



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

AMIM-HMW-BO

19 Nov 24

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #21, On-Post Catering Services

1. References:

- a. DoD Instruction 1015.10, Military Morale, Welfare and Recreation (MWR) Programs.
- b. DoD Instruction 1330.09, Armed Services Exchange Policy.
- c. AR 40-657, Veterinary/Medical Food Safety, Quality Assurance and Laboratory Service.
- d. AR 215-1, Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities.
- e. AR 420-1, Army Facilities Management.
- f. TB MED 530, Tri-Service Food Code.

2. Purpose: To prevent unauthorized or prohibited food and beverage catering operations on USAG Humphreys in Family and MWR managed facilities.

3. Applicability: This policy is applicable to all events, public and private, held in any Family and MWR managed facility or space with the exemptions of events hosted by Soldiers and Family Readiness Groups (SFRG), chapel sponsored suppers, neighborhood cookouts, and Directorate of Family and MWR (DFMWR) approved SFRG and organizational fundraisers.

4. Policy:

a. Family and MWR and its authorized contractors will be the only suppliers of catering services at USAG Humphreys in Family and MWR managed facilities. For the purpose of this policy, catering is defined as *"the provisioning of refreshments for pre-arranged functions or events whereby the receipt of such goods and services is conducted with payment."*

b. AR 215-1 prohibits anyone other than a Family and MWR employee from

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dispensing/serving alcoholic beverages in a Family and MWR facility. Bringing alcoholic beverages not purchased from Family and MWR into the facility is prohibited.

c. DODI 1015.10 and 1330.09 direct MWR and Army & AirForce Exchange Service (AAFES) as the primary resale activity for patron services.

d. Exceptions to this policy must be requested in writing to the Director, Family and MWR, USAG Humphreys, Unit #15228, APO AP 96271-5228 at least twenty-one days before the event. The Director will only approve an exception to policy if:

(1) Family and MWR activities and approved catering providers, and AAFES waive their first right of refusal as the primary activities for patron services; and

(2) The proposed catering supplier meets all appropriate Department of Defense health standards. Food purchased from commercial sources must originate from sanitarily approved food establishments per reference 1.c and 1.f. This is to ensure the safety of all installation patrons by requiring that all food items meet the Department of Defense standards for safety, wholesomeness, and quality.

5. Point of Contact is the DFMWR, Business Operations Officer, DSN 315-755-2682.



RYAN K. WORKMAN
Colonel, U.S. Army
Commanding