



NAVAL SUPPLY SYSTEMS COMMAND

FOOD SERVICE MANAGEMENT GENERAL MESSES



NAVSUP Publication 486

Revision 8, August 2016

NAVSUP P-486, Rev 8 - 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, Rev 8 - Food Service Management

**NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
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This publication is issued for the information and guidance of all food service management personnel. This publication supersedes NAVSUP Publication 486, Volume I, January 2010.

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



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INTRODUCTION to FOOD SERVICE MANAGEMENT

CHANGES IN PROCEDURES

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

PURPOSE

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

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

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

AUTHORIZATION

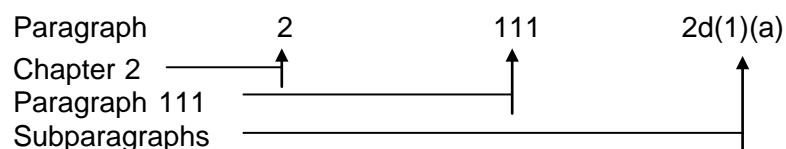
The publication is issued for the information and guidance of all persons in the Naval Establishment under the authority of Article 1202, Naval Regulations. The Commander, Naval Supply Systems Command, may authorize in writing deviations from the instructions contained in the publication, provided the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

ARRANGEMENT OF SUBJECTS

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

PARAGRAPH NUMBERING SYSTEM FOR REFERENCES

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



NAVSUP P-486, Rev 8 - Food Service Management

Reference to Food Service Management - General Messes in correspondence, messages, or other communications will be shown in the following manner:

NAVSUP Publication 486, para. 2111

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

NAVSUP Publication 486, paras. 2111 – 2114

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

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

PARAGRAPH FORMATTING

2111

1.

a.

1)

a)

(1)

(a)

i

PAGE NUMBERS

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

ILLUSTRATIONS

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

TABLE OF CONTENTS AND INDEX

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

It is suggested that the reader follow the organization of the Table of Contents in locating desired information. Such information that does not logically lend itself to location by this method may be located by referring to the Index at the end of the publication.

AUTOMATIC DISTRIBUTION OF COPIES

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

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

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CHAPTER 1

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

PART A: ORGANIZATION

1000 PURPOSE

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

1001 ETHICS

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

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

1002 AUTHORITY

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

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

1003 NAVAL SUPPLY SYSTEMS COMMAND

1. GENERAL. Navy Food Service (NFS) Code N423 is responsible for administering the Navy food service program.

- a. Authority is delegated by the Commander, Naval Supply Systems Command.
- b. NFS (NAVSUP N423) provides technical direction and financial control of all Navy messes.
- c. The Deputy Commander for Support Services manages subsistence funding and policy.

1004 NAVSUP GLOBAL LOGISTICS SUPPORT

1. GENERAL.

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- a. NAVSUP Global Logistics Support is the headquarters for a network of seven Fleet Logistics Centers around the globe from Yokosuka, Japan, across the United States, to Sigonella, Italy.
- b. NAVSUP Global Logistics Support provides global logistics and business and support services to fleet, shore, and industrial commands of the Navy, Coast Guard, Military Sealift Command, and other joint and allied forces. Services include contracting, regional transportation, fuel, material management, household goods movement support, postal and consolidated mail services, warehousing, global logistics and husbanding, hazardous material management, and integrated logistics support.

1005 NAVY FOOD MANAGEMENT TEAMS AND DETACHMENTS

1. GENERAL. The Navy Food Management Teams (NFMTs) assist ships and ashore activities in raising the quality and standards of food service.
 - a. Under NAVSUP Global Logistics Support (GLS) the NFMTs provide support to NAVSUP N4, Commander Naval Installations Command (CNIC), and Fleet Logistics Centers (FLCs).
 - b. NFMTs also provide training and assistance (See Appendix H for additional information).

1006 GENERAL MESS AUTHORIZATION AND ESTABLISHMENT (AFLOAT)

1. GENERAL. Establishing a GM afloat.
 - a. The Commanding Officer, Prospective Commanding Officer (PCO), or Officer In Charge (OIC) of a ship may establish a GM. The GM is established when food service personnel and equipment have been provided. The ship must request endorsement from NAVSUP N423 (by letter via TYCOM) 90 days before establishment.
 - b. The ship must re-establish a GM with a change of command name, homeport, or unit ID code. Note: Upon commissioning, the service designator must be changed within Food Service Management (FSM) and Subsistence Total Order Receipt and Electronic System (STORES).
 - c. The activity will submit a letter 90 days prior to establishing a GM to the Bureau of Naval Personnel (BUPERS) via TYCOM/NAVSUP (endorsement) for authorization to use Subsistence in Kind (SIK) Line of Accounting (LOA). See Appendix D-16 for a sample letter.
 - d. TYCOM will input Operational Maintenance Navy (OMN) Surcharge LOA in FSM.

1007 ALTERNATIVE FEEDING (AFLOAT)

1. ALTERNATIVE FEEDING. The recommended method for alternative feeding is Pier Feeding using an MWR RIK Feeder concept.
 - a. Commanding Officers must request establishment of an alternative mess a minimum of 6 months in advance. The justification for the request should include feeding plans, menu requirements, and personnel plans. This request requires TYCOM's endorsement for approval with a copy to NAVSUP. NAVSUP will forward TYCOM's approval to BUPERS (N10). Upon approval, BUPERS will provide specific guidance for Subsistence in Kind reimbursement to Command.
 - b. A Memorandum of Agreement (MOA) between and among the Commanding Officer; TYCOM; Morale, Welfare, Recreation (MWR); NAVSUP; and BUPERS is required to establish Pier Feeding with MWR support. See Appendix D-22 for a sample letter.

1008 TEMPORARY CLOSURE OF A GENERAL MESS (AFLOAT)

1. GENERAL. When a Navy GM will be closed temporarily or will be in an inactive status (15 days or longer) for overhaul, remodeling, or renovation the FSO will provide written notification to NAVSUP N423 via TYCOM. See Appendix D-23 for a sample letter.

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- a. Notification, which must be submitted 30 days prior to the proposed closure date, shall include the closure date, reason for closure, and expected reopening date. If the reopening date is delayed, NAVSUP N423 shall be advised of the revised reopening date in writing via TYCOM.
- b. When the GM is closed for extended periods, all efforts must be made to transfer food items to other U.S. Navy ships or to shore galleys working in conjunction with the TYCOM's Navy Food Management Team (NFMT). The mess will continue to conduct monthly close-outs in the usual manner.

1009 PERMANENT CLOSURE OF A GENERAL MESS (AFLOAT)

1. GENERAL.

- a. Closing an established GM afloat can be a very time-consuming operation. Proper planning from 6 months to 1 year prior will ensure that all closing requirements are met on time.
- b. At least 90 days prior to the anticipated closure date, the CO will forward written notification to TYCOM for endorsement with a copy to NAVSUP. NAVSUP will forward a copy to BUPERS. See Appendix D-21 for a sample letter.

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

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

1010 GENERAL MESS AUTHORIZATION AND ESTABLISHMENT (ASHORE)

1. GENERAL.

- a. The CO or OIC may request establishment of a GM with approval through the major claimant and BUPERS. The request must include a favorable endorsement from Commander Naval Installation Command (CNIC) and must be submitted 90 days prior to the proposed start date. See Appendix D-16 for a sample letter. Proper planning from 6 months to 1 year prior will ensure that all requirements are met on time.
- b. Justification. The following information is necessary for justification:
 - A cost analysis point paper (business case analysis) that details the following:
 - whether this is an existing structure (requires a habitability survey)
 - whether it is new construction
 - A manning study (military/contract cost)
 - The percentage of RIK to feed
 - The days and hours of operation
 - The return on investment (ROI)
 - All geographic information
 - Information on alternative feeding
- c. The request shall provide the location of the nearest GM, the anticipated number to be fed, the current feeding situation, and a report of adequate personnel and equipment.
- d. Upon BUPERS's approval, NAVSUP N423 will provide operating instructions and policy information to the activity.
- e. NAVSUP will provide a copy of the approval to set up a STORES profile to Defense Logistics Agency (DLA) Troop Support. BUPERS will establish a fund code at Defense Finance and Accounting Services (DFAS) and in the Fund Administration and Standardized Document Automation (FASTDATA) system.

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2. ESTABLISHING A BRANCH GENERAL MESS.
 - a. Requests submitted to the major claimant (copy to NAVSUP N423) must include:
 - justification (necessity for remote feeding)
 - anticipated benefits (consolidated returns, central control, and reduced workload)
 - b. The branch mess is added to the FSM parent activity (UIC) one month prior to becoming a branch mess to allow time to print out NAVSUP 1090s and 1282s.
 - c. Tenant commands seeking to open satellite galleys should submit a request through their local command, region, or CNIC for inclusion in the parent activity's UIC.

1011 ESTABLISHING AN ALTERNATIVE MESS (ASHORE)

1. GENERAL. Guidance for establishing alternative or structure change of the GM.
 - a. Installation Commanding Officers (ICOX) must request establishment of an alternative mess a minimum of 6 months in advance. This request will be sent to CNIC via the respective region with a copy to NAVSUP. See Appendix D-22 for a sample letter.
 - b. Justification for the request must include the following:
 - anticipated cost savings
 - feeding plans
 - menu requirements
 - personnel plans
 - c. NAVSUP will forward CNIC's approval to BUPERS (N10). Upon approval, BUPERS will provide specific guidance for SIK reimbursement to commands/units.
2. MEMORANDUM OF AGREEMENT (MOA).
 - a. The MOA shall be between and among Region, Command, BUPERS, NAVSUP, and CNIC.
 - b. The MOA will establish an MWR Alternate Mess. See Appendix D-23 for a sample MOA.
 - c. Alternative feeding may be authorized when ***all*** of the following conditions exist:
 - The regular general mess is permanently closed or closed for alterations or repair.
 - The payment of a cash allowance for subsistence would not meet the needs of enlisted personnel.
 - The cost of acquiring and maintaining the food service equipment necessary to establish a GM could not be justified given the number of personnel fed or the temporary nature of the requirement.

1012 TEMPORARY CLOSURE OF A GENERAL MESS (ASHORE)

1. GENERAL. When it is anticipated that a Navy GM will be temporarily closed or in an inactive status (15 days or longer) for overhaul, remodeling, or renovation the FSO will provide written notification to NAVSUP N423 via the Region/CNIC. Region endorsement is required. See Appendix D-23 for a sample letter.
 - a. Notification, which must be submitted 30 days prior to the proposed closure date, shall include the closure date, reason for closure, and expected reopening date. If the reopening date is delayed, NAVSUP N423 shall be advised of the revised reopening date in writing via the Region/CNIC.
 - b. When the GM is closed for extended periods, all efforts must be made to transfer food items to other U.S. Navy ships or to shore galleys working in conjunction with the Region's NFMT. The mess will continue to conduct monthly close-outs in the usual manner.

1013 PERMANENT CLOSURE OF A GENERAL MESS (ASHORE)

1. GENERAL.

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- a. Closing an established general mess ashore can be a very time-consuming operation. Proper planning from 6 months to 1 year prior will ensure that all closing requirements are met on time.
- b. At least 90 days prior to the anticipated closure date, the CO will forward written notification to CNIC for endorsement with a copy to NAVSUP. NAVSUP will forward a copy to BUPERS. See Appendix D-21 for a sample letter.

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

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

1014 GENERAL MESS HOMEPORT, NAME, AND UIC CHANGES

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

1015 GENERAL MESS ORGANIZATION CHART

1. GENERAL. Figure 1-1 on the following page shows a typical afloat organizational chart for a Navy GM, and Figure 1-2 shows a typical ashore organizational chart for a Navy GM. The Commanding Officer may authorize changes in area of responsibility assignments. Supporting establishments for a Navy GM are shown in Figure 1-3.

2. ORGANIZATION OF THE GENERAL MESS.

- a. Records Branch: Requisitions, inventories, and financial returns.
- b. Food Preparation Branch: Food preparation, training, and service.
- c. Subsistence Branch: Receipt, storage, and issue of subsistence.
- d. Mess Services Branch: Patrons control, messing, scullery, and FSA management.

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LINE OF AUTHORITY CHART (AFLOAT)

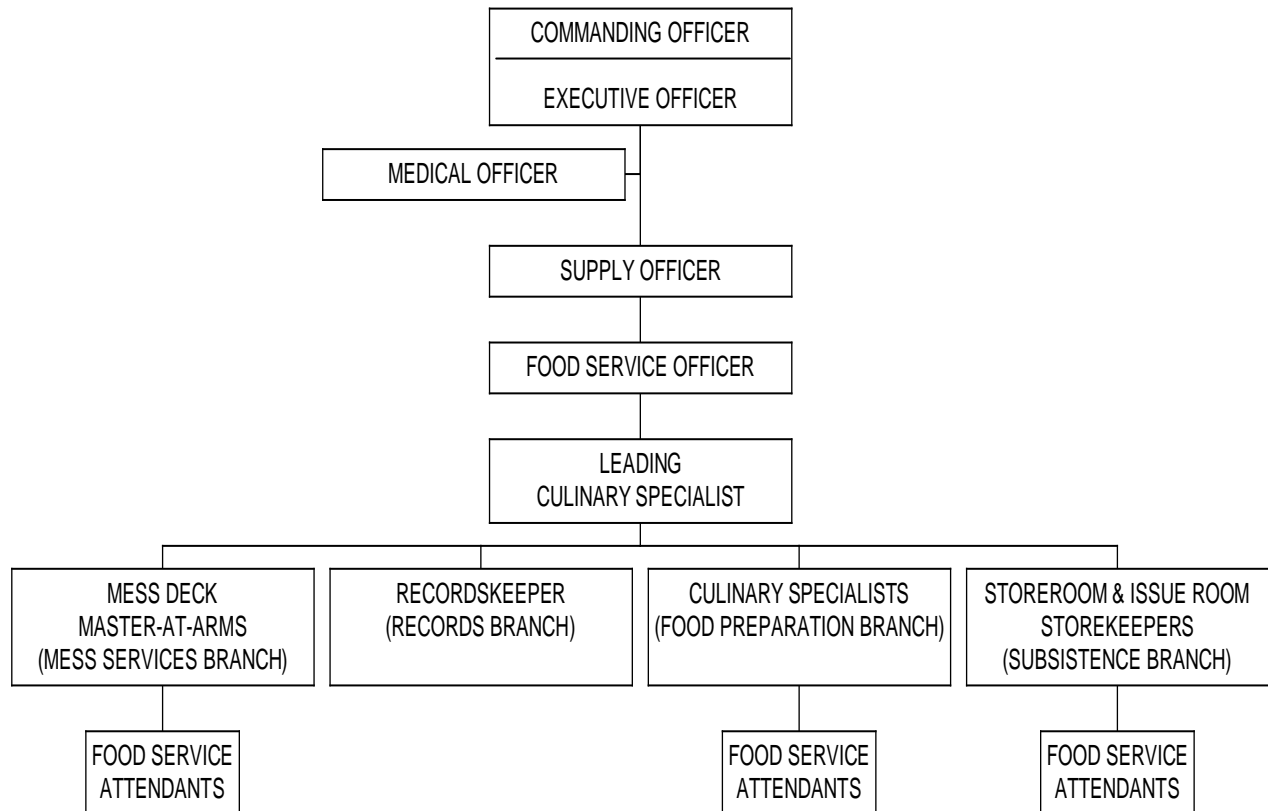


Figure 1-1

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LINE OF AUTHORITY CHART (ASHORE)

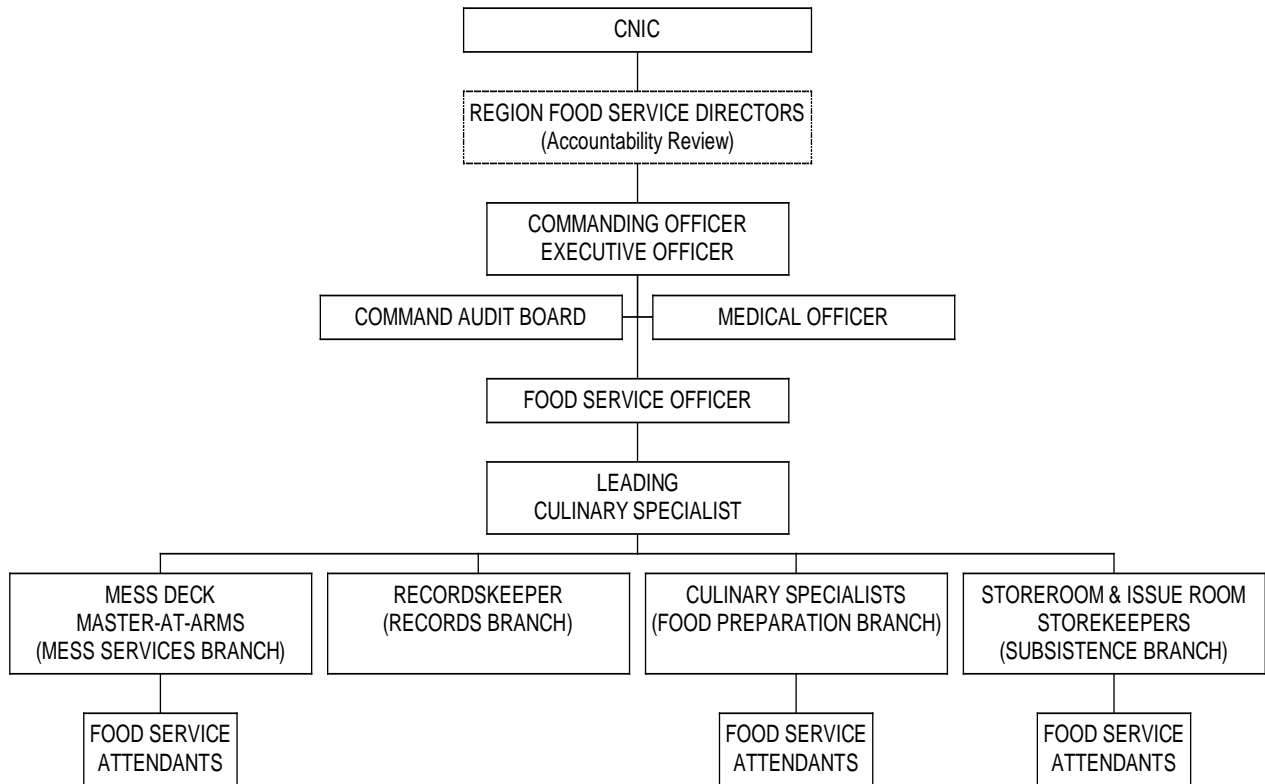


Figure 1-2

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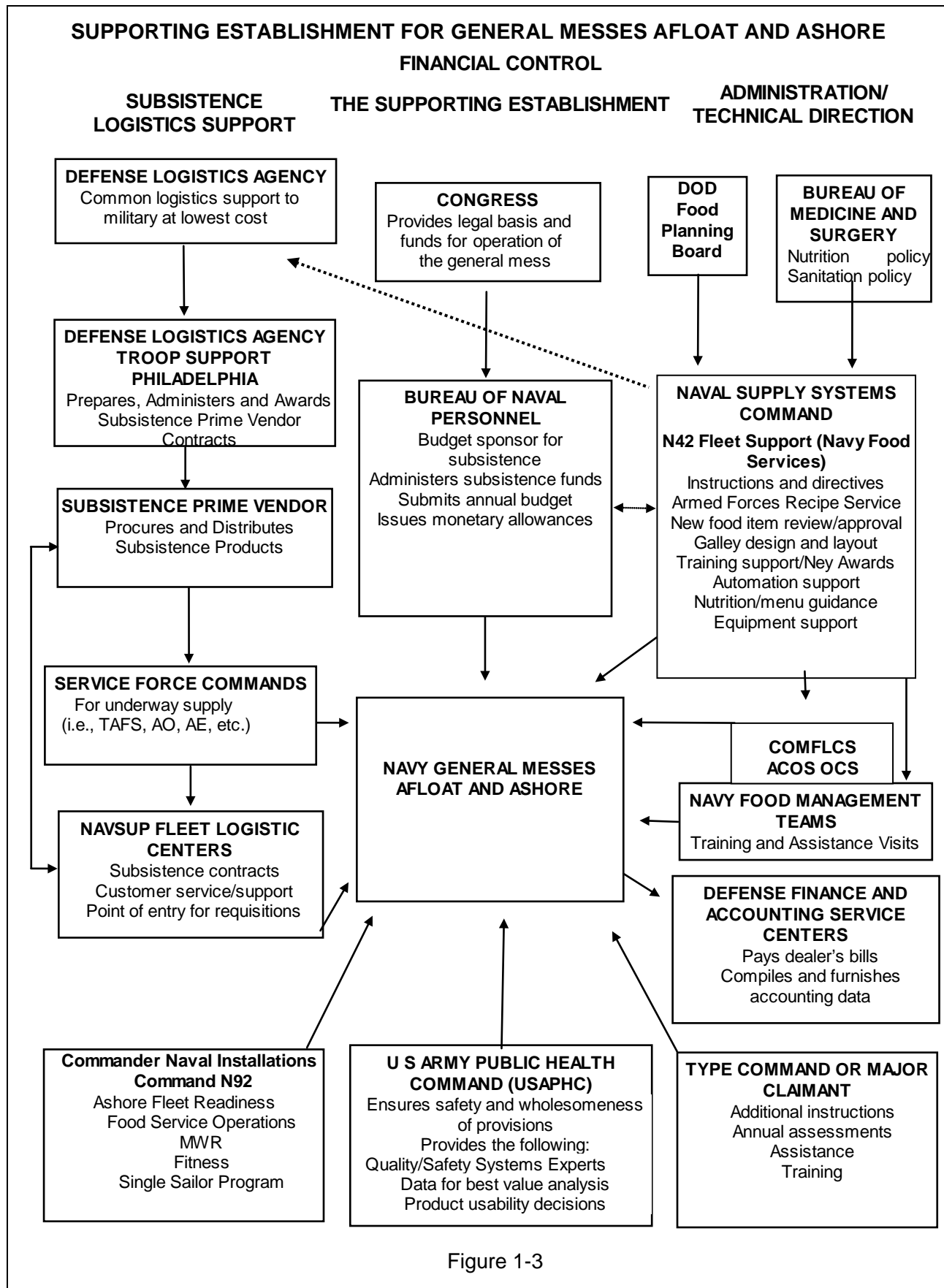


Figure 1-3

NAVSUP P-486, Rev 8 – Food Service Management**PART B: ADMINISTRATION - DUTIES AND RESPONSIBILITIES****1100 THE COMMANDING OFFICER**

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

- a. According to U.S. Navy Regulations, the CO shall require that records prescribed by current instructions be maintained properly and that personnel under the CO's command maintain a satisfactory state of health (Ref: DONI General Regulations, Ch 0820).
- b. A designated meal sampler (Commissioned Officer) as assigned by the CO samples and reports daily on each meal (breakfast, lunch, dinner) served in the General Mess (Ref: DONI General Regulations, Ch 11, 1158). The CO will review the report and take action for any problems related to poor quality of food or unsanitary conditions. There will be no charge for sample size portions. The prescribed meal rate will apply for full portion samples. The CO will maintain a file of all the Meal Sample Reports (Appendix B).
- c. The CO approves the appointment of the (Food Service Officer) FSO and the signing of the "Pledge of Service to our Patrons." The CO may delegate these responsibilities to the Supply Officer.

1101 THE EXECUTIVE OFFICER

1. GENERAL. The Executive Officer (XO) provides assistance to the FSO including

- a. Providing information on changes in the estimated number of personnel to be fed in the general mess. The XO may delegate to the Personnel Officer the responsibility for providing the daily changes to the ship's muster report to account for all guests and for calculating rations allowed.
- b. Providing the information necessary to determine the category of visitors using the GM.
- c. Recording and certifying on the Monthly General Mess Summary Document (NAVSUP Form 1359) the cumulative total number of "in-kind" rations that were allowed for the period, as described in the Naval Military Personnel Manual (NAVPERS 15560D, Par 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:
 - Mess Decks Master-at-Arms (MDMAA) personnel shall be assigned as necessary for supervision of good order and maintenance of mess gear and spaces with a recommended tour length of 90 to 120 days.
 - The XO will establish circumstances and procedures under which the FSO may be required to furnish or preserve rations outside of normal meal hours for personnel on working parties or special details.
 - FSA Manning requirements (OPNAVINST 3120.32D, Chapter 6, 6-23) states that:
 - All departments and embarked units (medical/dental are exempt) must provide FSAs in a ratio of 1 to 25 for ship's company and 1 to 18 for embarked commands.
 - A normal tour is 90 days; a second tour may be authorized only by the XO.

1102 THE DESIGNATED MEDICAL REPRESENTATIVE

1. GENERAL. The designated medical representative exercises constant surveillance of the sanitary aspects of food preparation and service and assists in the following:

- Performing fitness-for-human-consumption inspections of subsistence at receipt.
- Inspecting food items when there is any doubt about fitness for human consumption.
- Preparing Forms SF 364 (ROD), DD Form 1608, DA Form 7539, DD Form 1222, or DD 200 for damaged items or items found unfit for use or possibly harmful to health as described in

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paragraphs 5300 and 5301.

- Disposing of or collecting samples required for analysis as possible Hazardous Materials.
- Establishing and maintaining a food handler's training program.
- Inspecting food service spaces in accordance with Tri-Service Food Code (NAVMED P 5010-1).
- Providing assistance in conjunction with the Army Vet in determining actions and reporting procedures for subsistence items being recalled or having potential risks as detailed within the DLA's Troop Support ALFOODACT Message System.

1103 THE SUPPLY OFFICER

1. SUPPLY OFFICER (AFLOAT) ASSIGNMENT.

- a. Smaller platforms – The CO may designate (in writing) that a Supply Officer (SUPPO) on smaller platforms will perform the duties of both the SUPPO and the FSO.
- b. Larger platforms -- An Officer or Chief Warrant Officer will be appointed in writing by the CO to perform the duties of the FSO. See Appendix D-11 for a sample letter.

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

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

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

1104 REGIONAL GALLEY PROGRAM MANAGER (ASHORE)

1. DUTIES AND RESPONSIBILITIES.

- a. Providing general supervision of food service operations across the region.
- b. Issuing guidance to FSOs and providing Regional Galley Program Managers with recommendations for region-wide policies.
- c. Providing liaison with NAVSUP and BUPERS (N10) via CNIC HQ to ensure that common goals and policies are synchronized.
- d. Managing regional food service budgets and contracts.

1105 THE FOOD SERVICE OFFICER (FSO)

1. GENERAL. The FSO must be designated in writing by the CO and will be held accountable for GM operations.

- a. FSO (Ashore). The FSO will be a Supply Corps Officer, Chief Warrant Officer (CWO), or a qualified GS or NAF civilian equivalent. When a billet for a qualified Supply Corps Officer, CWO, or civilian is not available to assume the duties of the FSO, a designated senior enlisted member (E-7 to E-9) may hold the title of FSO. A request for a senior enlisted member must be forwarded to NAVSUP N42 via CNIC N92. All candidates may be approved for the entire length of tour when a qualified officer is not available or the billet for an officer has been removed. The length of tour will be based upon the FSO billet

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requirement and the performance of the candidate. The Regional Galley Program Manager will make the final decision for the tour length of the FSO position.

- b. FSO (Afloat) - The FSO will be a Supply Corps Officer or CWO. When a qualified Supply Corps Officer or CWO is not available to assume the duties of the FSO, a designated senior enlisted member (E-7 to E-9) may temporarily assume the duties of the FSO for up to 30 days.
- c. A request for a senior enlisted member must be forwarded to NAVSUP N42 via TYCOM and must answer the following questions:
 - Why is there no qualified Food Service Officer?
 - When did the FSO billet become vacant?
 - When is the anticipated date for the arrival of a qualified FSO?

2. RESPONSIBILITIES.

- a. Ensuring the current approved Navy Standard Core Menu is prepared as written using the associated Master Load List (MLL) of authorized ingredients.
- b. Preparing and providing instruction to all food service personnel covering the operation and security of FSM (including roles and access).
- c. Ensuring the Food Preparation Worksheet (NAVSUP 1090) is properly prepared by the Leading Culinary Specialist (LCS).
- d. Ensuring approved recipe cards are adhered to in accordance with the NSCM.
- e. Authorizing menu changes to subsistence support and operational commitments. (General quarters (GQ), Flight Quarters (FLT QTRS), Replenishment At Sea (RAS)).
- f. Ensuring proper and efficient operation of the GM including sanitation, orderliness, and upkeep.
- g. Ensuring all food service personnel receive proper training in their appointed positions with a clear understanding of their responsibilities.
- h. Encouraging use of the NFMT.
- i. Supervising the food service division to ensure the organization follows Navy Regulations, General Orders, Naval Supply Systems Command directives along with Fleet, Force, Type, and station commander directives.

3. ACCOUNTABILITY AND CONTROL. All food entrusted to the FSO belongs to the BUPERS subsistence account for which the FSO is held personally and legally responsible under Title 31, U.S. Code Section 17. Food Service Division (NAVSUP N423) manages subsistence funding and policy for BUPERS. The FSO must maintain positive control and accountability for the following:

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

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

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

4. INSTRUCTIONS FOR FOOD SERVICE PERSONNEL. The FSO will prepare safety, sanitary, and operating instructions for equipment use, food preparation, and maintenance of spaces. All instructions concerning safety, operation of equipment, and sanitation will be prominently posted near the equipment or function to which they pertain. See NAVSUP P 486, Volume 2 (formerly Navy Food Service Operational Handbook) for examples of authorized food service equipment operating procedures.

5. PERSONNEL MANAGEMENT.

- a. The FSO assigns duties to personnel based on their rate, ability, training, and aptitude.
- b. The FSO's other duties include the following:
 - Maintaining the Division Officer's notebook.
 - Obtaining and assigning undesignated personnel for the food service division.
 - Recommending advancements in rating.
 - Assigning evaluation marks.
 - Maintaining an on-the-job training program for all food service personnel.
 - Ensuring that command recognition programs to recognize outstanding food service personnel are established. (Awards, CS and FSA of the Month/Quarter, NAVSUP P476 Food Service Finest).
 - Understanding EDVR and/or Ship's Manning Document (SMD).
 - Maintaining specified NECs per the Food Service Operation/EDVR.

6. SANITATION, ORDERLINESS, AND UPKEEP. The FSO is responsible for the prevention of food borne illnesses.

- a. All food service personnel **must** receive initial and refresher courses in sanitation per OPNAVINST 4061.4.
- b. Rules and regulations for the following will be strictly enforced:
 - general cleanliness
 - equipment and utensil sanitation
 - clean working uniforms
 - proper storage of material
 - sanitary procedures for preparing and serving food

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- c. Weekly inspections shall be conducted of all food service personnel. This includes a daily walk-thru of food service spaces compliant with the Tri-Service Food Code (NAVMED P 5010-1).
- d. Proper maintenance, repairs, or alterations of all food service spaces and equipment shall be carried out with the close coordination of TYCOM/Regional Food Service Staff in conjunction with the Public Works Officer (PWO) or Engineering Officer as required for support and review.
- e. The FSO must ensure immediate documentation of each piece of equipment that is degraded, out of commission, or needs replacement.
- f. All GM equipment afloat must be COSAL supported.
- g. The appearance and general working conditions of the facilities and equipment must meet standards.
- h. Technical and financial support from NFMT, ATG, CLASSRON, TYCOM, and NAVSUP shall be used.
- i. Positive and effective relationships with command to support equipment and facility maintenance, allocation of manpower, and coordination of special requirements shall be maintained.

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

1106 LEADING CULINARY SPECIALIST

1. **GENERAL.** The Leading Culinary Specialist (LCS) is the senior enlisted person assigned to fill the LCS billet in the food service division. The LCS is responsible to the FSO for the proper management of the operation. The duties of the Leading Culinary Specialist will be performed by military personnel. However at shore operations when military personnel are not available, the duties may be assigned to government or contractor employees, subject to Region approval.

2. DUTIES.

- a. Supervise and assign food service personnel to appropriate food service positions.
- b. Approve food orders when authorized in writing by the CO.
- c. Ensure required records and forms are prepared, audited for accuracy, submitted, and maintained in accordance with NAVSUP directives.
- d. In conjunction with TYCOM/Region, be responsible for following the Navy Standard Core Menu in association with the Master Load List (MLL) of authorized ingredients. The LCS will supervise food issue and preparation and will ensure proper use of the Food Preparation Worksheet (NAVSUP 1090) and approved Armed Forces Recipe Cards. The management and approval of Food Preparation Worksheet will not be delegated to the junior Culinary Specialists (CS).
- e. Maintain a high level of sanitary cleanliness in the GM to ensure proper food preparation and handling. Conduct a daily walk-thru of all food service spaces.
- f. Maintain all equipment, fittings, and cooking utensils at maximum efficiency and ensure timely completion of Preventive Maintenance Systems (PMS). Ensure appropriate food preparation thermometers are on hand, are accurate, and are used effectively in food preparation. Provide to the FSO all reports needed for corrective actions, repairs, or alterations of equipment.

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- g. Muster assigned personnel; conduct personnel inspections for clothing, sanitation, and individual cleanliness; and report inspection findings and absences to the FSO each morning.
- h. Conduct senior leadership training “over the shoulder”.
- i. Conduct hands-on foodservice training that includes industry best practices, scratch cooking methods, and speed scratch cooking methods.
- j. Ensure supervisors sample each item during preparation to ensure quality. This should be done early enough to take any necessary corrective action.
- k. Ensure substitute items are equal to or exceed the acceptability of the item replaced (e.g., beef with beef, fish with fish).
- l. Approve the Food Item Request/Issue Document (NAVSUP Form 1282) to ensure that the food items requested support the quantity of the menu and ensure that foods are used before their expiration dates.
- m. Ensure the “Pledge of Service to our Patrons” and all other safety posters and placards are posted.
- n. Be the mentor to and coordinate all training for all Culinary Specialists assigned to the LCS’s command regardless of the place of duty.
- o. Perform other duties as may be prescribed by the FSO.

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

1107 CULINARY SPECIALIST POSITIONS

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

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

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

- a. The Watch Captain’s duties include the following:
 - Ensuring all instructions of the LCS/Galley Captain, including those on the Food Preparation Worksheet, are carried out and that all food is wholesome and prepared in accordance with the AFRS.
 - Sampling all food during production, again before the serving line is opened, and periodically throughout the meal.
 - Frequently monitoring food temperatures on the serving line during meal service. Documenting food temperatures, specifically entrees, three times during a meal on NAVSUP 1090 worksheets is recommended. See required food temperatures in the Tri-Service Food Code (NAVMED P 5010-1).
 - Ensuring the safety and quality of food that is prepared, served, and saved as leftovers.

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- Reviewing NAVSUP Form 1282 to ensure the food items requested support the quantity of the menu items on the Food Preparation Worksheet (NAVSUP Form 1090).
- Ensuring that standard volume measuring devices and scales are on hand.
- Performing a daily personnel inspection of all assigned food service personnel in the galley and related food service spaces.

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

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

6. **BULK STOREROOM CUSTODIAN.** The Bulk Storeroom Custodian (BCS) must be designated in writing by the FSO. See Appendix D-7 for an example. In no case will the BCS or the Stores Receipt Inspector be assigned as the GM recordskeeper or have direct access to GM records. ***The only authorized exception*** will be in some cases on small ships, submarines, and at small isolated ashore facilities where it may be impossible to separate those duties.

a. Bulk Storeroom Custodian duties include:

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

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

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

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

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

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

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

- a. Duties. The Culinary Specialist will perform the following duties:
 - Ensuring all products are prepared in accordance with the AFRS.
 - Sampling assigned products to ensure that they are appealing at all times on the serving line.
 - Monitoring the temperature of food products before placing on the line.

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

1. GENERAL.

- a. Information relating to the responsibilities, duties, and guidelines for the Mess Deck Master-at-Arms and Food Service Attendants (FSAs) are located in the NAVSUP P 486, Volume 2, Chapter 2. Refer to OPNAVINST 3120.32D, chapter 6 for MDMAA and FSA manning requirements.
- b. Culinary Specialist as MDMAAs. It is highly recommended that this duty be filled by personnel from the ship's rotational pool of TAD personnel.

1109 MANPOWER PLANNING

1. GENERAL.

- a. General messes are expected to maintain the traditional fine quality of Navy food service with limited manpower resources. This requires an efficiently organized system that considers the management of manpower resources addressed below:
 - Evaluation of factors that have an impact on manpower use.

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- Proper use of the Daily NAVSUP 1090 to assist in advance workload planning and in meal planning.
 - Use of techniques that improve work flow and performance (often referred to as “work simplification”).
 - Scheduling work efficiently.
- b. By periodically using analysis techniques developed in the four areas listed above, the FSO should be able to improve manpower use. This basic management function of planning and controlling the total manpower efforts is the sole responsibility of top food service management.

1110 MANPOWER USE

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

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

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

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Table 1-1

1111 MANPOWER EVALUATION

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

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

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

1112 CLOTHING FOR PERSONNEL

1. GENERAL. Basic mandatory requirements for food service clothing include cleanliness and sanitation. It is not the responsibility of 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. Culinary Specialists will not wear standard Navy issued uniform (for instance, NWUs or coveralls) in food service operational areas. Clothing for civilian personnel employed as GM attendants will be issued as required by contract and hiring specifications.

1113 ACCOUNTABILITY

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

- a. Accountable Officer. The term "accountable officer" is construed to mean a Commissioned Officer detailed to duty involving financial responsibility for public funds and property in the Officer's custody.
- b. Accountable Officer Submitting Returns. For the personal accountability of subsistence returns, the term "accountability" is defined as the obligation to render an accounting of property and funds for which an individual is responsible. This individual is charged by law, lawful order, or regulation with the responsibility for keeping accurate records of public funds or property and assumes a public trust that such funds or property will be used for

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purposes authorized by law or regulations. The property or funds may or may not be in the physical possession of the accountable officer.

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

2. **ACCOUNTABLE POSITIONS.** Under the above definitions accountable positions in the GM are those of the FSO, the Bulk Storeroom Custodian, Recordskeeper, the Cashiers, and any Cash Collection Agents.

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

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

The Department of the Navy (DoN) has moved toward audit readiness. The adequacy and availability of supporting documents will be critical to a successful financial audit. Enforcement of food service accountability must be adhered to. Per the memorandum dated 5 October 2011 from the Deputy Assistant Secretary of the Navy (Financial Operations), the DoN must retain all documentation in support of a financial statement audit for 10 years. This includes all SIK records such as food purchase requests, food receipts from vendors, STORES, 1149s, and any other relevant transaction history data. The DoN can maintain a constant state of audit readiness by having business processes that are sustainable, traceable, and repeatable. FIAR is congressionally mandated.

- a. **ASSERTION IN AUDIT OR AUDITING.** This means that which Management Claims: It is primarily the responsibility of the management of the entity to prepare financial statements in which all the assets, liabilities, incomes, expenses and other financial data are recognized, measured, presented, and disclosed in accordance with the applicable financial reporting framework. In other words, it is the responsibility of management to prepare financial statements that give a true and fair view of the business.
- b. **COMMITMENT/OBLIGATION.** These are financial transactions that will require future payment. FSOs, as the Departmental Accountable Officials, are financially accountable for obligations they create.
- c. **EXPENDITURE.** These are the funds that are spent when a payment is made.
- d. **UNMATCHED DISBURSEMENT.** This is a disbursement transaction that has been received and accepted by an accounting office but has not been matched to the correct detail obligation. This includes transactions that have been rejected and sent back to the

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paying office or central disbursement clearing organization by an accounting office. Some examples are incorrect LOAs, invalid DODAACs, incorrect requisition numbers, cancelled orders, and incorrect STORES profiles.

e. CONTROL ACTIVITY DESCRIPTION.

- 1) Key Control Objective (KCO) – This is an objective that an auditor will examine and look for in the course of an audit. An example is checking to ensure that all obligations from FSM are recorded in the Standard Accounting and Reporting System (STARS-FL).
 - a) SIK 3: Obligation Recording – Before the release of an order, the Department Accountable Official (DAO) reviews SIK requirements for time, purpose, and amount as evidenced by the signature and date on the FSM requisition file.
 - b) SIK 4: Disbursement Recording – The Department Accountable Official (DAO) receives all material via manual or electronic entry into the Business Logistics Application (BLA) as evidenced by circle, sign, and date on the hard-copy receipt; the hard copy must be physically or electronically retained.
 - c) SIK 8: Price and Catalog Change – This is the weekly catalog update processing into FSM. The Catalog Update Change file from STORES is uploaded to FSM Central Enterprise Database to ensure that the best available prices are resident in the Business Logistics Applications (BLA). Retention of the FSM catalog uploads screenshots.
- 2) Key Supporting Document (KSD) – This is supporting documentation on a process or system operation. For example, describing how obligations associated with SIK requisitions are created and passed to the accounting system.
 - a) KSD SIK 3: FSM orders – an FSM requisition file is required. For manual orders, a manually generated MILSTRIP order (email/message), signed STORES order, and signed TYCOM memo authorizing food orders generated outside FSM.
 - b) KSD SIK 4: Receipts – Physical hard-copy include Commercial vendor receipts, DD Form 1149s, DD Form 1348s, and administrative receipts.

1114 FINANCIAL LOSSES AND ACCOUNTABILITY

1. GENERAL. The member designated as the FSO becomes financially accountable for funds collected from sales of meals and food items and for subsistence stocks supporting general mess operations. As the accountable officer, the FSO is required to reimburse the Government for all losses of property or funds resulting from theft, loss of cash, and uncollected payments for credit sales of meals. If circumstances warrant, the FSO may request relief from financial accountability using the guidelines specified in DoD 7000.14R, Vol 5, Chapter 6, Section 0607 that defines “loss or excess of government funds or property” as those losses of \$750.00 or more or any physical loss where there is evidence of fraud within the accounting function.

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

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

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2. CASH SALE LOSSES.

- a. LOSSES OF \$10.00 OR LESS (Cash Sales). Losses from cumulative cash differences during any single month amounting to \$10.00 or less will be reported on the "Other Sales of Meals" line of the General Mess Summary Document (NAVSUP Form 1359) in accordance with paragraph 7002-3. No further action is required.
- b. LOSSES OF MORE THAN \$10.00 (Cash Sales). This situation requires NAVSUP N423 approval to use the "Other Sales of Meals" line on the General Mess Summary Document (NAVSUP Form 1359). A JAG investigation is not necessary for cash overages or for any shortage caused by unforeseen circumstances such as counterfeit bills or insufficient funds.

3. REQUESTS FOR RELIEF OF FINANCIAL ACCOUNTABILITY.

- a. LOSSES MORE THAN \$10.00. For any loss of more than \$10.00 whether or not it is identified to be theft, embezzlement, fraud, fault, or negligence of the accountable officer a letter requesting relief from financial accountability should be submitted by the FSO via the chain of command with an endorsement from TYCOM/CNIC. This request letter shall be forwarded to the Support Services Directorate, Food Service Division (NAVSUP N423).

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

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

1115 LETTERS OF AUTHORITY AND APPOINTMENT

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; in those cases it is permitted to address multiple persons on a single letter. The FSO is required to maintain a current file of all such letters pertinent to the operations of the food service operation. See Appendix D for sample templates of such letters.

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1116 FOOD SERVICE EVALUATION/TRAINING/ASSESSMENT CHECKLIST

1. GENERAL. NAVSUP P-486 contains the minimum standards and requirements for all GMs unless otherwise directed by the Type Commander, major claimant, CO, or FSO. General messes should review Type Commander and/or major claimant instructions governing any rules or regulations over and above those outlined in this manual.

2. EVALUATIONS, ASSISTANCE TRAINING, AND ASSESSMENTS. Various methods are used in maintaining and improving the quality of food service operations for GMs. These methods include Navy Food Management Team assistance visits, Supply Management Certification, Supply Management Inspection, and Ney Memorial Awards Evaluations. Supply Management Certifications and Supply Management Inspection checklists are written and enforced at the TYCOM level. A consolidated, standardized checklist is provided as Appendix I and will be used for all training visits and assessments done by Navy Food Management Teams and Ney Evaluators. This also is a recommended and useful tool for all internal food service self-assessments.

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

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

1117 THE BOARD OF INSPECTION AND SURVEY (INSURV)

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

[HTTPS://USFF.PORTAL.NAVY.MIL/SITES/INSURV/INSPECTIONS](https://usff.portal.navy.mil/sites/insurv/inspections)

Access to the INSURV inspection portal requires an INavy Account using the following website:

[HTTPS://INAVY.ACCESSREQUEST.PORTAL.NAVY.MIL](https://inavy.accessrequest.portal.navy.mil)

The request will be sent to your tenant/sponsor, via the UIC supplied, for approval. If you are having issues with account approval or SAAR submissions please contact Navy311 for assistance at 1-855-NAVY311

1118 ASHORE FIVE STAR “5” ACCREDITATION

1. GENERAL. An ashore GM must complete an annual 5-star accreditation review to ensure that quality and nutritious meals and service are being provided to customers and to ensure that all applicable policy is being followed. GMs will conduct a self-assessment before a validation review from CNIC. This process will be used to determine nomination for participation in the annual Captain Edward F. Ney memorial awards competition. The accreditation checklist will be standardized throughout the enterprise and will be provided by CNIC.

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PART C: FOOD SERVICE SPACES AND SECURITY**1200 STOREROOMS AND COMPARTMENTS**

1. GENERAL. Food service spaces include accountable and non-accountable areas. Storerooms contain food items that are desirable, easily pilfered, and easily converted to personal use. The galley and other food production areas contain equipment that can be dangerous or damaged if improperly used; therefore, all food service spaces (except for common access areas such as the mess deck and passageways) 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 the personnel to be contacted in case of an emergency. Use the standard Navy placard (NSN 0118-LF-020-3200).

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

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

1201 SECURITY OF FOOD SERVICE SPACES

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

- Accountable food items always will be kept under lock and key. Responsibility for the security of spaces lies with the individual in charge of each space.
- Food service spaces will be kept locked when not attended by authorized personnel. Subsistence storerooms must always be locked in the absence of the storeroom custodian.
- Permission for persons not authorized to have access will be obtained from the SUPPO, the FSO, or a delegated assistant.
- Keys to food service spaces will not be taken from the area of the ship or shore activity.
- In accordance with NAVSUP P-485A, a key log will be maintained to identify the holders of keys removed from the lockable key box in the food service office.
- All padlocks will be of a key type because combination locks present a greater security risk. The key locks will contain dead bolts with pin tumblers and will be made either of brass or bronze. The recommended type of padlock can be obtained from the Afloat Shopping Guide, Federal Class 5340. Offices are to be kept locked when not open for business. Distribution of office keys will be at the discretion of the SUPPO/FSO.
- Local procedures will be established to govern issuance of keys to accountable spaces after normal working hours.

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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. All supply department spaces and general stores spaces including storerooms, special lockers, and other related spaces.
- b. Group II. All food service spaces including the galley, bake shop, bread room, vegetable preparation area, food service issue room, meat preparation area, refrigerated spaces, and food service storerooms.
- c. Groups III and IV. Group III spaces consist of the ship's retail and clothing stores, the fountain, vending machines, and related bulk storerooms. Group IV spaces consist of the ship's service activities such as the barber shop, tailor shop, dry cleaning shop, and laundry.

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

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

4. **INADEQUATE STORAGE SPACE AFLOAT.** Accountable food items always will 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 SUPPO/FSO.

Physical inability to store all items under lock and key may mitigate, but does not relieve, the FSO of responsibility for accountability.

1202 CUSTODY AND HANDLING OF KEYS (AFLOAT)

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

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

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Duplicate keys will be kept in a duplicate key locker in the supply office or in the SUPPO's safe. The SUPPO 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 must be different from the master key to Groups I and IV, also will be in the custody of the Supply Officer. A duplicate Group II master key may be placed in the custody of an officer (usually the FSO) or LCS designated in writing by the 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 FSO. These areas often are under the responsibility of the Mess Deck Master-at-Arms and may use a separate padlock series set or non-series locks.

1203 ACCOUNTABILITY AND RIGHT OF ACCESS

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

1204 MAINTENANCE OF FOOD SERVICE EQUIPMENT

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

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

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

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

4. SUBSISTENCE PRIME VENDOR SUPPORT. The Subsistence Prime Vendor under the Defense Logistics Agency -- Troop Support is responsible for maintaining the equipment that they own and provide to the Navy. Adequate spare parts, repair kits, and maintenance instructions must be available for equipment owned and maintained by a Subsistence Prime Vendor. Endurance load levels of spare parts for Prime Vendor equipment must be acquired prior to deploying.

PART D: FOOD SERVICE MANAGEMENT SYSTEM (FSM)

1300 FOOD SERVICE MANAGEMENT

1. GENERAL. The Food Service Management (FSM) system is a multi-user, web-based automation system for afloat and ashore GMs that have been certified by the Naval Supply Systems Command through the Navy Authorization to Operate (ATO)/Type Accreditation. Navy Supply Information Systems Activity (NAVSISA) developed the system and provides technical and project management support. The FSM ashore platform resides with NAVSISA; the FSM afloat web application is deployed on the shipboard IT-21 server or on the shipboard Navy Information Application Product Suite (NIAPS) server. See Appendix A for additional guidance.

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CHAPTER 2

RATION SYSTEM

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NAVSUP P-486, Rev 8 - Food Service Management**CHAPTER 2
RATION SYSTEM**

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

1. PERSONNEL ENTITLED TO RATIONS-IN-KIND (RIK). Regular and reserve enlisted personnel of the armed services who are Active Duty for Training (ADT) and who are not receiving Basic Allowance for Subsistence.

- a. Officer Candidates/Midshipmen of the armed forces academies training in a duty status.
- b. Prisoners of war and detainees from the search and seizure of a foreign or domestic vessel.
- c. Reserve Officer Training Corps (ROTC) (Cadets from colleges not attending one of the service academies).

2. PERSONNEL CONDITIONALLY ENTITLED TO RATIONS-IN-KIND

- a. Retired Enlisted Personnel. Retired enlisted personnel confined in a hospital or dispensary are entitled to RIK (RIK).
- b. Destitute Survivors of Disasters at Sea. Destitute survivors of disasters at sea may be fed without charge in Navy GMs (GMs) at sea. The Commanding Officer (CO) must make the determination that the survivors are in fact destitute. The information furnished in the Certification of Rations Issued Form establishes this entitlement (Figure 2-1). Ration credit will be treated the same as for RIK personnel and will be recorded on the monthly NAVSUP Form 1359, General Mess Summary Document under Ration Breakdown, listing the Type of Personnel as Disaster Survivors (Table 2-2).
- c. Wounded Warrior Program. A member of the armed forces who is undergoing medical recuperation or therapy, or otherwise is in continuous care (including outpatient care) at a military treatment facility for an injury, illness, or disease shall *not* be required to pay for meals. Reference: DoD Financial Management Regulation Volume 71, Chapter 25.

2001 PERSONNEL AUTHORIZED SALE OF MEALS

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

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

If approved by the SUPPO and/or FSO, the categories of personnel listed below are authorized for sale of meals from the GM. See Appendix D for a sample letter.

- Active Duty Personnel – US and Foreign Military
- Reservist – Inactive Duty Training (IDT) and ADT

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

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

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

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

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

1. GENERAL. The CO/Regional Commander must issue a written directive to the FSO declaring that an emergency or disaster exists and subsistence must be provided to persons other than those normally authorized. A base lockdown, sabotage, or malicious attempts to destroy government property are situations that may be considered in setting up emergency feeding. Unique situations not listed above will be addressed with NAVSUP prior to approval of emergency feeding. A letter, certifying the nature and duration of the disaster or emergency situation, should be forwarded to NAVSUP N423 via TYCOM and should be signed by the CO.

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- a. Actions to be taken to reimburse the Navy for meals furnished to the victims of the disaster or emergency.
 - 1) Collect cash, at the appropriate sale of meal rate, from those persons able to pay (as determined by the CO) and record signatures on DD Form 1544. Record the ration credit on the monthly NAVSUP Form 1359 under Ration Breakdown (Figure 2-2).
 - 2) Persons unable to pay will sign NAVSUP Form 1291, Meal Signature Record (Figure 2-3). NAVSUP FORM 1291 should be annotated at the top of the form with **“Disaster/Emergency/Humanitarian Feeding.”** Meal Pass Number and Command/Unit columns should be left blank. Record ration credit in the Food Service Management System (FSM) under the appropriate category within the RIK headcount section function. When large numbers of personnel are involved, use NAVSUP Form 1292 Recapitulation of Meal Record, (Figure 2-4) to record mass feeding (See sample on Figure 2-20). The FSO should contact the local disaster coordinator to determine if reimbursement can be obtained from any of the following:
 - Federal Emergency Management Agency
 - The American Red Cross
 - Navy Relief
 - A business (contractor responsible for causing an evacuation)
 - Other disaster relief organizations
 - 3) FSOs unable to collect payment for meals will forward a Certification of Rations Issued Form (Figures 2-1a, 2-1b, and 2-1c), in accordance with Paragraph 2003 below, to NAVSUP N42 with the monthly NAVSUP Form 1359 to document the disaster/emergency/humanitarian feeding.
 - 4) FSOs receiving reimbursement for meals after the close of the accounting period will forward the funds to NAVPERS N10 via check payable to the U.S. Treasurer. A copy of the Certification of Rations Issued Form must accompany the check. All sale of meals occurring in the same fiscal year must be deposited before the end of the fiscal year.

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

- a. Guidelines for the FSO to initiate transfer of subsistence.
 - 1) Identify all food items to be transferred and document them as an emergency breakout on NAVSUP Form 1282. At the top of Form 1282, mark **MIO OPS** and include the ship and country name if possible.
 - 2) Break down rations for the transfer of subsistence.
 - a) Convert the dollar value of the transfer into ration credit: divide the total value of transferred subsistence by the current Basic Daily Food Allowance (BDFA) and add the applicable allowances for the day of issue.
 - b) Example: \$500.00 worth of supplies divided by \$9.84 (\$7.84 BDFA plus \$2.00 Prime Vendor (PV) allowance) equals 50.8 rations (round to 51). NOTE that the PV allowance is used as the applicable allowance for the day of issue.
 - c) Record the total rations for MIO Operations in the appropriate category in the ration breakdown section of NAVSUP Form 1359. This ration value must agree with and be supported by a Certification of Rations Form forwarded to NAVSUP N423 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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- d) Annotate any additional headcounts that exceed the allowed amount at the top of NAVSUP Form 1090.
- e) Indicate that the rations were issued for MIP OPS in the comments section of NAVSUP Form 338.

3. MEALS ON KEELS. Personnel assigned as Temporary Additional Duty (TAD) to oil platforms under Contingency Operations in the United States Central Command Area of Responsibility (USCENTCOM AOR) will be entitled to government-provided meals. When the oil platforms are in operation, GMs from afloat units may be required to provide food items for TAD personnel on the oil platforms. The ships providing the prepared meals and/or bulk food may take the ration credit from the appropriate category of the ration breakdown section of NAVSUP FORM 1359. Each ship shall identify these rations as Meals on Keels rations and shall send in a certification letter to support the rations with Form 1359.

a. Guidelines.

- 1) Identify all food items to be transferred and document them as an emergency breakout on NAVSUP Form 1282. At the top of Form 1282, mark MEALS ON KEELS and include the ship and country name if possible.
- 2) Break down rations for the transfer of subsistence.
 - a) Convert the dollar value of the transfer into ration credit: divide the total value of transferred subsistence by the current Basic Daily Food Allowance (BDFA) and add the applicable allowances for the day of issue.
 - b) Example: \$500.00 worth of supplies divided by \$9.84 (\$7.84 BDFA plus \$2.00 Prime Vendor (PV) allowance) equals 50.8 rations (round to 51). NOTE that the PV allowance is used as the applicable allowance for the day of issue.
 - c) Record the total rations for MEALS ON KEELS Operations in the appropriate category in the ration breakdown section of NAVSUP Form 1359. This ration value must agree with and be supported by a Certification of Rations Form forwarded to NAVSUP N423 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.
 - d) Annotate any additional headcounts that exceed the allowed amount at the top of NAVSUP Form 1090 (Wardroom/Chief Petty Officer (CPO) head counts).
 - e) Indicate that the rations were issued for Meals on Keels in the comments section of NAVSUP Form 338.

2003 CERTIFICATION REQUIREMENTS

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

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

<u>Data Line</u>	<u>Entry</u>
From	Name of activity
Unit Identity Code (UIC)	Activity UIC

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Date(s) issued	Include only actual date for subsisting personnel (for example, 17-19 Jul 08). Do not combine different months.
Number of people receiving rations	Number of people; not number of rations (for example, 31 people)
Number of rations issued	Actual number of rations fed (cannot exceed the number of days multiplied by the number of people receiving rations (Line "a" multiplied by Line "b"). This should match the rations reported on NAVSUP Form 1359.
Type of personnel	<p>Certification Letters and supporting funding documents are required for all rations reported under the Foreign and Miscellaneous categories. Do not combine different categories on a single certification form. Official Foreign Personnel funding documentation must be submitted to NAVSUP and must be retained in the activity's accountability file. Certification Letters are no longer required for Coast Guard, Full Time Support (FTS)/Training and Administration of Reserves (TAR), ROTC, and Naval Academy personnel.</p> <p>Funding Documents are used to obligate funds from one line of accounting to another. Before submission of a funding document, there normally is an agreement to provide meals or bulk food items to other agencies. There are several kinds of funding documents used to reimburse the Subsistence in Kind account: Voucher for Transfers between Appropriations and/or Funds (Standard Form 1080), Cash Collection Voucher (DD FORM 1131), The Military Interdepartmental Purchase Request (DD FORM 448), and the Order for Work and Services (NAVCOMPT FORM 2275). DD Form 448 and NAVCOMPT Form 2275 require BUPERS approval before providing services from requesting activities.</p>
Authority to subsist	Identify orders, letters, or messages that authorize the rations. For foreign government personnel, attach a copy of the individual's or group's orders and cite the paragraph that authorizes rations without charge to the individual or group.
Activity and address	Enter the office to bill listed on the orders, letters, or funding document that authorizes the rations.
Appropriation to charge	Specify the accounting data to charge taken from Standard Form 1080, DD Form 448, and NAVCOMPT 2275/2276. Provide the appropriation to charge information on this line. DD FORM 448

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(used for DoD Service Agencies other than the Navy) and NAVCOMPT FORM 2275s (used for Navy and USMC under DON) are routine to pay for services rendered by a GM to support essential mission requirements. These documents are prepared in advance and saved in PDF Format. See Examples in Appendix D.

Signature	Signature of the FSO for all categories of personnel. (Signature required validating rations).
Grade/rate/title	Grade/rate/title of the signing official.
Service/Country	Service/Country of the signing official.

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

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

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

5. SUBMISSION OF CERTIFICATION LETTERS AND ORDERS. Signed certification letters, funding documents, and supporting certification documents may be sent via email to NAVSUP at NAVSUP_HQ_FSM_RETURNS@navy.mil. The certification letter should accompany NAVSUP Form 1359 monthly reports. Before submitting the certification letter, ensure that the categories of personnel are reflected correctly from the orders. It is the responsibility of the FSO and the Leading Culinary Specialist (LCS) to ensure that the rations recorded on NAVSUP Form 1359 are valid and recorded under the correct category. Electronic submission will ensure compliance with the submission deadline of within 5 days following the end of each regular monthly accounting period. If activities are unable to submit certification letters and orders via desired electronic submission, every attempt must be made to inform the NAVSUP N423 Auditor that certification and orders have been mailed within the prescribed number of days following the end of the accounting period.

6. PERSONAL IDENTIFICATION INFORMATION (PII). Required certification letters and orders that contain PII must be marked For Official Use Only (FOUO)-Privacy Sensitive before submission. Documents sent by email must have FOUO-Privacy Sensitive on the subject line;

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the email must be sent encrypted. Orders and certifications no longer are required for active or reserve U.S. Armed Forces personnel.

CERTIFICATION OF RATIONS REQUIREMENTS GUIDE

CATEGORY	CERTIFICATION REQUIREMENTS
Foreign Government Personnel Humanitarian Missions Funding Documents (SF1080, DD FORM 448, NAVCOMPT 2275, DD1131)	1.) Authority for providing rations is required. 2.) Name and address of activity to be billed is required. 3.) Funding documents required. 4.) Cross check meal charges required 5.) Appropriation to charge is required. 6.) Supporting documents must be submitted to NAVSUP N423 with monthly NAVSUP 1359

Table 2-1**FOOD SERVICE MANAGEMENT (FSM) RIK OTHER CATEGORY**

Disaster/Emergency	1. Authority for providing rations is required. 2. Name and address of activity to be billed is not required. 3. CO's letter declaring an emergency or disaster is required. 4. Appropriation to charge is not required.
Destitute Survivors Prisoners of War Detainees Search and Seizure MIO Meals on Keels Pirates Wounded Warriors	1. Authority for providing rations is required. 2. Name and address of activity to be billed not required. 3. CO's letter declaring situation 4. Appropriation to charge is not required.
Cadets (Military, Coast Guard)	1. Authority for providing rations not required. 2. Name and address of activity to be billed required. 3. Copy of letter and/or orders required, must contain personnel name, SSN, activity, and appropriation to charge is required.
Civilian Applicants Other/ as applicable Requires reimbursable funding documents	1. Authority for providing rations is required prior to exercise/mission via letter or email to NAVSUP. 2. Name and address of activity to be billed required. 3. Funding documents required. 4. Cross check meal charges required 5. Appropriation to charge is required. 6. Supporting documents must be submitted to NAVSUP N42 with monthly NAVSUP 1359

Table 2-2

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CERTIFICATION OF RATION FORMS

(Example)

Foreign Partner Nations/Civilian/Military Operations: _____

DATE: _____

From: _____ UIC: _____

To: Naval Supply Systems Command, Food Service Division (SUP423)
5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791Subj: CERTIFICATION OF RATIONS ISSUED REQUIRING REIMBURSEMENT

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

a. Date(s) issued: _____

b. Number of personnel receiving rations: _____

c. Number of rations issued: _____ *Match (1359)*Cross Check 2016 SOMR

B _____ x \$2.60/\$3.45 = _____

L _____ x \$4.20/\$5.55 = _____

D _____ x \$3.65/\$4.85 = _____

Total _____

d. Type of personnel: Check appropriate category and insert type

_____ *Foreign Nationals (Country)*_____ *Foreign African Partnership Station (APS)*_____ *Bold Alligator*_____ *BALTOPS*_____ *Continuing Promise*_____ *Southern Partnership Station (SPS)*_____ *Other* _____*i.e. CARAT, RIMPAC*e. Authority to subsist: NAVSUP P-486, Para. 2001

f. Activity and address to bill: _____

g. Appropriation to charge: _____

Funding Documents: DD FORM 448 MIPR - Military Interdepartmental Purchase Request
SF 1080 - Voucher for Transfer between Appropriations and/or Funds
NAVCOMPT 2275/2276 - Order for Work and Services
DD FORM 1131 - Cash Collection Voucher
MUTUAL LOGISTIC SUPPORT ORDER/RECEIPT/INVOICE FORM (MLS FORM)_____
FSO Signature NAME/RANK/GRADE:

FSO signature required (validates correct rations and categories)

Figure 2-1a

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(Example)

Miscellaneous: _____

DATE: _____

From: _____ UIC: _____

To: Naval Supply Systems Command, Food Service Division (SUP423)
5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791Subj: CERTIFICATION OF RATIONS ISSUED NO REIMBURSEMENT

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

a. Date(s) issued: _____b. Number of personnel receiving rations: _____c. Number of rations issued: _____ *Match (1359)*d. Type of personnel: Check appropriate category and insert type_____ *Detainees* __________ *Destitute Survivors/Survivors at Sea*_____ *Evacuees*_____ *MIO*_____ *Prisoners*_____ *Pirates*_____ *Other* _____e. Authority to subsist: NAVSUPP-486, Para. 2001f. Activity and address to bill: _____g. Appropriation to charge: __________
FSO Signature NAME/RANK/GRADE:*FSO signature required (validates correct rations and categories)*

Figure 2-1b

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(Example)

Humanitarian Operations: _____

DATE: _____

From: _____ UIC: _____

To: Naval Supply Systems Command, Food Service Division (SUP423)
5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791

Subj: **CERTIFICATION OF RATIONS ISSUED REQUIRING REIMBURSEMENT**

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

a. Date(s) issued: _____

b. Number of personnel receiving rations: _____

c. Number of rations issued: _____ **Match (1359)**

d. Type of personnel: Check appropriate category and insert type

_____ **Non-Government Official (NGO)**

_____ **Escorts**

_____ **Patients Foreign**

_____ **Other** _____

Cross Check 2016 SOMR

B _____ x \$2.60/\$3.45 = _____

L _____ x \$4.20/\$5.55 = _____

D _____ x \$3.65/\$4.85 = _____

Total _____

e. Authority to subsist: NAVSUP P-486, Para. 2001

f. Activity and address to bill: _____

g. Appropriation to charge: _____

Funding Documents: **DD FORM 448 MIPR** - Military Interdepartmental Purchase Request
SF 1080 - Voucher for Transfer between Appropriations and/or Funds
NAVCOMPT 2275/2276 - Order for Work and Services
DD FORM 1131 - Cash Collection Voucher
MUTUAL LOGISTIC SUPPORT ORDER/RECEIPT/INVOICE FORM (MLS FORM)

FSO Signature NAME/RANK/GRADE: _____

FSO signature required (validates correct rations and categories)

Figure 2-1c

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DISASTER/EMERGENCY/HUMANITARIAN FEEDING ASHORE AND AFLOAT

“Disaster/Emergency/Humanitarian Feeding”

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

DATE: _____ SHEET NO: _____

MESS I INI (1st, 2nd etc.) CATEGORY OF PERSONNEL (Check applicable block)

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

SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT
1			26		
2					
3					
4					
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 *U.S. Government Printing Office: 1991 -- 527-001/40042

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

Meal Pass Number and Command left blank

Figure 2-3

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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 (Specify)						
1ST SUBTOTAL						
CASH SALES (INCLUDE CONTRACT PERSONNEL)						
2ND SUBTOTAL						
PERSONNEL NOT PASSING THROUGH SERVING LINE						
GRAND TOTAL						
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE	
RATION CREDIT						
REMARKS						EDIT
		B 25% L 40% [B 25% L 40% D 35%				II
The undersigned certify the above to be:		Meals provided to cash patrons should be recorded under cash sales				dining facility meals received for:
SIGNATURE AND RANK, RATE, OR GRADE						
SIGNATURE AND RANK, RATE, OR GRADE						
SIGNATURE AND RANK, RATE, OR GRADE						

S/N 0108- LF- 501- 2920

U.S. Government Printing Office: 1988-505-007/90739 2-1

Figure 2-4

NAVSUP P-486, Rev 8 - Food Service Management**PART B: SPECIAL ENTITLEMENT****2100 FEEDING PERSONNEL AWAY FROM THEIR NORMALLY SUPPORTING GENERAL MESS**

1. GENERAL. Personnel of any service entitled to RIK generally are expected to use the GM that has been established to support their organization. However, work details or other situations occasionally may result in a different GM being more accessible during a meal period. A GM should support personnel in these situations. Verification of entitlement must be made before allowing access to the mess. Ship personnel using shore-based galleys must supply a memorandum from their command verifying RIK entitlement. 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) allowed 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. 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 NAVSUP Form 1359 in the retained returns. The memorandum should be written on activity letterhead and signed by the Personnel Officer or other responsible officer. Personnel coming from a command where they recently were drawing Basic Allowance for Subsistence (BAS) and now are on RIK will use their check-in sheet for RIK status validation until their Common Access Card (CAC) is changed to show the RIK status. This situation generally occurs on weekends when personnel support is unavailable.

- a. FEEDING PERSONNEL NOT ASSIGNED TO HOST COMMAND. Personnel assigned to commands other than their host command are entitled to eat at the dining facility nearest their TAD work site. The GM where personnel dine must receive a memorandum from the parent activity's FSO verifying RIK entitlement.
- b. FEEDING SHIPS' CREWS IN OTHER GMs. The ship's GM may close during a shipyard period or Availability. Support must be requested from the Commanding Officer of the shipyard or Fleet Logistics Center (FLC) Officer in Charge (OIC) in advance of the closing date. Arrangements to feed the crew may include having the requesting ship provide the shipyard or tender GM with personnel to support the additional workload. Each month the requesting ship will provide a memorandum or letter that summarizes the daily number and type of enlisted personnel aboard the supporting ship during that period.
- c. Individuals desiring a meal must have proof from the command of their TAD status (that is, they must display a copy of their orders).
 - 1) Such individuals will sign NAVSUP Form 1291 for ashore GMs. Individuals from another shore establishment will annotate NAVSUP Form 1291 with their Meal Pass number in the Meal Pass number block.
 - 2) Individuals who arrive at a facility that is not their host command, and when they cannot identify their entitlement to RIK, will be handled as cash patrons.
 - 3) A receipt from the cashier will be provided to such individuals for reimbursement after they return to their host command.
 - 4) 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 FSOs' accountability files.

2. FEEDING AFLOAT RIK PERSONNEL RESIDING IN SINGLE GOVERNMENT QUARTERS. Personnel residing in single government quarters are entitled to RIK meals in the local ashore GM. Sailors using home port ashore bachelor quarters (BQs) need to ensure that their CAC cards are current and have the correct meal entitlement coded when accepted at the galley. The ashore galley will take ration credit only for meals furnished by their GM. Personnel coming from

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a command where they were recently drawing BAS and are now on RIK will use their check-in sheet for RIK status validation until their CAC is changed to show the RIK status. This generally occurs on weekends when personnel support is unavailable.

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

1. GENERAL. Inactive Duty Training (IDT) personnel are authorized to receive Rations-in-Kind. Provide RIK to Navy Reserve enlisted personnel performing multiple drills following the provisions of the Bureau of Naval Personnel Instruction 1001.39F (series).

2102 FEEDING NAVAL RESERVE PERSONNEL ON INACTIVE DUTY TRAINING WITH TRAVEL (IDTT)

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

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

1. GENERAL. The provisions of the Naval Personnel Manual dealing with subsistence and basic allowances for subsistence for enlisted personnel also apply to enlisted personnel of the Naval Reserve. These provisions apply when enlisted personnel perform authorized periods of training duty with pay chargeable to the appropriation Reserve Personnel, Navy. Responsible commands for all Naval Reserve matters include the Type Commander, the Commandant of the District, or the Chief of Naval Reserve.

2. GENERAL MESS AVAILABLE. Naval Reserve personnel will receive meals from a GM when a GM can provide this support. BAS may be authorized in accordance with the Naval Personnel Manual.

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

2104 REPORTING RATIONS PROVIDED TO NAVAL RESERVE PERSONNEL

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

2. FTS AND TAR. Report RIK provided to Naval Reserve enlisted personnel who are on TAR separately from other types of personnel. Include the ration credits for FTS Naval Reserve enlisted personnel under the ration breakdown section of the NAVSUP Form 1359 in the block indicated (Figure 2-5).

2105 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 personnel, and federal employees who are not receiving the meal portion of per diem and who are on a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations.

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2106 FEEDING FOREIGN SERVICE PERSONNEL

1. GENERAL. Civilian and military personnel of a foreign government shall be furnished with meals in accordance with specific arrangements made between the U.S. Government and the foreign government. Charges for food costs and related food service operating expenses shall be made on the same basis as for U.S. Government personnel of equal rank.

2107 ESSENTIAL STATION MESSING (ESM)

1. GENERAL. ESM is declared by the installation, base, or station commander responsible for the single government quarters when it is essential to operate the GM efficiently and economically or when it is necessary for the health and safety of enlisted personnel permanently assigned to single quarters. Those categories of enlisted personnel included in ESM will be charged for all meals made available whether eaten or not, except for approved missed meals. Refer to DoD INSTR 1.3.

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

F84A00001 TIME: 11:17 AM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)				DATE: 8/28/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 06/01/2014 THROUGH 06/30/2014		DAYS OPERATED 30		UIC 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		TEMPORARY CLOSURE? N		MERGED RETURN? N	
Navy Rations Allowed 17856		RECEIPTS		LEVEL OF PROCUREMENT		FINAL RETURN? N	
Other Rations Allowed 3799		Inventory (Balance Brought Forward) \$ 47933		Receipts with Charge 133527			
Total Rations Allowed 21655		Receipts without Charge 0		Less: Transfers 0			
RATION BREAKDOWN		Total \$ 181460		Less: Bulk Sales 0			
Type	Code	Rations Fed	EXPENDITURES		Total Receipts		
Navy Regular	1	7619	Food Cost (338) + 126445		Total Allowance Ratio		
Ration for Cash	2	1149	Surveys + 98		Ratio less than sales were		
Navy Reserve	3	136	Loss without Survey + 0				
Navy ROTC	4		Bulk Sales + 0				
Naval Academy	5		Transfer with Reimbursement + 0				
Marine Regular	6	1391	Transfer without Reimbursement + 0				
Marine Reserve	7	9	Inventory (Balance on Hand) + 53879				
Army Regular	8	612	Sub Total \$ 180422				
Army Reserve	9	69	Price Adjustment + 1038				
Army National Guard	10A	436	Total \$ 181460				
Air Force National Guard	10B		ALLOWANCES		RATIONS RATE VALUE LAST FULL P		
Air Force Regular	11		BASIC FOOD ALLOWANCE 11419 9.05 103342		Date:		
Coast Guard	12	0	UNDER/OVER ISSUE CARRIED FORWARD + 3442		Number of Days Inventory Accu		
Foreign 1/	13		100 TO 149 RATIOMS 240 0.55 132				
Miscellaneous 1/	14		SYSCO HAMPTON ROADS 11419 2.25 25693				
TARS	15		Total Allowances 132609		Stores Consumed		
Total Other Personnel 2/	16	3799	Food Cost (338) - 126445		% Difference B		
Grand Total 3/	17	11418*	Under/(Over) Issue 6164		& Stores Consumed % Under/(Over)		
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		COUNTRY CODE: US		APPROP SUB OBJ BCN SUB AAA TRANS			
2/ Codes 2 through 15.		ACCOUNTING CLASSIFICATION		HEAD CLASS			
3/ Codes 1 and 16.		SALES SURCHARGES		17414532241 260 00022 0 068566 2D 004181500924SIK09T		\$12354.00	
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		O&MN TOTAL		174180452FA 260 00052 0 068732 2D DGLSCH500924GLSURT		\$ 1825.65	
CASH STATEMENT		Undeposited Bal Fwd \$ 3476		TOTAL		\$14179.85	
Sale of Meals + 11651		Bulk Sales + 0					
Surcharges + 1774		Cash Deposited with D.O. - 14180					
Other Sales of Meals + 1		Undeposited Sales \$ 2722					
CERTIFICATION		SIGNATURE / COMMENTS					
Disbursing Officer Collection DO (Signature),(Date) Voucher # Symbol Date		Comments (Hand Written Note):		Reviewed By Leading CS (Signature)			
3135 8371 06/24/2014		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.			
CALVIN E. VILLANUEVA, CIV		Executive/Personnel Officer (Signature) (Date) LONNIE U. MAYER, CDR		Certified by (Signature) (Rank and Title) (Date) GABRIEL R. STEVENS, CWO4			
Standard Doc. No.		CERTIFICATION: I certify that I have received cash in the amount of 14179.65, representing deposits described above, which will be included in my statement of accountability for the period of 06/01/2014 through 06/30/2014.					

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

Total Rations for Training and Administration of Reserve (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.

Unclassified. For Official Use Only.

Figure 2-5

NAVSUP P-486, Rev 8 - Food Service Management**PART C: SALE OF MEALS****2200 MEAL CHARGES**

1. GENERAL. The basic food charges and surcharges for meals purchased from the GM are prescribed by the Under Secretary of Defense (Comptroller). Two separate charges apply to meals purchased from the GM: The first charge recovers the cost of food (also referred to as the discounted meal rate) and, when applicable, the second charge is a surcharge that recovers operating expenses. All GMs must use the correct prescribed basic meal charges and surcharges. Sale of Meal Rates and the conditions under which surcharges apply are published in the NAVSUPNOTE 7330 Quarterly Guidelines and Procedures for Food Service Financial Accountability. This information can be found on the NAVY KNOWLEDGE ONLINE (NKO) website at <https://wwwa.nko.navy.mil>.

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

2201 ACCOUNTING FOR MEAL SALES**1. CASH SALES**

- a. General. When meals are sold on a cash basis, the FSO will designate in writing a cashier(s) to receive payment for meals sold. See Appendix D for a sample letter. All Cashiers and Cash Collection Agents (CCAs) must have a Letter of Appointment on file. A GM cashier also may be assigned responsibility for taking the meal count required at GMs.

NOTE: Ashore General Mess activities using CNIC's Credit Card program may receive payment in accordance with procedures outlined in the CNIC Food Service Ashore Desk Guide for the Galley Credit Card program.

- b. Cash Meal Payment Book (DD Form 1544). See Figure 2-6 through Figure 2-9.
 - 1) Meals Sold for Cash. When meals are sold for cash at a GM, the DD Form 1544 will be used in the manner prescribed in Paragraphs b(2) through b(7) below. Original pre-serialized DD Form 1544s must be used. Copies are prohibited.
 - 2) Transfer Control and Receipt. The Supply Officer will assign a Control Officer (see Appendix D for a sample letter for making this assignment) for handling and ensuring the 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 the book's pre-numbered coupons are used, a copy will be prepared and pre-numbered consecutively, by the Control Officer, beginning after the last number (4) contained in DD Form 1544).
 - 3) Cash Meal Payment Sheet Register. The cash meal payment sheet register will be used to record the issuance and return of individual cash meal payment sheets. Before issuing sheets the date and the signature and organization of the person

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

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

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

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

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

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- h) The cashier will ensure that all individuals paying cash for meals sign their names and complete DD Form 1544.
- i) Mass feeding of cash sales on DD Form 1544 may be done for large groups (such as Scout groups or working party personnel). Before the group's arrival, the senior person in charge of the group must notify the command in advance to ensure that proper cash sale values are determined and that seating is available. When a group arrives, the duty cashier and Mess Deck Master-at-Arms will be responsible for counting all personnel passing through the line and will ensure that the correct meal charges are applied. This dollar value will be provided 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 meals consumed. Instructions for completing DD Form 1544 are shown below.

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Grade	Insert rank (O-1, E-5, etc.); civilian personnel will insert CIV; Military Family Members will insert MFM.
Name - Normal Feeding	Individuals will sign their names (first initial and last name).
Name - Mass Feeding	Senior member of the group will sign 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"	
Normal Feeding	The sum of the "Total" Line for breakfast, lunch, and dinner (do not include surcharges in this block).
Mass Feeding	The sum of the "Group Total" Line for breakfast, lunch, and dinner (do not include surcharges in this block).
Total Charges "S/C"	
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. Enter total rations by meal per sheet for auditing purposes.
Signature of Last or Only Headcounter	Signature of last or only headcounter.

- j) When required, the daily cash meal payment sheet must be completed with all totals, the cashier must sign with his rate and date, and the sheet must be turned

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in to the Control Officer agent or DO. The DD Form 1544 serial and sheet numbers must be entered next to the signature of the individual turning in the cash in the Cash Receipt Book (NAVSUP Form 470). All original DD Form 1544 sheets (1 through 50) must be maintained in the book and audited to ensure sheets 1 through 50 are present by initialing and dating the register in the book.

- k) The FSO will review and audit all DD Forms 1544, Enabler reports, and Cash Receipt Books (NAVSUP Form 470) at least weekly and will ensure that the total cash sales for that period match the cash being deposited with Disbursing/United States Government General Depository.
- 5) Complete Cash Meal Payment Books. After all sheets have been used and all funds applicable to the sheets have been deposited, the completed book and one copy of each Cash Collection Voucher (DD Form 1131) must be retained by the Control Officer.
 - a) At Navy activities an audit trail may be established by comparing the value of cash turned in to a collection agency by the cashier against the receipted NAVSUP Form 470 (Cash Receipt Book) retained by the cashier.
- 6) Overages and Shortages. Overages and/or shortages in cash received from the sale of GM meals will be recorded on DD Form 1544 by the cashier and reviewed and verified by the FSO. The collection agent, during the daily audit, will verify the difference during the weekly DD Form 1544 inspection and must determine the cause of cumulative cash differences. Any cash discrepancies involving possible fraud or criminal act, regardless of value, will be reported as outlined in the Navy Comptroller Manual. Total overages and shortages (including those that result from thefts) exceeding ten dollars during the month will be reported as Undeposited Sales on the NAVSUP Form 1359. This amount must be maintained as Undeposited Sales until approved by NAVSUP. Then they will be moved to Other Sales of Meals. A letter will be prepared and submitted with the NAVSUP Form 1359 to explain the circumstances involving the gain or loss and to request authority to utilize the other sale of meal line to reduce the (gains) or (losses) reported on the Undeposited Sales line.
- 7) Errors or Erroneous Write Overs. Errors and/or erroneous write overs are not acceptable on DD Form 1544. Errors or entries that require correction will be lined out and initialed by both parties involved in the transaction. For example, if the cashier or customer makes an error both parties involved will initial the correction and a new entry will be made.

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[illegible]

Figure 2-6

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CASH MEAL PAYMENT SHEET - TRANSFER CONTROL		SERIAL NO. N 212793	
SECTION I - CONTROL OFFICE	SECTION II - ISSUE	SECTION III - TURNED IN BY	
CONTROL OFFICER TITLE, ORGANIZATION AND LOCATION.	TO: <i>(Organization and location)</i>	NAME: ORGANIZATION AND LOCATION	NO. CASH TURN IN VOUCHERS ATTACHED
SIGNATURE AND DATE	FROM:	OFFICER TURNING IN BOOK	DATE

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

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

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

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

Figure 2-7

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CASH MEAL PAYMENT SHEET REGISTER						SERIAL NO. N 212739		
ORGANIZATION			INSTALLATION					
Sheet No.	ISSUED TO		DATE ISSUED	DATE RETURNED	CASH COLLECTED		RECEIVED BY	VOUCHER NO.
	Signature	Organization			Food	Surcharges		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
22								
22								
23								
24								
25								

Figure 2-8

Figure 2-9

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- 8) Common Access Card (CAC) automated system.
 - a) When meals are sold on a cash basis using the CAC system all accounting functions will be done by the automated process in which cash sales will be submitted via electronic transmission. Commands using this system will no longer be required to use DD Form 1544.
 - b) DD Form 1544 will be available and maintained in the event of loss of power or other unforeseen emergency conditions.
 - c) The FSO shall conduct a cash audit of the CAC 1544e's and the CAC Daily Summary 1292s against the total cash received and the cash shall be deposited at least weekly.
 - d) Mass feeding cash sales still will be recorded on DD Form 1544 (as outlined in Section 2201) and will be entered into the CAC card system at the end of the meal in the presence of the LCS or FSO.
 - e) Mass Feeding of RIK personnel will be done in accordance with Paragraph 2303.6, and headcounts will be entered at the end of the meal in the presence of the LCS or FSO.
 - f) All CAC Forms (1291, 1292, and 1544e's) are required to have the same signatures and overage/shortages of cash portions completed that the manual forms have.
 - g) FSOs must obtain a listing of RIK personnel from the Personnel Officer on a monthly basis. This list should be provided to cashiers to verify a person's eligibility to receive RIK when the CAC card cannot be read.
 - h) The Standard Operating Procedure (SOP) for the CAC can be accessed at <http://pmo.cac.navy.mil/policies.aspx>.

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

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

Figure 2-10**3. CREDIT SALES.**

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

Data Block and CaptionInstruction for Entry

Month and Year

Enter appropriate month and year.

Name

The FSO will enter the full name, grade or rate, and branch of service of the person receiving the meal. Because of Personal Identifiable Information (PII) restrictions, Social Security Numbers (SSNs) shall not be used under any circumstances.

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Meal B, L, D	A Culinary Specialist will be assigned the duty of maintaining NAVSUP Form 1046 in writing by the FSO. See Appendix D for a sample letter. 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 all mess members. At the end of the month NAVSUP Form 1046 will be audited to ensure all figures match Standard Form 215. All discrepancies need to be resolved before returns are processed. See Appendix C for a sample of SF 215.
Total Sales	The FSO will total the sum of each meal (B, L, D) for the month for each member.
Rate	The FSO 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.
Total 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 FSO.
Date	The last day of the month or the date of detachment of the accountable FSO.
Rations	Total rations.
Total Cash Collected	Total dollar value of cash collected.

- c. Sale of GM Meals (Common Access Card Automated System). Ashore GMs using the Enabler-3 Point of Sale (POS) System will check and scan all customers' CACs through the system for security, validity, and proper entitlement determination and verification. Payments for meals may be done as a cash or credit card transaction.
 - 1) Meals will not be sold on a reimbursable basis using the CAC system.
 - 2) Customers without a CAC (whether lost or not issued) should be entered as a cash sale under a non-card patron. All non-card patrons must present proper identification and be charged the appropriate sale of meal rate unless orders reveal the member is an RIK patron. Use the FSM system to produce NAVSUP 1046 for emergency use.
- d. Payment. The payment for all meals sold on a credit basis will be required to be deposited no later than 15 days following the month in which the meals were sold. The Wardroom Treasurer and FSO must ensure all deposits have been verified, calculated correctly, and deposited. Justification will be required to TYCOM when deposits have not been made as required. Individuals detaching permanently or for an extended period

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from the unit/vessel will make payment to the FSO/DO before detachment. The FSO will furnish a receipt for the cash paid (Figure 2-13). The Cash Receipt Certificate (NAVCOMPT Form 2114) may be used as a receipt form by marking out the line "for which I hold myself accountable to the Treasurer of the United States of America." Collections for unpaid bills caused by death, transfer, refusal to pay, or other reasons 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 NAVSUP 1046. The FSO will sign and date the NAVSUP 1046 form 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 that should be reported as cash sales daily. However, because they are in confinement, credit sale of meals is authorized.

4. GENERAL MESS MEALS FURNISHED TO INPATIENTS IN HOSPITALS AND DISPENSARIES. This paragraph applies when there is no hospital mess in operation. All personnel not entitled to RIK will pay cash at the appropriate rate published in the quarterly NAVSUPNOTE 7330 and in the annual NAVSUP Naval Message. The hospital or dispensary may prefer to provide a copy of the Voucher for Transfer Between Appropriation and/or Funds Standard Form (SF 1080) documenting the collection of money from the sale of meals and transferring these funds to the subsistence account. The hospital or dispensary representative will provide any documentation required to complete the "Certification of Rations Issued Form."

5. 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 where personnel cannot leave the ship, cash paying customers will be charged for all meals made available. On full days at sea, cash paying customers will be charged for all meals served. On days entering or leaving port, cash paying customers will be charged for all meals served during the at-sea period. Officer or Chief Petty Officer (CPO) messes subsisting out of the GM will use the same menu as the GM and will be provided with the required amount of provisions to feed the number of persons subsisting in that mess. If additional items are desired by messes, and are not on the standard menu for that day, those items will be purchased separately in the form of a bulk sale (IAW para 6300). The use of subsistence appropriation funds (SIK Account) to defray the cost of these additional food items is not authorized.

2202 RECEIPT, HANDLING, SECURITY, AND RECORDING OF FUNDS

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

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2. COLLECTION OF FUNDS

a. Sales. Types of General Mess funds.

- 1) General. All sales in the GM are made on a cash or credit basis. Cash will be accepted for sales in the GM as described in Subparagraphs a. 2) and a. 3) below.
- 2) United States Currency. Only United States currency will be accepted for sales in the GM.
- 3) Personal Checks.
 - a) Afloat: Personal checks from active duty and active duty for training personnel, authorized groups, and ship riders will be accepted in the GM and will be made payable to the FSO. Two-party checks will not be accepted. A personal check will be accepted only for the amount of the meal(s) and/or bulk food sales. Social Security numbers are no longer required on checks.
 - b) Ashore: Personal checks from active duty and active duty for training personnel, and for visiting authorized groups will be accepted in the GM and will be made payable to the FSO. Two-party checks will not be accepted. A personal check will be accepted only for the amount of the meal(s) and/or bulk food sales. Social Security numbers are no longer required on checks.
 - c) The purchaser will sign the check in the presence of the GM cashier. The cashier is responsible for positively identifying the presenter of a check as an active duty or active duty for training person.
 - d) All ashore commands must follow CNIC guidance for procedures in depositing funds directly to an authorized government depository such as a local bank or financial institution. See CNIC Credit/Debit Card SOP Manual.

4) Returned Checks

- a) When a check is returned because of insufficient funds or for any other reason, the FSO will reimburse the DO with funds on hand that were collected from the sale of meals and 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 a money order is received for settlement, the insufficient fund check will be returned to the individual purchaser. The FSO will include the dollar value of the returned check as Cash Deposited with the DO on NAVSUP Form 1359.

5) Uncollectible Checks

- a) If normal collection efforts fail, the FSO will request the DO to make a pay record checkage in accordance with (FMR) Financial Management Regulation, Volume 7A, Chapter 25, Table 25-1 . After the checkage has been made, the DO will remit the collection to the FSO. The FSO will return the check to the individual purchaser and include the dollar value of the returned check on the Cash Deposited with DO line on NAVSUP Form 1359.
- b) If the check is considered uncollectible after four months of diligent collection effort, the FSO will request relief of accountability in accordance with Paragraph 1114.

6) Auto-Deduct Credit Sale

- a) On small afloat units (such as submarines) that use the Auto-deduct Credit Sales, sale of meals will be deposited by the DO. When, because of non-availability of a DO (such as on Mine Sweepers (MCMs) and submarines), funds in the custody of the FSO will be deposited with any government DO (such as other services' finance officers or other ships' DOs). If funds cannot be deposited in accordance with Paragraph 2202.3, funds shall be deposited at the first available opportunity.

NAVSUP P-486, Rev 8 - Food Service Management**7) Navy Cash Sale**

- a) Commands using Navy Cash must maintain the Navy Cash monthly reports and reconciliation worksheets for 10 years. The Navy Cash Merchant Sales Summary will be reconciled at the end of each month, and the Navy General Mess Daily Transaction Detail Report will be reconciled on a daily basis. The General Mess Refund Control Log will be retained on file for 10 years. The Cash Meal Payment Book (DD Form 1544) used to account for "Visitor" Navy Cash Cards also will be part of the retained returns. Reminder: Navy Cash visitor headcounts must be posted to FSM on a daily basis.

- b) Authorized Persons. Collections and subsequent deposits may be made by the following persons under the authority indicated below:

<u>Authorized Person</u>	<u>Authority</u>
FSO	Assignment of accountable duties
Collection Agent or Authorized Custodian	Appointment to an established position

- c) Cash Receipt Book. Cash received from the cashier will be receipted in the Cash Receipt book (NAVSUP Form 470) by the person collecting the cash (Figure 2-14). The NAVSUP Form 470, which will be retained by the cashier, will show, in all cases the following: the collection date and the amount collected (shown in figures and in words). It will be signed by the person collecting the cash and the cashier at the time of collection (DD Form 1544 serial and sheet numbers will be inserted next to the cashier's signature). No signature will be placed opposite any entry in NAVSUP Form 470 that shows erasures or alterations. Any such entry must be ruled out and initialed by the person collecting the cash.

3. END OF THE MONTH CLOSE OUT AND DISBURSING DEPOSIT

- a. The Food Service operation will submit a NAVSUP 1359 before the 27th of each month, and/or the day specified by their local DO for the final monthly deposit, using a Cash Collection Voucher (DD Form 1131). ASHORE: GM must close out all credit card transactions at the end of the month and must show an undeposited amount of zero on the first day of the new month. The NAVSUP 1359 will not be used as a collection for the Defense Finance and Accounting Office (DFAS); it is used for reporting purposes only.
- b. The Recordskeeper will continue to post records in FSM3 for the remaining month and close out at the end of the month.
- c. The Recordskeeper will generate another NAVSUP 1359 to present to Disbursing. The left hand side of the NAVSUP 1359 (Cash Statement) must match the S-2's final close out NAVSUP 1359 and the "Deposit Only" 1359. These deposited amounts must match to allow S-2 to close out properly.
- d. The Recordskeeper will make deposits in FSM and print out a copy of the NAVSUP 1359. The copy will be labeled "Deposit Only" and will be submitted to Disbursing. This is not S-2's final end-of-the-month report. The Recordskeeper will continue to post records in FSM for the remaining month and close out at the end of the month.
- e. The Recordskeeper will generate another NAVSUP 1359 to present to Disbursing. The left hand side of the NAVSUP 1359 (Cash Statement) must match with S-2's final close out NAVSUP 1359 and the "Deposit Only" 1359. These deposited amounts must match to allow S-2 to close out properly.
- f. Food service will hold all cash transactions. These monetary amounts will remain as undeposited sales until the beginning of the new month.

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

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

4. DEPOSIT OF FUNDS

- a. GENERAL. When practical, funds in excess of the change fund will be deposited daily with the DO/General Depository. When it is not practical 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 must be fully substantiated in writing. When it is not practical for the collection agent to deposit cash daily, it will be retained in the collection agent's personal custody in a separate and adequate safe, or it will be turned in by the collection agent to the FSO. When cash is turned in by the FSO to the DO, a Cash Collection Voucher (DD Form 1131) will be used to make the deposit. The FSO will ensure the signature of the DO on NAVSUP Form 470. Each transfer of funds will be receipted and will bear the signature of the individual authorized to deliver the cash and the individual authorized to receive the cash. In lieu of depositing cash directly with the DO, the cash may be deposited with a United States Government General Depository for credit to the account of the DO. The deposit number of the Deposit Ticket OCR (Standard Form 215) obtained from the DO will be recorded on NAVSUP Form 470 in the space provided for the signature of the DO. Collection documents (DD1131s, SF1080s, pay checkage via DS01 DJMS) crediting SIK LOA must have the correct SDN, PAA, or Cost Code. This will ensure tracking of collections and will minimize unmatched disbursements

NOTE: All Navy galleys are required to change the accounting classification annually, as follows, replacing with the current FY:

SDN = N0002217MDSIK16 PAA = DSIK17 COST CODE = 000227SKCOLA

- b. When there is no DO available (such as on MCMs and submarines), funds in the custody of the FSO will be deposited with any government DO (such as other services finance officers or other ships' DOs). If funds cannot be deposited in accordance with Paragraph 2202.3, funds must be deposited at the first available opportunity.
 - 1) For ashore facilities, regular deposits are made to the DO or to an assigned U.S. Depository such as a local bank or financial institution at least twice a week; current regulations apply. Additionally, the FSO will prepare a Cash Collection Voucher (DD Form 1131), in accordance with the CNIC Credit/Debit Card Desk Guide, that must be submitted to the DO to document the value of cash and credit card sales collected and deposited. The FSO's Collection Agent must ensure that an electronically prepared record of deposit transaction is received from the U.S. Depository/Institution/Bank when deposits have been made. Original bank copies are turned over to the cognizant DO, with photocopies retained by the FSO for in the appropriate records. When these copies are furnished to the DO, the NAVSUP 470 (Cash Receipt Book) must be properly annotated or signed.
- c. In addition to the above requirements, and in accordance with FMR VOL 5, Chapter 5, all cash collected from sales will be deposited with the DO or with a United States Government General Depository as follows:
 - 1) Before the last day of each month and the day specified by the local Disbursing Office for the final monthly deposit.
 - 2) The Accelerated Reporting Requirements are as follows:

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- a) Make the deposit in FSM and print out a copy of the 1359. This is used for DEPOSIT ONLY with disbursing. A Cash Collection Voucher (DD Form 1131) must be used to make the deposit.
 - b) Label the top of the NAVSUP 1359 as **“Deposit Only”**. THIS IS NOT THE FINAL REPORT.
 - c) Continue in FSM for the remaining days and close out at the end of the month.
 - d) Any money remaining uncollected will remain as undeposited sales
 - 3) On relief of the FSO.
 - 4) On relief of the Commanding Officer aboard ships without Supply Corps officers.
 - 5) At the end of the year. 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 the end of the month close-out.
 - 6) The following are the correct deposit procedures:
 - a) Make a deposit in FSM (DO NOT USE “Other Sales of Meal Line”) and print two copies of the 1359.
 - b) Label the top of the NAVSUP 1359 as “Deposit Only”.
 - c) Fill out the cash collection voucher (if required by your DISBO/General Depository).
 - d) Deposit the money using DD Form 1131, then have the DO sign the Cash Receipt Book NAVSUP 470 and 1359.
 - e) The 1359, cash collection voucher, and Navy Cash prints outs must be maintained with the retained returns.
 - f) Continue in FSM for the remaining days and close out at the end of the month
 - g) Any money remaining uncollected will remain as undeposited sales
5. DEPOSITS WITH NAVY CASH
- a. The Recordskeeper/FSO shall send NAVSUP 1046 mess bills to the Wardroom Mess Treasurer.
 - b. Mess members shall make payments to the Wardroom Mess Treasurer/FSO or appointed custodian (approved by the FSO) through Navy Cash/K-22.
 - c. Wardroom Treasurer/Accountable Custodian shall deposit the fund to the FSO account via Navy Cash K22/POS in FSO/S2 office.
 - d. The FSO will make their Deposit to the DO (DISBO) using a Navy Cash Merchant Card/K-22.
 - e. The FSO/Recordskeeper (FSO) shall confirm GM collection using the Merchant Sales Summary Report before the DO indicates End-of-Month (EOM). After the DO closeout Navy Cash, FSO generates NS1359 “FOR DEPOSIT ONLY” and provides to DO for amount and LOA verification. DO will provide applicable supporting documents to include prepare Deposit Ticket (SF215), EOM Voucher Summary Report and Monthly Transaction Detailed Reports.
 - f. All ship riders are billed on DD Form 1544 and will pay for meals as they occur to the appointed cashier via Navy Cash/POS.

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

6. CHANGE FUND. The DO receiving deposits from a collection agent will entrust change funds to the custody of the collection agent upon the written request of the DO of the activity to which the collection agent is assigned. See Appendix D for a sample letter. The signed Change Fund Letter is placed in the DO's accountability file. The amount advanced to the cashier will be the

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minimum necessary for operations. The advance of funds may be made in cash or by check to the order of the collection agent or cashier. A NAVCOMPT Form 2114 (Figure 2-13) will be furnished to the DO by the collection agent or cashier. When the collection agent or cashier is replaced, the operation discontinued, or upon relief of the FSO, the change fund will be returned to the DO 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, including the amount and the status of funds, will be made to the Commanding Officer (Figure 2-15). A copy of the report will be furnished to the DO that advanced the change fund.

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CASH MEAL PAYMENT BOOK (DD FORM 1544)

CASH MEAL PAYMENT SHEET

CASH MEAL PAYMENT SHEET										SERIAL NO.	
To be completed when the government is to be reimbursed for meals furnished										N30012	
USS ENTERPRISE (CVN 65)										INCLUSIVE DATES COVERED	
										30 OCT 2014 30 OCT 2014	
FOOD CHARGES					SURCHARGES (S/C)					PER DIEM SURCHARGE	
Use current rates from the NAVSUP 7330											
GRADE	NAME	DOLLAR VALUE				GRADE	NAME	DOLLAR VALUE			
		B	L	D	S/C			B	L	D	S/C
CIV	M. Holmes						BALANCE BROUGHT FORWARD				
CIV	R. Ford					CIV	J. Williams				
CIV	J. Stevens					CIV	P. Anderson				
CIV	D. Lamar					CIV	R. Dixon				
LT	S. Gardner					CIV	M. Holmes				
ENS	A. Adams					CIV	S. Hughes				
CIV	T. Little					LT	R. Walton				
ENS	W. Wilson					ENS	P. Buddy				
LT	C. Waters					CIV	W. Sims				
LT	B. Michaels					CIV	J. Henderson				
ENS	K. Robinson					CIV	R. Wilson				
CIV	C. Crispin					LT	P. Micken				
CIV	A. Toledo					CIV	P. Faulkner				
LT	J. Young						TOTAL				
CIV	L. Marks						TOTAL CHARGES				
CIV	T. Brown						CASH OVER (SHORT)				
ENS	S. Allen						CASH TURNED IN				
LT	F. Thompson						REMARKS				
	TOTAL						.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 BMS					

SHEET 01

DD Form 1544 Control Officer must sign in blue, red, or green ink before the sheet is issued to the cashier.

Figure 2-11

Note: DD Form 1544 heading information (ie: meal rates, surcharge rates, command information and dates must be filled out before the meal.

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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 ⁴⁰ / ₁₀₀ —————		
	DOLLARS	\$ 32 ⁴⁰ / ₁₀₀
for which I hold myself accountable to The United States of America		
PURPOSE (State reason for receipt of funds)		
May 2013		
Payment for meals sold on credit in		
SIGNATURE	NUMBER	DATE
D. J. Cook	0233	7 JUNE 2013
NAVCOMPT FORM 2114 (REV. 1-70)		
S/N 0104-LF-703-9602		

A-18088

Figure 2-13

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

<p style="text-align: right;">IN REPLY REFER TO</p> <p>(date)</p> <p>MEMORANDUM</p> <p>From: Senior Member, Cash Verification Board</p> <p>To: Commanding Officer</p>	
<p>Subj: MONTHLY VERIFICATION OF OFFICIAL FUNDS IN THE CUSTODY OF THE GENERAL MESS COLLECTION AGENT</p> <p>Ref: (a) DoD FMR Volume 5, Chapter 3</p> <p style="padding-left: 40px;">(b) NAVSUP P-486, para 2202-4</p>	
<p>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 DO's cash advance to the Collection Agent for the General Mess.</p> <div style="text-align: center; margin-top: 40px;"> <p>Very respectfully,</p> <p>(signed)</p> <p>J. B. Topchop</p> </div> <div style="margin-top: 20px;"> <p>Copy to:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 100px;"> <p>ADD - Copy to: Supply Officer, FSO</p> </div> </div> <p>DO</p> <p>File</p>	

Figure 2-15

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PART D: RATION CREDIT DETERMINATION ASHORE

2300 ASHORE RATION CREDIT DETERMINATION

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

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

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

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

<u>Data Block 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 DD Form 1544.
(3) L	Actual number of lunch meals sold for cash as recorded on DD Form 1544.
(4) D	Actual number of dinner meals sold for cash as recorded on DD Form 1544.
(5) N	Actual number of night meals sold for cash as recorded on DD Form 1544.
(6) Daily	Column (2) x .25 + Column (3) x .40 + Column (4) x .35 + Column (5) x (if breakfast meal .20, if lunch or dinner meal .40). (Do not round this value). Other Ration Credit

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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 RIK recorded on the Meal Signature Record (NAVSUP Form 1291) and the number of rations sold as cash in accordance with Paragraph 2201. GMs operating the Enabler-3 automated system will determine ration credit by the total number of patrons whose CAC was scanned for proper entitlement. The Recordskeeper will manually enter headcounts in FSM.

2301 ASHORE GENERAL MESSES

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

2302 MEAL PASS AND THE ENABLER-3 AUTOMATED CAC SYSTEM E-Track

1. GENERAL. The meal pass (Form 1105) is no longer required for use with a CAC system. The diner's CAC will be used to properly determine diner identity and the meal entitlement status. The GM duty cashier will be responsible for handling and scanning the diner's CAC through the Enabler-3 automated system. Galleys not having Enabler-3 will continue to use Meal Pass Form 1105.

NOTE: The Enabler-3 data base reflects the diner's most current pay record status as defined by DFAS. Because of this, there should be no confusion about a diner's meal entitlement status (RIK or cash).

- a. Leave and Travel, Orders, TAD Orders, Permanent Change of Station (PCS) Orders
 - 1) It is the responsibility of the diner's parent PSD to key in changes to the member's pay entitlement records where situations of Leave and Travel orders, TAD orders, and PCS orders are concerned. Changes in entitlements will be reflected in the DFAS data base the Enabler-3 program accesses.
 - 2) Enlisted personnel under official travel orders that indicate the individual is entitled to Subsistence-In-Kind will be allowed access to the GM at no charge. The travel order number and issuing command shall be recorded in the meal signature record and shall be annotated in the original travel orders indicating the exact meals provided at no cost.
 - 3) Individuals who are TAD from other commands and desire a meal must provide either a copy of their orders or a current NAVSUP 1105 Meal Pass. TAD personnel must sign the Meal Signature Sheet (NAVSUP Form 1291). The meal pass number must be annotated on NAVSUP Form 1291.
 - 4) TAD personnel who cannot establish RIK entitlement will be treated as cash patrons. A receipt will be provided for the purpose of reimbursement.

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

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

- 1) At the beginning of the month, the FSO or the Executive Officer/Personnel Officer shall obtain a list of all personnel with a chow pass and shall estimate the daily number of RIK personnel entitled to be fed. The FSO must be advised of any known circumstances such as training exercises, reservists training, large visiting groups, or change in BAS policy that might substantially affect the number of anticipated rations to be fed during the month
- 2) At the end of the month the FSO will obtain from the PERSUPPDET (or from the Executive/Personnel Officer) the total number of Subsistence-In-Kind rations allowed for the period. This 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 BAS because of leave, travel, hospitalization; it excludes 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 (such as other service regular, reserve, or guard; midshipmen or cadets; Coast Guard; foreign military; and Navy reservists).

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

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

1. GENERAL. Ashore GMs will use the Enabler-3 automated system. Each member's CAC will be scanned through the system to properly identify the card holder and the meal entitlement. Facilities not currently on the automated system will use the Meal Signature Records (NAVSUP Form 1291) for RIK personnel. Each person receiving a meal must sign the Form and annotate the 1291 with the DoD ID card number. Cash patrons will sign a prepared DD Form 1544 as shown in Paragraph 2201.

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

2. MEAL SIGNATURE RECORD (NAVSUP FORM 1291) PREPARATION

- a. Heading Section. The heading of the NAVSUP Form 1291 shall 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 the sheet number consecutively starting with number 0001. Ensuring that each sheet is numbered and dated before each meal allows control and prevents loss or misuse of the signature sheet.
Categories of Personnel	Personnel in each category are required to sign separate forms. This determines the actual number of personnel

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fed for each category of personnel. Place forms on separate clipboards for each category. The different categories will be indicated by using stenciled signs or color coding to match meal pass colors.

- b. **Signature Section.** A Master-at-Arms or other person authorized in writing by the FSO (see Appendix D for sample letter) will supervise the signing of the NAVSUP Form 1291 sheets (Figure 2-16). This individual, positioned behind the signature counter, will verify meal passes and direct personnel to the correct signature sheet. The Master-at-Arms shall determine the eligibility of personnel passing through the serving line to eat in the GM and shall require each person to show a valid meal pass and military identification card (this procedure will ensure that only persons who are entitled to RIK will eat meals at government expense). Signatures and meal pass numbers must be legible. The signature section of NAVSUP Form 1291 will be filled out as shown below:

<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 or, when there is an Enabler System, the DOD ID number from the individual's CAC will be added when scanned.
Command/Unit	Command or unit entries are not required by parent activity or host command personnel. Tenant activity personnel do not have to enter command or unit entries if the host command knows how to differentiate the tenant activity personnel from the meal pass members. Transient personnel must annotate NAVSUP Form 1291 with their command/unit.

Immediately after securing the serving line, the Master-at-Arms will assemble all NAVSUP Forms 1291 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 that have contract food service personnel will pay at the point of sale for meals at the time of consumption.

4. **NIGHT AND BRUNCH MEALS.** Meals served between 2000 and 0300 will be recorded as night meals. Brunch meals served before 0900 will be recorded as breakfast meals and brunch meals served after 0900 will be recorded as lunch meals. ASHORE regions that offer continuous feeding at their facilities shall begin the lunch meal rate at 1000.

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

- a. Arrangements must be made by the sponsor with the FSO 72 hours in advance of the event. The sponsor must provide a muster report or NAVSUP FORM 1292, and payment of NON-RIK personnel must be collected before the special meal feeding.

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(Prior notification is required in order to adjust the quantity of subsistence and ensure proper manning is in place for the event.)

- b. The individual supervising the event must make arrangements with the FSO to assign a GM cashier at the event or to make other arrangements to collect money for meals sold for cash. The number of personnel must be reported on NAVSUP Form 1292 for the GM meal that the special event replaced.

6. MASS FEEDING

- 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 at recruit training centers, schools, brigs, and with groups fed outside the GM such as picnic events or boat crews.

(1) Commands with a CAC card system have the capability to override their system to add personnel not passing through the line with approval from the FSO. (FSM currently does not have a "Personnel Not Passing Through the Line" function.)

- b. Documenting Mass Feeding In the General Mess on NAVSUP Form 1292 (Figure 2-17). The person in charge of the group will must record the number of each category of personnel fed at the meal on NAVSUP Form 1292 as shown below:

<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 and grade or rate.

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

<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.

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

- c. Personnel Not Passing Through the Serving Line. Meals furnished to personnel not passing through the serving line, such as working parties, guard duty, inpatients of the dispensary or hospital, duty food service personnel, prisoner, and/or other personnel

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

<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 and grade or rate.

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

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

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

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

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

NOTE: Requests to feed personnel who cannot pass through the serving line must be coordinated in advance in writing and signed by a Commissioned Officer. Requests must include why the individual(s) cannot pass through the serving line, the time period,

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and the names of the individual(s). The Requesting Officer must certify that all personnel are entitled to Rations-in-Kind. Because of quality-of-life concerns, efforts should be made to minimize the number of individuals and the timeframes that personnel cannot pass through the serving line.

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

1. GENERAL. NAVSUP Form 1292 shall be used to summarize the daily ration credit total. GMs using the Enabler-3 CAC program will produce the electronic version of the daily summary 1292 from the official Enabler website: <https://c27eabunrfk01.nmci.navy.mil/fss/admin/>. The Enabler summary 1292 shall be used as input to the FSM 3.0 database. For non-automated facilities, an original and one copy shall be prepared.

2. RESPONSIBILITIES AND DOCUMENT PREPARATION.

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

<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 GM office where the required entries will be made. When more than one Master-at-Arms supervises meals during the day, each will initial the subtotal(s) for the meal(s) supervised. All Master-at-Arms personnel supervising a meal during the day will sign on the first signature line of NAVSUP Form 1292.

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

<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.

NAVSUP P-486, Rev 8 - Food Service Management**Second Signature Line**

Sign on the second signature line. When more than one GM cashier collects money during the day, each cashier shall initial the "cash sales" block for the meals for which they collect money (see Figure 2-18). All GM cashiers collecting money during the day will sign on the second line of the daily NAVSUP Form 1292. The entry beside the "cash sales" block will include all GM meals sold. This includes meals for which cash was collected before admission to the serving line and meals sold on a credit basis.

These entries should agree with the following:

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

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

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
2nd Subtotal _____ personnel)."	"1st subtotal" + "cash sales (including contract
Personnel Not Passing Through the Serving Line	Enter the total of each category of personnel not passing through the serving line. Assemble NAVSUP Form 1291 sheets and/or NAVSUP Form 1292 used to document the personnel not passing through the serving line and attach them to the daily summary NAVSUP Form 1292. This allows the monthly records to include these numbers in the appropriate totals for the different categories of personnel.
Grand Total	"2nd subtotal" + "Personnel not passing through 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.

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The Cash Collection Agent (CCA) then shall give the paperwork to the Recordskeeper to post the number of meals sold for cash and RIK meals fed for each meal on NAVSUP Form 338 (Figure 2-19 and Figure 2-21).

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

<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 NAVSUP Form 1292 (cash sales (include contract personnel) block), breakfast column.
(3) L	Actual number of meals sold for cash as recorded on NAVSUP Form 1292 from the (cash sales (include contract personnel) block), lunch column.
(4) D	Actual number of meals sold for cash as recorded on NAVSUP Form 1292 from the (cash sales (include contract personnel) block), dinner column.
(5) N	Actual number of meals sold for cash as recorded on NAVSUP Form 1292 from the (cash sales (include contract personnel) block), night/other column.
(6) Daily	Column (2) x .25 + Column (3) x .40 + Column (4) x .35 + Column (5) x (if breakfast meal .25, if dinner meal .35). (Do not round this value).
(7) B	Actual number of meals fed - RIK as recorded on NAVSUP Form 1292 (1 st subtotal block), breakfast column.
(8) L	Actual number of meals fed - RIK as recorded on NAVSUP Form 1292 (1 st subtotal block), lunch column.
(9) D	Actual number of meals fed - RIK as recorded on NAVSUP Form 1292 (1 st subtotal block), dinner column.
(10) N	Actual number of meals fed - RIK as recorded on NAVSUP Form 1292 (1 st subtotal block), night/other column.
(11) Daily	Column (7) x .25 + Column (8) x .40 + Column (9) x .35 + Column (10) x (if breakfast meal .25, if dinner meal .35). (Do not round this value).
(12) RIK/Cash Sales	Column (6) + Column (11) (round to the nearest whole ration).
(13) Cumulative Total	Column (12) + the previous day's entry in Column (13).

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

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

1. PREPARATION. When using the Enabler-3 System, the monthly summary NAVSUP Form 1292 can be produced from the automated FSM 3.0 program. Otherwise, the FSO shall prepare the 1292 as shown below:

2. DATA BLOCK AND CAPTION – INSTRUCTION FOR ENTRY

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Period or Date	Enter month and year.
Breakfast, Lunch, Dinner, Night/Other	Enter the summary numbers in the appropriate blocks by categories.
1st Subtotal Block	Add all of the categories of personnel for each meal and enter this total number.
Cash Sales (Include Contract Personnel)	Enter the summary numbers in the appropriate 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 entering into the FSM).

The Recordskeeper will sign the first signature line of NAVSUP Form 1292 monthly recapitulation. The Leading Culinary Specialist shall sign the second line and the FSO and the senior member of the Station Audit Board shall sign the third line (ashore only).

3. ROUNDING DIFFERENCES. Using daily rounding procedures may cause disagreement between the “total credit” block on the monthly NAVSUP Form 1292 and the ration credits claimed in the “cumulative total” column of NAVSUP Form 338. When this occurs, use the figure most advantageous to the GM after making adjustments.

- 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 shown below:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Total Credit	Adjust this value to agree with the NAVSUP Form 338 figure.

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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 NAVSUP Form 338, the figure contained on the monthly NAVSUP Form 1292 and the remarks section of the NAVSUP Form 338 must be noted accordingly.

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

- a. The monthly records and supporting documents include the following:
 - General Mess Control Record (NAVSUP Form 338)
 - General Mess Summary Document (NAVSUP Form 1359)
 - Monthly Recapitulation of Meal Record (NAVSUP Form 1292)
 - Cash Meal Payment (DD Form 1544) Sheets used during the month
 - Daily Recapitulation of Meal Record (NAVSUP Form 1292) Sheets used during the month
 - All supporting Meal Signature Record (NAVSUP Form 1291) Sheets used during the month
 - Any other documents supporting the daily ration credit figures

2306 RESPONSIBILITIES

1. FOOD SERVICE OFFICER/LEADING CULINARY SPECIALIST RESPONSIBILITIES.

- a. Managing and monitoring the head count procedures.
- b. Training personnel to perform assigned duties.
- c. Ensuring that only authorized personnel receive RIK at government expense.
- d. Preparing and submitting required records and reports to the audit board.
- e. Ensure the safeguarding of funds and accountable documents.

2. MASTER-AT-ARMS RESPONSIBILITIES.

- a. Determining the eligibility of personnel passing through the serving line to eat in the GM.
- b. Requiring each person to show a valid military CAC identification card (this procedure will ensure that only persons entitled to RIK eat meals at government expense).
- c. Obtaining signatures and legible meal pass numbers on NAVSUP Form 1291.
- d. Assisting the GM cashier in obtaining signatures on DD Form 1544 sheets for cash sales.
- e. Receiving NAVSUP Form 1292 from a group's supervisor for mass feeding in the GM, counting the number of personnel in the group as they enter the serving line, verifying the total number of personnel in mass feeding, and entering "total verified" in the "remarks" block when signing the second signature line of the form.
- f. Preparing a daily NAVSUP Form 1292 that summarizes the information in the supporting documents.
- 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) that, by design, are to be eaten offsite.

3. GENERAL MESS RECORDSKEEPER RESPONSIBILITIES. The GM Recordskeeper verifies the entries made on NAVSUP Form 1292 by the Master-at-Arms personnel and GM

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cashiers and makes the entry on the form for personnel not passing through the serving line. The Recordskeeper also is responsible for the following:

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

2307 AUDIT BOARD PROCEDURES

1. **COMPOSITION.** The Commanding Officer/Regional Galley Program Manager of the activity shall appoint personnel to an audit board to review records and procedures of the GM. The audit board shall consist of one to three individuals who are not associated with the food service operation. One of the individuals must be familiar with basic food service accounting. Members of the audit board must be composed of a minimum of one commissioned officer(s), civilian employees of appropriate grade, and 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 shall conduct a thorough review of head count procedures at least once each month.

4. **ENABLER-3 AUTOMATED SYSTEM AUDIT.** For GMs using the Enabler-3 automated system, the audit will ensure that the proper protocol is exercised when ensuring security and safety of personally identifiable information (PII) when a customer's CAC is handled and scanned. The audit also will determine that the command ensures that proper information is recorded and reflected on the customer's pay and personnel record.

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

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

The audit board will first review the daily NAVSUP Form 1291, the DD Form 1544 sheets, and NAVSUP Form 1292. The total number of ration credits for each category of personnel on the

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daily documents must 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 must agree with the daily summary NAVSUP Form 1292.

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

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

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

Accommodations for rounding errors will be accounted for following the procedures outlined in Paragraph 2305-2. The Recordskeeper shall sign the first signature line of the 1292 monthly recapitulation and shall pass it on to the audit board who will make any required corrections and will reconcile all corrections with the FSO (the FSO shall initial the changes and sign the monthly NAVSUP Form 1292). The signed original monthly NAVSUP Form 1292 document shall be sent back to the FSO with the daily summary NAVSUP Form 1292s. Upon completion of the audit, all audited NAVSUP Form 1291s and daily NAVSUP Form 1292s will be maintained for 10 years.

6. **REPORTS TO THE COMMANDING OFFICER.** The audit board shall make a summary report of audit findings to the Commanding Officer after conducting each audit. The report 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 shall retain the summary report after the Commanding Officer's review and shall forward one copy to the activity's FSO. The summary report, and the working papers used to develop the report, shall be retained for 10 years.

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 must be made to the Commanding Officer or to the command to which the perpetrator is attached for appropriate action.

7. **REPORTS TO THE SUPPORT SERVICES DIRECTORATE, FOOD SERVICE DIVISION (NAVSUP N42).** The FSO shall submit corrected reports and returns resulting from audits of ration credit totals by following the procedures discussed in Paragraph 7004 for submitting corrected reports and returns to NAVSUP N42.

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MEAL SIGNATURE RECORD (NAVSUP FORM 1291)

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

DATE: 30 JUN 13 SHEET NO: 0001

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

CATEGORY OF PERSONNEL (Check applicable block)

☒ NAVY REGULAR ☐ NAVY CADETS ☐ ARMY REGULAR ☐ COAST GUARD ☐ AIR FORCE NATIONAL GUARD

☐ NAVY RESERVE ☐ MARCORPS REGULAR ☐ ARMY RESERVE ☐ CIVILIAN APPLICANTS ☐ FOREIGN

☐ NAVY ROTC ☐ MARCORPS RESERVE ☐ ARMY NAT'L GUARD ☐ AIR FORCE REGULAR ☐ OTHER (Specify)

SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT	SIGNATURE (First initial and last name)	MEAL PASS NUMBER	COMMAND/UNIT
E. Cemo	B703511		J. Reeves	B703339	
C. Adolphia	B703515		G. Fyfe	B703406	
R. Graham	B703499		W. Fitzpatrick	B703596	
B. Eng	B703467		F. Tausley	B703491	
D. Winton	B703516		J. Zucco	B703349	
A. E. Webb	B703522		J. D. Smith	B703549	
A. Andrews	B703343		D. Ingram	B703330	
B. Thompson	B703496		N. Kowalski	B703500	
B. Smith	B703466		A. Hurlburt	B703574	
D. Johnson	B703512		J. Hurlburt	B703506	
B. Mather	B703427		G. Hurlburt	B703393	
G. Ring	B703374		J. Miller	B703421	
V. Blackwell	B703573		J. Valler	B703545	
T. Coatswell	B703318		W. Johnson	B703449	
J. Williams	B703417		H. Coatswell	B703400	
R. Minor	B703459		S. Diga	B703339	
K. Roney	B703576		H. Bontie	B703383	
P. Graham	B703429		J. Hurlburt	B703552	
J. Baker	B703518		J. Hurlburt	B703460	
L. Murphy	B703301		J. Hurlburt	B7034	
J. Hartman	B703482		J. Hurlburt	B703572	
P. Gray	B703509		E. Jones	B703401	
A. Williams	B703553		C. Bridgeway	B703569	
J. Brown	B703522		M. Mearns	B703447	
R. Ross	B703437		R. Watts	3368	

5/74 0108-604-6301

Figure 2-16

NAVSUP P-486, Rev 8 - Food Service Management

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

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

29 JUN 14

CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT/OTHER
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					
RATION CREDIT					
REMARKS		<p>"MASS FEEDING - SCHOOL"</p> <p>"TOTAL VERIFIED"</p>			
TOTAL CREDIT					

Person in charge of the group will write an appropriate statement indicating the reason for mass feeding and sign in the first signature line.

Total number is the group being fed under mass feeding.

The Master-at-Arms will count the personnel in the group to verify the first subtotal figure and write "Total Verified."

STATION AUDIT BOARD

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

SIGNATURE AND RANK, RATE, OR GRADE
I.M. Scholtime, QMC, USN

SIGNATURE AND RANK, RATE, OR GRADE
I.M. MAA, BM2, USN

S/N 0108-LF-501-2920

U.S. Government Printing Office: 1988-505-007/90739 2-1

Figure 2-17

NAVSUP P-486, Rev 8 - Food Service Management

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

RECAPITULATION OF MEAL RECORD (4061)		PERIOD OR DATE		
NAVSUP FORM 1292 (REV. 3-75)		07/31/2014		
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER
NAVY	REGULAR	73	56	50
	RESERVE			
	ROTC			
	CADETS			
MARINE CORPS	REGULAR			
	RESERVE			
ARMY	REGULAR			
	RESERVE			
	NATIONAL GUARD			
COAST GUARD				
CIVILIAN APPLICANTS				
AIR FORCE	REGULAR			
	NATIONAL GUARD			
FOREIGN				
OTHER (Specify)	TAR			
	OTHER			
1ST SUBTOTAL		73	56	50
CASH SALES (INCLUDE CONTRACT PERSONNEL)		10	2	7
2ND SUBTOTAL		83	58	57
PERSONNEL NOT PASSING THROUGH THE SERVING LINE				
GRAND TOTAL		83	58	57
CONVERSION FACTOR				
RATION CREDIT				
REMARKS				
STATION AUTHORITY				
The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals receipted for.				
SIGNATURE AND RANK, RATE OR GRADE				
SIGNATURE AND RANK, RATE OR GRADE				
SIGNATURE AND RANK, RATE OR GRADE				
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>When more than one Cashier supervises meals during the day, each will initial the subtotal(s) for the meal(s) supervised.</p> </div>				
				EDIT 62.6

*** END OF REPORT ***

Figure 2-18

NAVSUP P-486, Rev 8 - Food Service Management

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

MEALS FED											RATION CREDIT		MONEY
MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					MONEY CASH SALES		MONEY CUMULATIVE	MONEY DAILY
BREAKFAST 20% (2)	LUNCH 40% (3)	DINNER 40% (4)	NIGHT 20%/40% (5)	DAILY (6)	BREAKFAST 20% (7)	LUNCH 40% (8)	DINNER 40% (9)	NIGHT 20%/40% (10)	DAILY (11)	DAILY TOTAL (12)	CUMULATIVE TOTAL (13)	DAILY (14)	
65	100	0	0	55.00	121	192	147	0	162.20	218	5692	2566.20	
55	220	60	0	135.00	100	100	100	0	100.00	220	5717	2661.20	
2	2	1	0	2.00	188	299	200	0	279.20	262	5999	2625.70	
10	2	7	0	5.60	72	56	50	0	57.00	62	6022	709.15	
										62	6022		

NAVSUP FORM 1292

Page 1 of 1

F8422Z001 TIME: 08:45

DATE: 20AUG14

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

PERIOD OR DATE
07/31/2014

CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER
NAVY	REGULAR	73	56	50
	RESERVE			
	ROTC			
	CADETS			
MARINE CORPS	REGULAR			
	RESERVE			
	OTHER			
ARMY	REGULAR			
	RESERVE			
	NATIONAL GUARD			
COAST GUARD				
CIVILIAN APPLICANTS				
AIR FORCE	REGULAR			
	NATIONAL GUARD			
FOREIGN	TAR			
	OTHER			
1ST SUBTOTAL		73	56	50
CASH SALES (INCLUDE CONTRACT PERSONNEL)		10	2	7
2ND SUBTOTAL		83	58	57
PERSONNEL NOT PASSING THROUGH THE SERVING LINE				
GRAND TOTAL		83	58	57
CONVERSION FACTOR		20%	40%	40%
RATION CREDIT		16.6	23.2	22.8
REMARKS		TOTAL CREDIT		

Total rations for the day
must be the same

LEADING

AUDITED & C

STATION AUDIT

The undersigned certify the above is true, for the period specified, an accurate recapitulation of enlisted dining facility meals consumed for:

SIGNATURE AND RANK, RATE OR GRADE

SIGNATURE AND RANK, RATE OR GRADE

SIGNATURE AND RANK, RATE OR GRADE

NAVSUP FORM 1292

Unclassified. For Official Use Only.

https://nvsdvm1.navsia.navy.mil/fmtestp486/Reports/Rep1292Print.aspx

8/20/2014

Figure 2-19

NAVSUP P-486, Rev 8 - Food Service Management

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

RECAPITULATION OF MEAL RECORD (4061)		PERIOD OR DATE			
NAVSUP FORM 1292 (REV. 3-75)		07/01/2014 - 07/31/2014			
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT
NAVY	REGULAR	2917	3580	2458	
	RESERVE	96	283	31	
	ROTC				
	CADETS	17	17	14	
MARINE CORPS	REGULAR	779	1194	707	
	RESERVE	10	9	2	
ARMY	REGULAR	463	376	270	
	RESERVE	36	58	34	
	NATIONAL GUARD	296	225	170	
COAST GUARD					
CIVILIAN APPLICANTS					
AIR FORCE	REGULAR		1		
	NATIONAL GUARD				
FOREIGN					
OTHER (Specify)	TAR				
	OTHER				
1ST SUBTOTAL		4614	5743	3686	
CASH SALES (INCLUDE CONTRACT PERSONNEL)		1256	2306	383	
2ND SUBTOTAL		5870	8049	4069	
PERSONNEL NOT PASSING THROUGH THE SERVING LINE					
GRAND TOTAL		5870	8049	4069	
CONVERSION FACTOR		20%	40%	40%	
RATION CREDIT		1174.0	3219.6	1627.6	
REMARKS				TOTAL CREDIT 6021.2	
STATION AUDIT BOARD					
The undersigned certify the above to be, for the period specified, an accurate recapitulation of enlisted dining facility meals receipted for.					
SIGNATURE AND RANK, RATE OR GRADE		"RECORDS KEEPER"			
SIGNATURE AND RANK, RATE OR GRADE		"LEADING CS"			
SIGNATURE AND RANK, RATE OR GRADE		"FOOD SERVICE OFFICER"			

*** END OF REPORT ***

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Figure 2-20

NAVSUP P-486, Rev 8 - 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. Ration credit must be taken for all enlisted personnel entitled to RIK in the GM plus ration credits obtained by converting meals sold for cash to rations.

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

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

NOTE: See Paragraph 2201-4.

3. SIMULATED AT SEA EXERCISES. Full ration credit shall be taken for all officers and enlisted personnel aboard ship who are entitled to RIK and to ration credits obtained by converting meals sold for cash to rations during days of simulated at sea exercises in port. These exercises include for example, fast cruise, general quarters, force protection drills, and engineering casualty control (ECC) drills.

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

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 FSO. Discussions concerning scheduled visits or circumstances affecting the number of rations allowed should be included for planning purposes.

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

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

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

2402 ACCURATE COUNTING

1. **IMPORT/UNDERWAY.** An accurate count of all personnel consuming meals from the GM shall be taken inport/underway using a mechanical counting device. Accurate head counts reduce food waste, provide historical information for planning endurance loading, and can assist during menu preparation. Accurate head counts also serve as the basis for recording the daily ration credit.

2. **SPECIAL EVENTS.** An accurate count of all types of personnel eating meals at barbecues, cookouts, picnics, and other special events supported by the GM ensures that appropriate ration credits will be taken.

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

2403 RECORDING AFLOAT RATION CREDIT

1. **DAILY MUSTER REPORT.** The daily muster report shall include the total number of enlisted personnel assigned (less personnel on leave, TAD/TDY, confined not onboard, and unauthorized absentees). This number should include enlisted members on Temporary Afloat Assignment (TAA) status who are receiving BAS with a deduction from pay for meals served while on TAA status and who are treated as RIK for food service accounting purposes. The muster report informs the FSO of the total number of enlisted personnel entitled to RIK. The following three paragraphs discuss recording rations on the General Mess Control Record (NAVSUP Form 338) for afloat activities.

2. **RATIONS SOLD FOR CASH.** Meals sold for cash are recorded on the Cash Meal Payment Book (DD Form 1544) Sheets in accordance with Paragraph 2201-1b, and meals sold on a credit basis are recorded on the Sale of General Mess Meals (NAVSUP Form 1046) in accordance with Paragraph 2201-2b (see Figure 2-12 for Form 1046). Each day, the total number of meals that were sold for cash or on a credit basis, as recorded on the DD Form 1544 and NAVSUP Form 1046, will be added and recorded in Columns (2) through (6) of NAVSUP Form 338 as shown below:

Data Block and Caption

Instruction for Entry

(1) Day of Month

Enter the appropriate day of the month.

(2) B

Actual number of breakfast meals sold for cash and credit as recorded on DD Form 1544 and NAVSUP Form 1046.

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- | | |
|-----------|--|
| (3) L | Actual number of lunch meals sold for cash and credit as recorded on DD Form 1544 and NAVSUP Form 1046. |
| (4) D | Actual number of dinner meals sold for cash and credit as recorded on DD Form 1544 and NAVSUP Form 1046. |
| (5) N | Actual number of night meals sold for cash and credit as recorded on DD Form 1544 and NAVSUP Form 1046. |
| (6) Daily | Column (2) x .25 + Column (3) x .40 + Column (4) x .35 + Column (5) x (if breakfast meal .25, if dinner meal .35).
(Do not round this value). |

NOTE: When the Officers' Mess subsists out of the GM on a continuous basis, all Officer ration credits shall be taken for all three meals on full days at sea. On the day of entering or leaving port, partial ration credit shall be taken for the meals served at sea only. Inport meals are not part of the full ration credit that is taken at sea. While conducting simulated at sea exercises, and when personnel cannot leave the ship, cash paying customers will be charged for all meals made available. See Paragraph 2201-4.

3. RATIONS-IN-KIND

- a. In port. Take ration credit only for meals fed, except for the day of leaving and the day of returning to port as discussed in Paragraph 2400-2. This value shall be entered on NAVSUP Form 1090 by the Watch Captain (Figure 2-22). These rations are only RIK and do not include rations sold for cash.

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

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

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- b. At Sea. Ration credit shall be taken for all enlisted personnel entitled to RIK in the GM as reported in the daily muster report. This number shall include enlisted members on Temporary Afloat Assignment (TAA) status who are receiving BAS with a deduction from pay for meals served while on TAA status and are treated as RIK for food service accounting purposes. This number shall be entered on the General Mess Control Record (NAVSUP Form 338) (Figure 2-23). Total ration credits shall be computed for each day for meals fed under the RIK columns as shown below:

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

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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

DD FORM 1544

NAVSUP FORM 1046

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

GENERAL MESS CONTROL RECORD (4061)
NAVSUP FORM 338 (REV. 7-88)
FROM: (Name of Activity or Station) US

COMMENTS	DAY OF MONTH (1)	MEALS SOLD FOR CASH					MEALS FED	TOTAL
		BREAKFAST 20%	LUNCH 40%	DINNER 40%	NIGHT 20%/40% (5)	DAILY (6)		
	1	25%	40%	35%				
	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							

CASH MEAL PAYMENT SHEET
SERIAL NO. N30012
To be completed when the government is to be reimbursed for meals furnished
ORGANIZATION OR DINING FACILITY: USS DUARTE (DDG-90)
FROM: 30 June 98
THROUGH: 30 June 98
FOOD CHARGES: 1.20 2.40 2.40 .40 .80 .80
SURCHARGES (SIC): 2.70 .90
DOLLAR VALUE: 1.20 .40 .80 .80 .80 .80
GRADE: 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. Lamar 1.20 CIV M. Holmes 2.40
LT S. Gardner 1.20 CIV S. Hughes 2.40
ENS A. Adams 1.20 LT R. Walton 2.40
CIV T. Little 1.20 ENS P. Buddy 2.40
ENS W. Wilson 1.20 CIV W. Sims 2.40
LT C. Waters 1.20 CIV J. Henderson 2.40
LT B. Michaels 1.20 CIV R. Wilson 2.40
ENS K. Robinson 1.20 CIV P. Mckens 2.40
CIV C. Chispen 2.40 CIV P. Faulks 2.40
CIV A. Toledo 2.40
LT J. Young 2.40
CIV L. Marks 2.40
CIV T. Brown 2.40
ENS S. Allen 2.40
LT F. Thompson 2.40
TOTAL: 1320/450 1800
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER: W.B. Ellis, Ens
SIGNATURE OF LAST OR ONLY HEADQUARTER: A. Daniels, BMS
SHEET 01

NAVSUP FORM 1046

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

RECORD COUNT = 18

**** END OF REPORT ****

Figure 2-21

NAVSUP P-486, Rev 8 - Food Service Management

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

NAVSUP FORM 338

GENERAL MESS CONTROL RECORD (4061)													
NAVSUP FORM 338 (REV. 7-88)													
FACILITY (Name of Activity or Station)													
USS ENTERPRISE (CVN-65)													
COMMENTS	DAY OF MONTH	MEALS SOLD FOR CASH								MEALS FED - RATIONS IN KIND			
		BREAKFAST				LUNCH				DINNER			
		25%	40%	35%	25%	40%	35%	25%	40%	35%	DAILY (11)	PERIODIC DAILY (12)	
EF													
S	1	54	30	12	0	52.80	614	249	276	0	222.20		
S	2	58	26	2	0	26.80	284	152	156	0	227.20		
S	3	7	2	2	0	2.00	260	152	168	0	168.00		
QS	4	5	6	1	0	2.80	99	84	65	0	79.60		
S	5	66	96	12	0	52.00	169	259	161	0	189.80		
S	6	61	121	26	0	75.00	125	212	165	0	170.20		
S	7	50	124	12	0	62.80	144	204	124	0	169.80		

DOCUMENT NO.		DAY	CYCLE DAY 20		NAVSUP FORM 1090	
REVIEWED & RECEIVED BY		REVIEWED &		MEAL	ALLOWED	PREDICTED
J. F. C. 152				BREAKFAST	576	10
				LUNCH	576	10
				DINNER	576	10
INSTRUCTIONS		START PREPARATION	START COOKING	FOODS LEFT OVER	ACCEPT-ABILITY (%)	COMMENTS/DISPOSITION OF LEFTOVERS
MACHINE		0545			100	As Needed
		0545			100	As Needed
		0515	0520	9	61	Discarded
				4	35	Discarded
WHEAT & WHITE BREAD		0545			100	As Needed
		0520	0525	8	43	Discarded

DAY	MEALS SOLD FOR CASH	MEALS FED - RATIONS IN KIND	TOTAL
25	12	4	8
26	13	4	8
27	18	5	7
28	10	2	4
29	60	88	12
30	65	109	8
31	55	220	66
TOTALS	10	2	7

COMMENTS
DEFAULT RATION FORMULA = 20%60%40%20%
Q = 1-99 Supplemental Allowance (1.20)
R = 100-149 Supplemental Allowance (0.55)
S = SYSCO HAMPTON ROADS (2.85)

This is sample of an afloat activity.

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

PREPARED BY

AUDITED BY

Figure 2-22

NAVSUP P-486, Rev 8 - Food Service Management

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

MESS CONTROL RECORD (4061)													BOP-A	
USS ENTERPRISE (CVN-65)														
DAY OF MONTH	MEALS FED										RATION CREDIT			
	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND					RIK/CASH SALES DAILY TOTAL (12)	CUMUL TOTAL (13)		
	BREAKFAST 25% 40% 35%	LUNCH 40%	DINNER 40%	NIGHT 20%/40% (5)	DAILY	BREAKFAST 25% 40% 35%	LUNCH 40%	DINNER 40%	NIGHT 20%/40% (10)	DAILY (11)				
1	84	80	12	0	52.00	416	249	276	0	332.20	287			
2	58	26	2	0	26.80	284	272	156	0	227.20	254			
3	7	2	2	0	2.00	260	152	168	0	168.00	171			
4	5	6	1	0	2.80	99	84	65	0	79.60	83			
5	66	96	12	0	52.00	169	249	141	0	189.80	262			
6	61	121	26	0	75.00	125	212	145	0	170.20	265			
7	70	104	12	0	60.60	166	205	124	0	164.80	225			
8	65	120	25	0	75.00	124	217	147	0	172.60	267			
9	59	64	19	0	65.00	147	172	74	0	127.80	173			
10	21	122	5	0	59.00	98	56	68	0	69.20	128			
11	22	22	8	0	16.60	95	89	80	0	86.60	105			
12	29	159	23	0	80.60	152	219	141	0	176.60	255			
13	76	178	21	0	94.80	168	272	160	0	202.60	297			
14	82	102	23	0	66.60	150	272	119	0	186.80	253			
15	53	123	12	0	64.60	82	167	106	0	125.60	190			
16	45	82	10	0	65.80	110	272	88	0	206.00	252			
17	12	16	2	0	9.60	96	147	49	0	97.60	107			
18	13	13	6	0	10.20	106	158	70	0	112.60	123			
19	54	98	8	0	52.20	150	216	153	0	176.80	220			
20	52	106	12	0	57.60	220	287	161	0	222.20	281			
21	60	121	11	0	64.80	255	266	161	0	221.80	287			
21														
22	67	65	13	0	66.60	224	153	120	0	160.00	205			
23	12	7	8	0	8.60	142	102	103	0	110.60	119			
24	13	4	4	0	5.80	150	104	94	0	109.20	115			
25	18	5	7	0	8.60	68	52	52	0	51.20	60			
26	10	2	4	0	4.60	50	65	57	0	58.80	63			
27	40	88	12	0	68.00	86	176	108	0	120.80	179			
28	65	109	8	0	55.80	121	192	147	0	162.20	218			
29	55	220	66	0	125.60	100	100	100	0	100.00	225			
30	2	5	1	0	2.80	188	299	205	0	239.20	262			
31	10	2	7	0	5.60	73	56	50	0	57.00	63			
TOTALS														

IN FORMULA = 20%30%60%20%
 Rental Allowance (1.20)
 Rental Allowance (0.55)
 RENT ROAD (2.55)

Total number of enlisted personnel receiving RIK each day will show up in this column.

Total number of enlisted personnel receiving RIK/Cash Sales each day will show up in this column.

	AUDITED BY
RECORDS KEEPER	LEADING CS

Figure 2-23

NAVSUP P-486, Rev 8 - Food Service Management**PART F: RATION SYSTEM ALLOWANCES****2500 GENERAL MESS FINANCIAL MANAGEMENT**

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

The monetary allowance amount depends on the number of personnel served in the GM and the current values of the authorized food allowances for the GM. A computation converts the number of personnel to ration credits. Multiplying the number of ration credits by the authorized food allowance value provides a monetary allowance. A ration credit represents the quantity of food required to serve one person three meals daily. Each meal represents a portion or percentage of a ration credit. The current NAVSUPNOTE 7330 contains these percentages (or ration credit conversion factors). Using regular feeding factors, if one person eats only breakfast, 25 percent of a ration is earned; lunch is 40 percent of a ration earned, and dinner is 35 percent of a ration earned. Ration credit may not be claimed more than once for the same meal. Ration credit may not exceed 1.0 ration per person per day.

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

The FSO is required to review the daily ration cost on NAVSUP Forms 338 and NAVSUP Form 1359. This is especially important and necessary during inport periods. An accurate count for meals provided during inport periods will ensure computing proper monetary allowances. Comparing the menu items with the daily issue documents to the GM will reduce inventory adjustments during the account period.

Special events such as barbecues, cookouts, or picnics must be reviewed to determine the effect on the current over/under issue status of the GM. Conscientious management action will ensure that the GM records reflect an under issue status at the end of each accounting period. Prompt and effective action must be taken to ensure that the cost of rations remains within the authorized allowance.

2501 DAILY RATION ALLOWANCES AND MONETARY VALUES

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

The monetary value of a BDFA is developed from the standard Department of Defense (DoD) Food Cost Index. The authority for this index stems from a Presidential Executive Order and from the current DoD appropriation act. The quarterly NAVSUPNOTE 7330 (series) issues the BDFA monetary value, Special Allowances, Master Load List (NAVSUP Form 1059), and general information on food items.

2. SUPPLEMENTAL FOOD ALLOWANCE. The supplemental allowance is a set quantity of food that can be defined by components and by the quantity of monetary value used to support

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a small daily ration total (except for submarines). The supplemental allowance is added when the BDFA alone cannot support a GM in accordance with NAVSUPNOTE 7330 (series). The Supplemental Food Allowances can be used by all GMs, excluding submarines, that have the following:

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

Appropriate monetary rates for these Supplemental Food Allowances can be found in NAVSUPNOTE 7330 (series) published quarterly by NAVSUP N42. Only one Supplemental Food Allowance may be used on any particular day.

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

3. SPECIAL FOOD ALLOWANCE. A special food allowance is a set quantity of food, defined by monetary value, required to support unusual or special circumstances. A special food allowance is used in addition to the BDFA when the BDFA alone is insufficient and will not support the GM under certain unusual or special circumstances.

a. NAVSUPNOTE 7330 (series) special allowances

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

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

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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 that may justify special allowances. Requests for additional allowances shall be submitted in a timely manner to NAVSUP N42 via the TYCOM and the appropriate chain of command. Requests must include substantiating justification. Submitting requests in a timely manner allows use of the additional allowance during the appropriate accounting period(s).

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

2502 RECORDING THE DAILY MONETARY ALLOWANCE

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

<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 day's Column (13)

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

<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 day's Column (15).

2503 EFFECTIVE MONETARY RATION ALLOWANCE

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

2. **OPERATING A GENERAL MESS ON A BARGE OR SIMILAR SHIP.** COs may have to operate a GM aboard a barge, barracks ship, or similar facility. This may occur because of overhaul, renovation by the shipyard of food service facilities, or during a decommissioning phase. The CO may place the enlisted crew members on full BAS resulting in a cash sale Afloat General Mess operation that presents a challenge to maintain a solvent food service operation. Therefore, an afloat GM in this situation shall continue to use the applicable BDFA, the Supplemental Allowances, and the Afloat Maintenance Availability Special Allowances. An afloat GM in this situation shall continue to use monetary allowances applicable to afloat units for ration credit determination and shall continue to submit all required returns.

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2504 BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

1. GENERAL. The term BAS used throughout this manual is defined as a cash allowance payable to enlisted personnel who are permitted to mess separately in lieu of RIK when messing facilities are available. BAS will be authorized in accordance with the Department of Defense Military Pay and Allowance Entitlements Manual and the Naval Personnel Manual. For additional information refer to the Department of Defense Directive 1418.5. and to DOD 7000.14-R, VOLUME 7A, CHAPTER 25, "SUBSISTENCE ALLOWANCES".

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

ESS CONTROL RECORD (4061)											SFA		SUPPLEMENTAL/SPECIAL ALLOWANCES				FOR THE PERIOD	
338 (REV. 7-88)											0.00		1.20 / 0.55				July 2014	
Activity or Station															U.I.C.		V12345	
USS ENTERPRISE (CVN-65)																		
DAY OF MONTH (1)	MEALS FED										RATION CREDIT		MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES	
	MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND												
	BREAKFAST 20% (2)	LUNCH 40% (3)	DINNER 40% (4)	NIGHT 20%/40% (5)	DAILY (6)	BREAKFAST 20% (7)	LUNCH 40% (8)	DINNER 40% (9)	NIGHT 20%/40% (10)	DAILY (11)	NO CASH SALES DAILY TOTAL (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)	ONE RATION (18)	CURRENT BALANCE (19)
														647.17				647.17
1	84	80	12	0	176	416	240	276	0	932	387	387	6198.95	6866.12	65.50	6565.50	11.70	302.62
2	58	26	2	0	86	284	272	156	0	712	254	641	3765.90	7602.02	638.20	8181.70	16.32	-579.68
3	7	2	2	0	11	200	152	148	0	400	171	812	1865.35	9467.37	2275.22	10456.92	13.31	-999.56
4	5	4	1	0	10	99	84	65	0	248	82	894	1000.15	10467.52	1660.69	11897.62	17.26	-1600.10
5	66	94	12	0	172	149	259	141	0	581	245	1139	2625.70	13093.22	2699.26	16596.88	11.15	-1812.66

NAVSUP NOTE 7330

Basic Supplemental and Special Daily Food Allowance1 July 2014 - 30 September 2014
(FY 2014 Fourth Quarter)1. Basic Daily Food Allowances (BDFA)

- a. CONUS Ashore..... \$8.00
- b. Overseas Ashore..... \$8.00
- c. Afloat Ships and Submarines..... \$9.05

2. Supplemental Food Allowances (SFA). All GMs and alternative feeding operations (hospitals, RIK feeders) with:

a. 1 - 99 total rations fed per day:

- (1) CONUS Ashore \$1.20
- (2) Overseas Ashore \$1.20
- (3) Afloat Ships \$1.35

OR

b. 100 - 149 total rations fed per day \$0.55

NOTE: SFA's are excluded for submarines. 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

Figure 2-24

NAVSUP P-486, Rev 8 - Food Service Management**PART G: SITUATION FEEDING AND ALLOWANCES****2600 NIGHT MEALS AND MID-RATIONS**

1. GENERAL. Night meals provide enlisted personnel with the opportunity to substitute a night meal for a meal missed earlier in the day because of standing watch or because of other assigned duties. Enlisted personnel standing watches or performing other assigned duties between 2000 and 0300 may receive a night meal. A maximum of one ration credit per person per day will be claimed regardless of the number of night meals an individual receives. Night meals must have a separate and distinct menu from the other meals provided during the day. Include the value of food items used to prepare night meals in the total cost of issues to the GM. Ration credit and sales of night meals will follow the rates published in NAVSUP Notice 7330.

2. ASHORE. Personnel entitled to RIK receiving a night meal at a shore activity will sign a Meal Signature Record (NAVSUP Form 1291). Use a separate Cash Meal Payment Sheet (DD Form 1544) marked "other cash sales" to record cash sales of night meals. (CAC Enabler System users are not required to use the NAVSUP Form 1291 and DD Form 1544).

3. AFLOAT (INPORT). FSOs have the discretion to authorize night meals. Personnel receiving a night meal in port must have approval from the division officer based on the muster report provided for those personnel. Night meals are designated for personnel who missed a regular scheduled meal based on their evening work schedule. Report the number of personnel receiving night meals during inport periods in the appropriate columns (5) or (10) on the General Mess Control Record (NAVSUP Form 338). Ration credit for night meals can only be taken during inport periods.

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

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

2601 RECREATIONAL EVENTS

1. GENERAL. Instead of a meal served in the GM, the CO may allow issuing food items from the GM to authorized personnel for use for picnics and other forms of recreation. However, the statutory limitations governing use of appropriated funds that place restrictions on the issuance

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and sale of meals must be followed in all circumstances. COs will ensure that only personnel entitled to RIK receive food, cooked or uncooked and for picnics or other forms of recreation, from the GM at government expense

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

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

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

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

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

- Name of activity requesting the rations
- Number of personnel and date of the picnic or recreational event
- Names of personnel entitled to RIK. (Use a Recapitulation of Meal Record (NAVSUP Form 1292. This is required only for ashore activities)
- Number of officers attending
- Number of civilians attending
- Number of Military Family Members of E4 and below attending
- Number of personnel on BAS attending the event (if applicable)
- Total cash collected
- Picnic menu, pick up time, and the name of the person authorized to pick up the rations
- Signature of the requesting official

NAVSUP P-486, Rev 8 - Food Service Management**2602 CEREMONIAL EVENTS**

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

2. CEREMONIAL CAKES. The FSO may approve requests to purchase ceremonial cakes on a case by case basis when adequate personnel and facilities exist to support the additional workload. The use of subsistence appropriation funds to defray the cost of food items is not authorized. These transactions must be handled as sales of bulk food items in accordance with Chapter 6, Paragraph 6302.

2603 BATTLE FEEDING

1. GENERAL. The Damage Control Assistant has responsibility for the afloat battle feeding plan. The Base Disaster Preparedness Plan contains information on battle feeding ashore. Every attempt should be made to assign food service personnel to the galley and associated food service spaces during battle stations and Condition Three steaming.

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

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

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

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

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

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CHAPTER 3

**STANDARD CORE MENU
AND MENU PLANNING**

PART A: MENU PLANNING AND FOOD PREPARATION

References, Resources, and Tools	<u>3000</u>
Navy Standard Core Menu (NSCM).....	<u>3001</u>
Basic Guides for Food Preparation	<u>3002</u>
Food Preparation Worksheet	<u>3003</u>
Suggestions for the Food Service Officer	<u>3004</u>

PART B: CONSERVATION OF FOOD

Conservation Measures	<u>3100</u>
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CHAPTER 3

STANDARD CORE MENU AND MENU PLANNING

PART A: MENU PLANNING AND FOOD PREPARATION

3000 REFERENCES, RESOURCES, AND TOOLS

1. GENERAL. Menu planning is an important responsibility and mission. Menus must provide nutritious and flavorful meals within specific cost limits in accordance with the Basic Daily Food Allowance (BDFA). Fleet involvement in the early stages of menu development is accomplished through ship and submarine menu review board minutes provided to the TYCOMs and to NAVSUP.

A well-planned menu uses the food service personnel in conjunction with the job titles and descriptions. All food service personnel must use the equipment in accordance with the guidance provided by the equipment's instruction booklet and by NAVSUP P-486 Volume II. Storage space must be able to accommodate the items on the menu. All commands must implement the current graded Navy menus for their platform using approved subsistence items from NAVSUP Notice 7330 Master Load List (MLL) and using approved recipes from the Armed Forces Recipe Service (AFRS). Commands are not authorized to carry non-menu Food Item Code (FIC) subsistence items in inventory. Menus must be displayed daily in the GM (GM) to highlight green-coded options. Foods from My Plate should be present at each meal.

- a. Armed Forces Recipe Service (NAVSUP P-7). The AFRS is issued to all GMs to standardize food preparation using recipes available in Food Service Management (FSM). These recipes also are available on the Navy Knowledge Online (NKO) web site. AFRS use is mandatory for GMs. The file has approximately 2496 recipes including newly-developed recipes and guideline cards. Recipes yield 100 portions. All recipes have been tested and evaluated for military-wide acceptability; they support current nutritional standards.

- 1) Guideline Cards. Guideline cards are found in Section A of AFRS. They eliminate the need to repeat the same information on recipe cards. Guideline cards include the following:
 - Information on food breakouts
 - food handling
 - measuring
 - procedures/equivalents
 - conversion charts
 - equipment guidelines
- 2) Index Cards. Index cards are found at the beginning of each section of AFRS. The index card gives a complete listing, in numerical order by type of food or dish, of all recipes contained in that section.
- 3) Recipe Classification. Based on the preparation process, all AFRS recipes fall into the following three Navy recipe classifications:
 - scratch
 - speed scratch
 - prepared/advanced
- a) Scratch. The following are characteristics of a scratch recipe:
 - Any recipe made from ingredients that require further processing before the dish can be assembled, cooked, and served.
 - Any recipe in which the ingredients are raw or slightly processed. (Slight processing has a broad definition and may include items such as shelled nuts,

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- dried herbs, dried pasta, and pre-portioned meats such as raw chicken breast or raw steaks. Commonsense must be used when defining “slightly processed”.
- Any recipe in which Ingredient processing is required to prepare the recipe (with the exception of various liquid ingredients or other ingredients in a slightly processed state).
 - Raw ingredients make up 90 percent of the recipe.
 - The labor required includes significant preparation (such as peeling, knife work, and cooking), assembly, and further cooking.
 - Food waste makes up the majority of the waste stream.
- b) **Speed Scratch.** A speed scratch recipe is defined as combining value-added food products with fresh fruits, vegetables, and other components to create unique, signature dishes. Value-added products include portioned cuts of meats, premade sauces, and frozen dough products. Recipes may include items such as precut/precooked meats and vegetables or prepared sauces. The following are characteristics of a speed scratch recipe:
- Any recipe that contains a combination of ingredients that are raw, slightly processed, or fully processed.
 - Any recipe in which slight or fully processed ingredients make up more than the majority of the ingredient base.
 - Any recipe that as a whole requires less labor then a scratch recipe of the same title.
 - Raw ingredients make up 40 percent to 60 percent of the recipe by weight , volume, or count.
 - Labor is reduced by a minimum of 40 percent compared to a scratch recipe (a recipe labor study is required for each recipe if applying this attribute).
 - Food waste is reduced; solid waste is increased.
- c) **Prepared/Advanced.** An advanced recipe is defined as one that is ready to eat, heat and serve, or add water and cook. This includes steamed rice, instant mashed potatoes, and frozen/processed vegetables. The following are characteristics of a prepared/advanced recipe:
- Any recipe that is cook and serve, heat and serve, or requires the addition of a liquid and/or minimal seasoning.
 - Any recipe that requires no addition of raw or unprocessed ingredients (with the exception of a liquid or seasoning).
 - Any recipe that requires significantly less labor than a scratch or speed scratch recipe of the same title.
 - Labor is reduced by 80 percent compared to a scratch recipe (a recipe labor study is required for each recipe if applying this attribute).
 - Food waste is significantly reduced; solid waste sometimes is increased.
- b. Navy Food Service (P-476) /NAVSUP Food Flash
- 1) NAVSUP N423 publishes the Navy Food Service (NAVSUP P-476) quarterly and the NAVSUP Food Flashes. Both are posted to NKO <https://www.nko.navy.mil/group/food-services/home> and are distributed to all activities with GMs. Commands are required to retain the P-476 and NAVSUP Food Flashes on file. The P476 and Food Flashes may contain policy updates and information for the following:
- food products
 - galley equipment
 - GM modernization
 - publication revisions
 - sanitation
 - food service automation
 - training

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- food preparation
 - food service operations
 - nutrition
 - menu planning
 - suggested special event/holiday menus
 - recordkeeping
- 2) The Food Service Officer (FSO) or the Leading Culinary Specialist (LCS) will make available every issue of the Navy Food Service (P-476) and the NAVSUP Food Flashes to each Culinary Specialist (CS). The LCS will document and ensure that each CS is aware of food service policy changes and updates in these publications. The signatures of the FSO, LCS, Training Petty Officer, Recordskeeper, Bulk Storeroom Custodian, Galley Captain, and Watch Captains are the only ones required on the cover page of the P476. NAVSUP Food Flashes will be kept on file for a minimum of 2 years.
- c. Menu Review
- 1) All TYCOMs/Commander Naval Installation Command (CNIC) are required to have their NSCM reviewed and graded by the NAVSUP dietitian. The benefits of submitting the menu for review are to ensure the inclusion of green-coded food categories described in the Go For Green (G4G) menu coding goals. New recipe and ingredient submissions for the menu must be submitted by the second Friday in March for October implementation. This provides Natick Laboratories with the time to develop recipes while NAVSUP works with Defense Logistics Agency (DLA) Troop Support to ensure worldwide availability of ingredients. See Figure 3-1 for the submission process.
 - 2) The NAVSUP dietitian will email receipt acknowledgement of all menu reviews.
 - 3) TYCOMs/CNIC can expect an electronic copy of the menu within 45 days after the menu has been reviewed and graded.
 - 4) The menu shall be evaluated in compliance with the standards outlined in this Chapter. Menus are given a numerical score based on a 100-point scale. A score of 95 or better indicates an acceptable menu.
- d. Menu Review Criteria: Menus submitted are evaluated to ensure that a variety of food categories are included in compliance with G4G menu coding goals.: Lunch and dinner meals will offer green-coded categories that include an entrée, starch, vegetable, bread, soup, dessert, beverage, and fruit.
- 1) Breakfast will offer a green-coded entrée (protein), cereal, hot starch (oatmeal), bread, beverage, and fruit.
 - 2) (Large Menu) - If there are two or more recipes for a category, one must be green coded, and there may be **only** one red-coded recipe from each category. The remaining recipes may be green or yellow.
 - 3) (Small Menu) – For commands using a smaller menu that offers only one recipe in each category, a green-coded recipe must be offered at lunch or dinner. When two recipes are offered in a category the additional recipe may offer a yellow or red code recipe.
 - 4) Green-coded options available at breakfast: plain yogurt, egg substitute or egg whites, whole grain cereal, bagels, low fat muffins, English muffins, and hot oatmeal.
 - 5) The menu shall incorporate antioxidants and a variety of fiber sources such as whole grain breads/cereals, an assortment of fresh fruits/vegetables, legumes (kidney beans, baked beans), and brown or wild rice.
 - 6) The menu shall be aesthetically pleasing in terms of complementary flavors, textures, colors, and shapes.
 - 7) NAVSUP P-7 shall be used. Recipes in FSM are included.
 - 8) Popular foods shall not be overscheduled on the menu or on consecutive meals and days.
 - 9) Red meat (beef, pork, ham, veal, and liver) shall not be overused. When two entrees are served at a meal, one shall be poultry, fish, or a vegetarian option.

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- 10) When two entrees are served at a meal, one shall be a hot entrée; only one type of sandwich shall be served per meal.
- 11) When two vegetables are served, one shall be a non-starchy vegetable; only one shall be a starchy vegetable.
- 12) The menu shall provide accurate nutrient information following Natick Laboratories' 1999 AFRS nutrient analysis spreadsheet posted on the NKO. Do not refer to the nutrient information listed in FSM.
- 13) Menus shall list soups offered at lunch and dinner by name.

Note: Scoring incorporates the Joint Subsistence Policy Board (JSPB) DoD Menu Planning Standards.

e. Rations-In-Kind (RIK) Feeders

- 1) The Memorandum of Agreement for RIK feeders states that meals served shall comply with NAVSUP nutrition standards. Menus shall be submitted to the NAVSUP Dietitian on a template provided on NKO. The template requires that values for calories, carbohydrates, proteins, and fats be provided. If the feeder is using recipes from a contractor and not from AFRS, the information must be listed. Menu evaluation can be completed only if accurate nutrient information is provided.
- 2) Meal Attendance Predictions. The procedures for effective meal attendance predictions and food cost analysis are discussed below.
 - a) Ashore units shall use signature headcounts and meals sold for cash records to document actual persons fed.
 - b) Afloat units underway shall receive full ration credit daily for all enlisted personnel and officers entitled to be fed at sea. A mechanical counting device shall be used to count persons fed for determining ration credit during inport periods based on the number of meals actually fed. At sea, a counting device shall be used to count persons fed as a tool for assisting the Watch Captain with NAVSUP 1090 preparation and for historical data.
 - c) Head count records are not required to show how many persons are served at each meal; this practice is, however, recommended. The same historical data may be acquired by retaining the food preparation worksheet (NAVSUP Form 1090) for six complete cycles of the menu to accurately predict meal attendance. Estimates of future attendance are based on past records and on Command's circumstances and experience. Factors such as weather, proximity to payday, and liberty trends must be taken into account when predicting attendance.

f. Food Cost Analysis

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

g. Command Food Survey. These surveys help determine the crew's preference.

- 1) Surveys must be made available during each meal because tastes change, new personnel arrive, and new foods and recipes are introduced.
- 2) A food service team member shall track the crew's preferences to assess acceptability and to make it easier to predict portions to prepare. Any circumstances that may affect acceptability shall be noted.
- 3) Menu surveys shall be submitted to NAVSUP via TYCOM/CNIC with input from the Menu Review Board.

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

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- 1) Menu Production Board. This Board is composed of Culinary Specialists and is chaired by the LCS, S-2 Leading Petty Officer, or Watch Captain(s) who provide feedback for menu production. This Board shall meet weekly/monthly to review menu acceptability and command customer survey comments. Food service personnel must use NAVSUP Form 1090 (Food Preparation Worksheets) to plan and discuss preparation techniques. Emphasis must be placed on the resources and limitations of the food service operation (storage/manning/equipment) while maintaining quality nutritious meals. Feedback must be submitted to Command's regional TYCOM/CNIC for consolidation with the Menu Review Board minutes that will then be sent to NAVSUP via TYCOM.
 - 2) Menu Review Board. This Board shall consist of representatives from as many divisions as possible. The Board's composition may vary from one representative from each division to a broader membership depending on the Command's schedule. A Menu Review Board session shall be conducted quarterly. The Board will be chaired by the FSO or by the LCS in the FSO's absence. The purpose of the Board is to have patron representatives communicate recommendations for future menu revisions to the food service team. The Board provides a mechanism for providing patrons with an understanding of the resources and limitations of the food service operation and to educate personnel on current NAVSUPNOTE 7330 changes. The 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. A copy of the minutes shall be forwarded to TYCOM/CNIC for consolidation and shall be sent to NAVSUP via TYCOM. Navy Food Management Teams will hold periodic Menu Review Board sessions in Fleet Concentration Areas (FCAs) and shall submit Navy Standard Core Menu feedback and crew surveys to NAVSUP.
- j. Military Nutrition Environment Assessment Tool (M-NEAT). M-NEAT, which is used by all Services, provides a nutrition environment baseline assessment and identifying actionable information on target areas for improvement in worksites, communities, and DoD schools. Using M-NEAT aids in assessing and improving the nutrition environment, identifying and understanding issues, implementing best practices, and developing effective DoD-level policies.
- 1) Navy Marine Corps Public Health Center Link:
<http://www.med.navy.mil/sites/nmcphc/health-promotion/healthy-eating>
 - 2) M-NEAT Assessments. Once on the above website users can click on the tool or the facilitator guide for step-by-step instructions on how to complete the M-NEAT tool. Completed assessments can be submitted on the following website using the M-NEAT facilitator guide and submission instructions:
<http://www.med.navy.mil/sites/nmcphc/health-promotion/healthy-eating/Pages/m-neat.aspx>.
- k. Go For Green® Program. The Go For Green® (G4G) nutrition labeling and education program was directed by the Secretary of the Navy through ALNAV 050/15 and NAVADMIN 178/15. The goal of this program is to encourage healthy food and beverage selections to support the performance, recovery, and health of Sailors. Use of G4G for Navy menus will improve healthy food and beverage selections by making nutrient-rich choices more visible through choice architecture at the serving line and green-coded options available at each meal. Food label color cards will be used and posted in front of all serving line items with Green, Yellow, or Red labels to identify nutritional quality. Sodium symbols will be on the food label cards to identify foods with low, moderate, and high sodium levels. Beverages are color coded only.
- 1) The G4G program provides guidance, support, and resources on Go For Green® menu coding and marketing for food service facilities and staff.
 - 2) The G4G coding criteria are based on the following:
 - percentage of calories from total fat
 - percentage of calories from saturated fat

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- amount of sugar
- amount of fiber
- wholesomeness

The criteria for the three color codes are as follows:

- green-coded recipes must contain less than 30 percent total fat and less than 10 percent saturated fat
- yellow-coded recipes must contain between 31 percent and 49 percent total fat and 11 percent to 15 percent saturated fat
- red-coded recipes is greater than 50 percent total fat and 16 percent or more of saturated fat

TYCOM will populate recipes on the NSCM Form 1080 Template with already existing coded menus on NKO or with codes from the Armed Forces Recipe Service Nutrient Analysis spreadsheet validated by Natick Laboratories. Only recipes on the spreadsheet that also are in FSM may be included on the menu. Green-coded recipes can be identified on the spreadsheet by sorting column T; not all of these recipes are in FSM. The coding information is communicated to the crew on food label cards.

- 3) Only approved G4G marketing materials (including a set of three permanent posters, table toppers, and food label cards) may be displayed in galleys. This DoD Joint Service program maintains standardization to ensure branding consistency.
- 4) G4G Web Support. The Human Performance Resource Center (HPRC) is a website that supports the DoD Go For Green® program promoting healthful food and beverage choices that optimize the performance, readiness, and health of our service members. The HPRC Web Page offers quick links in support of the Navy menu from the following link: <http://hprc-online.org/nutrition/go-for-green>.
 - a) Ready to Go For Green® provides a quick breakdown and PDF of the G4G Food Card,
 - b) G4G Mission provides G4G details and background information including the G4G PDF materials shown below:
 - Logos
 - Symbols
 - G4G Guide
 - Background Paper
 - Talking Points
 - G4G Brochure
 - G4G Posters
 - c) G4G Operations. Get Started provides the following G4G Operational resources:
 - Program Requirements
 - Printed Food Cards
 - Electronic Food Cards
 - Food Placement
 - Coding Foods
 - Menu Revisions
 - Training and Marketing Toolkit
- 5) NKO Web Support. The Navy Knowledge Online website provides a quick link for G4G support materials including the following:
 - current At-Sea Menus
 - G4G Program Information
 - G4G Training Modules
 - G4G Marketing Materials

The G4G NKO information can be found on the NKO Food Service Page on the left side of the GO FOR GREEN NAVY MENUS block.

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3001 NAVY STANDARD CORE MENU (NSCM)

1. GENERAL. In 2011 the Chief of Naval Operations released guidance that required identifying and implementing food service processes to increase scratch cooking. Scratch cooking results in increased training opportunities for CSEs and healthier items on the Navy menu. The NSCM is written to use scratch recipes in the AFRS.
 - a. NSCM serves the following purposes:
 - 1) The menu is designed to comply with the Basic Daily Food Allowance (BDFA).
 - 2) The menu meets United States Department of Agriculture (USDA) Nutritional guidelines, Go For Green® menu coding goals, and DoD Menu Standards.
 - 3) Items were chosen based on their quality and acceptability.
 - 4) The menu improves a Sailor's performance by providing wholesome and unprocessed choices.
 - 5) The menu provides standardization and consistency of products.
 - 6) The process contributes to more accurate financial management and control.
 - 7) The menu supports scratch cooking.
 - 8) The process adopts industry best practices.
 - 9) The menu supports holiday and theme meals by including ingredients on the approved Master Load List (MLL) and by seasonal management that supports these unique menu requirements.
 - 10) The menu encourages development of food preparation skills while reducing unnecessary workload through the implementation of scratch, speed-scratch, and prepared cooking methods and recipes.
 - 11) There are few recipes on the NSCM that require using deep fat fryers; therefore, the fat content of the menu is less than the typical command menu submitted to NAVSUP for annual review. Healthy lifestyle cooking methods will be adapted to the maximum extent possible. If ovens are overstressed, and feeding capacity has met its limit, all products that have been tested for the fryer can be deep fat fried instead of prepared in an oven.
 - 12) Equipment is standardized to streamline subsistence prime vendor catalogs and to increase inventory management accuracy through simplification and elimination of waste.
 - 13) Other Supply Officer (OSO) transfers (all GMs require the same line items) are encouraged to enable distance support when available and where the capability exists.
2. MENU DESIGN. The NSCM is developed by TYCOM staff and Fleet representatives from the Culinary Specialist Community. It is reviewed by the NAVSUP Dietitian, using recipes validated by Natick Laboratories. The team used all resources available including afloat unit Menu Review Boards that always play an important role in menu development. The menu team provided a quality menu that considers the following:
 - nutrition
 - cost
 - acceptability
 - worldwide supportability
 - CS skill sets
 - equipment
 - platform storage challenges

The NSCM was developed to provide a menu to all Navy commands that meets the required G4G menu goal standards. The cycle menus provide more accurate forecasting for ration costs, requisition requirements, and daily food preparation.

 - a. Menus are developed by ship class and are based on the following considerations:
 - 1) COMNAVSURFOR (CG/FFG/DDG/MCM) - has a variety of recipes using scratch, speed scratch, and prepared foods,

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- 2) SUB (Submarine class: SSN, SSBN, SSGN) -- is designed to use scratch and speed scratch cooking methods with fewer prepared food recipes.
- 3) Littoral Combat Ship (LCS) -- achieves the correct balance of recipes that recognizes the unique labor and storage limitations of the LCS.
- 4) L-DECK (LPD, LSD, LCC, LHD, and LHA) -- offers maximum flexibility for the unique mission of this ship class incorporating menu options with Marine embarks.
- 5) AIRFOR (Carrier, CVN) -- provides the greatest flexibility. This menu increases prepared and speed scratch foods with multiple speed lines.
- 6) Exceptions - Field training exercise and combat menus do not need to be submitted to NAVSUP for review.

NOTE: All ashore galley NSCMs will be submitted to NAVSUP N423 via CNIC for menu review.

All commands' implementation of the most current version of the NSCM is deemed compliant with the CNO directive and NAVSUP policy. The NSCM is promulgated by Naval Supply Systems Command as "APPROVED".

The NSCM team encourages feedback. All recommendations should be communicated through regional TYCOMs. The NSCM program is managed by NAVSUP and is reviewed continually and is refined for supportability, quality, and cost.

3. NSCM REVISIONS. Revisions will occur twice each year (in April and October) beginning on the start of cycle day 1. This date will vary for each platform.
 - a. NSCM Refresh. Provides commands with the opportunity to submit recipe changes to TYCOMs/CNIC without making changes to existing commodities on the existing Master Load List/7330.
 - 1) Requested changes must be submitted to NAVSUP via TYCOM's/CNIC/USFF no later than the second Friday in February.
 - 2) Approved changes will be implemented in April at the start of cycle day 1.
 - b. NSCM Commodity/Recipe Changes. Provides commands with the opportunity to formulate and submit new recipe and ingredient changes to TYCOM's/CNIC
 - 1) Requested changes must be submitted to NAVSUP via TYCOM's/CNIC/USFF no later than the second Friday in March.
 - 2) Approved changes will be implemented in October at the start of cycle day 1.
 - c. New Recipe and New Ingredient Request Process. Allows commands to submit new recipes and new ingredients through their TYCOM.
 - 1) The NAVSUP Readiness Officer will forward an email to the TYCOM's/CNIC at the beginning of each calendar year, with a copy to Fleet Forces Command and PACFLT, requesting all new ingredients and recipes be submitted. These data will be accepted throughout the calendar year.
 - 2) Commands will submit new ingredient and recipe requests through their TYCOM/CNIC. See Figure 3-1 for a flowchart of the submission process. These requests will be considered for insertion into the Navy Standard Core Menu for the following year's October menu release. Requests will be accepted, in standard recipe card format, only from TYCOM/CNIC through the functional mailbox navsup.foodservice@navy.mil located on the NAVSUP website.
 - a) Recipe Template. All fields must be completed on the recipe template.
 - (1) If fields are incomplete, the recipe will be sent back to TYCOM/CNIC. The recipe template is accessible on NKO under the food service NSCM recipe submission process folder. The standard recipe card format consists of the following:
 - recipe name
 - yield
 - pan size

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- portion size
- number of servings
- category
- recipe number if applicable
- nutrient information
- step
- ingredients
- weights
- measures
- methods

Food Item Codes (FICs) should be identified on the recipe card for existing ingredients as documented in the FSM database. Hazardous Analysis Critical Control Point (HACCP) Guidelines must be included in each applicable step. Notes should be documented on the bottom of the template.

- (2) A recipe card uses a validated Armed Forces Recipe Service (AFRS) recipe. It is forwarded for testing to the DoD Combat Feeding Directorate at Natick Laboratories to ensure standardization, consistency, and quality.
- b) New Ingredient Request Form. Below is the process for submitting a new ingredient request form (see Figure 3-1).
 - (1) TYCOM/CNIC must provide the Readiness Officer with information on all newly requested ingredients on a Food Item Request Form.
 - (a) Commands or TYCOM/CNIC will fill out the Food Item Request Form with the following information:
 - number of units per package
 - cube of case
 - cargo
 - advanced food
 - food category

This form is located on the NKO website under NSCM recipe submission process.
 - (b) Commands will submit the Food Item Request Form to their TYCOM/CNIC for review. TYCOM/CNIC may complete the Food Item Request Form when new ingredients are needed to support the menu.
 - (c) TYCOM/CNIC will submit the completed Food Item Request Form to NAVSUP with the recipe for the ingredient to be considered.
 - (d) Missing information on the Food Item Request Form or failure to provide a recipe to support the ingredient will be sent back to the TYCOM/CNIC with required actions for resubmission.
 - (e) The dietitian will use the G4G food and beverage guide and the Joint Subsistence Policy Board DoD Menu Standards as the standards for new ingredient consideration. Items meeting the menu standards will be approved and sent to Natick Laboratories for sensory evaluation.
 - (f) All food items not meeting the DoD Menu Standards will be rejected and the Readiness Officer will notify the TYCOM with the results.
 - c) Sole Source Justification Process.
 - (1) TYCOM/CNIC will obtain approval from NAVSUP Headquarters when requesting a new item from a specific manufacturer precludes consideration of the same or similar product manufactured by another company. A sole source justification form shall be completed and submitted with any new item request. This form is located on NKO under the NSCM recipe submission and new ingredient request section. This process ensures that the ingredients in recipes are supported by a Subsistence Prime Vendor.

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- (2) If there is no stock number for the requested new item, the Readiness Officer will provide an alternate item and request TYCOM/CNIC approval. If the recommended substitution is acceptable to TYCOM/CNIC, the item will be sent to DLA for a valid stock number. This process ensures that the ingredients in recipes are supported by a Subsistence Prime Vendor.

Recipe / Ingredient Submission Process

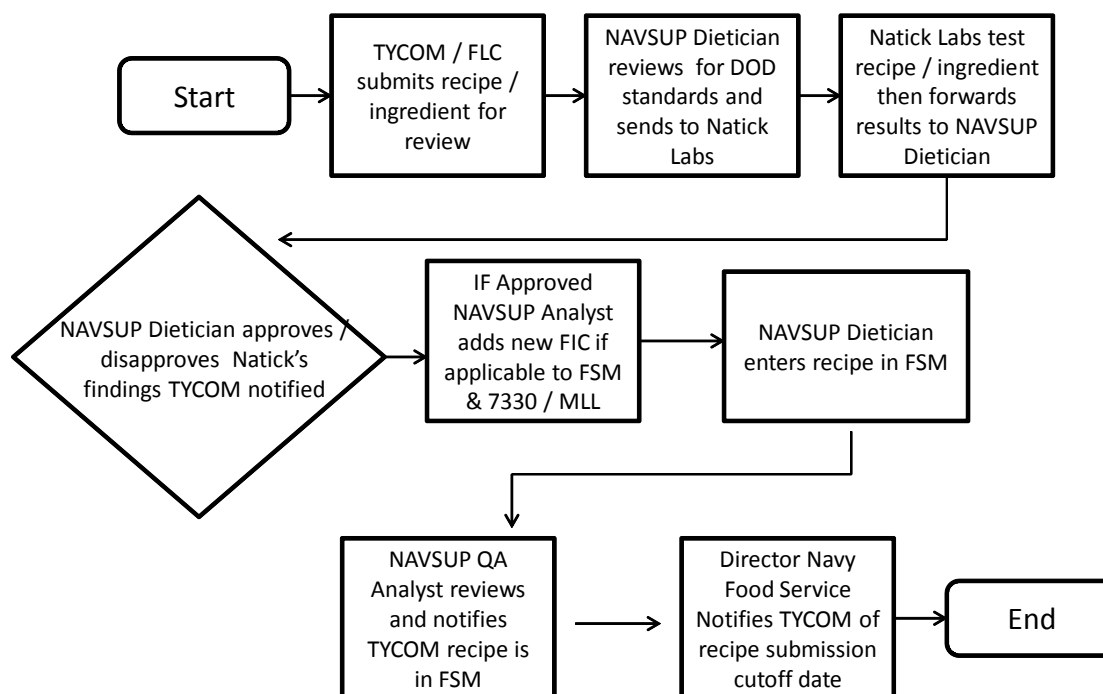


Figure 3-1

4. NSCM 1080 GUIDELINES AND SUBMISSION DATES. The following process will be used for submitting a new or refresh of the menu using the NSCM 1080 template. See Figure 3-2.
 - a. The Navy Standard Core Menu will be adhered to as developed by the TYCOM/CNIC.
 - 1) Units are ONLY authorized to deviate from the NSCM on those occasions when a product is not available from the Prime Vendor.
 - 2) TYCOMs are required to submit cycle menus on a template for semi-annual NSCM updates. Regional Galley Program Managers will forward menus to CNIC's Food Service Director (TYCOM) who will forward to NAVSUP for review.
 - 3) NSCM 1080 TEMPLATE. The menu template is a standard Excel spreadsheet used to communicate Fleet cycle menu requirements to NAVSUP in support of the NSCM. The template is located on the NKO under the Food Services, NSCM G4G tab per platform. The approved menu must meet Navy Nutrition Guidelines as listed in the NAVSUP P-486, Go For Green® Program & DoD Form 1338.10M (Department of Defense Food Service Instruction Manual).
 - a) The required cells to populate on the menu template for breakfast, lunch, and dinner include the following:
 - Recipe Name

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- Recipe Number
 - G4G code
 - Sodium code as indicated on the AFRS 1999 nutrient analysis spreadsheet
- b) Each TYCOM/CNIC is required to populate the NSCM 1080 menu template according to the number of cycles specific to their platform or ashore galley. Menu cycles range from 21 to 28 days depending on the platform. Air Craft Carriers, L-Decks, LCS, and surface ships follow a 21-day cycle menu. Submarines follow a 28-day cycle menu. Ashore commands will implement a 21-day cycle Regional NSCM.

1080 Menu Submission Process

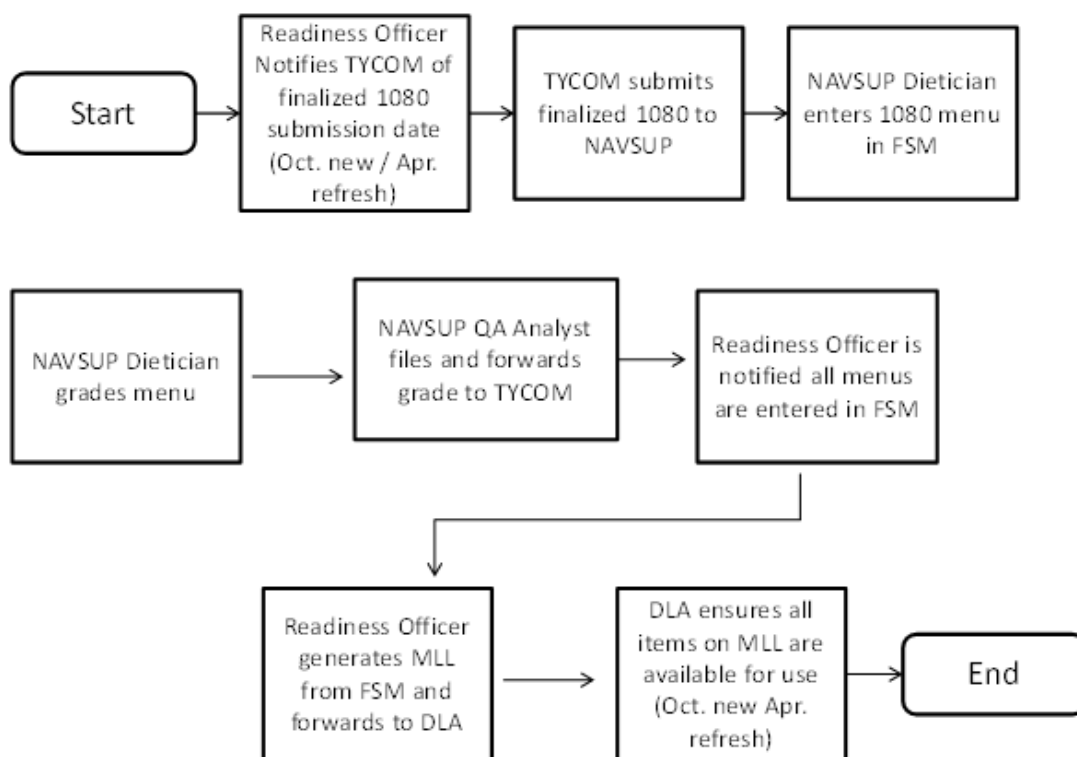


Figure 3-2

5. NSCM MENU CHANGES.

- a. Menu Changes. A record of menu changes will be maintained in the FSO Accountability File and will become part of the Appendix I inspection checklist requirement (must be added to Appendix I). FSOs are authorized to implement the following changes to the menu when unusual or unforeseen circumstances occur:
- 1) Provide and permit substitutions for food items not in stock.
 - 2) Allow timely use of perishable foods.
 - 3) Shift the limited number of menu line items to accommodate crew acceptability (limited to a maximum of 5 shifts within the platform-specific NSCM).
 - a) Includes moving pizza or burger meals from one day to another based on the crew's preference and schedule.
 - b) Shifts are authorized by NAVSUP when they occur within the menu cycle.
- b. Exceptions. Exceptions may be authorized when replacing a menu in support of a special event.

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- 1) When replacing a menu day or meal period with an authorized holiday, birthday, or special menu, there is no obligation to make up the meal period or day if switching a holiday or special meal. Holiday or birthday meal replacements are authorized one time per cycle unless two holidays fall within the cycle.
- 2) When reducing inventory levels prior to entry into shipyard/overhaul periods by adjusting menus to reduce on-board stocks.
- 3) When reducing inventory levels by adjusting menus to reduce on-board stocks prior to decommissioning.
- c. Menu Cost Control. Use of the General Mess Control Record (NAVSUP Form 338) in FSM provides a daily review of food costs and provides current over/under issue status. The menu planning control record signals the need to reduce menu costs. See Section 3100 Paragraph F in this Chapter for detailed guidance.
- d. Feedback. Suggestions regarding additional items for consideration and inclusion to the NSCM can be forwarded to the TYCOMs/CNICs. Acceptability, functionality, and product availability feedback will be provided to an NFMT, NAVSUP N42 representative and to TYCOMs/CNICs. Quality and packaging deficiency issues shall be reported using a Report of Discrepancy (ROD) SF 364 or Product Quality Discrepancy Report (PQDR) with photographs when possible.

3002 BASIC GUIDES FOR FOOD PREPARATION

1. GENERAL. For all activities, food will be prepared for the GM using approved AFRS recipes associated with the NSCM. Exception: SPV inventory substitutes demands a specific worksheet instructions in conjunction with approved recipes. Local recipes no longer are authorized. Recipe Card Feedback Reports must be documented (listing recipe card discrepancies, enhancements, or necessary changes) and submitted to TYCOM and to the Navy Food Management Team.

3003 FOOD PREPARATION WORKSHEET

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

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

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

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

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<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
HEADING SECTION	
Reviewed by	Reviewed and signed by the Food Service Officer.
Document Number	Assigned through the FSM system.
Day	Menu cycle day assigned through the FSM system.
Consumption Date	The appropriate calendar date.
Activity	The name of the activity.
Leading Culinary Specialist	Leading Culinary Specialist signs after preparing the document.
Reviewed and Received by	Watch Captain 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 Predicted	Percent of persons fed divided by the number allowed. Predicted attendance at each meal is automatically generated by FSM.
Actual	Actual number fed entered by the Watch Captain. This number is obtained by using a mechanical counting device, the automated access card system, NAVSUP Form 1292, and the total of credit and cash sales. Chief Petty Officer (CPO) and Wardroom head counts must be posted above the Actual Fed figure.

FOOD ITEMS TO PREPARE SECTION

Recipe Card	Recipe card numbers that correspond to the menu items assigned by the FSM system.
Menu Item	Menu items for preparation.
Portions to Prepare	Assigned by FSM. (This figure will be accurate only if post-meal acceptability updates have been processed).
Actual Prepared	Actual number of portions prepared based on recipe conversion. The Watch Captain will complete this information on completion of each individual meal.
Instructions	Provide instructions on preparation, batch size, service, and garnish including the preparation start time and cooking start time.
Start Cooking	Guideline for the time required to start cooking to ensure that the meal begins at the proper time.

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Portions Left Over	The Watch Captain enters the number of prepared and unprepared portions left over after the meal.
Acceptability (Percent)	GMs operating under the FSM system will have their acceptabilities posted by the Recordskeeper. Manual entry on the 1090 is not required. See below for three guidelines for manually computing acceptabilities.*

Note: Comments/Disposition of Leftovers

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

*Three guidelines for manually computing acceptabilities.

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

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

EXAMPLE:

190 portions prepared

3 portions left over

170 persons fed

$190 - 3 = 187$ number of portions served

$187 / 170 = 1.1$

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

EXAMPLE:

160 original portions prepared

30 additional portions prepared

170 persons fed

3 portions left over

$160 + 30 - 3 = 187$ number of portions served

$187 / 170 = 1.1$

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

EXAMPLE:

160 original portions prepared

150 persons served up to the time the original food item ran out

$160 / 150 = 1.07$

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

a. Normal Work Day

1) The Watch Captain or work center supervisor on duty.

2) The LCS.

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- 3) The FSO shall review and sign the completed worksheet to ensure that all food items listed on the worksheet correspond to entries on the issue documents,
 - b. Watch Relief Day
 - 1) The Watch Captain or work center supervisor on duty.
 - 2) The Oncoming Watch Captain or work center supervisor who assumes duty.
 - 3) The LCS.
 - 4) The FSO shall review and sign the completed worksheet to ensure that all food items listed on the worksheet correspond to entries on the issue documents.
5. DISTRIBUTION. NAVSUP Form 1090 shall be placed in the Menu File at the end of each day's meal and after all blocks on the Form have been completed.

FOOD PREPARATION WORKSHEET (NAVSUP FORM 1090)

POST MEAL FOOD PREP WORKSHEET - 10/20/2013	
ACTIVITY	USS DUARTE (DDG-901)
GALLEY	SILVER SURFER CAFE
PRINTABLE VERSION	DONE

MEAL	Breakfast	Lunch	Dinner
STATUS	Accepted	Accepted	Accepted

Breakfast Accept										
Estimated Headcount: 102				Actual Headcount: 141						
Card	Recipe Name	Portions To Prepare	Actual Prepared	Instructions	Start Preparation	Start Cooking	Portions Leftover	Acceptability	Prepared Leftovers Disposition	Unprepared Leftover Disposition
B02500	L-DECK GRAB & GO BAR	49	0				0	0%		
C01201	BEVERAGE BAR	102	141				0	100%	As Needed	
D05001	MAPLE SYRUP (RTU)	36	48				8	28%	Discarded	
D06100	PASTRY BAR	31	0				0	0%		
D06200	BREAD BAR	22	0				0	0%		
D81300	FRENCH TOAST, CINNAMON SWIRL, FROZEN	57	20				4	11%	Discarded	
E00104	CEREAL, HOT INSTANT	0	0				0	0%		
E00704	BREAKFAST RICE	93	121				10	79%	Discarded	
E02400	CEREAL, RTE, ASSORTED HEALTHY	0	0	Garnish - REFILL AS NEEDED	0504	0525	0	0%		
E02401	CEREAL, ASSORTED SWEET, RTE	39	60		0512	0542	15	32%	Left Out for Crew	
F00400	COOKED EGGS	27	120		0500	0540	4	82%	Discarded	
F00700	GRIDDLE FRIED EGGS	27	120	Serve Tech - COOK TO ORDER	0510	0540	2	84%	Discarded	
F01000	SCRAMBLED EGGS	11	25	Serve Tech - COOK TO ORDER/USE FRZ	0510	0540	3	16%	Discarded	
F01600	OMELET BAR	11	25	Serve Tech - COOK TO ORDER/USE FRZ	0500	0540	3	76%	Discarded	
J00502	YOGURT, ASSORTED LOWFAT 6OZ	7	12		0510	0552	3	6%	Saved for Future Use	
L00101	GRILLED OR OVEN FRIED BACON, PRECOOKED	60	25		0510	0540	5	14%	Discarded	
L20000	GRILLED TURKEY SAUSAGE LINKS	58	80		0515	0545	8	51%	Discarded	
M07600	FRUIT BAR 2	28	116		0515	0540	16	71%	Left Out for Crew	
O03300	TABLE CONDIMENTS	102	141		0515	0542	0	100%	As Needed	

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

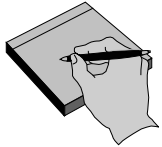
Figure 3-3

NAVSUP P-486, Rev 8 - Food Service Management**3004 SUGGESTIONS FOR THE FOOD SERVICE OFFICER**

1. GENERAL. Each GM will establish procedures for handling suggestions for the Food Service Officer. This program will provide the best possible service to GM customers. A local form will be developed to implement the suggestion program. (See Figure 3-4 for suggested format).
2. PROCEDURE. Suggestion box programs will comply with the following requirements:
 - a. Boxes will be readily available and clearly identified.
 - b. Boxes will have a pencil or pen readily available.
 - c. Boxes will have an ample supply of locally prepared suggestion forms.
 - d. Boxes may be an electronic FSO suggestion box (highly recommended).
 - e. Boxes shall be emptied and/or reviewed daily.
 - f. The FSO shall review each suggestion for possible adoption and implementation.
 - g. The FSO shall ensure that a reply is be made within 48 hours when a name and address is supplied.
 - h. The FSO shall ensure that suggestions that may apply to other GMs will be submitted to NAVSUP.

SUGGESTIONS FOR THE FOOD SERVICE OFFICER

(Sample form)



To: Food Service Officer

(date) _____

I suggest consideration be given to:

Optional:

Name: _____

Email Address: _____

Phone: _____

Food Service Officer Response:

Food Service Officer**Figure 3-4**

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PART B: CONSERVATION OF FOOD**3100 CONSERVATION MEASURES**

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

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

3. CONTROLLING AND REDUCING FOOD WASTE. Food waste is a common problem throughout the food service industry. One of the first lines of defense is to reduce food spoilage. As a food service community we need to aggressively check the food at the "back door" by taking time to properly inspect the food on the pier. There are many ways to check the quality and freshness of incoming stores without spending too much extra time on the task.

a. Helpful hints for controlling and reducing food waste.

- 1) Check packaging when food is delivered to ensure that packaging has maintained its integrity and that boxes are not damaged or wet. Problems with packaging usually result in food damage. Damaged packaging must be returned to the Prime Vendor and replaced. Document all packaging discrepancies on the Report of Discrepancy (SF Form 364) and submit the Report to TYCOM/NFMT.
- 2) Time and temperature abuse is an issue that frequently causes major food shortages if not caught on the pier. Ensure that refrigerated and frozen foods are stored as quickly as possible.
- 3) Check product shelf life.
- 4) Eliminate or reduce the unnecessary handling of foods.
- 5) Taking care of food before it gets to the galley will maximize quality and yield and will reduce waste. Below is a list of more ways to reduce food waste:
 - Use the first-in first-out (FIFO) system for inventory rotation.
 - Walk through all primary provision spaces **daily**. Look inside all produce boxes for evidence of deterioration. Alert the LCS about products that will not last more than a few days so that they can be placed in the rotation. Refer to Chapter 1 for temperature monitoring requirements for bulk storage and for chill and freeze spaces.
 - Walk through the galley's chill space at the beginning and end of each shift to ensure proper rotation, storage procedures, and leftover usability.
 - Prepare vegetables and fruit by carefully removing inedible peelings with little or no edible flesh thrown away with the peelings. Avoid peeling potatoes; the skin is edible and full of fiber.
 - Aggressively employ progressive cooking, especially toward the end of a meal period.
 - Leftovers may be incorporated into the daily meal, turned into soup, or added to soups, salads, or casserole dishes. There must be strict adherence to Tri Service Food Code/NAVMED P-5010 for the use of leftovers.

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CHAPTER 4

PROCUREMENT

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NAVSUP P-486, Rev 8 - Food Service Management**CHAPTER 4****PROCUREMENT**

PART A: ESTABLISHING REQUIREMENTS**4000 INSTRUCTIONS FOR REPLENISHMENT**

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

- nature of the duty
- procurement
- item availability
- prescribed endurance levels
- shelf life
- storage capability

Food shall be stored so that the oldest stocks will be used first. Replenishing perishable foods requires considering the availability and efficiency of refrigeration. Generally, only frozen meats, fish, and poultry are requisitioned. Chilled meats, seafood, and poultry should be procured in limited quantities and handled in accordance with good commercial practice. These products must be used and stored in accordance with NAVMED P-5010-1, Tri-Service Food Code. They must be imprinted with a "use by date" when received, and they must be consumed by the "use by" date. In hot weather it is advisable to receive perishables in the early morning or after nightfall. In freezing weather or very hot weather fresh fruits and vegetables must be handled with extra care to prevent freezing or spoilage. Canned meats and canned fruits and vegetables shall be stocked in sufficient quantities to supplement their fresh/frozen counterpart or to be used as a total substitute when necessary.

4001 STOCKAGE OBJECTIVE

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

4002 INVENTORY LEVELS ASHORE

1. GENERAL. Ashore inventory levels will maintain a maximum of 7 to 10 days endurance level on-hand except in emergency feeding situations that warrant a higher level. Inventory levels are determined by taking total current on-hand inventory value and dividing that number by the last 30 days' average daily food cost. This is not an exact measurement because of fluctuations in the daily menu cost (such as for the cost of special meals and holiday meals), but the sample base of 30 days allows for corrections for special circumstances.

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2. AFLOAT ENDURANCE LEVELS CALCULATIONS. Afloat endurance levels calculations in the Food Service Management (FSM) System are based on use, acceptability, and crew size. To achieve afloat endurance levels the user must enter the following in the FSM System:

- a. Required Delivery Date (RDD) -- the date that the order will be received.
- b. Endurance Days -- The number of days to endure; the number of days from the RDD date that the ordered amount will last.
- c. Crew Size -- the average size of the crew during the endurance period. This is a set number located and adjusted in the Activity (constants section of FSM).

3. DEFINITIONS FOR UNDERSTANDING AFLOAT ENDURANCE LEVELS.

- a. On-Hand Balance. The current on-hand balance of the Food Item Code (FIC) on the day the endurance report is run.
- b. Eat-Down Amount. The amount of the FIC that will be used (based on menu, crew size, and acceptability) from the day that the endurance report is run until the endurance RDD.
- c. Due-In Amount. The amount of the FIC already on order with RDDs that precede the endurance RDD.
- d. On-Hand RDD Amount. The amount of the FIC that will be on hand on the endurance RDD date.
- e. On-Hand RDD Amount. The on-hand balance *minus* the eat-down amount *plus* the due-in amount. This amount must never be less than zero. The formula for the On-Hand RDD Amount is as follows: The on-hand balance *divided by* the eat-down amount *plus* the due-in amount. This amount shall never be less than zero.
- f. Endurance Amount. The amount of the FIC that will be used on the RDD date *plus* the number of Endurance Days. This is based on menu, crew size, and acceptability
- g. Ordered Amount. This is the endurance amount *minus* the On-hand RDD Amount. The ordered amount is limited by shelf life, maximum pound limit, high limit, and Unit of issue (UI) limit.

4003 ESTABLISHING HIGH AND LOW LIMITS

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

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

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

- The total quantity consumed during the previous three one-month accounting periods (Less surveys and transfers).
Divided by (\div) the number of days in the previous three one-month accounting periods (usually 90 days).
Times (\times) the number of days endurance for the low limit
(as established by the Fleet or Type Commander).

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Equals (=) the low limit.

3. **HIGH LIMIT.** The high limit is the maximum quantity of food to be maintained on hand to sustain current operations. The number of days endurance required for the high limit will be established by the Fleet or Type Commander. The high limit for perishable chill foods will not exceed the storage life. Use the following formula to compute the high limit for food items:

- The total quantity consumed during the previous three one-month accounting periods (Less surveys and transfers).
Divided by (÷) the number of days in the previous three one-month accounting periods (usually 90 days).
Times (x) the number of days endurance for the high limit (as established by the Fleet or Type Commander).
Equals (=) the high limit.

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

- The total quantity consumed during the previous three one-month accounting periods (Less surveys and transfers).
Divided by (÷) the number of days in the previous three one-month accounting periods (usually 90 days).
Times (x) the applicable ordering and shipping time.
Equals (=) the ordering and shipping time.

4004 REPLENISHMENT ACTION (QUANTITY TO BE ORDERED)

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

- The high limit for the item.
Minus (-) the on-hand balance recorded on NAVSUP Form 335.
Minus (-) the quantity on order.
Plus (+) the quantity required to cover the order and shipping time.
Equals (=) the quantity to be ordered.

NOTE: Round the quantity to be ordered to whole case lots.

4005 SUBSISTENCE ENDURANCE LEVELS

1. **GENERAL.** Subsistence replenishments for a ship underway based on OPNAVINST 4442.1G. The endurance goals reflect the stockage objectives (i.e., the sum of the operating and safety levels of stock) that represent the desired quantity of material (in days of supply) that each platform type should be capable of storing onboard to sustain operations.

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NAVSUP P-486, Rev 8 - Food Service Management**PART B: REQUISITIONING REGULATIONS****4100 SUBSISTENCE PRIME VENDOR**

1. GENERAL. The Subsistence Prime Vendor (SPV) program is a result of the Department of Defense (DoD) Food Inventory demonstration project. The demonstration proved the viability of using commercial vendors to provide subsistence requirements within the Continental United States (CONUS). Under congressional mandate, the DoD Joint Task Group that was assigned to implement this project approved a deployment plan for all DoD activities. Defense Logistics Agency (DLA) Troop Support Subsistence administers the Prime Vendor (PV) indefinite quantity contracts that provide Class I support. Contracts are awarded for a base year with multiple year options. The contracts guarantee minimum and maximum purchases. Deviations are allowable in the event of emergencies and mobilization. The SPV program uses a single, full-line commercial food distributor that delivers subsistence products directly to the galley. Orders are submitted via electronic commerce methods. SPV contracts are tailored to meet the needs of the Fleet by providing high quality products while reducing the distribution and warehousing costs of the DoD at all levels.

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

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

The PV will stock items in sufficient quantities to fill all ordering requirements. Items ordered will be delivered by the stipulated time after transmitting the order. Longer order lead times will be accommodated by the SPV for ships requesting delivery in three or more days from the date of the order. This will require coordination between the ship and the NAVSUP Fleet Logistics Center (NAVSUP FLC). Fresh fruits and vegetables, bread, and dairy items still will be ordered from a locally contracted vendor via the supporting NAVSUP FLC.

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

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

4. NAVSUP SUPPORT. NAVSUP N42 administers the SPV program for Naval afloat and ashore activities. NAVSUP N42 ensures that all support issues are resolved expeditiously with DLA, Direct Support Operations (DSO), and NAVSUP FLCs by coordinating with the SPVs, DLA, NAVSUP FLCs, TYCOMs, Commanders, and Supply Officers (SUPPPOs). NAVSUP N42 chairs TYCOM Working Group Meetings that address all SPV issues, and NAVSUP N42 ensures that modifications to the SPV program are implemented efficiently. Afloat activities must submit any SPV support concerns that cannot be resolved by the NAVSUP

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FLC point of contact to NAVSUP N42 via TYCOM. Ashore activities must submit concerns that cannot be resolved by their SPV to the appropriate account manager at DLA. Compliance documents available on NKO provide beneficial information including SPV-specific stock numbers, SPV specific items not available, and the items that SPV is required to source. The compliance document is UNCLAS-Proprietary Information and is not released to non-government entities including the SPV.

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

6. FLEET LOGISTIC CENTER. The FLC will serve as the afloat unit point of contact for all subsistence requirements under the SPV program. Afloat units will not contact their local SPV directly. All subsistence issues must be resolved by the FLC point of contact. (Refer to the TYCOM/NAVSUP FLC operating guide for details). The FLC will track all subsistence requirements from receipt of order to time of deliver including coordinating with DLA to revise the SPV catalog in response to Fleet input. The FLC provides the following SPV program support activities to afloat units:

- a. Process Orders.
 - 1) Receive a Military Standard Requisitioning and Issue Procedures (MILSTRIP) formatted requisition from FSM via email or hard-copy message.
 - 2) Input ship requirement into STORES.
- b. Coordinate purchase of substitutions.
 - 1) Contact ships to review Not in Stock (NIS) listings from the SPV when seeking resolution. NIS items may not be substituted for subsistence items having a different FIC. MILSTRIPs may not be modified, edited, or changed after the initial order is submitted to the SPV.
 - 2) Procure local items and initiate any open purchase requirements if the SPV cannot provide item upon approval from TYCOM and Bureau of Naval Personnel N10 (BUPERS).
- c. Send STORES Order Reports to the ships. Notify ships of locally procured items, NISes, substitutions, and cancellations.
- d. Process Receipts.
 - 1) Receive annotated receipt documents from vendor
 - 2) Enter receipt data into STORES
 - 3) Send receipt reports to the ship electronically within 24 to 72 hours (ships must check the quantity they have posted in the FSM System against the receipt file).
- e. Ships. Investigate the difference between the invoice posted in the FSM System and the STORES print out from FLC. If there is an input error in receipt entries, modify the receipt in FSM. Attach a copy of the STORES receipt data to the vendor's invoice. If it is an entry error from FLC, ensure that FLC is notified immediately of any quantity or price discrepancies.

7. ORDERING PROCEDURES. Afloat units must refer to the TYCOM/FLC SPV Operating Guide for ordering procedures for each FLC. Ashore activities must refer to the SPV contract for

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unique ordering procedures. Orders are processed using the FSM system and STORES. Commands must use the proper Purchase Ration Factor (PRF) or Catch Weight Multiple (CWM) when processing orders in the FSM system. The PRF is the number of items in each case. For example, when ordering #10 (#10 is the size) cans of Green Beans 6/case, the PRF is 6.

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

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

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

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

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

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

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- a. Ashore activities must validate the profile set up in STORES to ensure its accuracy.
- b. Ashore activities that have changed their UIC/DODAAC need to update STORES with the new UIC.
- c. Ashore and afloat units must validate the profile set up with their STORES Account Manager to ensure they have the correct UIC/DOCAAC, fund code, and service designator (V, R, N).
 - 1) Cite the following codes on DD Form 1348 (DoD Single Line Item Requisition) or on other substitute requisition forms that require fund codes for requisitioning subsistence items from regular supply support activities such as FLC, Combat Logistics Forces (CLFs), and Navy Stock Fund activities:
 - a) AFLOAT (Service Code R - PACFLT or V - LANTFLT)
 - (1) PZ - Subsistence provisions (excluding operational rations)
 - (2) BG - Operational rations such as meals-ready-to-eat (MREs)
 - b) ASHORE (Service Code N - CONUS or OCONUS)
 - (1) VW - Subsistence provisions - overseas, Alaska, and Hawaii (excluding operational rations)
 - (2) VX - Subsistence provisions - CONUS activities in the U.S. (excluding operational rations)
 - (3) L7 - Operational rations such as meals-ready-to-eat (MREs)
 - c) Activities with branch messes must only order provisions under their assigned UIC. On DD Form 1348, the UIC (requisitioner) must be correctly entered in card columns 31 through 35. All efforts must be made to correctly enter the UIC on other substitute requisitions.

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

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

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

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Order”.

- c) CLO/CLF Ship. For SIK order transactions that are pre-screened by the CLO for CLF processing, confirm cancellation with the CLF ship and provide written notification (may be via email) of cancellation to the ordering unit.
- d) ORDERING UNIT. Upon receipt of written confirmation (may be via email) from the CLO/CLF ship that the order has been cancelled, cancellations shall be processed in the FSM system as follows: Under “Manage Receive” click on “RDD by vendor/source”, “Receive Edit” page, and “Cancel Order”.
 - (1) STORES PERSONNEL (FLC Operator, CLO, CLF, CTF or DLA Troop Support). If the order has been entered into STORES, STORES personnel must submit an order cancellation request to the vendor. If the vendor confirms order cancellation, the order must be canceled in STORES as follows: set the “DLA Quantity” received on the STORES “Receipt Details” screen to zero and select the “reason description” from the “Short Shipment Reason” drop-down menu.
- e) ORDERING UNIT. Upon receipt of written confirmed cancellation from STORES personnel, modify the quantity received for each cancelled line item on the order in the FSM system on the “Manage Receive” and “Manage Receipt” screen by entering zero in the “Quantity Received” field or process the automated STORES “Receipt File” in the FSM system.

NOTE: If cancellation confirmation cannot be obtained from the vendor and is not provided to the ordering unit by STORES personnel, the cancellation request is denied and the order is valid for fulfillment.

- f) ORDERING UNIT: Upon processing of a cancellation in the FSM system, an email notification must be submitted to BUPERS listing all document numbers that have been cancelled with supporting documentation required for de-obligation.

4101 FOOD ITEMS PROCURED FROM OTHER THAN A SUBSISTENCE PRIME VENDOR

1. GENERAL. The guidelines for procuring food items from other than an SPV are discussed in the Paragraphs a. through e. below.

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

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

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

3. **DISPENSING EQUIPMENT.** Bulk milk dispensers for use in all GMs are approved for shipboard use and are COSAL supported. Soda and juice dispensers (carbonated machines) for use in GMs may be leased or purchased. The Food Service Officer (FSO), in consultation with the Contracting Officer, shall conduct a cost benefit or economic analysis before leasing or purchasing such equipment. Federal Acquisition Regulation (FAR) Subparagraph 7.4, Equipment Lease or Purchase, provides guidance for acquiring equipment by lease or purchase. It applies to initial acquisition of equipment and to renewal or extension of existing equipment leases. Contractor-furnished dispensers must meet the sanitation standards of the National Sanitation Foundation (NSF) or other agencies with an equivalent testing program recognized by the Surgeon General.

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

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

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

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1. **REGULAR SOURCES.** Authorized food items on the NSCM may be obtained from the nearest SPV/STORES, CLF ships, or other afloat/ashore activities. These sources of supply are expected to stock a complete range and level of food items to support operations. Any problems in obtaining adequate support for food items (frequent substitutions or NIS problems) shall be reported to NAVSUP N42 via Type Commanders for appropriate resolution.

- a. Lists of Approved Sources may be obtained from the Veterinary Services web page at <http://vets.amedd.army.mil/86256F90007C2D1D/PHC> and from the DLA Subsistence home web page at <http://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDApprovedFoodSources.aspx>.
- b. Regional assistance may be obtained from Food Management Teams or from the following resource sites:
 - DLA Directorate of Subsistence:
COM 215-737-7445, <http://www.troopsupport.dla.mil>
 - Public Health Command: COM 410-436-4375, <http://phc.amedd.army.mil/>
 - Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement
 - Navy and Marine Corps Public Health Center:
COM 757-953-0702, <http://www.nmcphe.med.navy.mil>

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

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

2. **OTHER SOURCES.** Strict audit readiness compliance must be adhered to and only food items on the Master Load List (MLL) are authorized for purchase. When authorized food items cannot be obtained through established supply channels, such as the preferred method of using an SPV, approval from the applicable TYCOM/Fleet is required. Deployed units must direct their subsistence requirements to the appropriate NAVSUP FLC for procurement.

- a. **Local Purchase CONUS:** Afloat and ashore galleys CONUS and OCONUS. The conditions listed below must be met for local purchases to be authorized.
 - 1) When there is an immediate and urgent mission-essential requirement for authorized food items to support the Navy Standard Core Menu. In the event of mission requirements and/or emergent feeding requirements needed within a 24- hour period, after hours, or on weekends requisitions may be approved on a case-by-case basis via TYCOM/Regional Galley Program Manager.
 - 2) When authorized food items cannot be obtained through established supply channels using the SPV (preferred method).
 - 3) When time is a factor and scheduled operations will not permit procurement through shore-based purchasing activities. See the DLA TROOP SUPPORT Ordering Guide for additional information at <http://www.troopsupport.dla.mil/subs/>.
 - 4) When there are receptions that are funded privately or through the Official Representation Fund (ORF) SECNAVINST 7042.7k.
 - 5) Purchases from Approved Sources. All food products shall be purchased only from approved sources of supply as stated in NAVSUP Instruction 4355.4H and 4355.10,

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USAEUR Circular 40-657, and USAPHC Circular 40-1 Worldwide Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement. In today's global conflict, food safety and food defense ensure protection from intentional criminal actions and from traditional public health concerns.

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

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

Make sure that the Form accurately states the proper *delivery* address (the FSM system prefills with the *mailing* address).
 - e) DD Form 1149s must be approved by TYCOM, Region, Naval Sea Systems Command (NSSC), and the Immediate Superior in Command (ISIC) before BUPERS obligation (a minimum of 7 days in advance of the RDD).
 - f) A requisition routing sheet must be prepared. See Appendix B for an example sheet.
 - g) The DD Form 1149 and the requisition routing sheet shall be forwarded to TYCOM, Region, NSSC, and ISIC for review and adherence to policy. All orders must show the list of items to be purchased and the total estimated cost.
 - h) TYCOM/Region will forward DD Form 1149 and the requisition routing sheet to BUPERS via email for commitment.

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- i) Once **approved**, BUPERS will commit the estimated cost in STARS and will immediately notify TYCOM, Region, NSSC, and ISIC and will communicate the approval to the Command.
- j) Upon receipt of approval, activities may process DD Form 1149. All local purchases must be obligated before placing an order. Purchases made without obligation cause unmatched disbursements (Unauthorized Obligations). Once obligated, Commands shall forward DD Form 1149 and the routing sheet to the appropriate NAVSUP FLC Contracting Officer for procurement
- k) NAVSUP FLC will award a contract based on the amount committed on DD Form 1149; the contract *must* be routed back to BUPERS for immediate obligation.
- l) TYCOM, at their discretion, may delegate to NSSC or ISIC an initial review of local purchases. TYCOMs shall ensure that the description, quantity, and price are included on the requisition document. Requests must support the MLL and ensure that justification is provided for all food requests involving special meals and receptions.
- m) BUPERS shall provide feedback to NAVSUP if approval is questionable and shall inform TYCOM, NSSC, ISIC, and the Regional Galley Program Manager that the requisition is obligated and that the Command may proceed with the order.
- n) BUPERS must be notified immediately of any necessary change in quantity or unit price made after obligation so that the required adjustment can be made in STARS. Refer to Chapter 5, Paragraph 5500, for Distribution of Receipt Documents from DLA and Naval Activities.

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

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

b. Local Purchase OCONUS-Afloat.

- 1) Subsistence procured via Husbanding Services in foreign ports requires an increased level of security awareness. SECNAV has directed improvement of Husbandry Service Provider (HSP) processes and contracting vehicles to enhance procurement integrity and to eliminate fraud. To comply with Food Service Financial Improvement Audit Readiness (FIAR) policy, changes have been made to the local purchase policy and requirements. NAVSUP Letter, Afloat Contracting Authority, was released 24 November 2014. It rescinds ships' contracting authority for negotiating contract terms and conditions, establishing contract line item pricing, or placing orders for any line item not specifically priced under existing contract vehicles. The use of the DD Form 1155 is no longer required.
- 2) When authorized food items cannot be obtained in areas that do not have established supply channels, deployed units must direct their subsistence requirements to the appropriate NAVSUP Fleet Logistic Center (FLC) for procurement using DD Form 1149 and a Requisition Routing Sheet. When any other document is used for requisitioning the transaction is considered an Unauthorized Commitment (UAC) that must be ratified pursuant to acquisition regulations. NAVSUP and DoD will continue to emphasize subsistence procurement policy during fleet Pre-Deployment Briefs, in Logistics Handbooks, and in other related Fleet correspondence.

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- 3) Process for Ratification of an Unauthorized Commitment (UAC). Authority to ratify a UAC is delegated to the Chief of the Contracting Office (CCO) of the servicing FLC. In most circumstances this authority *cannot* be re-delegated in accordance with the Federal Acquisition Regulation (FAR) Part 1.602-3(b)(3) and Navy and Marine Corps Acquisition Supplement (NMCARS) 5201.602-3. For activities with NAVSUP-delegated contracting authority, the Contracting Officer (KO) of the supporting FLC may ratify the UAC in close coordination with NAVSUP Global Logistics Support (GLS) N423. The process for ratification is as follows:
 - a) The Commanding Officer (CO) must submit a letter addressed to the CCO or to the FLC KO (copy to Contracting Officer's Representative (COR), TYCOM, BUPERS, and NAVSUP GLS). The CO's letter must contain an acknowledgement of the Unauthorized Commitment (UAC) and a detailed explanation of the circumstances leading to the UAC. The CO's letter will contain the following enclosures:
 - A signed statement from all personnel involved describing the circumstances surrounding the UAC.
 - Acknowledgement that no procedures existed that would have prevented a UAC.
 - Explanation of why the normal procurement procedures were not followed.
 - b) The CCO or the FLC KO may require more information before making a ratification decision. If the UAC is not ratified, the Command must forward the letter (with enclosures) to the TYCOM and NAVSUP GLS. The person who authorized the UAC will be held financially responsible and may be required to refund the full amount to the U.S. Government.
- 4) Purchase Processing – Local Purchase Requisition Procedures
 - a) Purchases shall be made only from approved sources established by the Army Veterinary Service or by Navy Medical Services.
 - b) Quantities procured shall be strictly limited to immediate requirements necessary to relieve the emergency.
 - c) All local purchase requisitions must be generated on a DD Form 1149 in the FSM system. The Form must have the information listed below to ensure that the contract can be executed when the exact cost is known
 - a valid requisition number
 - line of accounting
 - required delivery date
 - quantities
 - best estimate of price
 - d) All local purchase requisitions must be forwarded to TYCOM, NSSC, ISIC, or to the Region Galley Program Manager for review with the required justification and the requisition routing sheet. Purchases will be monitored to ensure all subsistence items procured comply with the MLL.
 - e) Requisitions will not be approved for catered meals from local commercial overseas franchises and fast food establishments.
 - f) TYCOM will forward DD Form 1149 and the routing sheet to BUPERS for commitment of funds before placing the order (purchases without obligation cause Unmatched Disbursements).
 - g) BUPERS shall commit funds and shall send notification TYCOM/Activity with the routing sheet.
 - h) Commands will forward the DD Form 1149 to the appropriate NAVSUP FLC Contracting Officer for procurement

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- i) Once the contract is awarded with exact amounts, regardless if the amounts are greater or less than the initial obligated amounts, the contract *must* be routed back to BUPERS for immediate obligation amount adjustment as necessary
 - j) The Unit will provide a receipt on delivery.
 - k) Upon receipt, the ship will provide a copy of the vendor receipt and of the FSM Receipt Detail Report printout to the TYCOM N423 point of contact (POC) and to the Numbered Fleet Commander (NFC) COR. Receipt documents must meet the FIAR requirements (circle, signed, printed name, and date annotation). The FSM Receipt Detail Report must contain the following annotation "Administrative receipt prepared because the vendor invoice receipt did not have a stock number." The actual quantity received must be indicated on the receipt. Erroneous entries shall be lined-out and initialed.
 - l) This process generally takes 1 or 2 days but may take up to 7 days.
 - m) SIK will not fund transportation charges, tri walls, dry ice, demurrage fees, Global Freight Management (GFM) charges, or commissary surcharges
 - n) Contracted pierside picnics shall be authorized by TYCOM's approval. Approval shall be given for food costs only and not for any hidden labor or equipment fees. Such non-food fees are to be paid separately from the SIK account.
 - o) All afloat units shall identify and submit LOGREQ requirements 30 days in advance (or as soon as operationally possible) of a scheduled port visit using the LOGREQ format prescribed by the applicable NFC. Standardized LOGREQs are located on the Logistics Support Services Repository (LOGSSR) website at: [https://my.navsup.navy.mil/apps/ops\\$logssr.login](https://my.navsup.navy.mil/apps/ops$logssr.login) (registration required).
 - p) All meat, fish, poultry, dairy (including eggs), and products of foreign origin shall be purchased only in emergencies or when foreign sources are the regular supply sources. Purchases of other food items of foreign origin must be strictly limited.
 - q) Importing foreign grown fruits, vegetables, meat, and dairy (including eggs) is prohibited. Therefore, GMs afloat must purchase these items only in the quantities that will be completely consumed before arrival in ports in the United States (including Alaska and Hawaii).
 - r) Any excess quantities of these items must be disposed of before arrival in any U.S. port. Further guidance can be found in Chapter 6, Paragraphs 6001 and 6002 of this publication.
 - s) The Senior Medical Department Representative and the Preventive Medicine Authority (PMA) shall be informed when foreign purchases are considered. When an emergency purchase of foreign meats is made from a country infected with the diseases listed below the CO will notify, upon arrival in port, the USDA Plant Protection and Quarantine Programs Inspector in charge so that the proper safeguards will be put in place. The commanding officer will strictly enforce the instructions of the agriculture inspector.
 - rinder-pest (also known as cattle plague)
 - foot and mouth disease
 - Newcastle disease
 - t) The list of approved sources can be obtained from Veterinary Services and from the DLA Subsistence Home Page at <http://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDAApprovedFoodSources.aspx>
- 5) **COMMAND OFFICIAL FUNCTIONS:** When local purchases are required for Command Official Functions such as holiday or special meals a written justification (an email and DD Form 1149) shall be sent to TYCOM. Upon approval, TYCOM shall forward the request via email to BUPERS. The SIK Appropriation will not be used to

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fund or subsidize receptions. Under no circumstances will crews' meals be substituted to offset costs of ORF functions. Payment of meals and/or bulk food will be reimbursed to the SIK account in the form of cash, check and/or funding document.

- 6) **SALES FROM SHIP'S STORE.** Ship's Store transactions shall be limited and monitored so that they do not exceed \$2,500 (\$5,000 for AS/CVN/LCC/LHA/LHD/LSD/LPD) on a monthly basis. Bottled water, canned soda, and individual size food servings may be procured from the Ship's Store to support special meals, steel beach picnics, and the Command box lunch program. Individual cans and/or bottles of carbonated and/or noncarbonated beverages are not authorized for use on the serving line in GMs. All sales between the ship's store and the GM must be documented on DD Form 1149. ***These transactions must be recorded as Receipts with Charge.***

The GM is not authorized to receive transfers of Ship's Store stock items for the sole purpose of generating stock turn. The Ship's Store is a resale activity that focuses on profit. Only selected items from the standard load list will be authorized. DD Form 1149 will be processed as follows:

- a) Forward DD Form 1149 and the requisition routing sheet to TYCOM and/or the Regional Program Director for adherence to policy before submission to BUPERS.
- b) The order must have the list of items to be purchased and the total estimated cost. The following Functional Account information needs to be hand written on DD Form 1149:
 - Credit 51000
 - Charge 73170
 - Approved For Transfer by: (Ship's Service Officer)
 - Received by: Date _ _

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

The SUPPO may approve requisitions on a case-by-case basis to meet mission requirements and/or in the event that emergent feeding requirements are needed within a 24-hour period, after hours, or on weekends. Upon receipt of delivery, a copy of DD Form 1149 shall be forwarded as soon as possible to TYCOM for approval. TYCOM will forward the form to BUPERS for obligation. This should be done in a timely matter and with valid documentation to avoid an unauthorized commitment.

- 7) **SALES TO SHIP'S STORE:** When the S-3 division orders ship's store products, such as a coffee bar, from the GM's Food Service Division, the S-3 Recordskeeper will prepare a Requisition and Invoice/Shipping Document (DD Form 1149) following instructions in NAVSUP Pub 487, Paragraph 4103.2, and in the ROM II User's Guide. The following are key elements for this transaction:
- a) Food Service accounting data provided by the FSO shall be used for all S-2 requisitions to populate block 4 of DD Form 1149 in ROM II.
 - b) The following must be typed or handwritten in Block 4(b) of DD Form 1149 to process correctly at DFAS:
 - Functional Account
 - Credit 73170
 - Charge 51000
 - Approved For Transfer by: (Food Service Officer)
 - Received by: Date _ _

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- c) The FSO will approve the transfer. ROM II will not post DD Form 1149 to the Journal of Receipts (B01/B05 Report), but will post the quantity received to the stock record card and will post the total dollar value as a "credit expenditure" to Line B10, Issues to Use, on NAVCOMPT Form 153.
- d) NOTE TO RECORDS KEEPERS: A common error is forgetting to hand write or type the Functional Account Information in Block 4(b) of DD Form 1149. The DD Form 1149 shown in Figure 4-2 is provided for ready reference. It shows how to correctly fill out the form.
- 8) 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 recorded as a receipt with charge.
- 9) REPLACEMENTS. Sources of supply are expected to stock a complete range of food items to support the NSCM. Afloat and ashore activities experiencing difficulties with obtaining adequate support for food items shall address the nearest servicing NAVSUP FLC for resolution; activities will not contact their local PV directly. All food orders will include NSCM PV catalog items. Unresolved SPV issues such as deliveries below the contracted fill rates shall be reported to NAVSUP N42 via TYCOM/CNIC for appropriate resolution. While it is TYCOM/CNIC's responsibility to ensure that requisitions are compliant with the NSCM, NAVSUP will randomly spot check receipts with charge data on a monthly basis to identify unauthorized purchases and to provide feedback to TYCOM/CNIC.

4103 PROCUREMENT FOR ALL MESSES

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

4104 MANDATORY PRODUCTS AND DESIGNATED SOURCES

1. GENERAL. Under Public Law 41, U.S.C. 46-48c, the items listed on the DLA website <http://www.troopsupport.dla.mil/subs/pv/manprod/index.asp> have been designated for mandatory procurement. The sources shown below must be used when these food types are required. Any other commercial equivalent product with essentially the same product characteristics *may not* be procured by military food service facilities under this law.

2. UNIQUE PACKAGING. If the PV is requested to carry other commercially equivalent products that have essentially the same product characteristics but that come in unique packaging and are not currently provided by the mandatory source, the mandatory source shall have the opportunity to satisfy the requested unique packaging. NAVSUP N42 shall provide justification for the necessity of the unique packaging.

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PART C: REQUISITIONING AND PROCUREMENT PROCEDURES

4200 REQUISITION AND PURCHASE ORDER DOCUMENTS USED FOR ACTIVITIES WHEN NOT ORDERING FROM A SUBSISTENCE PRIME VENDOR

1. GENERAL. The form used for ordering food items depends on the nature of the items and the requirements of the issuing activity. Instructions for preparing these forms are contained in Paragraphs 4201 through 4202. To avoid payment delays to vendors, and to avoid invoices being rejected by Defense Finance and Accounting Service (DFAS), GMs must submit copies of all Requisition and Invoice/Shipping Documents (DD Form 1149) directly to the Bureau of Naval Personnel (BUPERS).

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

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

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

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

4. REQUIREMENTS APPROVAL DOCUMENTATION. The step-by-step process for requirements approval documentation required for Emergent Order and Split Order offline requisitions includes the following:

- a. Emergent Order.
 - 1) The Unit *must* have prior written approval from TYCOM and/or a higher authority (Regional FSOs, CNIC, NAVSUP FSM) to process manual orders. When prior approval cannot be obtained (for instance, if communications are unavailable) the approval documentation justification must be annotated for after the fact (post order) authorization. All supporting documentation must be retained with the order(s).
 - 2) Regardless of how the manual order is placed (Naval Message, Email, or Requisition Text File), the ordering document must be printed, legibly signed, and dated with the date of order approval by the Departmental Accountable Official (DAOs) as stated in the MILSTRIP Requirements Approval Corrective Action Plan.

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

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

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

- 4) The ordering document for the FSM system order must be printed, legibly signed, and dated with the date the order is entered into the FSM system. It must be retained with manual order documentation. The new FSM order must not be released for fulfillment because it would result in an additional order for the same line items being placed with a different Document Number.
- 5) The FSM order created in Step 3) above must be annotated to reflect the Document Number(s) (including the Julian Date) of the manual order document(s) released to STORES and/or PV.

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

- 6) Supporting documentation for manual order processing must include the items listed below and must be retained for 10 years in accordance with FMO document retention policy:
 - TYCOM and/or Higher Authority Approval Document
 - Original approved manual order with cross-reference annotations
 - FSM system-generated order with cross-reference annotations
 - Receipt documentation
 - Annotated Cross-Reference Memorandum (see Figure 4-1 below)

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

b. Split Order (CLF and PV).

- 1) FSM does not allow for partial receipt processing. When the order is split, the Unit will only be able to process receipts against one of the orders.
- 2) Confirmation from the CLO that the SIK order has been split will indicate which requisitions will be fulfilled by CLF issue and which requisitions will be fulfilled by STORES processing. The Unit must take the following actions to ensure the that entire food order is accurately accounted for in the FSM system:
 - a) Since the original order was created using the PV order method, the Unit must wait until the STORES order is received and then must post receipts in the FSM system for the PV requisitions that have been entirely or partially delivered based on the quantities on the Prime Vendor Receipt. Quantities for requisitions that will be fulfilled by CLF issue must be receipted as zero in the FSM system to account for all requisitions from the original order document.
 - b) Annotate the original ordering document (approved MILSTRIP requisition text file) to evidence which requisitions have been referred to the CLO for CLF and/or Cargo fulfillment as part of the split order.

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

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

NOTE: The FSM order Document Number(s) will reflect the receipt processing documentation in the FSM system and must be cross-referenced to the original order Document Number(s) that were split to the CLF and/or Cargo Ship. The original manual order Document Number(s) will be reflected on the obligation and expenditure transactions in STARS-FL.

- d) The new FSM order must be printed, legibly signed, and dated with the date the order was entered into the FSM system. The order must be retained with split order documentation. The new FSM order must not be released for fulfillment because it would result in an additional order for the same line items being placed with a different Document Number.

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

- e) Supporting documentation for split order processing must include the items listed below and must be retained for 10 years in accordance with FMO document retention policy:
- Original approved order with cross-reference annotations
 - FSM system-generated order with cross-reference annotations
 - Receipt documentation associated with the entire original order (both the CLF receipts and the Prime Vendor invoice)
 - Annotated Cross-Reference Memorandum

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

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MEMORANDUM

Date:

From: Food Service Records Keeper

To: Food Service Officer

Subj: CROSS-REFERENCE MEMORANDUM

Ref: (a) NAVSUP P486

(b) FMO-4 Subsistence-In-Kind (SIK) Policy Corrective Action Plan

(c) SIK Additional Food Service Management Procedures

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

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

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

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

Manual Document#	FSM-3 Document#	NSN	Quantity

Very Respectfully,

I. B. Sample, Records Keeper

Figure 4-1

NAVSUP P-486, Rev 8 - Food Service Management**4201 REQUISITIONING FOOD ITEMS FROM NAVY SUPPLY ACTIVITIES****1. REQUISITIONING PROCEDURES (DD Form 1149).**

- a. General. For automated activities the FSM system will generate 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 manual requisitioning of food products.

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
1. From	UIC name and hull number of the requisitioning ship
2. To	UIC and name of the activity to which the requisition is submitted
3. Ship to - Mark for	"Food Service Officer" followed by the name, hull number, and location of the ship
4. Appropriation	The accounting data for the subsistence appropriation entered as one line in Block 4
Appropriation	17_1453.2241 (= last digit of current FY)
Object Class	260 except "534" applies for overseas purchases of subsistence from local sources (Husbanding Services)
Bureau Control No	00022
Sub-allot	0
Auth Acct	68566
Trans Type	2D
Prop Acct Act	Six alpha numeric characters: 00 = 1 st and 2 nd (constant) followed by the last digit of the fiscal year (FY) followed by the three-digit Julian date of the requisition.
Cost Code	Must be 12 digits consisting of an operating unit's 5-digit UIC of the requesting activity followed by the last number of the FY plus SIK09T (123454SIK09T).
5. Requisition Date Prepared	Calendar date of requisition
6. Requisition Number	Number consisting of service designator and the UIC of the requesting ship, the Julian date of the requisition, the requisition serial number consisting of "9" followed by the sequence number (001).
7. Date Material Required	Calendar date that delivery is required
8. Priority	See NAVSUP P-485, Paragraphs 3045 through 3052 for information on determining priority.
9. Authority or Purpose	NAVSUP P-486, Chapter 4, Paragraph 4201
10. Signature	Name, rank, and signature of the requesting official

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- | | |
|----------------------------------|---|
| 11. 11 through 15 | Leave Blank |
| (a). Item No. | Consecutively number each item to be requisitioned beginning with number "1" |
| (b). Federal Stock Number | Short description of each item, the NSN, and the Food Item Code (Provide specific description). |
| (c). Unit of Issue | Two letter unit of issue |
| (d). Quantity Requested | Quantity of the item required |
| (e). Supply Action (e through i) | |
| Total Price | Leave Blank |
| 16 through 25 | Leave Blank |
- b. Distribution. After initial preparation, the DD Form 1149 will be distributed as follows:
- Original - to the issuing activity
 - Copy - to the Incoming Material File
 - Copy - to the Outstanding Requisition File
 - Remaining copies - to the issuing activity

4202 REQUISITIONING FOOD ITEMS FROM COMMERCIAL VENDORS OTHER THAN SUBSISTENCE PRIME VENDOR

1. GENERAL. Local purchases must be considered *only* if the SPV **cannot** provide the required level of service. When BUPERS approval has been obtained, the nearest supporting FLC will be contacted for assistance in purchasing food items under indefinite delivery type contracts or from direct purchase on the open market. Overseas purchases shall comply with the provisions in Paragraph 4102. Guidance for and information on authority and responsibility of contracting is contained in the Navy Acquisition Procedures Supplement (NAPS).
2. Requisitioning food with any other document is considered an Unauthorized Commitment (UAC) that must be ratified in compliance with acquisition regulations. NAVSUP and DoD will continue to emphasize subsistence procurement policy during Fleet Pre-Deployment Briefs, in Logistics Handbooks, and in other related Fleet correspondence.

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REQUISITION AND INVOICE SHIPPING DOCUMENT (DD FORM 1149) REQUISITION TO A SUPPLY ACTIVITY

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

REQUISITION AND INVOICE/SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246 Expires Feb 28, 2006		
<p>The public reporting burden for this collection of information is estimated to average 1 hour 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 the Department of Defense, Executive Services and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.</p>												
1. FROM: (Include ZIP Code) USS ENTERPRISE (CVN-65) FOOD SERVICE OFFICER BUILDING 3607						5. SHEET NO. 1	6. NO. OF SHEETS 1	7. REQUISITION DATE 20140731	8. REQUISITION NUMBER V1234542129L46			
2. TO: (Include ZIP Code) USNS SEATTLE AOE FPO AE 19950						7. DATE MATERIAL REQUIRED (YYYYMMDD) 20140731			9. PRIORITY			
3. SHIP TO - MARK FOR USS ENTERPRISE (CVN-65) FOOD SERVICE OFFICER BUILDING 3607 USS ENTERPRISE (CVN-65) FPO AE, 09999-0901 0999						9. AUTHORITY OR PURPOSE With Reimbursement			10. SIGNATURE			
4. APPROPRIATIONS DATA USE LOA PROVIDED BY COMMAND ISSUING THE FOOD						12. DATE SHIPPED (YYYYMMDD) 20140731			11a. VOUCHER NUMBER			
						13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER			
						15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			b.			
										AMOUNT 5831.20		
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 CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
001	L46 - 894001E606870 - TAMALES, CHICKEN, FZN					S	50	50			84.56	4,228.00
002	Q51 - 890501E391020 - CATFISH FILT, RAW, FZN, SKEIN, 5 1/2 OZ, EN, 115 LBS					LB	480	480			3.34	1,603.20
16. TRANSPORTATION VIA MATS OR MST'S CHARGEABLE TO						17. SPECIAL HANDLING						
18. ISSUED BY RECEIVED SHIPMENT DATE INITIALS	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	5,831.20			
	CHECKED BY					QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	BY	GRAND TOTAL		
	PACKED BY					POSTED		DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.		
	← TOTAL →											

DD FORM 1149, JUN 2003 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
PREVIOUS EDITION IS OBSOLETE.

Ensure AAA 68566

Ensure BCN # 00022

Last digit of current CY + Julian date of requisition

Figure 4-2

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CHAPTER 5**RECEIPT, INSPECTION, AND STOWAGE**

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CHAPTER 5**RECEIPT, INSPECTION, AND STOWAGE****PART A: RECEIPT****5000 GENERAL**

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

- Document Number
- National Stock Number (NSN)
- Quantity
- Unit of Issue

If any of these data elements is unavailable or illegible on the receipt, an administrative /dummy receipt is required. When subsistence items are received the Receipt Inspector must:

- Date the document when received.
- Circle the quantity accepted.
- Legibly print full name and sign the document to indicate receipt.
- Verify the price, quantity, and NSN on the SPV (SPV) vendor receipt.
- Ensure the CRR has been added in the Food Service Management (FSM) system.
 - a. All SPV receipts must be validated by the FSO (FSO) for accuracy before submitting them for posting to the Fleet Logistics Center/Chief Logistics Officer (FLC/CLO) Stores Web Operator. The following are the only authorized SPV receipt validation procedures:
 - 1) Validate the information from the vendor receipt, saved FSM Military Standard Requisitioning and Issue Procedures (MILSTRIP), and Stores Web for accuracy.
 - 2) Forward the validated SPV vendor receipt to the FLC/CLO STORES Web operator within 30 days (afloat) and 5 days (ashore) for posting in Stores Web.

NOTE: Validated vendor receipts that are not submitted within the specified timelines shall result in suspension of submitting additional requirements in Stores Web. Contact the Immediate Superior in Command/Type Commander (ISIC/TYCOM) immediately if receipt processing is delayed.

- 3) The FSO shall sign and file the validated FSM MILSTRIP, Stores Web Receipt, and SPV receipt in the Food Service Accountability File.
- b. The receipt inspector shall print his name and sign the receipt to ensure that authorized personnel receive all food products.
- c. The applicable medical authority shall be present at all receipt inspections to identify any concerns about condition, quality, and wholesomeness. All issues identified shall be communicated to the FSO for action.
- d. Commercial source receipts shall be inspected for condition and Preventive Medicine Authority (PMA) or Veterinary Service inspection shall be requested for products of questionable quality. Items that have been identified as unwholesome, substandard, or non-conforming to the contract shall have a Report of Discrepancy (ROD) issued to help prevent such activity from recurring and to establish a quality history and credit to the Government (see section on RODs).

NAVSUP P-486, Rev 8 - Food Service Management**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 shall be made on specified dates. When deliveries of food items are expected, the FSO/receipt inspectors shall be notified so that inspections of product quality are performed. Condition and wholesomeness inspections shall be coordinated with the medical department. Adequate storage space shall be made available, and working parties shall be available. The FSO shall conduct a Cargo Brief with the staff assigned to the working party at least 24 hours before receiving stores. This includes specific working party assignments (civilian and military), conveyors, crane services, elevators, or ramps. The receipt inspectors shall be assigned by name and briefed using the relevant requisition. Cargo personnel must receive training and updates on events that pertain to their assignments.

2. **RECEIVING CONTROL.** Receiving subsistence items involves many separate steps. The general term "receipt" includes the following:

- planning
- preparation
- inspection
- storage
- processing receipts
- posting records
- paying dealers' bills

Proper receipt of food items is important in establishing and maintaining control of the food service operation. The FSO shall ensure that proper receipt control procedures are followed when ordering, receiving, and storing.

3. **WORKING PARTY ASSIGNMENTS.** There shall be a ship's instruction that indicates the number of personnel each department must supply for the various working parties. A few days before delivery, and on the day of delivery, the working party requirements for that day's delivery shall be published in the plan of the day. A list shall be requested from each department of the personnel they have assigned to the working party. This shall be used as a muster list when the working party is called away. When there is a working party consisting of personnel from other departments, supply personnel shall be used as checkers, spotters, and supervisors to the greatest extent possible. Civilian work parties are available on request by contacting local NAVSUP FLC SPV coordinators.

4. **STOREROOMS.** The bulk storeroom custodian must be informed that stores are going to be delivered and that the storeroom is ready. Subsistence items shall be arranged so that the oldest stock shall be issued out first, (first in-first out), according to the use by, best by, sell by, or expiration date; this includes taking into account the condition of each product.

5. **RECORDS.** It is a good practice to conduct an inventory before receipt of new food items to ensure that actual on-hand balances are in agreement with the storeroom inventory. Stock records shall be posted and kept up to date to provide the control needed in resolving any differences that occur during the receipt process.

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

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5002 RECEIPT DOCUMENTS USED

1. RECEIPTS FROM THE PRIME VENDOR.
 - Receipt Document
 - Vendor's Delivery Invoice
2. RECEIPTS FROM COMMERCIAL VENDORS. Receipt documents used for purchases from commercial vendors shall be one of the following:
 - Order for Supplies or Requisition and Invoice Shipping Document (DD Form 1149)
 - Vendor delivery invoices
3. RECEIPTS FROM MILITARY ACTIVITIES.
 - a. Receipts from Defense Logistics Agency (DLA) and Naval Supply activities include receipts from the following:
 - DLA Supply activities
 - Naval Supply activities
 - Combat Logistic Force (CLF) ships
 - Other Military Services
 - b. Receipt documents from Military activities shall be one of the following:
 - DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A)
 - Requisition and Invoice/Shipping Documents (DD Form 1149)
 - Required by the issuing activity
4. RECEIPTS FROM OTHER END USERS. The receipt document used for requisitions from other end users shall be the Requisition and Invoice/Shipping Document (DD Form 1149).

NAVSUP P-486, Rev 8 - Food Service Management**PART B: RECEIPT AND INSPECTION PROCEDURES FOR SUBSISTENCE PRIME VENDOR****5100 BACKGROUND**

1. DEFENSE LOGISTICS AGENCY GUIDANCE. The Defense Logistics Agency (DLA) Troop Support Website provides specific guidance on quality assurance during receiving. The contract quality assurance responsibility is assigned to DLA Troop Support, SPV 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 is the final authority for accepting or rejecting products. Products that exhibit health factor concerns, such as suspected unwholesomeness, shall not be accepted without the concurrence of the responsible military PMA. Wholesomeness determination is the responsibility of the U.S. Army Veterinary Services while in port and at fixed installations. Table 5-1, Table 5-2, and Table 5-3 at the end of this Section present characteristics used for determining the quality of meat, fruits, and vegetables.

Where Military Medical activities are supporting the ordering activities receipt inspection of multiple-line commercial products, medical receipt inspection should focus primarily on the examination for the wholesomeness and sanitary condition of approved sources, consistent with the direction of the responsible PMA and U.S. Army Veterinary Services.

A spot-checking system may be used when it is unreasonably difficult, or when it shall unduly delay delivery conveyances, to perform a destination inspection at the time of delivery. Spot checking must be consistent with the direction of the responsible medical authority. Delivery conveyances shall not be unduly delayed for the purpose of performing a receipt inspection.

2. FOOD SERVICE OFFICER RESPONSIBILITIES - GENERAL. The FSO is responsible for establishing systems and procedures that ensure products received from the SPV conform to contract specifications; are properly inspected for quality, quantity, and wholesomeness; and are consistent with the direction of the responsible military medical authority. Appendix F, Inspection Guide for Subsistence Serviceability Afloat/Ashore, provides a convenient guide for daily use and reference.

3. MILITARY MEDICAL VETERINARY INSPECTION RESPONSIBILITIES. The U.S. Army Veterinary Service is responsible for Food Safety and Product Compliance Evaluations. The U.S. Army Veterinary Service shall develop an installation support plan to ensure that the SPV maintains a high level of performance. Routine inspections shall be conducted to verify that the products are safe and wholesome. The Army Veterinary Inspectors periodically shall inspect deliveries on the pier; they shall be permitted to board ships to inspect the quality of food items received from the SPV. The FSO or his representative may request U.S. Army Veterinary Services or the PMA to assist with any determination that delivered food is in less than excellent condition. The U.S. Army Veterinary Service inspectors shall provide a written report to the FSO after concluding pier side or onboard inspection for the day of the inspection. Please be advised that U.S. Army Veterinary Service inspectors may not be available for all SPV deliveries – on those occasions, the Preventive Medical Officer must perform the food safety mission requirements.

4. SUBSISTENCE PRIME VENDOR RESPONSIBILITY FOR QUALITY. Subsistence items received from commercial vendors shall originate only from approved sources. All food items shall

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be of U.S. origin and shall be in compliance with the Berry Amendment. No meat or meat food products delivered within the United States shall be accepted unless each article bears on the item, or on the original package, the stamp or label of the United States Department of Agriculture (USDA) to certify that the meat or meat products have been U.S. Inspected and Passed. A United States Department of Commerce Certified Shellfish Shipper's Certificate must accompany all shipments of unshucked shellfish. This tag must be attached to the container. This tag is required to remain attached until the container is empty. The tag shall be kept on file for 90 days. Fresh crustaceans (lobster and crab) must be alive to be accepted.

- a. Berry Amendment –The Berry Amendment (USC, Title 10, Section 2533a) requires the DoD to give preference in procurement to domestically produced foodstuffs. Domestic Non-Availability Determinations (DNADs) may be issued when items grown or produced in the U.S. cannot be acquired in a satisfactory quality and in sufficient quantity as part of the review. The status of Berry Amendment compliance of various fresh fruits and vegetables is distributed to DLA and to local supporting Veterinary Service Activities. All Navy procured subsistence in the U.S. must be Berry Amendment compliant.
- b. The Berry Amendment does not apply to acquisitions outside the U.S in support of contingency or combat operations. It also does not apply to acquisitions of perishable foods by or for activities located outside the U.S. for personnel of these activities. This includes vessels in foreign waters.

GENERAL CHARACTERISTICS OF GOOD QUALITY MEATS

<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 the touch.
Sausage meats	Firm to the touch and free of any sliminess and mold that may indicate decomposition of the sausage. The outer casing must not be broken. External mold is common, and dry sausage such as salami may be washed off provided washing does not break the casing.

Table 5-1**CHARACTERISTICS OF ACCEPTABLE/UNACCEPTABLE FRUIT**

<u>FRUIT</u>	<u>ACCEPTABLE/UNACCEPTABLE CHARACTERISTICS</u>
Apples	Best grades are firm, of good color, without blemishes, and flavorful. Poor color and lack of flavor indicate an immature product. Overripe apples are dull and may be wilted. Freezing or bruising makes the skin brown, water soaked, tough, and leathery.
Bananas	Yellow peel indicates ripe fruit. Yellow peel flecked with brown indicates a fully ripe product and must 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.

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Cantaloupe	Outside netting is thick and stands out from main covering. No trace of stem and a delicate aroma indicate a quality product. Seeds shall be heard when shaken. The skin beneath the netting should be yellow but too deep a yellow indicates over-ripeness.
Cherries	Acceptable cherries are bright in color. Immature cherries have a bitter taste. Soft, over-ripe or shriveled fruit must not be used.
Grapefruit	Acceptable grapefruit is firm, springy to the touch and not soft, wilted, or flabby. A coarse 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 Melon	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 must be fully ripe for use.
Pineapples	Fully ripe fruit is slightly soft to the touch and golden yellow in color with a piney odor. Slight decay at the base and dark watery spots on the sides are signs of over-ripeness.
Plums	Acceptable if in full color and soft enough to yield to slight pressure. The fruit is immature if it is hard and poor in color or flavor. Over-ripe fruit is soft and usually leaky.
Strawberries	Good quality fruit is firm, plump, and bright red. Over-ripe strawberries are dull in color, soft, leaky, and should not be used. Mold at the surface indicates decay.
Tangerines	Discolored skins or extremely soft, mushy spots indicate decay.
Watermelons	The surest way to determine quality is to cut a plug extending to the center. A fully ripe watermelon has a thin outer skin that peels easily when scraped with the fingernail. Interior meat is firm, watery, and sweet. Ground rot appears as soft spots on the skin.

Table 5-2

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CHARACTERISTICS OF ACCEPTABLE/UNACCEPTABLE FRUIT

<u>VEGETABLES</u>	<u>ACCEPTABLE/UNACCEPTABLE CHARACTERISTICS</u>
Cabbage	Heads are solid, well compacted, and not discolored.
Carrots	Bright color and well shaped.
Cucumbers	Firm to the touch and dull green in appearance.
Lettuce (Iceberg)	Heads firm, but spongy to touch. Leaves should be medium green in color.
Onions (green)	Bright, clean, hard, and well shaped with dark skin.
Peppers, sweet	Well shaped and thick walled with dark skin.
Potatoes	Clean, firm, and free from eyes and growth cuts.
Radishes	Smooth, crisp, and firm consistency.
Tomatoes	Firm to touch, well formed, and free of blemishes

NOTE: Fresh vegetables need to be handled with extreme care because of their perishable nature. Unnecessary handling should be avoided.

Table 5-3

5101 QUALITY INSPECTION

1. **FOOD SERVICE OFFICERS.** FSOs shall ensure that all subsistence items are inspected, that the exact quantity is received, and that all products are received in excellent condition. The FSO shall acknowledge receipt by legibly printing, signing, and dating receipt documents in black/blue ink. U.S. Army Veterinary Service assistance may be requested, in advance for all load outs/deployments.

2. **U.S. ARMY VETERINARY INSPECTORS.** Deliveries made by the Prime Vendor are subject to *random* inspection by the Army Veterinary Inspector (AVI). The PMA or AVI is required to perform fitness-for-human consumption inspections on all food purchases made outside the normal prime vendor supply channels.

3. **ARMY VETERINARY FOOD INSPECTION.** There shall be an Army Veterinary food inspection carried out under the SVP system.

- a. Random inspection on deliveries shall be conducted as they are received on the pier or at an ashore facility
- b. Routine customer service visits shall be scheduled to evaluate the products received and the vendor's performance.
- c. On-call assistance shall be provided if a problem is noted with a food product during or after a delivery.
- d. The dollar amount for any AVI sampling shall be posted as a Survey and signed by the Veterinary or Medical Inspector. (Check the applicable section of this publication for the dollar value limitations in using the NAVSUP 1334, Loss without Survey, or DD Form 200, Financial Liability Investigation of Property Loss).

NAVSUP P-486, Rev 8 - Food Service Management**5102 DELIVERY**

1. GENERAL. All items shall be delivered at designated areas, free of damage, with all packaging and packing materials intact. Food products shall be covered for protection from inclement weather when necessary. The SPV shall remove all excess pallets from the delivery point by prior arrangement between the SPV and the ordering activity. Deliveries may be decreased or increased depending on mission requirements and upon agreement between the FSO and the SPV and/or the NAVSUP FLC and DLA.

2. DELIVERY SCHEDULES. Delivery schedules shall be coordinated before arrival to ensure the availability of equipment and/or personnel. It is strictly prohibited for customers to contact their supporting vendors to modify requisition or delivery schedules. Customers must contact their FLC for any changes made to their delivery schedule. Authorized Receipt Inspectors must be available on the pier at the time of delivery, especially during a foreign port visit when anchored out, to prevent unnecessary delays at all delivery points. SPV contractors are aware that projected feeding strengths at each naval location are subject to fluctuations based on a variety of factors such as seasonal increases/decreases in personnel, surges resulting from crisis situations, mission changes or deployments, and/or homecomings. The Prime Vendor Customer Service Representative shall maintain open communication with the NAVSUP FLC, TYCOMs, and FSOs to be aware of these fluctuations and to provide the increased quantity and frequency of deliveries needed during these critical times.

An SPV who does not make a delivery to any facility in the specified delivery window may be liable as specified in the contract except under the following situations:

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

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

3. DELIVERY VEHICLES. The SPV shall provide clean, closed delivery vehicles that are equipped with lift gates. Delivery vehicles shall be capable of maintaining products at appropriate temperatures. The FSO or authorized receipt inspector shall inspect delivery vehicles for sanitation and temperature (for chilled items) at the destination. Vehicles that are not sanitary, that are not equipped to maintain prescribed temperatures, or have food and non-food items stored together may be rejected without further inspection.

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

1. INSPECTION OF SUBSISTENCE. The FSO, Supply Officer (SUPPO), or Leading Culinary Specialist (LCS) (with written approval) is responsible for the receipt, identification, and inspection of all incoming subsistence items. All food items shall be inspected at the destination for conformance to all terms and conditions quoted or referred to in the contract. These terms shall include count, condition, and identity. Deviations from the terms and conditions of the contract are not permitted under ordinary circumstances. However, deviations may be allowed when approved by the FSO before delivery. Substitutions for ordered items are not permitted. When orders call for specific grade, type, or quality of food products, only the specified items shall be accepted on delivery. Food items shall not be accepted if deviations or substitutions have been made, even if

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offered at reduced prices. The FSO or designated representative shall inspect supplies as promptly as is practicable after delivery. Failure to promptly inspect or accept supplies does not relieve the contractor from responsibility; nor does it impose liability on any one of the ordering facilities for non-conforming supplies.

2. **IDENTITY INSPECTION AT RECEIPT.** Food items shall be inspected to ensure that the product is the item, type, style, and grade ordered. Receipt Inspectors shall be familiar with contractual labeling requirements and shall be thoroughly trained to determine shelf-life requirements and shelf-life remaining at receipt. All perishable products must have an "open coded" Date of Pack (DOP) and an open coded "Use by Date," "Best If Used By Date," "Sell By Date", or similar marking indicating the end date of the guaranteed freshness. The SPV shall deliver the freshest food possible, but as a minimum shall comply with the contractual shelf life requirements. To obtain a copy of the applicable contractual requirements, contact the local Navy Food Management Team or local Fleet Logistics Center (NAVSUP FLC). Products offered by the SPV are required to be the freshest available products and must be within the manufacturer's established shelf life. Refer to the specific contract requirements. For ashore activities the SPV is required to deliver only the freshest possible food.

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

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

- Frozen food items shall be delivered with internal temperatures not exceeding 0°F. Evidence of thawing and refreezing shall be cause for rejection of an item.
- Case weight of frozen meat items shall not exceed 60 pounds in weight with a 1/2-inch head space (air gap).
- Items requiring "Protection from Heat" must be delivered at a temperature below 70°F.
- Items requiring "Chilled" conditions shall be delivered with internal temperatures between 32° F. and 41° F.
- The recommended internal temperature for ice cream is -10°F. The temperature shall not exceed 0°F.
- Containers and wrapping must be intact and not damaged. Packages shall be free of dripping and show no evidence indicating that the contents have been mishandled.

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5. **MEDICAL DEPARTMENT CERTIFICATION.** A medical department certification is not required for deliveries made to a Navy or Marine Corps food establishment by an SPV or by a subcontractor under a Prime Vendor Contract. If there is any doubt about the fitness of any item, the product shall not be accepted. It shall be referred to local Army veterinary personnel for resolution. In the event local Army veterinary support is not available, resolution shall be referred to the command/unit Navy PMA. The DLA provides disposition instructions. Deliveries made by the SPV are subject to random inspections by an Army Veterinary Inspector (AVI). Under the SPV program, the veterinary food inspector's stamp is not required for the vendor to receive payment. When receiving subsistence from an approved non-contracted PV overseas the command's PMA shall inspect all deliveries for wholesomeness and shall sign the receipt acknowledging acceptance of subsistence.

6. **ACCEPTANCE OF FOOD ITEMS.** The information gained in the course of receipt inspections is necessary to make the proper decision for initial acceptance of food items delivered by an SPV. The FSO or designated representative is the final authority on decisions to accept or reject deliveries, except in cases of suspected unwholesomeness, unapproved sources, and Berry Amendment Compliance. Food found to be deteriorated, contaminated, or infested at the time of delivery shall be rejected and returned to the SPV. Any item that has been mishandled, has incorrect internal temperatures at delivery, shows evidence of being thawed and refrozen, has freezer burn, or is dehydrated shall not be accepted. It must be properly documented to support actions taken. FSOs shall contact the Army Veterinary Service for disposition advice on all questions of fitness for human consumption or wholesomeness (especially for all overseas deliveries). In the absence of the Army Veterinary Service, the FSO must contact a PMA. Any food item received in less than excellent condition must be reported and rejected. An SF 364 must be provided to the DLA PV when deliveries of subsistence contain less-than-satisfactory products that are accepted at the time of delivery. This process allows the PV to evaluate and investigate products to ensure the Navy continues to receive excellent food items. Substitute items accepted must be representative of the original product ordered and only accepted with prior approval from the FSO. This must be documented and initialed by the FSO on the receipt at the time of acceptance of the substitute food item.

5104 AUTHORIZED RETURNS

1. **CONTRACTOR/VENDOR RETURNS.** The contractor/vendor shall accept returns under the following (but not limiting) conditions:

- Products shipped in error
- Products damaged in shipment
- Products with concealed or latent defects
- Products that are recalled
- Products that do not meet shelf life requirements
- Products that do not meet minimum quality requirements
- Products delivered in unsanitary vehicles
- Products delivered that fail to meet minimum/maximum temperature requirements
- Over-ordered products in new condition

5105 REJECTION AND RE-DELIVERY OF DISCREPANT ITEMS AT DELIVERY

1. **RECEIVING ACTIVITY RESPONSIBILITY.** The receiving activity shall immediately notify TYCOM or the regional representative of any problem not resolved by the NAVSUP FLC or the SPV.

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- a. A Supply Discrepancy Report (SF 364) shall be submitted to NAVSUP via FLC and TYCOM for any problem that has not been resolved. (See Paragraph 5300.2 and Figure 5-5 for details on how to complete an ROD).
- b. When products are rejected at the time of receipt for medical reasons, a copy of the PMA's SF 364 shall be emailed to navsup_foodservice@navy.mil via FLC and TYCOM for further distribution to the SPV and the DLA Account Manager/Regional Representative. The Prime Vendor Listing on the DLA website for account manager contact information shall be used. This listing can be found at <http://www.dla.mil/subs/pv/pvlist.asp> TROOP SUPPORT SITE

2. DELIVERY TICKETS. In the event an item(s) is (are) rejected, delivery tickets shall be annotated for the item(s) rejected. These items and their respective costs shall then be lined out and initialed by the driver and the receiving person. The receipt inspector shall clearly annotate a specific reason for each item returned to the SPV. Such reasons may include the following:

- high temperature
- mechanical damage
- decay for FF&V
- unapproved source

Quantities received that are greater than the quantity ordered are required to be returned to the PV to avoid an unauthorized commitment.

3. REPLACEMENTS. Replacements are authorized depending on the needs of the command. Same day re-delivery of replacement items shall be provided when the customer requires immediate use of the item. In this instance the FSO shall notify NAVSUP FLC/SPV (SPV) to re-order the replacement items and shall request a same-day or a next day delivery date. Replacement items that are delivered the same day or later shall require a new order entry and shall be delivered under a separate invoice. These re-deliveries shall not be considered as an emergency order. Replacement items may be delivered on an unlimited basis at no extra charge. The invoice signed by the receiving official should reflect only the items that were actually received. Commands must not sign for a replacement item until it is actually received. Replacement of rejected products shall be ordered at the discretion of the FSO. A different brand may be requested to prevent the return of suspect item(s).

5106 RECEIPT DOCUMENT PROCESSING

1. GENERAL. The FSO/receipt inspector shall be responsible for delivery, inspection, and acceptance of provisions from the SPV.

- a. The FSO/receipt inspector shall circle the quantity received and shall legibly print, sign, date, and annotate the time of delivery on the delivery invoice. The procedure for any changes in quantity received is as follows:
 - line out the incorrect quantity
 - initial the correction
 - annotate and circle the actual quantity received
 - annotate and circle the reason for the change (rejected, missing, substitution) on the receipt (delivery invoice)
 - the SPV representative/driver must initial all corrections
- b. Return the required number of copies of the completed invoice to the delivery vehicle driver. The PV delivery driver shall provide receipt to NAVSUP FLC.
- c. Afloat/Inport - A Returned copy of the invoice shall be provided to the designated Logistic Support Representative (LSR) at the NAVSUP FLC via the delivery vehicle driver. Both the ordering activity and the LSR at NAVSUP FLC shall validate receipts. A final copy of the receipts in FSM format and with all noted adjustments shall be returned back to the

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ordering activity via email. The designated records keeper shall then verify the LSR posted receipts with their own to sure 100% continuity. Immediately contact the LSR when discrepancies occur.

- d. Ashore – The ashore Recordskeeper/storeroom custodian shall post receipts directly into Stores Web and the FSM system, ensuring that all discrepancies are posted properly and verified directly with the SPV. The SIK Cost Recovery Rate (CRR) markup fee shall be applied to the extended price of each item (whether the order was processed CONUS or OCONUS) when processing the truck driver's commercial invoices. Units must consistently and accurately apply the SIK CRR during receipt processing procedures for SIK orders in the FSM system. Receipts from the STORES Receipt Files and receipts from Cargo/USNS/CLF Ships and third-party Husbanding Agents do not apply the CRR in the FSM system.

2. RECEIPT RETENTION. Current financial records retention guidance requires the retention of all documentation in support of a financial statement audit. Commanders may authorize the use of electronic/optical storage for retention of issue and receipt source documents in lieu of paper storage. However, receipt documentation must be readily available for review by procurement personnel, auditors, and financial management personnel.

5107 PRIME VENDOR COST RECOVERY RATE

1. GENERAL. The Prime Vendor Cost Recovery rate(s) is (are) entered into the FSM system at the enterprise level annually. PV Cost Recovery rates are applied to all PV requisitions only.

5108 DISCREPANCIES DETECTED AFTER RECEIPT - LATENT OR HIDDEN DEFECTS

1. GENERAL. The FSO must request inspection by Army veterinary personnel, when available, or by the PMA for any product found to be defective after the initial delivery. The AVI or PMA shall substantiate the existence of hidden or latent defects and shall determine if the items are fit for human consumption.

2. PROCEDURES:

- a. Ashore General Messes. Contact the appropriate DLA Account Manager and Regional Representative to arrange for return of the items for replacement. Consult with the supporting Army Veterinary Service representative to determine that appropriate local health authorities have been notified of confirmed wholesomeness problems.
- b. Afloat Units In Port. Contact the TYCOM and NAVSUP FLC to arrange for return of the items for replacement. Consult with the supporting Army Veterinary Service representative to determine that appropriate local health authorities have been notified of any confirmed wholesomeness problems.
- c. Afloat Units Underway. Items inspected by the PMA and found to be non-hazardous must be kept on board until the ship is back to its homeport and items can be returned to the vendor for a replacement. However, if the storage capacity does not permit such action to be taken, or if keeping the items on board creates an unhealthy environment, these items must be surveyed. When surveyed, provide pictures of the surveyed item(s) and a certificate of unfitness for human consumption from the medical department. A copy of the survey form with the Supply Discrepancy Report (SF 364) must be supplied to DLA via TYCOM/FLC and NAVSUP N42 for credit resolution. FSOs shall follow the procedures set forth in this publication for surveying and disposing of food items deemed hazardous. If possible, a picture of the hazardous item(s) shall be obtained. The PMA shall provide a certificate of unfitness for human consumption form that confirms that the discrepancy was not caused by any action of the ship. The FSO shall consult with PMA before discarding

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any food items suspected to be hazardous or unsafe. The FSO shall submit a copy of the survey form with the Supply Discrepancy Report (SF 364) to DLA via TYCOM/FLC and NAVSUP N42 for credit resolution. A copy of the PMA's or Veterinary Inspector's inspection report shall be attached to the SF 364.

5109 REPORTING OF DISCREPANCY IN SHIPMENT

1. SHIPMENT DISCREPANCIES. Timely reporting of problems encountered in the delivery of subsistence is critical. The Supply Discrepancy Report (SF 364) shall be submitted to report any problem encountered in the delivery of subsistence by SPV. Originators must be specific in describing the nature and facts of the problem being reported. Prior to submission, the FSO shall ensure that the report is reviewed for accuracy and detail. The basic questions of what, when, where, and why must be answered. Upon completion, forward the Supply Discrepancy Report (SF 364) to NAVSUP for action via NAVSUP FLC and TYCOM for afloat commands. Email to navsup_foodservice@navy.mil. (See Paragraph 5300.2 and figure 5-5 for details on how to complete a ROD).

2. DISCREPANCY CREDIT. In order to be credited for any discrepancy detected after the receipt documentation has been forwarded to DLA, and the distributor has not provided a one for one replacement, a report of discrepancy must be completed to adjust your bill. Email the SF 364 to navsup_foodservice@navy.mil via TYCOM/FLC.

NAVSUP P-486, Rev 8 - 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**

1. GENERAL. An ashore supply activity shall perform a quality inspection of food items upon acceptance from the original supplier. This inspection shall be in accordance with NAVSUPINST 4355 (series). Before loading, the receiving individual and the PMA and local AVI shall inspect all food items, in accordance with NAVMED P-5010-1 Tri-Service Food Code, to detect any deterioration, contamination, or infestation that may have occurred since the quality inspection at the supplying activity. Special attention shall be given to inspection of foods that are perishable or may be easily infested. Food found to be deteriorated; contaminated, or infested at the time of delivery to ashore activities or ships in port shall be rejected and returned to the supplying activity. Government-owned subsistence items received in usable condition but unfit for storage shall be used promptly; any loss shall be surveyed. Foods received via underway replenishments that are suspected to be hazardous should be separated and disposed of immediately in accordance with Paragraph 5301 and Paragraphs 6001 through 6002 and NAVSUP P-485.

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

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

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

3. DISPOSITION OF RECEIPT DOCUMENTS. The FSO shall retain the signed copies of all receipts under lock and key (accountability file) for 10 years.

NAVSUP P-486, Rev 8 - Food Service Management**5202 INSPECTION BY THE MEDICAL DEPARTMENT**

1. MEDICAL INSPECTION. Only during emergency situations, and with TYCOM/FLC approval, shall a command ever order from sources (commercial vendors) other than a PV. In these rare cases, a designated representative of the medical department shall perform a fitness-for-human consumption inspection upon receipt of food items. The PMA shall sign the DD Form 1149 receipt document showing that the inspection has been performed. An item shall not be accepted if there is any doubt about its fitness. The item(s) shall be referred to the AVI or Navy PMA for appropriate disposition. When a receipt inspection is performed by an AVI or PMA at a central inspection point before delivery, proof of inspection shall be stamped on the vendor's delivery ticket and further medical inspection is not required during receipt.

5203 RECEIPT ON BOARD

1. RECEIPT INSPECTION. The FSO has overall responsibility for the receipt, identification, and inspection of all incoming subsistence items. The receipt inspector is responsible to the FSO for the quality inspection and receipt of incoming subsistence items. Designated in writing by the FSO, the receipt inspector shall check for conformance to all terms and conditions referred to in any and all contracts and regulations. This may include the following

- specific grade
- type
- quality
- labeling
- dates of packing
- shelf life

When subsistence items are received, the FSO shall verify all subsistence has been received. The receipt inspector shall determine the exact quantity received and shall sign the necessary papers in black/blue ink to acknowledge receipt. In the absence of the FSO or receipt inspector, a responsible person who is authorized in writing by the Supply Officer (see Appendix D for a sample letter) may receive and inspect food items.

NOTE: Receipts must contain the following minimum data elements:

- Document Number
- NSN
- Quantity
- Unit of Issue

If any of these data elements are unavailable or illegible on the receipt, an administrative /dummy receipt is required.

5204 RECEIPT BY THE AUTHORIZED RECEIPT INSPECTOR

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

NOTE: Receipts must contain the following minimum data elements:

- Document Number
- NSN
- Quantity
- Unit of Issue

If any of these data elements are unavailable or illegible on the receipt, an administrative /dummy receipt is required.

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2. **QUALITY INSPECTION UPON RECEIPT.** Upon delivery, food items shall be inspected to verify their acceptability before signing for receipt. Receipt personnel may request assistance by local AVI personnel to assist in verification of subsistence items.

- a. This inspection must include 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. Mixed load sampling must include representative samples of each type of product. This information is necessary to make the proper decision for initial acceptance and/or subsequent issue on board. Any food item received in less than excellent condition must be reported or rejected in accordance with Paragraph 5200 or Paragraph 5201.
- b. A local code (such as different color markings on cases) may be established to identify the receipt date to be used with date of pack (DOP) and inspection results so that a First In First Out (FIFO) procedure shall be effective.
- c. First In-First Out (FIFO). First in-first out is a procedure that determines only the order of precedence for issue. The final decision for issue shall depend on product condition as determined by inspection.

3. QUANTITY INSPECTION UPON RECEIPT

- a. Receipt from Navy Sources. The receipt inspector shall inspect the quantity of food items received, circle the exact quantity received (unit of issue), and legibly print, sign, and date the receipt document (see Figure 5-1). The receipt inspector shall ensure that the proper quantity (the quantity on the receipt document matches the quantity received). Net weights marked on standard packages received from the Navy or other government agencies shall be accepted. The quantity on the outside of the container received from government sources shall be accepted providing the container has not been opened. The quantity indicated on the container must be checked if the container has been opened. The receipt inspector then shall forward the receipt documents to the FSO.
- b. Receipt from Commercial Sources other than Prime Vendor. Upon receipt of provisions from a commercial source, the receipt inspector shall remove one copy of each delivery ticket and forward them to the bulk storeroom custodian before counting the food items. If only one copy of a delivery ticket is provided, an additional copy shall be made and forwarded to the bulk storeroom custodian. The receipt inspector shall then inspect and circle the quantity received and shall sign and date the copy with the date the items that were received (Figure 5-2). The quantity on the outside of containers received from commercial sources shall be confirmed by randomly selecting at least one case of each line item and ensuring that quantities indicated on the outside of a container match the actual contents. The quantity indicated on the container *must* be checked on any container that has been opened. This person then forwards the document to the Recordskeeper for posting.
 - 1) Definite Delivery Contract. The Recordskeeper records and circles the exact quantity received on the delivery ticket.

4. **SHORTAGES AND OVERAGES.** Shortages and overages shall be handled in accordance with Paragraph 5206 and Paragraph 5207.

5205 UNSATISFACTORY SUBSISTENCE ITEMS

1. **GENERAL.** The subsistence supply system has quality provisions designed to guarantee the receipt of wholesome, satisfactory food items at military general messes. However, DoD procurement systems may experience breakdowns that allow some unsatisfactory products to filter into the military pipeline. As an aid to controlling or eliminating this situation, unsatisfactory food items must be reported promptly upon receipt in accordance with the procedures outlined in

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Paragraph 5300 and Paragraph 5301. Speed and accuracy in reporting discrepancies is important especially if the product is hazardous/suspect. In all instances, immediate reporting of defective food items shall enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government. Defects discovered after receipt (during inspections, breakouts, or preparation) should be reported provided the defective condition was not caused by mishandling or over-aging of the item while in the custody of the using activity. This shall enable the contracting agency to initiate warranty action against the supplier, thereby protecting the financial interests of the government.

5206 SHORTAGES IN SHIPMENT

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 because of a shipping (item) or packing discrepancy. If a shortage exists, immediately contact DLA Account Manager to resolve discrepancies.

5207 OVERAGES IN SHIPMENT

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

Overages on receipts create variances and funding issues between SIK obligations and expenditures. Justifications are required from the command and TYCOM and forwarded to BUPERS when the quantity results in the expenditures are more than an obligation is. In port, quantities received, which are greater than quantities ordered, are required to be returned to the Prime Vendor to avoid unauthorized commitments.

2. OVERAGE DOCUMENTATION. When discrepancies from a Navy source are unable to be resolved, the receipt inspector shall indicate on the receipt document the actual quantity received by annotating and circling the quantity received and drawing a single line through the invoiced quantity. The receipt inspector shall then sign and date the receipt document in accordance with Paragraph 5202 and Paragraph 5204 (Figure 5-3) and shall forward the document to the FSO.

- a. Items Received without a Receipt Document. If the receipt is damaged or illegible beyond recognition, or when processing over-aged shipments, the unit/activity is required to create an "administrative/dummy receipt". A "Dummy Receipt Document" shall then be prepared by the Recordskeeper to document the excess quantity received. This dummy receipt document is a DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A) or Requisition Invoice/Shipping Document (DD Form 1149). At a minimum, the Administrative/Dummy Receipt must contain the following:

- A clear definition of the purpose of the receipt (the item was missing, damaged, or lost in shipment)
- Document Number
- NSN
- Quantity
- Unit of Issue
- The date received

The Administrative / Dummy Receipt shall require one of the following:

- Printed full name with legible signature by receiving member with substantiating documentation (packing slip/delivery ticket).
- Digital Signature with a date/time stamp by the receiving member without substantiating documentation.

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- Printed full name with a legible signature by the receiving member with applicabBusiness Logistic Application (BLA).
- The system date clearly visible on the screen shot coinciding with the receipt date.
- A legible first and second line signature without substantiating documentation,

NOTE: In instances where a receipt does not meet the minimum required elements for a receipt (as listed above), unit/activity must create an administrative/dummy receipt to be attached to the substantiating documentation delivered with the material. Both documents must contain a legible signature of member receiving the material (2nd line signature is not required).

- b. Dummy Receipt Document Preparation. DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A) or Requisition Invoice/Shipping Document (DD Form 1149) shall be prepared as a "Dummy Receipt Document" (Figure 5-4) for overages in shipment. It shall be used as the source document for posting the excess receipt to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367).
- c. Preparation of DD Form 1348-1-A. DD Form 1348-1-A shall be prepared using all the information on the original receipt document with the exception of the quantity and total price. The quantity block shall contain the excess quantity actually received. Zero fill as necessary (for example, 28 ea = 00028). The total price block shall contain the dollar value of the excess quantity times the unit price. "DUMMY INVOICE TO COVER EXCESS SHIPMENT" shall be annotated on the document. A statement that cross- references the original receipt document with the "Dummy Invoice" (Figure 5-4) shall be provided to distinguish the dummy receipt from the normal receipt. When possible, all excess quantities not ordered should be returned. If overages must be accepted, the receipt inspector and bulk storeroom custodian must circle the excess received, then both shall sign and date the dummy invoice. The dummy invoice must then be forwarded to the FSO. A dummy invoice also shall be used when food items are received without invoices or with unpriced invoices until the correct invoices are received. Prices shall then be cross-referenced and differences correctly posted to NAVSUP Form 367.
- d. Administration/Dummy Receipts with the FSM System Date Validation. When a screen shot from the unit/activity's BLA is used to create the Administrative/Dummy receipt the BLA system date, readable on the screen shot, may validate when the receipt was created as long as it coincides with the receipt date. In this instance, only a legible signature of the member receiving the material is required.
- e. Administration/Dummy Receipts Not Digitally Signed. For administrative/dummy receipts not digitally signed (CAC signature and date), a legible first and second line signature and date must be recorded on the Administrative/Dummy receipt within 72 hours after it has been created. The second line signature must be by an E7 or above or GS/Civilian supervisor level equivalent for all Operational Forces and Ashore units/activities. For units/activities that do not have an E7 or above, the senior member of the team shall be responsible for the second line signature.

3. OVERAGES FROM A COMMERCIAL SOURCE

- a. When an overage occurs from a commercial vendor, the receipt inspector and bulk storeroom custodian shall sign only for the requested quantities on the receipt documents in accordance with Paragraph 5202 and Paragraph 5204 and shall forward the documents to the FSO. Any excess quantities shall be returned to the vendor.

5208 UNEXPECTED SHIP SCHEDULE CHANGE

1. GENERAL. When a ship is redirected from a scheduled port visit, and provisions cannot be cancelled or an Other Supply Officer (OSO) transfer cannot be performed in a timely manner, the

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local NAVSUP FLC, Regional Supply Center (RSC) or the assigned Commander Task Force (CTF) shall be contacted immediately.

- a. The FSO must attempt to obtain a copy of the receipt document.
- b. The receipt document must be posted as an RWC for the quantity shown on the receipt regardless if subsistence has been received.
- c. DD Form 200 shall be initiated to remove items from inventory

5209 PORT CLEARANCE FOR FOOD PRODUCTS

1. GENERAL. It is the responsibility of the vessel's Commanding Officer to notify Customs and Border Protection (CBP) of a pending vessel arrival and to provide the proper passenger/cargo documents upon arrival. The CBP must complete their baggage/cargo inspection before the embarking or disembarking of personnel or loading or unloading of stores.

2. CLEARANCE REQUIREMENTS. CBP inspectors shall inspect all food service storage locations including all refrigerators and freezers onboard. The FSO, LCS, or storeroom custodian must be standing by to assist the CBP inspectors. In preparation for entry into the United States all food products of animal or plant origin (not including seafood) manufactured outside of the United States must be disposed of or palletized and marked for disposal before entry. Disposal must be completed before port clearance approval as outlined in OPNAVINST M 5090.1.

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

Circle quantity actually received

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																																																																																										
DOD INT										RI FROM										M & S										UNITS										QUANTITY										SUPPLEMENTARY ADDRESS										SING										EUND										DIS-TRIBU-TION										PRO-JECT										PRI										RDD EQLT D										ADV										RI										CM / PNT										CM / GNT										1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO									
DOLLARS										CTS										DOLLARS										CTS										4. MARK FOR										5. DOC										6. NMFC										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										17. ITEM NOMENCLATURE										18. 17.0.0.0.1										19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																																																																															
22. RECEIVED BY										23. DATE RECEIVED										24. DOCUMENT NUMBER & SUFFIX (30-44)										25. NATIONAL STOCK NO & ADD (8-22)										26. REC (4-6) LI (23-24) QTY (25-26) CON CODE (71) DIST (65-66) UP (74-80)										27. ADDITIONAL DATA																																																																																																																																											

Enter the last three (3) digits of the julian date

Enter julian date (Calendar Year)

National Stock Number

Unit of Issue/Qty Rcvd

Unit Price

Signed and dated by the receipt inspector

A. S. East

29 Jun 14

Sugar, Refined, Granulated

Figure 5-1

DD FORM 1348-1A, JUL 91 (ISSUE RELEASE) RECEIPT DOCUMENT, SN 0102-1, E-14-5000

24 DOCUMENT NUMBER & SUFFIX (30-44)

25 NATIONAL STOCK NUMBER (AID \$ 72)

26 (1-6) COUNTRY (25-28) CONC CODE (71) DIST (55-56) UP (74-90)

27 ADDITIONAL DATA

1. COUNTRY OF ORIGIN 2. FROM 3. MATERIAL 4. UNIT 5. QUANTITY 6. SUPPLEMENTARY ADDRESS 7. SIGN 8. DIS. TRI. BU. 9. PROJ. 10. PRI 11. R.D. 12. ADV 13. RI 14. C. 15. UNIT PRICE 16. DOLLARS 17. CTS 18. TOTAL PRICE 19. SHIP FROM 20. SHIP TO 21. MARK FOR 22. RECD BY 23. DATE RECEIVED

AOANNZ 3 BG 00120 N 32199 B PZ 9M EP5 12

00005 22

000189 21111

V21111-9G10 DATE

8920 01 250 6557

Enter only the excess quantity received

Enter julian date

Note additional comments

"Dummy invoice" to cover excess shipment

SHIP FROM: N00189 FISC NORFOLK

SHIP TO: V21111 USS DUARTE

Note: Item received during replenishment from FISC Norfolk on 30 June 98. USS Duarte requisition number V21111-9G10 applies. Copy forwarded to FISC Norfolk.

[illegible]

Figure 5-4

NAVSUP P-486, Rev 8 - Food Service Management**PART D: UNSATISFACTORY SUBSISTENCE ITEMS****5300 NONHAZARDOUS FOOD ITEMS**

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

a. Examples of nonhazardous, unsatisfactory food items are:

- Chicken wings in a box labeled chicken breasts.
- Grill steaks containing such large amounts of fat and gristle that they are tough and unappetizing.
- Packaging that does not adequately contain and protect the product.
- Deviations in case quantity.
- Conflicting markings (administrative non-conformance).

2. REPORTING PROCEDURES

- a. Ashore facilities and afloat facilities while in port shall report all unsatisfactory subsistence items to the supporting U.S. Army Veterinary Service. FSOs shall request inspection of the product, recommendation for disposition of the item, and assistance in completion of necessary reports. The FSO shall determine use of items in the nonhazardous, unsatisfactory food category. This assessment may include processing of suspect subsistence. The ROD (Standard Form 364), DD Form 1348-1-A, and DD Form 1608 are available for use in the FSM system. These forms may be saved in the FSM system.
- b. Unsatisfactory Nonhazardous Food Items received from a prime vendor or non-prime vendor Commercial Source require a Standard Form 364 to be prepared by the activity (afloat and ashore). DoD 4140.1, Material Management Policy, provides policy and guidance.
- c. The Standard Form 364 shall be prepared as shown below and in Figure 5-5.

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<u>Date Block and Caption</u>	<u>Instruction for Entry</u>
Top of Form	Indicate whether the problem is a shipping discrepancy, packaging discrepancy, or both by placing an X in the appropriate box(es).
1 Date of Preparation	Year, month, day (Example: 99 Jun 01)
2 Report Number	Serial number of the report. If this is the fifth report of the calendar year, enter 005/99) or enter the survey number assigned if the item was surveyed.
3 To	COMMANDER DEFENSE SUPPLY CENTER ATTN: DLA-TS-FTRE 700 ROBBINS AVENUE, PHILADELPHIA, PA 19111-5906
4 From	Name, address, and zip code of the reporting activity.
5a Shipper's Name	Name and address of the shipper. This can be obtained from shipping documents or service supply activity.
5b Number and Date of Invoice	Leave Blank
6 Transportation	Leave Blank
7a 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 shipped
9d Quantity Received	Quantity of item received.
10a Discrepancy Quantity	Quantity in error.
10b Discrepancy Unit Price	Unit price as billed or shown on the shipping documents.

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10c Discrepancy Total Cost	Enter the total value of material (10a x 10b).
10d Discrepancy Code	Nature of the discrepancy using the discrepancy codes listed on the face of the form. If a condition exists that is not listed, use Z1 and explain the action requested in item 12.
11 Action Code	Requested action from codes listed on the face of the form. If the action is other than that covered by the listed action codes, use 1Z and explain the action requested in item 12.
12 Remarks	<p>Use for any supplemental information where the combination of discrepancy codes and action codes needs clarification, where shipping-type (item) discrepancies need explanation, and where a breakout of cost to reports in terms of time and materials is required. Specific data such as appearance, lot/batch number, manufacture and packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action must be included. Include additional contact information and photos to assist with discrepancies and/or any deficiency. When over-aged material (material with an expired shelf life) is received, enter the following information:</p> <ul style="list-style-type: none"> • Manufacturer's name • Contract/purchase order number if not shown in item 7a • Date of manufacture, pack, or expiration • Lot/batch number • Location of material • Name, address and telephone number (if available) of contract • Nature of complaint, stating in detail why material is unsatisfactory
13 Funding and Accounting Data	Leave Blank. For use by NAVSUP N42.
14a Typed or printed name, title, and phone number of preparing official	Self Explanatory
14b Signature	Self Explanatory
15 Distribution	<p>NAVSUP 423 (EMAIL)</p> <p>Copy to: Retained Returns, TYCOM</p> <p>NAVSUP FLC, Supporting Vet Services</p>

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INSTRUCTIONS

DEPARTMENT OF DEFENSE: DLAR 4140.55/AR 735-11.2/NAVSUPINST 4440.127E/AFR 400-54/MCO 4430.3E, Reporting of Item and Packaging Discrepancies, and/or DLAR 4140.60/AR 12-12/NAVSUPINST 4920.9B/AFR 67-7/MCO 4140.1B, Processing Discrepancy Reports Against Foreign Military Sales Shipments. CIVILIAN AGENCIES: See FPMR handbook cited in 19(2)(a).

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION		2. REPORT NUMBER					
<input type="checkbox"/> SHIPPING <input checked="" type="checkbox"/> PACKAGING				14 JUN 20		005/14					
3. TO (Name and address, include ZIP Code)				4. FROM (Name and address, include ZIP Code)							
DLA Troop Support ATTN: Subsistence - FTRE 700 Robbins Ave. Philadelphia, PA 19111-5096				COMMANDING OFFICER USS DUARTE (DDG 90) FPO-AE 28882-1888							
5a. SHIPPER'S NAME				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GRL, Waybill, TCN, etc.)					
HEINZ 208TH ST. PHILADELPHIA, PA 19111											
7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)							
DLA-134-98-C-444				V2111181809H05							
9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA							
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (d)				
8950013893825 HOT SAUCE, PEPPER SAUCE	BT	120	120	48	1.24	59.52	Z1				
						0.00					
						0.00					
						0.00					
11. ACTION CODE											
12. REMARKS (Continue on separate sheet of paper if necessary)											
APPROXIMATELY TWO THIRDS OF PRODUCT HAVE RUSTED CAPS											
Provide detailed description of the discrepancy. The basic questions of what, when, where, and why must be answered.											
1 DISCREPANCY CODES				2 ACTION CODES							
CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete, improper or without authority (Only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKAGING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization				PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and RMS shipments) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item as a separate copy in item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks				1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned 1H - No action required. Information only. 1Z - Other action requested (See remarks)			
13. FUNDING AND ACCOUNTING DATA											
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL				14b. SIGNATURE							
ELLIS, WILLIAM B. FSO 564-2290 757-444-2290											
15. DISTRIBUTION ADDRESSEES FOR COPIES											
COMMANDING OFFICER NAVAL SUPPLY SYSTEMS COMMAND N413 5450 CARLISLE PIKE P.O. BOX											
364-103		7540-00-159-4442		(Previous edition is obsolete.)		Reset					
STANDARD FORM 384 (REV. 2-80) (EG) Prescribed by GSA FPMR 101-11.8											

Figure 5-5

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- d. Unsatisfactory Nonhazardous Food Items received from Naval and other Government Sources. A DD Form 1608 (UMR) shall be prepared by all activities (afloat and ashore) receiving unsatisfactory food items that do not conform to specifications that were received from SPV or other government sources. See below and Figure 5-6.

<u>Date Block and Caption</u>	<u>Instruction for Entry</u>
1 Date Prepared	YYMMDD (Example: 990123)
2a Name of Receiving Activity	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND FLEET SUPPORT DIRECTORATE, NAVY FOOD SERVICE DIVISION (NAVSUP N42)
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, For example: Peaches, Whole, No. 10 can or Pork Chops, Boneless. (See Federal Supply Catalog C8900-SL, Prime Vendor Catalog, or Food Item Code List).
4b SIS Evaluation	Leave Blank.
5 National Stock Number	13-digit NSN from the Group 89, SPV Catalog or from the Food Item Code List.
6 Specification Number/IMPS Number	Leave Blank
7a Name of Contractor	Obtained from shipping container.
7b Plant Address	Obtained from shipping container.
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 also may be found printed or stenciled on the shipping container.
12 Date of Pack	(YYMMDD) obtained from the shipping container.

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13 Requisition Number	Enter the complete requisition number (service designator and Unit Identification Code (UIC) followed by the Julian date of the requisition followed by the food item code preceded by the number 9).
14 Date Supplies Received	(YYMMDD) Date the food items were received.
15a Size of Lot/Shipment (Cases)	Total number of cases being reported as unsatisfactory.
15b Size of Lot/Shipment (Units)	Total number of units being reported as unsatisfactory (unit of issue as described in the FSC-8900-SL, Part I, Prime Vendor Catalog or on NAVSUP Form 1059).
16 Quantity on Hand	Total on hand quantities of the food item being reported.
17 Narrative	Include a narrative description of the unsatisfactory condition that 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 the current status of product such as on hold, normal issue, or expedited issue.
Recommendations	State recommendations for the disposition of supplies, revision of specification requirements, and/or revision of purchase requirements for the size of units and quantities. List all other discrepancy forms reporting this same discrepancy and item.
19a Name of Verifying Officer	Name of accountable FSO.
19b Grade	Grade of accountable FSO.
19c Signature	Signature of accountable FSO.
19d Telephone Number	Telephone number of accountable FSO (include commercial and DSN numbers).
19e Title	Title of accountable FSO.
19f Date	YYMMDD. Date the report is signed and forwarded.
20 Distribution	NAVSUP 423 (EMAIL) Copy to: Retained Returns, TYCOM NAVSUP FLC, Supporting Vet Services

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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. TYPE OF EXAMINATION	20B. INSPECTION LEVEL	20C. AQL	20D. CLASS OF DEFECT	20E. ACCEPTANCE NUMBER	20F. REJECTION NUMBER	20G. SAMPLE SIZE	20H. NUMBER OF DEFECTS OR DEFECTIVES	20I. SAMPLE UNIT		
21A. TYPED NAME OF AUTHORIZED INDIVIDUAL					21B. GRADE		21C. SIGNATURE			
21D. TELEPHONE NUMBER (A-AUTOVON C-COMM.)					21E. TITLE		21F. DATE (YYMMDD)			
DD Form 1608 82 SEP EDITION OF 1 APR 77 IS OBSOLETE S/N 0102-LF-001-6082										

Figure 5-6

NAVSUP P-486, Rev 8 - Food Service Management**5301 HAZARDOUS FOOD ITEMS**

1. **GENERAL.** Hazardous food items are products that 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 Army Veterinary Inspectors, the PMA, or the appointed representative. The AVI or PMA shall determine the suspected causes of the food-borne illness. Photographs shall be taken before placing the item on medical hold and before submitting samples for laboratory analysis in accordance with Subparagraph 4 below.

2. **EXAMPLES OF POTENTIALLY HAZARDOUS FOOD ITEMS.**

- a. Widespread presence of swollen or leaking cans. (The contents of bulged or swollen cans must never be consumed).
- b. Products with offensive or unusual odors and colors and/or any other evidence of deterioration, spoilage, or contamination. An attempt must be made to determine whether or not the hazardous condition is caused by an isolated instance of excessive storage or by mishandling before reporting the item as hazardous.
- c. Food items containing foreign objects such as glass, dirt, or pieces of metal. A sample of the contaminant must be forwarded to HQ, DLA, ATTN: DLA-HQS (CDCFP), by the most expedient means. Communication accompanying the sample must indicate if the problem appears to involve only a single unit/container of the product and must include the estimated percentage of units/containers involved when possible. Photographs are the preferred form of documentation.
- d. Any apparently wholesome food items that, based on the best medical knowledge available, is suspected or known to harbor disease-causing agents.
- e. Items that show Insect infestation.

NOTE: Food items that have become hazardous because of over age, mishandling while in the custody of the user, or other isolated instances of abuse shall not be reported under these procedures.

3. **DISPOSITION.** Items that are suspected to be hazardous shall be separated and suspended from issue subject to determination by Preventive Medicine Authority (PMA) that they are unfit for human consumption. Items determined to be unfit for human consumption shall be surveyed and disposed of under the supervision of the responsible supply and/or medical personnel by burning, burial, or dumping at sea. Hazardous products shall be completely disposed of to prevent any possibility of consumption. Samples, as noted in Subparagraph 4, should be retained. Prior to destruction, all available identifying information, including contract numbers, shall be obtained. Photographs of the defects must be taken before disposing. When the medical authority cannot make a positive determination that an item is unfit for human consumption, destruction shall be delayed pending the results of laboratory tests.

4. **SAMPLES AND TESTS**

- a. **Ashore Activities.** Samples of the product (normal and abnormal) shall be supplied when considered necessary by the medical or veterinary representative. Contact the local veterinary service for assistance in sampling procedures, completion of test request forms (Figure 5-7 and Figure 5-8), and shipment of the samples to the laboratory.
- b. **Afloat Activities.** At the direction of the PMA, samples of the food product (normal and abnormal) shall be turned in to the nearest Navy shore activity, which shall arrange for veterinary inspection of the product in accordance with Subparagraph 4a above. In the

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event that local Veterinary Service personnel are not available, samples must be sent 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) 295-4604/4761 DSN: 421-4604/4761

Fax: (210) 270-2559

Sample receiving area Comm: (210) 295-4210 DSN 421-4210

USAPHC PUBLIC HEALTH COMMAND REGION-EUROPE**VETERINARY SERVICES-FOOD PROTECTION PROGRAM**

CMR 402

APO AE 09180

Comm: 011-49-6371-86-8300/7241 DSN: 486-8300/7241

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 (Figure-5-7 and 5-8). One copy of the two-page form shall be submitted. A letter request shall be submitted containing all the pertinent data contained on the form If the forms are not available. A representative number of backup samples shall be retained until test results are known, unless retention constitutes a health or sanitary hazard. Test results shall be transmitted expeditiously, usually by telephone.

- | | |
|--|--|
| 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. |

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- | | |
|-----------------------------------|--|
| 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. |
| 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 FSO 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 LOGISTICS AGENCY-TROOP
 SUPPORT
 TN: DLA-HQ
 700 ROBBINS AVE
 PHILADELPHIA PA 19111-5906

COMMANDER
 NAVAL SUPPLY SYSTEMS COMMAND
 FLEET SUPPORT DIRECTORATE
 NAVY FOOD SERVICE DIVISION (NAVSUP
 N42)
 5450 CARLISLE PIKE
 P.O. BOX 2050
 MECHANICSBURG PA 17055-0791

COMMANDER
 NAVAL SUPPLY SYSTEMS COMMAND
 NAVY FOOD SERVICE DIVISION
 ATTN: NAVSUP N42
 5450 CARLISLE PIKE
 P.O. BOX 2050
 MECHANICSBURG PA 17055-0791

5. REPORTS. The discovery of a valid hazardous food item shall be immediately reported to the Defense Logistics Agency-Troop Support (DLA).

6. MEDICINE UNITS. Navy Environmental and Preventive Medicine Units.

a. NAVENPVETMEDU TWO NORFOLK VA

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- b. NAVENPVETMEDU SIX PEARL HARBOR HI
- c. NAVENPVETMEDU FIVE SAN DIEGO CA
- d. Navy Disease Vector, Ecology and Control Center (NAVY Entomology Center of Excellence, Jacksonville, FL).

The symbol "NA" shall be used to indicate nonavailability or nonapplicability of information. Every effort shall be made to include an identifying contract number so that the item may be traced through the supply system.

5302 ALFOODACTS

1. GENERAL. Headquarters, Defense Logistics Agency is designated as the sole worldwide agent for the Department of Defense to coordinate all hazardous food and non-prescription drug recalls that may involve the services. All food items, including brand names procured by appropriated or non-appropriated fund activities, are part of this recall system. The Consumer Safety Officer (CSO) transmits ALFOODACT messages only when an item is known to be a threat to public health and is suspected or known to be in worldwide government supply channels. 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, ALFOODACT messages must be replied to by priority message to DLA PHILADELPHIA PA/DLA-HQ//. All transmitted information must be provided in the ALFOODACT message. This information is important to determine the scope/magnitude of the problem before warranty/recovery action begins and before DLA issues disposition instructions.

2. ACTIONS RELATING TO ALFOODACT MESSAGES. Notify your local FLC and Army veterinary inspectors immediately to verify suspect item(s). Ships at sea are authorized to destroy or dispose of recalled products at their discretion. Documentation for the number of pounds and cases, and any additional pertinent information, must be signed by the Accountable Officer and is required for the purpose of the government recouping the cost of the product. An Standard Form 364 must be filled out and forwarded to the supporting FLC to obtain credit. A copy must be furnished to NAVSUP N42.

3. OBTAINING ALFOODACT MESSAGES. There are several ways to receive an ALFOODACT message including DLA Troop Support Website, NKO, and the FSM system WIKI.

<http://www.troopsupport.dla.mil/subs/fso/alfood/alfood.asp> <https://wwwa.nko.navy.mil/portal/home>
https://applications.navsup.navy.mil/FSMwiki/index.php/Main_Page

5303 FOOD ALERT MESSAGES (VENDOR RECALLS)

1. GENERAL. Food Alert messages are transmitted by the CSO to a localized area or customer group such as. Navy ships and Navy Exchanges. The purpose of these messages is to keep customers informed of ongoing hazardous food investigations or to provide information and disposition instructions on products that possess minimal health risk but are aesthetically unacceptable. When a product is known to be in supply channels, and if short lists of military customers are involved, these locations shall be notified by a FOOD ALERT MESSAGE. When there is any doubt about the distribution of a potentially hazardous item, an ALFOODACT shall be transmitted. FSOs and their representatives shall respond to Food Alert messages in the same manner as ALFOODACTS. Instructions for product disposition and reporting procedures shall be transmitted in each Food Alert message.

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REQUEST FOR VETERINARY LABORATORY TESTING & FOOD SAMPLE RECORD		
For use of this form see AR 40-657; the proponent agency is OTSG.		
1. FROM Ft Sam Houston Branch ATTN MCVS GPT-F 2332 Harney Road Bldg 2635 Fort Sam Houston, TX 78234-1303 IRC: 1323	2. POINT OF CONTACT: Name: SFC Joe Snuffy Phone: 210-295-0000 Station Identification Number: 1311-00	3. CONTROL NUMBER: 4. TO: VETCOM FADL
5. PRODUCER/MANUFACTURER 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 #)
6. REASON FOR SUBMISSION: Destination monitoring program		
7. SAMPLES SELECTED FROM: DeCA	8. DATE SAMPLE(S) SELECTED: 10/16/2006 thru 10/16/2006 9. SHIPMENT TEMPERATURE CONDITIONS: Chilled - include 1 temp pilot per shipping container; describe below Pilot Description: 2% Milk, half gallon	
10. INSPECTOR'S SIGNATURE		11. ACCOUNTABLE OFFICER'S SIGNATURE
12. REMARKS (use additional paper if necessary) Date of Pasteurization is 13 October 2006 Samples Submitted to the Lab for Testing (Yes/No): Yes		
FOR LABORATORY USE ONLY		
SHIPPING CARRIER TRACKING #:	LABORATORY REPORT NUMBER	RECEIVED:
RECEIPT TEMPERATURE:	SAMPLE(S) FOR ANALYSIS BY: <input type="checkbox"/> Chemistry <input type="checkbox"/> Microbiology <input type="checkbox"/> Other	

DA FORM 7539, FEB 2005

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Completed Results Attached: No
Results:

FIGURE 5-7

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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.

Figure 5-8

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NAVSUP P-486, Rev 8 - Food Service Management**PART E: POSTING AND PROCESSING RECEIPT DOCUMENTS****5400 PRICING AND PRICE ADJUSTMENTS****1. UNIT PRICES.**

- a. General. The Recordskeeper shall post receipts to the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367). See Paragraphs 5402 and 5403 below. Food items shall be posted at the last receipt prices on NAVSUP Form 367 and on NAVSUP Form 335.
- b. Receipts on Unpriced Invoices. When food items are received on unpriced invoices, a dummy invoice shall be prepared and the food items shall be taken up at the last receipt price shown on NAVSUP Form 335. The dummy invoice shall be attached to the unpriced invoice. When the priced invoice for the food item is received, the receipt unit price (carried to four places) shall be the unit price for the item. The priced invoice shall be attached to the related dummy invoice and, if required, an additional line entry shall be posted on NAVSUP Form 367 for any difference.

2. **ROUNDING OFF PRICES.** Unit prices for food items shall be carried to four places to the right of the decimal when posted to NAVSUP Form 335. Gains or losses from rounding off prices shall be absorbed in the price adjustment at the end of the accounting period.

5401 ERRONEOUS INVOICES

1. **GENERAL.** An erroneous invoice is an invoice that shows that the invoice quantity multiplied by the unit price does not equal the total dollar value.

2. **ERRONEOUS INVOICES FROM NAVY SOURCES.** When an invoice is received containing an error of \$5.00 or more, a corrected or credit invoice shall be requested from the issuing activity. The error shall be lined through on the original receipt document (Figure 5-9) without erasing the erroneous figure, and the correct amount shall be inserted and posted to NAVSUP Form 367. Upon receipt, the corrected or credit invoice shall be attached to the original receipt and filed. Errors of less than \$5.00 shall be posted as is to NAVSUP Form 367, and the difference shall be absorbed in the price adjustment at the end of the accounting period.

3. **ERRONEOUS INVOICES FROM SUBSISTENCE PRIME VENDORS.** Invoices shall be corrected at the time of delivery.

4. **ERRONEOUS INVOICES FROM COMMERCIAL SOURCES.** When an invoice is received containing an error from a commercial vendor, regardless of dollar value, a corrected invoice shall be requested. The error shall be lined through without erasing the erroneous figure, and the correct amount shall be inserted and posted to NAVSUP Form 367. Upon receipt, the corrected invoice shall be attached to the original invoice and filed.

5402 POSTING TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

1. **GENERAL.** The Subsistence Ledger (NAVSUP Form 335) (see Figure 5-10) is maintained by the Recordskeeper and is used to record, by quantity only, receipts, expenditures (transfers, surveys, sales, and issues), and the running balance on-hand for each food item. A separate ledger shall be prepared for each food item carried in stock. Each

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NAVSUP Form 335 shall 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 load List (MLL).
Item	Nomenclature as listed in the Prime Vendor Catalog or MLL.
Unit of Issue	Unit of issue as listed in the Prime Vendor Catalog or MLL.
High and Low Limit	See Paragraph 4003 for how to compute high and low limits.
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 shall be posted to the "Receipts" column on NAVSUP 335 as described below and as shown on Figure 5-10.

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Month and Day	Month and day 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 invoiced and on the next line post the same date with excess quantity received using the dummy invoice (see Paragraph 5207) as the reference document (see Figure 5-11).
- c. Shortages from Navy Sources. Post the quantity invoiced. Paragraph 6001 and Paragraph 6002 discuss posting the quantity not received as a separate entity (see Figure 5-12).
- d. Overages or Shortages from a Commercial Source. Post the quantity received.

3. POSTING THE LAST RECEIPT PRICE. The last receipt price, if changed, shall be posted to NAVSUP Form 335 as shown below and on Figure 5-10.

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Month and Day	Month and day the food item was received if last receipt price changed from the last time the food item was received.
Receipt Price	Post change in the last receipt price rounded to the nearest cent.

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5403 POSTING TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. NAVSUP Form 367 (Figure 5-13) is used to record all increases and decreases, by total money value, during an accounting period in the FSO's accountability file. This document is maintained in the FSO's accountability file. Receipt transactions shall be posted as indicated below.

2. RECEIPT TRANSACTIONS. Receipt transactions recorded on NAVSUP Form 367 shall include:

- Value of inventory carried forward (recorded as the first entry on the first day of the accounting period)
- Receipts from a requisition document (as occurring)
- Receipts from a purchase order document (as occurring)
- Receipts from transfer (as occurring)

Receipts must be classified as "receipts with charge" or "receipts without charge" when posting to NAVSUP Form 367. "Receipts with charge" cause a reduction in Navy Subsistence Appropriation funds. "Receipts without charge" are subsistence products received from other Navy sources where Navy Subsistence Appropriation funds have previously been charged. To post a receipt with charge in the FSM system, use the Receive/Receipt Module. For a receipt without charge use the Manage Orders function and the Transfer/Bulk Sale Module in the FSM system. 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>
SPV	With Charge
Ships Store	With Charge
Commercial sources	With Charge
Navy stock points (NAVSUP FLC)	With Charge
Stores Ships (CLF)	With Charge
Other government agencies (DLA, USA, USAF, USCG)	With Charge
From one General Mess to another	Without Charge

3. POSTING TRANSACTIONS

- a. Heading. In the upper right hand corner insert the activity name, hull number, and UIC code.
- b. Inventory. The first entry on NAVSUP Form 367 shall be the total money value of the inventory brought forward from the previous accounting period.
- c. Recording Receipts. The total money value of receipts shall be posted to NAVSUP Form 367 as outlined in Subparagraph 3d below. Shortages in a shipment shall be handled in accordance with Paragraph 5207. Material received without an invoice shall be handled in the same manner as an overage in shipment in accordance with Paragraph 5208. Postings shall not be delayed because of nonreceipt of the vendor's invoice. When necessary, an adjustment shall be made in the same manner as for material received without an invoice as prescribed in Paragraph 5208.
- d. Posting Receipts. Receipt documents shall be posted as they occur and as shown below:

<u>Data Block and Caption</u>	<u>Instruction for Entry</u>
Month and Day	Month and day the food items were received.
Source	Activity from which the food items were received.

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Document Number	<p>First Column: Julian date of the requisition number from the requisition/purchase document.</p> <p>Second Column: 9 plus the food-item code of the first line item on the requisition/purchase document.</p> <p>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 shall be left blank.</p>
Value	<p>The total dollar value of the receipt(s) from a single source on the same day with the same requisition/purchase number.</p>

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ANNOTATING AN ERRONEOUS INVOICE FROM NAVY SOURCES

Circle quantity actually received

Enter the last three (3) digits of the julian date

Enter julian date (Calendar Year)

Errors of \$5.00 or more shall be lined through and the correct amount shall be inserted

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

1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO									
DOLLARS CTS										000189										21111									
4. MARK FOR										5. DOC										6. NMFC									
7. FRT RATE										8. TYPE CARGO										9. PS									
10. UNIT PRICE										11. UP										12. UNIT WEIGHT									
13. UNIT CUBE										14. UFC										15. SL									
16. CLASSIFICATION NOMENCLATURE										17. CLASSIFICATION NOMENCLATURE										18. TOTAL WEIGHT									
19. NO CONT										20. TOTAL CUBE										21. DATE RECEIVED									
22. RECEIVED BY										23. DATE RECEIVED										24. NATIONAL STOCK NO & SUFFIX (30-44)									
25. DATE RECEIVED										26. DATE RECEIVED										27. ADDITIONAL DATA									

AOANNZ 3 BG 00024 N 32199 B PZ 9M EP5 12

V21111 9H22 DATE

8925 01 419 7021

BG 00024 A 0000220

SHIP FROM: N00189 NAVSUP FLC NORFOLK

SHIP TO: V21111 USS DUARTE

0000220

52.80

72.80

A. B. Fast

29 Jun 98

Figure 5-9

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POSTING A SHORTAGE FROM NAVY SOURCES TO THE SUBSISTENCE LEDGER

Subsistence Ledger (4442) Page 1 of 1

NAVSUP FORM 335 (Rev. 2-78)
SAN 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

FIC				STOCK NO.				ITEM							
V03 - APPLES, EATING, RED, SWEET				891501E210284				APPLE RED 88							
HIGH LIMIT		2014		RECEIPTS	EXPENDITURES			ON HAND	2014		RECEIPTS	EXPENDITURES			ON HAND
		MO.	DAY		ENLISTED	DINING FACILITY	OTHER					ENLISTED	DINING FACILITY	OTHER	
					ISSUED							CUM TOTAL			
N/A		7	1	BBF				120.00							
LOW LIMIT		7	1		40.00	40.00		80.00							
		N/A	7	4		40.00	80.00		40.00						
UNIT OF ISSUE		7	6	80.00				120.00							
		LB	7	6		0.00	80.00		120.00						
2014		7	7		40.00	120.00		80.00							
MO. & DAY	*FIXED PRICE	7	8		40.00	160.00		40.00							
N/A	N/A	7	12		40.00	200.00		0.00							
		7	13	120.00				120.00							
		7	14		40.00	240.00		80.00							
		7	15		40.00	280.00		40.00							
		7	15		0.00	280.00		40.00							
		7	19		40.00	320.00		0.00							
		7	21	160.00				160.00							
		7	21		0.00	320.00		160.00							
2014		7	22		80.00	400.00		80.00							
MO. & DAY	+RECPT PRICE	7	23		10.00	410.00		70.00							
BF	\$0.9600	7	24		10.00	420.00		60.00							
7/6	\$0.9600	7	25		10.00	430.00		50.00							
7/13	\$0.9300	7	26		20.00	450.00		30.00							
7/21	\$0.9100	7	27	120.00				150.00							
7/27	\$0.9100	7	28		0.00	450.00		150.00							
		7	29		34.00	484.00		116.00							
		7	30		26.00	510.00		90.00							
		7	31		17.00	527.00		73.00							

Details on posting quantities not received are outlined in paras. 6001 and 6002

NAVSUP FORM 335

Figure 5-12

NAVSUP P-486, Rev 8 - Food Service Management

POSTING RECEIPTS TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

F84600001 TIME: 14:45 *** RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367) *** DATE: 01JUL98 PAGE: 5

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY COMMANDING OFFICER
NAVAL STATION DUARTE 28882-1888 U.I.C
N21111

RECEIPTS						EXPENDITURES					
*1998		SOURCE	DOCUMENT NO.			VALUE	*1998		ACTIVITY/ PURPOSE	DOCUMENT NO.	VALUE
Mo.	Day						Mo.	Day			
6	23	MARVA MAID DAIRY	8174	9S24	9Z51	129.7856					
6	23	MARVA MAID DAIRY	8174	9U93	9Z51	124.9288					
6	23	NSC NORFOLK	8174	102	9V03	60.8000					
6	26	KOTARIDES BAKING	8177	9W67		327.1500					
6	29	DOUGHTIES	8170	101	9X88	1,201.4678					
6	29	MARVA MAID DAIRY	8152	9U93		200.4000					
6	29	NSC NORFOLK	8181	101	9H22	52.8000					
6	30	MARVA MAID DAIRY	8152	9U93		200.4000					
6			8151	103	9H29	646.5000					
6			8181	104	9Q95	166.8000					
6			8181	9A08	9A21 *	98.4000					
6						75,690.2558					

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"

Total dollar value of all receipts with the same requisition number

Figure 5-13

5404 RECEIPT POSTING ERRORS ON THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. With NAVSUP's approval, when receipt posting errors are found and properly investigated with no resolution, the FSO may authorize a transfer out - transfer back in to correct Uls and last receipt prices.

NAVSUP P-486, Rev 8 - Food Service Management**PART F: DISTRIBUTION OF RECEIPT DOCUMENTS****5500 DISTRIBUTION OF RECEIPT DOCUMENTS FROM DLA AND NAVAL ACTIVITIES**

1. GENERAL. Food items that are received from Navy activities generally shall be documented by a Requisition and Invoice/Shipping Document (DD Form 1149), DoD Single Line Item Release/Receipt Document (DD Form 1348-1-A), or other type of document provided by the supplying activity. At least two copies of a receipt document shall be received. The copies shall be distributed as follows:

- a. Original - Signed by the designated receipt inspector or bulk storeroom custodian. This shall be used by the Recordskeeper to post the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367). The original then shall be placed in the accountability file.
- b. Remaining copies may be discarded.

PART G: PROCESSING DEALER BILLS FOR PAYMENT**5600 PROMPT PAYMENT ACT**

1. GENERAL. Under the provisions of the Prompt Payment Act (Public Law 100-496), U.S. Code, Chapter 39 of Title 31, federal agencies are required to pay interest penalties for late payment of a proper dealer's invoice. All activities with procurement authority are required to certify and forward proper invoices promptly to the paying activity specified in the purchase order to ensure good business relationships with vendors, improved efficiency of the bill paying functions, and reduced cost of goods and service,. For most purchases, payment is due within 30 days of the date of acceptance of material/services or receipt of invoice, whichever is later, unless another date is specified in the contract. All activities are required to submit invoices for payment within five working days following certification and acceptance of the goods or services to allow the paying activity sufficient time to comply with the above time frames.

PART H: STOWAGE**5700 STOWAGE**

1. GENERAL. Appendix F, Inspection Guide for Subsistence Serviceability Afloat/Ashore is provided for convenient daily use and reference. Care shall be taken to keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present. Smoking in food storage spaces is prohibited. Food items always shall be stored in their original containers. Items in damaged containers or bags shall be issued immediately if they are fit for human consumption; otherwise, they shall be surveyed. If there is any doubt about the fitness of food for human consumption, the item shall be inspected by Army veterinary personnel if available or by the Navy PMA; the item shall be surveyed if found to be unfit. All items shall be inspected regularly for signs of damage, spoilage, insect infestation, or rodent contamination. Perishable items shall be inspected daily, and semi-perishable items shall be inspected on a cyclical basis as required. Any heat pipes must be well insulated to prevent the transfer of heat to stored food items. Storage areas, especially chill and freeze spaces, and refrigeration equipment must 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 shall be kept clean and clear of unnecessary traffic and unpleasant odors. They shall be arranged in a neat and orderly fashion. Bulk food should be stowed by item and date of manufacture or by date of receipt to facilitate breakouts, inventories, and proper rotation of stock. Case lots shall be

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stored on grating and shall not be placed directly on the deck. Open spaces shall be provided between stacks of cases or pallets. Space shall be provided between cases and structural obstructions (such as steam pipes) to permit maximum ventilation. Stagnant air is detrimental to perishable items.

3. **ISSUING AND ROTATION.** The oldest food supplies on hand in the bulk storeroom should be issued first. Generally, it is "first in, first out." However, when deployed overseas, food supplies that were manufactured before the stock procured in the United States may be received from CLF ships when loading out. Manufacturers' age codes are especially important in this case because they indicate the date of manufacture. The "new" food supplies received may actually be older than the food supplies already in the bulk storeroom, and the older food supplies must be issued first.

4. **SPECIAL STORAGE PRECAUTIONS.** The storage guidance discussed here is based on the availability of adequate storage facilities designed to give the normal range of protection for various types of food items. If food items are stored in other than normal facilities (such as rail cars, portable reefers, or substandard storerooms), food service personnel must exercise special and continuous close surveillance over such spaces to ensure that prescribed storage temperatures are constantly maintained to prevent damage to products stored. Severe deviations from normal storage temperatures must not be tolerated.

5. **FRESH ITEMS.** Fresh items shall be handled expeditiously to reduce their exposure to weather elements, and they shall be kept free of foreign materials that could cause spoilage. Citrus fruits, onions, tomatoes, cabbages, cantaloupes, and celery must not be stored with eggs, butter, or in rooms where it is possible for odors from such fruits and vegetables to be absorbed. Ethylene Control Devices (ECDs), when properly installed in refrigerated spaces, may extend shelf life and may assist in protecting these fruits and vegetables from other fruits and vegetables that produce harmful odors. All fast-moving food and drink items must be kept refrigerated at the proper temperature except when being prepared or served.

6. PROPER STORAGE CONDITIONS.

- a. All refrigerated spaces shall be kept in a clean, neat, and orderly manner.
- b. Stocking must start from the bulkheads and work inward toward the center, starting at least four inches in from bulkheads or coils.
- c. Overloading the storerooms decreases the efficiency of the cooling equipment, makes cleaning more difficult, and may lead to sanitation problems.
- d. All containers, especially those in the center of the pallet, must be checked for spoilage when storing full pallets of produce. Any spoiled items must be removed as soon as possible to prevent exposure to fresh produce. ECD may help prevent the spread of spoiled food toxins.

7. **FROZEN ITEMS (FRUITS, VEGETABLES, AND MEATS).** Upon delivery, frozen items must be transferred promptly to a freezer storage space. The temperature of the load shall be checked upon arrival by checking internal temperatures of items selected at random throughout the load.

5701 AIR CIRCULATION

1. **GENERAL.** Air circulation in a storeroom, and proper temperature and humidity, plays an important part in the correct storage of fresh and frozen foods. The use of a fan or duct system is helpful in maintaining good circulation in all parts of the room. Generally, when the recommended temperature in all parts of the refrigerated space is the same and is maintained in the stocks in the

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freezer space, the circulation of air may be considered adequate. Storerooms containing fresh fruits and vegetables do not usually require outside air, but when the compartment is kept at a temperature of 40°F or higher, the carbon dioxide given off by the fruits and vegetables sometimes may reach a high level. Under this condition, a supply of fresh air should be circulated in the room before personnel are allowed to work there. Use of Ethylene Absorber Blankets and/or Ethylene Filters is strongly encouraged to reduce ethylene gas levels and to 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 generally is considered desirable when storing frozen food. Food items deteriorate with time at a rate that largely depends on the sum of all the time-temperature variables. Frozen food items become less stable and are likely to deteriorate faster when stored at temperatures greater than 0°F. As a rule of thumb, for every 18° F. rise in temperature, the rate of deterioration can double, triple, or quadruple, depending on the item. The effect of excessive temperature changes on quality is cumulative; therefore, frequent inspections during storage are essential. When frozen food items show signs of deterioration, efforts should be taken to ensure the item is suitable for intended use and immediate issue. This helps to keep losses at a minimum. Rotation of frozen food items is extremely important. Frozen items should not be allowed to accumulate in storage, and a first in-first out (FIFO) policy should be strictly followed. Issues of frozen food items must be based on results of inspections performed by an AVI or a designated representative of the PMA when a product's suitability for intended use is suspect.

2. OPTIMAL CONDITIONS. Storage temperature for all frozen perishable food items shall not exceed 0°F.

3. LESS THAN OPTIMAL STORAGE CONDITIONS. The storage life of frozen food items is greatly reduced when stored in temperatures greater than 0°F. Such storage conditions cause reduced quality. Thawed food items must not be refrozen. The items must be consumed immediately or discarded, depending on inspection results.

5703 FREEZING POINT, STORAGE TEMPERATURE, AND STORAGE LIFE OF CHILLED PERISHABLE FOOD ITEMS

1. GENERAL. Bulk storeroom storage temperature for chilled perishable food items generally must be maintained between 32°F to 41°F. Better quality may be maintained for some items at temperatures higher or lower than this range. Reach-in refrigerators used for short term storage of chilled perishable food items must be maintained between 32°F to 41°F.

5704 STORAGE OF SEMI-PERISHABLE FOOD ITEMS

1. GENERAL. Semi-perishable items are those that do not require refrigeration. The term semi-perishable food items includes canned goods, flour, dry cereal, flour, and shelf-stable foods that, under normal conditions, are stored in non-refrigerated spaces. It also includes food items such as cooking oil, nuts, hard cheeses, onions, potatoes, and other foods that do not require refrigeration but that still have a limited shelf life. Although semi-perishable food items are not nearly as susceptible to spoilage as perishable food items, spoilage can and will occur if the products are mishandled, improperly stored, or stored for too long. The length of storage must be based on the date of pack and not on the date of receipt.

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2. STORAGE CONDITIONS

- a. General. The optimum storage conditions for most semi-perishable food items are clean, cool, dry, and well-ventilated. High temperature and high humidity accelerate spoilage by promoting the deterioration of containers and the growth of bacteria in the food product. Freezing is detrimental to the quality of products with high water content, but most items remain edible after having been frozen and thawed. Infestation by rodents and insects may cause great damage to items packaged in bags, boxes, and cartons. Such items tend to absorb odors and lose flavor. This is especially true in storage areas that lack adequate ventilation.
- 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 is not affected by freezing, although their physical appearance may suffer because of softening of their texture. Emulsions such as canned cheese, prepared mustard, and cream soups may be destroyed by freezing that results in loss of quality, although the food is not spoiled. Care must be taken to examine packaging after freezing to ensure the integrity of the container.
 - 2) High Temperatures. High storage temperatures encourage bacteria and mold growth and insect infestation. High storage temperatures are particularly dangerous when accompanied by high humidity. This situation accelerates natural chemical action, causing rancidity in many items. This is caused by food acids that are present in the cans becoming activated; the result is pin-holing, blackening of the interior, and hydrogen swells. High temperature is the chief cause of accelerated spoilage in canned foods and should be controlled by providing adequate ventilation.
 - 3) Moisture (Humidity). High humidity is detrimental to stored food items because it accelerates the growth of bacteria and mold, promotes insect infestation, and causes mustiness in flour, rice, and similar foods. High humidity also may cause caking of products, such as salt and sugar that absorb moisture. Moisture also causes rusting of cans. Rust, unless it actually penetrates the can and causes leakage, generally does not harm the contents or serve as a reason for survey.

3. OVER-AGED STOCK. The safe storage period for dry subsistence varies with the type of product, storage temperatures, humidity control, handling care, protection from weather, and type of packaging and packing. The maximum shelf life of all food items will be decreased by extremes in temperature and humidity.

4. IDENTIFICATION OF SPOILED ITEMS. A change in color of a food product indicates a loss of quality and may indicate spoilage. Unpleasant odors and flavors are the best way to identify spoilage without submitting the item to a qualified laboratory for examination. Swollen cans, referred to as swellers, springers, and flippers depending on the degree of gas formation, are caused by chemical or bacterial action or by overfilling. Regardless of the suspected cause, cans having such defects must be separated and placed on hold status. Before any survey action is initiated, Items suspected of being unfit for human consumption shall be inspected by AVIs, when assigned, by PMA, by the Navy preventive medicine unit, or by the station sanitation officer for confirmation of the unsatisfactory condition.

NOTE: Appendix F, Inspection Guide for Subsistence Serviceability Afloat/Ashore is provided for convenient daily use and reference.

NAVSUP P-486, Rev 8 - 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. GENERAL. OPNAVINST 6210.2 (series) and OPNAV M-5090.1 provide guidance for conformance with regulations of the United States Departments of Health and Human Services, Agriculture, Homeland Security, and Commerce. The Government regulations prevent the introduction and dissemination, domestically or elsewhere, of diseases of humans, plants, animals, prohibited or illegally taken wildlife, arthropod vectors, and pests of health and agricultural importance. Introduction and dissemination of these products into the United States and its territories, commonwealths, and possessions may occur from movement of U.S. Military ships, aircraft, or other transport of the Armed Forces when they arrive at or leave military installations in the United States and foreign countries or ports or other facilities under the jurisdiction of the Federal agencies listed above.

2. INSPECTION LIAISON. Commanders are responsible for maintaining liaison with local representatives of the Department of Homeland Security, Bureau of Customs and Border Protection, Agriculture Inspection (DHS-CBP-AI), Veterinary Services of the Animal and Plant Health Inspection Service (APHIS), USDA, and other appropriate government agencies. Inspectors of these agencies shall be notified by the commanders, as far in advance as practical, of the arrival or departure of any vessel under the purview of established regulations.

5801 INSPECTION

1. PORT ENTRY INSPECTION. An inspector or a designated representative of the DHS-CBP-AI shall board U.S. Military ships and aircraft at the first United States port of entry to inspect for fruits, vegetables, and meat that have been grown, produced, or processed in any foreign country (excluding Canada) or in Hawaii, Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Trust Territory of the Pacific Islands. All food wastes, wrappers, containers, and disposable materials from the items shall also be inspected. When fruits, vegetables, and meat are found, the inspector shall determine what disposal or safeguarding action is necessary. In 1992, APHIS granted the Navy special procedures for handling meat carried as cargo aboard U.S. Military vessels returning from foreign countries. Meat in this case is defined as fresh, dried, or canned meats or meat by-products prepared from pork, beef, lamb, poultry, or other terrestrial (land) animals.

2. INSPECTOR BOARDING. Any U.S. Military ship or aircraft that has called on any foreign port and returns to any United States port shall be boarded by a DHS-CBP-AI inspector. The DHS-CBP-AI inspector shall be informed by 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 shall be handled as if the items were procured outside the United States. Fruits, vegetables, meat, milk, and eggs of foreign origin, and opened cartons of like items of U.S. origin, shall not be permitted to leave the vessel unless handled as regulated garbage.

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5802 VOYAGE OUTSIDE TERRITORIAL LIMITS AND RETURN

1. GENERAL. When no foreign or United States offshore ports were visited, ships moving between coastal ports within the United States or between continental United States and Alaskan ports shall not be subject to boarding by the DHS-CBP-AI inspector. These ships are not required to adhere to garbage requirements unless the ship was issued meat, not of U.S. origin, from a secure Navy stock point (discussed in the paragraph below).

5803 SPECIAL PROCEDURES FOR HANDLING MEAT CARRIED AS CARGO ABOARD U.S. MILITARY VESSELS RETURNING FROM FOREIGN COUNTRIES

1. MEAT INSPECTION. The DHS-CBP-AI inspector shall inspect and supervise the movement for handling meat that may have been stored at U.S. Military Depots in foreign/affected countries or stored on ships that have made port calls in foreign/affected countries and carried as cargo aboard U.S. Military vessels returning from foreign countries. .

a. End Use Ships (ships other than CLF ships).

- 1) Meat of U.S. origin. All unopened cartons that are marked as a product of the United States shall be released without any restriction by the DHS-CBP-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, sealed storage for re-issue to outbound ships only, or destroyed under the supervision of the DHS-CBP-AI inspector. Consumption of meat not of U.S. origin by outbound vessels is not authorized until the outbound ship has departed from the United States. Meat not of U.S. origin transferred to a secure storage site shall not be used for consumption ashore.

NOTE: If meat not of U.S. origin has been cross-decked to another vessel, the DHS-CBP-AI inspector shall document this transfer on the Plant Protection and Quarantine (PPQ) Form 288, by writing "Meat or meat products transferred, foreign meat/meat products aboard." The DHS-CBP-AI inspector shall advise the Commanding Officer to retain the form until the vessel returns to the United States.

NOTE: A U.S. Army Veterinary Inspector may be requested to assist the DHS-CBP-AI inspector in documenting the transfer of meat not of U.S. origin from secure storage to outbound ships only by writing "Meat transferred, foreign meat aboard" and advising the Captain to retain a copy of the transfer document until the vessel returns to the United States.

b. CLF Ships and Overseas Stock Points. Meat of U.S. origin carried and stored as cargo for underway replenishment or off-loaded at overseas facilities (that is then transshipped back into the United States) is permitted entry back into the United States for issue to ashore dining facilities under the following conditions:

- Products are in their original unopened cartons.
- Cartons are identified/marked as a product of the United States.

2. USDA REGULATIONS FOR INTRODUCTION OF FOREIGN FOODS. OPNAVINST 6210.2 (series) and OPNAV M-5090.1 provide guidance for conformance with regulations of the United States Departments of Health and Human Services, Agriculture, Homeland Security, and Commerce. These regulations prevent the introduction and spread of human, plant, and animal diseases and of insects and pests of health and agricultural importance. Introduction of these into the U.S. and its territories may occur by movements of Navy ships, aircraft, or other transport arriving at military installations, ports, or facilities in the U.S. and may cause millions of dollars in irreversible damage to U.S. agriculture.

a. Policy. Navy vessels shall totally consume all fruits, vegetables, and meat that have been grown, produced, or processed outside the U.S., transfer such products to an outbound

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vessel before docking, or otherwise dispose of it as waste beyond 25 Nautical Miles from U.S. shores. . When docking in the first U.S. port or U.S. territory, garbage contaminated with foreign-source food, including all plastic disks from plastic waste processors on ships or submarines, shall be retained on board, treated as foreign regulated garbage, and disposed of ashore by USDA-approved methods outlined in NAVSUP P-486 and the USDA Manual for Agricultural Clearance.

NOTE: Food stores are required to be properly marked/identified with USDA labels; otherwise, food items not labeled shall be designated as Regulated Garbage by U.S. Customs during their inspection.

- b. Disposition shall be in a regulated garbage dumpster located in the direct vicinity of the ship/submarine. If there are no regulated foreign stores aboard the vessel, all food service garbage generated onboard within the first 24 hours in port shall be treated as regulated garbage; this includes food packing plastic and cardboard. Regulated garbage shall be bagged in 3-millimeter plastic bags and shall be labeled with the words "Regulated Garbage" before placing in the regulated garbage dumpster. The label shall be clearly legible and must adhere to the bag. Each command shall track the number of regulated garbage bags disposed of using local/region tracking forms. After the first 24 hours, food service garbage produced onboard is not regulated and no further administrative action is required. The instructions given above do not preclude discharge of any solid waste in an emergency when failure to do so would clearly endanger the health or safety of shipboard personnel.

5804 HANDLING REGULATED GARBAGE ABOARD U.S. MILITARY VESSELS

1. GARBAGE/WASTE GUIDELINES. Federal Regulation 9CFR94.5 defines garbage as all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material and other refuse of any character that has been associated with any such material on board any means of conveyance including food scraps, table refuse, galley refuse, food wrappers or packaging materials, plastic disks from plastic waste processors or plastic waste from ships or submarines, and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms, or any other areas on a means of conveyance.

2. GARBAGE HANDLING. Garbage, from any Navy ship that has visited any foreign country, that was not disposed of beyond 25 Nautical Miles from U.S. shores shall be handled as described below.

- a. The 24-hour rule. If there are no foreign stores aboard the vessel all garbage aboard the vessel at docking and all garbage produced during the first 24 hours shall be sterilized or incinerated. Once the garbage is incinerated or sterilized at the first U.S. port, no further action is required at subsequent U.S. ports.
- b. Garbage shall be placed in leak-proof, covered containers and disposed of following port procedures authorized by, or under surveillance of, the DHS-CBP-AI representative.
- c. If regulated foreign stores are present and are not purged or transferred to an outbound vessel before docking, all garbage aboard shall be treated as foreign and shall be required to be sterilized or incinerated. If foreign stores are present, the DHS-CBP-AI inspector shall not apply the 24-hour rule. Once the foreign stores are used up or otherwise disposed of, the 24-hour rule shall apply. Until those stores are used up or disposed of, the DHS-CBP-AI inspector shall continue to regulate the ship's garbage as any other foreign vessel.

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NOTE: If foreign stores are present and were purged or transferred to another vessel, the DHS-CBP-AI inspector shall document this purging or transfer on the PPQ Form 288. The DHS-CBP-AI inspector shall annotate in writing, "Purged or transferred, now Domestic." The DHS-CBP-AI inspector shall then advise the Commanding Officer to retain the form as proof of Domestic status until the vessel departs from the mainland.

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CHAPTER 6

EXPENDITURES

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NAVSUP P-486, Rev 8 - Food Service Management**CHAPTER 6****EXPENDITURES**

PART A: SURVEYS**6000 GOVERNING REGULATIONS**

1. GENERAL. In Navy terms, “survey” means a report on the “disposition of material” after a situation has been investigated. The survey procedure is the means by which material that is damaged, obsolete, deteriorated, lost, or stolen and expended from accounting records. Under no circumstances shall food deemed fit for consumption be destroyed and/or surveyed.

a. Survey Methods.

1) Financial Liability Investigation of Property Loss (DD Form 200).

2) Expenditure Log (Loss Without Survey) (NAVSUP Form 1334).

NOTE: Inventory adjustments caused by clerical errors are never surveyed.

2. OUTDATED FOOD ITEMS. Outdated food items may or may not be fit for human consumption. Outdated status alone does not warrant the disposal of food. Food should only be disposed of if it is determined to be unfit for human consumption. If outdated food items are suspected to be defective, an authorized medical representative and/or Army Veterinarian Inspector (AVI) must inspect these items. In the event an AVI is not available, an authorized medical representative must inspect the item(s) to determine their disposition. For food items determined unfit for human consumption, a written statement (MEDCOM Form 817 Quality Assurance Representatives Correspondence) explaining the disposition of the inspected food items must accompany the loss claim (DD Form 200 Financial Liability Investigation of Property Loss or NAVSUP Form 1334 Expenditure Log, Loss Without Survey). DA Form 7538 (Subsistence Serviceability Certificate) also must be provided with the claim to substantiate the determination of the disposed foods. DA Form 7538 requires the signature of the Quality Assurance Inspector, the Medical Representative, and/or the AVI before submission.

3. REPORTING TO NAVSUP. If a total value survey (NAVSUP Form 1334 and/or DD Form 200s) exceeds \$5,000 on a monthly basis, a copy of both forms must be forwarded monthly to the TYCOM for review. NAVSUP N42 tracks significant survey actions caused by the impact on the SIK budget. When warranted, NAVSUP N423 consults with the Type Commanders (TYCOMs) and Fleet Logistics Centers (FLCs) to ensure that adequate controls are in place to prevent continued losses.

4. SURVEYS RESULTING FROM LATENT DEFECTS OF PRIME VENDOR SUPPLIED ITEMS. Items supplied by PVs that have latent defects must not be surveyed until the PV (PV) or FLC has been contacted for replacement and product disposition. Every attempt must be made to store the items at the appropriate temperature(s) until the PV can replace them. If the PV does not replace (or provide credit for) the items with latent defects, the receiving activity shall complete an SF 364 and forward it to Defense Logistics Agency – Troop Support (DLA-TS). Products with latent defects that are not replaced by the PV shall not be surveyed and destroyed until DLA-TS provides disposition guidance. When DLA-TS advises that products should be surveyed, the survey shall be annotated with “PRIME VENDOR UNRESOLVED LATENT DEFECT”, and a copy shall be forwarded to NAVSUP N423. In the case of Hazardous Food Recalls requiring the survey of PV supplied items, the survey form shall be annotated with the ALFOODACT and shall include the number of the recall authorizing the survey action. Regardless of the dollar value, all losses

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involving PV defects and/or ALFOODACTS shall be reported to NAVSUP by forwarding a copy of the SF 364 and DD 200 to NAVSUP N423.

5. FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200). DD Form 200 shall be prepared immediately under the following conditions:

- a. There is not a sufficient quantity of material, or the material has been in shipment (regardless of the value). A copy of the survey shall be provided to supplying activities (DLA/Stores/MSD and NAVSUP N423).
- b. There is a Ships Schedule Change requiring the survey of food. TYCOM must be notified and approve before the survey. Refer to Paragraph 5208 for Ships Schedule Change.
- c. There is evidence of lack of personal responsibility.
 - 1) Negligence
 - 2) Willful misconduct
 - 3) Deliberate unauthorized use
 - 4) Deliberate noncompliance with appropriate procedures that protect U.S. Government property
- d. There is evidence or suspicion of fraud or theft.
- e. The survey is requested by the accountable officer, the CO (CO), or the CO's designee.
- f. When circumstances such as physical deterioration (expired/spoiled), veterinary sampling, damage in handling (crushed/broken), flood, or fire result in a total loss of \$500 or greater per National Stock Number (NSN) per month (\$1,000 for CVN/LCC/LHA/LHD/LPD/LSD).
- g. Items are part of the Donation Program (see Paragraph 6500).

6. EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334). NAVSUP Form 1334 may be used for divisional training and to expend loss of damaged, deterioration, and vet sampling of food items when culpable responsibility is not involved and when the conditions discussed below apply.

- a. Food items are lost as a result of circumstances such as physical deterioration (expired/spoiled), veterinary sampling, damaged in handling (broken/crushed); the value of the loss is less than \$500 per NSN and does not exceed a cumulative value of \$1,000 monthly per NSN. If the cumulative loss exceeds \$1,000 for the month a letter of justification must be sent to TYCOM or to the Regional Commander.
- b. When the total loss of several items expended in the circumstances listed above on the same day exceeds \$500 (\$1,000 for CVN/LCC/LHA/LHD/LPD/LSD), a DD Form 200 shall be completed as required. Repetitive entries of the same item for the purpose of circumventing maximum dollar limitations are not allowed.
- c. When expended foods items on NAVSUP Form 1334 (loss per NSN line item) meet the maximum dollar value limitations for each NSN or the total allowance for the month; all future losses for that item must be expended through a DD Form 200 survey.
- d. Food items with multiple NSNs are used for divisional training, not to exceed a total dollar value of \$200.00 per month. All food items used for training shall be entered on NAVSUP Form 1334 as a separate single line entry. The training must be documented in the General Mess training program.

NOTE: The Food Service Management (FSM) system give a warning when the \$500 or \$1000 thresholds are exceeded, and will prevent you from adding additional data. Applicable justification must be submitted to TYCOM or the Regional Commander.

6001 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) PROCEDURES

1. GENERAL. Financial Liability Investigation of Property Loss (DD Form 200) provides a report for administrative review of the following:

- a. The loss or damage of material.

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- b. The cause of the loss or damage.
- c. The responsibility for the loss or damage.
- d. The recommendation for disposition of the loss or damage.

NOTE: All surveys shall be made at the last receipt price.

2. RESPONSIBILITIES AND DUTIES.

- a. Food Service Officer. The Food Service Officer (FSO) shall prepare a DD Form 200 report for each survey.
 - 1) Block 9 of DD Form 200 shall answer the questions who, what, when, where, and shall include the following:
 - Condition -- describe the physical condition of the material to be surveyed.
 - Cause -- provide a detailed explanation of the circumstances including when and where the damage or loss occurred.
 - Responsibility -- enter the person or activity responsible for the damage or loss. "None" is not acceptable; give the reason why responsibility cannot be determined.
- b. Medical/Veterinary Personnel. If the proposed survey is for food considered no longer fit for human consumption, a medical or veterinary representative **must examine the material before it is surveyed and destroyed**. A certification of unfitness and detailed inspection report in accordance with NAVSUP 4355.10 must accompany the survey and comment must be annotated in Block 9 of the survey for accountable food that is to be destroyed or discarded.
- c. Financial Liability Officer or Financial Liability Board. The Financial Liability Officer or Board shall conduct a review of the survey and shall report the information discovered as a result of the investigation. In the appropriate blocks of DD Form 200, the Financial Liability Officer or Board shall report the condition, cause, responsibility, and the specific method of destruction of the surveyed material. When a Naval Investigative Service investigation is involved, a copy of the final report shall be forwarded to NAVSUP N42.
- d. CO. When a Financial Liability Investigation of Property Loss (DD Form 200) is required, the CO or the CO's designee shall assign the Financial Liability Officer or officers to conduct the survey. Assignments shall be made in accordance with Paragraph 6001.2 and Paragraph 6001.3.
- e. TYCOM/Region may be designated as the Approving Authority for Blocks 13 and Block 14 of DD Form 200.

3. FINANCIAL LIABILITY OFFICER. The Financial Liability Officer shall be appointed in writing (Figure 6-1) and shall be a Commissioned Officer. Individuals in the SIK Line of Accounting Authority who are accountable or responsible shall not be appointed as Financial Liability Officers.

4. FINANCIAL LIABILITY BOARD. A Financial Liability Board shall be appointed by the CO to conduct investigations on Financial Liability Investigations of Property Loss. The Financial Liability Board provides surveillance over loss or damage investigations. The Financial Liability Board shall be Commissioned Officers, Warrant Officers, and/or enlisted members, grades E7 to E9. Equivalent civilian employees may be appointed to the Board. Individuals in the SIK Line of Accounting Authority who are accountable or responsible shall not be appointed to the Financial Liability Board.

5. FINDINGS AND RECOMMENDATIONS. The Financial Liability Officer or Board shall record findings of the review and recommendations in Block 15a of DD Form 200. After the findings, the Financial Liability Officer or Board shall make recommendations for the disposition of the survey based on the evaluation of the findings. Additional sheets may be attached to the DD Form 200 if there is not enough room for the findings and evaluation.

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6. DUTIES OF THE FINANCIAL LIABILITY OFFICER OR BOARD.

- a. The Financial Liability Officer or Board shall ensure that the findings and recommendations do not contain any unsubstantiated opinions or stereotyped phrases (the Financial Liability Officer's/Board's own words should be used to explain how the loss or damage occurred and to give recommendations).
- b. The Financial Liability Officer or Board shall ensure that the findings substantiate or contest the statements made in Block 15a of DD Form 200. The findings must be complete enough so that those reviewing the report can readily determine responsibility without requiring any further information of investigation from the Financial Liability Officer or Board.

7. APPROVAL. After the Financial Liability Officer or Board completes the Financial Liability Investigation of Property Loss, DD Form 200 shall be forwarded to the CO or his designee. Approval at ashore locations shall be designated to NAVSUP FLC/Region. The CO or his designee shall review DD Form 200 and ensure that the loss or damage is explained sufficiently. The CO or his designee may approve, modify, or disapprove the recommendations of the Financial Liability Officer or Board. If the CO or his designee does not approve the Financial Liability Officer or Board's recommendations, the CO or his designee shall record the reasons for the action taken. Whether the Financial Liability Officer or Board's recommendations are approved or disapproved, the CO or his designee's final action shall be recorded in Block 14 of DD Form 200. When personal responsibility is suspected, the approving official's responsibility cannot be delegated to a designee and must remain with the CO. NAVSUP P-485, Afloat Supply Procedures Paragraph 5125.3, provides a matrix for "Assignment of Roles in the Survey Process."

8. PREPARATION OF THE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200).

- a. Preparation. The Financial Liability Investigation of Property Loss (DD Form 200) shall be used to initiate a survey request. DD Form 200 shall be prepared as shown below (see Figure 6-2 and Figure 6-3 for the FSM system version).

INSTRUCTIONS FOR COMPLETION OF DD FORM 200

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
1. Date Initiated (YYYYMMDD)	Indicate the date the report is being prepared (for example, 20140716).
2. Inquiry/Investigation Number	Local number assigned.
3. Date Loss Discovered (YYYYMMDD)	Indicate the date the loss was discovered (for example, 20140716).
4. National Stock Number	13-digit national stock number (NSN) 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 (for example, 1 each or 2 dozen)
7. Unit Cost	Use the last receipt price.
8. Total Cost	Multiply Block 6 by Block 7 and enter the amount in this Block.

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9. Circumstances
- Check the appropriate Block. Provide a complete statement of facts including the date and place of the incident. **Use clear, concise descriptions** of the five basic questions of who, what, when, where, and how. Describe the physical condition of the material. Generalized statements citing causes such as spoilage, improper storage, improper packaging, old age, and damage from handling are not acceptable. Include the appropriation/subhead (17_1453.2241) in the lower left corner of Block 9. The individual in the best position to know what happened to the food item(s) shall sign Block 9 in the lower right hand corner. This may be the Bulk Storeroom Custodian, LCS (LCS) or the FSO.
- NOTE: A certificate of unfitness from the veterinary/medical representative or other qualified food inspector (in accordance with NAVMED P-5010-1, Tri-Service Food Code) shall be prepared as part of, or made as an attachment to, the Financial Liability Investigation of Property Loss. (Use additional pages as necessary).
10. Actions Taken
- Provide corrective actions and describe measures taken to prevent future occurrences especially when personal responsibility is evident.
11. For the Individual Completing Blocks 1 through 10
- The signature shall be the immediate Supervisor of the individual who signed in Block 9. If it was the Bulk Storeroom Custodian, the signature shall be the LCS. If it was the LCS, the signature shall be the FSO. If it was the FSO, then the Supply Officer must sign.
12. Responsible Officer
- The Bulk Storeroom Custodian shall sign because 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 FSO, or when there is no personal responsibility (culpability) involved, then CO may delegate the Supply Officer, in writing, as the appointing official by the CO. Otherwise the signatures in Block 13 and Block 14 must be the CO's.
14. Approving Authority
- The approving official approves or disapproves the Financial Liability Investigation of Property Loss (DD Form 200). The approving official also makes a determination to relieve all those concerned from responsibility, accountability, and/or financial liability. The approving official appoints the Financial Liability Officer in writing. When personal responsibility is suspected, the approving official's responsibility

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- cannot be delegated and must remain with the CO. When the CO concurs with the information provided in Block 9 and Block 10, then the approving official may sign Block 13 and Block 14 at the same time and the survey is approved and ready for posting. When the CO does not concur, then the approving official may assign a Financial Liability Officer.
15. Financial Liability Officer
- This block shall only be completed when personal responsibility is evident.
- a. Finding and Recommendations
- This Block shall be completed only when personal responsibility is evident. Disposition of food items shall be annotated in this Block.
- b. Dollar Amount of Loss
- This Block shall contain the total dollar amount being surveyed.
- c. Monthly Basic Pay
- This Block shall contain the monthly basic pay of the individual being held financially responsible for the loss.
- d. Recommended Financial Liability
- Enter the exact dollar amount that will be 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 (FSO).
- a. Document Number
- The expenditure number (afloat is provided by S-1 division; ashore is provided by local procedures) is assigned and consists of the service designator, UIC, 4-digit Julian date, and expenditure number.

NOTE: All food items that are surveyed as a result of defects discovered by the PV or non-PV after receipt also shall be reported on a Report of Discrepancy (SF 364) or by Suspected Hazardous Food Item message in accordance with Paragraph 5300.2 and Paragraph 5301.4 providing that the defective condition was not caused by mishandling or overages of the item while in custody of the using activity. Food items that are surveyed as a result of PV Recall shall require advance notification to NAVSUP N42 via E-mail at NAVSUPHQ@NAVY.MIL.

9. DISTRIBUTION OF THE REPORT OF SURVEY (DD FORM 200).
- Original – FSO's Accountability File.
 - Copy - Expenditure Invoice File (S-1 Division).
 - Copy - Survey File (S-1 Division).
 - Copy - Financial Liability Officer or Board.
 - Copy - to the issuing supply activity when any of the conditions listed below exist (all onboard copies of DD Form 200 should be annotated to indicate that a copy has been forwarded to the issuing activity):
 - Material is missing in shipment.

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- Non-receipt of shipment.
 - Material received was thawed and refrozen.
 - Material is received in a thawed condition and cannot be consumed immediately without adverse effects, or cannot be safely refrozen.
 - Material is shown as an overage upon receipt.
- f. Copy - TYCOM (when determined by local policy or instruction or when the loss exceeds \$5,000).
- g. Copy - NAVSUP N42 via TYCOM (Approved DD Form 200).
- h. Copies - Any additional copies as required by local regulations.

10. POSTING FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS. DD-200 shall be approved only in the FSM system by the FSO after the survey has been approved and signed by the CO or his designated representative. The Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) shall post automatically upon approval.

6002 EXPENDITURE LOG PROCEDURES (LOSS WITHOUT SURVEY)**(NAVSUP FORM 1334)****1. PREPARATION OF THE EXPENDITURE LOG (LOSS WITHOUT SURVEY) (NAVSUP FORM 1334).**

- a. Preparation. The Expenditure Log, NAVSUP Form 1334 (Figure 6-4) shall be used to itemize the types of losses described in Paragraph 6000.5 that occur to material held in end use accounts (subsistence appropriation/subhead 17_1453.2241). NAVSUP Form 1334 shall be reviewed weekly by the FSO.

b. Data Block and Caption**Instructions for Entry**

Activity

Name and mailing address of activity.

UIC

Unit identification code of the activity.

Period

The START and THROUGH END dates of the monthly accounting period.

Date

Date the item is being surveyed.

Stock Number

The 13-digit NSN of the item being surveyed.

Item Name

Nomenclature and FIC of the item being surveyed.

U/I

Unit of issue.

Qty

Quantity of the item to be surveyed.

Last Receipt Price

Last receipt price of the item being surveyed.

Total Value

Quantity multiplied by last receipt price.

Reason for Loss

Give clear, concise reasons such as used for training, spoiled, loss of power, or chiller/freezer down,

FSO

Signature of the FSO.

Total Money value

Sum of all values at the end of the monthly accounting period.

Expenditure Number

Enter the document number consisting of the

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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) and the Record of Receipts and Expenditures (NAVSUP Form 367) shall automatically be updated as items are approved by the FSO.
3. DISTRIBUTION OF THE LOSS WITHOUT SURVEY (NAVSUP Form 1334).
 - a. Original – FSO's Accountability File.
 - b. Copy - TYCOM and N42 (when determined by local policy or instruction or when the cumulative survey losses exceed \$5,000).
 - c. Copies - Any additional copies as required by local regulations.

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APPOINTMENT AS FINANCIAL LIABILITY OFFICER

<i>(Command Letterhead)</i>	
	IN REPLY REFER TO: <i>(serial)</i> <i>(date)</i>
From: CO	
To: <i>(name, rank, SSN of appointee)</i>	
Subj: APPOINTMENT AS FINANCIAL LIABILITY OFFICER	
Ref: (a) NAVSUP P-486, para 6001.2c (b) NAVSUP P-486, para 6001.4 (c) NAVSUP P-486, para 6001.5	
1. In accordance with reference (a), you are hereby appointed as the Financial Liability Officer. You shall familiarize yourself with references (b) and (c) which explains the duties and responsibilities associated with this appointment.	
 <i>(signed)</i> Typed Name of CO	

Figure 6-1

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FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS
FSM SYSTEM VERSION (DD FORM 200) FRONT SIDE

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397. PRINCIPAL PURPOSE(S): 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.			ROUTINE USE(S): None. DISCLOSURE: 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 (YYYYMMDD) 20140716		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD) 20140716	
4. NATIONAL STOCK NO. 891501E212657	5. ITEM DESCRIPTION MANGO V-80		6. QUANTITY 50	7. UNIT COST 1.20	8. TOTAL COST 60.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) PRIME VENDOR UNRESOLVED LATENT DEFECT Mangoes had a fuel taste and crew was complaining. DLA notified, SF 364 turned in to Army Vet 1741453.2241/260/00022/0/068566/2D/004197/US/500924SIK09T			<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input checked="" 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. 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) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, OCT 1999 PREVIOUS EDITION IS OBSOLETE.

Reset

Figure 6-2

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FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS
FSM SYSTEM VERSION (DD FORM 200) BACK SIDE

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			
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. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>		i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE		k. DATE SIGNED
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> 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
	g. SIGNATURE		h. DATE SIGNED
f. DSN NUMBER			
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. DSN NUMBER
	e. SIGNATURE		f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure 6-3

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PART B: ISSUES TO THE GENERAL MESS

6100 GENERAL

1. **FOOD ACCOUNTABILITY.** Strict accountability must be exercised over food items at all times to minimize waste and to ensure that items are used for the express purposes intended. Unused food items (unopened cans and cartons) shall be returned daily to the issue storeroom.

6101 ISSUE DOCUMENT PREPARATION

1. **AT TIME OF REQUEST.** The Food Item Request/Issue Document (NAVSUP Form 1282) (Figure 6-5, Figure 6-5a, and Figure 6-5b) shall be used to request and record issues and returns of food items from the bulk storeroom to and from the GM galley. The FSO shall establish controls to ensure that each document issued is accounted for. At the time of request, NAVSUP Form Pre-daily 1282 shall be prepared as follows:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Requisitioned By	Signature, rate, and title of the Watch Captain or Supervisor of the appropriate food preparation work space.
Date for Consumption	Actual date food items are prepared and consumed. This date is assigned automatically by the FSM system.
Food Code	Food item code of each item requested as listed in Food Item Code sequence. These Food Item Codes are assigned and listed automatically by the FSM system.
Description of Material	Description of each food item requested taken from NAVSUPNOTE 7330. This is automatically completed by the FSM system.
Quantity Requested	Quantity required of each food item to support the menu items on the Food Preparation Worksheet (NAVSUP Form 1090). The FSM system automatically enters the data for this field.

NOTE: Additional fields, including Unit of Issue, Conversion Factor, Suggested QTY, Unit Price, and Value, are prefilled by the FSM system.

2. **AT TIME OF APPROVAL.** After initial preparation of NAVSUP Form 1282, the LCS shall review the form to ensure the food items requested support the quantity of the menu items on the Food Preparation Worksheet (NAVSUP Form 1090) and that all food items requested are listed in Food Item Code order. The LCS shall sign the "Approved By" Block with rate and title and shall forward the document to the Bulk Storeroom Custodian for issue.

3. **AT TIME OF ISSUE.** The Bulk Storeroom Custodian shall issue the items requested and shall deliver the items to the Watch Captain or Supervisor of the appropriate food preparation work space. At the time of issue, the Bulk Storeroom Custodian shall complete the Blocks described below and shown on NAVSUP Form 1282 (Figure 6-5):

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Quantity Issued	The quantity issued to the Watch Captain or Supervisor of the food preparation work space.

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Quantity on Hand

Recommended and/or directed by TYCOM. Must be handwritten on the Form because there is no pre-defined column.

Issued By

The signature, rate, and title of the Bulk Storeroom Custodian.

Date

Date the food items were issued.

Received By

The signature, rate, and title of the Watch Captain or Supervisor of the food preparation work space.

Date

Date food items were received.

NAVSUP Form 1282										Page 1 of 8	
FOOD-ITEM REQUEST/ISSUE DOCUMENT (4400)								ACTIVITY			
NAVSUP FORM 1282 (REV. 5-82)								USS ENTERPRISE (CVN-65) - TORGERSON HALL			
REQUISITION BY <i>(Signature, Rate and Title)</i>				DATE FOR CONSUMPTION		APPROVED BY <i>(Signature, Rate and Title)</i>					
BOBBY WINN /				08/01/2014		SCHMOE JOE H /					
FOOD CODE	DESCRIPTION OF MATERIAL	U/I	CONV FAC	QUANTITY					UNIT PRICE	VALUE	
				SUGGESTED	REQUESTED	ISSUED	RETURNED	NET			
A78	891001E190517 - MILK, DRY, INST, NF, 6/5	BG	5.000	0.6400	1.00	2	0		\$18.2100	\$36.42	
B10	891501E293066 - APPLESAUCE, #10	CN	6.750	0.3900	1.00	1	0		\$5.5800	\$5.58	
C14	891501E198012 - CRANBERRY SAUCE/JELLIED.	CN	7.313	0.3600	1.00	12	0		\$7.0600	\$84.72	
C32	891501E621112 - JUICE, APPLE, FZN, CONC,	CO	3.000	3.5000	4.00	3	0		\$26.2200	\$78.66	

Figure 6-5

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The Bulk Storeroom Custodian shall maintain NAVSUP Form 1282 until the end of the day. Unprepared and/or unused food items remaining in the galley after completion of the day's meals shall be returned to the Bulk Storeroom Custodian on a daily basis. At the time food items are returned, the Bulk Storeroom Custodian and Watch Captain shall annotate NAVSUP Form 1282 as shown below and on Figure 6-5a.

Data Block and Caption

Quantity Returned

Quantity Net

Returned By

Date

Received By

Date

Instructions for Entry

The quantity actually returned to the Bulk Storeroom Custodian.

The difference between the Quantity Issued and the Quantity Returned. If no food items were returned, the Net Quantity equals the Quantity Issued.

The signature, rate, and title of the Watch Captain or Supervisor of the food preparation work space that returned the food.

Date food items were returned.

The signature, rate, and title of the Bulk Storeroom Custodian receiving the returned food items.

Date food items were received.

NAVSUP Form 1282										Page 1 of 8	
FOOD-ITEM REQUEST/ISSUE DOCUMENT (400)								ACTIVITY			
NAVSUP FORM 1282 (REV. 3-82)								USS ENTERPRISE (CVN-65) - TORGERSON HALL			
REQUISITION BY (Signature, Rate and Title)				DATE FOR CONSUMPTION		APPROVED BY (Signature, Rate and Title)					
BOBBY WINN /				08/01/2014		SCHMOE JOE H /					
FOOD CODE	DESCRIPTION OF MATERIAL	U/I	CONV FAC	QUANTITY					UNIT PRICE		
				SUGGESTED	REQUESTED	ISSUED	RETURNED	NET			
A78	891001E190517 - MILK, DRY, INST, NF, 6/5	BG	5.000	0.6400	1.00	2	0		\$18.2100	\$36.42	
B10	891501E293066 - APPLESAUCE, #10	CN	6.750	0.3900	1.00	1	0		\$5.5800	\$5.58	
C14	891501E198012 - CRANBERRY SAUCE/JELLIED	CN	7.313	0.3600	1.00	12	0		\$7.0600	\$84.72	
C32	891501E621112 - JUICE, APPLE, FZN, CONC,	CO	3.000	3.5000	4.00	3	0		\$26.2200	\$78.66	
										\$0.0000	

Figure 6-5a

NAVSUP P-486, Rev 8 - Food Service Management

The morning following the date of issue, the Bulk Storeroom Custodian shall forward NAVSUP Form 1282 to the Recordskeeper who shall post the issues to the Subsistence Ledgers (NAVSUP Form 335) and to the General Mess Control Record (NAVSUP Form 338).

4. RECORDSKEEPER ENTRIES ON NAVSUP FORM 1282. Once the Recordskeeper receives NAVSUP Form 1282 from the Bulk Storeroom Custodian, the Recordskeeper shall post the quantity of the issues to the Subsistence Ledger (NAVSUP Form 335) and the total dollar value of the issues to the General Mess Control Record (NAVSUP Form 338). NAVSUP Form 1282 shall be completed as shown below and on Figure 6-5b.

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Unit Price	This will be entered automatically by the FSM system.
Value	Net Quantity multiplied by Unit Price. This will be entered automatically by the FSM system.
Sheet Total	The sum of all values on the sheet. This will be entered automatically by the FSM system.
Subtotal	The sum of the sheet total plus any additional sheets. This will be entered automatically by the FSM system.
Grand Total	This will be entered automatically by the FSM system.

5. FOOD SERVICE OFFICER CERTIFICATION. The FSO shall review each document and shall investigate any apparent discrepancy with particular attention paid to the following:

- All items on the issue documents were required to prepare the menu.
- Quantities issued were not in excess of requirements.
- Each document is properly completed in its entirety.
- Posted quantities on the smooth NAVSUP Form 1282 are compared to the rough NAVSUP Form 1282 before certifying.

Upon completion of this review, the FSO shall annotate NAVSUP Form 1282 as shown below.

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Signature and Date	The certification signature and date only are required on the last issue document that shows the grand total dollar value of issues.

6. DOCUMENT DISTRIBUTION. After NAVSUP Form 1282 has been smoothed (post daily) and certified by the FSO, all daily rough 1282 Forms may be discarded. Current and previous three months shall be retained.

7. EMERGENCY BREAKOUT PROCEDURES. Emergency breakouts (EBOs) must be approved by the FSO or LCS prior to breakouts being removed from the storerooms. All EBOs must be provided to the Recordskeeper as soon as possible for posting.

NAVSUP P-486, Rev 8 - Food Service Management**6102 POSTING TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)**

1. GENERAL. The quantity of issues for each food item listed on the issue documents are posted daily to NAVSUP Form 335 as described below and on Figure 6-6.

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month and Day	Month and day the food item was issued for consumption. This will be completed automatically by the FSM system upon posting to NAVSUP Form 1282.
Issued	Quantity of the food item that was issued. This will be completed automatically by the FSM system upon posting to NAVSUP Form 1282.
Cumulative Total	The sum of the quantity issued plus the previous cumulative total. This will be completed automatically by the FSM system upon posting to NAVSUP Form 1282 (equals stores consumed).
On Hand	Enter the difference between the quantities being issued and the previous "On Hand" balance. This will be completed automatically by the FSM system upon posting to NAVSUP Form 1282.

6103 POSTING TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

1. POSTING DOLLAR VALUE OF DAILY ISSUES. The total dollar value of food items issued for each day are posted daily to NAVSUP Form 338 as described below and as shown in Figure 6-7 and 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 the FSM system.
(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 the FSM system.
(18) One Ration	Column (16) divided by column (12). Completed automatically by the FSM system.

2. DETERMINING OVER/UNDER ISSUES. FSOs are required to maintain the GM within the allowed monetary allowance. To determine the over/under issue status of the GM, the following entries on NAVSUP Form 338 shall be made:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
(19) Over/Under Issue	Column (15) minus column (17). Completed automatically by the FSM system.

When the figure in column (15) is greater, an under issue condition exists and the difference is greater in column (19). When the figure in column (17) is greater, an over issue condition exists and the difference is posted in column (19) preceded by a minus sign.

NAVSUP P-486, Rev 8 - Food Service Management

3. USE AND RESPONSIBILITIES

- a. FSO. The FSO shall log into the FSM system weekly at a minimum and check the NAVSUP Form 338 to:
 - 1) Ensure that the GM is operating within the authorized allowance.
 - 2) Ensure that posting is accomplished daily. When an over issue exists, immediate action shall be taken to determine the cause and, if warranted, take steps to eliminate future over issues.
 - 3) Compare total food cost on NAVSUP Form 338 for the month and the food cost figure on NAVSUP Form 1359 for the month. Variations of more than 2 percent warrant further review. It is recommended that this review be done periodically throughout the reporting period.
 - 4) The FSO must print the NAVSUP 338 and review, sign, and retain it each week.
- b. Leading Culinary Specialist. The LCS shall review NAVSUP Form 338 on a daily basis using the data available for menu planning, menu revision, and adjustment in accordance with the following:
 - 1) Determine the current financial status of the GM before preparing a menu, especially when planning to use high-cost menu items.
 - 2) Compare the "Daily Column" (Column (14)) entries with the "Daily Column" (Column (16)) entries as a check of the actual cost each day with the authorized cost for the same day.
 - 3) Relate the actual cost shown in the "One Ration" Column (Column (18)) to the daily menus to determine the relatively high and low cost menus. Use that information in planning future menus and adjust menus that result in excessively high costs.

NAVSUP P-486, Rev 8 - Food Service Management

POSTING A GENERAL MESS ISSUE TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

Subsistence Ledger (4442)

Page 1 of 1

NAVSUP FORM 335 (Rev. 2-78)
SN10108-LF-500-3350

SUBSISTENCE LEDGER (4442)

NAVSUP FORM 335

FIC				STOCK NO.				ITEM					
B72 - BLUEBERRIES, (CND)				891501E297008				FRUIT, BLUEBERRIES, WATER PACK, US					
HIGH LIMIT		2014		RECEIPTS		EXPENDITURES		2014		RECEIPTS		EXPENDITURES	
N/A		MO.	DAY	ISSUED	CUM. TOTAL	OTHER	ON HAND	MO.	DAY	ISSUED	CUM. TOTAL	OTHER	ON HAND
		7	1	BBF			7.00						
LOW LIMIT		7	6		1.00	1.00	6.00						
N/A		7	6		0.00	1.00	6.00						
UNIT OF ISSUE		7	11		1.00	2.00	5.00						
CN		7	15		1.00	3.00	4.00						
2014		7	19		0.00	3.00	4.00						

NAVSUP Form 1282

Page 1 of 4

FOOD-ITEM REQUEST/ISSUE DOCUMENT (4400)

NAVSUP FORM 1282 (REV. 5-82)

REQUISITION BY (Signature, Rate and Title): BOBBY WINN /
DATE FOR CONSUMPTION: 8/7/2014
APPROVED BY (Signature, Rate and Title): SCHMOE JOE H /

ACTIVITY: USS ENTERPRISE (CVN-65) - TORGERSON HALL

FOOD CODE	DESCRIPTION OF MATERIAL	U/I	CONV FAC	SUGGESTED	REQUESTED	ISSUED	QUANTITY	NET	UNIT PRICE	VALUE
B72	891501E297008 - FRUIT, BLUEBERRIES, WATE	CN	6.375	1.4700	2.00	1.00	1.00	\$13.2700	\$13.2700	
C32	891501E621112 - JUICE, APPLE, FZN, CONC.	CO	3.000	3.5000	4.00	3.00	3.00	\$26.2200	\$78.6600	
C35	896001E621120 - BEV BASE, CRANBERRY COCKT	CO	6.000	0.7000	1.00	3.00	3.00	\$24.7600	\$74.2800	
D53	891501E296404 - POTATOES, WHITE, #10, DOM	CN	6.000	2.7600	3.00	3.00	2.00	\$7.7700	\$7.7700	
F72	892001E291608 - COOKIE MIX, SUGAR, #10	CN	5.000	1.4000	2.00	2.00	2.00	\$8.1300	\$16.2600	
F65	892001E291734 - HOMINY GRITS, 2 1/2 LB	CO	1.000	1.3400	3.00	3.00	2.00	\$1.8900	\$3.7800	
F79	892001E199210 - PASTA, MACARONI, ELBOW	CO	10.000	1.0600	2.00	2.00	2.00	\$10.5600	\$21.1200	
G00	892001E193246 - PANCAKE MIX, REG OR BUTTE	CO	6.000	0.9167	2.00	2.00	2.00	\$6.5100	\$13.0200	
H23	892501E092553 - SUGAR, REFINED, WHITE, G	BG	10.000	0.7150	1.00	1.00	1.00	\$7.1500	\$7.1500	
K04	894001E390847 - CORNED BEEF HASH, CN, MI	CN	6.000	2.0000	2.00	2.00	2.00	\$12.5600	\$25.1200	
K33	894001E293027 - PIE FILLING, CHERRY, #10	CN	7.000	0.0000	2.00	2.00	2.00	\$13.6200	\$27.2400	
K94	894501E197872 - OIL, PAN COATING, ARSL, NON	CN	1.375	0.0000	6.00	6.00	6.00	\$4.8400	\$29.0400	
L65	892001E598048 - DANISH PASTRY, FZN, APPL	CS	7.500	0.3000	1.00	1.00	1.00	\$25.4900	\$25.4900	
N22	895001E190225 - SAUCE, CHEESE, CN, CHDR	CN	6.625	3.9400	4.00	3.00	3.00	\$0.4600	\$0.0000	
N64	895001E613476 - SPICE, GARLIC, PDR 1/16	CO	1.000	0.0000	0.00	0.00	0.00	\$5.7100	\$5.7100	
N77	895001E198722 - PEPPER, BLK, GRD, 5/18 OZ C	CO	1.125	3.4200	0.00	0.00	0.00	\$13.2600	\$13.2600	
N89	895001E098876 - SALT, TABLE, IODIZED, 24/2	CO	1.625	0.0000	11.00	1.00	1.00	\$0.6500	\$0.6500	
N93	895001E092187 - SPICE BLD, CAJUN, 1/18 O	CO	1.000	0.0000	1.00	1.00	1.00	\$0.0000	\$0.0000	
NMF	892001E608293 - PANCAKES, POTATO, FZN, 0	CO	3.000	0.0000	6.00	6.00	6.00	\$3.8200	\$22.9200	
Q05	890501E195993 - BACON, SLICED, BULK, SHINGL	LB	1.000	10.0800	11.00	15.00	15.00	\$3.6500	\$54.7500	
Q45	890501E098236 - BEEF, GRD, BULK, FZN, 85	LB	1.000	0.0000	60.00	60.00	60.00	\$3.2300	\$193.8000	
Q82	890501E396088 - POLLOCK, FLT, RAW, FZN, IQF	LB	1.000	0.0000	25.00	25.00	25.00	\$3.3400	\$83.5000	
S19	891001E193990 - EGGS, WHL., LIQ, CHL, W/C	CO	4.225	0.0000	15.00	15.00	15.00	\$2.2300	\$33.4500	
S72	891501E297991 - VEG, CARROTS, SLICED, US	CO	2.000	0.0000	12.00	12.00	12.00	\$1.8800	\$22.5600	
T26	891501E297998 - VEG, PEAS,	CO	2.000	0.0000	24.00	24.00	24.00	\$2.6900	\$64.5600	

* Use to extend issues to Bolstered Dining Facility.

2014

MO. & DAY	*RECEIPT PRICE
BF	\$13.2700

Quantity issued to the General Mess

Automatically extended at the last receipt price

NAVSUP FORM 1282

Unclassified. For Official Use Only.

<https://nvsdvdsm1.navisia.navy.mil/fsmtestp486/Issue/IssuePrintable.aspx>

8/22/2014

Figure 6-6

NAVSUP P-486, Rev 8 - Food Service Management

POSTING THE DAILY ISSUES TO THE GENERAL MESS (NAVSUP FORM 1282) TO THE GENERAL MESS CONTROL RECORD (NAVSUP FORM 338)

NAVSUP Form 1282												NAVSUP	
SCHMOE JOE H /						SHEET TOTAL		\$488.8500					
RECEIVED BY (Signature)						DATE		SUB TOTAL		\$2806.1300			
RETURNED BY (Signature)						DATE		BAKERY PROD. (.)		\$0.0000			
RECEIVED BY (Signature)						DATE		GRAND TOTAL		\$2806.1300			
<p>I CERTIFY THAT THIS DOCUMENT, IN THE AMOUNT OF \$2,806.1300, IS A TRUE STATEMENT OF ISSUES TO THE GENERAL MESS ON 07/14/2014.</p> <p>SIGNATURE _____ DATE _____</p> <p>POSTED TO: 209 335 338</p> <p>*U.S. GPO: 1992-0-704-580 PAGE 3 OF 3</p>													

NAVSUP												CURRENT DATE: 20AUG14							
GENERAL MESS CONTROL RECORD (4061) NAVSUP-FORM 338 (REV. 7-88)												BDFA 9.05		SUPPLEMENTAL/SPECIAL ALLOWANCES 1.35/0.55		FOR THE PERIOD July 2014			
FROM: (Name of Activity or Station) USS ENTERPRISE (CVN-65)												U.I.C.		V12345					
COMMENTS	DAY OF MONTH (1)	MEALS FED					MEALS FED - RATIONS IN KIND					R/K/CASH SALES DAILY TOTAL (12)	CUMULATIVE TOTAL (13)	MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES	
		BREAKFAST 20% (2)	LUNCH 40% (3)	DINNER 40% (4)	NIGHT 20%/40% (5)	DAILY (6)	BREAKFAST 20% (7)	LUNCH 40% (8)	DINNER 40% (9)	NIGHT 20%/40% (10)	DAILY (11)			DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)	ONE RATION (18)	CURRENT BALANCE (19)
BF															647.17				647.17
S	1	84	80	12	0	53.60	416	349	276	0	333.20	387	387	4373.10	500.27	4543.50	4543.50	11.74	-476.77
S	2	58	36	2	0	26.80	284	272	154	0	227.20	254	641	2870.20	789.47	3638.20	8181.70	14.32	-291.23
S	3	7	2	2	0	3.00	240	152	148	0	168.00	171	812	1932.30	982.77	2275.23	10456.93	13.31	-634.16
QS	4	5	6	1	0	3.80	99	84	65	0	79.40	83	895	1049.95	1087.72	1440.69	11897.62	17.36	-1024.90
S	5	46	94	13	0	52.00	149	259	141	0	189.80	242	1137	2734.60	13607.22	2699.26	14596.88	11.15	-989.56
S	6	61	131	26	0	75.00	135	213	145	0	170.20	245	1382	2768.50	16375.02	1435.96	16032.84	5.86	342.98
S	7	70	104	12	0	60.40	146	205	134	0	164.80	225	1607	2542.50	18918.33	3167.46	19200.30	14.08	-281.98
S	8	65	130	25	0	75.00	134	217	147	0	172.40	247	1854	2791.10	21709.43	3478.84	22679.14	14.08	-969.72
S	9	59	64	19	0	45.00	147	172	74	0	127.80	173	2027	1954.90	23664.33	2358.28	25037.42	13.63	-1373.10
RS	10	21	132	5	0	59.00	98	56	68	0	69.20	128	2155	1516.80	25181.12	1150.88	26188.30	8.99	-1007.18
RS	11	22	22	8	0	16.40	95	89	80	0	86.60	103	2258	1220.55	26401.67	145.38	27333.68	11.12	-932.01
S	12	39	159	23	0	80.60	152	219	141	0	174.40	255	2513	2881.50	29283.17	799.27	30132.95	10.98	-849.78
S	13	76	178	21	0	94.80	148	272	160	0	202.40	297	2810	3356.10	32639.27	789.47	33022.42	9.73	-383.15
S	14	82	102	23	0	66.40	150	273	119	0	186.80	253	3063	2858.90	35498.17	2806.13	35928.55	11.09	-330.38
S	15	53	123	12	0	64.60	82	167	106	0	125.60	190	3253	2147.00	37645.17	1255.69	37786.51	10.31	-141.34
S	16	45	82	10	0	45.80	110	372	88	0	206.00	232	3505	2847.60	40492.77	2158.49	39945.00	8.57	547.77

NAVSUP 1282 Recapitulation is used for Total Daily Food Cost

Figure 6-7

NAVSUP P-486, Rev 8 - 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 appropriation has already bought the food and there will be no additional obligation to the subsistence appropriation when the food is transferred. A transfer with reimbursement means there will be a reimbursement to the subsistence appropriation for the food that is being transferred.

2. TRANSFERS WITHOUT REIMBURSEMENT. When regularly established supply channels are not available, a request for transfer (instead of a sale) of food items from one Navy GM (end user) to another Navy GM may occur. This includes transfers to Navy ashore/afloat galleys and to approved established messes such as SEABEE to ASHORE, USS SHIP to USS SHIP, USS SHIP TO SHORE.

3. TRANSFERS WITH REIMBURSEMENT. Transfer of food items to activities that do not use the Navy subsistence appropriation (that is, activities that are not Navy GMs using the subsistence appropriation), are treated as transfers with reimbursement. A transfer with reimbursement means that the subsistence appropriation has already purchased the food that is now being transferred to an activity that uses another appropriation such as a Naval Hospital other Military Branches.

Transfers with reimbursement should not be confused with sale of bulk food items. Sale of bulk food items involves an exchange of money through use of a check, cash, or line of Accounting. Sales of food items shall be processed in accordance with Paragraph 6302.

4. TRANSFER-IN/TRANSFER-OUT. The transfer-out of food items off stock records and transfer-in of the same food items to stock records to correct erroneous posting or inventory problems is strictly prohibited. This procedure may only be granted with the permission of SUP N423 via the guidance of the Navy Food Management Team (NFMT)/TYCOM assistance.

6201 TRANSFER DOCUMENT USED

1. GENERAL. The form used for transferring food items with or without reimbursement is the Requisition and Invoice/Shipping Document (DD Form 1149).

2. REQUISITIONING PROCEDURES (DD Form 1149). For automated activities the FSM system will generate DD Form 1149. Follow the FSM system Users Guide. The Requisition and Invoice/Shipping Document (DD Form 1149) (Figure 6-8) shall be the primary form used for the manual requisitioning of food products.

Data Block and Caption

1. From
2. To
3. Ship to - Mark for
4. Appropriation

Appropriation

Instruction for Entry

- UIC, name, and hull number of the requisitioning ship.
- UIC and name of the activity to which the requisition is submitted.
- “FSO” followed by the name, hull number, and location of the ship.
- The accounting data for the subsistence appropriation shall be entered as one line in Block 4 of DD Form 1149.

17_1453.2241 (= last digit of current FY)

NAVSUP P-486, Rev 8 - Food Service Management

Object Class	260 except "534" applies for overseas purchases of subsistence from local sources (Husbanding Services).
Bureau Control No.	00022
Sub-allot	0
Auth Acct	68566
Trans Type	2D
Prop Acct Act	Six alpha numeric characters: 00 = 1 st and 2 nd (constant) followed by the last digit of FY followed by the 3-digit Julian date of the requisition.
Cost Code	Must be twelve (12) digits consisting of operating unit's 5-digit UIC of requesting activity followed by last number of FY plus SIK09T (123454SIK09T).
5. Requisition Date prepared	Calendar date of requisition.
6. Requisition Number	Number consisting of service designator and UIC of requesting ship, Julian date of the requisition, requisition serial number consisting of 9 followed by the sequence number (001).
7. Date Material Required	Calendar date that delivery of material is required
8. Priority	See NAVSUP P-485, Paragraphs 3045-3052 for information on determining the priority.
9. Authority or Purpose	Transfer with/without reimbursement or bulk sale.
10. Signature	Name, rank, and signature of the requesting official.
11. through 15.	Leave blank.
Item No.	Consecutively number each item to be requisitioned beginning with number "1".
Federal Stock Number	Short description of each item, NSN, and Food Item (provide specific description) Code.
Unit of Issue	Two letter unit of issue.
Quantity Requested	Quantity of the item required.
Supply Action through (e through i)	
1) Unit Price	Last receipt price of each item.
2) Total Price	Quantity multiplied by last receipt price.
16. through 25.	Leave blank.
a. Distribution. After initial preparation, DD Form 1149 shall be distributed as follows:	
• Original - to the issuing activity.	
• Copy - to the Incoming Material File.	
• Copy - to the Outstanding Requisition File.	
• Remaining copies - to the issuing activity.	

NAVSUP P-486, Rev 8 - Food Service Management

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 shall submit correspondence via email, memorandum, or other means with a draft DD 1149 to the issuing activity.
 - b. Issuing Activity. Upon receipt of DD Form 1149, the FSO of the issuing activity reviews the on-hand stock levels of the requested food items. If a determination is made that the quantities of the food items can be spared, the FSO prepares DD Form 1149 in accordance with Paragraph 6201, makes additional entries as required, and forwards the document to the Bulk Storeroom Custodian (Figure 6-8).
2. SUBMARINE AND SMALL PLATFORM TRANSFERS. Food items may be expended in less than full cases to submarines and small crafts (MCM/LCS) that do not have adequate storage facilities.

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								Form Approved OMB No. 0704-0246 Expires Feb 28, 2006			
<p>The public reporting burden for this collection of information is estimated to average 1 hour 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 the Department of Defense, Executive Service and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.</p>											
1. FROM: (Include ZIP Code) USS HALYBURTON FPO AE 12345					2. NO. OF SHEETS 1		3. REQUISITION DATE 20140731		4. REQUISITION NUMBER V1234542129A18		
2. TO: (Include ZIP Code) USS ENTERPRISE (CVN-65) FOOD SERVICE OFFICER USS ENTERPRISE (CVN-65) FPO AE, 09999-0901 09999-0901					7. DATE MATERIAL REQUIRED (YYYYMMDD) 20140731		8. PRIORITY				
3. SHIP TO - MARK FOR USS HALYBURTON FPO AE 12345					9. AUTHORITY OR PURPOSE Without Reimbursement		10. SIGNATURE		11a. VOUCHER NUMBER & DATE (YYYYMMDD)		
					12. DATE SHIPPED (YYYYMMDD) 20140731		b.				
					13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER				
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.						
4. APPROPRIATIONS DATA 1741453 2241 260 00022 0 068566 2D 4212 US 211074SIK09T										AMOUNT 455.58	
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)				UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER NOS. (f)	UNIT PRICE (g)	TOTAL COST (h)	
001	A18 - 890501E091152 - CKN, BONED,CN,6/29 OZ CN				CN	12	12		7.37	88.44	
002	APPROVED BY: OZ CN				<div style="border: 1px solid black; padding: 5px;"> RECEIVED BY: </div>						
003	ISSUED BY:										
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO					17. SPECIAL HANDLING						
18. ISSUED BY R E C E I V E D B Y C H E C K E D B Y P A C K E D B Y T O T A L	TOTAL CONTAINERS		TYPE CONTAINER		DESCRIPTION		TOTAL WEIGHT	TOTAL CUBE	19. CONTAINERS RECEIVED EXCEPT AS NOTED		
									DATE (YYYYMMDD)		
									BY		
									SHEET TOTAL		
								20. QUANTITIES RECEIVED EXCEPT AS NOTED			
								DATE (YYYYMMDD)			
								BY			
								GRAND TOTAL			
								DATE (YYYYMMDD)			
								BY			
								20. RECEIVER'S VOUCHER NO.			

DD FORM 1149, JUN 2003

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

PREVIOUS EDITION IS OBSOLETE.

Figure 6-8

NAVSUP P-486, Rev 8 - Food Service Management

POSTING A TRANSFER WITHOUT REIMBURSEMENT (DD FORM 1149) TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

Subsistence Ledger (4442) Page 1 of 1

NAVSUP

NAVSUP FORM 335 (Rev. 2-78)
SNI 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

PIC			STOCK NO.			ITEM						
A18 - CHICKEN, BONED			890501E091152			CKN, BONED, CN, 6/29 OZ CN						
HIGH LIMIT	2014	RECEIPTS	EXPENDITURES			ON HAND	2014	RECEIPTS	EXPENDITURES			ON HAND
			EMULATED DINING FACILITY	OTHER					EMULATED DINING FACILITY	OTHER		
N/A	MO. DAY		ISSUED	CUM TOTAL			MO. DAY		ISSUED	CUM TOTAL		
	7 1	BBF				16.00						
LOW LIMIT	7 6		0.00	0.00		16.00						
N/A	7 10		12.00	12.00		4.00						
UNIT OF ISSUE	7 19		0.00	12.00		4.00						
CN	7 21		0.00	12.00		4.00						
2014	7 27	12.00				16.00						
MO. & DAY	*FIXED PRICE					12.00	4.00					
N/A	N/A											

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 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

The public reporting burden for this collection of information is estimated to average 1 hour 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 the Department of Defense, Executive Services and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Include ZIP Code)		SHEET NO. 1		NO. OF SHEETS 1		6. REQUISITION DATE 20140731		8. REQUISITION NUMBER V1234542129A18	
USS HALYBURTON FPO AE 12345						7. DATE MATERIAL REQUIRED (YYYYMMDD) 20140731		10. SIGNATURE	
2. TO: (Include ZIP Code)						9. AUTHORITY OR PURPOSE Without Reimbursement		11a. VOUCHER NUMBER & DATE (YYYYMMDD)	
USS ENTERPRISE (CVN-65) FOOD SERVICE OFFICER USS ENTERPRISE (CVN-65) FPO AE, 09999-0901 09999-0901						12. DATE SHIPPED (YYYYMMDD) 20140731		b.	
3. SHIP TO - MARK FOR						13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER	
USS HALYBURTON FPO AE 12345						15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			
4. APPROPRIATIONS DATA 1741453 2241 260 00022 0 068566 2D 4212 US 211074SIK09T								AMOUNT 455.58	

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES	UNIT OF ISSUE (d)	QUANTITY REQUESTED (e)	SUPPLY ACTION (f)	TYPE CONTAINER (g)	UNIT PRICE (h)	TOTAL COST (i)
001	A18 - 890501E091152 - CKN, BONED, CN, 6/29 OZ CN	CN	12	12		7.37	88.44
002	A21 - 890501E093006 - SALMON, CN, PINK, 24/14.75 OZ CN	CN	66	66		3.59	236.94
003	A32 - 890501E099941 - TUNA, LT, PG, 6/43 OZ FLEX PG	PG	12	12		10.85	130.20

APPROVED BY:

ISSUED BY:

RECEIVED BY:

16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO				17. SPECIAL HANDLING			
RECEIVED BY	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	18. CONTAINERS RECEIVED EXCEPT AS NOTED
	CHECKED BY						DATE (YYYYMMDD)
	PACKED BY						BY
							20. RECEIVER'S VOUCHER NO.
TOTAL							

DD FORM 1149, JUN 2003 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

PREVIOUS EDITION IS OBSOLETE.

Figure 6-9

NAVSUP P-486, Rev 8 - Food Service Management

POSTING A TRANSFER WITHOUT REIMBURSEMENT (DD FORM 1149) TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

NAVSUP FORM 367 Page 1 of 3

NAVSUP

DATE: 19AUG14

RECORD OF RECEIPTS AND EXPENDITURES (4442)					ACTIVITY		UIC		
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-900-3670					USS ENTERPRISE (CVN-65)		V12345		
RECEIPTS				EXPENDITURES					
2014 MO.	2014 DAY	SOURCE	DOCUMENT NO.	VALUE	2014 MO.	2014 DAY	SOURCE	DOCUMENT NO.	VALUE
7	1	INVENTORY BROUGHT FORWARD		54,861.4600	7	20	LOSS WITH SURVEY	4016 9	60.0000
7	2	SYSO HAMPTON ROADS (N00109)	4121 101 902F	3,542.7700	7	31	TRANSFER W/O REIMB (USS HALYBURTON)	4031 9A18	455.5800
7	6	SYSO HAMPTON ROADS	4121 101 900B	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031 9E12	38.9500

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									
Form Approved OMB No. 0704-0246 Expires Feb 28, 2006									
The public reporting burden for this collection of information is estimated to average 1 hour 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 the Department of Defense, Executive Service and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.									
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.									
1. FROM: (Include ZIP Code) USS HALYBURTON FPO AE 12345					5. REQUISITION DATE 20140731				
2. TO: (Include ZIP Code) USS ENTERPRISE (CVN-65) FOOD SERVICE OFFICER USS ENTERPRISE (CVN-65) FPO AE, 09999-0901 09999-0901					6. REQUISITION NUMBER V1234542129A18				
3. SHIP TO - MARK FOR USS HALYBURTON FPO AE 12345					7. DATE MATERIAL REQUIRED (YYYYMMDD) 20140731				
4. APPROPRIATIONS DATA 1741453 2241 260 00022 0 068566 2D 4212 US 211074SIK09T					8. PRIORITY 20140731				
9. AUTHORITY OR PURPOSE Without Reimbursement					11a. VOUCHER NUMBER & DATE (YYYYMMDD)				
10. SIGNATURE					12. DATE SHIPPED (YYYYMMDD) 20140731				
13. MODE OF SHIPMENT					14. BILL OF LADING NUMBER				
15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.									
16. TRANSPORTATION DATA 1741453 2241 260 00022 0 068566 2D 4212 US 211074SIK09T									AMOUNT 455.58
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES	UNIT OF ISSUE (a)	QUANTITY REQUESTED (b)	SUPPLY ACTION (c)	TYPE CONTAINER (d)	CONTAINER NOS. (e)	UNIT PRICE (f)	TOTAL COST (g)	
001	A18 - 890501E091152 - CKN, BONED,CN,6/29 OZ CN	CN	12	12			7.37	88.44	
002	A21 - 890501E091152 - CKN, BONED,CN,6/29 OZ CN	CN	66	66			3.59	236.94	
003	A32 - 890501E099941 - TUNA, LT, PG, 6/43 OZ FLEX PG	PG	12	12			10.85	130.20	
17. SPECIAL HANDLING									
18. ISSUED BY		TOTAL CONTAINERS		TYPE CONTAINER		DESCRIPTION		TOTAL WEIGHT	
CHECKED BY		TOTAL CUBE		CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)		BY	
PACKED BY		TOTAL		QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)		BY	
TOTAL		TOTAL		POSTED		DATE (YYYYMMDD)		BY	
19. CONTAINERS RECEIVED EXCEPT AS NOTED								20. RECEIVER'S VOUCHER NO.	
20. RECEIVER'S VOUCHER NO.								455.58	
20. RECEIVER'S VOUCHER NO.								455.58	

DD FORM 1149, JUN 2003

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

PREVIOUS EDITION IS OBSOLETE.

Figure 6-10

NAVSUP P-486, Rev 8 - Food Service Management**6203 DOCUMENT PREPARATION AND DISTRIBUTION FOR TRANSFER WITH REIMBURSEMENT**

1. GENERAL. Transfers of food items that are being turned into stores (non-DLA or Navy Stock Fund activities) shall be transfers with reimbursement or shall be handled as a bulk sale in accordance with Paragraph 6306 and Paragraph 6307. Transfer of food items to activities that do not use the Navy subsistence appropriation (that is, activities that are not Navy GMs using the subsistence appropriation) always shall be treated as transfers with reimbursement. A transfer with reimbursement means that the subsistence appropriation has already purchased the food that is now being transferred to an activity such as a Naval Hospital or other Military Branches that uses another appropriation. Situations that preclude reimbursement to the subsistence appropriation by the GM (end user) at the time of transfer shall require prior approval from NAVSUP N423. This approval may be by email to FSMRENAVSUPHQ@NAVY.MIL or by a phone call to NAVSUP N423.

Transfers with reimbursement should not be confused with sale of bulk food items. Sale of bulk food items involves an exchange of money (check, cash, or line of Accounting). Sales of food items shall be processed in accordance with Paragraph 6302.

2. REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149).

- a. Requesting Activity. The requesting activity shall submit correspondence via email, memorandum, or other means with a draft DD 1149 to the issuing activity.
- b. Issuing Activity. Upon receipt of DD Form 1149, the issuing activity reviews the on-hand stock levels of the transferred food items. If a determination is made that the quantities of the food items can be spared, the requesting or issuing activity shall prepare DD Form 1149 in accordance with Paragraph 6201, makes additional entries as required, and forwards the document to the Bulk Storeroom Custodian (Figure 6-11).

NAVSUP P-486, Rev 8 - Food Service Management

POSTING A TRANSFER WITH REIMBURSEMENT (DD FORM 1149) TO THE SUBSISTENCE LEDGER

(NAVSUP FORM 335)

NAVSUP

Subsistence Ledger (4442) Page 3 of 4

NAVSUP FORM 335 (Rev. 2-78)
SHOES LP 780-100

SUBSISTENCE LEDGER (4442)

PC: K17 - SNACK, CHIPS, VARIETY STOCK NO: 894001E516041 ITEM: POTATO CRISPS,BK,CHDR & SOUR CRM,RIDGED,64/1.125 OZ PG

NO. IN LHM	2014		EXPENDITURE		ON HAND	2014	EXPENDITURE		ON HAND
	MO	DAY	ISSUED	CUM TOTAL			ISSUED	CUM TOTAL	
N/A	7	1	BBF		1.00				
LOW LHM	7	6		0.00	0.00	1.00			
N/A	7	19		0.00	0.00	1.00			
UNIT OF ISSUE	7	21		0.00	0.00	1.00			
CS	7	31			1.00	0.00			
2014									
MO & DAY									
N/A	N/A								

Extended at Last Receipt Price

Quantity transferred to another end user

SALES OFFICER USS ENTERPRISE (CVN-65)
BUILDING 3607 FPO AE, 09999-0901 09999-0901

2. TO: (Include ZIP Code)
USS ENTERPRISE (CVN-65) FOOD SERVICE OFFICER
USS ENTERPRISE (CVN-65)
FPO AE, 09999-0901 09999-0901

3. SHIP TO - MARK FOR
SALES OFFICER USS ENTERPRISE (CVN-65)
BUILDING 3607
FPO AE, 09999-0901 09999-0901

4. APPROPRIATIONS DATA
97X4930NCIA 000 21001 0 000250 7C V12345 00004212-990

5. NO. OF SHEETS: 1 6. REQUISITION DATE: 20140731 7. DATE MATERIAL REQUIRED (YYYYMMDD): 20140731 8. REQUISITION NUMBER: V1234542129K17 9. AUTHORITY OR PURPOSE: With Reimbursement 10. SIGNATURE: 11a. VOUCHER NUMBER & DATE (YYYYMMDD): 12. DATE SHIPPED (YYYYMMDD): 20140731 13. MODE OF SHIPMENT: 14. BILL OF LADING NUMBER: 15. AIR MOVEMENT DESIGNATION OR PORT REFERENCE NO.:

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES	UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER NOS.	UNIT PRICE	TOTAL COST
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
001	K17 894001E516041 POTATO CRISPS BK,CHDR & SOUR CRM,RIDGED,64/1.125 OZ PG	CS	1	1		25.66	25.66
002	K2 APPROVED BY: ISSUED BY:						144.36
003	K28 2/20Z PG						180.30

RECEIVED BY:

16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO

ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
CHECKED BY					
PACKED BY					
TOTAL					

17. SPECIAL HANDLING

CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL
QUANTITIES RECEIVED EXCEPT AS NOTED <td>DATE (YYYYMMDD) <td>BY <td>GRAND TOTAL</td> </td></td>	DATE (YYYYMMDD) <td>BY <td>GRAND TOTAL</td> </td>	BY <td>GRAND TOTAL</td>	GRAND TOTAL
POSTED <td>DATE (YYYYMMDD) <td>BY <td>20. RECEIVER'S VOUCHER NO.</td> </td></td>	DATE (YYYYMMDD) <td>BY <td>20. RECEIVER'S VOUCHER NO.</td> </td>	BY <td>20. RECEIVER'S VOUCHER NO.</td>	20. RECEIVER'S VOUCHER NO.

DD FORM 1149, JUN 2003 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 PREVIOUS EDITION IS OBSOLETE.

Figure 6-12

NAVSUP P-486, Rev 8 - Food Service Management

POSTING A TRANSFER WITH REIMBURSEMENT (DD FORM 1149) TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

NAVSUP FORM 367 Page 1 of 3

DATE: 19AUG14

RECORD OF RECEIPTS AND EXPENDITURES (4442)
NAVSUP FORM 367 (Rev. 1-80) SN 0108-LF-500-3670

RECEIPTS				EXPENDITURES					
2014	2014	2014	2014	2014	2014	2014	2014		
MO.	DAY	SOURCE	DOCUMENT NO.	VALUE	MO.	DAY	SOURCE	DOCUMENT NO.	VALUE
7	1	INVENTORY BROUGHT FORWARD		54,861.4600	7	20	LOSS WITH SURVEY	4016 9	60.0000
7	2	SYSCO HAMPTON ROADS (N00109)	4121 101 902F	3,542.7700	7	31	TRANSFER W/O REIMB (USS HALYBURTON)	4031 9A18	455.5800
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 900B	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031 9E22	38.9500
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 9010	2,168.3700	7	31	TRANSFER W/ REIMB (SALES OFFICER USS ENT)	4031 9K1 #	350.3200
7	6	SYSCO HAMPTON ROADS (N00109)	4125 101 9001	7,853.9300	7	31	ISSUE TO THE GENERAL MESS		73,644.5800
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 9001	556.2000	7	31	INVENTORY		52,938.3303
7	6	SYSCO			7	31	SUBTOTAL		127,487.7603
					7	31	PRICE		991.3602
					7	31			279.1205

DD FORM 1149

2. TO: (Include ZIP Code)
USS ENTERPRISE (CVN-65) FOOD SERVICE OFFICER
USS ENTERPRISE (CVN-65)
FPO AE, 09999-0901 09999-0901

3. SHIP TO - MARK FOR
SALES OFFICER USS ENTERPRISE (CVN-65)
BUILDING 3607
FPO AE, 09999-0901 09999-0901

4. APPROPRIATIONS DATA
97X4930NCIA 000 21001 0 000250 7C V12345 00004212-990

5. AUTHORITY OR PURPOSE
With Reimbursement

6. SIGNATURE
20140731

7. DATE SHIPPED (YYYYMMDD)
20140731

8. MODE OF SHIPMENT

9. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

10. VOUCHER NUMBER & DATE (YYYYMMDD)
20140731

11. BILL OF LADING NUMBER

12. AMOUNT
350.32

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES	UNIT OF ISSUE (e)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
001	1 & SOUR CRM, RIDGED, 64/1.125 OZ PG	CS	1	1			25.66	25.66
002	NUT							144.36
003	K28 - 894001E610787 - SNACK MIX, TRAIL MIX, NUT & CHOC, 72/20Z PG	CS	5	5			36.06	180.30

16. TRANSPORTATION VIA MATS OR MST'S CHARGEABLE TO

17. SPECIAL HANDLING

18. CONTAINERS RECEIVED EXCEPT AS NOTED
DATE (YYYYMMDD) BY

19. QUANTITIES RECEIVED EXCEPT AS NOTED
DATE (YYYYMMDD) BY

20. RECEIVER'S VOUCHER NO.

21. SHEET TOTAL
350.32

22. GRAND TOTAL
350.32

23. TOTAL
350.32

DD FORM 1149, JUN 2003

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

PREVIOUS EDITION IS OBSOLETE.

Figure 6-13

NAVSUP P-486, Rev 8 - Food Service Management

6204 CASE WEIGHT DETERMINATION AND USE OF AVERAGE WEIGHTS; PERISHABLE BOXED MEATS AND CHEESE

1. GENERAL. Delay in loading, issuing, and inventorying boxed meats and cheese is decreased by handling these items on an average weight basis. These procedures are primarily for the guidance of activities that may find it practical to inventory and to expend perishable boxed meats and cheese by average weight.

Purchase Ratio Factor (PRF): The PRF is the industry standard for a case quantity (that is, most #10 cans come 6 cans to a case so the PRF is 6).

Catch Weight Multiple (CWM): Because items such as pork loin and beef roast have no standard weight, vendors have a catch weight average for each case. The box weight is limited to head space in the box and OSHA standards for a human to lift. Most catch weight cases are between 40 and 60 pounds.

Requisitioner must enter quantities in multiples of the Purchase Ratio Factor (PRF) or Catch Weight Multiple (CWM) in the FSM system. FSM system users must validate the ordering quantity that supports the PRF (case load) before approval. Catch Weight Items must be ordered by the catch weight that the vendor provides and must be loaded as part of the catalog in the FSM system. PRF and CWM are the same to the user when ordering as they can see the multiple to use when ordering in the order area within the FSM system. At the time of receipt the number of pounds delivered (CWM) and number of cans (PRF) must be entered in the FSM system.

2. AVERAGE WEIGHT DETERMINATION. An equitable system for handling boxed meats and cheese on an average net case weight basis depends on careful separation of stock into lots where the weight differentials between the lightest and heaviest cases are within acceptable limits. Judgment shall be used in doubtful instances. The average net case weight shall be determined for each lot and rounded off to the nearest whole pound.

3. TRANSFERS AND ISSUES. Invoices covering transfers by average weight shall indicate the number of cases in the lot, the total average weight, and the average net case weight. A separate invoice line shall be used for each lot in multiple lot transfers of a particular item.

4. When issuing, the first case issued generally is the case that absorbs the difference between actual and average case weight. For example, when 10 cases at 50 pounds each with a receipt of 502 pounds, the first case is issued at 52 and the rest at 50.

5. GAINS AND LOSSES. Gains and losses that arise from the receipt of items on an average weight basis shall be absorbed as issues to the GM.

6205 POSTING TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

1. GENERAL. All transfers, with or without reimbursement, shall be posted by quantity on the Subsistence Ledger (NAVSUP Form 335) to the "Expenditures Other" column as the transactions occur (Figure 6-9 and Figure 6-12).

6206 POSTING TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. All transfers, with or without reimbursement, shall be posted by total money value and document number to the Record of Receipts and Expenditures (NAVSUP Form 367) as the transactions occur. These values must agree with transfer files in the accountability file. (Figure 6-10 and Figure 6-13).

NAVSUP P-486, Rev 8 - Food Service Management**PART D: SALE OF SUBSISTENCE (AFLOAT BULK SALES)****6300 SALES TO AUTHORIZED MESSES AND ACTIVITIES**

1. GENERAL. When prescribed conditions are met, and when such sales shall not overly deplete the stocks available for issue to the GM, food items may be sold to the categories listed in Appendix G. Written approval from the CO is required for all sales of subsistence items afloat (Appendix D for sample letter). The dollar value of all sales of bulk subsistence shall be reported on the Bulk Sales line under the "Cash Statement" section on the monthly General Mess Summary Document, NAVSUP Form 1359. Bulk Sales are not authorized for ashore GMs without NAVSUP 423 approval.

6301 SALES TO AFLOAT MESSES AND/OR SATELLITE MESSES; OTHER SALES

1. GENERAL. Upon approval by the Supply Officer, food items may be sold directly from the GM to authorized afloat messes (see Appendix D for a sample letter).

2. OFFICERS/CHIEF PETTY OFFICERS SUBSISTING FROM THE GENERAL MESS. All Officers and Chief Petty Officers (CPOs) subsist from the GM or prepare the same menu as the GM. GM breakouts such as raw food products that are broken out for the wardroom/CPO mess shall be issued to them on a daily basis. A NAVSUP 1090, Food Preparation Worksheet, and NAVSUP 1282, Daily Breakout Document, shall be prepared by the Wardroom/CPO mess LCS on a daily basis with all menu items to be broken out in accordance with the GM standard menu.


3. WARDROOM/CPO MESS MENU. Under no circumstances shall the Wardroom/CPO mess serve a different menu than the standard GM menu. If additional food such as taco bar ingredients and beverage items are desired by the wardroom/CPO messes and are not on the standard GM menu for that particular day those items shall be purchased separately in the form of a bulk sale (IAW Paragraph 6300).

4. FOOD PROCUREMENT. The use of a subsistence appropriation funds account to defray the cost of additional food items is not authorized. The establishment of a wardroom/CPO mess for the purpose of drawing supplemental food items in no way restricts the sale of meals to individuals authorized to eat in the GM. Items procured from the GM may be used only for food service operations/functions and shall not be transferred or resold. Food items procured for the purpose of resell for a profit or financial gain is strictly prohibited.

5. SALE OF MEALS/BULK SALES IN SUPPORT OF MISSION ESSENTIAL REQUIREMENTS. The GM may at times be required to render services to support mission essential requirements for other agencies. During this process the use of a Military Interdepartmental Purchase Request ((MIPR) DD448), Order for Work and Services (NAVCOMPT Form 2275), Voucher for Transfers Between Appropriations and/or Funds (SF1080), Public Voucher for Purchases and Services other than Personal (SF1034), and Voucher for Cash Collection (DD Form 1131) shall be required to pay for meals/bulk sales from the GM.

6. FUNDING DOCUMENTS. The preparation of DD 448, NAVCOMPT 2275, SF1080, SF 1034, and DD1131 is completed by the agency providing the funding, not by the GM. The agency preparing the NAVCOMPT 2275 and DD448 must forward the documents to BUPERS/NAVSUP via TYCOM for acceptance. When the process is complete, and BUPERS accepts these funding documents, the documents shall be sent back to the agency that prepared them, and the documents shall be sent to the GM providing the service. These documents shall be used as justification for the use of the other sale of meal line. See Figure 6-14 for DD Form 448.

NAVSUP P-486, Rev 8 - Food Service Management

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF PAGES	
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MIPR NUMBER
7. TO: N00022 BUPERS, 2 Navy Annex, RM 1630, Washington, DC 20370 POC: Gary Rice, BUPERS N101EB, (703) 614-2523 Bibi Tran, BUPERS N101EB, (703) 614-1074 garyrice@navy.mil, bibi.tran@navy.mil				8. FROM: (Agency name, telephone number of originator)		
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO. a	DESCRIPTION Federal stock number, nomenclature, specification and/or drawing No., etc.) b	QTY c	UNIT d	ESTIMATED PRICE e	ESTIMATED TOTAL PRICE f	
1	Meals provided at (Name of activity) Box Lunches, lunch only each day Dates: (1-5 May 2008) Number of personnel: (100) Mission/Event/Exercise name: (Phoenix Express)	500	EA	\$3.85	\$1925.00	
2.	MIPR is subject to the following: Fund authority may not be exceeded without approval of issuing authority. Forward DD448-2 Acceptance to block 8 address within 5 days of receipt. Provide POC, DSN/Com telephone number and fax number on acceptance. Return unobligated funds as soon as identified, but NOT (date). Appropriation cited herein expires on 30 Sep 200_. * (The more information the better)					
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.					11. GRAND TOTAL 1,925	
12. TRANSPORTATION ALLOTMENT (Used if FUB Contractor's plant)				13. MAIL INVOICES TO (Payment will be made by) PAY OFFICE DODIAD		
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	UNIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION		ACCTS. STA DODIAD	AMOUNT
15. AUTHORIZING OFFICER (Type name and title)			16. SIGNATURE 		17. DATE	

DD Form 448, JUN 72

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Designer 7.0

Figure 6-14

NAVSUP P-486, Rev 8 - Food Service Management**6302 BULK SALES DOCUMENT PREPARATION AND DISTRIBUTION**

1. AT TIME OF REQUEST. The bulk sales document used for the sale of subsistence items from the GM to an authorized afloat mess is a Food Item Request/Issue Document (NAVSUP Form 1282) Emergency Breakout. All sales of subsistence items from the GM are sold with the price extended at the last receipt price. The EBO NAVSUP Form 1282 shall be signed by the mess manager, treasurer, or an authorized representative. If a person other than the mess manager or treasurer is authorized to sign requests, such authority shall be furnished to the FSO in writing (see Appendix D for a sample letter). The authorized representative of the mess shall prepare the EBO NAVSUP Form 1282 as shown below.

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Requisitioned By	Signature, date, and title of mess manager, treasurer, or an authorized representative.
Date for Consumption	Date food items are required. This is entered automatically by the FSM system.
Food Code	Food item code of each item requested taken from NAVSUPNOTE 7330 series. Ensure all food items requested are listed in Food Item Code order. This is entered automatically by the FSM system.
Description of Material	Description of each food item requested taken from NAVSUPNOTE 7330 series. This is entered automatically by the FSM system.
Quantity Requested	Quantity required of each food item.

2. AT TIME OF APPROVAL. After initial preparation of EBO NAVSUP Form 1282, and after Form 1282 has been properly signed by the mess manager, treasurer, or an authorized representative, the document shall be forwarded to the FSO or the designated representative for approval. If the GM has sufficient quantities of the requested food items, the FSO or the designated representative shall 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 shall issue the items requested to the appropriate mess. At the time of issue, the Bulk Storeroom Custodian shall complete the following blocks on the EBO NAVSUP Form 1282 as shown below:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Quantity Issued	Enter the quantity issued.
Issued By	The signature, rate, and title of the bulk storeroom custodian.
Date	Date the food items were issued.
Received By	The signature, rate, and title of the appropriate mess designee.
Date	Date the food items were received.

After the requested food items are issued to the appropriate mess the Bulk Storeroom Custodian shall forward EBO NAVSUP Form 1282 to the Recordskeeper who shall post the issues to the

NAVSUP P-486, Rev 8 - Food Service Management

Requisition and Invoice Shipping Document (DD Form 1149), NAVSUP Form 335, and NAVSUP Form 367.

4. RECORDSKEEPER ENTRIES ON THE DD FORM 1149. Upon receipt of the EBO NAVSUP Form 1282 from the Bulk Storeroom Custodian, the Recordskeeper shall post the quantity of the issues to 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															Form Approved OMB No. 0704-0246 Expires Feb 28, 2006				
The public reporting burden for this collection of information is estimated to average 1 hour 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 the Department of Defense, Executive Service and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.															PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.				
1. FROM: (Include ZIP Code) WARDROOM USS ENTERPRISE										SHEET NO. 1		NO. OF SHEETS 2		5. REQUISITION DATE 20140731		6. REQUISITION NUMBER			
2. TO: (Include ZIP Code) USS ENTERPRISE (CVN-65) FOOD SERVICE OFFICER USS ENTERPRISE (CVN-65) FPO AE, 09999-0901 09999-0901										7. DATE MATERIAL REQUIRED (YYYYMMDD) 20140731		8. PRIORITY		9. AUTHORITY OR PURPOSE Bulk Sale					
3. SHIP TO - MARK FOR WARDROOM USS ENTERPRISE										10. SIGNATURE		11a. VOUCHER NUMBER & DATE (YYYYMMDD)		12. DATE SHIPPED (YYYYMMDD) 20140731					
4. APPROPRIATIONS DATA										13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.					
5. AMOUNT										38.95		UNIT PRICE		TOTAL COST					
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES									UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER NOS.	UNIT PRICE	TOTAL COST				
001	E22 - 892001E394860 - CAKE MIX, DEVIL'S FOOD, MIN 64 OZ CN, 6/10CN									CN	2	2		8.45	16.90				
002	NMF - 892501E095184 - ICING, VANILLA, 11 LB CO									CO	1	1		22.05	22.05				
16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO										17. SPECIAL HANDLING									
RECEIVED BY DATE INITIALS SIGNATURE	ISSUED BY		TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION		TOTAL WEIGHT	TOTAL CUBE	RECEIVED BY DATE INITIALS SIGNATURE	CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	BY	SHEET TOTAL					
	CHECKED BY									QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	BY	GRAND TOTAL					
	PACKED BY									POSTED		DATE (YYYYMMDD)	BY	25. RECEIVER'S VOUCHER NO.					
	TOTAL																		

DD FORM 1149, JUN 2003 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
PREVIOUS EDITION IS OBSOLETE.

Figure 6-15

NAVSUP P-486, Rev 8 - Food Service Management

6303 POSTING AFLOAT BULK SALES TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

1. GENERAL. As the transactions occur, all afloat bulk sales shall be posted by quantity to the Subsistence Ledger (NAVSUP Form 335) as described below and as shown in Figure 6-16. For automated activities, NAVSUP Form 335 is automatically posted when DD Form 1149 is approved.

Data Block and Caption

Month and Day

Expenditures (other)

On Hand

Instruction for Entry

Enter the day the issue occurred.

Enter the quantity of the food item that is being issued.

Enter the difference between the quantity being issued from the previous "On Hand" balance.

POSTING THE AFLOAT BULK SALES TO THE SUBSISTENCE LEDGER (NAVSUP FORM 335)

NAVSUP FORM 335 (Rev. 2-78) 32410108-LF-500-3350										SUBSISTENCE LEDGER (4442)									
FIC				STOCK NO.				ITEM											
E22 - CAKE, DEVIL'S FOOD				892001E394860				CAKE MIX, DEVIL'S FOOD, MIN 64 OZ CN, 6/#10CN											
HIGH LIMIT		2014		RECEIPTS		EXPENDITURES		ON HAND		2014		RECEIPTS		EXPENDITURES		ON HAND			
N/A		MO.	DAY	ENLISTED DINING FACILITY		OTHER													
		ISSUED	CUM. TOTAL																
		7	1	BBF															
LOW LIMIT		7	6	6.00															
N/A		7	6		2.00	2.00													
UNIT OF ISSUE		7	6		0.00	2.00													
CN		7	12		1.00	3.00													
2014		7	13	6.00															
MO. & DAY	FIXED PRICE	7	13		2.00	5.00													
N/A	N/A	7	13		1.00	4.00													
		7	19		2.00	6.00													
		7	19		0.00	6.00													
		7	20		2.00	8.00													
		7	21		0.00	8.00													
		7	31					2.00	7.00										
2014																			
MO. & DAY	RECEIPT PRICE																		
BF	\$8.4500																		
7/6	\$8.4500																		
7/13	\$8.4500																		

* Use to extend issues to Enlisted Dining Facility.

* Use to extend inventory and to price sales and transfers.

Quantity Issued

Figure 6-16

NAVSUP P-486, Rev 8 - Food Service Management

6304 POSTING AFLOAT MESS SALES TO NAVSUP FORM 367

1. RECORDS POSTING TO THE NAVSUP FORM 367. As the transactions occur, all sales shall be posted by quantity to the Subsistence Ledger (NAVSUP Form 335) as described below and as shown in Figure 6-16. For automated activities, NAVSUP Form 335 is automatically posted by the FSM system when issue documents are smoothed. The NAVSUP Form 367 is posted automatically for activities using the FSM system. At the end of each month, a copy of the billing document shall be used to post the NAVSUP Form 367 as described below and as shown in Figure 6-17.

Data Block and Caption

Month and Day

Activity/Purpose

Document Number

Value

Instructions for Entry

Enter the last day of the month in which the sale occurred. This is entered automatically by the FSM system.

Enter name of the mess. This is entered automatically by the FSM system.

Leave blank.

Enter the total dollar value of the billing document that was prepared by the FSO and provided to the appropriate mess on or before the 5th of the month following the sale minus the uncollected amounts from previous months as shown on NAVSUP Form 1359. This is entered automatically by the FSM system.

POSTING AFLOAT BULK SALES TO THE NAVSUP FORM 367

NAVSUP FORM 367										Page 1 of 3		
										DATE: 19AUG14		
RECORD OF RECEIPTS AND EXPENDITURES (4442)										ACTIVITY		
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670										USS ENTERPRISE (CVN-65)		
										UIC		
										V12345		
R E C E I P T S					E X P E N D I T U R E S							
2014		SOURCE	DOCUMENT NO.	VALUE	2014		SOURCE	DOCUMENT NO.	VALUE			
MO.	DAY				MO.	DAY						
7	1	INVENTORY BROUGHT FORWARD			54,861.4600	7	20	LOSS WITH SURVEY	4016	9	60.0000	
7	2	SYSKO HAMPTON ROADS (N00109)	4121	101	902F	3,542.7700	7	31	TRANSFER W/O REIMB (USS HALYBURTON)	4031	9A18	455.5800
7	6	SYSKO HAMPTON ROADS (N00109)	4121	101	900B	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031	9E22	38.9500
7	6	SYSKO HAMPTON ROADS (N00109)	4121	101	9010	2,168.3700	7	31	TRANSFER W/ REIMB (SALES OFFICER USS ENT)	4031	9K17	# 350.3200
7	6	SYSKO HAMPTON ROADS (N00109)	4125	101	9001	7,853.9300	7	31	ISSUE TO THE GENERAL MESS			73,644.5800
7	6	SYSKO HAMPTON ROADS (N00109)	4121	101	9001	556.2000	7	31	INVENTORY			52,938.3303
		SYSKO					7	31	SUBTOTAL			127,487.7603
							7	31	PRICE ADJUSTMENT			791.3602
							7	31	TOTAL			128,279.1205

Figure 6-17

NAVSUP P-486, Rev 8 - Food Service Management**6305 OTHER SALES**

1. DOCUMENTS USED. The document used for requesting sales from the GM by other activities authorized to purchase subsistence items in accordance with Appendix G shall be the Requisition and Invoice/Shipping Document (DD Form 1149), or NAVSUP Form 1282, Vouchers for Transfers Between Appropriation and/or Funds (Standard Form 1080), Order for Work and Service (NAVCOMPT 2275), Military Interdepartmental Purchase Request ((MIPR) (DD Form 448)), Public Voucher for Purchases and Services other than Personal (SF1034), and Cash Collection Voucher (DD Form 1131). Multiple food item requests initially may be requested on an EBO Food Item/Issue Document (NAVSUP Form 1282) using the procedures as outlined in Paragraph 6302.

6306 COLLECTION OF OTHER SALES

1. GENERAL. At the time of the sale, payment may be made by Navy Cash, cash, check (which shall be treated as cash), or a voucher transferring funds from a valid appropriation of the ordering activity to the subsistence appropriation.

- a. The total dollar value of sales of subsistence shall be reported on the Bulk Sales line of the monthly General Mess Summary Document (NAVSUP Form 1359) in accordance with Paragraph 7011-3.
- b. Payment by Voucher. The following documents may be used to transfer funds from one accounting classification to another:
 - Voucher for Cash Collection (DD Form 1131)
 - Voucher for Transfer Between Appropriation and/or Funds (Standard Form 1080)
 - Order for Work and Service (NAVCOMPT 2275)
 - Military Interdepartmental Purchase Request ((MIPR) (DD Form 448))
 - Public Voucher for Purchases and Services other than Personal (SF1034)

Examples of these documents are provided in Figure 6-18 through Figure 6-22.

- c. Special Recording of Sales by Voucher. A sale of food by voucher transfer between appropriations shall not result in a cash deposit with the disbursing office. 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 shall be recorded on the Other Sales of Meals line of the monthly General Mess Summary Document (NAVSUP Form 1359) in accordance with Paragraph 7002.3.b.

2. Document Distribution. Distribution of a voucher (DD Form 1131 and SF 1080) is as follows:
 - a. Original – disbursing officer
 - b. Copy – NAVSUP N42

NAVSUP P-486, Rev 8 - Food Service Management

CASH COLLECTION VOUCHER (DD FORM 1131)

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER C134003		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
RECEIVING OFFICE	ACTIVITY (Name and location) WARDROOM MESS, NAVAL STATION DUARTE			
	RECEIVED AND FORWARDED BY (Printed name, title and signature) PAUL H. DEDERICK DISBURSING OFFICER			DATE 06/29/02
DISBURSING OFFICE	ACTIVITY (Name and location) DISBURSING OFFICE, NAVAL STATION DUARTE			
	DISBURSING OFFICER (Printed name, title and signature) R. C. FAMILY, ENS. SC. USN DISBURSING OFFICER		DISBURSING STATION SYMBOL NUMBER 18888	DATE 06/29/02
PERIOD: 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	17 FY 1453 2241 260 00022 0
06/30	WARDROOM MESS TREASURER	SURCHARGE ON MEALS	188.25	068566 2D DSIK 1FY 00022 FY SK COLA
TOTAL			2055.65	
DD FORM 1131, APR 57 (EF) PREVIOUS EDITION MAY BE USED. Form approved by Comptroller General, U.S. 24 January 1956				

BCN 00022
AAA 068566

Figure 6-18

NAVSUP P-486, Rev 8 - 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 TFRM 2-2500 1080-109		VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS		VOUCHER NO. 00000045	
Department, establishment, bureau, or office receiving funds FOOD SERVICE OFFICER NAVAL STATION DUARTE				BILL NO. N21111-____-4709	
Department, establishment, bureau, or office charged FOOD SERVICE OFFICER US NAVAL HOSPITAL PORTSMOUTH VA. 23512				PAID BY	
ORDER NO.	DATE OF DELIVERY	ARTICLE OR SERVICES	QUANTITY	UNIT	PRICE
		SUBSISTENCE FOR THE MONTH OF JUNE 98			
		V21 CARROTS	150	\$0.27 LB	\$40.50
		V27 CELERY	220	\$0.45 LB	\$99.00
		V42 CUCUMBER	125	\$0.48 LB	\$60.00
		V72 LETTUCE	130	\$0.83 LB	\$107.90
		V83 ONIONS	200	\$0.32 LB	\$64.00
		W03 PEPPERS	50	\$0.98 LB	\$49.00
		W41 TOMATOES	160	\$0.67 LB	\$107.20
TOTAL					\$527.60
Remittance in payment hereof should be sent to -					
ACCOUNTING CLASSIFICATION - Office Receiving Funds					
17 FY1453 2241 260 00022 0 06856 2D DSIK FY 00022 FY SKCOLA					
CERTIFICATE OF OFFICE CHARGED					
I certify that the above articles were received and accepted of the services performed as stated and should be charged to the the advance payment requested is approved and should be paid as indicated.					
CURRENT BCN # 00022 AAA - 068566					
(Authorized administrative or certifying officer)					
(Title)					
ACCOUNTING CLASSIFICATION - Office Charged					
17_1804.22TF 00 04709 0 068566 2D 000562 00581A35FT37 \$ 527.60					
Paid by Check No.					
NSN 7540-00-634-4230					
Designed using PerForm Pro software.					
Previous Editions Are Usable					

4-digit Julian date of
request (calendar
year)

Figure 6-19

NAVSUP P-486, Rev 8 - Food Service Management

ORDER FOR WORK AND SERVICES-NAVCOMPT FORM 2275 (REV. 8-81)										S/N 0104-LF-702-2751		PAGE 1 of Pages	
1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.										2. DOCUMENT NUMBER			
3. REFERENCE NUMBER			4. FUNDS EXPIRE ON		5. WORK COMPLETION DATE			6. DATE PREPARED		7. AMENDMENT NO.			
8. FROM:						9. FOR DETAILS CONTACT:							
10. TO:						11. MAIL BILLINGS TO:							
UIC													
12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS													
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT			
										\$0.00			
										\$0.00			
										\$0.00			
										\$0.00			
L. TOTAL THIS DOCUMENT										\$0.00			
M. CUMULATIVE TOTAL										\$0.00			
13. THIS ORDER IS ISSUED AS A <input type="checkbox"/> PROJECT ORDER <input type="checkbox"/> AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON <input type="checkbox"/> FIXED PRICE OR <input type="checkbox"/> COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THIS ORDER IS PLACED IN ACCORDANCE WITH THE PROVISIONS OF 41 U.S. CODE 23 AND DOD DIRECTIVE 7220.1. THE FOLLOWING SUPPLEMENTARY ITEMS ON REVERSE ALSO APPLY AND ARE AN INTEGRAL PART OF THIS ORDER:													
14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS													
15. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE WORK OR SERVICES REQUESTED.				AUTHORIZING OFFICIAL				SIGNATURE			DATE		
				NAME <input style="width: 100%;" type="text"/>									
TITLE <input style="width: 100%;" type="text"/>													
16. THIS ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HEREWITH.				ACCEPTING OFFICIAL				SIGNATURE			DATE		
				NAME <input style="width: 100%;" type="text"/>									
TITLE <input style="width: 100%;" type="text"/>													
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Clear Form Save Form Print Form </div>													

Figure 6-20

NAVSUP P-486, Rev 8 - Food Service Management

Standard Form 1034 Revised October 1967 Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO. (invoice number)	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Double-check your purchase order for the proper payment office location – your payment voucher must be sent to this address.				DATE VOUCHER PREPARED Ending date of course (not prior to)		SCHEDULE NO.	
				CONTRACT NUMBER AND DATE #3 and #1 on purchase order		PAID BY	
PAYEE'S NAME AND ADDRESS [Name and address as shown on purchase order]				REQUISITION NUMBER AND DATE #4 on purchase order			DATE INVOICE RECEIVED
						DISCOUNT TERMS	
						PAYEE'S ACCOUNT NUMBER	
						GOVERNMENT B/L NUMBER	
SHIPPED FROM		TO		WEIGHT			
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE		AMOUNT	
				COST	PER	()	
	Course Date	Enter the course title of the course you taught and the location of the course. The title is listed on page two of your purchase order.	\$ for	the	job:	\$	
(Use continuation sheet(s) if necessary)				(Payee must NOT use the space below)		TOTAL	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR		EXCHANGE RATE		DIFFERENCES		
	- \$		- \$1.00				
	BY 2						
	TITLE				Amount verified, correct for payment		
					(Signature or Initials)		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
(Date)		(Authorized Certifying Officer)				(Title)	
ACCOUNTING CLASSIFICATION							
NOTE: Invoices will not be accepted before the service has been provided. If your voucher is received prior to the dates of service, it will be returned to you.							
P A I D B Y	CHECK NUMBER	ON TREASURER OF THE UNITED STATES		CHECK NUMBER	ON (Name of bank)		
	CASH	DATE		PAYEE 3			
				FOR			
				TITLE			
Previous edition usable							
PRIVACY ACT STATEMENT The information requested on this form is required under the provisions of 31 U.S.C. 652b and 652c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.							

NSN 7540-00-900-2234

Figure 6-22

NAVSUP P-486, Rev 8 - Food Service Management**PART E: CLOSING THE GENERAL MESS****6400 GENERAL**

1. Upon notification of decommissioning, deactivation, or extended closure of a GM (GM), requisitions for replenishment shall be adjusted for acquisition of only essential food items required for the duration of active status.

6401 IDENTIFICATION OF REQUIREMENTS

1. The first step to expend stocks at a GM scheduled for closure is to determine what stocks on board must be retained to support the anticipated needs until deactivation. These stocks must be identified and segregated if possible. All remaining stocks must then be inspected by qualified medical/veterinary personnel. Unfit items shall be certified as such and shall be surveyed in accordance with Paragraph 6001 and Paragraph 6002. Shelf life extensions must be made when appropriate. This process shall be accomplished 3 to 6 months in advance if possible.

6402 EXPENDITURE OF STOCKS

1. PROCEDURES FOR DISPOSING OF EXCESS STOCKS. Any stocks not required are candidates for expenditure. The procedure for disposing of excess stocks is given below.

- a. Menus shall be adjusted to use on-hand stocks as much as possible
- b. All subsistence considered for transfer shall be inspected to ensure that the products are within their shelf-life. Extension of product shelf-life is authorized through veterinary units for decommissioning ships.
- c. Transfers without charge to other ships and stations in the vicinity shall be attempted in accordance with Paragraph 6202.
- d. Transfer with charge to MSC or other services in the vicinity shall be attempted in accordance with Paragraph 6203.
- e. The Supply Officer or FSO must request assistance from squadrons, TYCOMs, or NFMT to redistribute food items within the region as necessary.
- f. All material certified by medical/veterinary personnel to be unfit for consumption shall be surveyed in accordance with Paragraph 6001 and Paragraph 6002.
- g. Any remaining food products fit for consumption shall be sent to the Defense Reutilization and Marketing Office (DRMO) in accordance with Paragraph 6500.

NAVSUP P-486, Rev 8 - Food Service Management

Part F: FOOD DONATION PROCEDURES

6500 BULK FOOD DONATION

1. GENERAL. An Executive Memorandum of November 1996 directed federal agencies to redirect excess wholesome food from their food service facilities to programs that provide food services for the needy. The United States Department of Agriculture (USDA) is the lead agency for the federal government's food recovery initiative. Amendment to Title IV of the National and Community Service Act of 1990, also known as the "Bill Emerson Good Samaritan Food Donation Act", was passed to provide uniform national protection to citizens, businesses, and nonprofit organizations that act in good faith to donate, recover, and distribute excess food. NAVSUP Ltr 7040 511G/201 provides procedures for the donation of packaged food (canned, dehydrated, dry, and unopened chilled or frozen foods). NAVSUPINST 4355.10, Veterinary Surveillance Inspection of Subsistence, provides guidance for inspections that shall be completed before transferring donated food. When prescribed conditions are met, and donations are of excess items that will not deplete stock needed by the GM, food items may be donated to approved food banks or shelters.

2. POLICY. NAVSUP supports distributing all packaged/unopened foods (canned, dehydrated, dry, and unopened chilled or frozen foods) that are eligible for the donation program under the following conditions:

- 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 still is a need to eliminate these kinds of food items, then the food items are to be surveyed using DD Form 200. If the dollar value of these items exceeds \$2,500, a request shall be submitted to NAVSUP N42, via TYCOM, to use the BULK FOOD DONATION PROGRAM. The following information shall be included in the request:
 - Steps completed to ensure the requirements of subparagraphs a. and b. above have been met.
 - Endorsement from the TYCOM.
 - Complete list of items to be surveyed.

3. GUIDELINES. The guidelines given below are for use upon approval or for dollar values less than \$2,500.

- a) The U.S. Army Veterinary Service must inspect the items for fitness for human consumption in accordance with DODVSA Policy #B-021. Items found to be unfit for human consumption shall be discarded in accordance with guidelines in Paragraph 6000.
- b) Upon completion of the Veterinary Service inspection, the food items must be transferred to 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 the DD 1348-1-A in its retained returns, and a copy must be forwarded to NAVSUP N42. It is the responsibility of DRMO, not the donating GM, to distribute the food items to an approved food bank or shelter.
- c) Chilled or frozen packaged foods may need to be retained by the GM because of non-availability of refrigerator or freezer space at DRMO locations. DRMO is responsible for coordinating the donation with the food bank or shelter and with notifying the donating GM who shall be picking up the food items and when they will be picked up.

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CHAPTER 7**GENERAL MESS REPORTS, INVENTORY,
AND FINANCIAL RETURNS**

Part A: MONTHLY REPORTS

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Inventory Management	<u>7101</u>
Preparing for Inventories	<u>7102</u>
Full Physical Inventory Procedures	<u>7103</u>

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NAVSUP P-486, Rev 8 - Food Service Management**CHAPTER 7****GENERAL MESS REPORTS, INVENTORY,
AND FINANCIAL RETURNS**

PART A: MONTHLY REPORTS**7000 GENERAL**

1. **GENERAL.** All General Messes (GMs) use end-use accounting procedures whereby activities account for receipts and expenditures of food items under a subsistence appropriation. Under this authority, the GM shall submit financial returns monthly using the General Mess Summary Document (NAVSUP Form 1359). All monetary values shall be rounded to the nearest dollar, except the rates for computing allowances, Disbursing Officer Cash Certification, Surcharge and Cash collected in the Accounting Classification Section of NAVSUP Form 1359. Financial returns serve the following purposes:

- Establish accountability.
- Provide a basis for analyzing, separating, and presenting appropriation and cost accounting charges.
- Present vouchers substantiating entries in the account of FSOs for review by the Navy Department and the General Accounting Office.
- Ensure compliance with government budgetary control measures.
- Make it easier to compile statistics for logistic planning in various offices, commands, or bureaus.
- Provide statistical information necessary for future ration allowances.

7001 GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

1. **PURPOSE.** The General Mess Summary Document (NAVSUP Form 1359) (Figure 7-1 and Figure 7-2) is the principal monthly food service report. The report contains the following essential information:

- Receipts with charge
- Rations fed
- Cash sales transactions
- Cash deposits (must include voucher collection number and Disbursing Officer symbol)
- Surveys
- Inventory Balance On Hand
- Inventory Brought Forward
- Stores Consumed (NAVSUP Form 1059)
- Food Costs (NAVSUP Form 338)

2. **SUBMISSION.** The Food Service Management (FSM) system monthly closeouts shall be completed and submitted to NAVSUP N42 no later than the 5th day of the month following the end of the reporting period. A printed copy of NAVSUP Form 1359 is required for deposits to the Disbursing Officer.

- a. When monthly reports cannot be submitted on or before the date required, commands must notify TYCOM with a precise explanation for not meeting the deadline date.

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- b. The monthly closeout shall be submitted to NAVSUP N42 for each month even when a GM is temporarily closed.
- c. Any undeposited sales outstanding at the end of the fiscal year (FY) (30 September) must be carried forward on a NAVSUP Form 1359 separate from NAVSUP Form 1359 being opened for the new FY. The GM Summary Document opened for the new fiscal year shall show \$0 as the opening entry for undeposited sales.
- d. NAVSUP discrepancy letters shall be sent via the TYCOM to the ships/stations that have submitted incorrect returns.

3. **AUDIT.** The FSO, Leading Culinary Specialist (LCS), and the Recordskeeper shall conduct a monthly audit of the closeout reports using a TYCOM Approved Audit Sheet or the audit sheet found in Appendix I.

7002 PREPARATION OF NAVSUP FORM 1359

1. **HEADING AND ACCOUNTING CLASSIFICATION SECTIONS.** Disbursing officers are required to submit their financial reports on the first workday of each month. They must use the "Certification" Section of NAVSUP Form 1359 to substantiate any deposits made by the FSO during the previous month. FSOs shall complete the "Heading" and "Accounting Classification" Sections of NAVSUP Form 1359 as shown below.

a. **Heading**Data Block and CaptionInstructions for Entry

ACTIVITY

Enter name of activity.

PERIOD

Enter the beginning and ending dates the GM operated.

DAYS OPERATED

Enter the number of days the GM was in operation.

DAYS IN PORT

Enter the total number of days in port (afloat units only).

UIC

Enter the unit identification code (without alphabetic prefix).

TEMPORARY CLOSURE

The activity shall enter a (Y) if it is a temporary closure or an (N) if it is not a temporary closure.

CORRECTED REPORT

Activity shall enter a (Y) to indicate a corrected report or an (N) if it is an original report.

FINAL RETURN

Enter a (Y) only when there is a decommissioning, permanent closure, or galley consolidation.

b. **Accounting Classification**

See Figure 7-1 and Figure 7-2.

(1) **SALES:**

APPROP

Enter the last digit of the FY of the report between 17 and 1453

SUBHEAD

2241 (Ensure preprinted form is correct or make pen and ink correction)

OBJ CLASS

260

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BCN	00022
SUBALLOT	0
AAA	068566
TRANS TYPE	2D
PAA	6 characters - (Unique to BUPERS) "DSIK" and FY "17"
COST CODE	12 digits consisting of BUPERS UIC plus one digit for the FY plus "SKCOLA" 000227SKCOLA
COUNTRY CODE	See NOTE below 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). TYCOM/FLC **must update** NAVSUP Form 1359's SURCHARGES O&MN line accounting classification fields in the FSM system.

(3) TOTAL: Total amount of sales plus surcharges.

NOTE: Country Code and Source Code Requirements. The sale of meals (including surcharges and flight meals) to foreign national personnel overseas affect the international balance of payments. Navy GMs located at overseas shore installations, and United States ships home ported in foreign countries, that sell meals or food items must include a country code and a collection source code (Financial Management Regulation (FMR), Vol 6A, Chapter 13, Appendix B) when reporting sales on NAVSUP Form 1359. Source Code 20 shall be used for receipts from sales to U.S. personnel. Source Code 37 shall be used for receipts from sales to foreign national personnel. The following example shows sales made by a Navy GM in Italy:

- Sales to United States personnel and dependents
 - Country code: IT (Italy)
 - Source code: 20
- Sales to foreign national personnel (Including those attached to a NATO command)
 - Country code: IT (Italy)
 - Source code: 37
- Sales to authorized messes
 - Country code: US (United States)
 - Source code: None

The country code shall be inserted beside the "Country code" caption on the left side above the line bearing the "Accounting Classification" caption on NAVSUP Form 1359. The source code shall be entered on the left of the preprinted "7" in the "Obj. class." column.

2. CERTIFICATION SECTION.

- a. After the FSO has completed the "Heading" and "Accounting Classification" Sections, NAVSUP Form 1359 shall be presented to the Disbursing Officer according to the following:
- Concurrent with or after the last deposit made during the report period.
 - On or before the last day of the month.

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- When the GM returns are submitted on the relief of the FSO or Commanding Officer (CO) aboard ships that do not have a Supply Corps Officer.
 - Each time cash is deposited with a different Disbursing Officer.
- b. Disbursing Officers shall complete the "Certification" Section (see Figure 7-2) and shall make sure that the following is correct:
- The date of deposit is within the "Period" in the "Heading".
 - The total amount of cash received agrees with the total of "Sales" and "Surcharges" reported in the "Accounting Classification" Section and agrees with the cash deposited with the Disbursing Officer in the Cash Statement Section.
 - The collection voucher number, Disbursing Officer Symbol, standard document number (which is automatically generated by the FSM system), and period of accountability are completed.
3. RATION BREAKDOWN AND CASH STATEMENT SECTIONS.
- a. Ration Breakdown Ashore. Enter the total rations fed by category and rations sold for cash from the new E-Tracker system to the FSM system. **Gains** due to rounding shall be added to the Navy regular Block, Figure 7-3.
- b. Ration Breakdown Afloat. Rations credited each day are determined by whether the ship is at sea or in port in accordance with Paragraph 2403. Determining the ration breakdown for afloat units is done in reverse order using NAVSUP Form 338 as shown below and in Figure 7-4.

<u>Data Block and Caption</u>	<u>Instructions for NAVSUP Form 1359 Entry</u>
Code 17	Enter the cumulative total at the end of the month from column (13) extracted from NAVSUP Form 338.
Code 2	Enter the cumulative total at the end of the month from column (6) extracted from NAVSUP Form 338.
Codes 3 through 15	Enter the total number of rations fed for the month obtained from local records or from Certification Forms prepared by the FSO for all categories listed in these Blocks.
Code 16	Enter the sum of all rations listed in blocks 2 through 15.
Code 1	Enter the difference between "Total Other Personnel" Block 16 and the "Grand Total" Block 17.
NOTE ON RATION BREAKDOWN:	Ensure that all rations annotated with a " <u>1</u> " have a certification prepared. Forward the certification to NAVSUP N423. Ensure that the "Rations Fed" caption does not exceed the "Rations Allowed" caption.

a. 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 FSO's accountability on the first day of the report period. See Figure 7-5.

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Sale of Meals	Enter the value of all meals sold, collected or uncollected and excluding surcharges, for the current month extracted from the Cash Meal Payment Book (DD Form 1544) and the Sale of GM Meals (NAVSUP Form 1046).
Bulk Sales	Enter the total value of food items sold from the GM for the report period. This value is extracted from the billing documents (DD Form 1149). See Figure 7-6.
Surcharges	Enter the total value of surcharges collected or uncollected for meals sold from the GM extracted from the Cash Meal Payment Book (DD Form 1544) and the Sale of GM Meals (NAVSUP Form 1046). See Figure 7-7.
Cash Deposited.	Enter the total value of deposits made with the Disbursing Officer/Assistant Supply Officer during the report period extracted from the Cash Receipt Book (NAVSUP Form 470) or the Cash Collection Voucher (DD Form 1131). If command is on Navy Cash, ensure that Navy Cash Form SF-215 is included in NAVSUP Form 470. This value must agree with the value contained in the "Certification" Block of NAVSUP Form 1359. See Figure 7-8.
Other Sales of Meals	<p>Enter the total value of other sales of meals for which cash was not collected. This shall include payment by voucher transfer between accounting classifications, cash overages and shortages, and differences in rounding. The document shall be maintained by the FSO and provided to NAVSUP N42 upon request. Examples of entries on this line that shall be included in the comment section of NAVSUP Form 1359 include:</p> <ul style="list-style-type: none"> • Cash overages and shortages (including thefts) \$10 or less generated during the month. • Cash overages and shortages exceeding \$10 during the month shall be reported as an undeposited sale on NAVSUP Form 1359. This amount must be maintained as Undeposited Sales until approved by NAVSUP. It then shall be moved to Other Sales of Meals. • Differences due to rounding to the nearest dollar when preparing the cash statement. • Total value of bulk sales for which payment has been reported to a Disbursing Officer on other documents such as a Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080), Voucher for Cash Collection (DD Form 1131), Public Voucher for Purchases and Services other than personal (Standard Form 1030), Military Interdepartmental Purchase Request ((MIPR) DD448). These

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documents substantiate reimbursable collections and shall be forwarded to NAVSUP.

- Surcharge values transferred to appropriation, Operation and Maintenance, Navy, with copy of the transfer document attached (for appropriation only). When the Other Sale of Meal Line is used, supporting documentation provided to the Disbursing Officer that allows the reimbursable collections must be provided to NAVSUP. Corrected reports shall be required if supporting documentation is not provided to support posting to the Other Sale of Meal Line. Activities shall no longer be authorized to request a reversal of charges. It is suggested that the FSO and the LCS review the monthly summary document to ensure that charges are properly identified.

Undeposited Sales

Enter the total of the following equation: Undeposited balance forward + sale of meals + bulk sales + surcharges – cash deposited with Disbursing Officer – other sales of meals. Data in this line represents all cash on hand or uncollected cash and/or vouchers representing cash in the FSO's accountability on the last day of the report period. This amount shall be reported as an undeposited balance brought forward on the next month's NAVSUP Form 1359 See Figure 7-9.

4. RECEIPTS SECTION.**Inventory****Balance Brought Forward**

Enter the total dollar value of the inventory at the beginning of the monthly accounting period. It must agree with the "Inventory Balance on Hand" caption on NAVSUP Form 1359 submitted for the previous monthly accounting period and with the opening inventory on the "Receipts" Section of NAVSUP Form 367 rounded to the nearest whole dollar See Figure 7-10.

Receipts with Charge

Enter the total dollar value of all receipts with charge (receipts from stock points, Prime Vendor, ships store, CLF ships, and other government agencies). This figure shall agree with all receipts posted on the "Receipts" Section of NAVSUP Form 367 for all receipts not indicated with an "*" in the left hand margin. This value also shall 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 (FSO to FSO). This figure shall equal the receipts posted on the "Receipts" Section of NAVSUP Form 367 for all receipts with an "*" indicated in the left hand margin. See Figure 7-11. This value also shall equal the total of all receipts in the Receipts without Charge File.

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Total Enter the sum of the values of "Inventory Balance Brought Forward" + "Receipt with Charge" + "Receipts without Charge". See Figure 7-11.

5. EXPENDITURES SECTION.

Food Cost Enter the total dollar value of food items, at the most current last receipt price. This shall 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 NAVSUP Form 367 (Figure 7-12).

Loss Without Survey Enter the total dollar value of all Loss Without Survey (NS 1334), at last receipt price, as reported in the "Expenditure" section of NAVSUP Form 367 (Figure 7-12).

Bulk Sales Enter the total dollar value, at last receipt price, of the sale of bulk food items. This value shall agree with the sale of bulk food items in the "Expenditure" section of NAVSUP Form 367 (Figure 7-13).

Transfers with Reimbursement Enter the total dollar value, at last receipt price, of food items turned into stock points or CLF ships. This value shall agree with the value of all transfers in the Transfers with Reimbursement File and the value of all transfers to stock points or CLF ships as reported in the "Expenditure" section of NAVSUP Form 367 (Figure 7-14).

Transfers w/o Reimbursement Enter the total value, at last receipt price, of food items transferred to other end users. This value shall agree with the value of all transfers in the Transfers without Reimbursement File and the value of all transfers to other end users as reported in the "Expenditure" section of NAVSUP Form 367 (Figure 7-15).

Inventory Balance on Hand Enter the total dollar value, at last receipt price, of the ending inventory as of the last day of the monthly accounting period. This value shall agree with the "Inventory" entry in the "Expenditure" section of NAVSUP Form 367 rounded to the nearest dollar.

Price Adjustment Enter the value, plus or minus the amount that is required to make the total expenditures equal to the total receipts. This value may not agree with the price adjustment caption on NAVSUP Form 367 due to rounding to the nearest dollar (Figure 7-16).

Total Enter the sum of the values of "Stores Consumed" + "Survey" + "Loss without Survey" + "Bulk Sales" +

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“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, on leave, confined (Brig/Correctional Custody Unit CCU), in hospital, and on unauthorized leave.
Other Rations Allowed	Enter all other personnel (including rations sold for cash) entitled to be fed. When only cash sales are involved, the number of other personnel allowed shall always be equal to the number of other rations fed. These activities shall report the value of meals sold for cash on NAVSUP Form 1359.
Total	Enter the sum of “Navy (enlisted)” + “Total Other Personnel.”

7. ALLOWANCES.

NOTE: Do not round the rate; round the value statement to the nearest whole dollar.

Basic Allowance	See Figure 7-18.
Rations	Enter the “Grand Total” figure from the “Rations Fed” column of the Ration Breakdown Section.
Rate	Enter the Basic Daily Food Allowance described in NAVSUPNOTE 7330 series (do not round this value).
Value	“Rations” x “Rate” (rounded to the nearest whole dollar).
Special/Supplemental Allowances	Enter the number of rations, the rate, and the value described in the Basic Allowance Section for each type of entitled special/supplemental allowance described in NAVSUPNOTE series. 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 consumed in the GM (the FSM system shall do this automatically). This entry shall come from the Issues to the GM column on the “Expenditure” section of NAVSUP Form 367 at the end of the accounting period. See Figure 7-19.

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Under/(Over) Issue	Enter the difference between "Food Cost" and "Total Allowance." "Over" or "Under" shall be circled as appropriate. An "over" issue exists if the "Food Cost" is greater than the "Total Allowance". An "under" issues exists If the "Food Cost" is less than the "Total Allowance". See Subparagraph 12 below.
% Under/(Over) Issue	Equals "Under/(Over) Issue divided by "Total Allowance" See Subparagraph 12 below.
Stores Consumed	Enter the total dollar value of food items at the last receipt price consumed in the GM (the FSM system shall do this automatically). This entry shall come from the summary of issues to the GM at the end of the monthly accounting period. See Paragraph 7202 and NAVSUP Form 1059 (Figure 7-30).
Difference between food cost	Stores consumed minus food cost = X. X divided by stores consumed = percentage. NOTE: Any difference in excess of 2 percent is an indication of errors in receipt posting and must be investigated by the FSO/LCS.

8. LAST FULL PHYSICAL INVENTORY.

Date	Enter the date of the last full physical inventory performed.
Number of Days Since	Enter the number of days since the last full physical inventory was performed.
Inventory Accuracy Rate	Enter the percentage of inventory accuracy at the time the last full physical inventory was performed. (This must be the inventory accuracy rate before completing any inventory adjustments).

9. SIGNATURES AND COMMENTS SECTION (PRINTED COPY ONLY).

Comments	Enter any comments such as country of foreign personnel fed, temporary closures, or decommissioning dates.
Reviewed by LCS	Signature of LCS.
Executive/Personnel Officer/ Food and Beverage Officer	Signature and date of individual certifying the rations allowed figures.
Certified by (Signature) and Date	Date and signature, rank, and title of the FSO certifying the accuracy of the form.

10. OVER AND UNDER ISSUES FOR GENERAL MESSES. The amount of over or under issue reported by each galley is monitored and reviewed by NAVSUP on a continuing basis. GMs are allowed to accumulate over or under issues during the first eleven months of the FY and shall carry forward 100 percent of the value of the over or under issue into the next month. A justification letter must be provided to NAVSUP N423 via TYCOM and/or the Regional Galley Program

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Manager for endorsement from all commands operating in an over issue status at the end of the FY.

11. REPORTING OVER ISSUE. A letter of explanation signed by the Supply Officer must be submitted to NAVSUP N42 via TYCOM for endorsement if a GM is over issue under the following conditions:

- End of the FY
- Upon the disestablishment of the GM
- On relief of the FSO
- Over issues greater than 10 percent for three consecutive months

12. BRINGING FORWARD OVER AND UNDER ISSUES.

- a. Over/under issue values shall be carried forward to the next month directly as an allowance to the "Monetary Allowance" column on NAVSUP Form 338.
- b. Over/under issue values carried forward shall be reported on the next month's NAVSUP Form 1359 in the "Allowances" section.
- c. Over/under issue values shall be carried forward respectively as negative/positive allowance values on NAVSUP Form 338 and NAVSUP Form 1359.
- d. Over/under issue values shall not be carried forward from the last month of the FY to the next FY.

7003 DISTRIBUTION OF NAVSUP FORM 1359

1. GENERAL.

- a. Original – Signed hard copy retained by the FSO and placed in the accountability file for 10 years.
- b. Copy 1 - Provided to the Disbursing Officer when deposits are made.

7004 PROCEDURES FOR SUBMITTING CORRECTED NAVSUP FORM 1359

1. GENERAL. As the result of late discovered errors or omissions, submission of a corrected General Mess Summary Document shall be necessary. Any errors in undeposited sales at the beginning or end of a month shall effect preceding/subsequent submittals.

2. PROCEDURES WHEN SUBMITTING AN AUTOMATED CORRECTED REPORT. A new DD Form 3350 shall be reprinted each time a change is made in the FSM system that affects the NAVSUP Form 1359. Reprinting the NAVSUP Form 1359 shall overwrite the original monthly closeout package. ***You must maintain the original and each corrected copy of NAVSUP Form 1359 in the accountability file.***

3. CORRECTED REPORTS.

- a. All entries on hard copy records that reflect corrected figures shall be annotated with one asterisk (*) on the original and the copy of the record (see Figure 7-20). This is not required when corrections are made in the FSM system.
- b. Errors in the Disbursing Officer's Certification Section require that the Section shall be filled out completely and signed by the Disbursing Officer. If there are no errors in this Section, it shall be completed in its entirety with the exception of the signature block. The word "SIGNED" shall be entered in place of the Disbursing Officer's signature and initialed by the FSO.
- c. Each corrected NAVSUP Form 1359 that is retained in the accountability file shall be annotated with a "Y" and the corrected report number in the "CORRECTED REPORT?"

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- field. The corrected reports for the month shall be numbered consecutively. Justification for the correction shall be entered manually in the Comments Section of NAVSUP Form 1359.
- d. The FSO shall sign and insert the typed name and rank and current date after all sections of NAVSUP Form 1359 have been completed and proper documentation has been attached to the original and the copy.

NOTE: It is recommended that FSM system users print the NAVSUP Form 1359 each month before posting any records to verify that all carry forward values were carried forward correctly.

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GENERAL MESS SUMMARY DOCUMENT
(NAVSUP FORM 1359)

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		DAYS OPERATED 31 UIC 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		MERGED RETURN? N	
Navy Rations Allowed 17856		TEMPORARY CLOSURE? N		DAYS IN PORT 31 FINAL RETURN? N	
Other Rations Allowed 3022		RECEIPTS		LEVEL OF PROCUREMENT	
Total Rations Allowed 20878		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0	
RATION BREAKDOWN		Receipts with Charge 72276		Less: Transfers w/ Reimbursement - 0	
Type	Code Rations Fed	Receipts without Charge 1142		Less: Bulk Sales - 0	
Navy Regular	1 2999	Total \$ 128279		Total Receipts Less Transfers and Bulk Sales 0	
Ration for Cash	2 1327	EXPENDITURES		Total Allowances Less Under/Over/CF 0	
Navy Reserve	3 145	Food Cost (338) + 73645		Ratio 0	
Navy ROTC	4	Surveys + 60		Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Naval Academy	5 16	Loss without Survey + 0			
Marine Regular	6 916	Bulk Sales + 39			
Marine Reserve	7 6	Transfer with Reimbursement + 350			
Army Regular	8 351	Transfer without Reimbursement + 456			
Army Reserve	9 44	Inventory (Balance on Hand) + 52938			
Army National Guard	10A 217	Sub Total \$ 127488			
Air Force National Guard	10B 0	Price Adjustment + 791			
Air Force Regular	11 0	Total \$ 128279			
Coast Guard	12	ALLOWANCES		LAST FULL PHYSICAL INVENTORY	
Foreign 1/	13	BASIC FOOD ALLOWANCE 6022 8.00 48176		Date: 07/29/2014	
Miscellaneous 1/	14	UNDER/OVER ISSUE CARRIED FORWARD + 647		Number of Days Since: 2	
TARS	15	1 TO 99 RATIONS 269 1.20 323		Inventory Accuracy Rate: %	
Total Other Personnel 2/	16 3022	100 TO 149 RATIONS 695 0.55 382			
Grand Total 3/	17 6021*	SYSCO HAMPTON ROADS 6022 2.85 17163			
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		Total Allowances 66691		Stores Consumed (1059) 75489	
2/ Codes 2 through 15.		Food Cost (338) - 73645		% Difference Between Food Cost & Stores Consumed 2.50%	
3/ Codes 1 and 16.		Under/(Over) Issue - 6954		% Under/(Over) Issue 10.43%	
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		COUNTRY CODE: US			
CASH STATEMENT		APPROX SUB OBJ BCN SUB AAA TRANS PAA COST AMOUNT			
Undeposited Bal Fwd	\$ 2722	ACCOUNTING CLASSIFICATION			
Sale of Meals	+ 13456	SALES			
Bulk Sales	+ 39	SURCHARGES			
Surcharges	+ 2117	O&MN			
Cash Deposited with D.O.	- 15526	TOTAL			
Other Sales of Meals	- 0	17414532241 26000025 0 00000000 004212500924SIK09T \$13388.85			
Undeposited Sales	\$ 2808	174180452FA 260000525 0068732 00 DGLSCH500924GLSURT \$ 2136.75			
CERTIFICATION		SIGNATURE / COMMENTS			
Disbursing Officer (Signature), (Date)	Collection DO Voucher # Symbol Date	Comments (Hand Written Note):		Reviewed By Leading CS (Signature)	
	3159 8371 07/27/2014				
CALVIN E. VILLANUEVA, C/N		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.	
Standard Doc. No. N0002214MD12345		Executive/Personnel Officer (Signature) (Date)		Certified by (Signature), (Rank and Title) (Date)	
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.		LONNIE U. MAYER, CDR		GABRIEL R. STEVENS, CWO4	

Unclassified. For Official Use Only.

BCN - 00022
AAA - 68566.

Figure 7-1

NAVSUP P-486, Rev 8 - 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 NAVSUP Form 1359 and the total dollar value deposited as recorded on NAVSUP Form 470.

The sum of the values in the accounting classification section must equal the amount in the certification section.

CASH STATEMENT			COUNTRY CODE: US	APPROP	SUB HEAD	OBJ CLASS	BCN	SUB ALLOT	AAA	TRANS TYPE	PAA	COST CODE	AMOUNT
Undeposited Bal fwd	\$	2722	ACCOUNTING CLASSIFICATION										
Sale of Meals	+	13456											
Bulk Sales	+	39											
Surcharges	+	2117											
Cash Deposited with D.O.	-	15526											
Other Sales of Meals	-	0	SALES SURCHARGES O&MN TOTAL	1741453224126000022	0	068566	2D	004212500924	SIK09T				\$13388.85
Undeposited Sales	\$	2808		174180452FA26000052	0	068732	2D	DGLSCH500924	GLSURT				\$2136.75
CERTIFICATION			SIGNATURE / COMMENTS										
Disbursing Officer (Signature)	Collection Voucher #	DO Symbol	Date	Comments (Hand Written Note):					Reviewed By Leading CS (Signature)				
	3159	8371	07/27/2014	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.				
CALVIN E. VILLANUEVA, CIV				Executive/Personnel Officer (Signature) (Date) LONNIE U. MAYER, CDR					Certified by (Signature) (Rank and Title) (Date) GABRIEL R. STEVENS, CWO4				
Standard Doc. No.	N0002214MD12345												
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.													

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NAVSUP FORM 1359

Figure 7-2

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING RATIONS FED AT ASHORE ACTIVITIES TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN 65)		PERIOD 07/01/2014 THROUGH 07/31/2014		UIC 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		DAYS OPERATED 31	
Navy Rations Allowed 17856		TEMPORARY CLOSURE? N		DAYS IN PORT 31	
Other Rations Allowed 3022		RECEIPTS		LEVEL OF PROCUREMENT	
Total Rations Allowed 20878		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0	
RATION BREAKDOWN		Receipts with Charge 72276		Less: Transfers w/ Reimbursement - 0	
Type	Code	Rations Fed	Receipts without Charge 1142	Less: Bulk Sales - 0	
Navy Regular	1	2999	Total \$ 128279	Total Receipts Less Transfers and Bulk Sales 0	
Ration for Cash	2	1327	EXPENDITURES	Total Allowances Less Under/Over/CF 0	
Navy Reserve	3	145	Food Cost (338) + 73645	Ratio 0	
Navy ROTC	4	16	Surveys + 60	Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Naval Academy	5	916	Loss without Survey + 0		
Marine Regular	6	6	Bulk Sales + 39		
Marine Reserve	7	351	Transfer with Reimbursement + 350		
Army Regular	8	44	Transfer without Reimbursement + 456		
Army Reserve	9	217	Inventory (Balance on Hand) + 52938		
Army National Guard	10A	0	Sub Total \$ 127488		
Air Force National Guard	10B	0	Price Adjustment + 791		
Air Force Regular	11	0	Total \$ 128279		
Coast Guard	12	0	ALLOWANCES	RATIONS RATE VALUE	
Foreign 1/	13	0	BASIC FOOD ALLOWANCE 6022 8.00 48176	LAST FULL PHYSICAL INVENTORY	
Miscellaneous 1/	14	0	UNDER/OVER ISSUE	Date: 07/29/2014	
TARS	15	0	CARRIED FORWARD + 647	Number of Days Since: 2	
Total Other Personnel 2/	16	3022	1 TO 99 RATIONS 269 1.20 323	Inventory Accuracy Rate: %	
Grand Total 3/	17	6021*	100 TO 149 RATIONS 695 0.55 382		
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		SYSDO HAMPTON ROAD 6022 2.85 17163			
2/ Codes 2 through 15.		Total Allowances 66691		Stores Consumed (1059) 75489	
3/ Codes 1 and 16		Food Cost (338) - 73645		% Difference Between Food Cost & Stores Consumed 2.50%	
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. For the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		Under/(Over) Issue - 6954		% Under/(Over) Issue 10.43%	
CASH STATEMENT		COUNTRY CODE: US		APPROP SUB OBJ BCN SUB AAA TRANS PAA COST AMOUNT	
Undeposited Bal Fwd	\$ 2722	ACCOUNTING CLASSIFICATION			
Sale of Meals	+ 13456	SALES SURCHARGES		1741453224126000022 0 068566 2D 004212500924SIK09T \$13388.85	
Bulk Sales	+ 39	O&MN		174180452FA26000052 0 068732 2D DGLSCH500924GLSURT \$ 2136.75	
Surcharges	+ 2117	TOTAL		\$15525.60	
Cash Deposited with D.O.	- 15526	SIGNATURE / COMMENTS			
Other Sales of Meals	- 0	Comments (Handwritten)			
Undeposited Sales	\$ 2808	The figures contained in this column are correct to the best of my knowledge and belief.		correct to the best of my knowledge and belief.	
"Total Credit" equals "Grand Total"		Executive/Personnel Officer (Signature) (Date)		Certified by (Signature) (Rank and Title) (Date)	
3159 8371 07/27/2014		LONNIE U. MAYER, CDR		GABRIEL R. STEVENS, CWO4	
CALVIN E. VILLANUEVA, CIV		The figures contained in this column are correct to the best of my knowledge and belief.		correct to the best of my knowledge and belief.	
Standard Doc. No. N0002214MD12345		Executive/Personnel Officer (Signature) (Date)		Certified by (Signature) (Rank and Title) (Date)	
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.		LONNIE U. MAYER, CDR		GABRIEL R. STEVENS, CWO4	

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NAVSUP FORM 1359

Figure 7-3

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING RATIIONS FED FOR AFLOAT ACTIVITIES TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD	07/01/2014 THROUGH 07/31/2014	DAYS	12345
RATIONS ALLOWED STATEMENT		CORRECTED REPORT?		UIC	12345
Navy Rations Allowed 17856		TEMPORARY CLOSURE?		MERGED RETURN?	N
Other Rations Allowed 3022		RECEIPTS		FINAL RETURN?	N
Total Rations Allowed 20878		Inventory (Balance Brought Forward)	72276	Less: Transfers w/ Reimbursement	0
RATION BREAKDOWN		Receipts without charge	1142	Less: Bulk Sales	0
Type	Code	Rations Fed		Total Receipts Less Transfers and Bulk Sales	0
Navy Regular	1	2999		Total Allowances Less Under/Over/CF	0
Ration for Cash	2	1327		Ratio	0
Navy Reserve	3	145		EXPENDITURES	
Navy ROTC	4			Food Cost (338)	+ 73645
Naval Academy	5	16		Surveys	+ 60
Marine Regular	6	916		Loss without Survey	+ 0
Marine Reserve	7	6		Bulk Sales	+ 39
Army Regular	8	351		Transfer with Reimbursement	+ 356
Army Reserve	9	44		Transfer without Reimbursement	+ 456
Army National Guard	10A	217		Inventory (Balance on Hand)	+ 52938
Air Force National Guard	10B			Sub Total	\$ 127488
Air Force Regular	11	0		Price Adjustment	+ 791
Coast Guard	12			Total	\$ 128279
Foreign 1/	13			ALLOWANCES	RATIONS RATE
Miscellaneous 1/	14			BASIC FOOD	6022 8.00 48176
TARS	15			ALLOWANCE	
Total Other Personnel	16	3022		UNDER/OVER ISSUE	+ 647
Grand Total 3/	17	6021*		CARRIED FORWARD	
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		1 TO 99 RATIIONS	269	1.20	323
2/ Codes 2 through 15.		100 TO 149 RATIIONS	695	0.55	382
3/ Codes 1 and 16.		SYSO HAMPTON	6022	2.85	17163
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		ROADS			
CASH STATEMENT		COUNTRY CODE: US	APPROX SUB OBJ BCN SUB AAA	NAVSUP Form 338	
Undeposited Bal Fwd	\$ 2722	ACCOUNTING CLASSIFICATION		MONETARY ALLOWANCE	
Sale of Meals	+ 13456	SALES	7414532241 26000022 0 068566 2D 00	CUMULATIVE TOTAL (13)	DAILY (14)
Bulk Sales	+ 39	SURCHARGES	14180452FA 26000052 0 068732 2D DG		CUMULATIVE TOTAL (15)
Surcharges	+ 2117	O&MN			
Cash Deposited with D.O.	- 15526	TOTAL			
Other Sales of Meals	- 0				
Undeposited Sales	\$ 2808				
CERTIFICATION		SIGNATURE / COMMENTS		INVENTORY ADJUSTMENT	
Disbursing Officer (Signature)	Collection DO (Date)	Comments (Hand Written Note):	Reviewed By		
3159	8371				
CALVIN E. VILLANUEVA, CIV		The figures Contained in the 'Rations Allowed' column are correct to the best of my knowledge and belief.	I CERTIFY correct to belief.		
Standard Doc. No.	N0002214MD12345	Executive/Personnel Officer (Signature) (Date)	Certified by (Date)		
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.		LONNIE U. MAYER, CDR	GABRIEL R		

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Figure 7-4

NAVSUP P-486, Rev 8 - 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		132609 - 126445 6164	Stores Consumed (1059) % Difference Between Food Cost & Stores Consumed % Under/(Over) Issue	126850 0.32% 4.65%
CASH STATEMENT		COUNTRY CODE: US	APPROP SUB OBJ BCN SUB AAA TRANS PAA COST AMOUNT	
Undeposited Bal Fwd	\$ 3476	ACCOUNTING CLASSIFICATION		
Sale of Meals	+ 11651			
Bulk Sales	+ 0			
Surcharges	+ 1774	SALES SURCHARGES	17414532241 260 00022 0 068566 2D 004181500924SIK09T	\$12354.00
Cash Deposited with D.O.	- 14180	O&MN	174180452FA 260 00052 0 068732 2D DGLSCH500924GLSURT	\$ 1825.65
Other Sales of Meals	+ 1	TOTAL		\$14179.65
Undeposited Sales	\$ 2722			
CERTIFICATION		SIGNATURE / COMMENTS		
Disbursing Officer (Signature)	Collection Voucher #	DO Symbol	Date	
3135	8371	06/24/2014		
CALVIN E. VILLANUEVA, C/V		Comments (Hand Written Note):		
Standard Doc. No. N0002214MD12345		Reviewed By Leading CS (Signature)		
CERTIFICATION: I certify that I have received cash in the amount of 14179.65, representing deposits described above, which will be included in my statement of accountability for the period of: 06/01/2014 through 06/30/2014.		The figures Contained in the 'Rations Allowed' column are correct to the best of my knowledge and belief.		
Executive/Personnel Officer (Signature) (Date)		Certified By (Signature) (Rank and Title) (Date)		
LONNIE U. MAYER, CDR		GABRIEL R. STEVENS, CWO4		

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Undeposited sales from previous monthly report carried to current monthly report.

FB4A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY		PERIOD 07/01/2014 THROUGH 07/31/2014		DAYS 31 UIC MERGED 12345	
USS ENTERPRISE (CVN-65)		CORRECTED REPORT?		N	
RATIONS ALLOWED STATEMENT		TEMPORARY CLOSURE?		N	
Navy Rations Allowed 17856		RECEIPTS		LEVEL OF PROCUREMENT	
Other Rations Allowed 3022		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0	
Total Rations Allowed 20878		Receipts with Charge 72278		Less: Transfers w/ Reimbursement -0	
RATION BREAKDOWN		Receipts without Charge 1142		Less: Bulk Sales 0	
Type	Code	Rations Fed	Total \$ 128279	Total Receipts Less Transfers and Bulk Sales 0	
Navy Regular	1	2999	EXPENDITURES	Total Allowances Less Under/Over/CF 0	
Ration for Cash	2	1327	Food Cost (338) + 73545	Ratio 0	
Navy Reserve	3	145	Surveys + 60	Ratio less than 1.00 means purchases, transfers, and sales were less than allowances	
Navy ROTC	4		Loss without Survey + 0		
Naval Academy	5	16	Bulk Sales + 39		
Marine Regular	6	916	Transfer with Reimbursement + 350		
Marine Reserve	7	6	Transfer without Reimbursement + 456		
Army Regular	8	351	Inventory (Balance on Hand) + 52938		
Army Reserve	9	44	Sub Total \$ 127488		
Army National Guard	10A	217	Price Adjustment + 791		
Air Force National Guard	10B	0	Total \$ 128279		
Air Force Regular	11		ALLOWANCES	RATIONS RATE VALUE	
Coast Guard	12		BASIC FOOD 6022 8.00 48176	Date: 07/29/2014	
Foreign 1/	13		ALLOWANCE UNDER/OVER ISSUE	Number of Days Since: 2	
Miscellaneous 1/	14		CARRIED FORWARD + 647	Inventory Accuracy Rate: %	
TARS	15		1 TO 99 RATIONS 269 1.20 323		
Total Other Personnel 2/	16	3022	100 TO 149 RATIONS 695 0.55 382		
Grand Total 3/	17	6021*	SYSCO HAMPTON ROADS 8022 2.85 17163		
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		Total Allowances 66691		Stores Consumed (1059) 75489	
2/ Codes 2 through 15.		Food Cost (338) - 73645		% Difference Between Food Cost & Stores Consumed 2.50%	
3/ Codes 1 and 16.		Under/(Over) Issue - 6954		% Under/(Over) Issue 10.43%	
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		CASH STATEMENT		COUNTRY CODE: US	
		ACCOUNTING CLASSIFICATION		APPROP SUB OBJ BCN SUB AAA TRANS PAA COST AMOUNT	
Undeposited Bal Fwd \$ 2722					
Sale of Meals + 13456					
Bulk Sales + 39					
Surcharges + 2117		SALES SURCHARGES		17414532241 260 00022 0 068566 2D 004212500924SIK09T	
Cash Deposited with D.O. - 15526		O&MN		174180452FA 260 00052 0 068732 2D DGLSCH500924GLSURT	
Other Sales of Meals - 0		TOTAL		\$ 13388.85	
Undeposited Sales \$ 2808				\$ 2136.75	
CERTIFICATION		SIGNATURE / COMMENTS			
Disbursing Officer (Signature)	Collection Voucher #	DO Symbol	Date	Comments (Hand Written Note):	
3159	8371	07/27/2014		Reviewed By Leading CS (Signature)	
CALVIN E. VILLANUEVA, C/V		The figures Contained in the 'Rations Allowed' column are correct to the best of my knowledge and belief.			
Standard Doc. No. N0002214MD12345		Executive/Personnel Officer (Signature) (Date)			
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.		LONNIE U. MAYER, CDR			
		Certified by (Signature) (Rank and Title) (Date)			
		GABRIEL R. STEVENS, CWO4			

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Figure 7-5

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE "CASH STATEMENT" SECTION (SALE OF BULK FOOD ITEMS) TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

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										Form Approved OMB No. 0704-0246 Expires Feb 28, 2008	
The public reporting burden for this collection of information is estimated to average 1 hour 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 the Department of Defense, Executive Services and Communications Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.											
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.											
1. FROM (Include ZIP Code) WARDROOM USS ENTERPRISE				SHEET NO. 1		NO. OF SHEETS 2		5. REQUISITION DATE 20140731		6. REQUISITION NUMBER	
				7. DATE MATERIAL REQUIRED (YYYYMMDD) 20140731		8. PRIORITY					
2. TO (Include ZIP Code) USS ENTERPRISE (CVN-65) FOOD SERVICE OFFICER USS ENTERPRISE (CVN-65) FPO AE, 09999-0901 09999-0901				9. AUTHORITY OR PURPOSE Bulk Sale				11a. VOUCHER NUMBER & DATE (YYYYMMDD)			
3. SHIP TO - MARK FOR WARDROOM USS ENTERPRISE				12. DATE SHIPPED (YYYYMMDD) 20140731				b.			
				13. MODE OF SHIPMENT				14. BILL OF LADING NUMBER			
				15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
4. APPROPRIATIONS DATA										AMOUNT 38.95	
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)			UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)	
001	E22 - 892001E394860 - CAKE MIX, DEVIL'S FOOD, MIN 64 OZ CN, 6#10CN			CN	2	2			8.45	16.90	
002	NMF - 892501E095184 - ICING, VANILLA, 11 LB CO			CO	1	1			22.05	22.05	
16. TRANSPORTATION											17. SPECIAL HANDLING
18. ISSUED BY				DESCRIPTION		TOTAL WEIGHT	TOTAL CUBE	19. CORRECTIONS RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	BY
CHECKED BY								QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYYYMMDD)	BY
PACKED BY											
										SHEET TOTAL 38.95	
										GRAND TOTAL 38.95	

DD FORM 1149,

F84A00001 TIME: 1:03 PM				GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)				DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)				PERIOD 07/01/2014 THROUGH 07/31/2014				UIC 12345	
RATIONS ALLOWED STATEMENT				CORRECTED REPORT? TEMPORARY CLOSURE?				DAYS OPERATED 31	
Navy Rations Allowed Other Rations Allowed Total Rations Allowed				RECEIPTS				MERGED RETURN? FINAL RETURN?	
17856 3022 20878				Inventory (Balance Brought Forward) Receipts with Charge Receipts without Charge Total				0 - 0 - 0	
RATION BREAKDOWN				LEVEL OF PROCUREMENT				0	
Type	Code	Rations Fed		Receipts with Charge Less: Transfers w/ Reimbursement Less: Bulk Sales				0 - 0 - 0	
Navy Regular	1	2999		Total Receipts Less Transfers and Bulk Sales				0	
Ration for Cash	2	1327		Total Allowances Less Under/Over/CF				0	
Navy Reserve	3	145		Ratio				0	
Navy ROTC	4			Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.					
Naval Academy	5	16		EXPENDITURES					
Marine Regular	6	916		Food Cost (338) Surveys Loss without Survey Bulk Sales				73645 + 60 + 0 + 39	
Marine Reserve	7	6		Transfer with Reimbursement Transfer without Reimbursement Inventory (Balance on Hand) Sub Total Price Adjustment Total				+ 350 + 456 + 52938 \$ 127488 + 791 \$ 128279	
Army Regular	8	351		ALLOWANCES					
Army Reserve	9	44		RATIONS					
Army National Guard	10A	217		RATE					
Air Force National Guard	10B			VALUE					
Air Force Regular	11	0		LAST FULL PHYSICAL INVENTORY					
Coast Guard	12			BASIC FOOD ALLOWANCE				Date: 07/29/2014	
Foreign 1/	13			6022 8.00 48176				Number of Days Since: 2	
Miscellaneous 1/	14			UNDER/OVER ISSUE CARRIED FORWARD				Inventory Accuracy Rate: %	
TARS	15			1 TO 99 RATIONS				269 1.20 323	
Total Other Personnel	16	3022		100 TO 149 RATIONS				695 0.55 382	
Grand Total 3/	17	6021*		SYSCO HAMPTON ROADS				6022 2.85 17163	
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.									

Figure 7-6

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE "CASH STATEMENT" SECTION (SURCHARGES ON GENERAL MESS MEALS) TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		UIC 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		DAYS OPERATED 31	
Navy Rations Allowed 17856		TEMPORARY CLOSURE? N		DAYS IN PORT 31	
Other Rations Allowed 3022		LEVEL OF PROCUREMENT		MERGED RETURN? N	
Total Rations Allowed 20878		RECEIPTS		FINAL RETURN? N	
RATION BREAKDOWN		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0	
Type	Code Rations Fed	Receipts with Charge 72276		Less: Transfers w/ Reimbursement -0	
Navy Regular	1 2998	Receipts without Charge 1142		Less: Bulk Sales -0	
Ration for Cash	2 1327	Total \$ 128279		Total Receipts Less Transfers and Bulk Sales 0	
Navy Reserve	3 145	EXPENDITURES		Total Allowances Less Under/Over/CF 0	
Navy ROTC	4	Food Cost (338) + 73645		Ratio 0	
Naval Academy	5 16	Surveys + 60		Ratio less than 1.00 means purchases, transfers and sales were less than allowances.	
Marine Regular	6 916	Loss without Survey + 0			
Marine Reserve	7	Bulk Sales + 39			
Army Regular	8 351	Transfer with Reimbursement + 350			
Army Reserve	9 44	Transfer without Reimbursement + 456			
Army National Guard	10A 217	Inventory (Balance on Hand) + 52938			
Air Force National Guard	10B	Sub Total \$ 127488			
Air Force Regular	11 0	Price Adjustment + 791			
Coast Guard	12	Total \$ 128279			
Foreign 1/	13	ALLOWANCES RATIONS RATE VALUE		LAST FULL PHYSICAL INVENTORY	
Miscellaneous 1/	14	BASIC FOOD ALLOWANCE 6022 8.00 48176		Date: 07/29/2014	
TARS	15	UNDER/OVER ISSUE 647		Number of Days Since: 2	
Total Other Personnel	16 3022	1 TO 99 RATIONS 269 1.20 323		Inventory Accuracy Rate: %	
Grand Total 3/	17 6021*	100 TO 149 RATIONS 695 0.58 382			
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		SYSCO HAMPTON ROADS 6022 2.85 17163			
2/ Codes 2 through 15.		Total Allowances 66691		Stores Consumed (1059) 75489	
3/ Codes 1 and 16.		Food Cost (338) - 73645		% Difference Between Food Cost & Stores Consumed 2.50%	
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		Under/(Over) Issue - 6954		% Under/(Over) Issue 10.43%	
CASH STATEMENT		COUNTRY CODE: US			
Undeposited Bal Fwd \$ 2722	ACCOUNTING CLASSIFICATION	APPROP	SUB HEAD	OBJ CLASS	BCN SUB ALLOT
Sale of Meals + 13456	SALES	AAA	TRANS	PAA	COST
Bulk Sales + 39	SURCHARGES	17414532241	260	00022	0 068566 2D
Surcharges + 2117	O&MN	174180452FA	260	00052	0 068732 2D
Cash Deposited with D.O. - 15526	TOTAL				
Other Sales of Meals - 0					
Undeposited Sales \$ 2808					
CERTIFICATION	SIGNATURE / COMMENTS				
Disbursing Officer (Signature), (Date)	Collection DO Voucher # Symbol	Comments (Hand Written Note):			Reviewed By Leading CS (Signature)

Total for surcharges includes the DD Form 1544s and NAVSUP Form 1046s.

Figure 7-7

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING "CASH DEPOSITED WITH DISBURSING OFFICER" TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		UIC 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N TEMPORARY CLOSURE? N		DAYS OPERATED 31 DAYS IN PORT 31 MERGED RETURN? N FINAL RETURN? N	
Navy Rations Allowed 17856 Other Rations Allowed 3022 Total Rations Allowed 20878		RECEIPTS Inventory (Balance Brought Forward) \$ 54861 Receipts with Charge 72276 Receipts without Charge 1142 Total \$ 128279		LEVEL OF PROCUREMENT Receipts with Charge 0 Less: Transfers w/ Reimbursement - 0 Less: Bulk Sales - 0 Total Receipts Less Transfers and Bulk Sales 0	
RATION BREAKDOWN		EXPENDITURES		Total Allowances Less Under/Over/CF 0	
Type	Code Rations Fed	Food Cost (338) + 73645		Ratio 0	
Navy Regular	1 2999	Surveys + 60		Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Ration for Cash	2 1327	Loss without Survey + 0			
Navy Reserve	3 145	Bulk Sales + 39			
Navy ROTC	4	Transfer with Reimbursement + 350			
Naval Academy	5 16	Transfer without Reimbursement + 456			
Marine Regular	6 916	Inventory (Balance on Hand) + 52938			
Marine Reserve	7 6	Sub Total \$ 127488			
Army Regular	8 351	Price Adjustment + 791			
Army Reserve	9 44	Total \$ 128279			
Army National Guard	10A 217				
Air Force National Guard	10B 0				
Air Force Regular	11				
Coast Guard	12				
Foreign 1/	13				
Miscellaneous 1/	14				
TARS	15				
Total Other Personnel	16 3022				
2/					
Grand Total 3/	17 6021*				
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		ALLOWANCES RATIONS RATE VALUE		LAST FULL PHYSICAL INVENTORY	
2/ Codes 2 through 15.		BASIC FOOD ALLOWANCE 6022 8.00 48176		Date: 07/29/2014	
3/ Codes 1 and 16.		UNDER/OVER ISSUE CARRIED FORWARD + 647		Number of Days Since: 2	
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		1 TO 99 RATIONS 269 1.20 323		Inventory Accuracy Rate: %	
		100 TO 149 RATIONS 695 0.55 382			
		SYSCO HAMPTON ROADS 6022 2.85 17163			
		Total Allowances 66691 \$			
		Food Cost (338) - 73645 %			
		Under/(Over) Issue - 6954 %			
CASH STATEMENT		COUNTRY CODE: US			
Undeposited Bal Fwd \$ 2722		APPROP SUB OBJ BCN SUB A			
Sale of Meals + 13456		ACCOUNTING CLASSIFICATION			
Bulk Sales + 39		SALES SURCHARGES			
Surcharges + 2117		17414532241 260 00022 0 068535 2			
Cash Deposited with D.O. - 15526		174180452FA 260 00052 0 068732 2			
Other Sales of Meals - 0		TOTAL			
Undeposited Sales \$ 2808				\$15525.60	
CERTIFICATION		SIGNATURE / COMMENTS			
Disbursing Officer Collection DO Date		Comments (Hand Written Note):		Reviewed By Leading CS (Signature)	
(Signature),(Date) Voucher # Symbol					
3159 8371 07/27/2014					
CALVIN E. VILLANUEVA, CIV		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.	
Standard Doc. No. N000224MD12345		Executive/Personnel Officer (Signature) (Date)		Certified (Date) GABR	
CERTIFICATION: I certify that I have received cash in the amount of \$15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.		LONNIE U. MAYER, CDR			

Cash deposited with the Disbursing Officer must equal the certification section of NAVSUP Form 1359 and total dollar value deposited as recorded on NAVSUP Form 470.

This figure is rounded to the nearest whole dollar.

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Figure 7-8

NAVSUP P-486, Rev 8 - Food Service Management

GENERAL MESS SUMMARY DOCUMENT
(NAVSUP FORM 1359)

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN 65)		PERIOD 07/01/2014 THROUGH 07/31/2014		DAYS OPERATED 31 UIC 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		MERGED RETURN? N	
Navy Rations Allowed 17856		TEMPORARY CLOSURE? N		DAYS IN PORT 31 FINAL RETURN? N	
Other Rations Allowed 3022		RECEIPTS		LEVEL OF PROCUREMENT	
Total Rations Allowed 20878		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0	
RATION BREAKDOWN		Receipts with Charge 72276		Less: Transfers w/ Reimbursement - 0	
Type	Code Rations Fed	Receipts without Charge 1142		Less: Bulk Sales - 0	
Navy Regular	1 2999	Total \$ 128279		Total Receipts Less Transfers and Bulk Sales 0	
Ration for Cash	2 1327	EXPENDITURES		Total Allowances Less Under/Over/CF 0	
Navy Reserve	3 145	Food Cost (338) + 73645		Ratio 0	
Navy ROTC	4 16	Surveys + 60		Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Naval Academy	5 916	Loss without Survey + 0			
Marine Regular	6 6	Bulk Sales + 39			
Marine Reserve	7 351	Transfer with Reimbursement + 350			
Army Regular	8 44	Transfer without Reimbursement + 456			
Army Reserve	9 217	Inventory (Balance on Hand) + 52938			
Army National Guard	10A 0	Sub Total \$ 127488			
Air Force National Guard	10B 0	Price Adjustment + 791			
Air Force Regular	11 0	Total \$ 128279			
Coast Guard	12	ALLOWANCES RATIONS RATE VALUE		LAST FULL PHYSICAL INVENTORY	
Foreign 1/	13	BASIC FOOD ALLOWANCE 6022 8.00 48176		Date: 07/29/2014	
Miscellaneous 1/	14	UNDER/OVER ISSUE CARRIED FORWARD 1 TO 99 RATIONS 269 1.20 323		Number of Days Since: 2	
TARS	15	100 TO 149 RATIONS 695 0.55 382		Inventory Accuracy Rate: %	
Total Other Personnel	16 3022	SYSCO HAMPTON ROADS 6022 2.85 17183			
2/		Total Allowances 66691		Stores Consumed (1059) 75489	
Grand Total 3/	17 6021*	Food Cost (338) - 73645		% Difference Between Food Cost & Stores Consumed 2.50%	
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		Under/(Over) Issue - 6954		% Under/(Over) Issue 10.43%	
2/ Codes 2 through 15.		COUNTRY CODE: US			
3/ Codes 1 and 16.		ACCOUNTING CLASSIFICATION			
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		APPROP SUB OBJ BCN SUB TRANS PAA COST AMOUNT			
CASH STATEMENT		SALES SURCHARGES 17414532241 260 00022 0 068566 2D 004212500924SIK09T \$13388.85			
Undeposited Bal Fwd	\$ 2722	O&MN 174180452FA 260 00052 0 068732 2D DGLSCH500924GLSURT \$ 2136.75			
Sale of Meals	+ 13456	TOTAL \$15525.60			
Bulk Sales	+ 39				
Surcharges	+ 2117				
Cash Deposited with D.O.	- 15526				
Other Sales of Meals	- 0				
Undeposited Sales	\$ 2808				
CERTIFICATION		SIGNATURE / COMMENTS			
Disbursing Officer Collection DO (Signature),(Date) Voucher # Symbol Date		Comments (Hand Written Note):		Reviewed By Leading CS (Signature)	
3159 8371 07/27/2014		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.	
CALVIN E. VILLANUEVA, CIV		Executive/Personnel Officer (Signature) (Date) LONNIE U. MAYER, CDR		Certified by (Signature) (Rank and Title) (Date) GABRIEL R. STEVENS, CWO4	
Standard Doc. No. N0002214 MD12345					
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.					

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This amount shall be reported as **undeposited balance** brought forward on next month's NAVSUP Form 1359.

Figure 7-9

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE "BALANCE SHEET" SECTION (BALANCE BROUGHT FORWARD) TO THE GENERAL MESS SUMMARY DOCUMENT

RECEIPTS					EXPENDITURES				
2014 MO.	2014 DAY	SOURCE	DOCUMENT NO.	VALUE	2014 MO.	2014 DAY	SOURCE	DOCUMENT NO.	VALUE
7	1	INVENTORY BROUGHT FORWARD		54,861.4600	7	20	LOSS WITH SURVEY	4016	9 60.0000
7	2	SYSCO HAMPTON ROADS (N00109)	4121 101 902F	3,542.7700	7	31	TRANSFER W/O REIMB (USS HALYBURTON)	4031 9A18	455.5800
7	6	SYSCO HAMPTON ROADS	4121 101 902B	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031 9E22	38.9500

F84A00001 TIME: 1:03 PM				GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)				DATE: 8/19/2014			
ACTIVITY USS ENTERPRISE (CVN-65)				PERIOD 07/01/2014 THROUGH 07/31/2014				DAYS OPERATED 31 UIC MERGED 12345			
RATIONS ALLOWED STATEMENT				CORRECTED REPORT? N				DAYS IN PORT 31 UIC RETURN? N			
Navy Rations Allowed 17856				TEMPORARY CLOSURE? N				FINAL RETURN? N			
Other Rations Allowed 3022				RECEIPTS				LEVEL OF PROCUREMENT			
Total Rations Allowed 20878				Inventory (Balance Brought Forward) \$ 54861				Receipts with Charge 0			
RATION BREAKDOWN				Receipts with Charge 72276				Less: Transfers w/ Reimbursement - 0			
Type	Code	Rations Fed		Receipts without Charge 1142				Less: Bulk Sales - 0			
Navy Regular	1	2999		Total \$ 128279				Total Receipts Less Transfers and Bulk Sales 0			
Ration for Cash	2	1327		EXPENDITURES				Total Allowances Less Under/Over/CF 0			
Navy Reserve	3	145		Food Cost (338) + 73645				Ratio 0			
Navy ROTC	4	16		Surveys + 60				Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.			
		16		Loss without Survey + 0							
		6		Bulk Sales + 39							
		351		Transfer with Reimbursement + 350							
		44		Transfer without Reimbursement + 456							
		217		Inventory (Balance on Hand) + 52938							
		0		Sub Total \$ 127488							
				Price Adjustment + 791							
				Total \$ 128279							
Foreign 1/ 13				ALLOWANCES				LAST FULL PHYSICAL INVENTORY			
Miscellaneous 1/ 14				BASIC FOOD ALLOWANCE 6022 8.00 48176				Date: 07/29/2014			
TARS 15				UNDER/OVER ISSUE + 647				Number of Days Since: 2			
Total Other Personnel 16 3022				CARRIED FORWARD 1 TO 99 RATIONS 289 1.20 323				Inventory Accuracy Rate: %			
Grand Total 3/ 17 6021*				100 TO 149 RATIONS 695 0.55 382							
				SYSCO HAMPTON ROADS 6022 2.85 17163							
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.				Total Allowances 66691				Stores Consumed (1059) 75489			
2/ Codes 2 through 15.				Food Cost (338) - 73645				% Difference Between Food Cost & Stores Consumed 2.50%			
3/ Codes 1 and 16.				Under/(Over) Issue - 6954				% Under/(Over) Issue 10.43%			
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.											
CASH STATEMENT				COUNTRY CODE: US							
Undeposited Bal Fwd \$ 2722				ACCOUNTING CLASSIFICATION							
Sale of Meals + 13456				APPROP SUB OBJ BCN SUB AAA TRANS PAA COST CODE AMOUNT							
Bulk Sales + 39				SALES 17414532241 260 00022 0 068566 2D 004212500924SIK09T \$13388.85							
Surcharges + 2117				SURCHARGES 174180452FA 260 00052 0 068732 2D DGLSCH500924GLSURT \$ 2136.75							
Cash Deposited with D.O. - 15526				O&MN							
Other Sales of Meals - 0				TOTAL				\$15525.60			
Undeposited Sales \$ 2808											
CERTIFICATION				SIGNATURE / COMMENTS							
Disbursing Officer (Signature), (Date)				Comments (Hand Written Note):				Reviewed By Leading CS (Signature)			
3159 8371 07/27/2014				NAVSUP FORM 1359							
CALVIN E. VILLANUEVA, CIV				Executive/Personnel Officer (Signature) (Date)				Certified by (Signature) (Rank and Title) (Date)			
Standard Doc. No. N0002214MD12345				LONNIE U. MAYER, CDR				GABRIEL R. STEVENS, CWO4			
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of 07/01/2014 through 07/31/2014.											

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Figure 7-10

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE "BALANCE SHEET" SECTION TOTAL TO THE GENERAL MESS SUMMARY DOCUMENT

NAVSUP FORM 367							Page 3 of 3
		(N00109)					
7	31	SYSCO HAMPTON ROADS (N00109)	4148	101	9032	246.3435	
7	31	Marva Maid Dairy	4231	101	9001	356.8000	
7	31	USNS SEATTLE	4231	9004		5,831.2000	
7	31	TOTAL				128,279.1205	
* Receipt Without Charge							

This figure shall equal the receipts with and without charge and inventory brought forward total posted on the "receipts" section of NAVSUP Form 367.

This shall equal the receipts without charge section of NAVSUP 1359.

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		DAYS OPERATED 31 UIC 12345	
CORRECTED REPORT?		TEMPORARY CLOSURE?		DAYS IN PORT 31 UIC MERGED RETURN? FINAL RETURN?	
RATIONS ALLOWED STATEMENT		RECEIPTS		LEVEL OF PROCUREMENT	
Navy Rations Allowed 17856		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0	
Other Rations Allowed 3022		Receipts with Charge 72276		Less: Transfers w/ Reimbursement - 0	
Total Rations Allowed 20878		Receipts without Charge 1142		Less: Bulk Sales - 0	
RATION BREAKDOWN		Total \$ 128279		Total Receipts Less Transfers and Bulk Sales 0	
Type	Code	Rations Fed	EXPENDITURES	Total Allowances Less Under/Over/CF 0	
Navy Regular	1	2999	Food Cost (338) + 73645	Ratio 0	
Ration for Cash	2	1327	Surveys + 60	Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Navy Reserve	3	145	Loss without Survey + 0		
Navy ROTC	4		Bulk Sales + 39		
Naval Academy	5	16	Transfer with Reimbursement + 350		
Marine Regular	6	916	Transfer without Reimbursement + 456		
Marine Reserve	7		Inventory (Balance on Hand) + 52938		
Amy Regular	8	351	Sub Total \$ 127488		
Amy Reserve	9	44	Price Adjustment + 791		
Amy National Guard	10A	217	Total \$ 128279		
Air Force National Guard	10B		ALLOWANCES RATIONS RATE VALUE	LAST FULL PHYSICAL INVENTORY	
Air Force Regular	11	0	BASIC FOOD ALLOWANCE 6022 8.00 48176	Date: 07/29/2014	
Coast Guard	12		UNDER/OVER ISSUE CARRIED FORWARD + 647	Number of Days Since: 2	
Foreign 1/	13		1 TO 99 RATIONS 269 1.20 323	Inventory Accuracy Rate: %	
Miscellaneous 1/	14		100 TO 149 RATIONS 695 0.55 382		
TARS	15		SYSCO HAMPTON ROADS 6022 2.85 17163		
Total Other Personnel	16	3022	Total Allowances 68691	Stores Consumed (1059) 75489	
2/			Food Cost (338) - 73645	% Difference Between Food Cost & Stores Consumed 2.50%	
Grand Total 3/	17	6021*	Under/Over Issue - 6954	% Under/Over Issue 10.43%	
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		COUNTRY CODE: US		APPROP SUB OBJ BCN SUB AAA TRANS PAA COST AMOUNT	
2/ Codes 2 through 15.		ACCOUNTING CLASSIFICATION		HEAD CLASS	
3/ Codes 1 and 16.		SALES SURCHARGES		O&MN TOTAL	
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		17414532241 260 00022 0 068566 2D 004212500924SIK09T \$13388.85		174180452FA 260 00052 0 068732 2D DGLSCH500924GLSURT \$ 2136.75	
CASH STATEMENT		SIGNATURE / COMMENTS			
Undeposited Bal Fwd	\$ 2722	Comments (Hand Written Note):		Reviewed By Leading CS (Signature)	
Sale of Meals	+ 13456	NAVSUP FORM 1359		I CERTIFY that the above information is correct to the best of my knowledge and belief.	
Bulk Sales	+ 39	Executive/Personnel Officer (Signature) (Date)		Certified by (Signature) (Rank and Title) (Date)	
Surcharges	+ 2117	LONNIE U. MAYER, CDR		GABRIEL R. STEVENS, CWO4	
Cash Deposited with D.O.	- 15526				
Other Sales of Meals	- 0				
Undeposited Sales	\$ 2808				
CERTIFICATION					
Disbursing Officer (Signature),(Date)	Collection Voucher # Symbol Date				
CALVIN E. VILLANUEVA, CIV	3159 8371 07/27/2014				
Standard Doc. No.	N0002214MD12345				
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.					

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Figure 7-11

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE "EXPENDITURE" SECTION (SURVEY & LOSS WITHOUT SURVEY) TO THE GENERAL MESS SUMMARY DOCUMENT

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY D		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014		NAVSUP FORM 1359	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		OPERATED 31 DAYS IN PORT 31	
Navy Rations Allowed 17856		TEMPORARY CLOSURE? N		MERGED RETURN? N	
Other Rations Allowed 3022		RECEIPTS		FINAL RETURN? N	
Total Rations Allowed 20878		Inventory (Balance Brought Forward) \$ 54861		LEVEL OF PROCUREMENT	
RATION BREAKDOWN		Receipts with Charge 72276		Receipts with Charge 0	
Type	Code	Rations Fed	Receipts without Charge 1142	Less: Transfers w/ Reimbursement - 0	
Navy Regular	1	2998	Total \$ 128279	Less: Bulk Sales - 0	
Ration for Cash	2	1327	EXPENDITURES	Total Receipts Less Transfers and Bulk Sales 0	
Navy Reserve	3	145	Food Cost (338) + 73645	Total Allowances Less Under/Over/CF 0	
Navy ROTC	4		Surveys + 60		
Naval Academy	5	16	Loss without Survey + 60	Ratio less than 1.00 sales were lost	
Marine Regular	6	916	Bulk Sales + 39		
Marine Reserve	7	6	Transfer with Reimbursement + 350		
Army Regular	8	351	Transfer without Reimbursement + 456		
Army Reserve	9	44	Inventory (Balance on Hand) + 52938		
Army National Guard	10A	217	Sub Total \$ 127488		
Air Force National Guard	10B	0	Price Adjustment + 791		
Air Force Regular	11	0	Total \$ 128279		
Coast Guard	12		ALLOWANCES	RATIONS	RATE
Foreign 1/	13		BASIC FOOD ALLOWANCE	6022	8.00
Miscellaneous 1/	14		UNDER/OVER ISSUE		48176
TARS	15		CARRIED FORWARD		+ 647
Total Other Personnel	16	3022	1 TO 99 RATIONS		323
Grand Total 3/	17	6021*	100 TO 149 RATIONS	269	1.20
			SYSCO HAMPTON	695	0.55
					382

This total dollar value is extended at last receipt price as reported on NAVSUP Form 367 expenditure section.

NAVSUP FORM 367

Page 1 of 3

RECORD OF RECEIPTS AND EXPENDITURES (4442)				ACTIVITY		UIC	
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670				USS ENTERPRISE (CVN-65)		V 2345	
DATE: 19 AUG 14							
RECEIPTS				EXPENDITURES			
2014	SOURCE	DOCUMENT NO.	VALUE	2014	SOURCE	DOCUMENT NO.	VALUE
MO. DAY				MO. DAY			
7 1	INVENTORY BROUGHT FORWARD		54,861.4600	7 20	LOSS WITH SURVEY	4016 9	60.0000
7 2	SYSCO HAMPTON ROADS (N00109)	4121 101 902F	3,542.7700	7 31	TRANSFER W/O REIMB (USS HALYBURTON)	4031 9A18	455.5800
7 6	SYSCO HAMPTON ROADS (N00109)	4121 101 900B	229.6400	7 31	BULK SALE (WARDROOM USS ENTERPRISE)	4031 9E22	38.9500
7 6	SYSCO HAMPTON ROADS (N00109)	4121 101 9010	2,168.3700	7 31	TRANSFER W/ REIMB (SALES OFFICER USS ENT)	4031 9K17 #	350.3200
7 6	SYSCO HAMPTON ROADS (N00109)	4125 101 9001	7,853.9300	7 31	ISSUE TO THE GENERAL MESS		73,644.5800
7 6	SYSCO HAMPTON ROADS (N00109)	4121 101 9001	556.2000	7 31	INVENTORY		52,938.3303
				7 31	SUBTOTAL		127,487.7603
				7 31	PRICE ADJUSTMENT		791.3602
				7 31	TOTAL		128,279.1205

Figure 7-12

NAVSUP P-486, Rev 8 - Food Service Management

REPORTING SALE OF BULK FOOD ON THE GENERAL MESS SUMMARY DOCUMENT

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		UIC 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		DAYS OPERATED 31	
Navy Rations Allowed 17856		TEMPORARY CLOSURE? N		MERGED RETURN? N	
Other Rations Allowed 3022		RECEIPTS		LEVEL OF PROCUREMENT	
Total Rations Allowed 20878		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0	
RATION BREAKDOWN		Receipts with Charge 72276		Less: Transfers w/ Reimbursement - 0	
Type	Code	Rations Fed	Receipts without Charge 1142	Less: Bulk Sales - 0	
Navy Regular	1	2999	Total \$ 128279	Total Receipts Less Transfers and Bulk Sales 0	
Ration for Cash	2	1327	EXPENDITURES	Total Allowances Less Under/Over/CF 0	
Navy Reserve	3	145	Food Cost (338) + 73645	Ratio 0	
Navy ROTC	4		Surveys + 60	Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Naval Academy	5	16	Loss without Survey + 0		
Marine Regular	6	916	Bulk Sales + 39		
Marine Reserve	7	6	Transfer with Reimbursement + 455		
Army Regular	8	351	Transfer without Reimbursement + 456		
Army Reserve	9	44	Inventory (Balance on Hand) + 52938		
Army National Guard	10A	217	Sub Total \$ 127488		
Air Force National Guard	10B		Price Adjustment + 791		
Air Force Regular	11	0	Total \$ 128279		
Coast Guard	12		ALLOWANCES RATIONS RATE VALUE LAST FULL PHYSICAL INVENTORY		
Foreign 1/	13				

NAVSUP FORM 1359

NAVSUP FORM 367		NAVSUP FORM 367		Page 1 of 3	
DATE: 19AUG14		RECORD OF RECEIPTS AND EXPENDITURES (4442)		ACTIVITY USS ENTERPRISE (CVN-65) UIC V12345	
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670					
RECEIPTS		EXPENDITURES			
2014	SOURCE	DOCUMENT NO.	VALUE	2014	SOURCE
MO. DAY				MO. DAY	
7 1	INVENTORY BROUGHT FORWARD		54,861.4600	7 20	LOSS WITH SURVEY
7 2	SYSCO HAMPTON ROADS (N00109)	4121 101 902F	3,542.7700	7 31	TRANSFER W/O REIMB (USS HALYBURTON)
7 6	SYSCO HAMPTON ROADS (N00109)	4121 101 900B	229.6400	7 31	BULK SALE (WARDROOM USS ENTERPRISE)
7 6	SYSCO HAMPTON ROADS (N00109)	4121 101 9010	2,168.3700	7 31	TRANSFER W/ REIMB (SALES OFFICER USS ENT)
7 6	SYSCO HAMPTON ROADS (N00109)	4125 101 9001	7,853.9300	7 31	ISSUE TO THE GENERAL MESS
7 6	SYSCO HAMPTON ROADS (N00109)	4121 101 9001	556.2000	7 31	INVENTORY
				7 31	SUBTOTAL
				7 31	PRICE ADJUSTMENT
				7 31	TOTAL

This is the total dollar value, at last receipt price, of the sale of bulk food items to the wardroom from the GM.

This value shall agree with the sale of bulk food items in the "Expenditure" section of NAVSUP Form 367

Figure 7-13

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE "EXPENDITURE" SECTION (TRANSFER WITH REIMBURSEMENT) TO THE GENERAL MESS SUMMARY DOCUMENT

F84A00001 TIME: 1:03 PM			GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)			DATE: 8/19/2014		
ACTIVITY USS ENTERPRISE (CVN-65)			PERIOD 07/01/2014 THROUGH 07/31/2014			DAYS OPERATED 31		
RATIONS ALLOWED STATEMENT			CORRECTED REPORT? N			UIC 12345		
Navy Rations Allowed 17856			TEMPORARY CLOSURE? N			MERGED RETURN? N		
Other Rations Allowed 3022			RECEIPTS			DAYS IN PORT 31		
Total Rations Allowed 20878			LEVEL OF PROCUREMENT			FINAL RETURN? N		
RATION BREAKDOWN			Inventory (Balance Brought Forward) \$ 54861			Receipts with Charge 0		
Type	Code	Rations Fed	Receipts with Charge 72276			Less: Transfers w/ Reimbursement - 0		
Navy Regular	1	2999	Receipts without Charge 1142			Less: Bulk Sales - 0		
Ration for Cash	2	1327	Total \$ 128279			Total Receipts Less Transfers and Bulk Sales 0		
Navy Reserve	3	145	EXPENDITURES			Total Allowances Less Under/Over/CF 0		
Navy ROTC	4		Food Cost (338) + 73645			Ratio 0		
Naval Academy	5	16	Surveys + 60					
Marine Regular	6	918	Loss without Survey + 0					
Marine Reserve	7	6	Bulk Sales + 350					
Army Regular	8	351	Transfer with Reimbursement + 158					
Army Reserve	9	44	Transfer without Reimbursement + 158					
Army National Guard	10A	217	Inventory (Balance on Hand) 52938					
Air Force National Guard	10B		Sub Total \$ 127488					
Air Force Regular	11	0	Price Adjustment + 791					
Coast Guard	12		Total \$ 128279					
Foreign 1/	13		ALLOWANCES			LAST FULL PHYSICAL INVENTORY		
Miscellaneous 1/	14		BASIC FOOD ALLOWANCE			Date: 07/29/2014		
TARS	15		UNDER/OVER ISSUE			Rate: 2		
Total Other Personnel	16	3022	CARRIED FORWARD 1 TO 99 RATIONS			Rate: %		
Grand Total 3/	17	6021*	100 TO 149 RATIONS					
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 488, Chapter 2, Volume 1.			SYSCO HAMPTON ROADS					
2/ Codes 2 through 15.			Total Allowances 66691			Stores Consumed (1059) 75489		
3/ Codes 1 and 16.			Food Cost (338) - 73645			% Difference Between Food Cost 2.50%		
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 488, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.			Under/(Over) Issue - 6954			% Stores Consumed & Under/(Over) Issue 10.43%		
COUNTRY								

NAVSUP FORM 1359

This total dollar value shall agree with all transfer with reimbursement files and the expenditure section of NAVSUP Form 367.

RECORD OF RECEIPTS AND EXPENDITURES (4442)								DATE: 19AUG14			
NAVSUP FORM 367 (Rev. 1-80) SIN 0108-LF-500-3670								ACTIVITY			
								USS ENTERPRISE (CVN-65)			
								UIC			
								V12345			
RECEIPTS				EXPENDITURES							
2014	MO.	DAY	SOURCE	DOCUMENT NO.	VALUE	2014	MO.	DAY	SOURCE	DOCUMENT NO.	VALUE
	7	1	INVENTORY BROUGHT FORWARD		54,861.4600		7	20	LOSS WITH SURVEY	4016	60.0000
	7	2	SYSCO HAMPTON ROADS (N00109)	4121 101 902F	3,542.7700		7	31	TRANSFER W/O REIMB (USS HALYBURTON)	4031 9A18	455.5800
	7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 900B	229.6400		7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031 9E22	38.9500
	7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 9010	2,168.3700		7	31	TRANSFER W/ REIMB (SALES OFFICER USS ENT)	4031 9K17	350.3200
	7	6	SYSCO HAMPTON ROADS (N00109)	4125 101 9001	7,853.9300		7	31	ISSUE TO THE GENERAL MESS		73,644.5800
	7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 9001	556.2000		7	31	INVENTORY		52,938.3303
							7	31	SUBTOTAL		127,487.7603
							7	31	PRICE ADJUSTMENT		791.3602
							7	31	TOTAL		128,279.1205

NAVSUP FORM 367

By Leading CS (Signature)

that the above information is the best of my knowledge and

y (Signature) (Rank and Title)

R. STEVENS, CWO4

Figure 7-14

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE "EXPENDITURE" SECTION (TRANSFER WITHOUT REIMBURSEMENT) TO THE GENERAL MESS SUMMARY DOCUMENT

F84A00001 TIME: 1:03 PM				GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)				DATE: 8/19/2014			
ACTIVITY USS ENTERPRISE (CVN-65)				PERIOD 07/01/2014 THROUGH 07/31/2014				DAYS OPERATED 31 DAYS IN PORT 31			
RATIONS ALLOWED STATEMENT				CORRECTED REPORT? N TEMPORARY CLOSURE? N				UIC 12345 MERGED RETURN? N FINAL RETURN? N			
Navy Rations Allowed 17856 Other Rations Allowed 3022 Total Rations Allowed 20878				RECEIPTS				LEVEL OF PROCUREMENT			
RATION BREAKDOWN				Inventory (Balance Brought Forward) \$ 54861 Receipts with Charge 72276 Receipts without Charge 1142 Total \$ 128279				Receipts with Charge 0 Less: Transfers w/ Reimbursement - 0 Less: Bulk Sales - 0 Total Receipts Less Transfers and Bulk Sales 0			
Type Code Rations Fed				EXPENDITURES				Total Allowances Less Under/Over/CF 0			
Navy Regular 1 2999				Food Cost (338) + 73645				Ratio 0			
Ration for Cash 2 1327				Surveys + 60				Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.			
Navy Reserve 3 145				Loss without Survey + 0							
Navy ROTC 4				Bulk Sales + 39							
Naval Academy 5 16				Transfer with Reimbursement + 350							
Marine Regular 6 916				Transfer without Reimbursement + 455.5800							
Marine Reserve 7 6				Inventory (Balance on Hand) + 32958							
Army Regular 8 351				Sub Total \$ 127488							
Army Reserve 9 44				Price Adjustment + 791							
Army National Guard 10A 217				Total \$ 128279							
Air Force National Guard 10B											
Air Force Regular 11 0											
Coast Guard 12											
				RATIONS RATE VALUE				LAST FULL PHYSICAL INVENTORY			
				6022 8.00 48176				Date: 07/29/2014			
				269 1.20 323				Number of Days Since: 2			
				695 0.55 382				Inventory Accuracy Rate: %			
				6022 2.85 17163							
Volume 1											
24 Codes 2 through 15											
NAVSUP FORM 367				Page 1 of 3							
NAVSUP FORM 367				DATE: 19AUG14							
RECORD OF RECEIPTS AND EXPENDITURES (4442)				ACTIVITY USS ENTERPRISE (CVN-65)				UIC V12345			
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670											
RECEIPTS				EXPENDITURES							
2014		SOURCE	DOCUMENT NO.	VALUE	2014		SOURCE	DOCUMENT NO.	VALUE		
MO.	DAY				MO.	DAY					
7	1	INVENTORY BROUGHT FORWARD		54,861.4600	7	20	LOSS WITH SURVEY	4016	60.0000		
7	2	SYSCO HAMPTON ROADS (N00109)	4121 101 902F	3,542.7700	7	31	TRANSFER W/O REIMB (USS HALYBURTON)	4031 9A18	455.5800		
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 900B	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031 9E22	38.9500		
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 9010	2,168.3700	7	31	TRANSFER W/ REIMB (SALES OFFICER USS ENT)	4031 9K17 #	350.3200		
7	6	SYSCO HAMPTON ROADS (N00109)	4125 101 9001	7,853.9300	7	31	ISSUE TO THE GENERAL MESS		73,644.5800		
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 9001	556.2000	7	31	INVENTORY		52,938.3303		
					7	31	SUBTOTAL		127,487.7603		
					7	31	PRICE ADJUSTMENT		791.3602		
					7	31	TOTAL		128,279.1205		

This total dollar value is rounded to the nearest whole dollar and extended at last receipt price and shall agree with the expenditure section of NAVSUP Form 367.

NAVSUP FORM 367

RECORD OF RECEIPTS AND EXPENDITURES (4442)

NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670

ACTIVITY USS ENTERPRISE (CVN-65) UIC V12345

2014

MO. DAY SOURCE DOCUMENT NO. VALUE

7 1 INVENTORY BROUGHT FORWARD 54,861.4600

7 2 SYSCO HAMPTON ROADS (N00109) 4121 101 902F 3,542.7700

7 6 SYSCO HAMPTON ROADS (N00109) 4121 101 900B 229.6400

7 6 SYSCO HAMPTON ROADS (N00109) 4121 101 9010 2,168.3700

7 6 SYSCO HAMPTON ROADS (N00109) 4125 101 9001 7,853.9300

7 6 SYSCO HAMPTON ROADS (N00109) 4121 101 9001 556.2000

2014

MO. DAY SOURCE DOCUMENT NO. VALUE

7 20 LOSS WITH SURVEY 4016 60.0000

7 31 TRANSFER W/O REIMB (USS HALYBURTON) 4031 9A18 455.5800

7 31 BULK SALE (WARDROOM USS ENTERPRISE) 4031 9E22 38.9500

7 31 TRANSFER W/ REIMB (SALES OFFICER USS ENT) 4031 9K17 # 350.3200

7 31 ISSUE TO THE GENERAL MESS 73,644.5800

7 31 INVENTORY 52,938.3303

7 31 SUBTOTAL 127,487.7603

7 31 PRICE ADJUSTMENT 791.3602

7 31 TOTAL 128,279.1205

UIC 12345

Food Cost 2.50%

e 10.43%

COST CODE AMOUNT

IK09T \$13388.85

LSURT \$ 2136.75

\$15525.60

(Signature)

Information is knowledge and

Rank and Title)

W04

Figure 7-15

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE "EXPENDITURE" SECTION (PRICE ADJUSTMENT) SECTION OF THE GENERAL MESS SUMMARY DOCUMENT

F84A00001 TIME: 1:03 PM			GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)			DATE: 8/19/2014		
ACTIVITY USS ENTERPRISE (CVN-65)			PERIOD 07/01/2014 THROUGH 07/31/2014			DAYS OPERATED 31		
RATIONS ALLOWED STATEMENT			CORRECTED REPORT? N			UIC 12345		
Navy Rations Allowed 17856			TEMPORARY CLOSURE? N			MERGED RETURN? N		
Other Rations Allowed 3022			RECEIPTS			FINAL RETURN? N		
Total Rations Allowed 20878			Inventory (Balance Brought Forward) \$ 54861			Level of Procurement		
RATION BREAKDOWN			Receipts with Charge 72276			Receipts with Charge 0		
Type	Code	Rations Fed	Receipts without Charge 1142			Less: Transfers w/ Reimbursement - 0		
Navy Regular	1	2999	Total \$ 128279			Less: Bulk Sales - 0		
Ration for Cash	2	1327	EXPENDITURES			Total Receipts Less Transfers and Bulk Sales 0		
Navy Reserve	3	145	Food Cost (338) + 73845			Total Allowances Less Under/Over/CF 0		
Navy ROTC	4		Surveys + 60			Ratio 0		
Naval Academy	5	16	Loss without Survey + 0			Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.		
Marine Regular	6	918	Bulk Sales + 39					
Marine Reserve	7	6	Transfer with Reimbursement + 350					
Army Regular	8	351	Transfer without Reimbursement + 456					
Army Reserve	9	44	Inventory (Balance on Hand) + 52938					
Army National Guard	10A	217	Sub Total \$ 127,499					
Air Force National Guard	10B		Price Adjustment + 791					
Air Force Regular	11	0	Total \$ 128279					
Coast Guard	12		ALLOWANCES			LAST FULL PHYSICAL INVENTORY		
Foreign 1/	13		RATIONS			Date: 07/29/2014		
Miscellaneous 1/	14		RATE			Number of Days Since: 2		
TARS	15		VALUE			Inventory Accuracy Rate: %		
Total Other Personnel	16	3022	BASIC FOOD ALLOWANCE 6022 8.00 48176					
2/			UNDER/OVER ISSUE + 647					
Grand Total 3/	17	6021*	CARRIED FORWARD 1 TO 99 RATIONS 269 1.20 323					
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.			SYSCO HAMPTON ROADS 6022					
2/ Codes 2 through 15.			Total Allowances					
3/ Codes 1 and 16.			Food Cost (338)					
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.			Under(Over) Issue					
			- 73845 % Difference Between Food Cost 2.50%					
			- 6954 & Stores Consumed					
			% Under(Over) Issue 10.43%					
			COUNTRY					

NAVSUP
FORM 1359

Note: Due to rounding this value may not agree with NAVSUP Form 367 and NAVSUP Form 1359.

NAVSUP FORM 367				Page 1 of 3			
RECORD OF RECEIPTS AND EXPENDITURES (4442)				DATE: 19AUG14			
NAVSUP FORM 367 (Rev. 1-80) S/N 0108-LF-500-3670				ACTIVITY USS ENTERPRISE (CVN-65) UIC V12345			
RECEIPTS				EXPENDITURES			
2014	2014	2014	2014	2014	2014	2014	2014
MO.	DAY	SOURCE	DOCUMENT NO.	VALUE	MO.	DAY	SOURCE
7	1	INVENTORY BROUGHT FORWARD		54,861.4600	7	20	LOSS WITH SURVEY
7	2	SYSCO HAMPTON ROADS (N00109)	4121 101 902F	3,542.7700	7	31	TRANSFER W/O REIMB (USS HALYBURTON)
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 900B	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 9010	2,168.3700	7	31	TRANSFER W/ REIMB (SALES OFFICER USS ENT)
7	6	SYSCO HAMPTON ROADS (N00109)	4125 101 9001	7,853.9300	7	31	ISSUE TO THE GENERAL MESS
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 9001	556.2000	7	31	INVENTORY
					7	31	SUBTOTAL
					7	31	PRICE ADJUSTMENT
					7	31	TOTAL

Figure 7-16

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE "RATION ALLOWED STATEMENT" SECTION TO THE GENERAL MESS SUMMARY DOCUMENT

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		DAYS OPERATED 31 UIC MERGED 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		DAYS IN PORT 31 UIC RETURN? N	
Navy Rations Allowed 17856		TEMPORARY CLOSURE? N		FINAL RETURN? N	
Other Rations Allowed 3022		RECEIPTS		LEVEL OF PROCUREMENT	
Total Rations Allowed 20878		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0	
RATION BREAKDOWN		Receipts with Charge 72276		Less: Transfers w/ Reimbursement - 0	
Type	Code	Rations Fed	Receipts without Charge 1142	Less: Bulk Sales - 0	
Navy Regular	1	2999	Total \$ 128279	Total Receipts Less Transfers and Bulk Sales 0	
Ration for Cash	2	1327	EXPENDITURES	Total Allowances Less Under/Over/CF 0	
Navy Reserve	3	145	Food Cost (338) + 73645	Ratio 0	
Navy ROTC	4		Surveys + 60	Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Naval Academy	5	16	Loss without Survey + 0		
Marine Regular	6	916	Bulk Sales + 39		
Marine Reserve	7	6	Transfer with Reimbursement + 350		
Amy Regular	8	351	Transfer without Reimbursement + 456		
Amy Reserve	9	44	Inventory (Balance on Hand) + 52938		
Amy National Guard	10A	217	Sub Total \$ 127488		
Air Force National Guard	10B		Price Adjustment + 791		
Air Force Regular	11	0	Total \$ 128279		
Coast Guard	12		ALLOWANCES RATIONS RATE VALUE LAST FULL PHYSICAL INVENTORY		
Foreign 1/	13		BASIC FOOD ALLOWANCE 6022 8.00 48176	Date: 07/29/2014	
Miscellaneous 1/	14		UNDER/OVER ISSUE CARRIED FORWARD + 647	Number of Days Since: 2	
TARS	15		1 TO 99 RATIONS 269 1.20 323	Inventory Accuracy Rate: %	
Total Other Personnel 2/	16	3022	100 TO 149 RATIONS 695 0.55 382		
Grand Total 3/	17	6021*	SYSCO HAMPTON ROADS 6022 2.85 17163		
<p>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).</p>			Total Allowances 66691		Stores Consumed (1059) 75489
			Food Cost (338) - 73645		% Difference Between Food Cost & Stores Consumed 2.50%
			Under/(Over) Issue - 6954		% Under/(Over) Issue 10.43%
CASH STATEMENT		COUNTRY CODE: US	APPROP SUB OBJ BCN SUB TRANS PAA COST AMOUNT		
Undeposited Bal Fwd \$ 2722		ACCOUNTING CLASSIFICATION			
Sale of Meals + 13456		SALES	17414532241 260 00022 0 068566 2D 004212500924SIK09T \$13388.85		
Bulk Sales + 39		SURCHARGES	174180452FA 260 00052 0 068732 2D DGLSCH500924GLSURT \$ 2136.75		
Surcharges + 2117		O&MN	TOTAL \$15525.60		
Cash Deposited with D.O. - 15526		SIGNATURE / COMMENTS			
Other Sales of Meals - 0		Comments (Hand Written Note):			
Undeposited Sales \$ 2808		Reviewed By Leading CS (Signature)			
CERTIFICATION		The figures Contained in the 'Rations Allowed' column are correct to the best of my knowledge and belief.			
Disbursing Officer (Signature), (Date)		I CERTIFY that the above information is correct to the best of my knowledge and belief.			
Collection DO	Voucher # Symbol Date	Executive/Personnel Officer (Signature) (Date)			
3159	8371 07/27/2014	LONNIE U. MAYER, CDR			
CALVIN E. VILLANUEVA, CVN		Certified by (Signature) (Rank and Title)			
Standard Doc. No. N0002214MD12345		(Date)			
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.		GABRIEL R. STEVENS, CWO4			

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Figure 7-17

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE COMPUTATION ALLOWANCE/FINANCIAL SECTION (TOTAL ALLOWANCES) TO THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		UIC 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		DAYS OPERATED 31	
Navy Rations Allowed 17856		TEMPORARY CLOSURES		DAYS IN PORT 31	
Other Rations Allowed 3022		RECEIPTS		MERGED RETURN? N	
Total Rations Allowed 20878		Inventory (Receipts w/ Receipts w/ Total)		FINAL RETURN? N	
RATION BREAKDOWN		LEVEL OF PROCUREMENT			
Type	Code	Rations Fed		Receipts with Charge 0	
Navy Regular	1	2999		Less: Transfers w/ Reimbursement - 0	
Ration for Cash	2	1327		Less: Bulk Sales - 0	
Navy Reserve	3	145		Total Receipts Less Transfers and Bulk Sales 0	
Navy ROTC	4			Total Allowances Less Under/Over/CF 0	
Naval Academy	5	16		Ratio 0	
Marine Regular	6	916		Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Marine Reserve	7	6			
Army Regular	8	351			
Army Reserve	9	44			
Army National Guard	10A	217			
Air Force National Guard	10B				
Air Force Regular	11	0			
Coast Guard	12				
Foreign 1/	13				
Miscellaneous 1/	14				
TARS	15				
Total Other Personnel	16	3042			
Grand Total 3/	17	6021*			
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		EXPENDITURES			
2/ Codes 2 through 15.		Food Cost (338) + 73645			
3/ Codes 1 and 16.		Surveys + 60			
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		Loss without Survey + 0			
		Bulk Sales + 39			
		Transfer with Reimbursement + 350			
		Transfer without Reimbursement + 456			
		Inventory (Balance on Hand) + 52938			
		Sub Total \$ 127488			
		Price Adjustment + 791			
		Total \$ 128279			
		ALLOWANCES			
		RATIONS			
		RATE			
		VALUE			
		LAST FULL PHYSICAL INVENTORY			
		BASIC FOOD ALLOWANCE 6022 8.00 48176		Date: 07/29/2014	
		UNDER/OVER ISSUE + 647		Number of Days Since: 2	
		CARRIED FORWARD 1 TO 99 RATIONS 269 1.20 323		Inventory Accuracy Rate: %	
		100 TO 149 RATIONS 695 0.55 382			
		SYSCO HAMPTON ROADS 6022 2.85 17163			
		Total Allowances 66691		Stores Consumed (1059) 75489	
		Food Cost (338) - 73645		% Difference Between Food Cost & Stores Consumed 2.50%	
		Under/(Over) Issue - 6954		% Under/(Over) Issue 10.43%	
CASH STATEMENT		COUNTRY CODE: US			
Undeposited Bal Fwd \$ 2722		ACCOUNTING CLASSIFICATION			
Sale of Meals + 13456		SALES			
Bulk Sales + 39		SUB HEAD CLASS BCN SUB ALLOT AAA TRANS PAA COST CODE AMOUNT			
Surcharges + 2117		17414532241 260 00022 0 068566 2D 004212500924SIK09T \$13388.85			
		174180452FA 260 00052 0 068732 2D DGLSCH500924GLSURT \$ 2136.75			
		\$15525.60			
		COMMENTS			
Disbursing Officer (Signature), (Date)		Collection DO Voucher # Symbol Date		Comments (Hand Written Note):	
3159 8371 07/27/2014				Reviewed By Leading CS (Signature)	
CALVIN E. VILLANUEVA, CIV				I CERTIFY that the above information is correct to the best of my knowledge and belief.	
Standard Doc. No. N0002214MD12345				Certified by (Signature) (Rank and Title) (Date)	
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.		Executive/Personnel Officer (Signature) (Date)		GABRIEL R. STEVENS, CWO4	
		LONNIE U. MAYER, CDR			

Unclassified. For Official Use Only.

Figure 7-18

NAVSUP P-486, Rev 8 - Food Service Management

RECORDING DATA ON THE "EXPENDITURE" SECTION OF THE GENERAL MESS SUMMARY DOCUMENT

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014	DAYS OPERATED 31 DAYS IN PORT 31	UIC MERGED RETURN? FINAL RETURN?	12345 N N
RATIONS ALLOWED STATEMENT		NAVSUP FORM 1359			
Navy Rations Allowed 17856		RECEIPTS		LEVEL OF PROCUREMENT	
Other Rations Allowed 3022		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0	
Total Rations Allowed 20878		Receipts with Charge 72276		Less: Transfers w/ Reimbursement - 0	
RATION BREAKDOWN		Receipts without Charge 1142		Less: Bulk Sales - 0	
Type	Code	Rations Fed	Total \$ 128279	Total Receipts Less Transfers and Bulk Sales 0	
Navy Regular	1	2999	EXPENDITURES	Total Allowances Less Under/Over/CF 0	
Navy Reserve	3	145	Food Cost (338)		
Navy ROTC	4		Surveys + 57		
Naval Academy	5	16	Loss without Survey + 0		
Marine Regular	6	916	Bulk Sales + 39		
Marine Reserve	7	6	Transfer with Reimbursement + 350		
Army Regular	8	351	Transfer without Reimbursement + 456		
Army Reserve	9	44	Inventory (Balance on Hand) + 52938		
Army National Guard	10A	217	Sub Total \$ 127488		
Air Force National Guard	10B		Price Adjustment + 791		
Air Force Regular	11	0	Total \$ 128279		
Coast Guard	12				
Foreign 1/	13				
Miscellaneous 1/	14				
TARS	15				
Total Other Personnel	16	3022			
2/					
Grand Total 3/	17	6021*			
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		ALLOWS RATIONS RATE VALUE LAST FULL PHYSICAL INVENTORY			
2/ Codes 2 through 15.		NAVSUP FORM 367			
3/ Codes 1 and 16.		DATE: 19AUG14			
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		RECORD OF RECEIPTS AND EXPENDITURES (4442)			
CASH STATEMENT		NAVSUP FORM 367 (Rev. 1-80) SN 0108-LF-500-3670			
Undeposited Bal Fwd	\$ 2722	ACTIVITY USS ENTERPRISE (CVN-65)			
Sale of Meals	+ 13456	UIC V12345			
Bulk Sales	+ 39				
Surcharges	+ 2117				
Cash Deposited with D.O.	- 15526				
Other Sales of Meals	- 0				
Undeposited Sales	\$ 2808				
CERTIFICATION		2014			
Disbursing Officer (Signature), (Date)	Collection DO Voucher # Symbol Date	2014			
CALVIN E. VILLANUEVA, CIV	3159 8371 07/27/2014	MO. DAY SOURCE DOCUMENT NO. VALUE			
Standard Doc. No.	N0002214MD12345	MO. DAY SOURCE DOCUMENT NO. VALUE			
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.		7 1 INVENTORY BROUGHT FORWARD 54,861.4600			
Executive/Personnel Officer (Signature) (Date)		7 20 LOSS WITH SURVEY 4016 9 60.0000			
LONNIE U. MAYER, CDR		7 31 TRANSFER W/O REIMB (USS HALYBURTON) 4031 9A18 455.5800			
Certified by (Signature) (Rank and Title) (Date)		7 31 BULK SALE (WARDROOM USS ENTERPRISE) 4031 9E22 38.9500			
GABRIEL R. STEVENS, CWO4		7 31 TRANSFER W/ REIMB (SALES OFFICER USS ENT) 4031 9K17 # 350.3200			
		7 31 ISSUE TO THE GENERAL MESS 73,644.5800			
		7 31 INVENTORY 52,938.3303			
		7 31 SUBTOTAL 127,487.7603			
		7 31 PRICE ADJUSTMENT 791.3602			
		7 31 TOTAL 128,279.1205			

These figures must equal the "Issues to the GM" on the expenditure side of NAVSUP Form 367 at the end of each accounting period.

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Figure 7-19

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SUBMITTING A MANUAL CORRECTED GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) CORRECTED NAVSUP FORM 1359

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)				DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		DAYS OPERATED 31		UIC 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? Y		DAYS IN PORT 31		MERGED RETURN? N	
Navy Rations Allowed 17856		TEMPORARY CLOSURE?		FINAL RETURN? N			
Other Rations Allowed 3022		RECEIPTS		LEVEL OF PROCUREMENT			
Total Rations Allowed 20878		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0			
RATION BREAKDOWN		Receipts with Charge 72276		Less: Transfers w/ Reimbursement - 0			
Type	Code	Rations Fed	Receipts without Charge 1142	Less: Bulk Sales - 0			
Navy Regular	1	2998	Total \$ 128279	Total Receipts less Transfers and Bulk Sales 0			
Ration for Cash	2			Total Allowances less Under/Over/CF 0			
Navy Reserve	3			Ratio 0			
Navy ROTC	4			Ratio less than 1.00 means purchases, transfers, and			
Naval Academy	5						
Marine Regular	6						
Marine Reserve	7						
Army Regular	8	351					
Army Reserve	9	44					
Army National Guard	10A	217					
Air Force National	10B						
Guard							
Air Force Regular	11	0					
Coast Guard	12						
Foreign 1/	13						
Miscellaneous 1/	14						
TARS	15						
Total Other Personnel	16	3022					
2/							
Grand Total 3/	17	6021*					
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		ALLOWANCES		RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTORY
2/ Codes 2 through 15.		BASIC FOOD ALLOWANCE		6022	8.00	48176	Date: 07/29/2014
3/ Codes 1 and 16.		UNDER/OVER ISSUE CARRIED FORWARD				+ 647	Number of Days Since: 2
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		1 TO 99 RATIONS		269	1.20	323	Inventory Accuracy Rate: %
		100 TO 149 RATIONS		695	0.55	382	
		SYSCO HAMPTON ROADS		6022	2.85	17163	
		Total Allowances				66691	Stores Consumed (1059) 75489
		Food Cost (338)				- 73645	% Difference Between Food Cost & Stores Consumed 2.50%
		Under/(Over) Issue				- 6954	% Under/(Over) Issue 10.43%
CASH STATEMENT		COUNTRY CODE: US		APPROP SUB OBJ BCN SUB TRANS COST			
Undeposited Bal Fwd	\$ 2722	ACCOUNTING CLASSIFICATION		HEAD	CLASS	ALLOT	AAA TYPE PAA CODE AMOUNT
Sale of Meals	+ 13456	SALES SURCHARGES		17414532241	260 00022	0	068566 2D 004212500924SIK09T \$13388.85
Bulk Sales	+ 39	O&MN TOTAL		174180452FA	260 00052	0	068732 2D DGLSCH500924GLSURT \$ 2136.75
Surcharges	+ 2117						\$15525.60
Cash Deposited with D.O.	- 15526						
Other Sales of Meals	- 0						
Undeposited Sales	\$ 2808						
CERTIFICATION		SIGNATURE / COMMENTS					
Disbursing Officer Collection DO (Signature),(Date) Voucher # Symbol Date		Comments (Hand Written Note):				Reviewed By Leading CS (Signature)	
3159 8371 07/27/2014							
CALVIN E. VILLANUEVA, CIV		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.	
Standard Doc. No. N0002214MD12345		Executive/Personnel Officer (Signature) (Date) LONNIE U. MAYER, CDR				Certified by (Signature) (Rank and Title) (Date) GABRIEL R. STEVENS, CWO4	
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.							

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Figure 7-20

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RECORDING DATA FOR THE LAST FULL INVENTORY ON THE GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY		PERIOD 07/01/2014 THROUGH 07/31/2014		UIC 12345	
USS ENTERPRISE (CVN-65)		CORRECTED REPORT?		DAYS OPERATED 31	
RATIONS ALLOWED STATEMENT		TEMPORARY CLOSURE?		DAYS IN PORT 31	
Navy Rations Allowed 17856		RECEIPTS		MERGED RETURN? N	
Other Rations Allowed 3022		Inventory (Balance Brought Forward) \$ 54861		FINAL RETURN? N	
Total Rations Allowed 20878		Receipts with Charge 72276			
RATION BREAKDOWN		Receipts without Charge 1142		LEVEL OF PROCUREMENT	
Type	Code	Rations Fed	Total \$ 128279	Receipts with Charge 0	
Navy Regular	1	2999		Less: Transfers w/ Reimbursement - 0	
Ration for Cash	2	1327		Less: Bulk Sales - 0	
Navy Reserve	3	145		Total Receipts Less Transfers and Bulk Sales 0	
Navy ROTC	4			Total Allowances Less Under/Over/CF 0	
Naval Academy	5	16		Ratio 0	
Marine Regular	6	916			
Marine Reserve	7	6			
Army Regular	8	351			
Army Reserve	9	44			
Army National Guard	10A	217			
Air Force National Guard	10B				
Air Force Regular	11	0			
Coast Guard	12				
Foreign 1/	13				
Miscellaneous 1/	14				
TARS	15				
Total Other Personnel	16	3022			
2/					
Grand Total 3/	17	6021*			
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		EXPENDITURES		Date of last full inventory (inventory is required every 90 days).	
2/ Codes 2 through 15.		Food Cost (338) + 73645			
3/ Codes 1 and 16.		Surveys + 60			
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		Loss without Survey + 0			
		Bulk Sales + 39			
		Transfer with Reimbursement + 350			
		Transfer without Reimbursement + 456			
		Inventory (Balance on Hand) + 52938			
		Sub Total \$ 127488			
		Price Adjustment + 791			
		Total \$ 128279			
		ALLOWANCES		LAST FULL PHYSICAL INVENTORY	
		BASIC FOOD ALLOWANCE 6022 8.00 48176		Date: 07/29/2014	
		UNDER/OVER ISSUE CARRIED FORWARD 1 TO 99 RATIONS 269 1.20 323		Number of Days Since: 2	
		100 TO 149 RATIONS 695 0.55 382		Inventory Accuracy Rate: %	
		SYSCO HAMPTON ROADS 6022 2.85 17163			
		Total Allowances 66691		Stores Consumed (1059) 75489	
		Food Cost (338) - 73645		% Difference Between Food Cost 2.50%	
		Under/(Over) Issue - 6954		% Stores Consumed 10.43%	
				% Under/(Over) Issue	
CASH STATEMENT		COUNTRY CODE: US			
Undeposited Bal Fwd \$ 2722		ACCOUNTING CLASSIFICATION			
Sale of Meals + 13456		SALES			
Bulk Sales + 39		SURCHARGES			
Surcharges + 2117		O&MN			
Cash Deposited with D.O. - 15526		TOTAL			
Other Sales of Meals - 0					
Undeposited Sales \$ 2808					
CERTIFICATION		SIGNATURE / COMMENTS			
Disbursing Officer Collection DO (Signature),(Date) Voucher # Symbol Date		Comments (Hand Written Note):		Reviewed By Leading CS (Signature)	
3159 8371 07/27/2014		Inventory accuracy rate is based on the last full inventory conducted.			
CALVIN E. VILLANUEVA, CIV		The figures contained in this column are correct to the best of my knowledge and belief.		Information is correct to the best of my knowledge and belief.	
Standard Doc. No. N0002214MD12345		Executive/Personnel Officer (Signature) (Date) LONNIE U. MAYER, CDR		Certified by (Signature) (Rank and Title) (Date) GABRIEL R. STEVENS, CWO4	
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of 07/01/2014 through 07/31/2014.					

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Figure 7-21

NAVSUP P-486, Rev 8 - Food Service Management**PART B: INVENTORY****7100 GENERAL INFORMATION**

1. **APPLICABILITY.** The procedures in this section apply to all GMs. Performing accurate and timely inventories is one of the most critical responsibilities of the FSO. Physical inventories provide the foundation to support recordkeeping closeouts and submission of GM returns.
2. **DEFINITION.** A physical inventory is a process of identifying, counting, and evaluating all subsistence on hand at a specified time.
3. **PURPOSE.** A physical inventory is taken for the purposes listed below.
 - 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 caused by spoilage, damage, waste, pilferage, or other losses not reflected on subsistence ledgers.
 - e. To identify subsistence shortages and overages and to determine financial liability.
 - f. To serve as a management tool for subsistence inventory controls.
4. **INVENTORY LEVELS.** Afloat and ashore commands must constantly be mindful of inventory levels to maintain current TYCOM/Regional Galley Program Manager-approved endurance levels.
 - a. Afloat: Based on TYCOM endurance level guidance and knowledge of future operations.
 - b. Ashore: Maintain no more than seven to ten days inventory on hand. Exceptions for circumstances such as natural disasters must be approved through CNIC.
 - c. **Inventory Level Priorities.** Maintaining good inventory practices throughout each month will reduce inventory issues.
 - 1) Use first-in/first-out inventory management system.
 - 2) Determine food ordering requirements from past crew consumption, acceptability patterns, and item cost.
 - 3) Reduce inventory levels before entry into shipyard/overhaul periods by adjusting menus to reduce on-board stocks.
 - 4) Transfer excess stock to other activities sufficiently in advance of food expiration.
 - 5) Request assistance from TYCOM.
5. **COMPLETION OF INVENTORIES.** A full physical subsistence inventory shall be performed as follows:
 - a. Upon relief of the accountable FSO.
 - b. Upon relief of the responsible Bulk Storeroom Custodian.
 - c. Within 90 days of the last full physical inventory (see Figure 7-21). It is highly recommended that the last quarterly inventory be conducted in the month of September. NOTE: Spot inventories must be maintained to avoid inventory adjustments for over issues when conducting quarterly inventories.
 - d. When there is evidence of unauthorized entry into that storeroom.
 - e. At any other time when directed by the Type Commander, Major Claimant, CO, Supply Officer, or FSO.

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6. INVENTORY ADJUSTMENTS. The four types of inventory adjustments are discussed below.
 - a. Loss from Inventory. This results when the number of items on hand, counted during a physical inventory, is less than the number of items listed in NAVSUP Form 335, Subsistence Ledger. This shortage must be investigated by the LCS or FSO.
 - b. Gain from Inventory. This results when the number of items on hand, counted during a physical inventory, is more than the number of items listed in NAVSUP Form 335, Subsistence Ledger. This excess must be investigated by the LCS or FSO.
 - c. Net Inventory Adjustment. The Net Inventory Adjustment is the dollar value of the inventory after subtracting the Loss by inventory (+) from the Gained by inventory values (-). Example: if the command inventory adjusted \$10,000 as a Gained by inventory (-) and \$6,500 as a Loss by inventory (+) the Net Inventory Adjustment shall equal a gain of \$3,500 (-).
 - d. Gross Inventory Adjustment. The Gross Inventory Adjustment is all adjustments, whether positive or negative, calculated as an absolute value. Example: \$10,000 Gained By Inventory (-), \$6,500 Loss By Inventory (+) = a Gross Inventory absolute value of \$16,500.

7101 INVENTORY MANAGEMENT

1. GENERAL. FSOs shall be expected to maintain an inventory validity of at least 95 percent. Loss of issue, receipt and expenditure documents, and incorrect records posting shall impede the ability to meet the 95 percent accuracy goal. Paying attention to the storerooms shall provide significant dividends on the time invested. A difference in book balances and the actual count during an inventory may be the difference between being over or under issue. Various checks and balances may be used to maintain control of inventory accuracy.
 - a. Inventory Management. The FSO is required to implement an effective inventory management plan in accordance with TYCOM guidance. This procedure is used when the FSO conducts spot inventories of subsistence items in the bulk storeroom at unannounced times during the course of the monthly accounting period. A minimum of 10 percent of subsistence line items maintained in the bulk storeroom shall be inventoried weekly. Spot inventories must concentrate on high value and fast moving items. The results shall be compared to the Subsistence Ledgers (NAVSUP Forms 335) to ensure that the inventory accuracy of the bulk storeroom is maintained. Refer to the local TYCOM guidance for any additional and or increased levels of spot inventory requirements not outlined in this paragraph.
 - b. Full Physical Inventories. This procedure is used when the FSO conducts a full wall-to-wall quarterly inventory of all subsistence items every 90 days. The results shall be compared against the Subsistence Ledgers (NAVSUP Forms 335) with appropriate adjusting entries made. Caution must be exercised with this procedure when like subsistence items are located in multiple locations.
 - c. Breakout/Perpetual Inventories. This procedure is used when the Bulk Storeroom Custodian inventories the remaining subsistence items after each breakout or issue is made. The Bulk Storeroom Custodian shall indicate the balance on hand on each Food Item Request/Issue Document (NAVSUP Form 1282) after making each breakout or issue. The Recordskeeper shall compare this balance after decreasing the breakout or issue on the Subsistence Ledger (NAVSUP Form 335). Differences shall be examined and appropriate entries made.
 - d. Emergency breakout procedures must be developed and approved by the FSO to ensure that proper inventory is maintained.

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7102 PREPARING FOR INVENTORIES

1. PREPARATION. Before the inventory all receipts, transfers, surveys, returns, and issues to the GM and other authorized messes must be up to date and posted. All receipt and expenditure (transfer, survey, sale, and issue) documents shall be posted to the following:

- Subsistence Ledgers (NAVSUP Forms 335)
- Record of Receipts and Expenditures (NAVSUP Form 367)

All subsistence items shall be arranged to make counting easier. It is recommended that like items be together, neatly stacked, visible, and in food item code (FIC) sequence in each storeroom, where possible.

2. ASSIGNMENT OF PERSONNEL. Before turnover of the FSO position, the FSO and the relieving FSO are required to complete a full inventory. Personnel who are assigned responsibility for subsistence storage areas shall be present and participate in the inventory in their respective spaces. A two-team method (two teams, two or more per team) shall be used when possible.

7103 FULL PHYSICAL INVENTORY PROCEDURES

1. ROUGH INVENTORY.

- a. Recording the Inventory. The Inventory Worksheet (Figure 7-23) generated by the FSM system shall be used. The rough inventory shall be retained in the FSO's accountability file until the next full inventory has been completed. Before retaining, the rough inventory must have all differences reconciled and initialed by all individuals of the inventory team before printing the smooth inventory. The smooth inventory shall then be signed and placed in the FSO's accountability file. It is also recommended that TYCOM be contacted for specific local requirements.
- b. Actions during the Inventory. The contents of boxes from which items have been removed shall always be counted. The FSO shall take the necessary action to ensure that no issue, transfer, or sale of subsistence items is made, except in an emergency, until the inventory has been reconciled. If an emergency breakout is made during the inventory, the inventory team shall be notified and their signatures shall be obtained on the breakout document.
- c. Actions after the Inventory.
 - 1) Reconciliation. All discrepancies with a line item validity below 95 percent must be investigated and initialed by the FSO. Upon completion of the inventory all discrepancies must be reconciled before closing out the inventory and signing by the FSO (Figure 7-22 a, Figure 7-22b, and Figure 7-22c).
 - a) If the inventory is correct, it may be posted at this time or when all discrepancies have been resolved. The inventory quantity shall be posted to the "On Hand" balance column.
 - 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 listed on NAVSUP Form 335, Subsistence Ledger) a loss from inventory has occurred and must be posted as shown below and in Figure 7-24.

<u>Column</u>	<u>Instructions for Entry</u>
Month and Day	Month and day the inventory was performed
Receipts	INVADJ (if applicable)
GM Issued	If the inventory quantity is greater than the "On Hand" balance, the amount entered shall be a

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negative value. If the inventory quantity is less than the "On Hand" balance, the amount shall be a positive value.

GM Cumulative Total

The sum of the value entered in the "GM Issued" column and the last value entered in the "Cumulative Total" column (if applicable).

Other

INV

On Hand

The physical inventory count of the subsistence item.

- 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 listed in the NAVSUP Form 335, Subsistence Ledger) a Gain From Inventory has occurred and must be posted as shown below and in Figure 7-25.

Column

Instructions for Entry

Month and Day

Month and day the inventory was performed

Receipts

INVADJ (if applicable)

GM Issued

The difference between the actual amount counted during the physical inventory and the "On Hand" balance shown on NAVSUP Form 335. This amount shall be a negative value.

GM Cumulative Total

The sum of the value entered in the "GM Issued" column and the last value entered in the "Cumulative Total" column. This shall be a negative value.

Other

INV

On Hand

The physical inventory count of the subsistence item.

- 2) Inventory Adjustment Sheets (Physical Inventory (PI) Discrepancy Report). Quantity differences between the inventory and NAVSUP Form 335 balance shall be recorded to the Inventory Adjustment Sheets. An original and one copy of the Inventory Adjustment sheets shall be made using a blank NAVSUP Form 1059. An inventory loss is posted as a positive (+) figure, and an inventory gain is posted as a negative (-) figure. Each entry on the Inventory Adjustment Sheet shall be at the most current last receipt price. All Inventory Adjustment Sheets must be retained in the accountability file as part of the retained returns.

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PI Discrepancy Report (1059) : USS ENTERPRISE (CVN-65) 07/24/2014 (Spot)

PI#	REF	Description	SI	System Quantity	PI Quantity	Gain	Loss	Line Item Validity	Unit Price	Total Gain/Loss	Initial
A18	8915018603231	CN, BOND, CN, PIRCE, SOLID PG, MIN 48 OZ CN, 6/45CN	CN	39	39	0	0	100 %	\$14.31	\$0.00	
A62	8915018616224	EGGS, SCRAMBLED, DRY, BUTTER FLA	CO	34	34	0	0	100 %	\$32.83	\$0.00	
B51	8915018621320	BEANS, REFRIED, DRY, 6/30 OZ CO	CO	31	31	0	0	100 %	\$6.80	\$0.00	
B95	8915018617612	CHEERIE, MARASCHINO, WHL, RED, FITTED, W/O STEMS, 12/14 OZ GL CO	CO	7	7	0	0	100 %	\$3.99	\$0.00	
C26	8915018604632	FRUIT COCKTAIL, CANNED, LIGHT SYRUP PACK, US GRADE A OR B, NO 10 CAN	CN	6	6	0	0	100 %	\$9.00	\$0.00	
C32	8915018616217	JUICE, APPLE, 12/46 OZ CN	CN	6	6	0	0	100 %	\$2.68	\$0.00	
C47	8915018619635	JUICE, LEMON, 32 OZ RT	CO	25	25	0	0	100 %	\$3.99	\$0.00	
C83	89150186124617	JUICE, GRAPEFRUIT 100%, MINUTE MAID, 1 GAL RB	EX	4	4	0	0	100 %	\$30.95	\$0.00	
C79	8915018601923	VEG, MUSHROOM, CANNED, STON AND PIRCE, 16OZ CAN, 24/CASE	CN	33	33	0	0	100 %	\$2.86	\$0.00	
D20	8915018601206	PIMENTOS, #2 1/2	CN	26	26	0	2	92.31 %	\$3.16	\$(6.32)	
D61	8915018606451	POTATOES, DRY, SL, 4/5 LB BG	BG	34	30	0	4	88.24 %	\$15.10	\$(60.40)	
D63	8915018606668	POTATOES, DRY, UNIT, GRANULAS, VIT C FORTIFIED, 6/410CN	CN	41	42	1	0	GRI	\$9.40	\$9.40	
D63	8915018601643	RAISINS, SEEDLESS, 15 OZ	CO	27	27	0	0	100 %	\$2.86	\$0.00	
D68	8915018626242	SACHETCAUT, #10	CN	6	6	0	0	100 %	\$9.28	\$0.00	
D68	8915018606934	TOMATOES, DICED	CN	8	6	0	2	75 %	\$5.42	\$(10.84)	
E06	89200186193141	BISCUIT MIX, #10	CN	28	28	0	0	100 %	\$9.89	\$0.00	
E10	8920018622926	BROWNIE MIX, CHOC, LF, WATER PREP, 6/6 LB BG	BG	9	9	0	0	100 %	\$10.49	\$0.00	
E13	8920018629692	BREAD CRUMBS, BREADING, 5 LB	CO	8	8	0	0	100 %	\$5.60	\$0.00	
E14	8920018639346	STUFFING MIX, SEASONED, 12/2 LB CO	CO	4	4	0	0	100 %	\$5.12	\$0.00	
E17	8920018620841	CAKE MIX, BANANA, WATER PREP, 6/5 LB CO	CO	1	1	0	0	100 %	\$8.48	\$0.00	
E18	8920018622919	CAKE MIX, CARROT, WATER PREP, 6/5 LB BG	BG	17	16	0	1	94.12 %	\$10.00	\$(10.00)	
E31	89200186291603	CAKE MIX, WHITE, #10	CN	18	18	0	0	100 %	\$10.27	\$0.00	
E34	89200186291604	CAKE MIX, YELLOW, #10	CN	27	29	2	0	GRI	\$10.29	\$20.58	
E66	89200186297696	CEREAL, ROLLED OATS, QUICK COOK, 1	CO	17	15	0	2	88.24 %	\$1.59	\$(3.18)	
E79	89200186291732	CEREAL, CREAM OF WHEAT/FARINA, QUI	CO	10	10	0	0	100 %	\$3.97	\$0.00	
E80	8920018608920	CEREAL, INV. KELLOGG VARIETY	CE	30	30	0	0	100 %	\$34.72	\$0.00	
E86	89200186094278	CEREAL BAR STRAW, LF 1.30Z EA 48/CE	CE	2	2	0	0	100 %	\$17.25	\$0.00	
E91	89200186094461	CEREAL BAR BLISSBERRY LF 1.30Z 48/CE	CE	8	8	0	0	100 %	\$17.25	\$0.00	
E93	8940018622024	BARS, FRUIT CHIPS, STRAWBERRY	CE	4	4	0	0	100 %	\$31.20	\$0.00	
E99	8920018615192	GRANOLA BAR, CHUNCKY, HONEY ALMOND FLAX, 72/1.23 O	CE	4	4	0	0	100 %	\$34.04	\$0.00	
F00	8920018615194	GRANOLA BAR, CHUNCKY, TRAIL MIX, 72/1.23 OZ PG	CE	5	5	0	0	100 %	\$34.04	\$0.00	
F43	89200186297726	CHOUTONE, TSTD, PLAIN OR SEASONED, 10	CO	2	2	0	0	100 %	\$35.52	\$0.00	
F54	89200186296315	FLOUR, WHEAT GEN PURPOSE 4-10LB BG	BG	0	0	0	0	100 %	\$6.94	\$0.00	
F56	89200186296590	FLOUR, BREAD 35# CN	CO	20	20	0	0	100 %	\$36.60	\$0.00	
F65	89200186291734	HOMINY GITS, 24 OZ	CO	2	1	0	1	50 %	\$3.13	\$(3.13)	
F67	8920018609827	HOMINY GITS, INST, VARIETY, 144/1 OZ	CE	2	2	0	0	100 %	\$43.95	\$0.00	

Note: The PI discrepancy report (1059) is also considered the inventory adjustment sheet and smooth inventory in the FSM system.

Figure 7-22a

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F75	892001E296979	PISTUCCINE, DRY, 4/5 LB BX	BX	3	3	0	0	100 %	\$6.77	\$0.00	
F76	892001E297718	PASTA, LASAGNA NOODLES, DRY, 16 OZ	CO	48	48	0	0	100 %	\$3.16	\$0.00	
F79	892001E295787	PASTA, ELBOW	CO	3	3	0	0	100 %	\$20.70	\$0.00	
F80	892001E293314	PASTA, ZITI, DRY, 10 LB BOX, 2/CASE	CO	10	10	0	0	100 %	\$14.29	\$0.00	
F84	892001E297722	PASTA, ROTINI, DRY, 10 LB CO, 2/CS	CS	5	5	0	0	100 %	\$28.32	\$0.00	
F85	892001E092624	PASTA, SHELL, DRY, MEDIUM, 10 LB C	BX	2	2	0	0	100 %	\$15.55	\$0.00	
F87	892001E090223	PASTA, NOODLES BQ DRY 1 LB	CO	24	24	0	0	100 %	\$24.72	\$0.00	
G08	892001E599570	PIR SHELL, PREFORMED, SS, GRAHAM, 9" RD, 1/12 CT CS	CS	1	1	0	0	100 %	\$33.92	\$0.00	
G10	892001E297728	RICE, PARBOILED, LONG GRAIN, 10 LB	BG	51	51	0	0	100 %	\$7.88	\$0.00	
G15	892001E297945	RICE BLEND, LONG GRAIN & WILD, 36	CO	4	3	0	1	75 %	\$6.07	\$(6.07)	
G23	892001E32009	RICE, PILAF, 6/36 OZ BX	CO	30	30	0	0	100 %	\$4.37	\$0.00	
G29	892001E297731	TACO SHELLS, CORN, YELLOW, 0.5 OZ E	CS	14	14	0	0	100 %	\$25.24	\$0.00	
G70	892501E297735	CHOCOLATE CHIPS, SEMI-SWEET, 12 OZ	CO	69	71	2	0	GBI	\$3.54	\$7.08	
G74	892501E597439	SYRUP, CHOCOLATE	CO	39	39	0	0	100 %	\$2.98	\$0.00	
G88	892501E391568	MOLASSES, 11.5 OZ CO, 12/CS	CO	3	3	0	0	100 %	\$3.51	\$0.00	
G92	892501E622960	ICING MIX, CHOC, FOR, WATER PREP, 6/5 LB BG	BG	6	6	0	0	100 %	\$9.58	\$0.00	
G93	892501E622961	ICING MIX, VAN, FOR, WATER PREP, 6/5 LB BG	BG	5	5	0	0	100 %	\$8.65	\$0.00	
H06	892501E621748	S/O, WALNUT, LIGHT, HALVES AND PIECES, 6/2 LB BG	BG	1	0	0	1	0 %	\$22.13	\$(22.13)	
H11	892501E295657	SYRUP, IMITATION, MAPLE, #10	CN	52	55	3	0	GBI	\$8.87	\$26.61	
L03	892001E391682	FRENCH TOAST STICKS, CINNAMON, 3/4" THICK, FROZEN, PREZ, 4/2.5 LB CO	CO	46	46	0	0	100 %	\$11.52	\$0.00	
L04	892001E391684	WAFFLES, BELGIAN STYLE, PREZ, 72/2.4 OZ EA	CS	13	13	0	0	100 %	\$39.16	\$0.00	
N37	895001E620189	SAUCE, SOY, RE, 12/10 OZ CO	CO	84	84	0	0	100 %	\$2.79	\$0.00	
P69	896001E124269	PREP-COLA 2.5 GL BIB	BX	23	21	0	2	91.3 %	\$51.59	\$(103.18)	
P69	896001E122431	BEV BASE, COLA, SWT, (COKE CLASSIC), CONC, 2.5 GAL BIB, FOR CARB DISPENSER	BX	15	15	0	0	100 %	\$49.58	\$0.00	
P69	896001E124634	BEV, CARB, COCA COLA ZERO, 2 GAL BIB	BX	8	15	7	0	GBI	\$39.08	\$273.56	
P70	896001E124271	SERVEN UP 2.5 GL BIB	BX	10	10	0	0	100 %	\$51.59	\$0.00	
P70	896001E122432	BEV BASE, LEMON-LIME, SWT, CONC, (SPRITE), 2.5 GAL BIB, FOR CARB DISPENSER	BX	6	4	0	2	66.67 %	\$47.40	\$(94.80)	
P70	896001E122434	BEV BASE, LEMON, SWT, (FANTA), CONC, 2.5 GAL BIB, FOR CARB DISPENSER	BX	2	3	1	0	GBI	\$44.32	\$44.32	
P71	896001E124299	GINGER ALE, 2.5 GL BIB	BX	7	7	0	0	100 %	\$51.59	\$0.00	
P77	896001E124270	DIET-PREP-COLA 2.5 GL BIB	BX	5	5	0	0	100 %	\$51.59	\$0.00	
Q01	890501E392754	BACON, SL, P/C, FZN, X-THK, 200 CT PG, 6/4 LB PG, N#540	LB	252	252	0	0	100 %	\$10.27	\$0.00	
Q04	890501E623600	BACON, TURKEY, CH&PEM, SL, FZN, C&S, LAID OUT, 25/LB, 4/3 LB PG	LB	144	156	12	0	GBI	\$4.02	\$48.24	
S09	891001E091096	CHEESE, PIZZA BLEND, 5 LB BAG	BG	12	12	0	0	100 %	\$29.60	\$0.00	
S82	891501E297994	VGC, CORN, FZN, ON THE COB, GOLDEN	CO	9	9	0	0	100 %	\$41.62	\$0.00	
S86	891501E297992	VGC, CORN, FZN, GOLDEN, WHOLE KERN	CO	40	40	0	0	100 %	\$4.07	\$0.00	
T17	891501E392035	ONION RINGS	CO	96	96	0	0	100 %	\$6.28	\$0.00	
T30	891501E099453	POTATOES, HASH BROWN PATTY, OVENABLE	CS	4	9	5	0	GBI	\$37.28	\$186.40	
T38	891501E612454	POTATOES, FR FRIE, CRINKLE, FZN, 3/8" THK, 6/5 LB CO	CO	106	106	0	0	100 %	\$6.09	\$0.00	
T40	891501E099462	VGC POTATO FZN FF HERE BATTERED	BG	34	36	2	0	GBI	\$7.95	\$15.90	
T78	894001E392105	BREAKFAST BURRITO, BQ/BACON/CHEESE, PREZ, 24/4.5 OZ EA	CS	31	25	0	6	80.65 %	\$50.48	\$(302.88)	
U38	891001E620561	CHEESE, AM, PROCESSED, SL, FZN, 120 CT PG, 4/5 LB PG	LB	140	140	0	0	100 %	\$3.57	\$0.00	

Figure 7-22b

U53	891001E397745	CHEESE, PROV, NAT, SL, FZN, 0.75 OZ SL, 8/1.5 LB PG	PG	48	48	0	0	100 %	\$8.50	\$0.00	
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FSO Signature _____

Date _____

Gain	\$632.09
Loss	\$(622.93)
Gross Adjustment	\$1255.02
Net Adjustment	\$9.16
Items Inventoried	78
Items Inventoried with Gain/Loss	20
Items Inventoried Validity	74.36 %
System Quantity Total	2068
Gain/Loss Total	59
Inventory Validity (Accuracy Rate)	97.15 %

COMMENTS
 GBI = GAIN BY INVENTORY
 ITEMS INVENTORIED VALIDITY = (ITEMS INVENTORIED MINUS ITEMS INVENTORIED WITH A GAIN/LOSS) DIVIDED BY ITEMS INVENTORIED MULTIPLIED BY ONE HUNDRED
 INVENTORY VALIDITY = (SYSTEM QUANTITY TOTAL MINUS GAIN/LOSS TOTAL) DIVIDED BY SYSTEM QUANTITY TOTAL MULTIPLIED BY ONE HUNDRED

Figure 7-22c

NAVSUP P-486, Rev 8 - Food Service Management

- 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 be issued or returned items that were not documented to and from the GM. Therefore, the summary of all inventory adjustments must be posted to NAVSUP Form 338 to reflect the true accumulation of actual food costs (see Figure 7-26 for gain or loss by inventory). Proper posting for the money value of inventory adjustment is shown below.

<u>Column</u>	<u>Instructions for Entry</u>
(1)	Date of the 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 shall be posted as a plus entry. When the total inventory adjustment results in a credit issue (negative figure), it shall be posted as a minus entry.
(17)	The sum of the total inventory adjustment (Column 16) plus the Food Cost cumulative total (Column 17).
(18)	Difference between Column (15) and Column (16).

2. SMOOTH INVENTORY. Smooth Inventory Sheets shall be generated by the FSM system. A Smooth Inventory Sheet is generated after the rough has been accepted. The FSO, and if applicable, the relieving FSO shall compare the rough and smooth inventories. They shall sign and date the bottom of the last page of the smooth inventory sheet to certify correctness (Figure 7-22a, Figure 7-22b, and Figure 7-22c).

3. BOOK INVENTORY. Book inventory is the balance on hand on the last day of the monthly accounting period on NAVSUP Form 335. It shall be recorded on NAVSUP Form 1059.

4. MONEY VALUE TRANSFER OF INVENTORY BETWEEN TRIDENT SUBMARINES. Trident submarines shall use DD Form 1149 to transfer the money value of inventories between blue and gold crews in accordance with Paragraph 7103.5d and Paragraph 7002.4.

5. DISTRIBUTION

- a. Rough Inventory. The rough inventory shall be retained until the next full inventory has been completed. All differences on the rough inventory must be reconciled before printing the smooth inventory.
- b. Smooth Inventory. The prepared smooth inventory needs to be signed by the FSO and placed in the FSO's accountability file for 10 years.

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- c. Inventory Adjustment Sheets. Original must be placed in the FSO's accountability file. All Inventory Adjustment Sheets shall be retained for 10 years.
- d. (DD Form 1149 (Requisition and Invoice/Shipping Document) shall be used for transferring all inventory between Gold and Blue Crews on TRIDENT Submarines. DD Form 1149 must be signed by the FSO and JOD for both crews during the transfer.
 - 1) Transferring Crew
 - a) Original - to receiving crew
 - b) Copy – (with the signature of the receiving crew's receipt inspectors) 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

Physical Inventory Worksheet		Page 1 of 32		
Inventory Worksheet				
FIC	NSN	Nomenclature	U/I	Quantity
A09	890501E093016	FISH, CLAMS,CHPD,12/51 OZ CANS PER	CN	
A09	890501E294935	CLAMS, MINCED, 49 OR 51 OZ	CN	
A18	890501E091152	CKN, BONED,CN,6/29 OZ CN	CN	
A21	890501E093006	SALMON,CN,PINK, 24/14.75 OZ CN	CN	
A32	890501E099941	TUNA, LT, PG, 6/43 OZ FLEX PG	PG	
A32	890501E192177	FISH, TUNA LIGHT 6/43 FLEX POUCH	PG	
A69	891001E617915	YOGURT SOFT SERV, VAN, LITE, FZN, LIQ, 1/2.3 GL CO, FOR DISP	CO	
A72	891001E621483	SOFT SERV MIX, YOGURT, SBERRY, FZN, LIQ, 1/2.3 GL CO, FOR SOFT SERV DISP	CO	
A78	891001E190517	MILK, DRY, INST, NF, 6/5 LB BG	BG	
A90	891001E093868	MILK, WHITE, 1% UHT, 5 GAL, BIB	CO	
A90	891001E126377	MILK, UHT, WHITE, LOW FAT, 1 LT CO	CO	
A93	891001E295804	MILK, STRAWBERRY, 1%, UHT, 8 OZ CO, 24 CT CS, SHELF STABLE	CS	
A94	891001E394857	MILK, RF, CHL, UHT, 2%, 36/0.5 PT CO	CS	
B10	891501E290047	APPLESAUCE, NAT JUICE, 72/4 OZ CO	CS	
B10	891501E293066	APPLESAUCE, #10	CN	
B10	891501E392072	APPLESAUCE, CN, UNSWT, MIN 104 OZ CN, 6/#10CN	CN	
B28	891501E293068	VEG, BEANS, GREEN, CANNED, CUT US GRADE	CN	
B34	891501E196228	BEANS,KIDNEY, #10	CN	
B34	891501E290350	VEG, BEANS, KIDNEY, CANNED, DARK RED, US GR A, 6/NO. 10 CN	CN	
B50	891501E192769	BEANS, REFRIED #10	CN	
B50	891501E298089	BEANS, REFRIED, CN, MIN 110 OZ CN, 6/#10CN	CN	
B54	891501E099521	BEANS, BAKED CN W/BACON AND BROWN SUGAR #10 SZ C	CN	
B54	891501E199417	VEG, BAKED BEAN, NO 10 SIZE CAN, 6/CASE	CN	
B54	891501E292429	BEANS,WHITE W/ TOMATO SAUCE, #10	CN	
B62	891501E291632	VEG, BEAN SPROUTS, NO. 10 CN, 6/CS	CN	
B66	891501E197170	BEETS, #10	CN	
B70	891501E093942	BLACK BEANS #10 CN	CN	
B72	891501E297008	FRUIT, BLUEBERRIES, WATER PACK, US	CN	
B95	891501E296383	CHERRIES,MARASCHINO, 16 OZ	CO	
B98	891501E397051	GREENS,COLLARD,CN,SEASONED,MIN 101 OZ CN,6/#10CN	CN	

<https://nvssvdfsm1.navsisa.navy.mil/fsmtestp486/PhysicalInventory/PhysicalInventoryWorksheet.aspx> 8/25/2014

Figure 7-23

NAVSUP P-486, Rev 8 - Food Service Management

POSTING A GAIN BY INVENTORY (NAVSUP FORM 335)

Subsistence Ledger (4442)

Page 1 of 1

NAVSUP FORM 335 (Rev. 2-78)
SN 0108-LF-500-3350

SUBSISTENCE LEDGER (4442)

FIC			STOCK NO.			ITEM		
L65 - PASTRY, DANISH, VARIETY, MINI			892001E598048			DANISH PASTRY, FZN, APPLE, CHEESE, & CHERRY, 48/2.5 OZ PG		
HIGH LIMIT		2014	RECEIPTS		EXPENDITURES		ON HAND	
N/A		MO. DAY	ISSUED	CUM TOTAL	OTHER	MO. DAY	ISSUED	CUM TOTAL
		7 1	BBF					
LOW LIMIT		7 2		1.00	1.00			
N/A		7 3		1.00	2.00			
UNIT OF ISSUE		7 4		1.00	3.00			
CS		7 6	3.00					
2014		7 7		1.00	4.00			
MO. & DAY	*FIXED PRICE	7 8		2.00	6.00			
N/A	N/A	7 8		0.00	6.00			
		7 9	3.00					
		7 9		1.00	7.00			
		7 10		1.00	8.00			
		7 11		1.00	9.00			
		7 13	3.00					
		7 13		2.00	11.00			
		7 15	3.00					
2014		7 19		1.00	12.00			
MO. & DAY	+REC'PT PRICE	7 20	3.00					
BF	\$25.4900	7 21		1.00	13.00			
7/6	\$25.4900	7 21		1.00	12.00			
7/9	\$25.4900	7 22		1.00	13.00			
7/13	\$25.4900	7 29		0.00	13.00			
7/15	\$25.4900	7 30		1.00	14.00			
7/20	\$25.4900							

Figure 7-25

NAVSUP P-486, Rev 8 - Food Service Management

GENERAL MESS CONTROL RECORD (NAVSUP FORM 338) POSTING MONEY VALUE GAIN OR LOSS BY INVENTORY

GENERAL MESS CONTROL RECORD (4061)														SIPA 8.00		SUPPLEMENTAL/SPECIAL ALLOWANCES 1.20 / 0.25		FOR THE PERIOD July 2014	
FROM: (Name of Activity or Station)														U.S. ENTERPRISE (CVN-65)		U.S.C. V12345			
COMMENTS	DAY OF MONTH (1)	MEALS SOLD FOR CASH					MEALS SOLD - RATIONS IN KIND					RATION CREDIT		MONEY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES	
		BREAKFAST 20% (2)	LUNCH 40% (3)	DINNER 40% (4)	NIGHT 20%-40% (5)	DAILY (6)	BREAKFAST 20% (7)	LUNCH 40% (8)	DINNER 40% (9)	NIGHT 20%-40% (10)	DAILY (11)	RAW/CASH SALES DAILY TOTAL (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)		ONE RATION (18)
BT															647.17				647.17
\$	1	84	80	12	0	55.60	416	248	276	0	332.20	287	287	4198.95	4846.12	4543.50	4543.50	11.70	202.62
\$	2	88	84	2	0	56.80	284	272	154	0	307.20	256	643	2755.90	7602.02	2458.20	8101.70	14.32	-479.68
\$	3	7	2	2	0	3.00	240	182	148	0	168.00	171	812	1855.25	9457.27	2270.23	10426.93	13.31	-499.56
QS	4	5	6	1	0	3.80	99	84	62	0	79.60	83	895	1000.15	10467.52	1460.69	11887.62	17.56	-1460.10
\$	5	66	94	12	0	52.00	149	259	142	0	189.80	243	1127	2424.70	12882.22	2699.26	14586.88	11.15	-1512.66
\$	6	61	121	24	0	75.00	124	212	145	0	170.20	245	1282	2459.25	15741.47	1425.94	16002.84	8.84	-291.27
\$	7	70	104	12	0	60.60	148	205	134	0	164.80	222	1407	2461.25	18182.72	2147.68	18200.30	14.08	-1017.58
\$	8	65	120	25	0	75.00	124	217	147	0	172.40	247	1854	2479.95	20662.47	2478.94	22679.14	14.08	-1816.47
\$	9	59	64	19	0	45.00	147	172	74	0	127.80	173	2027	1877.05	22539.72	2548.28	25227.42	13.43	-1237.70
RS	10	21	122	5	0	59.00	94	56	68	0	69.20	128	2155	1459.20	24196.92	1150.88	26188.30	8.99	-1989.28
RS	11	22	22	8	0	14.40	95	89	80	0	84.60	102	2258	1174.20	25370.12	1145.28	27323.68	11.12	-1940.56
\$	12	29	159	23	0	80.60	152	219	141	0	174.60	249	2512	2766.74	28139.87	2799.27	30132.95	10.98	-1992.08
\$	13	74	178	21	0	94.80	148	272	160	0	202.40	287	2810	2222.45	31362.22	2888.47	33022.42	9.73	-1660.10
\$	14	82	102	23	0	66.60	150	272	119	0	186.80	243	2062	2745.05	34107.27	2886.12	35928.55	11.09	-1721.18
\$	15	53	123	12	0	64.60	82	187	106	0	125.60	190	2252	2061.50	36168.87	1987.94	37786.81	10.31	-1617.64
\$	16	45	82	10	0	45.80	110	272	88	0	206.00	242	2405	2754.20	38923.07	2188.49	39945.00	8.27	-1041.92
RS	17	12	14	2	0	9.40	94	147	49	0	97.60	107	2612	1219.80	40122.87	2181.49	42126.49	20.29	-2002.62
RS	18	12	12	6	0	10.20	106	158	70	0	112.40	122	2735	1402.20	41525.07	1821.09	43947.58	14.89	-1632.51
\$	19	54	98	8	0	52.20	150	214	133	0	176.80	230	2965	2495.50	44020.57	2506.22	46443.81	10.90	-2442.24
\$	20	52	106	12	0	57.60	220	287	181	0	223.20	281	4248	2448.85	47069.42	2582.09	49015.90	9.08	-1948.48
\$	21	60	121	11	0	64.80	255	266	161	0	221.80	287	4532	2112.92	50182.27	2217.94	52223.84	11.21	-2045.47
\$	22																		
	23	67	85	13	0	61.60	224	152	120	0	160.00	205	4738	2224.25	52407.62	2796.49	55070.43	18.52	-1642.81
RS	24	12	7	8	0	8.40	142	102	102	0	110.60	119	4857	1246.60	53784.22	1588.64	57429.07	12.18	-1874.85
RS	25	12	6	4	0	5.80	150	104	94	0	109.20	115	4972	1211.00	55075.22	1496.41	59127.68	12.02	-1662.66
QS	26	18	5	7	0	8.40	48	52	52	0	51.20	60	5032	722.00	55796.22	920.87	60068.55	15.51	-4270.22
QS	26	10	2	4	0	4.40	50	65	57	0	58.80	63	5095	749.15	56587.27	787.67	60856.22	12.00	-1298.85
\$	27	40	88	12	0	48.00	84	174	105	0	120.80	179	5274	1942.15	58599.52	1242.24	62098.48	6.94	-1598.96
\$	28	45	109	8	0	55.80	121	192	147	0	162.20	218	5492	2345.20	60944.82	2022.28	64120.76	13.84	-4255.94
\$	29	55	220	64	0	125.60	100	100	100	0	100.00	222	5717	2441.25	63386.07	2515.47	70626.23	24.81	-7325.16
\$	30	2	5	1	0	2.80	188	299	205	0	229.20	242	5959	2424.70	65921.77	1942.92	72579.16	8.02	-4647.29
QS	31	10	2	7	0	5.40	71	54	50	0	57.00				72661.58	14.91		-4922.66	
TOTALS																	72644.28	12.23	-4955.66

Net inventory Adjustment
(par 7100-5c)

COMMENTS
 DEFAULT RATION FORMULA = 20%AD/40%GN
 Q = 1499 Supplemental Allowance (1.20)
 R = 100-149 Supplemental Allowance (0.25)
 S = DISCO RAUPTON ROAD (2.85)

PREPARED BY	ADDED BY	ADDED & CREDITED BY
RECORDS KEEPER	LEADING CS	FOOD SERVICE OFFICER

Figure 7-26

NAVSUP P-486, Rev 8 - Food Service Management**PART C: PREPARATION OF FINANCIAL RETURNS - CLOSING OUT RECORDS****7200 GENERAL**

1. 1359 SUPPORTING DOCUMENTS. The supporting documents used to prepare NAVSUP Form 1359 are NAVSUP Forms 338, 367, 470, 1046, 1059, 1149, 1292, 1334, 1336, 1544, DD Form 200, and DD Form 1131. Maintaining a Head Count Record to calculate rations allowed and muster report data is recommended. This is an excellent method for capturing the number of patrons served at each meal. This number shall be used as a historical data record.

NOTE: A gain by inventory in excess of quantities issued shall show a negative symbol on the Stores Consumed NAVSUP Form 1059.

7201 MONTHLY SUMMARY OF ISSUES TO THE GENERAL MESS (NAVSUP FORM 1059)

1. GENERAL. After NAVSUP Forms 335 have been properly closed, a Summary of Issues (Stores Consumed) to the General Mess shall be extended at the most current last receipt price (Figure 7-27) on NAVSUP Form 1059. When a gain by inventory occurs as a result of an inventory adjustment, the quantity and value shall be posted as a negative (-) entry. See Paragraph 7103-1c. NAVSUP Form 1059 must be signed, dated, and reviewed by the FSO.

7202 RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

1. GENERAL. NAVSUP Form 367 is completed by the FSM system when all receipt and expenditure documents are posted. The Record of Receipts and Expenditures (NAVSUP Form 367) is broken down into two sections: a "Receipt" Section and an "Expenditure" Section.

2. RECEIPT SECTION. Before closing out NAVSUP Form 367, the end of the month entries listed below must have been made on the receipt side.

- a. Beginning Inventory brought forward
- b. Receipts with charge
- c. Receipts without charge (annotated with an asterisk*).
- d. Total (a+b+c = d)

3. EXPENDITURE SECTION. Before closing out NAVSUP Form 367, the end of month entries listed below 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 GM (Food Cost)
- d. Ending Inventory
- e. Sale of Bulk Food Items
- f. Transfers With Reimbursement
- g. Transfers Without Reimbursement
- h. Price Adjustment
- i. Total (a+b+c+d+e+f+g+h = i)

4. POSTING LOSS WITHOUT SURVEY (NAVSUP Form 1334). NAVSUP Form 1334 is generated by the FSM system. The source document for posting the total dollar value of Loss Without Survey is the Expenditure Log (Loss Without Survey) (NAVSUP Form 1334). The

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procedure for posting this value to the "Expenditure" side of NAVSUP Form 367 is shown below and in Figure 7-28.

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Activity/Purpose	Enter "Loss w/o Survey"
Document No. Block 1 through Block 3	The Document Number shall be generated by the FSM system
Value	The total dollar value of all surveys documented on NAVSUP Form 1334.

5. POSTING SURVEYS (DD Form 200). The source document for posting the total dollar value of Surveys is the Financial Liability Investigation of Property Loss (DD Form 200). The following is the procedure for posting this value to the "Expenditure" side of NAVSUP Form 367:

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Activity/Purpose	Enter "Survey"
Document No. Block 1 through Block 3	The Document Number shall be generated by the FSM system
Value	The total dollar value of all surveys documented on DD Form 200

6. POSTING SUMMARY OF ISSUES TO THE GENERAL MESS. The source documents for posting the total dollar value of Issues to the GM at the most current last receipt price is the GM Control Record (NAVSUP Form 338) (NAVSUP Form 1059). It summarizes all issues to the GM throughout the monthly accounting period. The procedure for posting this value to the "Expenditure" side of NAVSUP Form 367 is shown below and in Figure 7-29.

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Activity/Purpose	Enter "GM Issues"
Document No.	Leave blank.
Value	The total dollar value of all GM issues as recorded on column 17 of NAVSUP Form 338.

7. POSTING ENDING INVENTORY. See Paragraph 7103(2) for the FSM system close out. The source document for posting the total dollar value of the Ending Inventory at last receipt price is the Food Item Report/Master Food Code List (NAVSUP Form 1059). The procedure for posting this value to the "Expenditure" side of NAVSUP Form 367 is shown below and in Figure 7-30.

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<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Activity/Purpose	Enter "Ending Inventory"
Document No.	Leave blank
Value	The total dollar value of ending inventory as recorded on NAVSUP Form 1059

8. PRICE ADJUSTMENT. See Paragraph 7203(7) for the FSM system close out. After all receipts and expenditures have been posted, the value of receipts and the value of expenditures shall be totaled. Any difference shall be considered a price adjustment and shall be posted as a positive (plus) or negative (minus) value to the expenditure side as shown below and in Figure 7-31).

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Activity/Purpose	Enter "Price Adjustment"
Document No.	Leave blank
Value	The total dollar value (plus or minus) required to make the total expenditures equal to the total receipts

The price adjustment is the difference between fluctuating Last Receipt Prices used to compute issues to the GM. The price adjustment may include errors in posting the value of receipts, expenditures, and inventories. Therefore, care must be exercised in posting receipt and expenditure transactions, taking inventories, and using correct unit prices to preclude excessive price adjustments. When the value of the price adjustments exceeds 10 percent of the value of food cost (NAVSUP Form 338), a review shall be made to determine the cause. High cost items and high usage items shall be reviewed first to ascertain the accuracy of receipt and expenditure transactions, pricing, and the inventory; an error in one of these items may substantially affect the price adjustment. If the review results in a price adjustment greater than 10 percent of the food cost, an explanation must be annotated on the Comment Section of NAVSUP Form 1359.

9. CLOSE-OUT OF NAVSUP FORM 367. After all end-of-accounting-period entries have been made on the "Expenditure" side and the Price Adjustment has been computed, close-out entries to NAVSUP Form 367 shall be made as shown below and in Figure 7-31.

<u>Data Block and Caption</u>	<u>Instructions for Entry</u>
Receipts Side	
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Source	Enter "Total"

NAVSUP P-486, Rev 8 - Food Service Management

Document No.	Leave blank
Value	The sum of "Beginning Inventory" + all receipts
Expenditure Side	
Month and Day	Enter the last day of the monthly accounting period using the format MM/DD
Activity/Purpose	Enter CLOSE OUT

7203 MONTHLY AUDITING

1. RETURN AUDIT. Before submission of monthly financial reports to NAVSUP N42 the FSO, LCS, and Recordskeeper shall conduct a thorough audit of all financial returns and shall retain a copy in the retained returns. See Appendix I, Part III. Refer to the local TYCOM for specific mandatory auditing requirements and procedures.

NAVSUP P-486, Rev 8 - 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)

STORES CONSUMED (4061)
NAVSUP FORM 1059 (REV. 11-81)

ACTIVITY		UIC	DATE			
USS ENTERPRISE (CVN 65)		V12345	July 2014			
FIC	NOMENCLATURE	NSN	UI	QTY	UP	VALUE
A18	CKN, BONED,CN,6/29 OZ CN	890501E091152	CN	12.00	7.3700	88.4400
A32	TUNA, LT, PG, 6/43 OZ FLEX PG	890501E099941	PG	3.00	10.8500	32.5500
A78	MILK, DRY, INST, NF, 6/5 LB BG	891001E190517	BG	4.00	18.2100	72.8400
B10	APPLESAUCE, #10	891501E293066	CN	12.00	5.5800	66.9600
B34	VEG, BEANS, KIDNEY, CANNED, DARK RED, US GR A, 6/NO. 10 CN	891501E290350	CN	4.00	4.3700	17.4800
B50	BEANS, REFRIED, CN, MIN 110 OZ CN, 6/#10CN	891501E298089	CN	10.00	5.4300	54.3000
B54	BEANS, BAKED CN W/BACON AND BROWN SUGAR #10 SZ C	891501E099521	CN	22.00	6.3000	138.8200
B54	VEG, BAKED BEAN, NO 10 SIZE CAN, 6/CASE	891501E199417	CN	31.00	5.6000	173.6000
B66	BEETS, #10	891501E197170	CN	2.00	4.9700	9.9400
B72	FRUIT, BLUEBERRIES, WATER PACK, US	891501E297008	CN	3.00	13.2700	39.8100
B95	CHERRIES,MARASCHINO, 16 OZ	891501E296383	CO	3.00	2.3700	7.1100
B98	GREENS,COLLARD,CN,SEASONED,MIN 101 OZ CN,6/#10CN	891501E397051	CN	6.00	4.5900	27.1800
C14	CRANBERRY SAUCE,JELLIED, #10	891501E198012	CN	3.00	7.0500	21.1800
C32	JUICE, APPLE, FZN, CONC, 5/1, UNSWT, 3/3 LT CO, FOR DISP	891501E621112	CO	33.00	26.2200	865.2600
C35	BEV BASE,CRANBERRY COCKTAIL,SWT,FZN,CONC,25% JUICE,W/VIT C,4/1,3/3 LT CO,FOR DI	896001E621120	CO	26.00	24.7600	643.7600
C47	JUICE, LEMON, RECONSTITUTED, 12/32 FL OZ BT	891501E090178	BT	1.00	1.8900	1.8900
C76	ORANGES, MANDARIN, CN, SEGMENTS, L/S, 6/#10 CN	891501E197108	CN	6.00	5.6600	33.9600
D11	BEANS, GARBANZO, CN, 6/#10 CN	891501E095930	CN	6.00	4.0500	24.3000
D20	PIMIENTOS, #2 1/2	891501E091206	CN	6.00	3.2200	19.3200
D34	PINEAPPLE, SLICES, #10	891501E295759	CN	3.00	6.3400	19.0200
D43	POTATOES, SWEET LIGHT SYRUP, #10	891501E294851	CN	12.00	5.6000	67.2000
D51	POTATOES,WHITE,SLICES,DEHY, 5 LB	891501E295800	CO	6.00	14.0100	84.0600
D53	POTATOES,WHITE, #10, DOMESTIC	891501E296404	CN	37.00	7.7700	287.4900
D63	RAISINS,GOLDEN,SDLS,NAT,24/15 OZ CO	891501E394339	CO	40.00	1.9400	77.6000
D80	TOMATO PASTE, CN, 6/#10 CN	891501E095483	CN	13.00	2.0920	27.1960
D85	TOMATOES,CN,DICED,NO SALT ADDED,MIN 103 OZ CN,6/#10 CN	891501E393927	CN	34.00	5.2300	177.8200
E10	BROWNIE MIX, CHOC, 6 LB PG	892001E092297	PG	5.00	11.0200	55.1500
E13	CRUMBS,BREAD,PLAIN,2/7.5 LB CO	892001E390306	CO	2.00	7.9300	15.8600
E22	CAKE MIX, DEVIL'S FOOD, MIN 64 OZ CN, 6/#10CN	892001E394860	CN	8.00	8.4500	67.6000
E31	CAKE MIX, WHITE, #10	892001E291603	CN	2.00	7.9700	15.9400
Y83	YEAST,BAKER'S,DRY, 2 LB	895001E196866	BG	0.00	0.0000	0.0000

RECORD COUNT = 346 TOTAL CONSUMED VALUE \$75,480.1032

Issue Approved By (Signature, Rate & Title)	Date
Issued By (Signature, Rate & Title)	Date
Reviewed By (Signature, Rate & Title)	Date
I CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY. Signature	Date

*** END OF REPORT ***

Cumulative total of all issues to GM as recorded on NAVSUP 335.

Summary of issues to the GM is extended at the last receipt price.

Figure 7-27

NAVSUP P-486, Rev 8 - Food Service Management

POSTING GENERAL MESS ISSUES TO THE RECORD OF RECEIPTS AND EXPENDITURES

NAVSUP FORM 338

GENERAL MESS CONTROL RECORD (4061)															SIPA		SUPPLEMENTAL/SPECIAL ALLOWANCES		FOH (REV 10/80)	
NAVSUP FORM 338 (REV. 7-88)															8.00		1.20 / 0.85		July 2014	
FROM: (Name of Activity or Station)															U.S.C.					
USS ENTERPRISE (CVN-65)																			V12345	
COMMENT 5	DAY OF MONTH (1)	MEALS SOLD								RAIION CREDIT		MONETARY ALLOWANCE		FOOD COST		OVER/UNDER ISSUES				
		MEALS SOLD FOR CASH				MEALS SOLD - RATIONS IN KIND				REV/CASH SALES DAILY TOTAL (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)		ONE RATION (18)	CURRENT BALANCE (19)		
		BRKFAST 20% (2)	LUNCH 40% (3)	DINNER 40% (4)	NIGHT 20% (5)	DAILY (6)	BRKFAST 20% (7)	LUNCH 40% (8)	DINNER 40% (9)							NIGHT 20% (10)			DAILY (11)	
BF																				
\$	1	84	80	12	0	176.00	014	249	274	0	233.20	287	287	4198.95	4848.12	4542.50	11.76	202.62		
\$	2	85	24	2	0	166.80	284	272	154	0	227.20	254	641	2785.90	7602.02	2428.20	831.70	-478.68		
\$	3	7	2	2	0	2.00	240	152	148	0	148.00	171	812	1845.20	9467.22	2275.20	10404.92	-999.54		
\$	4	2	4	1	0	2.80	99	84	85	0	79.40	83	892	1000.12	10467.32	1460.49	11897.62	-1460.10		
\$	5	44	94	13	0	25.00	149	259	141	0	189.80	242	1127	2422.70	12082.02	2499.24	14594.88	-1512.66		
\$	6	41	121	24	0	75.00	124	212	145	0	170.20	245	1282	2459.22	12742.47	1425.94	16022.84	-291.27		
\$	7	70	104	12	0	40.40	144	202	134	0	164.80	224	1407	2461.22	13182.70	2147.44	15200.20	-1017.58		
\$	8	40	120	24	0	75.00	124	217	147	0	174.40	247	1454	2479.92	20862.47	2478.84	22479.14	-1814.47		
\$	9	49	64	19	0	45.00	147	172	74	0	127.80	173	2427	1877.05	22729.72	2258.28	24987.02	-2397.70		
\$	10	21	122	5	0	59.00	94	54	48	0	49.20	124	2144	1459.20	24199.92	1150.88	26148.20	-1989.28		
\$	11	22	22	8	0	14.40	92	89	80	0	84.80	103	2249	1174.20	25373.12	1145.28	27328.68	-1940.56		
\$	12	29	159	23	0	90.40	142	219	141	0	174.40	245	2512	2764.72	28129.87	2799.27	29129.95	-1992.08		
\$	13	74	178	21	0	94.80	148	272	180	0	202.40	297	2810	3222.45	31342.32	2889.47	32032.42	-1440.10		
\$	14	82	102	22	0	66.40	150	272	119	0	184.80	242	2942	2745.02	34107.27	2804.12	35924.55	-1721.18		
\$	15	22	122	12	0	64.40	82	147	104	0	124.80	190	3242	2061.50	36168.97	1957.94	37784.51	-1417.64		
\$	16	45	82	10	0	45.80	110	272	88	0	204.00	242	2454	2754.20	38923.07	2158.49	39945.00	-1041.92		
\$	17	12	14	2	0	9.40	94	147	49	0	97.40	107	2412	1219.80	40142.87	2181.49	42124.49	-2005.62		
\$	18	12	12	6	0	10.20	104	158	70	0	112.40	122	2714	1402.20	41524.07	1801.09	43325.58	-2422.51		
\$	19	54	98	8	0	42.20	150	214	152	0	174.80	220	2942	2492.50	44022.57	2404.22	46445.31	-2442.24		
\$	20	22	104	12	0	27.40	220	287	141	0	222.20	281	4244	2048.82	47049.42	2492.09	49115.90	-1944.48		
\$	21	40	121	11	0	64.80	244	244	141	0	221.80	287	4522	2112.92	49142.37	2217.94	51323.84	-2040.47		
\$	22																			
\$	23	47	45	12	0	64.40	224	152	120	0	180.00	202	4724	2224.22	51407.42	2794.49	54070.42	-1440.51		
\$	24	12	7	4	0	8.40	142	102	102	0	110.40	119	4872	1254.44	52764.22	1548.44	57429.07	-2874.85		
\$	25	12	4	4	0	5.80	150	104	94	0	109.20	114	4972	1211.00	54079.22	1499.41	59127.48	-4042.48		
\$	26	18	5	7	0	8.40	48	22	82	0	21.20	40	5022	722.00	54799.22	920.87	60048.55	-4270.22		
\$	27																			
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NAVSUP P-486, Rev 8 - Food Service Management

POSTING ENDING INVENTORY TO THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

NAVSUP FORM 1059

Y17	893001E098035	JAM/JELLY VARIETY 50 SBERRY JAM, 75 GRAPE JELLY	CS	6.2500	Chilled	0.00	\$12.5000	\$0.0000
Y18	893001E293620	PEANUT BTR, SMOOTH, 200/0.75 OZ CUP	CS	9.3750	Chilled	0.00	\$37.7900	\$0.0000
Y18	893001E298025	PEANUT BUTTER, SMOOTH US GRADE A, 0	CS	12.0000	Chilled	0.00	\$20.6000	\$0.0000
Y20	894001E098908	SALAD, COLE SLAW, CHL, 2/5 OZ CO	CO	0.3125	Chilled	0.00	\$8.3200	\$0.0000
Y21	894001E097525	SALAD, POTATO, CHL, RED SKINNED, 2/8 LB CO	CO	8.0000	Chilled	0.00	\$13.4700	\$0.0000
Y21	894001E299098	SALAD, POTATO, CHL, W/EGGS, 2/5 LB CO	CO	5.0000	Chilled	0.00	\$8.3200	\$0.0000
Y49	895001E192037	KETCHUP, 1000/9 GM CS	CS	19.7092	Dry	0.00	\$17.5200	\$0.0000
Y55	895001E192641	MUSTARD, YELLOW, 1000/5.5 GM PG	CS	12.1250	Chilled	1.00	\$21.1800	\$21.1800
Y56	895001E097248	RELISH, PICKLE, SWEET, 9 GR INDIVIDUAL SERVING S	CS	12.0000	Chilled	1.00	\$12.5600	\$12.5600
Y83	895001E196866	YEAST, BAKER'S, DRY, 2 LB	BG	2.0000	Chilled	9.00	\$0.0000	\$0.0000
Z12	894001E198003	CREAMER, NON-DAIRY, LIQ, SS, AMARETTO, 288/0.5 OZ PG	CS	9.0000	Dry	2.00	\$18.1100	\$36.2200

RECORD COUNT = 544

GRAND TOTAL VALUE (Inventory Brought Forward): \$52,938,3303

Issued Approved By (Signature, Rate & Title)

Date

Issued By (Signature, Rate & Title)

Date

Reviewed By (Signature, Rate & Title)

Date

NAVSUP FORM 367

DATE: 19AUG14

RECORD OF RECEIPTS AND EXPENDITURES (4442)

NAVSUP FORM 367 (Rev. 1-80) SN 0108-LF-600-3470

ACTIVITY: USS ENTERPRISE (CVN-65) UNC: V12345

RECEIPTS				EXPENDITURES			
2014				2014			
MO.	DAY	SOURCE	DOCUMENT NO.	MO.	DAY	SOURCE	DOCUMENT NO.
7	1	INVENTORY BROUGHT FORWARD		7	20	LOSS WITH SURVEY	4016 9
7	2	SYSCO HAMPTON ROADS (N00109)	4121 101 902F	7	31	TRANSFER W/O REIMB (USS HALYBURTON)	4031 9A18
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 900B	7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031 9E22
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 9010	7	31	TRANSFER W/ REIMB (SALES OFFICER USS ENT)	4031 9K17
7	6	SYSCO HAMPTON ROADS (N00109)	4125 101 9001	7	31	ISSUE TO THE GENERAL MESS	
7	6	SYSCO HAMPTON ROADS (N00109)	4121 101 9001	7	31	INVENTORY	
				7	31	SUBTOTAL	
				7	31	PRICE ADJUSTMENT	
				7	31	TOTAL	

Total dollar value of ending inventory as of the last day of the reporting period.

Computed at last receipt price.

Figure 7-30

NAVSUP P-486, Rev 8 - Food Service Management

PRICE ADJUSTMENT AND CLOSING ENTRIES ON THE RECORD OF RECEIPTS AND EXPENDITURES (NAVSUP FORM 367)

NAVSUP FORM 367

Page 1 of 3

DATE: 19AUG14

RECORD OF RECEIPTS AND EXPENDITURES (4442)

NAVSUP FORM 367 (Rev. 1-80) DAN 0108-LF-500-3670

ACTIVITY: USS ENTERPRISE (CVN-65) UIC: 517345

RECEIPTS					EXPENDITURES						
2014		SOURCE	DOCUMENT NO.		VALUE	2014		SOURCE	DOCUMENT NO.		VALUE
MO.	DAY					MO.	DAY				
7	1	INVENTORY BROUGHT FORWARD			54,861.4600	7	20	LOSS WITH SURVEY	4016	9	60.0000
7	2	SYSO HAMPTON ROADS (N00109)	4121	101 902	3,542.7700	7	31	TRANSFER W/O REIMB (USS HALYBURTON)	4031	9018	455.5800
7	6	SYSO HAMPTON ROADS (N00109)	4121	101 9008	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031	9022	38.9500
7	6	SYSO HAMPTON ROADS (N00109)	4121	101 9010	2,168.3700	7	31	TRANSFER W/ REIMB (SALES OFFICER USS ENT)	4031	9017 #	350.3200
7	6	SYSO HAMPTON ROADS (N00109)	4125	101 9001	7,853.9300	7	31	ISSUE TO THE GENERAL MESS			73,644.5800
7	6	SYSO HAMPTON ROADS (N00109)	4121	101 9001	556.2000	7	31	INVENTORY			52,938.3303
						7	31	SUBTOTAL			127,487.7603
						7	31	PRICE ADJUSTMENT			791.3602
						7	31	TOTAL			128,279.1205

Receipts and expenditures total must agree.

Figure 7-31

NAVSUP P-486, Rev 8 - Food Service Management

PART D: SUBMISSION, RETENTION, AND DISPOSITION OF FINANCIAL RETURNS AND SUPPORTING DOCUMENTS

SECTION 1: SUBMITTING FINANCIAL RETURNS

7300 SUBMISSION

1. GENERAL. A General Mess Summary Document (NAVSUP Form 1359) shall be submitted to NAVSUP N42 by the FSO.

- a. The document shall be submitted within 5 days following the end of each regular monthly accounting period.
- b. Two copies of NAVSUP Form 1359 shall be printed. One shall be signed by the Disbursing Officer, and the final close out copy shall be retained in the FSO accountability file.
- c. NAVSUP Form 1359 hardcopy is not required to be forwarded to NAVSUP.

NOTE: Hard copy Certification Letters, Orders, Funding Documents, NAVSUP Form 1334, and DD Form 200s are required when applicable. They shall be sent to the following address:

COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND
FOOD SERVICE DIVISION (NAVSUP N42)
5450 CARLISLE PIKE, BLDG 309
P.O. BOX 2050
MECHANICSBURG, PA 17055-0791

7301 RELIEF OF THE ACCOUNTABLE FSO

1. FSO RELIEF. Upon relief of the accountable FSO, an inventory shall be taken by the relieved and relieving officers. Notification of the new accountable FSO and the dollar amount of the relieving inventory shall be submitted to NAVSUP N42 at the first available opportunity via email. See Appendix D.

7302 DELAYED RETURNS

1. RETURNS SUBMISSION. NAVSUP does not authorize delayed submission via phone. **When monthly reports cannot be submitted on or before the date required, commands must notify TYCOM with a precise explanation for not meeting the deadline.** TYCOM shall notify NAVSUP of delayed returns via email.

7303 UNDEPOSITED FUNDS

1. NAVSUP shall notify commands, via email within 30 days after the close of the FY, of all ships/stations that have not deposited all funds collected. A copy of the notification shall be provided to the TYCOM/Region. NAVSUP shall continue to track deposits until all undeposited sales have been collected.

7304 TEMPORARY CLOSURE

1. CLOSING A GENERAL MESS. When it is anticipated that a Navy GM shall be temporarily closed, or shall be in an inactive status for more than 15 days for overhaul, remodeling, or renovation, a letter must be forwarded to NAVSUP N42 (via the TYCOM/Region for endorsement) at least 30 days before the closure that advises the closure date, reason for closure, and expected reopening date. NAVSUP N42 does not authorize temporary closure notifications via phone. If the reopening date is delayed, NAVSUP N42 must be advised of the revised reopening date via TYCOM.

NAVSUP P-486, Rev 8 - Food Service Management

Working in conjunction with the TYCOM and/or the Navy Food Management Team (NFMT), all efforts must be made to transfer food items to other U.S. Navy ships or shore galleys. This action ensures that activities receive the appropriate Special Food Allowance as listed in NAVSUPNOTE 7330. The mess shall continue to conduct monthly close-outs in the usual manner entering yes (Y) in the appropriate block provided on NAVSUP Form 1359 in the FSM system.

7305 FINAL RETURNS

1. **ADJUSTING REQUISITIONS.** Upon notification of decommissioning/disestablishment all requisitions for replenishment shall be adjusted for only the essential food items that are required for the duration of active status. A Notification Letter must be submitted to NAVSUP N42 via the TYCOM and/or Region and shall be electronically scanned and emailed to the FSM system Returns Mailbox (FSMRENAVSUPHQ@navy.mil). The next submission of NAVSUP Form 1359 must be recorded as the final return in the FSM system.

2. **COMPLETED TRANSFERS.** The "Inventory Balance on Hand" entry on NAVSUP Form 1359 must have a zero balance after all "Transfers with Reimbursement" or "Transfers without Reimbursement" have been completed.

3. **UNDEPOSITED SALES.** When submitting final returns the undeposited balance must be zero with all monies collected.

4. **DISPOSITION OF RETAINED RETURNS.** Upon decommissioning/disestablishment all retained returns must be organized and stored in a dry space for a minimum of 10 years for auditing purpose. Refer to TYCOM for disposition of all accountable records.

SECTION 2: RETAINING FINANCIAL RETURNS AND SUPPORTING DOCUMENTS

7306 BILLING DISCREPANCIES

1. **GENERAL.** The Department of Navy (DoN) has moved toward audit readiness. The adequacy and availability of supporting documents is critical to a successful financial statement audit. Financial Management Office (FMO) Audit Readiness Test, Military Standard Requisition and Issue Process, Subsistence in Kind (MILSTRIP-SIK) and the enforcement of food service accountability must be adhered to. To resolve billing discrepancies with the Subsistence Prime Vendor, and to support audits and inspections, it is essential for the FSO to retain all financial documents for 10 years for auditing purposes in accordance with the Memorandum from the Office of the Assistant Secretary dated 29 January 2015.

7307 RECORDS RETAINED

1. **GENERAL.** To ensure the financial accountability of the GM, all financial records must be audited by the Recordskeeper, LCS, and FSO before the accounting period closeout. After audits are completed all retained returns shall be labeled, dated, and organized in the FSO's accountability file. Table 7-1 shows the that shall be retained in the FSO's accountability file for 10 years. Exceptions to the 10-year retention are shown in Table 7-2 and Table 7-3.

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<u>ACCOUNTABILITY FILE</u>		
Audit Sheet	Signed Monthly Audit Sheets	10 years
NAVSUP Form 1359	General Mess Summary Document	10 years
NAVSUP Form 1359	General Mess Summary Document Prior FY Undeposited sales	10 years
NAVSUP Form 338	General Mess Control Record	10 years
NAVSUP Form 1336	Requisition Log	10 years
NAVSUP Form 367	Record of Receipts and Expenditures	10 years
SF 30	Amendment of Solicitation/Modification of Contract	10 years
DD Form 1348	DoD Single Line Item Release/Receipt Document	10 years
DD Form 1149	Requisition and Invoice/Shipping Document. Used as a transfer with or without reimbursement or as a receipt with or without charge and when used as a Bulk Sale.	10 years
MILSTRIPS	Manual MILSTRIPS, Cross Reference Documents, Approved MILSTRIPs (until FSM system 3.0.6 is released)	10 years
Receipt Documents	STORES/VENDORS	10 years
NAVSUP Form 1334	Expenditure Log (not in the FSM system yet)	10 years
DD Form 200	Financial Liability Investigation of Property Loss	10 years
NAVSUP Form 1046	Credit Sale of General Mess Meals	10 years
DD Form 1544	Cash Meal Payment Book	10 years
DD Form 1544e	Navy CAC Card System	10 years
NAVSUP Form 470	Cash Receipt Book	10 years
	Navy Cash Monthly Summary Reports	10 years
DD FORM 1131	Cash Collection Voucher	10 years
SF 215	Deposit Ticket	10 years
Funding Documents	NAVCOMPT 2275, DD Form 448, SF 1080, SF 1034	10 years
	Credit Card Machine Reports	10 years
NAVSUP Form 1059	Smooth Inventory Sheets (Physical Inventory Discrepancy Report)	10 years
NAVSUP Form 1059	Stores Consumed	10 years
	Inventory Adjustments (Physical Inventory Discrepancy Report)	10 years
DD Form 1608	Unsatisfactory Material Report	10 years
SF 364	Report of Discrepancy	10 years
	5% Expenditure Listing (Physical Inventory Discrepancy Report)	10 years
NAVSUP Form 1292	Monthly Recapitulation of Meal Record (Afloat and Ashore)	10 years

Table 7-1

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<u>NON-ACCOUNTABILITY FILE</u>			
Pre-Daily Form 1282	NAVSUP	Food-Item Request/Issue Document	Discard after smooth has been signed
Post-Daily Form 1282	NAVSUP	Food-Item Request/Issue Document	Retain current and previous three months
NAVSUP Form 1090		Food-Preparation Worksheet	Retain current and previous three months
NAVSUP Form 1292		Daily Recapitulation of Meal Record (Ashore only)	Discard after command audit
NAVSUP Form 1291		Meal Signature Record (Ashore only)	Discard after command audit
NAVSUP Form 1059		Rough Inventory	Retain until next full inventory

Table 7-2

<u>POLICY UPDATES AND SUPPORTING DOCUMENTS</u>	
Official Letters, Naval Messages, Certification Letters	Minimum 2 years
Midshipman/ROTC/Foreign Orders and/or Memorandums	Minimum 2 years
Head Count Record	Minimum 2 years
P476, NAVSUP Notice 7330	Minimum 2 years
Food Flashes (serves as interim policy until new revision of P486)	New revision of P486
ALFOODACTS and other directives in the Master List of Food Service Publications	Minimum 2 years

Table 7-3

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SECTION 3: YEAR-END GENERAL MESS CHECK-OFF LIST

7308 END-OF-YEAR CHECKLIST

1. FISCAL YEAR CLOSEOUT. At the end of the FY and immediately following, there are many things that must be done to ensure a smooth closeout of one FY and the opening of another. The following is a list of important questions that a GM manager must answer positively for the smooth and efficient operation of the GM.

- a. Has the GM received the 1st quarter NAVSUPNOTE 7330 that contains the annual instructions for Fiscal Year End Accounting Procedures for deposit of cash?
- b. Has the GM completed an over issue package (if an over issue status exists at the end of the FY in accordance with Paragraph 7002.11)?
- c. Have all undeposited sales been collected?
- d. Has the command implemented the new rates by 01 January of the current FY? (The Sale of Meal Rates are released annually each December by NAVSUP423.)

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**APPENDIX A
FOOD SERVICE MANAGEMENT (FSM)
SYSTEM PROCEDURES**

Part A: FOOD SERVICE (NAVSUP) FSM SYSTEM ACCESS

FSM System Access and Security.....A1000

Part B: RETAINED HARD COPY RECORDS AND ARCHIVING (GENERAL)

Retaining FSM Records.....A1100

Hardcopy Records and ArchivingA1101

Part C: INTERNATIONAL DATELINE CROSSINGS

International Dateline Food Preparation Worksheet CreationA1200

Part D: MANAGEMENT OF REPLICATION PROCESS

FSM Replication Process.....A1300

Part E: FSM SYSTEM DAILY CHECKLIST AND USER GUIDE

FSM System Daily Checklist and User Guide.....A1400

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APPENDIX A

FOOD SERVICE MANAGEMENT (FSM) SYSTEM PROCEDURES

PART A: FOOD SERVICE (NAVSUP) FSM SYSTEM ACCESS

A1000 FSM SYSTEM ACCESS AND SECURITY

1. **FSM SECURITY.** The Food Service Management (FSM) system is an automated means for Navy food service personnel, both afloat and ashore, to perform all administrative and record keeping functions relating to the daily operations of a General Mess. User role tasks can be performed in the different FSM sections. Each table includes five user groups and identifies which groups can perform each task. Each user group contains multiple user roles. The five user groups are Non-Distance Support, Distance Support Galley, Distance Support LST, Ashore Galley and NAVSUP Enterprise. Therefore, the use of other security programs is **NOT** authorized. Tasks are best performed by strict utilization of the FSM Daily Checklist in conjunction with management and audit techniques. Below is a listing of the FSM Main Menu.

FSM MAIN MENU (sections)

1. Pre-Meal Tasks
2. Post-Meal Tasks
3. As Needed Tasks
4. Reports
5. Management Tasks

Pre-Meal/As Needed Tasks	Step Number	Tasks (FSM Daily Checklist)
Manage Order	1	If required, create (edit order) and approve a food order (smooth order) for the activity.
Managed Food Prep Worksheet	2	Create a Food Prep Worksheet (1090) for the next sequential uncreated day for your galley.
Managed Food Prep Worksheet	3	Change the status of the Food Prep Worksheet (1090) to "Approved".
Issue	4	Create the Food Item Request/Issue Document (1282) that corresponds to the Food Prep Worksheet created above.
Issue	5	Place the status of the Food Item Request/Issue Document (1282) in the approved status.
Physical Inventory	15c	If applicable, create, a physical inventory (spot/full) (Approve request & Print Worksheet).


Post-Meal/As	Step Number	Tasks (FSM Daily Checklist)
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NAVSUP P-486, Rev 8 – Food Service Management**Needed Tasks**

Receive	6	If applicable, receive & post the food items associated to your due-in report(s).
Post-Meal/As Needed Tasks	Step Number	Tasks (FSM Daily Checklist)
Receipt	7a	If applicable, complete the uploading of receipt file processing of an order that <u>has been fully</u> received (previous step). Receipt File includes Cost Recovery Rate FSM remains N/A. (Preferred Method).
Receipt	7b	If applicable, complete the manual receipt processing of an order that has been fully received (previous step) Cost Recovery Rate for manual receipt process must select CONUS or OCONUS. (Manual receipt posting only if receipt file is greater than 48 hours).
Managed Food Prep Worksheet	8	Confirm that Daily Setting options are correct Edit Prep Worksheet if necessary.
Issue	9	Post the Food Item Request/Issue Document (1282).
Issue	10	Place the Food Item Request/Issue Document (1282) in to the accepted status.
Manage Personnel	11	If applicable, create, modify & manage officer Personnel accounts via the Manage Personnel module.
RIK Head counts	12	Enter the RIK head counts for the each meal associated to the current date.
Cash Sales Head Count	12	Enter the cash, head counts for the Head Counts each meal associated to the current date.
Credit Sales Head Count	12	Enter the credit head counts for the Head Counts each meal associated to the current date.
Post Meal Food Prep Worksheets	13	Enter the actual head count, the actual portions prepared, leftovers, & the disposition of the leftovers for each meal prepared & served on the current date.
Post Meal Food Prep Worksheets	14	Place each meal associated to the day into the accepted status, which, in return, will set the status of the Food Prep Worksheet (1090) to accepted.
Losses	15a	If applicable, record a loss of an inventory item.

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Post-Meal/As Needed Tasks	Step Number	Tasks (FSM Daily Checklist)
Transfer/ Bulk Sales	15b	If necessary, record a bulk sale or transfer for your activity.
Physical Inventory	15c	If applicable, Initiate, Validate, Post & Accept a physical inventory (spot / full). Note: Record Inventory date with last accepted expenditure date.
Special Daily Allowance	15d	If necessary, record the use of a special daily allowance and Other Allowance.
Cash Deposits	15e	If required, record a cash deposit for the activity.
Issue Adjustments		Food Service Officer only to adjusted accepted Issues.
Recipe Conversion		To view or print Armed Forces recipes to support tasks.
Closeout	16	At the end of the month, perform the closeout validation functionality & ensure all required tasks are successfully completed.
Closeout	16	After successfully completing the closeout validation process, finalize the closeout record for the ship.

The FSM Icon  on the FSM Main Menu is used to access the Users Reference guide. The *FSM 3.1 Daily Checklist* document is included as an appendix in this guide. The corresponding section of the User's Guide is listed for each task, so you can quickly find instructions when needed.

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Reports (Supports Pre/Post Meal and As Needed Tasks Entries)

Subsistence Ledger (335)
General Mess Control (338)
Receipts and Expenditures (367)
Sale of General Mess Meals (1046)
Book Inventory (Food Item History File) (1059)

Stores Consumed 1059)
Recapitulation of Meal Record (1292)
Requisition Log (1336)
General Mess Summary (1359)
General Mess Summary (1359) Prior FY
Food Service Update Reports
Recipe Frequency Chart
Recipe Listing
Replication Via Crane
Closeout Report
Reverse Endurance
Sustainability
View Cycle Menu
Menu Load List Report
FIC Menu Listing Report
Total Food Weight Report

Management Tasks (Supports Quarterly NAVSUP Notice 7330)

Activities
Charges
Cost Recovery Rate
Data Locks
FICs
FIC Categories
Food Allowances
Prime Vendor Allowances
Ration Credits
Storage Locations
Vendors
Users

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FSM System Access Rights/User Accounts (Ten Roles)

General:

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 FSM Roles, using good judgment, while maintaining the FSO's accountability.

Supply Officer: The Food Service Officer (or when the Supply Officer and FSO is the same person) will have unrestricted access to all areas within the FSM application.

Food Service Officer/Regional Manager: The Food Service Officer (or when the Supply Officer and FSO is the same person) will have unrestricted access to all areas within the FSM application. The FSO may be authorized to give the LCS r the FSO roles with written authority. Under no circumstance will the FSO be authorized to allow recordskeeper to place FSM orders in approved status.

Leading Culinary Specialist: The Leading CS should have unrestricted access to all areas within the FSM System with the exception – add new users to FSM application, Issue Update and Approve Surveys

Records Keeper (Primary): The General Mess Records keeper should have unrestricted access to all areas within the FSM System with the exception – to place FSM orders in approved status; place losses (surveys) in accepted status; place inventories into accepted status; add new users to FSM application and Issue Update

Records Keeper (Back-up): The Cash Collection Agent should be instructed enter Deposits under As Needed Tasks section FSM Main Menu Cash Deposits (Step 15e). The Back-up Records keeper should have the same access rights as the General Mess Records keeper listed above. In no case will the Cash Collection Agent have direct access to general mess records or be assigned as the back-up Records keeper. In some cases on small ships and submarines only it may be impossible to separate those duties; this will be the only authorized exception. NOTE: When on small ships and submarines Cash Collection Agent and the Back-up Records Keeper is the same person. Food Service Officers must monitor their records very closely due to the perceived conflict of interest.

Watch Captain: The Watch Captain may perform following FSM Daily Checklist step numbers 4 and 13. Display/view reports.

Jack of Dust: The Jack of The Dust may perform following FSM Daily Checklist step numbers 1 (Edit Order only), 6 and 9. Display/view reports.

Cook on Watch: The cook on watch may utilize recipe conversion. Display various reports.

Report Viewer: View all areas on the General Side of FSM

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TYCOM: To review and audit all commands under their responsibility at a view only role other than at the beginning of the FY when entering Surcharge (OM&N) Line of Accounting information.

PART B: RETAINED HARD COPY RECORDS AND ARCHIVING (GENERAL)

A1100 RETAINING FSM RECORDS

1. GENERAL. NAVSUP Business Systems Center developed the Food Service Management System (FSM) which was certified by Naval Supply Systems Command (NAVSUP) for use by Navy general messes. FSM automates all 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 NAVSUP Business Systems Center and Navy Food Management Teams. Normal operation of the program is managed by NAVSUP 51.
2. FSM. 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.

A1101 HARDCOPY RECORDS AND ARCHIVING

1. GENERAL. The following procedures will be followed for FSM record keeping activities for both afloat and ashore unless otherwise specified.
 - a. Pre-Meal task NAVSUP 1282's (Food-Item Request/Issue Document) for the general mess may be discarded after the FSO has certified, ensuring all data elements are correct and any discrepancies have been reconciled.
 - b. Post-Meal NAVSUP 1282's (Food-Item Request/Issue Document) require only the FSO's signature for the Certification on the issue document. Prior to signing, the FSO must verify that all required and authorized signatures appear on the pre-daily NAVSUP 1282's. Post-Meal daily NAVSUP Form 1282's will be retained indefinite with FSM. For printable 1282 version refer to TYCOM's guidance and direction.
 - c. Completed Approved Status Pre-Meal Task NAVSUP 1090's (Food Preparation Worksheet) will be retained for current and 3 previous months. All others retained indefinitely with FSM. For printable version refer to TYCOM's guidance and direction.
 - d. The completed NAVSUP 1282's (Post-Meal Daily Food Item Request/Issue Document) for issues to all messes will be approved by the FSO and filed with other accountable documents. After the FSO's review and reconciliation of the Pre-Meal Tasks Issues (rough) 1282's they will be returned to the originating mess for disposition. Post-Meal issues. NAVSUP Form 1282's will be retained indefinite with FSM. Printable 1282 version refer to TYCOM's guidance and direction.
 - e. To aid in maintaining financial stability within the General Mess, it is recommended that

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the FSO and Leading CS review the NAVSUP Form 338 (General Mess Control Record) daily within FSM.

- f. The rough and smooth inventories (both full and Spot) will be retained for a period of one year. All adjustments recorded on Initiated Status FSM Physical Inventory Edit (rough) must be reconciled prior placing in posted or accepted status followed by printing the smooth inventory (Accepted Status Physical Inventory Edit). The rough inventory must be recorded on FSM inventory worksheet in indelible ink. All persons involved in the inventory will sign each page of the FSM inventory worksheet (rough) and initial all changes. 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 retained indefinite with FSM. Printable 1282 version refer to TYCOM's guidance and direction. The Accounting period will remain in a Closed Status with FSM, extracting the close out file not required unless directed by NAVSUP or TYCOM.
2. **AUTHORITY FOR PAPER REDUCTION.** TYCOM's have the authority to authorize deviations from a, b, and c above for the purpose of paper reduction using procedures 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 IAW the FSM Daily Checklist routine.
 - b. After posting the Recordskeeper must save the Post-Daily NAVSUP 1282 in FSM and Leading CS or above place FSM NAVSUP 1282 into accept status. Post-Meal daily NAVSUP Form 1282's will be retained indefinite with FSM. Printable 1282 version refer to TYCOM's guidance and direction.
 - 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 to certify and sign the Pre-Meal Task Approved Status NAVSUP 1090.
 3. **RECORDS AUDIT.** 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. Ensure All FSM reports in FSM are in an Accepted Status prior to initiating any accounting period closeout in FSM application. The following records will be retained in the **FSO's accountability file** for the current and previous closed accounting periods ten years with a few exceptions. Retained returns should be labeled and organized in such a way to make it easy when it comes time for discarding records.
 4. **ACCOUNTABILITY FILE. All reports should be in Accept Status before Finalizing closeout in FSM.**
 - a. Printable FSM version reports will be retained indefinite within FSM. Printed version reports refer to TYCOM's guidance and direction required for readiness audits.
 1. View General Mess Summary Document (NAVSUP Form 1359).
 - 1a. View General Mess Summary Document (NAVSUP Form 1359) Prior FY.

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2. Prepare command Muster Reports Folder – obtain and validate Navy Rations Allowed Figure.
3. View Record of Receipts and Expenditures (NAVSUP Form 367).
4. View Sale of General Mess Meals (NAVSUP Form 1046) – validate daily post meal tasks credit sales headcount.
5. View Cash Meal Payment Sheets (DD Form 1544) – audit with completed sheets from Cash Meal Payment Book (DD Form 1544)(DD Form 1544e <Navy CAC Card System>).
6. Prepare Certification letters if applicable (external to FSM).
- 6a. Supporting Documents (external to FSM): Official Letters, Naval Messages, Funding. Documents, Food Flashes, Navy Food Service Publications 476.
- 6b. Midshipman Orders (external to FSM).
7. Monthly Recapitulation of Meal Record (NAVSUP Form 1292).
- 7a. NAVSUP Form 1291, Meal Signature Record (Ashore Only).
8. View General Mess Control Record (NAVSUP Form 338).
9. Cash Receipt Book (NAVSUP 470) – Validate Cash Deposits for Month, with SF 215.
10. Assemble receipts with charge folder (attach receipt invoice to each Accepted Receipt Detail):
 - a. Receipts with Charge (from Ships Store) Requisition and Invoice/Shipping Document (DD Form 1149)
 - b. Receipts without Charge (from other FSO) Requisition and Invoice/Shipping Document (DD Form 1149)
 - c. Receipts Prime Vendor (For each Order: Attach printed FSM Order Accepted Status Receipt Detail to each prime vendor manifest)
 - d. Receipts for Order for Supplies of Services/Request for Quotation (DD Form 1155). If applicable, SF 30 Amendment of Solicitation/Modification of Contract (external to FSM)
 - e. Receipts for No Method (NAVSUP/TYCOM authorized)
11. Requisition Log (NAVSUP Form 1336) – items received include summary page.
12. Financial Liability Investigation of Property Loss (DD Form 200)
13. Financial Liability Investigation of Property Loss (DD Form 200) – for Expenditure Log (NAVSUP Form 1334) reasons.
14. Requisition and Invoice/Shipping Document (DD Form 1149) – Transfer with reimbursement
15. Requisition and Invoice/Shipping Document (DD Form 1149) – Transfer without reimbursement
16. Requisition and Invoice/Shipping Document (DD Form 1149) – Bulk Sales

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17. Food Item Report/Master Food Code List (NAVSUP Form 1059) – Book Inventory printed for monthly closeout.
18. Food Item Report/Master Food Code List (NAVSUP Form 1059)– Full Inventory (minimum 90 day cycle)(Relieving Inventory)
19. Food Item Report/Master Food Code List (NAVSUP Form 1059) – Inventory Adjustment Documents (weekly).
20. Food Item Report/Master Food Code List (NAVSUP Form 1059) – Issues To General Mess (Stores Consumed)
21. Food Item Request-Issue Document (NAVSUP Form 1282)– Ensure consumed dates accepted, certified by FSO with signature and dated.
22. Assemble separate folder for FSM Order Due-In Reports and FSO signed/dated MILSTRIP (supports FIAR and mandatory) and printed from FSM View Order report which will show the approved by contact.
23. DD Form 1608, Unsatisfactory Material Report (external to FSM)
24. SF 364, Report of Discrepancy (external to FSM)

NOTE 1: All corrected copy reports attach original report to it.

NOTE 2: NAVSUP Form 1291 and 1292 may be discarded in accordance with para 2307.4 of this publication.

NOTE 3: Consult with your applicable TYCOM for additional record retention requirements.

PART C: INTERNATIONAL DATELINE CROSSINGS

A1200 INTERNATIONAL DATELINE FOOD PREPARATION WORKSHEET CREATION

1. **FOOD PREPARATION WORKSHEET.** Creating a Food Prep Worksheet While Crossing the International Date Line
 - a) The FSM Recordskeeper will access the FSM system, From the Pre-Meal Tasks section on the Main Menu, click the Manage Food Prep Worksheets link.
 - b) Select an activity from the ACTIVITY list, if necessary.
 - c) Select a galley from the GALLEY list, if necessary.
 - d) Enter a date in the CONSUMPTION DATE field, if necessary.
 - e) In the DAILY SETTINGS section, select UNDERWAY.
 - f) The night meal fields are replaced with two international date line fields and you can no longer select the Galley closed - no meals served check box.
 - g) If necessary, select an option from the RATION CREDITS list.
 - h) Note: If you change the default ration credits option, a confirmation dialog box appears. Click OK to continue.
 - i) In the INTERNATIONAL DATE LINE (IDL) section, select the LOSE DAY check box or the GAIN DAY check box.

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- j) Click OK.
 - k) Click the CREATE DAY link.
 - l) If you selected the LOSE DAY check box, the page updates and no worksheet is displayed. – or –
 - m) If you selected the GAIN DAY check box, the page updates and displays a worksheet, including a MIDRATS menu. The View Gained Day check box also appears next to the CONSUMPTION DATE field at the top of the page.
 - n) The meals are selected automatically based upon your activity, the consumption date and the start date of the cycle menu.
 - o) Update numbers in the Est. Headcount fields for each meal, if necessary, and then click the Save Headcount Changes link.
 - p) The page updates and saves your changes. The availability of menu items in inventory is also checked against the new numbers you entered. Recipe names displayed in red letters have at least one item with insufficient quantities.
 - q) Select the APPROVE DAY check box.
 - r) Click OK.
 - s) At the top of the page, select the View Gained Day check box.
 - t) The page updates and displays the menu for the gained day. The gained day menu is identical to the first day menu, except for the words, "IDL Gained Day" in the menu header. You can manually change the menu or use an alternate menu for the day.
 - u) Make the necessary changes to the menu and then repeat steps p and q approve the day.
2. 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) FSM will show nothing on that date.

PART D: MANAGEMENT OF REPLICATION PROCESS

A1300 FSM REPLICATION PROCESS

1. FSM REPLICATION

FSM Replication is a bi-directional merge replication process that enables transferring of data between the afloat and ashore FSM instances. Files are sent from ship to shore ("FROM-SHIP") and from shore to ship ("TO-SHIP").

Sometimes there are situations where the transfer of the files from shore to ship is interrupted and needs to be manually fixed. The FSM IT Replication Check batch file automates the data-gathering portion of this process to assist the ship's IT personnel and NAVSUP BSC in identifying the problem and coming up with a solution.

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2. BATCH FILE INSTALLATION

You will receive the batch file as a “.txt” file and must save it on your NIAPS desktop, changing the extension to “.bat”. This will allow you to run the batch file by double-clicking it. Follow the instructions below to install the FSM IT Replication Check batch file.

a) FSM IT Replication Check batch file

- 1) Login to the NIAPS server as the NIAPS_Administrator.
- 2) Locate the file "FSM_IT_Replication_Check.txt" that you downloaded from your NFMT Representative.
- 3) Place this file on your desktop and change the extension to ".bat" so that the new file name is "FSM_IT_Replication_Check.bat".
- 4) Click "Yes" when prompted about changing the file extension
- 5) RUNNING THE BATCH FILE
- 6) Running the batch file is as simple as double-clicking the batch file that was installed using the installation procedure above. This will generate an output text file that you will then return to NAVSUP BSC for analysis. Follow the instructions below to run the FSM IT Replication Check batch file.

b) NIAPS Server Login

- 1) Login to the NIAPS server as the NIAPS_Administrator.
- 2) Locate the file "FSM_IT_Replication_Check.bat" and double-click it to run it. If properly installed, this should be on your desktop.
- 3) This will create an output file named "FSM_IT_Replication_Check_Log_YYYYMMDD.txt" on the desktop, where YYYYMMDD is today's date. Please reply to all on the email asking you to run the batch file and attach the output file.
- 4) NOTE: If you do not have the file "FSM_IT_Replication_Check.bat", please contact your NFMT Representative for details.

3. TROUBLESHOOTING QUESTIONS AND ANSWERS

- a) Q: I cannot find the batch file. Where is it?
A: See the Installation section above. If you have not already installed the batch file, do so now.
- b) Q: I get an error when I run the batch file. What do I do?
A: Please take a screenshot of the error message and send it to NAVSUP BSC for analysis.
- c) Q: I cannot find the output file. Where did it go?
A: The batch file creates the output file in the same folder as the batch file. If you installed the batch file on your desktop as instructed in the Installation section above, then the output file will be placed on your desktop as well. If you are not getting an output file in the same directory as your batch file, please contact NAVSUP BSC for assistance.

NAVSUP P-486, Rev 8 – Food Service Management**4. CONFIRM CS REPLICATION CHECKLIST**

- a) CS personnel complete (daily) CS replication checklist? If SEQ files more than 3 days behind, not applied, prompt the afloat IT to check replication (i.e. run DS_Updates, followed by afloat replication)
- b) Afloat IT should provide NAVSUP BSC FSM <navsup_bsc_fsm@navy.mil> and NFMT with a current IT Replication check log. They can utilize attached two documents (FSM IT Replication Check Batch File Instructions and RSM IT Replication Check.txt).

Note: Sometimes there are situations where the transfer of the files from shore to ship is interrupted and needs to be manually fixed. The FSM IT Replication Check batch file automates the data-gathering portion of this process to assist the ship's IT personnel and NAVSUP BSC in identifying the problem and coming up with a solution.

- c) Afloat IT has a Non FSM replication problem submit trouble ticket to NAVY311 ATTN: NIAPS Support. NAVY311 will route to NIAPS-Support <niaps-support@navy.mil>
- d) Afloat IT has a FSM replication problem submit trouble ticket to NAVY311 ATTN: FSM Support. NAVY311 will route to Navy311 tier one support (NFMT). NFMT will forward to NAVSUP BSC and NAVSUP HQ as needed.
- e) Below are the email addresses and phone numbers for NAVY311, if you email directly, I strongly suggest you Cc local NFMT FSM Analyst. (contacts as listed in current NAVSUP Publication 476 directory).

Contacting Navy 311:

PHONE 1-855-NAVY311 (1-855-628-9311)

DSN 510-NAVY311 (510-628-9311)

EMAIL Navy311@navy.mil (unclassified) Navy311@navy.smil.mil (classified)

WEB www.Navy311.navy.mil (unclassified) www.Navy311.navy.smil.mil classified)

TEXT type Navy311@navy.mil into the TO line of text message

CHAT via Navy311 website or mobile phone

PART E: FSM SYSTEM DAILY CHECKLIST AND USER GUIDE**A1400 FSM CHECKLIST AND USER GUIDE****1. FSM DAILY CHECKLIST AND FSM USER GUIDE**

Go to above website < <https://applications.navsup.navy.mil/FSMwiki/>> , register your email address to NAVSUP master directory , then download Documentation for the FSM Version 3.0.6 User's Guide (afloat) and FSM Version 3.1.X Ashore User's Guide (ashore).

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Main Menu

Pre-Meal Tasks	Post-Meal Tasks	Management Tasks
<ul style="list-style-type: none"> • Manage Food Prep Worksheets • Issue 	<ul style="list-style-type: none"> • RIK Head Counts • Cash Sales Head Counts • Credit Sales Head Counts • Post Meal Food Prep Worksheets 	<ul style="list-style-type: none"> • Activities • Charges • Cost Recovery Rate • Data Locks • FICs • FIC Categories • Food Allowances • Prime Vendor Allowances • Ration Credits • Storage Locations • Vendors • Users
As Needed Tasks	Reports	
<ul style="list-style-type: none"> • Closeout • Issue Adjustments • Losses • Cash Deposits • Physical Inventory • Manage Personnel • Manage Orders • Receive • Receipt • Recipe Conversion • Special Daily Allowance • Transfer / Bulk Sales 	<ul style="list-style-type: none"> • Subsistence Ledger (335) • General Mess Control Record (338) • Receipts and Expenditures (367) • Sale of General Mess Meals (1046) • Book Inventory (1059) • Stores Consumed (1059) • Recapitulation of Meal Record (1292) • Requisition Log (1336) • General Mess Summary (1359) • General Mess Summary (1359) PRIOR FY • Food Service Update Reports • Menu Recipe Listing • Recipe Frequency Chart • Recipe Listing • Replication Via Crane • Closeout Report • Reverse Endurance • Sustainability • View Cycle Menu 	<div>Supply Officer use for Food Service Officer (very top role)</div>
<div>1155s are no longer used for ordering subsistence.</div>		

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FSM Daily Checklist

Current Date: _____

Use this checklist to make sure you perform all necessary tasks, checking off each task as you go.

Note: All Afloat Users, Execute the **Replication Via Crane** report run daily to check for replication errors and issues. (Utilized FSM CS Replication Checklist, Daily). Roles are assigned and managed by Supply Officer/Food Service Officer of Activity.

ROLES	STEPS ORDER	TASK	Section in User's Guide
Pre-Meal Tasks for future dates (steps 2-4 maintain seven to nine days from current calendar day)			
	<input type="checkbox"/> 1.	If required, Create (edit order) & Approve a food order (smooth order) for the activity	<u>10.2</u> or <u>10.3</u>
	<input type="checkbox"/> 2.	Create A Food Prep Worksheet (1090) for the next sequential uncreated day for your galley.	<u>11.2</u> or <u>11.3</u>
	<input type="checkbox"/> 3.	Change the status of the Food Prep Worksheet (1090) to "Approved"	<u>11.2</u> or <u>11.3</u>
	<input type="checkbox"/> 4.	Create The Food Item Request/Issue Document (1282) that corresponds to the Food Prep Worksheet created above	<u>12.2</u> , #4
	<input type="checkbox"/> 5.	Place the status of the Food Item Request/ Issue Document (1282) in to the approved status	<u>12.2</u> , #9
	<input type="checkbox"/> 15C	If applicable, create, a physical inventory (spot / full) (Approve request & Print Worksheet)	<u>21</u>
Post-Meal Tasks per daily 1282 date of consumption (not necessarily current date of computer)			
	<input type="checkbox"/> 6	If applicable, receive & post the food items associated to your due-in report(s)	<u>10.8</u> and <u>10.9</u>
	<input type="checkbox"/> 7a	If applicable, complete the uploading of receipt file processing of an order that has been fully received (previous step). Receipt File includes Cost Recovery Rate FSM remains N/A. (Preferred Method).	<u>10.11</u>
	<input type="checkbox"/> 7b	If applicable, complete the manual receipt processing of an order that has been fully received (previous step) Cost Recovery Rate for manual receipt process must select CONUS or OCONUS. (Manual receipt posting only if receipt file greater than 48 hours).	<u>10.10</u>
	<input type="checkbox"/> 8.	Confirm that Daily Setting options are correct. Edit if necessary.	<u>11.4</u>
	<input type="checkbox"/> 9.	Post the Food Item Request/Issue Document (1282)	<u>12.2</u> , #11
	<input type="checkbox"/> 10.	Place the Food Item Request/Issue Document (1282) in to the accepted status	<u>12.2</u>
	<input type="checkbox"/> 11.	If applicable, create, modify & manage officer accounts via the Manage Personnel module	<u>13</u>
	<input type="checkbox"/> 12.	Enter the RIK, cash, & credit head counts for the each meal associated to the current date	<u>14</u>
	<input type="checkbox"/> 13.	Enter the actual head count, the actual portions prepared, leftovers, & the disposition of the leftovers for each meal prepared & served on the current date	<u>14</u>
	<input type="checkbox"/> 14.	Place each meal associated to the day into the accepted status, which, in return, will set the status of the Food Prep Worksheet (1090) to accepted	<u>14</u>
	<input type="checkbox"/> 15A	If applicable, record a loss of an inventory item	<u>15.1</u>
	<input type="checkbox"/> 15B	If necessary, record a bulk sale or transfer for your activity	<u>16</u>
	<input type="checkbox"/> 15C	If applicable, Initiate, Validate, Post & Accept a physical inventory (spot / full) Note: Record Inventory date with last accepted expenditure date.	<u>21</u>

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<input type="checkbox"/> 15D	If necessary, record the use of a special daily allowance and Other Allowance.	<u>19.2</u>
<input type="checkbox"/> 15E	If required, record a cash deposit for the activity	<u>18.1</u>
<input type="checkbox"/> 16A	At the end of the month, perform the closeout validation functionality & ensure all required tasks are successfully completed	<u>22.1</u>
<input type="checkbox"/> 16B	After successfully completing the closeout validation process, finalize the closeout record for the ship	<u>22.2</u>

Note1: Prior to Step #16

FSM Return Reports Checklist (utilize prior to completing /finalizing accounting period closeout:

All reports should be in Accept Status before Finalizing closeout.

1. View General Mess Summary Document (NAVSUP Form 1359)(Current Fiscal Year)
 - a. View General Mess Summary Document (NAVSUP form 1359) Prior FY (Oct/Nov/Dec)
2. Prepare command Muster Reports Folder – obtain and validate Navy Rations Allowed Figure.
3. View Record of Receipts and Expenditures (NAVSUP Form 367)
4. View Sale of General Mess Meals (NAVSUP Form 1046) – validate daily post meal tasks credit sales headcount.
5. View Cash Meal Payment Sheets (DD Form 1544) – audit with completed sheets.
6. Prepare Certification letters if applicable (external to FSM).
7. Monthly Recapitulation of Meal Record (NAVSUP Form 1292)
8. View General Mess Control Record (NAVSUP Form 338)
9. Cash Receipt Book (NAVSUP 470) – Validate Cash Deposits for Month, with SF 215.
10. Assemble receipts with charge folder (attach receipt invoice to each Accepted Receipt Detail):
 - a. Receipts with Charge (from Ships Store) Requisition and Invoice/Shipping Document (DD Form 1149)
 - b. Receipts without Charge (from other FSO) Requisition and Invoice/Shipping Document (DD Form 1149)
 - c. Receipts Prime Vendor
 - d. Receipts for No Method
11. Requisition Log (NAVSUP Form 1336) – items received include summary page.
12. Financial Liability Investigation of Property Loss (DD Form 200)
13. Financial Liability Investigation of Property Loss (DD Form 200) – for Expenditure Log (NAVSUP Form 1334) reasons.
14. Requisition and Invoice/Shipping Document (DD Form 1149) – Transfer with reimbursement
15. Requisition and Invoice/Shipping Document (DD Form 1149) – Transfer without reimbursement

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16. Requisition and Invoice/Shipping Document (DD Form 1149) – Bulk Sales
 17. Food Item Report/Master Food Code List (NAVSUP Form 1059) – Book Inventory printed for monthly closeout.
 18. Food Item Report/Master Food Code List (NAVSUP Form 1059) – Full Inventory (minimum 90 day cycle)(Relieving Inventory)
 19. Food Item Report/Master Food Code List (NAVSUP Form 1059) – Inventory Adjustment Documents (weekly).
 20. Food Item Report/Master Food Code List (NAVSUP Form 1059) – Issues To General Mess (Stores Consumed)
 21. Food Item Request-Issue Document (NAVSUP Form 1282) – Ensure consumed dates accepted, certified by FSO with signature and dated.
 22. Assemble separate folder for FSM Order Due-In Reports and FSO signed/dated MILSTRIP (supports FIAR and FIP Compliancy)
- Note2: All corrected copy reports attach original report to it.

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APPENDIX B

FOOD SERVICE FORMS

Part A: FOOD SERVICE FORMS

DD Form 200 (Financial Liability Investigation of Property Loss) (Front and Back).....	<u>B-3/4</u>
DD Form 448 (Military Interdepartmental Purchase Request).....	<u>B-5</u>
DD Form 577 (Appointment/Termination Record-Authorized Signature).....	<u>B-6/7</u>
DD Form 7539 (Request for Veterinary Laboratory Testing & Food Sample Record).....	<u>B-8/9</u>
DD Form 1131 (Cash Collection Voucher).....	<u>B-10</u>
DD Form 1149 (Requisition and Invoice/Shipping Document).....	<u>B-11</u>
DD Form 1222 (Requests for Results of Tests).....	<u>B-12</u>
DD Form 1348-1 (DOD Single Line Item Release/Receipt Document).....	<u>B-13/14</u>
DD Form 1544 (Cash Meal Payment Book).....	<u>B-15</u>
DD Form 1608 (Unsatisfactory Material Report-Subsistence) (Front and Back).....	<u>B-16/17</u>
NAVCOMPT 2114 (Cash Receipt Certificate).....	<u>B-18</u>
NAVCOMPT 2275 (Order for Work and Service).....	<u>B-19</u>
NAVCOMPT 2276 (Order for Work and Service/Direct Citation).....	<u>B-20</u>
NAVSUP Form 335 (Subsistence Ledger) (Front and Back).....	<u>B-21/22</u>
NAVSUP Form 338 (General Mess Control Record) (Front and Back).....	<u>B-23/24</u>
NAVSUP Form 367 (Record of Receipts and Expenditures).....	<u>B-25</u>
NAVSUP Form 470 (Cash Receipt Book).....	<u>B-26</u>
NAVSUP Form 1046 (Sale of Enlisted Dining Facility Meals).....	<u>B-27</u>
NAVSUP Form 1090 (Food Preparation Worksheet) (Front and Back).....	<u>B-28/29</u>
NAVSUP Form 1105 (Meal Pass).....	<u>B-30</u>
NAVSUP Form 1282 (Food Item Request/Issue Document).....	<u>B-31</u>
NAVSUP Form 1291 (Meal Signature Record).....	<u>B-32</u>
NAVSUP Form 1292 (Recapitulation of Meal Record).....	<u>B-33</u>
NAVSUP Form 1334 (Expenditure Log – Loss Without Survey).....	<u>B-34</u>
NAVSUP Form 1336 (Requisition Log).....	<u>B-35</u>
NAVSUP Form 1359 (General Mess Summary Document).....	<u>B-36</u>
PPQ Form 288 (Ship Inspection Report).....	<u>B-37</u>
Standard Form 30 (Amendment of Solicitation/Modification of Contract) (Front and Back).....	<u>B-38/39</u>
Standard Form 364 (Report of Discrepancy) (Front and Back).....	<u>B-40/41</u>
Standard Form 1080 (Voucher for Transfers Between Appropriation and/or Funds).....	<u>B-42</u>
Standard Form 215 (Deposit Ticket).....	<u>B-43</u>
Standard Form 1034 (Public Voucher for Purchases/Services Other than Personal).....	<u>B-44</u>
Requisition Routing Sheet.....	<u>B-45</u>
Recipe Conversion Worksheet (Sample Form).....	<u>B-46</u>
Navy Standard Core Menu Report (Sample Form).....	<u>B-47</u>
NSCM Menu Planning Board (Sample Form).....	<u>B-48</u>
NSCM Menu Review Board (Sample Form).....	<u>B-49</u>
PLEDGE OF SERVICE.....	<u>B-50</u>
NSCM Recipe Card Template.....	<u>B-51</u>
NSCM New Item Request Form.....	<u>B-52</u>
DLA Troop Support Sole Source Justification Form.....	<u>B-53-56</u>
NSCM 1080 Menu Template.....	<u>B-57</u>
Cash Meal Payment Book (Sample).....	<u>B-58/59/60/61</u>
Foreign Partnership Certification Letter (Sample).....	<u>B-62</u>
Miscellaneous Certification Letter (Sample).....	<u>B-63</u>

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Humanitarian Certification Letter (Sample)	<u>B-64</u>
General Mess Meal Evaluation.....	<u>B-65</u>

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APPENDIX B

FOOD SERVICE FORMS

Part A: FOOD SERVICE FORMS


FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS									
PRIVACY ACT STATEMENT									
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.					ROUTINE USES: None.				
PRINCIPAL PURPOSE: 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.					DISCLOSURE: 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) <input type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> 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	

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15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			
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)			
<input type="checkbox"/> (1) Submit the attached statement of objection. <input 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 <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

D Form 200 (Back), FEB 91

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MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF PAGES	
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MFR NUMBER
6. AMEND NO.		7. TO: Chief of Naval Personnel 701 South Courthouse Road (ATT Frank Salvatierra) Building #12, Room #4K255-026 Arlington, VA 22202				
8. FROM: (Agency, name, telephone number of originator)						
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) b	QTY c	UNIT d	ESTIMATED PRICE e	ESTIMATED TOTAL PRICE f	
	Meals provided at (name of activity) Type of meals to include box lunches Dates meals provided Number of personnel Mission/Event/Exercise name Note: Provide detailed information for the event					
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.						11. GRAND TOTAL
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)				13. MAIL INVOICES TO (Payment will be made by)		
				PAY OFFICE DODAAD		
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	UNIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION		ACCTG STA DODAAD	AMOUNT
15. AUTHORIZING OFFICER (Type name and title)			16. SIGNATURE 		17. DATE	

DD Form 448, JUN 72

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APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://ddpdp.defense.gov/Privacy/SORNIndex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://ddpdp.defense.gov/Privacy/SORNIndex/BlanketRoutineUses.aspx . DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointments.		
SECTION I - APPOINTEE		
1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN)	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> DISBURSING OFFICER: DSSN</div> <div style="width: 33%;"><input type="checkbox"/> CASHIER</div> <div style="width: 33%;"><input type="checkbox"/> CHANGE FUND CUSTODIAN</div> <div style="width: 33%;"><input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN</div> <div style="width: 33%;"><input type="checkbox"/> PAYING AGENT</div> <div style="width: 33%;"><input type="checkbox"/> IMPREST FUND CASHIER</div> <div style="width: 33%;"><input type="checkbox"/> CERTIFYING OFFICER</div> <div style="width: 33%;"><input type="checkbox"/> COLLECTIONS AGENT</div> <div style="width: 33%;"><input type="checkbox"/> SAFEKEEPING CUSTODIAN</div> <div style="width: 33%;"><input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL</div> <div style="width: 33%;"><input type="checkbox"/> DISBURSING AGENT</div> <div style="width: 33%;"><input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN</div> </div>		
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:		
SECTION II - APPOINTING AUTHORITY		
9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.		
19. NAME OF APPOINTING AUTHORITY	20. TITLE	18. APPOINTEE INITIALS
21. APPOINTING AUTHORITY SIGNATURE		

DD FORM 577, NOV 2014

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Note: The Principal purpose for a DD Form 577: To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.

INSTRUCTIONS FOR COMPLETING APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

Use this form to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, imprest fund cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint departmental officials. Departmental officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service on which a certifying officer relies when certifying vouchers as correct and proper for payment.
4. Appoint safekeeping custodians or assistants. Appointees to these positions are not subject to pecuniary liability.
5. Governing guidance is in the Department of Defense Financial Management Regulation, Volume 5 (Disbursing Policy).

SECTION I.

1. Enter the Appointee's name and rank or grade.
2. Enter the Appointee's 10-digit DoD Identification Number.
3. Enter the Appointee's title.
4. - 5. Enter the name, complete address (to include e-mail address), and telephone number (include DSN when available) of the DoD Component or activity to which appointed.
6. Mark X in the appropriate box to indicate the duty the appointee will perform (select only one). If appointing a disbursing officer or deputy disbursing officer, enter the appropriate DSSN in the space provided.
7. The appointing authority identifies the types of payments affected, but need only be specific as he or she considers necessary, and may include any other pertinent, applicable information (e.g., system involved).
8. List all publications the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION II.

9. - 12. Enter the appointing authority's name, title, DoD Component/Organization location, and date signed.
13. The appointing authority must enter his or her manual or digital signature. If signature is digital, completing item 12 is not required since the digital signature includes the date; enter only after completion of items 1 through 11, as this signature will "lock" those items.

SECTION III.

14. - 16. The appointee enters his or her name and digital (16a) or manual (16b) signature, or both, depending on type(s) of signature(s) to be employed, in the appropriate spaces. If the signature is manual (16b), complete item 15, but if the signature is ONLY digital (16a), completing item 15 is not required since the digital signature includes the date. If the appointee enters both manual and digital signatures, the dates in items 15 and 16a must match. The date in item 15 (or 16a if signed digitally) cannot be earlier than the date in item 12 or 13. The appointment is effective on the date of acceptance by the appointee, and is not in force without his or her acknowledgement.

SECTION IV.

Completing this section terminates the original appointment. If partial authority is to be retained, complete a new DD Form 577.

17. Enter the date the termination is effective. Completion of this item is not required if item 21 is signed digitally, since the electronic signature includes the date.
18. The appointee initials in the space provided acknowledging revocation of the appointment.
19. - 21. The appointing authority enters his or her name, title and signature (which may be digital) in the spaces provided.

DD FORM 577 (BACK), NOV 2014

NAVSUP P-486, Rev 8 – 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.			

USAPPC V3.10

NAVSUP P-486, Rev 8 – Food Service Management

SHIPPING CONTAINER TALLY

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: (Include ZIP Code)	SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
	7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY
2. TO: (Include ZIP Code)	9. AUTHORITY OR PURPOSE			
3. SHIP TO - MARK FOR	10. SIGNATURE			11a. VOUCHER NUMBER & DATE (YYYYMMDD)
	12. DATE SHIPPED (YYYYMMDD)			b.
	13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

[illegible]

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO										17. SPECIAL HANDLING				
ISSUED BY		TOTAL CON- TAINERS	TYPE CON- TAINER	DESCRIPTION	TOTAL WEIGHT	18. TOTAL CUBE	19.	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYY/MM/DD)	BY	SHEET TOTAL			
RECEIVED BY							R	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYY/MM/DD)	BY	GRAND TOTAL			
SHIPPED BY							E							
INVOICE PREPARED BY							E							
PACKED BY							I							
IDENTITY							P							
							T	POSTED	DATE (YYYY/MM/DD)	BY	20. RECEIVER'S VOUCHER NO.			
				← TOTAL →										

DD FORM 1149, JAN 2016

DD FORM 1222, FEB 62 (EF)

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

NAVSUP P-486, Rev 8 – Food Service Management

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
DOC IDENT		RI FROM		M & S		STOCK NUMBER														ADD		QUANTITY		DOCUMENT NUMBER														SUFFIX		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJ. ECT		PRI. ORITY		REQ'D DEL DATE		ADVICE		RI		UNIT PRICE		DOLLARS		CTS.																			
SHIPPED FROM																								SHIP TO																								MARK FOR		PROJECT																								TOTAL PRICE		DOLLARS		CTS.	
A																								B																								C		D																								E					
WAREHOUSE LOCATION														TYPE OF CARGO		UNIT PACK		UNIT WEIGHT		UNIT CUBE		U F C		N M F C		FREIGHT RATE		DOCUMENT DATE		MAT. COND		QUANTITY																																															
F														G		H		I		J		K		L		M		N		O		P		Q		R		S																																									
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)														FREIGHT CLASSIFICATION NOMENCLATURE																																																																	
T														U																																																																	
														ITEM NOMENCLATURE																																																																	
W														X																																																																	
SELECTED BY AND DATE														TYPE OF CONTAINER(S)		TOTAL WEIGHT				RECEIVED BY AND DATE		INSPECTED BY AND DATE																																																									
1														2		3				7		8																																																									
PACKED BY AND DATE														NO. OF CONTAINERS		TOTAL CUBE				WAREHOUSED BY AND DATE		WAREHOUSE LOCATION																																																									
4														5		6				9		10																																																									
REMARKS																																																																															
AA														BB		CC		DD		EE																																																											
FIRST DESTINATION ADDRESS														DATE SHIPPED																																																																	
11														12		FF		GG																																																													
13 TRANSPORTATION CHARGEABLE TO														14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)		15 RECEIVER'S DOCUMENT NUMBER																																																															

DD FORM 1348-1
S/N 0102-LF-013-1040

1 MAR 74

EDITION OF 1 JAN 64 MAY BE USED
UNTIL EXHAUSTED

DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

SHEET 01

NAVSUP P-486, Rev 8 – Food Service Management

UNSATISFACTORY MATERIAL REPORT (Subsistence) (See instructions on reverse before completion.)				1. DATE PREPARED (YYYYMMDD)		<i>Form Approved</i> OMB No. 0704-0188		
<p>The 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 the Department of Defense, Executive Service and Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.</p>								
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 (YYYYMMDD)			
13. REQUISITION NUMBER	14. DATE SUPPLIES RECEIVED (YYYYMMDD)		15. SIZE OF LOT/SHIPMENT		16. QUANTITY ON HAND			
		a. CASES		b. UNITS				
FOR ALL USERS (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 - Autovon; C - Comm)			e. SIGNATURE			f. DATE SIGNED (YYYYMMDD)		
20. INSPECTION RESULTS (When appropriate, report can be forwarded by users without this section being completed.)								
TYPE OF EXAMINATION a.	INSPECTION LEVEL b.	ACCEPTABLE QUALITY LEVEL c.	CLASS OF DEFECT d.	ACCEPTANCE NUMBER e.	REJECTION NUMBER f.	SAMPLE SIZE g.	NUMBER OF DEFECTS OR DEFECTIVES h.	SAMPLE UNIT i.
21. AUTHORIZED INDIVIDUAL PERFORMING INSPECTION								
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. GRADE		
d. TELEPHONE NUMBER (A - Autovon; C - Comm)			e. SIGNATURE			f. DATE SIGNED (YYYYMMDD)		

DD FORM 1608, AUG 96

PREVIOUS EDITION MAY BE USED.

Reset

Adobe Professional 7.0

NAVSUP P-486, Rev 8 – Food Service Management

INSTRUCTIONS	
<p>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.</p> <p>ITEM 3. State complete name and address in the clear.</p> <p>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.)</p> <p>ITEM 4b. AFCLSAC (Armed Forces Consumer Level Subsistence Appraisal Committee) Evaluation. Self-explanatory.</p> <p>ITEM 6. Specification number or Institutional Meat Purchase Specification (IMPS) number from shipping container. If Brand Name Contract, indicate "BNC".</p> <p>ITEM 7. To be obtained from shipping container.</p> <p>ITEM 8. To be obtained from service supply activity. State the name of the DLA depot or distribution point or the vendor's name.</p> <p>ITEMS 9 and 10. To be obtained from shipping container.</p> <p>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.</p> <p>ITEM 12. To be obtained from shipping container.</p> <p>ITEMS 13, 14, 15 and 16. To be obtained from service supply activity records. Enter complete requisition number.</p> <p>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.</p> <p>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.</p>	<p>ITEM 19. Self-explanatory.</p> <p>ITEM 20c. Acceptable Quality Level is the maximum percent defective (or the maximum number of defects per hundred units) that, for the purpose of sampling inspection can be considered satisfactory as a process average (MIL-STD-109).</p> <p>ITEM 21. Self-explanatory.</p> <p>DISTRIBUTION</p> <p>a. Originator will prepare original and three copies of report, retain one copy and forward remainder to following appropriate service office.</p> <p>Commander US Army Troop Support Agency ATTN: DALO-TAF-S Fort Lee, VA 23801-8020</p> <p>Commanding Officer Navy Food Service Systems Office ATTN: Code SV Washington, DC 20374-1862</p> <p>Air Force (Troop Issue/Specification Items Only) HQ, AFESC-DEHF Tyndall AFB, FL 32403-8001</p> <p>Air Force (Brand Name Resale Items Only) HQ, AFSCMS/SGPM Kelly Air Force Base, TX 78241-8290</p> <p>Commandant of the Marine Corps Code LFS-4 Headquarters US Marine Corps Washington, DC 20380-0001</p> <p>b. Service Office will review reports for completeness and validity and, if valid and complete, forward original for action to:</p> <p>Commander Defense Personnel Support Center ATTN: DPSC-HQS (CDCFP) Philadelphia, PA 19101-8419</p> <p>and forward information copy to:</p> <p>Commander US Army Research, Development & Engineering Center ATTN: STRNC-W Natick, MA 01760-5000</p>

DD FORM 1608 (BACK), AUG 96

NAVSUP P-486, Rev 8 – 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-L F-703-9602		
A-18088		

NAVSUP P-486, Rev 8 – Food Service Management

ORDER FOR WORK AND SERVICES-NAVCOMPT FORM 2275 (REV. 8-81)										S/N 0104-LF-702-2751	PAGE 1 of Pages
1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.										2. DOCUMENT NUMBER	
3. REFERENCE NUMBER			4. FUNDS EXPIRE ON			5. WORK COMPLETION DATE			6. DATE PREPARED		7. AMENDMENT NO.
8. FROM:						9. FOR DETAILS CONTACT:					
10. TO: UIC						11. MAIL BILLINGS TO:					
12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS											
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT	
L. TOTAL THIS DOCUMENT											
M. CUMMULATIVE TOTAL											
13. THIS ORDER IS ISSUED AS A <input type="checkbox"/> PROJECT ORDER <input type="checkbox"/> AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON <input type="checkbox"/> FIXED PRICE <input type="checkbox"/> COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THIS ORDER IS PLACED IN ACCORDANCE WITH THE PROVISIONS OF 41 U.S. CODE 23 AND DOD DIRECTIVE 7220.1. THE FOLLOWING SUPPLEMENTARY ITEMS ON REVERSE ALSO APPLY AND ARE AN INTEGRAL PART OF THIS ORDER:											
14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS											
15. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE WORK OR SERVICES REQUESTED.				AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)						DATE	
16. THIS ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HERewith.				ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)						DATE	

NAVSUP P-486, Rev 8 – Food Service Management

REQUEST FOR CONTRACTUAL PROCUREMENT

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE.							2. DOCUMENT NUMBER			
3. REFERENCE NUMBER		4. FUNDS EXPIRE ON		5. DMS	6. PRIORITY *	7. DATE REQUIRED *		8. AMENDMENT		
9.					10. FOR DETAILS					
11. [I L]					MAIL INVOICES Same as block #9					
13. ACCOUNTING DATE TO BE CITED ON RESULTING BILLINGS										
A. ACRN	B. APPROP	C. SUB	D. OBJ CLASS	E. CONTROL	F. SA	G.	H. TT	I.	J.	K.
AA										
14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITH PRIOR WRITTEN APPROVAL FROM THE ISSUER.							L. TOTAL THIS DOCUMENT			
							M. CUMULATIVE TOTAL			
15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED										
<input type="checkbox"/> THESE ITEMS ARE <input checked="" type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY PROGRAM AND REQUIRED INTERSERVICE SCREENING HAS <input checked="" type="checkbox"/> HAS NOT BEEN ACCOMPLISHED <input type="checkbox"/>										
A. ACRN	B. ITEM NO	C. FSC	D. DESCRIPTION (NAT STOCK NO, SPEC AND/OR DRAWING NO., ETC)			E. QTY	F. UNIT	G. ESTIMATED UNIT PRICE		H. ESTI AM
16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.										I. GRAN
17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)										
18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY ARE PROPERLY CHARGEABLE FOR THE WORK OR SERVICES REQUESTED.				AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)						
19. THIS WORK ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HERewith.				ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)						

NAVSUP P-486, Rev 8 – Food Service Management

GENERAL MESS CONTROL RECORD (4061)

NAVSUP-P-486 328 (Rev. 7-88)

BUP-A

8.00

FROM: (Name of Activity or Station)

USS ENTERPRISE (CVN-65)

COMMENTS	DAY OF MONTH (1)	MEALS FED										RATION CREDIT	
		MEALS SOLD FOR CASH					MEALS FED - RATIONS IN KIND						
		BREAKFAST 20% (2)	LUNCH 40% (3)	DINNER 40% (4)	NIGHT 20%/40% (5)	DAILY (6)	BREAKFAST 20% (7)	LUNCH 40% (8)	DINNER 40% (9)	NIGHT 20%/40% (10)	DAILY (11)	MR/CASH SALES DAILY TOTAL (12)	CUMULATIVE TOTAL (13)
BF													
S	1	84	80	12	0	53.60	416	249	276	0	222.20	287	287
S	2	58	26	2	0	26.80	284	272	154	0	227.20	254	641
S	3	7	2	2	0	3.00	240	152	148	0	168.00	171	812
QS	4	5	6	1	0	3.80	99	84	65	0	79.60	83	895
S	5	66	94	12	0	52.00	149	259	141	0	189.80	242	1127
S	6	61	121	26	0	75.00	125	212	145	0	170.20	265	1282
S	7	70	104	12	0	60.60	146	205	124	0	164.80	225	1607
S	8	65	120	25	0	75.00	124	217	147	0	172.60	267	1854
S	9	59	64	19	0	45.00	147	172	74	0	127.80	172	2027
RS	10	21	122	5	0	59.00	98	56	68	0	69.20	128	2155
RS	11	22	22	8	0	16.60	95	89	80	0	86.60	102	2258
S	12	29	159	22	0	80.60	152	219	141	0	176.60	265	2523
S	13	76	178	21	0	94.80	148	272	160	0	202.60	297	2810
S	14	82	102	22	0	66.60	150	272	119	0	186.80	252	2662
S	15	52	122	12	0	64.60	82	167	106	0	125.60	190	2252
S	16	45	82	10	0	45.80	110	272	88	0	206.00	252	2505
RS	17	12	16	2	0	9.60	96	147	49	0	97.60	107	2612
RS	18	12	12	6	0	10.20	106	158	70	0	112.60	122	2735
S	19	54	98	8	0	52.20	150	214	152	0	176.80	220	2965
S	20	52	106	12	0	57.60	220	287	161	0	222.20	281	3246
S	21	60	121	11	0	64.80	255	266	161	0	221.80	287	3533
	21												
S	22	67	65	12	0	64.60	224	152	120	0	160.00	205	3738
RS	23	12	7	8	0	8.60	142	102	102	0	110.60	119	3857
RS	24	12	4	4	0	5.80	150	104	94	0	109.20	115	3972
QS	25	18	5	7	0	8.60	48	52	52	0	51.20	60	4032
QS	26	10	2	4	0	4.60	50	65	57	0	58.80	62	4095
S	27	60	88	12	0	68.00	86	176	108	0	120.80	179	4274
S	28	45	109	8	0	55.80	121	192	147	0	162.20	216	4492
S	29	55	220	66	0	125.60	100	100	100	0	100.00	225	4717
S	30	2	5	1	0	2.80	188	299	205	0	229.20	242	4959
QS	31	10	2	7	0	5.60	72	56	50	0	57.00	62	5021
TOTALS													6021

COMMENTS

DEFAULT RATION FORMULA = 20%40%40%20%

Q = 1-99 Supplemental Allowance (1.00)

R = 100-149 Supplemental Allowance (0.55)

S = SYSCO HAMPTON ROADS (2.15)

PREPARED BY

AUDITED BY

RECORDS KEEPER

LEADING CS

NAVSUP P-486, Rev 8 – Food Service Management

					BOPA		SUPPLEMENTAL/SPECIAL ALLOWANCES			FOR THE PERIOD			
					3.00		1.20 / 0.55			July 2014			
USS ENTERPRISE (CVN-65)								U.S.C. V12345					
FOOD					RAIION CREDIT		MONETARY ALLOWANCE		FOOD COST			OVER/UNDER ISSUES	
MEALS FED - RATIONS IN KIND													
BREAKFAST 20% (7)	LUNCH 40% (8)	DINNER 40% (9)	NIGHT 20%/40% (10)	DAILY (11)	W/CASH SALES DAILY TOTAL (12)	CUMULATIVE TOTAL (13)	DAILY (14)	CUMULATIVE TOTAL (15)	DAILY (16)	CUMULATIVE TOTAL (17)	ONE RATION (18)	CURRENT BALANCE (19)	
								647.17				647.17	
616	249	276	0	222.20	287	287	6198.95	4866.12	6543.50	6543.50	11.76	302.62	
284	272	154	0	227.20	254	641	2755.90	7602.02	2628.20	8181.70	14.22	-579.68	
260	152	148	0	168.00	171	812	1855.25	9457.27	2275.22	10456.92	12.21	-999.56	
99	84	65	0	79.40	82	895	1000.15	10457.52	1460.69	11897.62	17.26	-1460.10	
149	259	141	0	189.90	242	1137	2625.70	12082.22	2699.26	14596.88	11.15	-1513.66	
125	212	145	0	170.20	245	1282	2658.25	15741.47	1435.96	16032.84	5.86	-291.27	
148	205	124	0	164.90	225	1607	2641.25	18182.72	2167.46	19200.20	14.08	-1017.58	
124	217	147	0	172.40	247	1856	2679.95	20862.67	2478.84	22679.14	14.08	-1816.47	
147	172	74	0	127.80	172	2027	1877.05	22739.72	2258.28	25037.42	12.62	-2297.70	
98	56	68	0	69.20	128	2155	1459.20	24198.92	1150.88	26188.20	8.99	-1989.28	
95	89	80	0	86.60	102	2258	1174.20	25373.12	1145.28	27323.68	11.12	-1960.56	
152	219	141	0	174.40	255	2512	2766.75	28129.87	2799.27	30122.95	10.98	-1992.08	
148	272	160	0	202.60	297	2810	2222.45	31262.22	2889.47	32022.42	9.73	-1660.10	
150	272	119	0	186.90	252	2962	2745.05	34107.27	2806.12	35928.55	11.09	-1721.18	
82	167	106	0	125.60	190	3252	2061.50	36168.87	1947.96	37796.51	10.21	-1617.64	
110	272	88	0	206.00	242	3505	2724.20	38903.07	2158.49	39945.00	8.57	-1041.92	
94	147	49	0	97.60	107	3612	1219.90	40122.87	2181.49	42126.49	20.29	-2002.62	
106	158	70	0	112.40	122	3725	1402.20	41525.07	1821.09	43957.58	14.89	-2432.51	
150	214	152	0	176.90	220	3965	2495.50	44020.57	2506.22	46463.81	10.90	-2443.24	
220	287	161	0	222.20	281	4266	2048.25	47069.42	2452.09	49015.90	9.08	-1946.48	
255	266	161	0	221.90	287	4523	2112.95	50182.27	2217.94	52223.94	11.21	-2050.47	
							INVENTORY ADJUSTMENT		40.10	52273.94	0.00	-2090.57	
224	152	120	0	160.00	205	4728	2224.25	52407.62	2796.49	56070.42	18.52	-2662.81	
142	102	102	0	110.40	119	4857	1256.40	53764.22	1568.64	57639.07	12.18	-2874.85	
150	104	94	0	109.20	115	4972	1211.00	55075.22	1498.61	59127.68	12.02	-4062.66	
48	52	52	0	51.20	60	5032	722.00	55796.22	920.87	60068.55	15.51	-4270.22	
50	65	57	0	58.90	62	5095	759.15	56557.27	787.67	60856.22	12.50	-4298.85	
86	176	108	0	120.90	179	5274	1942.15	58499.52	1242.26	62098.48	6.94	-3598.94	
121	192	147	0	162.20	218	5492	2265.20	60864.82	2022.28	65120.76	12.86	-4255.94	
100	100	100	0	100.00	225	5717	2441.25	63306.07	5515.47	70626.22	24.51	-7320.16	
188	299	202	0	229.20	242	5959	2625.70	65921.77	1942.92	72579.16	8.02	-6647.29	
72	56	50	0	57.00	62	6022	759.15	66690.92	1065.42	72644.58	16.91	-4923.66	
						6022		66690.92		72644.58	12.22	-4923.66	

AUDITED BY	AUDITED & CERTIFIED BY
LEADING CS	FOOD SERVICE OFFICER

NAVSUP P-486, Rev 8 – Food Service Management[illegible]

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NAVSUP P-486, Rev 8 – 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 (Signature and title)		

NAVSUP P-486, Rev 8 – 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)

☐ NAVY REGULAR

☐ NAVY CADETS

☐ ARMY REGULAR

☐ COAST GUARD

☐ AIR FORCE NATIONAL GUARD

☐ NAVY RESERVE

☐ MARCORPS REGULAR

☐ ARMY RESERVE

☐ CIVILIAN APPLICANTS

☐ FOREIGN

☐ NAVY ROTC

☐ MARCORPS RESERVE

☐ ARMY NAT'L GUARD

☐ AIR FORCE REGULAR

☐ OTHER (Specify)

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

S/N 0108-LF-504-6301

NAVSUP P-486, Rev 8 – 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 (Specify)						
1ST SUBTOTAL						
CASH SALES (INCLUDE CONTRACT PERSONNEL)						
2ND SUBTOTAL						
PERSONNEL NOT PASSING THROUGH SERVING LINE						
GRAND TOTAL						
CONVERSION FACTOR		20%	40%	40%	% APPLICABLE	
RATION CREDIT						
REMARKS					TOTAL CREDIT	

STATION AUDIT BOARD

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

SIGNATURE AND RANK, RATE, OR GRADE

SIGNATURE AND RANK, RATE, OR GRADE

SIGNATURE AND RANK, RATE, OR GRADE

NAVSUP P-486, Rev 8 – Food Service Management[illegible]

NAVSUP P-486, Rev 8 – Food Service Management

General Mess Summary (1359)

Page 1 of 1

F84A00001 TIME: 1:03 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/19/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		DAYS OPERATED 31 UIC MERGED 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		DAYS IN PORT 31 UIC RETURN? N	
Navy Rations Allowed 17856		TEMPORARY CLOSURE? N		FINAL RETURN? N	
Other Rations Allowed 3022		RECEIPTS		LEVEL OF PROCUREMENT	
Total Rations Allowed 20878		Inventory (Balance Brought Forward) \$ 54861		Receipts with Charge 0	
RATION BREAKDOWN		Receipts with Charge 72276		Less: Transfers w/ Reimbursement - 0	
Type	Code Rations Fed	Receipts without Charge 1142		Less: Bulk Sales - 0	
Navy Regular	1 2999	Total \$ 128279		Total Receipts Less Transfers and Bulk Sales 0	
Ration for Cash	2 1327	EXPENDITURES		Total Allowances Less Under/Over/CF 0	
Navy Reserve	3 145	Food Cost (338) + 73645		Ratio 0	
Navy ROTC	4 16	Surveys + 60		Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Naval Academy	5 916	Loss without Survey + 0			
Marine Regular	6 6	Bulk Sales + 39			
Marine Reserve	7 351	Transfer with Reimbursement + 350			
Army Regular	8 44	Transfer without Reimbursement + 456			
Army Reserve	9 217	Inventory (Balance on Hand) + 52938			
Army National Guard	10A 0	Sub Total \$ 127488			
Air Force National	10B 0	Price Adjustment + 791			
Guard	11 0	Total \$ 128279			
Air Force Regular	12 0	ALLOWANCES RATIONS RATE VALUE		LAST FULL PHYSICAL INVENTORY	
Coast Guard	13 0	BASIC FOOD 6022 8.00 48176		Date: 07/29/2014	
Foreign 1/	14 0	ALLOWANCE UNDER/OVER ISSUE + 647		Number of Days Since: 2	
Miscellaneous 1/	15 0	CARRIED FORWARD 1 TO 99 RATIONS 269 1.20 323		Inventory Accuracy Rate: %	
TARS	16 0	100 TO 149 RATIONS 695 0.55 382			
Total Other Personnel	17 3022	SYSCO HAMPTON ROADS 6022 2.85 17163			
Grand Total 3/	17 6021*	Total Allowances 66691		Stores Consumed (1059) 75489	
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		Food Cost (338) - 73645		% Difference Between Food Cost & Stores Consumed 2.50%	
2/ Codes 2 through 15.		Under/(Over) Issue - 6954		% Under/(Over) Issue 10.43%	
3/ Codes 1 and 16.		COUNTRY CODE: US			
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		APPROP SUB OBJ BCN SUB AAA TRANS PAA COST AMOUNT			
CASH STATEMENT		ACCOUNTING CLASSIFICATION			
Undeposited Bal Fwd	\$ 2722	SALES		17414532241 260 00022 0 068566 2D 004212500924SIK09T \$13388.85	
Sale of Meals	+ 13456	SURCHARGES		174180452FA 260 00052 0 068732 2D DGLSCH500924GLSURT \$ 2136.75	
Bulk Sales	+ 39	O&MN		\$15525.60	
Surcharges	+ 2117	TOTAL			
Cash Deposited with D.O.	- 15526				
Other Sales of Meals	- 0				
Undeposited Sales	\$ 2808				
CERTIFICATION		SIGNATURE / COMMENTS			
Disbursing Officer (Signature), (Date)	Collection DO Voucher # Symbol Date	Comments (Hand Written Note):		Reviewed By Leading CS (Signature)	
3159	8371 07/27/2014	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.	
CALVIN E. VILLANUEVA, CIV	Standard Doc. No. N0002214MD12345	Executive/Personnel Officer (Signature) (Date)		Certified by (Signature) (Rank and Title) (Date)	
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.		LONNIE U. MAYER, CDR		GABRIEL R. STEVENS, CWO4	

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NAVSUP P-486, Rev 8 – Food Service Management

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code)				(✓)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> 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: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).							
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> 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 (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				BY (Signature of Contracting Officer)			
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, Rev 8 – Food Service Management

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION		2. REPORT NUMBER		
<input type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING								
3. TO (Name and address, include ZIP Code)				4. FROM (Name and address, include ZIP Code)				
5a. SHIPPER'S NAME				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (BBL, Waybill, TON, etc.)		
7a. SHIPPER'S NUMBER (Purchase order/Shipment, Contract, etc.)		7b. OFFICE ADMINISTRATION CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)				
9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11. ACTION CODE
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (e)	UNIT PRICE (f)	TOTAL COST (g)	CODE ¹ (h)	
12. REMARKS (Continue on separate sheet of paper if necessary)								

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

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

STANDARD FORM 384 (REV. 2-80)

NAVSUP P-486, Rev 8 – Food Service Management

16. FROM:	17. DISTRIBUTION ADDRESSEES FOR COPIES
18. TO:	
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 singles space typing lines.	
19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:	
a. MATERIAL <input type="checkbox"/> HAS BEEN <input type="checkbox"/> WILL BE SHIPPED	DOCUMENT NUMBER
c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN / WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION. d. <input type="checkbox"/> INVOICE/BILL ATTACHED
e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENTS 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 (a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR (b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19f(2)	(2) PRESCRIBING REGULATION (a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8) (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:
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:
e. <input type="checkbox"/> SHIP MATERIAL (Specify location): (1) <input type="checkbox"/> GBL APPROPRIATIONS CHARGEABLE: (2) <input type="checkbox"/> CHARGES COLLECT-VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST (8 _____ postage advanced herewith. (3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID <i>NOTE: Please enclose postage. Material cannot to returned Parcel Post collect.)</i>	
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:
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	

STANDARD FORM 384 BACK (REV. 2-80)

NAVSUP P-486, Rev 8 – 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		VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS		EXCEPTION TO SF 1080 APPROVED BY NARS 6-76		VOUCHER NO. SCHEDULE NO.	
Department, establishment, bureau, or office billing						BILL NO.	
Department, establishment, bureau, or office billed						PAID BY	

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-

ACCOUNTING CLASSIFICATION – <i>Billing Office</i>							
Appropriation Symbol and Subhead	Object Class	Bureau Cont. and Suballot. No.	Auth. Acctg. Activity	T y p e	Property Acctg. Activity	Cost Code	Amount

CERTIFICATE OF OFFICE BILLED	
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)	

ACCOUNTING CLASSIFICATION – <i>Office Billed</i>

Paid by Check No.

VCH

NAVSUP P-486, Rev 8 – Food Service Management

STANDARD FORM 215 PRESCRIBED BY DEPT. OF TREASURY 1TFM 5-3000				DEPOSIT TICKET				DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE NSN- 7540-01-019-9452			
DEPOSIT NUMBER				DATE PRESENTED OR MAILED TO BANK				8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)		AMOUNT	
M M D D Y Y											
(1)			(2)			(3)			(4)		SINGLR SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION – OMIT \$ SIGN
(6) AGENCY USE											
(9) DEPOSITORS TITLE, DEPARTMENT OF AGENCY AND ADDRESS								(7) NAME AND ADDRESS OF DEPOSITARY			
								(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE US TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTABLE ITEMS INCLUDED THEREIN. M M D D Y Y _____ AUTHORIZED SIGNATURE CONFIRMED DATE			
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE								ORIGINAL			
MEMORANDUM COPY											
DEPOSITARY COPY											
AGENCY COPY											
CONFIRMED COPY											

NAVSUP P-486, Rev 8 – Food Service Management

Standard Form 1034 Revised January 1980 Department of the Treasury ITFRM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL			VOUCHER NO.			
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION			DATE VOUCHER PREPARED		SCHEDULE NO. PAID BY			
			CONTRACT NUMBER AND DATE					
			REQUISITION NUMBER AND DATE					
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 40%;"> PAYEE'S NAME AND ADDRESS </div> <div style="width: 40%; border-top: 1px solid black; border-bottom: 1px solid black; height: 100px;"></div> </div>					DATE INVOICE RECEIVED			
					DISCOUNT TERMS			
					PAYEE'S ACCOUNT NUMBER			
					GOVERNMENT B/L NUMBER			
SHIPPED FROM		TO		WEIGHT		GOVERNMENT B/L NUMBER		
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>		QUANTITY	UNIT PRICE COST PER		AMOUNT	
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL								
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR: = \$		EXCHANGE RATE = \$1.00		DIFFERENCES _____		
		BY ²						
				Amount verified; correct for				
		TITLE		(Signature or initials)				
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.								
_____ (Date)		_____ (Authorized Certifying Officer) ²				_____ (Title)		
ACCOUNTING CLASSIFICATION								
P A I D	CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		ON (Name of bank)	
	CASH		DATE		PAYEE ³			
	\$							
¹ When stated in foreign currency, insert name of currency. ² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the space provided, over his official title. ³ When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.						PER		
						TITLE		

Previous edition usable

1034-119

NSN 7540-00-9

NAVSUP P-486, Rev 8 – Food Service Management

REQUISITION ROUTING SHEET	
C O M M A N D	Date: _____
	Purpose/Description: _____
	From: _____ (Activity) UIC: _____
	UNIT POC: _____ EMAIL: _____ Phone DSN: _____ Mobile # Cell Phone: _____ Attached: DDFORM 1149 <input type="checkbox"/>
	To: _____ (Food Service Officer Signature) (TYCOM)
T Y C O M	From: _____ (TYCOM)
	Approval/Disapproval: _____ (TYCOM Signature) <input type="radio"/> <input type="radio"/>
	TYCOM POC: _____ EMAIL: _____ Phone DSN: _____ Mobile # Cell Phone: _____ Attached: DDFORM 1149 <input type="checkbox"/>
	To: _____ (BUPERS)
	From: _____ (BUPERS)
B U P E R S	Approval/Disapproval: _____ <input type="radio"/> <input type="radio"/>
	Date Obligated in STARS: _____
	Requisition/Document Number: _____ Bill to DODAAC: _____ Ship to DODAAC: _____ Fund Code: _____
	To: _____ (TYCOM/COMMAND)
	From: _____ (Activity) Date: _____
C O M M A N D	To: Local NAVSUP FLC _____ <input type="checkbox"/>
	(Ensure the BUPERS POC and CTF COR are notified via email when contract is awarded) Must include Fleet COR Name, Phone and Email Address Below
	Fleet COR _____ <input type="checkbox"/>
	DODAAC _____ <input type="checkbox"/>
	DLA _____ <input type="checkbox"/>
	Ships Store S3 _____ <input type="checkbox"/>

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RECIPE CONVERSION SHEET

Item: _____

Recipe Card #: _____

Date: _____

Portions to Prepare: _____

Working Factor: _____

Name: _____

	MEASURES							
INGREDIENTS	LBS	OZ	GAL	QT	PT	CUPS	TBSP	TSP
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								

Ounces to Decimal 1= .06 10= .63 2= .13 11= .69 3= .19 12= .75 4= .25 13= .81 5= .31 14= .88 6= .38 15= .94 7= .44 16= 1.00 8= .50 9= .56	Decimal to Fraction .00 to .12 = 0 63 to .87 = 3/4 .13 to .37 = 1/4 88 to .99 = 1.00 .38 to .62 = 1/2	Abbreviations TSP= Teaspoon TBSP= Tablespoon PT= Pint QT= Quart GL= Gallon OZ= Ounce LB = Pound	Measures and Weight Table 3 TSP = 1 TBSP 16 TBSP = 1 CUP 2 CUPS = 1 PT 2 PT = 1 QT 4 QT = 1 GL 16 OZ = 1 LB
	Fraction to Decimal 1/4 = .25 2/3 = .67 1/3 = .33 3/4 = .75 1/2 = .50		

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SAMPLE

USS UNDERWAY NSCM REPORT

DATE: _____

FOOD SERVICE OFFICER: _____

LEADING CULINARY SPECIALIST: _____

NSCM Concerns: Report manpower issues, equipment and storage challenges and menu concerns to include food quality, flavor and consistency for NSCM Recipes to include Prime Vendor food quality associated with the NSCM.

NSCM Suggested Changes:

Proposed menu change -

Explanation for menu change –

Recommended recipe change –

Suggested New Menu Recipe –

LTJG Spice

Food Service Officer

***Note: All NSCM reports should go to your regional TYCOM for consolidation. TYCOM should then compile reports into a summary report and forward to NAVSUP.**

NAVSUP P-486, Rev 8 – Food Service Management**SAMPLE****USS UNDERWAY MENU PRODUCTION BOARD****DATE/TIME:** _____**FOOD SERVICE STAFF MEMBERS/ATTENDEES:**

MENU PRODUCTION BOARD: Preparation of the menu production board starts at the conclusion of the last weekly production board. Ensure all concerns are properly documented, investigated and processed through to NAVSUP via your regional TYCOM when relating to concerns with the Navy Standard Core Menu. The success of all menu production boards is the involvement of all Culinary Specialist in support of the Navy's Standard Core Menu. When all Culinary Specialist work together as a team to identify manpower issues, equipment and storage challenges, menu concerns to include food quality, flavor and consistency, and conflicts with afloat or ashore command activities the Menu Production Board will be productive and successful. Meeting should start out with a specific purpose developed from information collected since the last Menu Production Board.

MENU PRODUCTION BOARD RESULTS: Provided by documentation found on previous board minutes. Discussion should include results of unanswered concerns, modifications of the menu since last menu review board, etc.

MENU PRODUCTION BOARD NEW ISSUES: Time to discuss new menu issues to include customer service, sanitation, suggested menu changes, special meals, general food service concerns.

MENU BOARD CONCLUSION: Review unclear issues or concerns. Food service team should discuss updates on future revisions to the Navy's Standard Core Menu and report all news/results from NAVSUP concerning previous menu requests.

BOARD ADJOURNED:_____
LTJG Spice

Food Service Officer

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SAMPLE**USS UNDERWAY MENU REVIEW BOARD****QUARTER:** _____**DATE/TIME:** _____**FOOD SERVICE STAFF MEMBERS/ATTENDEES:****DIVISIONAL ATTENDEES:**

MENU BOARD REVIEW: Preparation of menu review board starts at the conclusion of the last quarterly review board. The success of menu review board is to ensure all concerns have been properly addressed, investigated, and hopefully resolved prior to the next board.

MENU BOARD RESULTS: Provided by documentation found on last quarter's menu review board minutes. Discussion should include results of unanswered concerns, modifications of the menu since last menu review board, etc.

MENU BOARD NEW ISSUES: Time to discuss new menu issues to include customer service, sanitation, suggested menu changes, special meals, and general food service concerns.

MENU BOARD CONCLUSION: Review unclear issues or concerns. Food service team should provide updates on future revisions to the Navy's Standard Core Menu and report all news/results from NAVSUP concerning previous menu requests.

BOARD ADJOURNED:_____
LTJG Spice

Food Service Officer

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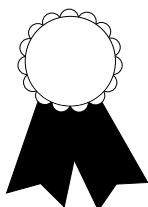


Pledge of Service to our Patrons

The mission of this food service division is to provide you with wholesome, well balanced, and satisfying meals served under the most sanitary conditions possible and in an atmosphere that is conducive to good dining. In carrying out our mission, we shall ensure:

- ❖ that you are provided a menu which is varied and nutritious
- ❖ that your food preferences are given primary consideration
- ❖ that clean dinnerware is always available
- ❖ that your meals are properly prepared and appealingly served at the appropriate temperature
- ❖ that each meal is served on time in a prompt and courteous manner
- ❖ that the dining area and food service personnel reflect the highest degrees of cleanliness

You, our patrons, are requested to aid in this service effort by providing encouragement, support, and constructive suggestions.



FOOD SERVICE OFFICER

COMMANDING OFFICER

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AFRS RECIPE CARD TEMPLATE

<div style="border: 1px solid black; display: inline-block; padding: 5px 20px;">Recipe Card Name</div>						
Yield:					Category:	A-Q
Pans:					Recipe #	
Portion Size:						
Number of Servings						

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
X kcal	X g	X g	X g	X mg	X mg	X mg

Step	Ingredients	Weight	Measure	Method

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NAVSUP NSCM NEW ITEM REQUEST FORM TEMPLATE

NEW ITEM REQUEST FORM

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

ROUTING:	Initials	Date
Funct Mailbox		
JEN		
CHEF		
LCDR JAMES		
BEV		

PLATFORM:	
AIRFOR	
LDECK	
SURFOR	
LCS	
SUBFOR	

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DLA TROOP SUPPORT SOLE SOURCE JUSTIFICATION FORM EXAMPLE

Justification for Items Peculiar to One Manufacturer

Requestor

All fields denoted with an asterisk (*) are required fields in order to submit a new item request. If any of these fields are not filled an automated message will remind you.

Requestor's Name: *	<input type="text"/>	Title: *	<input type="text"/>
Requestor's E-mail: *	<input type="text" value="john.doe@example.com"/>	Phone: *	<input type="text"/>
Organization Name: *	<input type="text"/>	Date of Submission:	<input type="text"/>
Department Name: *	<input type="text"/>		

Do you have any relationship - business, financial, personal, or otherwise - with the supplier of this product or any of the supplier's representatives? *

Product Information

All fields to be completed by person requesting evaluation.

Type of Product: *	<input type="text"/>	Brand Name:	<input type="text"/>
Name & Description*	<input type="text"/>	Product Manufacturer:	<input type="text"/>
Mfr/Sales Rep:	<input type="text"/>	Mfr Web Site:	<input type="text"/>
Sales Rep Phone:	<input type="text"/>	Mfr/Sales Rep e-mail:	<input type="text"/>
Distributor Name-PV	<input type="text"/>	Distributor Part #:	<input type="text"/>

☐ Stock Number Currently Exists

Place stock number in box to the right

☐ Request For New Stock Number

Plant Name	<input type="text"/>	Location Address	<input type="text"/>
Approved Source	<input type="text"/>	Establishment #	<input type="text"/>
For Seafood VETCOM	<input type="text"/>	USDC	<input type="text"/>
Manufacturer SKU#	<input type="text"/>	Country of Origin	<input type="text"/>

Select One ☐ FRESH ☐ FROZEN ☐ REFRIGERATED ☐ SHELF STABLE ☐ CANNED ☐ OTHER

Description

Variety/Color/Flavor

For Meats NAMP/IMPS# Weight Range Grade

Processing ☐ Raw ☐ Precooked ☐ Fully Cooked ☐ Other (Please Specify)

☐ Battered ☐ Breaded ☐ Marinated ☐ Seasoned

☐ Cut ☐ Chopped ☐ Diced ☐ Shredded ☐ Sliced ☐ Ground

Pack ☐ Bulk ☐ Individually Wrapped Portions Weight Count/LB Unit of Measure

Portion Size Units Per Case Purchase Ratio Factor

Can/Container Size

Container Material

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Manufacturer Shelf Life Data Code Breaker

☐ Code Breaker Sheet Included

NAPA Allowance

Product Usage

1. State primary reason for initiating this new product request:

2. Is there a benefit to the war fighter not currently satisfied by the current products used?

3. If Yes, explain.

4. Is there currently a product in the Subsistence Prime Vendor catalog performing the same function?

5. If Yes, please list the name, manufacturer, and manufacturer code

6. Please check all applicable reasons for request

☐ Current Item is Impracticable

☐ Health/Safety Requirement

☐ Required by Law or Regulation

☐ Shelf Life Requirements

☐ Other (Please Specify)

7. If this new product is replacing an existing product, please list existing product name, manufacturer, manufacturer catalog codes

8. Please provide the following information for the proposed product:

Unit Price to be transmitted

As documented by attached invoice/price quote

Estimated Annual Usage

Estimated Annual Cost

9. Are there similar products on the market?

10. If Yes, please list the manufacturer(s):

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Value Analysis

11. Explanation of why a particular brand name, product or a feature of a product, peculiar to one manufacturer is essential to the Government's requirements and why other companies' similar products do not meet, or cannot be modified to meet, the agency's needs.

12. Do you have information validating the performance of this product?

13. Specify facts supporting justification, including documentation (e.g. market research, comparison cuttings, cost, yield, information):

14. Similar product on contract: ☐ Yes ☐ No

Number used last F/Y

Projected use new product for this F/Y

Old Product Cost (each):

New Product Cost (each):

Annualized Cost Impact:

New Annualized Cost Impact:

15. Is this product available through a distributor?

16. A statement of the actions, the agency may take to remove or overcome any barriers that limit the Government's requirements to a brand name item before any subsequent acquisition for similar products is made:

17. When will this decision be re-evaluated?

18. The customer or technical personnel certify that the basis for the enclosed justification or documentation have been certified as complete and accurate. If affirmed by DSCP, I understand the requirements to use/consume all Prime Vendor's held inventory that this "new" item request will replace.

Customer or Tech Personnel Signature

Date

Thank you for your request. A DSCP representative will contact you shortly.

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To be Completed by the Contracting Agency

To be completed by the Contracting Officer:

1. Guidance for DSCP Competition Advocate review/approval for proposed Justifications and Approvals (J&As):

- FAR 6.304 Approval of the Justification
- DLAD 6.304 Approval of the Justification
- DGPA 6.304 Approval of the Justification
- Attached J&A Format:
<https://dscpweb.dscp.dla.mil/contracting/doc/JA%20Format%20as%20of%209-10-09.docx>
- CP Memo 09-08; Publication of J&As:
https://dscpweb.dscp.dla.mil/contracting/Charts/acqforum_Feb2009JA.ppt

2. Contracting Officer's determination that the anticipated cost to the Government will be fair and reasonable:**3. The Contracting Officer certifies that this justification or documentation is accurate and complete to the best of the Contracting Officer's knowledge and belief.**_____
Contracting Officer's Signature_____
Date☐ Item is hereby approved and authorized to be added to this Prime Vendor Catalog☐ Item is not approved Reason:
Coordination Between:

<input type="checkbox"/> Customer	Name	<input type="text"/>	Date	<input type="text"/>
<input type="checkbox"/> Account Manager	Name	<input type="text"/>	Date	<input type="text"/>
<input type="checkbox"/> Acquisition Specialist	Name	<input type="text"/>	Date	<input type="text"/>

Print Form

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SERIAL NUMBER

N 212793

CASH MEAL PAYMENT BOOK

SAMPLE

DD FORM
1 MAY 70 **1544**

EDITION OF 1 DEC 73 WILL BE USED UNTIL EXHAUSTED.

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CASH MEAL PAYMENT SHEET - TRANSFER CONTROL		SERIAL NO. N 212793	
SECTION I - CONTROL OFFICE	SECTION II - ISSUE	SECTION III - TURNED IN BY	
CONTROL OFFICER TITLE, ORGANIZATION AND LOCATION	TO: <i>(Organization and location)</i>	NAME: ORGANIZATION AND LOCATION	NO. CASH TURN IN VOUCHERS ATTACHED
SIGNATURE AND DATE	FROM:	OFFICER TURNING IN BOOK	DATE

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

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

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

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

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CASH MEAL PAYMENT SHEET REGISTER						SERIAL NO. N 212739		
ORGANIZATION			INSTALLATION					
Sheet No.	ISSUED TO		DATE ISSUED	DATE RETURNED	CASH COLLECTED		RECEIVED BY	VOUCHER NO.
	Signature	Organization			Food	Surcharges		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
22								
22								
23								
24								
25								

B-61

NAVSUP P-486, Rev 8 – Food Service Management**Foreign Partner Nations/Civilian/Military Operations:** _____

DATE: _____

From: _____ UIC: _____

To: Naval Supply Systems Command, Food Service Division (SUP423)
5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791Subj: **CERTIFICATION OF RATIONS ISSUED REQUIRING REIMBURSEMENT**

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

a. Date(s) issued: _____**b.** Number of personnel receiving rations: _____**c.** Number of rations issued: _____ **Match (1359)****Cross Check 2016 SOMR**

B _____ x\$2.60/\$3.45= _____

L _____ x\$4.20/\$5.55= _____

D _____ x\$3.65/\$4.85= _____

Total _____

d. Type of personnel: Check appropriate category and insert type_____ **Foreign Nationals** (Country) __________ **Foreign African Partnership Station (APS)**_____ **Bold Alligator**_____ **BALTOPS**_____ **Continuing Promise**_____ **Southern Partnership Station (SPS)**_____ **Other** _____**i.e. CARAT, RIMPAC****e.** Authority to subsist: NAVSUP P-486, Para. 2001**f.** Activity and address to bill: _____**g.** Appropriation to charge: _____Funding Documents: **DD FORM 448 MIPR** - Military Interdepartmental Purchase Request
SF 1080 - Voucher for Transfer between Appropriations and/or Funds
NAVCOMPT 2275/2276 - Order for Work and Services
DD FORM 1131 - Cash Collection Voucher
MUTUAL LOGISTIC SUPPORT ORDER/RECEIPT/INVOICE FORM (MLS FORM)**FSO Signature NAME/RANK/GRADE:** _____

FSO signature required (validates correct rations and categories)

NAVSUP P-486, Rev 8 – Food Service Management**Miscellaneous:** _____

DATE: _____

From: _____ UIC: _____

To: Naval Supply Systems Command, Food Service Division (SUP423)
5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791Subj: **CERTIFICATION OF RATIONS ISSUED NO REIMBURSEMENT**

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

a. Date(s) issued: _____**b.** Number of personnel receiving rations: _____**c.** Number of rations issued: _____ ***Match (1359)*****d.** Type of personnel: Check appropriate category and insert type_____ ***Detainees*** __________ ***Destitute Survivors/Survivors at Sea***_____ ***Evacuees***_____ ***MIO***_____ ***Prisoners***_____ ***Pirates***_____ ***Other*** _____**e.** Authority to subsist: NAVSUP P-486, Para. 2001**f.** Activity and address to bill: _____**g.** Appropriation to charge: __________
FSO Signature NAME/RANK/GRADE:*FSO signature required (validates correct rations and categories)*

NAVSUP P-486, Rev 8 – Food Service Management**Humanitarian Operations:** _____

DATE: _____

From: _____ UIC: _____

To: Naval Supply Systems Command, Food Service Division (SUP423)
5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791Subj: **CERTIFICATION OF RATIONS ISSUED REQUIRING REIMBURSEMENT**

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

a. Date(s) issued: _____**b.** Number of personnel receiving rations: _____**c.** Number of rations issued: _____ **Match (1359)****d.** Type of personnel: Check appropriate category and insert type_____ **Non-Government Official (NGO)**_____ **Escorts**_____ **Patients Foreign**_____ **Other** _____**Cross Check 2016 SOMR**

B _____ x \$2.60/\$3.45 = _____

L _____ x \$4.20/\$5.55 = _____

D _____ x \$3.65/\$4.85 = _____

Total _____

e. Authority to subsist: NAVSUP P-486, Para. 2001**f.** Activity and address to bill: _____**g.** Appropriation to charge: _____Funding Documents: **DD FORM 448 MIPR** - Military Interdepartmental Purchase Request
SF 1080 - Voucher for Transfer between Appropriations and/or Funds
NAVCOMPT 2275/2276 - Order for Work and Services
DD FORM 1131 - Cash Collection Voucher
MUTUAL LOGISTIC SUPPORT ORDER/RECEIPT/INVOICE FORM (MLS FORM)**FSO Signature NAME/RANK/GRADE:** _____

FSO signature required (validates correct rations and categories)

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GENERAL MESS MEAL EVALUATION			
From: _____		Date: _____	
To: Commanding Officer		Time: _____	
Via: (1) Executive Officer			
(2) Command Duty Officer			
<p>1. Meal Evaluation for (circle one): Breakfast Lunch Dinner</p> <p>a. Did the meal conform to the posted menu? YES/NO</p> <p>b. Was food served at the proper temperature? YES/NO</p> <p>c. Did the serving line move at a steady pace? YES/NO</p> <p>d. Was there clean/dry mess gear available for crew? YES/NO</p> <p>e. Were the main serving line, beverage serving line, salad bar, and dessert bar adequately stocked and replenished as needed? YES/NO</p> <p>f. Were correct condiments and napkins available on all tables? YES/NO</p> <p>g. Were tables cleaned promptly between customers? YES/NO</p> <p>h. Were the serving lines, beverage lines, salad bar, dessert bar and the dining area clean and well maintained? YES/NO</p>			
		WASH 160-180	RINSE 180-180
		FINAL 180-186	
2. The scullery machine temperatures were as follows:			
a. Was scullery running with trays going through?		YES/NO	
b. Was personnel protective gear available in workspace?		YES/NO	
c. Were FSA's properly using protective gear and wearing hearing protection in scullery?		YES/NO	
<p>General Comments: _____</p> <p>W/C Comments: _____</p> <p>LCS Comments: _____</p> <p>SUPPO Comments: _____</p> <p>XO Comments: _____</p> <p>CO Comments: _____</p>			
		Very respectfully,	
		_____ Name and Signature of Inspector	
<p>Reviewed By:</p> <p>W/C: _____ LCS: _____ SDO/SUPPO: _____ XO: _____ CO: _____</p>			

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APPENDIX C
FOOD SERVICE FSM AUDIT FORMS

Part A: RETAINING FORMS AND SUPPORTING FORMS FOR AUDITING

Audit Readiness	<u>C1000</u>
Year End General Mess Check off List.....	<u>C1001</u>
Audit Form Examples and FSO Accountability Files	<u>C1002</u>

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APPENDIX C

FOOD SERVICE FSM AUDIT FORMS

Part A: RETAINING FORMS AND SUPPORTING FORMS FOR AUDITING

C1000 AUDIT READINESS

1. GENERAL. The Department of Navy (DoN) continues to move towards audit readiness. The adequacy and availability of supporting documents is critical to a successful financial statement audit. Financial Management Office (FMO) Audit Readiness Test, Military Standard Requisition and Issue Process, Subsistence in Kind (MILSTRIP-SIK) and the enforcement of food service accountability must be adhered to. Per the memorandum dated 5 October 2011 from the Deputy Assistant Secretary of the Navy (Financial Operations), all financial documents must be retained 10 years for auditing purposes. This includes the following SIK records:

- a. Food purchase requests maintained in FSM
- b. Food receipts from vendors
- c. STORES receipts
- d. DD1155's
- e. 1149's
- f. Relevant transactions ie, dummy receipts (1348), Manual MILSTRIPS.

Note: 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 maintain these financial documents for 10 years.

2. RECORD AUDIT AND FSO ACCOUNTABILITY FILE. To ensure the financial accountability of the general mess, all financial records must be audited by the Recordskeeper, LCS and FSO prior to the accounting period closeout. After audits are completed all retained returns will be labeled, dated and organized in the FSO's accountability file in accordance with the paragraphs in this publication. The following records will be retained in the **FSO's accountability file for 10 years**.

NAVSUP Form 1359	Current General Mess Summary Document and prior FY 1359	10 years
NAVSUP Form 338	General Mess Control Record	10 years
NAVSUP Form 1336	Requisition Log	10 years
Receipt Documents	STORES /Vendors/Dummy Receipts And Manual MILSTRIPS	10 years
NAVSUP Form 367	Record of Receipts and Expenditures	10 years
DD Form 1155	Order for Supplies or Services/ Request	10 years
DD Form 1149	Requisition and Invoice/Shipping Doc	10 years
DD Form 200	Financial Liability Investigation of Property Loss	10 years

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NAVSUP Form 1334	Expenditure Log	10 years
NAVSUP Form 1046	Meals Sold on a Credit Basis	10 years
DD Form 1544	Cash Meal Payment Book	10 years
DD Form 1544e	(Navy CAC card system)	10 years
NAVSUP Form 470	Cash Receipt Book	10 years
Supporting Documents	Official Letters, Naval Messages, Funding Documents, Food Flashes, 476, Certification Letters, Head Count Record	10 years
	Midshipman Orders	10 years
NAVSUP Form 1059	Smooth Inventory Sheets	10 years
NAVSUP Form 1059	Stores Consumed	10 years
DD Form 1608	Unsatisfactory Material Report-	10 years
SF 30	Amendment of Solicitation/Modification of Contract	Indefinite
SF 364	Report of Discrepancy	10 years
	5% Expenditure Listing	10 years
NAVSUP Form 1282 Pre-Daily	Food-Item Request/Issue Document	Retain current and previous month FSO verifies correct against the post-daily 1282.
Post-Daily NAVSUP Form 1282 (All GMs)	Issue documents supporting issues to the general mess (SMOOTH)	Retain for One Year
NAVSUP Form 1090	Food-Preparation Worksheet	Retain for One Year
NAVSUP Form 1292	Monthly Recapitulation of Meal Record	Retained 10 years
NAVSUP Form 1291	Meal Signature Record (Ashore only)	Retained 10 years Ashore Only
DD Form 1348-1-A	DoD Single Line Item Release/Receipt Document	10 years

NOTE 1: NAVSUP Form 1291 and 1292 may be discarded in accordance with para 2307.4 of this publication.

NOTE 2: Consult with your applicable TYCOM for additional record retention requirements.

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C1001 YEAR-END GENERAL MESS CHECK-OFF LIST

1. FISCAL YEAR CLOSEOUT. 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 1st quarter NAVSUPNOTE 7330?
 - 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 7002.11?
 - c. Have all undeposited sales been collected?
 - d. Ensure undeposited cash sales are deposited on the prior FY NAVSUP Form 1359 prior to 31 December of each calendar year.

NOTE: The Sale of Meal Rates are released annually each December by NAVSUP423. All commands must implement the new rates by 01 January of each year?

C1002 AUDIT FORM EXAMPLES AND FSO ACCOUNTABILITY FILES

1. AUDIT FORMS AND FSO ACCOUNTABILITY FILES. See the following forms for examples of the food service audit forms and the Food Service Officer's accountability files:

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BLANK AUDIT SHEET

END OF MONTH AUDIT SHEET					MONTH				
		Days Operated			Date:				
	Current Month's 1359	Supporting Docs		Corrected Report # 0		Merged Y/N	Final Y/N	Supporting Docs	
Navy Rats Allowed		Muster Report		ALLOWANCES	RATIONS	RATE	VALUE		
Other Rats Allowed		Muster Report		Basic Allowances		\$9.05			
Total Rats Allowed				Under / Over CF				NS 338	
RATION BREAKDOWN				99 or Less		\$1.35			
Navy Regular		NS 1292		100 to 149		\$0.55			
Other (Code 2)		NS 1046		Other SYSCO Hampton Roads		\$2.25			
		DD 1544		Other					
Other (Code 3 to 15)		Certification Letter/s		Other					
Total Other				Other					
Total				Other					
CASH STATEMENT				Total Allowances				NS 338	
Undeposited Balance Brought Forward		Prev. Mo. 1359		Food Cost				NS 338	
Sale of Meals		NS 1046		Under/ Over Issue				NS 338	
		DD 1544		% Under/Over Issue					
Bulk Sales		NS 1149 Bills		Stores Consumed				NS 1059 SC	
Surcharges		NS 1046		% Diff. Bet. Food Cost & Stores Consumed				NS 1059 SC & NS 338	
		DD 1544		INVENTORY Adjustments (from 5% difference listing) **Note** Items Adjusted Over 5% / Items Carried					

TOP HALF

Note: The Ration Breakdown Rates shown reflect 2014 data. Check your most recent NAVSUPNOTE 7330 for the current Ration Breakdown Rates.

NAVSUP P-486, Rev 8 – Food Service Management

BLANK AUDIT SHEET



Cash Deposited Disbursing Officer		NS 470		Number Items Adjusted Over 5%		Total Carried	5 % Listing & NS 1059 BI		
Other Sales/Meals				Number of Days Since Last Full Physical Inventory			NS 1059 Smooth		
Undeposited Sales		C/F To Next Month							
RECEIPTS				Date of Last Full Physical Inventory				NS 1059 BI	
Inventory Balance Brought Forward		Previous Months 1359							
		1059 BI		Inventory Adjustments	# Items Adjusted	Value			
Receipts w/Charge		Receipts		Gained By Inventory Adjustments			Prior Fiscal Year 1359	Month	Deposit Amount
Receipts w/o Charge		Receipts		Loss By Inventory Adjustments				October	
Total		NS 367		Net Inventory Adjustments				November	
EXPENDITURES				Gross Inventory Adjustments				December	
Food Cost		NS 338							
Surveys		DD 200							
Loss w/o Survey		NS 1334							
Bulk Sales		Bills							
Trans w/Reimbursement		NS 1149							
Trans w/o Reimbursement		NS 1149							
Inventory Balance On Hand		NS 1059 BI							
Price Adjustment		NS 367							
Total		NS 367							
Price Adjustment %	Calculated	Price Adjustment / Food Cost							
Total Sales				DEPOSITS:		Certifications Amounts			
Total Surcharges				Collection Voucher #					
Total				Disbursing Officer (DO) Symbol					
Records Keeper Signature				Leading CS Signature		Food Service Officer Signature			

BOTTOM HALF

Note: The Ration Breakdown Rates shown reflect 2014 data. Check your most recent NAVSUPNOTE 7330 for the current Ration Breakdown Rates.

NAVSUP P-486, Rev 8 – Food Service Management

AUDIT SHEET EXAMPLE

END OF MONTH AUDIT SHEET					MONTH July				
		Days Operated 31		Date: 8/4/14					
RATION STATEMENT	Current Month's 1359	Supporting Docs		Corrected Report # 0	Merged YII	Final YII	Supporting Docs		
Navy Rats Allowed	17856	Muster Report		ALLOWANCES	RATIONS	RATE	VALUE		
Other Rats Allowed	3022	Muster Report		Basic Allowances	6022	\$9.05	\$54,499		
Total Rats Allowed	20878			Under / Over CF			\$647	NS 338	\$647.17
RATION BREAKDOWN				99 or Less	269	\$1.35	\$363		
Navy Regular	2999	NS 1292	2998.60	100 to 149	695	\$0.55	\$382		
Other (Code 2)	1327	NS 1046	0.00	Other SYSCO Hampton Roads	6022	\$2.25	\$13,550		
		DD 1544	1326.80	Other					
Other (Code 3 to 15)	1695	Certification Letter/s		Other					
Total Other	3022			Other					
Total	6021			Other					
CASH STATEMENT				Total Allowances			\$69,441	NS 338	\$69,441.17
Undeposited Balance Brought Forward	\$2,722	Prev. Mo. 1359	\$2,722.00	Food Cost			\$73,645	NS 338	\$73,644.58
Sale of Meals	\$13,456	NS 1046	\$0.00	Under/ Over Issue			(-4204)	NS 338	(-4203.41)
		DD 1544	\$13,456.40	% Under/Over Issue			6.05%		
Bulk Sales	\$39	NS 1149 Bills	\$38.95	Stores Consumed			\$75,489.00	NS 1059 SC	\$75,489.1033
Surcharges	\$2,117	NS 1046	\$0.00	% Diff. Bet. Food Cost & Stores Consumed			2.50%	NS 1059 SC & NS 338	2.50%
		DD 1544	\$2,116.75	INVENTORY Adjustments (from 5% difference listing) **Note** Items Adjusted Over 5% / Items Carried					

TOP HALF

Note: The Ration Breakdown Rates shown reflect 2014 data. Check your most recent NAVSUPNOTE 7330 for the current Ration Breakdown Rates.

NAVSUP P-486, Rev 8 – Food Service Management

AUDIT SHEET EXAMPLE



Cash Deposited Disbursing Officer	\$15,526	NS 470		Number Items Adjusted Over 5%	4	Total Carried 885	** .0045%	5 % Listing & NS 1059 BI	0.0045%		
Other Sales/Meals	\$0		\$0.00	Number of Days Since Last Full Physical Inventory			10	NS 1059 Smooth	10		
Undeposited Sales	\$2,808	C/F To Next Month									
RECEIPTS				Date of Last Full Physical Inventory			7/21/2014	NS 1059 BI	7/21/2014		
Inventory Balance Brought Forward	\$54,861	Previous Months 1359	\$54,861								
		1059 BI	\$54,861.46	Inventory Adjustments	# Items Adjusted	Value					
Receipts w/Charge	\$72,276	Receipts		Gained By Inventory Adjustments	2	\$87.74	Prior Fiscal Year 1359	Month	Deposit Amount		
Receipts w/o Charge	\$1,142	Receipts		Loss By Inventory Adjustments	2	\$47.64		October	N/A		
Total	\$128,279	NS 367	\$128,279.1205	Net Inventory Adjustments	0	\$40.10		November	N/A		
EXPENDITURES				Gross Inventory Adjustments	4	\$135.38		December	N/A		
Food Cost	\$73,645	NS 338	\$73,644.58								
Surveys	\$60	DD 200	\$60.00	Comments:	Note: List all numbers as seen on forms unrounded and rounded This is a SAMPLE Audit sheet. Please Verify with your TYCOM, NFMT, ATG for the "Approved" audit sheet for your area						
Loss w/o Survey	\$0	NS 1334	\$0.00								
Bulk Sales	\$39	Bills	\$38.95								
Trans w/Reimbursement	\$350	NS 1149	\$350.32								
Trans w/o Reimbursement	\$456	NS 1149	\$455.58								
Inventory Balance On Hand	\$52,938	NS 1059 BI	\$52,938.33								
Price Adjustment	\$791	NS 367	\$791.3605								
Total	\$128,279	NS 367	\$128,279.1205								
Price Adjustment %	Calculated	Price Adjustment / Food Cost	%	DEPOSITS:		Certifications Amounts					
Total Sales				\$13,388.85	Collection Voucher #		3159				
Total Surcharges				\$2,136.75	Disbursing Officer (DO) Symbol		8371				
Total				\$15,525.60							
Records Keeper Signature			Leading CS Signature			Food Service Officer Signature					

BOTTOM HALF

Note: The Ration Breakdown Rates shown reflect 2014 data. Check your most recent NAVSUPNOTE 7330 for the current Ration Breakdown Rates.

NAVSUP P-486, Rev 8 – Food Service Management

NAVSUP FORM 1359

General Mess Summary (1359)

Documented on NAVSUP
Form 1292 (C12)

Command Muster Reports
Total Allowed (C10)

From NAVSUP
Form 367 (C34)

Page 1 of 1

F84A00001 TIME: 4:35 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 8/20/2014	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		UIC 12345	
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? N		DAYS OPERATED 31	
Navy Rations Allowed 17856		TEMPORARY CLOSURE? N		MERGED RETURN? N	
Other Rations Allowed 3022				DAYS IN PORT 31	
Total Rations Allowed 20878				FINAL RETURN? N	
RATION BREAKDOWN		RECEIPTS		LEVEL OF PROCUREMENT	
Type	Code	Rations Fed	Inventory (Balance Brought Forward) \$ 51861	Receipts with Charge 0	
Navy Regular	1	2999	Receipts with Charge 72276	Less: Transfers w/ Reimbursement - 0	
Ration for Cash	2	1327	Receipts without Charge 1142	Less: Bulk Sales - 0	
Navy Reserve	3	145	Total \$ 128279	Total Receipts Less Transfers and Bulk Sales 0	
Navy ROTC	4		EXPENDITURES	Total Allowances Less Under/Over/CF 0	
Naval Academy	5	16	Food Cost (338) + 73645	Ratio 0	
Marine Regular	6	916	Surveys + 60	Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Marine Reserve	7	6	Loss without Survey + 0		
Army Regular	8	351	Bulk Sales + 39		
Army Reserve	9	44	Transfer with Reimbursement + 350		
Army National Guard	10A	217	Transfer without Reimbursement + 456		
Air Force National Guard	10B	0	Inventory (Balance on Hand) 52938		
Air Force Regular	11		Sub Total 127488		
Coast Guard	12		Price Adjustment 791		
Foreign 1/	13		Total \$ 128279		
Miscellaneous 1/	14		ALLOWANCES RATIONS RATE VALUE LAST FULL PHYSICAL INVENTORY		
TARS	15		BASIC FOOD 6022 9.05 54499	Date: 07/29/2014	
Total Other Personnel	16	3022	UNDER/OVER ISSUE + 647	Number of Days Since: 2	
2/			CARRIED FORWARD 289 1.35 363	Inventory Accuracy Rate: %	
Grand Total 3/	17	6021*	1 TO 99 RATIONS 695 0.55 382		
			100 TO 149 RATIONS 6022 2.25 13550		
			SYSCO HAMPTON ROADS		
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.		Total Allowances 69441		Stores Consumed (1059) 75489	
2/ Codes 2 through 15.		Food Cost (338) - 73645		% Difference Between Food Cost 2.50%	
3/ Codes 1 and 16.		Under/(Over) Issue - 4204		Stores Consumed % Under/(Over) Issue 6.05%	
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.		COUNTRY CODE: US			
CASH STATEMENT		ACCOUNTING CLASSIFICATION			
Undeposited Bal Fwd	\$ 2722	SALES SURCHARGES O&MN TOTAL			
Sale of Meals	+ 13456	1741453224126000022 0 068566 2D 004212500924SIK09T		\$13388.85	
Bulk Sales	+ 39	174180452FA26000052 0 068732 2D DGLSCH500924GLSURT		\$ 2136.75	
Surcharges	+ 2117			\$15525.60	
Cash Deposited with D.O.	- 15526				
Other Sales of Meals	- 0				
Undeposited Sales	\$ 2808				
CERTIFICATION		SIGNATURE / COMMENTS			
Disbursing Officer (Signature), (Date)	Collection Voucher #	DO Symbol	Date	Comments (Hand Written Note):	
3159	8371	07/27/2014		Reviewed By Leading CS (Signature)	
CALVIN E. VILLANUEVA, CV		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.	
Standard Doc. No. N0002214MD12345		Executive/Personnel Officer (Signature) (Date)		Certified by (Signature) (Rank and Title) (Date)	
CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.		LONNIE U. MAYER, CDR		GABRIEL R. STEVENS, CWO4	

From 7/16/14
DD 200 Survey (C28)

Cumulative Total (13)
end of month NAVSUP
Form 338 (C41)

Populated from
NAVSUP Form 1059

Populated from
NAVSUP Form 1059

Populated from
NAVSUP Form 338
Total Allowances
Minus Food Cost
Equals Over/Under
Issue (C41)

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NAVSUP P-486, Rev 8 – Food Service Management

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General Mess Summary (1359)

ACTIVITY USS ENTERPRISE (CVN-65) ▼

MONTH July ▼ **YEAR** 2014 ▼

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FBAA0001 TIME: 1:28 PM GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) DATE: 5/1/2015

ACTIVITY USS ENTERPRISE (CVN-65)	PERIOD 07/01/2014 THROUGH 07/31/2014	CORRECTED REPORT? Y	DAYS OPERATED 31	UIC 12345
RATIONS ALLOWED STATEMENT	TEMPORARY CLOSURE? N	DAYS IN PORT 31	MERGED RETURN? N	
Navy Rations Allowed 17855			FINAL RETURN? N	
Other Rations Allowed 3022				
Total Rations Allowed 20878				

RATION BREAKDOWN	RECEIPTS	EXPENDITURES	LEVEL OF PROCUREMENT
Type Code Rations Fed	Inventory (Balance Brought Forward) \$ 54951	Food Cost (336) + 73645	Receipts with Charge 0
Navy Regular 1 2999	Receipts with Charge 72276	Surveys + 60	Less: Transfers w/ Reimbursement - 0
Ration for Cash 2 1327	Receipts without Charge 1142	Loss without Survey + 0	Less: Bulk Sales - 0
Navy Reserve 3 145	Total \$ 126279	Bulk Sales + 39	Total Receipts Less Transfers and Bulk Sales 0
Navy ROTC 4 5		Transfer with Reimbursement + 350	Total Allowances Less Under/Over/CF 0
Naval Academy 5 16		Transfer without Reimbursement + 456	Ratio 0
Marine Regular 6 916		Inventory (Balance on Hand) + 52938	Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.
Marine Reserve 7 5		Sub Total \$ 127488	
Army Regular 8 361		Price Adjustment + 791	
Army Reserve 9 44		Total \$ 126279	
Army National Guard 10A 217			
Air Force National Guard 10B 0			
Air Force Regular 11 0			
Coast Guard 12 0			
Foreign 1/ 13 0			
Miscellaneous 1/ 14 0			
TARS 15 0			
Total Other Personnel 2/ 16 3022			
Grand Total 3/ 17 6021*			

ALLOWANCES	RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTORY
BASIC FOOD ALLOWANCE	6022	9.05	54495	Date: 07/29/2014
UNDER/OVER ISSUE CARRIED FORWARD			+ 547	Number of Days Since: 2
1 TO 99 RATIONS	269	1.35	363	Inventory Accuracy Rate: %
100 TO 149 RATIONS	695	0.55	382	
BYSCO HAMPTON ROADS	6022	2.25	13550	

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.
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of

NAVSUP P-486, Rev 8 – Food Service Management

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Ration Breakdown Section

General Mess Summary (1359)

ACTIVITY	USS ENTERPRISE (CVN-65)
MONTH	July
YEAR	2014

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F84A00001 TIME: 1:28 PM				GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)				DATE: 5/1/2015		
ACTIVITY		USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		DAYS OPERATED 31		UIC 12345		
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? Y		TEMPORARY CLOSURE? N		DAYS IN PORT 31		MERGED RETURN? N		
Navy Rations Allowed		17858		RECEIPTS		LEVEL OF PROCUREMENT				
Other Rations Allowed		3022		Inventory (Balance Brought Forward)		\$ 54801		Receipts with Charge 0		
Total Rations Allowed		20878		Receipts with Charge		72278		Less: Transfers w/ Reimbursement - 0		
RATION BREAKDOWN		Receipts without Charge		\$ 1142		Less: Bulk Sales - 0				
Type	Code	Rations Fed	EXPENDITURES		Total Receipts Less Transfers and Bulk Sales 0		Total Allowances Less Under/Over/CF 0			
Navy Regular	1	2999	Food Cost (338)		+ 73845		Ratio 0			
Ration for Cash	2	1327	Surveys		+ 80		Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.			
Navy Reserve	3	145	Loss without Survey		+ 0					
Navy ROTC	4	16	Bulk Sales		+ 39					
Naval Academy	5	916	Transfer with Reimbursement		+ 350					
Marine Regular	7	8	Transfer without Reimbursement		+ 458					
Marine Reserve	8	351	Inventory (Balance on Hand)		+ 52938					
Army Regular	9	44	Sub Total		\$ 127488					
Army Reserve	10A	217	Price Adjustment		+ 791					
Army National Guard	10B	0	Total		\$ 128279					
Air Force National Guard	11	0	ALLOWANCES		RATIONS		RATE		VALUE	
Air Force Regular	12	0	BASIC FOOD ALLOWANCE		6022		9.05		54499	
Coast Guard	13	0	UNDER/OVER ISSUE CARRIED FORWARD		209		1.35		383	
Foreign 1/	14	0	100 TO 149 RATIONS		695		0.55		382	
Miscellaneous 1/	15	0	SYSCO HAMPTON ROADS		6022		2.25		13550	
TARS	16	0	LAST FULL PHYSICAL INVENTORY		Date:		07/29/2014			
Total Other Personnel 2/	17	0	Inventory Accuracy Rate:		%		2			
Grand Total 3/	18	0	Number of Days Since:		2		2			

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.
 * The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of

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5/1/2015

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Recapitulation of Meal Record Report (1292)

DISPLAY ☒ MONTHLY ☐ DAILY

ACTIVITY USS ENTERPRISE (CVN-65)

MONTH July YEAR 2014

SEARCH PRINTABLE VERSION DONE

Previous Month Next Month

(1292) Report for July 2014

RECAPITULATION OF MEAL RECORD (4061) NAVSUP FORM 1292 (REV. 3-73)		ACTIVITY USS ENTERPRISE (CVN-65)	UIC V12345	PERIOD OR DATE 07/01/2014 - 07/31/2014	
CATEGORY OF PERSONNEL		BREAKFAST	LUNCH	DINNER	NIGHT
NAVY	REGULAR	2917	3580	2458	
	RESERVE	96	283	31	
	ROTC				
	CADETS	17	17	14	
MARINE CORPS	REGULAR	779	1194	707	
	RESERVE	10	9	2	
ARMY	REGULAR	453	376	270	
	RESERVE	36	58	34	
	NATIONAL GUARD	296	225	170	
COAST GUARD					
CIVILIAN APPLICANTS					
AIR FORCE	REGULAR		1		
	NATIONAL GUARD				
FOREIGN					
OTHER (Specify)	TAR				
	OTHER				

NS 1292

Navy Regular

B: $2917 \times .20 = 583.4$

L: $3580 \times .40 = 1432$

D: $2458 \times .40 = 983.2$

Total 2998.6

**RCF Pre-April 2015

25/40/35

10:39 5/7/2015

NAVSUP P-486, Rev 8 – Food Service Management

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07/13/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/14/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/15/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/16/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/17/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/18/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/19/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/20/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/21/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/22/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/23/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/24/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/25/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/26/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/27/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/28/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/29/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/30/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/31/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
TOTALS	0	0	0	\$0.00	\$0.00	\$0.00	0

NS 1046 Rations

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Naval Supply Systems Command

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5/7/2015

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DATE	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
07/13/2014	0	78	0	178	0	21	\$959.40	\$159.75	\$1,119.15	\$4.8
07/14/2014	1	81	0	102	1	22	\$676.30	\$113.00	\$789.30	\$6.4
07/15/2014	0	53	0	123	0	12	\$653.95	\$106.95	\$760.90	\$4.6
07/16/2014	0	45	0	82	0	10	\$404.75	\$77.80	\$542.55	\$4.8
07/17/2014	0	12	0	16	0	2	\$97.80	\$16.50	\$114.30	\$1.6
07/18/2014	0	13	0	13	0	6	\$103.95	\$17.55	\$121.50	\$1.2
07/19/2014	0	54	0	98	0	8	\$540.10	\$90.50	\$630.60	\$3.2
07/20/2014	0	52	0	106	0	12	\$583.80	\$97.50	\$681.30	\$7.6
07/21/2014	0	60	1	120	0	11	\$657.00	\$109.15	\$766.15	\$4.8
07/22/2014	0	67	0	65	0	13	\$496.05	\$77.50	\$533.55	\$4.6
07/23/2014	0	12	0	7	0	8	\$85.80	\$14.55	\$100.35	\$1.4
07/24/2014	0	13	0	4	0	4	\$59.95	\$10.40	\$70.35	\$1.6
07/25/2014	0	18	0	5	0	7	\$86.70	\$15.00	\$101.70	\$1.4
07/26/2014	0	10	0	2	0	4	\$45.50	\$7.90	\$53.40	\$1.4
07/27/2014	0	40	0	88	0	12	\$486.00	\$81.00	\$567.00	\$4.8
07/28/2014	0	45	0	109	0	8	\$504.75	\$94.05	\$598.80	\$5.8
07/29/2014	5	50	100	120	6	60	\$1,262.25	\$137.00	\$1,399.25	\$12.4
07/30/2014	0	2	0	5	0	1	\$28.30	\$4.70	\$33.00	\$1.8
07/31/2014	0	10	0	2	0	7	\$57.50	\$9.85	\$67.35	\$1.6
TOTALS	12	1244	187	2119	11	372	\$13,456.40	\$2,116.75	\$15,573.15	\$126.8

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13:51
5/6/2015

NS 1544 Rations
Sale of Meals

NAVSUP P-486, Rev 8 – Food Service Management

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https://mvssvdfsm1.navy.mil/fsmtestp486/Reports/Rep... General Mess Summary (13... X

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Air Force National Guard 10B Air Force Regular 11 Coast Guard 12 Foreign 1/ 13 Miscellaneous 1/ 14 TARS 15 Total Other Personnel 2/ 16 Grand Total 3/ 17	Price Adjustment + 791 Total \$ 128279	ALLOWANCES RATIONS RATE VALUE BASIC FOOD ALLOWANCE 6022 9.05 54499 UNDER/OVER ISSUE CARRIED FORWARD 170 89 RATIONS 289 1.35 389 190 710 149 RATIONS 695 0.55 382 BYSCD HAMPTON ROADS 6022 2.25 13550	LAST FULL PHYSICAL INVENTORY Date: 07/29/2014 Number of Days Since: 2 Inventory Accuracy Rate: %
---	---	---	---

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.
 * The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. For the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.

CASH STATEMENT

Undeposited Bal Fwd 2722 Sale of Meals + 13450 Bulk Sales + 39 Surcharges + 2117 Cash Deposited with D.O. - 15526 Other Sales of Meals - 0 Undeposited Sales \$ 2808	Total Allowances 69441 Food Cost (338) - 73545 Under/(Over) Issue - 4204	Stores Consumed (1059) 75489 % Difference Between Food Cost & Stores 2.50% Consumed % Under/(Over) Issue 6.05%
--	--	---

COUNTRY CODE: US

ACCOUNTING CLASSIFICATION	APPROP	SUB HEAD	OBJ CLASS	BCN	SUB ALLOT	AAA	TRANS TYPE	PAA	COST CODE	AMOUNT
SALES	1741480	2241	240	00022	0	068566	20	004212	00092482002	13308.85
SURCHARGES O&MN	1741804	52FA	240	00052	0	068732	20	06L00E	00092482002	2136.75
TOTAL										15525.60

CERTIFICATION

Disbursing Officer (Signature): (Date) 3159 8371 07/27/2014 CALVIN E. VILLANUEVA, CIV Standard Doc. No. N0002214MD12345	SIGNATURE / COMMENTS Comments (Hand Written Note): Executive/Personnel Officer (Signature) (Date) LONNIE U. MAYER, CDR	Reviewed By Leading CS (Signature) I CERTIFY that the above information is correct to the best of my knowledge and belief. Certified by (Signature) (Rank and Title) (Date) GABRIEL R. STEVENS, CWO4
--	---	---

CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.

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RATION BREAKDOWN			RECEIPTS		LEVEL OF PROCUREMENT		
Type	Code	Rations Fed	Inventory (Balance Brought Forward)	\$ 47933	Receipts with Charge	0	
Navy Regular	1	7619	Receipts with Charge	133527	Less: Transfers w/ Reimbursement	- 0	
Ration for Cash	2	1140	Receipts without Charge	0	Less: Bulk Sales	- 0	
Navy Reserve	3	130	Total	\$ 161400	Total Receipts Less Transfers and Bulk Sales	0	
Navy ROTC	4		EXPENDITURES		Total Allowances Less Under/Over/CF	0	
Naval Academy	5		Food Cost (338)	+ 126823	Ratio	0	
Marine Regular	6	1391	Surveys	+ 95	Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.		
Marine Reserve	7		Loss without Survey	+ 0			
Army Regular	8	612	Bulk Sales	+ 0			
Army Reserve	9		Transfer with Reimbursement	+ 0			
Army National Guard	10A	430	Transfer without Reimbursement	+ 0			
Air Force National Guard	10B		Inventory (Balance on Hand)	+ 54861			
Air Force Regular	11		Sub Total	\$ 161783			
Coast Guard	12	0	Price Adjustment	- 323			
Foreign 1/	13		Total	\$ 161400			
Miscellaneous 1/	14		ALLOWANCES		RATIONS RATE VALUE LAST FULL PHYSICAL INVENTORY		
TARS	15		BASIC FOOD ALLOWANCE	11419	8.00	91352	Date: 04/30/2014
Total Other Personnel 2/	16	3799	UNDER/OVER ISSUE CARRIED FORWARD			+ 3442	Number of Days Since: 0
Grand Total 3/	17	11418*	100 TO 149 RATIONS	240	0.55	132	Inventory Accuracy Rate: %
			US FOODS RALEIGH (HAMPTON RDS and GTMO Gate)	11419	2.85	32544	
1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1. 2/ Codes 1 through 15. 3/ Codes 1 and 16. * The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.			Total Allowances		127470	Stores Consumed (1058)	127215
CASH STATEMENT			Food Cost (338)		- 126823	% Difference Between Food Cost & Stores Consumed	0.31%
Undeposited Bal Fwd	\$ 3475		Under/Over Issue		647	% Under/Over Issue	0.51%
Sale of Meals	+ 11051		COUNTRY CODE: US				
Bulk Sales	+ 0		ACCOUNTING CLASSIFICATION				
Surcharges	+ 1774		APPROP	SUB HEAD	OBJ CLASS	BCN	SUB ALLOT
Cash Deposited with D.O.	- 14180		AAA	TRANS TYPE	PAA	COST CODE	AMOUNT
Other Sales of Meals	+ 1						
Undeposited Sales	\$ 2722						
CERTIFICATION			SURCHARGES & AMN TOTAL				
Disbursing Officer (Signature), (Date)	Collection Voucher #	DO Symbol	Date	SIGNATURE / COMMENTS			
BOBBY JESSIE, CIV	3135	8371	04/24/2014	Comments (Hand Written Note):			
Standard Doc. No.	N0002214MD50092			Reviewed By Leading CS (Signature)			
CERTIFICATION: I certify that I have applied each of the			The Figures contained in the "Rations & Food" column are correct to the best			I CERTIFY that the above information is correct to the best of	

15:40 5/7/2015

Previous Months NAVSUP Form 1359 Undeposited Sales

NAVSUP P-486, Rev 8 – Food Service Management

NS 1046: Sale of Meals

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07/13/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/14/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/15/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/16/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/17/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/18/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/19/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/20/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/21/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/22/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/23/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/24/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/25/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/26/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/27/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/28/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/29/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/30/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
07/31/2014	0	0	0	0	\$0.00	\$0.00	\$0.00	0
TOTALS	0	0	0	0	\$0.00	\$0.00	\$0.00	0

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Cash Headcount Search

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DATE	0	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	TOTALS
07/13/2014	0	78	0	178	0	21																											
07/14/2014	1	81	0	102	1	22																											
07/15/2014	0	53	0	123	0	12																											
07/16/2014	0	45	0	82	0	10																											
07/17/2014	0	12	0	18	0	2																											
07/18/2014	0	13	0	13	0	8																											
07/19/2014	0	54	0	98	0	8																											
07/20/2014	0	52	0	106	0	12																											
07/21/2014	0	60	1	120	0	11																											
07/22/2014	0	67	0	65	0	13																											
07/23/2014	0	12	0	7	0	8																											
07/24/2014	0	13	0	4	0	4																											
07/25/2014	0	18	0	5	0	7																											
07/26/2014	0	10	0	2	0	4																											
07/27/2014	0	40	0	88	0	12																											
07/28/2014	0	45	0	109	0	8																											
07/29/2014	5	50	100	120	6	60																											
07/30/2014	0	2	0	5	0	1																											
07/31/2014	0	10	0	2	0	7																											
TOTALS	12	1244	187	2119	11	372																											

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DD 1544 Sale of Meals

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Expenditure Detail

Edit Bulk Sale

ISSUING ACTIVITY	USS ENTERPRISE (CVN-65)		
RECEIVING ACTIVITY/AGENT	WARDROOM USS ENTERPRISE		
REQUISITION DATE	07/31/2014	REQUIRED DELIVERY DATE	07/31/2014
BULK SALE STATUS	Transfer/Bulk Sale Accepted		
POSTED DATE	07/31/2014		

GENERATE DD FORM 1148 - DONE

Food Item List

FIG	NSN	NOMENCLATURE	U/I	CONVERSION FACTOR	QUANTITY	PRICE	TOTAL VALUE
E22	882001E394800	CAKE MIX, DEVIL'S FOOD, MIN 84 OZ CN, 6#10CN	CN	4.0000	2.00	\$8.4500	\$16.9000
NMF	882501E095184	ICING, VANILLA, 11 LB CO	CO	11.0000	1.00	\$22.0500	\$22.0500

Page 1 of 1 20 rows per page Go to Page: Go

ITEM TOTAL: 2 Total Transfer Amount: \$38.9500

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10:37 5/7/2015

Bulk Sales

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NS 1046 Surcharges

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07/13/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/14/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/15/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/16/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/17/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/18/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/19/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/20/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/21/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/22/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/23/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/24/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/25/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/26/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/27/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/28/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/29/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/30/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
07/31/2014	0	0	0	\$0.00	\$0.00	\$0.00	0
TOTALS	0	0	0	\$0.00	\$0.00	\$0.00	0

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DATE	M	W	TH	F	S	S	W	W	W	W
07/13/2014	0	78	0	178	0	21	\$959.40	\$159.75	\$1,119.15	94.8
07/14/2014	1	81	0	102	1	22	\$976.30	\$113.00	\$789.30	66.4
07/15/2014	0	53	0	123	0	12	\$953.95	\$108.95	\$762.90	64.6
07/16/2014	0	45	0	82	0	10	\$464.75	\$77.80	\$542.55	45.8
07/17/2014	0	12	0	16	0	2	\$97.80	\$16.50	\$114.30	9.6
07/18/2014	0	13	0	13	0	6	\$103.95	\$17.55	\$121.50	10.2
07/19/2014	0	54	0	98	0	8	\$540.10	\$90.50	\$630.60	53.2
07/20/2014	0	52	0	106	0	12	\$583.80	\$97.50	\$681.30	57.6
07/21/2014	0	60	1	120	0	11	\$657.00	\$109.15	\$766.15	64.8
07/22/2014	0	67	0	85	0	13	\$466.05	\$77.50	\$533.55	44.6
07/23/2014	0	12	0	7	0	8	\$85.80	\$14.55	\$100.35	8.4
07/24/2014	0	13	0	4	0	4	\$59.95	\$10.40	\$70.35	5.8
07/25/2014	0	18	0	5	0	7	\$86.70	\$15.00	\$101.70	8.4
07/26/2014	0	10	0	2	0	4	\$45.50	\$7.90	\$53.40	4.4
07/27/2014	0	40	0	88	0	12	\$488.00	\$81.00	\$569.00	48.0
07/28/2014	0	45	0	109	0	8	\$564.75	\$94.05	\$658.80	55.8
07/29/2014	5	50	100	120	6	60	\$1,262.25	\$137.00	\$1,399.25	125.4
07/30/2014	0	2	0	5	0	1	\$28.30	\$4.70	\$33.00	2.8
07/31/2014	0	10	0	2	0	7	\$57.50	\$9.85	\$67.35	5.8
TOTALS	12	1244	187	2119	11	372	\$13,456.40	\$2,116.75	\$15,573.15	1326.8

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DD 1544:
Surcharges

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General Mess Summary (1359)

Receipt Section

ACTIVITY: USS ENTERPRISE (CVN-65) MONTH: July YEAR: 2014

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F84A00001 TIME: 1:28 PM		GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359)		DATE: 5/1/2015	
ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014		UIC 12345	
CORRECTED REPORT? Y		DAYS OPERATED 31		MERGED RETURN? N	
TEMPORARY CLOSURE? N		DAYS IN PORT 31		FINAL RETURN? N	
RATIONS ALLOWED STATEMENT		RECEIPTS		LEVEL OF PROCUREMENT	
Navy Rations Allowed	17856	Inventory (Balance Brought Forward)	\$ 54861	Receipts with Charge	0
Other Rations Allowed	3022	Receipts with Charge	72278	Less: Transfers w/ Reimbursement	- 0
Total Rations Allowed	20878	Receipts without Charge	1142	Less: Bulk Sales	- 0
RATION BREAKDOWN		Total \$ 128279		Total Receipts Less Transfers and Bulk Sales 0	
Type	Code	Rations Fed			
Navy Regular	1	2999			
Ration for Cash	2	1327			
Navy Reserve	3	145			
Navy ROTC	4				
Naval Academy	5	16			
Marine Regular	6	916			
Marine Reserve	7	6			
Army Regular	8	351			
Army Reserve	9	44			
Army National Guard	10A	217			
Air Force National Guard	10B				
Air Force Regular	11	0			
Coast Guard	12				
Foreign 1/	13				
Miscellaneous 1/	14				
TARS	15				
Total Other Personnel 2/	16	3022			
Grand Total 3/	17	6021*			
		EXPENDITURES		Total Allowances Less Under/Over/CF 0	
		Food Cost (336)		Ratio 0	
		Surveys		Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
		Loss without Survey			
		Bulk Sales			
		Transfer with Reimbursement			
		Transfer without Reimbursement			
		Inventory (Balance on Hand)			
		Sub Total			
		Price Adjustment			
		Total			
		ALLOWANCES		LAST FULL PHYSICAL INVENTORY	
		RATIONS	RATE	VALUE	Date: 07/29/2014
		BASIC FOOD ALLOWANCE	6022	9.05	54499
		UNDER/OVER ISSUE CARRIED FORWARD		+ 647	Number of Days Since: 2
		1 TO 99 RATIONS	269	1.35	363
		100 TO 149 RATIONS	695	0.55	382
		SYSCO HAMPTON ROADS	6022	2.25	13550
					Inventory Accuracy Rate: %

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.
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of

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5/1/2015

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Navy Rations Allowed 17800 Other Rations Allowed 3799 Total Rations Allowed 21605			RECEIPTS Inventory (Balance Brought Forward) \$ 47903 Receipts with Charge 133527 Receipts without Charge 0 Total \$ 181400		LEVEL OF PROCUREMENT Receipts with Charge 0 Less: Transfers w/ Reimbursement - 0 Less: Bulk Sales - 0 Total Receipts Less Transfers and Bulk Sales 0 Total Allowances Less Under/Over/CF 0	
RATION BREAKDOWN Type Code Rations Fed Navy Regular 1 7619 Ration for Cash 2 1145 Navy Reserve 3 136 Navy ROTC 4 Naval Academy 5 Marine Regular 6 1391 Marine Reserve 7 9 Army Regular 8 612 Army Reserve 9 09 Army National Guard 10A 430 Air Force National Guard 10B Air Force Regular 11 Coast Guard 12 0 Foreign 1/ 13 Miscellaneous 1/ 14 TARS 15 Total Other Personnel 2/ 16 3799 Grand Total 3/ 17 11418*			EXPENDITURES Food Cost (338) + 125823 Surveys + 98 Loss without Survey + 0 Bulk Sales + 0 Transfer with Reimbursement + 0 Transfer without Reimbursement + 0 Inventory (Balance on Hand) + 54851 Sub Total \$ 181783 Price Adjustment - 323 Total \$ 181400		Ratio Ratio less than 1.0	
1/ Prepare certification in accordance with Food Service Management. 2/ Codes 1 through 15. 3/ Codes 1 and 16. * The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.			ALLOWANCES BASIC FOOD ALLOWANCE 11419 8.00 91352 UNDER/OVER ISSUE CARRIED FORWARD + 3442 100 TO 149 RATIONS 240 0.55 132 US FOODS RATION (HAMPTON RDB and GTMO Sale) 11419 2.85 32544		LAST FULL PHYSICAL INVENTORY Date: 04/30/2014 Number of Days Since: 0 Inventory Accuracy Rate: %	
CASH STATEMENT Undeposited Bal Fwd \$ 3470 Sale of Meals + 11051 Bulk Sales + 0 Surcharges + 1774 Cash Deposited with D.O. + 14180 Other Sales of Meals + 1 Undeposited Sales \$ 2722			Total Allowances 127470 Food Cost (338) - 125823 Under/Over Issue 647		Stores Consumed (1059) 127215 % Difference Between Food Cost & Stores Consumed 0.31% % Under/Over Issue 0.51%	
CERTIFICATION Disbursing Officer (Signature): (Date) Collection Voucher # DO Symbol Date 3135 8371 04/24/2014 BOBBY JESSIE, CIV Standard Doc. No. N000214MD0092			COUNTRY CODE: US ACCOUNTING CLASSIFICATION SALES 1741489 2241 260 00022 0 048946 20 004120 00092482K997 \$ 12354.00 SURCHARGES OSMN 1741804 527A 260 00052 0 048782 20 004120 0009246L5082 \$ 1825.65 TOTAL \$ 14179.65		SIGNATURE / COMMENTS Comments (Hand Written Note): Reviewed By Leading CS (Signature)	

CERTIFICATION: I certify that I have prepared each of the figures contained in this "Rations Allowed" column are correct to the best of my knowledge and belief.

15:40 5/7/2015

NS 1359: Previous Months Inventory Balance on Hand

NAVSUP P-486, Rev 8 – Food Service Management

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MONTH: June YEAR: 2014

GENERATE BOOK INVENTORY PRINTABLE VERSION DONE

595 Food Items Found (* - default NSN)

Grand Total Value (Inventory Brought Forward): \$4,861,4600

NS 1059 BI: Balance Brought Forward

FIC	NSN	NOMENCLATURE	UI	CONVERSION FACTOR	STOREROOM	QTY	UP	Last Receipt Date	VALUE
A18	890501E091152	CKN, BONED,CN,6/29 OZ CN	CN	1.8125	Dry	16.00	\$7.3700	6/1/2014	\$117.9200
A21	890501E093006	SALMON,CN,PINK, 24/14.75 OZ CN	CN	0.9219	Dry	72.00	\$3.5900	6/15/2014	\$258.4800
A32	890501E099941	TUNA, LT, PG, 6/43 OZ FLEX PG	PG	2.6875	Dry	21.00	\$10.8500	6/1/2014	\$227.8500
A78	891001E190517	MILK, DRY, INST, NF, 6/5 LB BG	BG	5.0000	Dry	8.00	\$18.2100	6/29/2014	\$145.6800
B10	891501E293006	APPLESAUCE, #10	CN	6.7500	Dry	6.00	\$5.5800	6/15/2014	\$33.4800
B34	891501E290350	VEG, BEANS, KIDNEY, CANNED, DARK RED, US GR A, 6/NO, 10 CN	CN	6.7500	Dry	4.00	\$4.3800	6/22/2014	\$17.5200
B50	891501E298089	BEANS, REFRIED, CN, MIN 110 OZ CN, 6/#10CN	CN	10.0000	Dry	4.00	\$5.4400	6/22/2014	\$21.7600
B54	891501E099521	BEANS, BAKED CN W/BACON AND BROWN SUGAR #10 SZ C	CN	6.0000	Dry	10.00	\$6.3100	6/29/2014	\$63.1000
B66	891501E197170 *	BEETS, #10	CN	6.5000	Dry	2.00	\$4.9700	5/27/2014	\$9.9400
B72	891501E297008 *	FRUIT, BLUEBERRIES, WATER PACK, US	CN	6.3750	Dry	7.00	\$13.2700	6/15/2014	\$92.8900
B95	891501E296383 *	CHERRIES,MARASCHINO, 16 OZ	CO	1.0000	Dry	14.00	\$2.3700	1/5/2014	\$33.1800
B98	891501E397051	GREENS,COLLARD,CN,SEASONED,MIN 101 OZ CN,6/#10CN	CN	6.3125	Dry	12.00	\$4.5300	6/16/2014	\$54.3600
C14	891501E198012 *	CRANBERRY SAUCE,JELLIED, #10	CN	7.3130	Dry	12.00	\$7.0600	6/15/2014	\$84.7200
C26	891501E296850	FRUIT COCKTAIL, IN PEAR JUICE, 6/#10CN	CN	6.6250	Dry	0.00	\$7.5800	6/11/2014	\$0.0000
C32	891501E021112	JUICE, APPLE, FZN, CONC, 5/1, UNSWT, 3/3 LT CO, FOR DISP	CO	3.0000	Frozen	9.00	\$24.7500	6/15/2014	\$222.7500
C34	891501E298785 *	JUICE, APPLE, EZ OPEN, 48/5.5 OZ	CS	16.0000	Dry	6.00	\$23.9300	5/13/2014	\$143.5800
C35	890001E021120	BEV BASE,CRANBERRY COCKTAIL,SWT,FZN,CONC,25% JUICE,W/VIT C,4/1,3/3 LT CO,FOR DI	CO	6.0000	Frozen	3.00	\$23.0900	6/15/2014	\$69.2700
C36	891501E298786 *	JUICE, GRAPE, EZ OPEN, 48/5.5 OZ	CS	16.0000	Dry	4.00	\$24.8300	5/13/2014	\$99.3200
C47	891501E090178	JUICE, LEMON, RECONSTITUTED, 12/32 FL OZ BT	BT	2.0000	Dry	13.00	\$1.8900	6/1/2014	\$24.5700
C49	891501E298787 *	JUICE, ORANGE, UNSWEETENED W/VIT C	CS	16.0000	Dry	2.00	\$23.4500	6/1/2014	\$46.9000

13:33 5/7/2015

NAVSUP P-486, Rev 8 – Food Service Management

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Record of Receipts and Expenditures Report (367)

ACTIVITY: USS ENTERPRISE (CVN-65) MONTH: July YEAR: 2014

[GENERATE 367](#) · [PRINTABLE VERSION](#) · [DONE](#)

RECEIPTS					EXPENDITURES						
2014		SOURCE	DOCUMENT NO.		VALUE	2014		SOURCE	DOCUMENT NO.		VALUE
MO.	DAY					MO.	DAY				
7	1	INVENTORY BROUGHT FORWARD			54,881.4800	7	18	LOSS WITH SURVEY	4016	9V80	60.0000
7	2	SYSKO HAMPTON ROADS (N00109)	4121	101 902F	3,542.7700	7	31	TRANSFER WITHOUT REIMBURSEMENT (USS HALYBURTON)	4031	9A18	455.5800
7	6	SYSKO HAMPTON ROADS (N00109)	4121	101 900B	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031	9E22	38.9500
7	6	SYSKO HAMPTON ROADS (N00109)	4121	101 9010	2,188.3700	7	31	TRANSFER WITH REIMBURSEMENT (SALES OFFICER USS ENTERPRISE (CVN-65))	4031	9K17	# 350.3200
7	6	SYSKO HAMPTON ROADS (N00109)	4125	101 9001	7,853.9300	7	31	ISSUE TO THE GENERAL MESS			73,644.5800
7	6	SYSKO HAMPTON ROADS (N00109)	4121	101 9001	556.2000	7	31	INVENTORY			52,938.3300
7	7	SYSKO HAMPTON ROADS (N00109)	4121	101 9008	228.6600	7	31	SUBTOTAL			127,487.7600
7	9	SYSKO HAMPTON ROADS (N00109)	4128	101 9002	2,639.4800	7	31	PRICE ADJUSTMENT			791.3605
7	12	DLA	4132	101 903D	1,599.2000	7	31	TOTAL			128,279.1205
7	13	SYSKO HAMPTON ROADS (N00109)	4132	101 9001	5,841.6400						
7	13	SYSKO HAMPTON ROADS (N00109)	4128	101 9020	1,868.5400						
7	13	SYSKO HAMPTON ROADS (N00109)	4128	101 903C	523.7400						
7	13	SYSKO HAMPTON ROADS (N00109)	4128	101 901F	50.8000						

NS 367: Total

13:36 5/7/2015

NAVSUP P-486, Rev 8 – Food Service Management

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General Mess Summary (1359)

ACTIVITY: USS ENTERPRISE (CVN-65)
 MONTH: July YEAR: 2014
[SEARCH](#) · [PRINTABLE VERSION](#) · [DONE](#)

F84A00001 TIME: 1:28 PM GENERAL MESS SUMMARY DOCUMENT (NAVSUP FORM 1359) DATE: 5/1/2015

ACTIVITY USS ENTERPRISE (CVN-65)		PERIOD 07/01/2014 THROUGH 07/31/2014	DAYS OPERATED 31	UIC 12345
RATIONS ALLOWED STATEMENT		CORRECTED REPORT? Y	DAYS IN PORT 31	MERGED RETURN? N
		TEMPORARY CLOSURE? N	FINAL RETURN? N	

RATIONS ALLOWED STATEMENT		LEVEL OF PROCUREMENT	
Navy Rations Allowed		Receipts with Charge	
Other Rations Allowed		Less: Transfers w/ Reimbursement	
Total Rations Allowed		Less: Bulk Sales	
RATION BREAKDOWN		Total Receipts Less Transfers and Bulk Sales	
Type	Amount	Total Allowances Less Under/Over/CF	
Navy Regular	1	Ratio	
Ration for Cash	2	Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Navy Reserve	3		
Navy ROTC	4		
Naval Academy	5		
Marine Regular	6		
Marine Reserve	7		
Army Regular	8		
Army Reserve	9		
Army National Guard	10A		
Air Force National Guard	10B		
Air Force Regular	11		
Coast Guard	12		
Foreign 1/	13		
Miscellaneous 1/	14		
TARS	15		
Total Other Personnel 2/	16		
Grand Total 3/	17		

EXPENDITURES		ALLOWANCES	
Food Cost (338)		BASIC FOOD ALLOWANCE	
Surveys		UNDER/OVER ISSUE CARRIED FORWARD	
Loss without Survey		1 TO 99 RATIONS	
Bulk Sales		SYSCO HAMPTON ROADS	
Transfer with Reimbursement			
Transfer without Reimbursement			
Inventory (Balance on Hand)			
Sub Total			
Price Adjustment			
Total			

RATIONS	RATE	VALUE	LAST FULL PHYSICAL INVENTORY
6022	9.05	54499	Date: 07/29/2014
289	1.35	383	Number of Days Since: 2
695	0.55	382	Inventory Accuracy Rate: %
6022	2.25	13550	

1/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 486, Chapter 2, Volume 1.
 2/ Codes 1 and 16.
 3/ The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of:

13:32 5/1/2015

NAVSUP P-486, Rev 8 – Food Service Management

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fsm1.navsis.navy.mil/fsmtestp486/Reports/Rep3: General Mess Control Reco...

Tools Help

0	86.40	150	273	119	0	186.80	253	3083	2858.90	35498.17	2806.13	35828.55	11.09	-330.38
0	84.60	82	167	108	0	125.60	190	3253	2147.00	37846.17	1957.96	37788.51	10.31	-141.34
0	45.80	110	372	88	0	208.00	252	3505	2847.80	40492.77	2158.49	39945.00	8.57	547.77
0	9.60	96	147	49	0	97.60	107	3612	1267.95	41760.72	2181.49	42126.49	20.39	-365.77
0	10.20	106	158	70	0	112.40	123	3735	1457.55	43218.27	1831.09	43957.58	14.89	-739.31
0	53.20	150	214	153	0	176.80	230	3965	2599.00	45817.27	2506.23	46463.81	10.90	-546.54
0	57.00	220	287	161	0	223.20	281	4246	3175.30	48992.57	2552.09	49015.90	9.08	-23.33
0	64.80	255	266	161	0	221.80	287	4533	3243.10	52235.67	3217.94	52233.84	11.21	1.83
									INVENTORY ADJUSTMENT		40.10	52273.94	0.00	-38.27
0	44.60	234	153	130	0	180.00	205	4738	2316.50	54552.17	3796.49	56070.43	18.52	-1518.26
0	8.40	142	102	103	0	110.40	119	4857	1410.15	55962.32	1568.64	57639.07	13.18	-1676.75
0	5.80	150	104	94	0	109.20	115	4972	1362.75	57325.07	1498.61	59137.68	13.03	-1812.61
0	8.40	48	52	52	0	51.20	60	5032	759.00	58084.07	930.87	60068.55	15.51	-1984.48
0	4.40	50	65	57	0	58.80	63	5095	796.95	58881.02	787.67	60856.22	12.50	-1975.20
0	48.00	86	176	108	0	130.80	179	5274	2022.70	60903.72	1242.26	62098.48	6.94	-1194.76
0	55.80	131	193	147	0	162.20	218	5492	2463.40	63367.12	3022.28	65120.76	13.86	-1753.64
0	125.40	100	100	100	0	100.00	225	5717	2542.50	65909.62	5515.47	70636.23	24.51	-4726.61
0	2.80	188	299	205	0	239.20	242	5959	2734.60	68644.22	1942.93	72579.16	8.03	-3934.94
0	5.60	73	56	50	0	57.00	63	6022	796.95	69441.17	1065.42	73644.58	16.91	-4203.41
								6022		69441.17		73644.58	12.23	-4203.41

NS 338: Food Cost

13:40 5/7/2015

NAVSUP P-486, Rev 8 – Food Service Management

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https://nvssvdfsm1.navsis.navy.mil/fsmtestp486/AsNeededTasl Losses Detail

File Edit View Favorites Tools Help

Losses Detail

ACTIVITY: USS ENTERPRISE (CVN-85) LOSS STATUS: LOSS ACCEPTED

DISCOVERY DATE: 07/16/2014 CREW: JROTC CADETS

REASON FOR LOSS: Training DOCUMENT NUMBER:

LOSS APPROVAL DATE: 07/16/2014

Surveyed Food Items

FIC	NSN	Nomenclature	U/I	Loss Quantity	LRP	Total Value
V80	891501E212657	MANGO	LB	50	1.2000	60.0000

Page 1 of 1 20 rows per page Goto Page: Go

ITEM TOTAL: 1 Total Loss Amount: 60.0000

COMMENTS / CIRCUMSTANCES: Items were used for mango salsa training.

ACTIONS:

DD 200: Survey Amount

CREATE DD FORM 200 DONE

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Food Service Management (FSM) Version 3.1.0

13:44 5/7/2015

NAVSUP P-486, Rev 8 – Food Service Management

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https://nvssvdfsm1.navsup.navy.mil/fsmtestp486/AsNeededTask Expenditure Details

File Edit View Favorites Tools Help

Expenditure Detail

Edit Bulk Sale

ISSUING ACTIVITY	USS ENTERPRISE (CVN-65)		
RECEIVING ACTIVITY/AGENT	WARDROOM USS ENTERPRISE		
REQUISITION DATE	07/31/2014	REQUIRED DELIVERY DATE	07/31/2014
BULK SALE STATUS	Transfer/Bulk Sale Accepted		
POSTED DATE	07/31/2014		

GENERATE DD FORM 1148 - DONE

Food Item List

FIG	NSN	NOMENCLATURE	U/I	CONVERSION FACTOR	QUANTITY	PRICE	TOTAL VALUE
E22	882001E394860	CAKE MIX, DEVIL'S FOOD, MIN 84 OZ CN, 6#10CN	CN	4.0000	2.00	\$8.4500	\$16.9000
NMF	882501E095184	ICING, VANILLA, 11 LB CO	CO	11.0000	1.00	\$22.0500	\$22.0500

Page 1 of 1 20 rows per page Goto Page: Go

ITEM TOTAL: 2 Total Transfer Amount: \$38.9500

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NAVSUP
Naval Supply Systems Command
5450 Carlisle Pike, P.O. Box 2050
Mechanicsburg, PA 17055

10:37
5/7/2015

Bulk
Sales:

NAVSUP P-486, Rev 8 – Food Service Management

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https://nvssvdfsm1.navsisa.navy.mil/fsmtestp486/AsNeededTasl Expenditure Details

File Edit View Favorites Tools Help

Expenditure Detail

Edit Transfer With Reimbursement

ISSUING ACTIVITY	USS ENTERPRISE (CVN-65)		
RECEIVING ACTIVITY/AGENT	SALES OFFICER USS ENTERPRISE (CVN-65)		
RECEIVING ACTIVITY/AGENT'S LINE OF ACCOUNTING (LOA)	97X4930NCIA 000 21001 0 000250 7C V12345 00004212-990		
REQUISITION DATE	07/31/2014	REQUIRED DELIVERY DATE	07/31/2014
TRANSFER STATUS	Transfer/Bulk Sale Accepted		REQUISITION NUMBER
POSTED DATE	07/31/2014		V1234542129K17

GENERATE DD FORM 1149 - DONE

Food Item List

FIC	NSN	NOMENCLATURE	U/I	CONVERSION FACTOR	QUANTITY	PRICE	TOTAL VALUE
K17	894001E010041	POTATO CRISPS,BK,CHDR & SOUR CRM,RIDGED,84/1.125 OZ PG	CS	4.5000	1.00	\$25.0000	\$25.0000
K28	894001E010786	SNACK MIX, TRAIL MIX, FRUIT AND NUT	CS	9.0000	4.00	\$36.0900	\$144.3600
K28	894001E010787	SNACK MIX, TRAIL MIX, NUT & CHOC, 72/20Z PG	CS	9.0000	5.00	\$36.0600	\$180.3000

Page 1 of 1 20 rows per page Goto Page: Go

ITEM TOTAL: 3 Total Transfer Amount: \$350.3200

Transfer with Reimbursement

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NAVSUP
Naval Supply Systems Command

15:23
5/7/2015

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https://nvssvdfsm1.navisia.navy.mil/fsmtestp486/AsNeededTasl Expenditure Details

File Edit View Favorites Tools Help

Expenditure Detail

Edit Transfer Without Reimbursement

ISSUING ACTIVITY: USS ENTERPRISE (CVN-65) ▼

RECEIVING ACTIVITY: ▼ OR USS HALYBURTON

RECEIVING ACTIVITY/AGENT'S LINE OF ACCOUNTING (LOA): 1741453 2241 260 00022 0 068566 2D 4212 US 211074SIK09T

REQUISITION DATE: 07/31/2014 REQUIRED DELIVERY DATE: 07/31/2014

TRANSFER STATUS: Transfer/Bulk Sale Accepted REQUISITION NUMBER: V1234542128A18

POSTED DATE: 07/31/2014

GENERATE DD FORM 1148 · DONE

Food Item List

FIG ▲	NSN	NOMENCLATURE	U/I	CONVERSION FACTOR	QUANTITY	PRICE	TOTAL VALUE
A18	890501E091152	CKN, BONED,CN,8/29 OZ CN	CN	1.8125	12.00	\$7.3700	\$88.4400
A21	890501E093006	SALMON,CN,PINK, 24/14.75 OZ CN	CN	0.9219	66.00	\$3.5900	\$236.9400
A32	890501E099941	TUNA, LT, PG, 6/43 OZ FLEX PG	PG	2.6875	12.00	\$10.8500	\$130.2000

Page 1 of 1 20 rows per page Goto Page: [] Go

ITEM TOTAL: 3 Total Transfer Amount: \$455.5800

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Transfer without Reimbursement

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https://nvssvdfsm1.navysa.navy.mil/fsmtestp486/Maintenance/ Book Inventory

File Edit View Favorites Tools Help

Book Inventory

ACTIVITY: USS ENTERPRISE (CVN-65)

MONTH: July YEAR: 2014

GENERATE BOOK INVENTORY PRINTABLE VERSION DONE

579 Food Items Found
(* - default NSN)

Grand Total Value (Inventory Brought Forward): \$2,938,3300

FIC	NSN	NOMENCLATURE	UI	CONVERSION FACTOR	STOREROOM	QTY	UP	Last Receipt Date	VALUE
A09	890501E294935 *	CLAMS, MINCED, 49 OR 51 OZ	CN	3.1250	Dry	120.00	\$5.3900	7/31/2014	\$646.8000
A18	890501E091152	CKN, BONED, CN, 6/29 OZ CN	CN	1.8125	Dry	4.00	\$7.3700	7/27/2014	\$29.4800
A21	890501E093008	SALMON, CN, PINK, 24/14.75 OZ CN	CN	0.9219	Dry	6.00	\$3.5900	6/15/2014	\$21.5400
A32	890501E099941	TUNA, LT, PG, 6/43 OZ FLEX PG	PG	2.6875	Dry	6.00	\$10.8500	6/1/2014	\$65.1000
A78	891001E190517	MILK, DRY, INST, NF, 6/5 LB BG	BG	5.0000	Dry	4.00	\$18.2100	6/29/2014	\$72.8400
A90	891001E126377	MILK, UHT, WHITE, LOW FAT, 1 LT CO	CO	2.1134	Chilled	30.00	\$4.5900	7/31/2014	\$137.7000
A93	891001E295804	MILK, STRAWBERRY, 1%, UHT, 8 OZ CO, 24 CT CS, SHELF STABLE	CS	0.5000	Dry	240.00	\$0.8800	7/31/2014	\$211.2000
A94	891001E394857	MILK, RF, CHL, UHT, 2%, 36/0.5 PT CO	CS	18.0000	Dry	10.00	\$0.7900	7/31/2014	\$7.9000
B10	891501E293066	APPLESAUCE, #10	CN	6.7500	Dry	0.00	\$5.5800	7/13/2014	\$0.0000
B34	891501E290360	VEG, BEANS, KIDNEY, CANNED, DARK RED, US GR A, 6/NO. 10 CN	CN	6.7500	Dry	6.00	\$4.3700	7/20/2014	\$26.2200
B34	891501E196228 *	BEANS, KIDNEY, #10	CN	6.8750	Dry	68.00	\$7.5000	7/31/2014	\$495.0000
B50	891501E298089	BEANS, REFRIED, CN, MIN 110 OZ CN, 6/#10CN	CN	10.0000	Dry	6.00	\$5.4300	7/13/2014	\$32.5800
B54	891501E199417	VEG, BAKED BEAN, NO 10 SIZE CAN, 6/CASE	CN	6.7500	Dry	11.00	\$5.6000	7/27/2014	\$61.6000
B54	891501E099521	BEANS, BAKED CN W/BACON AND BROWN SUGAR #10 SZ C	CN	6.0000	Dry	0.00	\$6.3100	7/6/2014	\$0.0000
B66	891501E197170 *	BEETS, #10	CN	6.5000	Dry	0.00	\$4.9700	5/27/2014	\$0.0000
B72	891501E297008 *	FRUIT, BLUEBERRIES, WATER PACK, US	CN	6.3750	Dry	4.00	\$13.2700	6/15/2014	\$53.0800

NS 1059 BI: Inventory Balance on Hand

15:31
5/7/2015

NAVSUP P-486, Rev 8 – Food Service Management

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Record of Receipts and Expenditures Report (367)

ACTIVITY: USS ENTERPRISE (CVN-65)

MONTH: July YEAR: 2014

GENERATE 367 · PRINTABLE VERSION · DONE

RECEIPTS					EXPENDITURES							
2014		SOURCE	DOCUMENT NO.		VALUE	2014		SOURCE	DOCUMENT NO.		VALUE	
MO.	DAY					MO.	DAY					
7	1	INVENTORY BROUGHT FORWARD			54,881.4800	7	16	LOSS WITH SURVEY	4016	9V80	60.0000	
7	2	SYSCO HAMPTON ROADS (N00109)	4121	101	902F	3,542.7700	7	31	TRANSFER WITHOUT REIMBURSEMENT (USS HALYBURTON)	4031	9A18	455.5800
7	6	SYSCO HAMPTON ROADS (N00109)	4121	101	900B	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031	9E22	38.9500
7	6	SYSCO HAMPTON ROADS (N00109)	4121	101	9010	2,188.3700	7	31	TRANSFER WITH REIMBURSEMENT (SALES OFFICER USS ENTERPRISE (CVN-65))	4031	9K17	# 350.3200
7	6	SYSCO HAMPTON ROADS (N00109)	4125	101	9001	7,853.9300	7	31	ISSUE TO THE GENERAL MESS			73,644.5800
7	6	SYSCO HAMPTON ROADS (N00109)	4121	101	9001	558.2000	7	31	INVENTORY			52,938.3300
7	7	SYSCO HAMPTON ROADS (N00109)	4121	101	9008	228.0600	7	31	SUBTOTAL			127,487.7600
7	9	SYSCO HAMPTON ROADS (N00109)	4128	101	9002	2,639.4800	7	31	PRICE ADJUSTMENT			791.3805
7	12	DLA	4132	101	903D	1,599.2000	7	31	TOTAL			128,279.1205
7	13	SYSCO HAMPTON ROADS (N00109)	4132	101	9001	5,841.8400						
7	13	SYSCO HAMPTON ROADS (N00109)	4128	101	9020	1,888.5400						
7	13	SYSCO HAMPTON ROADS (N00109)	4128	101	903C	523.7400						
7	13	SYSCO HAMPTON ROADS (N00109)	4128	101	903F	60.8000						

NS 367: Price Adjustment

15:50 5/7/2015

NAVSUP P-486, Rev 8 – Food Service Management

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Record of Receipts and Expenditures Report (367)

ACTIVITY: USS ENTERPRISE (CVN-65) MONTH: July YEAR: 2014

[GENERATE 367](#) · [PRINTABLE VERSION](#) · [DONE](#)

RECEIPTS					EXPENDITURES						
2014		SOURCE	DOCUMENT NO.		VALUE	2014		SOURCE	DOCUMENT NO.		VALUE
MO.	DAY					MO.	DAY				
7	1	INVENTORY BROUGHT FORWARD			54,881.4800	7	18	LOSS WITH SURVEY	4016	9V80	60.0000
7	2	SYSKO HAMPTON ROADS (N00109)	4121	101 902F	3,542.7700	7	31	TRANSFER WITHOUT REIMBURSEMENT (USS HALYBURTON)	4031	9A18	455.5800
7	6	SYSKO HAMPTON ROADS (N00109)	4121	101 900B	229.6400	7	31	BULK SALE (WARDROOM USS ENTERPRISE)	4031	9E22	38.9500
7	6	SYSKO HAMPTON ROADS (N00109)	4121	101 9010	2,188.3700	7	31	TRANSFER WITH REIMBURSEMENT (SALES OFFICER USS ENTERPRISE (CVN-65))	4031	9K17	# 350.3200
7	6	SYSKO HAMPTON ROADS (N00109)	4125	101 9001	7,853.9300	7	31	ISSUE TO THE GENERAL MESS			73,844.5800
7	6	SYSKO HAMPTON ROADS (N00109)	4121	101 9001	558.2000	7	31	INVENTORY			52,938.3300
7	7	SYSKO HAMPTON ROADS (N00109)	4121	101 9008	228.6600	7	31	SUBTOTAL			127,487.7600
7	9	SYSKO HAMPTON ROADS (N00109)	4128	101 9002	2,639.4800	7	31	PRICE ADJUSTMENT			791.3805
7	12	DIA	4132	101 903D	1,599.2000	7	31	TOTAL			128,279.1205
7	13	SYSKO HAMPTON ROADS (N00109)	4132	101 9001	5,841.8400						
7	13	SYSKO HAMPTON ROADS (N00109)	4128	101 9020	1,888.5400						
7	13	SYSKO HAMPTON ROADS (N00109)	4128	101 903C	523.7400						
7	13	SYSKO HAMPTON ROADS (N00109)	4128	101 901F	50.8000						

NS 367: Total

13:36
5/7/2015

NAVSUP P-486, Rev 8 – Food Service Management

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Navy Reserve	3	140	Food Cost (338)	+	73845	Ratio	0
Navy ROTC	4		Surveys	+	80	Ratio less than 1.00 means purchases, transfers, and sales were less than allowances.	
Naval Academy	5	16	Loss without Survey	+	0		
Marine Regular	6	910	Bulk Sales	+	39		
Marine Reserve	7	6	Transfer with Reimbursement	+	350		
Army Regular	8	351	Transfer without Reimbursement	+	456		
Army Reserve	9	44	Inventory (Balance on Hand)	+	52938		
Army National Guard	10A	217	Sub Total	\$	127488		
Air Force National Guard	10B		Price Adjustment	+	791		
Air Force Regular	11	0	Total	\$	128279		
Coast Guard	12						
Foreign 1/	13		ALLOWANCES				
Miscellaneous 1/	14		RATIONS				
TARS	15		RATE				
Total Other Personnel 2/	16	3022	VALUE			LAST FULL PHYSICAL INVENTORY	
Grand Total 3/	17	6021*				Date:	07/29/2014
						Number of Days Since:	2
						Inventory Accuracy Rate:	%

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.
* The value depicted in the Ration Breakdown & Allowance Sections of the General Mess Summary Document (NAVSUP Form 1359) is a result of rounding. Per the NAVSUP Publication 486, the most advantageous value has been used to calculate the Total Allowances associated with this month/year.

CASH STATEMENT

Undeposited Bal Fwd	\$	2722	Total Allowances	89441	Stores Consumed (1059)	75489
Sale of Meals	+	13456	Food Cost (338)	- 73845	% Difference Between Food Cost & Stores	2.50%
Bulk Sales	+	39	Under/(Over) Issue	- 4204	Consumed	
Surcharges	+	2117			% Under/(Over) Issue	6.05%
Cash Deposited with D.O.	-	15526				
Other Sales of Meals	-	0				
Undeposited Sales	\$	2808				

COUNTRY CODE: US

ACCOUNTING CLASSIFICATION	APPROP	SUB HEAD	OBJ CLASS	BCN	SUB ALLOT	AAA	TRANS TYPE	PAA	COST CODE	AMOUNT
SALES	1741453	2241	260	00022	0	068566	2D	004212	5009249IK09T	\$ 13388.85
SALES	1741804	52FA	260	00052	0	068732	2D	D6LSCH	5009246LSURT	\$ 2136.75
TOTAL										\$ 15525.60

SIGNATURE / COMMENTS

Comments (Hand Written Note):

Reviewed By Leading CS (Signature)

CALVIN E. VILLANUEVA, CIV

Standard Doc. No. N0002214MD12345

CERTIFICATION: I certify that I have received cash in the amount of 15525.60, representing deposits described above, which will be included in my statement of accountability for the period of: 07/01/2014 through 07/31/2014.

The figures Contained in the 'Rations Allowed' column are correct to the best of my knowledge and belief.

Executive/Personnel Officer (Signature) (Date)
LONNIE U. MAYER, CDR

I CERTIFY that the above information is correct to the best of my knowledge and belief.

Certified by (Signature) (Rank and Title) (Date)
GABRIEL R. STEVENS, CWO4

15:58
5/7/2015

NS 1359: Allowance Section

NAVSUP P-486, Rev 8 – Food Service Management

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General Mess Control Record (338)

ACTIVITY: USS ENTERPRISE (CVN-65) MONTH: July YEAR: 2014

GENERATE 338 · PRINTABLE VERSION · DONE

NS 338: Over/Under Issue Carried Forward

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)	CURRENT BALANCE (19)
BREAKFAST (2)	LUNCH (3)	DINNER (4)	NIGHT (5)	DAILY (6)	BREAKFAST (7)	LUNCH (8)	DINNER (9)	NIGHT (10)	DAILY (11)								
SUPPLEMENTAL / SPECIAL = 1.35 / 0.55					OVER / UNDER ISSUE BALANCE BROUGHT FORWARD								647.17				647.17
84	80	12	0	53.80	416	349	276	0	333.20	387	387	4373.10	5020.27	4543.50	4543.50	11.74	476.77
58	36	2	0	26.80	284	272	154	0	227.20	254	641	2870.20	7890.47	3638.20	8181.70	14.32	-291.23
7	2	2	0	3.00	240	152	148	0	168.00	171	812	1932.30	9622.77	2275.23	10456.93	13.31	-534.16
5	6	1	0	3.80	99	84	65	0	79.40	83	895	1049.95	10872.72	1440.69	11897.62	17.36	-1024.90
46	94	13	0	52.00	149	259	141	0	189.80	242	1137	2734.60	13607.32	2699.26	14596.88	11.15	-989.56
61	131	26	0	75.00	135	213	145	0	170.20	245	1382	2768.50	16375.82	1435.96	16032.84	5.86	342.98
70	104	12	0	60.40	146	205	134	0	164.80	225	1607	2542.50	18918.32	3167.46	19200.30	14.08	-281.98
65	130	25	0	75.00	134	217	147	0	172.40	247	1854	2791.10	21709.42	3478.84	22679.14	14.08	-969.72
59	64	19	0	45.00	147	172	74	0	127.80	173	2027	1954.90	23664.32	2358.28	25037.42	13.63	-1373.10
21	132	5	0	59.00	98	56	68	0	69.20	128	2155	1516.80	25181.12	1150.88	26188.30	8.99	-1007.18
22	22	8	0	16.40	95	89	80	0	86.60	103	2258	1220.55	26401.67	1145.38	27333.68	11.12	-932.01
39	159	23	0	80.60	152	219	141	0	174.40	255	2513	2881.50	29283.17	2799.27	30132.95	10.98	-849.78

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NAVSUP P-486, Rev 8 – Food Service Management

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Tools Help



0	66.40	150	273	119	0	188.80	253	3063	2858.90	35498.17	2806.13	35828.55	11.09	-330.38
0	64.60	82	167	106	0	125.60	190	3253	2147.00	37845.17	1957.96	37786.51	10.31	-141.34
0	45.80	110	372	88	0	206.00	252	3505	2847.60	40492.77	2158.49	39945.00	8.57	547.77
0	9.60	96	147	49	0	97.60	107	3612	1267.95	41760.72	2181.49	42126.49	20.39	-365.77
0	10.20	106	158	70	0	112.40	123	3735	1457.55	43218.27	1831.09	43957.58	14.89	-739.31
0	53.20	150	214	153	0	176.80	230	3965	2599.00	45817.27	2506.23	46463.81	10.90	-846.54
0	57.60	220	287	161	0	223.20	281	4246	3175.30	48992.57	2552.09	49015.90	9.08	-23.33
0	64.80	255	286	161	0	221.80	287	4533	3243.10	52235.67	3217.94	52233.84	11.21	1.83
										INVENTORY ADJUSTMENT	40.10	52273.94	0.00	-38.27
0	44.60	234	153	130	0	160.00	205	4738	2316.50	54552.17	3796.49	56070.43	18.52	-1518.26
0	8.40	142	102	103	0	110.40	119	4857	1410.15	55962.32	1568.64	57639.07	13.18	-1676.75
0	5.80	150	104	94	0	109.20	115	4972	1362.75	57325.07	1498.61	59137.68	13.03	-1812.61
0	8.40	48	52	52	0	51.20	60	5032	759.00	58084.07	930.87	60068.55	15.51	-1984.48
0	4.40	50	65	57	0	58.80	63	5095	796.95	58881.02	787.67	60856.22	12.50	-1975.20
0	48.00	86	176	108	0	130.80	179	5274	2022.70	60903.72	1242.26	62098.48	6.94	-1194.76
0	55.80	131	193	147	0	162.20	218	5492	2463.40	63367.12	3022.28	65120.76	13.86	-1753.64
0	125.40	100	100	100	0	100.00	225	5717	2542.50	65909.62	5515.47	70836.23	24.51	-4726.61
0	2.80	188	299	205	0	239.20	242	5959	2734.60	68644.22	1942.93	72579.16	8.03	-3934.94
0	5.60	73	56	50	0	57.00	63	6022	796.95	69441.17	1065.42	73644.58	16.91	-4203.41
								6022		69441.17		73644.58	12.23	-4203.41



NS 338: Total Allowances




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NAVSUP P-486, Rev 8 – Food Service Management

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 General Mess Control Reco... 

Tools Help

0	66.40	150	273	119	0	188.80	253	3063	2858.90	35498.17	2806.13	35828.55	11.09	-330.38
0	64.60	82	167	106	0	125.60	190	3253	2147.00	37845.17	1957.96	37786.51	10.31	-141.34
0	45.80	110	372	88	0	206.00	252	3505	2847.60	40492.77	2158.49	39945.00	8.57	547.77
0	9.60	96	147	49	0	97.60	107	3612	1267.95	41760.72	2181.49	42126.49	20.39	-365.77
0	10.20	106	158	70	0	112.40	123	3735	1457.55	43218.27	1831.09	43957.58	14.89	-739.31
0	53.20	150	214	153	0	176.80	230	3965	2599.00	45817.27	2506.23	46463.81	10.90	-846.54
0	57.60	220	287	161	0	223.20	281	4246	3175.30	48992.57	2552.09	49015.90	9.08	-23.33
0	64.80	255	286	161	0	221.80	287	4533	3243.10	52235.67	3217.94	52233.84	11.21	1.83
										INVENTORY ADJUSTMENT	40.10	52273.94	0.00	-38.27
0	44.60	234	153	130	0	160.00	205	4738	2316.50	54552.17	3796.49	56070.43	18.52	-1518.28
0	8.40	142	102	103	0	110.40	119	4857	1410.15	55962.32	1568.64	57639.07	13.18	-1676.75
0	5.80	150	104	94	0	109.20	115	4972	1362.75	57325.07	1496.61	59137.68	13.03	-1812.61
0	8.40	48	52	52	0	51.20	60	5032	759.00	58084.07	930.87	60068.55	15.51	-1984.48
0	4.40	50	65	57	0	58.80	63	5095	796.95	58881.02	787.67	60856.22	12.50	-1975.20
0	48.00	86	176	108	0	130.80	179	5274	2022.70	60903.72	1242.26	62098.48	6.94	-1194.76
0	55.80	131	193	147	0	162.20	218	5492	2463.40	63367.12	3022.28	65120.76	13.88	-1753.64
0	125.40	100	100	100	0	100.00	225	5717	2542.50	65909.62	5515.47	70836.23	24.51	-4726.61
0	2.80	188	299	205	0	239.20	242	5959	2734.60	68644.22	1942.93	72579.16	8.03	-3934.94
0	5.60	73	56	50	0	57.00	63	6022	796.95	69441.17	1065.42	73644.58	16.91	-4203.41
								6022		69441.17		73644.58	12.23	-4203.41

NS 338: Food
Cost

13:40

5/7/2015

NAVSUP P-486, Rev 8 – Food Service Management

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Stores Consumed Report (1059)

ACTIVITY: USS ENTERPRISE (CVN-65) MONTH: July YEAR: 2014

SEARCH PRINTABLE VERSION DONE

346 Items Found for July 2014

NS 1059 SC: Stores Consumed Amount

USS ENTERPRISE (CVN-65) 7/2014 STORES CONSUMED (CREATED 07MAY15)						GRAND TOTAL: 75,489.1033	
FIG	NOMENCLATURE	NSM	UI	QTY	UP	VALUE	
A18	CKN, BONED, CN, 8/29 OZ CN	890501E091152	CN	12.00	7.3700	88.4400	
A32	TUNA, LT, PG, 6/43 OZ FLEX PG	890501E099941	PG	3.00	10.8500	32.5500	
A78	MILK, DRY, INST, NF, 6/5 LB BG	891001E190517	BG	4.00	18.2100	72.8400	
B10	APPLESAUCE, #10	891501E293088	CN	12.00	5.5800	66.9600	
B34	VEG, BEANS, KIDNEY, CANNED, DARK RED, US GR A, 6/NO. 10 CN	891501E290350	CN	4.00	4.3700	17.4800	
B50	BEANS, REFRIED, CN, MIN 110 OZ CN, 6/#10CN	891501E298089	CN	10.00	5.4300	54.3000	
B54	BEANS, BAKED CN W/BACON AND BROWN SUGAR #10 SZ C	891501E099521	CN	22.00	6.3100	138.8200	
B54	VEG, BAKED BEAN, NO 10 SIZE CAN, 8/CASE	891501E199417	CN	31.00	5.6000	173.8000	
B66	BEETS, #10	891501E197170	CN	2.00	4.9700	9.9400	
B72	FRUIT, BLUEBERRIES, WATER PACK, US	891501E297008	CN	3.00	13.2700	39.8100	
B95	CHERRIES, MARASCHINO, 16 OZ	891501E290383	CO	3.00	2.3700	7.1100	
B98	GREENS, COLLARD, CN, SEASONED, MIN 101 OZ CN, 6/#10CN	891501E397051	CN	6.00	4.5300	27.1800	
C14	CRANBERRY SAUCE, JELLIED, #10	891501E198012	CN	3.00	7.0800	21.1800	
C32	JUICE, APPLE, FZN, CONC, 5/1, UNSWT, 3/3 LT CO, FOR DISP	891501E821112	CO	33.00	26.2200	865.2600	
C35	BEV BASE, CRANBERRY COCKTAIL, SWT, FZN, CONC, 25% JUICE, W/VIT C, 4/1, 3/3 LT CO, FOR DI	898001E821120	CO	26.00	24.7600	643.7600	
C47	JUICE, LEMON, RECONSTITUTED, 12/32 FL OZ BT	891501E090178	BT	1.00	1.8900	1.8900	
C76	ORANGES, MANDARIN, CN, SEGMENTS, L/S, 6/#10 CN	891501E197108	CN	6.00	5.6600	33.9600	
D11	BEANS, GARRANZO, CN, 6/#10 CN	891501E095930	CN	6.00	4.0500	24.3000	

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NAVSUP P-486, Rev 8 – Food Service Management

END OF MONTH AUDIT SHEET				MONTH July					
Page Operated 34				Data: 8/4/14					
	Current Month's 1953	Supporting Docs	Current Report 1953	Merged FIM	Final FIM	Supporting Docs			
Meat Rate Allowed	17856	Master Report	ALLOWANCES	RATIONS	RATE	VALUE			
Other Rate Allowed	3822	Master Report	Dietary Allowances	1822	\$3.85	\$54,433			
Total Rate Allowed	20678		Under / Over CP			\$547	HS 338 \$547.17		
RATION BREAKDOWN			33 or less	263	\$1.35	\$353			
Meat Regular	2333	HS 1232	188 to 143	635	\$8.55	\$5382			
Other (Code 2)	1527	HS 1846	Other SVSCO Samples Ready	1822	\$2.25	\$41,258			
		DD 1544	1926.88	Other					
Other (Code 3 to 15)	1635	Certification Letter/fo	Other						
Total Other	3822		Other						
Total	5824		Other						
CASH STATEMENT			Total Allowances			\$53,441	HS 338 \$53,441.17		
Undeposited Balance Brought Forward	\$2,722	Per. Mo. 1953	\$2,722.88	Food Cost		\$73,645	HS 338 \$73,644.58		
Sale of Meals	\$13,456	HS 1846	\$8.88	Under / Over Issue		[-4284]	HS 338 [-4283.41]		
		DD 1544	\$13,456.48	X Under / Over Issue		6.85X			
Dish Sales	\$33	HS 1143 Dills	\$38.35	Stores Consumed		\$75,483.88	HS 1853 SC \$75,483.1833		
Servicemen	\$2,147	HS 1846	\$8.88	X Diff. Del. Food Cost & Stores Consumed		2.58X	HS 1853 SC & HS 338 2.58X		
		DD 1544	\$2,146.75						
Cash Deposited Disbursing Officer	\$15,526	HS 478		INVENTORY Adjustments (Form XX Difference Listing) "Rule" Items Adjusted Over XX / Items Carried					
Other Sales/Meals	\$8		\$8.88	Number Items Adjusted Over	4	Total Carried 885	-- .8845X SX Listing & HS 1853 DI 8.8845X		
Undeposited Sales	\$2,888	C/P To Head Month		Number of Days Since Last Full Physical		18	HS 1853 Small 18		
RECEIPTS			Date of Last Full Physical Inventory			7/21/2014	HS 1853 DI 7/21/2014		
Inventory Balance Brought Forward	\$54,851	Previous Month's 1953	\$54,851	Inventory Adjustments	8 Items Adjusted	Value			
Receipts w/ Charge	\$72,276	Receipts		Gain By Inventory Adjustments	2	\$47.74	From Final 1953 Month Deposit Amount		
Receipts w/o Charge	\$1,142	Receipts		Loss By Inventory Adjustments	2	\$47.54	Outake H/A		
Total	\$128,273	HS 367	\$128,273.1285	Net Inventory Adjustments	8	\$48.18	Housekeeper H/A		
EXPENDITURES			Gross Inventory Adjustments	4	\$195.38		Dinner H/A		
Food Cost	\$73,645	HS 338	\$73,644.58						
Servicemen	\$88	DD 288	\$88.88	Comments:	Rule: List all numbers as over or under as recorded and rounded This is a SAMPLE audit sheet. Please verify with your TYCON, RPT, & GTC for the "Approved" audit sheet for your area.				
Loss w/o Servicemen	\$8	HS 1334	\$8.88						
Dish Sales	\$33	Dills	\$38.35						
Trans w/ Reimbursement	\$358	HS 1143	\$358.32						
Trans w/o Reimbursement	\$456	HS 1143	\$455.58						
Inventory Balance On Hand	\$52,338	HS 1853 DI	\$52,338.33						
Prior Adjustment	\$731	HS 367	\$731.3685						
Total	\$128,273	HS 367	\$128,273.1285						
Prior Adjustment X	Calculated	Prior Adjustment 2 Food Cost 1X		DEPOSITS:				Certification Amounts	
Total Sales	\$13,388.85			Total Deposits				Collection Voucher #	3153
Total Servicemen	\$2,136.75				Disbursing Officer (DO) Symbol	8374			
Total	\$15,525.60								
Records Keeper Signature	Leading CS Signature		Food Service Officer Signature						

NAVSUP P-486, Rev 8 – Food Service Management

APPENDIX D

LETTERS OF AUTHORITY

PART A: SAMPLE TEMPLATES FOR LETTERS OF AUTHORITY

Authorization for the Advancement of A Change Fund for the General Mess	<u>D4</u>
Record of Appointment (Supply Officer)	
Control Officer for the Handling and Security of the Cash Meal Payment Book (DD Form 1544)	
Authority for the Cash Sale of Meals from the General Mess	
Authority for the Sale of Meals from the General Mess on a Credit Basis (NAVSUP 1046)	
Authority for the Sale of Food Items to Afloat Wardroom Messes	
Authority for the Sale of Food Items to Activities other than Afloat Messes	
Custodial Authorization to Hold Group II Duplicate Master Key	
Authority to Purchase Food Items from the Ship Store to the General Mess.....	<u>D5</u>
Record of Appointment First Endorsement	<u>D6</u>

RECORD OF APPOINTMENT (FOOD SERVICE OFFICER)

General Mess Cash Collection Agent or Authorized Funds Custodian	
Food Service Recordskeeper	
Receipt Inspector for Subsistence Items in the Absence of the Food Service Officer	
Cashier to Receive Payment for Meals Sold from the General Mess	
Bulk Storeroom Custodian	
Stores Operator	
Cashier to Supervise the Signing of the Meal Signature Record (NAVSUP Form 1291)	<u>D7</u>
Record of Appointment First Endorsement	<u>D8</u>
Authority to Requisition Items from the General Mess.....	<u>D9</u>
Authority to Maintain the NAVSUP Form 1046	<u>D10</u>
Authorization for the General Mess to Purchase Food Items from the Ship Store	<u>D11</u>

RECORD OF APPOINTMENT (COMMANDING OFFICER)

Food Service Officer/ Wardroom Mess Treasurer.....	<u>D12</u>
Authority to Sell Meals from the General Mess on a Credit Basis	<u>D13</u>
Approval Authority to Requisition Subsistence	<u>D14</u>
FSO Relief of Accountability	<u>D15</u>
Request for Relief of Financial Accountability	<u>D16</u>
Notice of Intent to Establish a General Mess or Branch Mess	<u>D17</u>
Notice of Intent for Homeport Change.....	<u>D18</u>
Notice of Intent to Re-establish a General Mess (Ashore).....	<u>D19</u>
Over Issue Justification	<u>D20</u>
Request to Utilize the Other Sale of Meal Line	<u>D21</u>
Disestablishment of a General Mess or Branch Mess	<u>D22</u>
Notice of Intent to Establish an Alternative Mess (Ashore).....	<u>D23</u>
Temporary Closure of a General Mess	<u>D24</u>
Designated Meal Sampler	<u>D25</u>

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NAVSUP P-486, Rev 8 – Food Service Management

APPENDIX D
LETTERS OF AUTHORITY

PART A: SAMPLE TEMPLATES FOR LETTERS OF AUTHORITY

1. The following are sample templates for all Letters of Authority needed in the operation of a General Mess (afloat/ashore):

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser
(date)

From: Supply Officer, USS ENTERPRISE (CVN 65)
To: Food Service Officer, Name, Rank, Service

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

Ref: (a) FMR, Vol 5, para 030404
(b) NAVSUP P-486, paras 1115, 2202.6

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

(signed)
Supply Officer

Copy to:
Food Service Officer
File

NAVSUP P-486, Rev 8 – Food Service Management4061
Ser
(date)

From: Supply Officer, USS ENTERPRISE (CVN 65)
To: Name, Rank, Service

Subj: **RECORD OF APPOINTMENT**

Ref: (a) NAVSUP P-486, paras 1113, 2201.1b
(b) NAVSUP P-486, paras 1113, 2201
(c) NAVSUP P-486, paras 1113, 2201.2
(d) NAVSUP P-486, paras 1113, 6301.2
(e) NAVSUP P-486, paras 6300, Appendix G
(f) NAVSUP P-486, paras 1115, 1202.3
(g) NAVSUP P-486, para 4102.5

You are hereby appointed or authorized as: (check all applicable blocks)

- | | |
|--|-------------|
| a. Control Officer for the Handling and Security of the Cash Meal Payment Book (DD Form 1544) | Ref (a) [] |
| b. Authority for the Cash Sale of Meals from the General Mess | Ref (b) [] |
| c. Authority for the Sale of Meals from the General Mess on a Credit Basis (NAVSUP 1046) | Ref (c) [] |
| d. Authority for the Sale of Food Items to Afloat Wardroom Messes | Ref (d) [] |
| e. Authority for the Sale of Food Items to Activities other than Afloat Messes | Ref (e) [] |
| f. Custodial Authorization to Hold Group II Duplicate Master Key | Ref (f) [] |
| g. Authority to Purchase Food Items from the Ship Store to the General Mess | Ref (g) [] |

Applicable instructions listed above will be strictly adhered to.

Copy to:
Food Service Officer
File

(signed)
Supply Officer
By direction

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser
(date)

FIRST ENDORSEMENT

From: Name, Rate, Service

To: Supply Service Officer, USS ENTERPRISE (CVN 65)

Subj: **RECORD OF APPOINTMENT**

I have familiarized myself with the provisions of the instructions listed in reference (a) through (g) concerning my appointment(s).

Very respectfully,

Name

Copy to:
Food Service Officer
File

NAVSUP P-486, Rev 8 – Food Service Management4061
Ser
(date)

From: Food Service Officer, USS ENTERPRISE (CVN 65)
To: Name, Rank, Service

Subj: **RECORD OF APPOINTMENT**

Ref: (a) NAVSUP P-486, paras 1113, 2201, and FMR, Vol 5
(b) NAVSUP P-486, paras 1106.4, 1113
(c) NAVSUP P-486, paras 1113, 5203
(d) NAVSUP P-486, paras 1113, 2201.1
(e) NAVSUP P-486, paras 1106.5, 1113
(f) NAVSUP P-486, paras 2303

You are hereby appointed or authorized as: (check all applicable blocks)

- | | |
|--|-------------|
| a. General Mess Cash Collection Agent or Authorized Funds Custodian | Ref (a) [] |
| b. Food Service Recordskeeper | Ref (b) [] |
| c. Receipt Inspector | Ref (c) [] |
| d. Cashier to Receive Payment for Meals Sold from the General Mess | Ref (d) [] |
| e. Bulk Storeroom Custodian | Ref (e) [] |
| f. Stores Operator | Ref (f) [] |
| g. Cashier to Supervise the Signing of the Meal Signature Record (NAVSUP Form 1291) | Ref (g) [] |

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, Rev 8 – Food Service Management

4061
Ser
(date)

FIRST ENDORSEMENT

From: Name, Rate, Service

To: Food Service Officer, USS ENTERPRISE (CVN 65)

Subj: **RECORD OF APPOINTMENT**

I have familiarized myself with the provisions of the instructions listed in reference (a) through (g) concerning my appointment(s).

Very respectfully,

Name

Copy to:
Supply Officer
Food Service Officer
File

NAVSUP P-486, Rev 8 – Food Service Management

(date)

MEMORANDUM

From: Wardroom Officer, USS ENTERPRISE (CVN 65)

To: Food Service Officer

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

Ref: (a) NAVSUP P-486, Volume 1

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, Rev 8 – Food Service Management

4061
Ser
(date)

From: Food Service Officer, USS ENTERPRISE (CVN 65)
To: Name, Service

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

Ref: (a) NAVSUP P-486, paras 1115, 2201.3

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

(signed)
Food Service Officer

Copy to:
Supply Officer File
Designated 1046 Agent

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser
(date)

From: Supply Officer, USS ENTERPRISE (CVN 65)
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 4102.2b (5)

1. In accordance with references (a), you are hereby authorized to purchase ship store food items of individual serving size for special meals in support of the NSCM, 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, Rev 8 – Food Service Management

(Letterhead)

4061
Ser/
(Date)

From: Commanding Officer
To: (appointee rank, name)

Subj: RECORD OF **APPOINTMENT**

Ref: (a) NAVSUP P-486 Volume 1, Chapter 1,
(b) NAVSUP P-486 Volume 2

1. In accordance with reference (a/b), you are hereby appointed as:

- | | |
|-----------------------------------|-------------|
| a. Food Service Officer | Ref (a) [] |
| b. Wardroom Mess Treasurer | Ref (b) [] |

2. You are directed to carry out your duties and responsibilities as prescribed in reference (a/b).

(signed)
Commanding Officer

(date)

FIRST ENDORSEMENT

From: (appointee rank, name)
To: Commanding Officer

1. Appointment as (Food Service Officer/Wardroom Mess Treasurer) is accepted. I have familiarized myself with the provisions of reference (a/b) concerning this appointment.

Very Respectfully,

Copy to:
Supply Officer
Food Service Officer
Wardroom Mess Treasurer

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser
(date)

From: Supply Officer
To: Food Service Officer

Subj: **AUTHORITY TO SELL MEALS FROM THE GENERAL MESS ON A CREDIT BASIS**

Ref: (a) NAVSUP P-486, 1115, 2201.3b

1. In accordance with reference (a), when considered necessary and practical, you are hereby authorized to sell meals from the General Mess on a credit basis using either the regular or optional procedure.
2. Procedures for the credit sales of meals as outlined in reference (a) are to be strictly adhered to.

(signed)
Supply Officer

Copy to:
Supply Officer
Wardroom Mess treasurer or wardroom officer

NAVSUP P-486, Rev 8 – Food Service Management

From: Commanding Officer or Supply Officer
To: Food Service Officer

Subj: **AUTHORITY TO REQUISITION SUBSISTENCE**

Ref: (a) NAVSUP P-486, 1003, 1104

1. In accordance with reference (a), you are hereby authorized to procure provisions citing the Subsistence in Kind line of accounting.
2. Procedures for requisitioning is outlined in reference (a) are to be strictly adhered to.

(signed)
Commanding Officer / Supply Officer

Copy to:
Supply Officer

Note: This letter can be used to designate in writing an alternate person (Leading Culinary Specialist) to requisition food.

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser
(date)

From: CW03 William B. Gilbert, SC, USN
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

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 \$ _____ have been physically inventoried and verified.
4. The total inventory adjustment is (-)
5. The General Mess is currently \$ _____ under/over issue.
6. Undeposited sales (Ashore/Afloat) identified for current and prior year.
7. _____ pieces of galley equipment (small mixer and galley oven) are inoperative.
8. The overall condition of the Food Service Division is considered satisfactory/unsatisfactory.
9. There is no disagreement between these officers as to the conditions discovered and I assume full accountability of the food service operation.

Very respectfully,

Very respectfully,

D.T. SMITH
Relieved Officer

W.B. GILBERT
Relieving Officer

Copy to:
NAVSUP 423
TYCOM/CNIC
MEMBER
File

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser/
(date)

From: Smith, Again, LT, Food Service Officer
To: Commander, Naval Supply Systems Command (N423)
Via: (1) Commanding Officer, USS ENTERPRISE (CVN 65)
(2) TYCOM

Subj: **REQUEST FOR RELIEF OF FINANCIAL ACCOUNTABILITY FOR UIC 12345**

Ref: (a) NAVSUP P-486, paras 1104, 1114.3a

Encl: (b) Supporting documents

1. Per references (a), I am requesting relief from financial accountability in the amount of \$
resulting from _____. I assumed the duties as Food Service
Officer on board USS NEVERSAIL, (date).

2. During the period of _____. Describe who, what, where, when and how this happened.
What events led up to the relief? How you will prevent this from happening again.

(The CO's endorsement must include specific information needed IAW reference 1114.3a).

AGAIN SMITH
LT, SC, USN

NAVSUP P-486, Rev 8 – Food Service Management

(AFLOAT/ASHORE)

4061
Ser/
(date)

From: Commanding Officer, PCU ENTERPRISE (CVN 80)
To: Commander, Naval Personnel (N10)
Via: Commander, Naval Supply Systems Command (N423) (ENDORSEMENT)
(1) Commander, Naval Installations Command (CNIC ASHORE)
(2) Commander, Naval Surface Forces Atlantic/Pacific (TYCOM AFLOAT)

Subj: **NOTICE OF INTENT TO ESTABLISH A GENERAL MESS/BRANCH MESS**

Ref: (a) NAVSUP P-486, VOL 1, Chap 1

1. In accordance with reference (a), notice is hereby made of intent to establish a General Mess on board PCU ENTERPRISE (CVN80).

2. The following information is provided:

- a. Date to start feeding:
- b. Date of Commissioning:
- c. Anticipated Number to be fed:
- d. Supply Officer:
- e. Food Service Officer:
- f. Leading Culinary Specialist:
- g. Telephone number:
- h. Email Address:
- i. Ships DODAAC/UIC prior to Commissioning:
- j. Ships DOAAC/UIC upon Commissioning:
- k. Ships Current mailing address:
- l. Homeport mailing address:
- m. Current Prime Vendor:
- n. Assigned Homeport Prime Vendor:

3. It is requested that PCU ENTERPRISE (CVN80) be provided all current notices and instructions and any other pertinent material for the operation of a General mess. It is further requested that the ship be placed on the distribution list for such instructions and notices. .

4. Point of contact is LT Frank Epps, Food Service Officer, at COM: (XXX) XXX-XXXX, DSN: XXX-XXXX.

FRANK CABLE
CDR, SC, USN

Copy to:
Supply Officer

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser/
(date)

From: Commanding Officer, USS ENTERPRISE (CVN 65)
To: Chief of Naval Personnel, (Pers10)
Via: (1) Commander, Naval Supply Systems Command (N423)
(2) Type Commander

Subj: **NOTICE OF INTENT FOR HOMEPORT CHANGE**

Ref: (a) NAVSUP P-486, paras 1008,

1. Notice is hereby made of our intent to change home ports from Norfolk, VA to San Diego, CA. USS ENTERPRISE (CVN 65) will be in place on or about (ddmmmyyyy).

2. The following information is provided:

Ultimate homeport mailing address:
DODAAC/UIC with Service Indicator:
Prime Vendor:
Food Service Officer:
Leading Culinary Specialists:
E-mail address:
Phone Number:
Fax Number:

3. Our Food Service Management (FSM) and Subsistence Total Order Receipt and Electronic Systems (STORES) profiles have been modified to reflect homeport change.

4. Request USS ENTERPRISE (CVN 65) address and UIC be modified on your distribution list for publications and notices.

5. Point of contact is CDR Frank Cable, Supply Officer, at COM: (XXX) XXX-XXXX, DSN: XXX-XXXX.

FRANK CABLE
CDR, SC, USN

Copy to: TYCOM

NAVSUP P-486, Rev 8 – Food Service Management

(ASHORE)

4061
Ser/
(date)

From: Commander, Naval Region Southeast
To: Commander, Naval Personnel (N10)
Via: (1) Commander, Naval Supply Systems Command (N423)

Subj: **NOTICE OF INTENT FOR RE-ESTABLISHMENT OF A GENERAL MESS UNDER A
NEW NAME AND UNIT IDENTIFICATION CODE**

Ref: (a) NAVSUP P-486, paras 1008

1. Notice is hereby made of our intent to re-establish the general mess at NAS JACKSONVILLE, FL with a new command name and UIC, effective on (ddmmmyyy).

2. The following information is provided:

New mailing address:
DODAAC/UIC with Service Indicator:
Prime Vendor:
Food Service Officer:
Leading Culinary Specialists:
E-mail address:
Phone Number:
Fax Number:

3. Our Food Service Management (FSM) and Subsistence Total Order Receipt and Electronic Systems (STORES) profiles have been modified to reflect homeport change.

4. Request NAS Jacksonville's address and UIC be modified on your distribution list for publications and notices.

5. Point of contact is Mr. George Rush, Food and Beverage Officer, at COM: (XXX) XXX-XXXX, DSN: XXX-XXXX.

GEORGE RUSH

Copy to: CNIC

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser/
(date)

From: Food Service Officer, USS ENTERPRISE (CVN 65)
To: Commander, Naval Supply Systems Command (N423)
Via: (1) Commanding Officer, USS ENTERPRISE (CVN 65)
(2) TYCOM/CNIC

Subj: OVER ISSUE JUSTIFICATION

Ref: (a) NAVSUP P-486, paras 7002.11, 7002.12

1. Per reference (a), Afloat/Ashore general messes are required to report to NAVSUP, via Commanding Officer, Regional Program Director, TYCOM/ CNIC, when closing out the fiscal year in an over issue status.
2. USS ENTERPRISE (CVN 65) closed fiscal year 2013 with an over issue balance of \$12,456.00.
3. During the period of _____. Describe who, what, where, when and how this happened. What events led up to the over issue? How you will prevent this from happening again.

AGAIN SMITH
LT, SC, USN

4061
CNRSE N42/13-329
(date)

FIRST ENDORSEMENT on USS ENTERPRISE (CVN 65) ltr 4061, Ser 00/132 of 18 Oct 13

From: Commander, Naval Region SOUTHEAST (N42)
To: Commander, Naval Supply Systems Command (N423)

Subj: OVER ISSUE JUSTIFICATION

1. Forwarded, recommending approval.

XXXXXX X. XXXXX
CDR, SC, USN

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser/
(date)

From: Smith, Again, LT, Food Service Officer
To: Commander, Naval Supply Systems Command (N423)
Via: (1) Commanding Officer, USS ENTERPRISE (CVN 65)
(2) TYCOM/REGION

Subj: REQUEST AUTHORIZATION TO UTILIZE THE OTHER SALE OF MEAL LINE

Ref: (a) NAVSUP P-486, Chap 7, Para 3.

In accordance with reference (a), I am requesting approval to utilize the "Other Sale of Meal Line" on the NAVSUP Form 1359 for the month of September 2015 for \$X,XXX in undeposited sales.

1. Supporting documentation required allowing for reimbursable collections.

AGAIN SMITH
LT, SC, USN

4061
CNAF N42/13-329
(date)

FIRST ENDORSEMENT on USS ENTERPRISE (CVN 65) ltr 4061, Ser 00/132 of 18 Oct 13

From: Command
To: Commander, Naval Supply Systems Command, N423
Subj: REQUEST TO UTILIZE THE OTHER SALE OF MEAL LINE

1. Forwarded, recommending approval.

XXXXXX X. XXXXX

CDR, SC, USN

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser/
(date)

From: Smith, Again, LT, Food Service Officer
To: Commander, Naval Supply Systems Command (N423)
Via: (1) Commanding Officer, USS ENTERPRISE (CVN 65)
(2) TYCOM/REGION

Subj: DISESTABLISHMENT OF A GENERAL MESS/BRANCH MESS

Ref: (a) NAVSUP P-486, paras 7305

1. Per references (a), Notice is hereby made of our intent to disestablish the general mess/Branch Mess on XX XXX XXXX. All FYXX funds will be deposited and inventory balance on hand will be at \$ 0. We will contact the NAVSUP Financial Analyst to ensure there are no pending audit errors.
2. My point of contact is xxxxxxxxxxxxxxxxxxxxxx and can be reached at .

FRANK CABLE
CDR, SC, USN

NAVSUP P-486, Rev 8 – Food Service Management

(ASHORE)

4061
Ser/
(date)

From: Commanding Officer
To: Commander Naval Personnel, (N10)
Via: (1) Commander, Naval Installations Command (CNIC)
(2) Commander, Naval Supply Systems Command (N423) (ENDORSEMENT)

Subj: NOTICE OF INTENT TO ESTABLISH AN ALTERNATIVE MESS

Ref: (a) NAVSUP P-486, VOL 1, Chap 1

1. Notice is hereby made of our intent to establish an Alternative Mess.

2. The following information is provided:

DODAAC/UIC with Service Indicator:

Prime Vendor:

Food Service Manager:

E-mail address:

Phone Number:

Fax Number:

3. Anticipated date to establish an alternative mess.

4. Memorandum of Agreement signed by all parties

5. Request email address to be added to your distribution list for publications and notices.

6. Point of contact is Food Service Manager, at COM: (XXX) XXX-XXXX, DSN: XXX-XXXX.

CDR, SC, USN

NAVSUP P-486, Rev 8 – Food Service Management

4061
Ser/
(date)

From: Smith, Again, LT, Food Service Officer
To: Commander, Naval Supply Systems Command (N423)
Via: (1) Supply Officer, USS ENTERPRISE (CVN 65)
(2) TYCOM/REGION

Subj: TEMPORARY CLOSURE OF A GENERAL MESS

Ref: (a) NAVSUP P-486, paras 1007

1. Per references (a), Notice is hereby made of our intent for the temporary closure of the general mess on XX XXX XXXX due to the following reasons:_____ Anticipated date to reopen the General Mess will be XX XXX XXXX. (Add the disposition of inventory and alternate feeding plans).

2. My point of contact is xxxxxxxxxxxxxxxxxxxxxx and can be reached at (123) 456-7890 and email address .

FRANK CABLE
CDR, SC, USN

NAVSUP P-486, Rev 8 – Food Service Management

(Letterhead)

4061
Ser/
(Date)

From: Commanding Officer

To: (appointee rank, name)

Subj: **DESIGNATED MEAL SAMPLER**

Ref: (a) NAVSUP P-486 Volume 1, Chapter 1, Part B, 1100

(DONI General Regulations, Ch 11, 1158

1. In accordance with reference (a), you are hereby appointed as the designated Meal Sampler.

2. You are directed to carry out your duties and responsibilities as prescribed in reference (a) and (b).

(signed)

Commanding Officer

Copy to:

Supply Officer

Food Service Officer

Senior Watch Officer

NAVSUP P-486, Rev 8 – Food Service Management

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NAVSUP P-486, Rev 8 – Food Service Management

APPENDIX E **COMMAND FUNCTIONS AND ORGANIZATION** ---

Part A: COMMAND FUNCTIONS AND ORGANIZATION

General Command Ceremonial Events/Functions.....	<u>E1000</u>
Official Representation Funds (ORF)	<u>E1001</u>
Procedures for Providing Provisions	<u>E1002</u>
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Per Item Cost Control Sheet.....	<u>E1004</u>
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APPENDIX E

COMMAND FUNCTIONS AND ORGANIZATION

Part A: COMMAND FUNCTIONS AND ORGANIZATION

E1000 General Command Ceremonial Events/Functions

1. COMMAND CEREMONIAL EVENTS/FUNCTIONS. It is essential that all Department of the Navy personnel adhere to the highest standards of integrity and ethical conduct. Special occasions such as Change of Command, hosting dignitaries, and special command functions require special planning. Refer to MILPERSMAN 1800-010, for general guidelines for conducting ceremonies for retirement or transfer to the fleet reserve. Change of Command and Ceremony Resources.

- a. Office of the Judge Advocate General, Code 13, Standards of Conduct and Government Ethics Branch, Ethics Gram 09-03 (11 Aug 09), provides guidance required for Change of Command and Retirement Activities.
- b. MILPERSMAN 1800-010 provides guidance on command-sponsored retirement ceremonies.
- c. MILPERSMAN 1050-290 provides policy concerning liberty.
- d. SECNAVINST 7042.7K, Guidelines for Use of Official Representation Funds (ORF).
- e. DODINST 7250.13, Guidelines for Use of Appropriated Funds for Official Representation Purposes.

2. OFFICIAL AND UNOFFICIAL FUNCTIONS. Appropriated funds and on-duty command personnel may only be employed to support official functions. Change of Command ceremonies and command-sponsored retirement ceremonies are examples of official functions. The receptions that follow these functions, however, generally are not official. One exception, if requested in advance, is when a change of command reception is intended to provide an opportunity for the incoming commander to meet ORF-eligible individuals pursuant to SECNAVINST 7042.7K. Private funds and privately funded food service support must be used when the function is deemed unofficial. Consult the appropriate Staff Judge Advocate or Office of General Counsel attorney early in the planning process of any event for further guidance on when a function may be deemed official.

3. Use of Military Personnel. Military personnel may be required to support events that are deemed official, such as changes of command and command-sponsored retirement ceremonies. To support the unofficial receptions that often follow these ceremonies, it is recommended that the member(s) hosting the reception seek a private entity such as a commercial caterer, Moral Welfare and Recreation (MWR) facility, etc. to perform staffing functions. The member(s) hosting the reception may choose to hire enlisted personnel in an off duty status (e.g. leave or regular liberty) and on a strictly voluntary basis to support unofficial receptions. Payment for off-duty enlisted personnel must be commensurate with, or above, the fair market value of work performed in accordance with the Bureau of Labor and Statistics website at www.bls.gov and clear documentation of the fair market wage should be retained by the member(s) hosting the reception. If this staffing option is used, it is most highly recommended that the terms of employment are formalized in a written agreement.

NAVSUP P-486, Rev 8 – Food Service Management

E1001 OFFICIAL REPRESENTATION FUNDS (ORF)

1. ORF GUIDELINES. ORF is only to be used to maintain the standing and prestige of the United States. A detailed listing of obligations or expenditures in which ORF will not be incurred is also contained in this instruction. The use of Subsistence In Kind appropriation to fund or offset the cost of ORF functions is prohibited. Guidelines for use of ORF are contained in SECNAVINST 7042.7K, which includes:

- a. Officials who are eligible for official ORF funded courtesies on official visit to the field
- b. Scope of functions, including the size, cost, and number of guests invited
- c. Hosting official functions and the presentation of command mementos
- d. Procedures for requesting funds or exceptions
- e. Sample expense documentation sheet and vouchers

2. OFFICIAL FUNCTIONS. Military personnel may be detailed to duty at official functions for official ceremonies and official receptions financed by ORF. These assignments will be considered regular military duty; duty hours and liberty times of affected military personnel will be adjusted accordingly.

E1002 PROCEDURES FOR PROVIDING PROVISIONS

1. RECEPTIONS. With limited exceptions (e.g. ORF-funded events) appropriated funds may not be used to provide meals or light refreshments to government employees. If the incoming and outgoing commanders or the retiring member wish to provide provisions at a reception, they must do so at their own expense.

- a. Provisions may be purchased via bulk sales for receptions held onboard afloat vessels. No food or beverages will be brought into the general mess. This prohibition is in place to ensure unapproved subsistence is not inadvertently served to the crew and/or introduces contaminants within the galley food preparation areas. Refer to NAVSUP P-486, Chapter 6, para 6302 for bulk sale guidance. All other commands will use local resources to procure food.
- b. Commands may use other resources such as MWR or local catering services to support unofficial functions. The use of Subsistence-In-Kind appropriation funds to defray the cost of provisions is not authorized. NOTE: Changing the general mess cycle menu and inviting the entire crew to participate in an unofficial function to circumvent paying for the reception/provisions is strictly prohibited.

2. FINANCIAL RESPONSIBILITY. All food entrusted to the Food Service Officer (FSO) belongs to Naval Personnel Command. The FSO is held financially and legally responsible under Title 31 U.S. Code Section 1517, as the operating budget holder. NAVSUP Food Service Director (N423) manages subsistence funding and policy.

3. GUIDANCE. Consult the appropriate Staff Judge Advocate or Office of General Counsel attorney early in the planning process of any event for further guidance.

E1003 SAMPLE SPECIAL EVENT QUESTIONNAIRE

1. GENERAL. Use the special event 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

NAVSUP P-486, Rev 8 – Food Service Management

of the function and their individual duties. All personnel must understand the desired end-product of their personal and team efforts.

This section provides guidance in the planning, accounting and organization of special functions. Although some examples are given, use your expertise 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.

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.

SPECIAL EVENT 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	Podium
Serving Trays	Gift Table	Microphone
Meat Platters	Hat Table	Coat Rack
Beverage Containers	Novelties	Stage
Tablecloths	Candles	Signs
Napkins (cloth/paper)	Chairs	Parking

NAVSUP P-486, Rev 8 – Food Service Management

Ice	Tables	Photographer
Bar Setup	Decorations	Room
Flags, Banners	Flowers	Ice Carvings

Note: To facilitate the creation of ice carvings, ensure the design, procurement and transportation of the ice blocks and finished products are planned well in advance of the function.

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, Rev 8 – Food Service Management**E1004 PER ITEM COST CONTROL SHEET**

1. GENERAL. 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)

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E1005 ITEMIZED EXPENSES

1. SAMPLE MENU:

CHANGE OF COMMAND RECEPTION \$ _____ PER PERSON

CHOICE OF TWO HOT CHAFING DISH SELECTIONS:

- Steamship Round with Rolls
- Meatballs (Sweet and Sour, BBQ or Stroganoff) CHECK FSM RECIPE
- Chicken Fillets with Dipping Sauce
- Cocktail Sausage in BBQ Sauce
- Fried Mozzarella Sticks with Marinara Sauce
- Fried Cauliflower or Zucchini
- Combination Meat Tray (Ham, Turkey and Roast Beef)
- Fresh Vegetable Tray with Dip
- Crab Meat Spread with Wheat Thins
- Punch and Wine Table

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, Rev 8 – Food Service Management**Figure R-1 - MEMORANDUM EXAMPLE**

1301
Code 108
22 June 2013

MEMORANDUM

From: Food Service Officer

To: Commanding Officer

Via: Executive Officer
Supply Officer

Subj: ESTIMATED EXPENSES FOR CHANGE OF COMMAND RECEPTION

1. The following is an estimated, itemized list of expenses for the Change of Command Reception:

a. Ice Mold	\$ 68.00
b. Fountain Rental (2)	96.00
c. Coffee and Punch	60.00
d. Shrimp with Cocktail Sauce	535.00
e. Lumpia with Sweet and Sour Sauce	323.00
f. Roast Beef Sandwich	148.00
g. Decorated Cake	50.00
h. Vegetable Relish Tray	29.00
i. Fresh Fruit Basket	100.00
j. Consumables	
i.e., Napkins, Toothpicks, Cups, Plates, Table Skirt	100.00
Grand Total	\$1,509.00

2. Please contact me or CSC Van Damme at X260 for additional information. It will be our pleasure to serve you.

Very respectfully,

A. R. MAUPIN
LT, SC, USN

* Example of consumables, food and decorations to be submitted to the Host or Hostess of the Function/Party.

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E1006 SPECIAL EVENTS MENU ITEMS

1. SPECIAL FUNCTIONS. 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. HORS D' OEUVRES. 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.

TYPICAL BREAKFAST MENU SELECTIONS - "QUICK REFERENCE EXAMPLE"			
CATEGORY	ITEM	RECIPE NUMBER	REMARKS
Juice	Orange/Fruit Juice		Freshly squeezed or from concentrate
	Vegetable Juice	B 003 01	Canned, chilled overnight
Fruit	Assorted Fruit		Place a minimum of 3 types of cut fresh fruits neatly arranged on a lettuce leaf in a dessert bowl for individual serving
Quick Breads & 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	

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TYPICAL BREAKFAST MENU SELECTIONS - "QUICK REFERENCE EXAMPLE"			
CATEGORY	ITEM	RECIPE NUMBER	REMARKS
Breakfast Meat	Creamed Turkey or Creamed Beef on Toast	L 030 00 L 030 01	Select 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		

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“PRAYER BREAKFAST”

Orange Juice (From Concentrate)

Chilled Cranberry or Vegetable Juice B 001 00/B 003 01 (Chilled Overnight)

Assorted Fresh Fruits (Slices, Wedges, Cubes, Wheels)

Cantaloupes - A13(2)

Honeydew Melons - A13(3)

Strawberries - A13(4)

Kiwi - A13(3)

Oranges - A13(3)

Pineapple - A13(4)

Note: Garnish fruit bars or use dessert bowls for individual servings. 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

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“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 cantaloupes 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 Á 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.

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"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. Cantaloupes
3. Honeydew Melons
4. Kiwi
5. Pineapple
6. Strawberries
7. Grapes
8. Oranges

Fruit Punch or Apple Cider

Coffee

Ceremonial Cake

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"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. Cauliflower
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. Cantaloupes
3. Honeydew Melons
4. Kiwi
5. Pineapple
6. Strawberries

Fruit Punch

Ceremonial Cake

Coffee

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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 (Omit 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: Do not overcook vegetables.

Julienne Cut or Fresh Vegetables

Zucchini - Steamed

Squash - Stir Fried on a Bed of Cabbage

Green Beans - Lightly Buttered

BREAD:

Freshly Baked Crescent Dinner Rolls – D 036 17

NOTE: Provide puffed crackers in the bread tray when used during the salad or soup course.

DESSERT:

Orange and Lime Sherbet

Chocolate Ice Cream or Vanilla Ice Cream with Cookie (Garnish with Fresh Mint Leaf)

BEVERAGES:

Hot Coffee

Hot Tea

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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, Rev 8 – Food Service Management**E1007 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, and worcestershire sauce.
2. Spread mixture on ham slices evenly 1/8" thick. Place pickle or sliced olives on edge and roll up.
3. Arrange attractively on mirror or garnished meat platter.

CRAB/SHRIMP STUFFED MUSHROOMS - SERVES 75

5 LBS Large Fresh Mushrooms
1 1/2 CUPS Butter/Margarine
2 LBS Cream Cheese Softened
2 CUPS Finely Chopped Shrimp, Crab Meat or Imitation Crab
1 CUP Celery Finely Chopped
1 CUP Onion Finely Chopped
1 TSP Black Pepper
1 TSP Cayenne Pepper
1 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

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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 Hoisin 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.

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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.

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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.

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GARLIC BREAD STICKS - SERVES 100

32 Slices Wheat Bread
5 Tbsp. 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 Tbsp. Orange Juice
4 Tbsp. 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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APPENDIX F

INSPECTION GUIDE FOR SUBSISTENCE SERVICEABILITY AFLOAT/ASHORE

PART A: SUBSISTENCE INSPECTION GUIDE

Subsistence Inspection Guide Preface.....	<u>F1000</u>
Receiving Subsistence.....	<u>F1001</u>
Good Storage Practices.....	<u>F1002</u>
Inspection of Subsistence.....	<u>F1003</u>
Disposition of Subsistence.....	<u>F1004</u>
Hazardous Food Recall Program.....	<u>F1005</u>
Chapter References.....	<u>F1006</u>

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APPENDIX F

INSPECTION GUIDE FOR SUBSISTENCE SERVICEABILITY AFLOAT/ASHORE

PART A: SUBSISTENCE INSPECTION GUIDE

F1000 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.

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 veterinary support is not available or practical. Inspections covering contract quality assurance provisions (for example, age on delivery, Berry Amendment, shelf life remaining, pallet sizes, minimum headspace in cases, and similar) will not be routinely performed by the Army Veterinary Services. Inspection personnel will usually focus their receipt inspections on food protection factors (wholesomeness, temperatures, condition, food defense, approved sources, infestation and similar). 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 ship's 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 N3/4) DSN: (312) 430-7445 or Commercial (717) 605-7445.

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F1001 RECEIVING SUBSISTENCE

1. 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:

- a. Prior Planning:
 - 1) Ensure proper stock rotations of storerooms are conducted the day prior to receiving stores. The first products in should be first products out (FIFO).
 - 2) 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.
 - 3) Customer's requisition is in their possession at time of delivery.
- b. At Receipt:
 - 1) Ensure products are protected from inclement weather at time of delivery.
 - 2) Verify products based on requisition versus the distributor(s) manifest.
 - 3) Check quantity ordered versus quantity delivered.
 - 4) Check nomenclature on cases and order.
 - 5) Determine manufacturer (Approved Source via NAVSUP 4355.4H and internet sites).
 - 6) Check temperature in the truck and also the internal temperature of random products.
 - 7) Check packaging, packing, and markings.
 - 8) Check for damaged cases.
 - 9) Inspect for obvious signs of tampering or contamination.
 - 10) Check remaining shelf life.
 - 11) In addition, ensure medical personnel are available to assist in identifying substandard commodities for:
 - a) Off condition, outdated, damaged, leaking, contaminated, or soiled products.
 - b) Items that may have been contaminated by water, condensation, or pests.
 - c) Canned subsistence items that are leaking, badly dented, pitted with rust, or have swollen or bulging ends.
- c. Nonconforming Items.
 - 1) Return products that deviate from contractual compliance. Use the Report of Discrepancy (ROD) SF 364 and email to NAVSUP_FOODSERVICE@NAVY.MIL
 - 2) Record items returned (reason) on manifest.
 - 3) Request a replacement through supporting Fleet Logistics Center (FLC) office.

F1002 GOOD STORAGE PRACTICES

1. GENERAL. 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.

- a. General Guidelines for all Items.
 - 1) Store all subsistence items.
 - a). Store in regular storage areas that are clean, tidy and well ventilated.
 - b). Store in an orderly manner, at least six inches off the deck, on clean shelves, racks or pallets, for proper air circulation.
 - c). 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.
 - d). Avoid cross-contamination. Items that might leak or drip must be stored below other items.

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- e). In clean, covered, labeled, and dated containers if they have been removed from their original containers.
- 2) Do *not* store subsistence:
 - a). Under possible sources of contamination such as unprotected sewage lines (Collection, Holding, or Transfer), water lines or refrigeration lines with visible condensation.
 - b). Near sources of heat (reduces the shelf life of the product).
 - c). In heads, garbage rooms, salvage areas, or mechanical equipment rooms.
 - d). Directly on the deck.
- b. Semi-Perishables. Semi-perishables are food items that do not require refrigeration. They are considered shelf-stable. Semi-perishable items 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 Ultra High Temperature (UHT) dairy and other shelf stable items based on type of packaging.
 - 1) Shelf life for semi-perishable commodities is based on the manufacturers established shelf life, not the date of receipt. 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.
 - 2) Storage areas for semi-perishables should be:
 - a) Cool
 - b) Dry
 - c) Low humidity
 - d) Well ventilated
 - e) Inspected regularly for insects/rodents
 - f) Monitored for proper temperature (Minimum 3 times a day is recommended)
 - g) Products kept off the deck using grates to ensure products keep dry and promote air circulation

Note: High humidity is detrimental in many respects: accelerating the growth of bacteria and molds; promoting insect infestation; and causing mustiness in dry items such as flour or rice. 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.
- a. Products Subject To Infestation. Many semi-perishable subsistence items are susceptible to infestation with insects and other pests. 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.
- b. Perishables. All chilled and frozen subsistence items that are highly perishable and subject to rapid deterioration when improperly stored. Here are some guidelines for perishable foods:

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- 1) Perishable subsistence must be maintained at manufacturer's recommended temperatures. Inadequate air circulation and humidity increases the deterioration of perishable products. Products should be stored at least 2 feet away from bulkhead.
- 2) 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:
 - a) Condensation in the freezer room, indicating a malfunctioning or inoperable freezer unit
 - b) Excessive ice build-up on freezer unit
 - c) Excessive amount of liquid or ice found in the corners of cases
 - d) Wet packaging
 - e) Odors not associated with the product
 - f) Freezer breakdowns are the most common problem associated with product loss. The following will assist in the control of preventing refrigeration failure:
 - (1) Maintain proper temperature logs. Temperatures will be conducted twice a day for all perishable storage locations (bulk refrigerators/freezers).
 - (2) Set temperature checks at designated intervals inside freezer, as well as reading outside thermometers.
 - (3) Check doors for complete closure to include seals.
 - (4) Ensure thermometers are accurate.
 - (5) Do not stack commodities above the refrigeration unit to prevent a lack of air circulation.
 - (6) Keep doors closed.
 - (7) Products can maintain temperatures for up to 24 hours provided warm air is not permitted to enter through an open freezer door.
- 3) Additional specific commodity information:
 - a) Cream style soups break down during freezing, but are not spoiled; they are usable.
 - b) Freezing alters the appearance of the starch thickening in pie fillings; baking restores the desirable appearance.
 - c) 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.
 - d) 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.

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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 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 3-501.110 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!

Dry Goods	less than 70 F
Sensitive Chill (dairy, eggs, etc)	32-41 F (separate area)
Sensitive FFV (lettuce, carrots, etc)	32-41 F (separate area)
Thaw Box	36-41 F
Freezer	less than 0 F

NAVSUP P-486, Rev 8 – Food Service Management**F1003 INSPECTION OF SUBSISTENCE**

1. GENERAL. 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.

a. Canned Products. General Inspection Guidelines.

- 1) Check for rust, dents, crimped edges or other obvious damage.
- 2) Check for leaking packages/cans.
- 3) 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 veterinary or medical inspectors.

In the event that mission requirements do not allow retaining quantities of questionable product in a hold status, a representative sample (6 normal and 6 abnormal) 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 PMA. It is also suggested that pictures of the suspect item be taken in the event samples cannot be submitted for testing purposes.

b. Can Defects. If any of the following defects are present in canned products, the product should NOT be consumed:

- 1) Severely dented or buckled cans.
- 2) 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.
- 3) Cans dented moderately to severely in the area of the side seam or end seam.
- 4) Leakers or cans with pinholes. Pinholes are tiny holes caused by action of food acids during prolonged storage.
- 5) Pull top containers with obvious dents.
- 6) Cans with pitted rust, which cannot be removed by wiping with a clean cloth.
- 7) Cans crushed to the point where they cannot be opened manually (Crimped edges on top).

c. Aesthetic Defects. The following defects do NOT indicate a loss of container serviceability; the product may be issued and consumed without concern.

- 1) Surface rust, which can be removed by wiping with a clean cloth.
- 2) Body dents on side of can, which does not affect a seam.
- 3) Slight to moderate dents on or near a double seam.
- 4) Slight to moderate paneling (ridges) on the sides of the can.

2. 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, Preventive Medicine Office.

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- a. 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.
- b. 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 to share with medical authorities.
- c. Report your losses and notify activity from which product was obtained, date received, and quantity received.
- d. 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.

3. 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.

- a. Take internal temperatures of the products nearest to the door first.
- b. Next check products on the top of pallets and work downwards.
- c. 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.
- d. Disposition of partially defrosted products must be determined according to the risk factor categories.

There are five basic steps involved in making disposition decisions of food items exposed to refrigeration failures:

- a. Step 1. Determine length of time the food has been stressed at an ambient temperature of greater than 41degrees Fahrenheit.
- b. Step 2. Classify the temperature stressed food item as SAFE or RISK based on Table1.
- c. Step 3. Determine product temperature.
- d. Step 4. Determine if the food item has exceeded its Time Temperature Limit based on Table 2.
- e. Step 5. Make disposition decision.

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Table 1 List of Safe Foods

Baked Goods	Risk Category
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

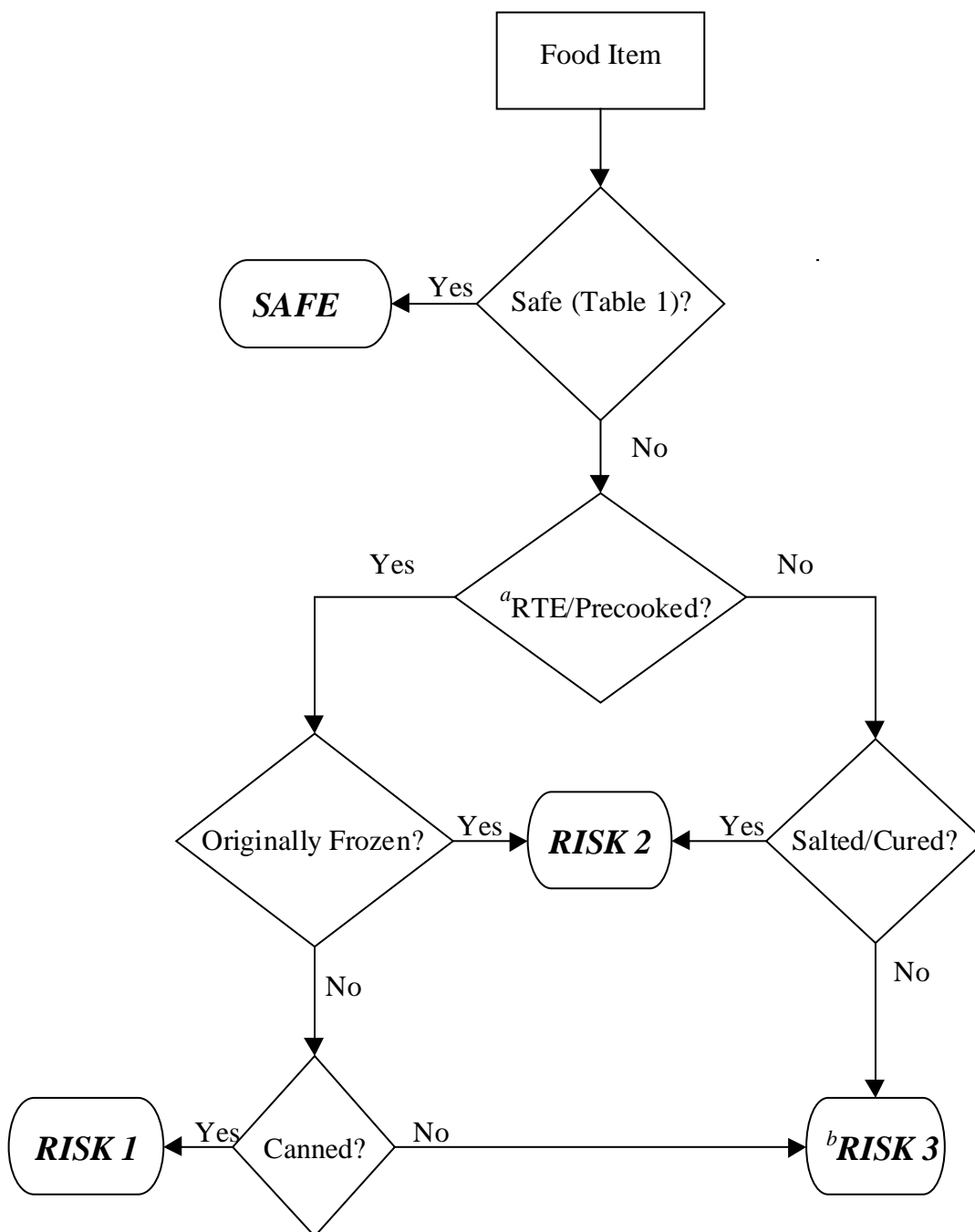
Dairy	Risk Category
Ice Cream	Risk
Cream	Risk
Pizza Cheese	Safe

Fruits and Vegetables	Risk Category
Strawberries	Safe
Fruit Juices & Concentrated	Safe
Fruits	Safe
Blueberries, Raspberries	Safe
Vegetables, Uncooked, blanched	Safe
Onion Rings, precooked	Risk
Vegetables, Precooked	Risk

Meat	Risk Category
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

Time Temperature Limit	RISK 1 (low)	RISK 2	RISK 3 (high)
Centigrade/Fahrenheit	HOURS	HOURS	HOURS
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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EXAMPLE

REFRIGERATION FAILURE REPORT

LOCATION: _____

DATE AND TIME OF REFRIGERATION FAILURE (START) _____

DATE AND TIME OF INSPECTION _____

TYPE OF REFRIGERATION FAILURE ☐ MECHANICAL ☐ POWER

FOOD ITEM	TIME EXPOSED TO REEFER FAIL	CLASSIFICATION	TEMPERATURE	DISPOSITION <i>*Remember Exceptions</i>

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F1004 DISPOSITION OF SUBSISTENCE AT SEA

1. GENERAL. Determining the proper disposition of subsistence requires a logical sequence of actions, regardless of the type of subsistence (Perishable or Semi-Perishable). This is to ensure that only safe and serviceable subsistence is issued. The following steps should be adhered to:

a. Step 1. Identify the Problem

- 1) Identifying the Problem: Determine events which could affect the safety, condition, and/or serviceability condition of subsistence.
 - a) Refrigeration Malfunction
 - b) Power Outage
 - c) Physical Damage
 - d) Insect/Rodent Infestation
 - e) Improper Temperature Holding
 - f) Insufficient Shelf Life/Expired Products

NOTE: Segregate questionable products.

b. Step 2. Gather Information

- 1) Gathering History: Determine events, which may have affected the subsistence items in question. The more information obtained makes it easier to make the appropriate disposition.
 - a) Date of Pack (DOP) Expiration Date
 - b) National/Local Stock Number (NSN/LSN)
 - c) Prime Vendor Contract Number
 - d) Manufacturer of product to include address
 - e) Date of Receipt
 - f) Lot Numbers
 - g) Detailed history of condition, storage, processing, age of commodity, and any pertinent information associated with problem

c. Step 3. Notify applicable supporting Veterinary Services/Preventive Medical Authority

- 1) Notify Authority: Contact Army Veterinary Inspector or Preventive Medical Authority.
 - a) Requesting assistance. Request assistance from the supporting U.S. Army veterinary service (AVI) unit while in port. If a problem has been identified as a potential food risk or suspect wholesomeness issue the AVI can assist in making the appropriate decision for future use or condemnation. Army veterinary personnel have the technical expertise to determine the safety and wholesomeness of subsistence items. Under certain circumstances it may not be possible to obtain Army veterinary assistance. When this is the case, the ranking Supply Officer, with the assistance of the Medical Officer, should determine the disposition of stock.

d. Step 4. Examine the Product

- 1) Examine the Product: The following procedures should be utilized in determining questionable commodities:
 - a) 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 means allowing potentially hazardous foods to remain in the temperature danger zone (42 - 134 degrees Fahrenheit) for more than four hours. Potentially Hazardous foods abused in this manner are considered unsafe for consumption. The Veterinary Service and or Medical Department Representative should be notified immediately. Such abused foods should NOT

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be consumed, even after cooking. Thoroughly inspect questionable items and complete the following during your inspection.

- (1) Remove product to a well-lighted area
 - (2) Remove product from master container
 - (3) Remove individual packages (if applicable)
 - (4) Check texture for any signs of sliminess
 - (5) Check product for dehydration/freezer burn (White fibrous texture, ice crystals on product)
 - (6) Look for any off color not associated with a normal appearing product
 - (7) Check master container for changes in the shape of the case for temperature abuse
 - (8) Check freezer and chill storage temperature logs for an increase or decrease in temperature
 - (9) Check to see if freezer or chill unit thermometers are accurate and calibrated
- e. Step 5. Make Appropriate 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 AVI or Medical Department Representative. Final disposition determination is the responsibility of veterinary service personnel or MDR. If items are received from a Combat Logistic Force (CLF) vessel, the Food Service Officer will notify the SUPPO immediately. The SUPPO will contact the issuing CLF for a report of the findings.
- f. 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 DLA via priority message. (Refer to NAVSUPINST 10110.8C DOD Hazardous Food and Nonprescription Drug Recall System (ALFOODACT), and SECTION 5 of this guide).
- 1) The following is information necessary in reporting incidents involving a foodborne illness:
 - a) Determine product in question
 - b) Determine number of personnel affected
 - c) Determine processing time and temperature
 - d) Determine age of product
 - e) Determine storage time and temperature
 - f) Identify manufacturer, lot number, date of pack
 - g) Determine quantity on hand
 - h) Identify Stock Number (NSN/LSN)
 - i) Take pictures of suspect item
 - j) Document any off odor or condition (What did it look or smell like)
 - k) Medical Officer observations of personnel affected and diagnosis of foodborne illness
 - l) Identify the date product was delivered or received
 - m) Identify contract number
 - n) 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 (ROD). It is recommended to attach pictures along with the

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Standard Form 364, Report of Discrepancy (ROD). Please forward a copy of the ROD to navsup_foodservice@navy.mil to help prevent similar issues in the future.

F1005 HAZARDOUS FOOD RECALL PROGRAM

1. GENERAL. 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:

- a. Specific description of hazardous item and NSN if applicable
- b. Brand Name
- c. Name and address of manufacturer/processor
- d. USDA/USDC inspection plant code if applicable
- e. Contract Number
- f. Resource where product was received (Prime Vendor, CLF, or local supplier)
- g. Date received
- h. Quantity received
- i. Description of container(s)
- j. Lot Number from master container, individual packages, can codes, etc.
- k. Quantity on a medical hold status
- l. Symptoms of illness or death attributed to or suspected to be caused by the item; number of affected personnel; and point of contact
- m. Laboratory to where samples were sent, if applicable. If no samples have been submitted to the laboratory contact supporting Veterinary Services for assistance

F1006 REFERENCES

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2. NAVSUP 4355.4H (AR 40-657), Veterinary Medical Food Safety, Quality Assurance, and Laboratory Service 21 JAN 2005
3. NAVSUP 4355.10A (AR 40-656) Veterinary Surveillance Inspection 28 AUG 2006
4. US Army Public Health Command (USAPHC):
<http://phc.amedd.army.mil/Pages/default.aspx>
5. Worldwide Directory Of Sanitarily Approved Food Establishments For Armed Forces Procurement:
<http://phc.amedd.army.mil/topics/foodwater/ca/Pages/DoDAApprovedFoodSources.aspx>
6. DLA Troop Support: <http://www.troopsupport.dla.mil/index.asp>
7. NAVSUP P486 Jan 2004 Chapter 4&5 : <http://nll1.ahf.nmci.navy.mil/>
8. NAVSUP Food Services Home Page <https://wwwa.nko.navy.mil/portal/>
9. NAVSUP: <http://www.navsup.navy.mil>
10. NEXCOM: <http://www.navy-nex.com>
11. Navy Family Support http://www.navy-nex.com/command/about_us/family.support.html
12. FDA: <http://www.fda.gov/>
13. NAVSUP P-476 now available in hardcopy, and available at NLL website: Navy NLL <http://nll1.ahf.nmci.navy.mil> ; Select Pubs/Products/Tools; Select NAVSUP Digital Documents; Select: NAVSUP Headquarters Instructions and Publications; At Keyword, type P476 (works for P486 also)(<http://nll1.ahf.nmci.navy.mil/nll/getdata.cfm>)
14. NEHC P-5010 Preventive Medicine; Chapter 1 is Food Safety <http://www-nehc.med.navy.mil/>

14. OPNAVINST 4061.4 Food Safety Training Program. 6 MAR 2008
References cited establish DOD Veterinary Services Activity and USAPHC responsibilities to maintain the "Directory" of approved food sources for Department of Defense procurement. The

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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 DLA 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 2009 Food Code, other established Federal Agencies or US Army Veterinary inspections to be approved for listing and vendor supply.

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APPENDIX G
AUTHORIZED SALES OF FOOD ITEMS

PART A: AUTHORIZED SALES FOOD ITEMS

Authorized Sales Food Items E1000

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AUTHORIZED SALES OF FOOD ITEMS		
Category	Approving Authority	Remarks
Components of DoD, including Reserve Activities and Coast Guard	Commanding Officer	Approving authority may be delegated to the Supply Officer or Regional Supply Officer.
American National Red Cross at naval activities in Hawaii and outside the United States	CNIC Regional Commander or Overseas Area Commander	Items may only be used for food service in local Red Cross canteens and will not be transferred nor resold.
Authorized messes	Commanding Officer	Approving authority may be delegated to the Food Service Officer.
Foreign naval vessels and foreign military aircraft	Commanding Officer	Sales may be made to ships and aircraft needing supplies and having no other immediate source.
Other government departments agencies (i.e. embassies)	Commanding Officer	Sales may be made to a government agency that can provide valid lines of accounting to purchase food items for hosted groups having no other immediate sources.
Resale activities outside the United States on a case by case	CNIC Regional Commander and Commander Naval Supply Systems Command	Requests will be forwarded via the normal military chain of command. Granted only when commissary or commercial sources are not available within a reasonable distance.
Afloat MWR functions	Commanding Officer	Items may only be used for shipboard food service functions and will not be transferred nor resold.
Distressed ships and aircraft of the United States and of Foreign countries.	Senior officer present	Sales may be made to ships and aircraft in distress or needing supplies and having no other immediate source.

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APPENDIX H
NAVY FOOD MANAGEMENT TEAM (NFMT)

Part A: NAVY FOOD MANAGEMENT TEAM ASSISTANCE

NFMT Structure.....	<u>H1000</u>
NFMT Locations and Areas of Responsibility (Figure H-1)	<u>H1001</u>
NFMT Request Assistance Visit Sample Letter (Figure H-2).....	<u>H1002</u>

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APPENDIX H

NAVY FOOD MANAGEMENT TEAM (NFMT)

Part A: NAVY FOOD MANAGEMENT TEAM ASSISTANCE

H1000 NFMT STRUCTURE

1. GENERAL. NFMTs are responsible for providing training and assistance to support afloat and ashore food service operations in order to improve the quality of food service and maximize health and performance of the warfighter and establish economy and effectiveness of food service operations. NFMT will assist in identifying and prioritizing professional training needs in conjunction with TYCOM Goals and any special conditions related to the activity.

a. NFMT Qualifications:

- 1) NFMT members have completed NAVPERS 1306/92 Special Screening Form and completed the interview process for acceptance as a NFMT member. Ref: MILPERSMAN 1306-901
- 2) NFMT members are in pay grades E-7 and above and have completed CS "C" School (NEC 3529) and Instructor's training (NEC 9502) with an obligation of service for 36 months prior to reporting. Ref: MILPERSMAN 1306-901. (Refer to SMART transcript)
- 3) NFMT member or members have successfully completed Food Safety Managers/Supervisor's Course. Food safety Instructor will provide initial and annual food safety training. Ref: OPNAVINST 4061.4

2. MANNING STRUCTURE. Utilization of the NFMT is effectively managed by the appropriate NAVSUP FLC.

- a. Indicators of success are identified and tracked. (Metrics, REMEDY reports)
- b. NFMT manning structure is adequate to support Fleet requirements with proper tools, equipment, and resources to employ effective training aids and techniques.

3. TRAINING ASSIST VISITS. NFMT Training assist or training visits are requested by each individual command in need of food service assistance or training.

- a. The NFMT completed all scheduled assists/training seminars except for events cancelled by the requesting activity or NFMT due to a schedule conflict with ship overall, deployment, or the NEY award program.
- b. The NFMT responds to all emails, letters, calls and fax inquiries relating to training, trouble calls and assists within 5 days of the initial request. Monitor and track training deficiencies.
- c. The NFMT maintains signed Standard Operating Procedures to support training and assist visits.
- d. The NFMT maintains and displays a schedule of all assist/training events for all afloat and ashore food service activities.
- e. Quarterly training schedules are posted and properly communicated to the fleet through message, local media, FLC newsletter, email, NKO, or the P-476.

4. NFMT ADMINISTRATION TRAINING AND ASSIST RECORDS. The NFMT documents all assist and training requests in order to track the effectiveness of the NFMT Program.

- a. Records containing a breakdown of assists/trouble calls completed to include emails, phone calls and visits are on file. A customer sign in log may be used to assist with high demands of training topics.

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- b. Assist visit records are kept on file for a minimum of three years?

5. **NFMT LIBRARY.** The library will maintain the following instructions at a minimum to include: NAVSUP P-486, FOOD FLASH, NAVSUP P-476, All Food Actions, Naval Supply Note 7330, Lesson Plans, Armed Forces Recipe Service (AFRS), Navy Medical Instructions, Consolidated Afloat Requisitioning Guide Overseas (CARGO) Catalog, Army Veterinary Instructions, Ney Instructions, Training Publications, Navy Customer Service Manual, Personal Qualification Standards, and Navy Standard Core Menu (NSCM). These publications provide the backbone of the assistance team program and will be supplemented by Fleet and TYCOM instructions, certification standards, Fleet initiatives and priorities.

6. **FLEET TRAINING.** NFMTs will incorporate Fleet readiness plans into all training and offer a 12-18 month professional off cycle assist to enhance culinary cooking techniques. These plans should include the following training:
 - a. The review of all food service program operations to include financial planning and budgets to ensure all food service requirements are met.
 - b. Training that instill food service management discipline with an emphasis on nutrition, quality of prepared foods, improved merchandising of food items, productivity and efficiency of food service personnel, food service safety requirements, fire prevention, energy conservation, and sanitation.
 - c. Training to encourage and stimulate professional pride in food service personnel.
 - d. Training that evaluates and encourages the application of standards and uniform policies and procedures.
 - e. Provides on-site training to food service personnel through a team concept that utilizes senior food service managers and executives and employs the most advanced training aids and training techniques.
 - f. Training that review the use of facilities, equipment, personnel, subsistence, and other food service resources to obtain valid evaluations of installation food service programs. Identify limitations that hamper accomplishment of activity objectives.
 - g. Follow-on training/mentoring in an advisor capacity for the operation of the general messes by working with the food service personnel; demonstrating proper techniques in all phases of food service to include management, production, service of food, sanitation, training, and accounting; and motivating food service personnel toward increased efficiency and effectiveness.
 - h. Assist food service personnel at each command in the ways to conduct a patron education program, with emphasis on food conservation and other consumer-oriented elements of the food service program, by suggesting ways and means to communicate and the principles points to be made.
 - i. Evaluate the practical application of food service techniques learned through technical and on-the-job training, curricula, and formal training.
 - j. Provide information on and demonstrate new developments in the food service and subsistence fields.
 - k. Exchange, search for, and collect new ideas regarding food service for possible adoption and dissemination to all installations.
 - l. Record observations that will provide a basis for follow-up actions that will assist in resolving problems beyond the control of the food service program managers.

7. **NFMT ASSIST VISITS OFFERED.** The following assist visits are offered by the NFMT.
 - a. Pre-deployment assist visits for deploying units 120 days before deployment.

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- b. Random visits to maintain readiness and core competencies of each command.
 - c. Preparation of the general mess in support of a ship's decommissioning.
 - d. Assistance in material condition and 2kilo preparation (On request and in cooperation with ATG and TYCOM).
 - 1) The objective is to train personnel before entering a ship yard or in advance of an Inspection and Survey (INSURV) inspection.
 - 2) This service will generally only be offered where assist team resources are available.
8. REPORTING. In compliance with NAVSUP Monthly Situation Summary (SITSUM) guidance, NFMT shall report the following information to the individual NFMT NAVSUP FLC CO with a copy to the Program Lead.
- a. The monthly SITSUM is used to collect statistical data and will be submitted by the tenth day of each month. All assist visits, training, or other major concerns (i.e. Food Service Management (FSM)) will be recorded using Remedy. When updating Remedy, be sure to record each Unit Identification Code separately and for each day of the occurrence. The monthly SITSUM will include:
 - 1) Assist visits (source Remedy).
 - 2) Seminars conducted (including number of students), (source Remedy).
 - 3) Budgetary and manning concerns when appropriate.
 - 4) Periodicity for sea and shore commands assist visits, number of afloat and shore commands in AOR, number visited in previous 24 months.
 - 5) Participation in special assignments requested by NAVSUP GLS as listed below.
 - a) Monitor special food and equipment tests.
 - b) Provide input and serve on a technical evaluation panel as a subject matter expert.
 - c) Participate in annual food service conferences and conventions.
 - d) Participate in the Navy Captain Edward F. Ney Memorial Award evaluation. Senior NFMT members may be tasked to participate as a member of the Ney Award evaluation team or the ashore 5 star accreditation evaluation team.
 - e) Provide input as Supply Management Certification for FSM.
 - f) Function as shore liaison for retail logistics.
 - g) Assist with the investigation of Level 2 and 3 losses in ship store operations.
9. SUMMARY OF ASSIST VISITS/CORRECTIVE ACTIONS
- a. Upon completion of assist visit provide an informal out brief to the CO and a written report for the Supply Officer. An activity with a completed assist visit written report within the last 24 months is within periodicity.
 - b. When conditions warrant NFMT will conduct follow up visits.
 - c. Submit a summary of completed training for a specific ship or shore command to NAVSUP FLC CO and designated TYCOM representative when requested.
 - d. Should an assist team encounter conditions that pose a significant risk to crew health, personnel safety, or a real or potential loss of accountability, the team leader will immediately report their concerns to the Supply Officer. Similarly, should any member of an assist team encounter evidence of or suspect fraud, waste, or abuse, the concern and any evidence will immediately be reported to the Supply Officer. If the problem(s) is not addressed appropriately or involves the Supply Officer, the team will report the conditions found to the activity's CO. After reporting conditions to the activity CO the team should also notify the NAVSUP FLC CO and offer copies of working papers, photographs or other evidence to the designated TYCOM representative.
 - e. Assist visit records shall be kept on file for a minimum of three years.

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10. 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. Food service management discipline in all responsible personnel with special emphasis on nutrition, quality of prepared foods, improved merchandising of food items, productivity and efficiency of food service personnel, food service safety requirements, fire prevention, energy conservation, and sanitation
- d. Use of facilities, equipment, personnel, and other food service resources
- e. Provide professional in-rate training and assistance
- f. Automated food service records Food Service Management (FSM), financial returns, and organization and operating procedures to include financial plans and budgets
- g. DOD, Navy and command food service policy and procedures
- h. Food service education programs that encourage and stimulate professional pride in food service personnel.
- i. New developments in food service operations and food items
- j. Prime Vendor and automated ordering procedures
- k. Providing written guidance and recommendations for follow-up action by the command
- l. Conducting evaluations for the Ney Memorial Awards program
- m. Classroom and specialized training that utilizes senior food service managers and executives and employs the most advanced training aids and training techniques.

11. 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.

12. ASSISTANCE VISITS.

- a. Requests for Assistance. NFMTs must visit each Navy installation facility at least once every 24 months and every 18 months for organizations that operate field food service programs in accordance with service directives and IAW 1338.10 M. It is required that all general messes afloat/ashore request a visit every 24 months. Food service training assistance visits should request via 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.
- 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:

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- 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 SMAI/SMI/SMC (phase 1-4)
- 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 affected by this provision should take action to reschedule a Navy Food Management Team assist visit based on evaluation results announced in accordance with NAVSUPINST 5061.2 series. Team visits will not be requested during yard overhaul or prior to shakedown periods of newly commissioned ships.
- 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.

NAVSUP P-486, Rev 8 - Food Service Management**H1001 NFMT TEAM LOCATIONS AND AREAS OF RESPONSIBILITY**

NFMT	ADDRESSES AND PHONE NUMBERS	GEOGRAPHIC AREA OF RESPONSIBILITY
Norfolk	Officer-in-Charge Navy Food Management Team, Norfolk NAVSTA, FLC Norfolk, Bldg W-143, C619, 1968 Gilbert St Norfolk, VA 23511-3392 Commercial: (757) 443-1900 DSN: 646-1900 Fax: (757) 443-1902	Virginia; West Virginia; Illinois; North Carolina; Maryland; NAVDISTWASH; and European areas as far east as the eastern border of Turkey to include the Middle East and Africa.
New London	Officer-in-Charge Navy Food Management Team, New London Naval Submarine Base, New London, BLDG 83 RMB4 Supply Department, Box 500, Groton, CT 06349-5000 Commercial: (860) 694-4938/5778/5779 DSN: 694-4938 Fax: (860) 694-4939	Pennsylvania; New York; New Jersey; Connecticut; Rhode Island; Massachusetts and Maine
Mayport	Officer-in-Charge Navy Food Management Team, Mayport Naval Station, Box 280021 Mayport, FL 32228-0021 Commercial: (904) 270-5544/6815/7766 DSN: 960-5544 Fax: (904) 270-7099	Florida; Louisiana; Gulfport & Pascagoula, MS; Kings Bay, Georgia; Texas; South Carolina; Oklahoma; Tennessee; Guantanamo Bay, Cuba; Caribbean Sea and Panama Canal Zone
San Diego	Officer-in-Charge Navy Food Management Team, San Diego 3985 Cummings Road, BLDG 116, Second Deck Naval Station San Diego San Diego, CA 92136-5206 Commercial: (619) 556-5651/8221 DSN: 526-5651/8221 Fax: (619) 556-0971	California; Nevada and Oregon
Puget	Officer-in-Charge Navy Food Management Team, Puget Fleet and Industrial Supply Center 35 Scuba Lane BLDG 35, Keyport, WA 98345 Commercial: (360) 396-1382/2493 DSN: 744-1382 Fax: (360) 396-1381	Washington and Oregon
Pearl Harbor	Officer-in-Charge Navy Food Management Team, Pearl Harbor 1942 Gaffney Street, bldg 475, STE 100 Pearl Harbor, HI 96860-4533 Commercial: (808) 473-3049/3761 DSN: 473-3049 Fax: (808) 474-3763	Hawaii; Guam, Southwest Asia (SWA),
Yokosuka	Officer-in-Charge Navy Food Management Team, Yokosuka Attn: Code 108 Fleet and Industrial Supply Center Yokosuka PSC 473, Box 11 FPO AP 96349-0011 Commercial: (822) 234-7324 Calling from CONUS: 011-81--46-816-5106 DSN: 243-51067051	Diego Garcia; Japan and Korea

Figure H-1

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H1002 NFMT REQUEST ASSISTANCE VISIT EXAMPLE LETTER

**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

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APPENDIX I

FOOD SERVICE EVALUATION, TRAINING AND INSPECTION CHECKLIST

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APPENDIX I

FOOD SERVICE EVALUATION, TRAINING AND INSPECTION CHECKLIST

PART A: FOOD SERVICE INSPECTION CHECKLIST GRADING

INSPECTION CHECKLIST SCORE SHEET	MAX POINTS
ADMINISTRATION	
a. General Mess Administration	110
b. Financial Records and Reports (NAVSUP Form 1090)	240
c. Financial Records and Reports (Accountability, NAVSUP Form 335, 338, 1359)	580
d. Financial Records and Reports (Expenditures/Surveys, DD Form 200 AND 1608)	255
e. Financial Records and Reports (Inventories, NAVSUP Form 1059)	400
f. Financial Records and Reports (Issues, NAVSUP Form 1282, 1291, 1292)	345
g. Financial Records and Reports (Receipts, NAVSUP Form 367)	135
h. Financial Records and Reports (Sales, DD Form 1544, NAVSUP Form 1046/470)	315
i. Financial Records And Reports (Transfers, DD Form 1149)	70
j. Letters of Authority	150
k. Food Service Management (FSM) Automated System	90
l. Navy Cash	75
NAVY STANDARD CORE MENU	
a. NSCM Resources	425
b. NSCM Implementation/Compliance/Healthy Standards	890
SUBSISTENCE MANAGEMENT	
a. Procurement	150
b. Receipts	175
c. Food Receipt Inspection	300
d. Army Veterinary Assistance	100
e. Storage	75

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FOOD PREPARATION AND SERVICE	325
SANITATION	
a. Food Storage and Food Protection	395
b. Food Service Spaces, Equipment, and Utensils	170
c. Personal	150
d. Water and Ice Sanitation	60
e. Sewage and Plumbing	60
f. Sanitary Facilities, Refuse Disposal, and Pest Control	100
g. Facility Structure and Housekeeping	240
FACILITIES, EQUIPMENT, AND UTENSILS	200
SAFETY	925
TRAINING	205
SHIPBOARD SOLID AND PLASTIC WASTE MANAGEMENT (WRAPS/PRIME)	100
SECURITY	250
TOTAL	8060

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PART B: ADMINISTRATION**A. GENERAL**

GENERAL MESS ADMINISTRATION		Y/N	Max Points	Awarded
1	A current "Pledge of Service" is signed and appropriately displayed. (NAVSUP P-486, Vol 1, Chap 1, 11001b)		10	
2	Contingency plans are established to meet commitments during unique operational evolutions/periods (Battle Feeding). (NAVSUP P-486, Vol 1, Chap 2, 2603)		10	
3	Applicable NAVSUP directives, required food service publications, and notices are current and on file. (NAVSUP P-486 Vol 1 and 2, Master List of Food Service Publications, FOOD FLASHES, P-476, etc.) FOOD FLASHES and NAVSUP P476 must be on file for two years.		10	
4	Presentation Silver/Other Valuable Gift inventories are properly maintained and managed: (points are only awarded to those commands participating in the Presentation Silver Program)		5	
	(a) Appraisal report is current and on file (Updated every 5 years).		5	
	(b) Required reports through TYCOM to NAVSUP (presentation silver) or the Curator of the Navy (Other Valuable Gifts) were properly submitted and on file (transfer approval letters, 1149s, inventories, surveys, donation letters and manufacturer documents.)		5	
	(c) 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, NAVSUP P-486, Vol 2, Chap 3)		5	
5	All levels of supervisory management thoroughly understand all phases of food service operations for which they are responsible. (NAVSUP P-486, Vol 1, Chap 1)		25	
6	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, Vol 1, Chap 1)		25	
7	Command/Food Service Division program is in effect to recognize outstanding personnel (Awards, CS/FSA of the Month/Quarter, P476 Food Service Finest). (NAVSUP P-486, Vol 1, Chap 1, 1105.5f)		15	
	TOTAL POINTS		110	

NAVSUP P-486, Rev 8 – Food Service Management**B. FINANCIAL RECORDS AND REPORTS (NAVSUP FORM 1090)**

FOOD PREPARATION WORKSHEET (NAVSUP FORM 1090)		Y/N	Max Points	Awarded
1	All Messes having more than (1) CS assigned are properly utilizing the NAVSUP 1090. (NAVSUP P-486, Vol 1, Chap 3,3003) (10 Points awarded when 50+ points are achieved for questions 2-9).		10	
2	Worksheets are retained for a minimum of current and three previous monthly accounting periods. (NAVSUP P-486, Vol 1, Chap 7, 7307)		25	
3	1090s are being effectively used as a management tool. (see attachment A) and matrix (attachment B) to determine numerical grade). (NAVSUP P-486, Vol 1, Chap 3, 3003)		100	
4	1090s properly annotate actual prepared, portions served and leftovers. (NAVSUP P486, Vol 1, Chap 3, 3003.3)		15	
5	Temperature logs (Refer, scullery, serving lines) are properly annotated on the back of the 1090 or Identified log book. (NAVSUP P486, Vol 1, Chap 3, 3003.2)		15	
6	Substitute food items served to "finish" the line, equaled or exceeded the acceptability of the items replaced and properly annotated on the 1090 to include time placed on the serving line. (NAVSUP P-486, Vol 1, Chap 3, 3003.3c)		20	
7	Number of personnel to be fed is accurately estimated. (NAVSUP P-486, Vol 1, Chap 3, 3003)		20	
8	1090 instructions for preparation and cooking times promote progressive and batch cooking principles and are being used affectively. (NAVSUP P-486, Vol 1, Chap 3, 3003)		15	
9	1090 worksheets have all required signatures to include the Watch Captain, Leading Culinary Specialist and the Food Service Officer. (NAVSUP P-486, Vol 1, Chap 3, 3003.4)		20	
TOTAL POINTS			240	

NAVSUP P-486, Rev 8 – Food Service Management**C. FINANCIAL RECORDS AND REPORTS
(ACCOUNTABILITY)**

NAVSUP Form 335		Y/N	Max Points	Awarded
1	Receipts are properly posted to the NAVSUP 335s in FSM. (NAVSUP P-486, Vol 1, Chap 5, 5402.2a)		10	
2	Surveys are properly posted to all NAVSUP 335s in FSM as each survey occurs and are approved with signature from the Commanding Officer or designated representative. (NAVSUP P-486, Vol 1, Chap 6, 6001.9)		15	
3	General Mess issues are properly posted to all NAVSUP 335's daily in FSM. (NAVSUP P-486, Vol 1, Chap 6, 6102)		10	
4	Transfers with or without charge are properly posted, by quantity, to all NAVSUP 335's to the expenditure other column as the transaction occur. (NAVSUP P-486, Vol 1, Chap 6, 6205.1)		15	
5	Sales of subsistence, by quantity, are properly posted to all NAVSUP 335's as the transactions occur. (NAVSUP P-486, Vol 1, Chap 6, 6304.3)		15	
6	All discrepancy with line item validity below 95% must be investigated and initialed by the FSO. Upon completion of the inventory all discrepancies must be reconciled prior to closing out the inventory and signed by the Food service Officer. (NAVSUP P-486, Vol 1, Chap 7, 7103.1.c.1)		25	
TOTAL			90	

NAVSUP FORM 338		Y/N	Max Points	Awarded
1	The Food Service Officer logs into FSM and reviews the NAVSUP 338 weekly to ensure proper financial control is being maintained in the mess and that the operation is within the established monetary allowance. Food Service Officer must print the NAVSUP 338 then review, sign and retain each week. (NAVSUP P-486, Vol 1, Chap 6, 6103.3a)		25	
2	NAVSUP 338 was properly prepared and posted on a daily basis. (NAVSUP P-486, Vol 1, Chap 6, 6103.1)		25	
3	A comparison between the total food cost in column (17) of the NAVSUP 338 with the actual food cost figure on the NAVSUP Form 1359 was conducted. (NAVSUP P-486, Vol 1, Chap 6, 6103.3a(3))		25	
4	FSO ensures that all over issues are immediately reviewed to determine cause and take steps to eliminate the over issue.		25	

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	(NAVSUP P-486, Vol 1, Chap 6, 6103.3a(2))			
5	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 VOL 1 Chapter 7: 7002.12)		15	
6	NAVSUP FORM 338 was submitted to NAVSUP 42 via TYCOM along with returns for General Messes over issue of total allowances at the end of the fiscal year. (NAVSUP P-486, Vol 1, Chap 7, 7002.11)		25	
	TOTAL		140	

NAVSUP FORM 1359		Y/N	Max Points	Awarded
1	The monthly General Mess Summary Document (NAVSUP Form 1359) was properly prepared. (Use the NAVSUP Food Service Evaluation Checklist, 1359 worksheets (Attachment E) to determine numerical grade.) (NAVSUP P-486, Vol 1, Chap 7, 7002)		180	
2	All cash deposited was reported as collected and credited to the fiscal year in which the sale took place. (NAVSUPNOTE 7300)		25	
3	The NAVSUP 1359 is completed in FSM by the 5th day of the month following the end of the reporting period. (NAVSUP P-486, Vol 1, Chap 7, 7300)		5	
4	Correct procedures were used for correcting NAVSUP 1359's. Corrected copies are being maintained with the original in the FSO accountability file. (NAVSUP P-486, Vol 1, Chap 7, 7004.2)		25	
5	The NAVSUP 1359 is prepared in an original and one copy and distributed as follows: (NAVSUP P-486, Vol 1, Chap 7, 7003.1)			
	a. Original retained by the FSO.		10	
	b. Copy provided to the disbursing officer.		10	
6	The Food Service Officer, Leading CS and Records Keeper have 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, Vol 1, Chap 7, 7001.3)		30	
7	A notification is forwarded to SUP N42 via TYCOM when returns could not be completed in FSM on or before the date they were required explaining the reason for the delay and anticipated completion date. (NAVSUP P-486, Vol 1, Chap 7, 7302)		25	

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8	Correct Basic, Special and Supplemental Allowances for each accounting period as listed in NAVSUPNOTE 7330 series are entered in the appropriate allowance sections in FSM. (NAVSUP P-486, Vol 1, Chap 7, 7002.7)		25	
9	Rations Allowed Caption equals the total rations allowed from the muster report for the same accounting period. (NAVSUP P-486, Vol 1, Chap 7, 7002.6)		15	
	TOTAL		350	

D. FINANCIAL RECORDS AND REPORTS (EXPENDITURES/SURVEYS)

DD FORM 200		Y/N	Max Points	Awarded
1	DD 200 was prepared and distributed IAW governing regulations. (NAVSUP P-486, Vol 1, Chap 6, 6000 and 6001.7)		25	
2	Veterinary or medical representative has certified that food was unfit for human consumption and attached certification to the DD Form 200 (if applicable). (NAVSUP P-486, Vol 1, Chap 6, 6001.2b)		25	
3	A document number is entered upon approval of the Approving Official consisting of the service designator, UIC, 4 digit Julian date and expenditure number. (NAVSUP P-486, Vol 1, Chap 6, 6001.7a.17)		30	
4	Surveyed material was disposed of as indicated in block 15. (NAVSUP P-486, Vol 1, Chap 6, 6001.7a.15a)		30	
5	Block number 9 on the DD 200 answers the questions who, what, where, when and how. (NAVSUP P-486, Vol 1, Chap 6, 6001.7a.9)		30	
6	Corrective actions and measures to prevent future occurrences were indicated on the DD 200 when personal responsibility is evident. (NAVSUP P-486, Vol 1, Chap 6, 6001.7a.10)		30	
7	Copy of DD 200 was sent to NAVSUP via the cognizant Type Commander for all combined losses in excess of \$5,000. (NAVSUP P-486, Vol 1, Chap 6, 6000.6a and 6001.8f)		35	
	TOTAL		205	

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DD FORM 1608		Y/N	Max Points	Awarded
1	A DD Form 1608 (UMR) was prepared by command (afloat and ashore) receiving unsatisfactory food items that did not conform to specifications that were received from the Navy and other government sources. (NAVSUP P-486 VOL I Chap 5: 5300.2c		25	
2	A standard form 364 (ROD) was prepared for unsatisfactory food items received directly from the SPV and all other commercial vendors. (NAVSUP P-486, Vol 1, Chap 5, 5300.2b.)		25	
	TOTAL		50	

E. FINANCIAL RECORDS AND REPORTS (INVENTORY)

NAVSUP FORM 1059		Y/N	Max Points	Awarded
1	An inventory of 10% for each category of food items (Freeze, Chill/Dry) based on platform showed a stock validity of 95% or higher (use Inventory Validity Worksheet Attachment D). (NAVSUP P-486, Vol 1, Chap 7, 7101) NAVSUP Form 1059 Used For Inventory.		50	
2	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, Vol 1, Chap 7, 7103.2 and 7103.1a)		50	
3	Inventories were taken as required: (NAVSUP P-486, Vol 1, Chap 7, 7100.3)			
	a. Upon relief of the accountable food service officer.		30	
	b. Upon relief of the responsible bulk storeroom custodian.		30	
	c. A full physical inventory of each storeroom will be conducted within 90 days of the last full physical inventory.		50	
	d. When there is evidence of unauthorized entry into that storeroom.		50	
	e. At any other time when directed by TYCOM, Major Claimant, Commanding Officer, Supply Officer or Food Service Officer.		50	
4	A NAVSUP 1059 (Stores Consumed Report) is properly prepared, signed, dated and reviewed by the FSO (NAVSUP P-486, Vol 1, Chap 7, 7201).		30	

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5	Spot Inventories: A minimum of 10% of subsistence line items maintained in the bulk storeroom will be inventoried each week. (NAVSUP P-486, Vol 1, Chap 7, 7101.1a).		30	
6	FSO initialed all discrepancies with line item validity below 95% of the total expenditures listing. (NAVSUP P-486, Vol 1, Chap 7, 7103.1c)		30	
	TOTAL		400	

F. FINANCIAL RECORDS AND REPORTS (ISSUES)

NAVSUP FORM 1282		Y/N	Max Points	Awarded
1	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 authorized messes). (NAVSUP P-486, Vol 1, Chap 6, 6101.1)		25	
2	Appropriate signatures were annotated on all NAVSUP 1282's. (NAVSUP P-486, Vol 1, Chap 6, 6101.5)		50	
3	Post daily issue documents (smoothed 1282) are kept in the accountability file for the current and three previous monthly accounting periods only. (NAVSUP P-486, Vol 1, Chap 6, 6101.6)		25	
4	Credit issues were not in excess of 1% of the stores consumed. All credit issues identified at the end of the month on the stores consumed print out will be investigated by the FSO and cognizant research will be documented and kept on file with the inventory report. (NAVSUP P-486, Vol 1, Chap 6, 6101.6)		35	
5	All items on the issue documents were required to prepare the menu. (NAVSUP P-486, Vol 1, Chap 6, 6101.5a)		20	
6	Quantities that were issued were not in excess of requirements. (NAVSUP P-486, Vol 1, Chap 6, 6101.5b)		20	
7	Unprepared food items left over at the end of the day (intended for use that day) are returned to the storeroom on a daily basis and annotated on the 1282. (NAVSUP P-486, Vol 1, Chap 6, 6101.3)		40	
	TOTAL		215	

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AUTHORIZED GM SALES		Y/N	Max Points	Awarded
1	Documents are prepared for sales of subsistence items from the General Mess. (NAVSUP P-486, Vol 1, Chap 6, 6300.)		10	
2	Sales documents are price extended at last receipt price. (NAVSUP P-486, Vol 1, Chap 6, 6302.1)		10	
3	A mess bill or automated food service management billing statement for the sale of food items was provided to each mess on or before the 5th of the month following the sale. (NAVSUP P-486, Vol 1, Chap 6, 6304.1)		25	
4	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, Vol 1, Chap 2, 2201.3d)		25	
TOTAL			70	

NAVSUP FORM 1291		Y/N	Max Points	Awarded
1	NAVSUP 1291's are serialized and the headings completed prior to each meal. (NAVSUP P-486, Vol 1, Chap 2, 2303.2a)		15	
2	Separate forms are prepared for each category of personnel. (NAVSUP P-486, Vol 1, Chap 2, 2303.2a)		15	
TOTAL			30	

NAVSUP FORM 1292		Y/N	Max Points	Awarded
1	The NAVSUP 1292 is properly filled out with all appropriate signatures/initials. (NAVSUP P-486, Vol 1, Chap 2, 2304.2)		15	
2	A monthly audit (based on command procedures) was conducted on the monthly records and supporting documents. (NAVSUP P-486, Vol 1, Chap 2, 2307)		15	
TOTAL			30	

NAVSUP P-486, Rev 8 – Food Service Management**G. FINANCIAL RECORDS AND REPORTS (RECEIPTS)**

NAVSUP FORM 367		Y/N	Max Points	Awarded
1	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, Vol 1, Chap 5, 5403.3b)		10	
2	Money value of receipts with/without charge was 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, Vol 1, Chap 5, 5403)		10	
3	Money value and document number of each transfer was properly posted as they occur. These values agree with transfer documents in the accountability file. (NAVSUP P-486, Vol 1, Chap 6, 6206)		10	
4	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, Vol 1, Chap 6, 6001.9)		25	
5	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, Vol 1, Chap 6, 6002.1)		25	
6	Total money value of sales to authorized messes was properly posted at the end of each month. These values agree with sales documents in the accountability file. (NAVSUP P-486, Vol 1, Chap 6, 6304)		15	
7	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, Vol 1, Chap 7, 7202.6)		15	
8	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, Vol 1, Chap 7, 7202.7)		25	
TOTAL			135	

NAVSUP P-486, Rev 8 – Food Service Management**H. FINANCIAL RECORDS AND REPORTS (SALES)**

DD FORM 1544		Y/N	Max Points	Awarded
1	A Cash Meal Payment Book (DD 1544s) was used in the prescribed manner for meals sold for cash from the general mess. (NAVSUP P-486, Vol 1, Chap 2, 2201.1b) Submarines that never use this form will receive max points.		25	
2	Correct basic meal charges and surcharges are being used from the quarterly NAVSUPNOTE 7330 and Naval Message from NAVSUP 423. (NAVSUP P-486, Vol 1, Chap 2, 2200.1) (NAVSUPNOTE 7330, Encl (4))		35	
3	Food Service Officer reviews and audits the DD 1544's at least weekly ensuring the total cash sales match the deposit for that period. (NAVSUP P-486, Vol 1, Chap 2, 2201.1b (4) (k))		35	
4	Overages/shortages in cash received from the sale of general mess meals were recorded on DD 1544 by the cashier. (NAVSUP P-486, Vol 1, Chap 2, 2201.1b (6))		35	
TOTAL			130	

NAVSUP FORM 1046		Y/N	Max Points	Awarded
1	A sale of Enlisted Dining Facility Meals Form (NAVSUP 1046) is properly maintained for the credit sale of meals sold from the general mess. (NAVSUP P-486, Vol 1, Chap 2, 2201.3b)		25	
2	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 and prior to detachment of individuals to whom the meals were provided. (NAVSUP P-486, Vol 1, Chap 2, 2201.3d)		25	
TOTAL			50	

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NAVSUP FORM 470/DD Form 1131/NAVCOMPT 215 (NAVY CASH)		Y/N	Max Points	Awarded
1	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, Vol 1, Chap 2, 2202.a.7b)		25	
2	DD 1544 serial and sheet numbers were inserted next to the cashier's signature on the NAVSUP 470. (NAVSUP P-486, Vol 1, Chap 2, 2202.4a)		25	
3	All cash collected from sales were deposited with the disbursing officer using a Cash Collection Voucher DD FORM 1131. (NAVSUP P-486, Vol 1, Chap 2, 2202.4a)			
	a. on or before the last day of each month		15	
	b. on relief of the food service officer		15	
	c. on relief of the commanding officer aboard ships without Supply Corps officers		15	
	d. daily or at least twice weekly (NAVSUP P-486, Vol 1, Chap 2, 2202.4)		15	
4	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, Vol 1, Chap 2, 2202.4a)		25	
	TOTAL		135	

I. FINANCIAL RECORDS AND REPORTS (TRANSFERS)

DD FORM 1149		Y/N	Max Points	Awarded
1	DD 1149's were properly prepared, approved by TYCOM/REGION, and committed by BUPERS prior to placing the order. Used for local purchases with no PV, Ships Store and for OPRATS at DLA. (NAVSUP P-486, Vol 1, Chap 4, 4102)		15	
2	The Requisition Routing Sheet is being used in conjunction with the DD Form 1149. The Requisition Routing Sheet is properly prepared and distributed with the DD Form 1149. (NAVSUP P-486, Vol 1, Chap 4, 4102.2a.6)		25	
3	A DD 1149 was used for requesting sales from the general mess by other activities authorized to purchase subsistence.		15	

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	(NAVSUP P-486, Vol 1, Chap 6, 6305.1)			
4	DD form 1149 was used to transfer the money value of inventories between crews and it has been properly prepared and distributed. (NAVSUP P-486, Vol 1, Chap 7, 7103.4)		15	
	TOTAL		70	

J. LETTERS OF AUTHORITY

		Y/N	Max Points	Awarded
1	The Supply Officer's letter of authority for the Authorization for the Advancement of a Change Fund for the General Mess is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
2	Commanding Officer's letter of appointment for the Food Service Officer and FSO's letter of authority to requisition subsistence is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
3	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, Vol 1, Chap 1, 1115/App D)		10	
4	Supply Officer authorization for the cash sales of meals from the general mess is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
5	Supply Officer authorization for the sale of meals from the general mess on a credit basis. (NAVSUP 1046) is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
6	Supply Officer authorization for the sale of food items to afloat authorized messes is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
7	Supply Officer authorization for the sale of food items to activities other than afloat units is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
8	Supply Officer Custodial authorization to hold Group II duplicate master key is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
9	Food Service Officer appointment letter for General Mess Cash Collection Agent or authorized funds custodian is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
10	Food Service Officer appointment letter for Food Service Recordskeeper is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
11	Food Service Officer appointment letter for Receipt Inspector for subsistence items in the absence of the Food Service		10	

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	Officer is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)			
12	Food Service Officer appointment letter for cashier to receive payment for meals sold from the general mess is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
13	Food Service Officer appointment letter for Bulk Storeroom Custodian is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
14	Food Service Officer appointment for supervising the signing of the meal signature record (NAVSUP Form 1291) is on file. (NAVSUP P-486, Vol 1, Chap 1, 1115/App D)		10	
15	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, Vol 1, Chap 1, 1115/App D)		10	
	TOTAL		150	

K. FOOD SERVICE MANAGEMENT AUTOMATED SYSTEM (FSM)

		Y/N	Max Points	Awarded
1	Restricted FSM user control program is followed. (NAVSUP P-486, Vol 1, App A)		30	
2	An instruction was prepared by the Food Service Officer to food service personnel covering the operation of the FSM computer and security. (NAVSUP P-486, Vol 1, App A)		30	
3	Acceptability factors are updated into FSM. (NAVSUP P-486, Vol 1, App A)		30	
	TOTAL		90	

L. NAVY CASH

		Y/N	Max Points	Awarded
1	Customers that use a "Visitor" Navy Cash card are accounted for on the Cash Meal Payment Book, DD FORM 1544. Visitor headcounts are posted to FSM on a daily basis. (NAVSUP P-486, Vol 1, Chap 2, 2202.2(7))		15	
2	The General Mess Refund Control Log is maintained and retained on file for ten years.		15	
3	The Navy Cash General Mess Daily Transaction Detail Report is reconciled on a daily basis.		15	
4	The Navy Cash Merchant Sales Summary Report is reconciled at the end of each month.		15	
5	The Navy Cash Monthly Reports and Reconciliation		15	

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	Worksheets are maintained and filed for 10 years.			
	TOTAL		75	

PART C: NAVY STANDARD CORE MENU (NSCM)**A. NSCM RESOURCES**

		Y/N	Max Points	Awarded
1	Command maintains the current Armed Forces Recipe Service (NAVSUP P-7) to include newly developed recipes and guideline cards. (NAVSUP P-486, Vol 1, Chap 3, 3000.1a)		25	
2	A Menu Production and Menu Review Board are established, and effectively used as a management tool to reflect the crew's preferences. (NAVSUP P-486, Vol 1, Chap 3, 3100.1i)		50	
3	Command provides Menu Production/Menu Review Board feedback results to regional TYCOM/CNIC. (NAVSUP P-486, Vol 1, Chap 3, 3100.1i)		25	
4	Menus reflect only subsistence items from the 7330 Master Load List (MLL) and Armed Forces Recipe Service (AFRS). (NAVSUP P-486, Vol 1, Chap 3, 3100.1i)		75	
5	There are no existing non-menu FIC subsistence items as part of the commands inventory. (NAVSUP P-486, Vol 1, Chap 3, 3000.1)		75	
6	Command follows NAVSUP policy for new recipe and new ingredient request. Requests are properly submitted utilizing current procedures and forms for submission through TYCOM/CNIC. (NAVSUP P486, Vol 1, Chap 3, 3001.3)		100	
7	Menu preparation reflects efficient use of manpower and equipment. (NAVSUP P486, Vol 1, Chap 3, 3000.7)		75	
	TOTAL		425	

B. NSCM IMPLEMENTATION/COMPLIANCE/HEALTHY STANDARDS

		Y/N	Max Points	Awarded
1	Commands have implemented the Navy Standard Core Menu and are operating in compliance with the current graded NSCM. (NAVSUP P-486, Vol 1, Chap 3, 3000.1 and 3001)		75	
2	Menus are displayed daily in the general mess showing accurate food label card codes which reflect a color (G,Y,R) and sodium (L,M,H) code to facilitate the Go For Green Program selections ie. Least amount of calories from fat,		50	

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	saturated fat, natural sugar and fiber. (NAVSUP P-486, Vol 2, Chap 1)			
3	Food from all food categories and My Plate are represented in each day's menu. (NAVSUP P-486, Vol 1, Chap 3, 3000.2 and NAVSUP P-486, Vol 2, Chap 1)		75	
5	USDA Dietary Guidelines and GO FOR GREEN® program information is being distributed and displayed for all GM patrons to include G4G Food Label Cards, G4G Table Toppers, and G4G Posters. (NAVSUP P-486, Vol 2, Chap 1)		75	
6	When 2 options from food categories are provided, each meal offers a green coded entrée, starch, vegetable, soup, beverage bar, bread bar and dessert. When only 1 option per food category is provided, lunch or dinner will offer a green coded option. The other meal can offer a green, yellow or red option. Healthy menu options promoted with green food label cards. (NAVSUP P-486, Vol 2, Chap 1)		75	
	A hot vegetable must be offered at lunch and dinner. NAVSUP P-486, Vol 2, Chap 1)		25	
	Oil, vinegar and lemon are available. Fat free/low fat salad dressings have artificial sugar and are not green coded. (NAVSUP P-486, Vol 2, Chap 1)		25	
	Low fat/low calorie dessert options (such as fruit) are available at lunch and dinner. (NAVSUP P-486, Vol 2, Chap 1)		25	
	At breakfast, egg white or egg substitute will be offered as a green coded option. Regular eggs made with vegetables will also be green coded. (NAVSUP P-486, Vol 2, Chap 1)		25	
	Whole grain pasta or brown rice is offered at lunch and dinner. (NAVSUP P-486, Vol 2, Chap 1)		25	
	Salad bar includes a minimum of 7 fresh ingredients, when available. Salad bar reflects choice architecture of G4G with green coded options offered first, followed by yellow and red coded items. Smaller amounts and serving utensils will be used for red coded items. (NAVSUP P-486, Vol 2, Chap 1)		50	
	Whole grain breads are offered every meal, when available. (NAVSUP P-486, Vol 2, Chap 1)		25	
	Two fresh fruits are offered every meal. (NAVSUP P-486, Vol 2, Chap 1)		50	
	At breakfast assorted lower fat breads and muffins or low fat alternatives to pastries, when available. (NAVSUP P-486, Vol 2, Chap 1)		25	
	Theme meals and special meals are scheduled. (NAVSUP P-486, Vol 2, Chap 1) Example (Birthday Meal, Super Bowl etc.)		25	

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	Menu offer a variety of starch options (e.g., brown rice, whole wheat pasta, potatoes) as a starch item. (NAVSUP P-486, Vol 2, Chap 1)		50	
	When serving a high sodium item, a lower sodium alternate is available. (NAVSUP P-486, Vol 2, Chap 1)		50	
	Breakfast includes a good source of Vitamin C. (NAVSUP P-486, Vol 2, Chap 1)		25	
	Seasonal fruits and vegetables are incorporated when practical. (NAVSUP P-486, Vol 2, Chap 1)		25	
	Maximum use is made of the salad bar to offer green and yellow coded options. (NAVSUP P-486, Vol 2, Chap 1)		50	
	Menus contain a variety of food categories in compliance with G4G menu coding goals. Lunch and dinner meals offer green coded categories to include an entrée, starch, vegetable, bread, soup, dessert, beverage, and fruit. (NAVSUP P-486, Vol 2, Chap 1)		50	
	TOTAL		890	

PART D: SUBSISTENCE MANAGEMENT**A. PROCUREMENT**

		Y/N	Max Points	Awarded
1	Food items procured from sources other than Subsistence Prime Vendor are IAW governing regulations. All Food onboard is Berry Amendment compliant. (NAVSUP P-486, Vol 1, Chap 4, 4101.1e)		50	
2	Subsistence items purchased from a foreign source were not excessive in quantity and completely consumed or properly disposed of prior to entering a U.S. port. (NAVSUP P-486, Vol 1, Chap 4, 4102.2b,r)		50	
3	Operational Rations/MREs, when carried onboard, have major claimant/TYCOM approval. (NAVSUP P-486, Vol 2, App K)		25	
4	Local purchases were ordered from an approved source with TYCOM/REGION approval and obligated by BUPERS as an approved purchase. (NAVSUP P-486, Vol 1, Chap 4, 4102.2a(5))		50	
5	SUBMARINES ONLY: An effective consumables load out plan is in effect. (COMNAVSUBFORINST 4406.1B, Exhibit 7-2)		50	
	TOTAL		150	

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B. RECEIPTS

		Y/N	Max Points	Awarded
1	Receipt inspector circled quantity actually received, printed, signed and dated all receipt documents. (NAVSUP P-486, Vol 1, Chap 5, 5000, 5204.3)		50	
2	FSM3 MILSTRIP, Stores Web Receipt and SPV receipt are signed and filed in the FSO's accountability File and kept for ten years. (NAVSUP P-486, Vol 1, Chap 5, Part A, 5000.1e)		50	
3	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, Vol 1, Chap 5, 5106)		50	
4	Requisition Cross Reference Documents on file to support invalid requisition numbers in FSM. (NAVSUP P-486, Vol 1, Chap 4, 4200)		25	
	TOTAL		175	

C. FOOD RECEIPT INSPECTION

		Y/N	Max Points	Awarded
1	Food Service Officer or designated representative is thoroughly familiar with requirements set forth in the Subsistence Prime Vendor contract and solicitation. (NAVSUP P-486, Vol 1, Chap 5, 5103)		25	
2	Receiving personnel determine and record temperatures of food products at delivery. (NAVSUP P-486, Vol 1, Chap 5, 5103.3)		25	
3	Command Medical Independent Duty Corpsman is onsite to inspect foods for wholesome during overseas deliveries (Not under a PV contract) and signs all receipts. (NAVSUP P-486, Vol 1, Chap 5, 5103.4)		25	
4	A documented account of corrective actions taken for products delivered that do not meet specified temperature requirements. (NAVSUP P-486, Vol 1, Chap 5, 5103.5 and 5104)		25	
5	A ROD has been submitted when deliveries of subsistence contained less than satisfactory products accepted at time of delivery? (NAVSUP P-486, Vol 1, Chap 5, 5103.5)		25	
6	Replacement products offered and approved by the FSO		50	

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	prior to accepting delivery. This must be documented on the receipt and initialed by the FSO. (NAVSUP P-486, Vol 1, Chap 5, 5105.3)			
7	Food Service personnel submit an SF 364 (Report of Discrepancy) to DLA for action via NAVSUP FLC and TYCOM. The FSO conducts review for accuracy. (NAVSUP P486, Vol 1, Chap 5, 5109.1)		50	
8	Receipt personnel understand the delivery process and are able to identify products from sanitarily approved sources. (NAVSUP P-486, Vol 1, Chap 5, 5103 and 5103.2)		50	
9	Products inspected for shelf life and marking requirements at the time of delivery. (NAVSUP P-486, Vol 1, Chap 5, 5103.2)		25	
	TOTAL		300	

D. ARMY VETERINARY FOOD SAFETY NCO ASSISTANCE

		Y/N	Max Points	Awarded
1	Random US Army Veterinary subsistence inspections are being conducted and signed by the US Army Veterinary inspector. (NAVSUP P-486, Vol 1, Chap 5, 5101.2)		50	
2	When applicable DD Form 200 surveys are signed by the US Army Veterinary Service or medical representative. (NAVSUP P-486, Vol 1, Chap 5, 5101.2d)		50	
	TOTAL		100	

E. STORAGE

		Y/N	Max Points	Awarded
1	Care is taken to keep food items away from areas where asphalt, fuel, creosote, or lubricating oils are present. (NAVSUP P-486, Vol 1, Chap 5, 5700.1)		25	
2	Only food items are stored in food storage space (storerooms, refrigerators, food lockers, etc.) and proper stock rotation being adhered to. (NAVSUP P-486, Vol 1, Chap 5, 5700.3) (P-5010, Tri Service Food Code)		25	
3	Hazardous food items are being surveyed and disposed of. (NAVSUP P-486, Vol 1, Chap 5, 5301.2)		25	
	TOTAL		75	

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PART E: FOOD PREPARATION AND SERVICE**A. FOOD PREPARATION AND SERVICE**

		Y/N	Max Points	Awarded
1	Standard Volume measuring devices and scales are on hand, accurate, and used effectively in food preparation. (AFRS Section A)		15	
2	All food items prepared are being sampled by the cooks on watch during preparation and prior to serving. (NAVSUP P-486, Vol 1, Chap 1, 1106.2i and 1107.3b)		15	
3	Portion control programs are in effect to eliminate food waste and a waste conservation education program is in effect. (NAVSUP P-486 Vol 2, Chap 1, 8-2)			
	a. Posting food waste signs (Taking only what you can eat will eliminate food waste)		15	
	b. Food is served using properly sized and configured trays, pans, plates, utensils, etc.		15	
6	Food service surveys are taken periodically to determine preferences and control waste. (NAVSUP P-486, Vol 1, Chap 3, Part B, 3000.1h and 3100)		15	
7	Suggestion box is available and effectively used. (NAVSUP P-486, Vol 1, Chap 3, 3004)		30	
8	A designated meal sampler as assigned by the Commanding Officer periodically samples meals served in the General Mess. (NAVSUP P-486, Vol 1, Chap 1, 1100)		30	
9	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)		100	
10	All food placed on the serving line was kept covered (as applicable) until served to prevent shrinkage and drying. (NAVSUP P-486, Vol 2, Chap 1, 8-1)		25	
11	Food items are attractively and properly displayed on the serving line. (NAVSUP P-486, Vol 2, Chap 1, 8-1)		15	
12	Proper serving temperatures are maintained for hot and cold foods (Cold foods at 41 or below, hot foods at 135 and above. (NAVMED P-5010, Tri Service Food Code)		50	
	TOTAL		325	

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PART F: SANITATION (Reference: NAVMED P-5010, Tri-Service Food Code)

A. FOOD STORAGE AND FOOD PROTECTION

		Y/N	Max Points	Awarded
1	Food and milk are wholesome, procured from approved sources and properly inspected upon receipt. (Section 3-101.11, 3-202.11, 3-202.15)		15	
2	Food containers (cans, boxes, bags) are not dented, torn or crushed and are labeled. The integrity of food products are maintained. (Section 3-202.15)		15	
3	All refrigerated storage spaces to include milk dispensers are stored at temperatures of 41 degrees F. or below: (Section 9-502.16)		15	
4	Fresh and frozen foods are protected from the influence of decayed foods, contamination, and spoilage (Section 6-404.11)		25	
5	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 3-305.11)		25	
6	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 3-501.110)		30	
	b. During meal hours all cook food is held at 135° F or above. All cold foods are kept at 40°F or below and do not exceed 4 hours. (Section 3-202.11)		30	
	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 2 hours from 135° F and 4 hours from 70° F. (Section 3-501.15, 3-501.110)		30	
	d. Leftover foods are not being retained more than 72 hours if chilled at 41° F. (Section 3-501.110)		30	
	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)		30	
	f. Commercially prepared luncheon meat loaves and high		30	

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	moisture cheese are served or disposed of within 7 days of first being removed from the original container and cut. (Section 3-5.16)			
	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)		30	
	h. Leftovers are not being frozen. (Section 3-5.6.2f)		30	
	i. Thawed foods are refrigerated maintaining a temperature of 41 degrees F or below. (Section 3-5)		30	
	j. Food items placed on the serving line are discarded after the end of the meal. (Section 3-5.6.2)		30	
	TOTAL		395	

B. FOOD SERVICE SPACES, EQUIPMENT AND UTENSILS

		Y/N	Max Points	Awarded
1	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. (NAVSUP P-486, Vol 1, Chap 1, 1200.2)		30	
2	Internal temperatures of all bulk cold storage spaces are logged at least twice daily. (NAVSUP P-486, Vol 1, Chap 1, 1200.2)		10	
3	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 4-402.12)		10	
4	Thermometers or air measuring devices are readily observable, easily readable, numerically scaled, and accurate to $\pm 3^{\circ}$ F. at the critical range in all refrigerated spaces. (Section 4-204-112)		10	
5	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 4-202-11)		10	
6	Efforts are continuously made to maintain the appearance and general working conditions of facilities and equipment. (NAVSUP P-486, Vol 1, Chap 1, 1204)		10	
7	All serving lines and food/salad bars and soup pots (set up on a self-service basis) are equipped with a functional		10	

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	sneeze-shield. (Section 3-306.13)			
8	During meal service, serving lines and salad bars are promptly cleaned.		10	
9	Cutting boards have smooth surfaces and are free of crevices and nicks that impede cleaning and sanitizing. (Section 4-501-12)		10	
10	Food service equipment and utensils are properly maintained, serviced, cleaned, and sanitized. (Section 4-501-14)		10	
11	All sponges and cleaning cloths used for cleaning galley utensils and equipment are washed and sanitized after each meal period. (Section 3-304-14)		10	
12	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 4-501-112)		10	
	a. Wash temperature: 150° - 160° F.			
	b. Rinse temperature: 160° - 180° F.			
	c. Final rinse temperature: 180° - 194° F.			
13	Manual dishwashing is accomplished in accordance with correct procedures and in properly designated three compartment sinks. (Section 4-501-19, 4-501-111, 4-703-11)		10	
	a. Wash temperature: not less than 110° F.			
	b. Rinse temperature: 120° - 140° F.			
	c. Sanitizing temperature: 171° for at least 30 seconds or 1 minute in approved sanitizing solution.			
14	Equipment and utensils are properly air dried, handled and stored after being washed. (Section 4-901-11)		10	
15	No unauthorized supplies are present or in use such as unauthorized soap or steel wool. (Section 4-603.18)		10	
	TOTAL		170	

C. PERSONNEL

		Y/N	Max Points	Awarded
1	Personnel performing food service duties are free from communicable diseases and open lesions on the exposed portions of their bodies. (Section 2-2)		25	
2	Food service personnel are physically clean, wearing clean garments and practicing good personal hygiene and proper		25	

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	food handling procedures. (Section 2-3)			
3	Caps, hairnets or other effective hair restraints are worn to prevent hair from falling into food. Beards are completely covered with a "snood" or beard bag at all times while preparing, handling, and serving food or while cleaning and sanitizing food contact surfaces. (Section 2-4)		25	
4	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)		25	
5	Physical examinations for food service personnel (military, civilian, and contract) are current. (Section 2-2)		50	
	TOTAL		150	

D. WATER AND ICE SANITATION

		Y/N	Max Points	Awarded
1	Adequate potable water is supplied from approved sources, protected against contamination and meets current water quality. (Section 3-7.6)		15	
2	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 one quarter of all the ice machines are bacteriologically sampled weekly. (Section 3-4.7)		25	
3	Ice scoops are stored handle up in a freely draining metal bracket outside the ice storage compartment or in a metal bracket installed with the machine. (Section 3-4.7)		20	
	TOTAL		60	

E. SEWAGE AND PLUMBING

		Y/N	Max Points	Awarded
1	Sewage is disposed into a public sewer system or approved sewage disposal system. (Section 5-6.3)		15	
2	Plumbing, fixtures, and equipment are properly installed to preclude backflow into the potable water supply system. (Section 5-6.1d)		15	
3	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)		15	

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4	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)		15	
	TOTAL		60	

F. SANITARY FACILITIES/REFUSE DISPOSAL/PEST CONTROL

		Y/N	Max Points	Awarded
1	Toilets, hand washing sinks and locker rooms are conveniently located and properly equipped. They are maintained in good working order and supplied with soap, proper hand drying equipment such as disposable paper towels and hot hand dryers and toilet tissue. (Section 5-7.1 and 5-7.2)		20	
2	Heads and locker rooms are clean, neat, and free of malodors and in good repair. Head facilities do not open directly into food preparation areas. (Section 5-7.1)		20	
3	Garbage and refuse are properly collected in clean, covered, leak-proof containers and stored in a manner which precludes nuisance conditions or accessibility to insects and rodents. (Section 5-8.1)		20	
4	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)		20	
5	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 Vol 2: Chap 2)		20	
	TOTAL		100	

G. FACILITY STRUCTURE AND HOUSEKEEPING

		Y/N	Max Points	Awarded
1	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)		25	
2	The entire facility and surrounding premises used in connection with food service operations are kept neat, clean, free of litter, refuse, and garbage. (Section 5-5.1)		30	
3	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)		30	

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4	Food service spaces are adequately ventilated and maintained at comfortable temperatures. (Section 5-3.2d)		30	
5	Ventilation hoods and grease filters are cleaned of dirt and grease as often as necessary (no less than weekly) to avoid danger of fire. Filters which cannot be adequately cleaned are replaced. (Section 5-3.2d)		30	
6	Interior of ventilation ducting is cleaned at least quarterly. Access plates are provided to gain cleaning access to duct work. (Section 5-3.2f)		15	
7	Food service facilities are inspected once monthly 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)		30	
8	Only authorized and approved cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) are properly stored. (Section 5-5.4)		25	
9	A Contracting Officer's Representative (COR) has been assigned to the galley and is monitoring the performance of the contractors. (ASHORE ONLY) (NAVSUP P-486, Vol 1, Chap 1, 1105.1A)		25	
	TOTAL		240	

PART G: FACILITIES, EQUIPMENT, AND UTENSILS

GENERAL		Y/N	Max Points	Awarded
1	A preventive maintenance program for food service equipment is active, effective, and monitored by food service personnel. (NAVSUP P-486, Vol 1, Chap 1, 1106.2f)		15	
2	Food service equipment is COSAL supported. (OPNAVINST 4790.4c) (NAVSUP P-486, Vol 1, Chap 1, 1105.6D)		25	
3	Appropriate food preparation thermometers are on hand, accurate, and used effectively in food preparation. Thermostats are calibrated for fryers, ovens and grills. (NAVSUP P-486, Vol 2, Chap 1, 5-4.1) (OPNAVINST 4790.4c) (PMS 6532/A-1R)		45	
4	All food service equipment was operative or identified as Out of Commission (OOC) and logged as a trouble call and on 8 o'clock reports and CSMP for afloat units. (Local governing regulations) 2kilo submitted with job number. (NAVSUP P-486, Vol 1, Chap 1, 1204.1a)		30	

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5	A phased replacement program was in effect to replace aged food service equipment. (Local governing regulations) (COMNAVSURFORINST 4400.1)		25	
6	Mess gear inventory was documented and conducted bi-weekly to ensure adequate quantities are available. (NAVSUP P-486, Vol 2, Chap 2, 1-1.1f)		10	
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, calibrated thermometers, drip and drain basket, arm length rubber gloves, approved brushes, ware washing compounds, and sanitizing agents. (NAVMED P-5010, Tri Service Food Code 4-2.19.1) (NAVSUP P-486, Vol 2, Chap 2, 6-2, 1a-g)		30	
8	Standard volume measuring devices and scales are on hand, accurate, and used effectively in food preparation. (NAVSUP P-486, Vol 1, Chap 1, 1107.3f)		20	
	TOTAL		200	

PART H: SAFETY

GENERAL		Y/N	Max Points	Awarded
1	Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards are in place and in proper operating condition. (NAVSUP P-486, Vol 2, Chap 8, 1-5.1)		20	
2	Support stanchions, toggle pins or safety support chains are in place. (Gen Specs 622, 624B)		20	
3	Preventive maintenance on fire safety equipment (CO2/PKP bottles) was in periodicity. (AFLOAT NSTM 555)(NAVSUP P-486, Vol 2, Chap 7, 1-2.10) (OPNAVINST/4790.4C)		50	
4	Personnel are aware of and educated in the proper emergency procedures and use of emergency/safety devices. (NAVSUP P-486, Vol 2, Chap 7, 1-2.7)		50	
5	All safety hazards such as slippery floors, hot pipes, live steam, etc., do not exist. (NAVSUP P-486, Vol 2, Chap 7, 1-2.8)		30	
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)		50	
7	Personnel display sufficient caution when handling and operating all utensils and equipment. (NAVSUP P-486, Vol 2, Chap 7)		50	
8	Integral electrical wiring on all equipment is mounted and		50	

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	secured properly. There is no evidence of electrical shock hazards in any food service space. (NAVSUP P-486, Vol 2, Chap 7) (OPNAVINST 5100.19C, Section C-9)			
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)		50	
10	Chill and freeze storerooms are configured with the capability for emergency escape and emergency escape procedures are posted inside. (Gen Specs 638E e, para 5e.)		50	
11	A fixed fire extinguishing system is provided over deep fat fryers and continuous doughnut fryers with a 3" travel on fusible links. Afloat: (Gen Specs 555F, para 5 NFPA Regs/S9555-AR-MMO-010) Ashore: (NFPA 96) (Gen specs 555f F/NFPARegs96Ashore); Refer to local and state regulations and IAW manufactures instructions.		50	
12	A remote activating station for installed firefighting system is clearly labeled and is located at the exit to the door away from equipment. (Gen Specs 555f, para 60/NSTM 555)		50	
13	The deep fat fryer is not operated unattended or without a thermometer inserted. (NAVSUP P-486, Vol 2, Chap 7) (OPNAVINST 5100.19D, Chapter C-19)		50	
14	Guards were installed over the drive shafts/clutch plate of the scullery dishwashing machine. (Gen Spec 651b, para 35)		25	
15	Grease trap pans are provided with latch to prevent slipping out during heavy seas. (MIL-G-2338L)		20	
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)		50	
17	Hydrostatic testing of steam jacketed kettles and high compression steam cookers are completed in accordance with maintenance schedule. All tags must be posted on each piece of equipment. (NAVSEA Tech, Manual 340.62) (NAVSUP P-486, Vol 2, Chap 7) (PMS 6520/001 A-1)		50	
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 B, para 35) (NAVMED P-5010, Tri Service Food Code 4-7.2) No pull chains on Electric Kettles.		50	
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, Vol 2, Chap 7)		40	

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20	Knives and cutlery shall be stored and secured in provided knife racks. (GSFS O 651d. Food Service Spaces)		20	
21	All operating and safety instructions are posted appropriately. (NAVSUP P-486, Vol 2, Chap 7)		50	
22	Afloat: All metal / Ashore: All rubber trash receptacles within food service spaces are clean and covered (when not in use) with the proper lid to prevent food contamination and odors. No cleaning gear is stored in food service spaces. (NAVSUP P-486, Vol 2, Chap 7)		50	
	TOTAL		925	

PART I: TRAINING

GENERAL		Y/N	Max Points	Awarded
1	A long and short range training program is established and promulgated. (OPNAVINST 3120.32C, Chapter 8) (NAVSUP P-486, Vol 1, Appendix D)		25	
2	Constructive food service training is conducted on a regular schedule utilizing ship/station and outside resources. (NAVSUP P-486, Vol 1, Appendix D)		25	
3	Culinary Specialist training curriculum (Lesson Plans) is effectively utilized. (NAVSUP P-486, Vol 1, Appendix D)		25	
4	All food service personnel have received a minimum of 4 hours initial and 4 hours annual refresher food sanitation training. Food Service Training Certificates are current for all food service personnel. (NAVMED P-5010, Tri Service Food Code, Chapter 1)		25	
5	There is a qualified sanitation instructor per OPNAVINST 4061.4 (Requirement: Completion of Food Safety Manager's Course (CANTRAC B-322-2101) or alternatively successfully demonstrated food safety core competency knowledge by attainment of the Food Protection Manager Certification via CFP/ANSI accredited exam. This requirement may also be met by obtaining NEC 3529 or through Serv-Safe). (Re-qualify every three years). (NAVMED P5010 Tri Service Food Code, Chapter 1)		50	
6	A Job rotation log is established and carried out effectively. (NAVSUP P-486, Vol 1, Appendix D)		25	
7	The following documents must be maintained in the Food Service Officer Divisional Note Book for each Culinary Specialist assigned. (NAVSUP P-486, Vol 1, Appendix D) (NAVMED P-5010, Tri Service Food Code, Chapter 1,)			
	a. Record of physical exam.		5	

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	b. Food handler's training certificate.		5	
	c. Job rotation log.		5	
	d. Record of training accomplished.		5	
	e. Profile sheets of exams completed.		5	
	f. All information considered pertinent by the FSO.		5	
	TOTAL		205	

PART J: SHIPBOARD SOLID AND PLASTICS WASTE MANAGEMENT (WRAPS/PRIME)

WASTE MANAGEMENT		Y/N	Max Points	Awarded
1	An internal instruction is in place that outlines policy, procedures and responsibilities for solid waste management. (NAVSUP P-486, NAVSUP P-486, Vol 2, Chap 10) (OPNAVINST 5090.1)		25	
2	Food Service personnel recognize the differences between and understand the requirements for handling of food-contaminated and nonfood-contaminated plastic waste. Adequate storage spaces are allocated for the different waste types. (NAVSUP P-486, Vol 2, Chap 10)		25	
3	Procedures and receptacles (for plastics, pulpables, metal and glass) are in place to promote source separation of wastes in galley, mess and scullery areas. (NAVSUP P-486, Vol 2, Chap 10)		25	
4	A training program is in place to educate Food Service personnel about the Navy's solid waste reduction program. (NAVSUP P-486, Vol 2, Chap 10)		25	
	TOTAL		100	

PART K: SECURITY

WASTE MANAGEMENT		Y/N	Max Points	Awarded
1	The grand master, master, duplicate master, and original keys are properly maintained. (NAVSUP P-486, Vol 1, Chap 1, 1201)		100	
2	Command and/or department instruction is in effect providing the location of a special duplicate key locker, control access to the locker, and limits on the use of duplicate keys. (NAVSUP P-486, Vol 1, Chap 1, 1202, Local Procedures)		50	
3	All padlocks used to secure food service spaces are of a key type and contain dead bolts with pin tumblers of either brass		25	

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	or bronze. (NAVSUP P-486, Vol 1, Chap 1, 1201.1f)			
4	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, Chap 1, 1200.1)		25	
5	ASHORE: A secured safe with a three tumbler combination lock or a locked container within a safe of this type is being used for the safekeeping of funds. (NAVSUP P-486, Vol 1, 2202.2b)		50	
	TOTAL		250	

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PART L: FOOD SERVICE INSPECTION WORKSHEETS

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

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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				
TOTAL				

A – Actual prepared based on breakout

B – All required signature blocks were signed

C – Leftovers were properly accounted for all food items

D – Allowed and actual fed blocks were filled out properly

Add one point in each block when completed

Insert numerical grade in element 3.

Total Points _____

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	APPEARANCE (0-5)	FLAVOR (0-5)	TEXTURE (0-5)	TEMPERATURE (0-5)	TOTAL (0-5)
Soup					
Salad					
Entrée					
Vegetable					
Starch					
Dessert					
Bread					
Total					

THE MAXIMUM POINTS FOR EACH MENU ITEM UNDER EACH SECTION IS 5 POINTS. ADD TOTAL POINTS TO FINAL SCORE.

Total number of items equaled at 100% divided by the total number of items inventories equals the actual inventory validity. 95 - 100% = 50 points, 80 - 95% = 25 points and 79 and below equals 0 points.

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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	TOTAL
a. The NAVSUP 1359 is included in the Food Service Officer's retained Returns. (NAVSUP P-486, 7002)							
b. Disposition of surcharges for meals sold from the general mess was properly accounted for. (NAVSUP P-486, 7002)							
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)							
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)							
f. Undeposited Sales end of Month (line 5) equals the total dollar value of all cash on hand that is undeposited and uncollected and/or vouchers representing cash in the FSO's accountability. (NAVSUP P-486, 7002)							
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)							

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	1	2	3	4	5	6	TOTAL
h. Rations fed by category were extracted from Recapitulation of Meal Record (1292) Ashore, or NAVSUP 338 Afloat. (NAVSUP P-486, 7002)							
i. Ration credits annotated with a "1/" are supported by a Certification of Rations Issued form. (NAVSUP P-486, 7002) (see NOTE))							
j. Rations Fed caption does not exceed Rations Allowed caption (NAVSUP P-486, 7002)							
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)							
l. The Sale of Bulk Food Items equals the sum of all sales of food items from the General mess. (NAVSUP P-486, 7002)							
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)							
n. Total receipts with charge during the reporting period agree with the total on the NAVSUP Form 1359. (NAVSUP P-486, 7002)							
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)							
p. Receipts with Charge caption on the receipts section of the Balance Sheet equals the amount reported on NAVSUP 1359s. (NAVSUP P-486, 7002)							

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	1	2	3	4	5	6	TOTAL
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)							
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)							
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)							
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)							
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)							
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)							

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	1	2	3	4	5	6	TOTAL
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)							
x. Transfers without Reimbursement caption on the expenditure section of the Balance Sheet equal 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)							
y. Current Basic, Special and Supplemental Allowances as listed in NAVSUPNOTE 7330 series are entered in the appropriate allowance sections. (NAVSUP P-486, 7002)							
z. Stores Consumed caption in the "Expenditure" section of the NAVSUP 1359 equals the summary of issues report NAVSUP 1059. (NAVSUP P-486, 7002)							
aa. The following signatures were entered on the NAVSUP 1359: (1) XO/Personnel Officer certifying rations allowed figure; (2) Leading CS; (3) FSO. (NAVSUP P-486, 7002)							
bb. 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)							

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	1	2	3	4	5	6	TOTAL
cc. Reporting over issues are in accordance with (NAVSUP P-486, 7002)							
dd. NAVSUP 1359 with required substantiating documents are properly assembled. (NAVSUP P-486, 7002)							

TOTAL POINTS _____

Insert numerical grade in element #1 under assigned points.

**APPENDIX I
REVIEW OF ENLISTED FOOD SERVICE
OPERATIONS ASHORE**

This section will provide 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 or regional 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.

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CHECK-OFF LIST FOR AUDITING AND REVIEWING FOOD SERVICE OPERATIONS		
HEAD COUNT PROCEDURES	REFERENCE NAVSUP P-486	COMMENTS
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 2303.2d	
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. MAAs are not required for ashore galleys using the enabler system.</i>	1108 2300 2302 2303,4	
f. All personnel exhibit both a valid meal pass and identification card.	2306.2b	

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HEAD COUNT PROCEDURES	NAVSUP P-486	COMMENTS
g. Immediately after securing the serving line, the 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.	2303.2	
h. When groups are fed under mass feeding conditions, the MAA will verify that the number of persons within the group agrees with the number contained on the NAVSUP Form 1292 (ensure MAA actually is verifying by counting personnel in mass feeding groups).	2306.2e	
i. NAVSUP Form 1292 entries for on-duty food service personnel do not include personnel receiving commuted rations.	2306.3c	
j. NAVSUP Form 1292 entries for contract food service personnel do not contain a number exceeding the actual number of personnel on duty during a meal period.	2306.3e	
k. 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	

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HEAD COUNT PROCEDURES	REFERENCE NAVSUP P-486	COMMENTS
I. 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	
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)	

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HEAD COUNT PROCEDURES	REFERENCE NAVSUP P-486	COMMENTS
u. Personnel Support Detach-ment (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	
MONETARY CONTROL PROCEDURES	REFERENCE NAVSUP P-486	COMMENTS
1. Cash collection and handling procedures will be reviewed to ensure that:	2202.2,3,4,5	
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.)	2202.2,3,4,5	
b. Cashiers and collection agents have adequate safekeeping facilities for funds, and they are properly safeguarded.	2202.2b-e	

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MONETARY CONTROL PROCEDURES	REFERENCE NAVSUP P-486	COMMENTS
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).	2202.2d	
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)	
i. Overages and shortages are investigated and corrective actions taken to prevent reoccurrence.	2201.1b(5)	
j. The change fund is properly administered.	2202.5	
k. Funds are verified and audited at least once each month on different dates and at unannounced times.	2202.5	
2. Review sales procedures to ensure that:	6300,1	
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)	

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MONETARY CONTROL PROCEDURES	REFERENCE NAVSUP P-486	COMMENTS
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.	6305.1	
g. Sales of meals to civilian contract food service personnel are properly documented and the contractor properly reimburses these sales.	2303.3	
RECEIVING PROCEDURES	NAVSUP P-486	COMMENTS
1. Review and evaluate procedures for receiving and storing subsistence items giving special attention to:	5100	
a. The quality of receipt check-in and/or inspection.	5101, 5103	
b. The storage and safekeeping of subsistence, particularly evaluating controls over limited storage life items whose use beyond the recommended storage periods may involve hazard to health.	5704.1-5	
c. The processing of required paperwork to ensure prompt and proper recording of quantities received and unit prices.	5400	
d. The identification and disposal of unsatisfactory food items and their prescribed reporting by use of the Unsatisfactory Material Report (Subsistence) (DD Form 1608). Evaluate the effectiveness of the action taken to preclude future	5205 5300 5301	

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receipt of such unsatisfactory items.		
KEY HANDLING PROCEDURES	NAVSUP P-486	COMMENTS
2. Review and evaluate key handling procedures for food service spaces.		
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.	1202.1	
INTERNAL MANAGEMENT CONTROL	REFERENCE NAVSUP P-486	COMMENTS
1. Review and evaluate internal management control procedures for issue of food items from storeroom to galley and disposition of prepared and unprepared leftovers.	6101 3103	
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	
f. Food Preparation Worksheet (NAVSUP Form 1090) is properly prepared and document number assigned.	3103	

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g. NAVSUP Form 1090 is reviewed by the Food Service Officer and original retained in accountability file.	3103	
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CASH VERIFICATION WORKSHEET

In the possession of: _____

(Name)

(Title) (Location)

	Denomination	No.	Amount		Denomination	No.	Amount
Bills:	\$100	_____	.	Coins:	\$1.00	_____	.
	50	_____	.		0.50	_____	.
	20	_____	.		0.25	_____	.
	10	_____	.		0.10	_____	.
	5	_____	.		0.05	_____	.
	2	_____	.		0.01	_____	.
	1	_____	.		Total Value of Coins \$	_____	.

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

TOTAL CASH COUNT \$ _____

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

(Activity)

(Collection Agent) (Date)

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SECTION 2: PROCEDURES FOR VERIFICATION OF ENTRIES ON THE NAVSUP FORM 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) and (e) 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.

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PART III: FOOD SERVICE RECORDS AUDIT SHEET SAMPLES

The following is provided as required per para 7203, P-486.

								DATE					
PERIOD 1	DAYS OPER.	IMPORT	CORRECTED #	MERGED	FINAL								
NAVY RATS. ALLOWED :		MSTR REP		ALLOWANCES		RATIONS		RATE		VALUE			
OTHER RATS. ALLOWED:		MSTR REP		BASIC ALLOWANCES									
TOTAL RATS. ALLOWED:				UNDER OVER CF									
				99 OR LESS									
				100 TO 149									
RATION BREAKDOWN				OTHER (SPECIAL ALLOWANCE)									
NAVY REGULAR (code 1)		1046/1544		OTHER Navy Birthday									
OTHER (code 2)													
OTHER (note 1/)		CERT.		TOTAL ALLOWANCES									
OTHER (code 3, 6-11)				FOOD COST									
TOTAL OTHER				UNDER () OV X									
GRAND TOTAL		NS338		UNDER () OV X									0
CASH STATEMENT				STORES CONSUMED \$									
UNDEPOSITED BBF	0	PREV MO.		% DIFF. BET. Foodcost & stores consumed									
SALE OF MEALS		1046/1544											
BULK SALES	0	BILLS		LAST FULL PHYSICAL INVENTORY									
SURCHARGES		1046/1544		DATE OF LAST INVENTORY									
CASH DEPOSITED DO.		NS470		NUMBER OF DAYS SINCE LAST INV									
OTHER SALE/MEALS				INVENTORY ACCURACY c/									
UNDEPOSITED SALES		C/F to next month		INVENTORY ADJ. (5% DIFFERENCE LISTING)									
				NO. ADJUSTED									
RECEIPTS				TOTAL CARRIED									
INVENTORY BBF		PREV MO.		DEPOSITS									
RCPTS W CHARGE		RCPTS		TOTAL SALE OF FOOD \$									
RCPTS W/O CHARGE		DD1149		SURCHARGE DEPOSIT				\$					
TOTAL				AMOUNT IN CERTIFICATION BLOCK						\$			
				COLLECTION VOUCHER # 7020									
EXPENDITURES				SIGNATURES									
FOOD COST		NS338		DISBURSING OFFICER ()									
SURVEYS		DD200		XO/PERSONNEL OFFICER ()									
LOSS W/O SURVEY		NS1334		LEADING CS (X)									
BULK SALES				FOOD SERVICE OFFICER (X)									
TRANS. W/REIMB.		DD1149											
TRANS. W/O REIMB.		DD1149		AUDITED BY: Recordskeeper									
INV. BAL ON HAND		NS1059		Leading CS									
PRICE ADJ. a/		PERCENT		Food Service Officer									
TOTAL													
Shaded area C/F to next month				TICKLER									

AUDIT SHEET SAMPLE

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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	Must. Rep		ALLOWANCES	RATIONS	RATE
Other Rats Allowed	Must. Rep		Basic Allowances		VALUE
Total Rats Allowed			Under/Over CF		
RATION BREAKDOWN			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		
CASH STATEMENT			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			Number of Days Since Last Inv		
(See Note 3)					
Undeposited Sales	C/F to next month		LAST FULL PHYSICAL INVENTORY		
RECEIPTS			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					
EXPENDITURES					
Food Cost			NS338		
Surveys	1059		Comments:		
Loss w/o Survey	DD200				
Bulk Sales	NS1334				
Trans w/Reimb	Bills				
Trans w/o Reimb	NS1149				
Inv. Bal on hand	NS1149				
Price Adj.	Book Inv				
Total	Percent				
DEPOSITS					
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	

a/ If over issue occurs at the end of the FY, see NAVSUP (P-486, para 7002.11).

b/ Inventory accuracy of not less than 95%. (P-486, para 7101).

c/ Required Certification Letters/Orders Forwarded to NAVUSP

Note 1: Other rations requiring Letter of Certification and Copies of Orders (see Note c above).

Note 2: Other/miscellaneous rations requiring Letter of Certification.

Note 3: Use of Line 4 in excess of \$5.00 requires NAVSUP approval with supporting documents submitted to NAVSUP. (i.e. SF1080/MIPR)

Note: If a corrected report was generated, a new audit monthly audit sheet is required.

Reminder: Keep original and all corrected 1359's and audit sheets in the accountability file.

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APPENDIX J: DISTANCE SUPPORT

Part A: DISTANCE SUPPORT FOOD SERVICE RECORDS ASHORE FOR SSBN/SSGN/LCS

Introduction	J1000
Menu Production	J1001
RIK/Headcounts	J1002
Accountable Food Service Officer	J1003
Cash Collection	J1004
Requisition Receipts	J1005
Issues to the General Mess	J1006
Surveys	J1007
Inventory	J1008
Endurance	J1009
Over Issue Waivers	J1010
Ashore Records Keepers Retained Returns	J1011
SSBN Retained Returns	J1012
Littorial Combat Ship (LCS) Concept of Operations (CONOPS)	J1013
LCS Requisitions/Receipts	J1014
LCS Gm Issues	J1015
LCS Inventory	J1016
LCS Surveys	J1017
LCS Overissues	J1018
LCS Returns	J1019
LCS Retained Returns	J1020

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APPENDIX J

Distance Support

Food Service Records Ashore

J1000 INTRODUCTION

1. GENERAL. To define scope and responsibilities of activities engaged in food service ashore records keeping functions.
2. BACKGROUND. To reduce workload and to remove Food Service Management System (FSM) afloat. Moving records ashore will demonstrate that off-hull combined financial data reporting, under a single UIC is feasible and practical. Additionally this will finalize a standard food commodity load plan. A standard cycle menu is expected to optimize food service operations across platforms, enhancing quality, customer satisfaction, and control cost with seamless redistribution of residual inventories upon completion of patrol cycles. TYCOMS and NAVSUP must be committed to providing our forces nutritious balanced meals during deployments, and to provide the equipment and other supplies for fighting the war.

To facilitate the Distance Support program, all receipts and transfers associated with the crew turnover process will be conducted under the ashore records, utilizing FSM in the ashore mode. Upon the release of the 7330, the Ashore Records Keeper (ARK) will verify allowances and provide to the ISIC:

- a. BDFA rate to the afloat rate
- b. Activate Allowance
- c. Activate correct prime vendor allowance

J1001 MENU PRODUCTION

1. MENU PRODUCTION SUPPORT. To ensure each general mess has the current release of the Navy menu.
 - a. Ensure each unit has the most recent version of the cycle menu
 - b. Each unit prints local excel NAVSUP 1090 (Food Preparation Worksheet).
 - c. Units are required to utilize the local NAVSUP 1090 (Food Preparation Worksheet) on a daily basis.
 - d. Continue to feed the approved cycle menu. Deviations from the cycle menu will be documented and should be kept to a minimum

J1002 ACCOUNTABLE FOOD SERVICE OFFICER

1. GENERAL. The Food Service Officer will be a Supply Corp Officer (3100, 7520, 651) or a qualified equivalent federal government employee. The FSO must be designated in writing by the CO and held accountable for general mess operations. When a qualified Supply Officer is not available to assume the duties of the FSO a request must be forwarded to NAVSUP via TYCOM.
 - a. NAVSUP FSO REQUEST. All request must state the following:
 - 1) Why a qualified Food Service Officer is not available?
 - 2) When did the FSO billet become vacant?
2. RESPONSIBILITIES. The Food Service Officer duties and responsibilities include:
 - a. Will ensure that the current approved Navy Standard Core Menu is delivered as it is written through the use of the associated Master Load List (MLL) of authorized ingredients.

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- b. Ensure the Food Preparation Worksheet (NAVSUP 1090) is properly prepared by the Leading Culinary Specialist.
- c. Ensure approved recipe cards are adhered to in accordance with the NSCM.
- d. Authorized to make Menu changes to subsistence support and operational commitments (GQ, FLT QTRS, RAS).
- e. Reviews, audits and signs the general mess returns.
- f. Financially accountable and responsible for all general mess operations.
- g. Under the authority of the Supply Officer for proper and efficient operation of the general mess.
- h. Will ensure all food service personal receive the proper training in their appointed position with a clear understanding of their responsibilities. Encourage utilization of the NFMT and ATG.
- i. Supervises the food service division to ensure 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 N42), Fleet, Force, Type, and station commander directives.
- j. Monitor and deplete dead-stock items.

3. ACCOUNTABILITY AND CONTROL. All food entrusted to the FSO belongs to the subsistence account for which the Naval Bureau of Personnel Command, is held personally and legally responsible under Title 31 U.S. Code Section 17, as the operating budget holder. Food Service Division (NAVSUP N42) manages subsistence funding and policy. Therefore, the FSO is responsible for:

- a. Approval authority to order food. The Food Service Officer (FSO) will ensure that all receipt files include a document number, National Stock Number, nomenclature, quantity, and unit of issue. All food orders will be processed through FSM and document numbers will be generated by the ordering activity and approved by the FSO prior to release to the FLC/CLO STORES Web Operators for further processing. Hard copy requisitions i.e.: MILSTRIPs, commercial vendor receipts, DD 1348s, DD 1149s and DD 1155s will be maintained in the Food Service Accountability File indefinitely.
- b. Accountability file established from the first day of the accounting period to maintain security of all accountable transactions and the substantiating accountable documents.
- c. At the end of the accounting period the accountability file becomes part of the food service officer's retained returns file and will be retained under lock and key indefinitely (see Appendix A).
- d. All GM food stocks should be issued and served in fulfillment of the ration entitlement or disposed of properly.
- e. Funds collected for all cash sales for individual meals and the sale of bulk subsistence items.
- f. Take all practical and necessary actions to protect the food and cash entrusted to their care.
- g. Ensure provisions received meet the highest quality standards and packaging deficiencies are reported to the TYCOM and NAVSUP immediately via Report of Discrepancy (SF 364) (Submit photos with SF 364s whenever practical).

J1003 RIK/HEADCOUNTS

- 1. GENERAL. RIK and headcounts.
 - a. Authorized 100% (RIK) ration credit during deployment. The unit is authorized 80% of RIK while in port. The unit will maintain an accurate count of crew complement upon departure and communicate this to the records (ARK) and any subsequent changes

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from embarks/debarks. Follow on updates will be communicated monthly via the cashless auto deduction messages.

- b. Unit maintains NAVSUP Form 1090 (Food Preparation Worksheet) to include data collection on headcounts and calculations of acceptability factors.
- c. Collect orders and/or sailing list for ROTC and Naval Academy personnel.
- d. ARK will batch post 100% enlisted RIK headcounts from deployed units monthly via the numbers listed on the cashless auto deduction message.
- e. ROTC and Naval Academy Certification letters will be generated from the unit and given to ARK to enter headcounts into FSM3. ARK will retain certification letters and orders in the accountability file.

J1004 CASH COLLECTION

1. GENERAL. Maintaining records for cash collections.
 - a. The units Food Service Officer/Supply Officer will maintain records for meals sold for cash and meals sold on a credit basis. Ensure meals sold for cash are documented properly. Meals consumed by visiting officers and civilian guests will be accounted for using a locally generated document. The FSO will utilize an electronic NAVSUP Form 1046 and collect payment from the visiting personnel prior to their departure from the ship. Upon return to port, the FSO will coordinate with the (ARK) to make sale of meal deposits. A NAVSUP 1359 created by the ashore records keeper will be used to make all deposits with PSD.
 - b. The NAVSUP 1046 (Meals Sold for Cash) and NAVCOMPT 470 (Cash Payment Book) will be maintained as directed by the NAVSUP P486. 100% of cash sale headcounts will be posted into the ashore FSM system.
 - c. The ARK will verify the sale of meal rates are updated from one calendar to the other within FSM3.
 - d. All cash and RIK data will be provided to the records ARK by the 25th of September of the respective calendar year. This is essential for the ARK to properly close out.
 - e. All cash sales and head count numbers shall be accounted for by the end of December at the old sale of meal rate and provided in the monthly message to the ARK.
 - f. Cash sales will be batch posted at the end of each month in FSM3 based on numbers provided via the monthly auto deduction cashless message.
 - g. Ashore records keepers will submit a letter with justification to NAVSUP to utilize the other sale of meal line for the difference.
2. SUBMARINE CASHLESS COLLECTION OF OFFICERS'S MESS BILLS.
 - a. Currently only submarines are required to manually collect mess bills for the officers, visitors, guests, and contractor personnel whom consume meals onboard. The current system represents an unnecessary administrative and financial accountability burden on ship's force. The goal is to transition to a cashless process to the greatest extent practical. This program is intended for ship's company officers and other military riders. All other subsisting military/civilian riders consuming meals sold will follow procedures in COMSUBLANT/COMSUBPACINST 4406.1(SERIES) and Chapter 2 of this publication.
 - b. Each officer will initially approve and acknowledge that their monthly mess bill will be automatically deducted via payroll deduction utilizing the Debt Collection and Recovery Authorization Form (See below). Retention of this form will be maintained by the unit's Food Service Officer for each officer assigned to the unit, with a copy to BUPERS for auditability purposes. The forms will be maintained for six years and three months per the Financial Management Regulation (FMR).

NAVSUP P-486, Rev 8 - Food Service Management**DEBT COLLECTION AND RECOVERY AUTHORIZATION FORM**

I, _____, acknowledge that I am responsible for satisfying any outstanding financial obligations to US Treasury for meals consumed while assigned to this afloat unit. Any debt owed to the U.S. Government for meals consumed will be deducted from my salary through payroll deduction.

This document authorizes the U.S. Government to deduct monies for meals consumed from this unit's general mess on a monthly basis. This deduction will be conducted by your local servicing Navy Pay and Personnel Support Center (NPPSC). Any discrepancies should and will be resolved by the unit's administration officer.

This authorization shall remain in effect from _____ to _____.

I acknowledge that the US Treasury can make appropriate deductions from my salary to satisfy my outstanding financial obligations to the U.S. Government for meals consumed:

Signature

Date

Witness

- c. An updated sailing list with names and full social security numbers must be maintained by the servicing NPPSC (Navy Pay & Personnel Support Center) site to aid in proper collection procedures and auditability purposes.
- d. The unit's Food Service Officer will have each officer sign in the "name block" of the end of month (EOM) NAVSUP form 1046 by the 10th of each month attesting to the meals consumed and the corresponding amount the officer owes. Note: Should the operational mission prevent monthly message submissions, those units should continue preparing separate monthly collection messages until such time message transmission is allowable. Having separate messages ensure effective auditing. Creating consolidated monthly messages is not authorized. The 1046 shall not be signed by the FSO until the boat is in receipt of the PSD response message.
- e. The assigned cash verification officer (CVO) will ensure the EOM NAVSUP form 1046 matches the draft deduction message to ensure accuracy.
- f. The unit's Food Service Officer will send a Naval message utilizing enclosure (1) to the servicing NPPSC Deputy Disbursing Officer by close of business the 10th day of each month and a copy to BUPERS. The message will state the amount of meal deductions for the previous month for each officer assigned to the submarine. This message will be classified UNCLAS to ensure all off-hull organizations receive the message. Note: The meal collection for each month will be deducted from the officer pay account the month the message is received from the submarine (i.e. meal deductions for February will be

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deducted from the officers pay in March). Ensure to utilize full names when citing assigned officer's names in deduction message.

- g. All deposit entries will still be made within the Food Service Management (FSM) system monthly following procedures in the COMSUBLANT/COMSUBPACINST 4406.1 (series) and Chapter 2 of this publication.
- h. Once the requested deductions are completed, an "action complete" message from the servicing NPPSC will be sent to the unit's Food Service Officer. This message along with the original deduction message requesting collection will be retained and stapled to the EOM NAVSUP form 1359 for retention and auditing.
- i. Should there be any discrepancies noted by any officer once payment has been collected it will be resolved by the unit's Administration Officer and the local servicing NPPSC who will inform BUPERS with financial documentation.
- j. For SSBN/SSGN general mess operations only. These units shall provide both total monthly RIK and total cash sales numbers to their ashore food service support agency. Delivery of these data points will be completed each month via the auto deduction message.

NAVSUP P-486, Rev 8 - Food Service Management**MESSAGE TEMPLATE**

FM USS xxxxxxxx
 TO PERSUPP DET xxxxxxx (servicing NPPSC)
 INFO SQN xxxx
 USS XXXXXXXX
 CNO WASHINGTON DC/N10//
 COMNAVSUPSYSCOM MECHANICSBURG PA//
 TRF KINGS BAY// (Only if applicable)
 NAVSUP FLT LOG CENTER PUGET SOUND//(Only if applicable)
 BT
 UNCLAS
 MSGID/GENADMIN/boat name/month//
 SUBJ/MONTHLY MEAL DEDUCTION
 REF/A/DOC/COMSUBLANT/PAC N42 LETTER DATED xxxxxx/NOTAL//
 AMPN/REF A IS MEAL COLLECTION FOR OFFICERS STANDARD OPERATING
 PROCEDURES (SOP).
 POC/LTJG xxxxxx/SUPPLY OFFICER/USS
 xxxxxx/EMAIL:SUPPO(AT)xxxxx.NAVY.MIL//
 RMKS/1. THE FOLLOWING OFFICERS THAT ARE LISTED BELOW HAVE
 AUTHORIZED MEAL DEDUCTIONS FOR THE MONTH OF XXXXXX 20XX TO BE
 DEDUCTED FROM THEIR PAY ACCOUNTS.
 XXXX SAILOR, JOHN 252.00
 XXXX SAILOR, JOHN 252.00
 XXXX SAILOR, JOHN 252.00
 A. TOTAL UNDEPOSITED AMOUNT BROUGHT FORWARD \$0.00
 B. TOTAL SALE OF MEALS \$0.00
 C. TOTAL COLLECTED FROM SHIP'S COMPANY ONLY \$0.00
 D. TOTAL AMOUNT COLLECTED FROM OTHER RIDERS \$0.00
 E. TOTAL CASH DEPOSITED WITH D.O. \$0.00
 F. TOTAL REMAINING UNDEPOSITED SALES \$0.00
 G. TOTAL RIK HEAD COUNTS FOR THE MONTH B/L/D (SSBNS ONLY)
 H. TOTAL CASH SALES HEAD COUNTS FOR THE MONTH B/L/D (SSBNS ONLY)

 2. FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE AS DEFINED IN THE
 PRIVACY ACT OF 1974 (TITLE 5 U.S.C. SECTION 552A) – ANY MISUSE OR
 UNAUTHORIZED DISCLOSURE MAY RESULTS IN CIVIL AND CRIMINAL.

 3. THE CURRENT LINE OF ACCOUNTING LOA:
 PAA = DSIK1_ SDN = N00022 1_MDSIK1_
 *17_1453/2241/260/00022/0/068566/2D/00022_SKCOLA
 (JULIAN DATE (REPLACE WITH UNIT UIC)

 *NOTE – Each fiscal year an updated line of accounting (LOA) data is published. The
 unit's FSO shall ensure the correct LOA data is cited on this message.

NPPSC will provide updated sailing lists to aid in proper pay checkage. NPPSC will process all
 pay deductions using the current line of accounting provided by BUPERS for credit to
 subsistence in kind (military personnel, NAVY). From the deduction message received from
 each submarine. The NPPSC will then verify the collections have processed on the officers'

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pay accounts and then reply to the original deduction message within 10 working days, with a copy to BUPERS stating action completed. This completed action message will include a cycle number. NPPSC will complete the action by providing BUPERS with a monthly pay checkage report for financial validation purposes.

J1005 REQUISITIONS/RECEIPTS

1. **ORDERS.** Requisitions and receipt process for patrols/underway periods.
 - a. Each unit will create an order for patrol using their normal provisions load for the upcoming patrol cycle based on the 28 day cycle menu.
 - b. Orders are forward to the ashore record keeper via Naval Message for BSP food orders or from within FSM3 for patrol food orders. ARK creates an order in FSM3, prints out the MILSTRIP data has the FSO, sign, date and write name on receipt and provides STORES operator the requisition.
 - c. Unit will receive stores, perform receipt and inspection of provisions IAW FIAR guidelines and load modules.
 - d. All receipts during underway period require receipt documentation will be provided to the ARK. Any additional subsistence purchases underway from homeport will be coordinated Via Naval message utilizing local ISIC guidance.
 - e. When advised of subsistence purchases during underway periods, ARK will post and recap receipt information in the FSM upon return to port.
 - f. Retain individual commodity usage data discerning between in-port and at-sea volumes to facilitate refinement of long-term load requirements.

J1006 ISSUES TO THE GENERAL MESS

1. **GENERAL:** Past usage data, can and will vary depending on location and length of patrol. For further guidance the SO/FSO/LCS should contact ISIC for normal dollar amounts.
 - a. Develop a local breakout document using back of NAVSUP 1090 Food Preparation Worksheet for daily communication between the Leading CS, watch captain and JOOD.
 - b. All receipts received for a patrol will be expended off the books.
 - c. Receipts will be "charged off" using the Emergency Break-Out (EBO) function in FSM3. Once all receipts are posted by the ashore records keeper. The dollar amount of "receipts with charge" will be reported on the NAVSUP FORM 1359 and submitted to NAVSUP N42 as required.
 - d. A recapitulation of the EBO NAVSUP 1282 will be provided to the unit for inventory purposes. The unit shall treat the 1282 as a receipt and follow proper receipting procedures.

J1007 SURVEYS

1. **GENERAL.** Processing surveys.
 - a. In the event of subsistence items held aboard requiring a formal survey, the Supply Officer will initiate the survey, and forward to Commanding Officer for approval.
 - b. Upon return to port, any approved formal survey will be provided to the Ashore Records Keeper for processing in FSM3.
 - c. Ashore Records Keeper will ensure any formal survey (DD Form 200) conducted during the underway period is posted in FSM3. Surveyed items will be brought back onto the inventory in order to create a formal survey in FSM. The Survey will be generated and printed from the ashore FSM3 system, and stapled to the signed original from the unit.
 - d. Expenditure Log (Loss without Survey) (NAVSUP Form 1334) will not be used while deployed. All subsistence losses meeting the expenditure log criteria will be regarded as the normal cost of doing business in food service operations.

NAVSUP P-486, Rev 8 - Food Service Management**J1008 INVENTORY**

1. GENERAL. Inventory process.
 - a. The Food Service Officer will take all necessary actions to protect and ensure the proper use of the food entrusted to his care. Other than daily posting of NAVSUP Form 1282 in FSM, all other actions in the breakout process and storeroom control remain in force.
 - b. Upon completion of patrol cycle, a wall-to-wall provisions inventory will be conducted and an inventory adjustment on all items leftover.
 - c. ARK will, upon receipt of the ending inventory report and any survey data, post to the FSM. Subsistence Ledger (335) on-hand quantities should be verified against the ending inventory report for accuracy in the posting process. The posting of ending inventory will determine overall stores consumed, equal to the beginning inventory, minus surveys and ending inventory.
 - d. Retain frozen and chill provisions onboard for use by other crew following turnover. Ensure ending inventory quantities are included in the results provided to the Ashore Records Keeper. The Ashore Records Keeper will post the frozen and chill ending inventory back into FSM then transfer it to the other crew.
 - e. Transfer the residual inventory in dry provisions modules off ship to ARK to facilitate the loading of modules to meet crew requirements. It is estimated that residual inventory will be smaller than past patrols and will be used by the relieving crew or transferred to other units by the ARK.

J1009 ENDURANCE

1. GENERAL. The ordering and receipt of provisions should be accomplished with the aim to sustain product acceptability.

J1010 OVER ISSUE WAIVERS

1. GENERAL. 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 paragraph NAVSUP P-486, 7002, galleys operating in an over issue status will forward documentation and explanation to NAVSUP N423 via their TYCOM. NAVSUP will review the packages for waiver consideration.
 - a. Year end financial reports will be collected and transferred to a local financial data sheet to capture true costs of under/over issue.

J1011 ASHORE RECORDS KEEPERS RETAINED RETURNS

1. GENERAL. Retained returns ashore.
 - a. All records will be maintained and retained IAW P486, Appendix A
 - b. TYCOM audit sheets will be used for auditing records prior to submitting monthly reports to NAVSUP
 - c. Ashore Records Keepers will have a letter of appointment from the Ashore Food Service Officer
 - d. To limit cage access into the ashore warehouses, a local SOP will be generated for key control accountability

J1012 SSBN RETAINED RETURNS

1. GENERAL. Retained returns afloat on SSBNs.
 - a. All documentation in support of reported headcounts and cash collection, to include local Form 1046's (verified and initialed by the Cash Collection Officer and signed by the FSO after collection and deposit of funds), local RIK Headcount forms (signed by the Personnel Officer/(YNC or XO), FSO/SO, Leading CS and Records Ashore Records

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- Keeper), and properly maintained copies of Cert Letters, DD 1544's, NAVCOMPT 470's and NAVSUP Form 1090's.
- b. Local breakout Form 1282's will be maintained on the reverse side of the 1090 and retained for use in verifying portions prepared and breakout procedures, and for investigating possible inventory issues.
- c. Copies of all receipt/transfer DD 1149's, NAVSUP Form 1282's (from Ashore Records Keeper) and turn-in documents.

J1013 LITTORIAL COMBAT SHIP (LCS) CONCEPT OF OPERATIONS (CONOPS)

1. PURPOSE. To establish policies and guidelines in Logistics Operations in support of the Littoral Combat Ship (LCS) program.

The Food Service Officer is the Core Crew Supply Officer. The Supply Officer's duties and responsibilities include: General supervision of food service operations, issuing instructions which set food service safety, precautions, sanitary regulations and equipment operating instructions.

- a. Oversee the management of LCS budget Operating Target (OPTAR)
- b. Ensure obligated amounts and LST execution is within fiscal constraints
- c. Coordinate with LST to ensure LCSRON maintains a clear picture of budgetary and logistics issues for each LCS
- d. Review and maintain copies of TL reports and monthly BOR messages
- e. Submit annual Financial Management Plan and OPTAR augment requests to CNSF N00F

J1014 LCS REQUISITIONS/RECEIPTS

- 1. GENERAL. Requisitions and Receipts
 - a. Execute Endurance, Sustainability, and/or Reverse Endurance functions. Create replenishment and submit as preliminary orders, allow ships three days to provide feedback (accept/change orders). Create ROUGH Prime Vendor requisition. Accountable Officer will order provision for each LCS ship. If a ship has not submitted a food order request prior to the required local area lead times, a food order will be completed by the LST Food Service Management Division on the ships behalf.
 - b. Prepare and submit SMOOTH requisition. Generate electronic Prime Vendor Order file. Submit SMOOTH requisition to appropriate STORES operator. Inform appropriate LSR of requisition.
 - c. Execute Endurance, Sustainability, and/or Reverse Endurance functions. Create replenishment and submit as preliminary orders, allow ships three days to provide feedback (accept/change orders). Create ROUGH Prime Vendor requisition. Accountable Officer will order provision for each LCS ship. If a ship has not submitted a food order request prior to the required local area lead times, a food order will be completed by the LST Food Service Management Division on the ships behalf.
 - d. Prepare and submit SMOOTH requisition. Generate electronic Prime Vendor Order file. Submit SMOOTH requisition to appropriate STORES operator. Inform appropriate LSR of requisition.
 - e. Coordinate deliveries based on ships schedule and location to have the prime vendor or in-company AFS replenish stores while in homeport, deployed and at sea.
 - f. Establish and coordinate provisions deliveries with the Husbanding Agent in Non-Navy Ports.
 - g. Receive subsistence receipt confirmation from ship.
 - h. Post all receipts.

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- i. Generate 1336, File receipts.
- j. Inform ship of NIS items
- k. Provide stevedores during provision deliveries when available.
- l. Circle, Sign and date each page of the vendor receipts.
- m. Turn in all receipts to LST for posting.
- n. Assist and direct food delivery stowage.

J1015 LCS GM ISSUES

1. GENERAL. Issues to the General Mess

J1016 LCS INVENTORY

1. Provision Inventory
 - a. The Food Service Officers will complete (wall to wall) inventories during the time of crew turnover, galley closure, prior to galley re-opening, and when requested by the LST. All inventories are completed by ship's crew and submitted to LST for posting.

J1017 LCS SURVEYS

1. General. Conducting Surveys.
 - a. Provide documentation required (DD Form 200)

J1018 LCS OVERISSUES

1. General. Over and Under Issue.
 - a. The Over/Under Issue rules outlined in Para 7002.13 of the NAVSUP P-486 apply. The LST Officer "Accountable" Officer, ships Supply Office and the Leading CS are responsible for the physical inventory of the food. Also, the SUPPO and the leading Culinary Specialist (CS) on board the Littoral Combat Ship (LCS) are "Responsible" to the US Government for maintaining inventory control and preventing pilferage.

J1019 LCS RETURNS

1. General. Submitting returns.
 - a. See retained returns.

J1020 LCS RETAINED RETURNS

1. General. Ship Retained Returns
 - a. The following files will be maintained on a daily basis and added to the Accountability files at the end of the reporting period for retained returns:
 - NAVSUP Form 1359
 - NAVSUP Form 367
 - NAVSUP Form 338
 - NAVSUP Form 1059
 - NAVSUP Form 1544
 - NAVSUP Form 1292
 - NAVSUP Form 1336
 - DD Form 1149
 - DD Form 200
 - NAVSUP Form 1334
 - DD Form 1131
 - BEEP and Eat Reports
 - Receipts

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**APPENDIX K:
OPERATIONAL RATIONS**

Part A: OPERATIONAL RATIONS

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Menus.....	<u>K1001</u>
Individually Packaged Operational Rations	<u>K1002</u>
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Appendix K: OPERATIONAL RATIONS

PART A: OPERATIONAL RATIONS

K1000 INTRODUCTION

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.

K1001 MENUS

1. FEEDING PLANS AND 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 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.
 - 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 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

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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.

- c. Modified "A Ration" Menu Preparation. 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.
- d. "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.

K-3 INDIVIDUALLY PACKAGED OPERATIONAL RATIONS

1. 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.

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.

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.

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.

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.

2. 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.

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3. **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.

4. **FUND CITATION.** MREs and RCWs used for independent and detached operations will be requisitioned by afloat general messes through regular supply channels. 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.

5. **INVENTORY LEVELS.** 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:

- | | |
|------------------------------------|---------------------------------|
| a. 40-50% of crew size up to 150: | not to exceed 60 MREs/5 boxes |
| b. 30-40% of crew size 151 - 400: | not to exceed 120 MREs/10 boxes |
| c. 18-30% of crew size 401 - 1000: | not to exceed 240 MREs/20 boxes |
| d. 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.

6. **STOCK ROTATION (AFLOAT).** 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.

7. **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.

8. **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. 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.

9. **STOCK ROTATION (ASHORE).** 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).

10. **NAVAL MOBILE CONSTRUCTION BATTALIONS (NMCB).** 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.

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11. 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.

12. 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 last receipt price.

13. 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.

14. 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.

15. STORES CONSUMED. When the general mess issuing the MREs/RCWs will be claiming ration credit for them.

16. TRANSFERS. 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.

17. FORCED ISSUE MRES. 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.

18. REQUISITIONING MRES. 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.

19. 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.

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MREs are charged off at the last receipt price. 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 affected by the premium cost of MREs.

20. CASH/BULK/VOUCHER SALES.

- a. Cash Sales. General messes will use the sale of meal rates included in NAVSUP Notice 7330 for cash sales of all operational rations.
- b. Bulk Sales. Rates charged for bulk sales of food items for modified "A Ration" and "B Ration" menus and individually packaged operational rations, 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 NAVSUP NOTICE 7330. 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).

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

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

K-4 FIELD MESS OPERATIONS

1. GENERAL. 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 BUPERS who will provide financial authorization and guidance.

2. ORDERING PROCEDURES. Orders can be created in FSM using the DD Form 1149. Currently, orders cannot be printed or viewed in FSM. A manual 1149 must be generated and forwarded with a command memorandum to NAVSUP N10. With the recent changes in the Afloat Contracting Authority and improving the way we procure goods from Husbandry Support Providers OCONUS a Requisition Routing Sheet must be used with all DDFORM 1149's generated for open purchases utilizing the local Fleet Logistic Centers (FLC) outside the preferred

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Prime Vendor (PV) method. The routing sheet will also be used for placing Operational Ration (OPRA T) requisitions to Defense Logistics Agency (DLA), and for Ships Store purchases.

REQUISITION ROUTING SHEET		Date: _____
C O M M A N D	Purpose/Description: _____	
	From: _____ (Activity)	UIC: _____
	UNIT POC: _____	
	EMAIL: _____	
	Phone DSN: _____	
	Mobile # Cell Phone: _____	
	Attached: DDFORM 1149 <input type="checkbox"/>	
	To: _____ (TYCOM)	(Food Service Officer Signature)
T Y C O M	From: _____ (TYCOM)	
	Approval/Disapproval: _____ <input type="radio"/> <input type="radio"/> (TYCOM Signature)	
	TYCOM POC: _____	
	EMAIL: _____	
	Phone DSN: _____	
	Mobile # Cell Phone: _____	
	Attached: DDFORM 1149 <input type="checkbox"/>	
	To: _____ (BUPERS)	
B U P E R S	From: _____ (BUPERS)	
	Approval/Disapproval: _____ <input type="radio"/> <input type="radio"/>	
	Date Obligated in STARS: _____	
	Requisition/Document Number: _____	
	Bill to DODAAC: _____	
	Ship to DODAAC: _____	
	Fund Code: _____	
	To: _____ (TYCOM/COMMAND)	
C O M M A N D	From: _____ (Activity)	Date: _____
	To: Local NAVSUP FLC _____	<input type="checkbox"/>
	(Ensure the BUPERS POC and CTF COR are notified via email when contract is awarded)	
	Must include Fleet COR Name, Phone and Email Address Below _____	<input type="checkbox"/>
	Fleet COR _____ DODAAC _____	<input type="checkbox"/>
	DLA _____	<input type="checkbox"/>
	Ships Store S3 _____	<input type="checkbox"/>

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In order to prevent unauthorized commitments, all orders outside the PV must be obligated by BUPERS first; before the command can process the order with the FLC, DLA or to the Ships Store. Understand there may be urgent requests, however with TYCOMS support these orders can get through the channels in a timely manner as long as the forms are filled out correctly. The form is a PDF with fillable and drop down sections to be used, signatures will be digitally signed. N10 will obligate the funds and provide confirmation of the order to forward to DLA for processing. The MRE requisition number needed on the manual 1149 is created in FSM (generated in sequential order).

3. 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 1149 or DD Form 1348-1-A (DoD Single Line Item Requisition System Document) using MILSTRIP procedures or on other subsistence requisitions which require fund codes.

NOTE: On DD Form 1348-1-A, the UIC (requisitioner) must be correctly entered in card columns 31-35. The UIC "N00022" (the UIC to be billed) must be correctly entered in card columns 45-50 with signal code of "B" in card column 51. "N00022" is the DODAAC assigned to Food Service for billing purposes., Independent and Detached Operations.

4. 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.

5. 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.

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APPENDIX L

TRAINING and PROFESSIONAL CERTIFICATIONS

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APPENDIX L**TRAINING and PROFESSIONAL CERTIFICATIONS**

PART A: TRAINING**L1000 GENERAL**

1. **TRAINING PROGRAMS.** 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 customers. 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 commands, 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-476 for an updated list of NAVSUP N42 personnel.

L1001 DIVISION TRAINING PROGRAM

1. **FOOD SERVICE TRAINING.** 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 a variety of delivery methods to include but not limited to: , lectures & demonstration, hands on application in conjunction with on-the-job training, capitalizing on teachable moments, videos as supplemental reinforcement, rounded out with schools and correspondence courses when applicable.

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 and/or polling the Culinary Specialists within the command. Consider the following tools when establishing a program to meet the goals and objectives of the division.

- Instructor aids
- Training methods
- Training aids
- Curriculum
- Lesson planning
- Records and schedules

2. **RECORDING TRAINING.** 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:

- Record of physical exam

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- Food handler's training certificate
- Job rotation log
- Record of training accomplished
- Copies of profile sheets of exams completed
- Personal Qualifications Standards (PQS) for general mess operations
- All other information considered pertinent by the respective Food Service Officer (FSO)

L1002 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 134A). 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 should 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 the facts. It is more difficult to unlearn and relearn than to learn correctly the first time. The instructor must provide time for the trainees to practice what they have learned.
- d. The relationship the instructor establishes with trainees is an important ingredient towards learning and retention. The instructor must recognize people have different learning styles and adapt to ensure all members of the class/session are gaining the knowledge and skill to meet the training objective
- e. Finally, measure the impact of the lesson presentations with summary quizzes. Empower them to provide an example or demonstration related to or from the training session to demonstrate competency.

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.

L1003 TRAINING METHODS

1. GENERAL. Most of the sessions listed in the paragraph on "Curriculum" can be taught by lecture; however, this method must be combined with a demonstration with hands on applications. It's important to ensure the applicable equipment, small wares, records, reference materials and other supporting information 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

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method of training. More specific information concerning these three training methods is given below.

2. **LECTURE.** The lecture is the transfer of information from the instructor and resource to the trainee; it can be a quick transfer of information to review previous lectures or to deliver new information. Lectures must be well organized, follow a logical progression and be delivered by someone knowledgeable on the subject matter. Reading from a prepared statement or PowerPoint presentation is not an effective method for providing information. This method is particularly useful in giving trainees background information in subject areas prior to on-the-job training and can often be delivered during quarters or on turnover days. 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.** Demonstration 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. It is critical the instructor be proficient in the subject matter presented and demonstrated to ensure creditability and the transfer of knowledge. The demonstrator should rehearse before a knowledgeable person 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 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 concise with each step, showing why it is relevant 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 done spontaneously while a person(s) is engaged in normal work activity. Teachable moments abound in daily production leveraging stores on hand while falling within menu restrictions. It is an informal opportunity to engage the trainee and staff either proactively or reactively.. A good instructor or mentor will recognize the teachable moment and turn it into a positive opportunity rather than one that turns into an embarrassing situation for both. Good leadership and instructors are consistently engaged in the activity of their charges without micro-managing. On-the-job training will capitalize on the strengths of all trainees and mentors to correct areas of weakness in job performance. This type of training is useful when new products and methods are introduced or established procedures change. OJT builds on existing skills and knowledge to support competency in foundation skills that build to advanced skill sets. It can be a delivery method for teaching complex operations.

5. **ADDITIONAL METHODS.** Depending on particular circumstances, other methods of training may be useful :

- 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.

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L1004 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 instructor must be competent in their ability to both deliver and demonstrate the information. 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 of the Food Service Operation handbook, 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 must be previewed by the instructor regardless of the number of times previously viewed 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.

4. **TRAINING COST.** The Expenditure Log NAVSUP Form 1334 (Loss without Survey) may be utilized to expend up to \$100.00 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 \$100.00 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. Check with your TYCOM and Legal Representative prior to arranging any contracted training using specialized personnel.

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.

7. **PROFESSIONAL FOOD SERVICE CERTIFICATIONS.** Recognized professional certification can improve individual food service management and culinary competency when applied appropriately. Culinary Specialist guidance for qualifying credentials is located on the Navy

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COOL website. Access this site by logging onto <https://www.cool.navy.mil/>. Additional information is available from NAVSUP N42 Corporate Chef.

L1005 CURRICULUM

1. CULINARY SPECIALIST CURRICULUM. The present Culinary Specialist (CS) training curriculum was designed for optimal usage and is available on the NKO website. 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. All lesson plans will be updated annually by the Navy Food Management Team (SME's) subject matter experts and posted on the NKO website. The Navy Food Management Teams will manage the updates for the CS curriculum lesson plans to ensure they are updated with current and accurate information in line with NAVSUP policy. The need for the Food Service Officer and or the Leading CS to sign the lesson plans is not required. Lesson plans for food service attendant training will also be updated by NFMT's and posted on the NKO website for command optimal usage.

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.

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.

L1006 CROSS TRAINING/JOB ROTATION LOG

1. JOB ROTATION. 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. The recommended job rotation assignments should be six to nine months. 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.

L1007 FOOD SERVICE ATTENDANT TRAINING PROGRAM

1. FSA TRAINING. 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. The Food Service Operation Handbook, chapter 2, states that among the detailed duties assigned to the MDMAA, in conjunction with the medical department, is to

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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
 - c. Scullery: Operating the scullery equipment and handling the disposal of food waste
- Food Service Attendant training is covered in detail in the Food Service Operation Handbook, chapter 2 (Mess Deck Master-At-Arms Handbook).

L1008 EVALUATING A TRAINING PROGRAM

1. GENERAL. A successful training program is only as good as the objectives 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.

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 the trainee knows exactly what is expected. 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. Results should be used to measure instructor's effectiveness.

4. OBSERVING PERFORMANCE. The trainees' on-the-job performance may be evaluated by comparing the efficiency and the quality of their work to that of an experienced worker. For example, ask the trainee to prepare a specific 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 effectively delivered and retained.

FROM:_____TO:_____

Prepared By:_____ Reviewed By:_____

Approved By:_____

L-9

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Short Range Training Plan

CULINARY SPECIALIST DIVISION QUARTERLY TRAINING PLAN

Lesson Topic	Lesson Number	Date	Instructor

Prepared By: _____

Approved By: _____

Table 2

NAVSUP P-486 – Food Service Management**Report of Training Attendance****NAME:** _____**RECORD OF TRAINING ACCOMPLISHED INCLUDING ALL GMT'S**

Topic	Lesson #	Date	Init.

Table 3

NAVSUP P-486 – Food Service Management**Job Rotation Log**

Name: _____ Rate: _____

Date Reported On Board: _____

Job Assignments	Date Qualified	Date Started	Date Rotated	LCS Signature

Table 4

NAVSUP P-486 – Food Service Management**PART A: PROFESSIONAL CERTIFICATIONS AND NAVY COOL****L1009 INTRODUCTION**

1. PROFESSIONAL CERTIFICATION. Recognized professional certification may improve individual food service management and culinary competency when applied appropriately. Attaining industry recognized, accredited and professional certification reflects the highest level of professionalism in work experience, educational background and demonstrates a dedication to continuing education and skills development.

L1010 NAVY COOL ENLISTED CREDENTIALING PROGRAM

1. NAVY COOL. Navy COOL is the enlisted credentialing program designed to further develop the personal and professional capabilities of our sailors. This Web-based hub catalogs and defines comprehensive information on occupational credentials - including certifications, qualifications, licenses, and growth opportunities - correlating with every Navy rating, job, and occupation. It provides "how to" instructions for pursuing these credentials, links to credentialing organizations, and cross-references to programs that may help Sailors pay for credentialing fees, such as Tuition Assistance, Montgomery GI Bill, and the Defense Activity for Non-Traditional Education Support (DANTES). It also has links to the United Services Military Apprenticeship Program (USMAP) and college information for Sailors. For example, in the CS community, there is culinary credentialing through the American Culinary Federation, Inc. (ACF), management credentialing with the International Food Service Executive Association (IFSEA) and sanitation (ServSafe) through the National Restaurant Association (NRA).

Culinary Specialist guidance for qualifying credentials is located on the Navy COOL website. You can access this site by logging onto <https://www.cool.navy.mil/> and clicking on the "Credential Search" page. Guidance for reimbursement information and eligibility guidelines is provided on the "Costs and Resources" page.

L1011 PROFESSIONAL ORGANIZATIONS

1. INDUSTRY FOOD SERVICE ASSOCIATIONS. There are many organizations/associations representing the professional foodservice industry. Foodservice industry organizations/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 foodservice and culinary associations providing professional certification. For additional information and support to select the appropriate certification contact NAVSUP Foodservice division; see the NAVSUP P-476 for an updated list of NAVSUP/N42 personnel for more information.

2. AMERICAN CULINARY FEDERATION (ACF). Mission Statement: To make a positive difference for culinarians through education, apprenticeship, and certification, while creating a fraternal bond of respect and integrity among culinarians everywhere.

Website: www.acfchefs.org

Address: 180 Center Place Way, St. Augustine, FL 32095

Phone: (904) 824-4468, (800) 624-9458, Fax (904) 825-4758

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Levels of Certification: A variety of certifications levels are available based on work experience, education and skills. Requirement for each level are located on the website:

Entry Level Culinary Certification (E2-E4)

- a. Certified Culinarian (CC)
- b. Certified Pastry Culinarian (CPC)

Working Level Culinary Certification (E4-E7)

- a. Certified Sous Chef (CSC)
- b. Certified Working Pastry Chef (CWPC)
- c. Certified Chef de Cuisine (CCC)

Culinary Educators/Trainers Certification (E6-E9)

- a. Certified Culinary Educator (CCE)
- b. Certified Secondary Culinary Educator (CSCE)

Executive Level Culinary Certification (E7-E9)

- a. Certified Executive Chef (CEC)
- b. Certified Executive Pastry Chef (CEPC)

3. INTERNATIONAL FOOD SERVICES EXECUTIVE ASSOCIATION (IFSEA)

Mission Statement: IFSEA is a multifaceted service organization for the professionals of the hospitality industry; IFSEA's mission statement is to enhance the careers of its members through professional and personal growth.

Website: www.ifsea.com

Address: 4955 Miller Street, Suite 107, Wheat Ridge, CO. 80033

Phone: (800) 893-5499

Levels of certification: Use the website link above to find the latest certification information for culinary professionals.

L1012 OTHER INDUSTRY RECOGNIZED PROFESSIONAL FOOD SERVICE ORGANIZATIONS

1. CERTIFICATIONS. The following are some of the many Certification Programs available and approved for Funding listed on Navy COOL. Check Navy COOL often since this listing may change throughout the year.

- Retail Bakers Association: www.retailbakersofamerica.org/index.php
- Association of Nutrition & Foodservice Professionals: www.anfonline.org/
formally: Dietary Managers Association
- American Hotel and Lodging Educational Institute (AHLA): <https://www.ahlei.org/>
- Institute of Certified Professional Managers (ICPM): www.icpm.biz/
- National Environmental Health Association (NEHA): www.neha.org/index.shtml
- National Registry of Food Safety Professionals (NRFSP): www.nrfsp.com/
- Culinary Institute of America: www.ciaprochef.com/

2. OTHER PROFESSIONAL FOODSERVICE ORGANIZATIONS. The following are other professional foodservice organizations that may offer training programs associated with culinary certifications:

- American Personal Chefs Association: <http://www.personalchef.com/>
- United States Personal Chefs Association: www.uspca.com/
- National Restaurant Association (NRA): www.restaurant.org
- International Association of Culinary Professionals, <http://www.iacp.com/>

Women Chefs and Restaurateurs, <http://www.womenchefs.org/>

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**APPENDIX M:
ABBREVIATIONS & CURRENT DIRECTIVES AND
PUBLICATIONS**

Part A: ABBREVIATIONS AND CURRENT DIRECTIVES AND PUBLICATIONS

Abbreviations	<u>M1000</u>
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Appendix M: ABBREVIATIONS & CURRENT DIRECTIVES AND PUBLICATIONS

Part A: ABBREVIATIONS AND CURRENT DIRECTIVES AND PUBLICATIONS

M1000 FOOD SERVICE ABBREVIATIONS

ADT	Active Duty for Training
AFRS	Armed Forces Recipe Service
AOR	Area of Responsibility
BAS	Basic Allowance for Subsistence
BDFA	Basic Daily Food Allowance
BIB	Bag in Box
BUPERS	Bureau of Naval Personnel N10
CAC	Common Access Card
CAL	Calories
CARGO	Consolidated Afloat Requisitioning Guide Overseas
CCA	Cash Collection Agent
CFF	Commander Fleet Forces
CHO	Carbohydrate
CLF	Combat Logistics Forces
CNIC	Commander Naval Installation Command
CNO	Chief Naval Operations
CO	Commanding Officer
COR	Contracting Officer's Representative
COTS	Commercial Off the Shelf System
CPO	Chief Petty Officer
CRR	Cost Recovery Rate
CS	Culinary Specialist
CTF	Commander Task Force
CWM	Catch Weight Multiple
CWO	Chief Warrant Officer
DFAS	Defense Finance and Accounting Office
DOD	Department of Defense
DOP	Date of Pack
DLA	Defense Supply Center Philadelphia
DRMO	Defense Reutilization and Marketing Office
ENABLER	Automatic Head Count Upload System
ESM	Essential Station Messing

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EUM	Essential Unit Messing
FAR	Federal Acquisition Regulation
FBO	Food Beverage Officer
FCA	Fleet Concentration Areas
FIAR	Financial Improvement Audit Readiness
FIC	Food Item Code
FIFO	First In First Out
FLC	Fleet Logistics Center
FMR	Financial Management Regulation
FOUO	For Official Use Only
FSM	Food Service Management
FSO	Food Service Officer
FTS	Full Time Support
GLS	Global Logistics Support
GM	General Mess
G4G	Go For Green
GWC	Galley Watch Captain
HACCP	Hazardous Analysis Critical Control Point
ICO	Installation Commanding Officers
IDL	International Date Line
IDT	Inactive Duty Training
IMET	International Military Education Training
INSURV	Board of Inspection and Survey
ISIC	Immediate Superior in Command
ITD	Inspection Test Date
JOD	Bulk Storeroom Custodian
JSM	Joint Service Manual
LCS	Littoral Combat Ship
LCS	Leading Culinary Specialist
LOA	Line of Accounting
LPO	Leading Petty Officer
LSN	Local Stock Number
LSR	Logistic Support Representative
LST	Logistic Support Team
MAA/ MDMAA	Mess Decks Master at Arms
MIL-STD	Military Standard
MIO	Maritime Interdiction Operations
MIPR	Military Interdepartmental Purchase Request
MLL	Master Load List
MOA	Memorandum of Agreement
NAVEDTRA	Naval Education and Training
NAVSUP	Naval Supply Systems Command
NAVSUPNOTE 7330	Quarterly Guidelines and Procedures for Food Service Financial

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	Accountability
NFMT	Navy Food Management Team
NFS	Navy Family Support
NIAPS	Navy Information Application Product Suite
NIS	Not in Stock
NSCM	Navy Standard Core Menu
NSN	National Stock Number
OIC	Officer in Charge
OMN	Operational Maintenance Navy
ORF	Official Representation Funds
ORM	Operational Risk Management
OSO	Other Supply Officer
P	Publication
PAA	Property Accounting Activity
PCO	Prospective Commanding Officer
PCS	Permanent Change of Station
PCU	Prospective Commissioning Unit
PII	Personal Identification Information
PMA	Preventive Medicine Authority
POS	Point of Sale
POW	Prisoner of War
PQDR	Product Quality Discrepancy Report
PRF	Purchase Ration Factor
PRO	Protein
PSD	Personnel Support Detachment
PV	Prime Vendor
RAS	Replenishment at Sea
RDD	Required Delivery Date
REP	Representative
RIK	Rations in Kind
ROD	Report of Discrepancy
RSC	Regional Supply Center
RWC	Receipts with Charge
RWOC	Receipts without Charge
SALTS	Standard Automated Logistics Tool Set
SDN	Standard Document Number
SF	Standard Form
SIK	Subsistence in Kind
SMC	Supply Management Certification
SMD	Ship's Manning Document
SOP	Standard Operating Procedure
SPV	Subsistence Prime Vendor

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SRSS	Submarine
STARS	Standard Accounting and Reporting System
STORES	Subsistence Total Order Receipt and Electronic System
TAA	Temporary Afloat Assignment
TAD	Temporary Additional Duty
TAR	Training and Administration of Reserves
TFA	Temporary Field Assignment
TYCOM	Type Commander
UMD	Unmatched Disbursements
USDA	United States Department of Agriculture
XO	Executive Officer

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Adequate Food Storage and Preparation Facilities. A determination made by the Secretary concerned or designee that the facilities are sufficient to allow for sanitary food storage and preparation of nutritious meals. Suggested guidelines for adequate food storage and preparation facilities are those facilities that are near, but separate from the bedroom and bathroom and comprised of a refrigerator with freezer, a conventional oven or microwave, a cook-top with at least two electric or gas burners, a kitchen sink, and a dry food pantry or storage cabinets and a dining table or counter with chairs.

Appropriated Fund (APF) Dining Facility. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, dining facility, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded totally by appropriated funds. It excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess, and all similar terms.

Close Geographic Proximity. Installations and/or bases within local commuting distance of each other.

Essential Station Messing (ESM). Messing declared by the installation, base, or station commander responsible for single Government quarters; that is essential to operate the appropriated fund dining facility efficiently and economically; or that is necessary for the health and safety of enlisted personnel permanently assigned to single quarters.

Essential Unit Messing (EUM). Any group messing that an appropriate authority (the Secretary concerned or, for a JTF, the Combatant Commander or JTF Commander concerned) declares essential for operational readiness, military operations or effective training where members are required to eat Government-furnished meals. Members shall be in a travel status and are entitled to travel reimbursement for incidental expenses, but not for subsistence. Designation for essential unit messing shall apply only to organizational units and to operational elements and detachments, not to individual Service members.

Field Duty. Any maneuvers, war games, field exercises, or similar operations where a member is assigned to a unit being subsisted in a dining facility operated by or on behalf of the U.S. Government or with an organization drawing field rations. Members may be on per diem orders.

Government-Furnished Meals. All meals that are provided as subsistence in kind, or meals or rations furnished by or on behalf of the U.S. Government. Meals or rations furnished without charge by a Government contractor or a foreign government, or through a fellowship, grant or intern program while a member is receiving basic pay, either under the terms of a contract or agreement or on a complimentary basis, are considered to be furnished on behalf of the U.S. Government.

Pay As You Go. Applies to members who are charged for only the meals that they actually eat in an APF dining facility.

Sea Duty. Service performed in a self-propelled vessel with berthing and messing facilities that is in an active status, in commission, or in service. Applies to members who are either permanent party or aboard for temporary duty.

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Subsistence in Kind. Furnished meals or rations provided at no charge to members not entitled to BAS from an appropriated fund dining facility or who are subsisted at no charge on behalf of the Government.

M1002 Master List of Food Service Publications

The following provides an updated list of all current food service publications as well a list of cancelled pubs and instructions. Please review your food service library to ensure you have the most current pubs on hand. This list of publications may be updated periodically throughout the year. To ensure you have the most recent list of publications go to the Food Service Page on the NKO and download as required.

FOOD SERVICE NOTICES, PUBLICATIONS, MESSAGES (Keep a minimum of 24 months)

NAVSUP NOTE 7300 Quarterly	Quarterly Guidelines and Procedures for Food Service Financial Accountability
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CS LESSON PLANS (50)	For CS Training Programs
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FOOD FLASHES	Food Service Policy Updates
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ALFOODACTS	DLA Guidance For Subsistence
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<u>PUBLICATIONS</u>	<u>NOMENCLATURE</u>	<u>STOCK NUMBER</u>	<u>APPLICABILITY</u>
NAVSUP P-7 BASIC Aug 03	Armed Forces Recipe Service	0530-LP-188-7300	ASHORE/AFLOAT
NAVSUP P-7 Aug 03	Index of Armed Forces Recipes	0530-LP-011-3090	ASHORE/AFLOAT
NAVSUP P-476	Navy Food Service Newsletter	Issued Quarterly	ASHORE/AFLOAT
NAVSUP P-486 REV 8, Aug 2016	Food Service Management General Messes Vol 1 & 2	0530-LP-011-1940	ASHORE/AFLOAT
NAVMED P-5010-1 TBMED 530 30 Apr 2014	Tri-Service Food Code	On Line	ASHORE/AFLOAT
NSWCCD S6161-Q5-CAT-010	Naval Shipboard Food Service Equipment Catalog	<a href="http://usnhabeqptcatal
og.gdit.com/fsc/home.
asp">http://usnhabeqptcatal og.gdit.com/fsc/home. asp	AFLOAT
FSC GROUP 89	Federal Supply Catalog	<a href="http://www.dla.mil/troopsupp
ort">www.dla.mil/troopsupp ort	ASHORE/AFLOAT
NAVSUPINST 4355.10A, 28 Sep 06	Veterinary Surveillance Inspection of Subsistence	0526-LD-052-1730	ASHORE/AFLOAT

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NAVSUPINST 4355.4H 21 Feb 05	Veterinary/Medical Food Safety, Quality Assurance Lab Service	0526-LD-103-9902	ASHORE/AFLOAT
NAVSUPINST 5061.2AR, 2016	Ney Memorial Awards Program	0526-LD-100-8272	ASHORE/AFLOAT
NAVSUPINST 10110.8C, 2 Jul 08	DoD Hazardous Food and Non-Prescription Drug Recall System	0526-LD-052-3010	ASHORE/AFLOAT

BUPERS, DOD, OPNAV, SECNAV Instructions, are available via the Web www.npc.navy.mil

OPNAVINST 5090.1D 1 Oct 2014	Environmental Readiness Program		AFLOAT
OPNAVINST 7220.13 20 Dec 2005	Military Per Diem Rates		ASHORE/AFLOAT
OPNAVINST 4061.4 Mar 2008	Food Service Safety Program		ASHORE/AFLOAT
OPNAVINST 1700.16B 7 Jul 2015	Alcohol Beverage Control		ASHORE/AFLOAT
SECNAVINST 4355.18A 6 Aug 2001	Reporting of Supply Discrepancies		ASHORE/AFLOAT
OPNAVINST 1306.3B 14 Sep 2007	Guidance for use of Enlisted Aids		ASHORE
SECNAVINST 1306.2D 22 Dec 05	Utilization of Enlisted Aides on Personal Staffs		ASHORE/AFLOAT
SECNAVINST M-5216.5 Jun 2015	DON Correspondence Manual		ASHORE/AFLOAT
CNICINST 1710.3 14 Jan 13	Operation of Morale, Welfare and Recreation Programs		ASHORE
SECNAVINST 7042.7K 14 Mar 06	Guidelines for Use of Official Representation of Funds (ORF)		ASHORE/AFLOAT
DOD 7250.13 30 Jun 09	Use of Appropriated Funds for Official representation Purposes		ASHORE/AFLOAT

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CULINARY SPECIALIST TRAINING PUBLICATIONS

Nutrition for Foodservice and Culinary Professionals (7th Edition), ISBN-10: 0-471-59976-X	ASHORE/AFLOAT
On Cooking (5 th Edition), Publisher: Prentice Hall, ISBN-10: 0132111985	ASHORE/AFLOAT
On Baking (3 rd Edition), Publisher: Prentice Hall ISBN-10: 0132374560	ASHORE/AFLOAT
Culinary Fundamentals, Publisher: Prentice Hall ISBN-10: 0131180118	ASHORE/AFLOAT
Baking Fundamentals, Publisher: Prentice Hall ISBN-10: 0131183516	ASHORE/AFLOAT
Knife Skills for Chefs (Paperback), Publisher: Prentice Hall ISBN-10: 0131180185	ASHORE/AFLOAT

*** Available via open purchase through local book stores.**

NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER

****NOTE**** Naval Advancement Center Website is now:

<https://www.nko.navy.mil/potal/careermanagement/navyadvancementcenter>

Nonresident Training Courses (NRTC) website: <https://www.courses.netc.navy.mil>

FOOD SERVICE FINANCIAL INSTRUCTIONS, DIRECTIVES, REGULATIONS AND INSTRUCTIONS

Department of Defense Financial Management Regulation 7000.14-R
Food Service Program, VOL 12, CH 19, Jul 2013

Department of Defense Financial Management Regulation 7000.14-R
Subsistence Allowance, VOL 7A, CH 25, May 2015

Department of Defense Directive 1418.05
Basic Allowance for Subsistence (BAS) Policy, 23 Apr 2007

Department of Defense Instruction 1338.10
Department of Defense Food Service Program, 12 Sep 2012

Manual for the Department of Defense Food Service Program - 1338.10-M, 2 Dec 2014

Naval Military Personnel Manual NAVPERS 15560D

MILPERSMAN 1746-010 & 020 MILPERSMAN 7220-140, 150, 160, 170, 182, & 190 (Basic
Allowance for Subsistence)

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FOOD SERVICE MANAGEMENT GENERAL MESSAGES
NAVSUP P- 486 VOL I SUMMARY OF CHANGES

Publication Changes

Changed NAVSUP 51 to NAVSUP N42 or NAVSUP 423

Changed Defense Supply Center Philadelphia (DSCP) to Defense Logistics Agency (DLA)

Changed OPNAVINST 3120.32C to OPNAVINST 3120.32D

Changed all DOS FSM Charts, Figures, Displays, Examples to new Charts, Figures, displays and examples from FSM3

Changed Fleet Industrial Supply Center (FISC) to Fleet Logistics Center (FLC)

Added DODM 1338.10M as a reference

Added TRI Service Food Code as a reference

Modified financial records accountability file from indefinite to 10 years

Added Financial Improvement Audit Readiness (FIAR) compliancy

Chapter 1

PART A: 1000 – 1008

1000 Modified DoD instruction 1338.10 date and policy statement for Rations-in Kind (RIK)

1001 Added Ethics information from Article 1158 of Navy regulations, Chapter 11, Section 5

1004 Added NAVSUP Global Logistics Support (GLS)

1006 Modified General Mess Establishment Request

1007-1013 Alternate Feeding, Temporary Closure, Permanent Closure for afloat and ashore modified.

PART B: 1100 – 1117

1100-1101 Modified duties and responsibilities Commanding Officer, Executive Officer

1102 Added ALFOODACT to medical representative assist listing and modified Army Vet responsibilities

1103-1105 Modified Supply Officer/FSO duties and responsibilities

1106-1107 Modified duties of the Leading Culinary Specialist, Galley Captain, Records Keeper, Stores Operator, Cashier and Cash collection Agent

1108 Added statement for CS performing the duties of the Mess Deck master at Arms (MDMAA).

1109 Made changes to Manpower usage policy

1110/1111 Added time loss factors in food service operations. Modified manning percentage rates for CS manpower. Made time-loss factor changes for manpower evaluations

1113 Added Financial Improvement Audit Readiness (FIAR) policy and Key Control Objectives

1114 Modified policy for loss of funds

1116 Added Supply Management Certifications/Inspections (SMC/SMI) to NFMT assist visits

1117 Updated Board of Inspection and Survey (INSURV) websites

1118 Added 5 Star Accreditation information

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PART C: 1200 – 1204

- 1200 Policy change for recording temperatures of refrigerated spaces on the NAVSUP 1090
- 1201 Changed key security requirements for accountable food items and accountable spaces

Chapter 2

PART A: 2000 – 2003

- 2001 Added FSO as approval officer for the sale of meals in GM
- 2003 Changed Certification Letters policy removing Coast Guard, FTS/TAR, ROTC and Naval Academy from the requirement listing. Modified all examples relating to Certifications
Created new Certificate of Ration Forms

PART B: 2100 – 2107

- 2100 Updated personnel entitled to rations in kind

PART C: 2200 – 2202

- 2200 Changed distribution information for the NAVSUPNOTE 7330
- 2201 Removed statement for advanced meal ticket sales
Updated policy for DD Form 1544 to ensure original serialized forms are used and filled out correctly
Updated policy for Cash Meal Payment Sheet Register and the Cash Meal Payment Sheet for cash collections in the general mess
Common Access Card Policy Change CNIC
- 2202 Added Cash Collection Voucher (DD Form 113) to be used for all deposits.
Accelerated reporting requirements added
Updated deposits with Navy Cash
Requirement for collection documents added to ensure correct line of accounting is used to minimize unmatched disbursements.

PART D: 2300 – 2307

- 2300 Updated field mess rations entitlements, to include the Essential Unit Messing definition
- 2302 Meal Pass requirements modified to include E-Track, Enabler system.
- 2307 Audit Board information changed

PART F: 2500 – 2504

- 2501 Removed fixed price list from guidance and modified operational rations
Modified special food allowance

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2503 Modified monetary ration

PART G: 2600 – 2604

2600 Modified night meals and mid-rations

2603 Moved Operational Rations to Chap 1 of the NAVSUP P486, VOL 2 in the Special Meal Section

Chapter 3

General Moved all nutrition information to NAVSUP P486, VOL 2

3000 Updated nutritional program information to include: 2010 Dietary Guidelines for Americans, 2011 My Plate, National Academy of Sciences Dietary Reference Standards, DoD Nutritional Standards, Go For Green Program and USDA Age Serving Size Standards.

Added Navy Operational Fitness and Fueling Series Standards and Operation Supplement Safety information. Inserted Operational Fitness and Fueling posters

Added Joint Subsistence Policy Board DoD Menu Standards. Also inserted DoD Menu Standard Guideline Posters, Go For Green Posters and Criteria References, Foods from My Plate represent at each meal

Modified information for the AFRS to include the guideline and index cards.

Modified recipe classification for scratch, speed scratch and prepared/advanced food process and preparation

3000-3104 Updated Menu reviews and meal attendance predictions, ashore and afloat from manual to auto in FSM

Added format examples for menu production and menu review boards

Changed policy guidance and templates for the production of the Navy Standard Core Menu and the NSCM design

Updated path for menu submission, new ingredient requests and sole source justification for ashore and afloat following the Navy CPI process

Added Readiness Officer Guidelines

Added menu revision, refresh and release policy for the Navy Standard Core Menu (NSCM)

Added m-Neat tool web link and information for nutrition

Updated 1080 guidelines and submission policy

Chapter 4

4100 - 4105 Updated general subsistence prime vendor contract and lead time information

Removed Streamline Automated Logistics Transmission System (SALTS) process for customer orders requirements

Modified receipt processing policy and profile set up in Subsistence Total Order Receipt and Electronic System (STORES) and updated PV delivery information for FSM

Updated Inventory Levels Ashore and endurance levels

4101- 4102 Modified food service procurement procedures for PV foods and non PV food items

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- 4102 Updated requisition policies based on Sources of Subsistence to include open purchases and purchases from approved sources
Updated link to Veterinary Services to Subsistence Home Page
Updated ship store sales
Food purchase from sources other than from the Master Load List (MLL)
SECNAV directed improvement of Husbandry Service Providers (HSP) processes and contracting vehicles and to comply with Food Service Financial Improvement Audit Readiness (FIAR) policy rescinding contacting authority on ships to negotiate contract terms & conditions except to safeguard the safety and health of their command in the event of exigent circumstances.
Added Requisition Routing Sheet
Added guidelines on Cross Referencing receipts
Removed DDFORM 1155 process
- 4105 Moving Preservation-Packaging and Packing for Food Items to NAVSUP P486, VOL 2
- 4200 - 4202 Modified instruction for generating the DD Form 1149

Chapter 5

- 5000 - 5002 Updated the validation of the receipts process and receipt document processing
Modified first in-first out storeroom instruction and inventory process
- 5000 - 5009 Updated Report of Discrepancy (ROD) guidance and procedures for submission
- 5100 - 5109 Updated Defense Logistics Agency (DLA) Troop Support Contact Information
Modified Army Vet Responsibilities
Added Berry Amendment information
Modified subsistence inspection procedures
Changed contact instructions for subsistence deliveries
Deleted PV markup and modified cost recovery rates
Updated information for subsistence discrepancies after receipt to include the modification of the Supply Discrepancy Report (SF 364) to report delivery problems of food items
- 5200 - 5209 Removed DDFORM 1155 Indefinite delivery contract-no longer applicable
Modified contact for shipment shortages
Updated policy for shipment overages and information for ship schedule changes
Added policy for port clearance for food products
- 5300 - 5303 Added information for nonhazardous food items and reporting procedures
Added reporting procedures for the ROD (Standard Form 364)
Added photo requirement for hazardous food items process
Modified contact information for hazardous food samples and tests
Updated actions relating to ALFOODACT messages and food alert messages
- 5400 - 5403 Changed Price adjustments for food items, rounding deleted and carrying four places added

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Added instructions for receipt posting errors on the NAVSUP Form 367

5500 - 5501 Removed indefinite deliveries – no longer valid

5700 - 5704 Removed invalid temperature for frozen foods

Modified information for Non and Semi-perishable food items

5800 - 5804 Modified regulation for disposal of foreign stores and the “24 hour rule”

Chapter 6

6000 - 6003 Modified requirement for a Loss without Survey (NAVSUP Form 1334)

Added DD Form 200 Approving Authority

Updated info for DD 200 approval and document number and reporting process

Updated ALFOODACT survey reporting

Changes made to Financial Liability Officer appointment information and board information

6200 - 6206 Added catch weight multiple/steps

6300 - 6306 Modified billing policy (NAVSUP Form 1282 and DD Form 1149)

Modified Sales entry to include MIPR, NAVCOMPT 2275 and NAVCOMPT 448

Chapter 7

7000 - 7004 Removed Level of Procurement (LOP)

Deleted Procurement Trends

Added new FSM forms

Updates 1359 cost codes, country codes and source code updates

Modified Ration Breakdowns ashore utilizing the enabler system

7100 - 7103 Modified Inventory Level information. Introduced an Inventory Management Program

Changed the inventory requirement dates/distribution and changed the policy for inventories and inventory worksheets

7200 - 7204 Removed and modified records to support record close out

Modified Price Adjustments

7300 - 7305 Added billing discrepancies

Updated retention of records

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Appendix A	Removed and replaced with new FSM Guidelines
Appendix B	Added forms relating to the Navy Standard Menu
Appendix C	New Appendix, added audit form examples
Appendix D	Modified letters relating to policy changes
Section 1	Updated training program information to include: instruction competencies, instructor relationships, training methods, training aids and curriculum
Section 2	Updated professional food service certifications and Navy COOL Credentialing program Modified professional organizations to include address updates and certification levels Added Navy COOL Enlisted Credentialing Program Added approved certification funding listing
Appendix E	Modified guidance for the use of Culinary Specialist for Change of Commands
Appendix F	Modified Army Veterinary Services responsibilities
Appendix G	Deleted old categories of authorized sales no longer valid
Appendix H	Modified NFMT training visit requirements
Appendix I	Updated checklist to include new guidance from NAVMED P5010 Tri-Service Food Code, Go For Green program, FIAR compliancy
Appendix J	Updated designation requirements for the accountability of the Food Service Officer Modified Food Service Officer's responsibilities Modified Accountability and Control requirements for the Food Service Officer position Inserted guidance for cashless collection of Officer's Mess Bills
Appendix K	Changed operational rations ordering procedures, fund citation fund codes, inventory levels and stock rotation requirements
Appendix L	Updated Master Listing of Food Service Publications Added or modified: publication listing, BUPERS, DOD, OPNAV, SECNAV instructions, Culinary Specialist Training Publications and Food Service Financial instruction/directives