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

REPLY TO
ATTENTION OF:

IMSE-GOR-ZA

DEC 01 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Food Service Policy Memorandum No. 51 – Subsisting Personnel During Disaster or Emergency Conditions

1. Reference: AR 30-22, 10 May 05, Army Food Program.

2. This memorandum identifies procedures for all military and civilian personnel when subsisting in the dining facilities on Fort Gordon during a disaster or emergency situation.

3. The Installation/Garrison Commander may direct subsistence support in the form of prepared meals or operational rations when an emergency or disaster condition exists. This may include support to persons who may or may not ordinarily be authorized to utilize a dining facility.

a. Every effort will be made to obtain payment for meals consumed by authorized diners.

b. Diners not normally authorized to subsist in a dining facility will, when feasible, be required to pay for meals consumed. They will be charged the Standard Meal Rate for meals consumed.

c. When it is not deemed feasible to collect reimbursement from diners, the Installation/Garrison Commander will implement procedures to record the number of meals consumed by the various categories of diners. This may be by either signature headcount or by a summary of meals served, authenticated by the Food Service Officer/Advisor or by an individual designated by the installation commander. This documentation will be obtained from the Federal Emergency Management Agency, designated federal coordinating office, or the American Red Cross.

4. Dining facility support:

a. All notice of missions should be reported to the Installation Food Service Office at least 36-72 hours in advance. This will allow the food service commercial distributor, Prime Vendor, enough time to deliver additional subsistence.

DEC 0 1 2009

IMSE-GOR-ZA
SUBJECT: Installation Food service Policy Memorandum No. 51 – Subsisting Personnel During Disaster or Emergency Conditions

b. Hours of operation may be directed to be extended.

c. The dining facility will ensure that there is an adequate supply of flatware on hand for emergency situations.

5. The proponent for this Policy Letter is the Installation Food Program Manager, DOSS, 706 791-2636.

GLENN A. KENNEDY, II
Colonel, SC
Commanding

DISTRIBUTION: A

This Policy Memorandum supercedes the Garrison Commander's Policy Memorandum No. 51-Subsisting Personnel during Disaster or Emergency Conditions.