



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

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UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-25

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Food Defense (IFD) Program

1. **References:**

- a. Department of Defense Instruction (DODI) 2000.12, DOD Antiterrorism (AT) Program, W/ Change 1, SEP 9, 2013.
- b. DODI 2000.16, Department of Defense (DOD) Antiterrorism (AT) Standards, 2 October 2006.
- c. DOD Antiterrorism Officer (ATO) Guide, November 2012.
- d. Army Regulation (AR) 40-657, Veterinary/Medical Food Safety, Quality Assurance, and Laboratory Service, 21 January 2005.
- e. AR 525-13, Antiterrorism, 11 September 2008.
- f. Memorandum of Agreement between Operations Division, Office of the Provost Marshal General and Department of Defense Veterinary Service Activity, Office of the Surgeon General, Subject: Food and Water Vulnerability Assessments, 6 Dec 06.
- g. Department of Defense Veterinary Service Activity (DODVSA) Implementation Instructions for Technical Guide (TG) 188, July 2008; U.S. Army Food and Water Vulnerability Assessment Guide, 8 September 2008.
- h. U.S. Army Center for Health Promotion and Preventive Medicine Technical Guide 188, U.S. Army Food and Water Vulnerability Assessment Guide, July 2008.
- i. U.S. Army Public Health Command (USAPHC) TG 355, Installation Food Vulnerability Assessment Program Handbook, November 2012.

2. **Purpose:** To provide policy on the implementation of the IFD Program in the USAG-Y/Area II Area of Responsibility (AOR). The IFD Program consists of the

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Installation Food Vulnerability Assessment (IFVA) Program and the Special Events Assessment (SEA) Program.

3. **Applicability:** This policy applies to all food establishments on installations in the USAG-Y AOR. This policy also includes conferences where food shall be provided to attendees by any central food provider (hotel, caterer, etc.).

4. **Authority:** IFVAs are required to be completed annually for each facility on USAG-Y that stores, prepares, serves, and/or sells food, ice, or bottled water. All events determined to be a special event or activities involving a gathering of 300 or more DOD personnel, a terrorism vulnerability assessment and food vulnerability assessment shall be integrated into the planning process. Antiterrorism plans, orders, and other implementing guidance shall not be considered complete unless signed by the Garrison/Installation Commander.

5. **Responsibilities:**

a. 106th Medical Detachment Veterinary Services Support (VSS).

(1) The 106th MED DET (VSS) is the Office of Primary Responsibility (OPR) and shall maintain overall responsibility for the IFD Program in the USAG-Y AOR.

(2) The 106th MED DET (VSS) shall provide complete support to all locations in matters related to the IFD Program, including annual IFVAs and SEAs.

b. Garrison/Installation ATO:

(1) The Garrison/Installation ATO shall form a Food Defense Assessment Team (FDAT) whose members shall conduct a thorough and systematic review and assessment of installation food systems using the principles of risk management. The FDAT team members include:

(a) Food Defense Non-commissioned Officers

(b) Installation Food Defense Manager (FDM)

(c) Veterinary Corps Officer

(d) Preventive Medicine Officer

(e) Installation ATO

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- (f) Criminal Investigation Division representative
- (g) Military Intelligence representative
- (h) Provost Marshal
- (i) Installation Food Program Manager

(2) The FDAT activities shall be incorporated into the installation Antiterrorism Working Group (ATWG). The FDAT will assist in identifying potential vulnerabilities, developing mitigation strategies, and determining final residual risks. Any mitigation strategies that cannot be funded by the installation shall be entered in the Core Vulnerability Assessment Management Program (CVAMP) database at the discretion of the Garrison/Installation ATO.

(3) The FDAT will also assist in developing and monitoring activities and procedures appropriate at each Force Protection Condition level for the protection of food and bottled water from intentional contamination.

(4) The Garrison/Installation ATO shall request, in writing, support from the FDAT for all special events with anticipated attendance of 300 or more DOD personnel at least 30 days prior to the event. (Note: The unit may have to provide the ATO with example requests.)

(5) The Garrison/Installation ATO shall provide the installation FDM with a current listing of upcoming Special Events (Event Tracker) and corresponding dates.

c. Units.

(1) The unit requesting an SEA is responsible for submitting the request to the Garrison/Installation ATO at least 45 days prior to the event. (Note: The unit may have to provide example requests.)

(2) The requesting unit is responsible for ensuring that the completed assessment is signed by the Garrison/Installation Commander.

(3) Special events that utilize a facility to furnish meals to the DOD through appropriated funds or non-appropriated funds require approval regardless of the size of the event. Special events at which Service members pay for the meal out-of-pocket (including Morale, Welfare, and Recreation-sponsored events) do not require approval; however, the Garrison/Installation Commander may still require assessments.

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d. Contracting Office/Fund Custodian (CO/FC).

(1) The CO/FC is responsible for ensuring all units are informed of the procedures and timeline for submitting funding requests for SEs (no later than 45 days).

(2) The CO/FC shall not fund any SEA without the signature of the Garrison/Installation Commander. Any event funded without the Garrison/Installation Commander's signature becomes the liability of the CO/FC.

6. **Procedures:**

a. Management of the IFVA Program shall be in accordance with (IAW) USAPHC TG 355, IFVA Program Handbook, Nov 2012.

b. The USAG-Y IFD Program Technical Review Chain is as follows:

(1) Food Defense NCOs → Team FDM → Unit FDM → Regional Food Defense Specialist → Garrison/Installation Commander.

(2) The Regional Food Defense Specialist (FDS) may be omitted if the unit FDM has the authority to approve reports.

c. The Garrison/Installation Commander may request follow-up assessments to ensure compliance.

7. The point of contact for this policy memorandum is CW2 Leanna Lester, 106th MED DET, installation FDM at DSN 737-2430, and Luther Israel, Garrison/Installation ATO at DSN 738-7318.


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Commanding

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