**NROTC Unit Supply Binder – Tab 3-20**

**Date:** Aug 2025

**SUBJECT: Meals Ready-to-Eat (MREs) and Tailored Operational Training Meals (TOTMs) Ordering and Management**

**1. PURPOSE**

This document provides guidance to NROTC Units on the process for ordering and issuing Meals Ready-to-Eat (MREs) and Tailored Operational Training Meals (TOTMs).

**2. OVERVIEW**

MREs and TOTMs are the standard meals authorized for NROTC field training. On-hand quantity shall not exceed a one academic year (AY) requirement as justified by the NROTC unit's master training schedule.

An MRE (Meal, Ready-to-Eat) is self-contained, individual field ration designed for military personnel or others in situations where normal food service isn't available. MREs provide a full meal, including an entree, sides, and other components, all packaged in a lightweight, flexible bag. A TOTM (Tailored Operational Training Meal) is a type of pre-packaged meal used by the U.S. military, particularly for training exercises and inactive duty training. It's similar to an MRE but often contains fewer items and calories, utilizing commercial packaging to reduce costs.

**3. REFERENCES**

- NAVSUP P-409 MILSTRIP/MILSTRAP Desk Guide

- NERP MM Desk Guide ME51N Create ZLCL MILSTRIP Purchase Requisition PR

- ROTC MRE Ordering Sheet

- TOTM Ordering Sheet

**4. ACTION REQUIRED**

**4.1 Ordering MRE's**

**Ordering MREs and TOTMs:** Ordering MREs and TOTMs is accomplished by creating a Military Standard Requisitioning and Issue Procedures (MILSTRIP) PR/PO within NERP using the 401m (ME51N Create ZLCL MILSTRIP Purchase Requisition (PR)). MRE and TOTM NSN's are below, and accurate up to date pricing can be sourced on the NAVSUP OneTouch page by searching the appropriate NSN.

**MRE  NSN** - 8970-01-149-1094

**Kosher MRE NSN** - 8970-01-424-1996

**Halal MRE NSN** - 8970-01-424-1998

**Wornick TOTM NSN** – 8970-01-628-7262

**Sopakco TOTM NSN** – 8970-01-628-7264

Creating the PR/PO in NERP generates an obligation transaction. A funding validation check is performed by the NSTC N8 Department at the time the MILSTRIP is created to make sure that there are sufficient funds in the OPTAR to support the requirement before they approve it. Once the PR / PO are approved, the MRE order is placed automatically via NERP.

In order to finalize the MRE/TOTM request, a manual MRE or TOTM Order form will need to be submitted to the DLA Item managers by email (see below). Both order forms will require pertinent information such as Unit DODAAC, Address, POC and Funding Document Line of Accounting. Once completed, the forms will be emailed to an appropriate DLA points of contact (See Below).

**MRE / TOTM POC's**

- Ebony Pitts – DLA Troop Support Director of Subsistence – ebony.pitts@dla.mil.
- Natalie Lombardi – TOTM Ordering POC – Natalie.lombardi@dla.mil
- Amanda Witte – MRE Ordering POC – Amanda.witte@dla.mil
- Gregory Lichtner – MRE Ordering POC – Gregory.lichtner@dla.mil

**4.2. Issuing MREs and TOTMs:** Inventory accountability, including order receipt, batch issue and running balance, will be accomplished on the NAVSUP Form 306. Individual issue shall be accomplished on separate NAVSUP 1291s (REV 2-72) (Meal Signature Record) for each evolution. The student's Name and Command/Unit will be entered on the form. In lieu of meal Pass Number, insert the total sum of MREs consumed by the individual. Only the signature of the unit staff member issuing the items is required at the bottom of the form.

Required forms can be found at: https://forms.documentservices.dla.mil/order/ and https://my.navsup.navy.mil/apps/ops$nll.SEARCHLIBRARY?p_keyword=navsup+form+306.

**4.3. MRE and TOTM Shelf Life:**

**MREs:** Six months prior to the expiration of the storage life expectancy, a determination must be made whether the outdated MREs are fit for human consumption. Age alone does

not mean the MREs must be disposed of. MREs should only be disposed of if they are determined to be unfit for human consumption. If outdated MREs are suspected to be unfit, they must be inspected by an authorized medical representative who must provide a written statement substantiating a determination of unfitness for human consumption. This statement must accompany any loss claims due to disposal.

**TOTMs:** TOTMs are a Direct Vendor Delivery (DVD) item that are not intended for long-term storage like the MRE, and should be disposed of when the shelf life expires.

**4.4. Disposal of Expired MREs and TOTMs:** Contact the local Defense Logistics Agency Disposition Services office (DLA DS) for proper/accountable disposal of expired MREs and TOTMs. In the case that DLA DS refuses turn in, document disposal expenditure on a DD Form 1149 for accountability purposes, assign an expenditure number from the expenditure log, record the expenditure/number on the NAVSUP Form 306, and dispose of locally. Maintain the DD Form 1149 in the expenditure file. Find your local DLA DS contact at https://www.dla.mil/dispositionServices/contact/findLocation/ .

DLA Disposition processes can be referenced in Section 3-30 of the NSTC Supply Binder. https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NROTC/Supply-Binder/

**4.5. MREs and TOTMs MILSTRIP NERP Step by Step Process**

- 1). In NERP, Select "ME51N Create Purchase Requisition"
- 2). Select "ZLCL" for Document Type
- 3). Fill out Header Section completely. This should include the item name, NSN, cost, quantity, Unit of Issue, and the COG. Also be sure to include the most current FAR Statement issued by NSTC N8.
- Account Assignment Category = P
- Item Category = Leave Blank
- Material = Input the NIIN of the material you are trying to order, for example: 01-149-1094. This is the NIIN for the MRE. After you type in the NIIN, hit enter on your keyboard.
- Quantity field. Enter the quantity of the items you are ordering.
- Change your Delivery Date to something reflective of need. Best practice is to select 30 days out.
- PGR = NPA
- Requisitioner = Your name
- Vendor ID = 20000001

- POrg = 1700
- Go to Valuation in the bottom section, and make sure the dollar amount is correct. If not correct, correct it via information on NAVSUP OTS (One Touch).
- Account Assignment= go to the WBS Element and select your KD element and hit enter on your keyboard.
- Next go to Customer Data tab, and then MILSTRIP/Navy Status.
- MILSDOCNO = Your Document Number
- Demand Code = R
- Fund Code = LK
- Signal Code = A  (If you are ordering for someone else, you would use J, and then put their DoDAAC in the Supplementary Address).
- RIC RECIPENT = NRP
- PROJECT CODE = YY9
- MEDIA & STATUS CODE = S
- Next, Spec2000 Tab
- Order Priority = 15
- Next, go back to Navy Line Item and copy your LOA onto your DD 1348.
- Click on the "scales" at the top, and check to see if there are any errors. If there are no errors, you can save it and submit it into Workflow.
- Final step, have the DD 1348 signed by your AO, XO, or one of the other Unit Officers. Once signed, upload into NERP using CV01N. If this process takes several days, NSTC N8 will reject your document. If that is the case, just upload your signed DD 1348, and resubmit it via workflow. Once this is approved, it will automatically be released into the Supply System. You should receive status within several days.

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**Order Form for TOTM Rations**

</div>

Date _____

**Please email form to Natalie.lombardi@dla.mil and Ebony.Pitts@dla.mil**

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**TOTM NSN (STOCK NUMBER)**

8970-01-628-7262 – Wornick $56.90

8970-01-628-7264 – Sopakco $53.34

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| Information | Key in data on this side |
|---|---|
| **Store DODAAC / Ship to DODAAC** <br> **Bill to DODAAC** | |
| **14 Digit Document Identifier Number:** <br> **EXAMPLE --- ABCDEF 5000 1234** <br> DODAAC – ABCDEF <br> LAST DIGIT OF CURRENT YEAR - 5 <br> CURRENT JULIAN DATE – 000 <br> 4 DIGIT/LETTER YOUR CHOICE - 1234 | |
| **Store Name** | |
| **SHIP TO Address (Street or Building):** | |
| **City/State and Zip Code:** | |
| **POC and Commercial Phone:** | |
| **Stock Number of TOTM rations to be ordered:** | |
| **Number of TOTM Cases:** | |
| **Two-digit fund code:** | |
| **Req. Del. Date in Julian Date Format: (RDD)** <br> **(This will be 10 business days after the Order Date):** | |

Date _____     **Annex 1, USACC MRE MOI**

**Please send form to Amanda.Witte@dla.mil and Gregory.Lichtner@dla.mil.**

**USACC MRE Special Instructions Data Sheet**

**For Defense Supply Center Philadelphia (DSCP)**

**MRE**          **8970-01-149-1094**          **QTY:** _____

**MRE Document Number:** W50XXX 4XXX  XXXX

**Kosher  8970-01-424-1996**          **QTY:** _____

**Kosher Document Number:** W50XXX 4XXX  XXXX

**Halal**          **8970-01-424-1998**          **QTY:** _____

**Halal Document Number:** W50XXX 4XXX  XXXX

**\*\*\*A document number MUST be provided for each item ordered or the order will not be processed.\*\*\***

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**University:**  Everywhere University, J Town, Louisiana, 70000.

**Primary point of contact name and title:**  Mr. John Doe, US Army ROTC, Supply Tech.

**Alternate point of contact name and title:**  MAJ Jane Doe, US Army ROTC, Executive Officer.

**Point of contact office hours:**  0800-1700hrs, Lunch 1200-1300hrs.

   **Points of contact commercial phone number:** (P) 111-222-3333, (A) 444-555-6666.

**MRE delivery address:** Everywhere University, 123 South Third Street, Building # 456, dock #1, J Town, Louisiana, 70000.

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Please provide your Required Delivery Date (RDD) _____

Can order be excepted earlier than RDD?  Yes _____   No _____

**Special instructions for delivery driver:**

        -Will need a truck with lift capabilities when MRE's are delivered.

        -Do not attempt to deliver on holidays or weekends.

**NOTE:** After requisition is successfully submitted in GCSS-A and a valid requisition transaction status code has been received, the programs must complete this document with program info.

**In conclusion, this document provides NROTC Units with a comprehensive guide to effectively order, manage, issue, and dispose of MREs and TOTMs, ensuring proper accountability and adherence to regulations for field training exercises.**

**Points of Contact**

William Barton
NROTC Supply Management Specialist
GAM
Coordinator
847-688-4141 ext. 176
william.g.barton.civ@us.navy.mil

John Bass
ELMS APO / ALT GAM
ALT GPC Level IV Agency Program
847-688-4141 ext. 143
john.l.bass.civ@us.navy.mil

Jason Sheets
NROTC Supply Management Specialist
847-688-4509 ext. 330
jason.d.sheets.civ@us.navy.mil

Sidney Coleman
GPC Level IV Agency Program Coordinator
847-688-4141 ext. 187
sidney.e.coleman.civ@us.navy.mil

LaTonya Langston
NROTC Supply Management Specialist
847-688-4509 ext. 439
latonya.l.langston.civ@us.navy.mil

Jerry Long
N4 Logistics Director
847-688-4509 ext. 388
jerry.e.long.civ@us.navy.mil

Eurice Cotton
NROTC Supply Management Specialist
847-688-5454 ext. 184
eurice.cotton.civ@us.navy.mil