

The Equipment Replacement Process using the Army Food Service Management Information System (AFMIS)

“Making the system work for you”
A Step-by-Step Process

LESSON 4 – Dining Facility Equipment Records

Step One:

Beginning the Equipment Replacement Process

The Equipment Replacement process **BEGINS** at the dining facility with the Food Operations Sergeant (FOS). It is important that the FOS coordinates his or her efforts when obtaining equipment information. Information can be gathered from either one of these sources: from the Data Plate on the equipment, from the Hand Receipt, from Supply, from the Property Book Officer (PBO), from the Directorate of Engineering Logistics (DEL), or from the Food Program Manager (FPM).

- When equipment is received by the dining facility, and signed for by the FOS, it should be annotated on DA Form 3988. All pertinent information that is available at that time should be recorded on this form, such as, the nomenclature, serial number, the National Stock Number (NSN) if available, life expectancy if available, and the Item Description.
- DA Form 3988 is then forwarded to the Food Program Manager (FPM) in accordance with AR 30-22 (within 5 working days) and upon completion of one of the situations presented below.

The **FIRST** step to the AFMIS Equipment Replacement process and prior to sending DA 3988 forward, is for the FOS to verify that equipment information **CAN BE** entered into the system by,

- 1) Accessing the Equipment Replacement Menu, option H – Batch, then option C – Equipment Replacement Menu,
- 2) Selecting Update Equipment Inventory, option A,
- 3) Viewing Other Equipment for a listing of available Line Item Numbers (LIN), if needed, option B, or
- 4) Selecting Electrical or Mechanical Equipment, option A, and
- 5) Selecting Add or Modify Equipment Records, option A.

Dated: March, 2004
By AFMIS Training Department, ACES

To verify electrical or mechanical equipment can be entered in, the FOS should **LEAVE THE SERIAL NUMBER BLANK**, and select enter. Enter in the equipment's NSN if available. If a NSN has been assigned to a LIN by the FPM, and is currently on CTA 50-909, information will fill in on the screen, such as, LIN, Nomenclature, and Life Expectancy. If a NSN cannot be entered in, leave this area blank and enter in the LIN if available. If the LIN is accepted, then equipment CAN LATER BE entered into AFMIS.

Once the FOS has verified that the system will accept either a NSN or a LIN, they **MUST SELECT DELETE to abort the process: DO NOT hit the Escape Key!!!**

With information gathered from the process above, the FOS should forward DA Form 3988 in accordance with (IAW) one of the following situations:

Situation 1: No Line Item Number listed under the Other Equipment section. Attach a memorandum to DA Form 3988 indicating equipment not listed on the system. The Food Program Manager must coordinate with the Army Center of Excellence, Subsistence (ACES), Facility and Equipment Division (FED) to have this equipment added to CTA 50-909. Once the LIN is added to CTA 50-909, the FOS can enter in the "Number in Facility". Check status quarterly and continue to use DA Form 3988 until equipment can be entered.

Situation 2: CANNOT enter in a National Stock Number, but CAN enter in a Line Item Number. Attach a memorandum to DA Form 3988 indicating the NSN that cannot be entered in. The Food Program Manager must assign a NSN to the LIN. Once assigned, the FOS can enter in equipment by NSN. (**Note:** Entering in equipment by NSN will ensure the equipment is initially assigned the appropriate Life Expectancy.) Check status at the end of the required 5 working days to ensure the FPM assigned the NSN.

Situation 3: CANNOT enter in a Line Item Number. Attach a memorandum to DA Form 3988 indicating equipment that cannot be entered into the system (LIN). The Food Program Manager must coordinate with the Army Center of Excellence, Subsistence (ACES), Facility and Equipment Division (FED) to have the LIN added to CTA 50-909. Once the LIN is added to CTA 50-909, the FOS can enter in the equipment into AFMIS. Check status quarterly and continue to use DA Form 3988 until equipment can be entered. (**Note:** This process may take time.)

Situation 4: CAN enter in BOTH the NSN and the LIN. The system's CTA 50-909 is setup and up-to-date: Enter equipment into AFMIS by NSN. (Refer to lesson 4 for DFO processes.) Complete DA Form 3988, attach a memorandum stating that equipment has been entered in, and forward to the FPM in accordance with AR 30-22.

Step Two:

The DFO Equipment Replacement Process

Once the Food Program Manager (FPM) has notified the Food Operations Sergeant (FOS) that equipment records CAN BE entered (as discussed in the above situations), he or she must ensure records are accurately added, updated, and deleted when required. Records should be reviewed on the system at least quarterly for accuracy, and to ensure they are up-to-date and information is complete. The FOS must be diligent in their efforts. Accurate and complete equipment records will aide the FPM when equipment is budgeted for replacement.

When the dining facility receives a new piece of equipment and completes one of the situations discussed above, the FOS will enter equipment records into AFMIS through the Dining Facility Operations (DFO) module:

- From the AFMIS-DFO Menu Option Screen, select Batch (option H).
- Next, select Equipment Replacement Menu (option C).
- Next, select Update Equipment Inventory (option A).

On this screen, there are two menu choices: Electrical and Mechanical Equipment and Other Equipment. Selecting Other Equipment will display a list of equipment currently in CTA 50-909 and on AFMIS. To add, update, or delete equipment on this list you would only need to change the displayed numbers. Be sure to press Escape when finished. We'll focus now on the Electrical and Mechanical Equipment option.

- Select Electrical and Mechanical Equipment (option A).
- Next, select Add or Modify Equipment Records (option A).
- The first entry you are required to make is the Serial Number. The serial number will identify each piece of equipment in the facility and will be the required entry made when retrieving equipment records on the system.

NOTE: When viewing this screen, ensure that there is a Building Number assigned to your dining facility. If the building number area is blank, **DO NOT** create a new record; instead, contact your FPM to have a building number associated with your dining facility account.

- Your next entry to make is the National Stock Number (NSN). The NSN identifies equipment by its type, i.e., you may have 3 new Combi Ovens, all fall under the same Line Item Number (LIN), however, each is a different model and type: a NSN is used to identify each.

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NOTE: If a NSN has not been assigned or associated with the equipment you are adding, we suggest you stop and wait until a NSN is assigned by the FPM; however, if left blank, you will still be able to add your equipment and update this area later. If a NSN has been assigned, this LIN, Item Name, and the Life Expectancy entry will fill in after entering in the NSN.

- Next, enter in the equipment LIN, if needed. After entering in the LIN, the item name field is filled in. **If a LIN has not been assigned on the system, your equipment records cannot be entered.**
- The Item Name field is from CTA 50-909.
- Enter in the Manufacturer and Model Number.
- Next, enter in the Acquisition Year. This is the year the equipment was purchased: **NOT** the year it was received in the dining facility.
- Either leave the Life Expectancy as is (based on NSN entry), or enter a number based on local policy.
- Enter the Acquisition Cost. This is the cost of the equipment when it was purchased.

NOTE: Information for the Acquisition Year, Life Expectancy, and Acquisition Cost can be obtained through your local Directorate of Engineering Logistics (DEL) agency or from your FPM. This agency should also have the information needed on equipment purchased through the Prime Vendor Equipment Program. Contact your FPM if you are having difficulties obtaining information.

- Enter in, or select (using F5), the Energy Source Code.
- Finally, enter in any information concerning this equipment that can aide you, or the FPM, when managing your equipment. There are two lines available in the Remarks area to accomplish this.
- Ensure you press Escape when complete to save your information.

The equipment replacement process at the dining facility has been simplified. No longer is it necessary for the FOS to compute replacement costs for each piece of equipment in the facility and send forward using DA Form 3988. The system will accomplish this for the FPM in the IFA module, as long as, the FOS is able to gather information about new equipment, enter it accurately into AFMIS, and ensure their records are up-to-date, the rest is done by AFMIS.

Step Three:

Maintaining Equipment Replacement Records

The Food Operations Sergeant (FOS), at a minimum, should conduct a Quarterly Review of all equipment in their facility, to include, conducting a review of the equipment records in their system for accuracy. AFMIS provides one report that should aide the FOS when accomplishing this task: the Equipment Inventory Report.

To print this report, start:

- From the AFMIS-DFO Menu Option Screen, and select Batch (option H).
- Next, select Equipment Replacement Menu (option C).
- To print a detailed report of **all** equipment records in the dining facilities system, select Print Equipment Inventory Report (option B). This report is used to verify information entered into AFMIS should the FOS suspect there are numerous discrepancies.

NOTE: This option will begin printing soon after it is selected, so be sure this is the report you want. The size of your records will determine the number of pages printed. In some dining facilities, this report could have numerous printed pages.

Another option, Equipment Summary Report (Moved to DSS) may be obtained from the Food Program Manager (FPM) through DSS. To research your dining facilities Authorizations and Allowances, you will need CTA 50-909 in hard copy, or web access as discussed in lesson 1.

Print the above Inventory Report if needed for conducting a review of equipment in the facility, and for record (filing) IAW AR 30-22 and AR 25-400-2.

To view and update records, perform the following steps:

- From the AFMIS-DFO Menu Option Screen, select Batch (option H).
- Next, select Equipment Replacement Menu (option C).
- Next, select Update Equipment Inventory (option A).

For Other Equipment:

- Select Other Equipment (option B). To update equipment listed here, change the Balance-on-Hand entry. To delete equipment, change to zero.

For Electrical or Mechanical Equipment:

- Select Electrical and Mechanical Equipment (option A).
- Next, select Add or Modify Equipment Records (option A).
- Enter in the Serial Number for the equipment records you wish to view or update.

After entering in the serial number for a piece of equipment, all fields previously entered will fill in. Update the record as needed. Make changes to any displayed entry by typing over the current entry. Enter new information to blank fields as needed. Remember, accurate and up-to-date records are important to the whole Equipment Replacement Process.

NOTE: If equipment records were entered into the system WITHOUT a NSN, and you entered in a Life Expectancy prior to a NSN being assigned by the FPM, coordinate with the FPM to ensure you have the correct Life Expectancy entered. Current Life Expectancies WILL NOT update when entering in an assigned NSN later (after an NSN is assigned to a LIN) – you must do it manually.

Step Four:

Removing (Deleting) DFO Equipment Records

When equipment is turned-in and is no longer in the dining facility, the FOS must ensure equipment records are removed from the AFMIS system. Records NOT removed will cause inaccurate budget reports at the FPM level. Inform your FPM of changes to your equipment records when equipment is turned-in. Normally done on a DA Form 3988. Attach a note indicating that the record was deleted from AFMIS.

To delete equipment records, perform the following steps:

- From the AFMIS-DFO Menu Option Screen, select Batch (option H).
- Next, select Equipment Replacement Menu (option C).
- Next, select Update Equipment Inventory (option A).

Note: For Other Equipment, change the Balance-on-Hand entry to ZERO.

- Select Electrical and Mechanical Equipment (option A).
- Select Delete Equipment Records (option B).
- Enter in the Serial Number of the equipment you wish to delete.

After entering in the serial number, that equipments records will be displayed on the screen. Answer YES to delete the record from the dining facilities files.

Step Five:

Transferring Equipment

When equipment is transferred from one dining facility to another, the FOS **MUST** contact the FPM when the transfer, and all paperwork, is complete. The FPM has the capability to transfer records on the system. The FOS **DOES NOT** have to delete records when a transfer takes place. This will save each dining facility considerable time if the transfer process is managed by the FPM on the system. Supply the FPM with the receiving dining facilities Building Number and pertinent information.

Accuracy, diligence, and good time management are essential to the Equipment Replacement Process. It is the responsibility of the Food Operations Sergeant to – “Make it Happen”. Accurate and up-to-date records at the dining facility will ensure the “System works for you”.