CATERED MEAL REQUEST

AFMIS Training is located at:
https://secleeafmisweb.sdcl.lee.army.mil/AFMISWEB.
AFMIS Live is located at
https://secleeafmisweb.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 out line 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.

- 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

Entering Catered Meal Request

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

- 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**

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

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.

Entering Catered Meal Request

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

- 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.

- Select Supplier from dropdown box

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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- Select cardholder from dropdown box

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.

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.

- <u>NOTE:</u>
  <u>Voiding</u> a document will require a total re-entering and submission of the request where <u>disapproval</u> re-opens the document for editing specific item <u>ie. headcount</u>.

- If you are consolidating with another unit, Complete a DA 5913 Request and e-mail it to the supporting unit.

Check Status of Catered Meal Request

Search for your order

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

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.

The number of meals on the request are displayed here

Catered Meals Close Out Process

- Click on the meal detail icon.

- 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

Catered Meals Close Out Process Continued

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

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.

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

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*

Questions