



MASTER FILE
DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
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NORFOLK, VIRGINIA 23521-3297

FILE COPY

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 4061.21
N01GALLEY
27 May 99

NAVPHIBASELCREEK INSTRUCTION 4061.21

Subj: PROCEDURES FOR THE ISSUE AND CONTROL OF MEAL PASSES
(NAVSUP FORM 1105)

Ref: (a) NAVSUP PUB 486, Paragraph 2302 Part 1
(b) MILPERSMAN 2640180

Encl: (1) Meal Pass Procedures
(2) Commands Authorized to Issue Meal Passes (NAVSUP Form 1105)
(3) Mass or Captive Feeding
(4) Procedures for Review of Meal Passes

1. Purpose. To promulgate procedures for the issuance and control of Meal Passes (NAVSUP Form 1105), as required by references (a) and (b).

2. Background. This instruction applies to all enlisted personnel entitled to Rations-in-Kind (RIK) or Commuted Rations (COMRATS) while assigned to a Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) department, storefront, or a resident command. The possession of a meal pass entitles the holder to consume meals at government expense if authorized RIK in any General Mess. Therefore, it is incumbent upon each command to ensure that only those enlisted members entitled to receive such meals are issued and permitted to retain meal passes.

3. Action

a. The Officer in Charge, Personnel Support Activity Detachment (PERSUPPDET) Little Creek will issue and control meal passes in accordance with the instructions contained in enclosure (1) for all commands serviced by their PERSUPPDET, with the following exceptions:

(1) Expeditionary Warfare Training Group, U.S. Atlantic Fleet (EWTGLANT).

(2) School of Music (Army Element only).

b. Commands listed in enclosure (2) shall issue and control meal passes for the personnel specifically identified in enclosure (2). These commands are requested to:

(1) Prefix meal pass serial numbers with the alpha code, listed in enclosure (2), and begin the serialization of meal passes with 0001.

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(2) Ensure that the Feeder Ration Data Report is submitted monthly to the Norfolk Regional Food Service Coordinator (RFSC).

(3) Use the procedures set forth in enclosure (3) for those personnel unable to eat at the General Mess or during normal meal hours (e.g., personnel who are on working parties, picnics, inpatients in sick bay, etc.). A Recapitulation of Meal Record (NAVSUP Form 1292) may be obtained from the NAVPHIBASE LCREEK Food Services Storefront Manager (FSSM).

c. The NAVPHIBASE LCREEK Management Support Office (N02MS) shall comply with the procedures outlined in enclosure (4).

d. The Officer in Charge, PERSUPPDET LCREEK will make distribution of serialized blank meal passes. Commands authorized to issue meal passes should submit a request indicating the number required for issue. It is the responsibility of PERSUPPDET LCREEK to requisition adequate stock from cognizance "I" stock points using stock number 0108-LF-052-9000 (blue), 9200 (green), 9300 (salmon), 9100 (pink), 9400 (white) and 9500 (yellow). Meal passes will be recalled and reissued periodically by PERSUPPDET LCREEK to safeguard against the possibility of unauthorized use. Recall and reissue must be accomplished within 18 months from the last recall or sooner, if necessary. When recall and reissue is to commence, PERSUPPDET LCREEK shall provide detailed guidance to ensure efficiency and timeliness of transition.

e. Any person damaging, lending, counterfeiting, or using a meal pass in an unauthorized manner shall be subject to disciplinary action in accordance with the Uniform Code of Military Justice.

4. Forms. NAVSUP Form 1105, Meal Pass, is stocked and issued by PERSUPPDET LCREEK. NAVSUP Form 1292, Recapitulation of Meal Record, S/N 0108-LF-501-2920; and NAVSUP P-2002 may be obtained from the NAVPHIBASE LCREEK FSSM. NAVPERS Form 1336/3, Special Request/Authorization, S/N 0106-LF-063-8633 may be requisitioned in accordance with NAVSUP P-2002.


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

MEAL PASS PROCEDURES

1. General. A Meal Pass (NAVSUP Form 1105) will be used to identify personnel authorized to eat in the NAVPHIBASE LCREEK General Mess at government expense.

2. Responsibility

a. PERSUPPDET LCREEK. The Meal Pass will be issued and controlled by PERSUPPDET LCREEK.

b. Host Activity (NAVPHIBASE LCREEK). The command operating the General Mess will establish policy and guidelines governing the issue and use of meal passes to ensure consistency by all resident activities utilizing the host's General Mess. The host command will specify the colors to be used for each category of personnel and coordinate procedures for controlling the issue of meal passes with their servicing PERSUPPDET.

3. Security

a. The possession of a meal pass entitles the holder to consume meals at government expense. It is therefore incumbent upon each command to ensure that only authorized enlisted members are issued and permitted to retain the NAVSUP Form 1105. Strict accountability will be maintained of on-hand stocks of meal passes.

b. Serial numbers will be accounted for in a Meal Pass Log Book, either upon receipt or when issued. The log will contain the following entries: Meal pass number, name, social security number, rate, issue date, expiration date, remarks, and a signature column.

c. Unissued meal passes will be provided positive security and will be kept under lock until issued. Accountability of meal passes will be checked during inspections and audits.

4. Issue

a. A meal pass will be issued to each enlisted member who is entitled to RIK. When a meal pass is issued to an individual, that individual's name, rate, and service number will be typed or printed in ink opposite to the pass number in the Meal Pass Log and the recipient will sign their name on the same line. Different color meal passes will be used to distinguish between the various categories of personnel as follows:

(1) Navy personnel (USN/USNR) - yellow.

(2) Naval Reserve (TAR) - yellow.

(3) Naval Reserve on Active Duty for Training (ACDUTRA) - yellow.

(4) Army personnel - white.

(5) Marine Corps personnel - white.

(6) Air Force and Coast Guard personnel - white.

b. Meal passes will not be issued to:

(1) Personnel entitled to Commuted Rations (COMRATS).

(a) Use of a "C" sticker affixed to an active duty identification card will indicate that an individual is drawing COMRATS and that appropriate charges should be made when utilizing the General Mess.

(b) Personnel performing ACDUTRA will have their original orders and one copy endorsed as follows: "AUTHORIZED TO SUBSIST IN THE NAVPHIBASE LCREEK GENERAL MESS. COMMUTED RATIONS AUTHORIZED. AUTHORIZATION EXPIRES _____."

(2) Personnel in a Transient Status. In lieu of any passes, the individual's original orders and a copy will be endorsed as follows: "AUTHORIZED TO SUBSIST IN THE NAVPHIBASE LCREEK GENERAL MESS. RATIONS-IN-KIND AUTHORIZED/COMMUTED RATIONS AUTHORIZED. AUTHORIZATION EXPIRES _____."

(3) Personnel receiving Basic Allowance for Subsistence (BAS) at the rate based on the non-availability of a government mess.

(4) Personnel receiving per diem.

(5) Inactive Reserve personnel. These personnel will be authorized messing in accordance with reference (b). Reservists performing group ACDUTRA will be fed under the mass feeding procedures and will not require individual meal passes.

5. Recall and Loss

a. Meal passes will be temporarily withdrawn from personnel departing on leave, travel, Temporary Duty, or Temporary Additional Duty. Meal passes will be surrendered to PERSUPPDET LCREEK and to all other resident administration offices when leave papers or orders are picked up. The original copy of the leave papers will be annotated as follows for RIK personnel: "Entitled to General Mess meals except during period of leave, meal pass number _____."

b. Meal passes will be permanently recalled from personnel who are detached from the command, or upon change in status (i.e., authorized COMRATS). When a meal pass is permanently recalled or lost, it will be destroyed/voided. If a meal pass is destroyed/voided the number from that meal pass will be cut out and taped over the appropriate number in the log. One single line will be drawn through the entry and the reason stating why the card is being voided (i.e., mutilated, expired, transferred, issued COMRATS, etc.) will be annotated in the remarks column. In no instance will the same number be assigned to a different member. If lost, a new pass series will be issued.

c. The FSSM will be advised by PERSUPPDET LCREEK when a meal pass is lost or stolen.

d. Personnel who lose their RIK meal pass must submit a Special Request Authorization (NAVPERS 1336/3) via their chain of command to PERSUPPDET LCREEK to receive a replacement. Personnel who have their meal pass confiscated by the General Mess are given a memorandum to take to PERSUPPDET LCREEK Customer Service Branch for replacement.

COMMANDS AUTHORIZED TO ISSUE MEAL PASSES (NAVSUP FORM 1105)

<u>ALPHA CODE</u>	<u>COMMAND</u>	<u>PERSONNEL</u>
A	PERSUPPDET LCREEK (for all commands serviced)	NAVPHIBASE LCREEK Departments/Storefronts/ Resident commands.
B	EWTGLANT	Navy/Marine Corp personnel.
I	School of Music (Army Element)	Army personnel.

MASS OR CAPTIVE FEEDING

1. General. At activities with mass or captive feeding, such as recruit centers, schools, brigs, and for groups fed outside the General Mess, the person in charge of a group of personnel will use a NAVSUP Form 1292, Recapitulation of Meal Record, to record the number of each category of personnel to be fed at the meal. They will compute the total, write an appropriate statement in the "Remarks" block such as "Mass Feeding - School," or "Mass Feeding - Picnic," and sign their name, grade or rate, and service number on the first signature line.

2. Mass Feeding in the General Mess. When a group is fed in the General Mess, the person in charge of the group will present the completed NAVSUP Form 1292 to the Master-at-Arms on the serving line before the first member enters the serving line. The Master-at-Arms will make a count of the group as it passes to verify the total, write "total verified," and sign their name on the second signature line. They will retain the NAVSUP Form 1292 and assemble it with appropriate NAVSUP Forms 1291, Meal Signature Record, for that meal.

3. Personnel Who are not Passing through the Serving Line. Meals furnished to personnel through the serving lines, such as working parties, inpatients of the dispensary or hospital, duty food service personnel, prisoners, and picnic or outing personnel, will be handled as mass feeding; however, persons eating individually in these cases will sign the NAVSUP Form 1291 and will be excluded from the count on the "Mass Feeding" NAVSUP Form 1292. A person conversant with their responsibility will be designated to prepare the NAVSUP Form 1292 and deliver it to the General Mess records keeper as soon as possible after the meal, and no later than the following morning. The General Mess records keeper will check the form to ensure that it is complete and will verify the total. They will write "checked" and sign their name on the second line.

PROCEDURES FOR REVIEW OF MEAL PASSES

1. Responsibility. The NAVPHIBASE LCREEK Management Support Office is responsible for ensuring compliance with the specified procedures and check-off lists contained in NAVSUPINST 7500.3 (Series) and the validation of signature head count totals.

2. Quarterly Check of Procedures. At least once each quarter, the NAVPHIBASE LCREEK Management Support Office will conduct an inspection to ensure that specified controls are being maintained over the issue and recall of the meal pass and that required security is provided for unissued stocks of meal passes. In order to check the integrity of controls on the issue and recall of meal passes, the NAVPHIBASE LCREEK Management Support Office will select, at random, a total of 25 meal pass numbers (or 5 percent, which ever is less) from the NAVSUP Form 1291, including resident activities, and check the numbers and accompanying signatures against the appropriate Meal Pass Log. The applicable names will then be checked against pay or personnel records to ascertain if all are eligible for RIK. A small sample of personnel in a leave status will be checked to ascertain that meal passes have been recalled. The NAVPHIBASE LCREEK Management Support Office will check, by observing a meal, to ensure eligibility of General Mess patrons; to ensure that signatures are being obtained; and that mass feeding is being documented (when applicable).

3. Review of Head Count Totals

a. The NAVPHIBASE LCREEK Management Support Office will:

(1) Verify the total on the monthly NAVSUP Form 1292 by comparison with the NAVSUP Forms 1291 and daily NAVSUP Form 1292.

(2) Make any required corrections, reconcile the corrections with the FSSM who will initial the changes and sign the monthly NAVSUP Form 1292 in the spaces provided.

(3) Deliver the NAVSUP Form 1292 to the FSSM and destroy the NAVSUP Form 1291 (except those for foreign personnel which will be returned to the FSSM for retention for one year).

b. The review of signature head count totals may be conducted monthly or quarterly at the option of the local command.

4. Reports to the Commanding Officer. A summary report of review findings will be made to the Commanding Officer, NAVPHIBASE LCREEK after each quarterly procedures check is conducted and will cite compliance/noncompliance with specified procedures. Deficiencies in controlling meal passes; checking the eligibility of dining patrons; and documenting mass feeding will be reported. When it is discovered that a person on COMRATS has consumed meals at government expense, a report will be made to the Commanding Officer of the command to which the individual is attached for appropriate action. The working papers from which the reports to the Commanding Officer were developed will be retained with a copy of the reports until reviewed during a subsequent inspection.

