



The US Army QMC&S,
The Army Center of Excellence, Subsistence
and The Directorate of Training
Presents:

**AFMIS
Standards**

**Training for the Administration Specialist
AND
the Subsistence Specialist**

Presented By:
Mr. Arthur E. Olkonen
E-mail: olkonena@lee.army.mil
Phone: (DSN) 687-3373
Phone: (804) 734-3373
www.quartermaster.army.mil/aces





STANDARDS - Purpose



◆ **Purpose of Standards**

- ✓ Systems Efficiency
- ✓ Cost Effectiveness
- ✓ Time Management – Delegation
- ✓ Effective Supervision
- ✓ Manual Standards vs. Automated
- ✓ Priority of Work



www.quartermaster.army.mil/aces



STANDARDS – SOP/Work Schedule



◆ **SOP, Work Schedules, COOP, and Training**

- ✓ SOP – Priority of Work
 - Functional Area Standards
- ✓ Work Schedule – Distribution of Work
 - Task Management
 - Time Management
 - Supervision
 - Delegation of Tasks



www.quartermaster.army.mil/aces

Work Schedule

Manager
Asst. Manager

Areas	REVIEW All Processes enter in AFMIS	Designated Representative	DESIGNATED versus DELEGATED
	REVIZE Makes Updates or Approves Updates prior to Finalizing	Accountable in the Absence of the SFOS	Designated Full Accountability and Responsibility with Full Authority to accomplish tasks.
	FINALIZE Finalizes or Delegates the Final Processes in AFMIS	Accomplishes same tasks as SFOS	Delegated Varying Levels of Accountability and Responsibility with limited Authority to accomplish tasks.

Work Schedule

Admin.
Rations
Other

Areas	Production Schedules 2/2/3 - M/W/F How long does it take?	Shopping Lists 1 to 2 Days prior to Submission Date. How long?	DF Files As Required Files, Equipment, and Cook Status. How long?
	Headcount Import, Verify, and Adjust. Cash Voucher - Verify and Print. How long?	Inventory T/TH and End of Month. How long?	Shift Personnel How they Contribute: Customer Menu Forms Training Inventory
	Kitchen Requisitions M/W/F or T/TH prior to Inventory Process. How long?	Kitchen Requisitions M/W/F or T/TH prior to Inventory Process. How long?	

CONFLICT

Admin.	Admin. Production Schedules Not in the system. Not complete.	← Conflicts → ← Conflicts → Management Solution Is this Effective and Efficient Management?	Rations Shopping Lists Cannot "Create" Shopping List for review.
	Kitchen Requisitions Not in the system prior to an Inventory, or mistakes not corrected and annotated.		Inventory Inventory numbers incorrect, or adjustments made without supporting documentation.
	Headcount DF Files 		Production Schedules Shopping Lists Kitchen Requisitions Inventory

STANDARDS – COOP/Training

◆ SOP, Work Schedules, COOP, and Training

- ✓ COOP – Contingency Plan
 - When System is Down
 - Procedure when System Returns
- ✓ Training – Efficient Systems Use
 - Rotating Personnel
 - Establishes Areas of Responsibility
 - Establishes Standards

www.quartermaster.army.mil/aces

STANDARDS – End Users Manual

◆ Purpose

- ✓ Navigation
- ✓ Information
- ✓ Policy?
- ✓ Manual Sections:
 - Reference Command Menu Choices
 - Requirements
 - Restrictions
- ✓ Does Not Explain Why...

www.quartermaster.army.mil/aces

End Users Manual Sections

SECTION 5: MEAL PRODUCTION PLANNING FUNCTION

5.1 Meal Production Planning Function

Use the Meal Production Planning Function to prepare and print production schedules, shopping lists, outside orders, dietary requests, and extended receipts, and maintain substance accountability for your dining facility. This function contains four subfunctions and two exit options:

- (1) Production Schedules (para 5.3)
- (2) Issue Shopping Lists (para 5.3)
- (3) Kitchen Requirements and Returns (para 5.4)
- (4) Meal Production Checklist Inquiry (para 5.5)
- (5) End the Meal Production Planning Menu and return to the AFMIS-DFO Main Menu or system login screen.
 - a. Select option A from the AFMIS-DFO Main Menu (Fig. 5-1-1) to review the subfunctions in Meal Production Planning.

A - MEAL PRODUCTION PLANNING F - RESIDENT MAINTENANCE
 B - INVENTORY G - COOK STAYS
 C - TRANSFERS H - BATCH
 D - NO / F / SEC X - SIGN OFF THE DFO SUBSYSTEM
 E - INQUIRY

Figure 5-1-1. Meal Production Planning Menu Selection

EXAMPLE

Each Section references a Menu Choice on the DFO Command Menu.

Explains each menu choice prior to explaining the next.

STANDARDS – End Users Manual

◆ Appendices

- ✓ Appendix B:
 - Sample Error Messages
 - Corrective Measures
 - Problem Reporting Procedures
- ✓ Appendix C:
 - Example of Printed Reports
 - Section Printed
 - MARKS Filing Disposition

[Click Image to View Problem Reporting Steps](#)

[Click Image to View New Dispositions](#)

www.quartermaster.army.mil/aces

USER STEPS

Problem

1. What process was running.
2. Record the Screen Number - AJK-000
3. What error message(s) appeared.
4. What did the machine do or fail to do.
5. What did you do.
6. Then, report error to the Supervisor.

The User should record and do the following on a locally produced form as soon as an error occurs...

Error Message

SUPERVISOR STEPS

Problem

1. Review process..
2. Run process again.
3. Is this a functional fix?
4. Example, entering in information.
5. Fix problem if possible.
6. Report error to the Food Advisor.

The Supervisor should be knowledgeable in their functional area to SOLVE problems at their level...

If the problem cannot be fixed here, then record on DA 5005-R and...

Error Message

STEPS

Food Advisor

Problem

1. Is this still a DFO fix, or should they initiate their Contingency Plan.
2. Does the IFA need to fix this problem, i.e. Recipe Cards.
3. Can this error be fixed by TISA, i.e. Shopping Lists.
4. Or is this an SA problem fix.

The Food Advisor should have some knowledge in ALL functional areas... DFO, IFA, and TISA because...

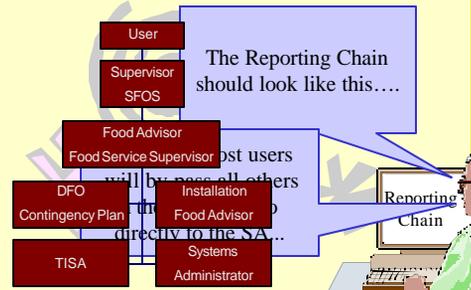
They need to know who to contact next...



STEPS

Problem

The Reporting Chain should look like this....





STEPS

Problem

Uses should not be allowed to go directly to the SA. This will keep everyone informed of Common Errors.

Systems Administrator



Systems Summary

How the "Entire" System Works

Structure and Focus

Sub-Systems



- ◆ The system is broken down into 3 sub-systems.
 - ◆ TISA
 - ◆ IFA
 - ◆ DFO
- ◆ Each has it's own sub-set.
 - ◆ Warehouse
 - ◆ Sub-IFA
 - ◆ AHC / POS

The Customer!

Purpose

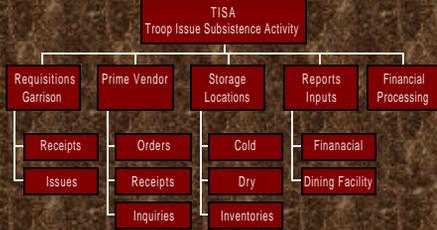
Familiar with the Sub-Systems



If you don't know the system, what do you do when you encounter a **PROBLEM?**

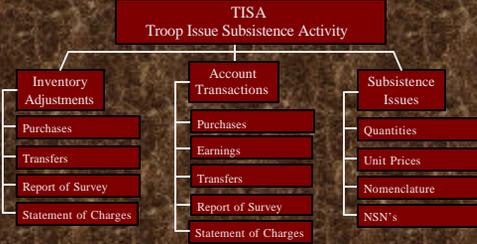
User Identification "TISA Functions"

What does TISA do?



User Identification "TISA Inputs"

More importantly: How does TISA help the Dining Facility?



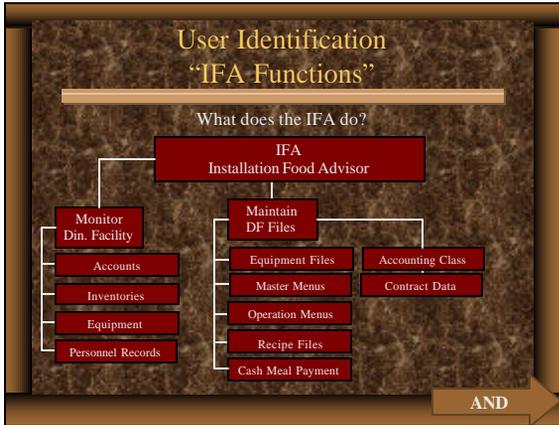
AND

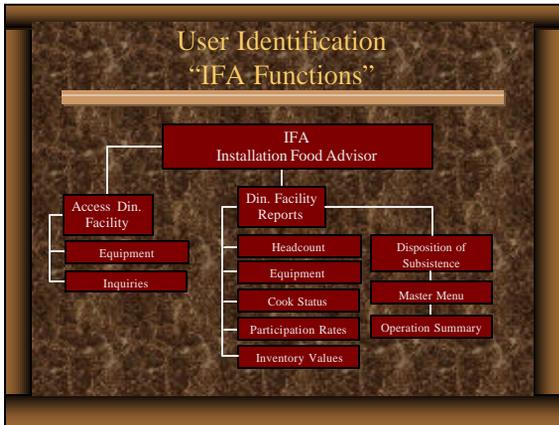
User Identification "TISA Inputs"

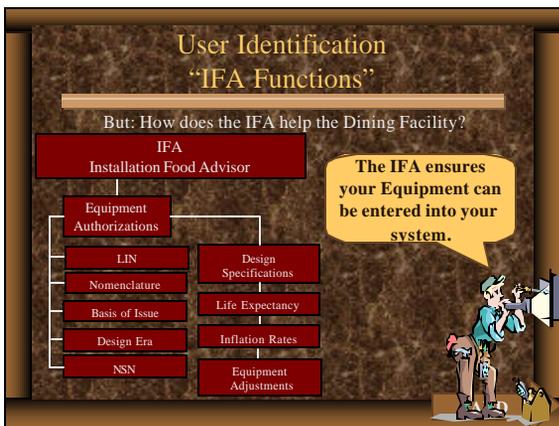


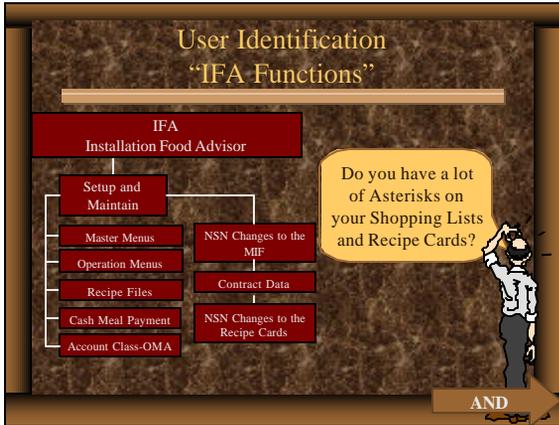
TISA can help more than you may realize.

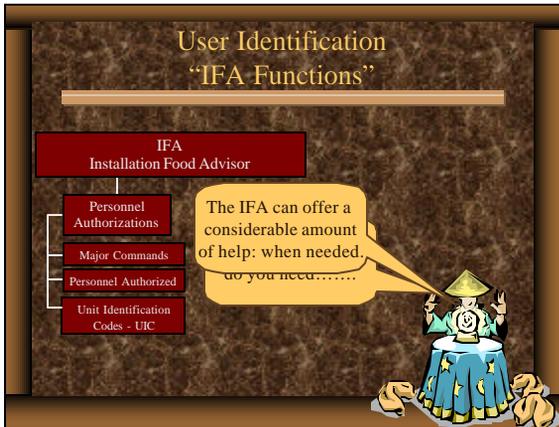


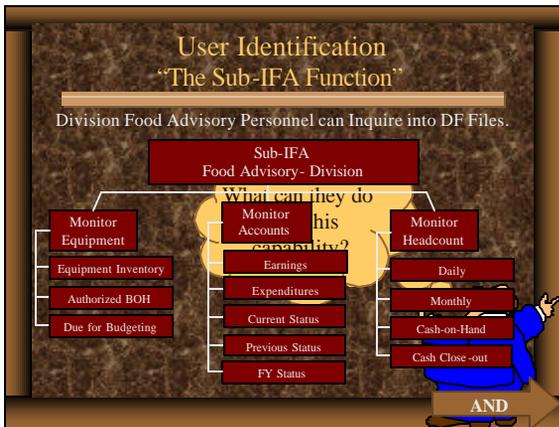












User Identification "The Sub-IFA Function"

As you can see, these folks can view a lot of information about your Dining Facility.



Sub-IFA
Food Advisory - Division

- Monitor Inventory
 - Balance-on-Hand
 - Percent Deviation
 - Disposition of Subsistence
- Monitor Files and Records
 - Cook Status
 - Dining Facility Recipes

User Identification "DFO Functions"

What does the Dining Facility do?

DFO
Dining Facility Operations

- Maintain Files
 - Cook Status
 - Key Personnel
 - Equipment
 - FAO Data
- Monitor Accounts
 - Earnings
 - Expenditures
 - Current Status
 - Previous Status
 - FY Status
- Plan Menus
 - Production Schedules
 - Operation Menus
 - Budget
 - Customer

AND

User Identification "DFO Functions"

DFO
Dining Facility Operations

- Request Items
 - Subsistence
 - Prime Vendor
 - DVD
 - New Items
- Maintain Inventory
 - Kitchen Requisition
 - PV Receipt
 - Dispositions
 - Sensitive Items
 - Physical Counts
- Process Headcount
 - Daily
 - Cash Collection
 - POS Set-up
 - Cash Turn-in

User Identification "DFO input to TISA"

What information is sent to TISA?



Systems Control

Who controls the System?

Systems Control

Remember, **YOU** are **THEIR** Customer.

◆ The Systems Administrator has control of the ENTIRE system.

AND

◆ He or she is Responsible for ensuring the system is running efficiently.





STANDARDS – Systems Security

Passwords

- ✓ Manager Responsibility:
 - Assigns User
 - MFR
 - Appointment Orders
 - Delegates Functional Areas (SOP)
 - Supervises Use
- ✓ User Responsibility:
 - Maintains and Protects Passwords
 - Reports Unauthorized Use

Click Image to View Systems Security

www.quartermaster.army.mil/aces

Systems Security

AFMIS is a Sensitive; however, Unclassified System.



Reference

AR 380-19 Automated Systems Security

"Can download this manual from the WEB".

The SFOS - Manager

- ◆ Identifies users.
- ◆ Assigns user areas of responsibility.
- ◆ Ensures security is maintained
- ◆ Conducts periodic security checks.
- ◆ Is accountable for password misuse.

Check your personnel. Don't get caught by Surprise!

The User

- ◆ Follow established procedures for "changing" password.
- ◆ Understands consequences for "sharing" passwords.
- ◆ Does Not "display" password.
- ◆ Understands that:
 - ◆ Login identifies user
 - ◆ Password assigns responsibility

Users can access all areas. It is important that they know their areas of responsibility.

Systems Security

Remember, this is a Sensitive yet Unclassified System.

Proper security measures will protect against unauthorized access.

AFMIS can be accessed through the Internet.



Password Development

- ◆ **Never use information "About" you.**
 - ◆ I.E., Birthday, Names of Family Members, Last Name spelled Backwards, etc...
- ◆ **Only use information that is "Personal" to you.**
 - ◆ I.E., Favorite cartoon characters, Characters in your favorite book, Names of favorite sports players, etc...
- ◆ **Do Not write down your password where others can see.**
 - ◆ If you need a reminder, use a word that will help you remember...
- ◆ **Use a mixture of Uppercase, Lowercase, and Numbers.**
 - ◆ Do Not use "Special" Characters- No spaces.
- ◆ **Use as many letters and numbers as possible. 6 Minimum.**
 - ◆ The more, the better.
- ◆ **Invent an Encryption**
 - ◆ I.E., Number 1 = L, Number 4 = Upside-down lowercase H, etc...



Password Example

- ◆ Chose: Favorite Cartoon – "Rug Rats" Tommy Pickle.
- ◆ Possible 11 Characters.
- ◆ Using Uppercase, Lowercase, Numbers, and Invented Encryption:

Tommy Pickle
T0mm4P1ck13




- ◆ Password Reminder: Tommy
- ◆ Would take too much effort for someone to try and solve.

STANDARDS – Systems Security

◆ **Windows NT**

- ✓ Securing Workstation:
 - Locking Workstation
 - Least Secure
 - Others Cannot Use
 - Log Off
 - Shutdown – Turn Off
- ✓ Programs:
 - Internet
 - Office
 - Virus Protection

www.quartermaster.army.mil/aces

STANDARDS – Conclusion

◆ **Summary**

- ✓ Purpose of Standards
- ✓ SOP / Work Schedule / COOP / Training
 - Task Completion
- ✓ End Users Manual
 - Sections
- ✓ Systems Summary
 - Who does What?
- ✓ Systems Security

www.quartermaster.army.mil/aces

 The US Army QMC&S,
The Army Center of Excellence, Subsistence
and The Directorate of Training
Presents:

**Training for the Administration Specialist
AND
the Subsistence Specialist**

Presented By:
Mr. Arthur E. Olkonen
E-mail: olkonena@lee.army.mil
Phone: (DSN) 687-3373
Phone: (804) 734-3373
www.quartermaster.army.mil/aces

