



Quartermaster Center
and School



Army Center of Excellence,
Subsistence

AFMIS

Directorate of Training

PRESENTS

AFMIS Training For The Food Program Manager

Mr. Arthur E. Olkonen

E-mail: olkonena@lee.army.mil

Phone: DSN / 687-3373

Commercial: (804) 734-3373

www.quartermaster.army.mil/aces



AFMIS

Food Program Manager Training

AFMIS IFA Module



- **Standards and Policy**
 - Dining Facility – Set/Enforce
- **Food Advisory Staff Support**
 - Dining Facility Supervision / Assistance
- **Managing Files / System Set-up**
 - Equipment / Reports / Costs / Contracts
- **Managing Data / Dining Facility Support**
 - Master Item File Maintenance
 - Recipe Maintenance
 - Menu Maintenance

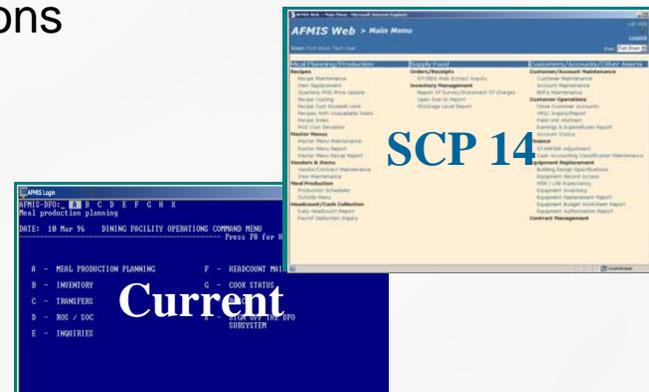


Dining Facility Standards Review

Supervision

Standards

- Workstation Security
- Reports/Files/ARMIS
- SOPs and Work Schedules
- Problem Reporting/Timely Corrections
- Continuity of Operations
- Training
- Assistance



AFMIS



Return



Food Advisory Staff Support (With View Access)

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

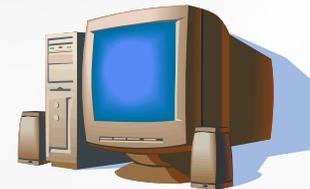


Dining Facility Inquiry Review

Supervision

◆ 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





Dining Facility Inquiry Review

Supervision

● Food Advisory Support

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





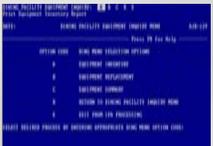
Dining Facility Inquiry Review

● DFAC Resource Review

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



Recipes

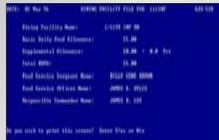


Equipment





Dining Facility Inquiry Review



File Info.

Administration Files Review

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



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



DATE	NO. OF	AMOUNT	NO. OF	AMOUNT	NO. OF	AMOUNT
01/01/00	100	100.00	100	100.00	100	100.00
02/01/00	100	100.00	100	100.00	100	100.00
03/01/00	100	100.00	100	100.00	100	100.00
04/01/00	100	100.00	100	100.00	100	100.00
05/01/00	100	100.00	100	100.00	100	100.00
06/01/00	100	100.00	100	100.00	100	100.00
07/01/00	100	100.00	100	100.00	100	100.00
08/01/00	100	100.00	100	100.00	100	100.00
09/01/00	100	100.00	100	100.00	100	100.00
10/01/00	100	100.00	100	100.00	100	100.00
11/01/00	100	100.00	100	100.00	100	100.00
12/01/00	100	100.00	100	100.00	100	100.00
TOTAL	1200	1200.00	1200	1200.00	1200	1200.00

E & E Report

ACCOUNT	AMOUNT	DATE
ACCOUNT 1	100.00	01/01/00
ACCOUNT 2	100.00	02/01/00
ACCOUNT 3	100.00	03/01/00
ACCOUNT 4	100.00	04/01/00
ACCOUNT 5	100.00	05/01/00
ACCOUNT 6	100.00	06/01/00
ACCOUNT 7	100.00	07/01/00
ACCOUNT 8	100.00	08/01/00
ACCOUNT 9	100.00	09/01/00
ACCOUNT 10	100.00	10/01/00
ACCOUNT 11	100.00	11/01/00
ACCOUNT 12	100.00	12/01/00
TOTAL	1200.00	

Account Status





Dining Facility Inquiry Review

● DFAC Inventory Review

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



BOH



Disposition





Dining Facility Inquiry Review

Projections

Daily

Monthly

Summary

DFAC Headcount Review

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



AFMIS

IFA Management and Support

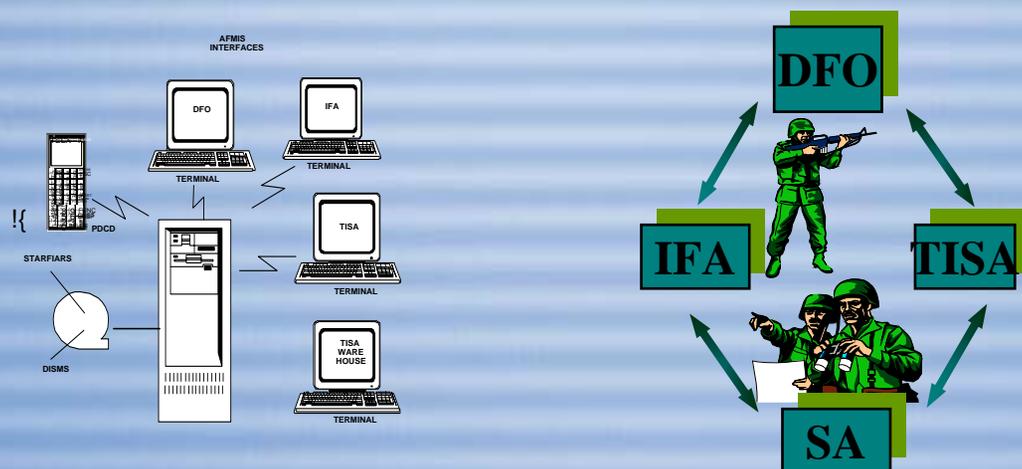


Return



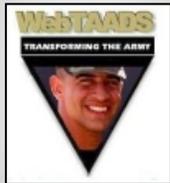
General Files Set-up

Management Tools and Reports





General Files Set-up



CTA 50-909



NSN



Design

Equipment Records Set-up

- Equipment Authorizations – CTA 50-909
 - LIN (DSS)
 - ACES, FED Assistance
 - Like Items
- Equipment NSN / Life Expectancy
- Design Specification
 - Adding a Building Number
 - Design Capacity
 - Number in Facility - Areas





General Files Set-up

● Cash Meal Payment Costs

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



Meal Rates



Classification





General Files Set-up

● DFAC Contract Set-up

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



Contract



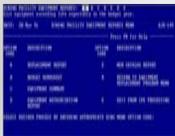


Management Tools and Reports

● Resource Management & Reports

□ Equipment Replacement Reports

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



Reports





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



Reports

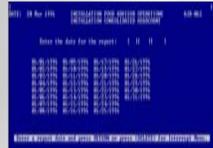
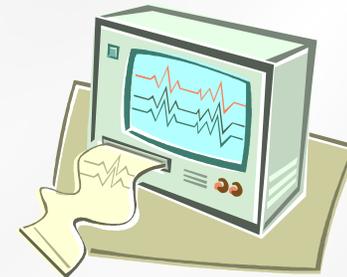




Management Tools and Reports

DFAC Operations & Mgmt. Reports

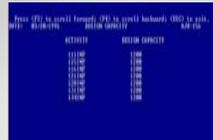
- Headcount Inquiries
 - Consolidated HC Report
 - Cumulative HC Report
- DF Operations Summary Report
- DF Participation Rate – Design
- Inventory Value Objective
- Automated Headcount Report
- Detailed Reports – DF Inquiry



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



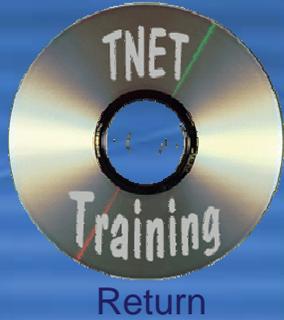
Contracts



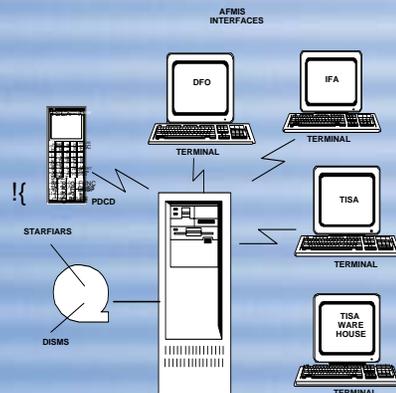
Bulletin

AFMIS

IFA Management and Support



Data Management Dining Facility Support





IFA Support Processes

● 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



STORES Web



MIF



Reconcile

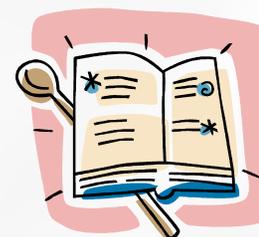




IFA Support Processes

● Recipe Support

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



Replace





IFA Support Processes



Course

● Recipe Support - Continued

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



Recipes





IFA Support Processes

● Recipe Support - Continued

□ Recipe Costs

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





IFA Support Processes

● Menu Support

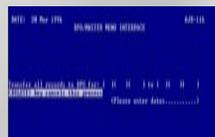
- Missing Menus Report
- Master Menu Maintenance
 - Adding / Updating
 - Global Changes
 - Dining Facility Access
 - FY Roll Over
- Master Menu Recap
- Operational Menus



Menus

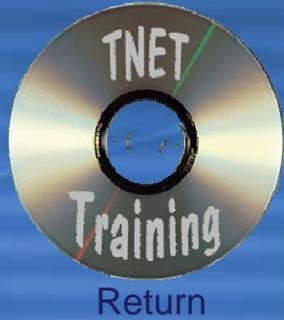


Global



Access





Agency Coordination & Support

Learning Activity Four

TISA Coordination

TISA Support

Systems Administrator Support



The Customer !





Agency Coordination & Support

Support

● TISA Coordination

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





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)





Agency Coordination & Support

Support

● Systems Administrator

□ Communication

- Problem Reporting
- Problem Corrections
- System Standards
- Systems Misuse
- Customer Support



□ Support

- Hardware – Software – Data Tables





Quartermaster Center
and School



Army Center of Excellence,
Subsistence

AFMIS

Directorate of Training

Thank you for Attending

**AFMIS Training
For The Installation Food Advisor**

Mr. Arthur E. Olkonen

E-mail: olkonena@lee.army.mil

Phone: DSN / 687-3373

Commercial: (804) 734-3373

www.quartermaster.army.mil/aces

