

## SPECIAL INFORMATION

The following is published for the information and guidance of all persons in the Naval Establishment

DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON

SECNAV 5215.7  
NMO:OMD

23 August 1958

SECNAV INSTRUCTION 5215.7

From: Secretary of the Navy  
To: Navy Department (less EXOS boards and councils)  
Subj: Delegation of authority to issue changes to manuals  
Ref: (a) U. S. Navy Regulations

1. Purpose. This Instruction delegates authority for approving changes to manuals and other similar publications under prescribed conditions.
2. Authority. The Deputy Secretary of Defense has approved a change to Article 1205 of reference (a) authorizing the Secretary of the Navy to make this delegation.
3. Delegation. Pursuant to this authority, the Secretary delegates to the Chief of Naval Operations, the Commandant of the Marine Corps, and chiefs of bureaus and offices of the Navy Department authority to approve changes to manuals, the Navy Supplement to the Manual for Courts-Martial, and other similar publications, when the change is concurred in by all bureaus and offices concerned and, in each case, by the Judge Advocate General. When differences occur, the procedures set forth in Article 1205 shall be followed.
4. Action. All addressees shall revise their procedures accordingly.
5. Effective date. This Instruction is effective immediately.

  
THOMAS S. GATES, JR.

SHEETS IN FORCE  
MILITARY SEA TRANSPORTATION SERVICE  
SUPPLY INSTRUCTIONS

The following is a list of sheets in force through Change 18. It is to be used to verify the accuracy of the publication in accordance with the need for such verification. (See Introduction.) In the following list "CS" is used to indicate the cover sheet or sheets of a change and "SiF" is used to indicate the list of sheets in force. A change and page number ruled out indicates the sheet is to be removed without replacement.

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18	v	17	1-57	18	2-25	18	2-85	14	3-33
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17	1-33	18	2-1	18	2-61	14	3-14-1	12	3-63
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IF, AFTER THE PUBLICATION HAS BEEN VERIFIED WITH THIS LIST OF SHEETS IN FORCE, IT IS FOUND THAT SHEETS ARE MISSING, CHECK THE SHEETS REMOVED AGAINST THIS LIST OF SHEETS IN FORCE TO INSURE THAT THE SHEETS ARE NOT BEING INADVERTENTLY DISCARDED. If after this check, it is noted that sheets are still missing, utilize this list as a request for the missing

sheets. The correct return address must be clearly indicated. When the request for missing sheets is not used and accuracy of the publication has been verified, this list will be retained for spot verification purposes until the next list is received.

To: Commanding Officer  
Naval Supply Depot  
5801 Tabor Avenue  
Philadelphia, Pennsylvania 19120

1. It is requested that sheets indicated on this list by a red check be forwarded to the address shown in the block below.

RETURN ADDRESS

---

(Signature)

Date received \_\_\_\_\_

Date made \_\_\_\_\_

Signature \_\_\_\_\_

MILITARY SEA TRANSPORTATION SERVICE  
SUPPLY INSTRUCTIONS

CHANGE 18

NAVY DEPARTMENT  
BUREAU OF SUPPLIES AND ACCOUNTS  
Washington, D. C., 19 August 1964

By authority of the Secretary of the Navy (U. S. Navy Regulations, Art. 1205.2, as amended, SECNAVINST 5215.7), the instructions herein are issued for the information and guidance of all persons in the Naval Establishment and are effective upon receipt unless otherwise indicated.

G. R. DONAHO  
Commander Military Sea  
Transportation Service

JOHN CRUMPACKER  
Chief of the Bureau of Supplies and Accounts

Parts, sections, paragraphs, and illustrations which have been modified or added by this change are indicated by a star.

Chapter 2 will be inserted in lieu of the present Chapter 2, pages 2-1 through 2-103.

The reprinted sheets attached hereto will be inserted and the corresponding sheets removed.

This sheet will be preserved and inserted in the back of the publication.

Following are the changes in procedure made by Change 18:

Publications utilized in performance of commissary operations..... 2004  
Messes serviced from troop galley, supplies and allowances..... 2112-4b  
Rations; monetary rates, entitlement, credit.... 2301-1, 2c; 2310; 2320-2, 3  
Subsistence; inventory control, procurement, receipt, inspection,  
accounting.....2512; 2601 (deleted); 2601-2, 3 (formerly 2602-2, 3);  
2602 (formerly 2603); 2610-1, 2, 3; 2611; 2612; 2613; 2620  
Subsistence, overissues to galleys..... 2702  
Transfers, subsistence items..... 2711  
Surveys, subsistence items..... 2721-3, 4, 5, 6; 2724  
Subsistence, sales..... 2730-2731  
Subsistence, accounts and returns..... 2811, 2812, 2821, 2822, 2823, 2824  
Subsistence of small ships..... 2901-1, 2902-2b item 1, 2903, 2904, 2906  
Food storage and preparation..... 2928-5a, d, e; 2947-1  
Laundry services, patrons..... 2965-1

Date received \_\_\_\_\_  
Date made \_\_\_\_\_  
Signature \_\_\_\_\_

MILITARY SEA TRANSPORTATION SERVICE  
SUPPLY INSTRUCTIONS

CHANGE 19

NAVY DEPARTMENT  
BUREAU OF SUPPLIES AND ACCOUNTS  
Washington, D. C., 4 May 1965

By authority of the Secretary of the Navy (U. S. Navy Regulations, Art. 1205.2, as amended, SECNAVINST 5215.7), the instructions herein are issued for the information and guidance of all persons in the Naval Establishment and are effective upon receipt unless otherwise indicated.

L. M. DETWEILER  
Acting Chief of the Bureau of Supplies and Accounts  
G. R. DONAHO  
Commander Military Sea  
Transportation Service

Parts, sections, paragraphs, and illustrations which have been modified or added by this change are indicated by a star.

Chapter 3 will be inserted in lieu of the present Chapter 3, pages 3-1 through 3-69.

The reprinted sheets attached hereto will be inserted and the corresponding sheets removed.

This sheet will be preserved and inserted in the back of the publication.

Following are the changes in procedure made by Change 19:

Exchange location operator in lieu of exchange location  
officer, designation.....3003-3; 3056-1, 3; 3057-1a item 9, b; 2a item 6;  
2b; 3058; 3063; 3114-1a, 2; 3151; 3156; 3157-1a, b; 2b; 3a; 4a; 3200-3201;  
3212; 3213-1a; 2a, b; 3a item 2; 3250-1; 3251-2, 3; 3257; 3300; 3304;  
3305-2, 6; 3306; 3307; 3309; 3310-2c(1); 3311-1; 3313; 3316; 3331-2; 3332;  
3352; 3353; 3354-2; 3361-2; 3364-1a, 2; 3400-1, 2, 3, 5, 6; 3401; 3450-1  
item 1; 3451-3; 3452-2, 3; 3453; 3475-3478  
Enlisted personnel on board civil service manned MSTs  
ships, responsibilities.....3003-3; 3051-1 items 5, 6; 3 items 4, 5, 6  
Authorized items, resale merchandise.....3101  
Hours of operation, transport type ships.....3303-1

Cash collection and disposition.....3309-2, 3  
Barber service, ship servicemen and troop barbers.....3361-1d  
Barber service, volunteer passenger barbers,  
authorization deleted.....3361-4 (deleted)  
Barber service, cash control.....3362-2

Date received \_\_\_\_\_

Date made \_\_\_\_\_

Signature \_\_\_\_\_

MILITARY SEA TRANSPORTATION SERVICE  
SUPPLY INSTRUCTIONS

CHANGE 20

NAVY DEPARTMENT  
BUREAU OF SUPPLIES AND ACCOUNTS  
Washington, D. C., 18 February 1966

By authority of the Secretary of the Navy (U. S. Navy Regulations, Art. 1205.2, as amended, SECNAVINST 5215.7), the instructions herein are issued for the information and guidance of all persons in the Naval Establishment and are effective upon receipt unless otherwise indicated.

G. R. DONAHO                      S. SHERWOOD  
Commander Military Sea          Deputy Chief of the Bureau of Supplies and Accounts  
Transportation Service

The paragraph which has been modified by this change is indicated by a star.

The reprinted sheets attached hereto will be inserted and the corresponding sheets removed.

This sheet will be preserved and inserted in the back of the publication.

The following change in procedure is made by Change 20:

Monetary rates for subsistence.....2301-1

SHEETS IN FORCE  
MILITARY SEA TRANSPORTATION SERVICE  
SUPPLY INSTRUCTIONS

The following is a list of sheets in force through Change 20. It is to be used to verify the accuracy of the publication in accordance with the need for such verification. (See Introduction.) In the following list "CS" is used to indicate the cover sheet or sheets of a change and "SiF" is used to indicate the list of sheets in force. A change and page number ruled out indicates the sheet is to be removed without replacement.

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<del>49</del>	<del>SiF</del>	17	1-45	18	2-9	18	2-65	19	3-33
17	i	17	1-47	18	2-11	18	2-67	19	3-35
17	ii-i	17	1-49	18	2-13	18	2-69	19	3-37
17	iii	17	1-51	20	2-15	18	2-71	19	3-39
18	v	17	1-53	18	2-17	18	2-73	19	3-41
18	vii	17	1-55	18	2-19	18	2-75	19	3-43
17	1-1	17	1-57	18	2-21	18	2-77	19	3-45
17	1-3	17	1-59	18	2-23	18	2-79	19	3-47
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17	1-19	17	1-75	18	2-39	19	3-7	19	3-63
17	1-21	17	1-77	18	2-41	19	3-9	19	3-65
17	1-23	17	1-79	18	2-43	19	3-11	19	3-67
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17	1-29	17	1-85	18	2-49	19	3-17	19	3-73
17	1-31	17	1-87	18	2-51	19	3-19	19	3-75
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**MILITARY SEA TRANSPORTATION SERVICE  
SUPPLY INSTRUCTIONS**

## **CHAPTER 3: EXCHANGE LOCATION**

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## CHAPTER 3

# EXCHANGE LOCATION

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### PART A: PURPOSE AND AUTHORIZATION

#### 3000 PURPOSE

The primary mission of MSTs exchange locations is to provide personnel assigned to or transported in ships of MSTs with articles of convenience and necessity required for their well-being and contentment, and to provide, through accrued profits, a source of funds to be used for the welfare and recreation of such personnel.

#### 3001 AUTHORIZATION

1. GENERAL. Regulations and procedures prescribed in this chapter apply only to MSTs exchange locations operated with non-appropriated funds on board civil service manned ships of MSTs as integral parts of the exchange at the home port.

2. ESTABLISHMENT. A MSTs exchange location may be established on board a ship assigned to MSTs when, in the opinion of the area or the subarea commander, the number of assigned personnel and passengers carried on board or the nature of the voyage warrants the establishment of an exchange location. Normally, in transport type ships two exchange locations will be operated; one for cabin passengers and one for troop passengers.

#### 3002 REPORTS OF ESTABLISHMENT AND DISESTABLISHMENT

When a MSTs exchange location is established or disestablished, the cognizant area or subarea

commander, MSTs, will report such action to the Navy Ship's Store Office. When a MSTs exchange location is disestablished, this report will indicate the disposition or recommended disposition of the stock, equipment, and fixtures on hand.

#### 3003 DEFINITIONS

1. MSTs EXCHANGE. A MSTs exchange is a functional organization established and operated under a cognizant area or subarea commander, MSTs, for the support of exchange locations operated on board civil service manned ships.

2. MSTs EXCHANGE LOCATION. A MSTs exchange location is a resale store with related service facilities operated on board a civil service manned ship of the MSTs as an integral part, i.e., a sales location, of the MSTs exchange of the home port of the ship.

★3. MSTs EXCHANGE LOCATION OPERATOR. As used herein, a MSTs exchange location operator is an enlisted person or civilian member of a crew assigned the duty and responsibility for operating an exchange location on board a civil service manned ship of MSTs.

4. COMPLETE VOYAGE. The term "complete voyage", as used in this chapter, is a complete round trip.

5. CIVIL SERVICE MANNED SHIPS AND SHIPS OF MSTs. The terms "civil service manned ship" and "ship of MSTs", as used in this chapter, do not include any chartered ships operating under MSTs.

3004 ARMED SERVICES EX-  
CHANGE REGULATION

The provisions and requirements of the Armed Services Exchange Regulation will apply in the operation of MSTS exchange locations except that authorized patrons will include all personnel embarked in a MSTS ship, and except that items authorized for resale in MSTS ex-

change locations will be those included in par. 3101. The provisions of the Armed Services Exchange Regulation prescribing the types of identification required and the statement of policy given therein are waived for MSTS exchange locations. The regulation requiring the issuance of a receipt for purchases over \$5 at MSTS exchange locations is waived.

**★ PART M: ILLUSTRATIONS****2980 SUBSISTENCE  
ILLUSTRATIONS**

The following illustrations are to be used as a guide for the proper preparation of forms covering subsistence transactions:

1. Subsistence Ledger (S. and A. Form 335)
2. Daily Ration Memorandum (S. and A. Form 926)
3. General Mess Control Record (S. and A. Form 338) - Main Galley
4. General Mess Control Record (S. and A. Form 338) - Troop Galley
5. Subsistence Issue Slip (MSTSLANT Form 4400-1)
6. DOD Single Line Item Release/Receipt Document (DD Form 1348-1)
7. Survey Request, Report and Expenditure (S. and A. Form 154)
8. Certified Inventory (S. and A. Form 143)
9. Subsistence Requisition or Certified Inventory (MSTSLANT Form 10110/1)
10. General Mess Operating Statement (S. and A. Form 45)
11. Receipt for Cash - Subvoucher (Standard Form 1165)
12. Monthly Certification and Transmittal Letter
13. Ration Memorandum (S. and A. Form 925) - Cabin and Ship's Mess
14. Ration Memorandum (S. and A. Form 925) - Troop Mess

[illegible]

## ILLUSTRATION 1

NAV. 2 AND A FORM 88 (3-54)

**Note**—This form must be submitted to the Supply Officer prior to 1000 daily.  
Copy to Chief Steward for each on board men

**U. S. N. A.**

SAMPLE (T-AP 102)

Date \_\_\_\_\_

12 December 1964

**FROM: ~~ADMINISTRATIVE OFFICE~~**      **PURSER**  
**TO: ~~ENGINEERING~~**                      **CHIEF STEWARD**

1. Ratios, in numbers as shown below, are authorized to be furnished in the masses this date. The numerical codes shown under each mass represent categories of persons (as described in chapter 2, NAVSANDA PUBLICATION NO. 236) who are authorized to be subsisted in each respective mass.

MAIN GALLEY				TROOP GALLEY			
CABIN MESS		SHIP'S MESS		PATIENT'S MESS		TROOP MESS	
CODE	RATIONS	CODE	RATIONS	CODE	RATIONS	CODE	RATIONS
R CC	232 20	R	98			R CC	295 5
TOTALS		TOTALS		TOTALS		TOTALS	
252		98				300	

☆ U. S. GOVERNMENT PRINTING OFFICE : 1969 LE-282860

Pierre O. Smith

Purser

**2-76**

# GENERAL MESS CONTROL RECORD

## (S. AND A. FORM 338) - MAIN GALLEY

**GENERAL MESS CONTROL RECORD**  
NAV. S. AND A. FORM 338  
(Revised May 1944)

*MAIN GALLEY*

NAME OF SHIP OR STATION  
*U. S. NS SAMPLE (T-AP 102) (2000)*

MONTH  
*DECEMBER 1964*

DATE (1)	RATIONS		RATION COST			ALLOWANCE	
	DAILY (2)	TOTAL (3)	DAILY (4)	TOTAL (5)	AVERAGE (6)	DAILY (7)	TOTAL (8)
1	100	100	138.50	138.50	1.3850	144.00	144.00
2	70	170	96.00	234.50	1.3794	100.80	244.80
3	80	250	110.00	344.50	1.3780	115.20	360.00
4	350	600	490.00	834.50	1.3908	504.00	864.00
5	350	950	496.00	1330.50	1.4005	504.00	1368.00
6							
7							
22							
23							
24							
25							
26	135	7440	188.00	10,372.50	1.3941	194.40	10,713.60
27	135	7575	189.50	10,562.00	1.3943	194.40	10,908.00
28	135	7710	190.00	10,752.00	1.3946	194.40	11,102.40
29	135	7845	175.50	10,927.50	1.3929	194.40	11,296.80
30	135	7980	170.00	11,097.50	1.3907	194.40	11,491.20
31	135	8115	185.00	11,282.50	1.3903	194.40	11,685.60

U. S. GOVERNMENT PRINTING OFFICE 16-58800-1

Certified a true copy  
Louis G. Olson, Ch. Steward.

ILLUSTRATION 3

# GENERAL MESS CONTROL RECORD

## (S. AND A. FORM 338) - TROOP GALLEY

## GENERAL MESS CONTROL RECORD

NAV. S. AND A. FORM 338  
(Revised May 1944)

TROOP GALLEY

NAME OF SHIP OR STATION

U. S. NS SAMPLE (T-AP 102) (80001)

MONTH

DECEMBER 1964

DATE (1)	RATIONS		RATION COST			ALLOWANCE	
	DAILY (2)	TOTAL (3)	DAILY (4)	TOTAL (5)	AVERAGE (6)	DAILY (7)	TOTAL (8)
1	300	300	344.50	344.50	1.1483	354.00	354.00
2	300	600	343.00	687.50	1.1458	354.00	708.00
3	300	900	346.35	1033.85	1.1487	354.00	1062.00
4	300	1200	340.50	1374.35	1.1453	354.00	1416.00
5	300	1500	331.65	1706.00	1.1373	354.00	1770.00
6							
7							

23							
24							
25							
26	130	6220	164.00	7122.30	1.1451	167.70	7196.80
27	130	6350	162.70	7285.00	1.1472	167.70	7364.50
28	130	6480	159.00	7444.00	1.1488	167.70	7532.20
29	130	6610	157.30	7601.30	1.1500	167.70	7699.90
30	130	6740	161.00	7762.30	1.1517	167.70	7867.60
31	130	6870	154.70	7917.00	1.1524	167.70	8035.30

U. S. GOVERNMENT PRINTING OFFICE

16-55424-4

Certified a true copy  
 James F. O'Connell, Cl. Steward

ILLUSTRATION 4



SUBSISTENCE ISSUE SLIP		GALLEY		DATE	
MSTSLANT FORM 4400-1		<input checked="" type="checkbox"/> MAIN	<input type="checkbox"/> TROOP	20 DEC 1964	
DESCRIPTION OF ITEM		UNIT OF ISSUE	QUAN. REQ'D.	UNIT PRICE	EXTENSION
Apples, eating	LB	50	.10	5	00
Cabbage, white	LB	50	.03	1	50
Celery, fresh	LB	30	.10	3	00
Grapefruit, fresh	LB	60	.09	5	40
Onions, dry	LB	40	.04	1	60
Potatoes, white	LB	200	.04	8	00
Butter, patties	LB	60	.63	37	80
Eggs, shell	DZ	120	.40	48	00
<div style="font-size: 4em; transform: rotate(-45deg); opacity: 0.3;">/</div>					
		TOTAL		110	30
REQUESTED BY O. F. Smith		APPROVED BY (CH. STEWARD) Lewis F. Olson		NO. 601-64	
ISSUED BY A. J. Nelson		RECEIVED BY Jack [Signature]			
POSTED TO PROV. LEDGER <input checked="" type="checkbox"/>					

### ILLUSTRATION 5

# DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT (DD FORM 1348-1)

STOCK OR PARTY NUMBER 8915 6160219										QUANTITY LB 0900										DOCUMENT NUMBER N 08001 4363, 4188										UNIT PRICE \$0000 00									
SHIP TO										MARK FOR PROJECT										TOTAL PRICE \$0000 00																			
A 08000 USNS SAMPLE (T-AP 102)										C 08001 USNS TEMPLE (T-AP 101)										E 00036 00																			
WAREHOUSE LOCATION										UNIT WEIGHT										UNIT PRICE																			
SUBSTITUTE DATA (ITEM ORIGINALLY 0000-0000)										FREIGHT CLASSIFICATION NOMENCLATURE										ITEM NOMENCLATURE																			
W										X POTATOES, WHITE										V APPROVED: HERMAN M. DUFFY, MASTER																			
SELECTED BY AND DATE										TYPE OF CONTAINER										TOTAL WEIGHT																			
PACKED BY AND DATE										NO. OF CONTAINERS										TOTAL CUBE																			
REMARKS:										RECEIVED BY AND DATE										INSPECTED BY AND DATE																			
AA C4										BB										CC																			
FIRST DESTINATION ADDRESS										DATE SHIPPED										DD																			
11										12										13																			
12. TRANSPORTATION CHARGEABLE TO										14. S/LABOR, ONS, OR RECEIVER'S SIGNATURE (AND MTD)										15. RECEIVER'S DOCUMENT NUMBER																			

ILLUSTRATION 6

# **SURVEY REQUEST, REPORT AND EXPENDITURE** (S. AND A. FORM 154)

SURVEY REQUEST, REPORT AND EXPENDITURE NAV. S. AND A. FORM 154 (REV. 8-58)		DATE 27 DEC 1964	NUMBER 43624186
ACTIVITY USNS SAMPLE (T-AP 102) (8000)		ORIGINATOR (Signature and title) <i>Louis J. Olson</i> LOUIS J. OLSON, CHIEF STEWARD	
REQUEST FOR SURVEY			
ITEM	STOCK NO. AND DESCRIPTION	QUANTITY	UNIT PRICE
1.	POTATOES, white	600	.04
REASON FOR SURVEY Unfit for human consumption		OTHER DATA (Source, date of receipt, etc.) NSC, BAYONNE, N.J. 16 DECEMBER 1964	
ACCOUNT IN WHICH CARRIED (APA, NSA, etc. or number)		(DATE)	
TYPE OF SURVEY <input checked="" type="checkbox"/> FORMAL <input type="checkbox"/> INFORMAL		ACTION BY COMMANDING OFFICER OR DELEGATE MEDICAL CARL L. SCHNABEL, OFFICER GEORGE J. ROSS, FIRST OFFICER PIERRE O. SMITH, PURSER SIGNATURE (C. O. or delegate) <i>Herman M. Duffy</i> HERMAN M. DUFFY, MASTER	
SURVEY REPORT AND RECOMMENDATION			
Condition: Unfit for human consumption			
Cause: Leakage from water line in compartment			
Responsibility: None			
Recommendation: Overboard. Detrimental to health and safety. Expend from records.			
RECOMMENDATIONS <input checked="" type="checkbox"/> EXP. FROM RECORDS <input type="checkbox"/> TRANSFER TO S-379 <input type="checkbox"/> TRANSFER TO MAT'L COMD. CODE (S _____) <input type="checkbox"/>			
ITEM(S) SURVEYED IN ACCORDANCE WITH NAVY REGULATIONS BY: (Signature(s)) (1) <i>Carl L. Schnabel</i> (2) <i>George J. Ross</i> (3) <i>Pierre O. Smith</i>			
REVIEW OF SURVEY REPORT <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED SIGNATURE (C. O. or delegate) <i>Herman M. Duffy</i> HERMAN M. DUFFY, MASTER DATE 28 DEC 1964 FORWARD TO (Bureau)			
ACCOUNTING DATA APPROPRIATION		BUREAU APPROVAL	
EXPEND. ACCOUNT			
DISPOSED OF AS INDICATED SIGNATURE <i>Louis J. Olson</i> LOUIS J. OLSON, CHIEF STEWARD (Rank and title)		DATE 28 DEC 1964	

ILLUSTRATION 7

## CERTIFIED INVENTORY (S. AND A. FORM 143)

CERTIFIED INVENTORY NAV. S. AND A. FORM 143 (Rev. 9-51)				
CERTIFIED INVENTORY OF Subsistence		SHIP OR ACTIVITY USNS SAMPLE (T-AP 102)		
DATE Period 1 Dec.-31 Dec. 1964		SUBMITTED BY Louis J. Olson, Chief Steward		
QUANTITY ON HAND	DESCRIPTION OF ARTICLES	UNIT OF QUANTITY	UNIT PRICE	EXTENSION
500	Bacon, slab	LB	.38	190 00
600	Beef, prefabricated	LB	.81	486 00
300	Beef, diced	LB	.65	195 00
200	Beef, grill	LB	.65	130 00
300	Beef, swiss	LB	.65	195 00
200	Beef, oven roast	LB	.65	130 00
300	Beef, pot roast	LB	.65	195 00
200	Beef, ground	LB	.65	130 00
250	Beef, corned	LB	.44	110 00
40	Beef, dried, sliced	LB	1.09	43 60
100	Beverage base, cherry (1 PT)	BT	.15	15 00
100	Beverage base, grape (1 PT)	BT	.15	15 00
50	Beverage base, lemon (PMD CN)	CN	.41	20 50
100	Beverage base, lime (1 PT)	BT	.15	15 00
50	Beverage base, orange (12 OZ CN)	CN	.51	25 50
50	Cocoa, beverage (PMD) (20 OZ CN)	CN	.38	19 00
Page 11 of 11 pages		Subtotal		686 00
I certify that this inventory is correct as to the quantities listed on hand. The articles listed hereon were inventoried by me personally on 31 December 1964.				
<p style="text-align: center;"> <i>Michael M. Stringent</i>  Michael M. Stringent  LTJG, USNR </p>				
			TOTAL	\$ 26,409 03
I hereby certify the foregoing to be a true statement of inventory actually taken 31 December 1964				
<p style="text-align: center;"> <i>Louis J. Olson</i>  Louis J. Olson, Chief Steward </p>				

U. S. GOVERNMENT PRINTING OFFICE 16-50475-3

ILLUSTRATION 8

# SUBSISTENCE REQUISITION OR CERTIFIED INVENTORY (MSTSLANT FORM 10110/1)

SUBSISTENCE REQUISITION OR CERTIFIED INVENTORY MSTSLANT FORM 10110/1 (REV. 8-63)									
NAME OF SHIP		DATE		PERISHABLE REQN #		DRY REQN #		CHIEF STEWARD	
USNS SAMPLER (T-AP-100)		31 DEC 64						LOUIS J. OLSON	
ITEM NO.	NUMBER MP 80	ITEM DESCRIPTION	UNIT	INVENTORY					
				QUANTITY		UNIT PRICE		EXTENSION	
				LEAVING HOME PORT	INVENTORY THIS DATE	EST. CONSUMPTION	AMOUNT REQUIRED	SERIAL NO.	PORT STWD ONLY
1	05-551-9910	BACON SLAB FF	LB		500		.98		190.00
2	05-132-6354	BEEF PREFAB FF	LB		600		.81		486.00
3	05-027-6557	BEEF	LB		300		.65		195.00
		DICED 11.0%	LB		200		.65		130.00
		BONELESS GRILL 13.5%	LB		300		.65		195.00
		FF SWISS 10.0%	LB		200		.65		130.00
		6 WAY OVEN ROAST 15.5%	LB		300		.65		195.00
		POT ROAST 15.0%	LB		200		.65		130.00
		GROUND 34.0%	LB		250		.44		110.00
4	05-299-1316	BEEF CORNED FF	LB		40		1.09		43.60
5	05-252-7978	BEEF DRIED SLICED FF	LB						
6	05-562-4030	BEEF FULL LOIN FF	LB						
	05-127-8222	BEEF LIVER	LB						
BEVERAGES, NONALCOHOLIC (PERISHABLE)									
261.	60-132-5305	BEVERAGE BASE CHERRY 1 PT	BT		100		.15		15.00
262.	60-132-5301	BEVERAGE BASE GRAPE 1 PT	BT		100		.15		15.00
263.	60-616-5465	BEVERAGE BASE LEMON PWD CN	CN		50		.41		20.50
264.	60-132-5303	BEVERAGE BASE LIME 1 PT	BT		100		.15		15.00
265.	60-616-5467	BEVERAGE BASE ORANGE 12 OZ CN	CN		50		.51		25.50
266.	60-545-7790	COCOA BEVERAGE PWD 20 OZ CN/20	CN		50		.38		19.00
CERTIFICATIONS AND ACKNOWLEDGEMENTS				PAGE TOTAL 686.00					
I HEREBY CERTIFY THE FOREGOING TO BE A TRUE STATEMENT OF INVENTORY				RECAPITULATION OF PAGE TOTALS					
ACTUALLY TAKEN ON 31 DECEMBER 19 64				PAGE 1 - 4189.70					
LOUIS J. OLSON (SIGNATURE OF CHIEF STEWARD)				PAGE 2 - 4460.40					
I CERTIFY THAT THIS INVENTORY IS CORRECT AS TO THE QUANTITIES LISTED ON HAND. THE ARTICLES LISTED HEREON WERE INVENTORIED BY ME PERSONALLY ON 31 DECEMBER 19 64				PAGE 3 - 3111.14					
MICHAEL J. WRIGHT, LTJG, USN (SIGNATURE OF DISINTERESTED OFFICER)				PAGE 4 - 3412.16					
I HEREBY ACKNOWLEDGE RECEIPT OF SUBSISTENCE ON BOARD AS COVERED BY THE ABOVE INVENTORY AND I HOLD MYSELF ACCOUNTABLE FOR THEM.				PAGE 5 - 2150.90					
(SIGNATURE OF RELIEVING CHIEF STEWARD)				PAGE 6 - 2320.06					
				PAGE 7 - 1926.98					
				PAGE 8 - 1592.63					
				PAGE 9 - 982.40					
				PAGE 10 - 1456.66					
				PAGE 11 - 686.00					
				GRAND TOTAL 26409.03					

PAGE 11 OF 11 PAGES

ILLUSTRATION 9



# RECEIPT FOR CASH - SUBVOUCHER (STANDARD FORM 1165)

Standard Form No. 1165 Form prescribed by Comptroller General, U. S. March 10, 1952 General Regulations No. 108		<b>RECEIPT FOR CASH—SUBVOUCHER</b> (To be used when invoice is not available)		Receipt No. 262-64 DATE 3/1/64	
Received in cash from <u>J. S. Brown</u>					
None and <u>.48</u> (\$ <u>.48</u> ) for the following:					
QUANTITY	ARTICLES OR SERVICES				AMOUNT
1	Guest meal-cabin mess-official business				\$ .48
	Guest meal authorization attached				
Vendor			By <u>Prine C. Smith</u> (Signature of Vendor/Agent)		
Address			Title <u>Purser</u> (DO NOT SIGN IN DUPLICATE)		
PURPOSE (Project, etc.)			APPROPRIATION AND ACCOUNTING CLASSIFICATION		

Standard Form No. 1165 Form prescribed by Comptroller General, U. S. March 10, 1952 General Regulations No. 108		<b>RECEIPT FOR CASH—SUBVOUCHER</b> (To be used when invoice is not available)		Receipt No. 275-64 DATE 3/2/64	
Received in cash from <u>B. Milligan, C. Milligan, and G. Rockwell</u>					
Three and <u>.00</u> (\$ <u>3.00</u> ) for the following:					
QUANTITY	ARTICLES OR SERVICES				AMOUNT
3	Guest meals-cabin mess-not official				\$3.00
	Guest meal authorization not applicable				
Vendor			By <u>Prine C. Smith</u> (Signature of Vendor/Agent)		
Address			Title <u>Purser</u> (DO NOT SIGN IN DUPLICATE)		
PURPOSE (Project, etc.)			APPROPRIATION AND ACCOUNTING CLASSIFICATION		

ILLUSTRATION 11

# MONTHLY CERTIFICATION AND TRANSMITTAL LETTER

31 December 1964

REGISTERED MAIL

From: Purser, (or Collecting Officer) USNS RANGE RECOVERER (T-AGM 2)  
To: Disbursing Officer, MSTSLANTAREA

Subj: Cash receipts for sale of meals; transmittal of

Ref: (a) NAVSANDA Publication 236, Par. 2902

Encl: (1) Cash in the amount of \$13.95

1. Enclosure (1), transmitted herewith in accordance with reference (a), covers cash received from sale of 15 meals (5 rations) at the prescribed rate of \$ .53 per meal (\$1.59 per ration) and 6 non-official guest meals (2 rations) at the prescribed rate of \$1.00 per meal.

2. I certify that cash was collected from all persons required to pay for subsistence furnished during the period 1 December to 31 December 1964 and that such cash totaled \$13.95.

*B. L. Berry*  
B. L. Berry

ILLUSTRATION 12



# RATION MEMORANDUM (S. AND A. FORM 925) CABIN AND SHIP'S MESS

**RATION MEMORANDUM**  
NAV. S. AND A. FORM 925 (10-50)

**MILITARY SEA TRANSPORTATION SERVICE**

**U.S.N.S. SAMPLE (T-AP 102)** Period (From) 1 Dec 1964 To 31 Dec 1964

**FROM: ~~XXXXXXXXXX~~ PURSER**  
**TO: ~~XXXXXXXXXX~~ CHIEF STEWARD**

1. The following is a recapitulation of daily ration memoranda for the above period:

MESS	CODE	PERSONS SUBSISTED		TOTAL RATIONS
		DESCRIPTION OF CATEGORY		
Cabin	CC R	Cash collected		615
		Regular (no cash collected)		4,200
		Total		4,815

2. Additional certificates and/or certified copies of travel orders (as required by chapter 2, NAVSANDA PUBLICATION NO. 236) in connection with the above category of persons subsisted are stated below or attached hereto. Reimbursement for the above rations required ☐ is ☐ is not.

I certify that the number of rations, by category, shown above were authorized to be issued by me Pierre O. Smith  
to the mess indicated for the period shown. Purser  
XXXXXXXXXX

3. Additional certificates:

Number of rations sold to naval officers assigned to the ship	186
Number of rations sold to passengers including guests	429
Number of rations issued in kind to civilian officers and crew	775
Number of rations issued in kind to Navy enlisted men assigned permanently	-0-
Number of rations issued in kind to passengers	3,625
Total	4,815

**RATION MEMORANDUM**  
NAV. S. AND A. FORM 925 (10-50)

**MILITARY SEA TRANSPORTATION SERVICE**

**U.S.N.S. SAMPLE (T-AP 102)** Period (From) 1 Dec 1964 To 31 Dec 1964

**FROM: ~~XXXXXXXXXX~~ PURSER**  
**TO: ~~XXXXXXXXXX~~ CHIEF STEWARD**

1. The following is a recapitulation of daily ration memoranda for the above period:

MESS	CODE	PERSONS SUBSISTED		TOTAL RATIONS
		DESCRIPTION OF CATEGORY		
Ship's	R	Regular (no cash collected)		3,300
		Total		3,300

2. Additional certificates and/or certified copies of travel orders (as required by chapter 2, NAVSANDA PUBLICATION NO. 236) in connection with the above category of persons subsisted are stated below or attached hereto. Reimbursement for the above rations required ☐ is ☐ is not.

I certify that the number of rations, by category, shown above were authorized to be issued by me Pierre O. Smith  
to the mess indicated for the period shown. Purser  
XXXXXXXXXX

3. Additional certificates:

Number of rations sold to naval officers assigned to the ship	-0-
Number of rations sold to passengers including guests	-0-
Number of rations issued in kind to civilian officers and crew	2,680
Number of rations issued in kind to Navy enlisted men assigned permanently	620
Number of rations issued in kind to passengers	-0-
Total	3,300

ILLUSTRATION 13

# RATION MEMORANDUM (S. AND A.FORM 925)

## TROOP MESS

### RATION MEMORANDUM

NAV. S. AND A. FORM 925 (8-50)

#### MILITARY SEA TRANSPORTATION SERVICE

~~XX~~

U. S. N. S.

SAMPLE (T-AP 102)

Period (From)

1 Dec 1964

(To)

31 Dec 1964

FROM: ~~XX~~ PURSER  
 TO: ~~XX~~ CHIEF STEWARD

1. The following is a recapitulation of daily ration memoranda for the above period:

MESS	CODE	PERSONS SUBSISTED	TOTAL RATIONS
		DESCRIPTION OF CATEGORY	
Troop	CC R	Cash collected	150
		Regular (no cash collected)	6,720
		Total	6,870

2. Additional certificates and/or certified copies of travel orders (as required by chapter 2, NAVSANDA PUBLICATION NO. 236) in connection with the above category of persons subsisted are stated below or attached hereto. Reimbursement for the above rations is ☐ is ☐ is not required.

I certify that the number of rations, by category, shown above were authorized to be issued by me to the mess indicated for the period shown.

*Pierre O. Smith*  
 Purser  
~~XX~~

10-52822-1 ★ GPO

3. Additional certificates:

Number of rations sold to naval officers assigned to the ship	-0-
Number of rations sold to passengers including guests	150
Number of rations issued in kind to civilian officers and crew	-0-
Number of rations issued in kind to Navy enlisted men assigned permanently	-0-
Number of rations issued in kind to passengers	6,720
Total	6,870

### ILLUSTRATION 14

## ★ LIST OF SHEETS IN FORCE

A list of sheets in force in the publication is issued with each change. It is designed to serve all purposes, such as:

1. verification of the currency of the publication, in whole or in part (the publication, a chapter, a page), at any time by any one;
2. a preaddressed order form for missing sheets;
3. a control for retention, location, and disposition of transition instructions and special information sheets;
4. a check by use of the current change number only from the

list and the removal without replacement of sheets ruled out on the list.

The accuracy of regulatory publications required for use is a local responsibility. The method by which the list of sheets in force is used is a matter for local determination. When efficiency of maintenance of the publication is such that no verification is necessary, or spot or periodic verification only is practicable, the list is current and available for any use considered adequate or desirable.

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## SUBSISTENCE

### PART A: INTRODUCTION

#### 2000 PURPOSE

The purpose of all messes is to provide the passengers and the crew with a well-balanced diet within the monetary allowances established and promulgated by COMSTS.

#### 2001 ACCOUNTABILITY

The chief steward (civilian) assigned to the ship is personally accountable for all subsistence items in his possession and for an expenditure thereof in excess of allowances.

#### 2002 ADMINISTRATION AND OPERATION OF MESSES

The administration and the operation of the messes will be performed in accordance with the instructions in this chapter without exception. Recommended procedures that are in conflict with the instructions con-

tained in this chapter will be submitted to COMSTS for approval.

#### 2003 DEFINITIONS

1. RATE. The term "rate" as used in this chapter is the monetary value of a ration as established and promulgated by COMSTS.

2. ALLOWANCE. The term "allowance" as used in this chapter pertains to the monetary value of all rations authorized to be issued. This value will be obtained by multiplying the daily rate as defined in subpar. 1 by the number of persons authorized to be subsisted.

#### ★2004 PUBLICATIONS

The publications listed in par. 1005, as applicable, will be utilized in the performance of commissary operations.

## PART B: ORGANIZATION

### Section I: MILITARY SEA TRANSPORTATION SERVICE

#### 2100 SUPPLY OFFICER, COMMANDER MILITARY SEA TRANSPORTATION SERVICE

The administrative control of messing functions, procurement, and physical control of subsistence in MSTs ships are under the general supervision of the supply officer, Commander, Military Sea Transportation Service.

#### 2101 SUPPLY OFFICERS, COMMANDER, MILITARY SEA TRANSPORTATION SERVICE AREAS, SUBAREAS, AND OFFICES

An administrative review of all subsistence returns, as outlined in Part I, will be performed by the supply officer, MSTs, at the home port of the ship. Any overissue of

subsistence items for an accounting period will be handled as prescribed in par. 2702.

#### 2102 COMPTROLLER, COMMANDER MILITARY SEA TRANSPORTATION SERVICE

All accounting and financial matters pertaining to subsistence are under the general supervision of the Comptroller, Commander Military Sea Transportation Service.

#### 2103 COMPTROLLER, MILITARY SEA TRANSPORTATION SERVICE

The audit of all subsistence returns will be performed by the comptroller, MSTs, at the home port of the ship

### Section II: INDIVIDUAL MESS ORGANIZATION

#### 2110 TYPES OF MESSES

1. GENERAL. A main galley and, when necessary, a troop galley will be established in MSTs ships. The following messes as required will be operated from each galley:

- Main galley (transport type ship)
  - Cabin mess
  - Ships mess
  - Patient's mess (in hospital ships only)
- Main galley (cargo type ship)
  - Cabin mess
  - Ships mess
  - Troop galley
  - Troop mess

2. ADDITIONAL MESSES. The commander, exercising administrative control of a ship, upon the

approval of COMSTS, may order the establishment of additional messes when required.

#### 2111 SCOPE OF MESSES

1. CABIN MESS. The following persons may be subsisted in the cabin mess.

- Commissioned staff (military department of ship)
- Commissioned military passengers, including warrant officers of all grades
- Midshipmen and cadets of the United States Army, Air Force, Navy, and Coast Guard
- Civilian ships officers
- Cadets and cadet officers of the Maritime Administration



Red Cross workers  
 United States military enlisted personnel, when authorized  
 Authorized civilian passengers  
 Female military enlisted personnel assigned to duty on board the ship  
 Dependents of United States military personnel  
 All other authorized cabin class passengers  
 Stewardesses

When special detached messes are provided in ships for the use of the cabin class passengers to relieve the crowded conditions of the regular cabin mess, such messes will be operated as a part of the regular cabin mess.

## 2. SHIPS MESS

a. General. The ships mess may be divided into two messes when directed by the commander at the home port of the ship. If the ships mess is divided, the subdivisions will be known as the chief petty officers' mess and the crew's mess. Personnel of the steward's department will be subsisted as directed by the chief steward and as approved by the commander at the home port of the ship.

b. Chief Petty Officers' Mess. The following persons may be subsisted in the chief petty officers' mess.

Male military enlisted personnel assigned to duty on board the ship

Carpenters

Deck engineers

Machinists

Plumbers

Master-at-arms (chief petty officer) deck department

Yeoman (chief petty officer)

Storekeeper (chief petty officer)

Yeoman-storekeepers (chief petty officer)

Boatswain

Chief electrician

Refrigeration engineer

Quartermaster

Orderlies

All other crew members as authorized by the commander to which the ship is assigned

c. Crew's Mess. The following persons may be subsisted in the crew's mess.

Carpenters mates

Boatswains mates

Able seamen

Ordinary seamen

Watertenders

Oilers

Firemen

Wipers

Firemen-watertenders

Engine utility men

Pumpmen

Assistant refrigeration engineer

Electrician and assistant electricians

Assistant machinists

Assistant plumbers

Exchange location contract employees assigned to the ship

All other crew members as authorized by the commander at the home port

3. PATIENTS' MESS. A patients' mess will be established in hospital ships or in ships used as hospital ships. The commanding officer, U.S. naval hospital; the commanding officer, military department in other than hospital ships, or the senior medical officer, as appropriate, in cooperation with the chief steward, will supervise the mess. As required, diet kitchens will be provided in ships to facilitate service to hospital areas.

## 4. TROOP MESS

a. General. The troop mess will consist of all other personnel not listed in subpars. 1, 2, and 3. All civilian passengers traveling troop class will be assigned to the troop mess.

b. Operation. The troop mess will be operated under the direct supervision of the chief steward,

subject to such administrative supervision by the commanding officer, military department, as required by subpar. d. The chief steward will insure that all subsistence drawn from the storeroom for use in the troop galley are utilized in the troop galley or are returned to stock.

c. Mess Personnel. Mess personnel, consisting of qualified officers and enlisted personnel who are traveling as passengers, in numbers necessary to work on a "one shift on one shift off day or night basis" will be made available by the senior unit commander to the commanding officer, military department. When it is known that the voyage will exceed fourteen days, it may be desirable to detail additional personnel so as to provide a "one shift on two shifts off basis". This detail will consist of officers who will serve as mess officers and of such additional enlisted personnel as may be required to assist personnel of the steward's department in the preparation and the serving of food. When nonqualified personnel (officers or enlisted personnel), who are traveling as passengers, are assigned to the mess detail, they will be relieved and will be replaced by qualified personnel. Transient officers who are detailed as mess officers will be responsible through the senior unit commander to the commanding officer, military department, for the fulfillment of troop mess responsibilities as prescribed in subpar. d.

d. Responsibilities of the Commanding Officer, Military Department. The commanding officer, military department, or his designated representative and a mess officer will be present at each meal to insure proper food service and that the meal is well prepared and nutritionally adequate. A copy of the troop mess menu used for each meal during the voyage will be submitted by the chief steward to the

commanding officer, military department. The commanding officer, military department, will note on the pertinent menu the action taken on each complaint or unsatisfactory condition pertaining to any meal. He also will prepare and furnish a statement of the corrective action taken. At the completion of each voyage, the menus with any statements relative to corrective measures taken will be delivered by the commanding officer, military department, to the commander at the home port of the ship. The commanding officer, military department, will coordinate with the chief steward all orders affecting the messing of troops. Only the commanding officer, military department, is authorized to issue orders to the mess officers. Daily inspection of the troop mess messing space will be made by the commanding officer, military department, to insure that all orders and directives pertaining to the troop mess are being carried out.

## 2112 MEALS

1. GENERAL. The chief steward will schedule the meal hours for all messes. The first meal on board for passengers will be served at the first regular meal hour after embarkation. Passengers will be served a full hot meal as near the time of debarkation as practicable.

### 2. MENUS

a. General. Menus for all messes will be prepared by the chief steward. Copies of menus used in all messes during the voyage will be submitted for review to the port steward at the home port upon completion of each voyage. The commanding officer, military department, will be responsible for furnishing adequate personnel from the embarked troops to assist in providing three full meals per day in the troop mess. If adequate personnel is not furnished, this fact

will be included in the written report as required by subpar. 3c. The master of the ship will be responsible for providing three full meals a day in all messes established aboard the ship and will approve all menus prior to the serving of the meal. Any changes to the approved menu will be approved in writing by the master.

b. Diet Menus. Diet menus for the purpose of weight control will be provided in all cabin messes in passenger type ships. However, there is no objection to extending this service to cargo type ships. Low calorie foods will be selected from the daily menu and listed in a separate diet menu. The diet menu will include the calorie count of each item and the total calorie count for the entire diet menu. The diet menu will be attached to or made a part of the regular menu for easy perusal by the passenger. The use of diet menus is not to be interpreted as authority for preparing special diets for individuals or as authority to procure other than authorized subsistence items.

### 3. FULL MEAL

a. Definition. The term "full meal" will be considered as having primary reference to quantity. Full meals will consist of either hot or cold items or a combination of both. A light lunch, whether consisting of either hot or cold items or a combination of both does not constitute a full meal.

b. Limitation of Entrees. All menus prepared for the cabin and ships mess will contain a minimum of two entrees.

c. Full Meals Required. Under normal conditions each meal which is served to passengers, regardless of category, will consist of either hot or cold items or a combination of both. Unusual conditions such as those which may be encountered in the tropics or as the result of rough weather, battle damage, or inopera-

tive galley equipment may necessitate the serving of meals composed entirely of cold items. However, three full meals a day will be furnished and if this is not possible a full detailed written report citing all of the pertinent circumstances will be included in the trip summary report submitted by the commanding officer, military department, to the commander at the home port.

### 4. SUPPLIES AND ALLOWANCES

a. Messes Served from the Main Galley. Meals for all messes served from the main galley will be prepared in accordance with the menu from articles of food authorized to be carried on board the ship. The average daily cost of the food consumed in these messes during the accounting period will not exceed the authorized ration value for each mess. The daily ration value to be used in all messes operated under the main galley will be the value of the ration established for the cabin mess.

★ b. Messes Serviced from the Troop Galley. Meals for the troops will be prepared in accordance with troop mess menus from articles of food authorized to be carried on board the ship. The average cost of food consumed in the troop mess during the accounting period will not exceed the authorized ration value for the troop mess. The ration allowance to be used in the troop galley will be the value of the troop mess ration as established.

### 2113 MEALS IN STATEROOMS OR QUARTERS

Meals or luncheons will not be served to passengers, military personnel, ships officers, or crews of ships in their staterooms or quarters without the written authority of the senior medical officer or the master of the ship when no medical officer is assigned.

**2114 SPECIAL RATIONS**

Such variety and quantity of food as the master of the ship considers necessary may be furnished as a night ration (lunch) between the hours of 2000 and 0800 to the following:

1. passengers, cabin and troop class;
2. passengers standing night watches;
3. officers, relief officers, and crew members standing night watches.

The master of the ship must authorize, in writing, the issuance of any

night ration (lunch). The issuance of night rations is not to result in an overissue of subsistence to any galley.

**2115 COMPLAINTS**

Complaints originating from passengers regarding service, quantity, quality, or palatability of food will be made to the commanding officer, military department, who will make a report of the action taken on each complaint to the commander at the home port of the ship (see par. 2111-4d).

**Section III: COMPOSITION OF STEWARD DEPARTMENT****2120 STEWARD DEPARTMENT SPACES AND EQUIPMENT**

1. **HANDLING KEYS.** Keys to all steward department spaces including storage spaces will be handled in accordance with instructions and directives issued by the chief steward of the ship to steward department personnel. It is the responsibility of the chief steward to insure that adequate instructions and directives are issued to maintain proper security of all storage spaces under his cognizance.

2. **STOREROOMS, NONPERISHABLE SUBSISTENCE.** Storerooms for nonperishable subsistence are maintained for the storage of such food items as are boxed, bagged, canned, dried, dehydrated, or otherwise processed to the extent that they may, under normal conditions, be stored without refrigeration. These subsistence items will be the responsibility of a storekeeper assigned by the chief steward.

3. **REFRIGERATED STORE-ROOMS.** Refrigerated storerooms are maintained for the storage of food items which are either highly perishable or have a limited storage life under normal conditions. Storerooms requiring refrigeration

fall under two main classes, frozen and chilled. Storerooms for frozen subsistence items are used for frozen meats, fish, poultry, quick-frozen fruits and vegetables, and butter. Chilled storerooms are used for fresh meats, fish, poultry, fresh vegetables and fruits, dairy products such as milk, eggs, cheese, and for special items such as yeast. The chief steward will assign refrigerated spaces to a storekeeper.

4. **BAKERY.** The bakery is that space where bread, pastries, and similar products are prepared, and will be placed under the direct charge of the senior baker. All fires used for baking will be extinguished at such times as are specified by the master of the ship.

5. **GALLEY.** The galley is that space where the final cooking and preparation of the food for issue to the messes is accomplished. Each galley will be placed under the direct charge of the senior cook. All fires used for cooking will be extinguished at such times as are specified by the master of the ship.

6. **MESSROOMS AND SCULLERIES.** The chief steward will be responsible for all messrooms and sculleries.

## PART C: DUTIES AND RESPONSIBILITIES OF PORT AND SHIP PERSONNEL

### 2200 GENERAL RESPONSIBILITIES

It will be the responsibility of the area and subarea commanders and commanding officers, MSTS offices, exercised through their respective supply officers, to insure that all personnel assigned to or transported in MSTS ships receive sufficient, palatable, and nutritionally adequate food each day of the voyage. Only through properly supervising, the stowage, issue, preparation, and utilization of subsistence supplies can personnel charged with these responsibilities eliminate waste and attain the high standards desired on board MSTS ships.

### 2201 SUPPLY OFFICER, HOME PORT OF SHIP

The supply officer of the area or subarea commander, MSTS, or the commanding officer, MSTS office, will be responsible to that commander for the food service program in ships assigned to the command. The supply officer will be assigned a port steward to assist him in the performance of these duties. The comptroller, at the home port, will forward to the supply officer at the home port such documents as described in Part I.

### 2202 PORT STEWARD

Under the general supervision of the supply officer of the area or subarea commander, MSTS, the port steward will supervise the stewards section. The port steward will have the following duties:

1. edit requisitions received from ships for subsistence supplies;

2. place orders for subsistence supplies with appropriate supply support activities;
3. prepare loading plans, designate time and place of deliveries, and coordinate with agencies concerned for the necessary stevedore labor and loading facilities;
4. supervise the receiving, loading, and proper stowing of subsistence items on board ships and when supplies do not meet specifications as to quality and packaging, reject these supplies and instruct the supplying agency to obtain replacement;
5. coordinate with the crewing and manning section in the selection of competent steward department personnel and make recommendations for promotions, demotions, and dismissals when, in his opinion, such action is necessary for the proper operation of the food service program;
6. on arrival of ships, inspect all messes, galleys, refrigerated and storerooms for non-perishable subsistence, and when necessary, cause redistribution, prior to departure of the ship to insure proper storage and adequacy of subsistence stores aboard;
7. review menus submitted by the chief steward at the end of each voyage and correct deficiencies in menu construction prior to the next voyage;
8. periodically review all subsistence records maintained aboard ships to insure accuracy and adherence to regulations, review statements of subsistence accounts submitted

by the ship's chief steward to determine if the mess was administered within the prescribed allowances, and report any discrepancy to the supply officer of the area or subarea commander, MSTs;

9. make recommendations through channels to COMSTS for the improvement of the food service program;
10. conduct studies of ship food service operation and review requisitions for galley equipment and galley lay-out plans.

#### 2203 COMMANDING OFFICER, MILITARY DEPARTMENT

The commanding officer, military department, will have the following duties:

1. make available to the chief steward, from the troops transported, personnel in the numbers necessary for the performance of the various mess duties such as mess officers, cooks, bakers, butchers, and messmen;
2. fulfill troop mess responsibilities as specified in par. 2111-4.

#### 2204 CHIEF STEWARD

In addition to other duties, the chief steward will be accountable for all subsistence on board the ship and will be responsible for the proper storage and preservation of subsistence items, the messing activities on board the ship including the preparation of food. Specifically he will

1. prepare and submit requisitions to replenish subsistence items, insuring that subsistence items requisitioned are sufficient in quantity and of ample variety to provide adequately varied and high quality menus throughout the voyage;
2. prepare menus for all meals;

3. receipt for, store, and issue subsistence items;
4. prepare subsistence issue slips which will be numbered serially for all subsistence items drawn from storerooms;
5. determine the quantities of subsistence items to be drawn daily from the storerooms;
6. keep the subsistence storekeeper currently advised of the names of the steward department personnel authorized to draw and receipt for subsistence and furnish him with samples of their signatures;
7. maintain a file, under lock and key, of each original subsistence issue slip, which is prepared for subsistence items, which will show the amount issued, signature of the person issuing the items, and the signature of the person receiving the subsistence;
8. insure that the total money value of the subsistence drawn from storerooms during the accounting period does not exceed the monetary value authorized for issue under prescribed ration allowances, unless written authority is received from the master of the ship authorizing overissues during the accounting period involved;
9. maintain the subsistence account;
10. submit a General Mess Operating Statement (S. and A. Form 45) and the supporting papers for audit as prescribed in these instructions;
11. insure complete utilization of all subsistence in all messes;
12. supervise the preparation and the serving of meals to insure that food is of the required quality, well prepared, and in sufficient quantity;
13. insure that temperatures are maintained in refrigerators to

- preserve properly perishable subsistence items;
14. inspect all storerooms and refrigerated spaces daily, enforcing orderliness and cleanliness throughout the department;
  15. insure that steel wool is not used for cleaning food handling equipment (pot cleaner, metal link or sponge, metal, are the recommended materials for cleaning food handling equipment; after initial use, the pot cleaner or sponge will be kept in disinfectant (germicide and fungicide));
  16. insure that all records under his cognizance are maintained in the prescribed manner and are in a current and accurate status at all times;
  17. insure that department orders are complete and initialed by the responsible steward department personnel and insure that safety precautions and operating instructions are posted for all equipment;
  18. report to the port steward, in person, at the end of each voyage;
  19. inspect subsistence receipts for quality and quantity as specified in pars. 2611-2613.

#### 2205 STOREKEEPER

The subsistence storekeeper will be responsible to the chief steward for maintaining orderliness and cleanliness throughout storage spaces and will be responsible for the safekeeping of all subsistence items. The subsistence storekeeper will issue subsistence items to the chief steward or his authorized representative on the presentation of the subsistence issue slip which has been signed properly by the chief steward and will be responsible for the safe delivery of the original

subsistence issue slip to the chief steward and the duplicate copy to the person maintaining the Subsistence Ledger (S. and A. Form 335) after the issue has been made (see Illustration 1). When making the issue the subsistence storekeeper will insert on the subsistence issue slip the exact quantities issued. If he is charged with the maintenance of the S. and A. Form 335, he will insert the current unit prices.

#### 2206 PURSER

The ships purser in addition to his other duties will

1. advise the chief steward of the number of persons to be subsisted daily in all messes during each leg of the voyage; the Daily Ration Memorandum (S. and A. Form 926) will be used for this purpose ((see Illustration 2); this form will be prepared prior to the first meal served after leaving each port, each day the ship is in port, and on the day the ship passes through the Panama Canal);
2. make a complete report for each accounting period of subsistence furnished to persons who are required to pay cash for meals, furnish the chief steward the necessary number of copies of the monthly Ration Memorandum (S. and A. Form 925), one for each mess (see par. 2320 and applicable instructions in the Navy Industrial Fund Handbook for MSTs (NAVEXOS P-1280));
3. will assure that all persons purchasing guest meals are furnished a Receipt for Cash--Subvoucher (Standard Form 1165).

## PART D: RATION ALLOWANCES

### Section I: RATION SYSTEM

#### 2300 RATIONS DEFINED

The term "ration" is defined as that quantity of prepared food authorized to be served daily to each person on board the ship as determined by the monetary rate established therefor by COMSTS.

#### 2301 MONETARY RATES FOR SUBSISTENCE

★ 1. RATES. The following basic daily monetary rates for subsistence are authorized for the operation of the various messes aboard MSTs ships:

Category	Authorized rate
Cabin and ship's mess in ships except transports	
when 10 or more are subsisted	\$1.77
when 9 or less are subsisted	1.93
Cabin and ship's mess in USNS passenger type ships	1.44
Troop mess in USNS ships	
when 150 or more are subsisted	1.18
when 149 or less are subsisted	1.29

#### 2. PROCEDURES FOR GUESTS

##### a. Guests on Board Conducting Official Government Business

(1) General. Each guest or his sponsor on board conducting official business must present a validated guest meal authorization to the purser or his delegated agent cashier for collection.

(2) Validation of Guest Meal Authorization. The following personnel will be responsible for the validation of guest meal authorizations:

1. directors of MSTs staff offices for staff personnel only;
2. master of the ship, first officer, chief engineer, chief steward, or commanding officer, military departments of USNS ships for personnel of Coast Guard, Customs Service, Department of Agriculture, Public Health Service, American Bureau of Shipping, other government departments and agencies, and employees of private contractors (at sea only).

(3) Collections of Guest Meal Authorization. The purser or his delegated agent cashier for collections, upon receiving payment for the meal, will attach the guest meal authorization to the original of the applicable Receipt for Cash--Subvoucher (Standard Form 1165). Both documents will be presented to the guest or his sponsor for presentation in the mess.

##### b. Guests on Board not Conducting Official Government Business

(1) General. Guests on board not conducting official business will be granted messing facilities by the following authorized personnel:

1. master of the ship;
2. commanding officer, military department;
3. ship's department heads.

(2) Collections of Guest Meal Authorization. The purser or his delegated agent cashier for collections will issue an appropriate Standard Form 1165 and furnish the original to the guest or his sponsor for presentation in the mess.



c. Charges for Guest Meals.

Guests on board conducting government business will be charged 1/3 of the authorized daily rate for each meal. Guests on board not conducting government business will be charged \$1.00 for each meal.

d. Procedures Applicable to Both Guest Categories. At least two hours in advance of each meal, notification will be given to the chief steward of the estimated number of guests to be expected.

e. Responsibility of the Chief Steward. The chief steward will arrange for the collection by the steward in attendance of all receipts for cash and guest meal authorizations from the sponsors or guests

at the time of seating. The cash receipts and guest meal authorizations will be forwarded with the subsistence returns rendered to administrative commanders.

f. Reporting of Violations. The chief steward will report to the master of the ship all violations of required procedures.

g. Responsibility of the Master of the Ship. The master of the ship will be responsible for insuring that guest meals are furnished in accordance with the procedures in this subparagraph and he will take the necessary measures to prevent unauthorized issues of government material.

## Section II: RATIONS ALLOWED

### 2310 PERSONS ENTITLED TO RATIONS ABOARD SHIPS

Persons entitled to be subsisted, the manner in which rations are furnished, and the pertinent circumstances in each case are listed in the following chart. For the purpose

of brevity the code designations, "CC" for cash collected, "R" for regular, and "PC" for Panama Canal employees, used for each category of persons being subsisted may be used on the Daily Ration Memorandum (S. and A. Form 926) prepared by the purser.

**MAIN GALLEY**  
**Subsistence of Persons in the Cabin Mess**

Subsistence

Code	Category of Persons authorized to be subsisted	Required to pay cash for subsistence only	Authority required	Necessary pertinent circumstances	Additional information or vouchers necessary
★ CC	Military officer personnel assigned to the ship for temporary or permanent duty	Yes	S. and A. Form 926		Reported on S. and A. Form 925 and DD Form 1348-1
R	Ship's civilian officers	No	S. and A. Form 926		Reported on S. and A. Form 925
★ R	Civilian officers assigned to the receiving section, detailed to work aboard an active status ship within the commuting area of the home port command	No	S. and A. Form 926	One hot meal is authorized during period which the detail embraces. Written authority of the industrial relations officer is required	Reported on S. and A. Form 925
R	Relief officers temporarily assigned to the ship	No	S. and A. Form 926	One hot meal authorized for period which their watch embraces. No other meals authorized	Reported on S. and A. Form 925

**MAIN GALLEY**  
**Subsistence of Persons in the Cabin Mess--Continued**

Code	Category of persons authorized to be subsisted	Required to pay cash for subsistence only	Authority required	Necessary pertinent circumstances	Additional information or vouchers necessary
★CC	Red Cross workers assigned to duty in the ship or Red Cross personnel transported as passengers on space requirement basis	Yes	S. and A. Form 926		Reported on S. and A. Form 925 and DD Form 1348-1
R	Military officer passengers of the Air Force or Army	No	S. and A. Form 926	When travel is performed on a space available basis	Reported on S. and A. Form 925. Established tariff, which includes cost of subsistence, will be collected by the sponsoring agency
R	Military officer passengers of the Navy, Marine Corps, or Coast Guard	No	S. and A. Form 926	When travel is performed on a space available basis	Reported on S. and A. Form 925. Established tariff, which includes cost of subsistence, will be collected by the purser
R	Military officer passengers of the Air Force, Army, Navy, Marine Corps, or Coast Guard	No	S. and A. Form 926	When travel is performed on a space requirement basis	Reported on S. and A. Form 925
R	Midshipmen and cadets of the Air Force, Army, Navy, Coast Guard, or Maritime Administration	No	S. and A. Form 926	When travel is performed on a space requirement basis	Reported on S. and A. Form 925

R	Authorized enlisted personnel of the Army, Air Force, Navy, Marine Corps, or Coast Guard	No	S. and A. Form 926	When travel is performed on a space requirement basis	Reported on S. and A. Form 925
★ CC	Dependents of military personnel and dependents of U. S. Government employees	Yes	S. and A. Form 926	When traveling on a space requirement basis	Reported on S. and A. Form 925 and DD Form 1348-1
R	Dependents under six years of age of military personnel or U. S. Government employees, other than Navy sponsored	No	S. and A. Form 926	When traveling on a space available basis	Reported on S. and A. Form 925. One-half the established tariff, which includes the cost of subsistence, will be collected by the sponsoring agency
R	Dependents under six years of age of military personnel or U. S. Government employees, sponsored by the Navy	No	S. and A. Form 926	When travel is on a space available basis	Reported on S. and A. Form 925. One-half the established tariff, which includes the cost of subsistence, will be collected by the purser
CC	Dependents under six years of age of military personnel or U. S. Government employees	Yes	S. and A. Form 926	Charge will be 1/2 of the regular ration charge when traveling on a space requirement basis	Reported on S. and A. Form 925

**MAIN GALLEY**  
**Subsistence of Persons in the Cabin Mess--Continued**

Code	Category of persons authorized to be subsisted	Required to pay cash for subsistence only	Authority required	Necessary pertinent circumstances	Additional information or vouchers necessary
R	Civilian employees of the U.S. Government traveling as passengers, other than Navy sponsored	No	S. and A. Form 926	When travel is on a space available basis	Reported on S. and A. Form 925. The established tariff, which includes the cost of subsistence, will be collected by the sponsoring agency
R	Ship's pilots (other than Panama Canal personnel)	No	S. and A. Form 926	Ship's pilots required on board for navigation during normal meal hours	Receipt, signed by the pilot, covering total number of meals; reported on S. and A. Form 925
R	Civilian employees of the U.S. Government traveling as passengers sponsored by the Navy	No	S. and A. Form 926	When travel is on a space available basis	Reported on S. and A. Form 925. The established tariff, which includes the cost of subsistence, will be collected by the purser

R	Civilian employees of the U.S. Government traveling as passengers	No	S. and A. Form 926	When travel is performed on a space requirement basis	Reported on S. and A. Form 925
R	Authorized passengers sponsored by the Navy	No	S. and A. Form 926	When travel is on a space available basis	Reported on S. and A. Form 925. The established tariff, which includes the cost of subsistence, will be collected by the purser
R	Authorized passengers sponsored by the Army or Air Force	No	S. and A. Form 926	When travel is on a space available basis	Reported on S. and A. Form 925. The established tariff, which includes the cost of subsistence, will be collected by the sponsoring agency
★ R	Other authorized passengers	Yes	S. and A. Form 926	Written authority of the commanding officer, military department, is required	Reported on S. and A. Form 925 and DD Form 1348-1
★ CC	Guests	Yes	S. and A. Form 926	Subsistence will be furnished guests in accordance with par. 2301-2	Reported on S. and A. Form 925 and DD Form 1348-1

MAIN GALLEY  
Subsistence of Persons in the Cabin Mess--Continued

Code	Category of persons authorized to be subsisted	Required to pay cash for subsistence only	Authority required	Necessary pertinent circumstances	Additional information or vouchers necessary
★ R	Foreign civilian and foreign armed forces personnel aboard MSTs ships conducting official business, when such personnel are unable to pay for their meals	No	S. and A. Form 926	Authority to feed at no cost will be granted only when the master considers it to be in the best interest of the Government	Reported on S. and A. Form 925

## MAIN GALLEY

## Subsistence of Persons in the Ship's Mess

Code	Category of persons authorized to be subsisted	Required to pay cash for subsistence only	Authority required	Necessary pertinent circumstances	Additional information or vouchers necessary
R	Enlisted Navy personnel assigned to duty of the ship	No	S. and A. Form 926		Reported on S. and A. Form 925
R	Civilian crew members	No	S. and A. Form 926	In accordance with Civilian Marine Personnel Instructions No. 225	Reported on S. and A. Form 925
★ R	Civilian crew members assigned to the receiving section, detailed to work aboard an active status ship within the commuting area of the home port command	No	S. and A. Form 926	One hot meal is authorized during period which the detail embraces. Written authority of the industrial relations officer is required	Reported on S. and A. Form 925
★ CC	Other authorized personnel	Yes	S. and A. Form 926	Written authority of the commanding officer, military department, is required	Reported on S. and A. Form 925 and DD Form 1348-1



**MAIN GALLEY**  
**Subsistence of Persons in the Ship's Mess--Continued**

Code	Category of persons authorized to be subsisted	Required to pay cash for subsistence only	Authority required	Necessary pertinent circumstances	Additional information or vouchers necessary
PC	Personnel of Panama Canal	No	S. and A. Form 926	Seamen or pilots required on board during passage through the Panama Canal during normal meal hours	Receipt signed by the principal employee or individuals employed by the Panama Canal covering total number of meals; reported on S. and A. Form 925
★ CC	Guests	Yes	S. and A. Form 926	Subsistence will be furnished guests in accordance with par. 2301-2	Reported on S. and A. Form 925 and DD Form 1348-1
★ R	Foreign civilian and foreign armed forces personnel aboard MSTs ships conducting official business, when such personnel are unable to pay for their meals	No	S. and A. Form 926	Authority to feed at no cost will be granted only when the master considers it to be in the best interests of the Government	Reported on S. and A. Form 925