



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

MNL

1 April 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unit Rotation of Vendors for the Purchase of Subsistence

1. References:

a. Department of the Army, Government Purchase Card Guidebook, January 10, 2011

b. Internal Review of New York Army National Guard Food Service Support Operations # 2011-09, September 30, 2011

2. Per reference 1.b. it was found that units have been failing to properly rotate the use of local vendors when purchasing subsistence.

3. Ordering units will exercise every effort to rotate the use of local vendors. Over use of a specific vendor while other methods with similar or equal purchasing cost are available is prohibited.

4. Unit rotation of vendors for the purchase of subsistence will be reviewed monthly by MNL-LM(SS). Units who are found non-compliant will be identified to their GOCOM.

5. Point of contact for this office is 1LT Brendan Jones (518)786-4840 or via email [brendan.w.jones2.civ@mail.mil](mailto:brendan.w.jones2.civ@mail.mil).

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