



DEPARTMENT OF THE ARMY
2D BRIGADE, 1ST ARMORED DIVISION
UNIT 23704
APO AE 09034-3704

AETV-THO-Z (100)

23 July 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #38, Use of Dining Facility Supplies, Equipment and Personnel

REFERENCE: AR 30-1, Chapter 7 and 10-16/17 and AR 215-1

1. PURPOSE. To establish policies governing the Food Service Program for 2d Brigade, 1st Armored Division, 2d Brigade Combat Team and 2d Brigade Consolidated Dining Facility.
2. APPLICABILITY. All personnel assigned, or attached to 2d Brigade, 1st Armored Division and 2d Brigade Combat Team.
3. POLICY. Brigade Food Advisors and 2d Brigade Consolidated Dining Facility will monitor this policy and its effective use.
4. The use of Government subsistence, dining facility equipment and/or dining facility staff, military or civilian to support social functions is prohibited. Support for such functions must be obtained from sources outside of the Army Food Program. Procedures to be used to support social functions are outlined in AR 215-1.

PROHIBITED FUNCTIONS:

- a. Retirements, promotions and awards ceremonies
 - b. Religious activities
 - c. Coffee calls, QTB's, and promotion boards
 - d. Change of command and change of responsibility ceremonies
 - e. Parties or other similar functions
5. The only authorized use of Government subsistence, facilities and staff is during the support of official unit organization day activities through serving a meal or picnic when approved by the commander. Units must submit the appropriate documentation of signature headcount procedures and applicable food costs.
 6. The unauthorized diversion or misuse of Government subsistence and supplies through failure to maintain accurate data and documentation of headcount is considered mismanagement and must be investigated under the provisions of AR 15-6 to determine the value and liability. When there is a difference in excess of 10 percent of the meals requested on the unit support request and actual headcount form, a report of survey will be initiated.

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7. The point of contact for this memorandum is CW2 Nero or MSG Johnson @485-7349 or e-mail sabrina.nero@us.army.mil.

8. This policy supersedes the previous policy, effective immediately, and will be posted on all unit bulletin boards.

9. IRON BRIGADE!

JOHN D. JOHNSON
COL, IN
Commanding

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