

**06 DEC 19**

## **NROTC SUPPLY BINDER – Tab 3-20**

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

**PURPOSE:** To provide guidance on the process for ordering and issuing MRE's and TOTM's.

**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 units' master training schedule. The MREs and TOTMs process is reviewed during the Command Assessment and Training Team (CATT) visit. The checklist for the CATT review can be found in Tab 3-23 of the NROTC Supply Binder.

Ordering MREs and TOTMs is completed by creating a Military Standard Requisitioning and Issue Procedures (MILSTREP) order within the FASTDATA site using a DD Form 1348, DOD Single Line Item Requisition System Document. Creating the DD Form 1348 in FASTDATA generates an obligation transaction that is transmitted to STARS-FL. A funding validation check is performed by the NSTC N8 Department at the time the DD Form 1348 is created to make sure that there are sufficient funds in the OPTAR to support the requirement. The expenditure will post against the document when the bill has been processed.

Strict accountability of MREs and TOTMs is essential. Units shall maintain a NAVSUP Form 1291, Meals Signature Record. MREs and TOTMs may be issued to students undergoing "pre-Marine OCS" training when it is impractical to provide other type meals. Required forms can be found at: <https://forms.documentservices.dla.mil/order/>

### **Action Required:**

1. Ordering MREs and TOTMs. NROTC staff shall follow the below procedures for ordering MREs and TOTMs. Your Approving Official (AO) must sign the DD1348 and the form must be forwarded to the NSTC N8 Department.
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 total sum or MREs consumed by the individual. Only the signature of the unit staff member issuing the items is required at bottom of the form.
3. MRE and TOTM Shelf Life.

a. MREs. Six months prior to expiration of storage life expectancy a determination must be made whether or not the outdated MREs are fit for human consumption.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 that must accompany any loss claims due to disposal.

b. 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.

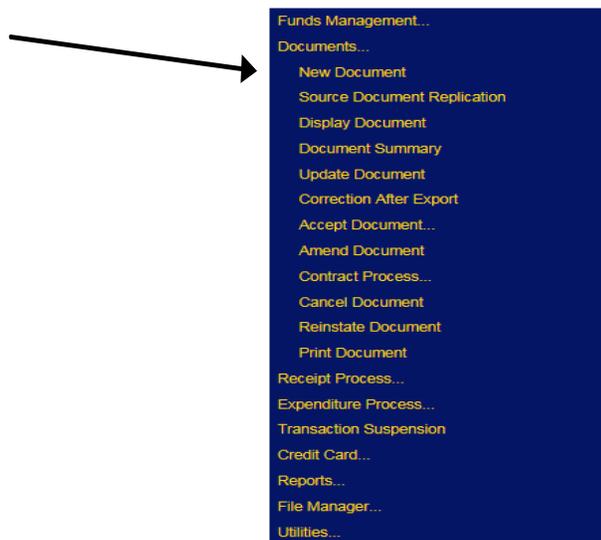
4. Disposal of Expired MREs and TOTMs. Contact the local Defense Logistics Agency Disposition Services office (DLA DS) for proper/accountable disposal of expired MREs and TOTMs. In the case that DLA DS refuses turn in, document disposal expenditure on a DD Form 1149 for accountability purposes, assign 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/>.

## Ordering MRE's and TOTM's

The Units MPN budget completed and turned into NSTC Code N8, included the dollar amount requested to purchase MRE's/TOTM's for your unit. If funding wasn't requested or additional funding is needed, contact N8 prior to creating your MREs/TOTMs document.

Units should only order what will be required for each fiscal year. MRE's/TOTM's are an inspected item on your Command Assessment and Training Team (CATT). Check list can be found in – NROTC Supply Binder Tab- 3-23.

To order via MILSTRIP, log into FASTDATA and click **Documents**, then **New Document**.



From the Source tab, select **DD1348**.

Source	Memo	Supplemental
DD1149		Requisition and Invoice/Shipping Document
DD1155		Purchase or Delivery Order
<b>DD1348</b>		<b>MILSTRIP Requisition</b>
DD1348-6		MILSTRIP Requisition (Long Form)
DD282		Printing Requisition/Order
DD448		Military Interdepartmental Purchase Request
NC2275		Order for Work and Services
NC2276		Request for Contractual Procurement
NC2276A		Order for Work and Services/Direct Citation
SF1164		Claim for Reimbursement
SF182		Authorization, Agreement and Certification of Training
SF30		Modification of Contract
CREDIT CARD		Credit Card Document

Close

Click on **MILSTRIP MRE**.

Description	Beginning	Ending	Last	SDN	UIC	RC	FY	OPTAR
<b>MILSTRIP MRE</b>	<b>MRE1</b>	<b>MRE9</b>	<b>0000</b>	<b>63296</b>	<b>3G</b>	<b>17/17</b>	<b>01</b>	
MPN UNIFORMS MILSTRIP	R001	R999	R002	63296	3E	17/17	NA	

Close

Complete the DD1348 as shown below in FASTDATA.

**A. SEND TO:**  
DLA  
DLA CUSTOMER ACCOUNT SPECIALIST  
ATTN: LORRAINE ZUCHOWSKI

**B. REQUISITION IS FROM:**  
AUB  
INROTC AUBURN 223 WF NICHOLS CENTER  
AUBURN AL 36849-5512

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Country CD:						Expense Elements: T - Supplies		OMB Object Class: 260 - Supplies and Materials		OMB Sub Object Class:		Not to Exceed Code:																									

Save Close

Capture successfully sent

Complete as follows:  
 Box A - SEND TO = DLA  
 Box B - REQUISITION IS FROM - Unit address  
 STOCK NUMBER - Enter the NSN  
 UNIT OF ISSUE - BX

QUANTITY - number of items  
 SIGNAL CODE - A (ship to requisitioner & bill to requisitioner SIGNAL  
 CODE - J (ship to supplemental address & bill to requisitioner  
 BOX Q - Approving Official Name  
 TWO DIGIT FUND CODE - LK  
 REQUIRED DELIVERY DATE - Date requested goods should be delivered  
 UNIT PRICE -  
 OPTAR LOG - Description  
 JON - use JON from drop down list  
 EXPENSE ELEMENT - T  
 OBJECT CLASS - 260  
 OMB Sub OBJECT CLASS - 2608

Then click SAVE

**For current prices for MREs/TOTMs contact Lorraine  
 Zuchowski e-mail [lorraine.zuchowski@dla.mil](mailto:lorraine.zuchowski@dla.mil).**

**The site below will give you the menus and other information.  
[http://www.dla.mil/TroopSupport/Subsistence/Operational-rations/  
 totm/](http://www.dla.mil/TroopSupport/Subsistence/Operational-rations/totm/)**

Once the document is saved, the document number is generated,  
 along with the line of accounting. Print and have the Authorizing  
 Officer(AO) sign with date (NSTC N8 Requirement)

A. SEND TO: DLA DLA CUSTOMER ACCOUNT SPECIALIST ATTN: LORRAINE ZUCHOWSKI															B. REQUISITION IS FROM: AUB NROTC AUBURN 223 WF NICHOLS CENTER AUBURN AL 36849-5512																																																																																																								
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**\*\*NOTE\*\*** The printed form will indicate "DO NOT SIGN" in blocks Q-R. Disregard this and ensure your Authorizing Officer signs.

SEND TO: DLA DLA										REQUISITION IS FROM: DLA DLA									
A										B									
MRES										MRES									
C										D									
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1701453 226M 260 3560P056521 2D 17MRE1 3560A073713T  
 SOCC: 2608; Approved by AO

Authorizing Officer  
 Sign here

**DO NOT SIGN**

UNIT PRICE: \$0.00 TOTAL PRICE: \$0.00

\*\*\*\* Initiation Document \*\*\*\* Initiation Document \*\*\*\* Initiation Document \*\*\*\*

### 1348 Printed from FASTDATA that will be upload to N8 (sample)

Submit signed MILSTRIP through FASTDATA Workflow for N8 approval  
 When your document has been approved by N8, print the signed MILSTRIP  
 and scan the 1348 to be sent as an attachment in an e-mail to DLA.

Send an e-mail with attachment to:

[lorraine.zuchowski@dla.mil](mailto:lorraine.zuchowski@dla.mil) Lorraine will load your MILSTRIP into  
 the supply system. Include your contact information in your e-  
 mail in case there's a question about your order.

MREs/TOTMs will normally arrive at your Unit within 10-14 working  
 days.