

18 November 2014

BOX MEAL PROCESS GUIDE

Subj: BOX MEALS PROCESS FOR COAST GUARD DINING FACILITIES (CGDF)  
ASHORE

Ref: (a) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)

1. PURPOSE. To establish procedures pertaining to the sale and provision of box meals at ashore Coast Guard Dining Facilities (CGDF).
2. ACTION. Commanding Officers of units with a CGDF shall ensure that their personnel, and personnel attached to tenant commands, are aware of these procedures.
3. DIRECTIVES AFFECTED. None
4. DISCUSSION. The sale and provision of box meals at CGDF is subsidized by appropriated funds. Per reference (a), the sale of meals to specific groups can be authorized by the Base Commanding Officer. Units where CGDF exist and where dinner meal hours are eliminated commands may implement a box meal process. This process will be available to personnel who may require subsistence because of duty hours or limited availability of dining options nearby. The Food Service Officer (FSO) or Contracting Officer's Representative (COR) will ensure that this process is implemented and followed. Success of this process depends on the FSO, COR, and the Commands ability to promote it.
5. PROCESS. The following process shall govern the sale and provision of box meals to the personnel from the ashore CGDF.
  - a. The FSO will create a menu that supports a box style meal with some options in accordance with meals standards in reference (a). Options developed should include breakfast, lunch, and dinner. If the CGDF is fully contracted, then the COR will create the menu in coordination with the contractor.
  - b. The FSO will create a signup sheet that is posted at the CGDF. The Command will ensure that personnel are informed that the signup sheet has been created and posted at the CGDF. The FSO or COR will also utilize a cash collection sign-in sheet to ensure accountability for cash sales. In addition, the FSO or COR can implement an Individual Credit Account (ICA) using the Form CG-3476 for military personnel that may be on call and may not have cash on hand at all times.
  - c. Personnel requiring a box meal will sign up or notify the FSO or COR (for ICA accounts) and pay for the meal no later than closure of the lunch meal.

- d. The price for the box meal will be the published price charged for a regular breakfast, lunch, or dinner meal and will depend on the subsistence category of the person ordering the meal.
- e. The Command will coordinate with the FSO or COR for box meal pick up.
- f. The FSO shall be notified at least one week in advance of special events when significant numbers of official visitors/guests plan to purchase evening box meals at ashore CGDF.
- g. Cutters and visiting units planning to close their afloat dining facilities due to maintenance shall contact the FSO at least one week in advance to make arrangements for their crews to receive box meals from the CGDF.
- h. The Command and the FSO or COR are responsible for enforcement of this process.

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