



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. 61 - Commercial Box-Lunches Accounting Procedures

1. References:

- a. AR-30-22, 24 July 2012, Army Food Service Program.
- b. DA PAM 30-22, 6 February 2007, Dining Facility Operating Procedures for the Army Food Program.

2. Fort Gordon Installation dining facilities will:

- a. Complete a DA Form 5914 (Ration Control Sheet) at the time box lunches are issued to account for commercial box lunches.
- b. All box lunches must be supported by appropriate headcount data for headcount and reporting documents.
- c. A DA Form 3034 is not required when commercially prepared meals are served.

3. The proponent for this Policy Letter is the Installation Food Program Manager, Logistics Readiness Center, 706-791-2636.

  
SAMUEL G. ANDERSON  
COL, SC  
Commanding

DISTRIBUTION: A

This Policy Memorandum supersedes the Garrison Commander's Policy Memorandum No. 61-Commerical Box-Lunches Accounting Procedures, 15 November 2011.