



DEPARTMENT OF THE ARMY
NEW YORK ARMY NATIONAL GUARD
53D TROOP COMMAND
CAMP SMITH, BUILDING 500
CORTLANDT MANOR, NY 10567

FTDLLD- CDR

12 October 2012

MEMORANDUM FOR RECORD

SUBJECT: AFMIS Duty Appointment

1. Effective this date you are appointed as AFMIS NCO
SMITH, JOE, SSG (Primary)
WILSON, JANE, SGT (Alternate)
2. Unit Identification Code (UIC): WPYJ77
3. Unit Supply DODAAC W91D77
4. Authority: AR 30-22, DA PAM 33-22.
5. Purpose:
 - a. To process and manage subsistence request under the Army Food Management Information System (AFMIS) in support of the unit's mission.
 - b. To account for subsistence issued and consumed through Headcount (HC) and Cash Collection transactions and report the information into AFMIS.
 - c. Maintain shelf stock inventories in AFMIS, for A Ration units, and insure inventories are consumed in accordance with regulatory guidance.
 - d. To perform the duties and responsibilities as the Commander's designated representative for the AFMIS Unit Level program as outlined in applicable directives. To include roles and permissions as the commander and unit supply sergeant.
6. Period: Indefinite.
7. Special Instructions: None

[Redacted Signature Line]

JOHN DOE
1LT, FA, NYARNG
Commanding