



NYARNG AFMIS Catered Meal Training

CATERED MEAL REQUEST

AFMIS Training is located at:

<https://secleefmismweb.sdcl.lee.army.mil/AFMISWEB>.

AFMIS Live is located at

<https://secleefmismweb.sdcl.lee.army.mil/AFMISWEBNG>.



NYARNG AFMIS Catered Meal Training Overview

- The Catered Meals Process is used to create the documents required by units and food service personnel to request and account for meals catered to the reserve center (armory) or provided by the vendor at their establishment.
- Catered meals will only be provided to Soldiers authorized to receive Subsistence-in-kind (SIK) at no cost to the Soldier. **SIK Soldiers are all enlisted M-DAY Soldiers with the exception of Officer, Soldiers on ADSW and ARG Soldiers.**
- Catered meal request can be created by units that have cooking capability as well as units that do not have cooking capability.
- Cooking units ordering catered meals will need to submit a letter of justification through their command channels to MNL-LM(SS) requesting authorization to order catered meals. The justification needs to outline the specific reason(s) why the unit is unable to cook.
- **Unit commanders will continue to submit DA 5913 Request (electronic or hard copy) 60 days prior to the meal, to the unit Supply NCO. If Consolidating, the unit will submit a DA 5913 Request to the supporting unit within 60 days prior to the meal.**
- AFMIS entries **MUST** be submitted **NLT 60 days prior to the meal.**



NYARNG AFMIS Catered Meal Training Outline

- Requesting Catered Meals
 - Individual Meal Request
 - Consolidated Meal Request
- Voiding Request
- Completing the Purchase of Approved Request
- Checking Status of a Request
- Closing a Catered Meal Request
- Required Documentation



Entering Catered Meal Request

- Start Catered Meals Request Menu by clicking on the Catered Meals link under Meal Production

User: Unit Supply Sergeant down for the following reason: Security Patches & SCP 14-11 are being installed. For: 43rd A

[AFMIS Web User Support Site](#)

Meal Planning/Production	Supply Food	Customers/Accounts
Recipes Recipes With Unavailable Items Recipe Index Extended Recipe Report Master/Field Menus Field Menu Report Vendors & Items Meal Supplier Maintenance Meal Production Catered Meals Catered Meal Summary Report Production Schedules Kitchen Requisitions & Returns Outside Menu Meal Cost Report Headcount/Cash Collection Meal Rates Automated Headcount (Scan & Go) Dining Facility / Unit Information Maintenance Disbursing Station Maintenance Headcount/Cash Collected Cash Collection Voucher Cash Audit Report Cash Turn-In Summary Report Headcount Daily Summary Subsistence Data Summary (2969) Report	Orders/Receipts Grocery Support Order Worksheet Maintenance Order Inquiry STORES Receipts STORES Web Extract Inquiry Inventory Management Physical Inventory Accountable Inventory Report FLIPL/SOC VET Condemnation Inventory Adjustment Stockage Level Report Transaction Register Report IAMA Report	System Management User Access Rep Customer Operati Open Transactio Earnings & Exper Account Status Finance Cardholder Maint



Entering Catered Meal Request

- To create a catered meal order on the left side enter Location, Month and Year.

User: Eric Clyne Mar 22 13:00 - 15:00 Eastern Time: The AFMIS Web system will be down for reason: Security Patches & SCP 14-11 are being installed.

Create Catered Meal Order

Unit: 43rd Army Band (W90HBU) (CM)

Location: Reserve Center

Month / Year: March / 2012

Search For Catered Meal Order

Unit: 43rd Army Band (W90HBU) (CM)

From Date: [] []

To Date: [] []

Meal: All

Location: All

Status: All

Create

- The Catered meal order page will open. →

Enter :

- Account (IDT or AT)
- Purpose: Training
- Check all Standards Met
- Meal Style Buffet **(Note) Do not select itemized under any circumstance**

User: Unit supply NCO For: 43rd Army Band (W90HBU) (CM)

Submit Print Delete Save Save & Return Cancel

Order Status: Unsubmitted UTC: WQKBAA Unit: 43rd Army Band (W90HBU) (CM)

Location: Reserve Center Account: USAR IDT/BA Purpose: <Select Purpose>

Standards Met: Price Standards Met Meal Style: Buffet Itemized Projected Order Cost: 0.00

Food Safety/Sanitation Standards Met

Substitution Standards Met

Meals Supplier Info Cardholder Info Order Remarks

Checked Items: Delete Meals For: March/2012

Meal Date	Meal	Proj. HC	Proj. Cost Per Meal	Proj. Meal Cost	Current Meal Remarks
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Meal Date: [] Meal: <Select Meal> Add



Entering Catered Meal Request

- At the bottom left of the page enter the date meal(s) will be served
- Enter the type of meal from the drop menu
- Click ADD
- This will add the catered meal to the meals list above.
- You can add as many meals as you need

The screenshot shows a web application interface for entering a catered meal request. At the top, there are buttons for "Submit", "Print", "Delete", and "Save". Below these are fields for "Order Status" (Unsubmitted), "Location" (Reserve Center), "UIC" (WQKBAA), "Account" (USAR IDT/BA), "Unit" (43rd Army Band (W90HBU) (CM)), "Purpose" (<Select Purpose>), and "Projected Order Cost" (0.00). There are also checkboxes for "Standards Met" (Price, Food Safety/Sanitation, Substitution) and "Meal Style" (Buffet, Itemized). Below this is a table of "Checked Items" with columns for Meal Date, Meal, Proj. HC, Proj. Cost Per Meal, Proj. Meal Cost, and Current Meal Remarks. The table shows two entries for 2012-03-18 Sun and 2012-03-19 Mon, both for "Lunch". At the bottom, there is a "Meal Date" field (2012-03-20 Tue) and a "Meal" dropdown menu (<Select Meal>). A red arrow points from the first bullet point to the "Meal Date" field, and another red arrow points from the second bullet point to the "Meal" dropdown menu. A third red arrow points from the third bullet point to the "Add" button.

Meal Date	Meal	Proj. HC	Proj. Cost Per Meal	Proj. Meal Cost	Current Meal Remarks
2012-03-18 Sun	Lunch	0	0.00	0.00	
2012-03-19 Mon	Lunch	0	0.00	0.00	



NYARNG AFMIS Catered Meal Training

- Enter the headcount for the meal and the projected cost per meal
- If a warning triangle appears this means your unit has been identified as a cooking unit.
- **Note:** Cooking units must have letter of justification signed and approved by MNL-LM(SS) authorizing the purchase of catered meals on file.

User: Eric Clyne reason: Security Patches & SCP 14-11 are being installed.

Submit Print Delete Save

Order Status: Unsubmitted UIC: WQKBAA Unit: 43rd Army Band (W90HBU) (CM)
Location: Reserve Center Account: USAR ID7/BA Purpose: <Select Purpose>
Standards Met: Price Standards Met Meal Style: Buffet Itemized Projected Order Cost: 0.00
 Food Safety/Sanitation Standards Met
 Substitution Standards Met

Meals Supplier Info Cardholder Info Order Remarks

Checked Items: Delete Meals For: March/2012

	Meal Date	Meal	Proj. HC	Proj. Cost Per Meal	Proj. Meal Cost	Current Meal Remarks
<input type="checkbox"/>	2012-03-18 Sun	Lunch	0	0.00	0.00	
<input type="checkbox"/>	2012-03-19 Mon	Lunch	0	0.00	0.00	

Meal Date: 2012-03-20 Tue Meal: <Select Meal> Add

<Select Meal>
Breakfast
Lunch
Dinner



Entering Catered Meal Request

- Click on the Meal detail that will open the meal detail page.

Order Status: Unsubmitted UIC: WQKBAA Unit: 43rd Army Band (W90HBU) (CM)
Location: Reserve Center Account: USAR IDT/BA Purpose: <Select Purpose>
Standards Met: Price Standards Met Meal Style: Buffet Itemized Projected Order Cost: 0.00
 Food Safety/Sanitation Standards Met
 Substitution Standards Met

Meals [Supplier Info.](#) [Cardholder Info.](#) [Order Remarks](#)

Checked Items: Meals For: March/2012

	Meal Date	Meal	Proj. HC	Proj. Cost Per Meal	Proj. Meal Cost	Current Meal Remarks
<input type="checkbox"/>	2012-03-18 Sun	Lunch	0	0.00	0.00	
<input type="checkbox"/>	2012-03-19 Mon	Lunch	0	0.00	0.00	

- Meal Remarks, enter any remarks specific to this meal not the entire meal order. You will enter the menu day and any substitutions to menu items here.



Entering Catered Meal Request

- Do the same for the rest of the meals on this request click on the next detail meal icon.

Order Status: Unsubmitted UIC: WQKBAA Unit: 43rd Army Band (W90HBU) (CM)
Location: Reserve Center Account: USAR ID7BA Purpose: <Select Purpose>
Standards Met: Price Standards Met Meal Style: Buffet Itemized Projected Order Cost: 0.00
 Food Safety/Sanitation Standards Met
 Substitution Standards Met

Meals Supplier Info. Cardholder Info. Order Remarks

Checked Items: Meals For: March/2012

	Meal Date	Meal	Proj. HC	Proj. Cost Per Meal	Proj. Meal Cost	Current Meal Remarks
<input type="checkbox"/>	2012-03-18 Sun	Lunch	0	0.00	0.00	
<input type="checkbox"/>	2012-03-19 Mon	Lunch	0	0.00	0.00	

- Select Supplier from dropdown box

Meals **Supplier Info.** Cardholder Info. Order Remarks

Contract not required, must select one candidate supplier.

Candidate Supplier Supplier: <Select Supplier> Address: <Select Supplier> City: Hy Vee State: Unknown Zip: POC: Phone: Email:	Candidate Supplier 2 Supplier: <Select Supplier> Address: City: State: Zip: POC: Phone: Email:	Candidate Supplier 3 Supplier: <Select Supplier> Address: City: State: Zip: POC: Phone: Email:
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Entering Catered Meal Request

- Select the vendor that will be delivering your catered meal to you or where the unit will be consuming the meal.
- If the location is not listed in the dropdown, click on the **ADD** link to add the new location. Your primary location should be your primary training site such as the armory.

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TRAINING

> Catered Meals Order - Unsubmitted

User: brendan.jones [Daily Server Reboots/Scan and Go Press \(i\)](#) for more information

Order Status: Unsubmitted UIC: 719THT Unit: 719th Trans

Location: Training Site Account: USAR IDT/BA Purpose: Training

Standards Met: Price Standards Met Meal Style: Buffet Itemized Projected Order Cost: 0.00
 Food Safety/Sanitation Standards Met
 Substitution Standards Met

[Meals](#) **[Supplier Info.](#)** [Cardholder Info.](#) [Order Remarks](#)

Contract not required, must select one candidate supplier.

Candidate Supplier	Candidate Supplier 2	Candidate Supplier 3
Supplier: <Select Supplier>	Supplier: <Select Supplier>	Supplier: <Select Supplier>
Address: <Select Supplier>	Address:	Address:
City: 123 pizza	City:	City:
State: BK Broiler	State:	State:
Zip: Wegmans,	Zip:	Zip:
POC:	POC:	POC:
Phone:	Phone:	Phone:
Email:	Email:	Email:




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- Select cardholder from dropdown box

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TRAINING > Catered Meals Order - Unsubmitted

User: brendan.jones [Daily Server Reboots/Scan and Go Press \(i\) for more information](#)

Order Status: Unsubmitted **UIC:** 719THT **Unit:** 719th Trans 

Location: Training Site **Account:** USAR IDT/BA **Purpose:** Training

Standards Met: Price Standards Met **Meal Style:** Buffet Itemized **Projected Order Cost:** 0.00

Food Safety/Sanitation Standards Met

Substitution Standards Met

[Meals](#) [Supplier Info.](#) [Cardholder Info.](#) [Order Remarks](#)

Cardholder: <Select Cardholder>
Phone: <Select Cardholder>
Email: Jim Jones
John Smith
Chad Vieth



Entering Catered Meal Request

- Order Remarks is where you will enter the information required for the entire order
 - Enter the authorization number assigned by the GOVCC Billing Official
 - MUTA and training hours
 - Consolidating Information (if applicable)
 - Menu day and/or Meal type
 - Any additional information to support this entire request.

The screenshot shows a web application interface for entering a meal request. At the top, there are buttons for 'Submit', 'Print', 'Delete', 'Save', 'Save & Return', and 'Cancel'. Below these are fields for 'Order Status: Unsubmitted', 'Location: Reserve Center', 'UIC: WQKBAA', 'Account: USAR IDT/BA', 'Unit: 43rd Army Band (W90HBU) (CM)', 'Standards Met' (with checkboxes for Price, Food Safety, and Substitution), 'Meal Style: Buffet / Itemized', 'Purpose: Training', and 'Projected Order Cost: 1,825.00'. A navigation bar includes 'Meals', 'Supplier Info', 'Cardholder Info', and 'Order Remarks' (which is highlighted in blue). Below this, the 'Current Remarks' section contains the text: 'W90HBU-2033-3000 MUTA 6, 0600-1700 RON. Sun 13 Mar: B: 45 L: MREs D: MREs Mon 14 Mar: B: 45 L: 50 D: MREs Tue 15 Mar: B: 45 L: 50 D: 0'. A red circle highlights this text, and a red arrow points from it to a larger box below.

W90HBU-2033-3000
MUTA 4 0600-1700HRS
Consolidating 43rd Band- 45, 92nd TC-5
Sat 13 Mar Menu#3 B: 45 L: MREs D: MREs
Sun 14 Mar Menu#5 B: 45 L: 50 D: 0
Operational Rations required to support training operations.



Complete Catered Meal Training

- Click on the “Submit” button to submit your request for approval. The Catered Meal search/create page will appear.
- Once a catered meal request is submitted the edit function is no longer available for that document.
- For changes to a submitted document, a request to disapprove the document needs to be submitted to MNL-LM(SS) through the ordering units chain of command.
- **NOTE:**
Voiding a document will require a total re-entering and submission of the request where disapproval re-opens the document for editing specific item ie. headcount.
- If you are consolidating with another unit, Complete a DA 5913 Request and e-mail it to the supporting unit.

User: Eric Clyne

[Submit](#) [Print](#) [Delete](#) [Save](#)

Status: Unsubmitted UIC: WQKBA1 Unit: 43AGB (CM)
Consumption Date: 2010-05-12 Wed Meal: Lunch Buffet Itemized
Location: Reserve Center Account: USAR IDT/BA Purpose: Training
Projected Headcount: 150 Projected Cost Per Meal: 9.00 Projected Meal Cost: 1,350.00

Standards Met: Price Standards Met
 Food Safety/Sanitation Standards Met
 Substitution Standards Met

Remarks: W90HBU-0123-3002
MUTA 6 12 - 15 May 2006

[Item Details](#) [Supplier Info.](#) [Cardholder Info.](#)

USAR Req	Item Name
Soup/Salad	Tosed Salad -- Fruit Salad -- Onion Soup
Beverage	Milk/2% Coffee/Tea -- Don



Check Status of Catered Meal Request

Search for your order

- To search for an order select the Catered Meal tab from the Main Menu

minutes.

AFMIS National Guard > Main Menu

User: nakia.dukes

[AFMIS Web User Support Site](#)

Meal Planning/Production	Supply Food
Recipes <ul style="list-style-type: none">Recipe MaintenanceItem ReplacementRecipe CostingRecipe Cost Exceeds LimitRecipes With Unavailable ItemsRecipe IndexExtended Recipe Report	Orders/Receipts <ul style="list-style-type: none">Grocery SupportOrder Worksheet MaintenanceOrder InquirySTORES ReceiptsSTORES Interface Data MaintenanceSTORES Web ExtractSTORES Web Extract Inquiry
Master/Field Menus <ul style="list-style-type: none">Field Menu MaintenanceField Menu ReportGlobal Menu Maintenance	Inventory Management <ul style="list-style-type: none">Physical InventoryAccountable Inventory ReportFLIPL/SOCVET CondemnationInventory AdjustmentStockage Level ReportTransaction Register ReportIAMA Report
Vendors & Items <ul style="list-style-type: none">Vendor/Contract MaintenanceMeal Supplier MaintenanceItem MaintenanceSTORES Catalog	
Meal Production <ul style="list-style-type: none">Catered MealsCatered Meal Summary ReportProduction SchedulesKitchen Requisitions & ReturnsOutside MenuMeal Cost Report	
Headcount/Cash Collection <ul style="list-style-type: none">Meal RatesAutomated Headcount (Scan & Go)Dining Facility / Unit Information MaintenanceDisbursing Station MaintenanceHeadcount/Cash CollectedCash Collection VoucherCash Audit ReportCash Turn-In Summary ReportHeadcount Daily SummarySubsistence Data Summary (2969) Report	



Check Status of Catered Meal Request

- Search for your order, add the information you want to filter and click on the SEARCH button on the right side.
- The meals will be displayed in the lower portion of the page.
- Click on the Pencil icon to edit the meal request or to close it out.

User: Unit Supply NCO down for the following reason: Security Patches & SCP 14-11 are being installed. For: 43rd Army Band (W90HBU)

Create Catered Meal Order

Unit: 43rd Army Band (W90HBU) (CM)

Location: <Select Location>

Month / Year: <Select Month> / <Select Year>

Search For Catered Meal Order

Unit: 43rd Army Band (W90HBU) (CM)

From Date:

To Date:

Meal: All

Location: All

Status: Unsubmitted

Total Record(s): 1

		UIC	Unit Name	Requisition Number	First Meal Date	First Meal	No. Mls	No. Mls Clsd	Location	Order Status
		WQKBAA	43rd Army Band (W90HBU) (CM)	20120318 WQKBAA CATMLS 00001	2012-03-18	BRK	5		Reserve Center	Submitted

The number of meals on the request are displayed here



Catered Meals Close Out Process

- Click on the meal detail icon.

Order Status: Approved Requisition Number: 20120318 WQRBA CATMLS 00001 Unit: 43rd Army Band (W90HBU) (CN)
 IIC: WQKBAA Account: USAR IDT/BA Purpose: Training
 Location: Reserve Center Standards Met: ALL Meal Style: Itemized
 Actual Order Cost: 0.00

[Meal](#) [Supplier Info.](#) [Order Remarks](#) [Requester Info.](#)

Meal Date	Meal	Meal Status	Current Meal Remarks
2012-03-18 Sun	Breakfast	Approved	
2012-03-19 Mon	Lunch	Approved	Unit is conducting a performance outside of the army. Catered meal is required at the performance site.
2012-03-20 Tue	Breakfast	Approved	
2012-03-20 Tue	Lunch	Approved	

- Enter the actual cost of the meal(s) from the vendor invoice

- Enter the Headcount of SIK Soldiers for your unit from the DA Form 1379

AFMIS National Guard > Catered Meals Order - Approved - Meal Details

User: nakia.dukes

[Back](#) [Print Meal](#) [Close Meal](#)

Meal Status: Approved Requisition Number: 20131101 WQJYAA CATMLS 00001 Unit: 719 TRANS CO
 IIC: WQJYAA Meal Date: 2013-11-01 Fri Meal: Dinner - Buffet
 Location: Reserve Center Account: USAR AT Purpose: Training
 Standards Met: ALL

[Cost/HC](#) [Cardholder Info.](#) [Meal Remarks](#)

Meal Cost	Meal Cost	Cost Per Meal	Cash Collected Computed	Cash Collected Actual
Approved:	393.60	9.60	N/A	N/A
Actual:	0.00	0.00	0.00	0.00

Headcount
 Projected HC: 41 Actual HC: 0

Actual headcount by category:

Category	Headcount
Army Reserve	0
Army National Guard	0
Active Army	0
Air Force	0
Navy	0
Marines	0



Catered Meals Close Out Process Continued

- Enter the **total** number of SIK Soldiers from all supported units in the other tab

Meal Status: Approved Requisition Number: 20120318 WQKBAA CATMLS 00001 Unit: 43rd Army Band (W90HBU) (CM)
UIC: WQKBAA Meal Date: 2012-03-18 Sun Meal: Breakfast - Itemized
Location: Reserve Center Account: USAR IDT/BA Purpose: Training
Standards Met: ALL

[Cost/HC](#) [Cardholder Info.](#) [Item Details](#) [Meal Remarks](#)

	Meal Cost	Cost Per Meal	Cash Collected Computed	Cash Collected Actual
Approved:	337.50	7.50	N/A	N/A
Actual:	375.00	7.50	0.00	0.00

Headcount
Projected HC: 45 Actual HC: 50

Actual headcount by category:

Category	Headcount
Navy Reserve	0
Marine Corps Reserve	0
Air National Guard	0
FAO	0
Other	5
Catered Meal Cash	0



Catered Meals Close Out Process Continued

- Enter the control number issued by the billing official.
- Click on the CLOSE MEAL button located at the top of the page. This will close only this meal. Once you close all of the meals on this request the entire order will be closed and you will receive a confirmation.

Location: Reserve Center Account: USAR IDT/BA Standards Met: ALL Purpose

Cost/HC Cardholder Info Item Details Meal Remarks

Name: Kevin McKinney
Phone: 402-309-1728
Email: kevin.mckinney4@us.army.mil
Authorization No.: 23402823420

< Back Print Meal **Close Meal**

Meal Status: Approved Requisition Number: 20120318 WQKBAA CATMLS 00001 Unit: 43rd Army Band (W90HBU) (CM)
UIC: WQKBAA Meal Date: 2012-03-18 Sun Meal: Breakfast - Itemized
Location: Reserve Center Account: USAR IDT/BA Purpose: Training
Standards Met: ALL

Cost/HC Cardholder Info Item Details Meal Remarks

Meal Cost	Meal Cost	Cost Per Meal	Cash Collected Computed	Cash Collected Actual
Approved:	337.50	7.50	N/A	N/A
Actual:	375.00	7.50	0.00	0.00

Headcount
Projected HC: 45 Actual HC: 50

Category	Headcount
Navy Reserve	0
Marine Corps Reserve	0
Air National Guard	0
FAO	0
Other	5
Catered Meal Cash	0

User: Unit Supply NCO Mar 22 1300 - 1600 Eastern Time: The AFMS Web system will be down for the following reason: Security Patches & SCP 14-11 are being installed. For: 43rd Army Band

All meals on the catered meal order have been successfully closed.

Close



Close Out Accounting Window

Catered Meals
ADMINISTRATIVE REPORTS AND INFO

- *Unit's that do not close out subsistence request within the accounting window may be required to consume operational rations for the next battle assembly.*
- *Battalion Commanders that have units that do not close out their subsistence request within the accounting window will be required to submit to MNL-LM (SS), a memorandum explaining why the unit failed to close out their subsistence request and measures to prevent future occurrences.*

Accounting Period	Closed out Date Accounts Locked
January	15 March
February	15 April
March	15 May
April	15 June
May	15 July
June	15 August
July	15 September
August	15 October
September	15 November
October	15 December
November	15 January
December	15 February



Required Documentation

Catered Meals
ADMINISTRATIVE REPORTS AND INFO

- *REQUIRED DOCUMENTATION*
 - *Training Schedule*
 - *DA 5913 – Request (w/rosters if consolidated)*
 - *Itemized invoice from vendor reflecting all meal items served during the meal period*
 - *Copy of the GPC Receipt (Except Contracted Meals)*
 - *DA 5914 Rations Control Sheets*



NYARNG AFMIS Catered Meal Request

Questions