



DEPARTMENT OF THE ARMY
40US ARMY INSTALLATION MANAGEMENT COMMAND
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JAN 14 2025

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Food Service Policy Memorandum No.19 – Personnel Authorized to Subsist in Appropriated Dining Facility

1. Reference:
 - a. AR 30-22, Army Food Program, 17 July 2019.
 - b. DOD 7000.14.R, DoD Financial Management Reg, Volume 7A, Chapter 25.
2. This memorandum provides guidance assistance, and responsibilities for personnel authorized to subsist in appropriated fund Dining Facility (DFAC).
3. Army appropriated fund DFACs are established for the purpose to provide meals at no cost to subsistence in kind (SIK) military personnel. Who are not authorized to receive Basic Allowance for Subsistence (BAS). No increase in resources will be made available when subsisting personnel other than SIK.
4. In appropriated fund DFACs on a common service basis to enlisted members of the Air Force, Navy, Marine Corps, Army and Air National Guard, USAR, U.S. Marine Corps Reserve, U.S. Navy Reserve, and U.S. Air Force Reserve. In accordance with DOD 7000.14–R, reimbursement is not authorized for these meals. Officers and enlisted personnel retaining BAS, if authorized to subsist, will pay for meals in cash.
5. Members of Army senior and junior Reserve Officers' Training Corps may be furnished meals in an appropriated fund DFAC when such members are in a training status with a Regular Army (RA) unit. Cadets, instructors, and other personnel will be charged the standard meal rate. Under all other occasions, the Government will be reimbursed by a military interdepartmental purchase request (MIPR), cash, cashier's check, check, or money order sent to the Installation Food Program Manager (IFPM) for credit to the military personnel, Army (MPA) account. Senior and junior ROTC students will be charged the discounted meal rate (for each annual meal rate message).

AMIM-EIG-ZA

SUBJECT: Installation Food Service Policy Memorandum No.19 – Personnel
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6. All active officers and enlisted personnel receiving Basic Allowance for Subsistence (BAS) and/or the subsistence portion of per diem are authorized to subsist in their assigned DFAC.
7. When on duty the following personnel are authorized to purchase meals in an appropriated fund DFAC.
 - a. Food handlers when on duty in a military DFAC.
 - b. Contingency operation Government employees or contractor personnel residing in contingency camps, posts, or stations.
 - c. Employees whose term of employment authorizes them to purchase meals in an appropriated fund DFAC.
8. The DFAC provide meals to members of the US Army Reserve and National Guard, members of other military services (i.e., Navy, Marine, and Air Force), foreign military personnel, and ROTC student cadets of military academies while in a training status as juniors or seniors.
9. The following guidelines govern subsistence in DFAC by Civilians other than on-duty employees of the installation's current food service contractor:
 - a. Civilians are authorized to subsist in an appropriated fund DFAC on a continual basis when on duty. They may subsist in the assigned DFAC during normal meal hours for breakfast, lunch, and dinner. At all times, uniformed personnel will receive priority for service in the DFAC.
 - b. Other personnel when it is determined that it is in the best interest to the Government in the form of operational efficiency, morale improvement, or good community relations, the categories of diners listed below may purchase meals in an appropriated fund DFAC. These personnel will not be authorized to purchase meals in any DFAC that exceeds 100 percent utilization rate. Approval to purchase meals will be authorized only when nonappropriated fund or commercial food service facilities are not readily available or duty assignment precludes departure from the duty area.
 - 1) DOD Civilians and contractors working on the installation.
 - 2) Retired military personnel.
 - 3) Other civilians on the installation.
 - 4) Members of youth groups sponsored at either the local or national level.
 - 5) Military candidates undergoing examinations at an Army installation or prospective enlistees accompanied by a recruiter.

AMIM-EIG-ZA

SUBJECT: Installation Food Service Policy Memorandum No.19 – Personnel
Authorized to Subsist in Appropriated Dining Facility

4) Members of youth groups sponsored at either the local or national level.

5) Military candidates undergoing examinations at an Army installation or prospective enlistees accompanied by a recruiter.

6) Entertainment groups.

7) Civilian dignitaries.

c. Other personnel must be sponsored and escorted guests of a military member authorized to use the facility. To seek such authorization, the group must submit a written request through the Director of Plans, Training, Mobilization and Security, who will review the request and assign a sponsor /escort and forward it to the IFPM. The IFPM will decide whether the request will be approved and which DFAC will be utilized, and the IFPM will inform the group's point of contact and the manager of the appropriate DFAC.

d. Retired Service Members and Family Members of active-duty Soldiers may subsist during observation of Thanksgiving, Christmas and the Army Birthday.

10. The proponent for this policy is the Installation Food Program Manager, Logistics Readiness Center, (706) 791-2636/5680.



ANTHONY J. KAZOR
COL, CM
Commanding