



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

22 March 2010

DALO-SUF

MEMORANDUM FOR SEE DISTRIBUTION

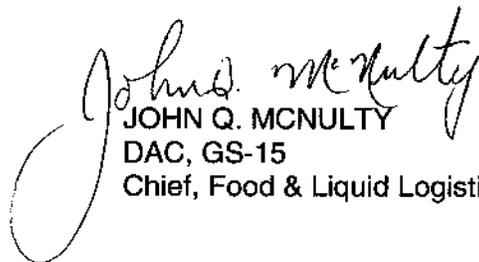
SUBJECT: Catered Meal Request Letter of Instruction

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 Personnel, 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 (US) Army Installation Management Comment (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 commercial sources 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 and nature of the requirement.
 - b. The types of rations requested to include ration cycle and detailed copies of menus that will be served by the contractor.
 - 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 by catered meals is receiving the meal portion of per diem. This includes payroll deduction for officers and BAS recoupment for enlisted Soldiers. If any contractor personnel are being supported, the request must include a statement that a formal Letter of Agreement has been signed by the

SUBJECT: Catered Meals Request Policy

contractor and the contracting officer to reduce the contractor's fee by the dollar value of all meals available to the contractor personnel.

- e. Cost of meals per Soldier/diner per meal for each day of the exercise.
- 6. The information requested in paragraph 5 above will be forwarded electronically or by fax to Attn: Mr. Raymond Arnold, raymond.l.arnold@us.army.mil or fax (804) 734-4834.
- 7. A copy of all requisitions, issues, and dollar value totals will be maintained on file by requesting units in accordance with the Army Records Information Management System.
- 8. Point of contact is David Sherriff, (804) 734-4862 (DSN 687) or david.sherriff@us.army.mil.


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

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