



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

# **AFMIS Training For The Dining Facility Manager**

Presented By:

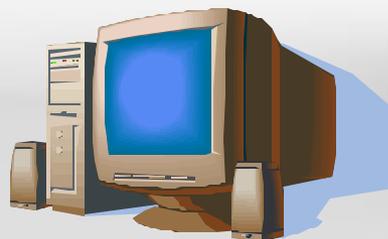
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# AFMIS Operation Mgmt. Checks

## ✿ Workstation / AFMIS Security

- ✓ Password Security and Protection
- ✓ Users and Licensing

## ✿ Problem Reporting

- ✓ User Error / Reporting Procedures
- ✓ Manager Correction Steps
- ✓ Food Advisory Assistance
- ✓ Support – IFA / TISA / SA





# AFMIS Operation Mgmt. Checks

## ✿ Printed Reports - Outputs

- ✓ Guidelines
- ✓ MARKS Filing

## ✿ Standards – SOP / Work Schedules

- ✓ Sets Priorities
- ✓ Distribution / Delegation of Work
- ✓ Time Management
- ✓ Ensures Task Completion





# 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





# AFMIS Operations Support

## ✿ AFMIS Training / Dining Facility

- ✓ Train Up
- ✓ Rotating Personnel
- ✓ Trainable Areas
- ✓ Advantages of “Good” Training

*Administration  
Rations  
Management*

## ✿ AFMIS Training / Directorate of Training

- ✓ BNCOC – 8 Days
- ✓ ANCOC – 7 ½ Days
- ✓ FSM / Warrant – 5 Days



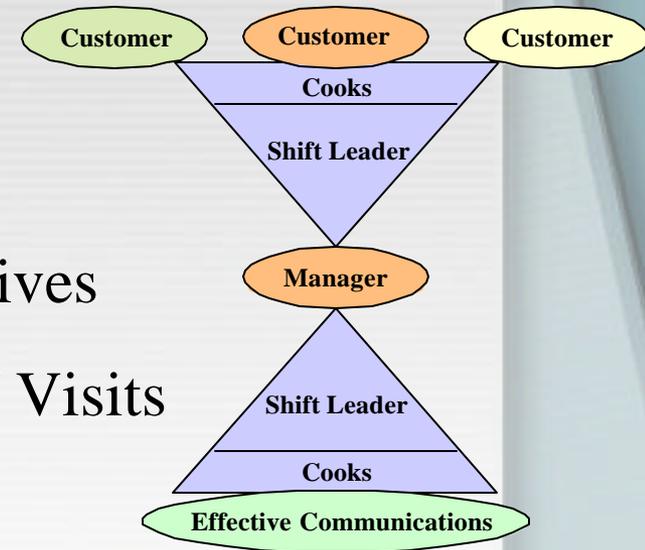
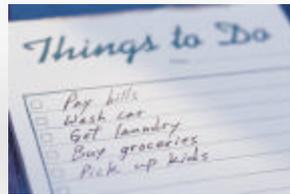


# AFMIS Operations Support

## ☀ Communications and AFMIS

- ✓ Unit Support - METL
- ✓ Training Meetings
- ✓ Training Curve Planning
- ✓ Dining Facility Goals / Objectives
- ✓ Needs – Command Briefings / Visits

## ☀ Action – Involvement - Effort





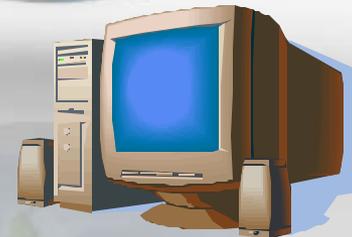
# AFMIS

## Administration Management

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



When? As Needed / Quarterly





# AFMIS Admin. Management

## Management Tools

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



```

DINING FACILITY FILE INQ. SYSTEM          845-508
-----
Dining Facility Name:  0178 INF BN
Main Daily Food Allowance:  35.00
Supplemental Allowance:  28.00 =  R.A. P.C.
Total DDFR:  63.00
Food Service Support Name:  BILLY KANE BROWN
Food Service Officer Name:  JAMES H. WILIE
Responsible Commander Name:  JAMES H. WILIE
  
```

DF File Inquiry

```

PERSONNEL DATA INQUIRY                845-508
-----
PERSONNEL DATA INQUIRY                845-508
NAME:  JAMES H. WILIE                   UNIT:  0178 INF BN
TITLE:  FNSA MANAGER                    TITLE:  DINING FACILITY MGR
RESERVED COMMANDER
NAME:  JAMES H. WILIE
TITLE:  FNSA MANAGER
  
```

DF Personnel

```

DISBURSING OFFICE DATA INQUIRY        845-508
-----
DISBURSING OFFICE DATA INQUIRY        845-508
DISBURSING OFFICE NAME:  ROBERT C. FETTER, JR.
TITLE:  SSGT
TYPE OF OPERATION:  ONLY ISSUES CHEQ OPERATED
MAXIMUM CASH ALLOWED AT DINING FACILITY:  1000.00
UNRECORDED CHECKS FINED:  0.00
MOST AVAILABLE CHECK NUMBER:  40
  
```

Disbursing Office Data

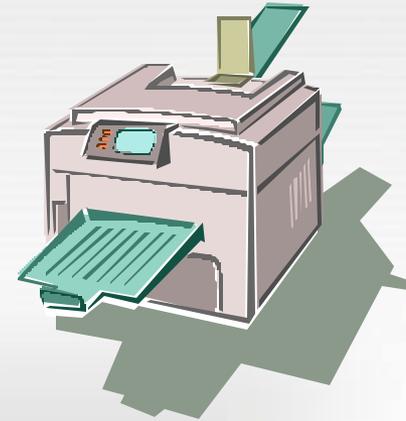




# AFMIS Admin. Management

## • Management Reports

- ✓ Daily Batch Report
  - File Updates
- ✓ Equipment Summary Report
  - Authorized – On Hand – Over/Short
- ✓ Equipment Inventory
  - Detailed Report
- ✓ Cook Status Report
  - Personnel Records





# AFMIS Admin. Management

## Administration Files Processing

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

```
DATE: 18 Mar 96          AFMIS EQUIPMENT INVENTORY          418-123
FOR BILLING USE
GENERAL NUMBER: 1534          SER:
SER NAME: THE 2PC 8 WASH UPDR LAW BUNK DRAIN TUBSTEP, AND SLIC CHOPPER.
( LTR NOT FOUND ON CTR 18-MAR-96 AMPT 71C NOT RETRIEVED TO SER IN ARMY )
MANUFACTURER:              MODEL NUMBER:
ACQUISITION PART:          DATE RECEIVED:
ACQUISITION COST:          ENERGY SOURCE CODE:
NEW LOCATION:
REMARKS:
```

Electrical / Mechanical

```
DATE: 18 Mar 96          AFMIS EQUIPMENT INVENTORY          418-123
FOR BILLING USE
SER NAME                    LTR          REPLACE
IN ARMY
MAGNETIC, REMOTE CTL, PORT, SYNCHRO  70738      0
SERIAL NUMBER 153400, TUBSTEP STEEL, FR  09903      0
INC UNPRODUCED AND EXHAUST
SOFT SINGLE 153400, BLACK TUBSTEP ST  09905      0
(ALL PARTS TO) LUGERIA SERIAL
CORRECT UNDER CLASSIFIED AS EQUIPMENT-
REMARKS: FOR PRODUCE CLASSIF
EQ - serial forward, BA - serial backward, Eto - none, Del - exit
```

Equipment - Other

```
DATE: 18 Mar 1996          AFMIS PERSONNEL RECORD          418-412
ACTIVITY CODE: 1510001
ACTIVITY MODEL: 11/28 00 00
LAST NAME: 1          DATE OF BIRTH: 1 01 11 60
FIRST NAME: 1          DATE OF ASSIGNMENT: 1 001 10 01
MIDDLE INITIAL: 1          PRODUCTION GROSS BIRTH: 1 001 11 01
SERIAL: 1          PRODUCTION SERIAL: 1 0
UNIT OF ASSIGNMENT: 1          REPLACEMENT OVER: 1 0
PRIORITY: 1
Press F10 to quit
Press DEL to backspace
```

Cook Status





# 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





# Menu Planning Management

## ❁ Management Reports

- ✓ Daily Batch Report
  - Recipe Updates – Menu Updates
- ✓ Prices Update Report
  - TISA Support
- ✓ PV Inquiry (Printed)
  - Check Orders Status
- ✓ Template Reports
  - Number – Description
- ✓ Master Menu
  - IFA Support





# 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

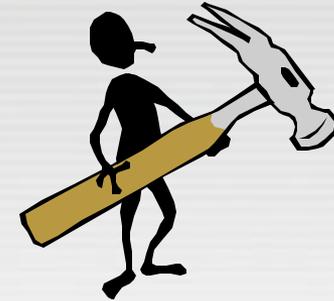




# Menu Planning Management

## Management Tools

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



ISSUE FREQUENCY SCHEDULE			
OPERATION	ISSUE DATE	ISSUE PERIOD	ISSUE TYPE
01	01 Mar	01 Mar - 01 Mar	...
02	02 Mar	02 Mar - 02 Mar	...
03	03 Mar	03 Mar - 03 Mar	...
04	04 Mar	04 Mar - 04 Mar	...
05	05 Mar	05 Mar - 05 Mar	...
06	06 Mar	06 Mar - 06 Mar	...
07	07 Mar	07 Mar - 07 Mar	...
08	08 Mar	08 Mar - 08 Mar	...
09	09 Mar	09 Mar - 09 Mar	...
10	10 Mar	10 Mar - 10 Mar	...
11	11 Mar	11 Mar - 11 Mar	...
12	12 Mar	12 Mar - 12 Mar	...

Issue Frequency Schedule

MENU CHECKLIST	
OPERATION	ISSUE DATE
01	01 Mar
02	02 Mar
03	03 Mar
04	04 Mar
05	05 Mar
06	06 Mar
07	07 Mar
08	08 Mar
09	09 Mar
10	10 Mar
11	11 Mar
12	12 Mar

Menu Checklist

ACCOUNT STATUS	
ACCOUNT	ISSUE DATE
01	01 Mar
02	02 Mar
03	03 Mar
04	04 Mar
05	05 Mar
06	06 Mar
07	07 Mar
08	08 Mar
09	09 Mar
10	10 Mar
11	11 Mar
12	12 Mar

Account Status

ACCOUNT STATUS FISCAL YEAR	
ACCOUNT	ISSUE DATE
01	01 Mar
02	02 Mar
03	03 Mar
04	04 Mar
05	05 Mar
06	06 Mar
07	07 Mar
08	08 Mar
09	09 Mar
10	10 Mar
11	11 Mar
12	12 Mar

Account Status Fiscal Year





# Menu Planning Management

## Management Tools - Continued

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

The screenshot shows a software interface with a title bar and a main window displaying a table of data. The table has multiple columns and rows, with some cells containing numerical values and others containing text. The interface is dark-themed with white text.

E & E Report

The screenshot shows a software interface with a title bar and a main window displaying a table of data. The table has multiple columns and rows, with some cells containing numerical values and others containing text. The interface is dark-themed with white text.

Headcount  
Projections

The screenshot shows a software interface with a title bar and a main window displaying a table of data. The table has multiple columns and rows, with some cells containing numerical values and others containing text. The interface is dark-themed with white text.

Headcount  
History

The screenshot shows a software interface with a title bar and a main window displaying a table of data. The table has multiple columns and rows, with some cells containing numerical values and others containing text. The interface is dark-themed with white text.

Recipe Review





# Menu Planning Management

## Management Tools - Continued

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

ITEM	QTY	PRICE
...	...	...

BOH Inventory

ORDER NO	DATE	STATUS
...	...	...

PV Order Status

ACCOUNT	BALANCE	PROJECTED
...	...	...

Projected Account Status







# 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

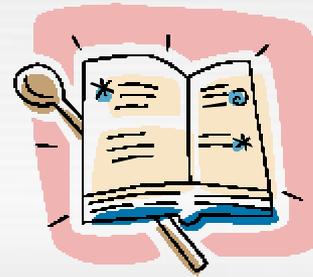




# Menu Planning Management

## ❁ 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





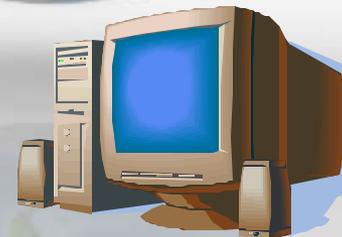
# AFMIS

## 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





# 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





# Subsistence Management

## ◆ Subsistence Planning

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



Checklist



MIF

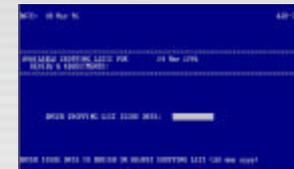




# Subsistence Management

## ✿ Subsistence Processing

- ✓ Update Shopping Lists - Send
  - Verify / Revise / Substitute
  - Print Additional
  - Delete if NOT Sending
  - Send BOTH



Shopping List

## ✿ Subsistence Receipt

- ✓ Prime Vendor Receipt Processing
  - Verify / Modify / Add
  - Send - WRITE
  - After Batch – Updates BOH

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



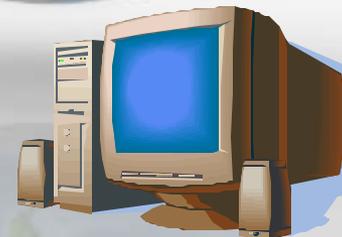


# AFMIS

## Inventory Planning & Mgmt.

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

When? Non-Issue Days  
Tuesday - Thursday





# 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





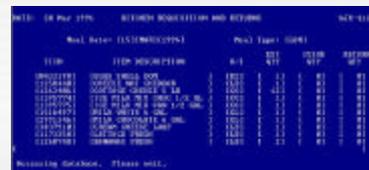
# Inventory Planning and Mgmt.

## Management Tools / Procedures

- ✓ Daily Batch Report
  - Issues to BOH
- ✓ Kitchen Requisitions
  - Processed
- ✓ Transfers
  - Processed



Daily Batch



Kitchen Requisition



Transfers







# Inventory Planning and Mgmt.

## Inventory Processing

### ✓ Print Count Sheet

- Activity Only

### ✓ Physical Counts

- Actual Counts – No BOH

### ✓ Enter Counts

- Do Not Reconcile

### ✓ Print Recount Sheets

- Do the RESEARCH

### ✓ Enter Recounts

- “New Counts” will be New BOH after “Finalize”

### ✓ Finalize Inventory



Inventory Selections



Inventory Process





# AFMIS

## Headcount Planning & Mgmt.

- Management Tools
- Management Reports
- Headcount Processing



When? Daily

POS – Download End of Every Meal





# 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

	SIB	PS	PW	FWH	SWR	SWR	FWD	CASH
HEADCOUNT-CASH COLLECTED DATA TABLE	1	0	0	0	0	0	10.00	10.00

Current Day

	SIB	PS	PW	FWH	SWR	SWR	FWD	CASH
MONTHLY HEADCOUNT-CASH COLLECTED DATA TABLE	1	0	0	0	0	0	10.00	10.00

Monthly HC

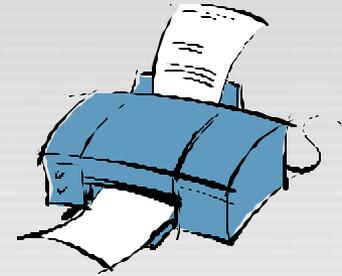




# Headcount Planning and Mgmt.

## Management Reports

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



Reports Menu







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

**“Thank you for Attending”**

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