

	OFFICE OF MARINE AND AVIATION OPERATIONS	PROCEDURE	VERSION	
		0102-13	4.0	
	EFFECTIVE DATE	REVIEW DATE		
	3/14/2018	3/14/2023		
AUTHORIZED BY: /s/ RADM Michael J. Silah, NOAA		ISM CODE REFERENCE		
<hr/> RADM Michael J. Silah, NOAA Director, NOAA Corps and Office of Marine and Aviation Operations		N/A		
		RESPONSIBLE POSITION		
		Director, Marine Operations		

SHIP MESS OPERATIONS

1. PURPOSE

- 1.1 This document defines the procedures to conduct mess operations aboard National Oceanic and Atmospheric Administration (NOAA) ships. This includes mess operation responsibility, meal rate determination, commuted subsistence (COMSUB) eligibility, procurement requirements, considerations for special dietary needs, and reimbursement procedures.
- 1.2 This version
- 1.2.1 Removes the requirement to use 70% of food supply purchases, where DLA services are available in section 4.2.2.
- 1.2.2 Removes the requirement for Uniformed Service members to pay for shipboard provided meals while assigned to the vessel on temporary duty (TDY) orders.

2. SCOPE

- 2.1. This procedure applies to all NOAA ships.

3. RESPONSIBLE POSITIONS

- 3.1. The following positions or groups have action item responsibilities within this procedure:
- Ship Commanding Officer
 - Wage Marine COMSUB Recipient
 - Marine Center Commanding Officer
 - Director of the Commissioned Personnel Center
 - Marine Operations Finance Specialist
 - Chief Steward
 - Chief Scientist
 - Mess Treasurer

4. RESPONSIBILITIES AND PROCEDURES

4.1. Commanding Officer Responsibilities

- 4.1.1. The Commanding Officer (CO) must operate a safe and efficient mess aboard the ship and provide an opportunity for embarked personnel to indicate special dietary needs.

- 4.1.2. The CO must designate a Mess Treasurer and approve NOAA Form (NF) 57-01-02 - *Reimbursement for Ship Mess Operations*, monthly.
- 4.1.3. When meals are provided aboard a NOAA ship, the CO must ensure individuals are charged per the following guidance.
 - The following personnel will not be charged for meals:
 - Wage Marine employees including maritime academy cadets;
 - Embarked federal civilian personnel on temporary duty (TDY) orders;
 - Scientific program personnel; and
 - Uniformed Service members on temporary duty (TDY) orders
 - All permanently assigned uniformed service members will be charged for meals at the discount meal rate.
 - Other personnel will be charged at the standard meal rate for any meal provided and must pay the Mess Treasurer for their meal(s) before departing the ship. Other personnel includes federal civilian employees without TDY orders to the ship, contractors, public constituents aboard for tours or outreach events, and guests of crewmembers.
- 4.1.4. When meals are not provided aboard a NOAA ship while the ship is in port, the CO must determine COMSUB eligibility for Wage Marine (WM) employees per the current version of NOAA Administrative Order (NAO) 202-534B and conditions in the appropriate Collective Bargaining Agreement.
- 4.1.5. Whenever two or more NOAA ships are berthed in the same port at the same time, the COs should implement fleet messing to reduce meal preparation and COMSUB payment costs, when practicable.
- 4.1.6. The CO must consider personnel rest requirements and overall cost reduction when deciding whether to provide meals or pay COMSUBs. The CO should provide dinner through staggered work schedules for Steward Department personnel whenever it is determined to be more economical.
- 4.1.7. The CO must notify the Marine Operations Center (MOC)-CO of anyone and the Director, Commissioned Personnel Center of any NOAA Corps officer with an unpaid mess bill balance greater than 60 days.
- 4.1.8. The CO must ensure compliance with OMAO Procedure 0804-01- *MOC Purchase Card Management* for food supply purchases less than the micro-purchase limit and OMAO Procedure 1401-01 - *MOC Procurement* for food supply purchases over the micro-purchase limit.

4.2. **Chief Steward Responsibilities**

- 4.2.1. The Chief Steward (CS) will be responsible for the procurement, receipt, inventory, and usage of all mess supplies; prepare daily menus with attention to indicated special dietary needs; and provide timely meal service to all personnel aboard the ship.
- 4.2.2. The CS must utilize federal contract food suppliers listed in the Defense Logistics Agency (DLA) to the maximum extent possible for food supply purchases, where DLA services are available.
- 4.2.3. The CS may use up to \$500 in cash from the Imprest Fund to make an emergency food supply purchase; e.g., a fresh produce and milk purchase in a non-scheduled port call near the end of an extended voyage. The CS is prohibited from using the Imprest Fund to make routine or regular food supply purchases.

4.2.4. The CS must prepare a Meal-Day Count Log (NF 57-01-01) for all personnel, except WM employees, who have received a meal aboard the ship during the month. The CS must present all completed Meal-Day Count Log forms to the Mess Treasurer. When the ship is underway or at anchor, all meals served are considered to be received. When the ship is in port, only meals consumed are considered to be received, whether the meal is consumed during the meal service period or not. This excludes beverages such as coffee, milk, juice, or tea. Collections are made day for actual day.

4.3. Chief Scientist Responsibilities

4.3.1. The Chief Scientist must notify the CO, no less than 2 weeks before the start of a voyage, of any special dietary needs within the scientific field party.

4.3.2. When the ship is in port other than homeport, the Chief Scientist must provide the CS a list of scientific field party members who will be using the ship's mess, no less than 3 hours before the meal service period.

4.4. Mess Treasurer Responsibilities

4.4.1. The Mess Treasurer must approve each NF 57-01-01, prepare the NF 57-01-02, and collect mess bill payment from all indebted personnel on a monthly basis. Payments may be made by check or money order made out to DOC/NOAA. The Mess Treasurer must provide an explanation for each unpaid balance on the NF 57-01-02 and report delinquent payments to the CO. The original forms and all payments must be submitted to MO Financial Specialist no later than the 5th working day following the end of the month or upon the first port call after the 1st of the month. MO Finance Specialist will forward collected receipts and applicable forms to NOAA Finance with a memo for receipts to be deposited into the Miscellaneous Receipts account. Copies of the completed forms must be retained for 3 years.

4.4.2. The Mess Treasurer must post current year meal rates on the Mess Deck. Official meal rates can be found here: <http://www.defensetravel.dod.mil/site/faqmeal.cfm>

5. RECORDS AND REPORTS

NOAA Form 57-01-01 - Meal-Day Count Log

NOAA Form 57-01-02 - Reimbursement for Ship Mess Operations

6. REFERENCES

Collective Bargaining Agreement Between NOAA OMAO and District No. 1 – PCD, MEBA (AFL-CIO), December 23, 2015 – Article 10, Quality of Life, Section 2, Room and Meal Allowances (COMSUBS).

Agreement between National Oceanic and Atmospheric Administration, Office of NOAA Corps Operations, Atlantic and Pacific Marine Centers and International Organization of Masters, Mates & Pilots, ILA (AFL-CIO) Article XXII, General Working Rules, Section 11. Room and Meal Allowances

Negotiated Agreement between National Oceanic and Atmospheric Administration, Marine Operations Center and Seafarers International Union (SIU), Atlantic, Gulf, Lakes and Inland Waters District / National Maritime Union (AFL-CIO), May 2011 – Article 34, Room and Meal Allowances, Section 2.

Joint Travel Regulations

<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

NOAA Administrative Order 202-534B: Commuted Subsistence Allowances

http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_202/202-534B.html

Federal Acquisition Regulation
<http://www.acquisition.gov/far/index.html>

Federal Travel Regulation
<http://www.gsa.gov/portal/content/104790>

Government Meal Rate Frequently Asked Questions
<http://www.defensetravel.dod.mil/site/faqmeal.cfm>

7. DEFINITIONS

There are no definitions associated with this procedure.

8. NOTES

Effect on Other Documents: Supersedes all previous versions of OMAO Procedure 0102-13 - Ship Mess Operations.

DOCUMENT HISTORY		
Version	Description of Change	Effective Date
4.0	Removes the DLA 70% usage requirement. Removes the requirement of uniformed service members to pay for meal allowances while on TDY.	3/14/2018
3.0	Adds a requirement for MO Finance Specialist to forward receipts and forms with a memo for receipt deposit into Miscellaneous Receipts account in section 4.4.1.	2/2/2017
2.0	Adds Responsible Positions section; Retracts the following from previous version's section 3.1.3 (now section 4.1.3) "Commissioned officers of the NOAA Corps, USPHS, and other uniformed service members on TDY orders will not be charged for meals"; Clarifies that commissioned officers of the NOAA Corps, USPHS, and other uniformed service members regardless of type of orders (TDY or permanent) will be charged for meals at the discounted meal rate in section 4.1.3. Adds meal rate website in section	10/23/2014
1.0	Initial Document.	11/25/2013