



COMDTINST 4061.6A  
31 AUG 2010

COMMANDANT INSTRUCTION 4061.6A

Subj: DINING FACILITY AUTOMATION MANAGEMENT (DFAM) SYSTEM POLICY

Ref: (a) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)  
(b) Dining Facility Automation Management User Guide  
(c) Information and Life Cycle Management Manual, COMDTINST M5212.2 (series)

1. **PURPOSE.** This Instruction serves as a revision to the Food Service Program policy in reference (a). It provides policy, guidance, direction and responsibilities for Coast Guard Dining Facilities (CGDF) subsequent to the receipt of the DFAM software application.
2. **ACTION.** All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** Dining Facility Automation Management (DFAM) System Policy, COMDTINST 4061.6, is cancelled.
4. **BACKGROUND.** The Dining Facility Automation Management (DFAM) system was developed in response to requirements of the National Defense Authorization Act of 1998, Basic Allowance Subsistence Reform and the Coast Guard requirement to create a uniform system of financial record keeping. The DFAM system was developed in order to conform to the Federal Financial Management Improvement Act of 1996 (FFMIA) requirements to provide transparency, real time viewing and individual line item accountability. It provides the Coast Guard with a standardized and automated management system for use by Food Service Specialists; Food Service Assistance and Training Team (FSAT); Finance Center (FINCEN); commands and other key partners to efficiently and accurately manage dining facility administration. Additionally, the system improves accounting accuracies; facilitates accurate reporting; eliminates redundant manual paperwork processes; streamlines subsistence ordering processes through electronic ordering and inventory control; and adds additional capabilities needed to improve business function. It also allows nutritional analysis of meals and other tools that support the health and well being of CG personnel.

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5. DFAM FINANCIAL MANAGEMENT PROCEDURES AND POLICY. At units deploying the DFAM system, the portions of Chapter 8 of reference (a) related to report maintenance are superseded as noted below. Upon full fleet deployment of the DFAM system, reference (a) will be changed to reflect the provisions of this instruction. The following changes in form numbers and policy contained in reference (a) should be noted:
- a. Issues/Sales slip, CG-2581 is hereby obsolete. Units shall use form Transfer/Storeroom Issue Detail by Transaction, INV21sstu, generated in the DFAM system. All additional information or remarks needed on this form shall be added line item by line item using the Adobe commenting tool. No signature block is provided on this form. If a signature is required, such as in the case of a sale of stores or transfer of stores, the space at the bottom of the form shall be used.
  - b. The Ration Memorandum, CG-3123 shall be generated in the DFAM system. Only the Summary Ration Memorandum, CG-3123 shall be signed by the Executive Officer / Executive Petty Officer (XO/XPO). By signing the Summary Ration Memorandum, CG-3123, the XO/XPO is certifying that the daily ration counts have been reviewed, and that the XO/XPO concurs with the summary. This form may be signed either by hand or electronically. All additional information or remarks needed on this form shall be added line item by line item using the Adobe commenting tool.
  - c. Daily Ration Cost Record, CG-3471 is hereby obsolete.
  - d. Provision Inventory Control Record, CG-3469 is hereby obsolete.
  - e. Dining Facility Operating Statement, CG-2576 shall be generated in the DFAM system. This form may be signed either by hand or electronically. All additional information or remarks needed on this form shall be added line item by line item using the Adobe commenting tool.
  - f. The required monthly physical inventory for perpetual inventory units shall be entered in the physical inventory module of the DFAM system. No other method of recording monthly physical inventory for perpetual units is authorized. Instructions for this procedure can be found in reference (b).
  - g. For Purchase Versus Allowance (PVA) units, the required monthly inventory is recorded in the DFAM system in accordance with the PVA specific instructions found in reference (b). No other method of recording physical inventory for PVA units is authorized.
  - h. Provision Inventory Report, CG-4261 and the Adjustment Form, CG-3114 are hereby obsolete. Units shall now use form Inventory Variance Report, INV42, generated within the DFAM system. This report shall be run monthly after the physical inventory has been entered. This form shall be signed either by hand or electronically by the Food Service Officer (FSO) and Commanding Officer (CO) or Officer in Charge (OinC), and shall be filed in the monthly folder directly behind the Dining Facility Operating Statement, CG-2576. All additional information or remarks needed on this form shall be added line item by line item using the Adobe commenting tool. No signature block is provided on this form. The signatures of the FSO and CO/OinC shall be placed at the bottom of the last page of the form. In addition, one or more of the following statements shall be attached to the form as applicable:

- (1) "I (we) hereby certify the foregoing to be a true statement taken under my (our) personal supervision".
  - (2) "I hereby certify the foregoing to be a true statement of inventory taken from the general mess stock records. As per the Coast Guard Food Service Manual, COMDTINST M4061.5 (series), I have included a memo from the CO/OinC authorizing this action due to extraordinary conditions."
  - (3) "I (we) witnessed the foregoing inventory and hereby certify it to be true and correct."
- i. The Purchase Log shall be replaced by Block G on the Dining Facility Operating Statement, CG-2576, generated in the DFAM system.
  - j. All records shall be maintained as per Chapter 8 of reference (a) and reference (c), with the following exceptions:
    - (1) The only reports from the DFAM system that shall be printed and filed shall be the signed Dining Facility Operating Statement, CG-2576, the Summary Ration Memorandum, CG-3123 for the reporting period the Inventory Variance Report, INV42.rpt, and for sale of subsistence items and transfer of stores, the INV21sstu with signatures. The daily records of issues to the galley need not be printed and filed. In the case of an annual audit or FSO relief, the Physical Inventory Count Sheet, Phys09.rpt shall also be signed and filed as described below.
    - (2) Due to the vast improvement of accuracy with the implementation of the DFAM system, the inventory control test previously required with all former methods of paperwork management is no longer required for the CGDF's annual audit. The Command designated auditor shall now insure that the monthly physical inventories at perpetual inventory units have been recorded in the DFAM system properly. This shall be done by generating the Post Physical Report, (Single Day) Reported, INVlastposted.rpt. in accordance with reference (b). This report shall be filed in the monthly folder, at the bottom of the right hand side. This report shall be signed by the Command designated auditor, either by hand or electronically. Any variances in date must be explained in the annual audit memo mandated in reference (a).
    - (3) PVA units shall demonstrate to the Command designated auditor the method used to record physical inventory in accordance with reference (b). All other requirements for the annual audit in reference (a) remain intact.
    - (4) When conducting an annual audit, the submission of the Provision Inventory Report, CG-4261 shall be replaced with the submission of the form Inventory Variance Report, INV42, generated within DFAM. This shall be signed by the CO/OinC, FSO and the Command designated auditor. In addition, the Physical Inventory Count Sheet, Phys09.rpt, shall only be produced from the DFAM Physical Inventory Module. The Command designated auditor shall then record the physical inventory on the Physical Inventory Count Sheet, Phys09.rpt by hand, and the count sheet shall be signed by the auditor and placed in the monthly folder directly behind the Inventory Variance Report, INV42. The unit FSO shall be responsible for transposing the count sheet numbers into the DFAM system.

- (5) When conducting an FSO relief, the submission of the Provision Inventory Report, CG-4261 shall be replaced with the submission of the form Inventory Variance Report, INV42, generated within DFAM. This shall be signed by the CO/OinC and both the incoming and out going FSO. In addition, the Physical Inventory Count Sheet, Phys09.rpt shall only be produced from the DFAM Physical Inventory Module. The incoming FSO shall then record the physical inventory on the Physical Inventory Count Sheet, Phys09.rpt by hand, and the count sheet shall be signed by both the out going and incoming FSO and placed in the monthly folder directly behind the Inventory Variance Report, INV42. The outgoing FSO shall be responsible for transposing the count sheet numbers into the DFAM system.
  - (6) The Product Sales Grouped By Type report, SLS01.rpt, shall be submitted to FINCEN as an addition to the monthly report. This report does not need to be maintained in the monthly folder. Directions on how to generate this report can be found in reference (b).
  - (7) All other reports generated in the DFAM system shall be maintained solely within the DFAM system.
- k. All monthly reports shall be submitted to finance center (FINCEN) using DFAM system generated reports. No other reports are acceptable. Reports may be submitted via current practice or signed electronically and sent via email. Reports signed electronically shall use the DOD encryption on the Common Access Card (CAC). The use of electronic signatures is highly encouraged.
  - l. Any corrections sent back to the unit from FINCEN shall be corrected in the DFAM system no later than three business days after notification. FINCEN shall be notified via email at [FIN-SMB-CGDF@uscg.mil](mailto:FIN-SMB-CGDF@uscg.mil) from the FSO as soon as the correction has occurred. If there is a loss of SWIII connectivity, the unit shall notify FINCEN of the change as soon as connectivity is restored. If there is a dispute with a FINCEN change, the unit shall refrain from making a change until the dispute is resolved.
  - m. Changes in the Dining Facility Operating Statement, CG-2576 are detailed in reference (b).
  - n. Changes in the Ration Memorandum, CG-3123 are detailed in reference (b).
  - o. All new users shall read and fill out the DFAM User Access Form. This form shall be signed electronically, and shall be submitted via the submit button on the form. No other method of submission shall be accepted. These forms shall be kept on file locally by the Food Service Officer (FSO).
  - p. All users transferring or otherwise being removed from the DFAM system shall fill out the user revocation section of the DFAM User Access Form. This form shall be signed electronically, and shall be submitted via the submit button on the form. No other method of submission shall be accepted.
  - q. All units being setup in the DFAM system shall fill out the Unit Setup Form. This form shall be filled out electronically, and shall be submitted via the submit button on the form. No other method of submission shall be accepted.
  - r. All perpetual inventory units shall certify that initial setup definitions are correct. Commandant (CG-1111) shall provide the unit with the format for this memorandum. The

memorandum shall be addressed to the food service program manager, and shall be routed through the unit command. If at a later date the inventory definitions are found to be incorrect, Commandant (CG-1111) shall determine the course of action to correct the errors. After corrections are made, the unit will need to submit a new memorandum to Commandant (CG-1111) through the unit chain of command verifying that all of the unit definitions are correct.

- s. All recipes used at the unit shall either come from the pre-loaded recipes within the system, or be loaded into the system by the unit.
  - t. All new forms referenced, as well as operation of the DFAM system, are explained in reference (b).
  - u. All other forms and CGDF management procedures shall be conducted as per reference (a).
  - v. Reference (b) is a living document, produced and maintained by the DFAM team at Operational Systems Center (OSC) Martinsburg. New functionality and procedures shall be documented in reference (b). This reference, as well as the DFAM User Form and DFAM Unit Setup Form, are available at CG Portal. Condensed documentation of changes shall be distributed to all users upon every update via release notes from OSC. All users shall review any and all release notes for every release. A direct link to all of this documentation can be found here: [https://cgportal.uscg.mil/lotus/myquickr/dining-facility-automation-management-\(dfam\)-public/library/](https://cgportal.uscg.mil/lotus/myquickr/dining-facility-automation-management-(dfam)-public/library/). You must cut and paste this link.
6. PROCEDURES. No paper distribution will be made of this Instruction. Official distribution will be via the Coast Guard Directives System CD-ROM. An electronic version will be located on the websites located at CGWEB, <http://cgweb2.comdt.uscg.mil/CGDirectives/Welcome.htm>, WWW website, <http://www.uscg.mil/directives>.
  7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this notice and have been determined not to be applicable.
  8. FORMS /REPORTS. The reports called for in this Instruction are available in USCG Electronic Forms, on the Standard Workstation, or on the Internet: <http://www.uscg.mil/forms>, CG Portal at <https://cgportal.uscg.mil> and the Intranet at <http://cgweb.comdt.uscg.mil/CGForms>. DFAM system specific forms will be generated solely within the DFAM system.

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