



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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QUANTICO, VA 22134-5001

IN REPLY REFER TO:
10110
B214
8 Jan 18

BASE FOOD SERVICE MEMORANDUM 06-18

From: Food Service Officer, Food Service Branch, G-4 Logistics
To: Officer Candidate School (OCS), Quantico VA

Subj: PROCEDURES FOR SUBMITTING SPECIAL MEAL REQUEST (SMR) AND
PACKAGE OPERATIONAL RATIONS (POR) REQUEST

Ref: (a) Base Food Service Memorandum 03-18
(b) MARADMIN 255/17 (DTG: 241728Z May 17) POS Implementation
(c) MSG MCICOM G FOUR (DTG: 301937Z May 17) POS Fielding Plan
(d) MCO 10110.14M
(e) Reginal Garrison Food Service Contract II

1. This is a supplemental policy to reference (a), with the exception of those items listed below all other elements of this policy remain in effect.

2. Procedure for submitting and processing Special Meal Requests (SMR) and Performance Nutritional Packs (PNP) must be updated in order to comply with the new automated Point of Sales (POS) terminal installed in mess hall 5005. References (b) and (c) outline the intent and purpose of the POS system and provide the fielding schedule to the Marine Corps. This memorandum serves as a local policy to ensure that the base and tenant organizations meet the intent of the new system.

3. 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 SMR procedures will be used.

a. Special Meal Requests. The requesting unit will complete and provide a written request using the approved form (Encl 1) at least ten (10) 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 being requested, number of personnel to be supported, the designated group leaders EDIPI (the person that will sign) to pick up the meals, and a unit point of contact if different from the group leader. The request must also include supporting documentation for each person being provided a meal, using the approved format (Encl 2). Note that the personnel roster format requires the requesting unit to separate the list of supported personnel by service and entitlement type, i.e. USMC/USN, comrats/meal card (SIK), foreign military, and candidates.

(1) For personnel authorized to subsist at government expense, using the SIK tab, list each individuals rank and EDIPI number. For candidates list the first and last name.

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(2) For personnel required to pay for meals (permanent personnel, drill instructors, and support staff) the documentation will include each individuals rank and EDIPI. A separate list (or tab) will be used to separate them by service type or personnel category. The country of origin needs to be provided for all foreign military personnel. Collection and payment for meals must occur prior to the meals being provided.

(3) For cancelations or modifications the requesting unit will make every effort possible to contact Base Food Service seventy two (72) hours prior to the requested pick-up date.

(4) Changes to operational hours will be submitted to the Base Food Service Office for the Technical Representatives approval.

b. Performance Nutritional Packs. Requests for PNP's and energy bars will be submitted in the same manner as SMR. All requests must be accompanied by a roster.

5. Point of contact at Base Food Service in this matter is Master Sergeant Osborne at 784-2491.



J. P. STOCKWELL

Copy to:
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