



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

ASCE-LME-S

DEC 21 2018

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 23, Installation Food Service Program

1. Reference:

- 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. The purpose of the Installation Food Service Program is to provide subsistence to authorized meal cardholders. Meal cardholders are defined as military personnel assigned or attached to Fort Meade and who normally consume their meals at the Installation's dining facility located in Building 8502. The Five Hats dining facility located in Building 9829 is used by NSA-affiliated meal cardholders, and are not subject to the policies and procedures in this memorandum.

3. Army units are authorized only one organization day per year. This authorization may be handed down to company-sized units or higher when authorized by the installation commander. Subordinate units will not have a separate organization day activity if the parent unit conducts the organization day at its level in accordance with (IAW) AR 30-22, paragraph 3-47(l).

a. Personnel authorized to consume meals in the dining facility are meal cardholders; Defense Information School (DINFOS) students residing in transient quarters, DINFOS student cadre, unit commanders whose military personnel are meal cardholders at this facility, personnel on Temporary Duty status with meals directed by orders and those personnel authorized in writing by the Garrison Commander.

b. The use of government subsistence, dining facility equipment and dining staff to support social functions is prohibited IAW AR 30-22, paragraph 3-47(j). Social functions are defined as retirements, promotions, award ceremonies, coffee calls, change of command functions, parties, or other similar functions excluding prayer breakfast IAW DA PAM 30-22, paragraph 3-61(k).

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c. Organization day subsistence will be provided to meal cardholders only in lieu of their meal that normally would be consumed at the dining facility. To request organization day subsistence for meal cardholders, submit a memorandum through the Logistics Readiness Center Director to the Garrison Commander. Requests will be submitted 30 days prior to the function and contain: date and time required, location, a by-name list of those service members authorized Subsistence in Kind (SIK), the last four digits of social security card number, and the point of contact's name and telephone number. The Unit Commander must sign the request.

d. Dining facility equipment (such as refrigerator, stoves, pots, and pans, and freezers) may not be used to prepare or store food for any activity in support of organization day or social functions.

4. Support requirements for reserve units will be addressed in a separate policy memorandum. Questions regarding this policy should be addressed to the Logistics Readiness Center, Installation Food Service Office, (301) 677-9350.


ERICH C. SPRAGG
COL, MI
Commanding

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