



DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
7613 CARDINAL ROAD  
REDSTONE ARSENAL, AL 35898-5000

REPLY TO  
ATTENTION OF

12 April 2010

AMSAC-RM

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND  
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 403.2 -  
Funding Light Refreshments for Award Ceremonies

1. The Command Group is authorized to provide, at a nominal cost, light refreshments for award ceremonies when it is determined that the refreshments enhance the effectiveness of the ceremonies.
2. Exercise of approval authority is subject to the following:
  - a. Determinations to use appropriated funds to provide light refreshments will be approved individually for each award ceremony. Each ceremony will be accounted and paid for separately.
  - b. The award recipients are either federal employees or military members.
  - c. The award recipients are publicly recognized.
  - d. The authorizing official has determined that the refreshments materially advance the recognition of the recipient.
  - e. Expenditure of appropriated funds for alcoholic beverages is prohibited.
3. The objective of this policy is to ensure that funds are available prior to commitment, obligation and disbursement. Cooperation is required from all involved to ensure that we have legal use of funds. At no time will funds be used prior to approval.
4. This is a new Policy Memorandum.

  
CHRISTOPHER TUCKER  
Brigadier General, USA  
Commanding