

KEY

* TPO with PTC

Live DCS Session

Self-Directed

WEEK 1 AGENDA: FOOD SERVICE OFFICER – Purchase vs. Allowances (PVA)

v.25APR2020

Pre-Course Outreach**5-10 Days Before Day 1**

- Instructor outreach to individual students with "Getting Started" Guide
- Exec Outreach to students' supervisors

1 Week Before Course Launch

WED 29APR
Tech Prep
(Live DCS)
1000-1200PST

- Test milSuite
- Test DCS
- Test folder access
- Test emails
- Test phone audio

**DAY 1
MONDAY**

WELCOME
(LIVE DCS)
0800-0900PST

UNIT 1. COURSE ADMINISTRATION

- Lesson 1. Welcome & Course Technology
- Lesson 2. Course Overview

UNIT 2. WORKBOOKS INTRODUCTION

- Lesson 1. Intro PVAISW (1.5 HRS)
- Lesson 2. Set Up PVAISW for New Month (2.5 HRS)
- Lesson 3. Intro ICA (1 HR)

**DAY 2
TUESDAY**

LIVE DCS SESSION
0800-0900PST

UNIT 3. PROCUREMENT DOCUMENTS

- Lesson 1. Procurement Request (PR)* (1 HR)
- Lesson 2. DHS-1501 (1 HR)

UNIT 4. CULINARY PLAN

- Lesson 1. Cycle Menu* (2 HR)
- Lesson 2. Open Galley Menu* (45 MIN)
- Lesson 3. Load Guide* (1 HR)

**DAY 3
WEDNESDAY**

LIVE DCS SESSION
0800-0900PST

UNIT 5. PURCHASING

- Lesson 1. Purchase Card and Purchase Stores (1 HR)
- Lesson 2. Process Receipts (1 HR)
- Lesson 3. Verify PCA(1 HR)

UNIT 6. SIK Rations

- Lesson 1. Claim SIK Rations (2.5 HRS)

**DAY 4
THURSDAY**

LIVE DCS SESSION
0800-0900PST

UNIT 7. MANAGE SALE OF MEALS

- Lesson 1. Document Sale of Meals * (2 HRS)
- Lesson 2. Complete Sale of Meals with Pay.gov* (2 HRS)
- Lesson 3. Complete Sale of Meals with CASH* (2 HRS)
- Lesson 4. Transmit CGDF Funds * (2 HRS)

**DAY 5
FRIDAY**

LIVE DCS SESSION
0800-0900PST

UNIT 8. MANAGE STORES

- Lesson 1. Physical Inventory* (45 MIN)
- Lesson 2. Sale of Stores* (1 HR)
- Lesson 3. Transfer of Stores* (1 HR)

WEEK IN REVIEW
LIVE DCS SESSION
1300 PST