

RECREATIONAL EVENT (MILITARY FIELD MEETS AND FAMILY DAY REQUESTS)

Recreational Meal Request for Military Field Meets and Family days and rosters must be submitted ten (10) calendar days before request date of pick-up by E-Mail to the Base Food Service Special Feeding Representative. All Active duty personnel on COMRATS/BAS regardless of rank will pay the full lunch meal rate. All Civilian personnel attending & Dependents will pay the full lunch meal rate. Dependents of E-4 or below are authorized to pay the reduced lunch meal rate. Meal Card rosters are required for accountability. Military Field meets and Family Day Requests must go to your Commands G-4 Food Service Office first.

1. LETTER OF INSTRUCTION (LOI)(signed by CO) will be submitted with request & COMRAT/BAS, MEAL CARD rosters and Dependent rosters.
2. Must be a company/squadron level or higher.

PAYROLL CHECKAGE LETTERS CAN NOT BE SUBMITTED FOR RECREATIONAL MEALS. PAYMENT MUST BE MADE IN THE FORM OF CASH OR CHECK ONLY, MADE OUT TO (U.S. TREASURY). Mess hall is not responsible for providing paper gear, (plates, forks etc), napkins, Food Containers/ Beverage Jugs or eating utensils. Contracting Office will conduct Random Audit's at IPAC, (Installation Personnel Admin Center), to validate Meal Card numbers/Personnel with Subsistence In Kind.

3. Units must route requests to respective G4 Food Service Office.