



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

MNL

01 October 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Food Service Equipment Replacement Record (DA 3988) Fiscal Year 2016

1. References:

a. Army Regulation 30-22, The Army Food Program, dated 24 July 2012, paragraph 3-48

b. DA Pam 30-22, Operating Procedures For The Army Food Program, dated 6 February 2007

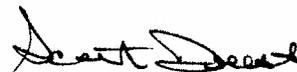
c. NYARNG Regulation 30-22, New York State Food Service Program, dated 29 May 2009, Chapter 8-3

2. The DA Form 3988 is used to track dining facility equipment and is essential in keeping kitchen equipment up to date. The parent unit occupying an armory is responsible for completing the DA Form 3988 annually. In addition to the DA Form 3988 which is used by this office to plan for replacement of food service equipment, a completed DA Form 3953 (Purchase Request and Commitment) will also be submitted with a completed cost estimate for all requested federal property. Units must distinguish between state and federal property with the Armory or Installation Superintendent.

3. Per reference 1.c., a completed DA Form 3988 will be forwarded to this headquarters, ATTN: MNL-LM (SS), NLT 1 April of each calendar year. Instructions and examples for preparing DA Form 3988 can be found in DA Pam 30-22, paragraph 3-62.

4. POC is CW2 Nakia Dukes MNL-LM (SS) at (518) 786-4363, or email at nakia.j.dukes.mil@mail.mil.

FOR THE COMMANDER:

  
SCOTT A. DOUST  
COL, LG, NYARNG  
Director of Logistics

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