



DEPARTMENT OF THE ARMY
HEADQUARTERS NEW YORK ARMY NATIONAL GUARD
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

MNL

01 February 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Catered Meal Rates for Inactive Duty Training and Annual Training

1. References:

a. Army Regulation 30-22, The Army Food Program, Paragraph 3-44, dated 24 July 2012

b. NYARNG Pamphlet 30-22, STATE FOOD SERVICE PROGRAM, Paragraph 6-2(h), dated 29 April 2016

2. Commercially prepared (catered) meals are authorized only when food service personnel or equipment are not authorized or available, and support cannot be obtained from another unit as prescribed in AR 30-22, paragraph 3-44 (b). Units that lack the capacity to cook due to personnel issues or proper cooking facilities will need to submit a letter of justification for the use of catered meals through their command channels to this office, ATTN: MNL-LM (SS) once every three years. Units who normally have the capability to cook and are unable due to a specific circumstance, will need to submit a request for the use of catered meals explaining the situation and a copy of their training schedule to this office. The approval for that request will only authorize catered meals for that specific event.

3. Units must utilize the NYARNG 21-Day Menu when procuring catered meals. The caterer must provide the entire menu with minimal substitutions. Portion sizes must be adhered to and may not be changed by the unit or the caterer. Items contained in the menu must be coordinated with the vendor prior to delivery of the meal. All single service items (paper plates, cups, utensils, napkins, trash bags) must be provided with the meal.

| <u>Meal</u> | <u>Allowance</u> |
|-------------|------------------|
| Breakfast | \$6.50 |
| Bag Lunch | \$9.60 |
| Hot Lunch | \$12.00 |
| Dinner | \$12.00 |

***NOTE: These catered meal rates are not location specific. While these are maximum rates, units are strongly cautioned to fulfill requirements of the NYARNG Menu with the lowest cost possible. There is no authorization for an increase in funding to procure a holiday catered meal.**

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4. Officers and Active Guard Reserve (AGR) personnel that consume catered meals will pay the catered meal rate utilizing DD Form 1544 or by paying the vendor directly (must be pre-arranged with the vendor).

5. Point of contact is CW3 Nakia J. Dukes, MNL-LM (SS) at (518) 786-4760 or nakia.j.dukes.mil@mail.mil.

FOR THE COMMANDER:

A handwritten signature in black ink that reads "James C. Gonyo II". The signature is written in a cursive style with a double horizontal line at the end.

JAMES C. GONYO II
LTC, LG, NYARNG
Director of Logistics

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