



DEPARTMENT OF THE NAVY  
PERSONNEL SUPPORT ACTIVITY WEST  
937 NORTH HARBOR DRIVE  
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:  
PERSUPPACTWESTINST 4060.2A  
Code N3

JUN 09 2003

PERSUPPACT WEST INSTRUCTION 4060.2A

Subj: MEAL PASSES

Ref: (a) OPNAVINST 1000.23B  
(b) NAVSUP PUB 486  
(c) MILPERSMAN 1746-020  
(d) DODFMR, Vol 7A, Chap 25

Encl: (1) Meal Pass Log  
(2) Sample Meal Pass Log

1. **Purpose.** To establish standardized policy for issue and control of meal passes (NAVSUP Form 1105) within the Personnel Support Activity (PSA) West network and to ensure compliance with requirements set forth in references (a) through (d).
2. **Background.** A meal pass (NAVSUP Form 1105) is used to identify and control the various categories of personnel authorized to subsist from the General Mess.
3. **Cancellation.** PERSUPPACTWESTINST 4060.2.
4. **Responsibility**
  - a. **Personnel Support Activity Detachment (PSD).** Responsible for the procurement, actual issue, and control of NAVSUP Form 1105.
  - b. **Host Activity.** The command operating the General Mess will establish policy and use meal passes to ensure consistency by all tenant commands utilizing the activity's General Mess. The host command will coordinate procedures for controlling the issue of meal passes with the PSD.
5. **Action.** PSDs shall ensure the following procedures are followed in the issuance and control of meal passes:
  - a. **Coordination**
    - (1) Establish liaison with host commands for issue and control of meal passes.
    - (2) If the host command does not have an instruction governing the issuance and control of meal passes, provide assistance as necessary in developing an instruction for issuance and control of meal passes.
    - (3) Advise host command of any changes required to current instruction(s) ensuring compliance with reference (b) through (d).
  - b. **Entitlements to Rations-in-Kind (RIK)**
    - (1) Enlisted personnel away from their permanent duty station while performing TDY/TAD on cost or no cost orders will not be authorized RIK at

the TDY/TAD site. This includes personnel in all categories, i.e., discipline, restricted liberty, patients, students, FFT, and personnel without sufficient funds. Reference (c) directs mandatory entitlement to Basic Allowance for Subsistence (BAS) for these personnel during periods of TDY/TAD. No authority exists to check BAS even if member is improperly authorized RIK for same period.

(2) Personnel departing their command on TDY/TAD should be counseled to ensure they have sufficient funds to purchase all meals at TDY/TAD site for duration of assignment.

(3) Personnel confined in a Brig, or assigned to the Navy Alcohol Rehabilitation Center, Correctional Custody Unit, or Class "A" Schools, i.e., HM "A," DT "A" schools, in a TDY/TAD status will be subsisted as directed by activity CO/OIC.

(4) Personnel, other than students, reporting for TAD on no cost orders who are without funds to purchase meals may be authorized RIK only upon certification in writing by the member's TAD command that a hardship exists. This authorization should be made only after all other avenues have been explored to resolve the hardship.

(5) Personnel reporting to TPU San Diego from leave when ship is on local operations may be issued an RIK pass by Commanding Officer, TPU.

c. Issue Procedures

(1) Unless authorized by CO PSA West, meal passes will only be issued at one site within each PSD.

(2) Meal passes will be issued utilizing "SALMON" colored meal passes to identify the category of personnel defined in reference (a).

(3) Only meal passes serialized at printing are authorized for use.

(4) NSIPS local database file will be updated to include new meal pass numbers not later than the end of each workday.

(5) Meal passes will not be issued to the following personnel:

(a) Personnel receiving BAS at rate based on nonavailability of Government Mess.

(b) Personnel in travel status.

(c) Personnel assigned to a Naval Medical Treatment Facility as a patient, including those in a medical holding Company.

(d) Inactive Selective Reserve personnel in a drill status.  
(Host command designates method of identifying entitlement to utilize the dining facility by other than the use of meal passes.)

(e) Officer personnel.

(f) Chief, Senior Chief, Master Chief Petty Officers.

d. Meal Pass Logs

(1) Bulk stock/issue log. The custodian of the bulk stock of meal passes will maintain this log. Enclosure (1) is a sample Meal Pass Log. For this purpose, the OIC may delegate this responsibility to the AOIC/Detachment Master/Senior/Chief Petty Officer, if desired.

(a) Blank stocks of meal pass received through the supply system or other sources will be entered in the log, showing date received, number received, and inclusive serial numbers. Order forms and shipping list/receipts will be kept on permanent file.

(b) Meal passes issued to the designated meal pass issuing point within the Detachment will be signed for, indicating date, quantity, and serial numbers. OICs must ensure the stock of meal passes held by the designated issuing point is not excessive. No more than 25 RIK meal passes shall be retained in ready-to-issue stock overnight. Actual requirements may be obtained by reviewing previous meal pass issue rates.

(c) Blank meal passes issued in bulk to other commands will be entered in the log, indicating date, quantity, and serial numbers. The command representative will sign the log indicating receipt. Blank meal passes will normally be issued only to commands not supported by the PSD and then only upon written request on a letterhead. Request letters shall be maintained as part of the bulk issue log. Cards issued should be taken from the end of the meal pass serial sequence to minimize serialization gaps in the individual issue log.

(d) A change in series serial numbers will be identified by a line entry in the log indicating the last meal pass in a particular serial sequence has been issued.

(2) Individual issue log will be maintained by the section/person that is responsible for issuing meal passes.

(a) Meal passes received from bulk stock will be listed in the log upon receipt.

(b) When a meal pass is issued to an individual, the individual's name and SSN will be entered opposite the meal pass number in the log and the recipient will sign his/her name (printing is unacceptable) on the same line.

(c) A sample completed meal pass log page is included as enclosure (2). PSDs will ensure logs are established in the format of enclosure (2). No deviation from this format is authorized.

(d) The meal pass number will be entered in NSIPS local database in the Meal Pass Number block for each individual issued a meal pass. The meal pass number recorded in NSIPS shall consist of the alpha prefix "S " (indicates type) and numeric sequence, i.e., S435194.

e. Controls

(1) PSDs will ensure only one site is established for the issue and collection of meal passes, except as provided for in paragraph 5c(1) above.

(2) All check-in/out sheets shall contain an action step for meal pass issuance/surrender. No individual shall be transferred until their meal pass is surrendered.

(3) All requests for BAS will be processed by the section/person issuing meal passes. The BAS effective date will be the date the meal pass is surrendered, as evidenced by meal pass log entry. Under no circumstances will retroactive BAS be authorized. NSIPS shall be updated to reflect current card number and expiration date. If a card is not issued, the meal pass block in NSIPS shall be left blank.

(4) All surrendered meal passes shall be annotated in the meal pass log immediately and then destroyed. NSIPS local database shall be updated to reflect current card numbered or left blank if no card has been issued.

(5) All lost meal passes will be reported to the host activity's Food Service Officer. Lost meal passes will be annotated as "lost" in the Disposition section of the meal pass log. A new meal pass will be issued only upon receipt of a special request chit approved by the member's command. NSIPS shall be updated to reflect current card number.

(6) An RIK meal pass report will be produced on a monthly basis. A copy of the report will be provided to the MILPERS/MILPAY Section (as appropriate) for validation against member's Master Military Pay Account (MMPA). The supervisor will certify completion of validation by signature on the report. The meal pass desk shall retain the report for 12 months. Members found to have an RIK card listed and are receiving BAS shall be reported to the OIC immediately to resolve discrepancy.

(7) OICs shall ensure review of their Detachment meal pass logs at the end of each month and sign after the last entry certifying the log is complete. The line below the last card issued monthly will contain the following statement: "Reviewed and certified correct \_\_\_\_\_."  
Signature/Rate/Date

(8) PSA West FOCUS (QIV) Team shall review meal pass control procedures during scheduled visits.

f. Security

(1) OICs shall ensure that only responsible enlisted personnel are permitted to issue NAVSUP Form 1105.

(2) Strict accountability of on-hand stocks of NAVSUP Form 1105 will be maintained.

(3) Serial numbers will be accounted for in the bulk log upon receipt and in the individual issue log when a meal pass is actually issued.

(4) Unused meal passes shall be kept under lock in a suitable container until issued. In this respect, desk drawers are not considered suitable containers.

g. Monthly Reports

(1) On a monthly basis, PSDs shall provide the host activity Food Service Officer a meal pass report of all personnel entitled to RIK and a list of lost meal passes indicating the members' names, command, meal pass number, and expiration date. Expired and lost meal passes will be deleted from this list on a regular basis.

(2) OICs shall notify PSA West immediately when unissued meal passes are lost.



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Distribution:  
PERSUPPACTWESTINST 5216.1J, Lists I and II



# MEAL PASS LOG

TYPE: RATIONS IN KIND		COLOR: SALMON		PAGE NO. 01	LOG NO. 01-99	
S 123456 SAMPLE 1	SMUCKATELLELY, J. R.	987-65-4321	68553	PNSN U. B. SAILOR	UBS	UBS 8/9/99
S 123456 SAMPLE 2	SMUCKATELLELY, J. R.	987-65-4321	68553	PNSN U. B. SAILOR	UBS	UBS 9/9/99
S 123456 SAMPLE 3	SMUCKATELLELY, J. R.	987-65-4321	68553	PNSN U. B. SAILOR	UBS	UBS 8/9/99
S 123456 SAMPLE 4	SMUCKATELLELY, J. R.	987-65-4321	68553	PNSN U. B. SAILOR	DEF	DEF 9/9/99
					ABC	ABC 8/9/99
					DEF	DEF 9/9/99
					UBS	UBS 8/9/99
					UBS	UBS 9/9/99

PSA SDIEGO FORM 40607 (REV. 12-98)

- \* - Initial Issue
- \*\* - PCS Transfer / RIK Destroyed
- \*\*\* - Lost / Stolen
- \*\*\*\* - Authorized RATSEP/RIK Destroyed

NSIPS Column - Initial of individual updating NSIPS local database.