



MASTER FILE

DEPARTMENT OF THE NAVY

NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 4061.13M
N01GALLEY
18 May 00

NAVPHIBASELCREEK INSTRUCTION 4061.13M

Subj: INSTRUCTIONS AND PROCEDURES FOR THE ISSUE OF BOX MEALS

Ref: (a) NAVSUP P-486, Paragraph 2606

Encl: (1) Box Meals Request

1. Purpose. To publish regulations and procedures concerning the furnishing of rations to personnel subsisting at the Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) General Mess when their assigned duty prevents them from returning to the General Mess for a regular meal. Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 4061.13L.

3. Authority

a. In accordance with reference (a), box lunches are authorized for issue to personnel entitled to Ration-in-Kind when assigned to duty that prevents them from returning to the General Mess for regular meals. Personnel receiving BAS will pay cash for each bag lunch received. When box lunches are utilized, they will be accounted for as a regular General Mess meal.

4. Perishable Foods. Many fresh foods are highly perishable and will spoil if there is a lag in time between preparation and consumption. Holding times and temperatures, particularly for all protein foods, must be adhered to rigidly. The Bureau of Medicine and Surgery has ruled that not more than four hours cumulative time can elapse between preparation and consumption unless refrigerated below 40°F or heated above 140°F. Any deviation from this ruling will greatly increase the risk of food borne illness. In the event above time limitations cannot be complied with, box lunches shall not be requested.

5. Submission of Requests. Commands requiring box lunches must submit enclosure (1) a minimum of three working days prior to the date the box lunches are required. Emergent requests will be handled on a case-by-case basis. The NAVPHIBASE LCREEK Food Service Storefront Manager (telephone 462-7546/7624) should be contacted when there is any change in regards to time of pick-up.

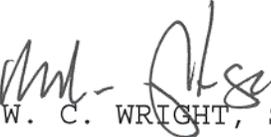
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6. Enlisted Personnel Receiving Commuted Rations. Box lunches may be provided for enlisted personnel receiving commuted rations (COMRATS) at the actual cost of the menu selected. Payment shall be made at Torgerson Hall, Building 3607, to authorized cash collection personnel prior to or at the time the box lunches are required. Checks must be made out to the U.S. Treasurer. Receipts obtained at the time of payment must be presented at the time the box lunches are picked up. No personal checks are authorized.

7. Officers. Box lunches are authorized for officers provided they meet requirements outlined in appendix F of reference (a). All other provisions listed above apply to the issuance of box lunches.


W. C. WRIGHT, Sr.

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

List IA, IB (1,1A, 2, 2A, 3, 3A only), IC, ID - Case A

List II

Stocked by:

Commanding Officer

Naval Amphibious Base Little Creek

2600 Tarawa Court, Suite 100

Norfolk, VA 23521-3297

22 JAN 2001

MEMORANDUM

Date: _____

From: _____
 To: NAB Little Creek Dining Facility, Store Front Manager

Subj: REQUEST FOR BOX LUNCH RATIONS

Ref: (a) NAVSUP P-486, Volume 1, Paragraph 2601

Encl: (1) Meal Signature Record (NAVSUP Form 1291) (if applicable)

1. As per reference (a), Commanding Officers will ensure that only personnel entitled to Rations-In-Kind receive food at government expense from the general mess. Enlisted personnel receiving COMRATS or BAS, Ranks of E7 – E9 and Officers will pay the published sale of meal rates as published in the quarterly NAVSUPNOTE 7730 and by the latest NAVSUP message. **Request for box lunch/meals-to-go rations must be submitted no less than THREE WORKING DAYS prior to the pick-up date to allow for proper thawing and preparation of products.**

2. Date of box lunch pick-up: _____ Time of pick-up of rations: _____

3. Requesting commands/departments point-of-contact (POC) for the payment of and the pick-up of rations:

Rate/Rank: _____ Name: _____ Phone: _____

4. The breakdown of personnel requesting box lunches/meals-to-go (use enclosure (1) if applicable):

(A) Category of Personnel	(B) Number of personnel receiving meals	(C) Sale of Meal Rate charge	(D) Surcharge	(E) Total Meal Cost	(F) Total Cost
Rations-In-Kind (Chow Pass) (list names on NAVSUP 1291)		NONE	NONE	NONE	NONE
Enlisted personnel on COMRATS or BAS, Rank of E7 - E9 and Officers		\$2.65	\$ 0.55	\$3.20	(B x E = F)
Grand Total					

5. Total rations requested (total of (B)): _____ Total cash due is (total of (F)): \$ _____

6. I certify the controls required by reference (a) and paragraph 1. will be strictly followed ensuring that only authorized personnel entitled to Rations-In-Kind receive meals at government expense from the general mess. Note, both the NAVSUP Form 1291 and the total cash due for the sale of meals (published quarterly) must be turned in to the Store Front Manager or their representative with this memorandum.

7. Sanitation. All food should be considered potentially hazardous. The majority of foodborne illnesses can be traced to one or more of the following; food that has been prepared too far in advance of serving; disregard of time and temperature factors; poor refrigeration; lack of adherence to personal hygiene standards. The growth of microorganisms can be prevented or retarded through proper time and temperature control. The rule of thumb in food service is the 4 hour rule, which states that the maximum amount of time potentially hazardous food may be held (left out of refrigeration or heat) with an internal temperature between 40* and 140* is 4 hours. Beyond the 4 hour time limit, pathogenic bacteria are capable of producing sufficient number of microorganisms to cause illness.

 Signature of command/departments requesting official
 (Rank of E7 or above)

Approved / disapproved by Store Front Manager:	
NAVSUP 1291 for RIK's and CASH for the sale of meals received by:	
Command/department POC certifies that all box lunches/meals-to-go requested was received by:	

Enclosure (1)