

Fort McCoy Regulation 215-2

**Human Resources
Morale, Welfare, and Recreation**

Catered Food and Beverage

Department of the Army
Headquarters Fort McCoy
Fort McCoy, WI
15 March 2008

UNCLASSIFIED

SUMMARY of CHANGE

Regulation 215-2
Catered Food and Beverage

This revision March 2008.

- Increase sources of purchases where this regulation is not applicable (para 1f)
- Administrative changes have been updated to this document

CATERED FOOD AND BEVERAGE

HISTORY. This is the first revision to the Directorate of Human Resources/Directorate of Morale, Welfare and Recreation's, Catered Food and Beverage Operations on Fort McCoy.

SUMMARY. Directorate of Human Resources/Directorate of Morale, Welfare and Recreation's, catering section located in its "Food, Beverage and Entertainment" facility, building 1571 is the proponent for any catered food and beverage support required by an individual or organization at Fort McCoy (excluding the Family Housing Area).

APPLICABILITY. This policy applies to all individuals requiring catered food and beverage support for activities such as unit social functions, parties, award ceremonies, promotion functions, birthday celebrations, protocol events, hosting events, command-sponsored events, organization day activities, and other social functions of the installation including functions conducted by tenant, training, and mobilizing units as well as private organizations and other authorized groups and customers.

PROPONENT EXCEPTION AUTHORITY. Catering services other than those offered by the Directorate of Human Resources/Directorate of Morale, Welfare and Recreation's (DHR/DMWR) are not authorized on Fort McCoy unless a written exception to this policy is authorized by the General Manager of DHR/DMWR's catering section.

ARMY MANAGEMENT CONTROL PROCESS. Catering services other than those offered by DHR/DMWR is not authorized on Fort McCoy without this written exception to policy. Individuals or groups wishing to use catering services other than those offered through DHR/DMWR Catering Section, must obtain this signed exception to policy letter and provide a copy to the appropriate organization before scheduling, organizing and reserving facilities for their event. An exception to policy is for the specific event and date listed below and does not apply to reoccurring events.

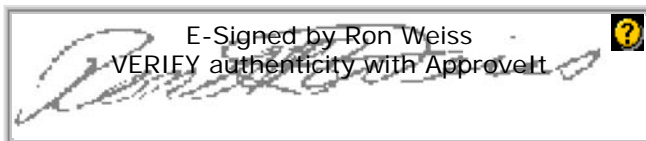
SUPPLEMENTATION. This regulation cannot be supplemented and forms cannot be established without prior approval of the Directorate of Human Resources/Directorate of Morale, Welfare and Recreation.

SUGGESTED IMPROVEMENTS. The proponent of this memorandum is the Directorate of Human Resources/Directorate of Morale, Welfare and Recreation (DHR/DMWR), Business Activities Division, (IMWE-MCY-MWB). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR/DMWR, (IMWE-MCY-MWB) 2187 South J Street, Fort McCoy, WI 54656-5150.

DISTRIBUTION STATEMENT. Distribution is made to all Fort McCoy activities, in electronic format.

By Order of:
DEREK J. SENTINELLA
Colonel, EN
Commanding

OFFICIAL:



E-Signed by Ron Weiss
VERIFY authenticity with ApproveIt

RONALD R. WEISS
Adjutant, Publications Manager

1. Purpose:

- a. Each year, Fort McCoy is the site of many official and unofficial events that require catered food and beverage support.
- b. Examples of such functions include; unit parties, award ceremonies, holiday parties, retirements, organization day events, promotion parties, birthday parties, farewell events, etc.
- c. These functions can be hosted by installation organizations, training or mobilizing units, private organizations as well as other groups and individuals.
- d. To ensure each function receives the very best in catered food and beverages service, it is important to standardize and define how catering services may be requested, as well as when and where these services can be provided. This policy memorandum establishes DHR/DMWR as the proponent for catered food and beverage service on Fort McCoy as outlined in this policy.
- e. DHR/DMWR "Food, Beverage, and Entertainment" mission is to provide catering services that respond to the needs of the installation, including tenant organizations, training and mobilizing units as well as private organizations and other authorized groups and individuals. The fees and charges are set based on a market assessment of operational requirements as well as being competitive in comparison to off post services available in the local community. DHR/DMWR "Food, Beverage, and Entertainment catering services and other business activities on Fort McCoy, is a major contributor to the financial well being of the Installation, Morale, Welfare, and Recreation fund. These activities have to generate sufficient net income to finance all capital purchases and minor construction improvements to DHR/DMWR facilities and programs, as well as contribute to the Unit Fund Program and the Army's Morale, Welfare and Recreation Fund.
- f. This regulation does not apply to the services offered through AAFES and their specialty food operations, Troop Issue Substance Activity (TISA) or purchases through the Commissary. Written exception to this policy is required and source of purchase or issue is identified in the food and beverage requirements section of the waiver along with menu for the event.

2. Application:

This policy along with Fort McCoy Reg 600-1, March 2006, Consumption of alcoholic Beverages, applies to all individuals and groups, military or civilian, while at Fort McCoy and require catered food and beverages to support an official or unofficial event or activity.

3. Definition:

- a. Catered food and beverage service is defined as any type of food or beverage that is prepared, served, delivered or picked up to support an official or unofficial event/activity; including meetings, conferences, briefings, observances, ceremonies, celebrations, official events, and social functions.
- b. A "potluck" event is defined as an informal gathering of personnel at which the attendees provide self prepared food items to share with the attendees present. "Potluck" type activities held in conjunction with office parties and birthday celebrations at the work site are not subject to the DHR/DMWR policy regarding catered food and beverage services. On an individual basis an attendee may contribute commercially prepared food item to supplement these types of potluck activities in lieu of making a potluck dish to pass.

4. Policies

- a. DHR/DMWR catering section located in its "Food, Beverage and Entertainment" facility, building 1571 is the proponent for any catered food and beverage support required by an individual or organization at Fort McCoy (excluding the Family Housing Area).

b. Catering services other than those offered by the DHR/DMWR are not authorized on Fort McCoy unless a written exception to this policy is authorized by the General Manager of DHR/DMWR catering section. No individual or organization while at Fort McCoy can have external supplied catering services provided to an event or function without the approval of the DHR/DMWR which has the right of first refusal. Individuals and groups wishing to use catering services other than those offered through DHR/DMWR catering section must obtain a signed exception before holding their event. "The exception to policy" statement must be obtained in writing from the DHR/DMWR General Manager of the catering section for each event to be held. Reoccurring events require separate written "exception" statements for each event.

c. Recommended locations for catered events are the McCoy's banquet rooms located in building 1571 and Whitetail Ridge Chalet located in building 8061. These facilities can accommodate activities such as meetings, briefings, training events, holiday parties, unit social functions, award ceremonies, promotion functions, birthday celebrations, organization day activities and other functions. Scheduling these facilities must be done in advance and are subject to rules and policies of DHR/DMWR Food, Beverage and Entertainment Branch.

d. DHR/DMWR Recreation Center, building 2000 is a large facility that can be used for hosting social functions. However, catering services other than those offered through DHR/DMWR catering service is not authorized in this facility without approval from the General Manager of DHR/DMWR catering section. Functions held at the Recreation Center involving food should be pot-luck type events or functions where the food is purchased through the Commissary, has USDA approval, and is prepared on-site. Scheduling social functions held in the Recreation Center must be done in advance and are subject to the rules and policies of the Recreation Center.

e. The Pine View Campground Recreation Area has picnic shelters at which DHR/DMWR catering services can be provided. Exceptions to this catering policy are small family type picnics, with less than 25 patrons, or registered camper gatherings including campers guests. This policy exception does not apply to holiday parties, unit social functions, award ceremonies, promotion functions, birthday celebrations, organization day activities and other social functions held at the Pine View Campground Recreation Area. Individuals and groups wishing to use catering services other than those offered through DHR/DMWR catering must obtain a signed "exception" statement before reserving a picnic shelter, and conducting their event. The written "exception" statement must be obtained from DHR/DMWR General Manager of their catering section for each event, and a copy of that statement provided to the Pine View Campground Recreation Area staff before reserving a picnic shelter. Reoccurring events held at the Pine View Campground Recreation Area will require a separate written "exception" statement for each event. Scheduling picnic shelters at Pine View Campground Recreation Area must be done in advance through Outdoor Recreation building 8053 and is subject to the rules and policies of Pine View Campground Recreation Area.

f. The picnic shelters located at Constitution Park are available for reservation and the DHR/DMWR can provide catering services at these sites. These shelters can accommodate activities such as holiday parties, unit social functions, award ceremonies, promotion functions, birthday celebrations, organization day activities and other social functions. Individuals and groups who want to use catering services other than those offered through DHR/DMWR catering must obtain a signed "exception" statement before reserving a picnic shelter and conducting their event. The "exception" statement must be obtained in writing from DHR/DMWR General Manager of catering for each separate event and a copy of that statement provided to the Rumpel Fitness Center staff before reserving a picnic shelter. This requirement also applies to all reoccurring events and a separate written "exception" statement for each event is necessary. Scheduling picnic shelters at Constitution Park must be done in advance of the event by contacting the Rumpel Fitness Center building 1122 and is subject to the rules and policies of Rumpel Fitness Center.

g. Building 905 is a administrative facility and is not to be used as a club or recreation facility. Building 905 can be used to host meetings, briefings, training events and other command approved functions.

The scheduling of building 905 is made through the DPTMS and requests will be approved based on command facility usage criteria. The DHR/DMWR can provide, for a service fee, simple refreshments defined as water, soda, coffee, cookies, box lunches, etc. for these type activities. The organization or individual who has scheduled building 905 is responsible for all set-up and clean-up services prior to the turn in of this facility. Any food or beverage items consumed in this facility must be approved by the DHR/DMWR in advance of the event.

h. Catering on Fort McCoy will be implemented consistent with the Federal Acquisition Regulations and Army Regulation 215-1.

SAMPLE POLICY EXCEPTION

IMWE-MCY-MWB-F

MEMORANDUM FOR (Your office name)

SUBJECT: POLICY EXCEPTION

1. Reference Fort McCoy Regulation 215-2, Catered Food and Beverage, 15 March 2008.
2. Catering services other than those offered by DHR/DMWR catering, is not authorized on Fort McCoy without this written exception to policy. Individuals or groups wishing to use catering services other than those offered through DHR/DMWR catering section, must obtain a signed exception to policy memo and provide a copy to of that memo to the appropriate organization before scheduling, organizing and reserving facilities for their event. The exception to policy is for the specific event and date listed below and does not apply to reoccurring events.
 - a. Organizer's name:
 - b. Organizer's unit/group:
 - c. Name of event:
 - d. Date of event:
 - e. Location of event:
 - f. Number of people:
 - g. Food and beverage requirements:
3. DHR/DMWR will provide the services described above and initiate a separate service contract

4. DHR/DMWR declines to provide the services described above or authorizes other appropriate food and beverage services for this event. _____

General Manager Date
Catering Services