



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF, G-4**  
**500 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0500**

DALO-SUF

9 February 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Catered Meals Request Letter of Instruction

1. Reference. Army Regulation 30-22, paragraph 3-41, The Army Food Program, dated 10 May 2005.

2. Purpose: To provide policy and procedural guidance on using Military Procurement, Army (MPA) subsistence funds for the procurement of catered meals when there is no authorized/organic food service equipment or personnel to accomplish the feeding mission.

3. As per the Army Budget Office (ABO) guidance, the United States Army Installation Management Command (IMCOM), Army Commands (ACOMs), and Army Service Component Commands (ASCCs) are required to submit consolidated quarterly projections for catered meals. Thirty days prior to Individual units requiring catered meals, they must submit requests in accordance with the guidelines in this memorandum.

4. Subsistence purchased from commercial source must originate from sanitarily approved food establishments in accordance with AR 40-657, Veterinary/Medical Food Safety Quality Assurance and Laboratory Service, dated 21 Jan 05.

5. All catered meal requests including host nation support meals will be forwarded in writing to the Joint Culinary Center of Excellence (JCCoE), Army Center of Excellence Operations Directorate (ACES OD), Concepts Systems and Policy Division (CSPD) thirty days prior to the date funds must be executed. Request will be checked against the Quarterly Projections. JCCoE, ACES OD, CSPD will review all supporting documents and forward to Army G-4, DALO-SUF for approval prior to obligation of funds by ABO. The request will be sent via memorandum and include the following information either in the body of the memorandum or as attachments:

- a. The dates and nature of requirement. Please provide a detailed description.
- b. The types of rations requested to include meal ration cycle and detailed copies of menus that will be served by the contractor.

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c. Estimated number of personnel to be supported.

d. A statement that the Defense Finance and Accounting Service (DFAS) action to suspend Basic Allowance for Subsistence (BAS) for all meals available has been accomplished for all applicable enlisted personnel and a statement that no individual being supported is receiving the meal portion of per diem. This includes payroll deduction for officers and BAS recoupment for enlisted Soldiers.

e. Copy of the approved Vendor's bid, cost estimate, or performance work statement. (NOTE: This may be waived on a case by case basis.)

f. Cost of meals per Soldier/diner per meal for each day of the exercise.

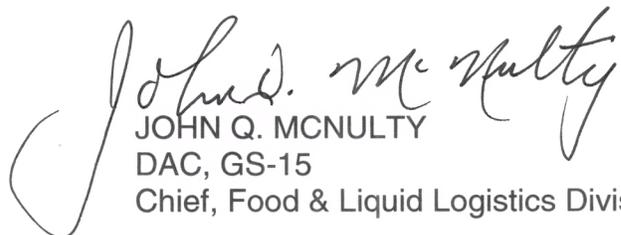
g. State Soldiers status: Active Duty Operational Support (ADOS) - Active Component e.g. Reserve Soldiers supporting active duty or Operational Support – Active Duty Operational Support (OP-ADOS), e.g. Soldier being lent to EUCOM for an exercise.

h. JCCoE may require additional information / justification to substantiate your request. Please be prepared to provide requested information in order to facilitate approval of your request.

6. All units will provide an electronic or facsimile copy of the initial approved vendor's contract and all subsequent modifications and/or amendments to Mr. Hazel T. Hill or Ms. L'Tanya Y. Williams, JCCoE, OD, CSPD office phone (804) 734-3380/4848, FAX phone (804) 734-4832, or by email to [hazel.t.hill.civ@mail.mil](mailto:hazel.t.hill.civ@mail.mil) or [ltanya.y.williams.civ@mail.mil](mailto:ltanya.y.williams.civ@mail.mil).

7. A copy of all requisitions, issues and dollar value totals will be maintained on file by all requesting units in accordance with the Army Records Information Management System (ARIMS).

8. Point of contact for this action is Ms. Cara Vartuli-Dusablon, (804) 734-4862 or [cara.vartuli-dusablon.civ@mail.mil](mailto:cara.vartuli-dusablon.civ@mail.mil).

  
JOHN Q. MCNULTY  
DAC, GS-15  
Chief, Food & Liquid Logistics Division

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SUBJECT: Catered Meals Request Policy (Continued)

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To ensure that your request is processed in a timely manner please review the following checklist before submitting your request to the POCs at JCCoE:

<b>CHECKLIST</b>		
	<b>Yes</b>	<b>No</b>
1. Have you included a detailed nature of the requirement for your catered meal request? (Be specific.)		
2. Is the ration cycle and number to be supported for each day provided?		
3. Is the meal cost breakdown per Soldier a reasonable cost? (If not, please explain in detail.)		
4. Is your subsistence being purchased from an approved source IAW AR 40-657 or has a food and water risk assessment (FWRA) been conducted by Veterinary Personnel and the initial or the residual risk accepted by the responsible Commander?		
5. Is a copy of the Performance Work Statement (PWS), Vendor's bid, cost estimate, etc., attached to the request? (If not, please explain.)		
6. Is a copy of the menu attached? ( If not, please explain.)		
7. Are the Soldiers supporting the exercise active duty? If not list their category. Examples, Reserve Soldiers supporting active duty, (ADOS) or Soldiers being "loaned out" for an exercise, Operational Support – Active Duty Operational Support, (OP – ADOS).		
8. Have you included a "suspense date"? (This is the date that you require your funding.)		
9. Are you using GFEBS to except funds? If not, state Program Budget accounting System (PBAS) or Memorandum. (Funding will be distributed to Commands by a Funding Authorized Document (FAD).)		
10. Was this catered meal request included in your Quarterly projections and FY Spend Plan that you submitted to JCCoE?		