

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

**AFMIS Training**  
**Dining Facility Manager**

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**AFMIS - Dining Facility Manager**

Functional Areas – Dining Facility Operations

- **Standards and Policies**
  - SOP/COOP/Corrective Measures
- **Administration**
  - Files/Equipment/Cook Status
- **Menu Planning & Management**
  - Menus/Budgeting/Production Schedule
- **Subsistence Planning & Management**
  - Subsistence Estimates/Ordering/Receiving
- **Inventory Planning & Management**
  - Inventory Adjustments/Inventory Process
- **Headcount Management**

[Step-by-Step Procedures](#)





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**AFMIS Operation Mgmt. Checks**

- **Workstation / AFMIS Security**
  - ✓ Password Security and Protection
  - ✓ Manager/User Responsibilities
- **Problem Reporting**
  - ✓ User Error / Reporting Procedures
  - ✓ Manager Correction Steps
  - ✓ Food Advisory Assistance
  - ✓ Support – FPM / TISA / SA



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**AFMIS Operation Mgmt. Checks**

- **Printed Reports - Outputs**
  - ✓ Guidelines
  - ✓ ARIMS Filing Guidance
- **Standards – SOP / Work Schedules**
  - ✓ Sets Priorities/Accuracy
  - ✓ Distribution / Delegation of Work
  - ✓ Time Management
  - ✓ Ensures Task Completion

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**AFMIS Operation Mgmt. Checks**

- **Continuity of Operations / Contingency**
  - ✓ Standards - All
  - ✓ Reporting / Continuing Work
- **Formal Problem Reporting / Changes**
  - ✓ DA Form 5005-R
  - ✓ Instructions Found – Appendix F
  - ✓ Dual Purpose Form
  - ✓ Efficient System – If Used

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**AFMIS Operations Support**

- **AFMIS Training / Dining Facility**
  - ✓ Train Up
  - ✓ Rotating Personnel
  - ✓ Trainable Areas
  - ✓ Advantages of “Good” Training
- **AFMIS Training / Directorate of Training**
  - ✓ BNCOC – 8 Days
  - ✓ ANCOC – 7 Days
  - ✓ FSM / Warrant – 5 Days

*Administration  
Rations  
Management*

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## AFMIS Operations Support

- Communications and AFMIS**
  - ✓ Unit Support - METL
  - ✓ Training Meetings
  - ✓ Training Curve Planning
  - ✓ Dining Facility Goals / Objectives
  - ✓ Needs – Command Briefings / Visits
- Action – Involvement - Effort**




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## AFMIS Administration Management

- General AFMIS Admin. Files
- Personnel
- Finance and Accounting
- Equipment Replacement
- Cook Status



When? As Needed / Quarterly




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## AFMIS Admin. Management

- Management Tools**
  - ✓ Dining Facility File Inquiry
  - ✓ Key Personnel Inquiry
  - ✓ FAO Data Inquiry
  - ✓ Cook Status Inquiry




DF File Inquiry      DF Personnel      Disbursing Office Data

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**AFMIS Admin. Management**

**Management Reports**

- ✓ Daily Batch Report
  - File Updates
- ✓ Equipment Summary Report - (Moved to DSS)
  - Authorized - On Hand - Over/Short
- ✓ Equipment Inventory
  - Detailed Report
- ✓ Cook Status Report
  - Personnel Records



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**AFMIS Admin. Management**

**Administration Files Processing**

- ✓ Key Personnel Updates
- ✓ FAO Updates
- ✓ Equipment Replacement Processing
- ✓ Cook Status Processing



Electrical / Mechanical



Equipment - Other



Cook Status

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**AFMIS**

**Menu Planning Management**

- Management Reports
- Non-AFMIS Menu Checks
- Management Tools
- Menu Planning Process
- Working PS Guidelines

**When? Up to 20 Days Out**  
Monday - Wednesday - Friday





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 **Menu Planning Management**

**Management Reports**

- ✓ Daily Batch Report
  - Recipe Updates – Menu Updates – PV Processing
- ✓ Prices Update Report
  - TISA Support (Requested)
- ✓ PV Inquiry (Printed)
  - Check Orders/Receipts Status
- ✓ Template Reports
  - Number – Description
- ✓ Master Menu
  - FPM Support / Inquiries



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 **Menu Planning Management**

**Non-AFMIS Menu Checks**

- ✓ Residual Accountability
  - Incorporated Into Menus
- ✓ Training Curve Planning
  - Customer – Unit Support
- ✓ Participation Rate
  - Based on Meal Card Holders
- ✓ Utilization Rate
  - Based on Design Capacity
- ✓ Menu History
  - Popularity – Cost Effectiveness - Marketing



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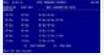
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 **Menu Planning Management**

**Management Tools**

- ✓ Issue Frequency Schedule
- ✓ Menu Planning Checklist
- ✓ Account Status
- ✓ Fiscal Year Status



  
Issue Frequency  
Schedule

  
Menu Checklist

  
Account Status

  
Account Status  
Fiscal Year

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## Menu Planning Management

**Management Tools - Continued**

- ✓ Earnings and Expenditure Record
- ✓ Headcount Projections
- ✓ Headcount History
- ✓ Recipe Review

  
E & E Report

  
Headcount Projections

  
Headcount History

  
Recipe Review

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## Menu Planning Management

**Management Tools - Continued**

- ✓ BOH Inventory Review
  - Sensitive Items / Stock Piling
- ✓ PV Orders Review (Screen)
- ✓ Projected Account Status
  - Displays 8 Days Planned

  
BOH Inventory

  
PV Order Status

  
Projected Account Status

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## Menu Planning Management

**Menu Planning Process – 15 to 20 Days**

- ✓ Working Production Schedule
  - Building Database – Mgmt. Tools
- ✓ Create Working Shopping List
  - Costs – NIS Items – Recipe Conversion Factors
- ✓ Projected Account Status
  - Manual vs. Planned

  
Production Schedule

  
Shopping List

  
Projected Account Status

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## Menu Planning Management

**Menu Management Controls**

\* Subsistence Management will be Discussed in the Next Lesson \*

- ✓ Shopping Lists are Updated and Sent
- ✓ Subsistence Items are Received
- ✓ Items are Checked
- ✓ Verified to Match Planned Meals
- ✓ Production Schedule Process Completed
  - Breakdown Adjusted Headcount – Main / Short Order
  - Set SOP Items to Current Policy
  - Enter Preparation Times
  - Complete Special Instruction
  - PRINT – Production Schedule and Kitchen Requisition



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## Menu Planning Management

**Menu Management Controls – Cont.**

- ✓ Create Additional Production Schedules
  - Production Areas – Corrective Training – OJT Program
- ✓ Create and Print Dieter’s Menu
- ✓ Print Outside Menus
- ✓ Print Supporting Recipes
  - Multiple Reports
  - Prints Selected Recipe
  - Recipes are Converted
  - Preparation Standards
  - Ingredient Control
  - Portion Control



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## AFMIS

### Subsistence Planning & Mgmt.

- Management Checks
- Management Tools
- Subsistence Planning
- Subsistence Processing
- Subsistence Receipt



When? 2 to 4 Days Prior to Submission Date  
Prior to “Finalizing” Production Schedules




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## Subsistence Management

- Management Tools
  - ✓ Inventory BOH
    - Increased Inventory
    - Stock Piling - Liability
  - ✓ Prime Vendor Orders Review
    - Orders Status
    - Increasing Inventory
    - Additional Orders
  - ✓ Projected Account Status
    - Numerous Changes



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## Subsistence Management

- Subsistence Planning
  - ✓ Subsistence Checklist
  - ✓ Master Item File Review / Research
    - U/I – U/P
    - Description – Pack / Pack Qty
    - Best Price
  - ✓ PV Catalog Inquiry
    - TISA MIF




Checklist                      MIF

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## Subsistence Management

- Subsistence Processing
  - ✓ Update Shopping Lists - Send
    - Verify / Revise / Substitute
    - Print Additional
    - Delete if NOT Sending
    - Send BOTH
- Subsistence Receipt
  - ✓ Prime Vendor Receipt Processing
    - Verify / Modify / Add
    - Send - WRITE
    - After Batch – Updates BOH

**\* Final Production Schedule Process Begins From This Point \***



Shopping List

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**AFMIS**

## Inventory Planning & Mgmt.

- Management Checks
- Management Tools
- Inventory Procedures
- Inventory Processing

When? Non-Issue Days  
Tuesday - Thursday




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## Inventory Planning and Mgmt.

• **Management Checks**

- ✓ Physical Counts
  - Ensure Items are "Physically Counted"
- ✓ Weekly All Items
  - Prior to Monthly
- ✓ BOH Inventory
  - DO NOT USE
- ✓ Cannot "Cancel" After "Finalize"
- ✓ Two Personnel
  - If Possible - FY Required
- ✓ Once "Started" - Complete



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## Inventory Planning and Mgmt.

• **Management Tools / Procedures**

- ✓ Daily Batch Report
  - Issues to BOH
- ✓ Kitchen Requisitions
  - Processed
  - Items pulled for production
- ✓ Transfers
  - Processed verses Not Processed





Daily Batch



Kitchen Requisition



Transfers

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## Headcount Planning and Mgmt.

**Management Tools**

- ✓ Current Day / Cash Collected
  - Per Day Cumulative
- ✓ Monthly HC / Cash Collected
  - Start of Account to Current Date - Cumulative
  - Cash Verification



Current Day



Monthly HC

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## Headcount Planning and Mgmt.

**Management Reports**

- ✓ Daily HC Report
  - 3 Day Report
- ✓ Headcount by Meal
- ✓ Automated Headcount Report
- ✓ FY Cash / Serial Number Report





Reports Menu

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## Headcount Planning and Mgmt.

**Headcount Processing**

- ✓ Headcount / Cash Collected
  - Import - Adjustments
- ✓ Cash Collection
  - Cash Voucher
  - Closing Cash Voucher
- ✓ Reset Voucher Numbers



Headcount / Cash



Cash Voucher



Reset

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