



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VA 22134-5001

IN REPLY REFER TO:  
10110  
B214  
12 Sept 17

**BASE FOOD SERVICE MEMORANDUM 14-17**

From: Food Service Officer, Food Service Branch, G-4  
Logistics  
To: District Manager, Sodexo Management Inc., Quantico  
Subj: BASE OPERATING CODE PROCEDURES - MESS HALL OPERATIONS  
Ref: (a) MCB Quantico, Base Weather Code Guidelines  
(b) Regional Garrison Food Service Contract  
M00027-11-C-0003

1. This memorandum supersedes Base Food Service Memorandum 01-17.
2. The National Capital Region of Virginia experiences severe weather conditions and other operational irregularities each year which negatively impacts normal MCB Quantico activities. Based upon the severity of the expected event, the Base Commander will make the decision to keep the base open, delay opening, or close the base to ensure the safety of all personnel and to allow designated crews to keep the roads clear and safe for travel until normal operations resume. These procedures are outlined in ref (a). As required, the Base Operating Status will be modified and broadcasted to ensure all military and civilian personnel working aboard MCB Quantico can take appropriate actions.
3. The District Manager is encouraged to provide each Mess Hall Manager with information pertaining to appropriate websites and links available for monitoring the Base Operating Status, and to post this information in a location that will provide easy review by all employees.
4. The base normally operates in a "Code Green" status. The District Manager will be informed of changes in Base Operating Status through the Food Service Branch using the applicable Base Operational Code. Information will be updated when codes change to or from yellow, blue, or red, and back to green.
5. Mess hall operations will be enforced based on the applicable Base Operational Code:
  - a. Code Green: This is the "normal" Base Operating Status. When the Base Operating Status is Code Green, the Base is open and employees are expected to report to work as scheduled. All mess halls will serve regularly scheduled meals.
  - b. Code Yellow: This Base Operating Status is typically used when the impact of inclement weather or event is minimal, but

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significant enough that normal operations may be affected. When the Base Operating Status is "Code Yellow", the Base is open on time. Reasonable delays for reporting to work are expected. Mess hall employees are expected to report to work as prescribed in the contractor's contingency response plan. All mess halls will serve regularly scheduled meals.

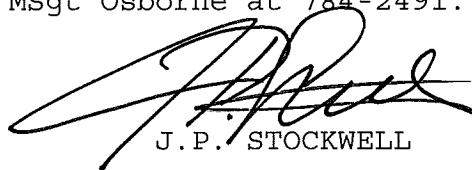
c. Code Blue (Open at Specified Time): Reasonable delays for reporting to work are expected. Mess hall employees are considered essential personnel and are expected to report to work as prescribed in the contractor's contingency response plan. All mess halls will serve regularly scheduled meals.

d. Code Red (Closed for Non-essential Personnel): When the Base Operating Status is "Code Red", conditions are severe and the base is closed for normal operation. Mess hall employees are considered essential personnel and are expected to report to work as prescribed in the contractor's contingency response plan. Mess halls will operate as follows: Bruce Hall (MH 2000) and Malachowski Hall (MH 27269) will serve brunch meals only and the sub-marine line and the walk up window will be closed. Dwyer Hall (MH 2123) and Lopez Hall (MH 24202) will serve brunch meals. Bobo Hall (MH 5005) will serve a 3 meal schedule while classes are in session.

6. Weather conditions are posted on the MCB Quantico website under the weather, flags, and codes tab on the right side of the screen (<http://www.quantico.marines.mil/>).

7. Sodexo is responsible for acquiring billeting for essential personnel and to ensure the feeding mission is accomplished as outlined in ref (b). It is imperative that there are ample employees to support required mess hall operations. Problems or delays in meeting contractual requirements will be reported to the Technical Representative immediately. Mess hall employees should contact their supervisor for specific guidance or direction, concerning their individual work status.

8. Point of contact is MSgt Osborne at 784-2491.



J.P. STOCKWELL

Copy to:  
MCB Quantico, AC/S G-4  
Tennent Command S-4 Officers  
TR  
QAE  
District Manager (SDX)  
Mess Hall Managers (SDX)  
File