



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON  
KWAJALEIN ATOLL  
UNIT 17001 BOX 1  
APO AP 96555-0100

AMIM-KWG-ZA (30-1d)

14 October 2023

MEMORANDUM FOR All Military Personnel, Department of Defense (DoD)  
Civilians, Contractors and Family Members within the United States Army Garrison -  
Kwajalein Atoll (USAG-KA) Installations

SUBJECT: USAG-KA Policy #9 - Use of Dining Facilities

1. References:

- a. DoD Manual 1338.10 (DoD Food Service Program), 26 August 2022.
- b. DoD FMR 7000.14-R (DoD Financial Management Regulation), December 2021.

2. Dining Facilities (DFACs) on Kwajalein, Roi Namur, and Meck islands operate in accordance with DoD policy; of specific interest are: authorized use, nutrition and menu guidelines, food requisition and inventory controls, sanitation oversight, and meal pricing.

3. The following categories of patrons, with the noted identifications, are authorized to eat in the Garrison DFACs on Kwajalein and Roi Namur:

- a. Military members not on separate rations, and Garrison or tenant unit contracted workforce. These individuals are required to present a current meal card or meal request form issued by the Garrison (military members) or organizational Human Resource department (contracted workforce).

- b. TDY personnel with a Common Access Card are allowed to dine at the DFAC using a meal card once they receive an authorization approved by the resource manager from USAG-KA.

- c. Permanent party Military and DoD employees (DA Civilians for example) who hold a K-badge and pay with cash or credit.

- d. The families of permanent party military and DoD employees who hold a K-badge and pay with cash or credit may utilize the DFAC Sunday through Friday. Please note that the ability of these members to eat at a DFAC is subject to the facility's utilization capacity remaining below 90 percent. At present, these members may enjoy meals at the DFAC, but this benefit is subject to change as conditions warrant. Any changes to this benefit will be formally announced.

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4. The dining facility on Meck Island is limited to military, civilian, and contracted workforce conducting official business. Identification and/or payment are the same for each category as defined in paragraph 3. Meal preparations on Meck Island require 90 days' notice through the meal request form to the USAG-KA food service advisor, at 480-2139 for approval through the ACO.

5. Meal pricing is set by DoD annually. The standard rate shall be charged to all Military members, DoD employees, contract employees, and Family Members. Exceptions to the standard rate, are:

a. Discounted rates applies to:

(1) Spouses and Family Members of enlisted personnel in pay grades E1 through E4.

(2) Members of organized nonprofit youth groups (national or local levels) that receive approval to eat at the dining facility. For example: scouts, civil air patrol, JROTC.

(3) Military members and DoD employees who are not receiving the meal portion of per diem, and on official duty as a passenger or crew member, Joint Task Force operations other than training, or using temporary facilities.

b. Holiday meal rates apply during the Army Birthday, Thanksgiving, and Christmas meal events.

6. Portion control and Take-out meals:

a. Standard serving portions in accordance with AR 30-22, The Army Food Program and AR 40-25, Nutrition and Menu Standards for Human Performance Optimization. Portion standards are located on the calorie cards posted for dining in and to go meals.

b. Take-out meals and dining-in cannot be done at the same sitting.

c. If mission requirements prevent meal card holders from obtaining their own sustenance, up to a total of ten to go meals can be requested. A meal request form must be submitted 24 hours or greater ahead to the USAG-KA food service advisor by that organizations human resources division for processing with names and meal card numbers.

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d. A request of greater than ten meals requires a minimum of ten calendar days to process.

7. Oversized bags and personal containers are not authorized in the DFAC or for taking food items from the DFAC.

8. Individuals who violate this policy memorandum are subject to adverse action.

9. For exceptions of this policy please communicate with the below point of contact within 14 days of exception requirements.

10. Tenant organizational leaders are asked to ensure their Government and contracted workforces are properly informed on this policy and understand violators eating privileges may be revoked if found guilty of fraud, waste and abuse.

11. Point of contact for this policy is USAG-KA Director of Logistics Food Services at 480-2139.

Encls



ANDREW. R. MORGAN  
COL, MC (FA40C)  
Commanding

DISTRIBUTION:

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Site ACO, 413<sup>th</sup> Contracting  
Director, Corps of Engineers Field Office  
Chief, 500<sup>th</sup> Military Intelligence Battalion  
Directors and Special Staff, USAG-Kwajalein Atoll



## USAG-KA Special Meal Request

Requesting Unit Information:	USAG-KA-Host Nation	Submission Date:	20SEP23
		Start/End Date:	/ /
Type of Food Service:	Dine In <input type="radio"/> Boxed Meal <input type="radio"/> Mermite <input type="radio"/> Other(describe) <input checked="" type="radio"/> Special Luncheon w/cake		
Requested Service:	Pickup <input checked="" type="radio"/> Drop Off <input type="radio"/>		
Supported Event:	Luncheon in support of		
Justification for support:			
Authorized Requestor Signature			
Meal	Headcount/Time Required		
Lunch	100 / 1100-1300		
		Name:	
		Phone:	
		Email:	
Food Services Officer's approval ensures compliance with Policy			
Place Approval/Disapproval Here			
Approved		Name:	Yessenia Johnson
		Rank/Dept:	CW4/DOL Food Service COR
		Org:	USAG-Kwajalein Atoll
Dining Facility Manager's approval verifies subsistence is available			
Place Approval/Disapproval Here			
Approved		Name:	Ms. Kimberly Short
		Rank/Dept:	CIV/Dining Facility Manager
		Org:	VECTRUS
ACO Approval authorizes contractor to proceed			
Place Approval/Disapproval Here			
Approved		Name:	Liane Leong
		Rank/Dept:	Administration Contracting Officer
		Org:	413th Contracting Brigade
Remarks/Special Instructions:			

DFAC will not issue any raw meats at any time