



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

Training for the Administration Specialist

AND

the Subsistence Specialist

**AFMIS
Standards**

Presented By:

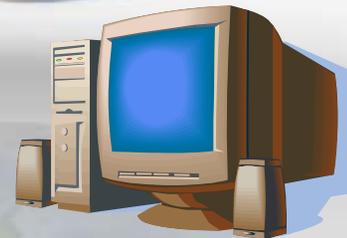
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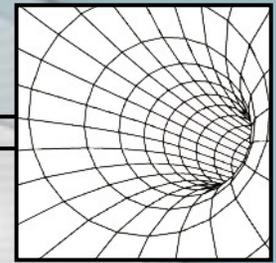
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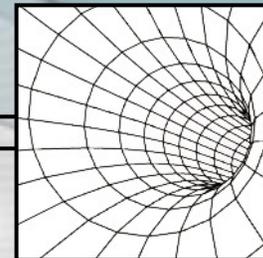
STANDARDS - Purpose



✦ Purpose of Standards

- ✓ Systems Efficiency
- ✓ Cost Effectiveness
- ✓ Time Management – Delegation
- ✓ Effective Supervision
- ✓ Manual Standards vs. Automated
- ✓ Priority of Work





❁ SOP, Work Schedules, COOP, and Training

- ✓ SOP – Priority of Work
 - Functional Area Standards
- ✓ Work Schedule – Distribution of Work
 - Task Management
 - Time Management
 - Supervision
 - Delegation of Tasks



[Click Image to View
Work Schedule
Development](#)



Areas of Responsibility

Work Schedule

Manager

Asst. Manager

REVIEW

All Processes enter
in AFMIS

REVIZE

Makes Updates or
Approves Updates prior
to Finalizing

FINALIZE

Finalizes or Delegates
the Final Processes in
AFMIS

Designated
Representative

Accountable in
the Absence of
the SFOS

Accomplishes
same tasks as
SFOS

DESIGNATED
verses
DELEGATED

Designated

Full Accountability and
Responsibility with
Full Authority to
accomplish tasks.

Delegated

Varying Levels of
Accountability and
Responsibility with
limited Authority to
accomplish tasks.

Work Schedule

Admin.

Rations

Other

Areas of Responsibility

Production Schedules

2/2/3 – M/W/F
How long does it
take?

Headcount

Import, Verify, and
Adjust.
Cash Voucher – Verify
and Print.
How long?

Kitchen Requisitions

M/W/F or T/TH prior to
Inventory Process.
How long?

Shopping Lists

1 to 2 Days prior to
Submission Date.
How long?

Inventory

T/TH and End of
Month.
How long?

Kitchen Requisitions

M/W/F or T/TH prior to
Inventory Process.
How long?

DF Files

As Required
Files, Equipment, and
Cook Status.
How long?

Shift Personnel

How they Contribute:
Customer
Menu
Forms
Training
Inventory



CONFLICT

Admin. Verses Rations

Admin.

Production Schedules

Not in the system. Not complete.

Kitchen Requisitions

Not in the system prior to an Inventory, or mistakes not corrected and annotated.

Headcount

DF Files



[To Return]

Rations

Shopping Lists

Cannot "Create" Shopping List for review.

Inventory

Inventory numbers incorrect, or adjustments made without supporting documentation.

Production Schedules

Shopping Lists

Kitchen Requisitions

Inventory

Conflicts

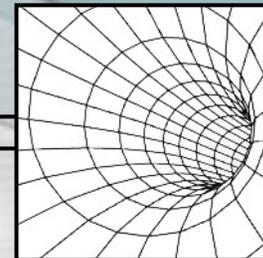
Conflicts

Management Solution

Is this Effective and Efficient Management?



STANDARDS – COOP/Training



❁ SOP, Work Schedules, COOP, and Training

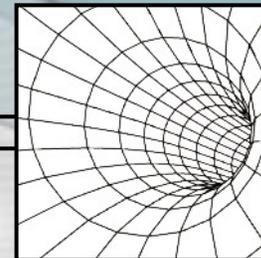
- ✓ COOP – Contingency Plan
 - When System is Down
 - Procedure when System Returns

- ✓ Training – Efficient Systems Use
 - Rotating Personnel
 - Establishes Areas of Responsibility
 - Establishes Standards





STANDARDS – End Users Manual



❁ Purpose

- ✓ Navigation
- ✓ Information
- ✓ Policy?
- ✓ Manual Sections:

- Reference Command Menu Choices
- Requirements
- Restrictions



- ✓ Does Not Explain Why...

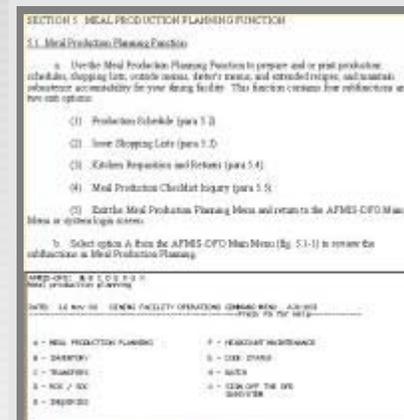


Figure 5.1-1. Meal Production Planning Menu Selection

[Click Image to Enlarge](#)



End Users Manual Sections

SECTION 5. MEAL PRODUCTION PLANNING FUNCTION

5.1 Meal Production Planning Function.

a. Use the Meal Production Planning Function to prepare and or print production schedules, shopping lists, outside menus, dieter's menus, and extended recipes, and maintain subsistence accountability for your dining facility. This function contains four subfunctions and two exit options:

- (1) Production Schedule (para 5.2).
- (2) Issue Shopping Lists (para 5.3).
- (3) Kitchen Requisition and Returns (para 5.4).
- (4) Meal Production Checklist Inquiry (para 5.5).
- (5) Exit the Meal Production Planning Menu and return to the AFMIS-DFO Main Menu or system login screen.

b. Select option A from the AFMIS-DFO Main Menu (fig. 5.1-1) to review the subfunctions in Meal Production Planning.

```
AFMIS-DFO:  A B C D E F G X
Meal production planning

DATE: 16 Nov 00  DINING FACILITY OPERATIONS COMMAND MENU  AJK-003
-----Press F8 for Help-----

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

Figure 5.1-1. Meal Production Planning Menu Selection.

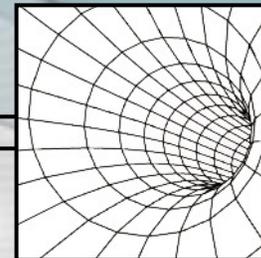
Each Section references a Menu Choice on the DFO Command Menu.

Explains each menu choice prior to explaining the next.

EXAMPLE



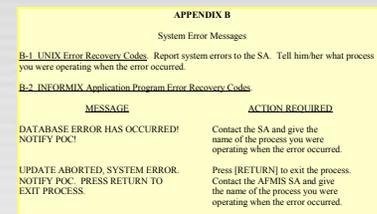
[To Return]



Appendices

✓ Appendix B:

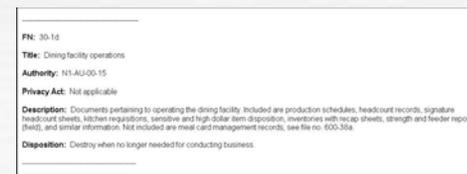
- Sample Error Messages
- Corrective Measures
- Problem Reporting Procedures



[Click Image to View Problem Reporting Steps](#)

✓ Appendix C:

- Example of Printed Reports
- Section Printed
- MARKS Filing Disposition



[Click Image to View New Dispositions](#)



Problem Reporting Steps

STEPS

User

1. What process was running.
2. Record the Screen Number - AJK-000
3. What error message(s) appeared.
4. What did the machine do or fail to do.
5. What did you do.
6. Then, report error to the Supervisor.

The User should record and do the following on a locally produced form as soon as an error occurs...



Error
Message

Problem Reporting Steps

STEPS

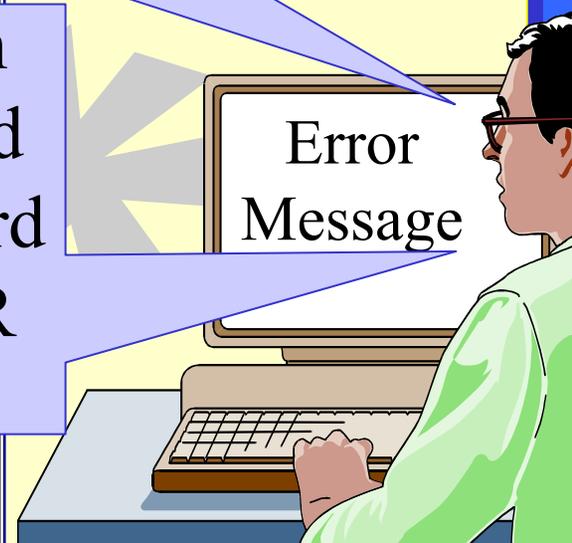
Supervisor

1. Review process..
2. Run process again.
3. Is this a functional fix?
4. Example, entering in information.
5. Fix problem if possible.
6. Report error to the Food Advisor.

The Supervisor should be knowledgeable in their functional area to SOLVE problems at their level...

If the problem cannot be fixed here, then record on DA 5005-R and...

Error Message

An illustration of a person with glasses and a green shirt sitting at a desk with a computer. The computer monitor displays the text 'Error Message'. The person's hands are on the keyboard. The background is a light blue wall with a large, faint target graphic.

Problem Reporting Steps

STEPS

Food Advisor

1. Is this still a DFO fix, or should they initiate their Contingency Plan.
2. Does the IFA need to fix this problem, i.e. Recipe Cards.
3. Can this error be fixed by TISA, i.e. Shopping Lists.
4. Or is this an SA problem fix.

The Food Advisor should have some knowledge in ALL functional areas...
DFO, IFA, and TISA
because...

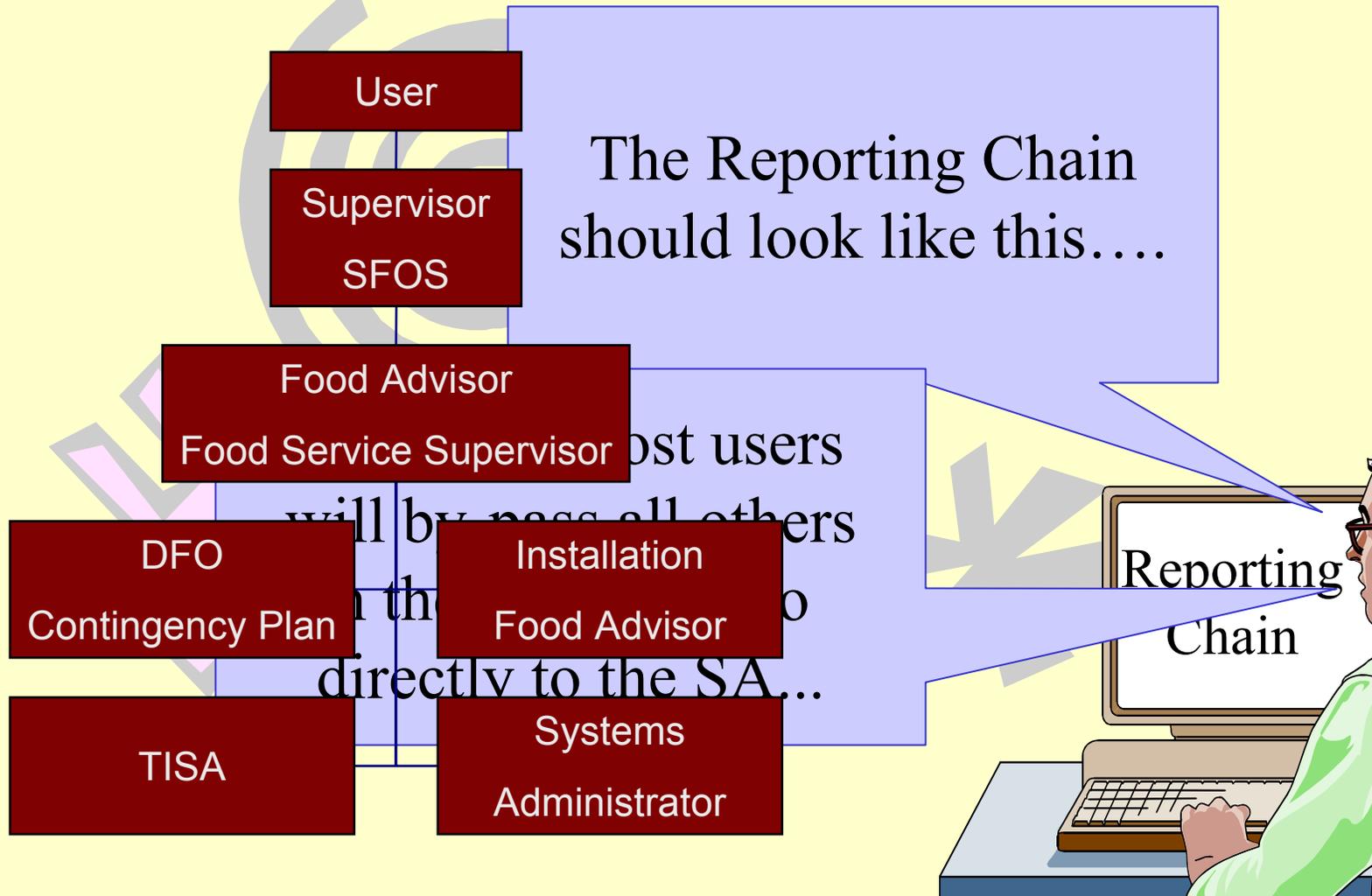
They need to know who to contact next...

Error
Message



STEPS

Problem Reporting Steps



STEPS

Problem Reporting Steps

Uses should not be allowed to go directly to the SA. This will keep everyone informed of Common Errors.

Systems Administrator

Smooth running System

[Click](#)
[To Return]

Current MARKS Dispositions

You can find MARKS File Dispositions on the Web at:

www.rmd.belvoir.army.mil/markstit.htm

FN: 30-1d

Title: Dining facility operations

Authority: N1-AU-00-15

Privacy Act: Not applicable

Description: Documents pertaining to operating the dining facility. Included are production schedules, headcount records, signature headcount sheets, kitchen requisitions, sensitive and high dollar item disposition, inventories with recap sheets, strength and feeder reports (field), and similar information. Not included are meal card management records; see file no. 600-38a.

Disposition: Destroy when no longer needed for conducting business.

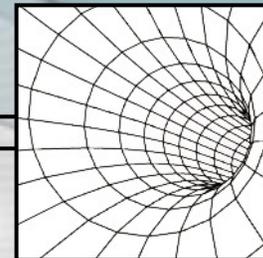
This was “Downloaded” on 4 May, 2002.

Notice the “Disposition”:



[To Return]

EXAMPLE



◆ Appendices

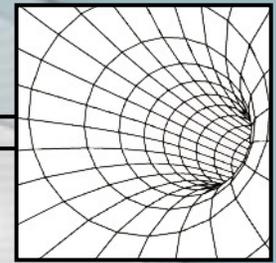
- ✓ Appendix F:
 - DA Form 5005-R Preparation
 - Dual Purpose Form
 - Seldom Used – Should Be Used

- ✓ DA 5005-R:
 - Problem Reporting
 - Improvements to AFMIS
 - Who can fill this out?

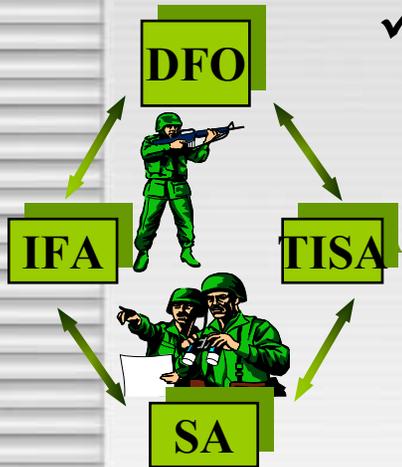




STANDARDS – Systems Summary



Structure

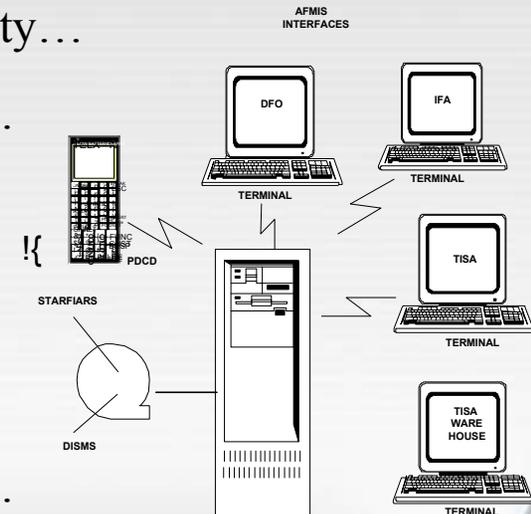


✓ User Identification:

- Who does what...
- Who supports the Dining Facility...
- How is the Customer affected...

✓ Problem Tracking:

- Who “Fixes” what...
- How is the Customer affected...



[Click Image to View Functional Areas](#)



Systems Summary

How the “Entire” System Works

Structure and Focus

Sub-Systems

- ◆ The system is broken down into 3 sub-systems.



- ◆ TISA

- ◆ IFA

- ◆ DFO

- ◆ Each has it's own sub-set.

- ◆ Warehouse

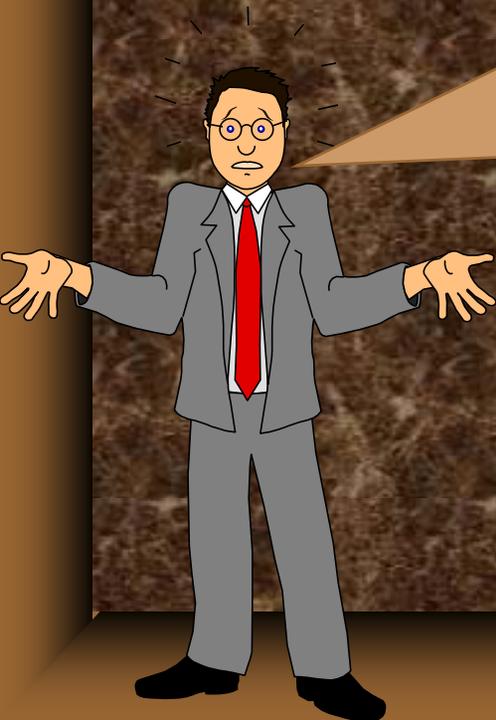
- ◆ Sub-IFA

- ◆ AHC / POS

Purpose

Familiar with
the Sub-Systems

If you don't know the system,
what do you do
when you encounter a
PROBLEM?



User Identification

“TISA Functions”

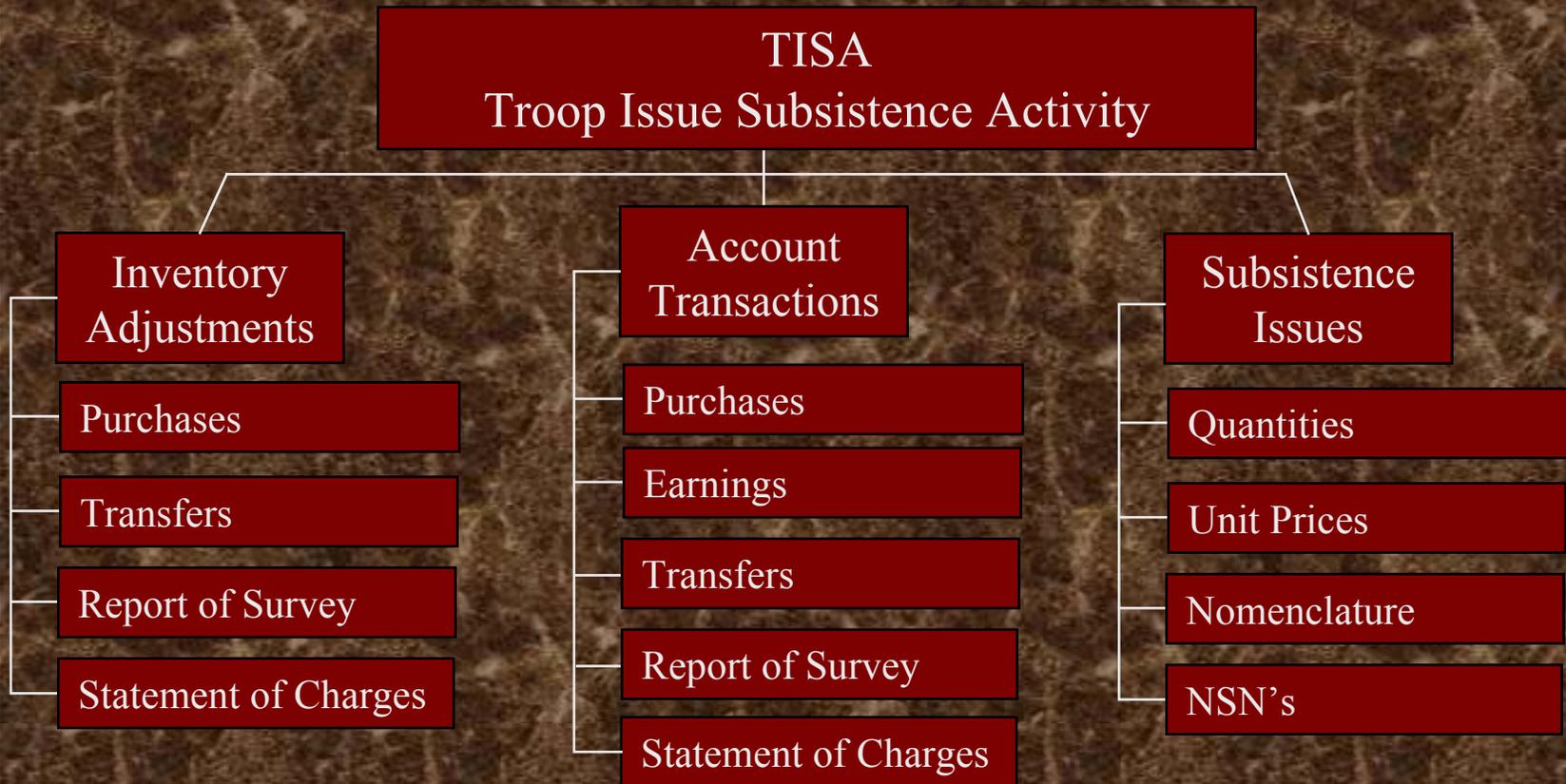
What does TISA do?



User Identification

“TISA Inputs”

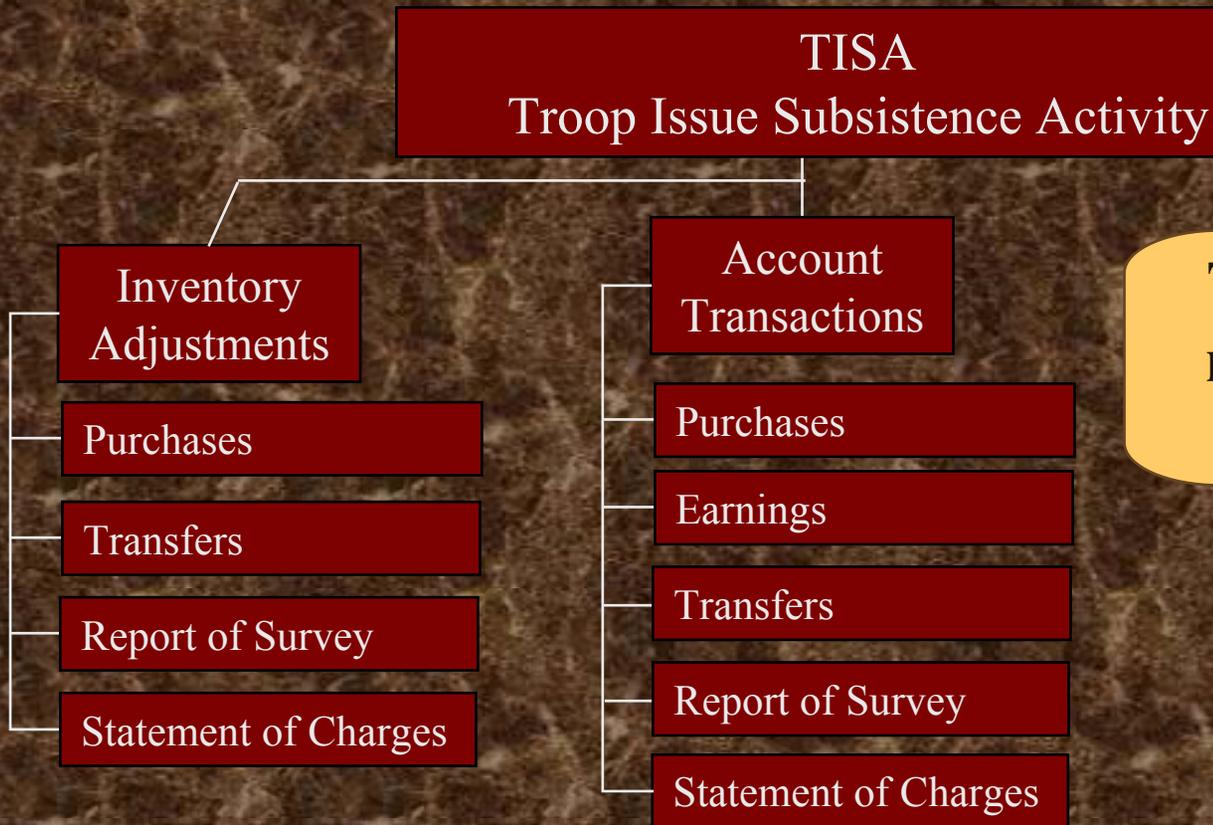
More importantly: How does TISA help the Dining Facility?



AND

User Identification

“TISA Inputs”



TISA can help more than you may realize.



User Identification

“IFA Functions”

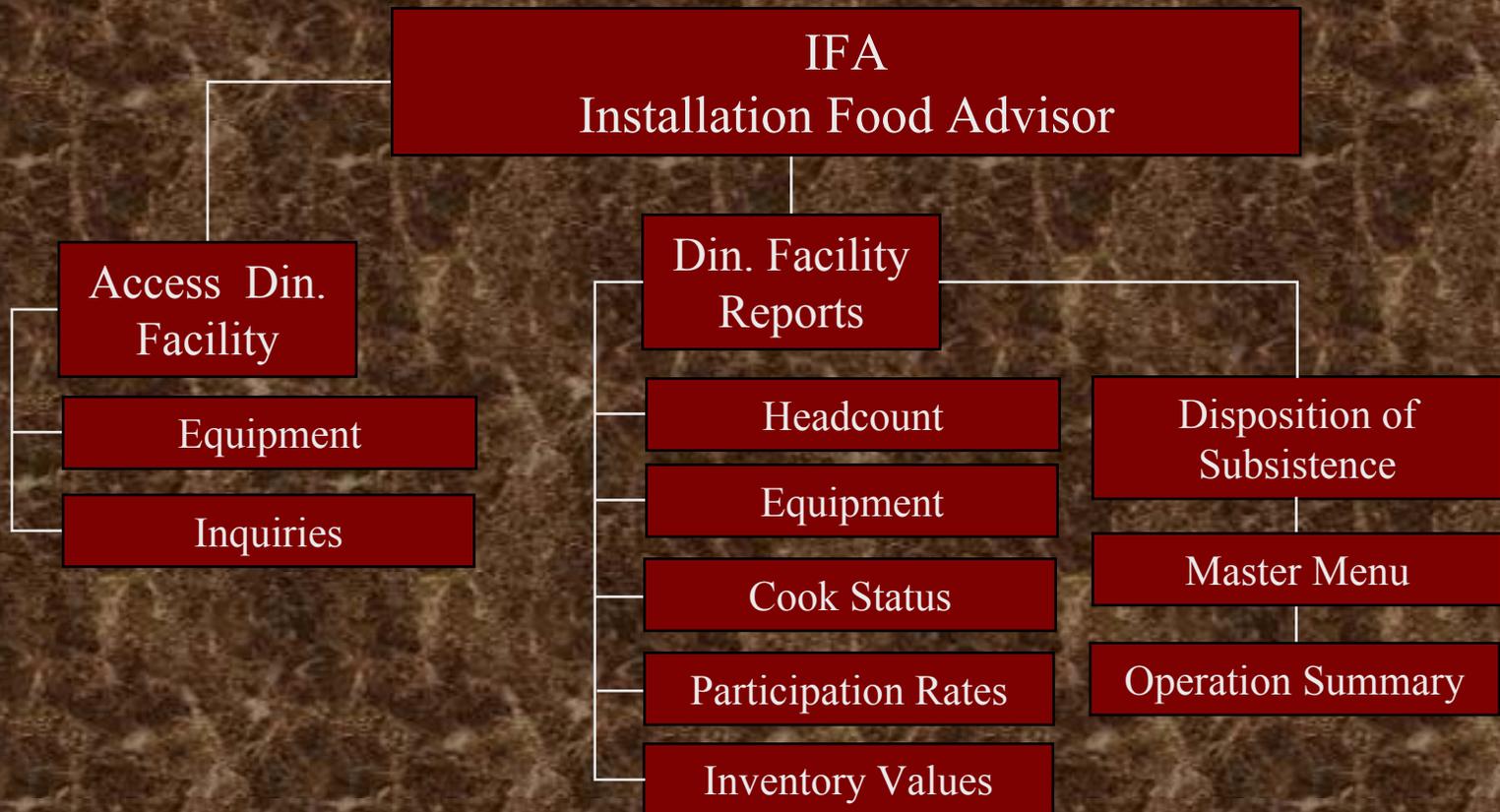
What does the IFA do?



AND

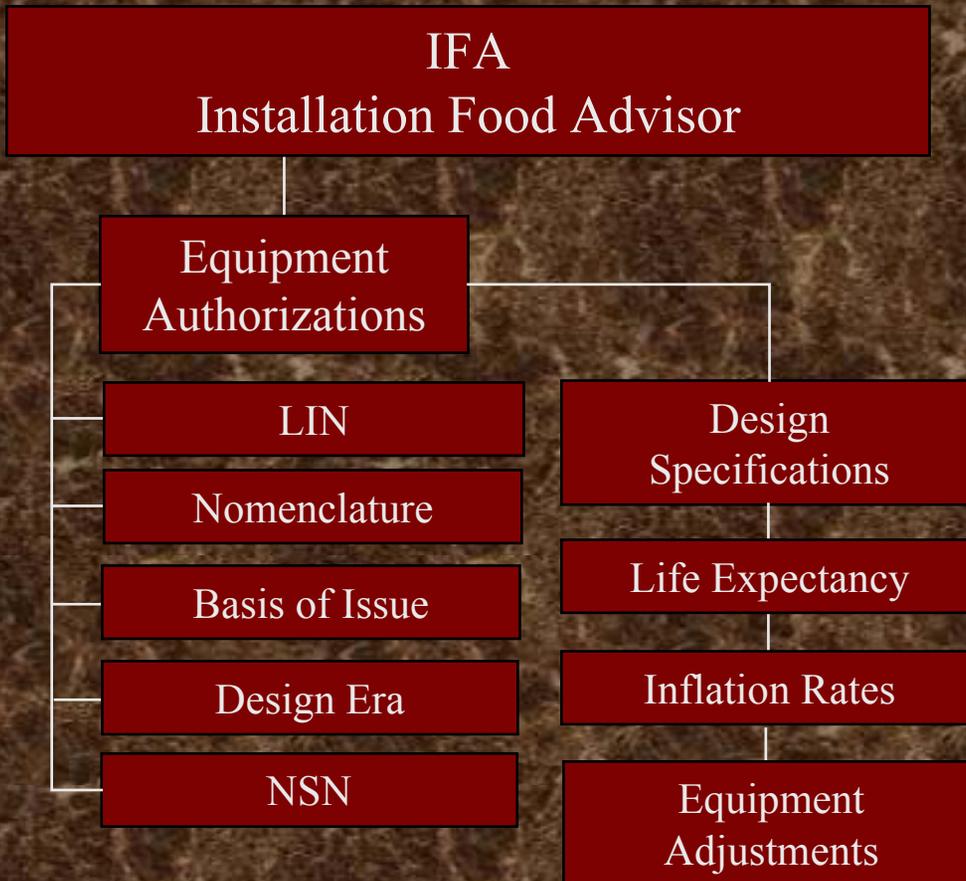
User Identification

“IFA Functions”



User Identification “IFA Functions”

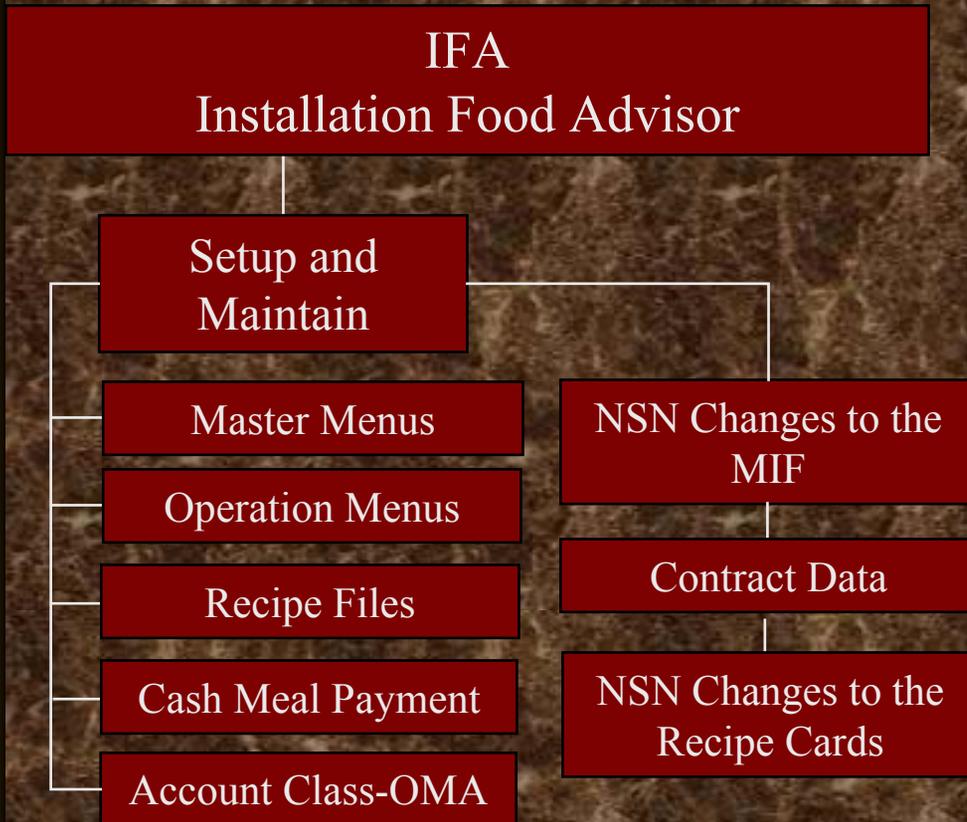
But: How does the IFA help the Dining Facility?



**The IFA ensures
your Equipment can
be entered into your
system.**



User Identification “IFA Functions”



Do you have a lot
of Asterisks on
your Shopping Lists
and Recipe Cards?



AND

User Identification “IFA Functions”



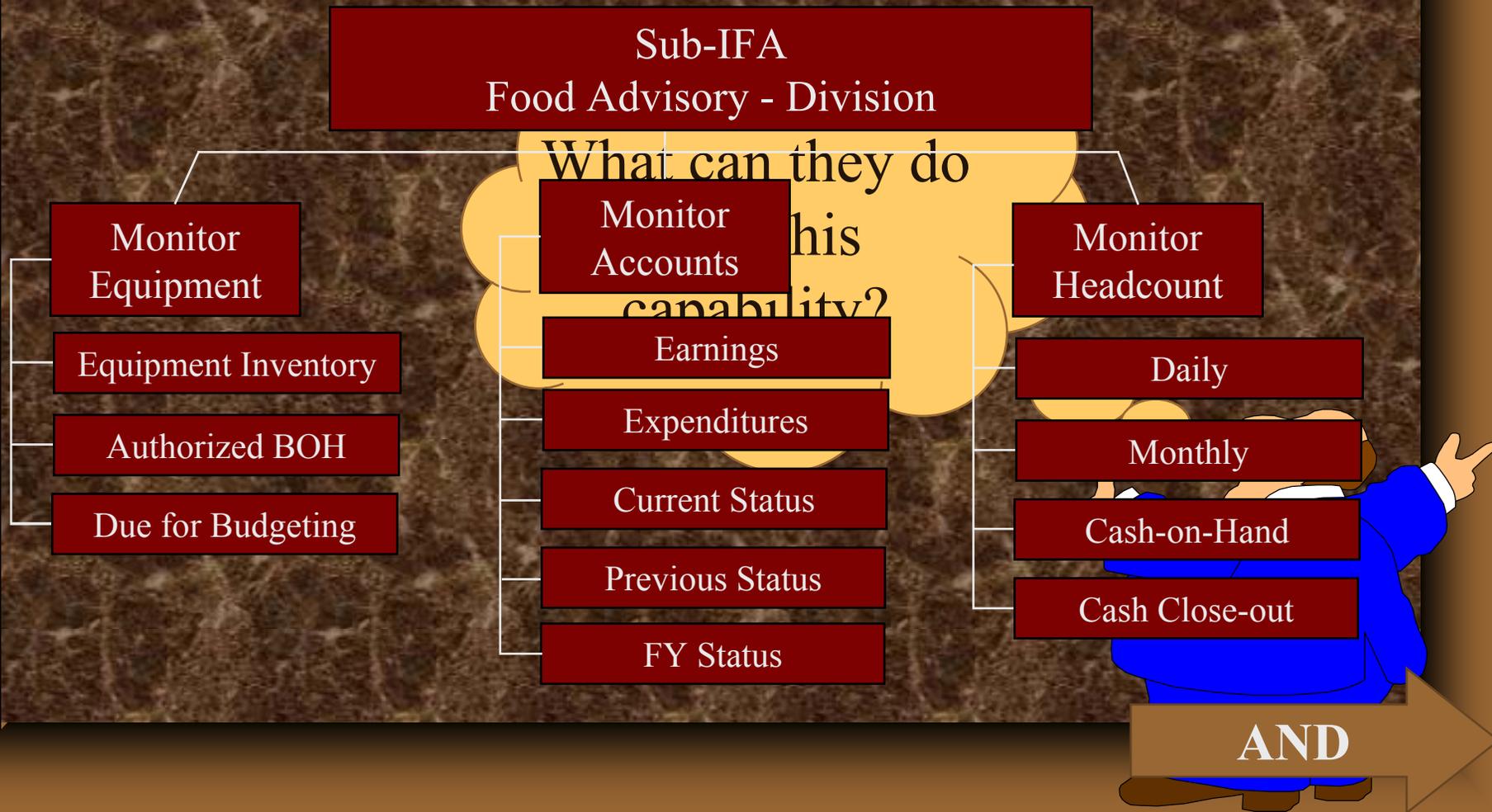
The IFA can offer a considerable amount of help: when needed.
do you need.....



User Identification

“The Sub-IFA Function”

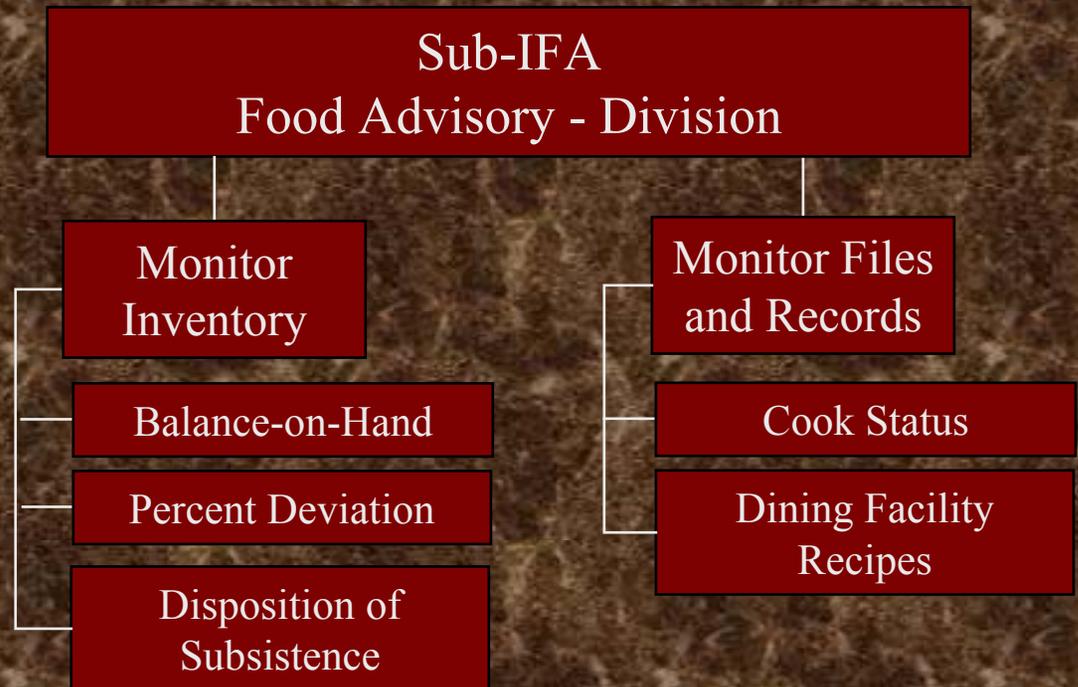
Division Food Advisory Personnel can Inquire into DF Files.



User Identification

“The Sub-IFA Function”

As you can see,
these folks can view
a lot of information
about your Dining
Facility.



User Identification “DFO Functions”

What does the Dining Facility do?



AND

User Identification “DFO Functions”



User Identification

“DFO input to TISA”

What information is sent to TISA?



Systems Control



Who controls the System?

Systems Control

Remember, YOU
are THEIR
Customer.

- ◆ The Systems Administrator has control of the ENTIRE system.

AND

- ◆ He or she is Responsible for ensuring the system is running efficiently.

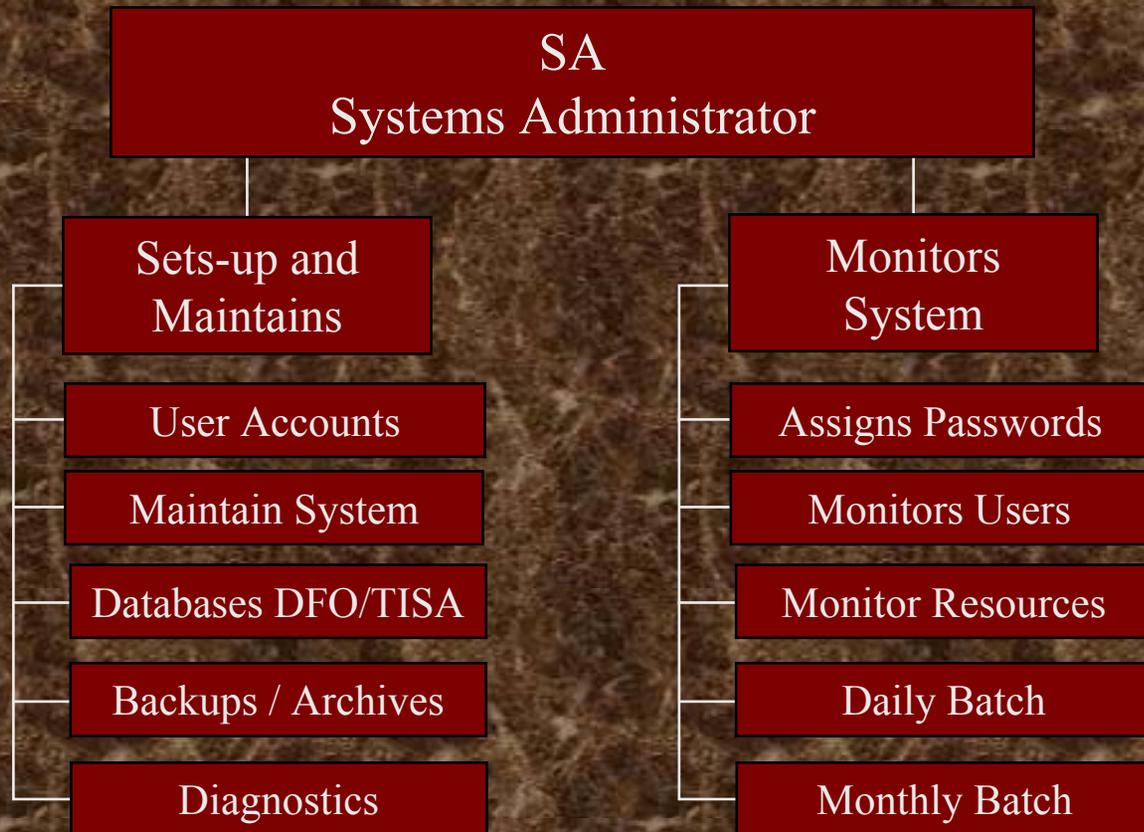


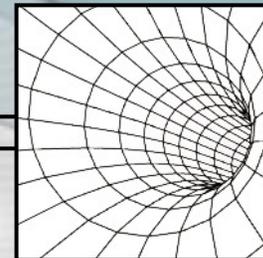
Systems Control

How does
the SA
keep the
System
running
smoothly?



[To Return]





• Passwords

✓ Manager Responsibility:

- Assigns User
 - MFR
 - Appointment Orders
- Delegates Functional Areas (SOP)
- Supervises Use



✓ User Responsibility:

- Maintains and Protects Passwords
- Reports Unauthorized Use



Click Image to View
Systems Security



Systems Security

AFMIS is a Sensitive; however,
Unclassified System.



Reference

AR 380-19 Automated Systems Security

“Can download this manual from the WEB”.

The SFOS - Manager

- ◆ Identifies users.
- ◆ Assigns user areas of responsibility.
- ◆ Ensures security is maintained
- ◆ Conducts periodic security checks.
- ◆ Is accountable for password misuse.

Check your
personnel. Don't get
caught by
Surprise!



The User

- ◆ Follow established procedures for “changing” password.
- ◆ Understands consequences for “sharing” passwords.
- ◆ Does Not “display” password.
- ◆ Understands that:
 - ◆ Login identifies user
 - ◆ Password assigns responsibility

Users can access all areas. It is important that they know their areas of responsibility.



Systems Security

Remember, this is a Sensitive yet Unclassified System.

Proper security measures will protect against unauthorized access.

AFMIS can be accessed through the Internet.

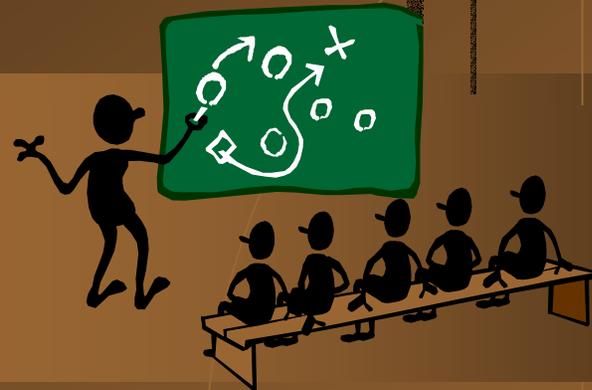


Password Development



- ◆ **Never use information “About” you.**
 - ◆ I.E., Birthday, Names of Family Members, Last Name spelled Backwards, etc...
- ◆ **Only use information that is “Personal” to you.**
 - ◆ I.E., Favorite cartoon characters, Characters in your favorite book, Names of favorite sports players, etc...
- ◆ **Do Not write down your password where others can see.**
 - ◆ If you need a reminder, use a word that will help you remember...
- ◆ **Use a mixture of Uppercase, Lowercase, and Numbers.**
 - ◆ Do Not use “Special” Characters – No spaces.
- ◆ **Use as many letters and numbers as possible. 6 Minimum.**
 - ◆ The more, the better.
- ◆ **Invent an Encryption**
 - ◆ I.E., Number 1 = L, Number 4 = Upside-down lowercase H, etc...

Password Example



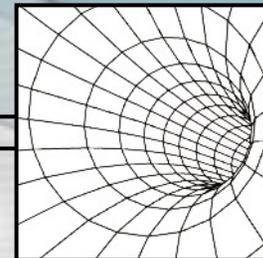
- ◆ Chose: Favorite Cartoon – “Rug Rats” Tommy Pickle.
- ◆ Possible 11 Characters.
- ◆ Using Uppercase, Lowercase, Numbers, and Invented Encryption:

Tommy Pickle
T0mm4P1ck13

- ◆ Password Reminder: Tommy
- ◆ Would take too much effort for someone to try and solve.



[To Return]



Windows NT

✓ Securing Workstation:



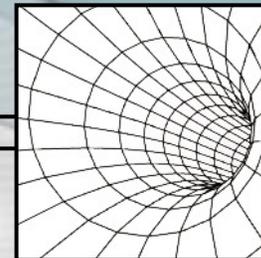
- Locking Workstation
 - Least Secure
 - Others Cannot Use
- Log Off
- Shutdown – Turn Off

✓ Programs:

- Internet
- Office
- Virus Protection



STANDARDS – Conclusion



Summary

- ✓ Purpose of Standards
- ✓ SOP / Work Schedule / COOP / Training
 - Task Completion
- ✓ End Users Manual
 - Sections
- ✓ Systems Summary
 - Who does What?
- ✓ Systems Security





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