



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

AMSAS-FSI-LME

APR 29 2014

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References:

- a. AR 30-22, 24 July 2012, Army Food Program.
- b. DA PAM 30-22, 6 February 2007, Operating Procedures for the Army Food Program.

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 1 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 IAW AR 30-22 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 separate rations (BAS) 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, Para 3-47(j). Social functions are defined as retirements, promotions, award ceremonies, coffee calls, change of commands and parties or other similar functions excluding prayer breakfast IAW DA PAM 30-22, Para 3-61.

- 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

AMSAS-FSI-LME

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

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 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 (refrigerator, stoves, pots, and pans, freezers, etc) 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 LRC, Installation Food Service Office (301) 677-9350.



BRIAN P. FOLEY  
Colonel, Signal Corps  
Commanding

DISTRIBUTION:

A  
B