



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

ASCW-LKN-SF

1 Feb 18

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices and Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 25 –Requests for Personnel to Purchase Meals in Appropriated Fund (APF) Dining Facilities

1. References.

a. AR 30-22, Army Food Program, 24 July 2012.

b. DA Pam 30-22, Operating Procedures for the Army Food Program, 6 February 2007.

2. Purpose. To establish policy for personnel dining in a Garrison APF dining facility.

3. Applicability. This policy applies to all personnel dining in a Garrison APF dining facility.

4. Policy.

a. Fort Knox APF dining facilities are established for the purpose of feeding enlisted Soldiers authorized meal cards (referred to as subsistence-in-kind (SIK) Soldiers). Since these Soldiers do not receive a basic allowance for subsistence (BAS), they are entitled to eat without charge.

b. Members of other military services are authorized to dine in APF dining facilities. Members receiving BAS will be required to pay cash for their meals.

c. Military personnel in a permanent change of station (PCS) status and their Family members (dependents) may purchase meals. A copy of the military member's PCS orders must be presented for identification.

d. Categories of diners listed below may be authorized to purchase meals, on an occasional cash basis, in an APF dining facility when the Garrison Commander determines that it is in the best interest of the Government.

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- (1) Department of Defense (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) Civilian dignitaries.
- (6) Guests who are escorted by the Soldier authorized to use the facility.
- (7) Family members or a “battle buddy” visiting a wounded Soldier.
- (8) Health care personnel providing medical services to Soldiers.
- (9) Family members of fallen Soldiers.
- (10) Military candidates undergoing examinations at an Army installation or prospective enlistees accompanied by a recruiter.
- (11) Entertainment groups.

5. Requests for approval to purchase meals for diners listed in para 4d above, must be submitted through your chain of command to the installation Food Program Management Office (FPMO), which is located in building 1109B. Requests will include names, dates, and justification for approval to purchase meals. Justification must include sufficient information for the FPMO and the Garrison Commander to make an informed decision. Meals will be paid for in cash unless other advanced payment is authorized and approved.

6. In all circumstances, SIK Soldiers will receive priority in APF dining facilities. Authorization for groups or individuals to dine will only be granted when such support will not adversely affect meal service to these diners.

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7. Point of contact is the Fort Knox Installation Food Program Management Office at (502) 624-3549.

A handwritten signature in black ink, appearing to read 'P.N.K.', with a long horizontal stroke extending to the right.

PATRICK N. KAUNE
COL, MI
Commanding