

Catered Meals

Objective

- Identify the accounting procedures for ordering Catered Meals
 - Duty Training (IDT)
 - Annual Training (AT) not performed at an Active Army Installation

Catered Meals

- Definition: A meal prepared in a commercial establishment for consumption there or delivered to a specific location for consumption or prepared at the consumption site using caterer's portable equipment and subsistence supplies.
- **AR 30-22, para 3-41**

Catered Meals

- Commercially prepared meals (to include prepared meals purchased with a government charge card) are authorized only when food service personnel or equipment are not authorized or available and support can not be obtained by another RC unit or Active Component

Catered Meals

- All request must be approved by the MACOM/G4
- Delivered contracted meals do NOT include meals for enlisted soldiers drawing BAS, Officer personnel, ADOS personnel, family members or guest
- Personnel in the above status will pay for their meal directly to the vendor at the time of consumption

Catered Meals

- DA PAM 30-22, page 96, paragraph 3-70
- The menu planner will develop and produce the menus by balancing the following factors: Nutrition standards, quality and quantity
- It must be a well balanced meal

Catered Meals Accounting System

Forms used to account for Catered Meals

- DA Form 5913 (Strength and Feeder Report)-Request
- DA Form 3953 (Purchase Request & Commitment)*
- Invoice (Sent by G4/USPFO after approved) Menu
- DA Form 3032 (Signature Headcount Sheets) per each meal and separate sheets per unit
- Receipt from vendor
- DA Form 5913 (Strength and Feeder Report)-Report

DA Form 5913 Strength and Feeder Report (Request)

DA Form 5913 has a dual use:

- Request to indicate the number of enlisted SIK soldiers anticipated to attend the training period, plus other DA Forms 5913 request for support from supporting units.
- Only the responsible unit commander is authorized to sign the initiating request
- This duty will not be delegated

AR 30-22, para 3-30

DA Form 5913 Request/Report

- Completion of form is shown in Figures F-1 and F-2, DA Pam 30-22
 - TO block - Enter DOL/USPFO
 - Personnel Present for Duty by Service Component block
 - Number of enlisted (SIK) personnel anticipated to attend drill each day plus DA Forms 5913 from supported units
 - Grand Total block - Total for each day

DA Form 5913 - Request

- Remarks block- Information that will assist the unit in accomplishing it's mission (Special Instructions)
- Signed by unit commander

DA Pam 30-22, Figure F-1

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION HHC, 734 th CHEM BN		2. TO DOL/USPFO		3. DATE (YYYYMMDD) 20100105			
4. REPORT DATES (YYYYMMDD)		20100306	20100307	<input checked="" type="checkbox"/> REQUEST <input type="checkbox"/> REPORT			
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT							
U.S. ARMY (<i>Active</i>)							
U.S. AIR FORCE (<i>Active</i>)							
U.S. NAVY (<i>Active</i>)							
U.S. MARINES (<i>Active</i>)							
ARNG	125	125					
USAR							
7. SUPPORTED UNITS							
8. MEALS SOLD FOR CASH							
9. GRAND TOTAL							
	125	125					
10. REMARKS							
IDT MUTA 4, 6-7 March 2010 0730-1700hrs <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <u>07 Mar</u> B L 125 Catered D </td> <td style="width: 50%; border: none; vertical-align: top;"> <u>08 Mar</u> B L 125 Catered D </td> </tr> </table>						<u>07 Mar</u> B L 125 Catered D	<u>08 Mar</u> B L 125 Catered D
<u>07 Mar</u> B L 125 Catered D	<u>08 Mar</u> B L 125 Catered D						
11a SIGNATURE Richard N. Anderson		11b RANK MAJ		11c. DATE (YYYYMMDD) 20100105			

Dates of Training meals required

Request must be dated and completed at least 60 days prior to training

Soldier authorized SIK are entered here

Type (AT, IDT, MOB), date and hours of training entered in remarks

Date meals required, type, and number

STRENGTH AND FEEDER REPORT

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION HHC, 734 th CHEM BN		2. TO DOL/USPFO		3. DATE (YYYYMMDD) 20100105	
4. REPORT DATES (YYYYMMDD) 20100306			20100307		<input checked="" type="checkbox"/> REQUEST <input type="checkbox"/> REPORT
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT					
U.S. ARMY (Active)					
U.S. AIR FORCE (Active)					
U.S. NAVY (Active)					
U.S. MARINES (Active)					
ARNG		125	125		
USAR					
7. SUPPORTED UNITS					
CO A, 734 th Chem		75	75		
CO B, 734 th Chem		60	60		
CO C, 734 th Chem		40	40		
8. MEALS SOLD FOR CASH					
9. GRAND TOTAL		300	300		
10. REMARKS IDT MUTA 4, 6-7 MARCH 2010, 0700-1630hrs Remote Site Feeding Site #1 (75) - B (75) - D Site #1 (75) - B (60) - D Site #2 (60) - B (40) - D Site #3 (40) - B B 200 Catered B 312 A-Ration L MRE L MRE D 300 Catered D 0 (MREs all lunch meals)					
11a SIGNATURE Richard N. Anderson			11b RANK MAJ		11c. DATE (YYYYMMDD) 20100105

Dates of Training meals required

Request must be dated and completed at least 60 days prior to training

Type (AT, IDT, MOB), date and hours of training entered in remarks

Soldier authorized SIK are entered here

Date meals required, type, and number

DA 3953 Purchase Request and Commitment

Document number (DODAAC-Julian Date – Serial Number)

UIC

PURCHASE REQUEST AND COMMITMENT <small>For use of this form, see AR 37-1; the proponent agency is GASA(FM)</small>		1. PURCHASE INSTRUMENT NO. WPNCAA	2. REQUISITION NO. W905XT-0005-3000	3. DATE 20100105	PAGE 1 OF 1 PAGES	
4. TO: USFPO-NE G4-LOG Subsistence Branch Lincoln, NE 68508		5. THRU: MSC		6. FROM: HHD 734 TRANS BN MTR TRANS Kearney NE 68911		
It is requested that the supplies and services enumerated below or on attached list be						
7. PURCHASED FOR: IDT MUTA 4 6-7 March 2010 0730-1700hrs				8. DELIVERED TO: HHD 734th Trans Bn		9. NOT LATER THAN (Date): 6 Mar 2010
12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY: <input checked="" type="checkbox"/> AR 30-22				13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY: <input type="checkbox"/>		10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION: SSG Mathewy
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM				11. TELEPHONE NUMBER: 402-309-7773		
14. ITEM				15. DESCRIPTION OF SUPPLY OR SERVICES		16. QUANTITY
						17. UNIT
						18. ESTIMATED UNIT PRICE
						TOTAL COST
1. Lunch, 1130hrs, Slabbery Steak 4.75oz, Mashed potatoes 1/2c, Mexican corn 1/2c, Vegetable salad 1/2c, assorted bread 1lbpc, Fresh fruit, 1pc, assorted dressing 1lbpc, Beverage 1c, Coffee 1c				125 ML		8.50
2. Lunch, 1130hrs, Roast Pork 5oz, Mashed Potatoes 1/2c, Glazed Carrots 1/2c, Cottage Cheese Salad 1/4c, Corn Bread 1pc, Tea 1c				125 ML		7.95
VENDOR: Hy-Vee Catering (402) 442-9993 2799 Cornhusker Hwy Lincoln, NE 68521 POC Rick				Total		2056.25
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN THE FOLLOWING PURPOSE				19. ACCOUNTING CLASSIFICATION AND AMOUNT		
27. TYPED NAME AND GRADE OF INITIATING OFFICER: JOHNSON, DARN U, CPT				28. SIGNATURE: John R. Workinghard SSG		29. DATE: 20100105
30. TELEPHONE NUMBER: (402) 309-7773				31. TYPED NAME AND GRADE OF SUPPLY OFFICER		32. SIGNATURE
34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE				35. SIGNATURE		36. DATE

Training Status, Dates and hours of training

Date of Form should match Julian date of document

Date, time, meal and Menu with serving size

Quantity Unit Cost (No Delivery Charge)

for

Authorized representative may sign for the commander. Must have a DD 577 on file

Seller's Invoice (Authorization Document) w/menu

G4-LOG
 1234 MILITARY ROAD
 LINCOLN NE 68508-1092
 (402) 309-7548
 FAX: (402) 309-7547
 ATTN: CW4 TERESA DOMEIER

SELLER'S INVOICE

INVOICE NO: W905XT 0005-3000
 DATE: 5 January 2010

Unit:	Vendor:
HHD 734 th Trans (WPNCAA) 1244 Military Rd Kearney NE 68911	Hy-Vee Catering 2799 Cornhusker Hwy Kearney NE 68911 (402) 442-9993 Rick

MOP	IDT PERIOD	AT PERIOD
VISA	6-7 March 2010	

FEDERAL TAX ID NUMBER: 47-6014367

ITEM#	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT
1	Lunch, 6 Mar, 1130hrs, Stainbery Steak 4.75/cx, Mashed potatoes 1/2c, Mexican corn 1/2c, Vegetable salad 1/2c, assorted bread 1/c, Fresh fruit, 1pc, assorted dressing 1/8pc, Beverage 1c, Coffee 1c	125	ME	8.50	1,062.50
2	Lunch, 7 Mar, 1130hrs, Roast Pork 5/cx, Mashed Potatoes 1/2c, Glazed Carrots 1/2c, Cottage Cheese Salad 1/c, Corn Bread 1pc, Tea 1c	125 127	ME	7.95	993.75 961.95

RECEIVING REPORT	I certify that the above bill is correct and just and that payment has not been received.	TOTAL: \$2056.25 2,024.45
Above items received in good order except as noted in remarks below	SELLER'S NAME: Hy-Vee Catering BY(Signature) <i>Rick Younger</i>	NOTES:
Received by (signature) <i>John R. Worthingard SSG</i>	Approved by Subsistence Clerk:	PAGE 1 OF 1 PAGES
Remarks:		

If you have any questions concerning this invoice, call: CW4 Teresa A. Domeier @ (402) 309-7548.
 USFPO-NE Form No. 6

Signed by Vendor
 and unit
 representative

Corrections need to be made for headcount adjustments.

Totals need to be updated

Total must match Sales Receipt

Hy-Vee Catering Store # 8 Kearney NE (402)442-9993	
7March2010 1310hrs Catered meal Charge	
6 Mar : 125 Meals @ 8.50	1,062.50
7 Mar : 125 Meals @ 7.95	961.95
Sub total	2,024.45
Sales Tax:	0.00
Tax Exempt	
Total Charge	\$2024.45
<i>John R. Worthingard</i> Signature	

Signature Headcount Sheets (DA Form 3032)

- Reference
- DA Pam 30-22, page 32-39, a headcount sheet is required for each meal and each supporting unit when consolidating
- NO “ONE Line” entries are authorized

Signature Headcount Sheets (DA Form 3032)

Meal

Service
Component

SIGNATURE HEADCOUNT SHEET						
1. ORGANIZATION HHH 734th Trans Bn					2. DATE (YYYYMMDD) 20100306	
3. MEAL <input type="checkbox"/> Breakfast <input type="checkbox"/> Brunch <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> Dinner <input type="checkbox"/> Holiday			4. SERVICE COMP ARNG		5. DINER CATEGORY <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Common Service (Specify) <input type="checkbox"/> DFAS Action <input type="checkbox"/> Reimbursement (Central Billing) <input type="checkbox"/> Other	
No.	6. SIGNATURE		7. MEAL CARD NUMBER	No.	6. SIGNATURE	
1.	<i>Jane Doe</i>		1234	23.		
2.	<i>Thomas F. Sinalot</i>		5678	24.		
3.	<i>Mary D. Beech</i>		9012	25.		
4.				26.		
5.				27.		
6.				28.		
7.				29.		
8.				30.		
9.				31.		
10.				32.		
11.				33.		
12.				34.		
13.				35.		
14.				36.		
15.				37.		
16.				38.		
17.				39.		
18.				40.		
19.				41.		
20.				42.		
21.				43.		
22.				44.		

DA FORM 3032, JUL 2002

DA FORM 3032, AUG 1986, MAY BE USED.

Page 1 of 2
AFD PE v1.00

The signature headcount sheet DA 3032 **MUST** be a front and back document, it can not be on two separate pages.

Consolidate Feeding units must have DA 3032s for separate units with a unit roster.

Signature Headcount Sheets (DA Form 3032)

No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
45.			65.		
46.			66.		
47.			67.		
48.			68.		
49.			69.		
50.			70.		
51.			71.		
52.			72.		
53.			73.		
54.			74.		
55.			75.		
56.			76.		
57.			77.		
58.			78.		
59.			79.		
60.			80.		
61.			81.		
62.			82.		
63.			83.		
64.			84.		
8. REMARKS: Three meals discarded					
USA - Active Army USAR - U.S. Army Reserve ARNG - Army National Guard ROTC - Reserve Officer Training Corps USN - U.S. Navy, Active USNR - U.S. Navy, Reserve USMC - U.S. Marine Corps, Active USMCR - U.S. Marine Corps, Reserve		USAF - U.S. Air Force, Active ANG - Air National Guard USAFR - U.S. Air Force, Reserve MAP - Military Assistance Program LS - Labor Service Personnel KATUSA - Korean Augmentation to U.S. Army F - Foreign Military Personnel		9a. HEADCOUNT SIGNATURE AND RANK <i>Willie Wnalka SSG</i>	
				9b. FOS SIGNATURE AND RANK <i>Burn N Cooke SFC</i>	

Line out the remaining rows to close out the form

Head counter signs

FSO signature. If the unit does not have an FSO then the Supply NCO or the unit Full individual will sign.

DA Form 5913 Strength and Feeder Report (Report)

- Report or consumption report to indicate number of SIK personnel present for duty as shown on the DA Form 1379 and supported documentation (DA Form 3032) “SIK only”
- Form filled out by Supply Sergeant or full time unit personnel but signed by commander
 - DA Pam 30-22, Appendix F

DA Form 5913

Completion Instructions

- The completed form is used to request subsistence
- Submit to DOL/USPFO on the approved schedule
- The number of rations requested may not match the strength figure shown on the request report.
- Use anticipated present for duty strength figures

DA Form 5913 - Report

- For completion of form see DA Pam 30-22, Figures F-7 and F-8
 - TO block - DOL/USPFO
 - Personnel Present for Duty by Service Component block
 - Number of enlisted (SIK) soldiers present for duty
 - Grand Total - Total of SIK personnel

DA Form 5913 - Report

- Remarks block - Information that will explain the difference between number of meals received and number of personnel supported
- Only the responsible commander is authorized to sign the end of training report
- This duty will not be delegated
AR 30-22, para 3-30a(8)

STRENGTH AND FEEDER REPORT For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				
1. UNIT/ORGANIZATION HHC, 734 th CHEM BN		2. TO DOL/USPFO		3. DATE (YYYYMMDD) 20100307
4. REPORT DATES (YYYYMMDD)		20100306	20100307	5. <input type="checkbox"/> REQUEST <input checked="" type="checkbox"/> REPORT
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (<i>Active</i>)				
U.S. AIR FORCE (<i>Active</i>)				
U.S. NAVY (<i>Active</i>)				
U.S. MARINES (<i>Active</i>)				
ARNG	125	123		
USAR				
7. SUPPORTED UNITS				
8. MEALS SOLD FOR CASH				
9. GRAND TOTAL				
	125	123		
10. REMARKS				
* 7Mar, 2 Meals discarded				
The number of meals ordered less the number of meals served should equal the number of meals discarded or served as seconds.				
11a SIGNATURE Richard N. Anderson		11b RANK MAJ		11c. DATE (YYYYMMDD) 20100307

Dates of Training meals required

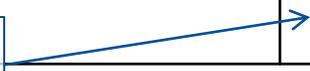
Number of Soldiers authorized SIK that were present for duty on the DA 1379 (Enlisted coded P)

STRENGTH AND FEEDER REPORT

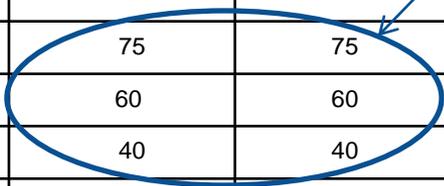
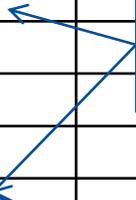
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

1. UNIT/ORGANIZATION HHC, 734 th CHEM BN		2. TO DOL/USPFO		3. DATE (YYYYMMDD) 20100307	
4. REPORT DATES (YYYYMMDD)		20100306	20100307	5. <input type="checkbox"/> REQUEST <input checked="" type="checkbox"/> REPORT	
6. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT					
U.S. ARMY (<i>Active</i>)					
U.S. AIR FORCE (<i>Active</i>)					
U.S. NAVY (<i>Active</i>)					
U.S. MARINES (<i>Active</i>)					
ARNG		125	125		
USAR					
7. SUPPORTED UNITS					
CO A, 734th Chem		75	75		
CO B, 734th Chem		60	60		
CO C, 734th Chem		40	40		
8. MEALS SOLD FOR CASH					
9. GRAND TOTAL		300	300		
10. REMARKS					
* 07 Mar, If meals are discarded * 08 Mar,					
11a SIGNATURE Richard N. Anderson		11b RANK MAJ		11c. DATE (YYYYMMDD) 20100307	

Dates of Training meals required



Number of Soldiers authorized SIK that were present for duty on the DA 1379 (Enlisted coded P)



The number of meals ordered less the number of meals served should equal the number of meals discarded or served as seconds.



General Provisions of Accounting for Catered Meals

- All forms requiring a signature of an officer will be signed by the Commander
- Other blocks will be signed by the designated individual (1SG, Supply SGT or Fulltime staff)
- AT records will be maintained separate from IDT records

Operational Ration

- If operation rations are required during the training weekend for any of the meals, they must be accounted for on a DA Form 5914
- Authorized Operational ration: MRE (DA PAM 30-22, paragraph 3-54)
- Box lunches are not authorized during travel or field exercises due to improper refrigeration

Summary

- DA Form 5913 Strength and Feeder Report as a request
- DA Form 3953 (Purchase Request & Commitment)*
- DA Form 3032 (Signature Headcount Sheet)
- Sellers Invoice with receipt from vendor
- DA Form 5913 Strength and Feeder Report as a consumption report

Checklist

CATERED MEALS Closeout Check List		Date: 24 January 2010
TO: USP&FO FOR NE ATTN: G4-LOG 1111 Military Road Lincoln NE 68508	FROM:	
<p>Training Period Covered: _____</p> <p>Paperwork required to be submitted to the USPFO-NE Subsistence Clerk within 5 working days following the performance of the IDT period.</p> <p><u>SUBMIT ALL OF THE FOLLOWING DOCUMENTS</u></p> <p><input type="checkbox"/> DA FORM 5913 "Consumption Report" signed by the Commander/First Sergeant or authorized representative. A-ration consumption will be calculated separately from catered meal consumption report. HEAD COUNT INFORMATION is from the units DA 1379. The REMARKS section will address the number differences between the DA 1379 and the number Soldiers actually fed..</p> <p><input type="checkbox"/> Seller's invoice signed by vendor and unit representative.</p> <p><input type="checkbox"/> A photocopy of original register receipt (VISA if applicable). Original receipt must be filed with your IMPAC card statement.</p>		
NAME/GRADE/PHONE	SIGNATURE	DATE 24 January 2010

<p>CATERED MEALS</p> <p>MONTH: _____</p> <p>THE FOLLOWING FORMS <u>WILL BE FILED AT THE UNIT</u> IN THE ORDER AS FOLLOWS:</p> <p><input type="checkbox"/> DA Form 5913 (Request)</p> <p>Consolidated Feeding?</p> <p style="padding-left: 40px;"><input type="checkbox"/> Yes (Alfa Roster will be submitted by requesting units with DA Form 5913 Request.)</p> <p style="padding-left: 40px;"><input type="checkbox"/> No</p> <p><input type="checkbox"/> DA Form 3953 (Purchase Order)</p> <p><input type="checkbox"/> TAG Form 6, Sellers Invoice, w/copies of receipts.</p> <p><input type="checkbox"/> DA 3032 Signature Headcount Sheet for each unit and meal served. (If consolidating with multiple units, must have separate sheets)</p> <p><input type="checkbox"/> DA Form 5913 (Strength Report from DA 1379)</p> <p>Food Operation Sergeant (if assigned to the unit) or Supply Sergeant/Readiness NCO is responsible for organizing the above forms in the order as directed.</p>
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Questions?