



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY DETACHMENT
2600 DODSON STREET
PORT HUENEME, CALIFORNIA 93043-4416

MEMORANDUM OF UNDERSTANDING

Subj: MEAL PASSES

Ref: (a) PERSUPACTWESTINST 4060.1
(B) DODFMR 7A 250101.A.1
(C) MILPERSMAN 1746-020

Encl: (1) Sample Meal Pass Log

1. Purpose. To establish a mutual agreement between Personnel Support Activity Detachment (PERSUPPDET) Port Hueneme and the Naval Air Maintenance Training Group Detachment (NAMTRAGRUDET) Point Mugu for the issue and control of Ration-in-Kind Meal Passes (NAVSUPP Form 1105) and to ensure compliance with the requirements set forth in references (a) through (c).

2. Background. The Meal Pass is used by authorized personnel to subsist from the General mess. Effective 01 October 2000 NAMTRAGRUDET Point Mugu assumed responsibility as a Meal Pass issuing activity for students under their command.

3. Responsibilities

a. PERSUPPDET Port Hueneme remains responsible for the procurement, control and bulk issue of meal passes to NAMTRAGRUDET Point Mugu and for compliance with the procedures set forth in references (a) through (c).

b. NAMTRAGRUDET Point Mugu is responsible for the issuance, accountability, and control of meal passes obtained from PERSUPPDET Port Hueneme for student personnel assigned to the NAMTRAGRUDET for temporary additional duty/temporary duty under instruction (TEMADDINS/TEMDUINS).

4. Action. NAMTRAGRUDET Point Mugu is responsible for ensuring that the procedures listed below are followed when issuing and controlling meal passes:

a. Entitlement to Ration-in-Kind (RIK). All student personnel on board NAMTRAGRUDET Point Mugu for TEMADDINS/TEMDUINS will be issued RIK unless specifically authorized in writing by the Commanding Officer, NAMTRAGRUDET, Point Mugu.

b. Issue Procedures

(1) Meal passes will be issued at only one site within NAMTRAGRUDET Point Mugu using pink colored meal passes to identify RIK entitlement.



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

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

(a) Personnel receiving basic allowance for subsistence (BAS) at the rate based on the non-availability of government mess.

(b) Inactive selective reserve personnel in a drill status.

c. Meal Pass Logs

(1) Bulk Stock Log. This log will be maintained by PERSUPPDET Port Hueneme. The PERSUPPDET Assistant Officer in Charge is designated as the Bulk Stock Log Custodian.

(2) Individual Issue Log. Maintained by the custodian of the meal passes. For the purpose of this Memorandum of Understanding, the NAMTRAGRUDET Student Control Supervisor is designated as the Individual Issue Log custodian. The Student Control Supervisor may sub-delegate this responsibility to a reliable Petty Officer.

(a) Meal passes issued to NAMTRAGRUDET Point Mugu Meal Pass Custodian by PERSUPPDET Port Hueneme will be signed for, indicating date, quantity, and serial numbers of Meal Passes issued. NAMTRAGRUDET Meal Pass Custodian will sign the Bulk Stock Log indicating receipt.

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

(c) When a meal pass is issued to an individual, that individual's name and SSN will be entered opposite the meal pass number in the Meal Pass Log and the recipient will sign his/her name on the same line.

(d) A sample completed Meal Pass Log page is included as enclosure (1). No deviation from the format in the enclosure is authorized.

(e) Copies of completed Meal Pass Logs are to be provided to PERSUPPDET Port Hueneme no later than 1200 each Friday, or at the end of each work week, to update the local SDS minimaster.



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d. Control

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

(2) Requests for COMRATS, when approved by the OIC NAMTRAGRUDET, will be processed by PERSUPPDET Port Hueneme. The COMRATS effective date will be the date the meal pass is surrendered. Retroactive COMRATS will not be authorized.

(3) All surrendered meal passes shall be annotated in the Meal Pass Log immediately, then destroyed.

(4) All lost meal passes will be reported to the Naval Base Ventura County Food Service Officer through PERSUPPDET Port Hueneme, and will be annotated as "lost" in the remarks section of the Meal Pass Log.

e. Security

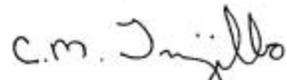
(1) NAMTRAGRUDET Point Mugu shall ensure only authorized enlisted members are issued and permitted to retain the NAVSUP Form 1105 (Meal Pass), according to the members entitlement.

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

(3) Un-issued meal passes will be provided positive security and will be kept under lock in a suitable container until issued. In this respect, desk drawers, whether they are lockable or not, are not considered suitable containers for the stowage of meal passes.

(4) Accountability of meal passes will be checked during inspections, audits, internal control reviews and Quality Assurance inspections at either or both PERSUPPDET Port Hueneme and NAMTRAGRUDET Point Mugu.


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NAMTRAGRUDET Point Mugu


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