



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

101101  
FSD  
20 Mar 2020

BASE FOOD SERVICE MEMORANDUM 02-20

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

To: Distribution List

Subj: COVID-19 SPECIAL MEAL REQUEST PROCEDURES

Ref: (a) RGFSC III M95418C0018

(b) Tri-Service Food Code

(c) Base Food Service Memorandum 01-20, Special Meal Request Procedures

1. This memorandum serves as local policy for units requiring food service support for isolated/quarantined personnel due to the rapidly evolving COVID-19. When requesting to-go meals, containerized meals or box meals the following procedures will be used.

2. The requesting unit will complete and provide an electronic request using the approved forms listed in Reference (c) at least 3 calendar days in advance of the required pick-up date. We understand that this may not always be possible and will work with units as necessary.

All required forms can be found at <http://www.lejeune.marines.mil/offices-staff/food-service-division/>. Forms must be submitted electronically to [MCIEAST\\_G4\\_Food\\_Serv@usmc.mil](mailto:MCIEAST_G4_Food_Serv@usmc.mil).

3. The mess hall will provide a to-go meal in a disposable clam shell with flatware for request(s) up to thirty personnel. Unit representatives delivering food items to isolated/quarantined personnel shall maintain a NO contact posture and wear appropriate Personal Protective Equipment (PPE).

4. Requests for more than thirty personnel will be treated as field chow. Insulated food containers with prescribed portions will be picked up by the requesting unit; paper gear and ROM block will be provided with the issue of field chow meals. Meals will then be prepared at the supporting mess hall and delivered by the requesting unit. Again, unit representatives delivering food items to isolated/quarantined personnel shall maintain a NO contact posture and wear appropriate PPE.

a. Food items not consumed shall be bagged and discarded in a dumpster or bio-hazard container. DO NOT return unconsumed food to the mess hall under ANY circumstances.

b. Unit leadership must ensure that all mess hall equipment (insulated food containers, serving utensils, gloves, etc.) are thoroughly sprayed with disinfectant prior to return to the mess hall. Mess hall personnel are encouraged to wear appropriate PPE to receive, clean, and sanitize all

received equipment. ROM block of PPE will be provided to the mess hall providing support.

5. Box meals are optional for all request, box meals must be requested 3 days in advance. Requests must be submitted electronically to [MCIEAST\\_G4\\_Food\\_Serv@usmc.mil](mailto:MCIEAST_G4_Food_Serv@usmc.mil)

6. Point of contact at Food Service Division for this matter is Sean Livingston at (910)451-6272 or [sean.livingston@usmc.mil](mailto:sean.livingston@usmc.mil)



D. E. DIPPOLD

Distribution:

ACOR

FSO, II MEF

FSO, 2D MARDIV

FSO, 2D MLG

FSO, 2D MAW

FSO, ECFMT

MCAS Beaufort, G-4, FDSVC SNCOIC

MCAS Cherry Point, BFS Food Tech

Sodexo DM

File