



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VA 22134-5001

IN REPLY REFER TO

10110

B 214

8 Apr 14

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:

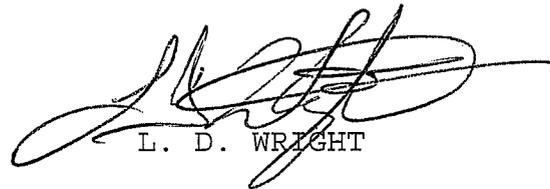
a. Units requiring MRE's will use the Quantico website; click on MCBQ Activities; Food Service Branch; Special Meal Requests.

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 matters is Staff Sergeant Russell, 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