



# **AFMIS** Processes & Procedures

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- **INTRODUCTION** – How to...
- **EQUIPMENT REPLACEMENT** – Step by Step...
- **MENU PLANNING & MANAGEMENT** – Cost Analysis...
- **INFORMATION TOOLS** – WEB...
- **MANAGEMENT RESOURCES** – Your Tool Box and More...

[\(Click here to access the Manager's Tool Box.\)](#)



# How to use this Presentation Disk

This presentation disk was developed to assist the Senior Food Operations Sergeant (SFOS), Dining Facility Manager, and the Installation Food Program Manager (FPM) when operating the Army Food Service Management Information System (AFMIS).

### **On this disk you will find:**

- 1. The Equipment Replacement Process Presentation** – This is a step-by-step overview of how the process should be used and managed in AFMIS.
- 2. Menu Planning Presentation** – This is a short overview of the DFAC menu planning process and FPM recipe maintenance process.
- 3. Information Websites** – This is a preview of the ACES Web, the Learning Management System, and the Army Training Help Desk websites that can be used for information and training.
- 4. Manager's Tool Box** – This is a mini-web based program with all the "Required and Related" regulations needed IAW AR 30-22: and more...



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# How to use this Presentation Disk

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- To use the presentations and programs on this disk, simply click on the “Links” found on the Introduction Slide for the presentation or program you wish to view.
- Throughout each presentation, you will find the following links:



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These will show up either on the first, or last, presentation you are viewing. Clicking on the “Home” link will return you to the Introduction Slide. Clicking on the “Return” link will return you to the beginning of the current presentation. Ending a presentation will also return you to the Introduction Slide.

- The Management Resources link will open in your Internet Browser and launch a mini-web. Links within this program will open in separate windows.
- Visit the ACES Web, AFMIS Training, for additional information... [|Return|](#)



## DFO / FPM Processes

This presentation will cover the step-by-step processes required to effectively manage equipment using AFMIS.

### Topics:

- **Beginning the Process**
- **CTA 50-909 / FEDLOG**
- **LIN / NSN Identification**
- **DFO Processes**
- **FPM Processes**
- **Budget Reports**



## References

[DFO Manual](#)

[FPM Manual](#)

[CTA 50-909](#)

[Web Training](#)

[DA Form 3988](#)

[DFO Menu Tree](#)

[FPM Menu Tree](#)

Using AFMIS will ensure you have the “tools” and reports needed for proper budgeting...



# Beginning the Process

## Step One

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The process begins with the Senior Food Operations Sergeant (SFOS) / Dining Facility Manager. He or she receives equipment in the dining facility, and when required, updates equipment records. Accuracy and the availability of information is important. They should:

### **New Equipment (PV Program)**

- **Gather as much information as possible.**
- **Prepare DA Form 3988.**
- **Verify if equipment can be enter into AFMIS.**
- **Send DA From 3988 forward to FPM.**

### **Existing Equipment**

- **Ensure equipment is entered in AFMIS correctly.**
- **Check NSN and/or LIN against the hand receipt (PBO).**
- **Record discrepancies on DA Form 3988.**

# Beginning the Process - DFAC

## Step One - Continued

### New Equipment (PV Program)

Prepare DA Form 3988 IAW Hand Receipt and Data Plate

Enter into AFMIS by NSN

Enter into AFMIS by LIN

Record information in the Remarks Section of DA Form 3988

Review "Other" Equipment Listing

Send to Food Program Manager

EQUIPMENT REPLACEMENT RECORD		1. UNIT DESIGNATION	2. ADDRESS	3. BUDGET NO.	4.	
For use of the DA Form 3988 (Rev. 10-82) Use original agency or DCE, 204.		CO-A, 23903 EN, DM EDE	FT LEE, VA, 23906	12400	Page 12 of 12	
5.	6. ITEM DESCRIPTION	7. ACQUISITION DATE, FISCAL YEAR (DDMMYY)	8. LIFE EXPECTANCY YEARS	9. APPROXIMATE ACQUISITION COST (\$)	10. PROGRAMMED REPLACEMENT YEAR	11. REMARKS
NSN:	Low Capacity, Cakes, Mechanical, Refrigerated, Model, 25 Cakes, Slices, 60 Slc	0902018	30	13	2,806.00	2002
NSN:	4190-00-142-9127					
MANUFACTURER:	SibaBy					
MODEL:	38-12					
NSN:	Low Capacity, Cakes, Mechanical, Refrigerated, Model, 25 Slices, Slices, 60 Slc	0902015	30	13	3,323.00	2004
NSN:	4190-00-142-9127					
MANUFACTURER:	SibaBy					
MODEL:	38-12					
NSN:	Over, Mixing and Kneading, Forced Convection, Electric, 2-Speed Motor, 66 Hz	0902003	12	22		
NSN:	7519-00-333-3512					
MANUFACTURER:	Viking					
MODEL:	8T-85					
NSN:	43100, Conveyor, Heavy-Duty, Electric, 740 Sheet, 6h	0903010	5	22	3418.00	2002
NSN:	7318-01-018-7910					
MANUFACTURER:	Servco					
MODEL:	1400L					
NSN:	Unit, Chiller, Two, Automatic, 8 Galon, Electric, Star 4,	0903001	15	23		
NSN:	7518-00-343-9858					
MANUFACTURER:	Blau G-Mark					
MODEL:	38-54					
NSN:	Vegetable Peeling Machine, Electric, 50 LB Capacity	2001051	15	22		
NSN:	7223-01-014-2212					
MANUFACTURER:	Seppala					
MODEL:	VPM-50					
DA FORM 3988 (REV. 10-82)		BY: SIGNATURE		BY: DATE (MMYY)		
DELL, ROBERT D., SFC		ROBERT D. DELL		0903018		
DA FORM 3988 (REV. 10-82)		BY: SIGNATURE		BY: DATE (MMYY)		
MURPHY, STEVEN J., CWO2		STEVEN J. MURPHY		0903018		

Ensure you indicate if equipment can or cannot be entered by NSN and/or LIN in the Remarks Section of DA Form 3988.

DATE: 10 Mar 96      UPDATE EQUIPMENT INVENTORY FOR BUILDING 12800      AJK-192

SERIAL NUMBER: 1234      NSN: - - -  
LIN: 012345

ITEM NAME: THE SFC O HIGH SPEED LOW DRAG SOLAR TOASTER, 600 SLICE CAPACITY.  
< ITEM NOT FOUND ON CIA 50-909 OR AMDF ><< NOT AUTHORIZED TO USE IN ARMY >>

MANUFACTURER:      MODEL NUMBER:

ACQUISITION YEAR:      LIFE EXPECTANCY:

ACQUISITION COST:      ENERGY SOURCE CODE:

NEW LOCATION:

REMARKS:

# Beginning the Process - DFAC

## Step One - Continued

### Existing Equipment

Verify NSN / LIN to Hand Receipt

Ensure LIN matches CTA 50-909

(CTA 50-909 can be view through the Force Management System, or printed from DSS)

Verify Acquisition Year and Life Expectancy – Adjust Life Expectancy **ONLY:** (discussed later...)

Record discrepancies and adjustments in the Remarks Section of DA Form 3988 and in AFMIS

Send DA Form 3988 to FPM

DATE: 10 Mar 96 UPDATE EQUIPMENT INVENTORY FOR BUILDING 12800 AJK-192

SERIAL NUMBER: 1234 NSN: - - -  
LIN: 012345

ITEM NAME: THE SFC O HIGH SPEED LOW DRAG SOLAR TOASTER. 600 SLICE CAPACITY.  
< ITEM NOT FOUND ON CTA 50-909 OR AMDF ><< NOT AUTHORIZED TO USE IN ARMY >>

MANUFACTURER: MODEL NUMBER:

ACQUISITION YEAR: LIFE EXPECTANCY:

ACQUISITION COST: ENERGY SOURCE CODE:

NEW LOCATION:

REMARKS:

EQUIPMENT REPLACEMENT RECORD		1. UNIT DESIGNATION	2. ADDRESS	3. BUDGET	4. PAGE	
For use of the DA Form, see DA FORM 3988-22. Use original agency or DCS, 304.		CO A, 23903 EN, DM BDE	FT LEE, VA, 23906	12400	12	of 12
5. ITEM DESCRIPTION	6. ACQUISITION DATE (FISCAL YEAR)	7. LIFE EXPECTANCY (YEARS)	8. APPROXIMATE ACQUISITION COST (FY94-95)	9. PROGRAMMED REPLACEMENT COST	10. PROGRAMMED REPLACEMENT YEAR	11. REMARKS
NSN: Ice Cream, Calcium, Refrigerated, Medium, 25 Ounces, Slabpack, 48125 DA Form: 4193-00-142-9122 MANUFACTURER: SibaBy	09/26/18	30	-03	\$2,856.00	2002	
MODEL: M-12 SERIAL NO: 14733						
NSN: Ice Cream, Calcium, Mechanical, Refrigerated, Medium, 25 Ounces, Slabpack, 48125 DA Form: 4193-00-142-9122 MANUFACTURER: SibaBy	09/26/15	30	-03	\$3,323.00	2004	Equipment has been replaced twice. Further major repair work required until replaced.
MODEL: M-12 SERIAL NO: 28164						
NSN: Drive, Blending and Kneading, Forced Convection, Electric, 2-Speed Motor, 66 Lit DA Form: 7519-00-253-2812 MANUFACTURER: Viking	09/26/03	12	-23			
MODEL: BT-88 SERIAL NO: 12834C						
NSN: Tumbler, Conveyor, Heavy-Duty, Electric, 740 Liter Capacity, 60 Hz DA Form: 7318-01-018-7310 MANUFACTURER: Savory	09/26/10	5	-23	\$418.00	2002	
MODEL: 1400L SERIAL NO: T-1206						
NSN: Unit, Coffee, Two, Automatic, 8 Ounces, Electric, Star 4 DA Form: 7518-00-345-9858 MANUFACTURER: Bunn O-Matic	09/26/01	15	-03			
MODEL: 798-54 SERIAL NO: 0715452E						
NSN: Vegetable Peeling Machine, Electric, 50 LB Capacity DA Form: 7323-01-074-2212 MANUFACTURER: Specialty	2001/01	15	-22			
MODEL: VPM-50 SERIAL NO: 049563						
DA FORM 3988-22, JUL 2002	BY: SIGNATURE ROBERT D. BELL		DATE: (MM/DD/YY) 03/02/96			
	BY: SIGNATURE STEVEN J. MURPHY		DATE: (MM/DD/YY) 03/02/96			

# Food Program Manager

## Step Two

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Upon receiving DA Form 3988 from the dining facility, the FPM should complete the following tasks to ensure equipment records can be entered into AFMIS and that the information entered is accurate – providing an audit trail.

### New Equipment (PV Program)

- Review DA Form 3988 for accuracy – note “Remarks”
- Access FMS – Force Management System
- Access DSS – Food Service Decision Support System
- Verify LIN to CTA 50-909 on both systems
- PBO uses FEDLOG – LIN match for audit trail
- Coordinate with ACES, FED

### Existing Equipment

- Same as above...
- Verify NSN is matched/assigned to LIN (AFMIS)

Ensure Replacement Year  
is correct.





# SFOS / DFAC Manager Tasks

## Step Three – Equipment Processing

When a NSN, LIN, or updates are communicated to the SFOS / DFAC Manager, he or she can enter in “New” equipment or update existing equipment in AFMIS.

Enter Equipment by NSN

Enter Equipment by LIN

(When entered in by LIN only, the DFAC will have to enter in the Life Expectancy.)

Changes to Replacement Year through Life Expectancy

Review “Other” Equipment Listing

Ensure Records are Accurate

Update Annually or As Required

```
DATE: 10 Mar 96          UPDATE EQUIPMENT INVENTORY          AJK-192
                        FOR BUILDING 12800
SERIAL NUMBER: 1234          NSN: - - -
                              LIN: 012345
ITEM NAME: THE SFC O HIGH SPEED LOW DRAG SOLAR TOASTER, 600 SLICE CAPACITY.
< ITEM NOT FOUND ON CIA 50-909 OR AMDF ><< NOT AUTHORIZED TO USE IN ARMY >>
MANUFACTURER:                MODEL NUMBER:
ACQUISITION YEAR:            LIFE EXPECTANCY:
ACQUISITION COST:            ENERGY SOURCE CODE:
NEW LOCATION:
REMARKS:
```

```
DATE: 10 Mar 96          UPDATE EQUIPMENT INVENTORY          AJK-193
                        FOR BUILDING 12800
ITEM NAME                LIN          BALANCE
                        ON-HAND
BANQUETTE: TUBULAR STL FRAME UPHOLSTE          90734N          0
RED WALL TYPE
BOOTH DOUBLE ISLAND: TUBULAR STEEL FR          C09671          0
AME UPHOLSTERED ART LEATHER
BOOTH SINGLE ISLAND: BLACK TUBULAR ST          C09676          0
EEL FRAME ART LEATHER UPHOL
CARPET <WHEN CLASSIFIED AS EQUIPMENT-          91657N          0
IN-PLACE> PER FACILITY LISTED
F3 - scroll forward, F4 - scroll backward, Esc - save, Del - exit
```

# FPM Tasks

## Step Four – Budgeting

There are several Reports available for the Food Program Manager to review and budget for equipment. It is however, important that the dining facility can enter in equipment, that equipment entered in is accurate, and the system is “setup” to accurately cost equipment.

Ensure dining facilities BOI is accurate

Ensure dining facility equipment records are accurate prior to running budget reports - DSS

Print Replacement by Dining Facility

Print Replacement for Installation

Print Budget Worksheet

Research “costs” using DSS

DATE: 20 Mar 96 UPDATE DESIGN SPECIFICATIONS FOR BUILDING 11100 AJK-221

ACTIVITY CODE: 1111NF  
DINING FACILITY NAME: 1/111H INF DN  
DESIGN CAPACITY: 1200 DESIGN EPA CODE: D

BASIS OF ISSUE

	NUMBER IN THIS DINING FACILITY
DINING FACILITY MAIN ENTREE BACKUP	0
DINING FACILITY SHORT ORDER BACK UP	0
DISHWASHING AREAS	0
KITCHEN AREAS	0
MAIN ENTREE SERVING AREAS	0
NONPERISHABLE STORAGE AREAS	0

F3 - scroll forward, F4  
Enter number of DINING FACILITY

DINING FACILITY EQUIPMENT REPORTS: A B C D E F G K  
List equipment exceeding life expectancy in the budget year.

DATE: 20 Mar 96 DINING FACILITY EQUIPMENT REPORTS MENU AJK-149  
Press F8 for Help

OPTION CODE	DESCRIPTION	OPTION CODE	DESCRIPTION
A	REPLACEMENT REPORT	E	MEM CATALOG REPORT
B	BUDGET WORKSHEET	F	RETURN TO EQUIPMENT REPLACEMENT PROGRAM MENU
C	EQUIPMENT SUMMARY	X	EXIT FROM IFA PROCESSING REPORT
D	EQUIPMENT AUTHORIZATION REPORT		

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE MENU OPTION CODE:

ITEM	UNIT	QTY	UNIT PRICE	TOTAL PRICE
100 BCT 200 PFC	PC	4	1	4
100 BCT 200 PFC	PC	4	1	4
100 BCT 200 PFC	PC	1	3	3
100 BCT 200 PFC	PC	4	2	8
100 BCT 200 PFC	PC	4	2	8
100 BCT 200 PFC	PC	1	2	2

# Equipment Replacement Process

## Conclusion

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The Equipment Replacement Process begins with the SFOS / DFAC Manager. They should ensure DA Form 3988 has ALL pertinent information, if available, recorded prior to sending forward, to include, any “Remarks” pertaining to the equipment.

### New Equipment (PV Program)

- **Should match FEDLOG, CTA 50-909, and AFMIS**
- **Coordinate with ACES, FED**

### Existing Equipment

- **Ensure equipment is entered in AFMIS correctly.**
- **Check NSN and/or LIN against the hand receipt (PBO).**
- **Record discrepancies on DA Form 3988.**

**For more information, Visit the ACES Web, AFMIS Training.**

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## Menu Planning Tools & Tasks

This presentation is an overview of the Menu Planning processes when using AFMIS. The goal is to present several “tools” available in AFMIS for the SFOS / DFAC Manager to use during menu planning and some of the “tasks” that should be accomplished by the FPM that help ensure budgetary compliance and ease when planning menus.

### Topics:

- Management Review
- FPM Tasks
- DFAC Menu Planning
- Reports



## References

[DFO Manual](#)

[FPM Manual](#)

[DFO Menu Tree](#)

[FPM Menu Tree](#)

[TM 10-412](#)



Identifying the areas that can prevent the manager from meeting budgetary guidelines - BDFFA





# Food Program Manager

Tasks that aide the SFOS / DFAC Manager

## Menu Review & Maintenance

Update Master Menu

AR 30-22 Guidance

Course Maintenance

Global Recipe Replacement

```

DATE: 20 Mar 1996          MASTER MENU          AJK-102
CHANGE                    Lunch                03/15/1996

RECIPE      RECIPE NAME
C00501      COFFEE (AUTOMATIC URN)
C01300      CARROT CAKE(MIX)W/FROSTI
L07600      BEEF MANICOTTI
L12500      CHIPPER PERCH
M01400      COTTAGE CHEESE AND TOMAT
M03300      LETTUCE AND TOMATO SALAD
M04400      BAKED POTATOES
S00100      ASSORTED FRUIT
S00300      BEVERAGE BASE PWDR
S00301      INSTANT TEA
S00400      BULK MILK
S00500      TEA BAGS
S00501      HOT CHOCOLATE
S00800      ASSORTED BREAD
    
```

```

F1 Key Add a Recipe
F2 Key Delete a Recipe
  Delete a Duplicate Recipe
  Delete a Blank line
F3 Key advance to next page
F4 Key return to previous page
F7 Key Restore Recipe Number
<ESC> Key Update Database
<DELETE> Key cancel processing

Use Arrow & Return keys to
move between fields and rows
    
```

```

DATE: 20 Mar 1996          EDIT COURSE & TITLES MAINTENANCE          AJK-324

COURSE NO      COURSE TITLE          SEQ NO
1              SOUPS / APPETIZERS          1
2              ENTREES - MAIN              2
3              SIDES                      3
4              SALADS                    4
5              BREADS/ROLLS            5
6              SHORT ORDER           6
7              DESSERTS                7
8              COMBO MEALS            8
9              SANDWICH BAR           9
10             PASTA BAR              10

PRESS <ESC> WHEN FINISHED WITH SCREEN
F1-INSERT  F2-DELETE  F3-SCROLL DOWN  F4-SCROLL UP
    
```

```

[ DATE: [20 Mar 1996]          GLOBAL MASTER MENU MAINTENANCE          AJK-023 ]
TYPE OF GLOBAL CHANGE:  ADD [ ]      REPLACE [ ]      DELETE [ ]
RECIPE NUMBER:  [ ]  RECIPE NAME:  [ ]
REPLACED BY :  [ ]  RECIPE NAME:  [ ]

MENU DATES FROM:  [ ][ ][ ] TO [ ][ ][ ]
MENU MEAL:  [ ]

Type of Meals
-----
A = Breakfast
B = Lunch
C = Short Order
D = Dinner

Press <DELETE> to exit the process.
    
```

# Food Program Manager

Tasks that will ensure DFAC has current costs

## Recipe Update: Ingredients

Master Item File Review

MIF Reconciliation

Replace Ingredients

```
DATE: 28 Mar 96          INSTALLATION FOOD ADVISOR SUBSYSTEM      AJK-112
                          MASTER ITEM FILE INQUIRY

NSN/MCN                  8905804839592
NOMENCLATURE             BACON SLICED PZM SHINGLE
UNIT/ISSUE               LB
UNIT PACK                CS
CURRENT PRICE            $1.72
UNIT PACK QTY           53
PERISHABILITY            P
CONU FACTOR              1.0000

Press DELETE Key for Interrupt Menu

To Print Report . . . Press ESC Key after viewing selected data
```

```
INSTALLATION FOOD ADVISOR      AJK-134
UNMATCHED INGREDIENTS (NSN)

RECIPE NO:  A01305  RECIPE NAME:  APRICOTS, FRESH

-----
NSN          ITEM NAME
-----
8915801271861  APRICOTS FRESH JUMBO      <--- Unmatched Ingredients
APRICOI*      <---- Enter keyword (<*****>)
              for list of MIF Substitute items

8903000000513  JUICE, APRICOT RESEALED
8938000517856  JAN, APRICOT 18 OZ

F1 Key advance to next page
F4 Key advance to previous page
CTRL-D Update Ingredient file
CTRL-D Reenter Item Name
ESC Key continue w/o update
<DELETE> to exit the process
```

```
DATE: 28 Mar 1996          AJK-224
                          TISA - DFO MASTER ITEM FILE RECONCILIATION

NSN:  8905 - 81 - 809 - 1783      DFO MIF RECORD  11 OF 642

                          TISA                          DFO

ITEM NAME:                  BACON, TURKEY 34/38
UNIT OF ISSUE:              LB
PRICE:                      $2.20
SOURCE:
PERISHABILITY:              P
DWD DEL SCHED:

PROBLEM:  Item is not available for issue.

PRESS <DELETE> TO EXIT
Flag for deletion? Y/N
```

```
DATE: 28 Mar 96          INSTALLATION FOOD ADVISOR      AJK-232
REPLACE SELECTED INGREDIENT

-----
TIIN         ITEM NAME
-----
-            <--- Selected Ingredient

          <---- Enter keyword (<*****>)
          for list of MIF Substitute items

Press <DELETE> key to interrupt process
```

Use the Bulletin Board to post changes to MIF

# Food Program Manager

Tasks that will ensure DFAC has up-to-date Recipes

## Single Recipe Update

TM 10-412 Reference  
Recipe Header  
Recipe Ingredients  
Conversion Factors  
Recipe Instructions  
Sending to DFAC

**Conversion Factors are  
found in the Manual**

```
DATE: 20 Mar 1996      ADD / UPDATE RECIPE  L03000      AJK-121
POS DISPLAY NAME:  Creamed Beef      YIELD: 100      PORTION: 2/3 CUP
RECIPE NAME:      CREAMED GROUND BEEF
```

```
RECIPE DESCRIPTION:
BASE RECIPE
```

```
EXCLUDE FROM AUTO POS COST UPDATE (Y/N):  N
```

```
COST:      GROUP:      NUTRITION:
PER PORTION  $0.25      COURSE  2      FAT      M
```

```
DATE: 20 Mar 1996      ADD / UPDATE RECIPE  L03000      AJK-323
POS DISPLAY NAME:  Creamed Beef
CREAMED GROUND BEEF      YIELD: 100      PORTION: 2/3 CUP
RECIPE COST:  $0.25      W/COND:  $0.27      POS:  $0.30
```

STEP	TIIN	ITEM NAME	RCP QTY	UM	RCP WEIGHT	AS PUR WEIGHT
1	050-3190	BEEF GROUND, SOY	18.0000	LB	18.0000	18.0000
1	616-0199	ONIONS, YLM JUMBO	3.0000	CP	1.1250	1.1250
2	079-6943	SALT 5 LB BAG	3.0000	TB	0.1250	0.1250
2	127-8067	PEPPER BLACK 1 LB	1.0000	TP	0.0313	0.0313
2	140-7748	FLOUR, WHEAT 10#	1.5000	QT	1.5000	1.5000
2	234-6217	SOUP & GUY BASE BF #2 1/2	5.0000	TB	0.1456	0.1456
3	000-0001	WATER WARM	10.5000	QT	0.0000	0.0000

```
DATE: 20 Mar 19      RECIPE INSTRUCTIONS      AJK-123
RECIPE-NUMBER: L03000      RECIPE NAME: CREAMED GROUND BEEF
```

```
PREPREPARATION INSTRUCTIONS:
```

```
THAW BEEF UNDER REFRIGERATION.
ONIONS ARE AN OPTIONAL INGREDIENT.
CHOP DRY ONIONS BEFORE MEASURING.  DEHY ONIONS MAY BE USED, REF A01100.
SIFT FLOUR BEFORE MEASURING.
```

```
PRIMARY COOKING METHOD:
```

```
1. COOK BEEF IN ITS OWN FAT IN STEAM-JACKETED KETTLE OR ROASTING PAN UNTIL
BEEF LOSES ITS PINK COLOR, STIRRING TO BREAK APART. DRAIN OR SKIM OFF
```

```
F1 Key Insert Line      F2 Key Delete Line      F3 Key Scroll Forward
F4 Key Scroll Backward  ESC Key Save & Exit
Delete Key Interrupt Menu  Press RETURN after each entered line
```

# Dining Facility Menu Planning

## Management Guidelines

AFMIS provides a wide variety of “Management Tools” that aide in the Menu Planning process. Using these tools will ensure menus are well balanced and cost effective; however, a few “guidelines” should be followed:

### Menu Guidelines

- Management Planning can begin 20 days from Consumption Date.
- 2-2-3 Issue Frequency Schedule DOES NOT help in planning.
- Account Status is a “Management Tool”, NOT an “Evaluation Tool”.
- Recipes MUST be up-to-date: NO NIS – Will not cost accurately.
- MIF MUST be up-to-date: NO NIS – Shopping Lists will be inaccurate.
- Check BOH and PV Orders.
- Review Templates for cost effectiveness and acceptance.
- Productions Schedules: Main Line Only – Do Not breakout Short Orders.
- Portions for SOP Items should be estimated: Do Not use 1 or 0
- Print “Final” menu reports AFTER subsistence is received.

# Dining Facility Menu Planning Management Tools

## Menu Planning

Review Issue Frequency Schedule

Review Account Status

Review Headcount History

Review Balance on Hand

Review PV Orders

Create "Working" Production Schedules

```

DATE: 10 Mar 1996          DPO ACCOUNT STATUS          AJK-361
ACTIVITY CODE: 128INF
ACTIVITY NAME: 1/28 INF BN

CURRENT ACCOUNT STATUS
10 Mar 1996
13:30:13

1. BEGINNING INVENTORY < 30 Jun 1996 >:      $33140.87
2. PURCHASES (ISSUES):                          $0.00
3. TOTAL (line 1 + line 2):                    $33140.87
4. CURRENT INVENTORY:                          $28706.31
5. ACTUAL EXPENSES (line 3 - line 4):          $4434.56
6. EARNINGS (HEADCOUNT):                      $0.00
    
```

```

DATE: 10 Mar 1996          HEADCOUNT HISTORY INQUIRY          AJK-532
ACT CODE: 128INF
History period beginning: [10]IMAR[1996]

DATES          10      07      06      05      04      03      02
BREAKFAST: Adjusted          775      800      800      800      800      750
              Actual          810      825      800      795      805      800
LUNCH:       Adjusted          800      750      700      800      750      700
              Actual          875      725      635      750      725      680
DINNER:      Adjusted          725      800      750      750      750      750
              Actual          750      800      750      740      750      760
    
```

```

DATE: 10 Mar 96          PRIME VENDOR          AJK-906
INQUIRY RESULTS
01 Mar 96 TO 10 Mar 96
    
```

```

DATE: 10 Mar 1996          PRODUCTION SCHEDULE          AJK-402

Meal date: [20]IMAR[1996]      Adjusted hdct: 500
Meal type: LUN      Template No:      Serv Pd: 1130 - 1300

PREPARER RECIPE NO      RECIPE NAME          CRS SEQ COST/PORT PORTIONS TIME
-----
P00101      BEEF BARLEY SOUP      1 0 $0.03 0 0
L01500      STEAK SMOTHERED W/ ONIO 2 0 $1.26 0 0
L11906      FISH AMANDINE         2 0 $0.18 0 0
E00500      STEAMED RICE          3 0 $0.05 0 0
Q02702      MEXICAN CORN         3 0 $0.27 0 0
Q04400      BAKED POTATOES       3 0 $0.18 0 0
M01200      COTTAGE CHEESE SALAD  4 0 $0.73 0 0
M04800      TOSSED VEGETABLE SALAD 4 0 $0.08 0 0
D03200      HARD ROLLS           5 0 $0.05 0 0

Total meal cost:          $0.00

PRESS <ESC> WHEN FINISHED WITH SCREEN
    
```

```

ITEM NAME          UI          UNIT PRICE          VENDOR
H FILLET FROZEN    LB          $ 2.41
636N0063480037    OS          50
    
```

PE KEY WHEN FINISHED VIEWING DATA

# Dining Facility Menu Planning Management Production

## Menu Production

- Create "Working" Shopping List
- Review Projected Account Status
- Review Master Item File
- Review / Update Shopping Lists
- Print Reports AFTER Issue
  - Production Schedules
  - Kitchen Requisition Worksheet
  - Additional Production Schedules
  - Dieter's Menu
  - Outside Menu
  - Recipes

DATE: 10 Mar 1996 PROJECTED ACCOUNT STATUS AJK-389  
 Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[ \$28706.31]

DATE	EXPEND TODAY	EXPEND CUMULATIVE	EARNINGS TODAY	EARNINGS CUMULATIVE	ACCOUNT STATUS DOLLAR
Cur Bal		[\$326985.10]		[*****]	[ \$4628.88]
[10]	[ \$0.00]	[\$326985.10]	[ \$0.00]	[*****]	[ \$4628.88]
[11]	[ \$0.00]	[\$326985.10]	[ \$0.00]	[*****]	[ \$4628.88]
[12]	[ \$0.00]	[\$326985.10]	[ \$0.00]	[*****]	[ \$4628.88]
[13]	[ \$0.00]	[\$326985.10]	[ \$0.00]	[*****]	[ \$4628.88]
[14]	[ \$0.00]	[\$326985.10]	[ \$0.00]	[*****]	[ \$4628.88]
[15]	[ \$123.83]	[\$327108.93]	[ \$200.00]	[*****]	[ \$4552.71]
[16]	[ \$0.00]	[\$327108.93]	[ \$0.00]	[*****]	[ \$4552.71]
[17]	[ \$0.00]	[\$327108.93]	[ \$0.00]	[*****]	[ \$4552.71]

Press ESC when finished  
 [

DATE: 10 Mar 96 DINING FACILITY OPERATIONS PCN AJK-PZ1  
 ACT CODE: 128INF MASTER ITEM FILE REPORT

NSN	ITEM NAME	U/I	U/P	PC
8905-00-582-4039	SHRIMP P & D TAIL	LB	8.83	P
8905-00-960-2303	SHRIMP BREADED RAW	LB	5.81	P
TOTAL ITEMS: 2				END PAGE 1

Press RETURN to exit process . . .

DATE: 10 Mar 96 SHOPPING LIST REVIEW AND ADJUSTMENT AJK-382  
 Issue Date: [03/14/1996] [ PERISHABLE ] Submission Date: [03/12/1996]

TIIN	NIS	ITEM DESCRIPTION	U/I	UPR	QUANTITY
[3837910]	[ ]	ICREAM CHEESE LOAF	1 [LB]	[ \$1.21]	[ 1]
[9264926]	[*]	LLETTUCE FRESH	1 [LB]	[ ]	[ 0]
[0888749]	[ ]	APPLES EATING FRESH	1 [LB]	[ \$0.51]	[ 2]
[1268748]	[ ]	BANANAS FRESH	1 [LB]	[ \$0.59]	[ 2]
[6160209]	[ ]	GRAPES FRESH	1 [LB]	[ \$0.94]	[ 1]
[1268804]	[ ]	ORANGES, US #1	1 [LB]	[ \$0.27]	[ 2]
[1278271]	[ ]	PEACH, 2" UP	1 [LB]	[ \$0.52]	[ 2]
[1268805]	[ ]	PEARS FRESH	1 [LB]	[ \$0.50]	[ 2]
[2528245]	[ ]	POT, IDAHO 80 SZ	1 [LB]	[ \$0.38]	[ 42]
[5824059]	[ ]	TOMATOES FRESH	1 [LB]	[ \$0.72]	[ 12]
[					[ ]
PRESS <ESC> WHEN COMPLETE				TOTAL COST: [	\$31.53]

[\* <NIS>: THIS ITEM IS NOT AVAILABLE FOR ISSUE ]

# Menu Planning Tools & Tasks

## Conclusion

The Menu Planning and Management Process is only as effective as the information in AFMIS. If information in AFMIS is NOT up-to-date, then the SFOS / DFAC Manager will have a difficult time maintaining and complying with Budgetary guidelines.

## Menu & Recipe Review

- Master Menu Review
- Recipe Review

## FPM Support

- Master Menu Updates
- Master Item File Reconciliation
- Recipes: Replace Ingredients & Updates

## Menu Planning & Management

- Guidelines
- Management Tools & Menu Management

ITEM NAME	ITEM	PERCENTY	SELECTION
CRISPH, PLT 388 506	379-4382		
CHERRY PIE, DRYDEN	387-8028		
CRISPH GRAPY	765-2128	100.00	
CRISPH PIZZA	114-1457	-29.11	
CRISPH PIZZA 2 FC 888	113-8489		
CRISPH BRIGGET	777-4167		
CRISPH BRIGGET	891-7486		
CRISPH WIGZ	126-2464	8.88	

## Disposition of Subsistence

[Return](#)



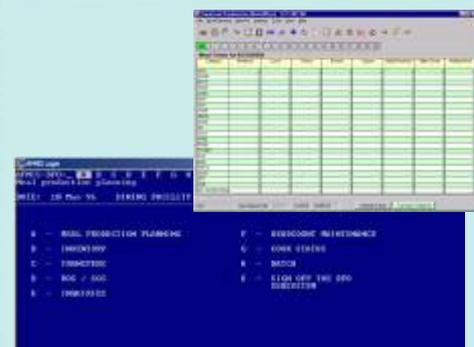
## Information Websites

This presentation will cover navigating the ACES Web for information and training, accessing the Army Learning Management System, and accessing the Army Training Help Desk.

### Topics:

- **ACES Web Navigation.**
- **AFMIS Training.**
- **Learning Management System:**
  - **How to Access**
- **Army Training Help Desk:**
  - **How to Find and Ask Questions**

[Home](#)



# The ACES Website

The ACES Web is divided into 5 Major Areas. They are: General Information, Garrison Information, Field Information, and Training Information.

The screenshot shows the ACES Official Website in Microsoft Internet Explorer. The browser title is "Army Center of Excellence, Subsistence (ACES) Official Website - Microsoft Internet Explorer". The address bar shows "http://www.quartermaster.army.mil/aces/". The website header features the ACES logo and the text "Army Center of Excellence, Subsistence". Below the header is a navigation menu with links: Home | About Us | Contact Us | Site Map | Archive | Photo Gallery. A secondary menu includes: Subsistence History | Food Service Links | Career Development | Publications & Utilities | Downloads.

The main content area is titled "Home of the Army Food Service Professional..." and includes a "Our Mission" section with three sub-sections: Field, Garrison, and Programs. Each sub-section has a "Main Page" link and a list of related links.

**Field Food Service**  
Army Field Feeding Information

- [Main Page](#)
- [Information & News](#)
- [Equipment Information](#)
- [Operational Rations Info.](#)
- [Menus & Recipe Information](#)
- [Field Feeding Tools & Utilities](#)

**Garrison Food Service**  
Dining Facility Information

- [Main Page](#)
- [Information & News](#)
- [Equipment & Facilities](#)
- [Dining Facility Automation](#)
- [Menus & Recipe Information](#)
- [Dining Facility Management](#)

**Food Service Programs**  
Army Food Service Programs

- [Main Page](#)

**Food Service Education & Training**  
Food Service Training Programs

- [Main Page](#)
- [AFHS Training](#)

**Hot Topics**

- [AR 30-22 \(Revised\) is now available...  
Link to AR30-22](#)
- [Military Training Service Support \(MTSS\) Procedures Message  
View Print SOP](#)
- [Army's 200th Birthday  
View Birthday Menu](#)
- [Philip A. Connolly Information Booklet  
View Save 2000 Booklet](#)
- [Food Service Contract Management Course  
PROS Schedule](#)
- [Email Reminders](#)

The left sidebar contains a "on the Menu" section with links: Home Page, ACES Articles, Flasher Messages, Food Events, Food Safety, Nutrition, Reserve Component, and Community News. Below this is a search box and links for "Basic Daily Food Allowance" and "CPAC Meal Rates". At the bottom of the sidebar are links for "BSE (Meal Cost) Instructions", "USDA on BSE", and "DSCP on BSE".

# The Army Learning Management System

Access the Army Learning Management System (LMS) through AKO. Click on "My Training".

The screenshot displays the Army Learning Management System (LMS) interface accessed through Army Knowledge Online (AKO). The interface is shown in three overlapping browser windows:

- Left Window (AKO Home):** Shows the AKO homepage with a search bar and a "My Training" link highlighted in the left sidebar.
- Middle Window (My Training):** Shows the "My Training" page with a search bar and a "DLS" logo. The page title is "My Training" and the URL is "https://www.us.army.mil/suite/portal/index.jsp".
- Right Window (My Home):** Shows the "My Home" page with a "Welcome! Arthur Oikonen" message and a "New Users!!! Click here" link. The page title is "THE UNITED STATES ARMY" and the URL is "https://www.lms.army.mil/DLS".

The "My Home" page also features a "Reminder: Do not use your web browser's navigation buttons while in LMS." and a "Notices" section with various status boxes:

- Skill Gap: No Results Found.
- Individual Training Plan: No Results Found.
- My Communities: No Results Found.

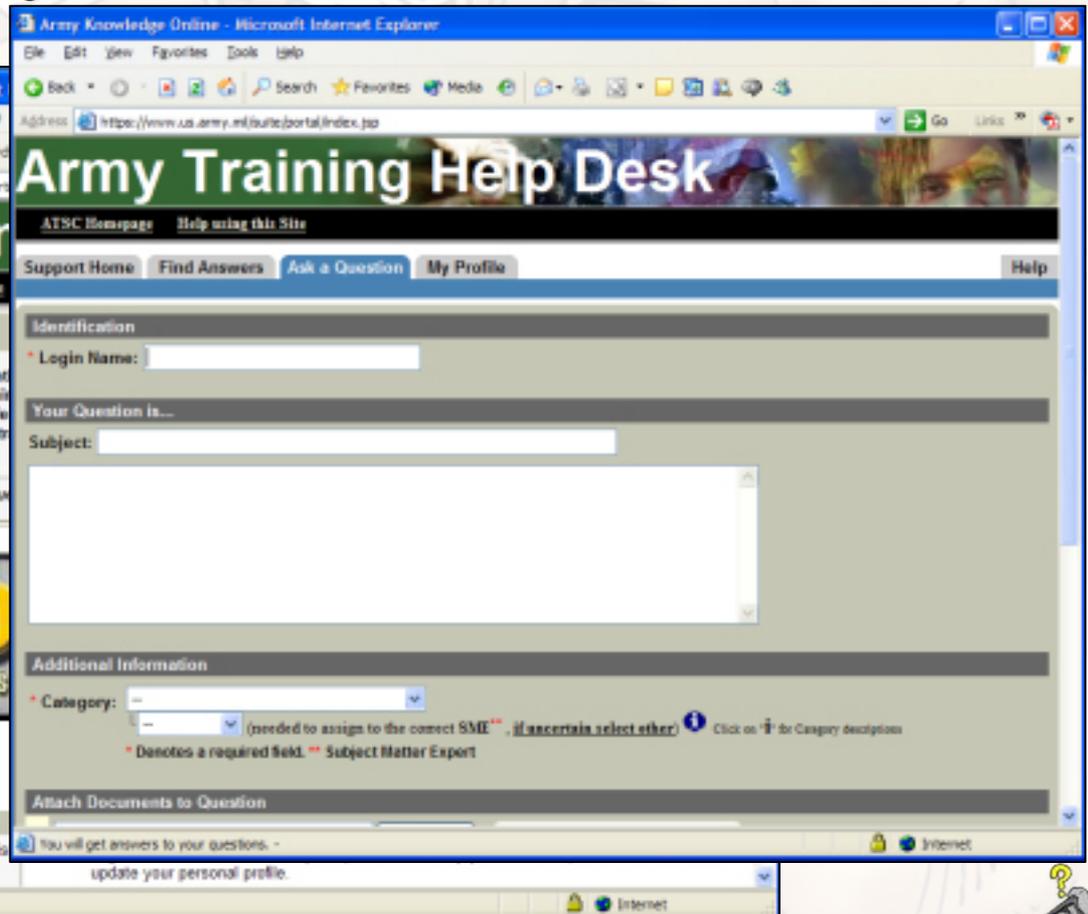
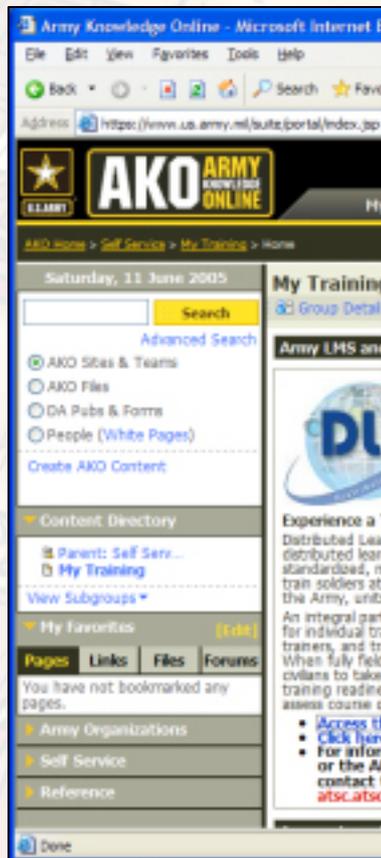
The "Notices" section includes:

- Pending Order Requests: No Results Found.
- Upcoming Classes: No Results Found.
- Wait-listed Registrations: No Results Found.
- Development Plan- Items to Do: No Results Found.
- Pending Critiques: No Results Found.

At the bottom of the "My Home" page, there is a "See All" link and a "Search Training Catalog" button.

# The Army Training Help Desk

Access the Army Training Help Desk through AKO – My Training. Click on the Ask a question link to begin.



[\[Return\]](#)



### The Manager's Tool Box Mini-Web

The Manager's Tool Box is a Mini-Web based program that will open in your Internet Browser's window. Many of the links within the program will open in a separate window allowing you to "switch" between references. References are in PDF format and require Acrobat Reader loaded on your computer.

For maximum results, Flash Player should also be loaded on your computer and your monitor's resolution set to 800X600.

Links to outside websites require connection to the Internet and may or may not connect due to the sites availability.

For assistance, please contact the AFMIS Training Manager at:

[arthur.e.olkonen@us.army.mil](mailto:arthur.e.olkonen@us.army.mil) or [yasmin.c.johnson@us.army.mil](mailto:yasmin.c.johnson@us.army.mil) (email preferred)

#### ADDITIONAL PRESENTATIONS

[DFAC OPERATIONS](#)

[FPM OPERATIONS](#)

[Home](#)



[Click here to access the Manager's Tool Box...](#)



## World Wide AFMIS Trends

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- AFMIS manuals
- AFMIS help desk (804) 734-1051 (need acct # ready)
- Message boards for AFMIS
- Control numbers for cash turn-in's
- Modify a recipe card
- Template maintenance
- Equipment (FED) (804) 734-3392/3350
- Production schedules
- Kitchen Reqs

CSPD is available to assist you 365 days a year, 24 hours a day. You don't have to wait for a FMAT visit just give us a call or send an email. Thank You!!!

### ADDITIONAL PRESENTATIONS

[DFAC OPERATIONS](#)

[FPM OPERATIONS](#)



[Home](#)



[Click here to access the Manager's Tool Box...](#)

