



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND  
4710 KNOX STREET  
FORT BRAGG, NC 28310-5010

AFRC-LGS

9 July 2019

MEMORANDUM FOR Commander, Geographical and Functional Commands (GFCs),  
ATTN: G-4/S-4

SUBJECT: Army Food Management Information System (AFMIS) and Subsistence  
Total Order and Receipt Electronic System (STORES) Policy # 30-1

1. References:

- a. DA Pam 30-22, Operating Procedures for the Army Food Program 6 Feb 2007
- b. AR 30-22, Army Food Program, 24 Jul 2012
- c. Memorandum, SAAL-ZP, 22 Nov 2016, Subject: Government Purchase Card (GPC) for Subsistence Support
- d. Memorandum, AFRC-LGS, 12 Sep 2018, Subject: Army Reserve (AR) Food Program Cash Turn-In Policy
- e. Memorandum, AFRC-LGS, 12 Dec 2018, Subject: Subsistence Validation of Reserve Pay and Allowances (RPA)

2. Commanders of GFCs will designate, by an appointment memorandum a primary and alternate Command Food Program Manager (FPM) from the G4 staff if not identified by assigned structure. These individuals are the only personnel authorized AFMIS Operational Command access. The designated FPMs are responsible for the management of all aspects of the food program.

3. Identified personnel must enforce the utilization of AFMIS for all food service transactions. The AFMIS is the Army Reserve (AR) mandatory system to order, receipt, inventory, and invoice Class I support to include garrison rations, Meals Ready to Eat (MRE)s, and meal kits for all cooking and commercial meals consumed at a restaurant.

4. Unit Commanders must designate, by an appointment memorandum, a Full Time Unit Support (FTUS) individual who will be responsible for performing the day to day duties and responsibilities of the unit food service program. The FPM must maintain a copy of all Full Time Unit Support (FTUS) appointment memorandums

5. The only authorized document to request AFMIS access is the USAR Form 147 regardless of level of access. These forms are subject to inspection and must be maintained by the FPM and revalidated as necessary per the form directions.

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a. The FPM requesting operational level access must submit the USAR Form 147 and signed copies of USARC Food Program Policies (AFMIS/STORES, Battle Assembly (BA), Annual Training (AT), Subsistence Validation of Reserve Pay and Allowances funding (RPA), Holiday/Org Day and Cash Turn-In) to the USARC G-4 Food Service team. The USAR Form 147 for operational level access must be signed by the Commanding General or delegated authority.

b. The unit and intermediate (Brigade or equivalent) users requesting access below the operational level must submit USAR Form 147 to their Geographic or Functional Command (GFC) FPM.

6. The FPM is responsible for the accuracy of AFMIS and STORES inputs and users actions within their Command.

a. The FPM will load all unit data into AFMIS. The designator format must include unit name (unit number in four digits only), type of capability (Local Purchase (LP), Catered (CA) or Other (OT)), city and state. Example: 0075 CSSB, LP, Mobile, AL. Intermediate level units will be unit name ONLY. Example: 206 RSG.

b. The FPM will validate the customer and user maintenance modules in AFMIS IAW the USAR Form 147 and as needed throughout the year. The FPM will validate the unit DODDAC and address utilizing the Defense Automatic Addressing System (DAASINQ [https://www.transactionservices.dla.mil/daasing/captcha\\_form.asp](https://www.transactionservices.dla.mil/daasing/captcha_form.asp)).

7. The FPM must enforce the following processes to ensure full accountability of RPA for subsistence, regardless of the type of ration requested.

a. Requests for feeding support must be initiated by Commanders on a DA Form 5913, Strength and Feeder Report IAW 1b above. The DA Form 5913 must be forwarded to the AFMIS Operator prior to submitting an AFMIS meal request. Only the responsible unit commander is authorized to sign the initiating DA Form 5913 request and the end of training report. This duty cannot be delegated. The DA Form 5913 must be included in all meal request packets and provided prior to approval of all meals in AFMIS.

(1) The DA Form 5913 identifies the number of SIK Soldiers requiring meal support during all training events. AFMIS is used to assist the commander in projecting a realistic number of meals required.

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(2) If a non-SIK individual (Soldiers receiving BAS, Officers, or Civilians) is included in the initiating request, the commander is directly responsible for the additional meals requested and must ensure cash collection is accomplished. All diners except TPU Enlisted must pay for meals received. DFAS reimbursement actions are not authorized for BA training events. DFAS actions are mandatory for AT events.

b. Government Purchase Card (GPC) holders must have the AFMIS Purchase Request and Commitment (AFMIS screen AJK-U001-1/AJK-U002-2) showing "Approved" prior to completing any type of subsistence purchase. The GPC purchase must not exceed the approved price per meal for total headcount collected. Subsistence purchases completed without an AFMIS approval are considered an unauthorized commitment of government funds.

c. Units subsisting at DOD, National Guard and Coast Guard facilities will adhere to the following:

(1) Prior to eating at a DOD, National Guard or Coast Guard facility, units must have an approved AFMIS request. Purchase Request and Commitment (AFMIS screen AJK-U001-1/AJK-U002-2) in an "Approved" status.

(2) When there is not a charge to the USAR, units must load the dining facility as a vendor (example - Ft Bragg DFAC), complete a catered meal request, select "location" as dining facility, leave the cardholder tab blank and associate zero dollars to the request. This is the only situation when dining facility is to be selected as the "location." Units must validate Soldiers common access cards (CACs) with the G1/S1/Unit Administration to ensure the correct entitlement is assigned in the Meal Entitlement Maintenance (MEM) for the feeding mission.

(3) When there is a charge to the USAR, units must load this establishment as a catered meal and the "location" will be restaurant. Units must load the facility as a vendor (example – NGB Camp Shelby) and will be treated as a catered meal request (commercial meal consumed at a restaurant).

(4) Units must establish and conduct headcount to account for all meals provided and complete the AFMIS closeout process.

d. Meal Kits purchased with the GPC must be entered into AFMIS as a catered

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meal (load provider as a vendor). The price per meal must reflect the cost per meal on the receipt. Meal kits must be accounted for using a DA Form 5914 (Ration Control Sheet) and must include the expiration date of the meal kits. The Commander and FPM must ensure meal kits are incorporated into future feeding requirements prior to the expiration date.

e. Enhancements purchased with the GPC must be entered into AFMIS utilizing the OpRat Enhancements Support module in AFMIS.

f. When a grocery order is generated in AFMIS to support meals prepared on assigned field equipment, the "MTOE" option under "Equipment Type" must be selected during the headcount process when available.

g. The USAR is authorized to use the "Training" option only. The "Contingency" button must NOT be utilized at any time under the "Purpose" option.

h. The USAR Form 162, Method of Subsistence (MOS), is used to authorize and validate food vendors selected to support the USAR. All units will submit a MOS and a copy of each vendor's state inspection/food establishment certificate to the FPM annually or as needed for approval. Commanders are not authorized to arbitrarily change from an approved vendor without prior written approval from the FPM.

i. The FPM must validate all AFMIS requests and ensure they are closed within five days after the consumption of the meal. Non cooking capable units out of compliance will subsist on MREs for the next BA. The FPM will develop a different course of action (COA) for cooking capable units not in compliance. All cooking capable units will prepare meals to sustain readiness.

j. The FPM must submit a manual Subsistence Data Summary (DA Form 2969) to USARC to account for meals not closed out properly in AFMIS. Requests for additional fund will be IAW 1e.

k. Subsistence procured through a contract or Work Breakdown Structure (WBS) must be entered into AFMIS. The only subsistence purchase not entered into AFMIS are operational rations procured through an approved Subsistence Supply Management Office (SSMO). These transactions are billed directly to USARC.

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I. The FPM must conduct annual reviews of all AFMIS Accounts. Annual reviews will be conducted using the Automated Inspection Program (AIP). The FPM may delegate these responsibilities with in the S4 staff (intermediate command) as follows:

(1) Cooking capable unit reviews may be delegated but must be conducted by a qualified food service advisor (922A/92G) of the unit's next higher headquarters.

(2) Non cooking capable unit reviews may be delegated to a qualified food service advisor (922A/92G) or Civilian (LMS) or enlisted supervisor (SGM, MSG, or SFC).

8. The FPM must validate headcount procedures and ensure results are reported in AFMIS. The mandatory method of collecting headcount is the Automated Head Count (AHC) System. The alternate means of collecting headcount is the DA Form 3032, Signature Headcount Sheet. All cash collected will be turned in IAW 1d.

9. The MRE must be ordered through AFMIS/STORES unless coordinated with a local SSMO. The following procedures must be enforced when ordering MREs thru AFMIS/STORES. Commercial vendors are not an authorized source for operation rations.

a. The FPM must validate MRE balance on hand, inventory accuracy, and availability of MREs in the surrounding areas (AFMIS-DSS-Inventory By Local Code Report) prior to executing any order in STORES.

b. The FPM must import orders into STORES no earlier than 30 days but not less than 14 days of the required delivery date (RDD). Orders must be closed no later than (NLT) 5 days after RDD. The unit is responsible to provide the DD1348, Issue Receipt Document to the FPM immediately after receiving the MREs.

c. The FPM must include a primary and alternate point of contact (POC) and phone numbers into the exception data tab in STORES. The FPM will notify the POCs of the pending delivery.

d. The FPM will ensure that a "Project Code" (Proj. Code) is associated with each order prior to extraction of the MRE order in AFMIS. Project codes are defined as the following: orders for BA will be BA4 and orders for AT will be AT6.

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10. The FPM is authorized to utilize a local SSMO for all feeding events. The FPM will conduct coordination between the unit and SSMO. The request for support and SSMO POC will be forwarded to the USARC Food Service Office for approval. USARC Food Service Office will review and provide billing information to the SSMO POC.

11. POC is the USARC Food Advisor/Technician at (910) 570-9492/9508,  
usarmy.usarc.usarc-hq.mbx.g4foodservice@mail.mil.

FOR THE COMMANDER:

2 Encls

1. USAR Form 147
2. USAR Form MOS

*For*  *Deputy G-4*  
SCOTT L. LINTON  
COL, GS  
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