



UNITED STATES MARINE CORPS  
Base Food Service Division  
Marine Corps Installations East  
Marine Corps Base  
PSC Box 20005  
Camp Lejeune, North Carolina 28542-0005

10110  
FSD  
13 Feb 18

BASE FOOD SERVICE MEMORANDUM 02-18

From: Deputy Director, Food Service Division, Marine Corps Installations  
East-Marine Corps Base, Camp Lejeune, NC

To: Distribution List

Subj: NEW PROCEDURES FOR SPECIAL MEAL REQUEST SUBMISSION

Ref: (a) MARADMIN 255/17 (DTG: 24178Z May 17) POS Implementation  
(b) MSG MCICOM G FOUR (DTG: 301937Z May 17) POS Fielding Plan

Encl: (1) Special Meal Request Form  
(2) Personnel Roster Format (by Type/Category)  
(3) Pay Checkage Letter

1. Procedures for submitting and processing special meal requests must be updated in order to comply with the new automated Point of Sale (POS) terminals being installed in each area mess hall. References outline the intent and purpose of the POS systems and provide the fielding schedule to the Marine Corps. This memorandum serves as a local policy to ensure that base and tenant organizations meet the intent of the new system when requesting and receiving special meal support.

2. When special meals for box meals, recreational meals, and containerized meals are required for consumption away from the mess hall, the following special meal request procedures will be used.

a. Requesting unit will complete and provide a written request using only enclosure (1). The following time line will be followed:

(1) Box and Containerized meals submitted (7) calendar days prior to pick-up.

(2) Recreational Meals submitted (10) calendar days prior to pick-up.

b. All required information must be included on all forms. Ensure to outline the type of support requested, number of patrons, a unit point of contact, and include all supporting documents using enclosures. Personnel roster must include Patron's rank, full name, and EDIPI in specified columns.

c. The personnel roster format requires the requesting unit to categorize rosters by Service, Component, and Entitlement. Some examples of rosters that must be separated are as follows:

(1) USMC, Active, SIK

- (2) USMC, Active, BAS
- (3) USMC, Reserve, Pay Checkage
- (4) USN, Active, SIK
- (5) USN, Active, BAS
- (6) USN, Reserve, BAS

e. EDIPI's will be validated at FSD by the special meal request coordinator; inaccurate information will mitigate processing delays. Discrepancy report will be returned to the requesting unit and must be corrected within 24 hours. Requested quantity of meals will be adjusted to account for only validated personnel.

3. Special meal requests and all required electronic enclosures can be found and submitted utilizing the Food Service Branch Support Request link located at url:

<http://www.lejeune.marines.mil/offices-staff/food-service-division/>

4. Point of contact at Food Service Division for this matter is Master Gunnery Sergeant Richard Medal at (910)451-5353 or Richard.a.medal@usmc.mil



T. D. SYFRETT

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