



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3455 SENN RD  
SAN DIEGO, CA 92136-5084

NAVBASANDIEGOINST 5420.24F  
N91M  
4 Aug 06

NAVBASE SAN DIEGO INSTRUCTION 5420.24F

Subj: FOOD SERVICE MENU REVIEW BOARD (FSMRB)

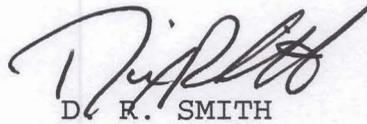
Ref: (a) NAVSUP P486, 3100 para 2

1. Purpose. To establish procedures and responsibilities for the FSMRB.
2. Cancellation. NAVSTASDIEGOINST 5420.24E.
3. Background and Scope. This instruction applies to Naval Base San Diego (NBSD) and tenant commands receiving enlisted messing support from the NBSD galley. The FSMRB is responsible for presenting comments and opinions of galley patrons on food selection, preparation, and service to the Food Service Officer (FSO). It also provides an opportunity for each representative to bring up comments and suggest alternative efforts and solutions to improve menus and quality of service.
4. Composition
  - a. Tenant Commands. Assign an enlisted representative and an alternate to be a member of the FSMRB. Commands with over 500 military personnel are required to designate two representatives.
  - b. NBSD Departments/Staff Offices. The following will appoint enlisted representatives to the FSMRB: Admin, Self Help, First Lieutenant, Combined Bachelor Quarters, Port Operations, Force Protection, Legal and Religious Ministries.
5. Action
  - a. The FSO or Leading Culinary Specialist in FSO's absence shall:
    - (1) Preside as Chairman of the Board.
    - (2) Schedule and setup location of the board, normally held quarterly on the third Tuesday of the first month of that quarter.
    - (3) Keep the minutes of the meeting and report to the Commanding Officer (CO), via Executive Officer, with a copy to all members via their CO's. The minutes shall contain the report of related problems, recommendations and plan of action, when applicable.

b. Tenant commands and NBSD Department Heads/Staff Officers shall:

(1) Provide names, rates and telephone numbers of representatives to the FSO, NBSD.

(2) Encourage all military personnel to disseminate suggestions and inputs to their representative for submission to the board.



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