

U.S. Department of
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Coast Guard



Instructor Guide

DFAM•IDFSO Course



OCTOBER 2011

About This Document

Release History Below is the history of this document:

| Description | Release | Date |
|---|---------|--------------|
| This <i>Instructor Guide</i> is designed for instructors to follow the same guidance when teaching all the DFAM tasks required for IDFSOs. | Initial | October 2011 |

Related Documents

The ***DFAM•IDFSO Course*** consists of the following additional components in this release:

| Name | Description |
|------------------------|--|
| Job Aids | This is designed for both students and instructors to learn and /or teach the performance of the required tasks in this course. |
| Practices | These are the loose pages for easy print and distribution in class. All of them are accessible in the course folder and in each lesson with a hyperlink if using electronic version of the Instructor Guide. |
| Performance Tests | This is designed for the students to follow the same instructions for the performance tests. The students have three opportunities to pass the performance tests if needed. |
| Checklists and Answers | This is designed for the instructors to evaluate the students' performances using the same criteria for all the practices and performance tests. |

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Overview

Introduction

Overview

This Instructor Guide is designed for you, the instructor(s), to follow the same guidance when teaching all the Dining Facility Automation Management (DFAM) tasks required for Independent Dining Food Service Officers (IDFSOs) in accordance with (IAW) Coast Guard Food Service Manual, COMDTINST M4061.5A.

DFAM is a relatively new system deployed in the USCG since 2009 for various users. This course will only introduce the tasks relevant to the DFAM system required for the IDFSOs' daily work.

Course Contents

This course consists of the following lessons:

- Lesson 1. Reports
 - Lesson 2. Basic Daily Food Allowances
 - Lesson 3. Account Payable Invoices
 - Lesson 4: Purchase Orders
 - Lesson 5. Inventory
-

Course Objective

Upon completion of this course, the students will be able to perform all the tasks relevant to the DFAM system required for IDFSOs IAW Coast Guard Food Service Manual, COMDTINST M4061.5A successfully.

Target Learners

This course can be delivered in the following ways:

- As an additional unit for those who are taking the IDFSO course at Food Service "C" School.
 - As an independent course for the IDFSOs in service who have little or no knowledge about DFAM, but in need of the skills to meet the requirements for DFAM and succeed in their daily work.
-

Practices

You are expected to give students enough time to practice the tasks in each lesson right after your lecture and demonstration. Two or more instructors or assistants are expected to answer any questions that the students may have during their practices.

Each practice is accessible right after each task in the lesson by clicking the hyperlink or locating the directory on your computer specified in the Practice folder. You can also print the practices ahead of time and distribute them in class.

Introduction, continued

Performance Test

You will evaluate students on their performances of all the tasks based on the sequence in the real-world scenarios at the end of the course. The performance test will be administered at the end of course. Like practices, each student will have three opportunities to succeed in the performance test. How the performance test is prepared, administered, and evaluated is detailed in Course Review at the end of the course.

It is worth noting that the tasks in the performance test are based on the sequence of the real world scenarios. You need to let the students be aware of that when you conduct the end of course review before the performance test.

References

The following are references for this course:

- Dining Facility Automation Management (DFAM) System Policy, COMDTINST 4061.6A, 31 AUG 2010
- DFAM User Guide, Version 5.0, July 20, 2010
- DFAM Frequently Asked Questions, Version, 1.0, September 29, 1010
- Coast Guard Food Service Manual, COMDTINST M4061.5A, March 2009

Materials

You need the following for this course:

- Job Aids
- Handouts
- Practices
- Performance Tests
- Checklists and Answers

Class Size & Location

Twenty students are the maximum size for this class. This course is delivered in the satellite Information Resource Center (IRC) located at TRACEN Petaluma, California.

Course Length

This course requires five training days. The approximate time is listed at the beginning of each lesson.

PVA Privilege for DFAM Access

DFAM Overview DFAM stands for Dining Facility Automation Management. It provides the Coast Guard with a standardized and automated manage 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.

What is covered in this course As mentioned above, DFAM is a standardized and automated management for various users, including IDFSOs. In this course, you only teach the identified DFAM tasks required for IDFSOs IAW Coast Guard Food Service Manual, COMDTINST M4061.5A. Other features and functions are not addressed in this course.

PVA Privilege The IDFSOs need PVA privilege to perform the tasks for their daily work. When the system is refreshed or updated, your PVA access might be changed accidentally sometimes. If you navigate the system and see Action drop-down menu is disabled as the illustration below, then you must submit a Help Desk ticket.

The screenshot shows a dialog box titled "Options" with a tab labeled "Options". It contains several sections:

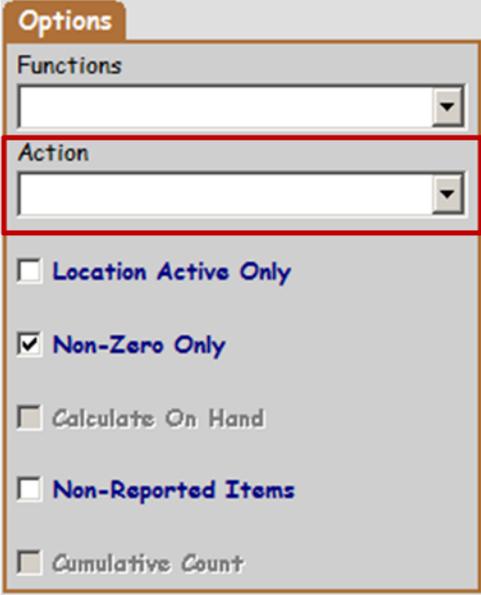
- Functions:** A dropdown menu currently showing "Enter Counts".
- Action:** A dropdown menu that is currently empty and highlighted with a red rectangular border, indicating it is disabled.
- Checkboxes:**
 - Location Active Only
 - Non-Zero Only
 - Calculate On Hand
 - Non-Reported Items
 - Cumulative Count

You are recommended to double-check the **Action** block before the class starts.

PVA Privilege for DFAM Access, continued

Verify PVA Privilege

Follow the instruction below to ensure that your account has PVA privilege:

| Step | Action | | | | | | |
|------|---|----|------|-----|---------------------|----|--|
| 1 | Log into EATEC. | | | | | | |
| 2 | Click  Physical Inventory . | | | | | | |
| 3 | Ensure the Action block is active as shown below: <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="669 1262 774 1310">IF</th> <th data-bbox="774 1262 1395 1310">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="669 1310 774 1379">Yes</td> <td data-bbox="774 1310 1395 1379">Log out the system.</td> </tr> <tr> <td data-bbox="669 1379 774 1558">No</td> <td data-bbox="774 1379 1395 1558"> Submit a Help Desk Ticket by clicking  on your desktop. </td> </tr> </tbody> </table> | IF | THEN | Yes | Log out the system. | No | Submit a Help Desk Ticket by clicking  on your desktop. |
| IF | THEN | | | | | | |
| Yes | Log out the system. | | | | | | |
| No | Submit a Help Desk Ticket by clicking  on your desktop. | | | | | | |

Lesson 1. Reports

Introduction

Overview

In this lesson, you will teach how to perform the following tasks:

- Print Ration Memorandum
- Print Operating Statement
- Print Sales Reports
- Print Inventory Activity
- Print Account Payable

Objective

Given the DFAM system and the job aids for printing the reports listed below, access the reports in DFAM and print a PDF copy of each report without error IAW Coast Guard Food Service Manual, COMDTINST M4061.5A.

- Operating Statement
- Ration Memorandum
- Sales Report
- Inventory Activity
- Account Payable

References

The following are references for this lesson when the detail information is desired:

- Dining Facility Automation Management (DFAM) System Policy, COMDTINST 4061.6A, 31 AUG 2010
 - DFAM User Guide, Version 5.0, July 20, 2010
 - DFAM Frequently Asked Questions, Version, 1.0, September 29, 1010
 - Coast Guard Food Service Manual, COMDTINST M4061.5A, March 2009
-

Introduction, continued

Staffing

You will need two additional instructors or assistants during your instruction as suggested below:

| When | For What |
|---------------|--|
| Demonstration | <ol style="list-style-type: none"> 1. Ensure the demo computer and the projector work well 2. Test the DFAM system is ready for use. |
| Practice | Answer questions as needed and provide feedback to students. |

Preparation Checklist

Ensure the following are in ready condition for your instruction:

- Classroom:
 -  icon is on the desktop of all the workstations needed for training.
 - The instructor workstation and the projector function well.
 - DFAM System
 - Username and Password are valid.
 - All the training accounts have the PVA privilege.
 - Handout: Print a copy of all the reports for each student:
 - a) Locate the IDFSO folder on your computer.
 - b) Navigate to this directory to print the practice:
IDFSO→Course→Handout→Reports
-

Introduction, continued

Materials

You need the following for this lesson:

- Handout: A copy of each report.
 - Job Aids
 - Practices
 - Checklists and Answers
-

Print Ration Memorandum

Overview

The Ration Memorandum (CG-3123) can be viewed in DFAM for a day or a period (e.g., a week or a month) at any time during a month. Frequently reviewing this report helps identify any Basic Daily Food Allowance (BDFAs) issues and make timely corrections if needed. There is no monetary issue in this report.

The monthly Ration Memorandum requires the eSignatures of the unit FSO and CO/OINC, respectively. It is normally printed on the LAST day of each month and emailed to FINCEN with the other two monthly reports: the Operating Statement and Sales Report. The signed copy requires to be filed in Monthly Report Folder.

You will teach students how to print the Ration Memorandum in DFAM using the job aid. The other two reports will be introduced later.

Lecture

Use this guideline for your lecture:

1. Distribute the printed Ration Memorandum to the students.
2. Go over each component of the report with the students. Review this information with the students if you have introduced this report previously in the IDFSO course.
3. Answer any questions as needed.
4. Tell the students the report is similar to what they have reviewed in the handout. The data will indicate the BDFAs during the desired day or period. However, the report they are going to print in this section will be blank as no BDFAs data has been entered in the training system at this time. The data will be entered as the class proceeds. Eventually, the students will be able to print a report with the desired data after they learn how to post BDFAs in Lesson 2.

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Print Ration Memorandum** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson01→01PrintRationMemo.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Print Operating Statement

Overview

The Operating Statement (CG-2576) can also be viewed in DFAM for a day or a period at any time. Instead of identifying BDFA issues, frequently viewing this report helps identify monetary issues and make corrections in time if needed.

Like CG-3121, the monthly Operating Statement also requires the eSignatures of the unit FSO and CO/OINC, respectively, and is normally printed on the last day of the month. It must be emailed to FINCEN with the other two reports: the Ration Memorandum and Sales Reports. The signed copy requires to be filed in Monthly Report Folder.

The Ration Memorandum has been introduced previously. The Sales Reports will be covered next. You will teach how to print the Operating Statement in DFAM using the job aid in this section.

Lecture

Use this guideline for your lecture:

1. Distribute the printed Operating Statement to the students.
 2. Go over each component of the report with the students. Review this information with the students if you have introduced this report earlier in the IDFSO course.
 3. Answer any questions as needed.
 4. Tell the students the regular report is similar to the handout with all the data included. However, the report they are going to print in this section will be blank as no data has been entered in the training system yet. Eventually, the students will be able to print a report with the desired data later as the class proceeds.
-

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Print Operating Statement** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson01→02PrintOperatingStatement.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Print Sales Reports

Overview

The Sales Reports (SLS01) indicates BDFA sales grouped by type. The monthly report printed on the last day of the month must be emailed to FINCEN along with the other two reports: Ration Memorandum and Operating Statement introduced earlier. No signature is required. However, it should be filed in Monthly Report Folder as well.

This report will be discontinued once the additional DFAM development is complete. The data in this report will be included in the Ration Memorandum in future.

Lecture

Use this guideline for your lecture:

1. Distribute the printed Sales Reports to the students.
 2. Go over each component of the report with the students. Review this information with the students if you have introduced this report previously in the IDFSO course.
 3. Answer any questions as needed.
 4. Tell the students the regular report is similar to the handout. The data will indicate the BDFA sales grouped by type for the desired month. Like the other two reports introduced earlier, the report they are going to print in this section will be blank. Eventually, the students will be able to print a report with the desired data after all the data is entered as the class proceeds.
-

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Print Sales Reports** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson01→03PrintSalesReports.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Print Inventory Activity

Overview Inventory Activity, that is, Single Day Variance Report, is printed on the LAST day of each month. It requires the esignatures of the unit FSO and CO/OINC, respectively. The signed copy will be filed in Monthly Report Folder. You will teach how to print this report in DFAM using the job aid.

Lecture Use this guideline for your lecture:

1. Distribute the printed Inventory Activity to the students.
2. Go over each component of the report with the students. Review this information with the students if you have introduced this report previously in the IDFSO course.
3. Answer any questions as needed.
4. Tell the students the regular report is similar to the handout. The data will indicate the monthly inventory by type for the desired month. Like the other reports introduced earlier, they will print a blank report in this section. The desired data will be entered as the class proceeds.

Job Aid Ensure that the students use Table of Contents in Job Aids to locate **Print Inventory Activity** in this lesson before your demonstration.

Demonstration You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson01→04PrintInventoryActivity.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Print Account Payable

Overview

Account Payable (A/P) is a report for A/P invoices by post date. Printing Account Payable in DFAM helps the IDFSOs verify the posted invoices for accuracy. It is not required to sign or file in the monthly folder.

You will teach how to print this report in DFAM using the job aid.

Lecture

Use this guideline for your lecture:

1. Distribute the printed Account Payable to the students.
 2. Go over each component of the report with the students. Review this information with the students if you have introduced this report previously in the IDFSO course.
 3. Answer any questions as needed.
 4. Tell the students the regular report is similar to the handout. The data will indicate the monthly inventory by type for the desired month. Like the other reports introduced earlier, they will print a blank report in this section. The desired data will be entered as the class proceeds.
-

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Print Account Payable** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson01→
05AccountPayable.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Lesson Review

Review

In this lesson, you have taught the students how to perform the following tasks:

- Print Ration Memorandum
- Print Operating Statement
- Print Sales Report
- Print Inventory Activity
- Print Account Payable

Summary of the Reports

Below is the summary of the reports introduced in this lesson:

| Report Name | eSignature | Email to FINCEN | Monthly Folder |
|---------------------|------------|-----------------|----------------|
| Ration Memorandum | x | x | x |
| Operating Statement | x | x | x |
| Sales Report | | x | x |
| Inventory Activity | x | | x |
| Account Payable | / | / | / |

Group Discussion (Q&A)

Allow students adequate time to discuss all the issues in this lesson. Write down the questions and answers below:

| Questions | Answers |
|-----------|---------|
| | |

This page is intentionally left blank.

Lesson 2. Basic Daily Food Allowances

Introduction

Overview

In this lesson, you will teach how to perform the following tasks:

- Post BDFA for a regular day
- Post BDFA for 1st day of the month
- Post BDFA for last day of the month
- Reverse BDFA

Objective

Given the DFAM system and the job aids for posting and reversing BDFAs for the days listed below, claim daily rations and print a PDF copy of Ration Memorandum and Sales Reports without error IAW Coast Guard Food Service Manual, COMDTINST M4061.5A:

- A regular day
- 1st day of the month
- Last day of the month

References

The following are references for this lesson when the detail information is desired:

- Dining Facility Automation Management (DFAM) System Policy, COMDTINST 4061.6A, 31 AUG 2010
- DFAM User Guide, Version 5.0, July 20, 2010
- DFAM Frequently Asked Questions, Version, 1.0, September 29, 1010
- Coast Guard Food Service Manual, COMDTINST M4061.5A, March 2009

Staffing

You will need two additional instructors or assistants during your instruction as suggested below:

| When | For What |
|---------------|--|
| Demonstration | 1. Ensure the demo computer and the projector work well 2. Test the DFAM system is ready for use. |
| Practice | Answer questions as needed and provide feedback to students. |

Introduction, continued

Preparation Checklist

Ensure the following are in ready condition for your instruction:

- Classroom: The instructor workstation and the projector function well.
 - The DFAM system is accessible.
-

Materials

You need the following for this lesson:

- Job Aids
 - Practices
 - Checklists and Answers
-

Post BDFAs for a Regular Day

Overview

The IDFSOs post Basic Daily Food Allowances (BDFAs) up to four times a day: breakfast, lunch, dinner, and/or RIK/Whole Ration. However, posting BDFAs on the first and last days of the month is different from daily posting.

You will teach students how to post BDFAs for a regular day in this section. The others will be introduced later. The data of the posted BDFAs is shown on the Ration Memorandum and the Sales Reports. You can view or print the reports to check the postings for a day or a period in DFAM.

Acknowledged Receipt

When the IDFSOs deposit the payment during the month, they will receive an acknowledged receipt by email. The information must be entered into the DFAM system on the date when the deposit occurs. If a deposit is made, the IDFSOs should always check the email for the acknowledged receipt before posting BDFAs for the day.

Sometimes the receipt arrives on a different day after posting BDFAs. Then one of the postings on the deposit day must be reversed. Then the BDFAs must be reposted to include the information of the acknowledged receipt. Reversing BDFAs will be covered at the end of this lesson.

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Post BDFAs for a Regular Day** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Scenario

You may use the scenario below to demonstrate this task:

You are an IDFSO inport at your homeport with a crew of one LTJG and 11 enlisted members. It is the end of the second of the month. The LTJG had both breakfast and lunch. Only one member was on leave.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson02→01PostBDFA4RegularDay.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-----------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Post BDFA for 1st Day of Month

Overview

On the first day of each month, the last BDFA posting is different from a regular day. It could be any meal of the day. This posting requires the following information from previous month's Operating Statement:

| Line | Name |
|------|--|
| 26 | ACCUMULATED UNUSED ALLOWANCE (deficit) END OF PERIOD |
| 37 | CASH ON HAND, End of Period |
| 38 | CASH IN TRANSIT, End of Period |
| 41 | RECEIVABLE TO BE COLLECTED BY CGDF (Line 35-40) |

The information above must be entered under the **Cash** and **Allowance** tabs in DFAM for the last posting of the 1st day. The rest postings of the day are the same as a regular BDFA learned earlier.

You will teach students how to post BDFAs for the first day of the month in this section. The posted data is shown on the Ration Memorandum and Sales Reports. You can view or print the reports to check the postings for the 1st day of the month in DFAM.

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Post BDFA for 1st Day of Month** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Scenario

You may use the scenario below to demonstrate this task:

You are an IDFSO inport at your homeport with a crew of one LTJG and 11 enlisted members. It is the end of the second of the month. The LTJG had both breakfast and lunch. Only one member was on leave.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson02→02PostBDFA4FirstDay.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Post BDFA for Last Day of the Month

Overview

Posting BDFAs for the last day of the month is exactly the same as a regular day unless the unit has cash on hand or in transit on the day. If so, the last BDFA posting must include the cash amount in the appropriate block under the **Cash** tab in DFAM. It could be any meal of the day like the posting for the first day of the month. The rest postings of the day should be the same as posting BDFA for a regular day.

You will teach the students how to post the BDFA for the last day of the month including the cash on hand or in transit. The posted data is also shown on the Ration Memorandum and the Sales Reports. You can view or print the reports to check the postings for the last day of the month in DFAM.

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Post BDFA for Last Day of the Month** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Scenario

You may use the scenario below to demonstrate this task:

You are an IDFSO inport at your homeport with a crew of one LTJG and 11 enlisted members. It is the end of the last day of the month. No member was on leave. The LTJG had all three meals and also wrote you a check with the amount of \$150.50 for his bill. You locked the payment in the safe.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson02→03PostBDFA4LastDay.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Reverse BDFA

Overview

The IDFSOs must reverse a BDFA if one of the following occurs after the posting for the day is complete:

- A mistake is identified.
- An acknowledged receipt arrives on a different date of the deposit.

When the IDFSOs deposit the payment, they will receive an acknowledged receipt by email. The amount of the deposit and the receipt number must be entered into the system on the deposit date when posting the BDFA. However, sometimes the receipt arrives on a day after the deposit. Then one of the BDFA postings must be reversed and reposted to reflect the deposit. This could be any meal during that day.

In this section, you will teach the students how to reverse BDFA using the job aid. All the monetary data will show in the monthly Operating Statement after the inventory is posted later.

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Reverse BDFA** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Reverse BDFA, continued

Scenario

You may use the scenario below to demonstrate this task:

You are an IDFSO inport at your homeport with a crew of one LTJG and 11 enlisted members. It is the end of the 3rd of the month. You received an acknowledged receipt for your deposit made yesterday as follows:

From: casprod@finlx-hp050-25.fincen.uscg.mil
[\[mailto:casprod@finlx-hp050-25.fincen.uscg.mil\]](mailto:casprod@finlx-hp050-25.fincen.uscg.mil)

Sent: Thursday, Month 03, YYYY 5:02 PM

To: LastName, FirstName FS2; FIN-SMB-SFReceipt

Subject: QSF IDFSO Unit, OGD11075898 \$63.75

02 MM-YY

From: Commanding Officer, U.S. Coast Guard Finance Center

To: Food Service Officer

Subj: SALE OF MEALS/STORES DEPOSIT

1. Your deposit for Sale of Meals/Stores was recorded for \$63.75 on 02 MM-YY. Your receipt number is # OGD11075898.
2. This email is being issued in lieu of a collection receipt (CG-2688), and should be retained for your files. The receipt number and date in paragraph 1 above should be annotated on your Dining Facility Statement (CG-2576).
3. Should you have any questions please contact FINCEN supervisor at (757) 523-6869 , FAX (757) 366-6526.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson02→
04ReverseBDFA.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Lesson Review

Review

In this lesson, you have taught the students how to perform the following tasks:

- Post BDFA for a regular day
- Post BDFA for the 1st day of the month
- Post BDFA for the last day of the month
- Reverse BDFA

Summary of Posting BDFAs

Posting BDFAs in DFAM requires to fill out the data under the following tabs depending on which BDFA is posted:

| BEFA | Daily Credit | Cash | Allowances |
|----------------------------------|--------------|------|------------|
| A Regular Day | X | | |
| 1 st Day of the month | X | X | X |
| Last Day of the month | X | X | |

The IDFSOs post up to four times a day. Only the LAST posting is different from a regular day postings on the 1st and last day of each month. The rest of the postings are same as the ones for a regular day posting.

Group Discussion (Q&A)

Allow students adequate time to discuss all the issues in this lesson. Write down the questions and answers below:

| Questions | Answers |
|-----------|---------|
| | |

Lesson 3. Account Payable Invoices

Introduction

Overview

In this lesson, you will teach how to perform the following tasks:

- Post an A/P invoice
- Reverse an A/P invoice

Objective

Given a grocery receipt, the DFAM system, and the job aids, post and/or reverse the account payable invoice in the DFAM system without error IAW Coast Guard Service Manual, COMDTINST M4061.5A.

References

The following are references for this lesson when the detail information is desired:

- Dining Facility Automation Management (DFAM) System Policy, COMDTINST 4061.6A, 31 AUG 2010
- DFAM User Guide, Version 5.0, July 20, 2010
- DFAM Frequently Asked Questions, Version, 1.0, September 29, 1010
- Coast Guard Food Service Manual, COMDTINST M4061.5A, March 2009

Staffing

You will need two additional instructors or assistants during your instruction as suggested below:

| When | For What |
|---------------|--|
| Demonstration | 1. Ensure the demo computer and the projector work well 2. Test the DFAM system is ready for use. |
| Practice | Answer questions as needed and provide feedback to students. |

Introduction, continued

Preparation Checklist

Ensure the following are in ready condition for your instruction:

- Classroom: The instructor workstation and the projector function well.
- The DFAM system is accessible.
- Practice: Assign each student a unique number (e.g., No. 23601, 23602, etc.) for the grocery receipt in the Practice sheet distributed later in class.

Materials

You need the following for this lesson:

- Job Aids
 - Practices
 - Checklists and Answers
-

Post an A/P Invoice

Overview

The IDFSOs should post an account payable (A/P) invoice in DFAM each time after the following situation:

- A purchase is made at the grocery store
- A delivery by a large vendor is complete.

Posting an A/P invoice keeps a record of the monthly spending to avoid exceeding the budget.

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Post an A/P Invoice** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Scenario

You may use the scenario below to demonstrate this task:

You purchased the grocery for the crew at the Safeway on the 15th of the month. The receipt (No. 23678) indicates that the total is \$276.88, paid by credit card xxxxxxxxxxxx5678.

Note: You need to assign each student a unique number (e.g., No. 23601, 23602, etc.) for the Practice sheet you will distribute after your demonstration. The system will not accept the same number (No. 23678) you have used in this demonstration any more.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson03→01PostAPinvoice.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
 5. Assign each student a unique receipt number in the Practice sheet.
 6. Ask the students to write down the assigned number on their Practice sheets.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-----------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Reverse an A/P Invoice

Overview

If an error is identified after posting the A/P invoice, the IDFSOs have to reverse the posted invoice with the negative amount using the same invoice number (e.g., 123455) tagged with **/REV** (e.g., 123455/REV) and repost the A/P invoices with the correct information.

If the invoice number was wrong (e.g., 123455), you just repost the A/P invoice with the correct number (e.g., 123456). Otherwise, you can correct the posting with the same procedures as posting an A/P invoice, except the invoice number will be the same number tagged with **/COR** (e.g., 123455/COR).

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Reverse an A/P Invoice** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Scenario

You may use the scenario below to demonstrate this task:

After printing the Account Payable report, you realized that the cost was \$276.88 on the report, but \$267.88 on your receipt.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson03→02ReverseAPinvoice.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
 5. Ask the students to use the same receipt number assigned for the previous exercise.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Lesson Review

Review

In this lesson, you have taught the students how to perform the following tasks:

- Post an A/P invoice
- Reverse an A/P invoice

Group Discussion (Q&A)

Allow students adequate time to discuss all the issues in this lesson. Write down the questions and answers below:

| Questions | Answers |
|-----------|---------|
| | |

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Lesson 4. Purchase Order

Introduction

Overview

In this lesson, you will teach the following:

- Create a market list
- Process a Purchase Order
- Define an inventory item

Objective

Given a list of the month-end inventory, the DFAM system, and the job aids, create a market list and process a purchase order in the DFAM system without error IAW Coast Guard Service Manual, COMDTINST M4061.5A.

References

The following are references for this lesson when the detail information is desired:

- Dining Facility Automation Management (DFAM) System Policy, COMDTINST 4061.6A, 31 AUG 2010
- DFAM User Guide, Version 5.0, July 20, 2010
- DFAM Frequently Asked Questions, Version, 1.0, September 29, 1010
- Coast Guard Food Service Manual, COMDTINST M4061.5A, March 2009

Staffing

You will need two additional instructors or assistants during your instruction as suggested below:

| When | For What |
|---------------|--|
| Demonstration | 1. Ensure the demo computer and the projector work well 2. Test the DFAM system is ready for use. |
| Practice | Answer questions as needed and provide feedback to students. |

Introduction, continued

Preparation Checklist

Ensure the following are in ready condition for your instruction:

- Classroom: The instructor workstation and the projector function well.
 - The DFAM system is accessible.
-

Materials

You need the following for this lesson:

- Job Aids
 - Practices
 - Checklists and Answers
-

Create a Market List

Overview The IDFSOs need to create a market list of all the grocery items on hand and post it in DFAM on the last day of the month after the daily rations are claimed. The items will be listed in the Purchase Order after it is processed. If any items on the list are not in the system, they have to define them before creating the market list.

You will teach how to create a market list in this section. The other two tasks will be covered later.

Job Aid Ensure that the students use Table of Contents in Job Aids to locate **Create a Market List** in this lesson before your demonstration.

Demonstration You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Scenario You may use the scenario below to demonstrate this task:

It is the last day of the month. Galley will be closed next week, so you just counted your inventory of this month. Here is your note:

| <i>Inventory Name</i> | <i>Quantity</i> | <i>Price/Unit</i> |
|------------------------------|------------------------|--------------------------|
| <i>Pork tenderloin</i> | <i>2.8 lbs.</i> | <i>\$2.49</i> |
| <i>Ketchup</i> | <i>2 bottles</i> | <i>\$2.99</i> |
| <i>Ice Cream Bars</i> | <i>3 boxes</i> | <i>\$1.99</i> |

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson04→01CreateMarketList.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Process a Purchase Order

Overview The IDFSOs have to load the market list after it is created and saved in the system in order to process a Purchase Order (P.O.) If any update of the market is necessary, the changes can be made after the market list is loaded and before it is processed.

The students have learned how to create a market list earlier. You will teach them how to process a purchase order in this section.

Job Aid Ensure that the students use Table of Contents in Job Aids to locate **Process a Purchase Order** in this lesson before your demonstration.

Demonstration You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Scenario You may use the scenario below to demonstrate this task:
After creating the market list for this month, you load it to double check if the entries in DFAM match your inventory list below and then process it.

| <i>Inventory Name</i> | <i>Quantity</i> | <i>Price/Unit</i> |
|------------------------------|------------------------|--------------------------|
| <i>Pork tenderloin</i> | <i>2.8 lbs.</i> | <i>\$2.69</i> |
| <i>Ketchup</i> | <i>2 bottles</i> | <i>\$2.99</i> |
| <i>Ice Cream Bars</i> | <i>5 boxes</i> | <i>\$1.99</i> |

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson04→02ProcessPO.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Define an Inventory Item

Overview

Defining an inventory item is to break down the inventory into the type of units of weights and measures that is used by the unit. For example, the system automatically lists product in pounds (lbs) but the unit uses smaller amounts of the product by ounces (oz), each (ea), boxes (bx), and so forth. Then the product needs to be defined in the system. Defining an inventory item appropriately helps the unit have an accurate inventory.

You will teach the students how to define an inventory item using the job aid. Let the students know that they have to define the inventory item if the unit type is not available in the system when creating a market list.

Job Aid

Ensure that the students use Table of Contents in Job Aids to locate **Define an Inventory Item** in this lesson before your demonstration.

Demonstration

You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Scenario

You may use the scenario below to demonstrate this task:
You need to create a market list with 3 bags (5 lbs) of fresh potatoes in DFAM.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson04→01DefineInventoryItem.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Lesson Review

Review

In this lesson, you have taught the students how to perform the following tasks:

- Create a market list
- Process the Purchase Order
- Define an Inventory Item

Group Discussion (Q&A)

Allow students adequate time to discuss all the issues in this lesson. Write down the questions and answers below:

| Questions | Answers |
|------------------|----------------|
| | |

Lesson 5. Inventory

Introduction

Overview

In this lesson, you will teach the following:

- Post month-end inventory
- Post physical inventory to zero

Objective

Given the inventory from the previous month and the purchase order for the current month in DFAM and the job aids, post physical inventory of last month to zero and post current month's inventory in the DFAM system without errors IAW Coast Guard Food Service Manual, COMDTINST M4061.5A.

References

The following are references for this lesson when the detail information is desired:

- Dining Facility Automation Management (DFAM) System Policy, COMDTINST 4061.6A, 31 AUG 2010
- DFAM User Guide, Version 5.0, July 20, 2010
- DFAM Frequently Asked Questions, Version, 1.0, September 29, 1010
- Coast Guard Food Service Manual, COMDTINST M4061.5A, March 2009

Staffing

You will need two additional instructors or assistants during your instruction as suggested below:

| When | For What |
|---------------|--|
| Demonstration | 1. Ensure the demo computer and the projector work well 2. Test the DFAM system is ready for use. |
| Practice | Answer questions as needed and provide feedback to students. |

Introduction, continued

Preparation Checklist

Ensure the following are in ready condition for your instruction:

- Classroom: The instructor workstation and the projector function well.
- The DFAM system has the following data for the previous month:
 - Create a market list for the previous month
 - Process the Purchase Order
 - Post the monthly inventory

Important Note

You are recommended to prepare the data for the last task after you complete teaching the first one. In order to prepare the training system for posting physical inventory to zero, you must complete the three tasks in the training system for the previous month. By this time, the students have only learned how to create the market list and process the Purchase Order. They will learn how to post the monthly inventory in this lesson.

When you prepare your account after teaching how to post the monthly inventory, the students will have had the skills to prepare the data for their accounts while you are preparing yours.

Materials

You need the following for this lesson:

- Job Aids
 - Practices
 - Checklists and Answers
-

Post Month-End Inventory

Overview Posting month-end inventory lists the monthly inventory items in the Inventory Activity/Single Day Variance Report and reflects the monetary amount in the Operating Statement. The monthly inventory must be posted after the ration are claimed on the last day of the month. The post date must be the last day of the month even if the actual posting sometimes happens later.

You will teach the students how to post the monthly inventory in this section. This is normally the last posting of the month in the real world. The IDFSOs are able to prepare their monthly reports as soon as the monthly inventory is posted in the system.

Job Aid Ensure that the students use Table of Contents in Job Aids to locate **Post Month-End Inventory** in this lesson before your demonstration.

Demonstration You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Scenario You may use the scenario below to demonstrate this task:
On the last day of the month, you made no purchase and have just posted the BDFAs for the day. You will have to prepare for your monthly reports to email to FINCEN.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson05→
01PostMonth-EndInventory
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Post Physical Inventory to Zero

Overview Posting physical inventory to zero is required on the second to the last day of the month in the real world. The IDFSOs need to complete this task before creating the market list at the end of the month. The purpose is to zero the inventory from the previous month so that the current month's inventory can be accounted for and recorded in Line 8. Ending Inventory on the Operating Statement.

Important Note You have to enter the data in the training system before you can demonstrate the task in this section as mentioned at the beginning of this lesson.

Prepare the data for this task You need prepare the training system by completing the following:

- Create a market list for the previous month
- Process the Purchase Order
- Post the monthly inventory

Meanwhile, you need to tell your students to prepare their account while you are entering the data for the **previous month**. The students have learned all the three tasks list above by this far. It will be a good practice for them to reinforce the skills obtained earlier.

Job Aid Ensure that the students use Table of Contents in Job Aids to locate **Post Physical Inventory to Zero** in this lesson before your demonstration.

Demonstration You are expected to follow the procedures in the job aid for this demonstration. Ask your students to go through the steps in the job aid with you during your demonstration and take notes as needed.

Scenario You may use the scenario below to demonstrate this task:

It is the end of the second to the last day of the month. You have claimed the rations of the day.

Practice

Instruction for Preparation

Follow the instruction below to prepare for the practice:

1. Print the practice as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→Practice→Lesson05→
02PostInventory2Zero.
 2. Locate the checklist and answer for this task in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the practice:

1. Distribute the printed practice to the students.
 2. Allow enough time for the students to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the task on the practice sheet.
-

During the Practice

Follow the instruction below during the practice:

1. Allow enough time for the students to practice until they are able to complete the task successfully within the time limit.
 2. Answer any questions from the students.
 3. Allow students to discuss with each other if desired.
-

Practice, continued

Instruction for Evaluation

Follow the instruction below to evaluate the practice:

1. Use the Checklist and Answer for the task to evaluate the performance when the student is ready.
2. Inform students the result:

| IF | THEN |
|-------|--|
| Go | Inform the student to proceed to the next practice when available. |
| No Go | <ol style="list-style-type: none"> a) Review the practice with the student. b) Explain the discrepancies. c) Answer any questions. d) Re-administer the practice until the student succeeds in practice. |

Lesson Review

Review

In this lesson, you have taught the students how to perform the following tasks:

- Post physical inventory to zero
- Post monthly inventory

Group Discussion (Q&A)

Allow students adequate time to discuss all the issues in this lesson. Write down the questions and answers below:

| Questions | Answers |
|-----------|---------|
| | |

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Course Review

Introduction

Overview

In this section, you will complete the following:

- Review all the tasks in this course
- Get ready for the Performance Test.

Staffing

You will need two additional instructors or assistants during your instruction as suggested below:

| When | For What |
|------------------|--|
| Demonstration | <ol style="list-style-type: none"> 1. Ensure the demo computer and the projector work well 2. Test the DFAM system is ready for use. |
| Performance Test | Prepare, administer and evaluate students' performances. |

Preparation Checklists

Ensure the following are in ready condition for your instruction:

- Classroom: The instructor workstation and the projector function well.
- The DFAM system has the PVA privilege.

Materials

You need the following for this section:

- Job Aids
 - Performance Test
 - Checklists and Answers
-

Course Review

DFAM Tasks for IDFSOs

You have completed all the tasks grouped by topics, which is easier for the students to learn the similar skills. However, in the real world, the tasks are not performed in the sequence grouped in the course.

In this section, you will review all the tasks in a sequence based on the daily work in real life as IDFSOs in their units as follows:

1. Post BDFAs for the 1st day of the month
 2. Post BDFAs for a regular day
 3. Post A/P invoices on the date of purchase or delivery
 4. Print Account Payable to check the accuracy of the posted A/P invoice
 5. Reverse A/P invoices as needed
 6. Post physical inventory to zero
 7. Post BDFAs for the last day of the month
 8. Reverse BDFAs as needed at any time of the month
 9. Define inventory items as needed
 10. Create a market list
 11. Process the Purchase Order
 12. Post monthly inventory
 13. Print monthly reports:
 - Ration Memorandum
 - Operating Statement
 - Sales Reports
 - Inventory Activity
-

Course Review, continued

DFAM Modules for All the Tasks Below is an illustration for performing all the tasks through the appropriate modules in the DFAM system:



Course Review, continued

Group Discussion (Q&A)

Allow students adequate time to discuss all the issues in this course. Write down the questions and answers below:

| Questions | Answers |
|------------------|----------------|
| | |

Get Ready for Performance Test

Instruction for Preparation

Follow the instruction below to prepare for the performance test:

1. Print the performance test as follows:
 - a. Locate the IDFSO folder on your computer.
 - b. Navigate to this directory to print the practice:
IDFSO→Course→PerformanceTest→Test#
 2. Locate the checklist and answer for this Performance Test in the Checklists & Answers booklet using the Table of Contents.
-

Instruction for Administration

Follow the instruction below to administer the performance test:

1. Distribute the printed test to the student.
 2. Allow enough time for the student to read the instructions.
 3. Answer any questions as needed.
 4. Emphasize the time limit for the test.
-

During student Performance

Use the checklist and answer to evaluate the performance when the student starts the test.

Instruction for Evaluation

Inform the student of the test result:

| IF | THEN you will... |
|-------|---|
| Go | Sign and date on the course completion certificate. |
| No Go | <ol style="list-style-type: none"> 1. Review the test with the student. 2. Explain the discrepancies. 3. Schedule Performance Test 2. <p>Note: <i>If the additional test is necessary, you must inform the school chief for the approval.</i></p> |

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