



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO:
10110
B 07-1
SEP 05 2018

POLICY LETTER 3-18

From: Commanding Officer
To: Distribution List

Subj: COMMUTED RATIONS REQUESTS

Ref: (a) MCO 10110.47A

Encl: (1) NAVMC 10274 Administrative Action Form

1. Purpose. To establish policy for Headquarters and Service Battalion Marines desiring to mess separately.

2. Cancellation. HQSVC Bn Policy Letter 1-18

3. Information

a. Reference (a), chapter 1, par 5(g), procedures for those personnel assigned to unusual job duties, unusual job locations, or irregular work hours that normally do not allow them to subsist in the dining facility for more than 30 consecutive days are authorized commuted rations. Irregular hours for the purpose of this authorization are defined as work shifts of at least 8 hours that commence on or after 1600 on a daily basis consisting of a 5-day work week. Marines in the following categories are authorized to mess separately:

- (1) Band Members
- (2) Ceremonial Platoon Members
- (3) Commanding General's/Commander's driver
- (4) Range Management Branch
- (5) Marines assigned to Marine Corps Base G-4 Motor Transport Section
- (6) Marines Assigned to Marine Corps Base G-6
- (7) Marines assigned to Marine Corps Information Operation Center.
- (8) Marines assigned to Service Company Ammunition Supply Point.
- (9) Marines assigned to the National Museum of the Marine Corps.
- (10) Staff Sergeants who are assigned to this battalion and reside off the economy are authorized commuted rations.

b. All personnel requesting commuted rations that do not fall under the

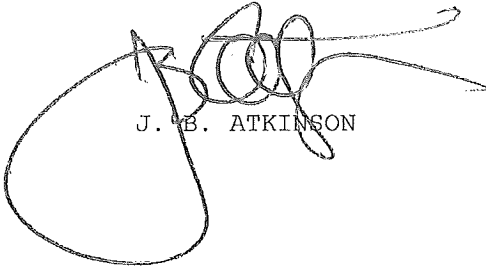
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parameters of par 3(a), must complete enclosure (1), and route for recommendations through their immediate chain of command with sufficient justification in the request.

4. Scope. In order to ascertain the assignment of unusual job duties, unusual job locations, or irregular work hours, and to ease the paperwork burden, the requestors immediate leadership are directed to review the directions in the above paragraph and reference in its entirety prior to making a recommendation. This will ensure all personnel requests for commuted rations are processed in a timely and efficient manner.

5. Any request for a change to this authorization must be directed to the Commanding Officer, Headquarters and Service Battalion via the Battalion Adjutant.



J. B. ATKINSON

Distribution: A

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