



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG  
UNIT 29237  
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Policy Memorandum #51A, Exception to Policy (Civilians Eating in Appropriated Fund Dining Facilities)

1. References:

- a. AR 30-22, Army Food Program, para 3-34 (6), 10 May 05 (Encl 1)
- b. DA Pam 30-22, Operating Procedures for the Army Food Program, para 3-46 thru 48, 6 Feb 07 (Encl 2)

2. Applicability: All dining facilities within the United States Army Garrison (USAG) Baden-Wuerttemberg. Exception to this policy will be allowed for those Commanders not wishing to allow Civilians to dine in their facilities when those facilities exceed 100 percent (%) utilization rate.

3. Purpose: To establish procedures governing the feeding of Civilians in appropriated fund dining facilities. The authorization for Civilians to eat in an appropriated fund dining facility is a privilege not a right.

4. Due to limited hours of operation of commercial food service establishments within the USAG Baden-Wuerttemberg footprint and to promote a stronger sense of community, the use of appropriated fund dining facilities to support Civilian feeding on a continuing basis is authorized.

5. The following rules apply:

- a. The Soldiers and Civilians must receive the same service and be provided the same menu.
- b. No additional equipment or manpower will be requested to support the additional patrons.
- c. Standard serving periods will be complied with unless authorized as an Exception to Policy by the USAG Baden-Wuerttemberg Commander.

6. Within the USAG Baden-Wuerttemberg footprint, the following groups of Civilians will be authorized to subsist in appropriated fund dining facilities on a continuing basis:

- a. Family Member.
- b. Department of Defense Employees.

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- c. Department of Army Contract Personnel.
  - d. Direct or indirect hired Employees.
  - e. Private Civilian Contract Employees.
  - f. Private Civilian Contract Security (POND's Guards) Personnel **without weapons.**
  - g. Summer Hire Employees.
  - h. Military Retirees and their Guests.
7. All individual reimbursements for meals furnished to the above personnel (6 a-h), will be made in Cash only (US Dollars) as directed by the published Meal Rates at the time of consumption.
8. The requirement of an escort will be limited to private contract employees.
9. In order to comply with German and U.S. Army regulations, direct or indirect Local National employees may only purchase meals in the dining facility if they are on DUTY. Local National employees may not bring Guests. The term "Local National Employee" does not include routine delivery, service or repair or other personnel who are merely in possession of either a Government Contract or On-Post-Pass.
10. Military retirees and their guests may consume meals in appropriated fund facilities on the following days: The Army's Birthday, Thanksgiving and Christmas.
11. This authorization must remain on file in the dining facility and in the USAG Baden-Wuerttemberg Food Program Manager's office for review and action as required.
12. Point of Contact for this memorandum is United States Army Garrison (USAG) Baden-Wuerttemberg, Food Program Advisor at DSN: 373-6555.

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BRYAN D. DECOSTER  
COL, MI  
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**Table 3-1**  
**Schedule of IDT meal entitlements**

Training period	Assemble	Dismiss	Number of meals
Battle Assembly 2	0800	1700	1
Battle Assembly 3	0800 Sat	1700 Sat	1
	0800 Sun	1200 Sun	0
Battle Assembly 3 (overnight)	0800 Sat	1200 Sun	3
Battle Assembly 4	0800 Sat	1700 Sat	1
	0800 Sun	1700 Sun	1
Battle Assembly 4 (overnight)	0800 Sat	1700 Sun	4
Battle Assembly 5	1800 Fri	2200 Fri	0
	0800 Sat	1700 Sat	1
	0800 Sun	1700 Sun	1
Battle Assembly 5 (overnight)	1800 Fri	1700 Sun	5

### 3-31. Basic daily food allowance

a. The BDFA is the dollar value authorized to feed each SIK soldier and other diners for three meals a day. The BDFA is used to determine dining facility earnings. The meal conversion percentages and procedures for determining dining facility earnings are in DA Pam 30-22, paragraph 3-43.

b. ACES computes the dollar value of the BDFA and provides it to the supporting installation FPMO in accordance with chapter 5.

c. An additional 25 percent of the total BDFA is authorized for the traditional Thanksgiving, Christmas, and Army birthday celebration meals. The additional allowance will be applied to the holiday lunch meal regardless of the time of day it is served. For an example of holiday meal computation, see DA Pam 30-22, paragraph 3-43.

d. The BDFA for RC will be computed and provided to units semiannually in the months of October and March.

### 3-32. Monthly earnings and expenditures record

All transactions affecting the dining facility account (allowances earned or expenses) will be recorded using DA Form 7454 (Monthly Earnings and Expenditures Record) or the appropriate automated system. Manual procedures are contained in DA Pam 30-22, paragraph 3-44.

### 3-33. Dining facility account status

a. The FOS must be constantly aware of the status of the dining facility account. DA Form 7455 (Financial Summary) or a comparable automated process will be used to determine account status for both the current accounting period and year to date. The FOS will complete this summary on the last day of the accounting period. Manual procedures for completing the summary are in DA Pam 30-22, paragraph 3-45.

b. The objective for the dining facility is to conclude the FY period at a zero or under-spent status. Procedures are provided in DA Pam 30-22, paragraph 3-45.

### 3-34. Subsisting personnel

In accordance with DOD 1338.10-M, Army APF dining facilities are established for the purpose of feeding enlisted soldiers authorized SIK. Soldiers not authorized to receive BAS are entitled to subsist without charge. No increase in resources will be made available when subsisting personnel other than SIK.

a. In addition to Active Army SIK soldiers, the following personnel are authorized to subsist in Army APF dining facilities:

(1) *Members of other military Services.*

(a) The installation commander will furnish meals on a common service basis to enlisted members of the Air Force, Navy, and Marine Corps. Officers and enlisted retaining BAS, if authorized to subsist, will pay for meals in cash.

(b) Enlisted and officer personnel of other military Services in a travel status will be subsisted as specified in their orders.

(2) *Members of RC and ROTC.* Meals may be furnished to members of the Army and Air National Guard and personnel of the USAR, U.S. Marine Corps Reserve (USMCR), U.S. Navy Reserve, and U.S. Air Force Reserve when such members are in a training status with an Active Army unit. Members of RCs may be furnished meals in an APF dining facility on the same basis as their Active Army counterpart. Reimbursement, when required, is obtained from the individual in cash or by advanced payment.

(a) Members of the ARNG/ARNGUS and USAR (authorized SIK) will be fed on a common service basis. Meals provided in an Active Army dining facility will be reported by category of service to HQDA.

(b) Reserve officers and enlisted soldiers retaining BAS will reimburse the Government for meals consumed in a training event (Operations Noble Eagle and Enduring Freedom are exceptions).

(c) Meals fed to enlisted members of the USMCR, Air National Guard, Air Force Reserve, and the Navy Reserve

will be reimbursed through advanced payment procedures established by the supporting installation. This is generally accomplished through a military interdepartmental purchase request (MIPR) sent to the FPM for credit to the Military Procurement, Army (MPA) account.

(d) Meals consumed by senior and junior ROTC students in a training status will be reimbursed at the HQDA level. Meals consumed at any other time will be paid for in cash at time of consumption.

(3) *Simultaneous Membership Program.* ROTC students who are participating in the Simultaneous Membership Program, as authorized by AR 601-210, chapter 10, will be furnished subsistence-in-kind. When satisfying the requirements of the ROTC Advanced Camp programs, as authorized by AR 145-1, chapter 5, meals furnished will be on a reimbursable basis.

(4) *Cadets of United States Military Academies.*

(a) Cadets served meals while on temporary duty (TDY) orders will reimburse the Army either on a cash or local billing (group entry) basis in accordance with the provisions of AR 350-18, paragraph 4-8.

(b) While attending camp, cadets will be subsisted under ARCS or the AFFS.

b. Per DOD 1338.10-M, each Service is authorized to prescribe the conditions that enlisted, officer, and civilian personnel, retaining BAS, may purchase meals in APF dining facilities. Cash meal purchase authority will be in accordance with paragraph 3-1g and the following:

(1) *Officers.* Officers will normally be fed other than in APF dining facilities. Authority for DOD officer personnel to purchase meals in APF dining facilities will be in accordance with the following provisions:

(a) When the installation commander determines that officers subsisting in the facility will promote unit integrity and esprit de corps.

(b) Support will not be decreased to authorized enlisted personnel. When authorized to subsist in an enlisted APF dining facility, special menus or service will not be provided.

(c) During permanent change of station (PCS), officers and their family members are authorized to purchase meals in a designated APF dining facility. A copy of PCS orders of the military member must be presented for identification.

(2) *Foreign military.* Members of foreign military may be authorized to purchase meals when on an Army installation. Reimbursement will be per paragraph 3-35.

(3) *Civilian employees.* When on duty at CONUS or OCONUS installations, the following personnel are authorized to purchase meals in an APF dining facility. When not on duty, they fall under the provisions of (6), below.

(a) Food handlers (as defined in glossary) when on duty in a military dining facility.

(b) Contingency operation Government employees or contractor personnel residing in contingency camps, posts, or stations.

(c) Employees whose term of employment authorizes them to purchase meals in an APF dining facility.

(4) *Family members/dependents.* Family members/dependents of military personnel may purchase meals as authorized by the installation commander. Additional guidance for family members/dependents is in DA Pam 30-22, paragraph 3-46.

(5) *Guests at holiday meals (Thanksgiving, Christmas, and the Army birthday celebration).*

(a) Guests of military personnel may be authorized to purchase meals in an APF dining facility during the serving of traditional holiday meals.

(b) The installation commander may authorize dining facility employees to invite family members to join in purchasing traditional holiday meals.

(6) *Other personnel.* When the installation commander determines that it is in the best interest to the Government in the form of operational efficiency, morale improvement, or good community relations, the following categories of diners may purchase meals in an APF dining facility on an occasional basis. These personnel will not be authorized to purchase meals in any dining facility that exceeds 100 percent utilization rate. Approval to purchase meals other than on an occasional basis will be authorized only when NAF or commercial food service facilities are not readily available or duty assignment precludes departure from the duty area. Reimbursement will be in accordance with paragraph 3-35.

(a) DOD civilians and contractors working on the installation, other than those identified in (3), above.

(b) Retired military personnel.

(c) Other civilians on the installation.

(d) Members of youth groups sponsored at either the local or national level.

(e) Military candidates undergoing examinations at an Army installation or prospective enlistees accompanied by a recruiter.

(f) Entertainment groups.

(g) Civilian dignitaries

(h) Guests (must be escorted guests of a military member authorized to use the facility).

### 3-35. Reimbursements

a. Charges for meals will be sufficient to recover both food cost and operating expenses, unless the discount meal rate is authorized. The Office of the Secretary of Defense (OSD) (Comptroller) prescribes the meal rates annually. New

### 3-46. Personnel authorized to be subsisted

a. Active Army enlisted Soldiers authorized SIK/essential unit messing (EUM) will be subsisted as follows:

(1) Enlisted Soldiers normally will be subsisted in the dining facility of the unit to which they are assigned or in a consolidated dining facility that has been designated to subsist the unit to which they are assigned.

(2) Enlisted Soldiers, when authorized by the installation commander, may subsist in a dining facility of their choice (sometimes called the "Open Door Policy"), particularly when the meal hours, official duty, or distance from duty station to the dining facility would cause a hardship on the individual.

(3) Enlisted Soldiers who are not assigned or attached to a unit on the installation will be subsisted in designated dining facilities as prescribed by the FPM.

b. RC enlisted Soldiers (SIK) are authorized subsistence in accordance with the following:

(1) *Annual training.* During AT, RC enlisted Soldiers are entitled to three meals for each full day of active duty training and from one to three meals, as required, on the days while traveling to the training site and returning to home station. When AT is authorized to be conducted at the home station armory or center, meal authorization will be as prescribed by the Adjutant General or the RRC/DRC commander.

(2) *Inactive duty training.* Normally, only one meal is authorized for each 8 hours of scheduled training. However, when circumstances warrant (weather, convoy delays, unannounced practice mobilization alerts, requirements for individual(s) to complete work tasks, or other valid circumstance), an additional meal for a unit(s) or individual(s) may be authorized. Requests for an additional meal for this purpose must be approved by the RRC/DRC commander for USAR units or by the State Adjutant General for ARNG units and appropriate Army Reserve or Army National Guard funds must be available.

(a) When scheduled training exceeds 8 hours in any calendar day, or the unit is required to remain overnight, additional meals may be authorized. Units are not authorized to serve more than 3 meals per any scheduled or extended training day.

(b) Routine serving of additional meals without regard to peculiar training circumstances is not authorized.

c. The installation commander may authorize enlisted personnel who receive BAS to purchase meals in an appropriated fund dining facility.

d. To the maximum extent possible, the installation commander will authorize military personnel, in a permanent change of station (PCS) status, and their family members to purchase meals in a designated appropriated fund dining facility. A copy of the military members PCS orders must be presented for identification.

e. Prospective enlistees, escorted by Army or RC recruiters, are authorized to consume meals in Army-appropriated fund dining facilities on a reimbursable cash basis only. If the meal is paid for by the recruiter, the recruiter is entitled to claim reimbursement for this expenditure in accordance with the provisions of the Joint Federal Travel Regulation (JFTR), volume 1, chapter 5, part L.

f. Enlisted personnel receiving BAS at the RNA rate (as authorized by the DOD Military Pay and Allowances Entitlement Manual) will not be authorized to receive and pay for a meal furnished by an appropriated fund food service activity; exceptions are when the fulfillment of military duties requires enlisted personnel to visit occasionally a DOD installation or assigned for duty at an ARNG or USAR unit during IDT.

g. Family members when authorized to purchase meals in an appropriated fund dining facility will be subsisted under the following conditions.

(1) Family member(s) of an officer or enlisted member who is a prisoner of war, missing in action, or serving in an isolated tour area must show proof of entitlement (sponsor's orders or command authorization document) and appropriate identification.

(2) Family members completing the DD Form 1544 will enter the sponsor's rank in the grade column and the abbreviation FM (family member) above the sponsor's rank.

### 3-47. Foreign national employees

a. Foreign national personnel employed in appropriated fund dining facility operations may be permitted to subsist in the dining facility during their daily tour of duty. Reimbursement paid by foreign national personnel will be in accordance with the unified command guidance or the treaty or agreement between the United States and the host country.

(1) The following procedures will be used:

(a) Foreign national employees paying cash for the meal in U.S. currency will sign the DD Form 1544. Employees paying in local currency will also sign a DD Form 1544, specifically marked "Foreign Cash Collected" at the top of the form.

(b) Foreign national employees using payroll deduction procedures for the payment of meals will sign a DA Form 3032 in three copies (an original and 2 copies) marked "Foreign National Personnel." The original will be forwarded by the FOS with the employee's time and attendance record to the office responsible for payroll in order that meals

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consumed can be deducted from the employee's pay. The finance officer will be advised by the payroll office as to the amount of money to be deducted from the employee's salary. These funds will be posted to the subsistence portion of OMA as full payment for meals served to local nationals. One copy will be forwarded to the FPM at the end of each pay period and the final copy retained by the FOS and filed in the dining facility records.

(c) A separate DA Form 3032 will be prepared for each employee and used until completed or until the end of the employee's pay period. The unused portion of the form will be lined out.

(2) When foreign national personnel are charged meal rate other than the DOD published rates, procedures listed below will be followed to ensure that the amount paid by the employee and the portion paid from the OMA appropriation equals the DOD published meal rate.

(a) That portion paid by the employee in U.S. or local currency will be recorded on the DD Form 1544 as reflected above. Under no circumstances will the same DD Form 1544 be used to record the receipt of both full and partial meal payments by different categories of foreign nationals.

(b) Foreign national employees using payroll deductions will follow the same procedures as specified above. Since part of the money is deducted from the employee's pay and part of the money is transferred from OMA funds, the FOS will submit this data on the form and in the format prescribed by DFAS. The FOS will advise the finance officer of the computed value of each type meal sold to foreign nationals, indicating the portion chargeable to the employee and that portion required to be reimbursed from the OMA salaries appropriations.

b. Foreign national employees, other than those employed in the dining facility, may be permitted to subsist on a continuing basis in appropriated fund dining facilities only upon approval of HQDA ATTN: DALO-TST-F, 500 Army Pentagon, Washington DC 20310-0500. Approval will be based on the nonavailability of nonappropriated fund facilities and recommendation of the major overseas commander as being in the best interest of the Government. This will include third country nationals. The determination must be made by the major overseas commander in accordance with the command needs and will be in harmony with the governing treaty or agreement that exists between the United States and the host country. When the unified command guidance or the U.S. or host country agreement prescribes the use of lower meal rates, the procedures specified above will be followed.

c. Meals furnished foreign national personnel will be reported on DA Form 2970 in accordance with the following procedures:

(1) When foreign national personnel pay, in cash, and sign the DD Form 1544, the number of meals sold will be reported on the DA Form 2970 on line 3. An asterisk will be placed by the entry on line 3 and explained in the remarks section.

(2) When foreign national personnel purchase meals through payroll deduction procedures or when the rate paid by the employee is supplemented by OMA funds, the number of such meals will be reported on the DA Form 2970 in section C, reimbursements. In the next unused line (lines 9-14) write "Foreign National OMA" and explain the entry in the remarks section. For foreign national employees who pay only a portion of the prescribed food cost, write "Foreign National" on the next unused line (lines 9-14) and explain the entry in the remarks section.

### 3-48. Civilian employees

a. When on duty, civilian employees in the continental United States (CONUS) or at garrisons overseas are authorized to purchase meals in an appropriated fund dining facility. When not on duty, they fall under the provisions of subparagraph b, below. Civilian employees/personnel will be defined as follows:

(1) Civilian food handlers when on duty in a military dining facility. (See glossary).

(2) Contingency operation Government employees or contractor personnel residing in contingency camps, posts, or stations.

(3) Employees whose term of employment authorizes them to purchase meals in an appropriated fund dining facility.

b. When the installation commander determines that it is in the best interest of the Government such as to enhance operational efficiency, morale improvement, or good community relations, the following categories of diners may purchase meals in an appropriated fund dining facility.

(1) DOD civilians and contractors other than those identified in subparagraph a above.

(2) Retired military personnel.

(3) Other garrison civilians.

(4) Members of youth groups sponsored at either the local or national level.

(5) Military candidates undergoing examinations at an Army garrison or prospective enlistees accompanied by a recruiter.

(6) Entertainment groups.

(7) Civilian dignitaries.

(8) Guests who are escorted by the Soldier authorized to use the facility.

c. The above personnel will not be permitted to purchase a meal in any dining facility that exceeds 100 percent utilization rate.

d. Requests for civilians to purchase meals, other than on an occasional basis, will be authorized by the installation garrison commander only when nonappropriated fund or commercial food service facilities are not readily available or the duty assignment precludes departure from the duty area. The approval to subsist civilians on a continuing basis will be approved in writing and will be reviewed annually to ensure that the circumstances leading to the approval still exist.

e. Dining facility employees may be authorized by the garrison commander to invite family members to join them for traditional holiday meals (Christmas and Thanksgiving). Authorization will be limited to the ability of the facility to support them without adversely affecting service to enlisted personnel who regularly subsist in the dining facility.

### 3-49. Reimbursements

a. There are two basic meal rates charged in an appropriated dining facility; the discount meal rate and the standard meal rate. The discount meal rate recovers food cost and the standard meal rate recovers the food cost and operating cost. Food advisory personnel will ensure that the correct meal rates are posted to the headcount SOP whenever new rates are published.

b. Installations may request waivers for the standard meal rate when support to a special event is deemed essential. Waiver requests will be forwarded 60 days prior to the event through the appropriate IMCOM Region, to Deputy Chief of Staff, G-4 (DCS, G-4), ATTN: DALO-SMT-F, 500 Army Pentagon, Washington, DC 20310-0500. HQDA will forward the request to the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA FM&C), the approving authority.

c. Requests for waivers will be supported by information sufficient to enable designated officials to make informed decisions as to whether the request should be granted. The procedures to request and report waivers will be as follows:

- (1) The date of the event and location.
- (2) The estimated number of people attending the event.
- (3) The estimated dollar amount requested to be waived.

(4) Not later than 15 days after the event, the installation will submit the actual number of people that attended the event and the actual dollar amount waiver to Deputy Chief of Staff, G-4, ATTN: DALO-SMT, 500 Army Pentagon, Washington, DC 20310-0500 who will forward this information to ASA FM&C.

## Section III Special Situations

### 3-50. Garrison support (50 or less)

The commander may elect to use the following option to the signature headcount system when support is being provided to a unit or group of 50 or less personnel at the LTA. This option will have the following procedures required:

a. The request for support memorandum will contain the name, rank, and meal card number (or equivalent) or BAS designation of each individual who will consume the meal.

b. The FOS will brief the designated individual on the following areas when rations are picked up:

(1) The procedure to make a one-line entry on the DD Form 1544 for those meals being reimbursed by cash. (The designated individual is responsible for providing the cash for these meals to the FOS.)

(2) The procedure to make a one-line entry on the DA Form 3032 for those meals provided to SIK personnel.

c. When these actions are completed the FOS will annotate in the "Remarks" block of the DD Form 1544 the number of meals sold for cash, and on DA Form 3032, the reason for the one-line entry.

d. When operational rations are used for support, the designated individual will also sign for the total number of rations on the DA Form 5914.

### 3-51. Operational rations

a. *Requisitioning.* The following procedures are used to requisition operational meals/rations in garrison:

(1) Operational rations (MRE and commercial box lunches) will be requisitioned using DA Form 3161. See DA Pam 710-2-1 for detailed guidance. RC units will use requisitioning forms as designated by the appropriate headquarters or the supporting TISA.

(2) The FOS of the supporting dining facility will—

(a) Consolidate requests for operational rations.

(b) Prepare and submit DA Form 3161 (minimum of three copies) to the supporting TISA.

b. *Issues.* Individuals, groups, or units requiring operational rations will submit a memorandum to the supporting dining facility for Class I support. Operational rations will be issued by the dining facility to individuals, groups, or units as appropriate. When an individual is designated to pick up operational rations for individuals, groups, or units, he/she will sign DA Form 5914 for the total number of meals received.

c. *Headcount procedure documents.* All operational rations issued from a garrison dining facility must be supported