



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VA 22134-5001

IN REPLY REFER TO

10110

B 214

10 Jun 14

From: Base Food Service Officer

To: Distribution List

Subj: MEAL REQUEST PROCEDURES

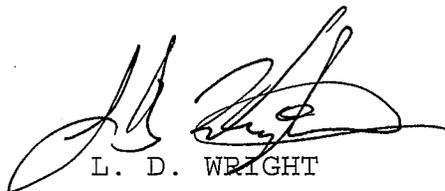
1. The following is Food Service Branch procedures for issuing Meal Request:

a. Units requiring Meal Request will use the Quantico website; click on MCBQ Activities; Food Service Branch; Special Meal Requests.

b. The request must be completely filled out and signed by the authorizing officer or senior SNCO (GySgt or above).

c. All requests must be electronically submitted to the Operations Section of Base Food Service Branch at mccdc_meal_request@usmc.mil. Meal Request must be submitted ten working days in advance. If a request needs to be cancelled notification has to be submitted in writing within 72 hours of the event. Should this not happen the unit will be responsible for payment.

2. Point of contact concerning all Meal Request matter is Sergeant Graham, Quality Assurance Evaluator at 703-784-2214.



L. D. WRIGHT

Distribution:

AC/S, G-4
S-4, HQSVCBN
S-4, MCAF
S-4, SCTYBN
S-4, OCS
S-4, INSTBN
S-4, TBS
S-4, WTBN