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The Army Food Service Management Information System - AFMIS -

Equipment Replacement Process
"Making the system work for you."

Lesson One

Automation Budgeting Time Management

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Food Opns Sergeant

Equipment Replacement Process

Step One: Beginning The Process

- DA Form 3988 and pertinent information.
 - ✓ LIN, NSN, Nomenclature, etc...
- Supply and PBO Coordination.
 - ✓ Line Item Numbers - LIN
- Installation Food Advisor Coordination.
 - ✓ As much information as possible
- Dining Facility Verify Records - AFMIS.
 - ✓ NSN - LIN

Food Operations Sergeant verifies ability to enter records into AFMIS by: NSN and LIN. DO NOT SAVE!!!

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Food Opns Sergeant

Equipment Replacement Process

Step One: Situations – DFO Verification

- Situation 1 – Other Equipment
 - ✓ No Line Item listed.
- Situation 2 - NSN
 - ✓ Cannot enter NSN – Can enter LIN
- Situation 3
 - ✓ Cannot enter LIN
- Situation 4
 - ✓ CAN enter NSN & LIN

Forward DA Form 3988. Attach memo indicating results of DFO entry verification.
(Refer to Lesson Guide for full descriptions.)

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Food Program Manager

Equipment Replacement Process

Step Two: Verify equipment – CTA 50-909

- Accessing Force Management Support Agency.
 - ✓ WebTAADS
- Viewing CTA 50-909.
 - ✓ By Basis of Issue and LIN
- Viewing Authorizations and Allowances.
 - ✓ By Basis of Issue



CTA 50-909 Web Tool. (Also available: CTA 50-970)

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Step Two: Example Tools – WebTAADS

(Sample – LIN List)

(Sample – Allowances)

Who should have Access? – Personnel responsible for Equipment Replacement Management

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Step Three: Access to Equipment Records

- Required: LIN on CTA 50-909 and in AFMIS.
- Verify Dining Facility Building Numbers.
 - ✓ Must be assigned
- Files are Saved by Building Number.
 - ✓ No building number – records are saved to a blank file



Check Equipment Record Access when a Dining Facility cannot "find" records they entered.

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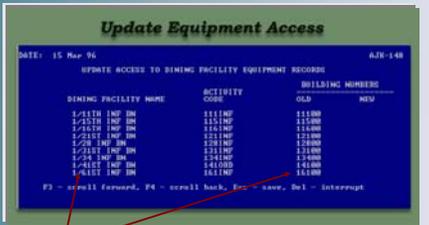
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Equipment Replacement Process



- To print a list of Dining Facilities with their associated Building Numbers, Select Print On-Line Tenant Report.
- To Update these records or to verify Access, Select Update Access to Equipment Records.

Equipment Replacement Process



- The Dining Facility Name and Activity Code are assigned by the SA.
- Ensure Dining Facilities have a Building Number Assigned.

Equipment Replacement Process

Step Four: - Assigning NSN/Life Expectancy

- IFA Coordination and Support.
 - ✓ NSNs and Life Expectancies
 - ✓ Prime Vendor Equipment Program
- Dining Facility Records - Adding.
 - ✓ Without NSN assigned – enter Life Expectancy
 - ✓ With NSN assigned – Life Expectancy assigned
- Print NSN Catalog Report if needed.
 - ✓ Reports Menu



To ensure accurate records, Dining Facilities should enter equipment AFTER a NSN is assigned to a LIN.

Food Program Manager

Equipment Replacement Process

IFA Options Screen

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IFA OPTION:  E   R   C   D   E   F   X 
Management Information Reports
DATE: 15 Mar 96      INSTALLATION FOOD SERVICE COMMAND MENU      AJR-161
                                     Press F8 for Help

OPTION CODE  BING MENU SELECTION OPTIONS
A            MANAGEMENT INFORMATION REPORTS
B            MANAGEMENT INFORMATION INQUIRIES
C            INSTALLATION FILE MAINTENANCE
D            DATA CONVERSION
E            EQUIPMENT REPLACEMENT PROCESS
F            RANDOM SURVEY PROCESS
X            SIGN OFF IFA SELECTION
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE BING MENU OPTION CODE:
    
```

Begin by selecting Equipment Replacement Process.

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Equipment Replacement Process

Equipment Replacement Options

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Equipment Replacement Program:  E   R   C   D   E   F   X 
Update authorization, release, inventory, and inflation data
DATE: 15 Mar 96      EQUIPMENT REPLACEMENT PROGRAM MENU      AJR-182
                                     Press F8 for Help

OPTION CODE  BING MENU SELECTION OPTIONS
A            FILE MAINTENANCE MENU
B            REPORTS MENU
X            RETURN TO IFA COMMAND MENU
X            EXIT FROM IFA PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE BING MENU OPTION CODE:
    
```

Next, Select the File Maintenance Menu Option.
Optional: To print the NSN Catalog Report, select Reports Menu.

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File Maintenance

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Equipment Replacement File Maintenance:  E   R   C   D   E   F   X 
Update authorization, release, inventory, and inflation data
DATE: 18 Mar 96      EQUIPMENT REPLACEMENT FILE MAINTENANCE MENU  AJR-153
                                     Press F8 for Help

OPTION CODE  DESCRIPTION          OPTION CODE  DESCRIPTION
A            NSN / LIFE EXPECTANCY  B            RETURN TO EQUIPMENT
B            INVENTORY              REPLACEMENT PROGRAM MENU
C            BING FACILITY REGION   X            EXIT FROM IFA PROCESSING
D            SPECIFICATIONS         X            EXIT FROM IFA PROCESSING
E            EQUIPMENT RECORD ACCESS

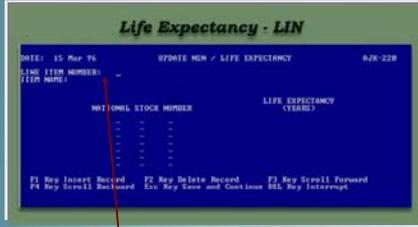
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE BING MENU OPTION CODE:
    
```

Your next Selection is NSN / Life Expectancy.

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Equipment Replacement Process

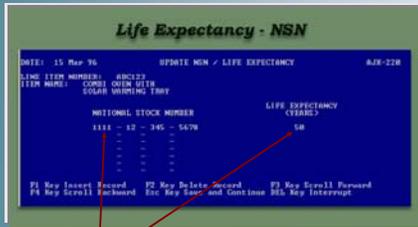


Enter in the Line Item Number.
(On CTA 50-909 and in AFMIS)



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- Enter in the National Stock Number – if needed.
- Enter in Life Expectancy – if needed.



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Equipment Replacement Process

Conclusion - Setting Up Equipment Replacement Records

- Food Operations Sergeant (FOS) Responsibilities.
 - ✓ Reporting Equipment – DA Form 3988.
 - ✓ Verify Equipment can be entered.
 - ✓ Accurate records – effective communication.
- Web Tools – Force Management Support Agency.
 - ✓ CTA 50-909
 - ✓ Authorizations and Allowances
- Records Access.
 - ✓ Building Numbers and Account Code
 - ✓ Building Numbers and Files
- Adding/Updating - NSNs and Life Expectancy.
 - ✓ Assigned to each LIN
 - ✓ Life Expectancy Associated with NSN



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End of Lesson One

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