



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 10100.1
092

OCT 26 1995

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 10100.1

From: Commander, Naval Training Center, Great Lakes

Subj: MEAL PASSES AND COMMUTED RATIONS

Ref: (a) MILPERSMAN 2640100, 2640110, 2640120, 2640140, 2640180
(b) NAVADMIN 040/092 of 31 March 1992

1. Purpose. To establish procedures for authorizing Commuted Rations (COMRATS) for active duty members permanently assigned to commands onboard NTC Great Lakes and issuing and controlling meal passes per references (a) and (b).

2. Background: Per reference (a), Chief of Staff, Naval Training Center, Great Lakes, is the Responsible Commanding Officer (RCO) for general messes located in Buildings 535, 928, and 1128. The Commanding Officer, Naval Hospital, Great Lakes is the RCO for the general mess located in Building 200H. The RCOs have general mess operations responsibility and must ensure the messes are used to the fullest extent compatible with economical and efficient use. The respective RCOs, NTC or Naval Hospital, Great Lakes or their designees have sole approval authority for all COMRATS requests from service members designated to use the respective mess. The RCO must ensure that commands serviced by his or her messes are authorized COMRATS according to consistently applied policies. These policies have been established in references (a) and (b) and are presented here as guidance for Commanding Officers.

3. Eligibility for COMRATS. Service members are eligible for COMRATS if the:

a. Member's working hours or duties prevent them from eating all or certain meals in one of the general messes.

b. Member is authorized to reside and is residing in, government family housing or in off-base civilian community with his or her family members.

c. Member is single and is authorized to reside off-base and the residence is of sufficient distance from the general messes to make using them impractical.

4. Action.

a. Responsible Commanding Officers (RCO). The Commanding Officer, Naval Hospital, Great Lakes, and the Chief of Staff, Naval Training Center will:

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(1) Ensure the general messes under their cognizance are used to the fullest extent compatible with economical and efficient use.

(2) Approve, if warranted, requests for COMRATS from members who do not meet the eligibility requirements.

b. Commanding Officers. Commanding Officers:

(1) May approve requests for COMRATS if the member meets the eligibility requirements. If the member does not meet the requirements, the Commanding Officer must forward the request to the respective RCO.

(2) Must establish procedures for members to provide notification of non-eligibility for COMRATS to the chain of command.

(3) Must cancel COMRATS and take appropriate disciplinary action when a member fails to notify their chain of command when they are no longer eligible for COMRATS; or is subsisting in the general mess without purchasing a meal while receiving COMRATS.

(4) Must establish management controls for validating and/or auditing, on an annual basis, their service members who receive COMRATS to ensure the need is still valid.

c. Officer in Charge (OIC), Personnel Support Detachment (PERSUPP DET), NTC Great Lakes:

(1) Strictly control meal passes, NAVSUP 1105, and COMRATS Identification Cards, NTC Form 400.4 or by issuing a meal pass only to enlisted personnel who are entitled to consume meals at government expense.

(2) Strictly control meal passes for all of Complex commands authorized use of Naval Training Center (bldg 535, 928, 1128) and Naval Hospital dining facilities.

(3) Mark each meal pass on the front with the appropriate command in which members are assigned.

(4) Monthly, no later than the 5th of the month, furnish a list of all lost and stolen meal passes to Naval Training Center, Supply Department, Food Service Officer (092).

d. Eligible members will:

(1) Submit a request for COMRATS via their chain of command to start or stop COMRATS.

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(2) If request for COMRATS is approved, report to PERSUPP DET NTC Great Lakes with the approved special request chit for issuance of a COMRATS card, and return of a Rations in Kind Card (if appropriated).

(3) If request for COMRATS is disapproved, report to PERSUPP DET NTC Great Lakes with the disapproved special request chit for issue of a Rations-In-Kind (RIK) card.

(4) If member is currently receiving COMRATS, he or she must notify their chain of command immediately when they no longer meet eligibility for COMRATS.


P. A. TRACEY

Distribution:
NTCGLAKESINST 5216.5M
Lists I and II (Case B)

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4. Action.

a. Responsible Commanding Officers (RCO). The Commanding Officer, Naval Hospital, Great Lakes, and the Chief of Staff, Naval Training Center will:

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