



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT  
681 ROGERS PLACE  
WEST POINT, NY 10996-1514

AMIM-MLG-ZA

15 November 2023

U.S.ARMY GARRISON WEST POINT POLICY# 19

SUBJECT: Installation Food Defense Program

1. References.

a. Department of Defense Instruction (DoDI) 2000.12, DoD Antiterrorism (AT) Program, dated 1 March 2012.

b. DoDI 2000.16, DoD Antiterrorism (AT) Standards, dated 17 November 2016.

c. DoD O-2000.12-H, DoD Antiterrorism Handbook, dated 1 February 2004.

d. Army Regulation (AR) 40-657, Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service, dated 21 January 2005.

e. AR 525-13, Antiterrorism, dated 11 September 2008.

f. Memorandum of Agreement between Operations Division, Office of the Provost Marshal General and Department of Defense Veterinary Service Activity, Office of the Surgeon General, Subject: *Food and Water Vulnerability Assessments*, 6 Dec 06.

g. Department of Defense Veterinary Service Activity (DODVSA) Implementation Instructions for TG 188, July 2008; *U.S. Army Food and Water Vulnerability Assessment Guide*, 8 September 2008.

h. U.S. Army Center for Health Promotion and Preventive Medicine Technical Guide 188, *U.S. Army Food and Water Vulnerability Assessment Guide*, July 2008.

i. U.S. Army Public Health Command (USAPHC) TG 355, *Installation Food Vulnerability Assessment Program Handbook*, November 2012.

2. Purpose. To provide policy on the implementation of the Installation Food Defense (IFD) program in the U.S. Army Garrison West Point Area of Responsibility (AOR). The IFD program consists of the Installation Food Vulnerability Assessment (IFVA) Program and the Special Events Assessment (SEA) Program.

3. Applicability. This policy applies to all food establishments on installations in the U.S.

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Army Garrison West Point AOR. This policy also includes conferences where food shall be provided to attendees by any central food provider (hotel, caterer, and so on).

4. Authority. Installation Food Vulnerability Assessments are required to be completed annually for each facility on U.S. Army Garrison West Point that stores, prepares, serves, and/or sells food, ice, or bottled water. For any event or activity determined to be a Special Event (SE) or other activity involving a gathering of 300 or more DOD personnel, a terrorism vulnerability assessment (to include a Food Vulnerability Assessment) shall be integrated into the planning process. Antiterrorism plans, orders, and other implementing guidance shall not be considered complete unless signed by the Commander.

5. Responsibilities.

a. Public Health Activity Fort Belvoir (PHA-FB) West Point Branch, Veterinary Services (VS).

(1) The PHA-FB West Point Branch, VS is designated as the Office of Primary Responsibility (OPR) and shall maintain overall responsibility for the IFD Program in the U.S. Army Garrison West Point AOR.

(2) The PHA-FB West Point Branch, VS shall provide complete support to all locations in matters related to the IFD Program, including annual IFVAs and SEAs.

b. Antiterrorism Officer.

(1) The Garrison/Installation Antiterrorism Officer (ATO) shall form a Food Defense Assessment Team (FDAT) whose members shall conduct a thorough and systematic review and assessment of installation food systems using the principles of risk management. The FDAT team members include:

(a) Food Defense NCOs

(1) SSG Griffin, Brandon, brandon.griffin10.mil@army.mil

(2) SGT Varner, Tashanda, tashanda.l.varner.mil@health.mil

(b) Installation Food Defense Manager (FDM)

Mr. Pagan, Luke, luke.j.pagan.civ@mail.mil

(c) Veterinary Corps Officer

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MAJ Abell, Kelsy L., kelsy.l.abell.mil@army.mil

(d) Preventive Medicine Representative

LTC Streker, Tina M., tina.m.streker.mil@mail.mil

(e) Installation ATO:

Mr. Cassidy, Matthew J., matthew.j.cassidy.civ@mail.mil

(f) Criminal Investigation Division Representative

SA Khan, Liqueat, liqueat.a.khan.mil@mail.mil

(g) Military Intelligence representative

CPT Cina, Morgan, morgan.p.cina.mil@mail.mil

(h) Provost Marshal- Physical Security Officer

Mr. Roberts, Jason DES, jason.a.roberts.civ@mail.mil

(i) Installation Food Program Manager

Mr. Santana, Jesus, jesus.e.santanapena.civ@mail.mil

(2) The FDAT activities shall be incorporated into the Installation Antiterrorism Working Group (ATWG). The FDAT will assist in identifying potential vulnerabilities, developing mitigation strategies, and determining final residual risks. Any mitigation strategies that cannot be funded by the installation shall be entered in the Core Vulnerability Assessment Management Program database at the discretion of the Installation Antiterrorism Officer.

(3) The FDAT will also assist in developing and monitoring activities and procedures appropriate at each Force Protection Condition level for the protection of food and bottled water from intentional contamination.

(4) The Garrison/Installation ATO shall request, in writing, support from the FDAT for all Special Events with anticipated attendance of 300 or more DOD personnel at least 30 days prior to the event. (Note: The unit may have to provide the ATO with example requests.)

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(5) The Garrison/Installation ATO shall provide the Installation FDM with a current listing of all upcoming Special Events (Event Tracker) and their corresponding dates.

c. Units.

(1) The unit requesting an SE assessment is responsible for submitting the request to the Garrison/Installation ATO at least 45 days prior to the event. (Note: The unit may have to provide example requests.)

(2) The requesting unit is responsible for ensuring that the completed assessment is signed by the Garrison/Installation Commander.

(3) Special Events that utilize a facility to furnish meals to the DoD through Appropriated Funds or Non-appropriated Funds require approval regardless of the size of the event. Special Events at which Service members pay for the meal out-of-pocket (including Morale, Welfare, and Recreation-sponsored events) do not require approval; however, the Garrison/Installation Commander may still require assessments.

d. Contracting Office/Fund Custodian.

(1) The CO/FC is responsible for ensuring all units are informed of the procedures and timeline for submitting funding requests for SEs (no later than 45 days).

(2) The CO/FC shall not fund any SE without the signature of the Garrison/Installation Commander. Any event funded without the Garrison/Installation Commander's signature becomes the liability of the CO/FC.

6. Procedures.

a. Management of the IFVA Program shall be in accordance with (IAW) USAPHC TG 355, *Installation Food Vulnerability Assessment Program Handbook*, November 2012.

b. The U.S. Army Garrison West Point Installation Food Defense Program Technical Review Chain is as follows:

Food Defense NCOs → Branch/Section FDM → District FDM → Regional Food Defense Specialist → Installation Commander

(Note: The Regional FDS may be omitted if the District FDM has the authority to approve reports).

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c. The commander may request follow-up assessments to ensure compliance.

7. The point of contact for this policy memorandum is Rachel A. Rubinstein, DVM  
CPT, VC, Installation FDM, at COM (845)938-5984

A handwritten signature in black ink, appearing to read 'TR' with a long, sweeping flourish extending to the right.

TRAVIS E. ROBISON  
COL, FA  
Commanding