



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5730

REPLY TO  
ATTENTION OF:

NOV 12 2013

IMGO-ZA

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Installation Food Service Policy Memorandum No. 55 - Army Field Feeding Procedures

1. References:

- a. AR 30-22, 24 July 2012, Army Food Program.
- b. ATTP 4-41, 14 October 2010, Army Field Feeding and Class I Operations.

2. Subsistence is government property until such time as it is consumed by authorized personnel or discarded as waste.

3. Each unit commander is required to prepare a Present for Duty Strength and Remote Feeding Site Report, DA Form 5913, for personnel participating in field exercises. These reports must be accurate and consistent with the DA Form 4187 prepared for personnel going to the field.

4. Units opening field accounts must submit their requests 20 working days in advance to the Subsistence Supply Management Office (SSMO). This will give SSMO time to place the order and have all food items available for scheduled issue cycles. Units must utilize the established field menus or a mix of rations (i.e., Unitized Group Rations (UGR)).

5. The unauthorized diversion/misuse of government subsistence and supplies and failure to maintain proper accountability are considered mismanagement or fraudulent and must be investigated under the provisions of reference A.

6. Commanders must:

- a. Ensure sufficient Dining Facility Attendant (DFA) support is available for the field kitchen operation.
- b. Ensure a field sanitation team is available and trained.
- c. Ensure all records of field operations are maintained per AR 30-22 and ATTP4-41 for guidance on the establishment, maintenance, and destruction of files.

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7. When the field exercise is over, the Food Service Operations Sergeant must coordinate with the appropriate Food Advisor on the proper procedures for transferring all loose MREs, A-rations, UGR-A rations, and component items to the Garrison dining facility or a designated food bank.
8. The Food Service Operations Sergeant must ensure that all field accounts are closed within 48 hours of ENDEX of field operations at the SSMO.
9. The above guidance applies to both active and reserve units.
10. The proponent for this Policy Letter is the Installation Food Program Manager, Logistics Readiness Center, (706) 791-2636.



SAMUEL G. ANDERSON  
COL, SC  
Commanding

DISTRIBUTION: A

This Policy Memorandum supersedes the Garrison Commander's Policy Memorandum No. 55 Army Field Feeding Procedures, 15 November 2011.