DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL BASE SAN DIEGO
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NAVBASESANDIEGOINST 4061.9C
N91M

NAVBASE SAN DIEGO INSTRUCTION 4061.9C

Subj: ADMINISTRATION OF NAVAL BASE GENERAL MESS, MERCER HALL BUILDING 3202

Ref: (a) MILPERSMAN 7220-160

1. Purpose. To establish responsibilities and procedures relative to feeding personnel in Mercer Hall building 3202.

2. Cancellation. NAVSTASDIEGOINST 4061.9B.

3. Policy. The overall operation of the General Mess is the responsibility of the Commanding Officer (CO), Naval Base San Diego (NBSD).

4. Action. The Food Service Officer (FSO) is the accountable Officer-in-Charge (OIC) of the operation and will be responsible to the CO for the proper and efficient operation of the General Mess. The Leading Chief Petty Officer (LCPO) is responsible and accountable to the FSO, and will be assisted by key Navy Culinary Specialists.

5. Permanent Change of Station (PCS) Patrons. Permanently assigned patrons are authorized and subject to the directives outlined in reference (a).

6. Authorization for Commuted Rations. Per reference (a), the CO, NBSD sets policy regarding who may mess separately and receive commuted rations within the following guidelines:

a. Personnel residing off base.

b. Personnel whose working hours prohibit them from subsisting in the galley. Every effort should be made to assign work in such a way that personnel may utilize the galley for meals. Box lunches are available for occasional missed meals.

7. Authorization for cash purchase of meals. Personnel authorized to purchase meals for cash in CNRSW ashore galleys are: Active Duty personnel (U.S. and foreign military), activated reservists on orders, escorted dependents of active

duty or activated reservists on orders, U.S. Military Midshipmen, Cadets, NROTC personnel on orders, and all government travelers (on orders) when directed to subsist from the ashore galley.

8. Food Service Details

a. Fleet units subsisting in the General Mess while under going overhaul and repairs will furnish personnel to assist in meal preparation, service and clean-up. The number of personnel required will be determined by the FSO.

b. Food service details shall be comprised of Culinary Specialists for food preparation and Master-at-Arms for order and discipline. All assigned personnel will be under the supervision of galley supervisors at all times. Administrative control is retained by the parent unit.

c. The duty and liberty status of personnel assigned will be regulated by the General Mess LCPO.

d. Personnel in a disciplinary status will not be assigned to food service detail.

e. Replacements will be required for personnel absent from duty for two successive meals and for personnel returned for the following reasons:

(1) Physically unacceptable for food service duty as determined by the Medical Officer and FSO.

(2) Disciplinary action.

(3) Emergency leave, school or transfer.

f. Food service details for temporarily subsisting units will report to the General Mess LCPO one day prior to commencement of the first meal for indoctrination.

g. All personnel will report with an adequate supply of clean clothing and personal gear for the performance of their prospective duties.

9. Messing and Regulations

a. Passes

(1) Proof of BAS or RIR is required. Either a set of orders or a recent LES will be provided.

(2) When a group of personnel will mess on a mass feeding basis, the person in charge of the group will present a completed NAVSUP Form 1292 to the Master-at-Arms at the cash register before the first member enters the line. All personnel will be required to carry his or her Armed Forces Identification Card.

b. Uniforms. Reasonably clean and unmutilated uniforms or appropriate civilian clothing will be worn in the dining facility. No PT gear will be authorized to dine in.

10. Hours of Operation

a. Monday - Friday

Breakfast	(early meal)	0530-0600
	(regular meal)	0600-0730
Lunch	(early meal)	1030-1100
	(regular meal)	1100-1230
Dinner	(early meal)	1600-1630
	(regular meal)	1630-1800

b. Saturday, Sunday and Holidays

Breakfast	(early meal)	0630-0700
	(regular meal)	0700-0930
Brunch	(early meal)	0930-1000
	(regular meal)	1000-1200
Dinner	(early meal)	1600-1630
	(regular meal)	1630-1800

c. Change requests to existing meal hours will be submitted by requesting activity to FSO with final approval of CO, NBSD.

11. Mess Line

a. The mess line will form at the main entrance of the building and extend around the front of the driveway entrance.

b. Personnel in line will refrain from unnecessary noise, skylarking or boisterous conduct.

12. Meal Prices. Meals are sold to authorized personnel at the rates published by the Naval Supply Systems Command and posted along the serving line and cash register.

13. Sampling of Meals. The Command Duty Officer will sample meals and will also complete the meal survey report.

14. Smoking. Smoking is prohibited throughout Mercer Hall.

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