

# MCAS IWAKUNI SPECIAL MEAL REQUEST INSTRUCTIONS

## SMR Bulk Meal Roster Submission Form excel

### Part 1 Enter global information for this request

- (1) Request Name. Event Name i.e., Field Meet
- (2) Unit/Command. Squadron/Section/Division
- (3) Point of Contact Name. Requestors contact Rank and Name
- (4) Point of Contact email. Requestors email address
- (5) Group Leader Name. Person picking up the meals
- (6) Group Leader EDIPI. Group Leader will not be charged, EDIPI is required in order to run the transaction in the Point Of Sales
- (7) Notes. Any additional information necessary for this event

### Part 2 Set up information for each group

- (1) Group 1. Each Branch/Component/Payment type requires an additional Group
- (2) Branch. Select from drop down the Branch of Service i.e., Marine
- (3) Component. Select from drop down the status for each branch of service. Regular is Active Duty
- (4) Payment. Select from drop down the payment method. SIK will be utilized for "MealCard" and can be used for Marines who receive BAS as "Payroll Deduction." Cash and Check are acceptable forms of payment and will use the Cash payment option. Credit Card is currently unavailable aboard MCAS Iwakuni. Reimbursable is only used with an approved ACSA and prior planning with Base Food Service Office.
- (5) # Attendees. Enter the number of EDIPI's listed per Group.
- (6) Attendee EDIPIs. All military service members DoD ID number is required.

### Special Meal Request pdf

- (1) From. Requesting Unit Squadron / Section / Division (Same as excel document #2)
- (2) Date of Request. Date the request was submitted to Food Service Division OMB.
- (3) LName, FName, MI, Rank & Phone. Requestors Contact information.
- (4) To. Select from the drop down the recommended Mess Hall to support your request.
- (5) Type of Subsistence Support Requested. Select the type of meal requested. Recreational Meal, Box Meal, and Force March menus can be found at Food Service Marines.mil website:  
<https://www.mcasiwakuni.marines.mil/Organizations/Station/Food-Service/> . Containerized Meal is Field Chow for the standard 28-day meal being served at the Mess Hall, specific menus can be found at the above links.
- (6) Requested Meal Period. Select the meal you are requesting.
- (7) Date and Time of Pickup. Date and Time you are requesting to pick up the meal(s).
- (8) Feeding Site. Location you will be feeding this meal.
- (9) Branch / Component. Select from the drop down the branch and component. (Same as excel document #2 and #3)
- (10) Payment. Select from the drop down the payment type. (Same as excel document #4)
- (11) Qty. Enter the total number for each Group (As separated on excel document)
- (12) Branch / Component. Same as #9 above.
- (13) Payment. Same as #10 above.
- (14) Qty. Same as #11 above.
- (15) Total Meals Requested. Enter the total number of all Groups combined.
- (16) Group Leader EDIPI. Same as excel document #6.
- (17) Justification for Request. Request name. Same as excel document #1.
- (18) Command Representative. Signature of Requestor submitting Special Meal Request.

Base Food Service will validate the Bulk Meal Submission Roster and assign to a Mess Hall for support. If there are discrepancies with the roster, Base Food Service will contact the unit to update the roster or proceed with current version.

**\*\*Marine Corps Food Management Information System (MCFMIS) validates the Bulk Meal Submission Roster from Marine Corps Total Force System (MCTFS).\*\***



# SPECIAL MEAL REQUEST



1. FROM: REQUESTING UNIT

2. DATE OF REQUEST (MM/DD/YYYY)

3. LNAME, FNAME, MI, RANK, & PHONE

4. TO: (MESS HALL)

5. TYPE OF SUBSISTENCE SUPPORT REQUESTED

6. REQUESTED MEAL PERIOD(S)

7. DATE AND TIME OF PICKUP (MM/DD/YYYY/HHMM)

8. FEEDING SITE (LOCATION)

9. BRANCH / COMPONENT

10. PAYMENT

11. QTY

12. BRANCH / COMPONENT

13. PAYMENT

14. QTY

15. TOTAL MEALS REQUESTED

16. GROUP LEADER EDIPI

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

**REQUESTING UNITS MUST NOTIFY THE MESS HALL MANAGER OF ANY CHANGES TO THE SPECIAL MEAL REQUEST PRIOR TO PICK UP; FOR EXAMPLE, CHANGES TO THE NUMBER OF PERSONNEL OR CHANGES TO PICK UP TIME.**

**REQUESTING UNITS ARE RESPONSIBLE TO OBTAIN FOOD CONTAINERS FROM MWSS-171 FIELD MESS AND DELIVER TO THE RESPECTIVE MESS HALL AT LEAST ONE DAY PRIOR TO PICK UP.**

**SPECIAL MEAL REQUEST MUST BE SUBMITTED TO IWKN\_LOG\_FOOD\_SERVICE@USMC.MIL 10 DAYS PRIOR TO PICK UP. BASE FOOD SERVICE WILL DETERMINE FEASIBILITY OF SUPPORT OUTSIDE THE SUBMISSION REQUIREMENT.**

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

18. COMMAND REPRESENTATIVE

**ALL APPROVED REQUEST WILL BE FORWARDED TO THE RESPECTIVE MESS HALL FOR SUPPORT**

----- FOR BASE FOOD SERVICE OFFICE ONLY -----

FROM:

TO: (MESS HALL)

REQUEST ID NUMBER (CREATED IN POS BACKOFFICE)

DATE SMR PRE-VALIDATED

DATE REQUEST APPROVED

SIGNATURE OF INDIVIDUAL CREATED SMR POS BACKOFFICE

SIGNATURE OF INDIVIDUAL APPROVED SMR POS BACKOFFICE

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

FROM: (MESS HALL MANAGER )

TO: (BASE FOOD SERVICE)

MESS HALL MANAGER SIGNATURE

DATE ENTERED INTO POS

----- FOOD SERVICE POINTS OF CONTACTS -----

BASE FOOD SERVICE 253-3064  
FOOD TECHNICIAN 253-6740

R. G. ROBINSON MESS HALL 253-6341/3116  
FLIGHT LINE MESS HALL 255-1200/1202  
NORTH SIDE MESS HALL 253-2066/2114

MWSS-171 FIELD MESS 253-3865/3332

OMB: IWKN\_LOG\_FOOD\_SERVICE@USMC.MIL