



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 628TH AIR BASE WING (AMC)
JOINT BASE CHARLESTON SC

MAR 30 2016

MEMORANDUM FOR ALL JOINT BASE CHARLESTON PERSONNEL

FROM: JOINT BASE COMMANDER

SUBJECT: Joint Base Charleston Galley/Gaylor Dining Facility Operations and Authorized Patrons

1. Joint Base Charleston provides dining services at two APF-funded dining facilities. The Gaylor Dining Facility is located on the Air Base, while the Galley is located on the Naval Weapons Station.
 2. AFI 34-239, Attachment 2 provides guidance for the authorized usage of dining facilities, while also providing the installation commander with authority to expand usage to additional personnel. In addition to those authorized IAW AFI 34-239, Attachment 2 dictates that the following personnel are authorized to dine at the Gaylor Dining Facility:
 - a. Wing, Group and Squadron commanders once a month to assess the quality and quantity of food service. A facility and food quality assessment form, provided by the dining facility manager, should be completed and submitted to 628 FSS.
 - b. Officers and DoD civilians on alert status requiring immediate availability that keeps them from leaving the unit area or when required to eat as a group (i.e. firefighters and police officers).
 - c. Officers, enlisted, retirees and their family members on Thanksgiving, Christmas, and/or special holiday meal/events.
 - d. APF Food Service contract employees while on duty.
 - e. Retirees on Monday-Friday during normal operating hours.
2. The Joint Base Charleston Naval Weapons Station's Galley operates for unique mission requirements to support Navy training command personnel. This necessitates that Galley operations follow Navy Supply Instruction (NAVSUP) P-486 in the operation of the facility. This includes food pricing and management using AFI 34-239 as a guideline where needed in the management of dining facilities. The following personnel are authorized to dine at the Galley:
 - a. Active Duty Personnel (US and Foreign Military)
 - b. Reservist
 - c. National Guard

"Serving All"

- d. NROTC Midshipmen
 - e. Midshipmen and cadets of U.S. Military Academies
 - f. Escorted dependents of active duty personnel and reservists on active duty
 - g. All government travelers (on orders) when directed to subsist from the ashore galley.
 - h. Civilian personnel who work in the galley (only in their work location)
 - i. Nonprofit Youth Organization and Military sponsored tour
 - j. International Military Education Training students
 - k. Foreign Military Sales personnel
 - l. Officers, enlisted, retirees and their family members on Thanksgiving and Christmas
 - m. Community partners when accompanied by JB Charleston leadership
 - n. Civilian, Enlisted, Officer staff and students of Naval Nuclear Power Training Command
 - o. DoD civilians on alert status requiring immediate availability that keeps them from leaving the unit area or when required to eat as a group (i.e. firemen and police officers)
 - p. Retirees (in accordance with AFI 34-239 based on little impact on overall services)
4. Please refer any questions regarding the above information to the Sustainment Services Flight Commander, 628th Force Support Squadron, at 843-963-3815.



ROBERT K. LYMAN, Colonel, USAF
Commander