

TNET SYLLABUS – AFMIS USER LEVEL TRAINING

Administration Specialist / Subsistence Specialist

- **Standards – AFMIS**

(This will be a general discussion about the purpose and importance of developing and following established standards.)

A. Standards – Purpose

- Systems Efficiency
- Cost Effectiveness – Savings verses Waste
- Time Management / Delegation
- Effective Supervision – Management Tools
- Manual System verses Automated System - Priorities

B. SOPs / Work Schedules / COOPs / Training

- SOP – Standard Work Implementation / Priorities
- Work Schedule – Distribution of Work / Task Completion
- COOP – Standard Army Wide / Contingencies
- Training – Rotating Personnel / Establish Areas of Responsibility
- Unit Support – Mission / Training Curve Planning / Communication

C. End Users Manual

- Purpose
- Sections
- Appendices

1. App. B - Error Message Procedures / User Level

a. Problem Reporting

2. App. C – Reports

a. MARKS

3. App. F – ECP-S / Dual Purpose

D. Systems Summary

- Structure and Focus
- Points of Contact
- Dining Facility Assistance

E. Systems Security

- Password Responsibility
 - Windows NT Security
 - AFMIS Security
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I. General AFMIS Administration – Admin. Specialist (Accomplished - As Needed / Quarterly)

(This module will cover a discussion about system (DFO) file set-up and the procedures and processes that will ensure correct data entries.)

**** Management Tools and Reports (SFOS)**

- Management Tools
 - Dining Facility File Inquiry
 - Dining Facility Personnel
 - Disbursing Office Data
 - Cook Status Inquiry
- Management Reports
 - Daily Batch Report
 - Price Update Report > TISA Support
 - Equipment Summary Report
 - Equipment Inventory Report
 - Cook Status Report

A. General Files Set-up

- 1) Key Personnel Updates
- 2) FAO Updates

B. Equipment Replacement Procedures

- 1) Unable to Enter Equipment – Reason / Fix
- 2) Data Accuracy – Budget / Replacement
- 3) Adding / Updating
- 4) Deleting

C. Cook Status Process

- 1) Data Entry
 - 2) Accuracy
 - 3) Food Advisory Personnel
 - 4) Deleting
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II. Menu Planning/Processing – Admin. Specialist
(Accomplished – M/W/F)

(This module will cover a discussion on timely, efficient, and effective Menu Planning Procedures.)

**** Management Tools and Reports (SFOS)**

- Management Tools
 - Issue Frequency Schedule
 - Menu Checklists
 - Account / FY Status
 - Earnings and Expenditure
 - Projected Headcount
 - Headcount History
 - BOH Review
 - Master Menu Review and Cost Analysis
 - Template Review and Cost Analysis
 - Recipe Review
 - Projected Account Status Review – Prior Meals
- Management Reports
 - Daily Batch Report
 - Price Update Report > TISA Support
 - Template Reports
 - Prime Vendor Inquiry – Orders Status Report

- Non-AFMIS Menu Checks
 - Residual Accountability
 - Prior Menu Popularity
 - Unit Support – Training Curve Planning
 - Participation Rate / Utilization Rate

A. Production Schedule – (Working Copy) Data Entry

- 15 to 20 Days Prior to Consumption Dates
 - SFOS Completed Budgeting
- 1) Menus - Planned
 - 2) Recipes - Corrected
 - 3) Adjusted HC
 - 4) Templates
 - 5) Portions Only
 - 6) SOP Items – Estimate
 - 7) Special Instructions
 - 8) Printing – Prod. Schedule Only

B. Templates / Template Menus

- 1) Template Only – Budgeted Menus
- 2) Inserting Template – Production Areas
- 3) Adding Template to End of Production Schedule
- 4) Saving Production Schedule as Template

III. Subsistence Planning/Processing – Subsistence Specialist

(This module will cover a discussion about the procedures and processes that will ensure correct subsistence management and the processes that are accomplished to “finalize” the Menu Planning Process.)

**** Management Tools and Reports (SFOS)**

- Management Tools – Prior to Submission Date
 - Subsistence Checklist
 - BOH Review
 - Projected Account Status
 - PV Orders Review
 - Menu Review – New Prices (IFA Reconciliation)

- Management Reports – Prior to Submission Date
 - Daily Batch Report
 - Price Update Report > TISA Support
 - Created Shopping List Review
 - MIF Review – Best Price
 - Prime Vendor Catalog Review

A. Shopping List Process

- 1) Create – After Production Schedule (Working Copy)
 1. Answer YES to Print – Recommended DVD
 2. Identify NIS Items
- 2) Update – 1 to 2 Days Prior to Submission Date and after SFOS Review.
 1. Projected Account Status Review
 2. NIS Items (NO COST) / Unit of Issue
 3. Substitute Items – MIF / PV Catalog
- 3) Sending SL – Day Prior to Submission Date (Batch Process)
 1. Send Both on Time (Ref. Issue Freq. Schedule)
- 4) Deleting Shopping Lists / Hung SL

B. Menu and Subsistence Completion – Day of Issue

- 1) Check Subsistence Items Against Issue Document
- 2) Enter PV Receipts (Submit)
- 3) Complete Production Schedule Process
 1. Fix Adjusted Headcount (Split)
 2. Update Menu Items based on Issue
 3. Update Portions – SOP Items to Policy
 4. Enter Preparation Times
 5. Enter Progressive Cooking (Split Items)
 6. SFOS Special Instructions
 7. Print Production Schedule and Kitchen Requisition

4) Finalize Menu Process

1. Create and Print Dieter's Menu
 2. Print Outside Menus
 3. Print Supporting Recipes
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IV. Inventory Planning/Processing – Subsistence Specialist

(Conducted: Tuesday and/or Thursday)

(This module will cover a discussion about the procedures and processes necessary to ensure accurate inventory entries and the problems that can occur during the inventory process.)

**** Management Guidelines:**

- Conduct Inventory on Non-Issue Days (T/TH)
- Ensure Personnel “Physically Count” Items
- Record Items NOT On Count Sheet
- Conduct a Weekly All Items prior to Monthly
- Ensure Personnel DO NOT Conduct a “BOH” Inventory
- DF to DF Transfers – “No Buddy System”
- Accountability of “Lost” Items - Relief
- Periodically Check Issue Documents against Earnings and Expenditure Record
- Cannot Cancel an Inventory after Finalize
- Monthly – 5 Days into next Accounting Period (Prior to Account Close-out.)
- End of FY – 2 Personnel Conduct Inventory

A. Pre-Planning – Inventory Checks (Prior to Physical Inventory)

- 1) Check Daily Batch Report
- 2) Kitchen Requisition Processed
 1. Accuracy
 2. One Time Issues
 3. Items Pulled for Production
 4. NSN Verification – Backup Items

- 3) Transfers – Processed
- 4) SOC / ROS – Processed
- 5) Prime Vendor Receipts – Processed

1. Check Status

- 6) BOH Review – Correct Quantities Posted
- 7) Percent Deviation Report (SFOS)
- 8) Disposition of Subsistence Review (SFOS)

B. Inventory Process

- 1) Print Count Sheets – Activity Only
- 2) Physical Counts – Record Items
- 3) Enter Counts – Accuracy

1. DO NOT Reconcile at this time.

- 4) Print Recount Sheet

1. RESEARCH DISCREPANCIES

- 5) Enter Recounts - Reconcile
- 6) Finalize
- 7) Review Final Report (SFOS)

1. Correct Discrepancies

V. **Headcount Planning/Processing – Admin. Specialist**
(Daily – Download After Each Meal)
(Adjustments – Until Account is Closed)

(This module will cover a discussion about the procedures and processes that will ensure correct and accurate headcount entries into the AFMIS System.)

**** Management Tools and Reports (SFOS)**

- Management Guidelines
 - No Batch Process – Account Status
 - Batch Process – Earnings and Expenditure Record
 - Adjustments – Prior to Account Close

- Management Tools
 - Current Day / Cash Collected Review
 - Monthly Headcount Cash Collected

- Management Reports
 - Daily Headcount Report
 - Headcount By Meal - Reprint
 - Cash Vouchers – Reprint (Prior to Close-out)
 - AHC Report
 - Register Receipts
 - FY Cash – Serial Number Report

A. Headcount Processing

- 1) Download Data from POS
- 2) Review / Verify Headcount against Receipts
- 3) Adjust Headcount
- 4) Manual Payroll Deduction – SFOS

B. Cash Processing

- 1) Create Cash Collection Voucher
 1. Verify / Accept Costs
 2. Adjustments – Over/Under
 3. Period – Date on Receipts (DD 1544)
 4. Book Number
 5. Sheet Number

- 2) Update Cash Vouchers
 1. Make Adjustments – Prior to Close
 2. Reprint – Prior to Close

- 3) Close Cash Vouchers
 1. FAO Number
 2. Turn-in Date

VI. Summary / Check on Learning

A. Summary

1) AFMIS Standards

1. Standards
2. SOP/Work Schedule/COOP/Training
3. End Users Manual
4. System Summary
5. System Security

2) General AFMIS Administration

1. General Files Set-up
2. Equipment Replacement Process
3. Cooks Status Process

3) Menu Planning/Processing

1. Production Schedule (Working Copy) Process
2. Template Management

4) Subsistence Planning/Processing

1. Shopping List Process
2. Menu / Subsistence Completion Process

5) Inventory Planning/Processing

1. Pre-Planning
2. Inventory Process

6) Headcount Planning/Processing

1. Headcount Processing
2. Cash Processing

B. Question - Answer

C. Conclusion