DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA ARIZONA 85613-7000

REPLY TO
ATTENTION OF

ATZS-CG 29 April 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 130 – Personnel Authorized to Subsist in Fort Huachuca Appropriated Fund Dining Facilities

1. REFERENCE. AR 30-22, The Army Food Program, 30 Aug 02.

2. POLICY. This memorandum establishes Fort Huachuca policy on personnel authorized to subsist in Fort Huachuca appropriated fund dining facilities and prescribes responsibility for implementing and managing this policy.

a. This policy applies to the Thunderbird Dining Facility (building 52107), Virginia Hall Dining Facility (building 80503) and Herbert O. Yardley Dining Facility (building 80504), which are appropriated fund dining facilities and are subject to the provisions of AR 30-22.

b. This policy applies to all personnel assigned to or present on Fort Huachuca to include members of the active and reserve components of the US Army, US Air Force, US Navy and US Marine Corps assigned to or in training status at Fort Huachuca, civilian employees of the US Government, retired military personnel, contractor-employed personnel, family members and guests.

c. Except as prescribed elsewhere in the memorandum, Fort Huachuca has an "open dining facility" policy. Under this policy, personnel authorized to subsist may subsist in any Fort Huachuca appropriated fund dining facility (see paragraph 2a above).

3. PROCEDURES. Fort Huachuca appropriated fund dining facilities are established to subsist enlisted personnel who are authorized Subsistence-In-Kind (SIK). These personnel are issued meal cards and are provided meals at no cost. AR 30-22 gives the Installation Commander authority to authorize other personnel to subsist in appropriated fund dining facilities on a reimbursable basis.

4. Active Component Military Personnel. Active component enlisted personnel who are authorized SIK and active component officers and enlisted personnel who are authorized Basic Allowance for Subsistence (BAS) are authorized to subsist in appropriated fund dining facilities.

5. Reserve Component Military Personnel. Reserve component military personnel are not authorized to subsist in appropriated fund dining facilities except as follows.

a. Reserve component military personnel who are in an individual training status at Fort Huachuca are authorized to subsist in appropriated fund dining facilities in the same manner as their active component counterparts.

b. Reserve component military personnel who are at Fort Huachuca with a reserve component unit are authorized to subsist in the same manner as their active component counterparts in the appropriated fund dining facility which has been tasked by the Installation Food Service Office (ATZS-ISL) to support that unit.

6. Civilian Employees of the US Government. Civilian employees of the US Government are not authorized to subsist in appropriated fund dining facilities except as follows.

a. Civilian employees are authorized to subsist in appropriated fund dining facilities for the Thanksgiving and Christmas meals and on other special occasions, such as organization day, when authorized by the Installation Commander.

b. The Installation Commander may authorize other civilian employees to subsist in appropriated fund dining facilities as follows.

(1) Commanders and directors will identify those civilian employees who are directly involved in providing food service and will submit a written request to the Installation Commander identifying these employees by name and position, period of authorization, and a specific dining facility, if appropriate.

(2) Other civilian employees may be authorized on a case-by-case basis. Commanders and directors may submit a written request, with justification, to the Installation Commander identifying these employees by name and position, the period of authorization, and a specific dining facility, if appropriate.

(3) If approved by the Installation Commander, a copy of the written authorization will be provided to the requesting commander or director, to the employee, to each dining facility, and to the Installation Food Service Office (ATZS-ISL).

(4) Upon entry to a dining facility, the employee will present a copy of the written authorization to the headcounter to verify the employee's authorization to subsist in appropriated fund dining facilities.

7. Temporary Duty (TDY) Travelers.

a. Temporary duty travelers who are required by the travel orders approving authority to eat one or more meals per day in a military dining facility and who are being reimbursed at the Government or proportional meals rate are authorized to subsist in appropriated fund dining facilities for the number of meals required by the travel orders approving authority.

b. Temporary duty travelers who have been issued statements of nonavailability for Government meals and who are being reimbursed at the full locality rate are not authorized to subsist in appropriated fund dining facilities.

8. Foreign Military Personnel. Foreign military personnel who are assigned to Fort Huachuca or who are in training status at Fort Huachuca are authorized to subsist in appropriated fund dining facilities in the same manner as their US military counterparts.

9. Retired Military Personnel. Retired military personnel are authorized to subsist in appropriated fund dining facilities for the Thanksgiving and Christmas meals and on other special occasions, such as organization day, when authorized by the Installation Commander.

10. Contractor-Employed Personnel. Contractor-employed personnel are not authorized to subsist in appropriated fund dining facilities except as follows:

a. Contractor-employed food service personnel, such as cooks and dining facility attendants, are authorized to subsist in appropriated fund dining facilities in accordance with AR 30-22 and the conditions of the current food service contract.

b. Contractor-employed personnel are authorized to subsist in appropriated fund dining facilities for the Thanksgiving and Christmas meals and on other special occasions, such as organization day, when authorized by the Installation Commander.

c. Other contractor-employed personnel may be authorized on a case-by-case basis. The contractor may submit a written request, with justification, through the contracting officer to the Installation Commander identifying these employees by name and position, the period of authorization, and a specific dining facility, if appropriate. If approved by the contracting officer and the Installation Commander, a copy of the written authorization will be provided to the requesting contractor, to the contracting officer, to the employee, to each dining facility, and to the Installation Food Service Office (ATZS-ISL). Upon entry to a dining facility, the employee

will present a copy of the written authorization to the headcounter to verify the employee's authorization to subsist in appropriated fund dining facilities.

11. Family Members and Guests.

a. Family members and guests of military personnel, civilian employees of the US Government, foreign military personnel, retired military personnel, and contractor-employed personnel are authorized to subsist in appropriated fund dining facilities for the Thanksgiving and Christmas meals and on other special occasions, such as organization day, when authorized by the Installation Commander.

b. Family members and guests of Individual Entry Training (IET) and Advanced Individual Training (AIT) students who are in training status at Fort Huachuca may be authorized to subsist in appropriated fund dining facilities on the date of the student's graduation ceremony for the purpose of morale and welfare.

c. The Military Intelligence School Cadre may bring their family members to dine with them when performing extended duty on an occasional basis only.

12. Reserve Officer Training Corps (ROTC) Personnel: Command-sponsored ROTC personnel who are in training status at Fort Huachuca are authorized to subsist in the appropriated fund dining facility which has been tasked by the Installation Food Service Office (ATZS-ISL) to support those personnel.

13. Other Groups and Personnel. Other command-sponsored groups and personnel, such as the Boy Scouts and nonprofit youth groups, are authorized to subsist in the appropriated fund dining facility which has been tasked by the Installation Food Service Office (ATZS-ISL) to support those personnel.

14. PROPONENT. Directorate of Logistics, US Army Garrison.

BARBARA G. FAST
Major General, USA
Commanding

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