



## DEPARTMENT OF THE NAVY

NAVAL AIR STATION  
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:

NASLEMINST 7220.1M  
11B/002

**23 FEB 1994**

### NAS LEMOORE INSTRUCTION 7220.1M

From: Commanding Officer, Naval Air Station, Lemoore

Subj: COMMUTED RATIONS (COMRATS)

Ref: (a) MILPERSMAN 2640100  
(b) NASLEMINST 4061.16F  
(c) NASLEMINST 4061.17E

Encl: (1) Regulations Governing Entitlements to and Procedures  
for Requesting Commuted Rations  
(2) Example for Requesting Commuted Rations

1. Purpose. To publish the policy governing entitlements to COMRATS and procedures for processing requests submitted by air station and fleet enlisted personnel stationed aboard Naval Air Station Lemoore.

2. Cancellation. NASLEMINST 7220.1L

3. Background

a. Per references (a) through (c) COMRATS may be authorized by the commanding officer of shore activities operating enlisted dining facilities for:

(1) Enlisted personnel under their command.

(2) Personnel authorized single Basic Allowance for Quarters Variable Housing Allowance (BAQ/VHA) (regardless of circumstances). When a request for BAQ/VHA is submitted, request for COMRATS should be included on the same chit.

b. COMRATS will be authorized consistent with the economical administration of the galley.

4. Responsibility

a. The Executive Officer, Naval Air Station Lemoore, will administer authorization for COMRATS. Requests will be approved only when requests meet the criteria set forth in enclosure (1) and submitted using format outlined in enclosure (2).

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b. Tenant Activities. Command attention is specifically invited to the fact that submission of a Military Pay Order (NAVCOMPT 3060) to adjust pay records by reason of commuted rations is INVALID if the commencement date and time are other than the date and time the request for COMRATS is approved by the Executive Officer, Naval Air Station Lemoore.

5. Information. Enclosure (1) contains additional information concerning eligibility and procedures to be followed in requesting COMRATS. (Enclosure (2) provides format information.)

6. Hours of Operation. Reference (b) contains hours for the galley and procedures for ordering box meals for personnel who are unable to eat in the galley.

7. Forms. NAVCOMPT 3060 Military Pay Order and SA 1105 General Meal Pass are available through PSD. Special Request Authorization, NAVPERS 1336/3 is available through Servmart.

  
A. R. GORTHY

Distribution: (NASLEMINST 5215.2T)  
Lists B & E

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REGULATIONS GOVERNING ENTITLEMENT TO AND  
PROCEDURES FOR REQUESTING COMMUTED RATIONS1. Eligibility

a. Personnel may be authorized on an individual basis to receive COMRATS using the following guidelines:

(1) Does not require NAS Lemoore approval:

(a) Married personnel who maintain living quarters with their immediate family within a 100-mile radius of Naval Air Station Lemoore. Immediate family is defined as wife, husband, parents, grandparents, foster and adopted children, and brothers and/or sisters. They are not required to submit a request chit. When a member marries, they should contact Personnel Support Detachment (PSD) to update their Page Two and start their COMRATS (applies only when spouse will reside in local area).

(b) Personnel in pay grades E-7 through E-9.

(2) Does require NAS Lemoore approval:

(a) Personnel authorized single BAQ/VHA (regardless of circumstances).

(b) Personnel whose duty assignment preclude eating in the galley due to nonavailability of government messing during the majority of their duty hours. Personnel requesting eligibility for COMRATS under this provision will explain the circumstances, in writing, on the reverse side of the request chit. The chit must be signed by the department head for shore personnel and unit commander/executive officer for fleet personnel and forwarded to the Naval Air Station Executive Officer via the Military Personnel Liaison Office (MPLO). The explanation must specify why ordering a box lunch is not an acceptable option.

b. Personnel drawing COMRATS will not normally maintain residence in the Bachelor Enlisted Quarters facilities aboard Naval Air Station Lemoore (exceptions will be handled on an individual basis). Approval to draw COMRATS will not be construed as certification of nonavailability of government quarters. On duty nights, personnel may utilize bunks provided for the duty section.

c. It is the responsibility of the Commanding Officer, NAS Lemoore, to ensure economical operation of the galley. In order to accomplish this, it has been determined that only personnel meeting the eligibility requirements above will be granted COMRATS.

Encl (1)

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2. Termination of Eligibility for Commuted Rations. It is each individual's responsibility to notify MPLO, Naval Air Station Lemoore, of any circumstances which will terminate eligibility for COMRATS. Personnel failing to notify PSD or MPLO will be held financially responsible for pay back of over payment if found not entitled to COMRATS. PSD will be requested to terminate COMRATS for individuals who no longer qualify.

3. Procedures for Requesting Commuted Rations

a. Upon reporting, all enlisted personnel shall be issued a General Meal Pass (SA Form 1105), unless COMRATS are requested following the provisions of reference (c). Requests for COMRATS shall be submitted on NAVPERS 1336/3 (Special Request Authorization).

b. Personnel requesting COMRATS during a normal tour who have been issued a General Meal Pass, shall apply in the same manner as prescribed above by utilizing the Special Request Chit except as indicated in paragraph 1a(1). Upon approval, meal passes will be stamped "cancelled" by MPLO.

c. Upon submission of request for COMRATS, the commanding officer or executive officer of fleet activities or department heads for Station personnel, as appropriate, will verify member's eligibility per references (a) through (c). Requesting member must write the reason for COMRATS on the back of the Special Request Chit. If the reason is not stated, the Chit will be returned without action. A request should be submitted based on eligibility under established guidelines and/or extenuating circumstances other than watches and financial hardship.

d. The endorsing officer may recommend disapproval for cause and state the reason(s). The request will then be delivered to MPLO, Naval Air Station Lemoore. Leave the last two blocks of NAVPERS 1336 (Special Request) blank for Commanding Officer/Executive Officer NAS Lemoore endorsement. Personnel failing to do so will have chits returned without action taken.

e. After approval/disapproval by the Executive Officer the following actions will be taken by MPLO:

(1) Approved Chits:

(a) Upon approval of the request, member will bring Meal Pass to MPLO for cancellation. The Meal Pass will be stamped CANCELED and signed by MPLO. One copy of the approved Request Chit will be maintained in MPLO for six months following date of approval.

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(b) Missed meal compensation will be from the date the Meal Pass was surrendered.

(2) Disapproved Chits: All disapproved Chits will be returned to department/tenant commands.

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UPON EXECUTIVE OFFICER APPROVAL FOR COMRATS  
CANCELLED WILL BE STAMPED BY MPLO

PASS NO. **G 863326** EDF NO.

AT3 JOHN W. DOE  
000-00-000  
NAS LEMOORE

**CANCELLED**

SIGNATURE OF HOLDER: *John W. Doe* EXPIRATION DATE: 95JAN02

PASS MUST BE PRESENTED AT EACH MEAL. This person is authorized to eat in the enlisted dining facility indicated. Use of this pass by another constitutes an offense punishable under the UCMJ. The issuing officer will be notified when this pass is lost or found, and when authorized user is detached.

ISSUING OFFICER: *John W. Doe* S/N: 0100-UP001-1000  
J. W. DOE, RN1 USN

SPECIAL REQUEST AUTHORIZATION  
NAVPERS 1336 3 (Rev. 9-75)  
S/N: 0106-LF-063-8E33

POC:  
PHONE:

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. The information will be used to assist officials and employees at the Department of the Navy in determining your eligibility, for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory. Failure to provide required information may result in delay in response to or disapproval of your request.

NAME (Last, first, middle initial): <b>DOE, JOHN W.</b>	RATE: <b>AT3</b>	SSN: <b>000-00-000</b>
SHIP OR STATION: <b>NAS LEMOORE</b>	DATE OF REQUEST: <b>921119</b>	
DEPARTMENT DIVISION WARD: <b>ADMIN</b>	DUTY SECTION GROUP: <b>N/A</b>	
NATURE OF REQUEST: <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL REQUEST <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input checked="" type="checkbox"/> OTHER (Below)		
NO. DAYS REQUEST:	FROM: Date and time:	TO: Date and time:
DISTANCE (Miles):	MODE OF TRAVEL: <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> CAR	
LEAVE ADDRESS: Street, box or route no., City, State, Zip Code:		TELEPHONE NUMBER:

ORIGINAL + 3 COPIES

REASON FOR REQUEST:  
**RESPECTFULLY REQUEST COMMUTED RATIONS DUE TO (SEE BACK)**

SIGNATURE OF APPLICANT: *John W. Doe*

I HEREBY DECLARE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -  
SIGNATURE OF STANDBY: \_\_\_\_\_ DUTY STATION: \_\_\_\_\_

PERSONNEL OFFICER

EARNED LEAVE DAYS AS OF:	LEAVE THIS FISCAL YEAR:	DATE LAST PAID:
RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE AND RANK RATE TITLE DATE:	
<input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE AND RANK RATE TITLE DATE:	
<input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE AND RANK RATE TITLE DATE:	
<input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE AND RANK RATE TITLE DATE:	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE:	

REASON FOR DISAPPROVAL:

LOG OUT AND IN WITH OOD (When required):

OUT (Hour and date):	INITIALS OOD:	IN (Hour and date):	INITIALS OOD:
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HITCHHIKING IS PROHIBITED

Encl (2)