



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:

10110

B 214

23 Feb 11

### COMMANDER'S POLICY LETTER 01-11

From: Commander  
To: Distribution List  
Subj: POLICY FOR SALE OF MEALS IN ENLISTED APPROPRIATED FUND  
MESS HALLS  
Encl: (1) Sales of Meals in Enlisted Appropriated Fund Mess  
Halls  
Ref: (a) MCO 10110.14M  
(b) Title 37 United States Code, Section 1011  
(c) DOD 7000.14R Volume 12 Chapter 19  
(d) CMC RMG 291952Z Dec 10 (Subj: CY 2011 MEAL RATES)

1. During 2002 the Marine Corps contracted garrison food service operations on a regional basis in an effort to reduce costs and return Food Service billets to the operating forces. References (a) through (d) provide guidance and authority to sell meals from Enlisted Appropriated Fund Mess Halls under certain circumstances provided no increase in direct resources results and appropriate meals rates are collected.

2. The primary purpose of Enlisted Appropriated Funded Mess Halls is to support enlisted personnel authorized to subsist at government expense (Meal Card personnel). The subsistence portion of the Military Personnel Marine Corps (MPMC) budget which funds the Regional Contract is congressionally authorized for this purpose. To ensure that the sale of meals from enlisted appropriated fund mess halls does not adversely affect the feeding of personnel authorized to subsist at government expense, the policy contained in the enclosure will be implemented immediately and audited by the Food Services Officer (FSO) on a monthly basis.

3. In the event of unexpected, non-scheduled, distinguished command visitors (in conjunction with staff or student training, or education events/exercises), the unit's S-4 and/or Protocol Officer will contact the FSO/Assistant Contracting Officer's

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Representative (ACOR) via phone to expedite time sensitive approval for subsistence in the mess hall. Telephone contacts for these matters are (703)784-3530 or (703)784-2433. If neither can be immediately contacted for verbal authority, contact the A/CS G-4 Deputy or Operations Officer at (703)784-2883. Verbal approval may be authorized but a formal request and documentation of that approval is required.

a. Non-scheduled distinguished command visitors are categorized as follows:

Non-DoD distinguished visitor, DoD/State Dept distinguished visitor, Distinguished Foreign visitor, or Other (Distinguished Guests).

b. Scheduled command visitors/special events will continue to follow the current Marine Corps Food Service policy pertaining to mess hall support. Current policy for command visitors/special events requires submission of requests for Food Service support (Special Meal Requests) 10 days prior to the event for approval. All Special Request Forms can be downloaded from the Food Service Branch website, [www.quantico.usmc.mil/activities/?Section=FSB](http://www.quantico.usmc.mil/activities/?Section=FSB). In accordance with references (a) and (b), current policy regarding individuals authorized to subsist in the mess hall for command functions still applies.

c. Under no circumstances are family members and/or US civilian service members working aboard MCBQ authorized to participate in the mess under this authority.

4. This policy letter supersedes all previous correspondence or policy letters.

5. The point of contact for this matter is the Food Service Officer, Food Service Branch, G-4 Logistics at (703)784-3530/2433.

/s/  
D. J. CHOIKE

DISTRIBUTION: A

## **Sale of Meals in Enlisted Appropriated Fund Mess Halls**

1. The sale of meals is authorized to the following categories of personnel:

a. Enlisted personnel drawing a basic allowance for subsistence (BAS) are authorized to purchase meals on a reimbursable basis at any time regardless of duty status.

b. Command Duty Officers when required to partake of a meal to determine quality and quantity of food served.

c. Military Officers may purchase meals on an occasional basis when doing so would not affect the subsisting of enlisted personnel.

d. Dependents of E1 thru E4, when accompanied by their sponsor, are authorized to purchase meals per Title 37 United States Code and will be charged the discount meal rate. Installation commander approval to subsist in the mess hall is required. Enlisted personnel in the grade of E1 thru E4 receiving BAS will pay the full rate.

e. Organized Non-profit Youth Groups sponsored at either the National or local level and authorized by the Commander, MCB Quantico. Requests to subsist these groups will be submitted to G4 Logistics, Attn: Food Service Officer a minimum of ten working days in advance. Approval will be on a case by case basis based on the capacity of the mess halls and no adverse affect on feeding personnel authorized to subsist at government expense will result.

f. Federal and Non-DoD civilian personnel (Military retirees, Civil Service, VIP's, Athletes) are extended an invitation by the Commander, MCB Quantico to purchase meals for the Marine Corps Birthday, Navy Birthday, Thanksgiving and Christmas holiday meals. Requests for all other occasions will be submitted to G4 Logistics, Food Service Officer a minimum of ten working days in advance.

g. Non-DoD personnel who provide emergency/disaster assistance to MCB, Quantico will not be required to pay for any meals provided. Emergency/disaster feeding under these circumstances will be funded through local OMMC appropriations as an extraordinary expense. Prior to allowing these personnel to eat at no expense, the Food Service Officer will be notified and, in turn, will contact CMC (RRDE) may be contacted to ensure the situation warrants classification as an emergent expense. Command should include meals to support non-DOD personnel in the funding request. HQMC funding will be provided to the command to support the emergency response effort to include meals.

h. DoD Civilian personnel and military family members are not authorized meals at government expense and will be required to pay for all meals consumed if provided as part of an emergency/disaster relief effort. Every effort will be made to obtain reimbursement, however, shortfalls resulting from non-collection will be funded from local OMMC funds to ensure reimbursement of the MPMC account.