



**DEPARTMENT OF THE ARMY**  
**US 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 # 32

SUBJECT: Catering Policy

**1. REFERENCES.**

a. Army Directive 2014-05 Policy and Implementation for Common Access Card Credentialing and Installations Access for Un-cleared Contractors, 7 March 2014.

b. Army Regulation, 210-7, Personal Commercial Solicitation on Army Installations, dated 11 May 2021

c. Army Regulation 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.

d. Technical Bulletin Medical 263, Medical Service, Identification of Inspected Foods, 16 June 1992.

e. Installation Management Command, OPORD 15-031: Implement Access Control Procedures at IMCOM Installations, DTG 211313Z NOV14.

**2. PURPOSE.** The purpose of this document is to ensure the health and safety of the entire West Point Community. FMWR in coordination with KACH will be streamlining the process to use off post caterers. As a command, we prefer you use either FMWR or DCA, as referenced below, to support our overall community. However, we understand the desire to use outside caterers, but installation must take measures IAW regulations to ensure the wellbeing of is Soldiers, Civilians, and contractors.

**3. APPLICABILITY.** This policy is applicable to all caterers entering the West Point Installation, except for those providing service to housing areas for personal use.

**4. PROCEDURES.**

a. First and foremost, the West Point Club is called for any and all gatherings/functions that require catering on West Point. Call the West Point Club at 845-446-5504, 845-446-5506 or 845-938-5120 to discuss your catering needs and options available.

b. FMWR will track all caterers permitted to cater on West Point and discuss all catering options when the customers call the West Point Club as indicated in #4a above.

c. Although the West Point Club and the Cadet Activities Catering Office work together to support the overall catering needs of the Installation all initial phone calls for catering must be made to the West Point Club as indicated in #4a above. By an agreement between the parties, Cadet Activities can cater an otherwise West Point Club function if the function is referred to DCA through the West Point Club. The West Point Club must be called first for all functions. Decisions on referrals are made on size of function and availability of West Point Club facilities.

(1) The West Point Club (an Army club) serves as the official caterer for Command sponsored events and Protocol functions of the Installation as outlined by regulatory guidance. The proceeds from the West Point Club support Directorate of Family and Morale, Welfare, and Recreation (DFMWR) programs at West Point. These programs support authorized users of DFMWR (Soldiers, Families, DOD Civilians, Cadets and Retirees).

(2) The Cadet Catering Office of the Directorate of Cadet Activities (DCA), under the United States Corps of Cadets (USCC), is built and organized to support Cadet related functions under which proceeds support cadet programs.

d. In order for any outside caterers to be permitted on West Point they will need to be contracted through FMWR. It is then FMWR's responsibility to work with KACH for the appropriate food inspections for each caterer and update the guards on who is authorized to enter post for a catering function.

d. FMWR will start the contracting procedures for the vendor's names that each department has already submitted to KACH. Once completed if there are additional vendors needed at any time, they can be requested through the West Point Club. Although the process to get the caterers on board and inspected may take a while it will ensure compliance with Army Regulations and most importantly the health and safety of our community. Procedures will be put in place and instructions will be forth coming for all departments to utilize these contracts.

e. FMWR will track all caterers permitted to cater on West Point and discuss all catering options when the customers call the West Point Club as indicated in #4a above.

5. PROPONENT. Directorate of Family Welfare Morale and Recreation, at (845) 938-8252. This policy memorandum remains in effect until rescinded or superseded.



TRAVIS E. ROBISON  
COL, FA  
Commanding