

MILPERSMAN 1746-030

MEAL PASSES FOR ENLISTED PERSONNEL

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References	(a) NAVSUP P-486, Food Service Management General Messes of Apr 07
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1. **Description.** Active duty (ACDU) enlisted members, who are entitled to meals at government expense in a general mess ashore, are issued a **NAVSUP 1105 (Rev. 7-80), Meal Pass**; or at the discretion of the responsible commanding officer (RCO), use their **Department of Defense (DoD) Common Access Card (CAC)**, issued by Defense Enrollment Eligibility Reporting System (DEERS)/Real Times Automated Personnel Identification System (RAPIDS), and updated with the appropriate meal entitlement code (MEC) and unit identification code (UIC) as their meal pass.

a. **Purpose:** A meal pass or CAC with a rations in kind (RIK) MEC permits the holder to consume meals at government expense in any Navy general mess **with** the food service application. NAVSUP 1105 must be used in a Navy general mess **without** the food service application.

b. **Requisitioning Blank Meal Passes:** The NAVSUP 1105 meal pass is requisitioned from Cog 1L stock in the desired color.

c. **Appearance:** NAVSUP 1105 is serialized, printed, and comes in the following six colors:

(1)	White (WHT)
(2)	Blue (BLU)
(3)	Pink (PNK)
(4)	Green (GRN)
(5)	Salmon (SLM)
(6)	Yellow (YLW)

2. Responsibilities

a. **Personnel Support Detachment (PERSUPP DET) and NAVSUP 1105:** The PERSUPP DET is responsible for the actual issue and control of NAVSUP 1105. In the absence of a PERSUPP DET, the issue and control of meal passes is the responsibility of the command performing personnel and administrative functions.

b. **Commander Naval Installations Command (CNIC) and the DoD CAC Meal Pass:** CNIC is responsible for the promulgation of the policies and procedures required for the use of the DoD CAC as a meal pass. These policies and procedures will be coordinated with the Navy director of food service.

c. **Responsible Commanding Officer (RCO):** The RCO establishes local policies and guidelines for issue, updates, and use of meal passes (NAVSUP 1105 and the DoD CAC) and ensures consistency for all tenant units using the activity's enlisted dining facilities:

(1) **Meal Pass Log:** The member's name and social security number (SSN) are typed or printed opposite the pass number in a log when a meal pass is issued. The member's signature belongs on the same line.

(2) **Card Maintenance Utility (CMU):** The CMU will be used to update the CAC MEC and UIC. The report function in CMU logs all CAC updates and shows the update, cardholder's name/SSN, and CMU operator's name/SSN.

(3) **Use of Color:** The RCO specifies the colors used for each category of personnel and coordinates control procedures for NAVSUP 1105 meal passes with the PERSUPP DET. Different colored meal passes are used to identify Navy Reserve and other military personnel as follows:

(a)	Full Time Support (FTS) enlisted personnel are assigned different colored meal passes for general mess accounting purposes.
(b)	Navy Reserve enlisted personnel on annual training are recorded and accounted for separately by the general mess. They are assigned different colored meal passes other than the colors for the Regular Navy and FTS personnel.
(c)	Different color meal passes are assigned to enlisted members of other service categories per local needs.
(d)	Enlisted personnel in a travel status , who are not entitled to the meal portion of per diem, may be issued a meal pass to show entitlement to subsistence-in-kind.
(e)	Personnel with commuted rations may be issued a different colored meal pass. A distinction can then be made between this category of personnel and the enlisted members on temporary additional duty (TAD)/temporary duty (TDY) having a per diem allowance. This facilitates meal sales and ensures collection of proper charges.

3. **Ineligible Personnel.** Meal passes are not issued to reservists not on ACDU orders. Local procedures must be developed for other than permanent meal passes, to manage meal passes for reservists not on ACDU orders entitled to subsistence in kind.

4. **Issue and Control Instructions.** Meal passes are issued and controlled by instructions found in reference (a). The following table contains guidelines for NAVSUP 1105 meal pass management and accountability measures:

WHEN a member...	THEN...	AND...
detaches or is authorized commuted rations,	permanently withdraw the meal pass	destroy it.
loses a meal pass,	advise the food service officer	<ul style="list-style-type: none"> • have an authorized person line through the initial meal pass log entry. • issue a new pass in series. • record date and disposition of the pass in separate column of the log. <p>NOTE: This is a ready reference for meal pass status.</p>
is in leave, travel, TDY, or TAD status,	member's command retrieve temporarily the meal card at the time member picks up leave papers or orders. NOTE: Personnel under orders may eat in a general mess by having the orders endorsed.	
is entitled to subsistence in-kind and is in leave status,	annotate Part 3 of NAVCOMPT 3065 (Rev. 2-83), Leave Request Authorization, in the lower right-hand corner as follows: ENTITLED TO GENERAL MESS MEALS EXCEPT DURING PERIOD OF LEAVE. MEAL PASS NO. _____.	<ul style="list-style-type: none"> • enter the meal pass number in space provided. • use the leave authorization in lieu of meal pass while in leave status. • hold or forward the meal pass to appropriate leave approval authority. • Master at Arms must check the "commencing" and "ending" hour and date when the leave authorization is used instead of the meal pass. <p>NOTE: A free meal must not be received during the period in which leave rations apply.</p>

5. **Accountability of Meal Pass Stocks**. Strict accountability must be maintained for on-hand stocks of NAVSUP 1105:

a. Serial numbers must be secured and kept under lock until issued.

b. A meal pass entitles the holder to meals at government expense or only the basic meal charge.

c. Each command must ensure that only authorized enlisted members are issued and permitted to retain NAVSUP 1105.

d. Meal pass accountability is checked during audits and inspections.

6. **CAC Standard Operating Procedures (SOP)**. The SOP for CAC as a meal pass is located at <http://pmo.cac.navy.mil/policies.aspx>.

7. **Reporting Number of Personnel Entitled to Subsistence-In-Kind**

a. The personnel officer issuing meal passes must provide the food service officer with the total number of personnel entitled to subsistence-in-kind, broken down by categories such as

(1)	Navy Regular
(2)	Navy Reserve
(3)	Marines, or
(4)	Coast Guard.

b. This information is required to meet the reporting needs of the food service officer.