

ACES
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The Army Food Service Management Information System - AFMIS -

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

Lesson Four

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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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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Equipment Replacement Process



Begin by selecting Batch.



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Equipment Replacement Process



Next, select Equipment Replacement Menu.



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Equipment Replacement Process

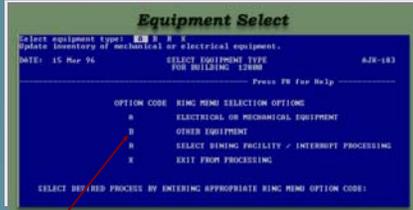


Select next, Update Equipment Inventory.



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Equipment Replacement Process

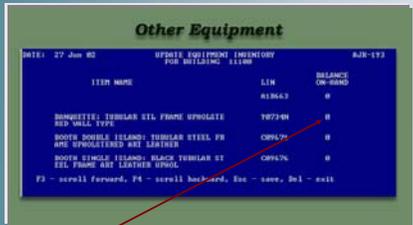


Select Other Equipment to add accountable equipment that is budgeted with OMA funds.



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Equipment Replacement Process

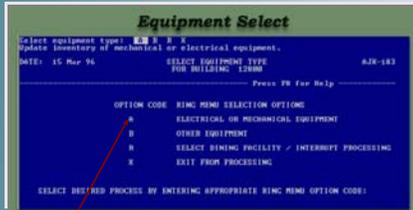


Enter in the type of Equipment you have on-hand. If it is not listed, contact your IFA. Press Escape to save.



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Equipment Replacement Process



Select Electrical or Mechanical Equipment to begin adding equipment to the system.



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Equipment Replacement Process

Update Elec/Mech Equipment

Update electrical or mechanical equipment. **▲** **■** **■** **■** **■**

Add or modify equipment records.

DATE: 15 Mar 96 UPDATE ELECTRICAL OR MECHANICAL EQUIPMENT AJR-195
IN BUILDING: 12000 Press F9 for Help

OPTION CODE RING MENU SELECTION OPTIONS

- A ADD OR MODIFY EQUIPMENT RECORDS
- B DELETE EQUIPMENT RECORDS
- R RETURN TO SELECT EQUIPMENT TYPE MENU
- X EXIT FROM PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE.

Next, select Add or Modify Equipment Records.



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Equipment Replacement Process

Update Equipment

DATE: 15 Mar 96 UPDATE EQUIPMENT INVENTORY AJR-192
FOR BUILDING: 12000

SERIAL NUMBER: ITEM NAME: MANUFACTURER: ACQUISITION YEAR: ACQUISITION COST: NEW LOCATION: REMARKS:

MODEL NUMBER: LIFE EXPECTANCY: ENERGY SOURCE CODE:

Enter in the Serial Number. Can be found on the Equipment Data Plate.



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Equipment Replacement Process

Update Equipment

DATE: 15 Mar 96 UPDATE EQUIPMENT INVENTORY AJR-192
FOR BUILDING: 12000

SERIAL NUMBER: 48564 ITEM NAME: COMB OVEN WITH SOLAR WARMING TRAY MANUFACTURER: ACQUISITION YEAR: ACQUISITION COST: NEW LOCATION: REMARKS:

MODEL NUMBER: LIFE EXPECTANCY: 50 ENERGY SOURCE CODE:

The next entry is NSN. If an NSN HAS NOT been assigned to the LIN, leave blank and enter in the LIN- will not fill in the Life Expectancy area.

Contact your FPM if the system will not accept a LIN.



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Enter in the remaining information. Remember: accurate records will ensure your equipment is replaced on-time.
 If you did not enter in a NSN, you will have to know the equipments Life Expectancy to fill in this entry.



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Equipment Replacement Process

Step Three: - Maintaining Records

- Quarterly Review.
 - ✓ Information is up-to-date
- Equipment Reports.
 - ✓ Identify discrepancies
 - ✓ Identify Allowances
 - ✓ Necessity of printing - cost
- Updating Equipment Records
 - ✓ Add information when available
 - ✓ Review information for accuracy



Keep your records up-to-date. The system provides Inventory, Replacement, and Budget Reports for the IFA.



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Equipment Replacement Process



Begin by selecting Batch.



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Equipment Replacement Process



Next, select Equipment Replacement Menu.



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Equipment Replacement Process

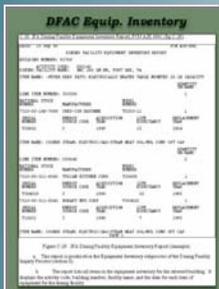


To print a detailed report of ALL equipment entered into the system, select Print Equipment Inventory Report.



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Equipment Replacement Process

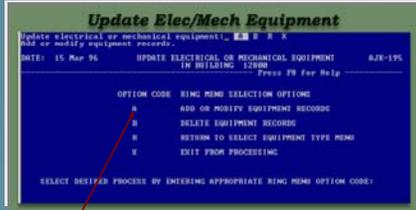


- This report will provide you with a complete listing of information about equipment records in your facility.
- Best used to research discrepancies and for Quarterly Reviews.
- Will print numerous pages depending upon the size of your facility files.



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Equipment Replacement Process



Next, select Add or Modify Equipment Records.



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Equipment Replacement Process



Enter in the Serial Number of the equipment to update. Once entered, all information fields will fill in if this record exists in your system. Update or change information as necessary.



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Equipment Replacement Process

Step Four: - Maintaining Records - Turn-in

- Hand Receipt.
 - ✓ Closed-out
 - ✓ IFA notification
- Remove Records.
 - ✓ Delete records from system
 - ✓ Records that are NOT removed



Records that are NOT removed from the system will cause inaccurate budget reports for the IFA.



The Army Food Service Management Information System

Food Opns Sergeant

Equipment Replacement Process

DFO Main Menu

```

MENU: DFO  B C D E F G H X
Meal production planning
DATE: 15 Mar '96  BINING FACILITY OPERATIONS COPIPING MENU  AJX-003
Press F8 for Help

A - MEAL PRODUCTION PLANNING      F - HEADCOUNT MAINTENANCE
B - INVENTORY                      G - COOK STATUS
C - TRANSFERS                      H - BATCH
D - MGS / SOC                      X - SIGN OFF THE DFO
E - INQUIRIES                      SUBSYSTEM
    
```

Begin by selecting Batch.

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Equipment Replacement Process

Batch Menu

```

MENU: B C D E X
Daily batch report
DATE: 15 Mar '96  BATCH MENU  Press F8 for Help  AJX-004

A - DAILY BATCH REPORT
B - PRICE SPOTIS REPORT
C - EQUIPMENT REPLACEMENT MENU
D - RETURN TO DFO COPIPING MENU
X - EXIT FROM DFO PROCESSING
    
```

Next, select Equipment Replacement Menu.

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Food Opns Sergeant

Equipment Replacement Process

Equipment Main Menu

```

EQUIPMENT REPLACEMENT MAIN MENU  B C D A X
Update dining facility equipment inventory
DATE: 15 Mar '96  EQUIPMENT REPLACEMENT MAIN MENU  AJX-005
Press F8 for Help

A - UPDATE EQUIPMENT INVENTORY
B - PRINT EQUIPMENT INVENTORY REPORT
C - PRINT EQUIPMENT SUMMARY REPORT
D - RETURN TO THE BATCH MENU
X - EXIT FROM DFO PROCESSING
    
```

Select next, Update Equipment Inventory.

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Equipment Replacement Process



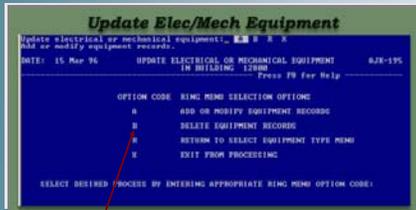
Select Electrical or Mechanical Equipment to begin deleting equipment from the system.



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Equipment Replacement Process



Next, select Delete Equipment Records.



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Equipment Replacement Process



Confirm Deletion by answering Yes (Y). The record will be removed from the system.



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Equipment Replacement Process

Step Five: - Maintaining Records – Transfer

- **Hand Receipt.**
 - ✓ Transfer document
 - ✓ IFA notification
- **Removing Records.**
 - ✓ Do Not Delete records
 - ✓ Records **CAN** be transferred by the IFA
 - ✓ Saves time

Notify the IFA when equipment is transferred from your facility to another. He or she can transfer your equipment records also – you do not have to delete them.

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Food Opns Sergeant

Equipment Replacement Process

Conclusion — Dining Facility Equipment Records

- **Beginning the Process.**
 - ✓ Information
 - ✓ Coordination and Support
- **DFO Process.**
 - ✓ Entering in records
 - ✓ Updating records
 - ✓ Printing records
 - ✓ Deleting records
 - ✓ Transferring records
- **Accurate Records.**
 - ✓ Quarterly reviews
 - ✓ Accurate information entered into the system

Maintaining **ACCURATE** equipment records will ensure the system works.

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Equipment Replacement Process
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End of Lesson Four

Automation

Budgeting

Time Management

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