

**MARINE CORPS BASE QUANTICO SPECIAL MEAL REQUEST**

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1. FROM: (ORGANIZATION/SECTION/UNIT)	2. DATE: (YYYY-MM-DD)
3. TO : MCB QUANTICO G-4 FOOD SERVICE BRANCH	

4. POINT OF CONTACT: (NAME, RANK, TITLE, AND PHONE)
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**SPECIAL MEAL REQUEST:**

5. PAY TYPE:	6. CONSUMPTION LOCATION:
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7. PERSONNEL BREAKDOWN	MEAL RATES		
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border: 1px solid black; padding: 5px;">A.</td> <td style="width:33%; border: 1px solid black; padding: 5px;">B.</td> </tr> </table>	A.	B.	<p>THE MEAL RATE IS SET AS DIRECTED BY THE ANNUAL DoD FINANCIAL MANAGEMENT REGULATION. (DoD 7000.14-R)</p> <p>PLEASE VIEW CURRENT RATES LOCATED ON THE FOOD SERVICE WEBSITE OF REPECTIVE BASES.</p>
A.	B.		

8.	A. TYPE OF SUPPORT	B. MESS HALL	C. MEAL <small>(B, L, D) WKND/HOLIDAY (BB, DB)</small>	D. DATE(S)	E. PICK UP TIME	F. TOTAL PERSONNEL

A ROSTER OF ALL PERSONNEL RECEIVING RATIONS IS REQUIRED PRIOR TO THE COMMENCEMENT OF THE OPERATION. PERSONNEL ROSTER OF PERSONS COLLECTING COMRATS WILL BE SUBMITTED TO S-1 FOR PAYROLL CHECKAGE.

9.	SIGNATURE & DATE
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ADDITIONAL COMMENTS

1. THIS REQUEST MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO CONSUMPTION.
2. ANY CANCELLATION OR MODIFICATION TO THIS REQUEST MUST BE COORDINATED THROUGH FOOD SERVICE BRANCH SEVENTY-TWO (72) HOURS PRIOR TO THE REQUESTED PICK-UP DATE.
3. REQUESTING UNITS ARE RESPONSIBLE FOR PAPER GEAR (i.e. plates, flatware) EXCEPTION BEING HOT / COLD BEVERAGES (beverage containers provided).
4. ALL RIFLE RANGE REQUESTS REQUIRING SUBSISTENCE FOR FINAL DAY OF FIRING WILL BE SUPPORTED BY MEANS OF MEALS READY TO EAT (MRE'S).

BELOW THIS LINE, FOOD SERVICE BRANCH USE ONLY

APPROVED	DISAPPROVED	10.	SIGNATURE & DATE
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1. FROM. Enter the DoD component office of primary responsibility, civilian agency, or JROTC establishment. (i.e. Security battalion S-4)

2. DATE OF REQUEST. As stated.

3. TO. As stated

4. POINT OF CONTACT. First name, last name, rank/grade, job title, and functional daytime telephone number of the supervisor of the respective agency requesting support. (i.e. GySgt Marine, I. M. / Operations Chief / (xxx)-xxx-xxxx)

5. PAY TYPE. How are the requesting meals to be paid for

-SIK: Service Members who are entitled to subsist at government expense (not receiving the pro-rate meal portion of per diem).

-Pay Checkage (Payroll Deduction): Military members receiving full bas and not on per diem orders should have collections for meals deducted from their pay account when assigned to field or sea duty. Note: coordinate with administration section (i.e. S-1) to run payroll deduction via unit diary.

-Reimbursable Collection: Military Interdepartmental Purchase Request (MIPR) funded reimbursement estimate from organization to organization. APPROVAL IS REQUIRED VIA G-3 PRIOR TO SUBMITTING THIS REQUEST (NAVCOMP form 2275)

-Other (Cash, Check, Credit): used for base tours, JROTC, and civilians.

6. CONSUMPTION LOCATION. Specify where aboard the installation the support will be consumed.

7. PERSONNEL BREAKDOWN.

A. Select from the drop box the classification (Branch/Officer/Enlisted/etc.), of patrons requesting support. Select correct component Active Duty (AD ) or Reserve (RES)

B. Enter the total number of patrons receiving support for each classification if multiple classifications are listed.

8. REQUESTING FORMAT. Apply the details of the messing support is being requested.

A. Type of Support:

-Dine in: Patrons will be consuming the meal inside the Mess Hall.

-Field Chow / Remote Site Feeding: Field feeding meals shall be the same as those provided from the regular 21-day cycle menu at the mess hall where the meals are up to transportation to field site.

-Box Chow: Box Sandwich Option.

-Rec Meal (Recreational Meal): Company size events. (i.e. Family Day, Open House, Military Appreciation Day)

-Hot / Cold Wets: Beverage Support (i.e. Gatorade, Coffee, Broth)

-Fruit Support: Conditioning Hike Support.

B. Mess Hall: Annotate which Mess Hall will best support your messing requirements.

*Note: Coordinate with respective Food Service Branch representative to acquire the best logistical Mess Hall pick-up destination for messing support.*

C. Meal: As stated.

i. Monday through Friday - Breakfast (B), Lunch (L), Dinner (D)

ii. Weekend - Breakfast Brunch (BB), Dinner Brunch (DB)

D. Dates: Note all dates support is being requested for each meal.

E. Pick Up Time: Put requested time to pick up the support.

*Note: All meals will be picked up during respective mess halls hours of operation.*

F. Total Personnel: Number of patrons that will be supported each meal.

*Continue*

9. SIGNATURE & DATE. Senior Staff Non-Commissioned Officers (SNCOIC), Officer in Charge (OIC), or an agencies senior official will sign and date block nine verifying the request for messing support.\

10. SIGNATURE & DATE. Food Service Branch Personnel will sign and date the document verifying the approval or denial of the request.