



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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IN REPLY REFER TO:
10110
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24 Oct 17

BASE FOOD SERVICE MEMORANDUM 03-18

From: Food Service Officer, Food Service Branch, G-4 Logistics
To: Commanders, Quantico, VA

Subj: NEW PROCEDURES FOR SPECIAL MEAL REQUEST SUBMISSION

Ref: (a) MARADMIN 255/17 (DTG: 241728Z May 17) POS Implementation
(b) MSG MCICOM G FOUR (DTG: 301937Z May 17) POS Fielding Plan

Encl: (1) Special Meal Request Form
(2) Personnel Roster Format (by type/category)
(3) Pay Checkage Letter

1. Procedure for submitting and processing special meal requests must be updated in order to comply with the new automated Point of Sale (POS) terminals being installed in each area mess hall. References (a) and (b) outline the intent and purpose of the POS systems and provide the fielding schedule to the Marine Corps. This memorandum serves as local policy to ensure that base and tenant organizations meet the intent of the new system when requesting and receiving special meal support.

2. When special meals are required for unit personnel for consumption away from the mess hall, such as boxed meals, recreational meals, or containerized field meals, the following Special Meal Request procedures will be used.

a. Requesting unit will complete and provide a written request using the approved form (Encl 1) at least ten days in advance of the required pick-up date. The request must include all required information on the form, ensuring to outline the type of support requested, number of personnel to be supported, and a unit point of contact. The request must also include supporting documentation for each person being provided a meal, using the approved format (Encl 2). The personnel roster format requires the requesting unit to separate the list of supported personnel by Service and entitlement type, i.e. USMC/USN, BAS/meal card (subsistence in kind (SIK)). A group leader must be identified using only their EDIPI number as the first (cell) entry in personnel roster. (Note: this entry only designates them as the person responsible for picking up for the group, if they also require a meal, then their information must be included again in the appropriate entitlement category).

(1) For personnel authorized to subsist at government expense, using the SIK tab, list each individual's rank and EDIPI number.

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(2) For personnel required to pay for meals, the documentation will include each individual's full name and rank. A separate list (or tab) will be used to separate by service type or personnel category. Collection and payment for meals must occur prior to meals being provided.

(3) For personnel that are identified as payroll deduction, the requesting unit's administrative section must provide supporting documentation that outlines the date and time of the corresponding unit diary entry (Encl 3).

b. The Base Food Service special meal request coordinator will verify the number of personnel on the supporting list(s) matches the total number of meals requested, and validate meal entitlements in MCTFS. Any discrepancies must be corrected by the requesting unit within 48 hours of notification, or the request will be modified to only account for validated numbers.

c. The unit representative picking up the requested meals will:

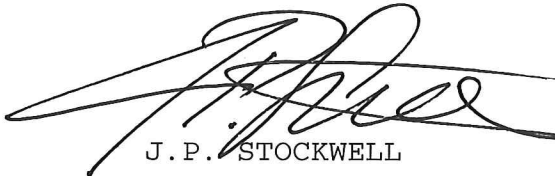
(1) Use the individual Common Access Card (CAC) acknowledging the receipt for all meals provided at government expense and/or meals identified as payroll deduction.

(2) For those meals that require payment, the procedures are similar to those outlined in 2.c.1. above. The only exception will be that the unit POC must make payment (via cash, check or credit card) prior to receiving the subject meals.

3. Special Meal Requests and all required electronic (enclosure) forms can be found and submitted utilizing the Food Service Branch Support Request link located at URL:

<http://www.quantico.marines.mil/OfficesStaff/G4Logistics/FoodServicesBranch.aspx>

4. Point of contact at Base Food Service for this matter is MSgt Osborne at 784-2491.



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