



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002
KANEHOHE BAY HAWAII 96863-3002

IN REPLY REFER TO:
10110
IE&L/Sup

17 MAR 2016

POLICY LETTER 1-16

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: REQUESTS FOR SPECIAL FEEDING REQUIREMENTS

Ref: (a) MCO 10110.14M, Marine Corps Food Service and Subsistence Program

Encl: (1) Marine Corps Base Hawaii Special Meal Request Form

1. Purpose. Provide guidance for activities requesting boxed meals, recreational event meals, and containerized field meals from the Marine Corps Base (MCB) Hawaii mess hall, Anderson Hall, in accordance with the reference.

2. Cancellation. Base Order 10110.15B.

3. Information

a. Boxed Meals

(1) Boxed meals may be provided only for those individuals whose duties prohibit them from using the mess hall. Boxed meals will not be used as a convenience item. All other uses constitute a fourth meal, which is not authorized. When unit coordinators are preparing work or training schedules, effort should be made so personnel can receive a hot meal in the mess hall.

(2) The Mess Hall Manager is authorized to provide boxed meals to support the initial troop movement or the "on-load" phase of a unit's deployment. Additionally, all meals required after the embarkation of the deploying unit are the responsibility of that unit.

b. Recreational Event Meals. The use of government subsistence and/or the facility and its staff to support unit picnics, mess nights, or parties is not authorized. Official unit recreational events such as military field meets, family days, open houses, and/or military appreciation days may be supported by serving a meal and is authorized only when:

(1) Approval authority has been delegated to the Base Food Service Officer. Requests should be routed to the Base Food Service Office for appropriate routing and approval.

(2) The minimum unit size authorized to hold a recreational event and draw rations from the mess hall will be at the company or higher level.

(3) The meal replaces the normal lunch or dinner meal and follows the prescribed menu listed in the master menu for recreational events.

c. Containerized Field Meals. The use of organic table of equipment and food service personnel will not be replaced by containerized meals from garrison mess halls. Training exercises provide food service personnel the

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opportunity to gain core competency using table of equipment and operational rations. This training is essential for unit readiness and lack of proper consideration can have a detrimental effect on the unit. The following specific requirements apply when requesting containerized field meals:

(1) Approval authority has been delegated to the Base Food Service Officer. Requests should be routed to the Base Food Service Office for appropriate routing and approval.

(2) Requesting units are responsible for providing their own approved, clean, and sanitary insulated food and beverage containers. Required equipment will be delivered to the mess hall no later than 48 hours prior to requested pick-up time.

(3) Meals provided will reflect mainline items listed on the master menu for that day and meal. Some menu items are subject to be replaced by a more acceptable food item (e.g., grilled chicken breast instead of lemon baked fish, etc.) fit for a field environment.

d. Requirements for All Types of Requests

(1) The Mess Hall Manager must receive enclosure (1) no later than 10 calendar days prior to the desired pick-up date and time. This will allow the Mess Hall Manager the necessary time to obtain needed ingredients.

(2) Names and requested amounts are final once approved by the Mess Hall Manager. Commands will ensure due diligence and accuracy when providing personnel rosters. This is particularly paramount for personnel who require boxed meals support while training at Pu'uloa Range Training Facility.

(3) Individuals who request use of mess equipment, on behalf of their unit, must sign a receipt for issued items, e.g., pots, pans, spoons. Upon return of the equipment, the receipt will be returned. If items are not returned or are damaged, the unit will be responsible for replacement of exact items. Information regarding replacement can be obtained via the Base Food Service Property Chief at 808-257-2079.

e. Payment

(1) Collection of payment for meals must occur prior to meals being provided. Individual commands will determine payroll deduction in lieu of cash payment. A command verified/endorsed letter must identify personnel who will receive a payroll deduction. It is the individual command's responsibility for ensuring a payroll deduction is performed via the Command Deployment Support Branch of the Installation Personnel Administration Center.

(2) When the payroll deduction method of payment is determined by the requesting unit, the unit representative picking up the requested meals will complete a block signature for the meals provided at government expense and the meals identified as payroll deduction. The block signatures will be made

on form NAVMC 10789 by the responsible individual receiving the meals. For example, "I acknowledge receipt of 10 (must be numerical) meals this date which are for ten (must be spelled out) individuals who are entitled to subsistence-in-kind."

(3) Prior to the authorized event, unit commanders will designate a representative to collect money from personnel on commuted rations and from guests attending the event. The representative will remit the money directly to the Mess Hall Manager/Cash Collection Agent. Checks in lieu of cash will be made out to the U.S. Treasury. No other forms of payment are acceptable (e.g., credit cards, 1106 funds, etc.).

f. Prohibited Actions

(1) The resale of subsistence items to support command fund raising events is prohibited.

(2) Leftover food items will not be returned to the mess hall for future use, but will be disposed of by the recipient.

(3) Giving away subsistence to organizations, groups, individuals, etc. is prohibited.

4. Scope. This policy letter is applicable to MCB Hawaii subordinate and tenant commands.

5. Point of Contact. The point of contact is the Base Food Service Office at (808) 257-3509 or (808) 257-1312.


S. C. KILLEEN

Distribution: A

MARINE CORPS BASE HAWAII SPECIAL MEAL REQUEST FORM**INSTRUCTIONS**

- All meals will be sold on a cash or payroll deduction basis. Cash collection will be at the time and place of pick up and before consumption.
- All requests for food support must be provided to the Mess Hall Manager at Anderson Hall **NLT 10 CALENDAR DAYS** from the requested day/time of pick-up/consumption.
- All requests will be supported with verified rosters for personnel **AUTHORIZED** to subsist at government expense (meal card). Rosters for this group will include RANK, NAME, UNIT, and EDIPI.
- All requests will be supported with unit verified personnel rosters **NOT AUTHORIZED** to subsist at government expense (receiving basic allowance for subsistence (BAS)/entitled to subsistence-in-kind (SIK). Rosters for this group will include RANK, NAME, UNIT, EDIPI, and indicate they are receiving BAS/SIK.
- Units must provide the Mess Hall Manager a 72 hour advanced notice of a cancellation. If this is not performed, units must sign for and consume requested meals away from the Mess Hall since requested foods will have been thawed and prepped for consumption.
- All meals must be consumed within four hours from time of pick-up.

REQUESTOR INFORMATION

Print Name

Rank

Unit

I CERTIFY THAT I WILL BE RESPONSIBLE FOR THE CASH COLLECTION FOR ALL SUBSISTENCE FURNISHED TO PERSONNEL NOT ENTITLED TO SUBSIST AT GOVERNMENT EXPENSE PROIR TO CONSUMPTION.

Requestor Signature:

Date:

REQUEST THE FOLLOWING RATIOS BE FURNISHED

DATE AND TIME OF PICK UP		CONSUMPTION LOCATION	
TOTAL REQUESTED QUANTITY	CIRCLE TYPE OF RATION Box Meals Recreational Event Meals Containerized Field Meals	TOTAL REQUESTED QUANTITY	CIRCLE TYPE OF RATION Box Meals Recreational Event Meals Containerized Field Meals
	Breakfast		Breakfast Brunch
	Lunch		Dinner Brunch
	Dinner		Other (Specify)

***** FOOD SERVICE OFFICE USE ONLY *******REIMBURSEMENT**

Enlisted SIK

Officers

Civilians

Authorized Youth Discount

Meal Card

RECEIPT

Date and Time Received

Name of Remitter (Type)

Amount

PAYMENT

Date and Time Money Received

Name of Person Receiving Monies

Amount

I CERTIFY THAT THE SUBSISTENCE ITEMS WERE RECEIVED AND MONIES COLLECTED.

Print Name:

Signature:

Date:

Enclosure (1)