



UNITED STATES MARINE CORPS

Unit Address

IN REPLY REFER TO:

10110

B214

Date

From: Unit Commander, Unit

To: Commander Marine Corps Installations National Capital Region, Marine Corps Base
Quantico

Via: Food Services Branch

Subj: AUTHORIZATION FOR NON- MILITARY PERSONNEL TO SUBSIST IN
GOVERNMENT MESSING FACILITIES

Ref: (a) MCO 10110.14M
(b) MCBQ BASE FOOD SERVICE MEMO 01-15: DTD May 17, 2016
(c) MARADMIN 010-16 CY 2016 MEAL RATES

Encl: (1) Personnel Roster

- Brief description of event**, example: Commanding Officer will be hosting a command and staff breakfast on xx June 20xx.
- Detailed explanation for request** example: It is requested that authorization is granted to all civilian of the command staff to subsist with the CO in Mess Hall _____ for breakfast. **Explain how this will improve your mission.**
- Point of contact S-4 personnel name and number, email if possible

I. M. MARINE

NOTE:

**Can be signed by S-4 or anyone with by direction authority from unit commanding officer
ALL REQUESTS (Shift of hours, extended hours etc.) WILL BE SUBMITTED IN THIS
FORMAT.**

**Requests and all supporting documentation are due to Base Food Service 10 working days
prior to date of event.**