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

MAR 1 0 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Food Service Policy Memorandum No. 54 - Commercial Box-Lunches Accounting Procedures

1. References:

a. AR-30-22, 10 May 05, Army Food Service Program.

b. DA PAM 30-22, 7 Jan 07, Dining Facility Operating Procedures for the Army Food Program.

2. Fort Gordon Installation dining facilities will:

a. Complete a DA Form 5309-R at the time the 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, DOSS, 706-791-2636.

GLENN A. KENNEDY, II
Colonel, SC
Commanding

DISTRIBUTION: A

This Policy Memorandum supercedes the Garrison Commander's Policy Memorandum No. 60-Commerical Box-Lunches Accounting Procedures, 1 December 2009