bowl more accessible for filling.

7. When raising the bowl, move the lift handle a little beyond the vertical center until it is felt to touch the stop.
8. To mash potatoes or to cream butter, start with the bowl down and raise it slowly into working position, while the agitator is rotating.
9. When attaching an agitator (bowl in the “DOWN” position) slip the agitator up on the shaft and turn it until the driving pin in the shaft reaches the L-shaped slot in the agitator shank.
10. The style “B” beater is commonly used for thin batters, cakes, and mashing potatoes.
11. The style “D” whip is best for whipping cream and beating eggs. The “E” dough arm is for heavy bread doughs, and the “P” pastry knife for cutting shortening into flour for pastry. The “S” beater is used for sweet dough and the “C” wing whip for heavy whipping.
12. The attachment socket is for the size 12 attachments. Before putting an attachment into the socket, stop the motor, then insert with a slight twist toward the left so that the stop stud in the attachment is tight against the side of the hole that receives it. When in place, tighten the thumb screw and put a drop of oil in the oiler.
13. The attachment drive has three speeds, governed by the shifter handle of the mixer. For most attachments, set the handle at number 1. Set the speed at number 3 for the tool grinder.

**CAUTION:** The chopper attachment must never run faster than speed 1 when cutting meat; when cutting vegetables it may run at the number 2 speed. Use the motor switch to start and stop the motor before changing the speed of an attachment.

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### **Cleaning:**

#### **Daily or after each use:**

1. Disconnect power to machine prior to cleaning.
2. Remove attachment, bowl, or accessory and preflush as required.
3. Scrub bowls, attachments, and accessories with long-handled brush and 125° F. detergent water solution. Rinse thoroughly. Air dry. Sanitize. Be sure to reach all food-contact surfaces.
4. Wipe down main body of machine with mild detergent and warm water solution. Rinse.

**CAUTION:** Do not spray machine.

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### S-2-18 WALK IN REEFER

#### OPERATING AND SAFETY PRECAUTIONS

##### General:

1. To gain maximum use and performance, this refrigerator must be installed and operated properly. Assembly and installation must be in strict accordance with manufacturer's instructions.
2. Operators of the unit must be thoroughly familiar with the various features of the unit.
3. The door latch is equipped with provisions for padlocking and with inside door release mechanism which enables door to be opened from inside even when latch is padlocked.

**NOTE:** An inside door release instruction label is attached to door interior. DO NOT REMOVE THIS LABEL FOR ANY REASON.

4. The strike part of the latch is adjustable to compensate for gasket wear. As the need arises, simply loosen two adjusting screws of the strike and move the sliding tongue forward or backward as required. Then tighten the screws.
5. The alarm control should be set to operate the warning lamp at 61° F.
6. The hold-back hook holds the door in the open position. To release door, simply press lever of the hold-back hook.
7. The condensing unit, with compressor and motor, is lubrication-sealed and is equipped with a relay, overload protector.
8. The evaporator is of the forced circulation type in which the accompanying fan cycles warmer air over coils of evaporator and re-circulates the air.

**CAUTION:** Do not load refrigerator too close to the blower coil as this will block the air cycle.

9. The refrigerator cabinet is equipped with an automatic defrosting system, which eliminates the need for manual defrosting.

##### Operating:

1. Before starting unit, open liquid valve, suction valve and discharge valve and make connection to the junction box.
2. The pressure control is factory set to maintain a cabinet temperature of 35° F. If adjustment is necessary, be sure the temperature does not go below 32° F., as the evaporator coil will be iced up.
3. If a compressor operates for too long or too often, it is generally due to the refrigerant being low, even though the temperature is cold enough. In the event either condition is present, refer to operator's manual.



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### Cleaning:

1. To clean the interior of the refrigerator, use a solution of baking soda or borax and hot water. These compounds act as deodorants and will not scratch or mar the finish.
2. To prepare a soda solution, mix one-half teaspoon of ordinary baking soda to each quart of water.
3. Clean the exterior of the cabinet with clear water or a weak solution of baking soda and warm water.
4. Once a week, wash door gasket rubber with mild soap and water followed by a fresh rinse.

**NOTE:** Grease accumulation on door gaskets will shorten the life of the gaskets.

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### **S-2-19 STEAM JACKETED KETTLES**

#### **OPERATING AND SAFETY PRECAUTIONS**

1. Installation of steam kettle is to be in accordance with installation instructions.
2. Do not tamper with or obstruct safety valve.
3. Leave cover and drain open when not in use.
4. Do not turn on steam unless water or food is in kettle.
5. Do not put water in hot dry kettle.
6. When heating a cold kettle, turn the steam on gradually, thus allowing the kettle to become warm before full pressure is applied. After kettle becomes warm, and before applying full pressure, open the safety valve momentarily to release any air trapped within the jacket.

#### **Cleaning:**

1. Do not use steel wool or any abrasive for cleaning.
2. Wash kettle before and after each use with hot soapy water and rinse thoroughly with clean water. Dry thoroughly.
3. Clean strainer before and after each use with hot soapy water. Rinse thoroughly.
4. The stainless steel surface of the unit may be polished periodically with an approved stainless steel cleaner.
5. Clean strainer, draw off valve and draw off tube thoroughly after each use. To clean draw off valve and tube, remove the front end of the valve and brush. Scrub with hot water.

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### S-2-20 HOT DOG GRILL

#### OPERATING AND SAFETY PRECAUTIONS

##### General:

1. Install machine in accordance with installation instructions.
2. The fast heating rollers of the machine are capable of turning a large quantity of franks over at a slow, even speed which causes the fat to self-baste the franks while sealing in natural juices and flavors. Cooking the frank is quick, uniform, and requires no constant attention.
3. The machine is equipped with eight rollers with separate heating controls for each set of 4, which can be lowered or raised, thereby providing flexibility in capacity depending on the demand.

##### Operating:

1. Turn on main disconnect switch to machine.
2. Turn both heat controls on high temperature and allow rollers to heat up for 10 minutes before turning on motor switch.
3. Temperature Controls.

Front Control, left hand side, controls first four rollers nearest operator. Rear Control, right hand side, controls last four rollers farthest away from the operator. Each control has four heat settings -- HIGH, MEDIUM, LOW, and OFF -- each independent of the other.

**NOTE:** On medium heat it is normal for alternate rollers to be cold.

4. Adjust temperature settings in accordance with manufacturer's instructions.
5. Never change franks that have been on high heat to lower heat as they will shrivel.
6. Franks should be kept under refrigeration until ready to be used. Keep at about 40° F. but be careful not to store in a freezer as this will cause the franks to dehydrate and toughen the skin.
7. If drip pan collects an unusual amount of drippings, a large amount of fat in frank is indicated. This generally means a poor quality frankfurter. If rollers show consistent black deposits, a high sugar content is indicated and possibly a large cereal content. Both indications reveal a poor quality frankfurter.

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### Cleaning:

Daily or after each use:

1. Turn both switches on high heat and allow rollers to get very hot. Turn on motor.
2. Clean rollers with a clean wet cloth. Cold water or plain carbonated water lifts grease.
3. Always start at end of rollers and wipe toward center of rollers. This prevents extra grease from entering bearings.

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### S-2-21 DEEP FAT FRYER (NON-COMPUTER)

#### OPERATING AND SAFETY PRECAUTIONS

##### General:

1. Assembly and installation is to be in accordance with manufacturer's instructions.
2. Check for accuracy of the thermostat. A reading of more than five degrees difference from the setting of the thermostat knob requires recalibration of the thermostat.

**NOTE:** Do not remove manufacturer's decals from unit.

3. Do not operate without individual deep fat fryer thermometers inserted into each fry kettle or attached to individual fryer baskets.
4. Do not leave fryer unattended while it is in operation.
5. Do not operate deep fat fryer without thermometers inserted into each fry kettle or attached to individual fryer baskets.
6. Handle food only with the implements provided for the purpose.
7. Foods which have been in water should be well drained before immersion in the shortening. Keep all other water sources away from the operating fryer.
8. Wipe up fryer spills immediately.

##### Operating:

**CAUTION:** DO NOT TURN ON THE POWER TO THE ELEMENTS WITHOUT FIRST FILLING THE FRY KETTLE.

##### Filling the Fry Kettle:

1. Check to make sure that the thermostat sensing bulb inside the kettle is firmly held in the bracket attached to the back of the tank inside. Tighten the screws in clamp holding the bulb if necessary.
2. Always check to make sure that the drain valve is completely closed before filling the fry kettle.
3. If the fryer is new, it is advisable to fill the kettle with water and clean thoroughly as explained in the cleaning instructions in order to remove rust inhibitors and any foreign matter.
4. Using approved liquid shortening; fill the kettle an inch above the top of the elements before turning fryer on. If the heating element surfaces are not covered when the fryer is turned on, the element will become red hot and has the potential to cause damage to the fryer and personnel.
5. As a further precaution to prevent burning or scorching the shortening, keep the thermostat knob set at 200° F. until all shortening between and above the element has melted. Additional shortening can then be added until the desired frying depth has been reached.

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6. After filling fry kettle, always check thermostat calibration. See “Thermostat Calibration and Recalibration Instructions” in the operator’s manual.

### **Frying:**

1. After filling the fry kettle, select the proper temperature for the product to be fried. Set the thermostat to this temperature.

**NOTE:** DO NOT ATTEMPT TO FRY ANYTHING UNTIL THE PROPER TEMPERATURE HAS BEEN REACHED.

The indicator light will shut off when the set temperature is obtained.

2. Fill each basket with food, and lower them into the fry pot. Sample frying times are given in the operator’s manual. These are average times and, with a little practice, proper load and time will be established.

### **Cleaning the Fry Kettle:**

Do the following DAILY:

1. Turn off electrical power.
2. Screw drain nipple into drain valve. Place a suitable container under the drain nipple and drain the fry kettle completely.
3. Flush out any sediment remaining in the kettle with a little hot shortening.
4. Wipe off the elements and the inside of the fry kettle with a clean cloth.
5. Close drain valve and strain the shortening back into the fry kettle through several thicknesses of cheesecloth or filter it back using a filter machine.

**NOTE:** ADD AT LEAST 7-1/2 POUNDS OF NEW SHORTENING TO KETTLE DAILY. IF EQUIVALENT WEIGHT HAS NOT BEEN ABSORBED BY FRIED FOODS, REMOVE SUFFICIENT AMOUNT OF OLD SHORTENING TO ALLOW ADDITION OF NEW SHORTENING.

6. Unscrew the drain nipple and the fryer is ready to operate when needed.

Do the following WEEKLY:

1. Follow steps 1, 2, and 3 above.
2. Close drain valve and fill kettle with a solution of warm water and an approved strong detergent.
3. Turn on electric supply to the fryer and bring the water to a gentle boil.
4. Turn off electrical power.
5. Let the solution stand until the gum deposits are softened and the carbon spots and burned grease spots can be rubbed off.
6. Scrub the kettle walls, then drain out the kettle and rinse it with clean water.
7. Turn on electrical power.

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8. Refill the kettle with clean water and boil again.
9. Turn off electrical power.
10. Drain and rinse well.
11. Wipe dry with a clean cloth.
12. Close drain valve and strain the shortening back into the fry kettle through several thicknesses of cheesecloth or filter it back using a filter machine.

**NOTE:** ADD AT LEAST 7-1/2 POUNDS OF NEW SHORTENING TO KETTLE DAILY. IF EQUIVALENT WEIGHT HAS NOT BEEN ABSORBED BY FRIED FOODS, REMOVE SUFFICIENT AMOUNT OF OLD SHORTENING TO ALLOW ADDITION OF NEW SHORTENING.

13. Unscrew the drain nipple and the fryer is ready to operate when needed.

Cleaning the Exterior Surfaces:

1. Wipe off spilled or splashed shortening while still warm with a soft clean cloth.

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### S-2-22 COOKIE CUTTER/DROPPER

#### OPERATING AND SAFETY PRECAUTIONS

##### General:

1. Uncrate machine with care and install in accordance with installation instructions.
2. Operators of the machine must be thoroughly familiar with machine parts.

##### Operating:

The depositor is started and stopped by an electrical toggle switch or push button. The fingers that carry the cut-off wire can be inched forward by quickly mapping the toggle “ON” or “OFF.” If the depositor has a magnetic starter with push buttons, hold in on the “Stop” and “Start” buttons and quickly operate the “Stop” button in and out.

**CAUTION:** Keep hands clear of feed rolls and finger drive mechanism when depositor is in operation.

Before placing depositor into production, it is beneficial to operate the depositor as though it is in production by completing the following:

1. Be sure machine is in the “OFF” position.
2. Inch the finger bar forward as explained in the first paragraph until the leading ends of fingers are close to the die pads.
3. Tilt the hopper and attach the die to be used. DO NOT start depositor with hopper tilted as this will damage the depositor. Lower the hopper easily down into operating position, loosen the finger wing screws and slide the fingers on shaft until fingers are between the pads of the die, lock wing screws. See operator’s manual for setting cut-off wire. Use the outer most holes in fingers for 3” and larger dies, each successive hole in finger is for dies with holes having smaller than 3” in 1” increments.
4. Start the depositor by placing the toggle switch in the “ON” position or by pushing the “Start” button.
5. The pans are carried on a pair of belts. The spacing between the row of deposits can be varied as follows: (a) stop the depositor, (b) pull out on conveyor, adjusting knob, (c) slide sliding lock nut “UP” (to increase spacing) or “DOWN” (to decrease spacing), and release adjusting knob so it can engage detents in the square rod. The gauge on square rod is approximate spacing per stroke in inches. DO NOT try to change spacing while depositor is running.
6. Feed adjustment (amount of deposit) can be made when the depositor is operating or not. A lock screw is provided so setting is not lost while operating. The indicator plate does not indicate weight but is used for reference only.
7. The speed of the depositor, strokes per minute and the conveyor speed can be changed in uniform by the machine speed adjusting hand wheel. The adjustment must be made while depositor is running.



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8. Improper adjustment of the cut-off wire may cause some pieces to be deposited upside down, or in irregular rows. See operator's manual for correcting improper depositing.
9. Lubrication of this machine is of vital importance, and should be accomplished in strict accordance with manufacturer's instructions.
10. Refer to operator's manual for mixing instructions for machine-made cookies.

### **Cleaning:**

1. Before initial operation, and after each day's use, the feed rolls must be thoroughly washed and sanitized. Do not delay in cleaning after operation as the material sets which makes taking it apart more difficult.
2. Move the finger shaft assembly so that the finger shaft is away from the hopper section, i. e., toward charge end of the depositor.
3. Remove the hopper by removing the two wing nuts, one on each bearing cap. Replace nuts, finger tightened.
4. Hinge the gear cover open at the far side of the hopper by tilting top of cover away from hopper. Tilt feed rolls toward left and by lifting at finger bar side. Loosen the two die screw knobs and remove die, then hinge feed rolls back to operating position being careful not to allow it to drop.
5. Remove the two wing nuts, one in each bearing cap at the end of feed rolls. Pull stud pin out of link stud, remove pin washer and slide end of drive link off of lever. Holding it so it does not fall, lower it gently. Lift bearing caps off, then lift each feed roll out.
6. DO NOT submerge drive clutch at end of drive feed roll in water or direct live steam against it. This precaution is necessary to protect the precision parts from corrosion. Clean all exposed surfaces.

**NOTE:** When re-assembling feed rolls in machine, place drive feed roll in its bearings. The drive roll is the one with the clutch mounted on the outer shaft.

7. Place the motor (driven) feed roll on top of the driver roll, with gear teeth in mesh, roll the driven feed roll into its bearings. Replace bearing caps, hopper and the two wing nuts.
8. Replace the drive link on the link stud, place pin washer on stud and slip stud pin into and through hole in link stud.

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### S-2-23 DOUGH MIXER - HORIZONTAL

#### OPERATING AND SAFETY PRECAUTIONS

Uncrate machine carefully to prevent damage to mixer or finish. Install in accordance with manufacturer's instructions.

#### Operating:

##### 1. FUNCTION OF POWER DUMP:

The function of the power dump is to place the bowl in the three working positions: loading position for flour and other ingredients; mixing position, where bowl is up to stop point and closed by the canopy; and dumping position, for removal of dough. Press the "DOWN" button until bowl is open far enough for loading and press "STOP" button. Press "UP" button until bowl stops (partially open), then hold in "UP" button to complete closing.

##### 2. LOADING:

To load flour and other ingredients, open the hinged part of the canopy and run the bowl toward the dump position far enough to allow the flour and ingredients to be put into the bowl. Run the bowl up to stop point (mixing position), close the hinged part of the canopy and start the mixer.

##### 3. STARTING:

The agitator is driven by a two-speed motor through a starter that has over-load and low-voltage protection. Starter is set into front of frame. Push button control for agitator motor consists of "BLOW," "FAST," and "STOP" when bowl is tilted, safety switch cuts off current. With bowl anywhere from slightly open to dump position, agitator will run only as long as "SLOW" button is held in.

**NOTE:** If machine is equipped with "JOG" button, hold both "SLOW" and "JOG" buttons in to run agitator with bowl open.

4. Relay in starter box will cut off current in event line voltage drops below safe limit, or if motor over-load occurs. To restart motor, wait approximately two minutes and press "SLOW" button.

##### 5. TIMERS:

If mixer is equipped with one or two timers, set low speed timer for desired low speed mixing, set high speed timer for total mixing time and press "SLOW" button.

6. Lubrication of mixer is to be in accordance with manufacturer's instructions.

#### Cleaning:

1. After finishing the last mix, the bowl, agitator, dough seals and canopy must be cleaned. Residue will harden if allowed to stand over a half-hour period.

2. To clean bowl, use the following procedure:

a. Run bowl to loading position, put approximately 10 gallons of hot water into bowl, run bowl up to mix position and start mixer.

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- b. Allow mixer to run for several minutes and push “STOP” button.
  - c. Run mixer bowl down approximately half way to dump position and clean surfaces using hot water and a stiff brush.
  - d. Run bowl to dump position and empty water and residue.
3. Clean dough seals in the following manner:
- a. Remove the two wing nuts and slide the pressure ring off at the studs.
  - b. Grasp lugs of seal ring and pull ring out of bowl head.
  - c. Flip seal garter out of seal groove by placing the index finger under garter at notch in bowl seal.

**CAUTION:** Do not use tools to remove garter; finger should provide sufficient pressure.

- d. After disassembling the seal, wash all parts and allow them to dry.
- e. To replace bowl seals, place garter around seal ring and push ring into bowl. Place pressure ring over studs and finger tighten wing nuts.

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### S-2-24 MODEL 550 FRISPO-MATIC

#### OPERATING AND SAFETY PRECAUTIONS

##### General:

1. Installation of this machine must be in strict accordance with the manufacturer's instructions.
2. Operation of this machine is divided into four functions:
  - a. The charging procedure which must be performed each operational day and also when machine has been idle for a long period of time.
  - b. The AUTO operation mode, where machine dispenses all of potato pieces and then charges itself for next cycle.
  - c. The SINGLE operation mode where machine dispenses one portion of potato pieces. When all of potato mix is used, machine will then recharge itself for next cycle.
  - d. The operational checkout which contains procedures for checking and adjusting the machine.

##### Operating:

1. Connect main disconnect and plate machine POWER switch to ON. Indicator in center of switch should illuminate, indicating that power is connected to unit. Ready button light should be visible within eight seconds and unit is now ready for charging.
2. If red REFILL indicator is also illuminated at this time, adding french fry potato product mix to storage hopper will cause REFILL indicator to go out.

**NOTE:** Only refill hopper when REFILL indicator is illuminated.

3. After charging cylinder in prescribed manner, reassemble piston-diaphragm, cylinder slicer and cutter subassembly.
4. Now complete charging sequence by waiting for ready light to illuminate, then depressing READY button. This initiates a sequence which adds additional product and water into charging cylinder. When READY button illuminates again, unit is ready to operate and will dispense product upon request.
5. With PORTION CONTROL switch set at SINGLE, potato pieces will be dispensed only when READY button is depressed. Single portions, double portions, triple portions, etc., to a maximum of five portions, may be obtained in this manner.
6. With PORTION CONTROL switch set at AUTO, operator can actuate READY button causing unit to dispense one-half the rehydrated product. Unit will then automatically recharge its cylinder.
7. To receive ten portions, actuate illuminated READY button in normal manner and catch first dispensed portions in a fry basket. Move charged basket from drop area and place an additional empty basket for second five portions. Operator can now make a second five-portion request by pushing READY button even though button is not

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illuminated. This second request is stored in machine memory. After automatic recharge takes place, the second five portions will begin.

8. Move transfer tray slowly to distribute dispensed potato pieces evenly.
9. Place potato pieces into submerged fry basket.
10. After potato pieces are immersed in oil, shake basket with up and down motion.

**NOTE:** Fry potato pieces in approximately 350° F. oil.

11. After 1-1/2 minutes, or when fry kettle timer sounds, remove basket from fryer, shake basket briskly and place fries under a red heat lamp.

12. Check fries for sticking and breaking.

13. If fried product sticks or breaks excessively, perform Operation Checkout and/or refer to product Troubleshooting guide in operator's manual.

### **Cleaning:**

**NOTE:** Failure to clean this machine could cause food poisoning or machine damage.

Daily or after each use:

1. Move power switch to "ON" position and place transfer tray under the deflector plate.
2. If red REFILL light is on, refill product hopper.
3. When ready light is on, place PORTION CONTROL switch at AUTO and depress READY push button.
4. When potato pieces falling, place POWER switch to OFF.
5. Remove front cover, lift cutter sleeve and cutterback.
6. Rotate slicer counterclockwise and remove slicer.
7. Lift and remove deflector plate.
8. Remove cylinder and slide piston from piston shaft.
9. Remove remainder of rehydrated potato product. Remove diaphragm from piston.
10. Wipe all surfaces of the machine with a clean damp cloth. Wipe dry.

**CAUTION:** Do not use abrasives on rubber, plastic or stainless steel surfaces. Do not use solvents on plastic parts, or place parts in automatic dishwasher. Hard to remove dry product may be softened by soaking parts for a short time in warm water.

11. Wash all removed parts in warm, soapy water. Rinse parts in clear, clean water. Submerge parts in sanitizing solution and allow parts to air dry.

12. Check piston shaft and area around nozzle discharge and dry-product discharge for dirt and product buildup. Wipe clean as required.

**NOTE:** Do not reassemble until machine has been charged.

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13. Install diaphragm on piston and install piston on shaft.
14. Install cylinder and deflector plate.
15. Install slicer and rotate slicer clockwise.
16. Lift cutter sleeve, install cutterback and front cover.
17. See manufacturer's instructions and procedure for periodic major cleaning.
18. Lubrication and de-liming is to be in accordance with manufacturer's instructions.

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### S-2-25 PIE RIMMER/CRIMPER

#### OPERATING AND SAFETY PRECAUTIONS

##### Operating:

1. Turn on electrical power to the machine.
2. Place a pie plate with a rolled untrimmed bottom crust in the bottom die and raise by pressing the counter-balanced foot pedal.
3. The rotating head of the machine engages automatically and produces a crimped, single crust pie shell.
4. For two-crust pies, use the optional trimming head and die. Place a filled, untrimmed, two-crust pie in the bottom die.
5. Raise pie with the counter-balanced foot pedal and the pie crust will be trimmed and crisp/sealed.
6. Trimmed dough will drop into catch pan for reuse.
7. Normal machine capacity is six to ten pies per minute.

##### Safety Precautions:

1. Turn off the power at main disconnect for cleaning, for removing and changing dies or rimmer/crimper heads, and when machine is not in use.
2. Keep hands and tools out of the area between the die and the head when machine is in operation.

##### Cleaning:

Daily or After Each Use:

1. Turn off power to the machine at main disconnect.
2. Vacuum or blow off loose flour, dust, etc. Removable parts such as the lower die, rimmer/crimper head, and catch pans should be washed in a solution of warm water and an approved detergent. Rinse thoroughly under hot water. Dry thoroughly.
3. Wipe down surfaces of machine frame and permanently attached parts with a clean damp cloth. Dry thoroughly.

**CAUTION:** Do not hose down or spray machine.

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### **S-2-26 ROTARY BREAD TOASTER**

#### **OPERATING AND SAFETY PRECAUTIONS**

##### **Operating:**

1. Turn on the electrical power approximately fifteen minutes prior to use.
2. After warm-up, set the conveyor speed to produce desired brownness of toast.
3. Turn knob on right side of the toaster only if jamming occurs in the unit.
4. Place slices of bread on each conveyor rack as the conveyor turns.
5. Remove finished toast from the drop tray.

##### **Safety Precautions:**

1. Secure the electrical power when the toaster is not in use.
2. Do not introduce any foreign objects into, or allow parts of the body to come into contact with, the toaster when in operation.

##### **Cleaning:**

##### **Daily or After Each Use:**

1. Secure the power to the unit.
2. Turn the knob on the right side of the toaster to ensure all the toast is out of the unit.
3. Remove the catch tray and chute, wash in a solution of hot water and an approved mild detergent, sanitize in 180° F. minimum water. Allow all removable parts to air dry.
4. Brush all crumbs out of the toaster and from around the base.
5. Clean the exterior of the toaster with a clean wet cloth and wipe dry.



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### S-2-27 FOOD MIXER (140 QUART)

#### OPERATING AND SAFETY PRECAUTIONS

##### Operating:

1. Properly attach the mixing bowl prior to starting the machine.
2. When shifting gears, always disengage the clutch lever and move the shift lever to the desired position. Re-engage the clutch to activate the spindle.
3. The bowl is raised and lowered by a power lift controlled by a lever on the control panel. Place the whip or beater in the bowl before raising the bowl. With the power off, attach the beater to the spindle. Always use the recommended beater for the product to be mixed.
  - a. Batter beater for mixing cake batter, etc.
  - b. Wing whip for icings, mayonnaise, etc.
  - c. Balloon whip for thin mixtures.
  - d. Dough hooks for bread and roll dough.
  - e. Sweet dough beater for sweet yeast doughs.
  - f. Pastry knife for cutting shortening into flour.

##### Safety Precautions:

1. Keep hands and utensils out of the mixing bowl when the beater is running.
2. Never attempt to attach or detach beaters when the spindle shaft is turning.
3. Do not wear loose clothing or jewelry when working with rotating parts.
4. Determine that bowl lugs are firmly seated on the pins before raising or lowering the bowl.
5. Do not allow anything to be placed under the bowl when it is in the raised position.
6. At any sign of unusual noise or operating condition, secure the power immediately.

##### Cleaning:

1. Secure the electrical power.
2. Detachable parts such as beaters should be thoroughly washed in a solution of hot water and approved mild detergent. Sanitize in the sanitizing sink and air dry. Bowls should also be thoroughly washed in a solution of hot water and approved mild detergent. If the sanitizing sink is large enough, sanitize the bowls and air dry. Chemical sanitizing may also be used.
3. Wipe down exterior parts of the mixer with a solution of hot water and approved mild detergent, rinse and wipe dry.

**CAUTION:** Do not allow water to enter machine electrical compartments or gear case.

## NAVSUP P-486 – Food Service Management

### S-2-28 BUN SLICER (HOTLINE)

#### OPERATING AND SAFETY PRECAUTIONS

1. **WARNING:** Do not operate this machine without guards. Operators should be thoroughly familiar with the safety guards and safety features of the machine.

2. The machine is adjustable for width and height and can be adjusted to cut all the way through the bun, or part way. Maximum product size is 4-1/2" wide x 2-3/4" thick.

**CAUTION:** Adjustments should be made with switch in the "OFF" position (switch is located on the base of the machine).

3. To adjust for thickness of bun, turn knob located on top of guard. This will increase or decrease the height of the chute.

4. To adjust for the thickness of cut, first loosen knob located on machine base under chute, then turn the thumb screw (which penetrates flange of base and underside of chute) to obtain desired thickness, and reset knob.

5. To adjust for depth of the cut and the width of the bun, loosen the two thumb screws located on the underside of the chute and slide the right guide assembly to the desired width. Tighten right guide thumb screws. Depth of cut has now been set. Left guide adjustment also aids in adjusting chute for width of bun after depth of cut has been determined. To make this adjustment, loosen the two left guide thumb screws and slide left guide toward the right guide, (to narrow chute) or away from the right guide (to widen chute), tighten left guide thumb screw.

**NOTE:** Operator will note that chute-width and depth-of-cut adjustments are interrelated.

6. Adjustments should be made liberally to allow for size irregularities of buns.

7. The motor is equipped with manual reset thermal overload protection. In the event that the motor becomes overheated and stops, proceed as follows:

- a. Turn switch to "OFF" position.
- b. Allow motor to cool for approximately five (5) minutes.
- c. Reset by pressing red button on bottom side of motor.

#### **Cleaning:**

Daily or as required.

1. Machine may be disassembled as required for cleaning.

**CAUTION:** Disconnect machine prior to cleaning.

2. Dip-wash disassembled machine parts in warm water and a mild detergent solution. Do not use abrasive cleaners. Rinse and dry thoroughly with soft cloth.

**NOTE:** Do not submerge base (motor housing) in water.

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3. Wash outside surfaces of base (motor housing) with mild detergent - warm water solution. Rinse with clean water and dry.

**CAUTION:** Do not allow water to enter base.

4. Reassemble machine.

5. Before each day's use, wash with warm water and mild detergent solution, rinse thoroughly, and dry all machine parts coming into contact with bread product.

## NAVSUP P-486 – Food Service Management

### S-2-29 CARBONATED BEVERAGE DISPENSER

#### OPERATING AND SAFETY PRECAUTIONS

1. The refrigeration system cools the dispensed drinks by means of an ice bank or block which is built up over an initial period of 5 to 7 hours after connection to electrical outlet. Periods of inactivity for the dispenser are needed to replenish the ice banks. Therefore, except as required for repairs, do not turn dispensers off between uses.
2. On dispensers serving one non-carbonated drink, the extreme left hand valve is for non-carbonated. The small lever on the side of the valve is for plain cold water.
3. Due to evaporation of water in the water bath inside the dispenser, it will be necessary to periodically add water. Low water level results in noisy operation and reduced cooling capacity. Refer to operating manual.
4. Make sure water lines to dispenser and carbonator are open at all times. Refer to operating manual for restarting procedure after extended shut down.

**CAUTION:** Do not remove exterior housing or put hands into operating compartment with electrical power connected.

#### Cleaning:

1. To remove dispensing valves for cleaning or repair, remove plastic cover from valve, remove vertical latch pin from top center of valve body, and pull valve body away from the valve plate. Quick disconnect fittings automatically close and prevent liquid discharge. All other valves will remain operational.
2. When replacing valves, moisten the “O” ring on the inlet fittings with water.
3. Lines leading from the syrup tanks to dispenser can be cleaned in place by putting a little water in each tank.

**CAUTION:** Before opening syrup tanks, disconnect all lines and bleed pressure off slowly.

## NAVSUP P-486 – Food Service Management

### S-2-30 COFFEE URNS

#### OPERATING AND SAFETY PRECAUTIONS

1. Make coffee as needed according to the Armed Forces Recipe Service P-7.
2. Hold coffee at 185° F. for no longer than one hour. Coffee held longer than one hour loses its good aroma and becomes bitter.
3. Remove coffee grounds immediately after water passes through coffee grounds.
4. Discard filter and coffee grounds after use.

#### Daily - Between brews:

Clean coffee making equipment is required before your patrons can enjoy a good brew. Deposits will form on all surfaces of the equipment and will contaminate successive brews unless the urn is cleaned frequently.

1. Clean the urn immediately after a batch of coffee has been used up or disposed of.
2. Rinse with enough water to remove the sediment and old coffee from bottom of urn, drain lines and faucet.
3. With a gallon or more of hot water in the urn, brush the sides carefully with a bristle brush. Drain and flush out with some more hot water until the water runs clean. It is now ready for the next pot of coffee.

#### Daily - At the end of the day or when securing the urn:

1. Carry out the procedure above except it must be brushed and cleaned more thoroughly. Use an accurately measured solution of 1 ounce of dishwashing compound, Type 1 completely dissolved in 1 gallon of hot water. Detergents are also good for cleaning but require a more extensive rinse to remove all traces of the detergent. Baking soda is good for “sweetening” the urn but it is a relatively poor cleaning agent.
2. Clean the gauge glass with a narrow brush. Check to see that the vents at the top of the gauge glasses are not fouled. A clogged vent will cause inaccurate readings of the coffee level.
3. Rinse thoroughly to remove all traces of the cleaning agent. Flush out the entire urn, including the faucet, with 180° F. water for sterilization. Leave about 1 gallon of water in the urn when it's secured.
4. The lid of the urn must be cleaned also since it is exposed to the coffee vapors which will eventually cause a buildup on the lid. Leave the lid ajar when the urn is secured.
5. Remember to drain the old water out of the urn prior to making up a new batch of coffee.

**SAFETY NOTE:** Never place any solid cleaning compounds directly into a coffee urn. Some of the solid material may become entrapped in the drain lines or faucet. This material would cause serious illness.

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### Destaining Procedures:

1. Persistent stains may be removed by the periodic use of a destaining compound.
2. Be sure the jacket is at least 3/4 full of water, then turn on the heat.
3. Fill the liner with hot water to the coffee line. Add the destaining compound in accordance with the instructions which come on the package.
4. Allow the solution to remain in the liner approximately 60 minutes at about 180° F. Pass some of the solution down into the drain line and faucet.
5. Drain and thoroughly rinse until all traces of the compound have been removed.
6. Leave about a gallon of water in the urn.

**SAFETY NOTE:** Hang a warning tag on the faucet while the urn is soaking with cleaning solutions.

**NOTE:** To destain vacuum-type coffee makers, use a solution of one teaspoon of destaining compound per quart of warm water. Fill lower bowl to within two inches from top. Assemble unit, apply heat, and allow it to go through a regular cycle. Let stand five minutes (longer if badly stained), drain, and dry.

## NAVSUP P-486 – Food Service Management

### S-2-31 CONVECTION OVEN

#### OPERATING AND SAFETY PRECAUTIONS

1. Put in proper number of shelves to give shelf spacing for the product to be cooked.
2. Set speed switch; high for solid products like meats, low for cakes and other fragile items.
3. Close doors, turn on main power switch and set thermostat for proper cooking temperature.

**NOTE:** Fan and heating elements will not operate unless doors are closed. Oven takes approximately ten minutes to preheat.

4. When the doors are open, ovens lose temperature very rapidly. Load and unload as quickly as possible. Use interior lights and glass doors to observe cooking progress.
5. Use damper control wisely. Wide open dampers waste heat, cause heating elements to run continuously and produce lower cooked yields for meat products. For cakes, open damper enough to exhaust moisture so that cakes will rise properly.

#### Convection Ovens With Stainless Steel Liners

Step	Procedure
1. Clean oven liners, shelves and shelf supports.	Clean daily when oven is cold with mild detergent or soap and water. For burnt on foods and grease which resist simple soap and water cleaning, an abrasive cleaner, sized into a paste, may be employed. Apply with stainless steel wool, always rubbing with the "grain." Rinse with clear water and dry.
2. Remove shelves and shelf supports. To clean liners and to occasionally clean blower wheel.	Remove all shelves by pulling forward, lifting up and out. Remove both right and left shelf supports by lifting out. When cleaning blower, remove blower baffle by lifting up and pulling out. Wire brush the wheel and wipe it up with a moist cloth. Remove all loose particles.
3. Replace the hardware.	Reverse the disassembly procedure.
4. Clean oven exterior.	Wash all exterior surfaces daily with warm water and mild soap or detergent.

## NAVSUP P-486 – Food Service Management

### S-2-32 CONVEYOR BROILER

#### OPERATING AND SAFETY PRECAUTIONS

1. Turn master control switch, conveyor switch and all heating element switches to "ON."
2. Allow broiler to preheat 15 to 20 minutes.
3. Use only thawed meat (38° - 40° F. internal temperature) on the broiler.
4. Follow manufacturer's instructions for guide settings on the conveyor speed control. Run a test hamburger pattie. If a hamburger is completely done throughout but is burned on the surface, speed up the conveyor. If hamburger is rare throughout, slow down the conveyor. Optimum speed produces a hamburger which is slightly pink at the center with a center temperature of 160° F. The hamburger will finish cooking while being assembled into the bun and wrapped.

**CAUTION:** Do not use utensils around the broiler which may be caught in the conveyor belt or serious damage will result.

5. Keep grease drip pan emptied.

#### Cleaning:

1. Clean gross soil from conveyor belt periodically during use. Use a metal sponge (NOT STEEL WOOL).
2. After cooking is completed, turn conveyor control to lowest setting at which the belt still moves. With full heat on, allow to run for ten minutes. Use metal sponge to clean belt as above.
3. Turn machine off and secure power at the breaker panel.
4. When the broiler has cooled, unhook the conveyor at the open links provided and soak in a strong detergent solution to aid in cleaning.
5. Outer top housing, inner heat shield and hanging baffles lift off for soaking and cleaning. Note position for reassembly.
6. Conveyor support rods slide out for cleaning. Note correct positions for reassembly.
7. Loosen screws and remove side housing on the control box side to expose heater connection plugs. Unplug heater assemblies and remove. Heater frames may be cleaned but do not submerge in water as electrical connections are inside the end frames.
8. Slide out drip chutes and pan for cleaning.
9. Reassemble in order of disassembly.



## NAVSUP P-486 – Food Service Management

### S-2-33 DEEP FAT FRYER (COMPUTER TYPE)

#### OPERATING AND SAFETY PRECAUTIONS

1. Follow operating instructions on the decal on the front of the fryer and in the manual furnished by the manufacturer.
2. Set the thermostat knob on the left hand front panel to the required temperature.
3. Set the doneness control on the right hand front panel to get the proper coils for the food being fried. This knob controls the computer.
4. Filter shortening daily after using the fryer. Add at least 7-1/2 pounds of new shortening to the kettle daily. If equivalent weight has not been absorbed by fried foods, remove a sufficient amount of old shortening to assure new shortening has raised the shortening level up to the normal operating level.
5. If the fryer is not used for 30 minutes, it will shut off automatically and must be restarted. Time to heat the shortening to operating temperature at start-up approximately 6 minutes.
6. When the fryer is not in use, power should be shut off and the cover should be placed on the fryer.

#### Safety Precautions:

1. Fryer shuts off automatically if shortening temperature reaches 430° F. - 460° F. for any reason. However, periodically check the temperature while the fryer is in operation. Never leave a fryer unattended while it is turned on.
2. Handle food only with the implements provided for that purpose.
3. Avoid spattering hot shortening. Foods which have been in water should be well drained before immersion in the shortening. Keep all other water sources away from the operating fryer.
4. Wipe up spilled shortening immediately. At all times keep the shortening level above the top of the heating coils and thermostat bulb.

**NAVSUP P-486 – Food Service Management****Directions For Cleaning Deep Fat Fryers:**

<b>Step</b>	<b>Procedure</b>
1. Turn off heating element.	Allow shortening to cool to 150° F.
2. Drain and filter shortening (after each use).	Open drain valve and catch drained shortening in container. Drain entire kettle contents and filter into a container. Place a clean shortening container into well or wash and replace original one.
3. Remove baskets.	Scrape off oxidized shortening with a knife. Remove loose food particles from the heating units with a spatula or a wire brush. Flush down sides of kettle with a scoop of the hot shortening. Soak basket and cover in deep sink in hot detergent water.
4. Remove strained sediment container cup as often as necessary for cleaning.	Clean off sediment and place back in kettle. Stir hot shortening and whirl cleaning sediment to center to permit settling in sediment container. Drain shortening and wipe off excess.
5. Close drain.	Fill tank with water, add water up to shortening level. Add 2 ounces dish compound.
6. Turn on heating element.	Set heat control at 250° F. and boil 10-20 minutes, depending on need.
7. Turn off heat.	Open drain. Draw off cleaning solution.
8. Scrub interior.	Using long-handled brush, scrub interior. Flush out with water. Clean basket with nylon brush and place back in kettle.
9. Rinse and sanitize.	Fill kettle with water. Add 1/2 cup vinegar to neutralize remaining detergent. Turn on power and boil for 5 minutes. <b>TURN OFF HEAT.</b> Drain. Rinse with clear water.
10. Air dry parts.	Expose baskets and strainer to air and dry.
11. Clean exterior.	While kettle is cool, wipe off exterior with grease solvent, or detergent solution. Rinse.

## **NAVSUP P-486 – Food Service Management**

### **Weekly Cleaning:**

#### **Destain Deep-Fat Fryer:**

1. Fill the kettle to shortening level with water. Heat to at least 175° F., or allow it to boil for 5 to 10 minutes. Turn off heat.
2. Add 2 tablespoons of destaining compound per gallon of water. Let stand up to 1 hour. Agitate solution and loosen particles remaining on the sides of kettle.
3. Place screens and strainers in 175° F. water containing 2 tablespoons of destaining compound per gallon. Make sure water covers. Allow to stand overnight. Rinse thoroughly and air dry.
4. Drain kettle and rinse thoroughly before replacing cleaned screen and strainer.

#### **Self-Cleaning Units:**

1. Lift calrod heating units and drain thoroughly.
2. Turn on fryer; set thermostat at 400° F. for 2 minutes to allow heating units to burn clean.
3. Turn off fryer and brush carbon from heating units with a soft wire brush.

**NAVSUP P-486 – Food Service Management****S-2-34 DOUGH DIVIDER/ROUNDER****OPERATING AND SAFETY PRECAUTIONS**

1. Do not allow any part of the body to come in contact with working parts when the machine is in operation. Keep hands free from under the divider heads.
2. Scale dough to proper weight, place in dough pan and pull down handle to divide and round.
3. Weight of the finished dough pieces is controlled by the scaled weight of the bulk dough.
4. Shut machine off while removing dough pieces.

**Directions for Cleaning Dough Divider:**

<b>Step</b>	<b>Procedure</b>
1. Shut off power.	Disconnect switch when knife and ram are in the extreme backward position, or turn divider by hand or move knives to the rear.
2. Prepare divider for cleaning.	<p>DAILY</p> <p>Thoroughly clean these parts:</p> <ul style="list-style-type: none"> <li>Sifter</li> <li>Scaling plunger</li> <li>Measuring chamber</li> <li>Ram</li> <li>Knife</li> <li>Hopper</li> <li>Conveyor belt</li> </ul> <p>Remove parts in this order:</p> <ul style="list-style-type: none"> <li>Remove pan.</li> <li>Remove pins and pull lever forward.</li> <li>Depress trip to release knives.</li> <li>Remove dropped knives with care.</li> <li>Release ram with care.</li> <li>Remove all plungers.</li> </ul> <p>WEEKLY</p> <p>Remove frame, trip, bed plate, knife frame and clean thoroughly.</p>

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### Directions for Cleaning Dough Divider (cont):

Step	Procedure
3. Clean parts.	<p data-bbox="824 338 911 375">DAILY</p> <p data-bbox="824 401 1390 701">Base and frame: Clean with hot machine dishwashing detergent solution; rinse and dry. Pistons: Soak in bucket containing a solution of soda and water. When dough has loosened, remove and rinse under hot running water. Dry. Dip each piston in divider oil and wipe off excess before replacing cylinders that have been wiped or scraped free of all dough.</p> <p data-bbox="824 726 948 764">WEEKLY</p> <p data-bbox="824 789 1390 919">Soak pressure stems, all screws and removable parts in hot machine dishwashing detergent solution. Scrub. Rinse and air-dry.</p>
4. Brush and clean frame.	<p data-bbox="824 940 911 978">DAILY</p> <p data-bbox="824 1003 1390 1167">Vacuum or blow out all flour from divider, conveyor belts, drives, and switchboxes. Clean face of yoke and floor divider, scraping if necessary. Clean frame with mild detergent solution. Rinse, dry.</p> <p data-bbox="824 1192 948 1230">WEEKLY</p> <p data-bbox="824 1255 1390 1346">Clean flour sifter hoppers. Wipe off all exposed parts of divider and oil unpainted surfaces with divider oil.</p>
5. Replace parts.	<p data-bbox="824 1367 1390 1503">Reposition all parts and return pressure stems and screws. Replace washed pan under divider head to protect the conveyor belt.</p>
6. Test for operation.	

## NAVSUP P-486 – Food Service Management

### S-2-35 DOUGH SHEETER/MOLDER

#### OPERATING AND SAFETY PRECAUTIONS

1. Refer to manufacturer's manual for adjustments and special instructions.
2. Adjust drag boards for size of piece to be molded.
3. Scale pieces to use correct weight from Duchess Divider.

**NOTE:** It may be necessary to use more than divided piece from the duchess machine to round to desired finished weight.

4. Turn machine on and place dough pieces on the belt between the drag boards.
5. For sheeting only, use roller part of the machine.

#### Directions for Cleaning Molder:

Step	Procedure
1. Shut off power.	Clean once daily; cleaning should proceed with machine turned off for maximum safety.
2. Blow out dough particles and flour.	Use air hose to clean hard to reach areas.
3. Clean.	Use wet cloth to soften hardened dough on rollers, scrapers, deflectors. <b>DO NOT USE TOOLS OR COARSE ABRASIVES.</b>
4. Check conveyor belts.	Clean daily after shutdown, and during operating if dough particles stick.
5. Paint rollers with divider oil.	Apply oil to soften any remaining dough after shutdown. <b>DO NOT USE RAGS</b> to wipe up oil during operation. Use a brush to apply oil every hour during run.

## NAVSUP P-486 – Food Service Management

### S-2-36 DOUGHNUT ACCUMULATING CONVEYOR

#### OPERATING AND SAFETY PRECAUTIONS

1. Prior to assembly, the parts should be washed thoroughly with hot water and a mild detergent solution. Rinse and dry. Assemble in accordance with manufacturer's instructions.
2. The conveyor is operated by a simple on-off switch located on the control center gear box.
3. When the machine is in use, if the product is too large to pass under the sweep end, remove the locating pin and elevate the sweep end.

**CAUTION:** Do not operate machine without plexiglass cover in place.

4. Conveyor speed is pre-set by the manufacturer. If it is necessary, however, the conveyor speed may be changed by changing gears in the control center gear box.
5. Pay particular attention to manufacturer's lubrication instructions.

#### **Cleaning:**

Daily or after each use:

1. Disconnect machine from power source.
2. Remove drip pans and exit chute for cleaning. Conveyor and sweep assembly may be cleaned in place or removed as required. Wash all parts with mild detergent and warm water solution. Rinse and dry.
3. Wipe down the rest of the machine with mild detergent and warm water solution. Rinse.

**CAUTION:** Do not at any time spray the control center gear box with water or allow water to enter.

4. Reassemble machine parts.
5. Before each day's use, wash with warm water and mild detergent solution, rinse thoroughly, and dry all machine parts coming into contact with food products.

## NAVSUP P-486 – Food Service Management

### S-2-37 DOUGHNUT GLAZER

#### OPERATING AND SAFETY PRECAUTIONS

1. Prior to assembly, the parts should be washed thoroughly with hot water and a mild detergent solution. Rinse and dry. Assemble in accordance with manufacturer's instructions.

2. The glazer operates with two separate control systems; one for the conveyor and one for the glass pump. Each is independently adjustable for speed. The conveyor speed is pre-set by the manufacturer. If it is necessary, however, the conveyor speed may be changed by changing gear sets in the control center gear box. The adjustable drive system of the glass pump is used to control the flow of glaze to the glaze distribution trough. The speed is changed by turning the crank on the motor housing.

**CAUTION:** Do not operate the glaze pump without fluid in the pump or serious damage to the neoprene impeller will result.

3. Operating the machine with the flood plate installed will give product an all-over glaze. Removal of the flood plate will finish the product with glaze on one side only.

4. Pour the glaze into the glaze kettle until about two-thirds full. Turn the glaze pump motor on and adjust the speed of the pump to keep the distribution trough full without overflowing.

5. Turn the conveyor drive switch on.

6. Pay particular attention to manufacturer's lubrication instructions.

#### **Cleaning:**

##### **Daily or after each use:**

1. Remove the glaze distribution trough from the end of the glaze tube.

2. Place a suitable container under the opening in the glaze tube and pump the glaze out of the kettle.

3. Replace the glaze distribution trough on the glaze tube. Pour about 2 gallons of hot water in the glaze kettle.

4. Switch the glaze pump and conveyor on, and using a soft brush, brush the glaze from the conveyor and side panels.

5. Remove the glaze distribution trough from the glaze tube and pump the water out of the glaze tank into a suitable container.

6. Start the conveyor and stop with the conveyor coupling pin in an "UP" position.

7. The entire conveyor assembly can now be removed and washed with hot water. The drip pan, which is under the conveyor assembly, should be removed and washed separately.

8. Before each day's use, wash with warm water and mild detergent solution, rinse thoroughly, and dry all machine parts coming into contact with glaze and food product.



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### **Weekly:**

1. To clean the pump and tank, use the special large wrench provided to release the three nuts that tie the tank to the pump and the pump to the glaze tube.
2. Release the clamp and remove pump body. Disassemble pump.
3. Examine the pump impeller and “O” rings for wear and damage.
4. Wash parts in hot water, dry, and lubricate with white mineral oil.
5. Reassemble by reversing the above procedure.

## NAVSUP P-486 – Food Service Management

### S-2-38 FOOD WASTE DISPOSAL SYSTEM: SOMAT NAVY MODEL 3

#### OPERATING AND SAFETY PRECAUTIONS

##### General:

The operator should become thoroughly familiar with the equipment and the operating instructions prior to starting the machine since visual observation of abnormal operation and rapid reaction to shut the machine down when conditions require it is essential to safe and sanitary operation.

##### Start-Up Procedure:

1. Serious damage to the cutting mechanism or the drive system can result from attempts to pulp metals or other non-pulpable objects. Before starting the system, remove the feed chute and inspect inside of pulper tank for non-pulpable items.

**NOTE:** Non-pulpable items must be removed prior to start-up of the system.

2. The feed chute contacts an electrical interlock switch, therefore the chute must be correctly positioned before the system can be started.

3. When the unit is started, the water level in the pulper should stabilize approximately two-thirds of the way up the inside of the pulper tank with a large vortex in the center of the pulper. Water level may be observed by momentarily depressing the feed chute flexible curtain. Do not attempt to feed food waste into the machine until normal water level is established.

#### Start-Up Procedure

Operation	Result
1. Remove feed chute.	Inspect interior of pulper for non-pulpable items.
2. Fully close drain valve by turning handle 90° from open position.	Closes bypass port to ship's drain system.
3. Fully open water shut-off valve (gate) by turning hand wheel fully counter-clockwise.	Water admitted to inlet side of electrically operated water inlet valve.
4. Turn system disconnect handle on electrical control panel to "ON" position.	Power available to pulper motor starter and water inlet valve (red light on).
5. Move drain switch control arm to opposite rotation position from last previous run.	Equalize use of all cutting edges.
6. Replace feed chute.	Green indicator "Run" light comes on.
7. Move detent over "STOP" button to out-of-way position.	"START" button in ready position.

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| 8. Depress “START” button.                        | Water inlet valve opens. Pulper motor starts.       |
| 9. Wait one minute.                               | Water level stabilize in pulper tank and water dam. |
| 10. Check water level.                            | Indicates proper water level.                       |
| 11. Begin feeding food waste into the feed chute. | Food waste ground and discharged.                   |

### Shut-Down Procedures:

1. The shut-down procedures described herein assumes that the Food Waste Disposal System is used continuously in a single run daily for disposal of all accumulated food waste. However, shipboard conditions may make it desirable to operate for more than one period during a day. In such cases, it is recommended that the interrupted runs in a single day be considered as temporary shut-down in which case it is necessary to accomplish the following:

### Temporary Shut-Down Procedure:

This procedure should be used if the equipment will be operated for particular time periods. For instance, a breakfast period, a lunch period, and a dinner period. In between each period the following shut-down procedure should be used.

#### Temporary Shut-Down Procedure

Operation	Result
1. Allow the pulper to run for 5 minutes after last pieces of waste are fed to the machine.	Clears the machine, dam and associated piping of any accumulations of waste.
2. Depress “STOP” button and move detent over “STOP” button	Closes the water inlet valve and stops the pulper motor.

### WARNING:

**DO NOT UNDER ANY CIRCUMSTANCES ATTEMPT TO CLEAN THE MACHINE OR PLACE YOUR HANDS INSIDE THE PULPER TANK DURING THIS TEMPORARY SHUT-DOWN CYCLE.**

2. Use an approved, clear liquid detergent to wash the interior/exterior surfaces of the machine. Detergent should be mixed with hot fresh water in accordance with instructions for its use.

**NAVSUP P-486 – Food Service Management****Shut-Down Procedure (End-of-Day)**

<b>Operation</b>	<b>Result</b>
1. Allow the Pulper to run for 5 minutes after last pieces of waste are fed into the machine.	Clears the machine, dam and associated piping of any accumulations of water.
2. Fully open drain valve by turning handle 90° from the closed position.	Opens bypass port to ship's drain system, drain pulper.
3. Depress "STOP" button and move detent over "STOP" button.	Closes the water inlet valve and stops the pulper motor.
4. Fully close water supply shut-off valve.	None.
5. Turn system disconnect switch to "OFF" position.	Green indicator "Run" light goes off and all power is removed from system.
6. Remove feed chute.	Exposes interior of pulper for inspection and cleanout.

**WARNING:**

**FOOD WASTES HAVE A HIGH BACTERIA CONTENT. BROKEN GLASS OR OTHER SHARP REFUSE MAY BE PRESENT INSIDE THE PULPER TANK AND JUNK BOX AND CUTTING MEMBERS HAVE SHARP EDGES. EXERCISE EXTREME CAUTION WHEN REACHING INTO THESE AREAS. WEAR RUBBER GLOVES WHILE PERFORMING THE FOLLOWING STEPS. DO NOT DRINK, EAT OR SMOKE.**

7. Remove accumulated debris from the pulper tank.	Clear interior of extraneous material.
8. Fully close drain valve by turning handle 90° from open position.	Closes bypass port to ship's drain system.
9. Dump bucket full (2 gal) of hot fresh water/detergent solution into pulper tank.	Washes lower part of the pulper tank/impeller assembly.
10. Wash down the feed chute, the interior of the and pulper tank, the gasket area with a bristle brush and hot detergent solution.	Ensures that all interior faces are cleaned.
11. Turn system disconnect handle on electrical control panel to "ON" position.	Red indicator "Power On" light comes on.
12. Replace feed chute.	Red indicator "Power On" light goes out and green indicator "Run" light comes on.

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|---|---|
| 13. Move detent over “STOP” button to out-of-way position.  | “START” button in ready position, will permit system’s operation without water input.   |
| 14. Depress “START” button and run pulper for 2 minutes.  | Pulper drive motor starts. Water inlet valve opens but no water enters. Part of wash water is “pumped” out through dam assembly.  |
| 15. Depress “STOP” button move detent over “STOP” button.   | Pulper drive motor stops; water inlet valve closes.   |
| 16. Fully open drain valve by turning handle 90° from closed position.  | Open bypass port to ship’s drain system, drains pulper.   |
| 17. Fully close drain valve by turning handle 90° from open position.   | Closes bypass port to ship’s drain system.  |
| 18. Remove feed chute.  | Provides access to pulper interior. Red light comes on.   |
| 19. Fill pulper tank with approximately 5 gallons of hot fresh water, rinse feedchute and allow to set for 2 minutes. | Rinses feed chute, pulper tank and dam assembly.  |
| 20. Replace feed chute.   | Red indicator “Power On” light goes out and green indicator “Run” light comes on.   |
| 21. Move detent over “STOP” button to out-of-way position.  | Will permit system’s operation without water input.   |
| 22. Depress “START” button and run pulper for 2 minutes.  | Pulper drive motor starts. Water inlet valve opens but no water enters. Part of rinse water is “pumped” out through dam assembly. |
| 23. Depress “STOP” button; move detent over “STOP” button.  | Closes the water inlet valve and stops the pulper motor.  |
| 24. Fully open drain valve by turning handle 90° from closed position.  | Opens bypass port to ship’s drain systems, drains pulper.   |
| 25. Scrub all exterior surfaces faces with bristle brush and hot detergent solution.                                  | Ensures that all exterior surfaces are cleaned.   |
| 26. Rinse all exterior surfaces faces with hot fresh water.   | Remove wash water and water. Dislodge waste particles.  |
| 27. Turn system disconnect switch to “OFF” position.  | Shut-down completed.  |

## NAVSUP P-486 – Food Service Management

### Preparation for an Extended Period of Inactivity:

1. The Navy Model 3 Pulper assembly disposes of food waste which contain solids or semi-solids which may dry into rigid solids. The procedure described in the shut-down procedure (end-of-day) must be extended to include a more thorough cleansing of the internal passages if the unit is to remain idle for periods beyond 7 days.
2. Either of the chemical disinfecting agents listed herein are recommended for use in sanitizing the Food Waste Disposal System:
  - a. Disinfectant, Food Service, (Chlorine-Iodine type), NSN 6840-00-810-6396. Complete directions for use are given on the package.

**WARNING: HAZARDOUS REACTIONS TO THE CHEMICAL OCCUR UPON EXPOSURE TO ACETONE, M-E-KETONE, AMMONIA, ANILINE (ALKALINE), PYRIDINE AND FLAME OR SPARK.**

- b. Sodium Hypochlorite Solution, NSN 6810-598-7316 (one gallon bottle) recommended dosage levels are.

GALLONS OF WATER	AMOUNT TO ADD
25	7 OZ
10	3 OZ
5	2 OZ

**NOTE:** Rinsing is not required after completing the following steps.

### SHUT-DOWN PROCEDURE FOR EXTENDED PERIOD

Operation	Result
1. Fully close drain valve by turning handle 90° from open position.	Close bypass port to ship's drain system.
2. Remove feed chute.	Provides access to pulper for scrubbing.
3. Dump 5 gallons of hot fresh water/sanitizing solution into pulper tank.	Washes lower part of the pulper shell/impeller assembly.

**WARNING: FOOD WASTES HAVE A HIGH BACTERIA CONTENT. WEAR RUBBER GLOVES WHILE PERFORMING THE FOLLOWING STEPS. DO NOT DRINK, EAT OR SMOKE.**

4. Scrub feed chute and exposed gasket area with a bristle brush and hot sanitizing solution.	Ensures that all interior surfaces are cleaned.
5. Leave sanitizing solution in pulper tank for 10 minutes.	Ensures that all crevices are soaked to sanitize interior.

**NAVSUP P-486 – Food Service Management****SHUT-DOWN PROCEDURE FOR EXTENDED PERIOD (cont)**

<b>Operation</b>	<b>Result</b>
6. Turn system disconnect handle on electrical control.	Red indicator “Power On” light comes on.
7. Replace feed chute.	Red indicator “Power On” light goes out and green indicator “Run” light comes on.
8. Remove detent over “STOP.”	“START” button in ready position, will permit systems operation without water input
9. Depress “START” button and run pulper for 2 minutes.	Pulper drive motor starts. Water inlet valve opens but no water enters. Part of sanitizing water is “pumped” out through dam assembly.
10. Depress “STOP” button move detent over “STOP” button.	Pulper drive motor stops, water inlet valve closes.
11. Fully open drain valve by turning handle 90° from closed position.	Opens bypass port to ship’s drain system, drains pulper.
12. Turn system disconnect switch to “OFF” position.	Shut-down completed.

**NAVSUP P-486 – Food Service Management****S-2-39 GRIDDLE****OPERATING AND SAFETY PRECAUTIONS**

1. The griddle has separate thermostatic controls for each 9 to 12 inches of width. Turn on only the amount of griddle surface required for the operation. Set thermostats to required temperature and allow to preheat approximately twenty minutes.
2. Turn all thermostats to "OFF" when not in use. Allowing a griddle to heat unused for long period of time wastes energy and results in premature burn-out of heating elements.
3. Periodically check the calibration of the thermostats by using an accurate surface thermometer or pyrometer. Have thermostats calibrated as necessary.

**Directions for Cleaning Griddles:**

<b>Step</b>	<b>Procedure</b>
1. Shut off power.	Use manual switch.
2. Turn off heat. Remove carbonized grease (after each use).	NEVER clean surface plate while hot. Allow plate to cool. NEVER POUR WATER ON HOT PLATE. Scrape surface with spatula or pancake turner. Wipe clean with dry paper towels. Use pumice stone block to clean hard to remove burned areas on plate after each use.
3. Clean grease and/or drain troughs.	Pour hot detergent solution into small drain and brush. Rinse with hot water.
4. Empty grease receptacles.	Remove grease from scrapings and supporting name with hot detergent solution; rinse and dry.
5. Scrub guards, front, and sides of griddle.	Using hot detergent solution, wash off grease, splatter, and film. Rinse and dry.



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### S-2-40 HIGH COMPRESSION STEAM COOKER (MARKET FORGE)

#### OPERATING AND SAFETY PRECAUTIONS

1. Make sure drain plug is in place. Pour 6 quarts of water into cooking chamber. Note water level and keep replenished during operation.
2. Turn main power switch on, turn timer to maximum setting and let cooker preheat approximately twenty minutes. When water starts to boil, cooker is ready for operation. Turn timer "OFF."
3. Put in pans of food, close and latch door and set timer at cooking time. Cooking pressure is 9 to 10 pounds.
4. When cooking cycle is complete, steam will be automatically exhausted and buzzer will sound. Turn timer to "OFF" to silence buzzer.
5. Unlatch door and wait a few seconds for vapor to clear, then open door and remove food.

**CAUTION:** NEVER attempt to open door when cooker is pressurized.

6. With cooker pressurized and before starting to cook, manually operate pressure relief valve briefly.

#### Directions for Cleaning High-Speed Steam Cookers (Routine Daily Cleaning):

Step	Procedure
1. Turn off main power switch. Let chamber cool. Disassemble.	Remove anti-spill pan. Drain chamber and replace drain plug.
2. Wash interior chamber walls, door, spray nozzle.	Use a mild detergent solution. Scrub interior with plastic brush to remove stubborn food particles.
3. Soak cooking chamber, shelves, and anti-spill pan. Rinse.	Add about 2 quarts of detergent solution and let remain for short time. Drain. Rinse with clean hot water.
4. Clean exterior.	Scrub with brush and hot detergent solution, legs, side, top, back, outside and inside of doors, space between door and handle, and gasket. Rinse with hot water; dry. Polish stainless-steel exterior with non-abrasive cleaner. <b>DO NOT USE STEEL WOOL.</b>
5. Replace parts.	Fill chamber with 6 quarts of water; close chamber door. Operate for a 5-minute cooking cycle.

## **NAVSUP P-486 – Food Service Management**

### **Cleaning After Use (or as needed):**

Thoroughly clean cookers in which meat and starchy foods are cooked frequently. Remove pan racks, door, and anti-spill pan. Wash with a solution of hot detergent water. Rinse with clean hot water. Replace parts.

## NAVSUP P-486 – Food Service Management

### S-2-41 HOT CHOCOLATE DISPENSER

#### OPERATING AND SAFETY PRECAUTIONS

**CAUTION:** For initial operation and whenever dispenser experiences loss of water supply, press and hold “HOT WATER” button until water flows from the dispensing spout before turning on the power switch. This will fill the water tank and prevent premature heater burnout.

1. Turn power switch on. Red light will glow. Tank should preheat in 15 minutes.
2. Set beverage quantity selector switch: small is for 6 oz. cup, large for 8 oz. cup.
3. Lift off cabinet hood, remove hopper cover and loosely fill hopper with chocolate mix. Replace cover and housing hood.
4. Press and release “CUP” button. Dispenser fills and shuts off automatically. For hot water only, press and hold hot water button until cup is almost full.
5. For drink strength and quantity adjustments, refer to the service manual.

#### **Cleaning:**

1. The product handling system is basically self-cleaning, since each time the product is dispensed, hot water flushes the water system.
2. Weekly, a complete cleaning should be accomplished. Since a number of interrelated parts must be removed and replaced properly, refer to the operating manual for complete instructions.

**WARNING:** Do not use hot water for cleaning plastic parts; use warm soapy water. Rinse all parts thoroughly and dry. Do not use abrasives and do not run through dishwashing machine.

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### S-2-42 ICE TEA DISPENSER

#### OPERATING AND SAFETY PRECAUTIONS

**CAUTION:** If dispenser will be without power supply for more than 45 minutes, remove the tea jar to avoid clogging. Duct heater must be operative to keep tea powder dry and free flowing.

1. Lift off machine front cover, lift jar and dispensing head out of the unit. Unscrew jar and fill with powdered iced tea.

**NOTE:** Jar must be clear and completely dry for proper dispensing. Reinstall jar and dispensing head assembly and replace front cover.

2. To adjust drink strength, remove jar and dispensing head as above, tap lightly on dispensing head with hand to remove tea from dispensing wheel, invert the jar and turn strength adjuster on the dispensing head toward higher number to increase strength or to lower number to decrease strength of drinks. Turn the adjuster until it snaps into the next notch. Refer to manual for exploded view of parts of dispensing head. Reinstall dispensing assembly and cabinet front before operation.

3. If dispenser malfunctions, refer to troubleshooting chart in the operating manual.

#### Cleaning:

Remove cup rest and drip tray and empty drip tray. Remove front panel from unit. Lift jar and dispensing head up and out of unit. Remove mixing bowl by lifting front edge up and out. Wash cup rest, drip tray, mixing bowl, and all outside surfaces of unit with mild detergent/warm water solution. Rinse with clean water and dry with soft lint-free cloth. Do not use abrasive cleaners. To clean dispensing head, remove jar ring and disassemble dispensing head as shown in operator's manual. Wash disassembled parts in water, then dry thoroughly with clean lint-free cloths. Reassemble dispensing head and attach to jar with jar ring. **MAKE SURE PRODUCT TUBE SEALS OFF DISPENSING HEAD PRODUCT CHUTE.** Position mixing bowl in unit. Invert and position jar on jar support so rotor shaft of dispensing head seats on motor drive.

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### S-2-43 COMBI-OVEN

The Combi-Oven/Steamer can cook using (1) Steam, (2) Hot Air, or (3) Steam and Hot Air Combined. These modes of operation can be used separately, combined, or in sequence. Check manual for detailed instructions.

#### **Four Function Selector Switch:**

**Steam Mode:** Steam, Stew, Blanch, Poach, Reheat, and Thaw.

**Hot Air Mode:** Roast, Broil, or Bake.

**Combi Mode:** Defrost, Roast, Bake, Rethermalize, or Reheat.

**Cool Down Mode:** Allows unit to cool down rapidly with door open or shut.

#### **OPERATING AND SAFETY PRECAUTIONS**

1. Turn power on, indicator light will come on.
2. Set mode: Steam, Hot Air, or Combi (Steam & Hot Air).
3. Set time for desired cooking time. When timer time expires, the unit shuts off and the buzzer rings. Move the selector to Stay On to stop the buzzer ringing.
4. For Hot Air and Combi modes, set the temperature. The heat indicator light illuminates and stays lit until temperature is reached.
5. For the Steam mode the adjustment knob controls the rate of steam production. Turn clockwise to increase the steam.
6. Use the Cool Down mode in preparation for cleaning. In the Cool Down mode, neither the temperature dial nor the timer will be operational. The blower will function with the door open or closed.

#### **Cleaning the Exterior:**

1. When the unit has cooled down, wipe the exterior with a soft cloth saturated with light oil.
2. Wipe dry with a clean soft cloth.

**NOTE:** Do not spray exterior with water.

#### **Cleaning the Interior (daily when used):**

1. Cool oven to 140 degrees Fahrenheit. If oven is cold, turn on Steam mode for 3 to 4 minutes to warm the oven interior surfaces.
2. Spray the interior of the oven with recommended cleaning detergent.

**NOTE:** Never spray water into the unit when the temperature is above 212 degrees Fahrenheit.

3. Let cleaner work for 15 to 20 minutes.
4. Set oven on Steam mode and adjust timer for 20 minutes.
5. Use the exterior hose to rinse the oven interior with water.

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6. Set oven on Steam mode and set timer for 5 minutes to remove all detergent residues.

**NOTE:** Never scrape or scour the oven interior.

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### S-2-44 CLAM SHELL GRIDDLE

#### OPERATING AND SAFETY PRECAUTIONS

1. Manually adjust Top-Platens to thickness of product being cooked.
2. Slowly pre-heat griddle to 400 degrees Fahrenheit to prevent warping.
3. Season griddle surface with oil or fat to prevent sticking.

#### Cleaning:

1. After each use, clean the griddle with a spatula or griddle scraper.
2. Periodically check the grease container; empty when necessary.
3. Once daily, thoroughly clean the griddle, backsplash, sides, front, grease container, and platens.
4. Clean steel surface with a damp cloth and polish with a soft dry cloth.
5. Re-season griddle and platens with a light coat of oil or grease.
6. Wipe platen surfaces with a soft cloth moistened with water after each use.

**NOTE: Do not use chemicals or abrasive materials on the Teflon coated surfaces.**

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### S-2-45 SKITTLE

#### OPERATING AND SAFETY PRECAUTIONS

##### Operating:

1. Press rocker switch to the ON position.
2. Set thermostat to the desired temperature.
3. Close lid until HEATER POWER ON light goes out.
4. Start cooking.
5. To shut down the unit, turn thermostat and rocker switch to OFF position.

##### Cleaning (Disconnect Power Before Cleaning):

##### Exterior:

After each use, clean the stainless steel with a good commercial stainless steel cleaner or polish.

##### Interior:

1. Use mild detergent, plastic scouring pads, and soft cloths.
2. Rinse off cleaning agent with water; wipe dry with soft cloth.

**NOTE:** Never use cleaners containing chlorides or abrasive compounds.

##### Draw-Off Valve:

1. Make sure stem is in the open position.
2. Unscrew the hex bonnet nut.
3. Carefully remove the nut and stem assembly.
4. Clean valve body and tube using draw-off brush provided with Legion Care Kit.
5. Re-assemble; tighten bonnet nut by hand only.

##### Maintenance:

See manual for specific maintenance of unit, such as actuator tension adjustment and re-packing actuator with grease.



**NAVSUP P-486 – Food Service Management**

**APPENDIX T**

***INSPECTION GUIDE FOR  
SUBSISTENCE SERVICEABILITY  
AFLOAT/ASHORE***

## NAVSUP P-486 – Food Service Management



### 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. It is to be used as a tool to assess the serviceability of subsistence inventory while ashore or afloat.

The responsibility for 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 within the supply chain.

While the U.S. Army Veterinary Services has the mission for providing food safety and quality assurance oversight to include wholesomeness for the Department of Defense, there are times when the Veterinary support is not available or practical. This guide is not intended to relieve the Supply Officer of his/her responsibility to contact the U.S. Army Veterinary Service while in port or the ships Medical Department Representative (MDR) at sea. It was designed for those situations while at sea and in port for assisting the U.S. Navy Supply Officer in the assessment of quality and suspect wholesomeness and determining the appropriate dispositions of subsistence.

Point of Contact:

Staff Veterinarian, NAVSUPSYSCOM (Code 51V) DSN: (312) 430-7445

**NAVSUP P-486 – Food Service Management****How To Use This Guide**

This *Inspection Guide for Subsistence Serviceability Afloat/Ashore* is divided into the following Sections:

<b><u>Sections</u></b>	<b><u>Pages</u></b>
<b>SECTION 1</b>	Receiving Subsistence.....4 <i>General Guidelines</i> <i>Prior Planning</i> <i>At Receipt</i> <i>Nonconforming Items</i>
<b>SECTION 2</b>	Good Storage Practices.....5-8 <i>General Guidelines</i> <i>Semi-Perishables</i> <i>Products Subject to Infestation</i> <i>Perishables</i>
<b>SECTION 3</b>	Inspection of Subsistence.....9-15 <i>Canned Products</i> <i>Products Subject to Infestation</i> <i>Refrigeration Breakdowns</i> <i>Table 1 - List of safe Foods</i> <i>Table 2 - Time/Temperature Limits</i> <i>Food Classification Flow Chart</i> <i>Refrigeration Failure Form (Example)</i>
<b>SECTION 4</b>	Disposition of Subsistence.....16-18 <i>Five Steps in Proper Determination</i>
<b>SECTION 5</b>	Hazardous Food Recall Program.....19 <i>Required Information</i>

## NAVSUP P-486 – Food Service Management

### SECTION 1 Receiving Subsistence

#### **General Guidelines for Receiving Subsistence.**

The following guidelines are established to ensure the subsistence items ordered are actually received. The following areas should be verified by the Authorized Receipt Personnel:

#### **Prior Planning.**

- Ensure proper stock rotation (FIFO) of storerooms are conducted the day prior to receiving stores.
- Ensure working parties are coordinated in advance and on station at time of delivery. This will ensure storage in a timely manner and maintain product condition and quality without decreasing shelf life and proper integrity.
- Customers requisition is in their possession at time of delivery.

#### **At Receipt.**

- Ensure products are protected from inclement weather at time of delivery.
- Verify products based on requisition versus the distributor(s) manifest.
- Check quantity ordered versus quantity delivered.
- Check nomenclature on cases and order.
- Determine manufacturer (Approved Source via NAVSUP 4355.4H internet sites).
- Check temperature (internal).
- Check packaging, packing, and markings.
- Check for damaged cases.
- Inspect for obvious signs of tampering or contamination.
- Check remaining shelf life.
- In addition, ensure medical personnel are available to assist in identifying substandard commodities for:
  - Off condition, outdated, damaged, leaking, contaminated, or soiled products.
  - 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.

#### **Nonconforming Items.**

- Return products that deviate from contractual compliance.
- Record items returned (reason) on manifest.
- Request a replacement through supporting Fleet Industrial Supply Center (FISC) office.

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### SECTION 2 Good Storage Practices

This Section describes good storage practices to utilize for maximum protection of subsistence items. It is divided into 4 broad categories: General guidelines for all items; Semi-perishables; products subject to infestation; and perishables.

#### General guidelines for all items.

Store all subsistence items:

- In regular storage areas that are clean, tidy and well ventilated.
- In an orderly manner, at least one inch off the deck, on clean shelves, racks or pallets, for proper air circulation.
- Arranged in proper order for First In First Out (FIFO) stock rotation. Stocking should start from the bulkhead and work inward toward the center, starting 24" in from the bulkheads or coils. Place newest date of pack items on the bottom or in back of older items.
- Avoid cross-contamination. Items that might leak or drip must be stored below other items.
- In clean, covered, labeled containers if they have been removed from their original containers.

Do *not* store subsistence:

- Under possible sources of contamination such as unprotected sewage lines (Collection, Holding, or Transfer), water lines or refrigeration lines with visible condensation.
- Near sources of heat reducing the shelf life of the product.
- In heads, garbage rooms, salvage areas, or mechanical equipment rooms.
- Directly on the deck.

#### Semi-perishables.

Semi-perishables are food items that do not require refrigeration. They are considered shelf-stable. Semi-perishable items are usually classified as either not subject to infestation (canned, jarred, etc.), or subject to infestation. However these items may spoil if 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 UHT and other shelf stable items based on type of packaging.

Shelf life for semi-perishable commodities is based on the manufacturers established shelf life. Shelf life is greatly affected by such elements as, humidity, temperature, handling, and packaging. Subsistence items that have been on hand up to the limit of its shelf life does NOT mean that they should be surveyed, but 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 items are determined to be serviceable, they should be issued as soon as possible. Those items will be given priority over newer stock.

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Storage areas for semi-perishables should be:

- Cool
- Dry
- Low humidity
- Well ventilated
- Inspected regularly for insects/rodents.
- Monitored for proper temperature (Minimum 3 times a day is recommended).
- Kept off the deck to keep products dry and promote air circulation.

High humidity is detrimental in many respects: accelerating the growth of bacteria and molds; promoting insect infestation; and causing mustiness in flour, rice, and similar items. The desirable relative humidity is between 40-50%. 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 should be kept away from subsistence or materials giving off distinctive odors.

### **Products Subject to Infestation.**

Many semi-perishable subsistence items are susceptible to infestation with insects and other pest. Insects can cause damage to both fresh and processed food items. Subsistence items stored at temperatures between 60-90 degrees Fahrenheit are especially attractive to insects. Constant monitoring is essential to prevent any infestation. Glue boards and traps should be used and checked daily. If rodents are suspected, contact the MDR.

### **Perishables.**

All chilled and frozen subsistence items are highly perishable and subject to rapid deterioration when improperly stored. Perishable subsistence must be maintained at manufacturers recommended temperatures. Inadequate air circulation and humidity increases the deterioration of perishable products. Products should be stored at least 2 feet away from bulkhead.

Although freezing maintains quality and lengthens the shelf life of product, it does NOT provide for indefinite shelf life. Products continue to deteriorate while in the frozen state. It is important to maintain proper temperatures and follow proper stock rotation procedures. The ability to identify stressed food products can prevent the issuing and/or consumption of unserviceable or unwholesome products. Signs, which may indicate compromise of frozen food safety and quality, include:

- Condensation in the freezer room, indicating a malfunctioning or inoperable freezer unit.
- Excessive ice builds up on freezer unit.
- Excessive amount of liquid or ice found in the corners of cases.
- Wet packaging
- Odors not associated with the product.

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Freezer breakdowns are the most common problem associated with product loss. The following will assist in the control of preventing refrigeration failure:

- Maintain proper temperature logs.
- Set temperature checks at designated intervals inside freezer, as well as reading outside thermometers.
- Check doors for complete closure to include seals.
- Ensure thermometers are accurate.
- Do not stack commodities above the refrigeration unit to prevent a lack of air circulation.
- Keep doors closed.

Products can maintain temperatures for up to 24 hours provided warm air is not permitted to enter through an open freezer door.

Additional specific commodity information:

- Cream style soups breakdown 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 should be stored at temperatures below 70 degrees Fahrenheit. For long holding periods, chill storage is recommended. These products should NOT be frozen.

Sensitive chill subsistence (dairy products, eggs and processed meats) should be stored in a temperature range 32-41 degrees Fahrenheit. Vegetables (lettuce, celery, carrots, cauliflower, radishes, parsley, and mushrooms) requiring sensitive chill temperatures 32-41 degrees Fahrenheit should be stored in a separate area. Relative humidity for the storage of most chilled items should be in the range of 85 to 90%. Chill injury decreases the shelf life on many sensitive items, such as lettuce, grapes, bananas, etc. Constant monitoring is essential to avoid any unnecessary damage.

## NAVSUP P-486 – Food Service Management

### DRY STORAGE (food, equipment, supplies)

1. Rotate stock, "first-in, first-out" (FIFO); create some system, such as dating.
2. Store at least six (6) inches off the floor.
3. Loose and unwrapped food, or food where original package has been broken, should be stored in pest proof containers or tied plastic bags, properly identified (labeled).
4. Area should be cool (less than 70 degrees F), well ventilated, well lit, and well maintained; kept clean, neat and orderly.
5. Single service items are stored properly.
6. Keep foods and all toxic chemicals separate and in well-marked cabinets.
7. Clean spilled food off shelves or floor immediately.

### REFRIGERATION STORAGE

1. Temperature at 32-41 degrees F: thermometer in every unit, checked frequently.
2. Potentially hazardous food stored in "chill-able" quantities (i.e. shallow containers or small portions) and uncovered while food is still warm (cover food when cooled to below 41 degrees F).
3. Storage practices on shelving allow for adequate air circulation: open wired shelves rather than solid (not covered with foil).
4. Raw food stored separate and below prepared food; better to store raw food in separate unit if available.
5. Food stored to allow adequate air circulation; not packed too tightly. Food stored at least six (6) inches off floor; no stacking of containers.
6. Food stored in a manner to permit "first-in, first-out" rotation.
7. Clean units frequently, at least weekly, to prevent dirt and microorganisms from accumulating.
8. Cover foods to protect from drippings, odors, drying out.
9. Refrigerate leftovers as soon as possible; throw away food not going to be used. Leftovers shall be handled in accordance with Article 3-5.6.2 of NAVMED P-5010-1.
10. Thaw Box temperature at 36-41 degrees F.

### FREEZER STORAGE (walk-in and reach-in)

1. Temperature 0 degrees F or below; thermometer in each unit, checked frequently.
2. All food containers covered. Wrap all food well to prevent freezer burn.
3. Food stored to allow adequate air circulation; not packed too tightly.
4. Food not stored on floor of walk-in.
5. Defrosted routinely to eliminate ice buildup.
6. Units clean, free of debris.
7. Foods rotated to permit "first-in, first-out".

### Temperature Reminder!

<b>Dry Goods</b>	<b>less than 70 F</b>
<b>Sensitive Chill (dairy, eggs, etc)</b>	<b>32-41 F (separate area)</b>
<b>Sensitive FFV (lettuce, carrots, etc)</b>	<b>32-41 F (separate area)</b>
<b>Thaw Box</b>	<b>36-41 F</b>
<b>Freezer</b>	<b>less than 0 F</b>



## NAVSUP P-486 – Food Service Management

### SECTION 3 Inspection of Subsistence

This Section describes basic food inspection procedures to be used when required to determine the serviceability of subsistence items. It covers canned products; products subject to infestation; and refrigeration breakdowns.

#### Canned Products.

General Inspection Guidelines.

- Check for rust, dents, crimped edges or other obvious damage.
- Check for leaking packages/cans.
- Check for swelling cans.

Minor rust or dents do not necessarily affect the product. Surface rust, which is easily removed by wiping with a clean cloth, is not cause for concern; however if the can is leaking, or if its ends are distorted it is considered unsafe.

Products that appear to have an abnormal odor or appearance should not be consumed. They should be placed in a secure area to prevent further issue. Place these items on hold for further evaluation by 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) should be saved for subsequent testing before discarding the entire lot. These samples should be saved and clearly marked and segregated to preclude inadvertent consumption. When possible, samples should be submitted to a U.S. Army Veterinary unit or Naval Environmental Preventive Medicine Unit. It is also suggested that pictures of the suspect item be taken in the event samples cannot be submitted for testing purposes.

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: Canned Coffee, Molasses, Baking Soda and Baking Mixes are expected to exhibit swelling after time due to normal gas production, and are not considered unsafe.
- Cans dented moderately to severely in the area of the side seam or end seam.
- Leakers or cans with pinholes. Pinholes are tiny holes caused by action of food acids during prolong storage.
- Pull top containers with obvious dents.
- Cans with pitted rust, which cannot be removed by wiping with a clean cloth.
- Cans crushed to the point where they cannot be opened manually (Crimped edges on top).

Aesthetic Defects. The following defects do NOT indicate a loss of container serviceability; the product may be issued and consumed without concern.

- Surface rust, which can be removed by wiping with a clean cloth.
- Body dents on side of can, which does not affect a seam.

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- Slight to moderate dents on or near a double seam.
- Slight to moderate paneling (ridges) on the sides of the can.

### **Products Subject to Infestation.**

At sea, when insects are found in the product, the following action can be taken. Heavily infested subsistence, i.e. seven or more living or dead insects per pound, must be destroyed. *Lightly* infested subsistence may be used following freezing, sifting and re-inspection, provided the infestation does not involve certain species (Trogoderma) of insects. DO NOT consume heavily infested products or issue infested products to another ship. Save specimens for species identification when you reach shore. It is essential to have insect species identified by an entomologist.

- Isolate the product, place in the freezer if possible. Freezing will kill or deter the development and prevent the spreading of insects. Examine the surrounding products and area infested. Sift flour after freezing to remove insects. After freezing and sifting, the product may be safe for consumption depending on 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 suspect commodity.
- Report your losses and notify activity from which product was obtained, date received, and quantity received.
- Notify other ships that may have been issued similar product. Communicate with each other.

Products which 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 degrees Fahrenheit for two weeks. Freezing normally will not damage dry semi-perishable items (such as grains, starch, cereals, and dehydrated foods) but may alter their physical appearance.

### **Refrigeration/Freezer Breakdowns.**

Perform an inspection of the product to establish product serviceability. Inspection should be conducted as soon as possible, prior to product re-freezing. Ensure inspection area is well lighted and clean. It is imperative that the item is inspected in the freezer to prevent additional loss.

- Take internal temperatures of the products nearest to the door first.
- Next check products on the top of pallets and work downwards.
- Check the inside of the cases. You may have to look at additional cases to determine serviceability. Frozen products are normally packed evenly within a case. If product is located to one side of the case, this may indicate that the product has been thawed and re-frozen.
- Ensure inspection area is well lighted and clean. It is imperative that the item is inspected in the freezer to prevent additional loss.
- Disposition of partially defrosted products must be determined according to the risk factor categories.

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There are five basic steps involved in making disposition decisions of food items exposed to refrigeration failures:

Step 1: Determine length of time the food has been stressed at an ambient temperature of greater than 41degrees Fahrenheit.

Step 2: Classify the temperature stressed food item as SAFE or RISK based on Table1.

Step 3: Determine product temperature.

Step 4: Determine if the food item has exceeded its Time Temperature Limit based on Table 2.

Step 5: Make disposition decision.

**Table 1 List of Safe Foods**

<b>Baked Goods</b>	<b>Risk Category</b>
Dough, Ready to Bake	Safe
Bread	Safe
Pie Crust	Safe
Pastries, Unfilled	Safe
Pizza, Cheese or Pepperoni	Safe
Popcorn	Safe
Pastries Filled with cream, custard, or meat	Risk
Pizza Crust	Safe

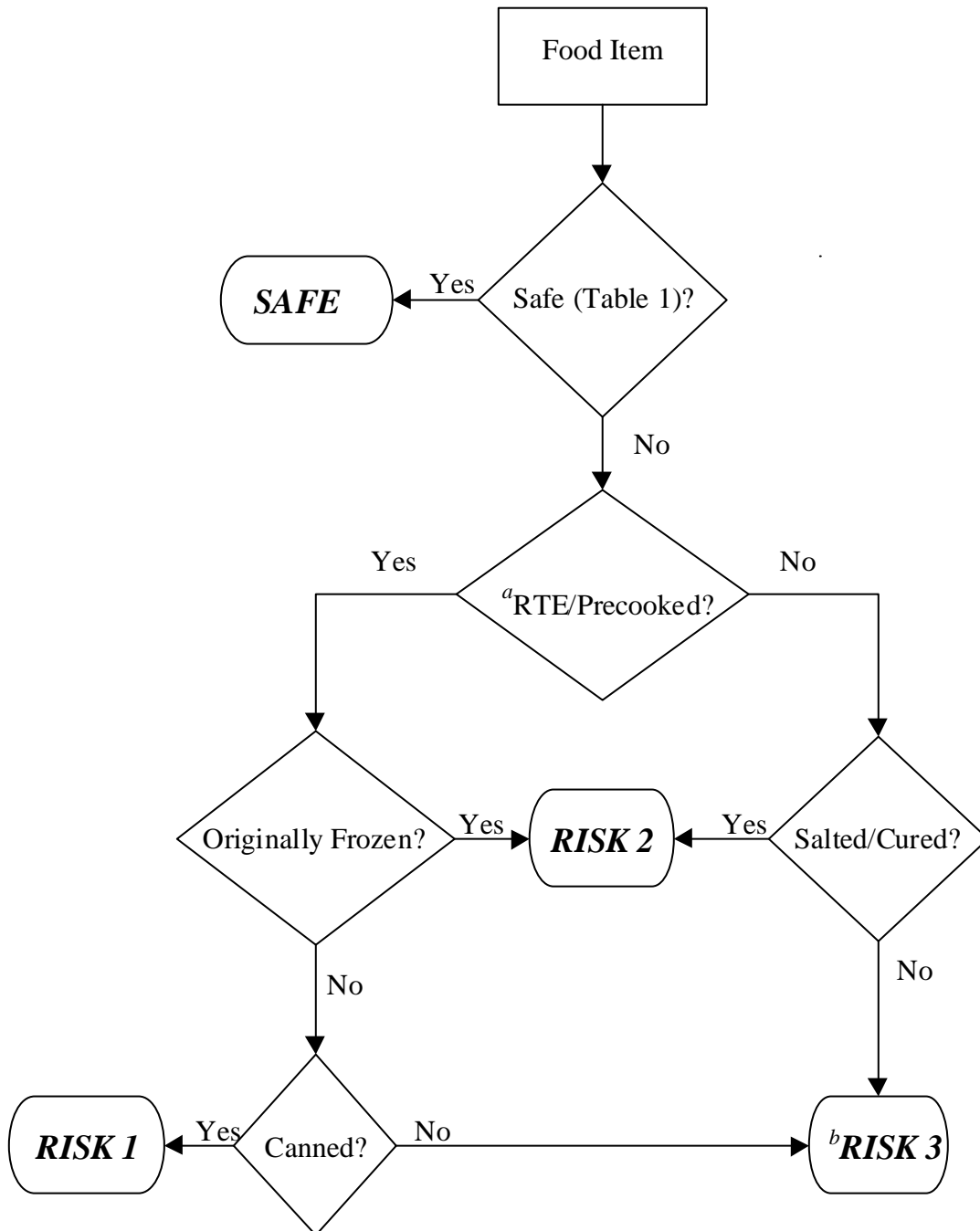
<b>Dairy</b>	<b>Risk Category</b>
Ice Cream	Risk
Cream	Risk
Pizza Cheese	Safe

<b>Fruits and Vegetables</b>	<b>Risk Category</b>
Strawberries	Safe
Fruit Juices & Concentrated	Safe
Fruits	Safe
Blueberries, Raspberries	Safe
Vegetables, Uncooked, blanched	Safe
Onion Rings, precooked	Risk
Vegetables, Precooked	Risk

<b>Meat</b>	<b>Risk Category</b>
Meat, cured/salted	Risk
Poultry, cured/salted	Risk
Sausages, not ferments	Risk
Shellfish	Risk
Fish and shellfish, precooked	Risk
Meat, raw, uncured/unsalted	Risk
Meat dishes, precooked	Risk
Poultry, raw	Risk
Poultry, precooked	Risk

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#### FLOW CHART FOR CLASSIFYING FOODS EXPOSED TO REFRIGERATION FAILURES



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**Table 2 Time/Temperature Limits**

<b>Time Temperature Limit</b>	<b>RISK 1 (low)</b>	<b>RISK 2</b>	<b>RISK 3 (high)</b>
<b>Centigrade/Fahrenheit</b>	<b>HOURS</b>	<b>HOURS</b>	<b>HOURS</b>
6/41	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	2	4



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### SECTION 4 Disposition of Subsistence at Sea

Determining the proper disposition of subsistence requires a logical sequence of actions, regardless of the type of subsistence (Perishable or Semi-Perishable). This is to ensure that only safe and serviceable subsistence is issued. The following steps should be adhered to:

- STEP 1. Identify the Problem
- STEP 2. Gather Information
- STEP 3. Notify applicable supporting Veterinary Services or Medical Authority
- STEP 4. Examine the Product
- STEP 5. Make Appropriate Disposition
- STEP 6. Documentation

STEP: 1: **Identify the Problem:** Determine events which could affect the safety, condition, and/or serviceability condition of subsistence.

- Refrigeration Malfunction
- Power Outage
- Physical Damage
- Insect/Rodent Infestation
- Improper Temperature Holding
- Insufficient Shelf Life/Expired Products

NOTE: Segregate questionable products.

STEP 2: **Gather History:** Determine events, which may have affected the subsistence items in question. The more information obtained makes it easier to make the appropriate disposition.

- Date of Pack (DOP) Expiration Date
- National/Local Stock Number (NSN/LSN)
- Prime Vendor Contract Number
- Manufacturer of product to include address
- Date of Receipt
- Lot Numbers
- Detailed history of condition, storage, processing, age of commodity, and any pertinent information associated with problem.

STEP 3: **Contact Veterinary Services or Medical Authority:**

Request assistance from the supporting U.S. Army Veterinary Service unit while in port. If a problem has been identified as a potential food risk or suspect wholesomeness issue the Veterinary Service can assist in making the appropriate decision for future use or condemnation. The Veterinary Service has the technical expertise in determining the safety and wholesomeness of subsistence items. Under certain circumstances it may not be possible to obtain Veterinary Services assistance. When this is the case, the

## NAVSUP P-486 – Food Service Management

ranking Supply Officer, with the assistance of the Medical Officer should determine the disposition of stock.

**STEP 4: Examine the Product:** The following procedures should be utilized in determining questionable commodities:

Thorough inspection enables you to identify and isolate problems and to allow proper corrective actions as required. Lack of proper lighting and air quality impairs your senses and ability to assess the product. Deterioration of products is proportional to time in storage and variation in holding temperatures. Temperature abuse allows potentially hazardous foods to remain in the temperature danger zone (40 - 135 degrees Fahrenheit) for more than four hours. Temperature abused Potentially Hazardous foods are considered unsafe for consumption. The Veterinary Service and or Medical Department Representative should be notified immediately. Temperature abused foods should NOT be consumed, even after cooking. Thoroughly inspect questionable items:

- Remove product to a well lighted area.
- Remove product from master container.
- Remove individual packages (if applicable).
- Check texture for any signs of sliminess.
- Check product for dehydration/freezer burn (White fibrous texture, ice crystals on product).
- Look for any off color not associated with a normal appearing product.
- Check master container for changes in the shape of the case for temperature abuse.
- Check freezer and chill storage temperature logs for an increase or decrease in temperature.
- Check to see if freezer or chill unit thermometers are accurate and calibrated.

**STEP 5: Make Disposition:**

Segregate subsistence items that show signs of temperature abuse, contamination, insects, leaking, opened packages, or which otherwise are considered unsafe or unfit for their intended use, for inspection by the responsible Veterinary Services or Medical Department Representative. Final disposition determination is the responsibility of the Veterinary Services 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: Documentation:**

Document actions and report of losses. Should a suspected food borne illness incident occur 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 from occurring. Foodborne illness is usually preventable; therefore it is important to document actions taken in order to protect the health and welfare of all personnel. If applicable, all related subsistence requiring a hazardous recall will be reported to DSCP via priority message. (Refer to NAVSUPINST 10110.8C DOD Hazardous Food and Nonprescription Drug Recall System (ALFOODACT), and SECTION 5 of this guide).



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The following is information necessary in reporting incidents involving a foodborne illness:

- Determine product in question.
- Determine number of personnel affected.
- Determine processing time and temperature.
- Determine age of product.
- Determine storage time and temperature.
- Identify manufacturer, lot number, date of pack.
- Determine quantity on hand.
- Identify Stock Number (NSN/LSN).
- Take pictures of suspect item.
- Document any off odor or condition (What did it look like or smell like).
- Medical Officer observations of personnel affected and diagnosis of Food Borne Illness.
- Identify the date product was delivered or received.
- Identify contract number.
- Identify 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 the completion of the Report of Discrepancy. It is recommended to attach pictures along with the Standard Form 364, Report of Discrepancy (ROD).

### **SECTION 5** **Hazardous Food Recall Program**

Whenever a suspected hazardous food item is identified, contact the local authorized Veterinary Services while in port or your medical officer at sea. Instructions are specified in NAVSUPINST 10110.8C and NAVSUP Pub 486. It is necessary to report the following information:

- Specific description of hazardous item and NSN if applicable.
- Brand Name
- Name and address of manufacturer/processor.
- USDA/USDC inspection plant code if applicable.
- Contract Number
- Resource where product was received (Prime Vendor, CLF, or local supplier).
- Date received
- Quantity received
- Description of container(s).
- Lot Number from master container, individual packages, can codes, etc.
- Quantity on a medical hold status.
- Symptoms of illness or death attributed to or suspected to be caused by the item; number of affected personnel; and point of contact.
- Laboratory to where samples were sent, if applicable. If no samples have been submitted to the laboratory contact supporting Veterinary Services for assistance.

## NAVSUP P-486 – Food Service Management

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5. Worldwide Directory Of Sanitarily Approved Food Establishments For Armed Forces Procurement
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7. NAVSUP P486 Jan 2004 Chapter 4&5 : <http://nll1.ahf.nmci.navy.mil/>
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9. NAVSUP: <http://www.navsup.navy.mil>
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12. FDA: <http://vm.cfsan.fda.gov/>
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15. BuMed INST 4061.2 Food Safety Training Program. 7 JUN 2005

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**APPENDIX U**

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