



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

16 December 2011

DALO-SUF

MEMORANDUM FOR: SEE DISTRIBUTION

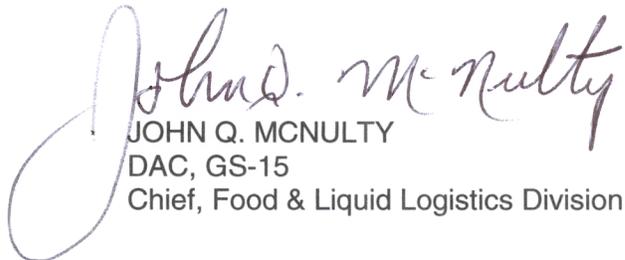
SUBJECT: Catered Meals Request Letter of Instruction

1. Reference. Army Regulation 30-22, paragraph 3-41, The Army Food Program, dated 10 May 2005.
2. Purpose: To provide procedural guidance on using Military Personnel, Army (MPA) appropriation 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 Army Budget Office (ABO) guidance, the United States (US) Army Installation Management Command (IMCOM), Army Commands (ACOMs), and Army Service Component Commands (ASCCs) are required to submit consolidated projections for catered meal requirements by 1 October each fiscal year. Individual units requiring catered meals must submit requests in accordance with the guidelines in this memorandum.
4. Subsistence purchased from a 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) sixty days prior to the date funds must be executed. 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, detailed description of the requirement and estimated number of personnel to be supported.
 - b. The types of rations requested to include meal ration cycle and detailed copies of menus that will be served by the contractor.
 - c. A statement that charges (at the discount meal rate) will be directly deducted from each member's pay account for all meals made available. This applies for all officers and enlisted Soldiers on separate ration status. Also include a statement that no individual being supported is receiving the meals portion of per diem.
 - d. Copy of the approved Vendor's bid, cost estimate, or performance work statement. This may be waived on a case by case basis.

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SUBJECT: Catered Meals Request Policy (Continued)

- e. Cost of meals per Soldier per meal for each day of the exercise.
 - f. The Soldier status of the personnel. Examples include Active Duty Operational Support (ADOS), Reserve Soldiers supporting active duty, and Operational Support – Active Duty Operational Support (OP-ADOS).
 - g. JCCoE may require additional information or 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.
 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. The JCCoE point of contacts to submit catered meal requests are: Mr. Hazel T. Hill, (804) 734-3380, FAX (804) 734-4832, email: hazel.t.hill.civ@mail.mil; or Ms. L'Tanya Y. Williams, (804) 734-4848, FAX (804) 734-4832, email: ltanya.y.williams.civ@mail.mil.
 9. Point of contact for this action is Ms. Cara Vartuli-Dusablon, (804) 734-4862, email: cara.vartuli-dusablon.civ@mail.mil.



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

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Catered Meals Request Policy (Continued)

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DIRECTOR

U.S. Army National Guard Bureau
U.S. Army Reserve Command
Installation Management Command

To ensure that your request is processed in a timely manner please review following checklist before submitting your request:

CHECKLIST		
	Yes	No
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.) Loaded meal rates are not acceptable that include operational components that are not meal related, such as facility utilization, bottled water, etc.		
4. Is your subsistence being purchased from an approved source IAW AR 40-657?		
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 accept funds? If not, state Program Budget Accounting System (PBAS) or Memorandum. (Funding will be distributed to Commands by a Funding Authorization Document (FAD).)		
10. Was this catered meal request included in your FY Spend Plan that you submitted to JCCoE?		