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DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

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NTCGLAKESINST 4061.5Q
092
JUL 21 1993

NTC GREAT LAKES COMPLEX² INSTRUCTION 4061.5Q

Subj: FOOD SERVICE BILL

Ref: (a) BUPERS Manual 2640110
(b) NAVSUP P-486 (Vol I)
(c) NAVSUPINST ~~4061.9W~~ 4061.9W

Encl: (1) Food Service Bill
(2) Messing Conditions Report (NTC 4061/3)
(3) Request for Picnic/Recreational Event Rations
(NTC-GL) 4061/70
(4) Request for Decorated Cake

1. Purpose. To publish instructions, delineate procedures and assign responsibilities for the management, administration and operation of the food service operations, including the feeding of persons authorized to subsist in the General Messes, sale of meals therein, special meals, food for picnics, and such other information incident to the proper functioning of the food service operation as deemed appropriate.

2. Cancellation. NTCGLAKESINST 4061.5P.

3. Scope. Reference (a) assigns to the Commander, Naval Training Center (CNTC), responsibility for the administration and operation of all NTC General Messes which include: Ouellet Hall, Galley 535; Grisholm Hall, Galley 1128; Navy Brig Galley, Building 914; ~~Firefighting Training Unit Galley, Building 3304,~~ and Hascall Hall, Galley 928. Reference (b) assigns concurrent responsibility for authorizing commuted rations. Hours of operation, the issuance of meal passes, the assignment of personnel to designated General Messes and items related thereto, shall be coordinated with the commands concerned and shall be prescribed by CNTC.

4. Action. Commanders, Commanding Officers, and Officers in Charge (hereinafter collectively referred to as "Commanding Officers") utilizing the General Messes will ensure compliance with the procedures outlined in enclosures (1), (2) and (3).

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FOOD SERVICE BILL
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SECTION 1Administration and Supervision of the General Messes

The purpose of the Food Service Division is to provide Navy, Marine Corps, Air Force and Army enlisted personnel, as applicable, with a well-balanced diet through proper preparation and service of the daily food allowance as authorized by the Navy ~~ration law~~ REGULATION.

0102 - Persons Authorized to Subsist in the General Messes

1. The General Messes are the authorized organizational elements for subsisting Navy and Marine Corps enlisted personnel at NTC, Great Lakes, Illinois, except for those individuals for whom cash allowances in lieu of daily rations have been authorized. The term "subsisted", as used, relates to enlisted persons with entitlements to daily rations. It does not prohibit the sale of meals to individuals not "subsisted" due to receiving commuted rations or subsistence allowances, nor does it preclude feeding members of other services or foreign personnel ordered by higher authority.

2. Officer personnel are authorized to subsist in the General Messes. Meal rate and surcharges contained in reference (d) will apply.

3. DOD civilian personnel in possession of official written orders indicating TAD assignment to NTC Great Lakes are authorized to subsist in Ouellet Hall, Galley 535 or Grisholm Hall, Galley 1128, as appropriate. Meal rate and surcharges outlined in reference (d) will apply. Personnel TAD in excess of seven (7) days will be required to possess an authorization card to be surrendered upon departure. Authorization cards will be issued by the Personnel Support Detachment, NTC, SSC or RTC as appropriate.

0103 - Responsibilities of Commanding Officers

1. Provide CNTC with an accurate and timely personnel count to facilitate the preparation of food in each General Mess consistent with the daily ration allowance.

2. Indoctrinate personnel with respect to decorum in the dining areas.

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3. Color of Meal Passes. In order to maintain uniformity, all PSDs will issue standard color Meal Passes for categories of personnel in accordance with the following chart:

- Green - Regular Navy Personnel and Naval Reserve Enlisted Personnel on Active Duty.
- White - Naval Reserve Enlisted Personnel on Active Duty for Training (ACDUTRA) including USNR-R (4X10) Ready Mariners.
- Yellow - Restricted or Temporary (i.e., Transient Personnel Unit Transients, TAD Personnel not on Per Diem, Personnel Awaiting Final Assignments, etc.)
- Blue - Training and Administration of Reserves (TAR).
- Salmon - Other Service Enlisted Personnel (i.e., Army, Air Force, Marine Corps, Coast Guard).

The COMRATS I.D. Card, NTC-4000/4, will be used to identify personnel stationed at Great Lakes drawing COMRATS.

4. Identification Card. In addition to the Meal Pass, the standard Military I. D. Card (DD-2N) is required to be carried and shown to the Master at Arms or his designated representative.

5. Lost Meal Pass. In the event the Meal Pass or identification card is lost, a memorandum from the individual's command stating his name, rate, social security number, and whether or not he is drawing commuted rations will be sufficient until a new meal pass and/or identification card is issued.

6. Turning in Meal Passes. Individuals departing on leave, travel, TAD or TDY must turn in their Meal Passes to the issuing office. The Meal Pass will be surrendered at the time the individual picks up his leave papers or orders. The leave papers or orders will then be annotated to indicate the individual's eligibility to subsist in the General Mess at Government expense except during the actual period of leave, travel, TAD or TDY. Controls will be established to insure that meal passes are permanently recalled from personnel whose rations are commuted or who are detached. Permanently recalled Meal Passes will be destroyed at time of transfer by PSD.

0105 - Uniforms

1. The uniform for entry to the General Messes shall be the uniform of the day. Exceptions are authorized only under the following conditions:

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- d. Shorts will be hemmed at mid-thigh length.
- e. Peacoats will not be worn over civilian attire.
- f. Civilian attire is not authorized during night meal period.

0106 - Miscellaneous Regulations

1. Smoking will not be permitted in Grisholm Hall, Galley 1128, and Ouellet Hall, Galley 535, except for designated areas.

2. Food shall not be removed from the General Messes except as authorized elsewhere in this enclosure; i.e. bag lunches, dispensary and brig rations or picnic meals.

0107 - Commuted Rations

1. Authority. Reference (b) states that commuted rations may be authorized by Commanding Officers of shore activities operating General Messes. Authority to grant commuted rations is specifically delegated to Commanding Officers of the various commands and tenant activities who have personnel subsisting in the General Messes, NTC, Great Lakes. Strict compliance with reference (b) is mandatory and liaison with CNTC is directed before commuted rations policies are established.

2. Eligibility. Enlisted personnel, other than recruits, on duty at NTC who are assigned to subsist at any of the NTC General Messes, may be authorized to eat separately and be paid commuted rations based on the following criteria:

a. Enlisted Personnel Residing in Housing on and off NTC: This includes, in addition to personnel living in NTC housing, married or unmarried personnel maintaining residences outside NTC, within commuting distance of NTC. Such personnel, if unmarried, must be specifically authorized to reside outside Government quarters.

b. BEO Residents. Personnel may be granted commuted rations when hours of duty, place of work, or other conditions make it inconvenient to subsist in the General Messes. They may also be granted commuted rations if it is not contrary to intent or content of reference (b).

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request with Meal Pass attached, indicating time and date of recovery, to the PSD maintaining the member's service record. Commuted rations for these personnel will be effective at the time and date the Meal Pass is recovered.

c. When an enlisted member in receipt of commuted rations is ordered to perform temporary additional duty or is hospitalized, the authorization for the member to receive commuted rations will remain in effect. Adjustment for the period of temporary additional duty will be accomplished at the time the Commanding Officer notifies the Disbursing Officer.

4. Responsibility.

a. Commanding Officers will insure that personnel granted commuted rations are eligible in accordance with requirements set forth in this instruction.

b. Applicant's Responsibility. Individuals receiving commuted rations must notify his or her Commanding Officer immediately when he/she no longer meets the requirements for commuted rations as set forth in this instruction. Cancellation of commuted rations and/or appropriate disciplinary action will be taken against any person for the following:

(1) Failing to notify the respective Commanding Officer when no longer eligible for commuted rations; or,

(2) Subsisting in the General Messes without properly purchasing a meal while receiving commuted rations.

0108 - Report of Personnel to be Subsisted

1. The applicable PSD or Commanding Officer will verbally advise the Food Service Division Officer when significant changes for the following day are expected in the number of personnel allowed to subsist at Government expense in the General Messes.

2. The Food Service Division Officer will be notified in writing by NTC Public Affairs Officer if any visitors, tour groups or athletic groups have been authorized to dine in any General Mess. This notification will be submitted at least five (5) working days in advance and will include the number of personnel expected, the expected time of arrival at the General Mess, and the local command point of contact.

0111 - Sale of Meals

1. Persons Authorized to Purchase Meals

a. Official command guests, tour groups, athletic groups, and other visitors specifically authorized in accordance with paragraph 0110 above.

b. Enlisted personnel receiving commuted rations.

c. Officers attached to Great Lakes commands or reserve officers in a duty status.

d. Officers and enlisted personnel in a travel status, inclusive of temporary additional duty.

e. Foreign government military personnel.

f. Contract Food Service Attendants while on duty.

g. Members of organized non-profit youth groups (Boy Scouts, Naval Sea Cadets, NJROTC, etc.) participating in an activity at Great Lakes.

h. On-site civilian maintenance personnel.

i. Retired members of the Armed Forces and their dependents, as announced, on Thanksgiving and Christmas only.

j. Civilian emergency work details (i.e., snow removal) when approved by the CO, NTC.

2. Where and When Sold

a. Meals will be sold every day in Ouelett Hall, Galley 535 and Grisholm Hall, Galley 1128 to authorized patrons.

b. The collection of cash and accounting for all sales of meals will be in accordance with reference (c). In order to minimize disruption to personnel who subsist in the General Messes, individuals drawing commuted rations are enjoined to use the facility in the proximity of their duty station. In the event crowded conditions prevail, persons who subsist in the General Messes will take priority over those who desire to purchase meals.

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SECTION II

General Mess Operations

0201 - Signature Head Count Procedures - Procedures for taking an accurate head count in order to determine the actual number of persons fed are outlined in Naval Supply Systems Command and Supply Department directives. An audit board composed of one to three Commissioned officers, chief petty officers or civilians of the grade of GS-9 or above will be appointed by CNTC to validate signature head count procedures. (Board members will not be associated with the Food Service Division). A signature head count audit will be conducted once per month.

0202 - Special Meals1. Request Proceduresa. Request for Meals of Nonrecurring Nature.

Requirements for meals at other than normal food service hours for RTC will be originated by the Division Officer and submitted to the Director, Supply Department, in duplicate using a Special-Meal Request/Receipt (4061), NAVSUP Form 340 (available from the Galley Chief in Charge), sufficiently in advance of actual requirement to allow for economical preparation.

b. Requests for Meals of a Recurring Nature. When a recurring need exists, a letter outlining the logistic requirement, number and type of special meals requested, confirmation that recipients are not on commuted rations and are entitled to a ration in kind, and the estimated duration of the need shall be submitted to CNTC by the requesting command or department. The approved copy of the letter will be returned to the requesting activity to be presented to the General Mess Chief in Charge upon entering the galley.

2. Types of Meals

a. Night Rations (Bag lunches). Bag lunches are available to enlisted personnel not on commuted rations who are standing watches or performing duties extending beyond 2200 hours and are unable to leave their duty station to consume a meal at a General Mess. Special-Meal Request/Receipt (4061), NAVSUP Form 340, signed by the cognizant division or duty officer, will be received by 1400 the day prior to the request date at the respective General Mess indicating the number of personnel desiring night rations. The name and meal pass serial number of each individual receiving a night ration will be written on the reverse side of the form or will be attached on a separate sheet of paper.

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b. Grisholm Hall General Mess, Galley 1128

Monday through Saturday

Sunday and Holidays

Breakfast 0450-0730
Lunch 1020-1330
Dinner 1620-1840

0530-0730
1100-1330
1600-1800

Note: Modification of operation hours may be required to meet command schedules. When required, modified hours will be mutually agreed upon between the Commanding Officer of the activity concerned and CNTC within the limits of the mess attendant contract provisions and/or available operating funds.

0204 - Picnics and Authorized Recreation Functions

1. Authority. CNTC may furnish subsistence from the General Mess to authorized personnel for picnics and other forms of recreation in lieu of a General Mess meal. Commanding Officers will establish such controls as necessary to ensure that only personnel entitled to rations in kind in accordance with paragraph 2501 of reference (c) are furnished food without charge from the General Mess, cooked or uncooked, for picnics or other forms of recreation. Enlisted personnel drawing commuted rations, dependents, and guests will be required to pay for food so furnished. Prescribed sale of meal rates and appropriate surcharge, if applicable, will be collected in advance of the issue of the required rations.

2. Request Procedures. Ouellet Hall, Galley 535, and Grisholm Hall, Galley 1128, have been designated to supply and prepare, as required, food items for all picnics. An activity desiring to have a picnic shall submit a Picnic Request, enclosure (3) (original and two copies), to the Food Service Officer, Building 3200, via their appropriate Commanding Officer. Request forms are available at Building 3200, Food Service Office. The memorandum request must be received in the Food Service Division, Supply Department, Building 3200, five (5) working days prior to the picnic. Payment for personnel not entitled to rations in kind must be made in cash or by Recreational Services Department check (personal checks approved by FSO) to the cashier of the applicable General Mess at the time of pick up.

3. Equipment. Serving utensils and necessary pans will be supplied by the galleys and signed for by a responsible individual in charge of the picnic. All equipment will be returned to Ouellet Hall, Galley 535/Grisholm Hall, Galley 11128, upon securing after the picnic. Paper cups, plates, or silverware will not be furnished.

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SECTION III

Sanitation, Inspections, Emergency Food Service Bill, and
Emergency Feeding Bill

0301 - Sanitation. CNTC is responsible for the cleanliness and good condition of all General Mess Equipment, gear and utensils. All food service personnel will be required to maintain optimum cleanliness and neatness of person and attire. CNTC will prescribe and enforce rules and regulations of general cleanliness, for sterilization of equipment and utensils, for cleanliness of working uniforms of personnel, for stowage of material, and for sanitary procedures to be followed in the preparation and service of food. To insure that all rules and directed procedures for the Food Service Division are being adhered to, CNTC, or designated representative will make daily inspections of all Food Service Division personnel, spaces and operations.

0302 - Inspections

1. Officer of the Day. Commanding Officers of SSC and RTC shall provide for a duty officer inspection of each meal. Enclosure (2) shall be completed by the duty officer and given to the galley watch captain with a copy to the respective Commanding Officer.

2. CNTC

a. Is responsible for the operation, cleanliness, and sanitary conditions of the NAVBRIG food service facilities and vehicles used in conveying food to the facilities. Prepared food for Brig personnel will be picked up from Grisholm Hall, Galley 1128 prior to each meal.

b. Will arrange through the Commanding Officer, NAVHOSP, to have the Head, Occupational and Preventive Medicine Department, conduct an inspection of Ouellet Hall, Galley 535; Grisholm Hall, Galley 1128; and NAVBRIG, at least bi-monthly to ensure compliance with required sanitation and health standards.

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SECTION IV

0401 - Mobilization Requirements. CNTC will be responsible for developing Mobilization requirements for Hascall Hall, Galley 928.

SECTION V

Military Food Service Attendants

0501 - Military Food Service Attendants for Ouellet Hall, Galley 535

1. Authority. In the event the civilian Mess Attendant Contract in Ouellet Hall, Galley 535 is cancelled due to funding constraints imposed by higher authority, a plan to utilize military food service attendants will be placed in effect by CNTC.

2. Manning. One hundred fifty military food service attendants will be provided by SSC on a continuing basis to support the Food Service operation in Ouellet Hall, Galley 535.

3. Assignment. SSC will select 30 incoming students per day reporting from RTC Tuesdays through Saturdays, to provide Food Service Attendant support. In the event RTC has no rotation of personnel on Saturday, 60 food service attendants will be provided on Friday.

4. Tour Length. Food Service Attendants will be assigned to Ouellet Hall, Galley 535 for seven consecutive days.

5. Parent Command. Food Service Attendants will be permanently attached to SSC and will be assigned TAD to NTC, Ouellet Hall, Galley 535, under the authority and control of the Food Service Officer, NTC, during their seven-day TAD assignment.

6. Liberty Cards. Food Service Attendants will be issued a liberty card from SSC prior to being assigned to Food Service Attendant duty. Cards will contain the following information: Name, rate, social security number, and expiration date.

7. Rotation. Food Service Attendants will be rotated in increments of 30 per day Tuesdays through Saturdays. Incoming Food Service Attendants will check in between the hours of 1300 and 1600. Outgoing Food Service Attendants will detach after the evening meal, approximately 1930.

8. Food Service Attendant Coordinator. A Food Service Attendant Coordinator will be assigned from the Food Service Division, NTC, to receive, indoctrinate, and assign Food Service Attendants to work centers.

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INSTRUCTIONS:

1. Prepare in duplicate; forward copy to CO, copy to Galley Sup.
2. Direct questions or comments to Galley Supervisor or CIC
3. Use reverse as necessary for additional comments.

	INSPECTORS:	BREAKFAST: LUNCH: SUPPER:	GALLEY	DATE	
	ITEM	B Y or N	L Y or N	D Y or N	COMMENT (explain adverse findings)
	LINES OPENED ON TIME				
	LINES CLOSED ON TIME				
C L E A N I N G S	TRAYS				
	DISHES				
	TABLEWARE				
	TABLES				
	MESS DECKS				
	MESSMEN				
M E N U	WELL BALANCED				
	WELL PREPARED				
	WELL SERVED				
	SUFFICIENT				

Proper temperatures for dishwashers:PREWASH 110-125,WASH 140-160,
RINSE 160-180,FINAL RINSE 180-195.

D I S H W A S H E R S	SCULLERY	BREAKFAST				LUNCH				SUPPER			
		Pre Wash	Wash	Rinse	Final Rinse	Pre Wash	Wash	Rinse	Final Rinse	Pre Wash	Wash	Rinse	Final Rinse
	1												
	2												
	3												
	Pot & Pan Machine												

I certify that I inspected the Galley during the named meal and found conditions as noted.

SIGNATURE, TITLE(Brkfst)	SIGNATURE, TITLE(Lunch)	SIGNATURE, TITLE(Supper)
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CHECKED BY:	SIGNATURE		
	BREAKFAST	LUNCH	DINNER
GALLEY SUPERVISOR			
CHIEF IN CHARGE			
FOOD SERVICE OFFICER			

REQUEST FOR PICNIC/RECREATIONAL EVENT RATIONS

From:

To: Food Service Officer, Naval Training Center, Great Lakes

Via: Commanding Officer _____
(Activity Name)

Subj: REQUEST FOR PICNIC RATIONS

Ref: (a) NAVSUP Pub 486, para 2501
(b) CNTCGLAKESINST 4061.5 Series

1. In accordance with references (a) and (b), picnic rations are requested for _____ on _____.
(No of pers) (date)

2. Breakdown of personnel attending picnic:

a. Enlisted personnel on rations in kind
(Name and meal pass number attached on separate sheet)

b. Others

	Number	Sale of: Meal Rate	Surcharge	Total
--	--------	-----------------------	-----------	-------

Officers
Civilians
Children under 12
Personnel on COMRATS
Total cash due

3. Rations will be picked up at _____ hrs by _____
(authorized person)

4. Point of contact _____
(Name & phone number)

5. Picnic menu # _____ is requested.

6. I certify that the controls required by reference (a) to ensure that only authorized personnel participate will be strictly adhered to.

(Signature of Requesting Official)

Approved/Disapproved by _____ Rank _____ Date _____

Issued by _____ Date _____

REQUEST FOR DECORATED CAKE

From:

To: Food Service Officer, Naval Training Center, Building 3200,
Great Lakes

Subj: REQUEST FOR DECORATED CAKE

Ref: (a) NAVSUP PUB 486, para 2503
(b) NTCGLAKESINST 4061.5Q

1. In accordance with the provisions of references (a) and (b) a
Change of Command/Command Function cake is requested for _____
(circle one) (number of people)

on _____.

2. Amplifying information (design, color scheme) is provided on
attached sheet.

3. Cake is to be Chocolate/White/Yellow.
(circle one)

4. Icing is to be Chocolate/Vanilla/Other _____
(circle one) (specify other)

Note: It is understood that design is subject to change based on
Food Service Division capabilities.

5. Cake will be picked up at _____ hours on _____
by _____
(date)

(name of person authorized to pick up cake)

6. Point of contact will be _____
(name, rate/rank, phone number)

7. Cost of cake as computed on current cost of ingredients is
\$ _____.

8. Payment will be made to applicable dining facility cashier at
time of pick up. Checks will be made payable to "Food Service Officer."

(signature of requesting official)

Approved/Disapproved by _____ Rank _____ Date _____

Issued by _____ Date _____

Received By _____ Date _____