**UNITED STATES MARINE CORPS**

**NAME OF ACTIVITY**

**ADDRESS**

**CITY STATE ZIP+4**

 **IN REPLY REFER TO:**

 10110

 FDSVC

 31 Jan 18

From: Command

To: Marine Corps Installation East, Camp Lejeune Food Service Division

Via: MCS Food Service Officer

Subj: SPECIAL MEAL REQUEST IN SUPPORT OF Click here to enter text.

Encl: (1) Roster of Personnel

 (2) Payroll Checkage Letter

 (3) IPAC Endorsement Letter

1. It is requested that the following subsistence be provided for recreation event.

 a. Date to pick up chow: 7 February 2018

 b. Requested time of pick up: Click here to enter text.

 c. Location of pick up: G-640

 d. Requesting unit: Click here to enter text.

 e. Quantity of meals: Click here to enter text.

 f. Meal period: Click here to enter text.

 g: Type of meal: Choose an item.

 h: Unit Leader EDIPI number: Click here to enter text.

 i: Point of contact and phone number: Click here to enter text.

 j: Remarks: Click here to enter text.

3. The pick up dates and times requested are as follows:

 **Pick up date Pick up time Quantity**

 00 XXX 00 0000 000

4. The personnel listed in the enclosure are broken down as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **ROSTER BREAK DOWN** | **QUANTITY** | **PRICE PER MEAL** | **TOTAL** |
| MARINE MEAL CARD |  |  |  |
| MARINE PAYROLL DEDUCTION |  |  |  |
| MARINE COMRATS |  | $5.60 | $0.00 |
| MARINE (OFFICER) BAS |  | $5.60 | $0.00 |
| NAVY MEAL CARD |  |  |  |
| NAVY PAYROLL DEDUCTION |  |  |  |
| NAVY COMRATS |  | $5.60 | $0.00 |
| NAVY (OFFICER) BAS |  | $5.60 | $0.00 |
| MARINE RESERVIST |  |  |  |
| DEPENDENTS (E-4 AND BELOW) |  | $4.20 | $0.00 |
| DEPENDENTS (E-5 AND ABOVE) |  | $5.60 | $0.00 |
| ARMY |  |  |  |
| COAST GUARD |  |  | $0.00 |
| CIVILIANS |  | $5.60 | $0.00 |
|  |  | COMBINED TOTAL: | $0.00 |

5. Personnel will pay via meal card and/or N/A.

6. Point of contact for this matter is Rank LName, FName MI. at (000) 000-0000 or Email Address.

 I. M. MARINE