



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

IMNE-MEA-LG

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.

IMNE-MEA-LG

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.



EDWARD C. ROTHSTEIN  
Colonel, Military Intelligence  
Commanding

DISTRIBUTION:

A  
B