

AIS Manual 25-L37-AJK-ATT-EM-4
1 July 2001

APPENDIX D

Sample SOP

Sample SOP	
DEPARTMENT OF THE ARMY Headquarters, XXth XXXXXX Directorate of Logistics Fort XXXXXXXXX, XXXXXX XXXXX-XXXX	
XXXX-XXX-XXX	(date)
SOP FOR AFMIS-DINING FACILITY OPERATIONS SUBSYSTEM	
SECTION 1. INTRODUCTION	
<p><u>1-1 Purpose.</u> To outline policies and procedures to assist dining facility personnel in operating the DFO Subsystem.</p>	
<p><u>1-2 Scope.</u> The policies and procedures in this SOP are in addition to those contained in the DFO End User Manual. The proponentcy for this SOP is the _____.</p>	
<p><u>1-3 Definitions.</u></p>	
<p>a. Army Food Management Information System (AFMIS): Software developed by the US Army Information Systems Software Development Center-Lee (USAISSDCL), Fort Lee, VA, to provide an automated Class I and food management system.</p>	
<p>b. TISA: The Class I Troop Issue Subsistence Activity. Authorized users of this subsystem are:</p>	
(List TISA users)	
<p>c. IFA: The Installation Food Advisor Activity. Authorized users of this subsystem are:</p>	
(List IFA users)	
1	

Figure D-1. Sample SOP (page 1 of 10).

1-3 Definitions (continued).

d. DFO: The Dining Facility Operations Activity. Authorized users of this subsystem are:

(List DFO users)

e. System Administrator (SA): The individual at the installation designated to be a single point of contact for all problems/changes in the AFMIS System (software or hardware). The SA for AFMIS is _____.

SECTION 2. PROBLEMS IN AFMIS

2-1 Problem Reports. This section explains the correct procedures for reporting problems. A hardware or software failure which stops the system from functioning, or a specific process from functioning, is handled as follows:

a. The SA will phone in the problem to the Fort Lee Customer Assistance Office, DSN 687-1051.

b. The SA will follow up the problem by submitting a DA Form 5005-R (Engineering Change Proposal-Software) to the MACOM.

2-2 Engineering Change Proposal-Software (ECP-S). This document is routinely used to suggest enhancements for the system. Submit the ECP-S (DA Form 5005-R) through your SA. Prepare a separate DA Form 5005-R for each problem or recommendation. The routing address for all ECP-S requests is the MACOM. See appendix F of this manual.

SECTION 3. SYSTEM ADMINISTRATOR RESPONSIBILITIES

3-1 General. This section outlines the responsibilities of the system administrator.

3-2 Policies and Procedures. Once the installation is in live production, the SA becomes the point of contact. The users contact the SA for assistance, guidance, and resolution of processing and equipment problems. The following policies and procedures should be established:

Figure D-2. Sample SOP (page 2 of 10).

AIS Manual 25-L37-AJK-ATT-EM-4

1 July 2001

3-2 Policies and Procedures (continued).

a. Create an AFMIS log book to record all calls for assistance and to categorize the nature of problems reported. The SA should also record the action taken, whether or not the solution or assistance worked, or if the problem had to be referred to the Customer Assistance Office for resolution.

b. Establish procedures to assign user IDs and passwords. This should include a periodic change of passwords to prevent unauthorized access to the system. Give users guidelines concerning system access and unauthorized use of passwords.

c. Coordinate with DPSC to receive the monthly price change tape or DDN transmission. Load the tape (if applicable) and the information is downloaded to the Master Item File (MIF).

d. Coordinate with the Finance and Accounting Office to ensure STARFIARS tapes or DDN transmissions are provided.

e. Coordinate and run End of Day and End of Month Batch processes. Give users a time schedule for these processes.

(1) End of Day Batch Process: This process will be run Monday thru Friday between the hours of _____ and _____. Users must log off the system before running this process.

(2) Run Times: Coordinate run times with all AFMIS users. A delay in the run time may be required on Mondays and the day after a holiday due to heavier workloads.

(3) End of Month Batch Process: Coordinate a run time for this process with TISA. The End of Day Batch process must be completed first, and all monthly TISA accounts closed before you run the End of Month Batch process.

(4) Print Requests: Route End of Day and Month print requests to TISA for filing.

f. File Backup Procedures. AFMIS data files must be backed up regularly. The backups are used to restore lost or damaged files.

(1) Daily file backups are performed as a part of the End of Day Batch processing.

Figure D-3. Sample SOP (page 3 of 10).

3-2 Policies and Procedures (continued).

(2) Monthly file backups require approximately two tapes. Maintain the tapes on file until you complete the next backup.

(3) Set up a tape library for TISA files purged on a monthly or quarterly basis. Contact TISA before you begin any file purges.

SECTION 4. DFO PROCESSING SCHEDULES

4-1 General. The food service sergeant or contract manager is responsible for setting up a DFO processing schedule. The following information can help you set up a schedule for your dining facility.

4-2 Daily Processing. Daily processing consists of processes which are run every day or several times a week as a part of normal dining facility operations.

a. Run the Headcount/Cash Collected process to enter headcount and cash collections from the DD Form 1544 and DA Form 3032.

b. Run the Regular Shopping List process to create, update, and send your shopping list to TISA. Check the Shopping List Submission Dates Report (PCN AJK-KI1) for submission and issue dates. Complete this process before the End of Day Batch process is run.

c. Run the DVD Shopping List process to create, update, and send your shopping list to TISA. TISA can provide you with a DVD Submission Date Schedule. Complete this process before the End of Day Batch process is run.

d. Run the Production Schedule Review and Maintenance process to create the production schedule, special instructions, and other reports.

Figure D-4. Sample SOP (page 4 of 10).

AIS Manual 25-L37-AJK-ATT-EM-4

1 July 2001

<p>e. Run the Production Reports process to print the Outside Menu and Extended Recipe Reports.</p>
<p>f. Run the Nutrient Analysis subfunction to create the dieter's menu.</p>
<p>g. Complete the Kitchen Requisition and Returns Worksheet Report (PCN AJK-422). Use the worksheet to complete the Kitchen Requisition and Returns subfunction. You have up to 14 days from the current date to enter kitchen requisitions.</p>
<p>h. Run the Create Cash Turn-in Voucher process to print your Cash Collection Vouchers (PCN AJK-A07). After you complete the turn-in and receive the verified FAO copy, run the Update Cash Turn-in Voucher process.</p>
<p><u>4-3 Weekly Processing.</u> Weekly processing consists of processes you are required to run once a week.</p>
<p>a. Run the Weekly Inventory subprocesses once a week. You can choose to run a complete inventory or one for high dollar and sensitive items. Make sure your kitchen requisitions are complete for this period before you start.</p>
<p>(1) Use the Print Count Sheet Subprocess - Weekly to print two copies of the Count Sheet Generation Weekly Report (PCN AJK-442). Use the report to conduct inventory and complete the Enter Counts Subprocess - Weekly.</p>
<p>(2) Use the Enter Counts Subprocess - Weekly to enter count quantities.</p>
<p>b. When you finish entering your counts, the Reconciliation (Recount - Perishable/ Semi-perishable) Screen AJK-454 is displayed. Use it to print recount sheets and enter recounts. You can also use the Enter Recounts Subprocess.</p>
<p>(1) To print the Weekly Recount Sheet Report (PCN AJK-448), press [ESC] with no entry on Screen AJK-454. Press [ESC] again and enter N in response to the reconcile again message. Enter Y in response to the print message. Use the report to recount the items and complete the Enter Recounts Subprocess.</p>
<p>5</p>

Figure D-5. Sample SOP (page 5 of 10).

AIS Manual 25-L37-AJK-ATT-EM-4

1 July 2001

<p>(2) Run the Enter Recounts Subprocess to enter inventory recounts.</p> <p>(3) Run the Final Inventory Subprocess to update your balances on hand and print a copy of the Weekly Inventory Report (PCN AJK-459).</p> <p><u>4-3 Monthly Processing.</u> Monthly processing consists of processes you are required to run on the last day of the month.</p> <p>a. Run the Monthly Inventory processes after you receive all issues for the current month. Make sure kitchen requisitions are complete for this period before you start.</p> <p>(1) Use the Print Count Sheet - Monthly Process to print two copies of the Count Sheet Generation Weekly Report (PCN AJK-450). Use the report to conduct inventory and complete the Enter Counts Process - Monthly.</p> <p>(2) Use the Enter Counts Process - Monthly to enter count quantities.</p> <p>b. When you finish entering your counts, the Reconciliation (Recount - Perishable/ Semi-perishable) Screen AJK-454 is displayed. Use it to print recount sheets and enter recounts. You can also use the Enter Recounts Process.</p> <p>(1) To print the Monthly Recount Sheet Report (PCN AJK-448), press [ESC] with no entry on Screen AJK-454. Press [ESC] again and enter N in response to the reconcile again message. Enter Y in response to the print message. Use the report to recount the items and complete the Enter Recounts Process.</p> <p>(2) Run the Enter Recounts Process to enter inventory recounts.</p> <p>(3) Run the Final Inventory Process to update your balances on hand and print a copy of the Monthly Inventory Report (PCN AJK-460).</p> <p>c. Run the Headcount/Cash Collected process to enter headcounts for the last day of the month. Run the Create Cash Turn-in Voucher process to print your Cash Collection Vouchers (PCN AJK-A07) for the end of month turn-in. After you complete the turn-in and receive the verified FAO copy, run the Update Cash Turn-in Voucher process.</p> <p>6</p>
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Figure D-6. Sample SOP (page 6 of 10).

AIS Manual 25-L37-AJK-ATT-EM-4

1 July 2001

4-4 End of Fiscal Year Processing. End of fiscal year processing consists of processes you are required to run on the last fiscal day of the year.

a. Run the Monthly Inventory processes after you receive all issues for the month of September. Make sure kitchen requisitions are complete for this period before you start.

b. Run the Headcount/Cash Collected process to enter your headcounts for the last day of the fiscal year. Run the Create Cash Turn-in Voucher process to print your Cash Collection Vouchers (PCN AJK-A07) for the final fiscal year turn-in. After you complete the turn-in and receive the verified FAO copy, run the Update Cash Turn-in Voucher process.

c. After you complete the Update Cash Turn-in Voucher process, run the Fiscal Year End Reset Voucher Number process. This resets the cash collection - receiving office voucher number back to 1 for the new fiscal year.

4-5 As Required Processing. As required processing consists of inquiries and other processes that you don't use on a regular basis. You can use these processes at any time.

- a. Box Lunch Shopping List Process.
- b. Projected Account Status and Checklist Inquiry Processes.
- c. Create Additional Production Schedules Process.
- d. Meal Planning Checklist Inquiry Subfunction.
- e. Report of Survey Subfunction.
- f. Statement of Charges Subfunction.
- g. Transfer Function.
- h. DFO Inquiry Function.
- i. Headcount File Inquiry Processes.

Figure D-7. Sample SOP (page 7 of 10).

AIS Manual 25-L37-AJK-ATT-EM-4
1 July 2001

4.5 As Required Processing (continued).

- j. Dining Facility Personnel File Maintenance.
- k. Disbursing Office Data File Maintenance.

NOTE: Use the following worksheet to schedule your workload on the system.

Figure D-8. Sample SOP (page 8 of 10).

AIS Manual 25-L37-AJK-ATT-EM-4
1 July 2001

dd mmm yy

dd mmm yy

dd mmm yy

NOTE:

1. Make sure the data you enter is correct - you only get one try at this process.
2. This data must be entered within 14 days.

10. Log off for end-of-day per the SA's schedule.