



SPECIAL MEAL REQUEST



1. FROM: REQUESTING UNIT

2. DATE SUBMITTED TO MH (MM/DD/YYYY)

3. REQUESTOR POC: LNAME, FNAME, MI, RANK, & PHONE

4. TO: (MESS HALL)

5. TYPE OF SUBSISTENCE SUPPORT REQUESTED

6. FEEDING SITE (LOCATION)

7. DATE RANGE OF REQUEST

START DATE

END DATE

8. PLEASE SELECT THE REQUESTED DAY(S) & MEAL PERIOD(S)

MON TUE WED THUR FRI SAT SUN

BRK LUN DIN BB DB MID

9. PATRON INFORMATION

10. METHOD 11. QTY 12. PATRON INFORMATION

13. METHOD 14. QTY

15. TOTAL MEALS REQUESTED

16. GROUP LEADER EDIPI

17. JUSTIFICATION FOR REQUEST (i.e. RIFLE RANGE, UNIT FIELD MEET, ROM)

THE REQUESTING UNIT MUST NOTIFY THE MESS HALL MANAGER OF ANY CHANGES TO THE SPECIAL MEAL REQUEST PRIOR TO PICKUP; FOR EXAMPLE A NEW GROUP LEADER OR CHANGES TO THE NUMBER OF PERSONNEL. THE REQUESTING UNIT WILL PROVIDE THE MESS HALL MANAGER PERSONNEL ROSTER(S) FOR EACH CATEGORY OF PERSONNEL.

REQUEST(S) FOR SPECIAL MEAL SUPPORT MUST BE SUBMITTED 10 WORKING DAYS PRIOR TO PICK UP. THE MESS HALL MANAGER WILL DETERMINE FEASIBILITY OF SUPPORT OUTSIDE THE SUBMISSION REQUIREMENT.

I CERTIFY THAT I WILL SUBMIT FULL PAYMENT FOR ALL PERSONNEL OTHER THAN SIK UPON PICKUP.

18. PRINT LNAME, FNAME MI, RANK

19. COMMAND REPRESENTATIVE SIGNATURE

----- FOR MESS HALL USE ONLY -----

20. FROM MESS HALL:

21. TO REQUESTING UNIT:

22. STATUS OF REQUEST

23. MESS HALL MANAGER SIGNATURE

24. DATE (MM/DD/YYYY)

25. TRACKING NUMBER (REQUEST ID GENERATED VIA POS BACK OFFICE SMR)

ALL SPECIAL MEAL REQUEST FORM AND APPROVED SPECIAL MEAL REQUEST BARCODE WILL BE KEPT ON FILE IN THE SINGLE-DAY FOLDER.

CAMP KINSER MH 637-1818/1822
MCAS FUTEMA MH 636-3770/2010
CAMP FOSTER MH 645-7158/2449
CAMP COURTNEY MH 622-9268/9142
12TH MARINES MH 623-7767/4231
III MEF MH 623-7370/4974

CAMP SCHWAB MH 625-2516/2511
JWTC MH 622-2201/2217
MCAS IWAKUNI MH 253-6341
CAMP MUKUK MH 767-4399
CAMP FUJI MH 224-8389
MCB HAWAII MH 257-3509