



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

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NOV 20 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Food Service Policy Memorandum No. 8 - Personnel Authorized to Subsist in Appropriated Fund Dining Facilities

1. Reference: AR 30-22, Army Food Program, 24 July 2012.
2. This memorandum provides guidance assistance, and responsibilities for personnel authorized to subsist in appropriated fund dining facilities.
3. Installation appropriated fund dining facilities (DFACs) are established to provide no-cost subsistence-in-kind (SIK) to authorize military personnel (i.e. meal cardholders).
4. The installation Commander may further authorize officers, enlisted personnel, and Civilians to subsist in DFACs on a reimbursement basis.
5. All active officers and enlisted personnel receiving a Basic Allowance for Subsistence (BAS) and/or the subsistence portion of per diem are authorized to subsist in their assigned DFAC.
6. The DFACs 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 students and cadets of military academies while in a training status as juniors or seniors.
7. The following guidelines govern subsistence in DFACs by Civilians other than on-duty employees of H&B Food Services, the Installation's current food service contractor:
  - a. The only Civilians authorized to subsist in the DFACs on a continual basis are those possessing a current Common Access Card (CAC). The CAC will further act as a method of identification at the headcount station. They may subsist in all other DFACs during normal meal hours for breakfast, lunch, and dinner. At all times, uniformed personnel will receive priority for service in the DFAC. Civilians are authorized one take-out meal per individual.

This authorization for continual subsistence of DoD Civilians in the DFAC is a permitted exception to normal Army policy and practice, and it will be continued only to the extent that it does not impact service to uniformed diners. This exception to policy will be reviewed annually.

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b. Civilians not possessing a current CAC (e.g., nonprofit youth groups, junior ROTC units, entertainment groups, civilian dignitaries, and veterans' reunion groups) may temporarily subsist in a DFAC only as authorized by the Installation Food Program Manager (IFPM). 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 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.

c. Retired Service Members and Family Members of active duty Soldiers may purchase meals in a DFAC during the observation of Thanksgiving, Christmas, and the Army Birthday. Family members of Initial Entry Training students are authorized to subsist with their sponsor during Family visits and on the day of the sponsor's graduation ceremony.

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

  
JAMES S. CLIFFORD  
Colonel, SC  
Commanding

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