



Quartermaster Center and School **AFMIS** Army Center of Excellence, Subsistence

Directorate of Training
PRESENTS
AFMIS Training
For The Installation Food Advisor

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AFMIS Dining Facility Management Review

Learning Activity One

Dining Facility Objectives
AFMIS Operation Management
General Administration Management
Menu Management Processes
Subsistence Management Process
Inventory Management Process
Headcount Management Processes

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Dining Facility Operations Review

Structure

◆ Dining Facility Objectives

- Customer Service Management
- Personnel Management
- Resource Management
- Budget Management
- Task Management
- Effective Communications

AND: "Soldier"



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Dining Facility Operations Review

Structure

AFMIS Operations

- Security / Passwords
- Problem Reporting
- DFO Reports and Filing Guidance
- SOP / Work Schedules
- Continuity of Operations
- Contingency Plans
- Formal Problem Reporting
- DA Form 5005-R Guidance




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Dining Facility Operations Review

Structure

General Administration Processes

- DF Files – BDFA Review
- Key Personnel
- Finance and Accounting Data
- Equipment Replacement Reports
- Equipment Replacement Process
- Cook Status Process




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Dining Facility Operations Review

Structure

Menu Management Processes

- Menu – Supporting Reports
- Accounts Review - Budgeting
- Forecasting - Marketing
- Menu Management
- Recipe Support - Standards
- In-House Inventory - BOH
- Production Schedule Process - Tools
- Projected Account Status




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Dining Facility Operations Review

Structure

◆ Subsistence Management Process

- Shopping List Processes
- Estimating - Budgeting
- Projected Account Status
- Master Item File Research
- Prime Vendor Catalog Review
- Prime Vendor Status Checks




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Dining Facility Operations Review

Structure

◆ Inventory Management Process

- Pre-Inventory Management
- Inventory Transfers - TISA
- Inventory Transfers - Internal
- Inventory Recovery - Relief
- Inventory Process
- Final Checks – Error Correction




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Dining Facility Operations Review

Structure

◆ Headcount Management Processes

- Headcount Procedures
- Headcount Processing
- Cash Verification
- Cash Processing
- Voucher Close-out
- Fiscal Year End Procedures




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AFMIS Food Advisory Support – View Access

Learning Activity Two

Access and Purpose

- Food Advisory Support**
- DFAC Resource Review**
- Administration Files Review**
- Dining Facility Account Review**
- Dining Facility Inventory Review**
- Dining Facility Headcount Review**

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Supervision Dining Facility Inquiry Review

Access and Purpose

- SA and IFA Support
- Multiple DFAC Supervision
- Consolidation of Reports
- Customer Tracking
- Budget Analysis and Compliance
- Resource Tracking
- Problem Identification
- Identifying Training Needs

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Supervision Dining Facility Inquiry Review

Food Advisory Support

- Management Assistance
- Training Assistance
- Support Liaison
- Timely Corrections
- Problem Resolution

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Dining Facility Inquiry Review

DFAC Resource Review

- Recipe Review – DFO Recipe Service
- Equipment Reports
 - Equipment Inventory
 - Equipment Replacement
 - Equipment Summary
- Access Dining Facility
- Cook Status Report

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Recipes

Equipment



Dining Facility Inquiry Review

Administration Files Review

- Dining Facility File Information
- Key Personnel
- Finance and Accounting
 - Next Voucher
 - Authorized Cash

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File Info.

Personnel

FAO



Dining Facility Inquiry Review

DFAC Account Review

- Earnings and Expenditure Record
- Account Status – Current / Previous
- Account Status FY
 - Customer Trends
 - Training Curve Planning
 - Management Practices

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E & E Report

Account Status



Dining Facility Inquiry Review

DFAC Inventory Review

- Current Inventory - BOH
- Inventory Practices
- Prior Month Review
 - Percent Deviation Report
 - Disposition of Subsistence
- Discrepancies



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Dining Facility Inquiry Review

DFAC Headcount Review

- Headcount Forecasting
- Headcount History
- Headcount Controls
 - HC / Cash Collection
 - Cash Verification
- Cash Close-out



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AFMIS IFA Management and Support

Learning Activity Three

General Files Set-up

Management Tools and Reports

IFA Support Processes



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General Files Set-up

DF Access

Equipment Access

◆ Dining Facility Records Access

- Granting Access
 - Print Access Roster
- Equipment Records Access
 - On-Line Tennant Report



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General Files Set-up

Authorized

NSN

Inflation

Design

◆ Equipment Records Set-up

- Equipment Authorizations
 - LIN / Nomenclature / BOI / ERA
 - Authorized
- Equipment NSN / Life Expectancy
- Inflation Rate
- Design Specification
 - Design Capacity
 - Number in Facility - Areas



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General Files Set-up

Authorized

UIC

◆ Cook Status Records Set-up

- Personnel Authorizations
 - Installation Commands
 - Personnel Authorized
- Unit of Assignment
 - Activity – Dining Facility



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 **General Files Set-up**

 Meal Rates

 Classification

☛ Cash Meal Payment Costs

- ☐ Meal Rates
 - Review
 - Records Maintenance
- ☐ Account Classification
 - Review
 - Records Maintenance



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 **General Files Set-up**

 Contract

☛ DFAC Contract Set-up

- ☐ Contract Numbers
- ☐ Type of Operation
 - Full Food Service
 - Management and Production
 - Dining Facility Attendant
- ☐ Contract Per Facility



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 **Management Tools and Reports**

 Reports

☛ Resource Management & Reports

- ☐ Equipment Replacement Reports
 - NSN Catalog Report
 - Equipment Summary – DF Inquiry
 - Equipment Inventory
 - Equipment Budget Report
 - Equipment Budget Worksheet



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Management Tools and Reports

Resource Management & Reports

- Personnel – Cook Status Reports
 - Authorization Report
 - Dining Facility Loss Report
 - 30/60/90 Day Loss
 - Installation Loss Report
 - 30/60/90 Day Loss
 - Installation Status Report



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Reports

Management Tools and Reports

DFAC Operations & Mgmt. Reports

- Headcount Inquiries
 - Consolidated HC Report
 - Cumulative HC Report
- DF Operations Summary Report
- DF Participation Rate – Design
- Inventory Value Objective
- Automated Headcount Report
- Detailed Reports – DF Inquiry



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Headcount
Operations
Participation
Inventory
Headcount

Management Tools and Reports

Contract Management

- Random Survey Process
 - Closed Dates
 - Sample Size
 - Operating Days



DFAC Communications

- Bulletin Board
 - Menu Board
 - Training



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Contracts
Bulletin

 **IFA Support Processes**

MIF
Reconcile

Subsistence Support

- Master Item File Review
 - Conversion Factor
- MIF Reconciliation Process
 - Weekly - Monthly
 - Schedule with SA / TISA
 - Only User On
 - Run Time: No Longer Than 15 Minutes



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 **IFA Support Processes**

Replace

Recipe Support

- Missing / Mismatched Ingredient
- Ingredient Replacement
 - Ingredients Not Stocked
 - Unmatched Ingredients - Select
 - Unique NSN
- Recipe Review
 - DFO Vs. IFA



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 **IFA Support Processes**

Course
Recipes

Recipe Support - Continued

- Course File Maintenance
- Recipe Maintenance – Backup / Load
 - Header Information
 - Ingredients - TIIN
 - Conversion Factors
 - Instructions
- Sending Recipe
 - Dining Facility Interface



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 **IFA Support Processes**

Recipe Support - Continued

- Recipe Costs
 - Compute Recipe Costs
 - POS Quarterly Price Update
 - POS Cost Deviation



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 **IFA Support Processes**

Menu Support

- Missing Menus Report
- Master Menu Maintenance
 - Adding / Updating
 - Global Changes
 - Dining Facility Access
 - FY Roll Over
- Master Menu Recap
- Operational Menus



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- Menu
- Global
- Access

AFMIS

Agency Coordination & Support

Learning Activity Four

TISA Coordination

TISA Support

Systems Administrator Support

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Agency Coordination & Support

SUPPORT

• **TISA Coordination**

- Communication
 - Bulletin Board
- Subsistence Coordination
 - MIF Reconciliation
 - MIF Updates
 - Subsistence Reports
 - Price Updates
 - Items Changes - TIIN



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Agency Coordination & Support

SUPPORT

• **TISA Support**

- Account Support
 - Schedule - Closing
- BDFA
- Subsistence Support
 - Issue Frequency Schedule
 - Request / Issues
 - Prime Vendor – Orders / Receipts
 - Timely Processing
- Inventory Adjustments – Purchases (Issues)



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Agency Coordination & Support

SUPPORT

• **Systems Administrator**

- Communication
 - Problem Reporting
 - Problem Corrections
 - System Standards
 - Systems Misuse
 - Customer Support
- Support
 - Hardware – Software – Data Tables



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Thank you for Attending

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