



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMGO-ZA

NOV 12 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Food Service Policy Memorandum No. 51 - Dining Facility Support

1. References:

- a. AR 30-22, 24 July 2012, Army Food Program.
- b. AR 600-38, 11 April 1988, Meal Card Management System.
- c. AR 15-6, 2 October 2006, Procedures for Investigating Officers and Boards of Officers.
- d. AR 215-1, 24 September 2010, Morale, Welfare, and Recreation.
- e. TM 4-41.11, 23 April 2012, Dining Facility Operations.
- f. Food Service Contract, W9124913C0005.

2. Commanders at all echelons will be guided by the fact that subsistence is government property until such time as it is consumed by authorized personnel or discarded as waste.

3. Fort Gordon has four dining facilities that are contractor-operated. The Food Service contract contains a detailed work statement, which is the basis for the contractor's performance requirements. The work statement in turn is based upon the requirements of references above and the installation mission.

4. The MICC has designated the Installation Food Service Officer as the Contracting Officer's Representative (COR) and as such, has been given the authority to make necessary changes that fall within the scope of the contract. Changes which exceed the specifications or are "outside the scope" of the contract require a formal contract modification.

5. All food service support will be coordinated through the Installation Food Service Officer for contractor-operated dining facilities, with no exceptions. Anyone not coordinating through the Installation Food Service Office will be in violation of the

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contract and could commit the government to new service and added expenses. All support will be requested on Fort Gordon Form 7444 and signed by the commander or first sergeant of the unit requesting support (See Installation Food Service SOP for requested deadlines).

6. All units or activities, supported by a military operated dining facility, will request support on a memorandum, in accordance with (IAW) paragraph 7-12, reference a. The request will be submitted directly through the Brigade and Battalion S-4s to the supporting dining facility.

7. Battalion Organizational Days (one per year) will be supported by the dining facilities during weekdays only. All units (Battalion/Brigade Level ONLY) will submit their requests through their S-4 to the Logistics Readiness Center, ATTN: Food Service, for approval to conduct the organizational day activities. Requests must be submitted on Fort Gordon Form 7444. Requests will be submitted at least **14 days prior to the scheduled event**. Units must coordinate all administrative requirements with the supporting dining facility. Commanders are reminded that when there is a difference in excess of 10 percent of the unit's requested meals and actual headcount, a report of survey will be accomplished IAW procedures in AR 30-22, paragraph 3-44 (I). Dining facility operations will not close down to support organizational day activities. Contract personnel will not be available to work the organizational day activity site. **All cancelations of CL I support will be submitted in writing to Installation Food Service Office 2 days prior to scheduled event.**

8. Ice requests will be charged to all units and organizations. This requirement will be requested on DA Form 3161 with unit DDODAC and APC codes. All requests will be sent through the S-4s before submission to the Subsistence Supply Management Office (SSMO). This request must be submitted at least **3 working days prior to the scheduled event**. Ensure required delivery date is annotated on DA Form 3161. Due to the potential of contamination, ice intended for drinking will not be placed in water trailers.

9. Minor changes in meal serving times are possible in contractor-operated facilities, if the change results in a decrease in the total time between meals. However, extending the dinner or late feedings or moving back the breakfast meal will require approval of the COR and possibly a formal contract modification. Justification for extending the hours must be submitted in writing as early as possible, with a minimum of 72 hours.

10. A labor cost is incurred for units or activities requesting food support that are not assigned or attached to Fort Gordon. Before support can be requested, a Military

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Interdepartmental Purchase Request (MIPR) accounting classification must be provided to 406th Army Field Support Brigade budget personnel.

11. It is prohibited to use government subsistence, dining facility equipment, and/or dining facility staff, military or civilian, to support social functions such as retirements, promotion/award ceremonies, religious activities, coffee call, parties, or other similar functions. Support for such functions must be obtained from other sources.

Procedures to be used for supporting such social functions are outlined in AR 30-22.

12. The unauthorized diversion or misuse of government subsistence and supplies and failure to maintain or conduct accurate headcount procedures for requested food service support are considered mismanagement or fraudulent and must be investigated under the provisions of AR 15-6.

13. During field training, units (Active, Reserves, and National Guard) have a requirement to collect cash from observers and visitors (i.e., civilian and military), when they consume a meal in the field. Units must have a DD Form 1544 on hand (Cash Meal Payment Sheet) and utilize it for cash paying customers. Forms can be obtained through Supply and Services Division, Stock Control and Customer Service Branch, in building 13804.

14. A special food allowance has been authorized to provide warm or cool beverages to participants in field training exercises (i.e., participating in maneuvers, war games, and FTXs) lasting over 24 hours. Cool beverage mixes will be provided during hot months and warming beverages (i.e., coffee, hot tea, hot chocolate, and light soup) for the cold months. Requests to support nuclear biological chemical (NBC) training, common task training (CTT), physical training (PT), and weapons or other like training will not be considered field exercises. Warming or cooling beverages will not be provided with operational rations (MRE). These rations are complete meals. Components are packed in a flexible envelope inside the packed meal. Warming and cooling beverages are available to support IET students at all field locations.

15. Units opening field accounts are required to submit their requests 20 working days in advance of the field exercise to SSMO. This will allow the SSMO sufficient time to requisition orders and have rations available at the designated pickup point. Units will utilize the established field feeding SOP/Menu approved by the Installation Food Program Manager for all field operations.

16. Units requesting field food service support from the Garrison dining facilities will provide their own equipment (i.e., food containers and vacuum or insulated jugs).

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17. When making decisions for support, each case should be judged on whether or not the function meets regulatory guidance and is within contract requirement.

18. The point of contact for this action is Carlos Keith, Installation Food Program Manager, Logistics Readiness Center, (706) 791-2636.



SAMUEL G. ANDERSON
COL, SC
Commanding

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This Policy Memorandum supersedes Policy Memorandum No. 51- Dining Facility Support, 15 November 2011.