



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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IN REPLY REFER TO:
10110
IE&L/Fac
16 Mar 16

POLICY LETTER 2-16

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

Subj: MESS DECK RESERVATION REQUEST PROCESS

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

Encl: (1) MCB Hawaii Anderson Hall Mess Deck Request Form

1. Purpose. Provide guidance for supported units requesting to reserve the mess deck, also known as the "flag deck," at Anderson Hall aboard Marine Corps Base (MCB) Hawaii.

2. Information

a. Mess Deck Requests. Supported units are authorized to utilize the Anderson Hall flag deck for events such as a commander's breakfast, working lunch, "warrior" meal, etc. The following applies when requesting use of the flag deck for such events:

(1) Requestors shall submit a request (enclosure (1)) to the Base Food Service Office no later than five calendar days prior to the scheduled event. The request may be hand delivered, or e-mailed to the Base Food Service Officer, Technician, or Operations Officer. Reservations are provided on a first-come, first-served basis.

(2) Mess deck usage is limited to normal mess hall operating hours: breakfast 0530-0730, lunch 1030-1300, and dinner 1630-1800.

(3) Notification of cancelled reservations should be made as soon as possible, and may be made via phone, e-mail or in person, to the Base Food Service Officer, Technician, or Operations Officer.

b. Protocol. The following shall be adhered to by all personnel participating in a flag deck event:

(1) No outside food/beverages is permitted in the mess hall.

(2) Patrons on meal card may eat at government expense. All other patrons shall be required to pay the full meal rate.

(3) The event coordinator is responsible for mustering invited attendees and ensuring they do not consume food or beverages without first signing in (meal card holders) or paying the full meal rate with the mess hall cashier. Patrons who do not swipe their meal card or pay for a meal will not be authorized to consume food or beverages.

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

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

10110
16 MAR 2016

4. 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

MCB HAWAII ANDERSON HALL MESS DECK REQUEST FORM

Event point of contact: _____

Point of contact phone number: _____

Type/reason for event:

Please check time the event will take place:

Breakfast 0530-0730
Lunch 1030-1300
Dinner 1630-1800

Number of Guests Attending: _____

Please check table orientation (note: >40 guests must use line orientation):

Horseshoe
Line
Other Describe: _____

Are tablecloths required? _____

Is a podium required? _____

Other special instructions or requests?

