



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VA 22134-5001

IN REPLY REFER TO

10110

B 214

25 Oct 13

From: Base Food Service Officer
To: Distribution List

Subj: MEALS-READY-TO-EAT (MRE's) PROCEDURES

1. The following is Food Service Branch procedures for issuing MRE's:

a. Units requiring MRE's 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. MRE request must be submitted seven working days in advance. Emergency request will be accepted no later than three working days in advance.

d. MRE's will be issued on Monday, Wednesday, and Friday between the hours of 0730-1630.

2. the point of contact concerning all MRE matter is Gunnery Quintanarcruz, Operation Chief at 703-784-2504.



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

Date:

FROM:
TO: FOOD SERVICE BRANCH, QUANTICO VA

SUBJ: REQUEST FOR MESSING SUPPORT

REQUESTING UNIT:

POC:

PAY TYPE:

TYPE OF CHOW	MESS HALL	MEAL	DATE(S)	PICKUP TIME	PORIONS

Add as many lines as needed.

- THIS REQUEST MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO CONSUMPTION
- REQUESTING UNITS ARE RESPONSIBLE FOR PAPER PRODUCTS
- PERSONNEL TO BE SUPPORTED MUST BRING TO THE MESS HALL EACH TIME YOU PICK-UP (I.E. BREAKFAST, LUNCH OR DINNER), ALL SUPPORTING DOCUMENTS TO INCLUDE THIS REQUEST, A BY NAME ROSTER AND IF APPLICABLE, THE REQUEST FOR PAY CHECKAGE LETTER AND ROSTER OF PAY CHECKAGE MARINES.

ADDITIONAL COMMENTS:

POC AT FOOD SERVICE BRANCH: