

18 JAN 22

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 unit's master training schedule.

Ordering MREs and TOTMs is completed by creating a Military Standard Requisitioning and Issue Procedures (MILSTRIP) order within the CFMS site using a DD Form 1348, DOD Single Line Item Requisition System Document. Creating the DD Form 1348 in CFMS 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 Six months prior to expiration of storage life expectancy a determination must be made whether or not the outdated MREs are fit for human consumption.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 If outdated MREs are suspected to be unfit, they must be inspected by an authorized medical representative who must provide a written statement substantiating a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 Unit's MPN budget was completed and turned into NSTC Code N8 and 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 the Academic year. MREs/TOTMs are an inspected item on your Command Assessment and Training Team (CATT). Checklist can be found in the NROTC Supply Binder, Tab- 3-23.

Ordering via MILSTRIP, log into CFMS

Step 1: Pull your Checkbook Detail Report (Direct Funds) from CFMS and ensure that you have funds available. They will be listed in SCC 3G, PG ID (3 Digits), PGC ID (5 Digits).

Step 2: Create a new Document Request, select the following path from the CFMS Tree Menu: Funds Distribution > Documents > Document Requests > Create Document Request > New Document Number? - Select Yes

Step 3: All data denoted with a red asterisk are required. Enter the following information:

Document Type = Other > Select MR MILSTRIP

SDN Serial Number = Generates Document Number

Short Description = TOTM/MRE 001, 002, etc.

Performing Activity = Start typing your UIC and ensure you have the following Org Code (N3560E in your Performing Activity) then select it. This will automatically populate the rest of the fields required for the Performing Activity. If the Org Code is not listed, you will need to submit a CFMS-Address Update Request to

bupers_cfms_help.fct@navy.mil. Use the below spreadsheet to send to BUPERS Help.



CFMS-C ADDRESS
UPDATES FOR NSTC

Below is an example of a completed Performing Activity section:

The screenshot shows a web form titled "Performing Activity" with a "Clear" button in the top right. The form is for entering activity details. It includes the following fields and values:

- (Funding/Encumbrance Document To Be Sent To)
- Performing Activity UIC: 63235 (with a "List" button)
- UIC Nomenclature: PURDUE UNIVERSITY
- CFMS PA Code: A4 (with a "List" button)
- CFMS PA Org Code: N3560E (with a "List" button)
- Address Line 1: NROTCU PURDUE UNIVERSITY
- Address Line 2: 812 THIRD ST
- Address Line 3: (empty)
- Address Line 4: WEST LAFAYETTE, IN
- Address Line 5: 47907
- Non DoD?: Yes No

Below these fields, there is a note: "(Only supply the following Acceptor Information for Performing Activities not found in CFMS)". This is followed by fields for Acceptor Name, Email, Phone, and Fax, all of which are currently empty.

Description of Work = TOTM/MRE 001, 002, etc.
Then select Save.

Step 4: Now enter your LOA > click LOA tab > "+" icon and Enter as follows:

Accounting Data

FY = current FY

APPN = 1453

Object Class = 260

PG ID = 3- Digits from Checkbook Detail Report

PGC ID = 5- Digits from Checkbook Detail Report

FIP

JON = Choose List and then select correct JON

SOCC = 26SU

Amount

Incremental = enter your Total Costs of TOTM/MREs

Qtr. 1, 2, 3, 4 = enter Total Costs for current Qtr.

Quantity -

Incremental = Total Cost - TOTM/MREs

Unit of Issue = BX

MILTRIP

MILSTRIP Description = TOTM 1 (enter in both spaces)

Doc Ident = AOA

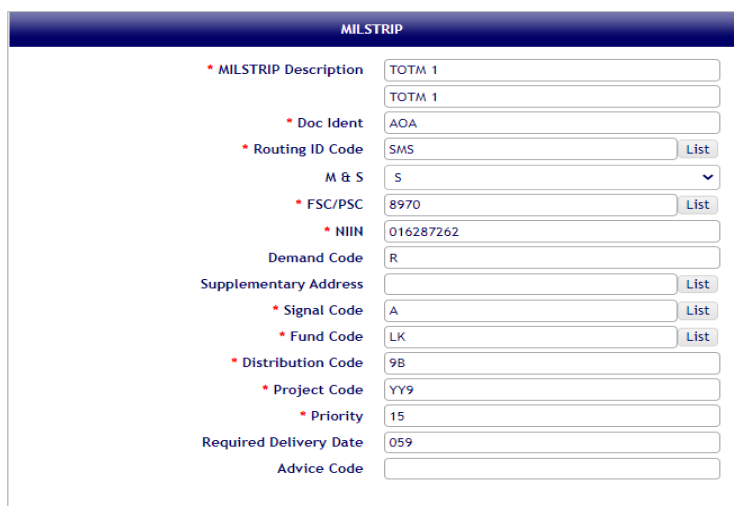
Routing ID Code = SMS

M & S = S

FSC/PSC = First four numbers of Stock Number

NIIN = Rest of Stock Number
Demand Code = R
Signal Code = A
Fund Code = LK
Distribution Code = 9B
Project Code = YY9
Priority Code = 15

See below example:



The screenshot shows a web form titled "MILSTRIP" with the following fields and values:

Field	Value
MILSTRIP Description	TOTM 1
Doc Ident	AOA
Routing ID Code	SMS
M & S	S
FSC/PSC	8970
NIIN	016287262
Demand Code	R
Supplementary Address	
Signal Code	A
Fund Code	LK
Distribution Code	9B
Project Code	YY9
Priority	15
Required Delivery Date	059
Advice Code	

Then select Submit > this creates the LOA

Step 5: Select View Document > creates a .pdf and you can Print this out to have your AO/XO sign the form to include as an Attachment.

Step 6: Add your Approved Attachment in the Attachment Tab.

Step 7: Select Submit Tab at the bottom. This will create the DD1348 document for Approval by the next level (N8). Make sure you annotate the Document Number the system generated (you will need this when you look for the Document). You will not be able to edit the document once it is sent for Approval.

DD FORM 1348 (6-77) JUL 91
REQUISITION SYSTEM DOCUMENT NUMBER

SEND TO: NROTCU PURDUE UNIVERSITY 812 THIRD ST WEST LAFAYETTE, IN		REQUISITION IS FROM: NROTCU PURDUE UNIV 812 THIRD STREET WEST LAFAYETTE, IN 479071513	
TOTM 2	8 9 7 0 0 1 6 2 8 7 2 6 4	B X	0 0 0 1 3
AA 1711453226M 260 3560P 056521 2D 393G6M 323510280002 TOTM 2			
L K 9 B Y Y 9 1 5 0 5 9		51.77	
		673.01	

PREVIOUS EDITION MAY BE USED

P. Madden

Approved By: PAMELA MADDEN
FINANCIAL MANAGEMENT ANALYST

Step 8: After receiving an email that the Document has been Approved, go back to retrieve the DD1348 that was signed by N8. Select the following path from the CFMS Tree Menu: Funds Distribution > Documents > Document Requests > Find (Approve/Reject/Edit/View) Document Request > enter your DD1348 Document Number > Select Find tab > Open Request and then View Document at the bottom. This will open up your signed DD1348 from N8 in a .pdf file. Print it or save it to your computer.

Step 9: Send an e-mail with attachment to:

Lorraine.Zuchowski@dla.mil & Ebony.Pitts@dla.mil The Customer Account Specialist will load your MILSTRIP into the supply system. Ensure you include your contact information in your e-mail in case there are any questions about your order.

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