

FSO-PVA COURSE MAP v.27APR

Pre-Course Outreach

Technology Prep
Live Remote
Session on DCS

WED 29APR
1000- 1100 PST

UNIT 1 COURSE ADMINISTRATION

Lesson 1. Welcome and
Course Technology

Lesson 2. Course
Overview

Unit 2. Workbooks Intro

Lesson 1. INTRO
PVAISW

Lesson 2. SET UP
PVAISW for New Month

Lesson 3. INTRO ICA

Unit 3. Procurement Documents

Lesson 1. Procurement
Request (PR)

Lesson 2. DHS-1501

Unit 4. Culinary Plan

Lesson 1. Cycle Menu

Lesson 2. Open Galley
Menu

Lesson 3. Load Guide

Unit 5. Purchasing

Lesson 1. Purchase Card
and Purchasing Stores

Lesson 2. Process
Receipts

Lesson 3. Verify PCA

Unit 6. SIK Rations

Lesson 1. Claim
SIK Rations

Unit 7. Manage Sale of Meals

Lesson 1.. Document Sale of
Meals

Lesson 2. Complete Sale of
Meals with Pay.gov

Lesson 3 – Complete Sale of
Meals with CASH

Lesson 4. Transmit CGDF
Funds

Unit 8. Manage Stores

Lesson 1. Physical
Inventory CG-4261

Lesson 2. Sale of
Stores CG-2581

Lesson 3. Transfer of
Stores CG-2581

Unit 9. Monthly Report

Lesson 1. ASDR

Lesson 2. SFR

Lesson 3. Submit Monthly Report

Lesson 4. File Monthly Report

Unit 10. CAPSTONE

➤ Complete
Monthly
Reports
January-May

Unit 11. FSO Responsibilities

Lesson 1. FSO Relief

Lesson 2. SOP

Lesson 3. FSS

Lesson 4. Disestablish
and Reestablish

Unit 12. Annual Audit

Lesson 1. Prepare
for Annual Audit

Lesson 2. Verify
Annual Audit

Graduation