



REPLY TO
ATTENTION OF:

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

IMME-LG

20 AUG 2012

MEMORANDUM FOR SEE DISTRIBUTION

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

1. Reference AR 30-22, 10 May 2005, 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 are not subject to the policies and procedures in this memorandum.
3. Numerous subsistence requests to support organization day and social activities have exceeded the capabilities of food service operations. To preclude a degradation to food service operations, the following policies and procedures are effective immediately unless otherwise stated:
 - 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 30-22, Para 3-44(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

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Director of Logistics 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 address in a separate policy memorandum. Questions regarding this policy should be addressed to the DOL, Installation Food Service Office (301) 677-9272.



EDWARD C. ROTHSTEIN
Colonel, Military Intelligence
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 24, Clearance of Property Book Officers (PBO) or Hand Receipt Holders (HRH)

1. In an effort to ensure continuous property accountability, this policy is applicable to all supervisors within the Fort Meade Garrison. Supervisors, in conjunction with the Civilian Personnel Advisory Center (CPAC) and the Military Personnel Division (MPD), will "flag the personnel records of individuals designated as PBO or HRH". The CPAC and MPD will notify the appropriate supervisor whenever a "flagged" HRH or PBO departs their employment position for whatever reason. Supervisors shall provide the CPAC and MPD with current information above employee PBO/HRH responsibility status and changes.
2. Immediately upon departure notification, supervision and the chain of command will take action IAW AR 710-2, Table 2-1, to ensure joint inventories are conducted in a timely manner and appropriate property accountability documents are processed. Supervisors are obligated to ensure that all government property issued to, or used by subordinates is properly used and cared for, and that proper custody and safekeeping are provided.
3. Further guidance and technical assistance pertaining to government property accountability may be obtained by calling the Directorate of Logistics, at (301) 677-9146.

A handwritten signature in black ink, appearing to read "Edward C. Rothstein".

EDWARD C. ROTHSTEIN
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12 APR 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 25, Installation Food Service Program Support for Reserve Units

1. References:

a. AR 30-22, 10 May 2005, The Army Food Program

2. The Fort Meade dining facility was opened to support the Defense Information School (DINFOS) students and Fort Meade active duty personnel. The below listed procedures are established for Guard and Reserves units requesting Food Service Support from the Fort Meade Garrison Dining Facility. This support will only be authorized when these units are in a training status other than field duty.

a. A memorandum requesting food service support will be submitted to the Directorate of Logistics (DOL), Food Service Office, ATTN: IMNE-MEA-LG, 30 days prior to the anticipated date of support. The memorandum will contain the following: date(s) of requested support, specific meal(s) requested (breakfast, lunch, and dinner), number of personnel and a point of contact's name and telephone number. The unit commander must sign all requests.

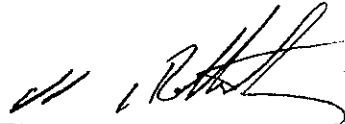
b. Modifications in the number of personnel to receive support will be submitted telephonically to the Food Service Office (301) 677-9272, or the dining facility manager at (301) 677-3926/5503/6838. All telephone updates will be documented with a memorandum. When the difference of the meals requested exceeds 10% or 5 meals (whichever is greater) vs the headcount records, a report of survey may be initiated. Units will be billed for the excess meals.

c. Cancellations will be submitted in writing to the DOL, Food Service Office, 15 days prior to the requested date(s) of support. Submit subsistence support requirements for rescheduled training, in accordance with procedures contained in para. 2a.

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SUBJECT: Fort George G. Meade Policy Memorandum, # 25, Installation Food Service Program Support for Reserve Units

3. Questions regarding this policy should be addressed to the DOL, Installation Food Service Office (301) 677-9272.



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 26, Property Accountability and Hand Receipt Procedures

1. Due to the continued personnel and monetary cutbacks, commanders and supervisors at all levels must place more emphasis on property accountability and hand receipt procedures, to include designation of primary hand receipt holders and inventories of Army property.
2. Command and supervisory responsibility as it relates to property accountability is inherent in command and supervisory positions and cannot be delegated. Commanders and supervisors are responsible for ensuring that government property issued to or used by subordinates is properly used and cared for, to include:
 - a. Providing guidance concerning the security, safety and accounting for government property and enforcing these requirements.
 - b. Ensuring subordinates are aware of their responsibilities for the proper care and use of government property.
 - c. Initiating or implementing appropriate administrative and disciplinary actions when warranted.
3. The policy concerning the designation of primary hand receipt holders supported by the consolidated installation property book officer is as follows:
 - a. The commander of a modified table of organizational and equipment unit or detachment will be the primary hand receipt holder for the unit.
 - b. The primary hand receipt holder of Table of Distribution and Allowance (TDA) unit or directorate will be an activity chief filling a paragraph or sub-paragraph level position within the TDA.

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SUBJECT: Fort George G. Meade Policy Memorandum # 26, Property Accountability and Hand Receipt Procedures

c. Primary hand receipt holders of ancillary activities, e.g. Army Emergency Relief, Credit Union, will be the senior person within the activity.

4. When it is determined that a hand receipt account is thirty (30) days overdue for inventory, the Directorate of Logistics (DOL) will prepare a memorandum notifying the appropriate commander, director of supervisor of such delinquency and further suspending all hand receipt transactions, to include requisition processing, issues and turn-in of supplies and equipment, pending completion of the inventory reconciliation.



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09 MAR 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum # 27, Command Supply Discipline Program (CSDP)

1. The Fort George G. Meade Command Supply Discipline Program (CSDP) is my program to ensure commanders, directors and supervisors provide the personal interest and direction necessary to establish and maintain an effective CSDP. Performance measures documented in Army Regulation 710-2, Appendix B, are explicit and are directed at eliminating noncompliance with supply regulations. The program addresses responsibilities of commanders, directors and supervisors and is designed to:

- a. Install supply discipline in all operations.
- b. Provide guidance for evaluating supply discipline.
- c. Provide feedback through command and technical channels for improving supply policy and for improving procedures to monitor supply discipline.

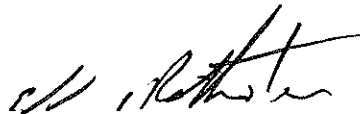
2. Based upon my observations, records and reports, this program must receive increased emphasis and execution. We must ensure compliance with Department of the Army supply policy and procedures, as well as early identification of study problems to permit timely corrective action within the chain of command. The regulatory guidance applies to all personnel in both appropriated and non-appropriated funded activities, from hand receipt holders and unit supply operations to the Garrison Supply Support Activity.

3. The Director of Logistics is hereby designated as responsible for administering and monitoring the Fort George G. Meade CSDP. The DOL will assist with establishment and utilization of this program to overcome supply economy weaknesses. All supervisory personnel will ensure compliance with applicable regulations to improve property accountability and establish an effective CSDP in their activity or work unit. The scarce resources in the current and projected operating budgets require the concerted efforts of all supervisors and employees to conserve our limited funds through compliance with established Army supply procedures.

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SUBJECT: Policy Memorandum # 27, Command Supply Discipline Program (CSDP)

4. Evidence in CSDP evaluations and Reports of Survey reveal some serious weaknesses in supply discipline, property accountability and physical security within this Command. Property Book Officers and hand receipt holders must maintain updated documentation to ensure property accountability. Reports of survey must be processed timely and losses analyzed. Emphasis must be placed on property accountability to prevent fraud, waste and abuse of government owned supplies and equipment. All leaders, supervisors and employees must be aware of their personal responsibilities for safeguarding government property, ensuring proper use and complying with applicable regulations.



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 28, Installation Furnishings Management Review

1. References:

- a. AR 710-2, Supply Policy Below the National Level, 8 July 2005.
- b. AR 735-5, Policy and Procedures for Property Accountability, 28 February 2005.
- c. Common Table of Allowance (CTA) 50-909, Field and Garrison Furnishing and Equipment, <https://webtaads.bevoir.army.Mil/usafmsa/>.
- d. IMCOM Memorandum dated 13 March 2007, subject: Accountability of Garrison and Quarters Furnishings.

2. Implementation guidance below integrates this policy change with current regulatory guidance. All other regulatory guidance remains the same.

3. All directors, commanders, or heads of activities along with all Garrison installation hand receipt holders will perform an annual management review of durable property IAW this memorandum and reference 1b. A sample memorandum for record (MFR) to document the annual management review is at Enclosure 1.

4. The Installation Property Book Office (IPBO) will create and maintain a file for garrison furniture of each hand receipt. To implement this process, all primary hand receipt holders will conduct a generic inventory of the listed furniture using the honor system (joint inventory is not required), when directed to conduct the next annual reconciliation. The commander or head of the activity will sign off on the inventory and provide their results to the IPBO. Thereafter, the formatted listing will be inventoried annually at time of the scheduled hand receipt inventory.

5. If there are indications of lost, damaged, or destroyed property, the commander/head of the activity or hand receipt holder will initiate a financial liability investigation of property loss IAW AR 735-5 or AR 15-6 investigation, to determine corrective measures for the deficiency, and to determine whether financial liability should be assessed.

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SUBJECT: Fort George G. Meade Policy Memorandum # 28, Installation Furnishings Management Review

6. Upon an organization's change of station, the Director of Logistics' IPBO will send a representative to the tenant's office/work space and conduct a joint walk through to verify all on-hand garrison furnishings listed on the informal garrison furniture listing are present. Furniture purchased by the activity may be transferred as part of the change of station with written notification to the IPBO.

7. The point of contact is Ms. Bridget Hall, Consolidated Installation Property Book Officer, Directorate of Logistics (301) 677-9413.



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