

U.S. Department of
Homeland Security

**United States
Coast Guard**



Job Aids Booklet: Week 1

*Food Service Officer – Purchase vs. Allowance
Facilitated Online Training*



CS C-School
USCG Training Center Petaluma
599 Tomales Road
Petaluma, CA 94952

APR 2020

Record Of Changes

Change History			
Revision	Description	Published	Author
<i>A</i>	First Release – FOT FSO-PVA	<i>20APR2020</i>	<i>LJP</i>

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UNIT 1. COURSE OVERVIEW



LESSON 2. JOB AIDS

HOW TO DOWNLOAD FSO FORMS FROM THE USCG CS PORTAL





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Job Aid: How to Download FSO Forms from CS Portal

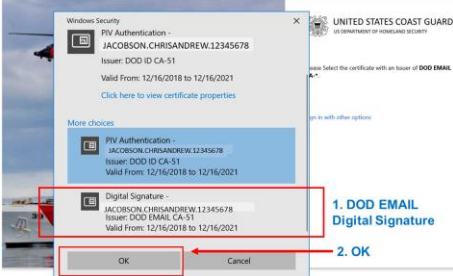

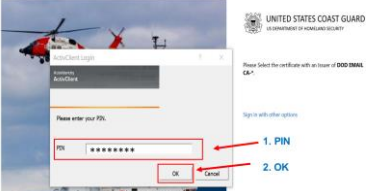

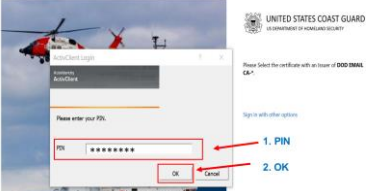

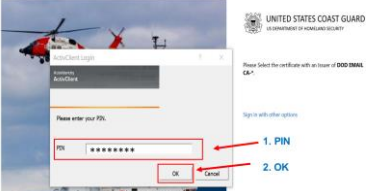
Instructions: This Job Aid describes how to access the CS Portal to download FSO forms. This Job Aid requires computer access and a CAC card with CAC Reader.

STEP	ACTION						
1	<p>CONFIRM which platform you are using:</p> <table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>IF you are using a USCG Workstation....</td> <td>THEN go to STEP 7.</td> </tr> <tr> <td>IF you are using your HOME computer.....</td> <td>THEN go to STEP 2 (next step)</td> </tr> </tbody> </table>	IF	THEN	IF you are using a USCG Workstation....	THEN go to STEP 7.	IF you are using your HOME computer.....	THEN go to STEP 2 (next step)
IF	THEN						
IF you are using a USCG Workstation....	THEN go to STEP 7.						
IF you are using your HOME computer.....	THEN go to STEP 2 (next step)						
ACCESS CG PORTAL THROUGH HOME COMPUTER							
2	CONFIRM your CAC Card is inserted into a CAC Reader connected to your home computer						
3	CLICK on Microsoft Internet Explorer browser. 						
4	<p>ACCESS CG Portal using this url link in your Internet Explorer browser:</p> <p style="text-align: center;">https://cg.portal.uscg.mil/Pages/main.aspx</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">https://cg.portal.uscg.mil</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Search the web for “CG Portal” and click on .mil link provided</p> <ul style="list-style-type: none"> <i>Note: If you have trouble accessing the portal, try using Google Chrome browser or Firefox to access the Portal.</i> 						
5	<p>CLICK “OK” to acknowledge you are entering a government website.</p> 						
6	GO to Step 11 (<i>Skip steps 7-10</i>).						
Continued next page							

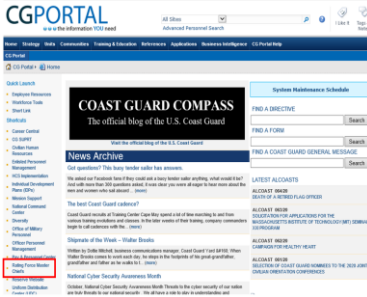



Job Aid: How to Download FSO Forms from CS Portal, Continued

STEP	ACTION
ACCESS CG PORTAL THROUGH USCG WORKSTATION	
7	After logging onto your USCG workstation, CLICK on Internet Explorer. 
8	CLICK on the star logo (favorites) at top right corner of screen to view drop-down menu. 
9	CLICK on US Coast Guard folder.
10	CLICK on "USCG CG Portal" listed in the US Coast Guard folder. <ul style="list-style-type: none"> If you cannot locate CG Portal, paste this link into your Internet Explorer browser: https://cg.portal.uscg.mil
SIGN ONTO CG PORTAL USING CAC CARD	
11	After CG Portal page loads, CLICK " <u>Sign In with Smart Card</u> " option in lower right corner of screen. 
12	When certificate box pops up, SELECT " <u>More Choices</u> " option just above the OK button. 
Continued next page	

Job Aid: How to Download FSO Forms from CS Portal, Continued

STEP	ACTION						
13	<p>After multiple certificate choices are listed, SELECT:</p> <p>a) <u>DOD EMAIL</u> Digital Signature option</p> <p>b) OK</p> 						
14	<p>Follow table instructions:</p> <table border="1" data-bbox="321 678 1414 1612"> <thead> <tr> <th data-bbox="321 678 659 745">IF</th> <th data-bbox="664 678 1414 745">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 751 659 852">If CG Portal site now displays...</td> <td data-bbox="664 751 1414 852">GO to Step 15.</td> </tr> <tr> <td data-bbox="321 858 659 1612">If ActivCard box pops up and CG Portal site does NOT display...</td> <td data-bbox="664 858 1414 1612"> <p>a) CLICK “OK” button.</p>  <p>b) If after clicking “OK” you see an ActivClient box pop up, type your PIN into PIN Field (see <i>graphic below.</i>)</p> <ul style="list-style-type: none"> This PIN is the same PIN you use when logging onto your USCG workstation in the office. <p>c) Click OK button.</p>  </td> </tr> </tbody> </table>	IF	THEN	If CG Portal site now displays...	GO to Step 15.	If ActivCard box pops up and CG Portal site does NOT display...	<p>a) CLICK “OK” button.</p>  <p>b) If after clicking “OK” you see an ActivClient box pop up, type your PIN into PIN Field (see <i>graphic below.</i>)</p> <ul style="list-style-type: none"> This PIN is the same PIN you use when logging onto your USCG workstation in the office. <p>c) Click OK button.</p> 
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If CG Portal site now displays...	GO to Step 15.						
If ActivCard box pops up and CG Portal site does NOT display...	<p>a) CLICK “OK” button.</p>  <p>b) If after clicking “OK” you see an ActivClient box pop up, type your PIN into PIN Field (see <i>graphic below.</i>)</p> <ul style="list-style-type: none"> This PIN is the same PIN you use when logging onto your USCG workstation in the office. <p>c) Click OK button.</p> 						
Continued next page							

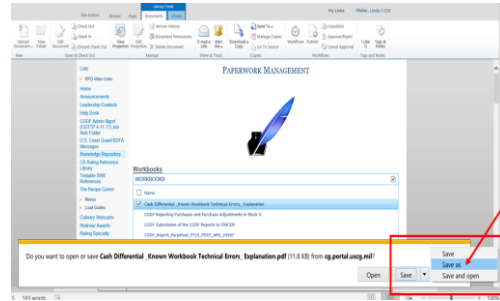
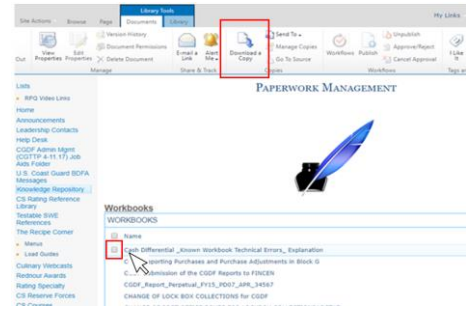
Job Aid: How to Download FSO Forms from CS Portal, Continued

STEP	ACTION
15	<p>When CG Portal page displays, CLICK on “Rating Force Master Chief” Link in left column.</p> 
16	<p>CLICK on CS link located inside the table of ratings.</p> <ul style="list-style-type: none"> • Scroll down page slightly to locate table. 
17	<p>CLICK on “Knowledge Repository” link in left column.</p> 
18	<p>SCROLL down list of documents to locate the form(s) you want to download.</p> 

Continued next page

Job Aid: How to Download FSO Forms from CS Portal, Continued

STEP	ACTION
19	<p>To download a form:</p> <p><u>Sub-steps:</u></p> <ol style="list-style-type: none"> Hover cursor over desired form to display a small checkbox. Click on checkbox to select your form (see graphic, right.) When a banner displays at top of screen, click “Download a Copy” option (see graphic, right.)
20	<p>When banner displays at bottom of screen:</p> <ol style="list-style-type: none"> Click small drop-down menu next to “SAVE” button. Click desired option from drop-down menu: <ul style="list-style-type: none"> ➤ <u>Save</u>: To save as-is without changing file name. ➤ <u>Save as</u>: This option is recommended if you are saving a form and want to change the title (example, add a new month to title) ➤ <u>Save and Open</u>: This both saves the form and opens it at the same time.
<p>End of Job Aid</p>	



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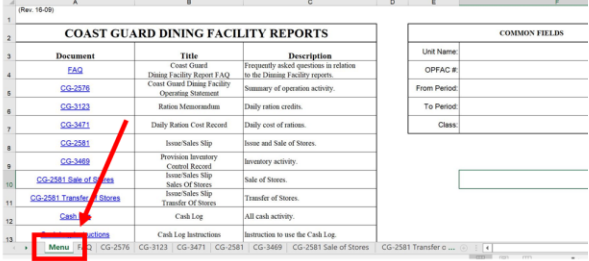
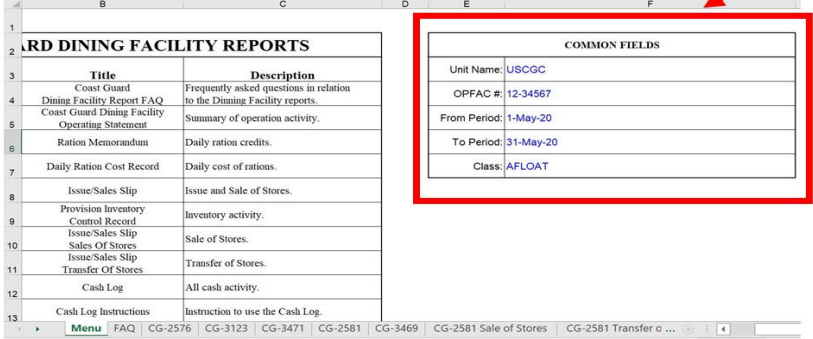
UNIT 2. WORKBOOKS

LESSON 1. JOB AIDS
HOW TO SET UP A PVAISW FOR A NEW MONTH

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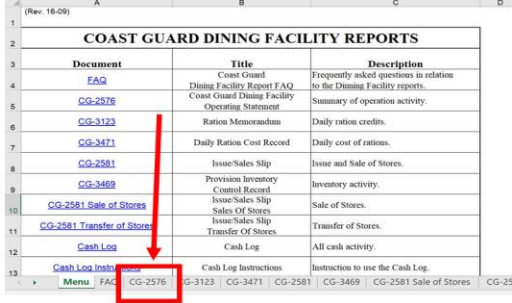
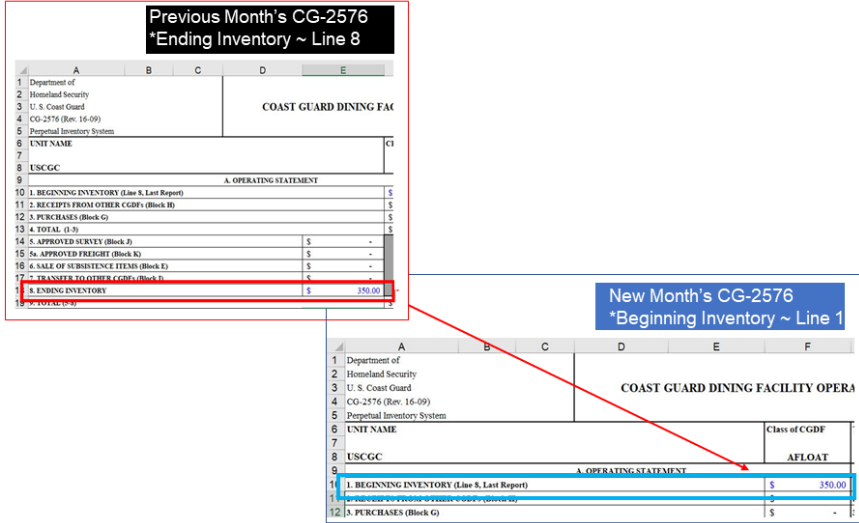
Job Aid: How to Set Up a PVA Inventory Systems Workbook (PVAISW) for a New Month

Instructions: This Job Aid explains how to set up a Purchase vs. Allowance Inventory Systems Workbook (PVAISW) for a new month.

STEP	ACTION
1	<p>OBTAIN the following:</p> <ul style="list-style-type: none"> • A new (blank) PVAISW downloaded from the CS Portal. • Paper copy of previous month's CG-2576 with FINCEN auditor's signature. • CG-1111 BDF (Basic Daily Food Allowance) Message for new month (delivered via email.)
2	<p>OPEN the blank PVAISW form for the new month.</p> <ul style="list-style-type: none"> • Note: The PVAISW is a collection of forms presented in Excel spreadsheet format.
3	<p>CLICK on the Menu tab at the bottom of the PVAISW form.</p> 
4	<p>TYPE in the "Common Fields" section (Columns E-F):</p> <ul style="list-style-type: none"> • <u>Unit Name</u> (pull from previous month's CG-2576) • <u>OPFAC Number</u> (pull from previous month's CG-2576) • <u>From Period</u> (first day of the new month's reporting period) • <u>To Period</u> (last day of the new month's reporting period) • <u>Class</u> (Afloat or Ashore) 

Continued next page

Job Aid: How to Set Up a PVAISW, Continued

STEP	ACTION
5	<p>CLICK on CG-2576 tab at the bottom of the PVAISW form.</p> 
6	<p>COPY the “Ending inventory” amount on Line 8 of the previous month’s CG-2576 onto the new month’s CG-2576 Line 1 “Beginning Inventory”.</p> 

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Job Aid: How to Set Up a PVAISW, Continued

STEP	ACTION																																																															
7	<p>Given the rates listed in the CG-1111 BDFA Message, TYPE the new month's BDFA rates into the "Claimed", "Sold", and "Reimbursable" lines in Block B of the new month's CG-2576.</p> <table border="1" data-bbox="415 457 1338 730"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>25</td> <td colspan="6">B. SURPLUS ACCOUNT</td> </tr> <tr> <td>26</td> <td>15. CLAIMED</td> <td>0</td> <td></td> <td>X</td> <td>\$ 12.16</td> <td>\$ -</td> </tr> <tr> <td>27</td> <td>16. CLAIMED</td> <td>0</td> <td></td> <td>X</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>28</td> <td>17. CLAIMED</td> <td>0</td> <td></td> <td>X</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>29</td> <td>18. SOLD</td> <td>0</td> <td></td> <td>X</td> <td>\$ -</td> <td>\$ -</td> </tr> <tr> <td>30</td> <td>19. REIMBURSABLE</td> <td>0</td> <td></td> <td>X</td> <td>\$ 12.16</td> <td>\$ -</td> </tr> <tr> <td>31</td> <td>20. SOLD</td> <td>0</td> <td></td> <td>X</td> <td>\$ 12.16</td> <td>\$ -</td> </tr> <tr> <td>32</td> <td>21.</td> <td>0</td> <td>=TOTAL NO. OF RATION</td> <td></td> <td>Cash Differential:</td> <td>\$ -</td> </tr> </tbody> </table>		A	B	C	D	E	F	25	B. SURPLUS ACCOUNT						26	15. CLAIMED	0		X	\$ 12.16	\$ -	27	16. CLAIMED	0		X	\$ -	\$ -	28	17. CLAIMED	0		X	\$ -	\$ -	29	18. SOLD	0		X	\$ -	\$ -	30	19. REIMBURSABLE	0		X	\$ 12.16	\$ -	31	20. SOLD	0		X	\$ 12.16	\$ -	32	21.	0	=TOTAL NO. OF RATION		Cash Differential:	\$ -
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32	21.	0	=TOTAL NO. OF RATION		Cash Differential:	\$ -																																																										
8	<p>TYPE the lesser of Line 26 or Line 27 from previous month's paper CG-2576 onto Line 25 of the new month's CG-2576.</p> <div data-bbox="383 926 1344 1283"> <p>Previous Month's CG-2576 *Identify Lesser of Lines 26 and 27</p> <table border="1"> <tr> <td>30</td> <td>25. UNUSED ALLOWANCE FROM LAST REPORT</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>37</td> <td>26. ACCUMULATED UNUSED ALLOWANCE END OF PERIOD</td> <td></td> <td></td> <td></td> <td>\$ 200.00</td> <td></td> </tr> <tr> <td>38</td> <td>27. MAXIMUM ACCUMULATION ALLOWED</td> <td></td> <td>10% of Line 22</td> <td></td> <td>\$ 425.00</td> <td></td> </tr> <tr> <td>39</td> <td colspan="6">C. REMARKS (Cont. on reverse)</td> </tr> </table> <p>New Month's CG-2576 *Line 25</p> <table border="1"> <tr> <td>25</td> <td>25. UNUSED ALLOWANCE FROM LAST REPORT</td> <td></td> <td></td> <td></td> <td>\$ 200.00</td> <td></td> </tr> <tr> <td>26</td> <td>26. ACCUMULATED UNUSED ALLOWANCE END OF PERIOD</td> <td></td> <td></td> <td></td> <td>\$ 0</td> <td></td> </tr> <tr> <td>27</td> <td>27. MAXIMUM ACCUMULATION ALLOWED</td> <td></td> <td>10% of Line 22</td> <td></td> <td>\$ 0</td> <td></td> </tr> <tr> <td></td> <td colspan="6">C. REMARKS (Cont. on reverse)</td> </tr> </table> </div>	30	25. UNUSED ALLOWANCE FROM LAST REPORT						37	26. ACCUMULATED UNUSED ALLOWANCE END OF PERIOD				\$ 200.00		38	27. MAXIMUM ACCUMULATION ALLOWED		10% of Line 22		\$ 425.00		39	C. REMARKS (Cont. on reverse)						25	25. UNUSED ALLOWANCE FROM LAST REPORT				\$ 200.00		26	26. ACCUMULATED UNUSED ALLOWANCE END OF PERIOD				\$ 0		27	27. MAXIMUM ACCUMULATION ALLOWED		10% of Line 22		\$ 0			C. REMARKS (Cont. on reverse)												
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Job Aid: How to Set Up a PVAISW, Continued

STEP	ACTION																																
9	<p>On the new month's CG-2576, SELECT 10% from drop-down menu on Line 27 "Maximum Accumulation Allowed".</p> <table border="1" data-bbox="435 428 1208 695"> <tr><td>33</td><td>22. TOTAL OPERATING ALLOWANCE (Line 15 through 20)</td><td>\$</td><td>-</td></tr> <tr><td>34</td><td>23. NET VALUE OF SUBSISTENCE ITEMS CONSUMED (Line 10)</td><td>\$</td><td>-</td></tr> <tr><td>35</td><td>24. UNUSED ALLOWANCE THIS PERIOD (Line 22-23)</td><td>\$</td><td>-</td></tr> <tr><td>36</td><td>25. UNUSED ALLOWANCE FROM LAST REPORT</td><td>\$</td><td>-</td></tr> <tr><td>37</td><td>26. ACCUMULATED UNUSED ALLOWANCE END OF PERIOD</td><td>\$</td><td>-</td></tr> <tr><td>38</td><td>27. MAXIMUM ACCUMULATION ALLOWED</td><td>10% of Line 22</td><td>\$ 200 -</td></tr> <tr><td>39</td><td colspan="3">C. REMARKS (Cont. on reverse)</td></tr> <tr><td>40</td><td>Gov't to Commercial Purch % = 0%</td><td>Change Fund = \$</td><td>-</td></tr> </table> <ul style="list-style-type: none"> Note: FSOs are given a 10% maximum accumulation allowance for land units and for USCG cutters below 210 feet. In these two scenarios, an FSO may accumulate an allowance as large as 10% of anticipated need. In larger CG environments, e.g., USCG cutters 210 feet and above, a 30% maximum accumulation allowance is permitted. 	33	22. TOTAL OPERATING ALLOWANCE (Line 15 through 20)	\$	-	34	23. NET VALUE OF SUBSISTENCE ITEMS CONSUMED (Line 10)	\$	-	35	24. UNUSED ALLOWANCE THIS PERIOD (Line 22-23)	\$	-	36	25. UNUSED ALLOWANCE FROM LAST REPORT	\$	-	37	26. ACCUMULATED UNUSED ALLOWANCE END OF PERIOD	\$	-	38	27. MAXIMUM ACCUMULATION ALLOWED	10% of Line 22	\$ 200 -	39	C. REMARKS (Cont. on reverse)			40	Gov't to Commercial Purch % = 0%	Change Fund = \$	-
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39	C. REMARKS (Cont. on reverse)																																
40	Gov't to Commercial Purch % = 0%	Change Fund = \$	-																														
10	<p>If a value exists in a Change Fund, TYPE the unit's Change Fund amount from previous month's paper CG-2576 onto the new month's CG-2576 Block C.</p> <div data-bbox="396 1255 1354 1566"> <p>The image shows two screenshots of the CG-2576 form. The top screenshot, labeled 'Previous Month's CG-2576 *Change Fund ~ Line 40', shows the 'Change Fund' field on line 40 with a value of \$0. The bottom screenshot, labeled 'New Month's CG-2576 *Change Fund ~ Line 40', shows the same field with the value \$0. A red arrow points from the 'Change Fund' field in the previous month's screenshot to the 'Change Fund' field in the new month's screenshot, indicating the transfer of the value.</p> </div>																																

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Job Aid: How to Set Up a PVAISW, Continued

STEP	ACTION																															
11	<p>TYPE the "Receivables to be Collected" from Line 39 in the previous month's CG-2576 into "Receivables Beginning" (Line 28) of the new month's CG-2576.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="border: 1px solid red; padding: 5px; width: 30%;"> <p style="background-color: black; color: white; padding: 2px;">Previous Month's CG-2576 *Receivables to be Collected~ Line 39</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>35. CASH ON HAND, End of Period</td><td style="text-align: right;">\$ 115.00</td></tr> <tr><td>36. CASH IN TRANSIT, End of Period</td><td style="text-align: right;">\$ 250.00</td></tr> <tr><td>37. TO BE BILLED ON SF-1089/1081</td><td style="text-align: right;">\$ -</td></tr> <tr><td>38. TOTAL (LINES 34-37)</td><td style="text-align: right;">\$ -495.00</td></tr> <tr><td>39. RECEIVABLES TO BE COLLECTED BY CGDF (Line 33-38)</td><td style="text-align: right;">\$ 46.50</td></tr> </table> </div> <div style="border: 1px solid blue; padding: 5px; width: 60%;"> <p style="background-color: blue; color: white; padding: 2px;">New Month's CG-2576 *Receivables, Beginning ~ Block D</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="text-align: center;">G H I J K L M N</td></tr> <tr><td colspan="2" style="text-align: center;">ERATING STATEMENT</td></tr> <tr><td colspan="2" style="text-align: right;">21-11706</td></tr> <tr><td colspan="2">TYPE OF REPORT</td></tr> <tr><td colspan="2">Period Covered</td></tr> <tr><td><input checked="" type="checkbox"/> Regular</td><td><input type="checkbox"/> Relief</td><td><input type="checkbox"/> Memorandum</td></tr> <tr><td>From</td><td>To</td></tr> <tr><td>01-May-20</td><td>31-May-20</td></tr> <tr><td colspan="2" style="text-align: center;">D. SUMMARY OF ACCOUNTS RECEIVABLE</td></tr> <tr><td>28. RECEIVABLES, BEGINNING (Line 39, Last Report)</td><td style="text-align: right;">\$ 46.50</td></tr> </table> </div> </div>	35. CASH ON HAND, End of Period	\$ 115.00	36. CASH IN TRANSIT, End of Period	\$ 250.00	37. TO BE BILLED ON SF-1089/1081	\$ -	38. TOTAL (LINES 34-37)	\$ -495.00	39. RECEIVABLES TO BE COLLECTED BY CGDF (Line 33-38)	\$ 46.50	G H I J K L M N		ERATING STATEMENT		21-11706		TYPE OF REPORT		Period Covered		<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Relief	<input type="checkbox"/> Memorandum	From	To	01-May-20	31-May-20	D. SUMMARY OF ACCOUNTS RECEIVABLE		28. RECEIVABLES, BEGINNING (Line 39, Last Report)	\$ 46.50
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Job Aid: How to Set Up a PVAISW, Continued

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14	<p>CLICK on CG-3123 tab at the bottom of the PVAISW form to access Form CG-3123 “Ration Memorandum”.</p> <div data-bbox="440 1045 1284 1411" style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="10" style="text-align: center;">RATION MEMORANDUM</th> </tr> </thead> <tbody> <tr> <td colspan="5">1 Department of</td> <td colspan="5">OPFAC NUMBER: 12-34567</td> </tr> <tr> <td colspan="5">2 Homeland Security</td> <td colspan="5">TYPE OF MEMORANDUM (Check appropriate box)</td> </tr> <tr> <td colspan="5">3 U. S. Coast Guard</td> <td colspan="5"><input checked="" type="checkbox"/> Statement of daily rations allowed dining facility</td> </tr> <tr> <td colspan="5">4 CG-3123 (Rev. 16-09)</td> <td colspan="5"><input type="checkbox"/> Summary of rations allowed during accounting period</td> </tr> <tr> <td colspan="5">5 UNIT NAME</td> <td colspan="5"></td> </tr> <tr> <td colspan="5">6 USCGC</td> <td colspan="5"></td> </tr> <tr> <td colspan="10">7 INSTRUCTIONS: Prepare daily for rations in-kind and value of rations and meals sold. Lines A-1 to A-3: Rations-in-Kind. Lines A-4 to A-8: Ration Equivalents. Section B: use for calculating Lines A-4 to A-8.</td> </tr> <tr> <td colspan="10">11 DATE: 01-Apr-15 CLASS: AFLOAT</td> </tr> <tr> <td colspan="10">13 PERIOD COVERED: FROM: 01-May-20 TO: 31-May-20</td> </tr> <tr> <td colspan="10">14 FROM: TO:</td> </tr> <tr> <td colspan="10">15 01-May-20 31-May-20</td> </tr> <tr> <td colspan="10">16 S 1. Regular Issues</td> </tr> <tr> <td colspan="10">17 E 2. CG Reserves (ADT)</td> </tr> <tr> <td colspan="10">18 C 3. CG Cadets</td> </tr> <tr> <td colspan="10">19 T 4. Sale of Meals</td> </tr> <tr> <td colspan="10">20 I 5. CG Reserves (DDT)</td> </tr> <tr> <td colspan="10">21 O</td> </tr> <tr> <td colspan="10">22 N 6. CG Auxiliaries</td> </tr> <tr> <td colspan="10">23 7. Reimburse Persons</td> </tr> <tr> <td colspan="10">24 A 8. Reimbursable Issues</td> </tr> <tr> <td colspan="10">25 9. TOTAL RATIONS: Lines A-1 to A-8</td> </tr> <tr> <td colspan="10">26 S VALUE OF RATIONS AND MEALS SOLD CALCULATIONS</td> </tr> <tr> <td colspan="10">27 E MEAL / RATE Line A-4 Line A-5 Line A-6 Line A-7 Line A-8</td> </tr> <tr> <td colspan="10">28 C Breakfast .20 0 = 0 0 = 0 0 = 0 0 = 0 0 = 0</td> </tr> <tr> <td colspan="10">29 T Lunch .40 0 = 0 0 = 0 0 = 0 0 = 0 0 = 0</td> </tr> <tr> <td colspan="10">30 I Dinner .40 0 = 0 0 = 0 0 = 0 0 = 0 0 = 0</td> </tr> <tr> <td colspan="10">31 O</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Menu</td> <td style="width: 15%;">FAQ</td> <td style="width: 15%;">CG-257</td> <td style="width: 15%; border: 2px solid red;">CG-3123</td> <td style="width: 15%;">CG-3471</td> <td style="width: 15%;">CG-2581</td> <td style="width: 15%;">CG-3469</td> <td style="width: 15%;">CG-2581 Sale of Stores</td> <td style="width: 15%;">CG-2581 Transfer o ...</td> </tr> </table> </div> </div>	RATION MEMORANDUM										1 Department of					OPFAC NUMBER: 12-34567					2 Homeland Security					TYPE OF MEMORANDUM (Check appropriate box)					3 U. S. Coast Guard					<input checked="" type="checkbox"/> Statement of daily rations allowed dining facility					4 CG-3123 (Rev. 16-09)					<input type="checkbox"/> Summary of rations allowed during accounting period					5 UNIT NAME										6 USCGC										7 INSTRUCTIONS: Prepare daily for rations in-kind and value of rations and meals sold. Lines A-1 to A-3: Rations-in-Kind. Lines A-4 to A-8: Ration Equivalents. Section B: use for calculating Lines A-4 to A-8.										11 DATE: 01-Apr-15 CLASS: AFLOAT										13 PERIOD COVERED: FROM: 01-May-20 TO: 31-May-20										14 FROM: TO:										15 01-May-20 31-May-20										16 S 1. Regular Issues										17 E 2. CG Reserves (ADT)										18 C 3. CG Cadets										19 T 4. Sale of Meals										20 I 5. CG Reserves (DDT)										21 O										22 N 6. CG Auxiliaries										23 7. Reimburse Persons										24 A 8. Reimbursable Issues										25 9. TOTAL RATIONS: Lines A-1 to A-8										26 S VALUE OF RATIONS AND MEALS SOLD CALCULATIONS										27 E MEAL / RATE Line A-4 Line A-5 Line A-6 Line A-7 Line A-8										28 C Breakfast .20 0 = 0 0 = 0 0 = 0 0 = 0 0 = 0										29 T Lunch .40 0 = 0 0 = 0 0 = 0 0 = 0 0 = 0										30 I Dinner .40 0 = 0 0 = 0 0 = 0 0 = 0 0 = 0										31 O										Menu	FAQ	CG-257	CG-3123	CG-3471	CG-2581	CG-3469	CG-2581 Sale of Stores	CG-2581 Transfer o ...
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Job Aid: How to Set Up a PVAISW, Continued

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Job Aid: How to Set Up a PVAISW, Continued

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17	<p>In the new month's CG-3123, TYPE the month's BDFA in Column AJ Line 10 and copy it down the list for each day of the month.</p> <ul style="list-style-type: none"> The value in AJ2 should match AA2 or AB2 or AC2 <div style="text-align: center; margin: 10px 0;"> <table border="1" style="border-collapse: collapse; width: 80%; margin: auto;"> <tr> <td>Z</td> <td>AA</td> <td>AB</td> <td>AC</td> <td>AD</td> <td>AE</td> <td>AF</td> <td>AG</td> <td>AH</td> <td>AI</td> <td>AJ</td> </tr> <tr> <td></td> <td>AFLOAT</td> <td>ASHORE</td> <td>EOC</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>12.16</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </div> <div style="margin: 10px 0;"> <table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>sik</th> <th>res adt</th> <th>cadet</th> <th>sale meal</th> <th>res idt</th> <th>aux</th> <th>des</th> <th>rem</th> <th>BDFA</th> </tr> </thead> <tbody> <tr> <td>01-May-20</td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td style="border: 1px solid red;">12.16</td> </tr> <tr> <td>02-May-20</td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td style="border: 1px solid red;">12.16</td> </tr> <tr> <td>03-May-20</td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td style="border: 1px solid red;">12.16</td> </tr> <tr> <td>04-May-20</td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td style="border: 1px solid red;">12.16</td> </tr> </tbody> </table> </div>	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ		AFLOAT	ASHORE	EOC									12.16	0.00	0.00									sik	res adt	cadet	sale meal	res idt	aux	des	rem	BDFA	01-May-20				0	0	0	0	0	12.16	02-May-20				0	0	0	0	0	12.16	03-May-20				0	0	0	0	0	12.16	04-May-20				0	0	0	0	0	12.16
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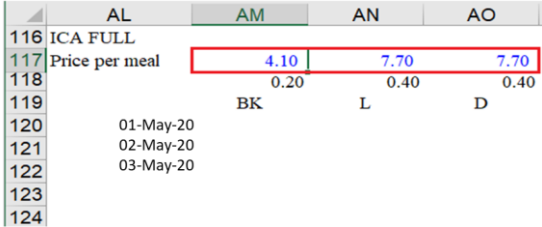
Continued on next page

Job Aid: How to Set Up a PVAISW, Continued

STEP	ACTION																																																		
19	<p>In the new month's CG-3123, VERIFY the current year's Full Meal Rates for breakfast (in cell AM41), lunch (in AN41), and dinner (in AO41).</p> <ul style="list-style-type: none"> You will need to scroll down to find these fields. <table border="1" data-bbox="418 443 1019 764"> <thead> <tr> <th></th> <th>AL</th> <th>AM</th> <th>AN</th> <th>AO</th> </tr> </thead> <tbody> <tr> <td>40</td> <td>FULL</td> <td></td> <td></td> <td></td> </tr> <tr> <td>41</td> <td>Price per meal</td> <td>4.10</td> <td>7.70</td> <td>7.70</td> </tr> <tr> <td>42</td> <td></td> <td>0.20</td> <td>0.40</td> <td>0.40</td> </tr> <tr> <td>43</td> <td></td> <td>BK</td> <td>L</td> <td>D</td> </tr> <tr> <td>44</td> <td>01-May-20</td> <td></td> <td></td> <td></td> </tr> <tr> <td>45</td> <td>02-May-20</td> <td></td> <td></td> <td></td> </tr> <tr> <td>46</td> <td>03-May-20</td> <td></td> <td></td> <td></td> </tr> <tr> <td>47</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>48</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		AL	AM	AN	AO	40	FULL				41	Price per meal	4.10	7.70	7.70	42		0.20	0.40	0.40	43		BK	L	D	44	01-May-20				45	02-May-20				46	03-May-20				47					48				
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Job Aid: How to Set Up a PVAISW, Continued

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UNIT 3. PROCUREMENT

LESSON 1. JOB AIDS

HOW TO FILL OUT A FOOD PROCUREMENT DOCUMENTATION PURCHASE REQUEST

LESSON 2. JOB AIDS

FOOD PROCUREMENT DOCUMENTATION: PURCHASE CARE TRANSACTION WORKSHEET (DHS-1501)

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Job Aid: How to Fill out Food Procurement Documentation: Purchase Request (PR)

Instructions: You will fill in the Procurement Request (PR) at the beginning of each month in advance of any purchases.

- The document that you download from the CS Portal is filled with sample information, some of which will not need to be changed. The text you will not need to change is in *italics*.

WARNING: If you click Reset Form, you will need to re-enter all the following information.

STEP	ACTION
1.	<p>DOWNLOAD the <u>Procurement Authorization</u> file from the CS Portal.</p> <ul style="list-style-type: none"> It is in the Knowledge Repository section. <p>NOTE: The file on the Portal is named Procurement Authorization but is referred to as the Procurement Request (PR).</p>
2.	<p>ADD required information to header:</p> <p>a. <u>Procurement Request No.</u></p> <ul style="list-style-type: none"> Unique document (sequential) number – Comprised of YEAR – OPFAC – Month of Fiscal Year <div data-bbox="500 1087 1263 1318" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>PROCUREMENT REQUEST NO. 20 - 11 - 12345 - 008</p> <hr/> <p>DATE RECEIVED 01 MAY 2020</p> </div> <p>b. <u>Date prepared</u></p> <p>NOTE: Even though date fields says Date Received – you input the date you are preparing the form.</p>
<i>Continued next page</i>	

Job Aid: How to Fill out Food Procurement Documentation: Purchase Request (PR), Continued

STEP	ACTION																																							
3.	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>DEPARTMENT OF TRANSPORTATION</p> <p>PROCUREMENT PROCESS REQUEST RAPIDLY</p> </div> <div> <p>PROCUREMENT REQUEST NO. 12-74-61200-001</p> <p>DATE RECEIVED 01May2020</p> </div> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: 1px solid black; padding: 2px;"> <p>1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT FSC I. M. Cook, FSO</p> </td> <td style="width: 40%; border: 1px solid black; padding: 2px;"> <p>2. TYPE OF REQUEST (Check one)</p> <p>A <input checked="" type="checkbox"/> NEW REQUEST</p> <p>B <input type="checkbox"/> CHANGE TO PENDING PR NO. _____</p> <p>C <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____</p> </td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"> <p>3. ORIGINATING OFFICE DATA USCGC CUTTER/Galley</p> </td> <td style="border: 1px solid black; padding: 2px;"> <p>6. CONSIGNEE AND DESTINATION COMMANDING OFFICER USCGC CUTTER Coast Guard Blvd Portsmouth, VA 23703</p> </td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"> <p>4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) Various Vendors</p> </td> <td style="border: 1px solid black; padding: 2px;"> <p>7. DATE(S) REQUIRED 01 May 2020</p> </td> </tr> <tr> <td colspan="2" style="border: 1px solid black; padding: 2px;"> <p>5. APPROVALS</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 30%;">APPROVING OFFICIALS (A)</th> <th style="width: 10%;">ROUTING SYMBOL (B)</th> <th style="width: 10%;">DATE (C)</th> <th colspan="2" style="width: 50%;">INTERNAL ROUTING</th> </tr> <tr> <th></th> <th></th> <th></th> <th style="width: 15%;">INITIALS (D)</th> <th style="width: 35%;">ROUTING SYMBOL (E)</th> </tr> </thead> <tbody> <tr> <td>(1) AUTHORIZED REQUISITIONER</td> <td>FSO</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(2) ACCOUNTING CERTIFICATION OFFICER</td> <td>CO</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(3)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(4)</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </td> <td style="border: 1px solid black; padding: 2px;"> <p>8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "YES" see par. 8 of instructions on page 2.)</p> </td> </tr> </table> </div>	<p>1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT FSC I. M. Cook, FSO</p>	<p>2. TYPE OF REQUEST (Check one)</p> <p>A <input checked="" type="checkbox"/> NEW REQUEST</p> <p>B <input type="checkbox"/> CHANGE TO PENDING PR NO. _____</p> <p>C <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____</p>	<p>3. ORIGINATING OFFICE DATA USCGC CUTTER/Galley</p>	<p>6. CONSIGNEE AND DESTINATION COMMANDING OFFICER USCGC CUTTER Coast Guard Blvd Portsmouth, VA 23703</p>	<p>4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) Various Vendors</p>	<p>7. DATE(S) REQUIRED 01 May 2020</p>	<p>5. APPROVALS</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 30%;">APPROVING OFFICIALS (A)</th> <th style="width: 10%;">ROUTING SYMBOL (B)</th> <th style="width: 10%;">DATE (C)</th> <th colspan="2" style="width: 50%;">INTERNAL ROUTING</th> </tr> <tr> <th></th> <th></th> <th></th> <th style="width: 15%;">INITIALS (D)</th> <th style="width: 35%;">ROUTING SYMBOL (E)</th> </tr> </thead> <tbody> <tr> <td>(1) AUTHORIZED REQUISITIONER</td> <td>FSO</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(2) ACCOUNTING CERTIFICATION OFFICER</td> <td>CO</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(3)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(4)</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING					INITIALS (D)	ROUTING SYMBOL (E)	(1) AUTHORIZED REQUISITIONER	FSO				(2) ACCOUNTING CERTIFICATION OFFICER	CO				(3)					(4)					<p>8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "YES" see par. 8 of instructions on page 2.)</p>
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	<p>ADD basic information about this PR on lines 1-7:</p> <ol style="list-style-type: none"> 1. Name (Your name) 2. Confirm "NEW REQUEST" box is checked 3. Unit Name 4. Confirm "Various Vendors" is in field 4 5. You will sign the form when it's finished 6. Unit Address _____ 7. Date: the first of the month you are preparing for 																																							
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Job Aid: How to Fill out Food Procurement Documentation: Purchase Request (PR), Continued

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11.	<p>ENTER your Deficit/Surplus data into:</p> <ul style="list-style-type: none"> Block 9 text AND UNIT (E) Column. 																																																																										
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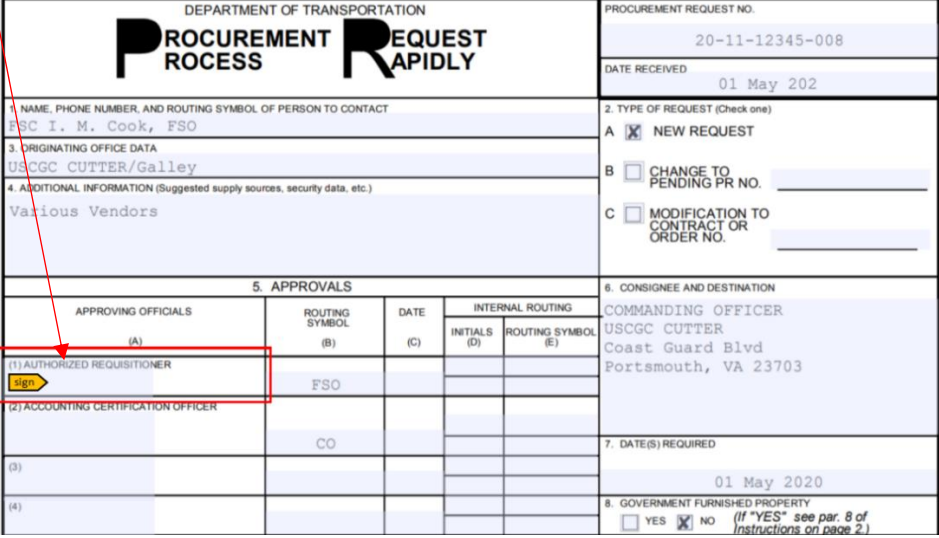
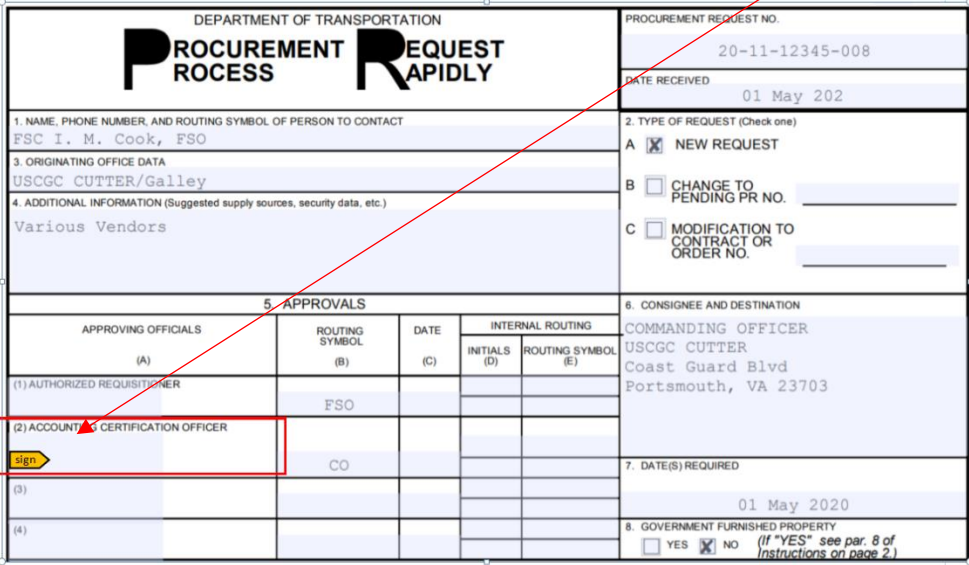
Continued next page

Job Aid: How to Fill out Food Procurement Documentation: Purchase Request (PR), Continued

STEP	ACTION																																																																																																		
12.	<p>CONFIRM that the accounting data at the bottom of the page (field 10) has been autopopulated in the PR.</p> <div data-bbox="326 394 1377 703"> <table border="1"> <thead> <tr> <th colspan="11">10 ACCOUNTING DATA</th> <th colspan="2"></th> </tr> <tr> <th colspan="4">SYSTEMS DATA</th> <th colspan="7">CHECK APPLICABLE QUARTER</th> <th colspan="2">TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="4"></td> <td colspan="7"> <input checked="" type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH </td> <td colspan="2">14489.00</td> </tr> <tr> <th rowspan="2">AGY</th> <th rowspan="2">DISY</th> <th rowspan="2">APPN CODE</th> <th rowspan="2">LIM CODE</th> <th rowspan="2">AFC CODE</th> <th rowspan="2">ALIC</th> <th rowspan="2">PROGRAM ELEMENT</th> <th rowspan="2">COST CENTER</th> <th rowspan="2">OBJECT CLASS</th> <th colspan="3">DOCUMENT NUMBER</th> <th rowspan="2">PROJECT</th> <th rowspan="2">ACCOUNTING AMOUNT</th> </tr> <tr> <th>FY</th> <th>P.R. NUMBER</th> <th>SUFFIX</th> </tr> <tr> <td>2</td> <td>3</td> <td>XS6</td> <td>132</td> <td>HL</td> <td>0</td> <td>82</td> <td>21750</td> <td>2645</td> <td>21</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td>21</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td>21</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>FORM DOT F 4200.1.2CG (Rev. 2-94) PREVIOUS EDITIONS ARE OBSOLETE</p> <div style="text-align: right; border: 1px solid black; padding: 2px;">Reset</div> </div>	10 ACCOUNTING DATA													SYSTEMS DATA				CHECK APPLICABLE QUARTER							TOTAL						<input checked="" type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH							14489.00		AGY	DISY	APPN CODE	LIM CODE	AFC CODE	ALIC	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NUMBER			PROJECT	ACCOUNTING AMOUNT	FY	P.R. NUMBER	SUFFIX	2	3	XS6	132	HL	0	82	21750	2645	21					2					0				21					2					0				21				
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Job Aid: How to Fill out Food Procurement Documentation: Purchase Request (PR), Continued

STEP	ACTION
15.	<p>SIGN as the Authorized Requestor in Block 5, Approvals</p> <ul style="list-style-type: none"> • Sign next to the Routing Symbol FSO 
16.	<p>MAKE the document available to your CO or OIC for a signature as the Accounting Certification Officer.</p> 
17.	Once signed, FILE on the left side of your monthly folder.

End of Job Aid

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Job Aid: Food Procurement Documentation: Purchase Card Transaction Worksheet (DHS-1501)

Instructions: Each Cardholder will fill out a Purchase Card Transaction Worksheet (DHS Form 1501) at the beginning of the month in advance of any purchases. Remember the total of all purchases (from all cardholders) must not exceed the Total from the month's Purchase Request (PR).

- The document you download from the CS Portal is filled with sample information, some of which will not need to be changed. The text you will not need to change is in *italics*.

WARNING: If you click Reset Form, you will need to re-enter all the following information.

STEP	ACTION																														
1	<p>DOWNLOAD DHS form 1501 from CS Portal.</p> <ul style="list-style-type: none"> It is in the Knowledge Repository section. 																														
2	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">PURCHASE CARD TRANSACTION WORKSHEET Reset Form</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">1. Name of Cardholder: CS1 Smith</td> <td style="width: 20%;">2. Cardholder Telephone Number: (123) 456-7890</td> <td style="width: 20%;">3. Cardholder Email Address: smith@uscg.mil</td> <td style="width: 10%;">4. Component: USCG</td> <td style="width: 10%;">5. Program/Office: Galley</td> </tr> <tr> <td>6. Requestor Name: CS1 Smith</td> <td>7. Requestor Phone Number: (123) 789-4560</td> <td>8. Date of Request: 5/1/2020</td> <td colspan="2">9. Procurement Request Number: 20-11-12345-008</td> </tr> <tr> <td>10. Ship to Address: 123 Main St</td> <td>11. City: Coast Guard Town</td> <td>12. State: CG</td> <td colspan="2">13. Zip Code: 12345</td> </tr> <tr> <td>14. Vendor Name: Various Vendors</td> <td>15. Vendor POC: See Invoices/Receipts</td> <td colspan="3">16. Vendor Phone Number:</td> </tr> <tr> <td>17. Vendor Address: See Invoices/Receipts</td> <td>18. City:</td> <td>19. State:</td> <td colspan="2">20. Zip Code:</td> </tr> <tr> <td colspan="2">21. (a) REQUIRED SOURCES for SUPPLIES</td> <td colspan="2">(b) REQUIRED SOURCES for SERVICES</td> <td>(c) SPECIAL APPROVALS NEEDED</td> </tr> </table> <p>FILL OUT Cardholder Information, fields 1-3:</p> <ol style="list-style-type: none"> Name of cardholder (you the FSO) Card holder telephone number Card holder email <p>Values for 4 and 5 in case they get erased:</p> <ol style="list-style-type: none"> <i>Component: USCG</i> <i>Program office: Galley</i> </div>	1. Name of Cardholder: CS1 Smith	2. Cardholder Telephone Number: (123) 456-7890	3. Cardholder Email Address: smith@uscg.mil	4. Component: USCG	5. Program/Office: Galley	6. Requestor Name: CS1 Smith	7. Requestor Phone Number: (123) 789-4560	8. Date of Request: 5/1/2020	9. Procurement Request Number: 20-11-12345-008		10. Ship to Address: 123 Main St	11. City: Coast Guard Town	12. State: CG	13. Zip Code: 12345		14. Vendor Name: Various Vendors	15. Vendor POC: See Invoices/Receipts	16. Vendor Phone Number:			17. Vendor Address: See Invoices/Receipts	18. City:	19. State:	20. Zip Code:		21. (a) REQUIRED SOURCES for SUPPLIES		(b) REQUIRED SOURCES for SERVICES		(c) SPECIAL APPROVALS NEEDED
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Job Aid: Food Procurement Documentation: Purchase Card Transaction Worksheet (DHS-1501), Continued

STEP	ACTION																														
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4	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">PURCHASE CARD TRANSACTION WORKSHEET Reset Form</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">1. Name of Cardholder: CS1 Smith</td> <td style="width: 20%;">2. Cardholder Telephone Number: (123) 456-7890</td> <td style="width: 20%;">3. Cardholder Email Address: smith@uscg.mil</td> <td style="width: 10%;">4. Component: USCG</td> <td style="width: 10%;">5. Program/Office: Galley</td> </tr> <tr> <td>6. Requestor Name: CS1 Smith</td> <td>7. Requestor Phone Number: (123) 789-4560</td> <td>8. Date of Request: 5/1/2020</td> <td colspan="2">9. Procurement Request Number: 20-11-12345-008</td> </tr> <tr> <td>10. Ship to Address: 123 Main St</td> <td>11. City: Coast Guard Town</td> <td>12. State: CG</td> <td colspan="2">13. Zip Code: 12345</td> </tr> <tr> <td>14. Vendor Name: Various Vendors</td> <td>15. Vendor POC: See Invoices/Receipts</td> <td colspan="3">16. Vendor Phone Number:</td> </tr> <tr> <td>17. Vendor Address: See Invoices/Receipts</td> <td>18. City:</td> <td>19. State:</td> <td colspan="2">20. Zip Code:</td> </tr> <tr> <td colspan="2">21. (a) REQUIRED SOURCES for SUPPLIES</td> <td colspan="2">(b) REQUIRED SOURCES for SERVICES</td> <td>(c) SPECIAL APPROVALS NEEDED</td> </tr> </table> <p>FILL OUT Shipping Information, fields 10-13</p> <ul style="list-style-type: none"> 10. Ship to Address (your unit address) 11. City 12. State 13. Zip code </div>	1. Name of Cardholder: CS1 Smith	2. Cardholder Telephone Number: (123) 456-7890	3. Cardholder Email Address: smith@uscg.mil	4. Component: USCG	5. Program/Office: Galley	6. Requestor Name: CS1 Smith	7. Requestor Phone Number: (123) 789-4560	8. Date of Request: 5/1/2020	9. Procurement Request Number: 20-11-12345-008		10. Ship to Address: 123 Main St	11. City: Coast Guard Town	12. State: CG	13. Zip Code: 12345		14. Vendor Name: Various Vendors	15. Vendor POC: See Invoices/Receipts	16. Vendor Phone Number:			17. Vendor Address: See Invoices/Receipts	18. City:	19. State:	20. Zip Code:		21. (a) REQUIRED SOURCES for SUPPLIES		(b) REQUIRED SOURCES for SERVICES		(c) SPECIAL APPROVALS NEEDED
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Job Aid: Food Procurement Documentation: Purchase Card Transaction Worksheet (DHS-1501), Continued

STEP	ACTION																														
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6	<p>CONFIRM that the required Sources for Supplies checked in field 21 are correct.</p> <ul style="list-style-type: none"> • #6 – Food Svc: DLA Prime Vendor AND • #9 – Commercial <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="321 1266 719 1293">21. (a) REQUIRED SOURCES for SUPPLIES</th> <th data-bbox="719 1266 1089 1293">(b) REQUIRED SOURCES for SERVICES</th> <th data-bbox="1089 1266 1425 1293">(c) SPECIAL APPROVALS NEEDED</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> 1. Agency Inventories <input type="checkbox"/> 2. Excess Property from other Agencies <input type="checkbox"/> 3. UNICOR <input type="checkbox"/> 4. ABILITY ONE <input type="checkbox"/> 5. Wholesale Supply Sources <input checked="" type="checkbox"/> 6. Food Svc: DLA Prime Vendor <input type="checkbox"/> 7. Optional Use GSA/FSS or DHS BPAs <input type="checkbox"/> 8. Optional Use Federal Supply Schedules <input checked="" type="checkbox"/> 9. Commercial </td> <td style="vertical-align: top;"> <input type="checkbox"/> 1. ABILITY ONE <input type="checkbox"/> 2. Optional Use UNICOR <input type="checkbox"/> 3. Optional Use GSA/FSS or DHS BPAs <input type="checkbox"/> 4. Optional Use Federal Supply Schedules <input type="checkbox"/> 5. Commercial </td> <td style="vertical-align: top;"> <input type="checkbox"/> 1. IT Request <input type="checkbox"/> 2. Printing <input type="checkbox"/> 3. Branding <input type="checkbox"/> 4. Legal <input type="checkbox"/> 5. Memberships <input type="checkbox"/> 6. Organizational Clothing <input type="checkbox"/> 7. OGC-Awards <input type="checkbox"/> 8. Office Furniture <input type="checkbox"/> 9. Office Machine Certification <input type="checkbox"/> 10. Conference <input type="checkbox"/> 11. Training (SF182 Required) <input type="checkbox"/> 12. Other (i.e., Bottled water) </td> </tr> <tr> <td colspan="2">22. Estimated Total: \$ 14,489.09</td> <td></td> </tr> </tbody> </table>	21. (a) REQUIRED SOURCES for SUPPLIES	(b) REQUIRED SOURCES for SERVICES	(c) SPECIAL APPROVALS NEEDED	<input type="checkbox"/> 1. Agency Inventories <input type="checkbox"/> 2. Excess Property from other Agencies <input type="checkbox"/> 3. UNICOR <input type="checkbox"/> 4. ABILITY ONE <input type="checkbox"/> 5. Wholesale Supply Sources <input checked="" type="checkbox"/> 6. Food Svc: DLA Prime Vendor <input type="checkbox"/> 7. Optional Use GSA/FSS or DHS BPAs <input type="checkbox"/> 8. Optional Use Federal Supply Schedules <input checked="" type="checkbox"/> 9. Commercial	<input type="checkbox"/> 1. ABILITY ONE <input type="checkbox"/> 2. Optional Use UNICOR <input type="checkbox"/> 3. Optional Use GSA/FSS or DHS BPAs <input type="checkbox"/> 4. Optional Use Federal Supply Schedules <input type="checkbox"/> 5. Commercial	<input type="checkbox"/> 1. IT Request <input type="checkbox"/> 2. Printing <input type="checkbox"/> 3. Branding <input type="checkbox"/> 4. Legal <input type="checkbox"/> 5. Memberships <input type="checkbox"/> 6. Organizational Clothing <input type="checkbox"/> 7. OGC-Awards <input type="checkbox"/> 8. Office Furniture <input type="checkbox"/> 9. Office Machine Certification <input type="checkbox"/> 10. Conference <input type="checkbox"/> 11. Training (SF182 Required) <input type="checkbox"/> 12. Other (i.e., Bottled water)	22. Estimated Total: \$ 14,489.09																							
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Continued next page

Job Aid: Food Procurement Documentation: Purchase Card Transaction Worksheet (DHS-1501), Continued

STEP	ACTION																		
7	<p>ENTER the total amount from your Procurement Authorization (PR) into field 22. Estimated Total</p> <table border="1" data-bbox="324 390 1425 672"> <thead> <tr> <th data-bbox="324 390 722 420">21. (a) REQUIRED SOURCES for SUPPLIES</th> <th data-bbox="722 390 1079 420">(b) REQUIRED SOURCES for SERVICES</th> <th data-bbox="1079 390 1425 420">(c) SPECIAL APPROVALS NEEDED</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 420 722 630"> <input type="checkbox"/> 1. Agency Inventories <input type="checkbox"/> 2. Excess Property from other Agencies <input type="checkbox"/> 3. UNICOR <input type="checkbox"/> 4. ABILITY ONE <input type="checkbox"/> 5. Wholesale Supply Sources <input checked="" type="checkbox"/> 6. Food Svc: DLA Prime Vendor <input type="checkbox"/> 7. Optional Use GSA/FSS or DHS BPAs <input type="checkbox"/> 8. Optional Use Federal Supply Schedules <input checked="" type="checkbox"/> 9. Commercial </td> <td data-bbox="722 420 1079 630"> <input type="checkbox"/> 1. ABILITY ONE <input type="checkbox"/> 2. Optional Use UNICOR <input type="checkbox"/> 3. Optional Use GSA/FSS or DHS BPAs <input type="checkbox"/> 4. Optional Use Federal Supply Schedules <input type="checkbox"/> 5. Commercial </td> <td data-bbox="1079 420 1425 630"> <input type="checkbox"/> 1. IT Request <input type="checkbox"/> 2. Printing <input type="checkbox"/> 3. Branding <input type="checkbox"/> 4. Legal <input type="checkbox"/> 5. Memberships <input type="checkbox"/> 6. Organizational Clothing <input type="checkbox"/> 7. OGC-Awards <input type="checkbox"/> 8. Office Furniture <input type="checkbox"/> 9. Office Machine Certification <input type="checkbox"/> 10. Conference <input type="checkbox"/> 11. Training (SF182 Required) <input type="checkbox"/> 12. Other (i.e., Bottled water) </td> </tr> <tr> <td colspan="3" data-bbox="324 630 1425 672"> 22. Estimated Total: \$ 14,489.09 </td> </tr> </tbody> </table> <p>NOTE: At the end of the month, you will come back to this document and place the amount actually spent on the Signature line (Field 29)</p>	21. (a) REQUIRED SOURCES for SUPPLIES	(b) REQUIRED SOURCES for SERVICES	(c) SPECIAL APPROVALS NEEDED	<input type="checkbox"/> 1. Agency Inventories <input type="checkbox"/> 2. Excess Property from other Agencies <input type="checkbox"/> 3. UNICOR <input type="checkbox"/> 4. ABILITY ONE <input type="checkbox"/> 5. Wholesale Supply Sources <input checked="" type="checkbox"/> 6. Food Svc: DLA Prime Vendor <input type="checkbox"/> 7. Optional Use GSA/FSS or DHS BPAs <input type="checkbox"/> 8. Optional Use Federal Supply Schedules <input checked="" type="checkbox"/> 9. Commercial	<input type="checkbox"/> 1. ABILITY ONE <input type="checkbox"/> 2. Optional Use UNICOR <input type="checkbox"/> 3. Optional Use GSA/FSS or DHS BPAs <input type="checkbox"/> 4. Optional Use Federal Supply Schedules <input type="checkbox"/> 5. Commercial	<input type="checkbox"/> 1. IT Request <input type="checkbox"/> 2. Printing <input type="checkbox"/> 3. Branding <input type="checkbox"/> 4. Legal <input type="checkbox"/> 5. Memberships <input type="checkbox"/> 6. Organizational Clothing <input type="checkbox"/> 7. OGC-Awards <input type="checkbox"/> 8. Office Furniture <input type="checkbox"/> 9. Office Machine Certification <input type="checkbox"/> 10. Conference <input type="checkbox"/> 11. Training (SF182 Required) <input type="checkbox"/> 12. Other (i.e., Bottled water)	22. Estimated Total: \$ 14,489.09											
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8	<p>CHANGE the date in Reason for Purchase, field 23.</p> <table border="1" data-bbox="324 890 1416 1218"> <tr> <td colspan="3" data-bbox="324 890 1416 932">22. Estimated Total: \$ 14,489.09</td> </tr> <tr> <td colspan="3" data-bbox="324 932 1416 961">23. Reason for Purchase (Please provide a detailed justification for the purchase of the items or services described on the PR Doc. 21, Block 9.):</td> </tr> <tr> <td colspan="3" data-bbox="324 961 1416 1087">Meat, Produce, Dairy, Dry and Frozen Provisions. Advanced authorization for purchase of subsistence provisions such to support normal CGDF operations for May 2020. In addition to the items specified above, various miscellaneous subsistence inventory replenishment items may be purchased in support of CGDF menus. ALL purchases - in total - are Not-to-Exceed the total amount on the PR for the period specified.</td> </tr> <tr> <td colspan="3" data-bbox="324 1087 1416 1117">24. FUNDS VERIFICATION OFFICIAL INFORMATION I certify funds are available for purchase.</td> </tr> <tr> <td data-bbox="324 1117 722 1159">Print Funding Official Name:</td> <td data-bbox="722 1117 1107 1159">Signature:</td> <td data-bbox="1107 1117 1416 1159">Date (Typed date required):</td> </tr> <tr> <td data-bbox="324 1159 467 1218">ITEM</td> <td data-bbox="467 1159 1003 1218">DOCUMENT</td> <td data-bbox="1003 1159 1416 1218">FAR/HSAR/HSAM/COAST GUARD REFERENCE</td> </tr> </table>	22. Estimated Total: \$ 14,489.09			23. Reason for Purchase (Please provide a detailed justification for the purchase of the items or services described on the PR Doc. 21, Block 9.):			Meat, Produce, Dairy, Dry and Frozen Provisions. Advanced authorization for purchase of subsistence provisions such to support normal CGDF operations for May 2020. In addition to the items specified above, various miscellaneous subsistence inventory replenishment items may be purchased in support of CGDF menus. ALL purchases - in total - are Not-to-Exceed the total amount on the PR for the period specified.			24. FUNDS VERIFICATION OFFICIAL INFORMATION I certify funds are available for purchase.			Print Funding Official Name:	Signature:	Date (Typed date required):	ITEM	DOCUMENT	FAR/HSAR/HSAM/COAST GUARD REFERENCE
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9	<p>MAKE the DHS-1501 form available to the CO / OIC who is responsible for Funds Verification.</p> <ul style="list-style-type: none"> Request that they sign and date in field 24. NOTE: This must be done PRIOR to making the purchase(s). <table border="1" data-bbox="308 1444 1445 1793"> <tr> <td colspan="3" data-bbox="308 1444 1445 1486">22. Estimated Total: \$ 14,489.09</td> </tr> <tr> <td colspan="3" data-bbox="308 1486 1445 1516">23. Reason for Purchase (Please provide a detailed justification for the purchase of the items or services described on the PR Doc. 21, Block 9.):</td> </tr> <tr> <td colspan="3" data-bbox="308 1516 1445 1642">Meat, Produce, Dairy, Dry and Frozen Provisions. Advanced authorization for purchase of subsistence provisions such to support normal CGDF operations for May 2020. In addition to the items specified above, various miscellaneous subsistence inventory replenishment items may be purchased in support of CGDF menus. ALL purchases - in total - are Not-to-Exceed the total amount on the PR for the period specified.</td> </tr> <tr> <td colspan="3" data-bbox="308 1642 1445 1671">24. FUNDS VERIFICATION OFFICIAL INFORMATION I certify funds are available for purchase.</td> </tr> <tr> <td data-bbox="308 1671 722 1755">Print Funding Official Name:</td> <td data-bbox="722 1671 1123 1755">Signature:</td> <td data-bbox="1123 1671 1445 1755">Date (Typed date required):</td> </tr> <tr> <td data-bbox="308 1755 451 1793">ITEM</td> <td data-bbox="451 1755 1010 1793">DOCUMENT</td> <td data-bbox="1010 1755 1445 1793">FAR/HSAR/HSAM/COAST GUARD REFERENCE</td> </tr> </table>	22. Estimated Total: \$ 14,489.09			23. Reason for Purchase (Please provide a detailed justification for the purchase of the items or services described on the PR Doc. 21, Block 9.):			Meat, Produce, Dairy, Dry and Frozen Provisions. Advanced authorization for purchase of subsistence provisions such to support normal CGDF operations for May 2020. In addition to the items specified above, various miscellaneous subsistence inventory replenishment items may be purchased in support of CGDF menus. ALL purchases - in total - are Not-to-Exceed the total amount on the PR for the period specified.			24. FUNDS VERIFICATION OFFICIAL INFORMATION I certify funds are available for purchase.			Print Funding Official Name:	Signature:	Date (Typed date required):	ITEM	DOCUMENT	FAR/HSAR/HSAM/COAST GUARD REFERENCE
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Continued next page

Job Aid: Food Procurement Documentation: Purchase Card Transaction Worksheet (DHS-1501), Continued

10 ROUTE to the Approving Official or AO for signature and date signature in Field 25

<input type="checkbox"/> 25. APPROVING OFFICIAL/ALTERNATE APPROVING OFFICIAL INFORMATION I have reviewed the required documentation in Item A. I authorize the Cardholder to proceed with the purchase. Email approval for purchase is accepted (Alternate AO must be approved by the HQ Purchase Card Team before approving purchases.)		
Print Approving Official Name:	Signature:	Date (Typed date required)
B. TRANSACTION DOCUMENTATION:		
<input type="checkbox"/>	1. Doc 32 – Purchase Reference Number:	HCA-GM 13.0 SAP Guidebook
<input type="checkbox"/>	2. Copy of Convenience Check (C-Check), C-Checks are only to be use as a last resort. Copies of C-Checks shall be sent to CPOPC.	DHS Purchase Card Manual, HCA-GM 13.0 SAP Guidebook
<input type="checkbox"/>	3. Special Approvals (See Block 21C)	HCA-GM 13.0 SAP Guidebook and COMDTINST M7100.3 (FRMM)

DHS Form 1501 (CG Dev. v1.5) April 2018 Page 1 of 2

Continued next page

Job Aid: Food Procurement Documentation: Purchase Card Transaction Worksheet (DHS-1501), Continued

At the end of the month, following the purchase(s) being made, you will return to the DHS-1501 and fill in the following:

STEP	ACTION																																							
11	<p>CONFIRM the text “Invoices/Receipts” exists under Third Party Name, field 26.</p> <table border="1" data-bbox="326 489 1393 869"> <tr> <td colspan="3" data-bbox="326 489 1393 520">26. ALL THE ABOVE ITEMS HAVE BEEN RECEIVED AND ACCEPTED (THIRD PARTY – CANNOT BE THE CARDHOLDER OR THE APPROVING OFFICIAL)</td> </tr> <tr> <td data-bbox="326 520 716 552">Print Third Party Name:</td> <td data-bbox="716 520 1089 552">Signature:</td> <td data-bbox="1089 520 1393 552">Date (Typed date required):</td> </tr> <tr> <td data-bbox="326 552 716 583">See Invoices/Receipts</td> <td data-bbox="716 552 1089 583"></td> <td data-bbox="1089 552 1393 583"></td> </tr> <tr> <td colspan="3" data-bbox="326 583 1393 615">D. PERSONAL PROPERTY MANAGEMENT:</td> </tr> <tr> <td colspan="3" data-bbox="326 615 1393 646"><input type="checkbox"/> 1. Property Accountability/Coordination of Reportable Property</td> </tr> <tr> <td colspan="3" data-bbox="326 646 1393 678">COMDTINST 4500.5 (CG Personal Property Management Manual)</td> </tr> <tr> <td colspan="3" data-bbox="326 678 1393 709">27. PROPERTY CUSTODIAN INFORMATION (PROPERTY ACCOUNTABILITY)</td> </tr> <tr> <td data-bbox="326 709 716 741">Print Property Custodian Name:</td> <td data-bbox="716 709 1089 741">Signature:</td> <td data-bbox="1089 709 1393 741">Date (Typed date required):</td> </tr> <tr> <td data-bbox="326 741 716 772">N/A</td> <td data-bbox="716 741 1089 772"></td> <td data-bbox="1089 741 1393 772"></td> </tr> <tr> <td colspan="3" data-bbox="326 772 1393 804">28. PURCHASE CARDHOLDER INFORMATION</td> </tr> <tr> <td colspan="3" data-bbox="326 804 1393 846">I certify that the purchase card file includes the required documentation for the requested supplies and services, and the transaction is compliant with the DHS Purchase Card Manual policy and procedures.</td> </tr> <tr> <td data-bbox="326 846 716 869">Cardholder Signature:</td> <td data-bbox="716 846 1089 869">Date (Typed date required):</td> <td data-bbox="1089 846 1393 869">Total Amount Paid:</td> </tr> <tr> <td data-bbox="326 869 716 900"></td> <td data-bbox="716 869 1089 900">5/31/2020</td> <td data-bbox="1089 869 1393 900">\$ 14,270.14</td> </tr> </table>	26. ALL THE ABOVE ITEMS HAVE BEEN RECEIVED AND ACCEPTED (THIRD PARTY – CANNOT BE THE CARDHOLDER OR THE APPROVING OFFICIAL)			Print Third Party Name:	Signature:	Date (Typed date required):	See Invoices/Receipts			D. PERSONAL PROPERTY MANAGEMENT:			<input type="checkbox"/> 1. Property Accountability/Coordination of Reportable Property			COMDTINST 4500.5 (CG Personal Property Management Manual)			27. PROPERTY CUSTODIAN INFORMATION (PROPERTY ACCOUNTABILITY)			Print Property Custodian Name:	Signature:	Date (Typed date required):	N/A			28. PURCHASE CARDHOLDER INFORMATION			I certify that the purchase card file includes the required documentation for the requested supplies and services, and the transaction is compliant with the DHS Purchase Card Manual policy and procedures.			Cardholder Signature:	Date (Typed date required):	Total Amount Paid:		5/31/2020	\$ 14,270.14
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Continued next page

Job Aid: Food Procurement Documentation: Purchase Card Transaction Worksheet (DHS-1501), Continued

13	<p>Last, COMPLETE line 28 which includes:</p> <ul style="list-style-type: none"> • Your signature • The date you signed it AND • The actual total amount you spent on your individual Purchase Card that operating month. <div data-bbox="332 466 1429 850" style="border: 1px solid black; padding: 5px;"> <p>26. ALL THE ABOVE ITEMS HAVE BEEN RECEIVED AND ACCEPTED (THIRD PARTY – CANNOT BE THE CARDHOLDER OR THE APPROVING OFFICIAL)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">Print Third Party Name: See Invoices/Receipts</td> <td style="width: 30%; padding: 2px;">Signature:</td> <td style="width: 30%; padding: 2px;">Date (Typed date required):</td> </tr> </table> <p>D. PERSONAL PROPERTY MANAGEMENT:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;"><input type="checkbox"/> 1. Property Accountability/Coordination of Reportable Property</td> <td style="width: 40%; padding: 2px;">COMPTINST 4500.5 (CG Personal Property Management Manual)</td> </tr> </table> <p>27. PROPERTY CUSTODIAN INFORMATION (PROPERTY ACCOUNTABILITY)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">Print Property Custodian Name:</td> <td style="width: 30%; padding: 2px;">Signature:</td> <td style="width: 30%; padding: 2px;">Date (Typed date required):</td> </tr> </table> <p>28. PURCHASE CARDHOLDER INFORMATION</p> <p style="font-size: small;">I certify that the purchase card file includes the required documentation for the requested supplies and services, and the transaction is compliant with the DHS Purchase Card Manual policy and procedures.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">Cardholder Signature: CS1 Smith</td> <td style="width: 30%; padding: 2px;">Date (Typed date required): 5/31/2020</td> <td style="width: 30%; padding: 2px;">Total Amount Paid: \$ 14,270.14</td> </tr> </table> </div>	Print Third Party Name: See Invoices/Receipts	Signature:	Date (Typed date required):	<input type="checkbox"/> 1. Property Accountability/Coordination of Reportable Property	COMPTINST 4500.5 (CG Personal Property Management Manual)	Print Property Custodian Name:	Signature:	Date (Typed date required):	Cardholder Signature: CS1 Smith	Date (Typed date required): 5/31/2020	Total Amount Paid: \$ 14,270.14
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14	FILE on the left side of your monthly folder.											
End of Job Aid												

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UNIT 4. CULINARY PLANS

LESSON 1.

HOW TO CREATE A CGDF MENU

HOW TO CHOOSE FOODS FOR A CYCLE MENU

LESSON 2.

HOW TO CREATE AN OPEN GALLEY MENU

HOW TO CREATE A LOAD GUIDE FOR A CYCLE MENU

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Job Aid: How to Create a CGDF Menu

STEP	DOCUMENT(S)
1	OBTAIN from CO projected number of crewmembers to be fed.
2	VERIFY unit's schedule with CO.
3	DETERMINE inventory on hand.
4	DETERMINE the availability of subsistence items based on location and season.
5	CALCULATE the unit's monthly budget using this formula: BDFA x SIK x Number of days in the month = Monthly Budget <ul style="list-style-type: none">• This amount will also be on your Purchase Request (PR) document.
6	ACCESS a locally generated template to draft menu.
<i>Continued next page</i>	

Job Aid: How to Create a CGDF Menu, Continued

STEP	ACTION																																
7	<p>ENTER the following information into your template:</p> <ul style="list-style-type: none"> Unit Name Dates <div style="text-align: center;"> <p>[USCGC [UNIT NAME] (WPB-87369)]</p> <p>Beverages - The following beverages will be available during meal house: milk, orange juice, coke, diet coke, coffee, tea, Gatorade, bottled water, sprite.</p> <p>The FSO reserves the right to make changes to the menu as needed due to operational conditions, to prevent waste or spoilage, and the availability of food.</p> <p>Meal Hours: IP Breakfast 0630-0700, IP Lunch 1300 - 1330, U/W Breakfast 0700 - 0730, U/W Lunch 1115 - 1145, U/W Dinner 1700 - 1730</p> <p>Date: [] Enter Date</p> <table border="1"> <thead> <tr> <th></th> <th>Breakfast</th> <th>Lunch</th> <th></th> </tr> </thead> <tbody> <tr> <td>M o n d a y</td> <td></td> <td></td> <td></td> </tr> <tr> <td>T u e s d a y</td> <td></td> <td></td> <td></td> </tr> <tr> <td>W e d n e s d a y</td> <td></td> <td></td> <td></td> </tr> <tr> <td>T h u r s d a y</td> <td></td> <td></td> <td></td> </tr> <tr> <td>F r i d a y</td> <td></td> <td></td> <td></td> </tr> <tr> <td>S a t u r d a y</td> <td></td> <td></td> <td></td> </tr> <tr> <td>S u n d a y</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Food Service Officer: [Rate] Name [Commanding Officer/Officer In Charge]: [Rank/Rate] Name</p> <p>(Sample Template)</p> </div>		Breakfast	Lunch		M o n d a y				T u e s d a y				W e d n e s d a y				T h u r s d a y				F r i d a y				S a t u r d a y				S u n d a y			
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8	<p>RECORD disclaimer on menu draft, if not already there.</p> <p>The FSO reserves the right to make changes to the menu as needed due to operational conditions, to prevent waste or spoilage, and the availability of food.</p>																																
<p><i>Continued next page</i></p>																																	

Job Aid: How to Create a CGDF Menu, Continued

STEP	ACTION
9	DRAFT menu based on: <ul style="list-style-type: none">• Food stock on hand (first-in, first-out)• Availability of subsistence items• Budget• Menu development considerations<ul style="list-style-type: none">○ Follow steps defined in Job Aid: “How to Choose Foods for a Cycle Menu” to complete Step 9
10	Make the document available to the CO for approval signature. <ul style="list-style-type: none">• If the CO requests any changes, make those changes and resubmit until approval is granted
11	SUBMIT menu for approval.
12	PRINT menu
13	FILE original menu in CGDF monthly folder on right side.
14	POST copy of menu in the CGDF and other applicable spaces.
End of Job Aid	

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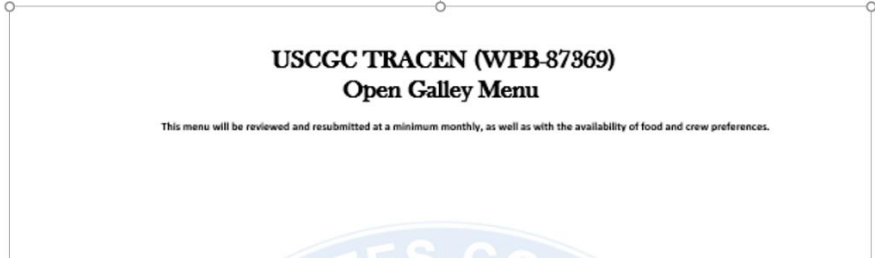
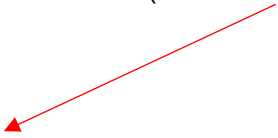
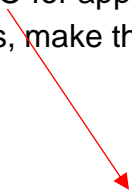
Job Aid: How to Choose Foods for a Cycle Menu

STEP	ACTION																															
1	OPEN your selected Menu Template.																															
2	<p data-bbox="316 325 1409 394">ENTER your lunch and dinner proteins for one week, based on the CG protein policy that states the following.</p> <table border="1" data-bbox="316 407 1403 667"> <thead> <tr> <th data-bbox="323 415 625 449">Entrée type</th> <th data-bbox="625 415 1252 449">Limitations</th> <th data-bbox="1252 415 1396 449">Cell color</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 449 625 527">Beef (lamb and game)</td> <td data-bbox="625 449 1252 527">Maximum of four times per week Try to serve steak at least 3 times per month</td> <td data-bbox="1252 449 1396 527">red</td> </tr> <tr> <td data-bbox="323 527 625 575">Pork</td> <td data-bbox="625 527 1252 575">Maximum of two times per week</td> <td data-bbox="1252 527 1396 575">pink</td> </tr> <tr> <td data-bbox="323 575 625 623">Poultry</td> <td data-bbox="625 575 1252 623">At least four times per week</td> <td data-bbox="1252 575 1396 623">yellow</td> </tr> <tr> <td data-bbox="323 623 625 667">Seafood</td> <td data-bbox="625 623 1252 667">At least twice per week (ensure one is a fish fillet)</td> <td data-bbox="1252 623 1396 667">green</td> </tr> </tbody> </table> <p data-bbox="329 674 1057 705">Make sure there are a NO MORE than 3 fried foods per week.</p> <ul data-bbox="363 720 1078 751" style="list-style-type: none"> Note that the color coding of the proteins is optional <p data-bbox="688 787 1040 819">(SAMPLE MENU PROTEINS)</p> <table border="1" data-bbox="485 842 1268 1241"> <thead> <tr> <th data-bbox="492 850 521 863"></th> <th data-bbox="521 850 776 863">Breakfast</th> <th data-bbox="776 850 1021 863">Lunch</th> <th data-bbox="1021 850 1261 863">Dinner</th> </tr> </thead> <tbody> <tr> <td data-bbox="492 863 521 978">M o n d a y</td> <td data-bbox="521 863 776 978"></td> <td data-bbox="776 863 1021 978">Chicken Parmesan</td> <td data-bbox="1021 863 1261 978">Sirloin Steak</td> </tr> <tr> <td data-bbox="492 978 521 1094">T u e s d a y</td> <td data-bbox="521 978 776 1094"></td> <td data-bbox="776 978 1021 1094">Ham Sandwiches</td> <td data-bbox="1021 978 1261 1094">Filet of Sole</td> </tr> <tr> <td data-bbox="492 1094 521 1241">W e d n e s d a y</td> <td data-bbox="521 1094 776 1241"></td> <td data-bbox="776 1094 1021 1241">Carmel Chicken</td> <td data-bbox="1021 1094 1261 1241">Pan Fried Pork Chops</td> </tr> </tbody> </table>	Entrée type	Limitations	Cell color	Beef (lamb and game)	Maximum of four times per week Try to serve steak at least 3 times per month	red	Pork	Maximum of two times per week	pink	Poultry	At least four times per week	yellow	Seafood	At least twice per week (ensure one is a fish fillet)	green		Breakfast	Lunch	Dinner	M o n d a y		Chicken Parmesan	Sirloin Steak	T u e s d a y		Ham Sandwiches	Filet of Sole	W e d n e s d a y		Carmel Chicken	Pan Fried Pork Chops
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Job Aid: How to Choose Foods for a Cycle Menu, Continued

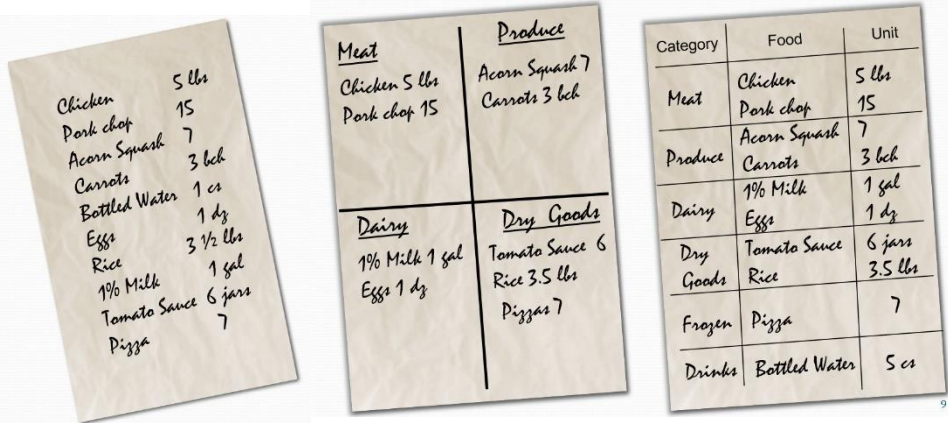
STEP	ACTION																
3	<p>ENTER appropriate <u>carbohydrates</u> and <u>vegetables</u> to complement each meal's entrée. Appropriateness is defined by the following qualities:</p> <ul style="list-style-type: none"> • Entrée, carbohydrate, and vegetable should be: <ul style="list-style-type: none"> ○ 3 different colors ○ 3 Different textures (e.g. crisp, soft, and firm) ○ A mix of sweet and savory foods ○ Best quality foods available <table border="1" data-bbox="479 556 1242 940" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> </tr> </thead> <tbody> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">M o n d a y</td> <td></td> <td>Chicken Parmesan Spaghetti Noodles Green Beans with Almonds</td> <td>Sirloin Steak Potatoes Lyonnaise Baked Asparagus</td> </tr> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">T u e s d a y</td> <td></td> <td>Ham Sandwiches Potato Salad Sliced Tomatoes</td> <td>Filet of Sole Spanish Rice Spinach Souffle</td> </tr> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">W e d n e s d a y</td> <td></td> <td>Caramel Chicken Buttered Noodles Broccoli</td> <td>Pan Fried Pork Chops Baked Apples Cajun Spice French Fries</td> </tr> </tbody> </table>		Breakfast	Lunch	Dinner	M o n d a y		Chicken Parmesan Spaghetti Noodles Green Beans with Almonds	Sirloin Steak Potatoes Lyonnaise Baked Asparagus	T u e s d a y		Ham Sandwiches Potato Salad Sliced Tomatoes	Filet of Sole Spanish Rice Spinach Souffle	W e d n e s d a y		Caramel Chicken Buttered Noodles Broccoli	Pan Fried Pork Chops Baked Apples Cajun Spice French Fries
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4	ENTER a soup to complement your meal (optional)																
5	ENTER a bread complement your meal (optional)																
6	ENTER the name of a salad to complement your meal (optional)																
7	ENTER a dessert to complement your entrée (optional)																
8	<p>REFER to your weekly menu and make sure there are no clear repetitions of food choices during the week.</p> <ul style="list-style-type: none"> • If you are creating a cycle menu, ensure that Sunday's menu items don't repeat on the following Monday. 																
9	<table border="1" data-bbox="316 1495 1412 1738" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">IF</th> <th style="width: 50%;">THEN</th> </tr> </thead> <tbody> <tr> <td>You have completed your two-week cycle menu</td> <td>Return to step 10 of the Job Aid: "How to Create A Cycle Menu"</td> </tr> <tr> <td>If there is another week to choose foods for</td> <td>Return to step 1 of this Job Aid and continue.</td> </tr> </tbody> </table>	IF	THEN	You have completed your two-week cycle menu	Return to step 10 of the Job Aid: "How to Create A Cycle Menu"	If there is another week to choose foods for	Return to step 1 of this Job Aid and continue.										
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End of Job Aid																	

Job Aid: How to Create an Open Galley Menu

STEP	ACTION		
1	OPEN a blank Open Galley Menu template.		
2	ENTER your Unit Name in the header of the document: <div style="text-align: center; border: 1px solid gray; padding: 10px; margin: 10px 0;">  </div>		
3	CREATE a list of foods on this menu that the crew will be able to prepare for themselves in your absence. <ul style="list-style-type: none"> • Itemize each item under it's specific brand naming, i.e. "Tony's Pepperoni Pizza". • Do not use assorted or group descriptions, i.e. "Assorted Frozen Pizzas". 		
4	SIGN the menu at the bottom (under FSO signature) <div style="text-align: center; margin: 10px 0;">  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">Food Service Officer</td> <td style="width: 50%; text-align: center; padding: 5px;">Commanding Officer</td> </tr> </table> </div>	Food Service Officer	Commanding Officer
Food Service Officer	Commanding Officer		
5	Make the document available to the CO for approval signature. <ul style="list-style-type: none"> • If the CO requests any changes, make those changes and resubmit until approval is granted <div style="text-align: center; margin: 10px 0;">  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">Food Service Officer</td> <td style="width: 50%; text-align: center; padding: 5px;">Commanding Officer</td> </tr> </table> </div>	Food Service Officer	Commanding Officer
Food Service Officer	Commanding Officer		
6	PRINT the approved Open Galley menu.		
7	POST the Open Galley menu at least in the CGDF entrance.		
8	FILE the Open Galley menu on the right side of your monthly folder.		
End of Job Aid			

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Job Aid: How to Create a Load Guide for a Cycle Menu

STEP	ACTION																																																																													
1	OBTAIN your approved CGDF menus and any applicable recipes if needed.																																																																													
2	LIST all ingredients and amounts you will need to prepare these meals. <ul style="list-style-type: none"> Use what ever format works best for you, e.g. blank paper, notepad, spreadsheet, etc. 																																																																													
3	CHECK inventory for any of these ingredients you already have on hand.																																																																													
4	SUBTRACT the amount of the ingredient(s) you have on hand from the amounts of the items on your list. <ul style="list-style-type: none"> This will leave you with the amount of each you need to purchase. 																																																																													
5	FORMAT the list of ingredients you will need to purchase in a way that will be easiest for you, e.g. shopping list, categories, grid, etc. <div style="text-align: center; margin-top: 20px;">  <p>The image shows three examples of how to format a shopping list:</p> <ul style="list-style-type: none"> Example 1 (Left): A plain list of items and quantities on a piece of paper. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>Chicken</td><td>5 lbs</td></tr> <tr><td>Pork chop</td><td>15</td></tr> <tr><td>Acorn Squash</td><td>7</td></tr> <tr><td>Carrots</td><td>3 bch</td></tr> <tr><td>Bottled Water</td><td>1 cs</td></tr> <tr><td>Eggs</td><td>1 dz</td></tr> <tr><td>Rice</td><td>3 1/2 lbs</td></tr> <tr><td>1% Milk</td><td>1 gal</td></tr> <tr><td>Tomato Sauce</td><td>6 jars</td></tr> <tr><td>Pizza</td><td>7</td></tr> </table> Example 2 (Middle): A list organized into four categories: Meat, Produce, Dairy, and Dry Goods. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><th colspan="2">Meat</th><th colspan="2">Produce</th></tr> <tr><td>Chicken</td><td>5 lbs</td><td>Acorn Squash</td><td>7</td></tr> <tr><td>Pork chop</td><td>15</td><td>Carrots</td><td>3 bch</td></tr> <tr><th colspan="2">Dairy</th><th colspan="2">Dry Goods</th></tr> <tr><td>1% Milk</td><td>1 gal</td><td>Tomato Sauce</td><td>6</td></tr> <tr><td>Eggs</td><td>1 dz</td><td>Rice</td><td>3.5 lbs</td></tr> <tr><td></td><td></td><td>Pizzas</td><td>7</td></tr> </table> Example 3 (Right): A grid with columns for Category, Food, and Unit. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr><th>Category</th><th>Food</th><th>Unit</th></tr> </thead> <tbody> <tr><td rowspan="2">Meat</td><td>Chicken</td><td>5 lbs</td></tr> <tr><td>Pork chop</td><td>15</td></tr> <tr><td rowspan="2">Produce</td><td>Acorn Squash</td><td>7</td></tr> <tr><td>Carrots</td><td>3 bch</td></tr> <tr><td rowspan="2">Dairy</td><td>1% Milk</td><td>1 gal</td></tr> <tr><td>Eggs</td><td>1 dz</td></tr> <tr><td rowspan="2">Dry Goods</td><td>Tomato Sauce</td><td>6 jars</td></tr> <tr><td>Rice</td><td>3.5 lbs</td></tr> <tr><td>Frozen</td><td>Pizza</td><td>7</td></tr> <tr><td>Drinks</td><td>Bottled Water</td><td>5 cs</td></tr> </tbody> </table> </div>	Chicken	5 lbs	Pork chop	15	Acorn Squash	7	Carrots	3 bch	Bottled Water	1 cs	Eggs	1 dz	Rice	3 1/2 lbs	1% Milk	1 gal	Tomato Sauce	6 jars	Pizza	7	Meat		Produce		Chicken	5 lbs	Acorn Squash	7	Pork chop	15	Carrots	3 bch	Dairy		Dry Goods		1% Milk	1 gal	Tomato Sauce	6	Eggs	1 dz	Rice	3.5 lbs			Pizzas	7	Category	Food	Unit	Meat	Chicken	5 lbs	Pork chop	15	Produce	Acorn Squash	7	Carrots	3 bch	Dairy	1% Milk	1 gal	Eggs	1 dz	Dry Goods	Tomato Sauce	6 jars	Rice	3.5 lbs	Frozen	Pizza	7	Drinks	Bottled Water	5 cs
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UNIT 5. PURCHASING

LESSON 1. JOB AIDS
PURCHASE CARD AND PURCHASING STORES

LESSON 2. JOB AIDS
HOW TO PROCESS RECEIPTS

LESSON 3. JOB AIDS
HOW TO VERIFY PURCHASE CARD TRANSACTIONS

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Job Aid: Purchase Card & Purchasing Stores

Instructions: When you are purchasing food using a purchase card, follow these steps:

STEP	ACTION
1	ENSURE you have an approved PR, DHS-1501, menu, and Load Guide.
2	<p>DETERMINE an authorized source of supply. Government sources should be considered first, if feasible; however, most small units will use the open market. For information on supply sources refer to the:</p> <ul style="list-style-type: none"> • Food Service Manual • Simple Acquisition Procedures (SAP) • FINCEN SOP <p>If new to the area: call units in location for recommendations, research on-line, call specialty stores, etc.</p> <p><u>NOTE:</u> Ensure vendor selected agrees to tax exempt purchases.</p>
3	<p>RETRIEVE Purchase Card (P-Card) from security container.</p> <p><u>NOTE:</u> All units shall use the P-Card for purchases under \$10,000.00 to the maximum extent possible.</p>
4	ARRANGE transportation if needed.
5	INSPECT food items before purchase.
6	<p>ENSURE all items are marked with the unit price. <u>Best Practice:</u> Bring a marker to the store with you and write prices on items you select.</p>
7	PAY for purchase of food items.
8	STORE receipt in a safe place until you return onboard.
9	<p>When food items arrive at unit, OBTAIN the following information from a third party on the invoice:</p> <ul style="list-style-type: none"> • Name • Title • Signature • Date • Unit contact #
<i>Continued next page</i>	

Job Aid: Purchase Card & Purchasing Stores, Continued

STEP	ACTION
10	STORE all items IAW the Food Service Manual, Food Service Practical Handbook, and Sanitation TTPs.
End of Job Aid	

Job Aid: How to Process Receipts

Instructions: Each time you complete a purchase, you need to input the details about the purchase on your PVAISW forms CG-3471 and CG-2576.

STEP	ACTION																																																																																																											
1	MAKE purchase.																																																																																																											
2	<p>ENTER the following written information on the receipt/invoice about the member acting as the Third Party from your unit.</p> <ul style="list-style-type: none"> Name (member of unit, not the purchaser) Title Date Signature Unit Contact Phone Number 																																																																																																											
3	OPEN the PVAISW.																																																																																																											
4	CLICK on the CG-3471 tab.																																																																																																											
5	<p>ENTER Total of receipt/invoice amount for purchase is into column 8, Stores Purch.</p> <ul style="list-style-type: none"> This information will provide a running total the amount being spent during the month 																																																																																																											
<table border="1"> <tr> <td colspan="2">Department of Homeland Security U. S. Coast Guard CG-3471 (Rev. 16-09)</td> <td colspan="6">DAILY RATION COST RECORD</td> <td colspan="3">UNIT NAME USCG</td> <td colspan="2">MONTH AND YEAR May-20</td> </tr> <tr> <td rowspan="2">DATE</td> <td colspan="3">NUMBERS OF RATIONS</td> <td rowspan="2">TOTAL RATION (2-3+4)</td> <td rowspan="2">TOTAL AMOUNT CASH/CREDIT SALE</td> <td rowspan="2">BASIC DAILY FOOD ALLOWANCE</td> <td rowspan="2">TOTAL OP. ALL (5x6)</td> <td rowspan="2">STORE PURCH</td> <td rowspan="2">DAILY SAVING (7-8)</td> <td rowspan="2">DAILY LOSS (7-8)</td> <td rowspan="2">TOTAL SURPLUS</td> <td>REMARKS</td> </tr> <tr> <td>RATION IN KIND Furnished</td> <td>REIM BUR ISSUE</td> <td>CASH or CREDIT</td> <td>(12)</td> </tr> <tr> <td>(1)</td> <td>(2)</td> <td>(3)</td> <td>(4)</td> <td>(5)</td> <td>(6)</td> <td>(7)</td> <td>(8)</td> <td>(9)</td> <td>(10)</td> <td>(11)</td> <td></td> </tr> <tr> <td>BIF</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>500.00</td> <td></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>49.52</td> <td></td> <td>-49.52</td> <td>450.48</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>10.78</td> <td></td> <td>-10.78</td> <td>439.70</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>125.36</td> <td></td> <td>-125.36</td> <td>314.34</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>314.34</td> <td></td> </tr> </table>		Department of Homeland Security U. S. Coast Guard CG-3471 (Rev. 16-09)		DAILY RATION COST RECORD						UNIT NAME USCG			MONTH AND YEAR May-20		DATE	NUMBERS OF RATIONS			TOTAL RATION (2-3+4)	TOTAL AMOUNT CASH/CREDIT SALE	BASIC DAILY FOOD ALLOWANCE	TOTAL OP. ALL (5x6)	STORE PURCH	DAILY SAVING (7-8)	DAILY LOSS (7-8)	TOTAL SURPLUS	REMARKS	RATION IN KIND Furnished	REIM BUR ISSUE	CASH or CREDIT	(12)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)		BIF											500.00		1								49.52		-49.52	450.48		2								10.78		-10.78	439.70		3								125.36		-125.36	314.34		4											314.34	
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Job Aid: How to Process Receipts, Continued

STEP	ACTION																																							
6	CLICK on the CG-2576 tab.																																							
7	<p>ENTER the following information about your purchase into Block G.</p> <ul style="list-style-type: none"> • Vendor name • Total receipt/invoice amount <table border="1" data-bbox="316 569 1307 1100"> <thead> <tr> <th colspan="3" data-bbox="321 575 1302 596">REVERSE OF CG-2576 (Rev. 16-09)</th> </tr> <tr> <th colspan="3" data-bbox="321 600 1302 621">G. PURCHASES</th> </tr> <tr> <td colspan="3" data-bbox="321 646 1302 701">(List and subtotal separately by Navy, Other Government Departments and Commercial. Attach additional sheet if required.) EOC, Freight, and Shipping costs added.</td> </tr> <tr> <th data-bbox="321 726 724 747">NAME OF VENDOR OR ACTIVITY</th> <th data-bbox="724 726 1075 747">DOCUMENT NO.</th> <th data-bbox="1075 726 1302 747">AMOUNT</th> </tr> <tr> <th colspan="3" data-bbox="321 751 1302 772">GOVERNMENT PURCHASES:</th> </tr> <tr> <td data-bbox="321 777 724 798"></td> <td data-bbox="724 777 1075 798"></td> <td data-bbox="1075 777 1302 798"></td> </tr> <tr> <td data-bbox="321 802 724 823"></td> <td data-bbox="724 802 1075 823"></td> <td data-bbox="1075 802 1302 823"></td> </tr> <tr> <td data-bbox="321 827 724 848"></td> <td data-bbox="724 827 1075 848"></td> <td data-bbox="1075 827 1302 848"></td> </tr> <tr> <td data-bbox="321 852 724 873"></td> <td data-bbox="724 852 1075 873"></td> <td data-bbox="1075 852 1302 873"></td> </tr> <tr> <th colspan="3" data-bbox="321 940 1302 961">COMMERCIAL PURCHASES:</th> </tr> <tr> <td data-bbox="321 966 724 987">Safeway</td> <td data-bbox="724 966 1075 987"></td> <td data-bbox="1075 966 1302 987">\$ 49.52</td> </tr> <tr> <td data-bbox="321 991 724 1012">Trader Joe's</td> <td data-bbox="724 991 1075 1012"></td> <td data-bbox="1075 991 1302 1012">\$ 10.78</td> </tr> <tr> <td data-bbox="321 1016 724 1037">Whole Foods</td> <td data-bbox="724 1016 1075 1037"></td> <td data-bbox="1075 1016 1302 1037">\$ 125.36</td> </tr> </thead></table>	REVERSE OF CG-2576 (Rev. 16-09)			G. PURCHASES			(List and subtotal separately by Navy, Other Government Departments and Commercial. Attach additional sheet if required.) EOC, Freight, and Shipping costs added.			NAME OF VENDOR OR ACTIVITY	DOCUMENT NO.	AMOUNT	GOVERNMENT PURCHASES:															COMMERCIAL PURCHASES:			Safeway		\$ 49.52	Trader Joe's		\$ 10.78	Whole Foods		\$ 125.36
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Job Aid: How to Verify Purchase Card Transactions (PCA)

Instructions: Purchase Card Transactions need to be verified on the 12th of every month.

STEP	ACTION
1	COLLECT your receipt(s) for the prior month.
2	LOG IN to a CAC-enabled CG Workstation.
3	NAVIGATE to: https://cg.portal.uscg.mil/units/fincen/SitePages/PCA.aspx
4	<p>CLICK the red Purchase Card Application button at the bottom of the PCA Home page.</p> <hr/> <p>This application provides query capability to purchase card and fleet fuel card transaction data. Also, in order to significantly reduce the number of credit cards, a unit/cardholder is required to maintain an accounting line reallocation option, if available.</p> <p>The PCA database is online Monday through Sunday with the exception of 0515 - 0530 EST.</p> <p>PCA Access: As a reminder, the FINCEN PCA Help Desk provides user support in the following areas:</p> <ol style="list-style-type: none"> 1. For New Users requesting PCA access or disabled Users requesting their account be re-activated, contact the PCA Help Desk at https://cgweb.fincen.uscg.mil/cfs/remote_access.cfm/ 2. For all other inquiries (e.g., Password Resets, Add/Removing Credit Cards, Role Changes, Card Verification/Certifications, Inquiries & Issues), go to http://cgweb.fincen.uscg.mil/PCA/ <p>If you already have PCA access but need to make a change to your role or account information, PLEASE DO NOT REAPPLY. Please complete this form.</p> <p>Cardholders who already have PCA access must notify PCAHelp of any new accounts opened in their name.</p> <p>PCA User Accounts will lock after 45 days of inactivity (not logging into the system). Once an account is locked for 45 days, the account is removed from the system and a user will need to apply for a new account. During the 45 days of being locked, a user can get their password reset and the account will be unlocked; and once the user logs in, the account will be considered active. It is suggested that users make a habit of logging into PCA on a monthly basis to ensure their account stays active.</p> <p style="text-align: center;">Please send your questions and problems to the PCA Help Desk</p> <hr/> <p style="text-align: center;">To access PCA, CLICK the button below</p> <div style="text-align: center;">  </div> <p style="text-align: center;">For questions on the contents and presentations in these page(s), please complete a PCA Help Request: PCA Online Help</p>

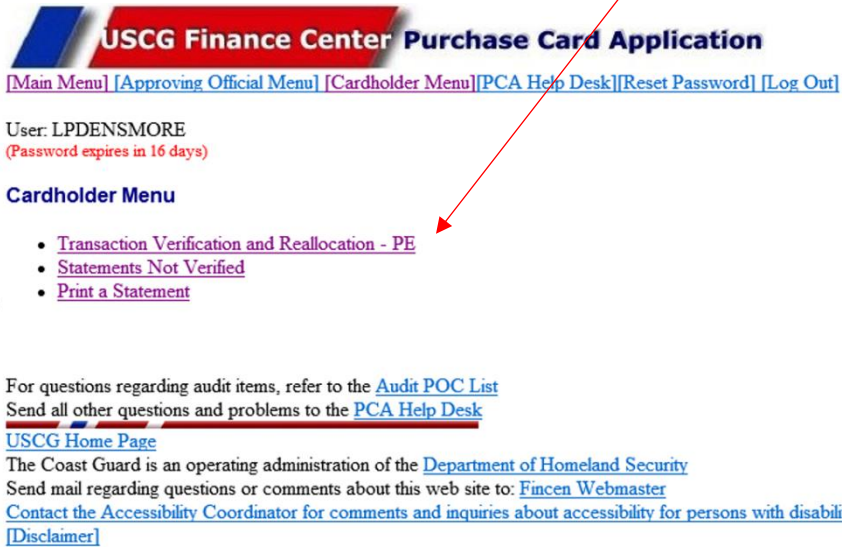

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Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION
5	<p>LOG IN to the PCA using your PCA log in credentials.</p> <div data-bbox="506 367 1015 970" data-label="Image"> </div> <ul style="list-style-type: none"> <li data-bbox="365 1052 974 1087">• The PCA Main Menu screen will appear
6	<p>CLICK on <u>Cardholder Menu</u> link.</p> <div data-bbox="418 1192 1263 1612" data-label="Image"> </div> <ul style="list-style-type: none"> <li data-bbox="365 1650 974 1686">• The Cardholder Menu screen will appear

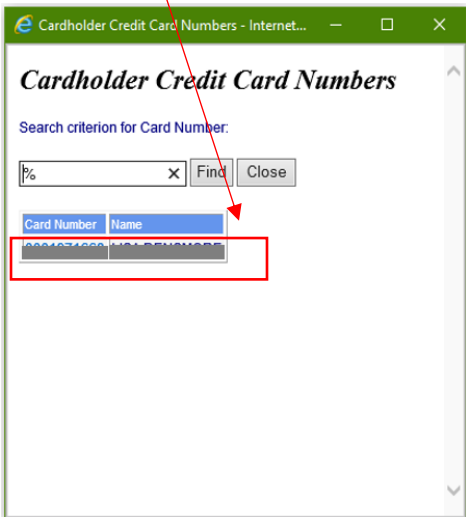
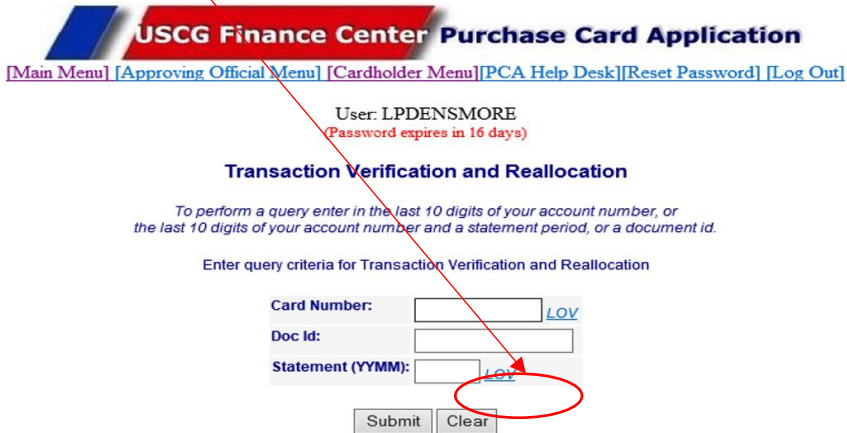
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Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION
7	<p>CLICK <u>Transaction Verification and Reallocation – PE</u> link on the Cardholder Menu screen</p>  <p>USCG Finance Center Purchase Card Application [Main Menu] [Approving Official Menu] [Cardholder Menu] [PCA Help Desk] [Reset Password] [Log Out]</p> <p>User: LPDENSMORE (Password expires in 16 days)</p> <p>Cardholder Menu</p> <ul style="list-style-type: none"> • Transaction Verification and Reallocation - PE • Statements Not Verified • Print a Statement <p>For questions regarding audit items, refer to the Audit POC List Send all other questions and problems to the PCA Help Desk USCG Home Page The Coast Guard is an operating administration of the Department of Homeland Security Send mail regarding questions or comments about this web site to: Fincen Webmaster Contact the Accessibility Coordinator for comments and inquiries about accessibility for persons with disabilities. Disclaimer</p> <ul style="list-style-type: none"> • The Transaction Verification and Reallocation page will appear
8	<p>CLICK the <u>LOV</u> link next to Card Number.</p>  <p>USCG Finance Center Purchase Card Application [Main Menu] [Approving Official Menu] [Cardholder Menu] [PCA Help Desk] [Reset Password] [Log Out]</p> <p>User: LPDENSMORE (Password expires in 16 days)</p> <p>Transaction Verification and Reallocation</p> <p>To perform a query enter in the last 10 digits of your account number, or the last 10 digits of your account number and a statement period, or a document id.</p> <p>Enter query criteria for Transaction Verification and Reallocation</p> <p>Card Number: <input type="text"/> LOV</p> <p>Doc Id: <input type="text"/></p> <p>Statement (YYMM): <input type="text"/> LOV</p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p> <p>For questions regarding audit items, refer to the Audit POC List Send all other questions and problems to the PCA Help Desk USCG Home Page The Coast Guard is an operating administration of the Department of Homeland Security Send mail regarding questions or comments about this web site to: Fincen Webmaster Contact the Accessibility Coordinator for comments and inquiries about accessibility for persons with disabilities. Disclaimer</p> <ul style="list-style-type: none"> • This will make a list of Cardholder names and numbers appear

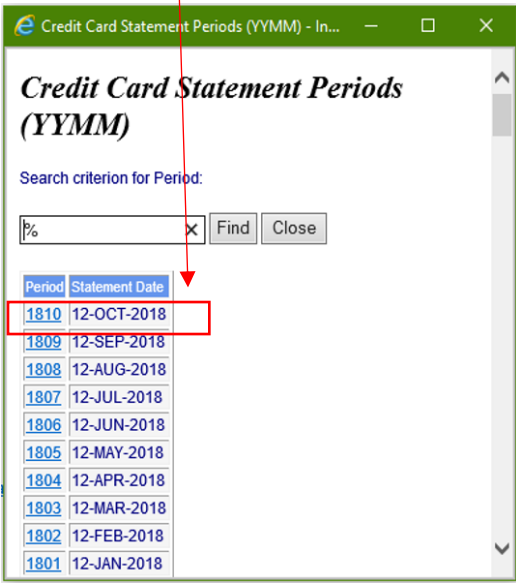
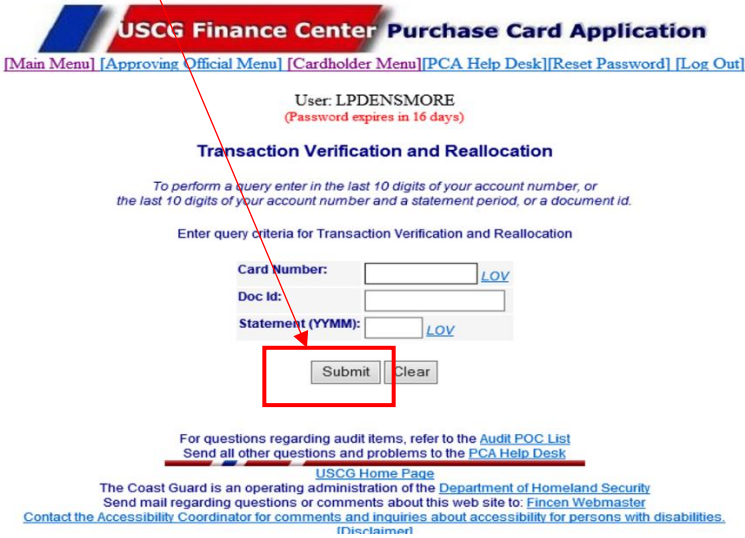
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Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION
9	<p>SELECT your card from the list.</p>  <ul style="list-style-type: none">Once the card has been selected, you will be transferred back to the Transaction Verification and Reallocation page.
10	<p>CLICK the <u>LOV</u> link next to Statement (YYMM).</p>  <ul style="list-style-type: none">This will make a list of statement dates available to you.

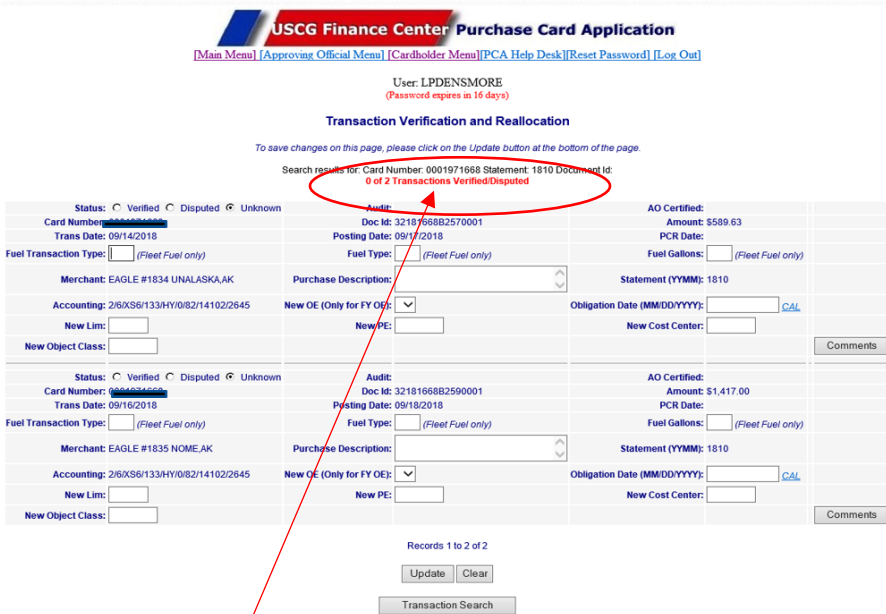

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Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION
11	<p>SELECT the statement period you are working with.</p>  <ul style="list-style-type: none"> This will call up information about the selected card and period and present the Transaction Verification and Reallocation screen.
12	<p>CLICK Submit on the page.</p>  <ul style="list-style-type: none"> Clicking submit will call up the list of transactions you need to verify.


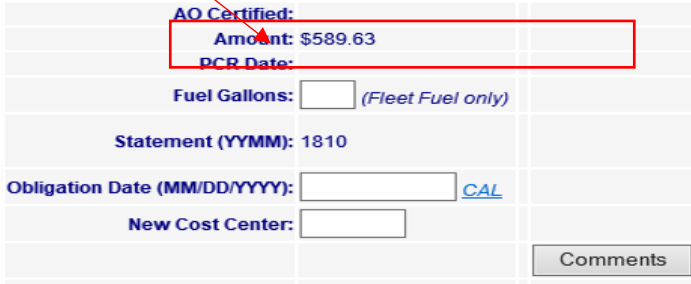

Continued next page

Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION
13	 <p>The screenshot shows the 'Transaction Verification and Reallocation' page. At the top, there's a search result summary: 'Search results for Card Number: 0001971668 Statement: 1810 Document Id: 0 of 2 Transactions Verified/Disputed'. This text is circled in red. Below this are two transaction records. Each record has a 'Status' dropdown menu with options: Verified, Disputed, Unknown. The first record has a status of 'Verified'. The second record has a status of 'Disputed'. A red arrow points from the circled search result text to the 'Status' dropdown of the first record.</p> <ul style="list-style-type: none"> • The red text toward the top of the page shows how many transactions you need to verify.
14	<p>For one transaction on screen, VERIFY the following information in the left-hand column of the page matches its receipt.</p> <ul style="list-style-type: none"> • Card Number • Transaction Date • Merchant information  <p>The close-up shows a transaction record with the following fields highlighted in red boxes: 'Card Number: 0001971008', 'Trans Date: 09/14/2018', and 'Merchant: EAGLE #1834 UNALASKA,AK'. Red arrows point from the list items to these highlighted fields.</p>

Continued next page

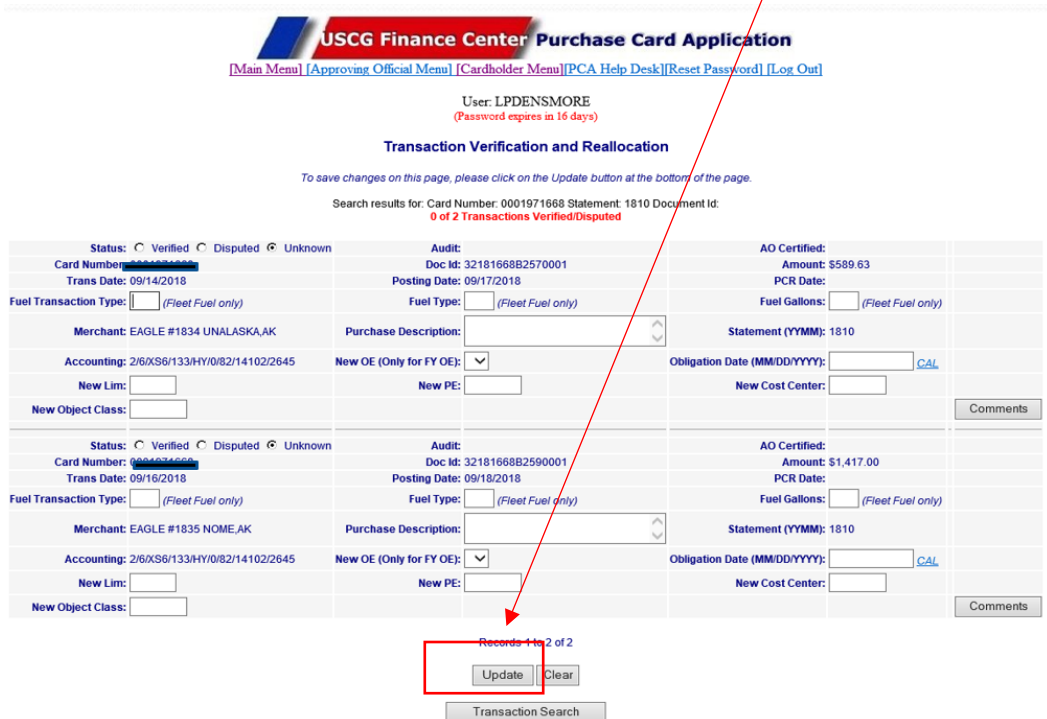
Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION						
15	<p>ENTER a Purchase Description in the middle column of the page</p> 						
16	<p>VERIFY the amount of the transaction in the right column matches what is on your receipt.</p> 						
17	<table border="1" data-bbox="456 1140 1260 1417"> <thead> <tr> <th data-bbox="456 1140 873 1209">IF</th> <th data-bbox="873 1140 1260 1209">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 1209 873 1333">There are NO errors in the transaction</td> <td data-bbox="873 1209 1260 1333">CLICK the Verified Status button then continue to step 21</td> </tr> <tr> <td data-bbox="456 1333 873 1417">There is an error in the transaction</td> <td data-bbox="873 1333 1260 1417">Go to Step 18</td> </tr> </tbody> </table> 	IF	THEN	There are NO errors in the transaction	CLICK the Verified Status button then continue to step 21	There is an error in the transaction	Go to Step 18
IF	THEN						
There are NO errors in the transaction	CLICK the Verified Status button then continue to step 21						
There is an error in the transaction	Go to Step 18						
<p><i>Continued next page</i></p>							

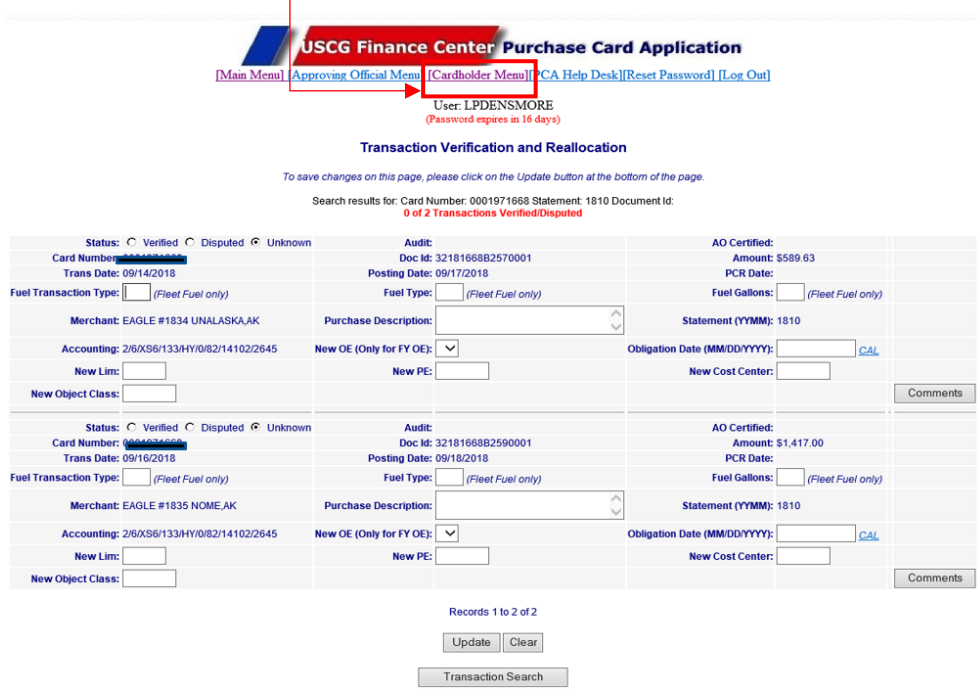
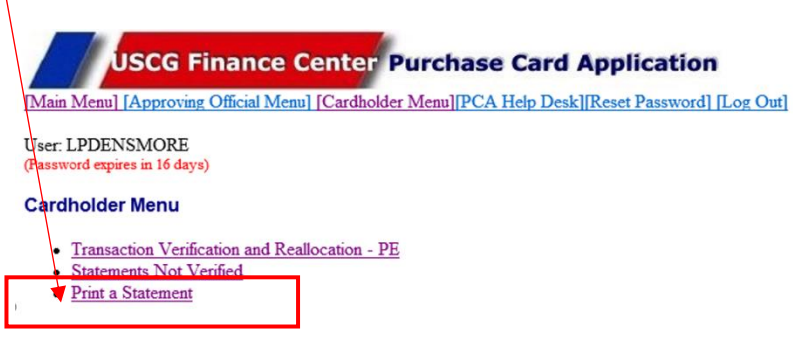
Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION
18	CONTACT the merchant if you find an error in the transaction.
19	CLICK the Disputed Status button. <div data-bbox="505 401 1105 705" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Status: <input type="radio"/> Verified <input checked="" type="radio"/> Disputed <input type="radio"/> Unknown</p> <p>Card Number: 0001971608</p> <p>Trans Date: 09/14/2018</p> <p>Fuel Transaction Type: <input type="text"/> (Fleet Fuel only)</p> <p>Merchant: EAGLE #1834 UNALASKA,AK</p> <p>Accounting: 2/6/XS6/133/HY/0/82/14102/2645 Ne</p> <p>New Lim: <input type="text"/></p> <p>New Object Class: <input type="text"/></p> </div>
20	CLICK the comments button at the right side of the screen to enter a description about why the purchase is being disputed. <div data-bbox="456 932 1219 1278" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>AO Certified: <input type="text"/></p> <p>Amount: \$589.63</p> <p>PCR Date: <input type="text"/></p> <p>Fuel Gallons: <input type="text"/> (Fleet Fuel only)</p> <p>Statement (YMMM): 1810</p> <p>Obligation Date (MM/DD/YYYY): <input type="text"/> CAL</p> <p>New Cost Center: <input type="text"/></p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">Comments</div> </div>
Continued next page	

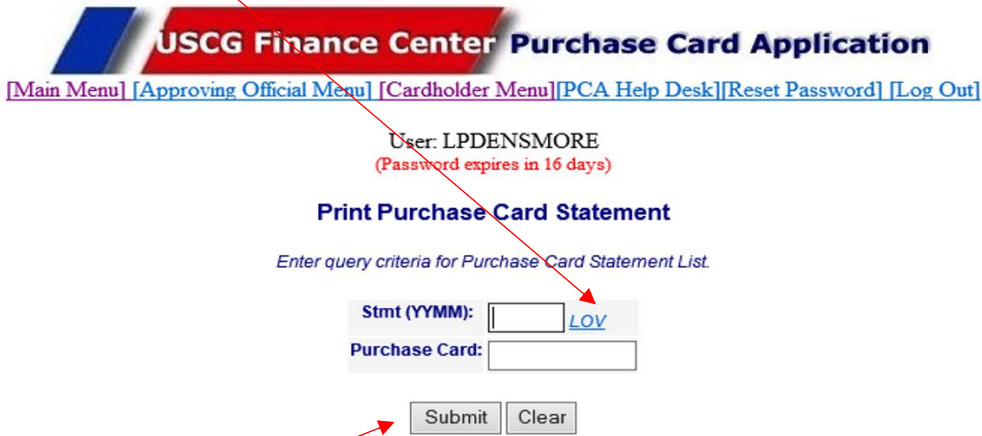
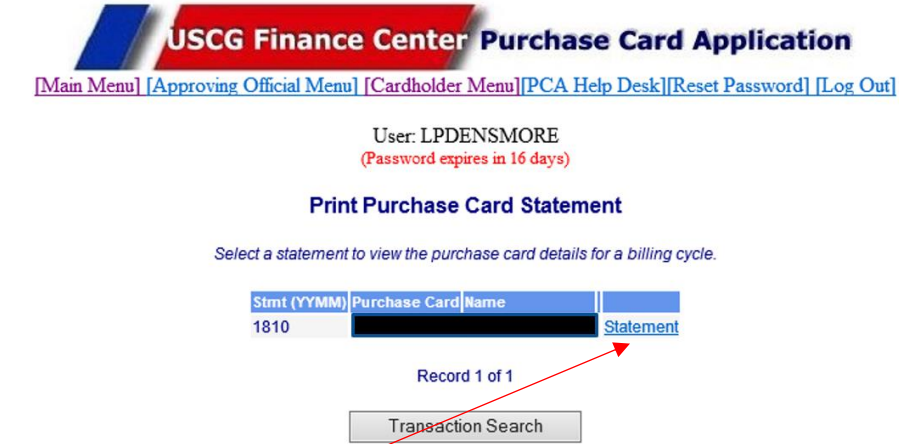
Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION						
21	<p>When you are finished with this transaction, CLICK the Update button to save your changes. This will submit your statement for approval to the AO, then present the Purchase Card Statement list screen.</p> <ul style="list-style-type: none"> You can make changes to the Purchase Card Statement until it is approved – but no later than the 15th of each month. 						
22	<table border="1" data-bbox="454 1291 1258 1575"> <thead> <tr> <th data-bbox="461 1297 873 1360">IF</th> <th data-bbox="873 1297 1252 1360">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="461 1360 873 1444">If you have more transactions to verify</td> <td data-bbox="873 1360 1252 1444">RETURN to step 14 and continue.</td> </tr> <tr> <td data-bbox="461 1444 873 1566">If there are NO more transactions to verify</td> <td data-bbox="873 1444 1252 1566">Continue to Step 23 to Print your statement</td> </tr> </tbody> </table>	IF	THEN	If you have more transactions to verify	RETURN to step 14 and continue.	If there are NO more transactions to verify	Continue to Step 23 to Print your statement
IF	THEN						
If you have more transactions to verify	RETURN to step 14 and continue.						
If there are NO more transactions to verify	Continue to Step 23 to Print your statement						
<p><i>Continued next page</i></p>							


Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION
23	<p>CLICK the Cardholder Menu link at the top of the page</p>  <ul style="list-style-type: none"> This will reveal the Cardholder Menu Screen.
24	<p>CLICK Print a Statement on the Cardholder Menu</p>  <ul style="list-style-type: none"> This will reveal the Print a Purchase Card Statement page
<p><i>Continued next page</i></p>	

Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION
25	<p>CLICK the LOV link, on the Print Purchase Card Statement page to locate your Statement period and Purchase Card number</p> 
26	CLICK submit after you have located the Stmt date and purchase card,
27	 <p>CLICK On the Statement link which will present the statement you have selected.</p>
<i>Continued next page</i>	

Job Aid: How to Verify Purchase Card Transactions (PCA), Continued

STEP	ACTION																																				
28	<div style="text-align: center;">  <p> [Main Menu] [Approving Official Menu] [Cardholder Menu] [PCA Help Desk] [Reset Password] [Log Out] </p> <p>User: LPDENSMORE (Password expires in 16 days)</p> <p>Purchase Card Statement</p> <p><i>Press the Print Button on your web browser to print this statement.</i></p> <p>LISA DENSMORE 0001971668 Statement Date: 10/12/18 Statement Total: \$2,006.63</p> <p>System Date: 09/19/18</p> <table border="1" data-bbox="337 800 1328 905"> <thead> <tr> <th>Audit</th> <th>AO Cert</th> <th>Vendor</th> <th>Trans Date</th> <th>Amount</th> <th>MCC</th> <th>Accounting</th> <th>Doc ID</th> <th>Fuel Info</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>No</td> <td>EAGLE#1834</td> <td>09/14/18</td> <td>\$589.63</td> <td>5411</td> <td>2/6/XS6/133/HY/D/82/14102/2645</td> <td>32181668B2570001</td> <td></td> <td>Comments (0 Rows)</td> </tr> <tr> <td></td> <td>No</td> <td>EAGLE#1835</td> <td>09/16/18</td> <td>\$1,417.00</td> <td>5411</td> <td>2/6/XS6/133/HY/D/82/14102/2645</td> <td>32181668B2590001</td> <td></td> <td>Comments (0 Rows)</td> </tr> </tbody> </table> <p style="text-align: center;">Records 1 to 3 of 3</p> <p>VERIFY that the Statement period, Purchase Card number, and Name are correct.</p> <table border="1" data-bbox="456 1045 1260 1331"> <thead> <tr> <th data-bbox="462 1045 873 1115">IF</th> <th data-bbox="873 1045 1253 1115">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="462 1115 873 1272">There these are not correct</td> <td data-bbox="873 1115 1253 1272">Either Return to the Cardholder Menu and start over OR Call your AO</td> </tr> <tr> <td data-bbox="462 1272 873 1331">If these are correct</td> <td data-bbox="873 1272 1253 1331">Continue to Step 29</td> </tr> </tbody> </table> </div>	Audit	AO Cert	Vendor	Trans Date	Amount	MCC	Accounting	Doc ID	Fuel Info			No	EAGLE#1834	09/14/18	\$589.63	5411	2/6/XS6/133/HY/D/82/14102/2645	32181668B2570001		Comments (0 Rows)		No	EAGLE#1835	09/16/18	\$1,417.00	5411	2/6/XS6/133/HY/D/82/14102/2645	32181668B2590001		Comments (0 Rows)	IF	THEN	There these are not correct	Either Return to the Cardholder Menu and start over OR Call your AO	If these are correct	Continue to Step 29
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IF	THEN																																				
There these are not correct	Either Return to the Cardholder Menu and start over OR Call your AO																																				
If these are correct	Continue to Step 29																																				
29	PRINT the statement using your browser's print screen function.																																				
30	FILE as per your CGDF practice.																																				
End of Job Aid																																					

UNIT 6. SIK RATIONS

LESSON 1. JOB AIDS
HOW TO CLAIM AN SIK (SUBSISTENCE-IN-KIND).

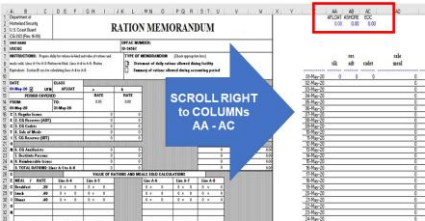

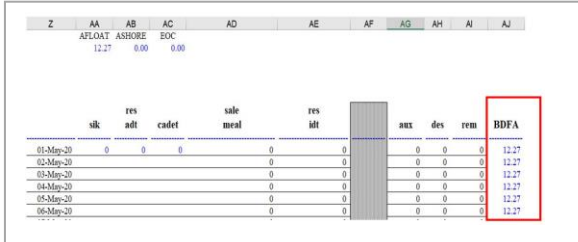
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Job Aid: How to Claim an SIK (Subsistence-in-Kind)

Instructions: This Job Aid explains how an FSO documents an SIK (Subsistence-in-Kind) ration. A member with SIK is not charged for food, because the government allocates a food allowance to cover the member's meals. The FSO claims all SIKs in their unit in order to collect the government allowance.

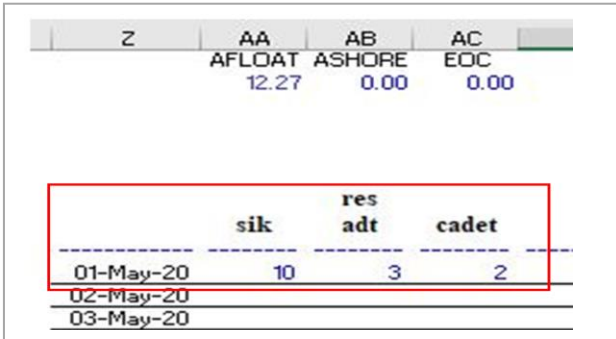
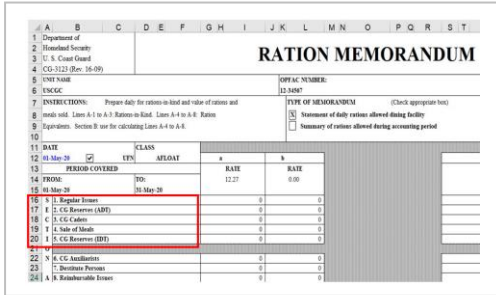
STEP	ACTION
1	<p>CONFIRM member is qualified to be claimed as SIK:</p> <ul style="list-style-type: none"> • ENLISTED MEMBERS attached to cutters • Academy cadets • Reservists who are not receiving BAS (Basic Allowance for Subsistence) • Officer Candidate School (OCS) students • Class "A" School students • Recruits • Students attending educational enrichment programs
2	<p>OBTAIN the following:</p> <ul style="list-style-type: none"> • BDFA rates • PVAISW <ul style="list-style-type: none"> ○ "Ration Memorandum" Form CG-3123 • Number of SIK members on leave or TDY this month, because FSO does not claim SIK for members on leave or TDY. <ul style="list-style-type: none"> ○ This list (also called a "Personnel Tracker") is provided by the XO/XPO or designated personnel officer. ○ FSO continuously checks with the XO/XPO throughout the month to adjust SIK if needed.
3	OPEN PVAISW
4	CLICK tab "CG-3123" at bottom of PVAISW to open Form CG-3123.
Continued next page	

Job Aid: How to Claim an SIK, Continued

STEP	ACTION
5	<p>In Form CG-3123, SCROLL right to reach Columns AA through AC, the BDFA section of this form.</p> 
6	<p>In Form CG-3123, TYPE BDFA amount into the appropriate column for your unit:</p> <ul style="list-style-type: none"> • Column AA = Afloat • Column AB = Ashore • Column AC = EOC (Extraordinary Operating Conditions) <p><u>Example:</u> This example uses a BDFA of \$12.27 for an Afloat unit.</p> 
7	<p>In far-right “BDFA” Column AJ of Form CG-3123, TYPE BDFA rate in each day of the month.</p> <ul style="list-style-type: none"> • Tip: A fast way to copy the BDFA rate down every line in far-right column is to (a) right-click on BDFA \$ rate at top (column AA, AB, or AC), (b) Click “Copy”, (c) Left-Click at top field in far-right BDFA column and hold down left click to drag a highlight down all of BDFA column, (d) Release left click, (e) Select “Paste”. <p><u>Example:</u> In this example, the \$12.27 BDFA rate is entered into the far right BDFA column (AJ) for each day in the month of May.</p> 

Continued next page

Job Aid: How to Claim an SIK, Continued

STEP	ACTION
8	<p>Referring to the XO's List (Personnel Tracker) of SIK members, POPULATE SIK numbers for the entire month in Form CG-3123 Columns AA-AC.</p> <ul style="list-style-type: none"> Reminder: The "Personnel Tracker" lists members who are on leave or TDY for the month. Note: In this CG-3123 section, SIK represents "Enlisted Member". Note: Update SIK numbers if they change throughout month <p><u>Example:</u> In this example, on May 1st, the FSO claimed SIK for 10 enlisted, 3 Reservists, and 2 Cadets, for a total of 15 SIK claims (10+3+2 =15).</p> 
9	<p>On main "Ration Memorandum" CG-3123 page, OBSERVE SIK numbers auto-populate into Column B Lines 16-20.</p> 
10	SAVE PVAISW
End of Job Aid	

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UNIT 7. MANAGE SALE OF MEALS

LESSON 1. JOB AIDS
HOW TO DOCUMENT A SALE OF MEALS.

LESSON 2. JOB AIDS
HOW TO COMPLETE A SALE OF MEALS **WITH PAY.GOV**

LESSON 3. JOB AIDS
HOW TO COMPLETE A SALE OF MEALS **WITH CASH**

LESSON 4. JOB AIDS
HOW TO TRANSMIT CGDF FUNDS FOR DEPOSIT

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Job Aid: How to Document a Sale of Meals

Instructions: This Job Aid explains the daily documentation required for sale of meals, including how to set up an ICA workbook for a new month. This Job Aid does not include SIK paperwork, as SIK rations are “claimed”, not “sold.” For guidance on SIK paperwork, refer to Job Aid “How to Document SIK Rations.”

STEP	ACTION
1	<p>OBTAIN the following:</p> <ul style="list-style-type: none"> • Printer • Writing utensil (pen or pencil) • PVAISW (PVA Inventory Systems Workbook) with: <ul style="list-style-type: none"> ○ Meal Sign-In Sheet Form CG-4901 ○ Daily Ration Memorandum Form CG-3123 ○ Meal Sign In - Data Entry Sheet • Individual Credit Account (ICA) Workbook with Form CG-3476. <ul style="list-style-type: none"> ○ If your ICA Workbook is not yet populated with patron names, this Job Aid explains how to do this in later steps.

Phase 1. Prepare the day’s Meal Sign-In Sheet CG-4901 for Cashier and Patrons

2	<p>OPEN the Meal Sign-In Sheet Form CG-4901 to prepare it for printing:</p> <ol style="list-style-type: none"> a) SELECT the Meal (breakfast, lunch, or dinner) from drop-down menu. b) TYPE Cashier’s Name, FSO’s Name, and Date of Sale (Note: These 3 fields may also be handwritten on the form).
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The diagram shows the 'MEAL SIGN-IN SHEET' form with several callout boxes and arrows pointing to specific fields:

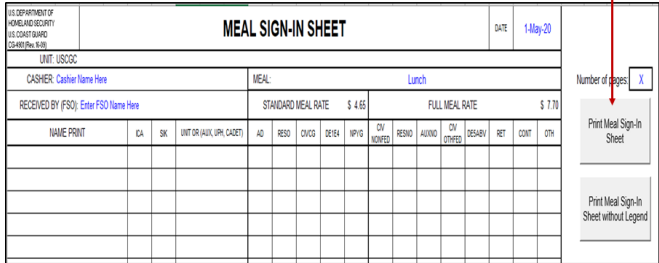
- Cashier's Name:** Points to the 'CASHIER: Cashier Name Here' field.
- FSO's Name:** Points to the 'RECEIVED BY (FSO): Enter FSO Name Here' field.
- 1. MEAL (Breakfast, Lunch, or Dinner):** Points to the 'MEAL: Lunch' dropdown menu.
- Date of Sale:** Points to the 'DATE: 1-May-20' field.

The form itself includes the following fields and sections:

- UNIT: USCGC
- STANDARD MEAL RATE: \$ 4.65
- FULL MEAL RATE: \$ 7.70
- Grid columns: NAME PRINT, ICA, SK, UNIT OR (AUX, UPH, CADET), AD, RESO, CVGS, DE14, NPVG, CIV (N/SHED), RESNO, AUNNO, CIV (OTH/SHED), DESABV, RET, CONT, OTH.
- Buttons: 'Print Meal Sign-In Sheet' and 'Print Meal Sign-In Sheet without Legend'.

Continued next page

Job Aid: How to Document a Sale of Meals, Continued

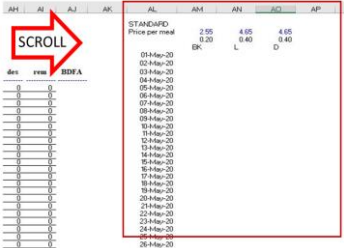
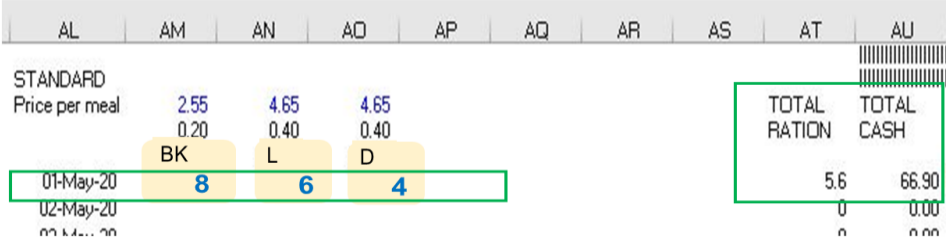
STEP	ACTION															
3	<p>CLICK the “Print Meal Sign-In Sheet” button (see graphic below) to print form CG-4901 “Meal Sign-In Sheet”.</p> <div style="text-align: right; margin-bottom: 10px;"> PRINT Meal Sign-In Sheet </div> 															
4	<p>If you are unfamiliar with meal rate designations, REVIEW legend at bottom of Meal Sign-In Sheet Form CG-4901 (graphic below) prior to selling meals.</p> <ul style="list-style-type: none"> • Cashier can have a copy of this legend beside the cash register. <div style="text-align: center; margin-bottom: 10px;"> Legend </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td rowspan="5" style="text-align: center; vertical-align: middle;">Standard Meal Rate</td> <td>AD: All active-duty Uniformed Service personnel (receiving a subsistence allowance or Per Diem)</td> </tr> <tr> <td>RESO: Coast Guard Reservists and other military Reserve Component members on orders</td> </tr> <tr> <td>CIVCG: Coast Guard Federal Civilian Employees (Appropriated fund and NAFA)</td> </tr> <tr> <td>DE1E4: Dependents of active duty members E-1 through E-4</td> </tr> <tr> <td>NPYG: Member / Chaperones of Non-Profit Youth Groups</td> </tr> <tr> <td rowspan="7" style="text-align: center; vertical-align: middle;">Full Meal Rate</td> <td>CIVNONFED: Non-Federal Civilian Employees (i.e. State, Local, Tribal and Territory)</td> </tr> <tr> <td>RESNO: Coast Guard Reservists and other military Reserve Component members not on orders</td> </tr> <tr> <td>AUXNO: Coast Guard Auxiliarists and other military Auxiliary Component members not on orders</td> </tr> <tr> <td>CIVOTHFED: Non-Coast Guard Federal Civilian Employees</td> </tr> <tr> <td>DE5ABV: Dependents of active duty members E-5 and above</td> </tr> <tr> <td>RET: Uniformed Service Retirees</td> </tr> <tr> <td>CONT: Contractors</td> </tr> <tr> <td>OTH: All others not listed in Standard Meal Rate and authorized by CO/OIC to subsist in the CGDF</td> </tr> </tbody> </table>	Standard Meal Rate	AD: All active-duty Uniformed Service personnel (receiving a subsistence allowance or Per Diem)	RESO: Coast Guard Reservists and other military Reserve Component members on orders	CIVCG: Coast Guard Federal Civilian Employees (Appropriated fund and NAFA)	DE1E4: Dependents of active duty members E-1 through E-4	NPYG: Member / Chaperones of Non-Profit Youth Groups	Full Meal Rate	CIVNONFED: Non-Federal Civilian Employees (i.e. State, Local, Tribal and Territory)	RESNO: Coast Guard Reservists and other military Reserve Component members not on orders	AUXNO: Coast Guard Auxiliarists and other military Auxiliary Component members not on orders	CIVOTHFED: Non-Coast Guard Federal Civilian Employees	DE5ABV: Dependents of active duty members E-5 and above	RET: Uniformed Service Retirees	CONT: Contractors	OTH: All others not listed in Standard Meal Rate and authorized by CO/OIC to subsist in the CGDF
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Job Aid: How to Document a Sale of Meals, Continued

STEP	ACTION
Phase 2. Facilitate Patron Completion of Meal Sign-In Sheet CG-4901	
5	<p>At cash register, GUIDE patron to accurately fill out Meal Sign-In Sheet:</p> <ol style="list-style-type: none"> Patron prints their name. Patron checks the column ICA if authorized a credit account. Patron writes their unit. Patron marks what they are paying for: (1) Meal Rate (standard or full) (2) Meal Category (e.g., AD for Active Duty), (3) Number of Meals. <p>EXAMPLE: In the example below, the patron is Active Duty and is paying for their meal as well as the meals of two non-federal Civilian patrons.</p> <div data-bbox="391 947 1289 1289" style="border: 1px solid black; padding: 5px;"> </div>
Phase 3. At Day's End, Complete "Daily Ration Memorandum" CG-3123	
6	<p>At end of day after all meals are sold, OPEN Form CG-3123 "Daily Ration Memorandum" in the PVAISW.</p> <div data-bbox="1179 1482 1370 1640" style="border: 1px solid black; padding: 5px;"> </div>
Continued on next page	

Job Aid: How to Document a Sale of Meals, Continued

STEP	ACTION																																																																						
7	<p>In Form CG-3123, SCROLL RIGHT to reach Column AL, revealing:</p> <ul style="list-style-type: none"> • “Standard” rate section (Line 6) • Beneath “Standard” rate is “Full” rate • Beneath “Full” rate is “ICA Standard” • Beneath “ICA Standard” is “ICA Full” 																																																																						
8	<p>On Form CG-3123, ENTER Standard Rate meals purchased that day.</p> <p><u>Sub-Steps:</u></p> <ol style="list-style-type: none"> Access handwritten CG-4901 “Meal Sign-In Sheet” for entry data. Locate standard rate section on CG-3123 (Column AL, Line 6) Position cursor on correct date line (e.g., 01MAY 2020) Type number of patrons who purchased standard rate meals for... <ul style="list-style-type: none"> ✓ breakfast that day, ✓ lunch that day, ✓ dinner that day. <p>Example: In the example below, 8 patrons bought breakfast, 6 patrons bought lunch, and 4 patrons bought dinner meals at standard rates on 01MAY 2020. (Form automatically calculates total rations and cash at far right.)</p>  <table border="1" data-bbox="370 1520 1312 1759"> <thead> <tr> <th>AL</th> <th>AM</th> <th>AN</th> <th>AO</th> <th>AP</th> <th>AQ</th> <th>AR</th> <th>AS</th> <th>AT</th> <th>AU</th> </tr> </thead> <tbody> <tr> <td>STANDARD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Price per meal</td> <td>2.55</td> <td>4.65</td> <td>4.65</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>BK</td> <td>L</td> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>01-May-20</td> <td>8</td> <td>6</td> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td>5.6</td> <td>66.90</td> </tr> <tr> <td>02-May-20</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0.00</td> </tr> <tr> <td>03-May-20</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0.00</td> </tr> </tbody> </table>	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	STANDARD										Price per meal	2.55	4.65	4.65								BK	L	D							01-May-20	8	6	4					5.6	66.90	02-May-20								0	0.00	03-May-20								0	0.00
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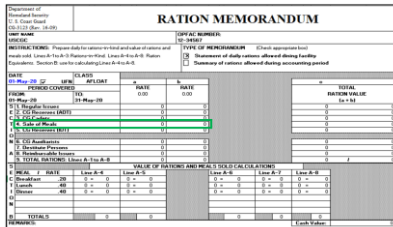
Job Aid: How to Document a Sale of Meals, Continued

STEP	ACTION																																																																																																																																				
9	<p>On Form CG-3123, ENTER Full Rate meals purchased that day.</p> <p><u>Sub-Steps:</u></p> <ol style="list-style-type: none"> Access handwritten CG-4901 “Meal Sign-In Sheet” for entry data. Locate full rate section on CG-3123 (scroll down beneath the “standard rate” section) Position cursor on correct date line (e.g., 01MAY 2020) Type number of patrons who purchased full rate meals for... <ul style="list-style-type: none"> ✓ breakfast that day, ✓ lunch that day, ✓ dinner that day. <p>Example: In the example below, 10 patrons bought breakfast, 5 patrons bought lunch, and 5 patrons bought dinner meals at full rates on 01MAY 2020. (Form automatically calculates total rations and cash at far right.)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">AL</th> <th style="width: 10%;">AM</th> <th style="width: 10%;">AN</th> <th style="width: 10%;">AO</th> <th style="width: 10%;">AP</th> <th style="width: 10%;">AQ</th> <th style="width: 10%;">AR</th> <th style="width: 10%;">AS</th> <th style="width: 10%;">AT</th> <th style="width: 10%;">AU</th> </tr> </thead> <tbody> <tr> <td>29-May-20</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td><td>0.00</td> </tr> <tr> <td>30-May-20</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td><td>0.00</td> </tr> <tr> <td>31-May-20</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td><td>0.00</td> </tr> <tr> <td>TOTAL</td> <td></td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0.00</td> </tr> <tr> <td>FULL</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Price per meal</td> <td></td><td>4.10</td><td>7.70</td><td>7.70</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td> <td></td><td>0.20</td><td>0.40</td><td>0.40</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td> <td></td><td>BK</td><td>L</td><td>D</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>01-May-20</td> <td></td><td style="background-color: yellow;">10</td><td style="background-color: yellow;">5</td><td style="background-color: yellow;">5</td><td></td><td></td><td></td><td></td><td style="border: 1px solid green;">6</td><td style="border: 1px solid green;">118.00</td> </tr> <tr> <td>02-May-20</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td><td>0.00</td> </tr> <tr> <td>03-May-20</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td><td>0.00</td> </tr> </tbody> </table> </div>		AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	29-May-20									0	0.00	30-May-20									0	0.00	31-May-20									0	0.00	TOTAL		0	0	0	0	0	0	0	0	0.00	FULL											Price per meal		4.10	7.70	7.70									0.20	0.40	0.40									BK	L	D							01-May-20		10	5	5					6	118.00	02-May-20									0	0.00	03-May-20									0	0.00
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Job Aid: How to Document a Sale of Meals, Continued

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Job Aid: How to Document a Sale of Meals, Continued

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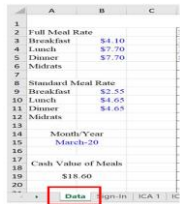
Job Aid: How to Document a Sale of Meals, Continued

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Phase 4. Populate digital Meal Sign-In Data Entry form using data from handwritten Meal Sign-In Sheet CG-4901.																																																																																																																																																																																																																														
13	OPEN digital “Meal Sign-In Data Entry” form in the PVAISW.																																																																																																																																																																																																																													
14	<p>Referring to that day’s paper handwritten CG-4901 “Meal Sign-In Sheet”, TYPE patrons’ purchase data into digital “Meal Sign In - Data Entry” form as follows:</p> <p><u>Sub-Steps:</u></p> <p>a) Type number of patrons per category (e.g., AD, CIV, AUX) who paid <u>standard</u> rate meals that day,</p> <p>b) Type number of patrons per category (e.g., AD, CIV, AUX) who paid <u>full</u> rate meals that day.</p> <p>Important Notes:</p> <ul style="list-style-type: none"> • If data does <u>not</u> match CG-3123 data, far right row turns red. • If data <u>matches</u> CG-3123 data, far right row turns green. <p>Example: In the example below, the numbers of meals purchased are placed in appropriate categories (e.g., Dinner = 4 AD, 1 CIVCG, 4 CIV NONFED, 1 CIV OTHFED) based on data in the paper handwritten CG-4901 Meal Sign-In Sheet. In this example, breakfast/lunch data is correct (far right GREEN row), but dinner data is incorrect (far right RED row).</p> <table border="1" data-bbox="357 1255 1393 1507"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> <th>N</th> <th>O</th> <th>P</th> <th>Q</th> <th>R</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="19">U.S. DEPARTMENT OF HOMELAND SECURITY</td> </tr> <tr> <td>2</td> <td colspan="19">U.S. COAST GUARD (Rev. 10-09)</td> </tr> <tr> <td colspan="20" style="text-align: center;">MEAL SIGN IN - DATA ENTRY</td> </tr> <tr> <td>3</td> <td colspan="10">STANDARD MEAL RATE</td> <td colspan="6">FULL MEAL RATE</td> <td colspan="3">Totals</td> <td></td> </tr> <tr> <td>4</td> <td>Date</td> <td>Meal</td> <td>AD</td> <td>RESO</td> <td>CIVCG</td> <td>DEIE4</td> <td>NPYG</td> <td>CIV NONFED</td> <td>RESNO</td> <td>AUXNO</td> <td>CIV OTHFED</td> <td>DESABV</td> <td>RET</td> <td>CONT</td> <td>OTH</td> <td>Standard Total</td> <td>Full Total</td> <td>Total Meals</td> <td>Reconcile to</td> </tr> <tr> <td>5</td> <td></td> <td>Breakfast</td> <td>8</td> <td></td> <td></td> <td></td> <td></td> <td>4</td> <td></td> <td>3</td> <td>1</td> <td></td> <td>2</td> <td></td> <td></td> <td>8</td> <td>10</td> <td>18</td> <td>Y</td> </tr> <tr> <td>6</td> <td>1-May-20</td> <td>Lunch</td> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td>4</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>6</td> <td>5</td> <td>11</td> <td>Y</td> </tr> <tr> <td>7</td> <td></td> <td>Dinner</td> <td>4</td> <td></td> <td>1</td> <td></td> <td></td> <td>4</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>5</td> <td>5</td> <td>10</td> <td>R</td> </tr> <tr> <td>8</td> <td></td> <td>Breakfast</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>9</td> <td>2-May-20</td> <td>Lunch</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	1	U.S. DEPARTMENT OF HOMELAND SECURITY																			2	U.S. COAST GUARD (Rev. 10-09)																			MEAL SIGN IN - DATA ENTRY																				3	STANDARD MEAL RATE										FULL MEAL RATE						Totals				4	Date	Meal	AD	RESO	CIVCG	DEIE4	NPYG	CIV NONFED	RESNO	AUXNO	CIV OTHFED	DESABV	RET	CONT	OTH	Standard Total	Full Total	Total Meals	Reconcile to	5		Breakfast	8					4		3	1		2			8	10	18	Y	6	1-May-20	Lunch	6					4			1					6	5	11	Y	7		Dinner	4		1			4			1					5	5	10	R	8		Breakfast														0	0	0		9	2-May-20	Lunch														0	0	0	
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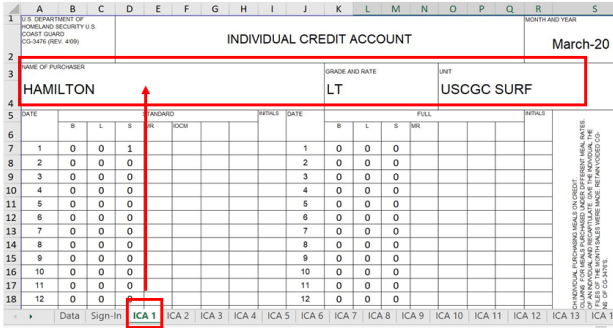
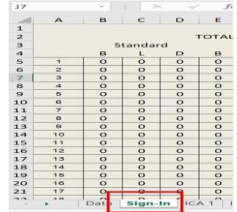
Job Aid: How to Document a Sale of Meals, Continued

STEP	ACTION						
15	<p>FOLLOW table sub-steps:</p> <table border="1" data-bbox="337 373 1360 961"> <thead> <tr> <th data-bbox="337 373 717 432">IF</th> <th data-bbox="717 373 1360 432">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 432 717 793">If your completed "Meal Sign In Data Entry" form has a RED field in the far right column...</td> <td data-bbox="717 432 1360 793"> <ol style="list-style-type: none"> 1. Open your CG-3123 "Daily Ration Memorandum" 2. Check patron data in the day's paper handwritten CG-4901 "Meal Sign-In Sheet" against patron data entered into CG-3123. 3. Make corrections as needed. 4. Resume this Job Aid, Step 16. </td> </tr> <tr> <td data-bbox="337 793 717 961">If your completed "Meal Sign In Data Entry" form has all GREEN fields in the far right column...</td> <td data-bbox="717 793 1360 961">PROCEED to Step 16.</td> </tr> </tbody> </table>	IF	THEN	If your completed "Meal Sign In Data Entry" form has a RED field in the far right column...	<ol style="list-style-type: none"> 1. Open your CG-3123 "Daily Ration Memorandum" 2. Check patron data in the day's paper handwritten CG-4901 "Meal Sign-In Sheet" against patron data entered into CG-3123. 3. Make corrections as needed. 4. Resume this Job Aid, Step 16. 	If your completed "Meal Sign In Data Entry" form has all GREEN fields in the far right column...	PROCEED to Step 16.
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If your completed "Meal Sign In Data Entry" form has all GREEN fields in the far right column...	PROCEED to Step 16.						
Phase 5. Complete ICA Workbook billing documentation for the day.							
16	OPEN ICA Workbook.						
Continued on next page							

Job Aid: How to Document a Sale of Meals, Continued

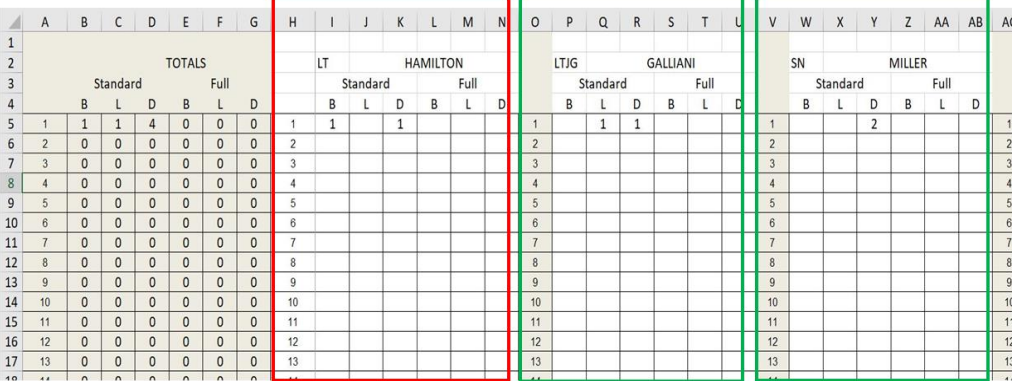
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18	<p>To set up your ICA Workbook for a new month, CLICK on the "DATA" tab at bottom of ICA Workbook.</p> 																																																																																																
19	<p>TYPE patron information into ICA Data form to set up billing for the month:</p> <ol style="list-style-type: none"> TYPE unit name at top of Data Form, Line 1. TYPE patron rate/rank, name, and Unit in Columns D-I. <p>Example: In the example below, the unit is USCGC SURF, and it has 3 patrons with ICA accounts - (1) LT Hamilton, (2) LTJG Galliani, and (3) SN Miller - who are all at the same unit, USCGC Surf.</p> <table border="1" data-bbox="386 1348 1312 1612"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td colspan="3" style="text-align: center;">USCGC SURF</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Full Meal Rate</td> <td></td> <td></td> <td>Rate/Rank</td> <td>Name</td> <td>Unit</td> <td></td> <td>Serial #</td> <td>Total</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Breakfast</td> <td>\$4.10</td> <td></td> <td>LT</td> <td>HAMILTON</td> <td>USCGC SURF</td> <td></td> <td>0001</td> <td>\$4.65</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>Lunch</td> <td>\$7.70</td> <td></td> <td>LTJG</td> <td>GALLIANI</td> <td>USCGC SURF</td> <td></td> <td>0002</td> <td>\$4.65</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Dinner</td> <td>\$7.70</td> <td></td> <td>SN</td> <td>MILLER</td> <td>USCGC SURF</td> <td></td> <td>0003</td> <td>\$9.30</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>Midrats</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0004</td> <td>\$0.00</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0005</td> <td>\$0.00</td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	J	K	1				USCGC SURF								2	Full Meal Rate			Rate/Rank	Name	Unit		Serial #	Total			3	Breakfast	\$4.10		LT	HAMILTON	USCGC SURF		0001	\$4.65			4	Lunch	\$7.70		LTJG	GALLIANI	USCGC SURF		0002	\$4.65			5	Dinner	\$7.70		SN	MILLER	USCGC SURF		0003	\$9.30			6	Midrats							0004	\$0.00			7								0005	\$0.00		
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Job Aid: How to Document a Sale of Meals, Continued

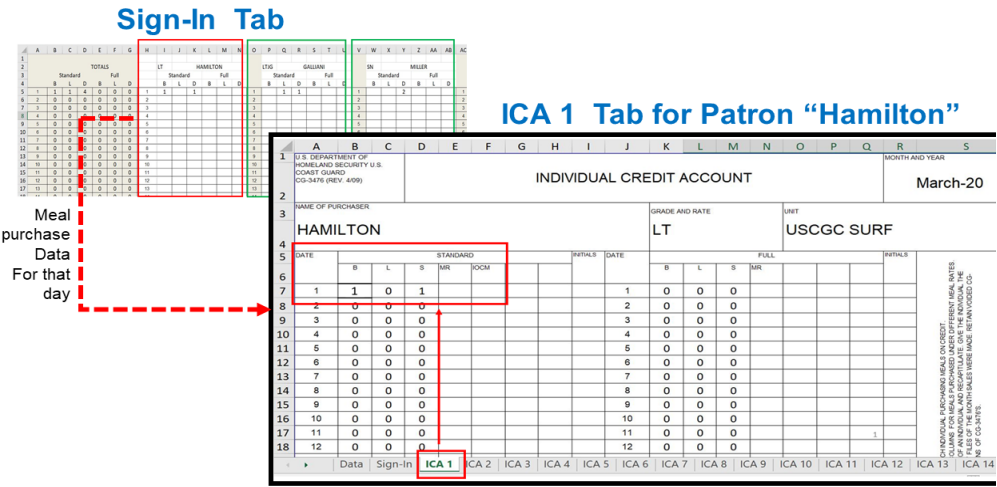
STEP	ACTION
20	<p>CONFIRM your ICA Workbook has automatically created an “Individual Credit Account” (Form CG-3476) for each ICA patron at your unit.</p> <p><u>Sub-Steps:</u></p> <ol style="list-style-type: none"> Click on the first numbered tab - ICA1 - at bottom of your ICA Workbook. Confirm patron profile information featured in ICA1 is accurate and aligns with patron profile information you entered in the ICA “Sign In” form. <p>Example: In the example below, clicking on the ICA1 tab displays a bill template for the first patron listed in the Data tab form - “LT Hamilton” on the USCGC Surf.</p>  <ul style="list-style-type: none"> Note: In the next Job Aid steps you will learn how to enter individual patron meal purchase data at the end of each day. At month’s end, these daily meal purchase entries are used to automatically generate an ICA bill for that patron.
21	<p>CLICK the “Sign In” tab at bottom of ICA Workbook.</p> <ul style="list-style-type: none"> Note: This step assumes your ICA Workbook has already been set up with the names and profile data of every patron with an ICA at your unit. If this is not the case, go back to Step 18. 

Continued on next page

Job Aid: How to Document a Sale of Meals, Continued

STEP	ACTION
22	<p>In the Sign-In tab form, TYPE the day's total meal purchase data for each individual patron with an ICA account at your unit.</p> <p><u>Sub-Steps:</u></p> <ol style="list-style-type: none"> Locate the individual patron's section on the Sign-In form. Position cursor on correct DATE line (e.g., 1 for first day of month) Type the patron's total number of meals purchased that day according to meal type (breakfast, lunch, dinner) and meal rate (standard, full). <p>Example: In the example below, the Sign-In tab displays three individual billing sections for three patrons with ICA accounts at this unit – (1) LT Hamilton, (2) LTJG Galliani, and (3) SN Miller.</p>  <p>In the example table above,</p> <ul style="list-style-type: none"> Hamilton's bill shows that today (the 1st of the month) Hamilton purchased 1 breakfast, no lunch, and 1 dinner – all charged at the standard rate. The far-left shaded column automatically totals each day's ICA meal purchases, including meal type (B, L, D) and rate (standard vs. full).
<i>Continued on next page</i>	

Job Aid: How to Document a Sale of Meals, Continued

STEP	ACTION
23	<p>CONFIRM the day's meal purchase data that was entered into each patron's Sign-In section (prior step) has automatically populated into that individual patron's ICA CG-3476 (e.g., ICA1, ICA2, etc.)</p> <p>Example: In the example below, the daily meal purchase information for patron LT Hamilton that was entered into the Sign-in form (1 breakfast and 1 dinner at standard rate on the 1st) has automatically populated into LT Hamilton's Individual Credit Account.</p> <div style="text-align: center;">  <p>The image shows two spreadsheets. On the left is the 'Sign-In Tab' with columns for 'TOTALS', 'LT HAMILTON', 'GALLINE', and 'MILLER'. On the right is the 'ICA 1 Tab for Patron "Hamilton"' which is an 'INDIVIDUAL CREDIT ACCOUNT' for 'March-20'. The account holder is 'HAMILTON' with grade 'LT' and unit 'USCGC SURF'. A table in the ICA tab shows meal purchases by date from 1 to 12. On the date '1', there is a '1' in the 'B' column and a '1' in the 'S' column. A red dashed arrow points from the 'Sign-In Tab' to the ICA tab, and another red dashed arrow points from the 'Meal purchase Data For that day' text to the '1' in the 'S' column of the ICA table. The 'ICA 1' tab is highlighted in the bottom navigation bar.</p> </div>
This concludes the daily documentation required for a Sale of Meals.	
END OF JOB AID	

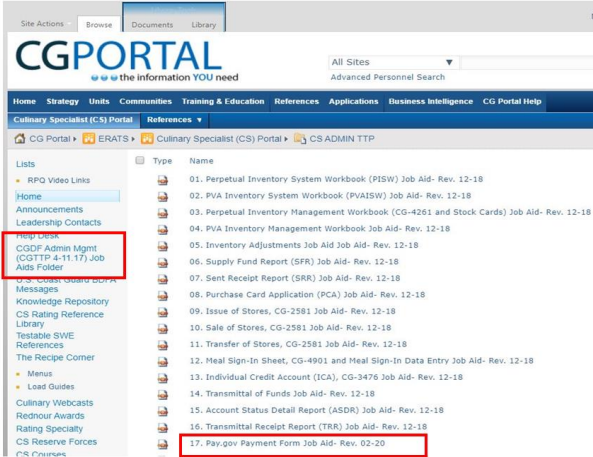
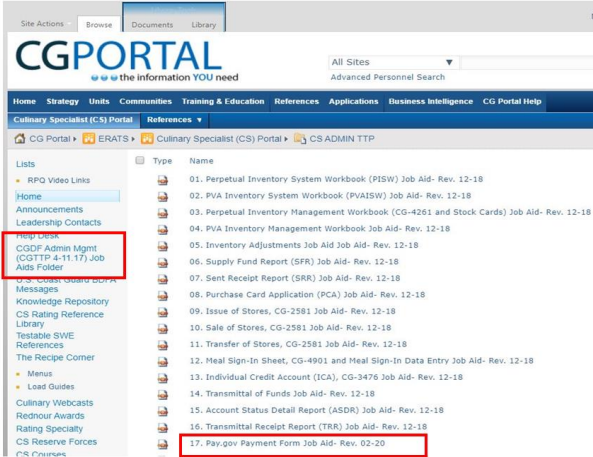
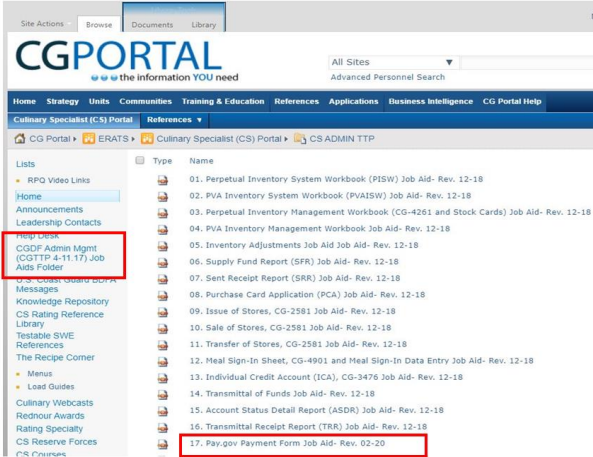
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Job Aid: How to Complete a Sale of Meals with Pay.gov

Instructions: This Job Aid explains how an FSO processes an end-of-month ICA bill for a patron who uses Pay.gov to pay their ICA bill with a credit card.

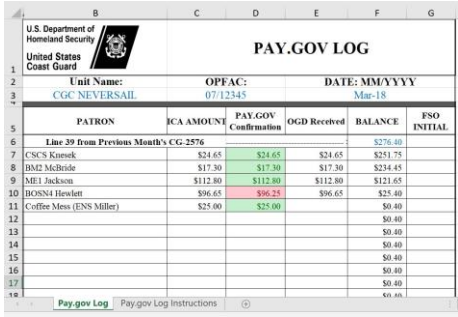
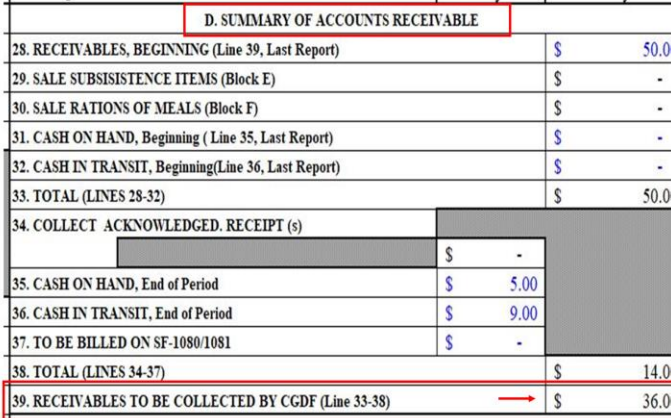
STEP	ACTION
1	CONFIRM patron is paying their end-of-month ICA bill with a credit card , thereby requiring Pay.gov for payment processing.
2	<p>At month's end, OBTAIN the following:</p> <ul style="list-style-type: none"> • Printer • Previous month's CG-2576 • Individual Credit Account (ICA) Workbook Form CG-3476 that contains: <ul style="list-style-type: none"> ○ Name of each patron who has an ICA account at your unit. ○ Number and type of meals each patron purchased that month. ○ Total patron ICA bill for the month. • Computer with access to USCG email • End of Month Folder
Phase 1. Initiate ICA billing process.	
3	<p>At month's end, SAVE a digital copy of each patron's individual ICA bill (sample ICA bill at right) from the ICA workbook.</p> <div data-bbox="1029 1087 1382 1549" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a spreadsheet titled 'INDIVIDUAL CREDIT ACCOUNT' for 'WASHINGTON, LT, USCG PACIFIC' dated 'April 20'. It contains columns for 'NAME', 'TYPE', 'COUNT', and 'AMOUNT'. Below the table, there are summary rows for 'TOTAL' and 'TOTAL OF PATRONS' with a value of '\$27.75'. The page is labeled 'Page 1' in the center.</p> </div>
Continued next page	

Job Aid: How to Complete a Sale of Meals with Pay.gov, Continued

STEP	ACTION						
4	<p>At month's end, SEND each ICA patron an individual email that includes:</p> <ul style="list-style-type: none"> • ICA bill attached to email • Pay.gov website • FSO name in the body of the email • FSO email in the body of the email <p>Note: Patron <u>must</u> have FSO <u>name</u> and FSO <u>email</u> for patron's Pay.gov billing process in order to ensure FSO receives an email from Pay.gov confirming payment.</p>						
5	<table border="1"> <thead> <tr> <th data-bbox="331 722 643 785">IF</th> <th data-bbox="643 722 1416 785">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 785 643 1625"> <p>If patron does not know how to use Pay.gov to pay their bill...</p> </td> <td data-bbox="643 785 1416 1625"> <p>REFER patron to CS Portal JA "Pay.gov Payment Form"</p> <ol style="list-style-type: none"> 1. Go to CS Portal https://cg.portal.uscg.mil/communities/erats/CS 2. In left column, Click "CGDF Admin Mgmt. (TTP 4-11.17) Job Aids Folder" 3. Click on #17. Pay.gov Payment Form.  </td> </tr> <tr> <td data-bbox="331 1625 643 1730"> <p>If patron knows how to use Pay.gov...</p> </td> <td data-bbox="643 1625 1416 1730"> <p>Go to next step below.</p> </td> </tr> </tbody> </table>	IF	THEN	<p>If patron does not know how to use Pay.gov to pay their bill...</p>	<p>REFER patron to CS Portal JA "Pay.gov Payment Form"</p> <ol style="list-style-type: none"> 1. Go to CS Portal https://cg.portal.uscg.mil/communities/erats/CS 2. In left column, Click "CGDF Admin Mgmt. (TTP 4-11.17) Job Aids Folder" 3. Click on #17. Pay.gov Payment Form. 	<p>If patron knows how to use Pay.gov...</p>	<p>Go to next step below.</p>
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Continued next page

Job Aid: How to Complete a Sale of Meals with Pay.gov, Continued

STEP	ACTION
6	<p>DOWNLOAD a digital Pay.gov Log form from the CS Portal.</p> 
7	<p>Referring to previous month's CG-2576, Block D "Summary of Accounts Receivable", LOOK UP the total amount on Line 39's "Receivables to be collected by CGDF" (to be used in next step).</p> 
Continued next page	

Job Aid: How to Complete a Sale of Meals with Pay.gov, Continued



STEP	ACTION																																																												
Phase 3. Document Pay.gov confirmation.																																																													
10	After receiving Pay.gov email confirming patron payment of their monthly ICA bill, PRINT a paper copy of the Pay.gov email.																																																												
11	STAPLE the printed Pay.gov email (<i>a confirmation email of patron payment</i>) to a paper copy of the patron's ICA bill for that month.																																																												
12	In the Pay.gov log "Pay.gov Confirmation" column, TYPE the amount from Pay.gov confirmation email. <div data-bbox="699 648 967 915" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="2">U.S. Department of Homeland Security United States Coast Guard</th> <th colspan="4">PAY.GOV LOG</th> </tr> <tr> <td colspan="2">Log Name: CGC-NEWBARK</td> <td>OFFIC: 0712143</td> <td colspan="3">DATE: MM/YYYY</td> </tr> <tr> <td colspan="2">CGC-NEWBARK</td> <td>07/12/14</td> <td colspan="3">July 14</td> </tr> <tr> <th>PATRON</th> <th>ICA AMOUNT</th> <th>PAY.GOV Confirmation</th> <th>OGD Received</th> <th>BALANCE</th> <th>END PERIOD</th> </tr> </thead> <tbody> <tr> <td>Line 39 Item Previous Month's CO-2476</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CGC-NEWBARK</td> <td>\$214.00</td> <td>\$214.00</td> <td>\$214.00</td> <td>\$0.00</td> <td>06/30</td> </tr> <tr> <td>CGC-NEWBARK</td> <td>\$177.00</td> <td>\$177.00</td> <td>\$177.00</td> <td>\$0.00</td> <td>06/30</td> </tr> <tr> <td>MSJ Jackson</td> <td>\$112.00</td> <td>\$112.00</td> <td>\$112.00</td> <td>\$0.00</td> <td>06/30</td> </tr> <tr> <td>MSJ Jackson</td> <td>\$284.00</td> <td>\$284.00</td> <td>\$284.00</td> <td>\$0.00</td> <td>06/30</td> </tr> <tr> <td>Coast Guard (2013 Salary)</td> <td>\$17.00</td> <td>\$17.00</td> <td>\$17.00</td> <td>\$0.00</td> <td>06/30</td> </tr> </tbody> </table> </div>	U.S. Department of Homeland Security United States Coast Guard		PAY.GOV LOG				Log Name: CGC-NEWBARK		OFFIC: 0712143	DATE: MM/YYYY			CGC-NEWBARK		07/12/14	July 14			PATRON	ICA AMOUNT	PAY.GOV Confirmation	OGD Received	BALANCE	END PERIOD	Line 39 Item Previous Month's CO-2476						CGC-NEWBARK	\$214.00	\$214.00	\$214.00	\$0.00	06/30	CGC-NEWBARK	\$177.00	\$177.00	\$177.00	\$0.00	06/30	MSJ Jackson	\$112.00	\$112.00	\$112.00	\$0.00	06/30	MSJ Jackson	\$284.00	\$284.00	\$284.00	\$0.00	06/30	Coast Guard (2013 Salary)	\$17.00	\$17.00	\$17.00	\$0.00	06/30
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16	PRINT a paper copy of OGD Confirmation email for filing in Monthly Folder, left side.																																																												
17	On Cash Log form in "OGD Received" Column, TYPE amount listed in the OGD email for each patron. <div data-bbox="634 1472 886 1728" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="2">U.S. Department of Homeland Security United States Coast Guard</th> <th colspan="4">PAY.GOV LOG</th> </tr> <tr> <td colspan="2">Log Name: CGC-NEWBARK</td> <td>OFFIC: 0712143</td> <td colspan="3">DATE: MM/YYYY</td> </tr> <tr> <td colspan="2">CGC-NEWBARK</td> <td>07/12/14</td> <td colspan="3">July 14</td> </tr> <tr> <th>PATRON</th> <th>ICA AMOUNT</th> <th>PAY.GOV Confirmation</th> <th>OGD Received</th> <th>BALANCE</th> <th>END PERIOD</th> </tr> </thead> <tbody> <tr> <td>Line 39 Item Previous Month's CO-2476</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CGC-NEWBARK</td> <td>\$214.00</td> <td>\$214.00</td> <td>\$214.00</td> <td>\$0.00</td> <td>06/30</td> </tr> <tr> <td>CGC-NEWBARK</td> <td>\$177.00</td> <td>\$177.00</td> <td>\$177.00</td> <td>\$0.00</td> <td>06/30</td> </tr> <tr> <td>MSJ Jackson</td> <td>\$112.00</td> <td>\$112.00</td> <td>\$112.00</td> <td>\$0.00</td> <td>06/30</td> </tr> <tr> <td>MSJ Jackson</td> <td>\$284.00</td> <td>\$284.00</td> <td>\$284.00</td> <td>\$0.00</td> <td>06/30</td> </tr> <tr> <td>Coast Guard (2013 Salary)</td> <td>\$17.00</td> <td>\$17.00</td> <td>\$17.00</td> <td>\$0.00</td> <td>06/30</td> </tr> </tbody> </table> </div>	U.S. Department of Homeland Security United States Coast Guard		PAY.GOV LOG				Log Name: CGC-NEWBARK		OFFIC: 0712143	DATE: MM/YYYY			CGC-NEWBARK		07/12/14	July 14			PATRON	ICA AMOUNT	PAY.GOV Confirmation	OGD Received	BALANCE	END PERIOD	Line 39 Item Previous Month's CO-2476						CGC-NEWBARK	\$214.00	\$214.00	\$214.00	\$0.00	06/30	CGC-NEWBARK	\$177.00	\$177.00	\$177.00	\$0.00	06/30	MSJ Jackson	\$112.00	\$112.00	\$112.00	\$0.00	06/30	MSJ Jackson	\$284.00	\$284.00	\$284.00	\$0.00	06/30	Coast Guard (2013 Salary)	\$17.00	\$17.00	\$17.00	\$0.00	06/30
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Job Aid: How to Complete a Sale of Meals Paid with CASH

Instructions: This Job Aid explains how an FSO processes sales of meals paid for with cash. Examples of “Cash” patrons might use include checks, money orders, cashier’s checks, and actual cash (dollar bills, coins). Reminder: Credit cards or SIK are *not* cash.

STEP	ACTION												
1	<p>CONFIRM this is a “cash” payment before proceeding to Step 2.</p> <table border="1" data-bbox="337 499 1523 779"> <thead> <tr> <th data-bbox="337 499 992 569">Yes – Cash Payment</th> <th data-bbox="992 499 1523 569">No – Not a Cash Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 569 992 779"> Patron pays for meals with... <ul style="list-style-type: none"> • Check made out to U.S. Coast Guard, or • Money Order, or • Cashier’s Check, or • Actual Cash (dollar bills, coins) </td> <td data-bbox="992 569 1523 779"> Patron pays for meals with... <ul style="list-style-type: none"> • <u>Credit Card</u> • <u>SIK Ration Claim</u> <p>The above are NOT considered cash payments.</p> </td> </tr> </tbody> </table>	Yes – Cash Payment	No – Not a Cash Payment	Patron pays for meals with... <ul style="list-style-type: none"> • Check made out to U.S. Coast Guard, or • Money Order, or • Cashier’s Check, or • Actual Cash (dollar bills, coins) 	Patron pays for meals with... <ul style="list-style-type: none"> • <u>Credit Card</u> • <u>SIK Ration Claim</u> <p>The above are NOT considered cash payments.</p>								
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2	<p>DETERMINE type of Cash Payment paperwork you need to process:</p> <table border="1" data-bbox="358 884 1398 1220"> <thead> <tr> <th data-bbox="358 884 638 989">Possible Type of CASH Sale</th> <th data-bbox="638 884 899 989">Patron Payment Method</th> <th data-bbox="899 884 1198 989">Paperwork Frequency</th> <th data-bbox="1198 884 1398 989">Go to</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 989 638 1115">“Point of Sale” at Cash Register</td> <td data-bbox="638 989 899 1115">Patron pays with CASH</td> <td data-bbox="899 989 1198 1115">Every day</td> <td data-bbox="1198 989 1398 1115">Step 3</td> </tr> <tr> <td data-bbox="358 1115 638 1220">End-Of-Month ICA Bill</td> <td data-bbox="638 1115 899 1220">Patron pays ICA bill with CASH</td> <td data-bbox="899 1115 1198 1220">End-of-month</td> <td data-bbox="1198 1115 1398 1220">Step 7</td> </tr> </tbody> </table> <p>Note: Credit Card payments and SIK ration claims are NOT cash sales.</p>	Possible Type of CASH Sale	Patron Payment Method	Paperwork Frequency	Go to	“Point of Sale” at Cash Register	Patron pays with CASH	Every day	Step 3	End-Of-Month ICA Bill	Patron pays ICA bill with CASH	End-of-month	Step 7
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End-Of-Month ICA Bill	Patron pays ICA bill with CASH	End-of-month	Step 7										
3	<p>CONFIRM your galley is following USCG policy for Maintaining Funds, including:</p> <ul style="list-style-type: none"> • A GSA-Approved “Class 5” Safe • Cash on Hand limited to: \$5,000 maximum • Change-Making Fund limited to: \$500 maximum 												
Point-of-Sale CASH Paperwork (Daily)													
4	<p>OBTAIN:</p> <ul style="list-style-type: none"> • Paper “Meal Sign-In Sheet - Printable” CG-4901 for cash register. • Cash Log form (located in the month’s PVAISW) • Calculator 												
Continued next page													

Job Aid: How to Complete a Sale of Meals Paid with CASH, Continued

STEP	ACTION
5	<p>At cash register, CONFIRM patrons check accurate meal rate (Standard vs. Full) on the paper Meal Sign-In Sheet CG-4901.</p> 
6	<p>At cash register, COLLECT cash from patrons based on their meal rate (Standard vs. Full) as noted on their Meal Sign-In Sheet information.</p> 
7	<p>COLLECT all paper Meal Sign-In Sheet Form CG-4901s for all meal types (breakfast, lunch, dinner) sold that day.</p>
8	<p>Using a calculator and referring to your paper Meal Sign-In Sheets CG-4901 for that day, CALCULATE the total of:</p> <ol style="list-style-type: none"> All breakfast meals (Standard + Full rates) paid for with cash that day. All lunch meals (Standard + Full rates) paid for with cash that day. All dinner meals (Standard + Full rates) paid for with cash that day.

Continued next page

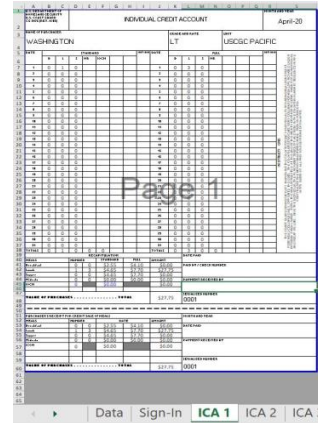
Job Aid: How to Complete a Sale of Meals Paid with CASH, Continued

STEP	ACTION																																																														
9	OPEN PVAISW																																																														
10	CLICK on “Cash Log” tab at bottom of PVAISW.																																																														
11	<p>FILL IN the digital Cash Log form to reflect all cash sale of meals for the day. <u>Sub-Steps: Each step maps to illustrated form below.</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #d9ead3;"> <th style="width: 10%;">STEP</th> <th style="width: 90%;">ACTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">a)</td> <td>TYPE the date (e.g., 01MAY2020) in line at far-left column.</td> </tr> <tr> <td style="text-align: center;">b)</td> <td>In “Explanation” column, ENTER the meal type served (breakfast, lunch, or dinner) <ul style="list-style-type: none"> If a meal was not served, do not list it. </td> </tr> <tr> <td style="text-align: center;">c)</td> <td>TYPE total amount BILLED to members paying cash.</td> </tr> <tr> <td style="text-align: center;">d)</td> <td>TYPE total amount RECEIVED from members paying cash. <ul style="list-style-type: none"> This amount should match cash BILLED (prior step) </td> </tr> <tr> <td style="text-align: center;">e)</td> <td>CONFIRM the amount in the “BALANCE” column is a running total that increases with each cash entry. <ul style="list-style-type: none"> This “Balance” Column is auto-populated. </td> </tr> <tr> <td style="text-align: center;">f)</td> <td>TYPE FSO initials in far-right column “FSO Initials”.</td> </tr> </tbody> </table> <p style="text-align: center;">End of Point-of-Sale CASH Paperwork (Daily)</p> <div style="text-align: center; margin-top: 20px;"> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2">U.S. Department of Homeland Security United States Coast Guard</th> <th colspan="5" style="text-align: center;">CASH LOG</th> </tr> <tr> <td style="width: 33%;">UNIT NAME: USCGC</td> <td style="width: 33%;">OPFAC: 12-34567</td> <td colspan="4">Sales for the month of May-20</td> </tr> <tr> <th>DATE</th> <th>EXPLANATION</th> <th>BILLED</th> <th>RECEIVED</th> <th>OUT</th> <th>BALANCE</th> <th>INITIALS</th> </tr> </thead> <tbody> <tr> <td>1-May-20</td> <td>Breakfast</td> <td>\$25.50</td> <td>\$25.50</td> <td>\$0.00</td> <td>\$25.50</td> <td>AJC</td> </tr> <tr> <td>1-May-20</td> <td>Lunch</td> <td>\$46.50</td> <td>\$46.50</td> <td>\$0.00</td> <td>\$72.00</td> <td>AJC</td> </tr> <tr> <td>2-May-20</td> <td>Breakfast</td> <td>\$5.10</td> <td>\$5.10</td> <td>\$0.00</td> <td>\$77.10</td> <td>AJC</td> </tr> <tr> <td>2-May-20</td> <td>Lunch</td> <td>\$9.30</td> <td>\$9.30</td> <td>\$0.00</td> <td>\$86.40</td> <td>AJC</td> </tr> </tbody> </table> </div>	STEP	ACTION	a)	TYPE the date (e.g., 01MAY2020) in line at far-left column.	b)	In “Explanation” column, ENTER the meal type served (breakfast, lunch, or dinner) <ul style="list-style-type: none"> If a meal was not served, do not list it. 	c)	TYPE total amount BILLED to members paying cash.	d)	TYPE total amount RECEIVED from members paying cash. <ul style="list-style-type: none"> This amount should match cash BILLED (prior step) 	e)	CONFIRM the amount in the “BALANCE” column is a running total that increases with each cash entry. <ul style="list-style-type: none"> This “Balance” Column is auto-populated. 	f)	TYPE FSO initials in far-right column “FSO Initials”.	U.S. Department of Homeland Security United States Coast Guard		CASH LOG					UNIT NAME: USCGC	OPFAC: 12-34567	Sales for the month of May-20				DATE	EXPLANATION	BILLED	RECEIVED	OUT	BALANCE	INITIALS	1-May-20	Breakfast	\$25.50	\$25.50	\$0.00	\$25.50	AJC	1-May-20	Lunch	\$46.50	\$46.50	\$0.00	\$72.00	AJC	2-May-20	Breakfast	\$5.10	\$5.10	\$0.00	\$77.10	AJC	2-May-20	Lunch	\$9.30	\$9.30	\$0.00	\$86.40	AJC
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Continued next page

Job Aid: How to Complete a Sale of Meals Paid with CASH, Continued

STEP	ACTION										
ICA CASH Paperwork (End-of-Month)											
12	OBTAIN: <ul style="list-style-type: none"> Individual Credit Account (ICA) Workbook Cash Log form (located in the month's PVAISW) 										
13	OPEN ICA Workbook Form CG-3476.										
14	ISSUE ICA bill to patron. <u>Sub-steps:</u> <table border="1" data-bbox="337 772 1019 1633"> <thead> <tr> <th data-bbox="344 781 451 842">STEP</th> <th data-bbox="451 781 1013 842">ACTION</th> </tr> </thead> <tbody> <tr> <td data-bbox="344 842 451 911">a)</td> <td data-bbox="451 842 1013 911">OPEN ICA Workbook</td> </tr> <tr> <td data-bbox="344 911 451 1016">b)</td> <td data-bbox="451 911 1013 1016">CLICK on ICA tab for patron (e.g., ICA1, ICA2, ICA3)</td> </tr> <tr> <td data-bbox="344 1016 451 1085">c)</td> <td data-bbox="451 1016 1013 1085">SAVE digital ICA bill to computer.</td> </tr> <tr> <td data-bbox="344 1085 451 1625">d)</td> <td data-bbox="451 1085 1013 1625"> SEND email to patron with ICA bill attached and description: <ul style="list-style-type: none"> Month/Year of Bill Total cash payment due (to be paid by check, money order, cashier's check or actual cash dollar bills/coins.) Bill due within 5 days of receipt. Tells patron to retain bottom of ICA bill (<i>"Purchaser's Receipt for Credit Sale of Meals"</i>) </td> </tr> </tbody> </table>	STEP	ACTION	a)	OPEN ICA Workbook	b)	CLICK on ICA tab for patron (e.g., ICA1, ICA2, ICA3)	c)	SAVE digital ICA bill to computer.	d)	SEND email to patron with ICA bill attached and description: <ul style="list-style-type: none"> Month/Year of Bill Total cash payment due (to be paid by check, money order, cashier's check or actual cash dollar bills/coins.) Bill due within 5 days of receipt. Tells patron to retain bottom of ICA bill (<i>"Purchaser's Receipt for Credit Sale of Meals"</i>)
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Continued next page											



Job Aid: How to Complete a Sale of Meals Paid with CASH, Continued

STEP	ACTION						
15	<p>PROCESS ICA cash payment received from patron.</p> <p><u>Sub-steps:</u></p> <table border="1" data-bbox="342 443 1333 852"> <thead> <tr> <th data-bbox="342 443 451 506">STEP</th> <th data-bbox="451 443 1333 506">ACTION</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 506 451 615">a)</td> <td data-bbox="451 506 1333 615">After FSO receives patron's cash payment, FSO opens digital copy of the patron's ICA bill that was paid.</td> </tr> <tr> <td data-bbox="342 615 451 852">b)</td> <td data-bbox="451 615 1333 852"> In bottom section of ICA bill, FSO: <ul style="list-style-type: none"> • Types the DATE • Types the Form of payment • Types digital signature </td> </tr> </tbody> </table>	STEP	ACTION	a)	After FSO receives patron's cash payment, FSO opens digital copy of the patron's ICA bill that was paid.	b)	In bottom section of ICA bill, FSO: <ul style="list-style-type: none"> • Types the DATE • Types the Form of payment • Types digital signature
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16	SEND email with ICA bill receipt attachment to patron.						
17	OPEN PVAISW to complete "Cash Log" for patron's ICA payment in cash.						
18	CLICK "Cash Log" tab at bottom of PVAISW.						
Continued next page							

Job Aid: How to Complete a Sale of Meals Paid with CASH, Continued

STEP	ACTION																																									
19	<p>FILL OUT "Cash Log" for patrons who paid ICA bill with CASH.</p> <p><u>Sub-steps: Table instructions match illustration below.</u></p> <table border="1" data-bbox="342 489 1333 1241"> <thead> <tr> <th data-bbox="342 489 451 558">STEP</th> <th data-bbox="451 489 1333 558">ACTION</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 558 451 898">a)</td> <td data-bbox="451 558 1333 898"> <p>First ENTER data for all ICA patrons billed that month:</p> <ul style="list-style-type: none"> • Date that patron received bill from FSO. • Patron's name (in "Explanation" column) • Amount patron was billed. • FSO initials in far-right column verifying ICA bill. <p><i>(See illustration below, lines marked "Billed")</i></p> </td> </tr> <tr> <td data-bbox="342 898 451 1241">b)</td> <td data-bbox="451 898 1333 1241"> <p>Next ENTER all ICA patrons who paid their bill, including:</p> <ul style="list-style-type: none"> • Date that patron paid bill • Patron's name (in "Explanation" column) • Amount FSO received from patron. • FSO initials in far-right column verifying payment. <p><i>(See illustration below, lines marked "PAID")</i></p> </td> </tr> </tbody> </table> <div data-bbox="423 1312 1299 1701" style="text-align: center;"> <p>U.S. Department of Homeland Security United States Coast Guard</p> <p>CASH LOG</p> <p>UNIT NAME: USCGC OPFAC: 12-34567 Sales for the month of May-20</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>EXPLANATION</th> <th>BILLED</th> <th>RECEIVED</th> <th>OUT</th> <th>BALANCE</th> <th>INITIALS</th> </tr> </thead> <tbody> <tr> <td>1-May-20</td> <td>CO</td> <td>\$100.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>AJC</td> </tr> <tr> <td>1-May-20</td> <td>XO</td> <td>\$50.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>AJC</td> </tr> <tr> <td>3-May-20</td> <td>XO Paid</td> <td>\$</td> <td>\$50.00</td> <td>\$0.00</td> <td>\$50.00</td> <td>AJC</td> </tr> <tr> <td>5-May-20</td> <td>CO Paid</td> <td>\$</td> <td>\$100.00</td> <td>\$0.00</td> <td>\$150.00</td> <td>AJC</td> </tr> </tbody> </table> </div> <p><i>Note: Patron's will be billed to start the next month' Cash Log (Billed in May for April's ICAs)</i></p>	STEP	ACTION	a)	<p>First ENTER data for all ICA patrons billed that month:</p> <ul style="list-style-type: none"> • Date that patron received bill from FSO. • Patron's name (in "Explanation" column) • Amount patron was billed. • FSO initials in far-right column verifying ICA bill. <p><i>(See illustration below, lines marked "Billed")</i></p>	b)	<p>Next ENTER all ICA patrons who paid their bill, including:</p> <ul style="list-style-type: none"> • Date that patron paid bill • Patron's name (in "Explanation" column) • Amount FSO received from patron. • FSO initials in far-right column verifying payment. <p><i>(See illustration below, lines marked "PAID")</i></p>	DATE	EXPLANATION	BILLED	RECEIVED	OUT	BALANCE	INITIALS	1-May-20	CO	\$100.00	\$0.00	\$0.00	\$0.00	AJC	1-May-20	XO	\$50.00	\$0.00	\$0.00	\$0.00	AJC	3-May-20	XO Paid	\$	\$50.00	\$0.00	\$50.00	AJC	5-May-20	CO Paid	\$	\$100.00	\$0.00	\$150.00	AJC
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End of Job Aid																																										

Job Aid: How to Transmit CGDF Funds for Deposit

STEP	ACTION																								
1.	<p>RETRIEVE funds from cash and credit sales from the security container.</p> <p>NOTE: Collect amounts due from Individual Credit Accounts (ICAs) no later than the 5th working day after the FSO has issued the ICA bill to the patron.</p>																								
2.	<p>Review funds collected with the Cash Log to verify the amount collected is correct.</p> <table border="1" data-bbox="347 449 1401 674"> <thead> <tr> <th data-bbox="347 449 540 506">IF</th> <th data-bbox="540 449 1401 506">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 506 540 604">Not correct</td> <td data-bbox="540 506 1401 604">Review the <i>Meal Sign-In Sheet</i>, CG-4901, and all meal records to identify the discrepancy and recalculate.</td> </tr> <tr> <td data-bbox="347 604 540 674">Correct</td> <td data-bbox="540 604 1401 674">Go to step #3.</td> </tr> </tbody> </table>	IF	THEN	Not correct	Review the <i>Meal Sign-In Sheet</i> , CG-4901, and all meal records to identify the discrepancy and recalculate.	Correct	Go to step #3.																		
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3.	<p>CALCULATE the amount for the cashier's check or money order.</p> <table border="1" data-bbox="347 783 1401 1108"> <thead> <tr> <th data-bbox="347 783 722 840">IF</th> <th data-bbox="722 783 1401 840">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 840 722 938">No change-making fund</td> <td data-bbox="722 840 1401 938">Subtract the money order fee from the total cash on hand.</td> </tr> <tr> <td data-bbox="347 938 722 1108">Change-making fund</td> <td data-bbox="722 938 1401 1108">Subtract both the amount in the change-making fund and the cashier's check or money order fee from the total cash on hand as in the following example.</td> </tr> </tbody> </table> <table border="1" data-bbox="347 1140 1401 1598"> <thead> <tr> <th colspan="3" data-bbox="347 1140 1401 1197">EXAMPLE</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 1197 649 1262">Total cash on hand</td> <td data-bbox="649 1197 800 1262"></td> <td data-bbox="800 1197 1401 1262">\$ 325.85</td> </tr> <tr> <td data-bbox="347 1262 649 1360">Amount in change-making fund</td> <td data-bbox="649 1262 800 1360">Subtract</td> <td data-bbox="800 1262 1401 1360">\$ 50.00</td> </tr> <tr> <td data-bbox="347 1360 649 1425">Amount converted</td> <td data-bbox="649 1360 800 1425"></td> <td data-bbox="800 1360 1401 1425">\$ 275.85</td> </tr> <tr> <td data-bbox="347 1425 649 1491">Money order fee</td> <td data-bbox="649 1425 800 1491">Subtract</td> <td data-bbox="800 1425 1401 1491">\$ 1.35</td> </tr> <tr> <td data-bbox="347 1491 649 1598">Amount of money order</td> <td data-bbox="649 1491 800 1598"></td> <td data-bbox="800 1491 1401 1598">\$ 274.50</td> </tr> </tbody> </table>	IF	THEN	No change-making fund	Subtract the money order fee from the total cash on hand.	Change-making fund	Subtract both the amount in the change-making fund and the cashier's check or money order fee from the total cash on hand as in the following example.	EXAMPLE			Total cash on hand		\$ 325.85	Amount in change-making fund	Subtract	\$ 50.00	Amount converted		\$ 275.85	Money order fee	Subtract	\$ 1.35	Amount of money order		\$ 274.50
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Continued on the next page

Job Aid: How to Transmit CGDF Funds for Deposit, Continued

STEP	ACTION																		
4.	<p>CONVERT cash into a cashier's check or money order.</p> <p>a) Purchase a cashier's check or money order at a local grocery, convenience store, bank, etc., that provides the service.</p> <p>b) Pay cashier's check or money order fee from cash collected.</p> <p>c) In the PVAISW, claim the fee in Block 'F', Sale of Ration of Meals, on the Coast Guard Dining Facility Operating Statement (CGDFOS), CG-2576.</p> <p><u>NOTE:</u> DO NOT use your own personal check to transmit funds.</p>																		
5.	<p>ACCESS the CGDF Funds Transmittal memorandum template in PVAISW.</p> <p>The workbook is located on the CS Portal.</p> <p>Use the sample 'Transmittal of CGDF Funds Memorandum' that follows this job aid for additional help.</p>																		
6.	<p>ENTER Commanding Officer or Officer- in- Charge and Unit name in cells G1-G2.</p>																		
7.	<p>COMPLETE the Header entering information into the following cells:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">HEADER INFORMATION</th> <th style="text-align: center;">COLUMN</th> <th style="text-align: center;">ROW</th> </tr> </thead> <tbody> <tr> <td>Street Address</td> <td style="text-align: center;">K</td> <td style="text-align: center;">1</td> </tr> <tr> <td>City, State, Zip Code:</td> <td style="text-align: center;">K</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Phone:</td> <td style="text-align: center;">K</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Fax:</td> <td style="text-align: center;">K</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Email:</td> <td style="text-align: center;">K</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	HEADER INFORMATION	COLUMN	ROW	Street Address	K	1	City, State, Zip Code:	K	2	Phone:	K	3	Fax:	K	4	Email:	K	5
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<i>Continued on the next page</i>																			

Job Aid: How to Transmit CGDF Funds for Deposit, Continued

STEP	ACTION												
8.	ENTER transmittal date in cell K11.												
9.	ENTER your Name and Job Title after “From” in cells B16 and B17.												
10.	ENTER your Customer Account Number in cell F33. Your Customer Account Number is “3SF” plus the last five digits of your OPFAC; e.g. 3SF75110.												
11.	<p>Enter the following for each check or money order received:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INFORMATION</th> <th style="text-align: center;">COLUMN</th> <th style="text-align: center;">ROW</th> </tr> </thead> <tbody> <tr> <td>Check or Money Order Number</td> <td style="text-align: center;">A</td> <td style="text-align: center;">36 and higher</td> </tr> <tr> <td>Owner’s Name</td> <td style="text-align: center;">D</td> <td style="text-align: center;">36 and higher</td> </tr> <tr> <td>Amount Received</td> <td style="text-align: center;">J</td> <td style="text-align: center;">36 and higher</td> </tr> </tbody> </table> <p>NOTE: Do not exceed 50 checks/money orders per transmittal letter.</p> <p>NOTE: The template will automatically subtotal all the monies listed.</p>	INFORMATION	COLUMN	ROW	Check or Money Order Number	A	36 and higher	Owner’s Name	D	36 and higher	Amount Received	J	36 and higher
INFORMATION	COLUMN	ROW											
Check or Money Order Number	A	36 and higher											
Owner’s Name	D	36 and higher											
Amount Received	J	36 and higher											
12.	In the Summary of Total Remittance, ENTER the 2-digit Year and Month you are collecting funds for, in D59 and G59 respectively.												
13.	ENTER collections for the month in row J59. Ensure the Sub Total and J59 match.												
14.	<p>ENTER any additional funds collected, if applicable, for other months, in the rows below J59 (e.g. late payment from a previous month.)</p> <ul style="list-style-type: none"> • For example, you are completing a Transmittal Letter in April, for March’s bills. But you also have a late payment for February, you can list that amount as a separate line item with the Month being February. 												
<i>Continued on the next page</i>													

Job Aid: How to Transmit CGDF Funds for Deposit, Continued

STEP	ACTION																											
	<p>A sample memo:</p> <div data-bbox="500 352 1269 1138" style="border: 1px solid black; padding: 5px;"> <p>U.S. Department of Homeland Security United States Coast Guard</p> <p style="text-align: right;">Commanding Officer USCGC WALNUT</p> <p style="text-align: right;">400 Sand Island Access Rd Honolulu, HI 96819 Phone: (808) 842-2865 Fax: (808) 842-2865 Email: joanna.i.thomas@uscg.mil (Rev. 10-09)</p> <p style="text-align: right;">4061 3-Feb-20</p> <p>MEMORANDUM</p> <p>From: CS2 J. I. Thomas Food Service Officer</p> <p>To: Collection Clerk, Finance Center</p> <p>Subj: TRANSMITTAL OF CGDF FUNDS</p> <p>Ref: (a) Food Service Manual, COMDTINST M4061.5 (series)</p> <p>1. The following proceeds from the sale of meals and subsistence items from the Coast Guard Dining Facility is hereby transmitted in accordance with reference (a):</p> <p>Date: 3-Feb-20 Unit Name: USCGC WALNUT Address: 400 Sand Island Access Rd City, State, Zip Code: Honolulu, HI 96819 E-mail Address: joanna.i.thomas@uscg.mil Customer Account Number: 3SF 15245</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Check or Money Order Number</th> <th>Name</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1150</td> <td>Brandon Ingram</td> <td>\$72.00</td> </tr> <tr> <td>164</td> <td>Benjamin Murray</td> <td>\$4.65</td> </tr> <tr> <td>345-6789123</td> <td>Money Order</td> <td>\$8.30</td> </tr> <tr> <td colspan="2">SUB TOTAL</td> <td>\$84.95</td> </tr> </tbody> </table> <p style="text-align: center;">SUMMARY OF TOTAL REMITTANCE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>COLLECTIONS FOR</th> <th>YEAR</th> <th>MONTH</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>20</td> <td>1</td> <td>\$84.95</td> </tr> <tr> <td colspan="3" style="text-align: center;">TOTAL REMITTED</td> <td>\$84.95</td> </tr> </tbody> </table> </div>	Check or Money Order Number	Name	Amount	1150	Brandon Ingram	\$72.00	164	Benjamin Murray	\$4.65	345-6789123	Money Order	\$8.30	SUB TOTAL		\$84.95	COLLECTIONS FOR	YEAR	MONTH	Amount		20	1	\$84.95	TOTAL REMITTED			\$84.95
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15.	PRINT the memo and sign above your printed name.																											
16.	COPY memo, cashier's check or money order, and all checks collected. File copies on the left side of the monthly folder.																											
17.	<p>MAIL original transmittal memo, checks and cashier's check or money order via first class, priority or express U.S. Postal Service ONLY, to the designated lock-box:</p> <p style="padding-left: 40px;">USCG Sale of Meals P.O. Box 979124 St. Louis, MO 63197-9000</p> <p>NOTE: Refer to the Coast Guard Message System for the most current lock-box address.</p> <p>NOTE: Use printed address labels. FINCEN will return envelopes with handwritten addresses.</p>																											

Continued on the next page

Job Aid: How to Transmit CGDF Funds for Deposit, Continued

STEP	ACTION																									
18.	RECORD the transmittal of funds in the Cash Log.																									
19.	<p data-bbox="328 321 1438 386">RECEIVE an email collection acknowledgement receipt from FINCEN that funds were transmitted to Sale of Meals lock-box.</p> <table border="1" data-bbox="358 405 1409 1707"> <thead> <tr> <th data-bbox="363 405 699 462">IF</th> <th colspan="2" data-bbox="699 405 1409 462">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 462 699 611">Receive acknowledgement email within two weeks of transmittal</td> <td colspan="2" data-bbox="699 462 1409 611">Print a copy and enter the date, OGD number, and amount on the CG-2576, in the Accounts Receivable Remarks section.</td> </tr> <tr> <td data-bbox="363 611 699 760">Acknowledgement email not received within two weeks of transmittal</td> <td colspan="2" data-bbox="699 611 1409 760">Notify FINCEN immediately for further guidance.</td> </tr> <tr> <td data-bbox="363 760 699 1350" rowspan="4">Acknowledgement email not received for the previous calendar month's transmittal by the second working day of the next calendar month</td> <td colspan="2" data-bbox="699 760 1409 919">Contact FINCEN by email at FIN-SMB-CGDF@uscg.mil to request acknowledgement information prior to submitting the Operating Statement.</td> </tr> <tr> <th data-bbox="699 919 1040 976">IF</th> <th data-bbox="1040 919 1409 976">THEN</th> </tr> <tr> <td data-bbox="699 976 1040 1194">Receive acknowledgement</td> <td data-bbox="1040 976 1409 1194">Print a copy and enter the date, OGD number, and amount on the CG-2576, in the Accounts Receivable Remarks section.</td> </tr> <tr> <td data-bbox="699 1194 1040 1350">Do not receive acknowledgement prior to submitting Operating Statement</td> <td data-bbox="1040 1194 1409 1350">FINCEN will make the necessary changes to reflect the correct information.</td> </tr> <tr> <td data-bbox="363 1350 699 1707" rowspan="3">Transmittal is deemed lost</td> <td colspan="2" data-bbox="699 1350 1409 1499">Have members provide replacement checks, cashier checks or money orders. Do not authorize stop payment on members' checks as stop payment fees are not reimbursable. Repeat process from step #2.</td> </tr> <tr> <th data-bbox="699 1499 1040 1556">IF</th> <th data-bbox="1040 1499 1409 1556">THEN</th> </tr> <tr> <td data-bbox="699 1556 1040 1707">Original checks arrive at FINCEN at a later date</td> <td data-bbox="1040 1556 1409 1707">FINCEN will refund members or apply payment to the next bill as directed.</td> </tr> </tbody> </table>	IF	THEN		Receive acknowledgement email within two weeks of transmittal	Print a copy and enter the date, OGD number, and amount on the CG-2576, in the Accounts Receivable Remarks section.		Acknowledgement email not received within two weeks of transmittal	Notify FINCEN immediately for further guidance.		Acknowledgement email not received for the previous calendar month's transmittal by the second working day of the next calendar month	Contact FINCEN by email at FIN-SMB-CGDF@uscg.mil to request acknowledgement information prior to submitting the Operating Statement.		IF	THEN	Receive acknowledgement	Print a copy and enter the date, OGD number, and amount on the CG-2576, in the Accounts Receivable Remarks section.	Do not receive acknowledgement prior to submitting Operating Statement	FINCEN will make the necessary changes to reflect the correct information.	Transmittal is deemed lost	Have members provide replacement checks, cashier checks or money orders. Do not authorize stop payment on members' checks as stop payment fees are not reimbursable. Repeat process from step #2.		IF	THEN	Original checks arrive at FINCEN at a later date	FINCEN will refund members or apply payment to the next bill as directed.
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<i>Continued on the next page</i>																										

Job Aid: How to Transmit CGDF Funds for Deposit, Continued

STEP	ACTION						
20.	<p>REVIEW FINCEN Collections Acknowledgement receipt with cash log, transmittal, and copies of checks to verify accuracy.</p> <table border="1" data-bbox="347 333 1401 892"> <thead> <tr> <th data-bbox="347 333 721 394">IF</th> <th data-bbox="721 333 1401 394">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 394 721 644">No discrepancies</td> <td data-bbox="721 394 1401 644"> File the copy with the monthly records in which it was reported as deposited, regardless of when funds were collected or transmitted. NOTE: To maximize records efficiency, document date the acknowledgement receipt is received in the cash log. </td> </tr> <tr> <td data-bbox="347 644 721 892">Discrepancies noted (e.g. checks not legible, different amount in the written section of check vs. number printed in box)</td> <td data-bbox="721 644 1401 892"> Make corrections in the next month's report. Note in the next month's remarks and add the amount to the next month's transmittal (if applicable.) File the copy with the monthly records in which it was deposited regardless of when funds were collected or transmitted. </td> </tr> </tbody> </table>	IF	THEN	No discrepancies	File the copy with the monthly records in which it was reported as deposited, regardless of when funds were collected or transmitted. NOTE: To maximize records efficiency, document date the acknowledgement receipt is received in the cash log.	Discrepancies noted (e.g. checks not legible, different amount in the written section of check vs. number printed in box)	Make corrections in the next month's report. Note in the next month's remarks and add the amount to the next month's transmittal (if applicable.) File the copy with the monthly records in which it was deposited regardless of when funds were collected or transmitted.
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END OF PROCEDURE							

Sample – Memorandum for Transmittal of CGDF Funds

Unit Information

U.S. Department of Homeland Security
United States Coast Guard

Commanding Officer
USCGC WALNUT

400 Sand Island Access Rd
Honolulu, HI 96819
Phone: (808) 842-2865
Fax: (808) 842-2869
email: joanna.i.thomas@uscg.mil
(Rev. 16-09)

4061
3-Feb-20

CO/OINC and UNIT

MEMORANDUM

From: CS2 J. I. Thomas
Food Service Officer

To: Collection Clerk, Finance Center

Subj: TRANSMITTAL OF CGDF FUNDS

Ref: (a) Food Service Manual, COMDTINST M4061.5 (series)

1. The following proceeds from the sale of meals and subsistence items from the Coast Guard Dining Facility is hereby transmitted in accordance with reference (a):

Date: 3-Feb-20
Unit Name: USCGC WALNUT
Address: 400 Sand Island Access Rd
City, State, Zip Code: Honolulu, HI 96819
E-mail Address: joanna.i.thomas@uscg.mil
Customer Account Number: 3SF 15245

3SF + OPFAC

Check or Money Order Number	Name	Amount
1150	Brandon Ingram	\$72.00
164	Benjamin Murray	\$4.65
345-6789123	Money Order	\$8.30
SUB TOTAL		\$84.95

Funds collected for submission

SUMMARY OF TOTAL REMITTANCE

COLLECTIONS FOR	YEAR	MONTH	Amount
	20	1	\$84.95
TOTAL REMITTED			\$84.95

Equals Subtotal

Subtotal plus funds from other period, if applicable

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UNIT 8. MANAGE STORES

LESSON 1. JOB AIDS
HOW TO COMPLETE A PHYSICAL INVENTORY

LESSON 2. JOB AIDS
HOW TO COMPLETE A SALE OF STORES

LESSON 3. JOB AIDS
HOW TO COMPLETE A TRANSFER OF STORES

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Job Aid: How to Complete a Physical Inventory (CG-4261)

Instructions: A physical inventory must be conducted on the final day of every month. When it is time to do your physical inventory, follow the steps below:

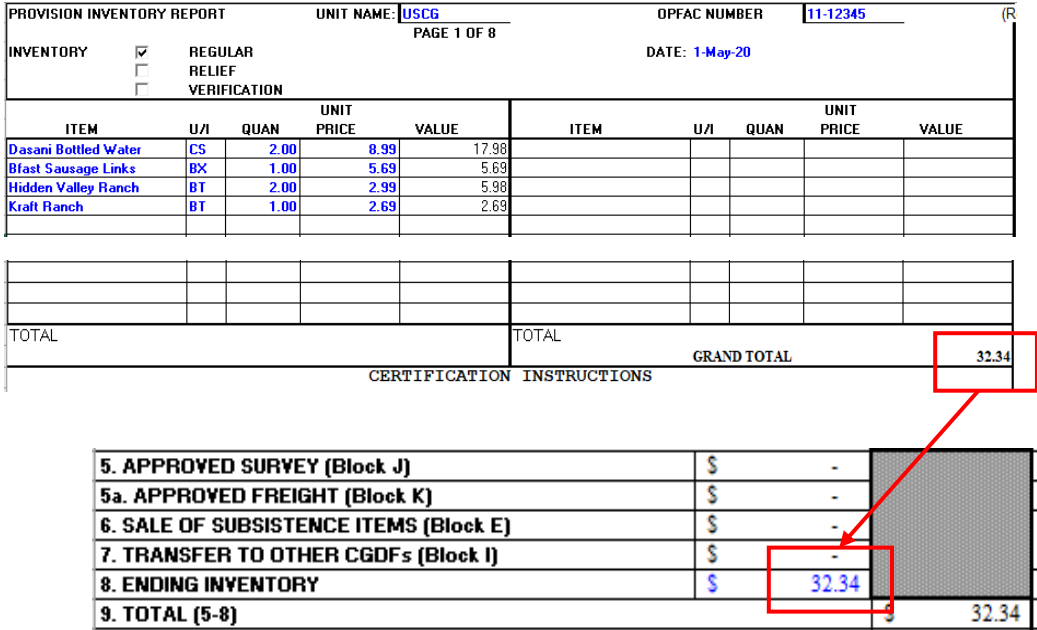
STEP	ACTION						
1	OPEN your PVAIMWP.						
2	PRINT a copy of your CG-4261. <ul style="list-style-type: none"> • You will use this copy to record information about all unopened items in your storage units. 						
3	SELECT one storage space.						
4	COUNT all unopened items in the storage space.						
5	RECORD the following information about the items onto your printed form as you physically confirm its existence. <ul style="list-style-type: none"> • Item(s) name • Unit of issue • Unopened quantity on hand • Price for each item 						
6	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th data-bbox="457 1104 873 1173">IF</th> <th data-bbox="873 1104 1260 1173">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="457 1173 873 1304">If there are more storage units to inventory</td> <td data-bbox="873 1173 1260 1304">Return to step 3 and continue</td> </tr> <tr> <td data-bbox="457 1304 873 1465">If you have completed inspection of all storage units</td> <td data-bbox="873 1304 1260 1465">Continue to next step</td> </tr> </tbody> </table>	IF	THEN	If there are more storage units to inventory	Return to step 3 and continue	If you have completed inspection of all storage units	Continue to next step
IF	THEN						
If there are more storage units to inventory	Return to step 3 and continue						
If you have completed inspection of all storage units	Continue to next step						
7	ENTER your recorded product information into your electronic CG-4261 form after all items have been counted.						
<i>Continued next page</i>							

Job Aid: How to Complete a Physical Inventory (CG-4261), Continued

STEP	ACTION														
8	<p>E-SIGN on the appropriate lines of the Certification section at the bottom of the CG-4261.</p> <ul style="list-style-type: none"> If you are the one who did the physical inventory, e-sign next to Line A. <div data-bbox="358 485 1373 1108" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">CERTIFICATION INSTRUCTIONS</p> <p>A. E-signed when a physical inventory is recorded by the Food Service Officer (FSO) or Auditors for an annual audit. During a relief, outgoing FSO e-signs in block A. Incoming FSO e-signs block D.</p> <p>B. E-signed when the physical inventory requirement is waived by the CO or OIC. File the approved waiver memo in the Coast Guard Dining Facility Operating package.</p> <p>C. E-signed by outgoing FSO when relief inventory coincides with annual audit.</p> <p>D. E-signed by incoming FSO.</p> <p>E. E-signed by witness(es) of a physical inventory recorded when outgoing FSO departs suddenly, not permitting a joint physical inventory with the incoming FSO.</p> <p>F. E-signed by CO/OIC</p> <p style="text-align: center;">A digital certificate shall be used for e-signing in blocks A through F.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">CERTIFICATION</th> <th style="width: 30%; text-align: center;">ELECTRONIC SIGNATURE</th> </tr> </thead> <tbody> <tr> <td>A. I (we) certify this inventory is an accurate statement recorded under my (our) supervision.</td> <td></td> </tr> <tr> <td>B. I certify this inventory is an accurate statement of recorded on the stock cards.</td> <td></td> </tr> <tr> <td>C. I witnessed the physical inventory during the CGDF annual audit and certify the accuracy of this statement.</td> <td></td> </tr> <tr> <td>D. I received provisions recorded on this inventory, for which I hold myself accountable.</td> <td></td> </tr> <tr> <td>E. I (we) witnessed the physical inventory and certify the accuracy of this statement.</td> <td></td> </tr> <tr> <td>F. I examined and approve this statement.</td> <td></td> </tr> </tbody> </table> </div> <p>Additional Certification Signature Block Instructions:</p> <ul style="list-style-type: none"> A. E-signed when a physical inventory is recorded by the Food Service Officer (FSO) or Auditors for an annual audit. During a relief, outgoing FSO e-signs in block A. Incoming FSO e-signs in block D. B. E-signed when the physical inventory requirement is waived by the CO or OIC. File the approved waiver memo in the Coast Guide Dining Facility Operating package. C. E-signed by outcoming FSO when relief inventory coincides with annual audit. D. E-signed by witness(s) of a physical inventory recorded when outgoing FSO departs suddenly, not permitting a joint physical inventory with the incoming FSO 	CERTIFICATION	ELECTRONIC SIGNATURE	A. I (we) certify this inventory is an accurate statement recorded under my (our) supervision.		B. I certify this inventory is an accurate statement of recorded on the stock cards.		C. I witnessed the physical inventory during the CGDF annual audit and certify the accuracy of this statement.		D. I received provisions recorded on this inventory, for which I hold myself accountable.		E. I (we) witnessed the physical inventory and certify the accuracy of this statement.		F. I examined and approve this statement.	
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F. I examined and approve this statement.															
9	<p>SUBMIT the CG-4261 to the CO/OIC for signature at the end of the month with your entire monthly folder.</p>														

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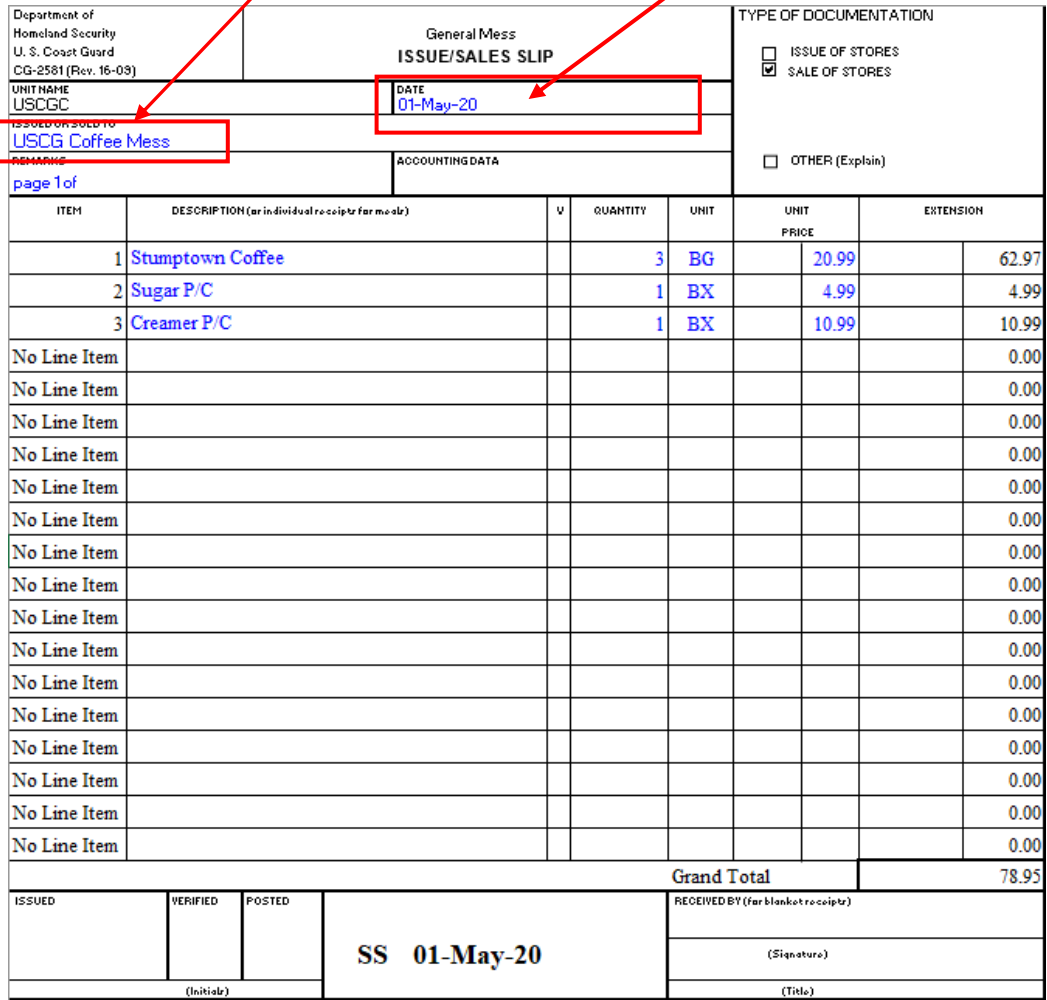
Job Aid: How to Complete a Physical Inventory (CG-4261), Continued

STEP	ACTION																																																																																														
10	OPEN the PVAISW.																																																																																														
11	CLICK on the CG-2576 tab.																																																																																														
12	<p>COPY the total value amount from your CG-4261 into your CG-2576 (Block A, Line 8 (Ending Inventory)).</p>  <p>PROVISION INVENTORY REPORT UNIT NAME: <u>USCG</u> OPFAC NUMBER <u>11-12345</u> (R) INVENTORY <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> RELIEF <input type="checkbox"/> VERIFICATION DATE: <u>1-May-20</u> PAGE 1 OF 8</p> <table border="1"> <thead> <tr> <th>ITEM</th> <th>U/I</th> <th>QUAN</th> <th>UNIT PRICE</th> <th>VALUE</th> <th>ITEM</th> <th>U/I</th> <th>QUAN</th> <th>UNIT PRICE</th> <th>VALUE</th> </tr> </thead> <tbody> <tr> <td>Dasani Bottled Water</td> <td>CS</td> <td>2.00</td> <td>8.99</td> <td>17.98</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bfast Sausage Links</td> <td>BX</td> <td>1.00</td> <td>5.69</td> <td>5.69</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hidden Valley Ranch</td> <td>BT</td> <td>2.00</td> <td>2.99</td> <td>5.98</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kraft Ranch</td> <td>BT</td> <td>1.00</td> <td>2.69</td> <td>2.69</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">TOTAL</td> <td colspan="5">TOTAL</td> </tr> <tr> <td colspan="5"></td> <td colspan="5">GRAND TOTAL 32.34</td> </tr> </tbody> </table> <p>CERTIFICATION INSTRUCTIONS</p> <table border="1"> <tbody> <tr> <td>5. APPROVED SURVEY (Block J)</td> <td>\$</td> <td>-</td> <td></td> </tr> <tr> <td>5a. APPROVED FREIGHT (Block K)</td> <td>\$</td> <td>-</td> <td></td> </tr> <tr> <td>6. SALE OF SUBSISTENCE ITEMS (Block E)</td> <td>\$</td> <td>-</td> <td></td> </tr> <tr> <td>7. TRANSFER TO OTHER CGDFs (Block I)</td> <td>\$</td> <td>-</td> <td></td> </tr> <tr> <td>8. ENDING INVENTORY</td> <td>\$</td> <td>32.34</td> <td></td> </tr> <tr> <td>9. TOTAL (5-8)</td> <td></td> <td></td> <td>32.34</td> </tr> </tbody> </table>	ITEM	U/I	QUAN	UNIT PRICE	VALUE	ITEM	U/I	QUAN	UNIT PRICE	VALUE	Dasani Bottled Water	CS	2.00	8.99	17.98						Bfast Sausage Links	BX	1.00	5.69	5.69						Hidden Valley Ranch	BT	2.00	2.99	5.98						Kraft Ranch	BT	1.00	2.69	2.69						TOTAL					TOTAL										GRAND TOTAL 32.34					5. APPROVED SURVEY (Block J)	\$	-		5a. APPROVED FREIGHT (Block K)	\$	-		6. SALE OF SUBSISTENCE ITEMS (Block E)	\$	-		7. TRANSFER TO OTHER CGDFs (Block I)	\$	-		8. ENDING INVENTORY	\$	32.34		9. TOTAL (5-8)			32.34
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End of Job Aid																																																																																															

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Job Aid: How to Complete a Sale of Stores (CG-2581-Sale of Stores and CG-2576)

Instructions: You will document a Sale of Stores on the CG-2581 (Sale of Stores), the CG-2576 (Block E and C). When you get the request for a sale of stores, follow these steps:

STEP	ACTION
1	OBTAIN approval from CO/OIC to proceed with Sale request.
2	CLICK on the “CG-2581 – Sale of Stores” tab in your PVAISW.
3	<p>DOCUMENT the name of the requestor and the Date.</p>  <p>The screenshot shows a form titled 'General Mess ISSUE/SALES SLIP' from the Department of Homeland Security, U.S. Coast Guard, CG-2581 (Rev. 16-09). The form includes fields for 'UNIT NAME' (USCGC), 'DATE' (01-May-20), and 'ISSUED ON SOLD TO' (USCG Coffee Mess). The 'TYPE OF DOCUMENTATION' section has 'SALE OF STORES' checked. Below this is a table with columns: ITEM, DESCRIPTION (or individual receipt for mess), QTY, UNIT, UNIT PRICE, and EXTENSION. The table lists three items: 1 Stumptown Coffee (3 BG, 20.99, 62.97), 2 Sugar P/C (1 BX, 4.99, 4.99), and 3 Creamer P/C (1 BX, 10.99, 10.99). A 'Grand Total' of 78.95 is shown. At the bottom, there are fields for 'ISSUED', 'VERIFIED', 'POSTED', and 'RECEIVED BY' (with signature and title lines). The date 'SS 01-May-20' is stamped in the center.</p>
<i>Continued next page</i>	

Job Aid: How to Complete a Sale of Stores (CG-2581-Sale of Stores and CG-2576), Continued

4 DOCUMENT the itemized list of items for the Sale of Stores on the Issue/Sales Slip.

Department of Homeland Security U. S. Coast Guard CG-2581 (Rev. 16-09)		General Mess ISSUE/SALES SLIP			TYPE OF DOCUMENTATION <input type="checkbox"/> ISSUE OF STORES <input checked="" type="checkbox"/> SALE OF STORES <input type="checkbox"/> OTHER (Explain)	
UNIT NAME USCGC		DATE 01-May-20				
ISSUED OR SOLD TO USCG Coffee Mess		ACCOUNTING DATA				
REMARKS page 1 of						
ITEM	DESCRIPTION (as individual receipt for meals)	Q	QUANTITY	UNIT	UNIT PRICE	EXTENSION
1	Stumptown Coffee		3	BG	20.99	62.97
2	Sugar P/C		1	BX	4.99	4.99
3	Creamer P/C		1	BX	10.99	10.99
	No Line Item					0.00
	No Line Item					0.00
	No Line Item					0.00
	No Line Item					0.00
	No Line Item					0.00
	No Line Item					0.00
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	No Line Item					0.00
	No Line Item					0.00
	No Line Item					0.00
	No Line Item					0.00
	No Line Item					0.00
Grand Total						78.95
ISSUED	VERIFIED	POSTED	SS 01-May-20		RECEIVED BY (for blankot receipts) (Signature) (Title)	
(Initials)						

5 RECORD the quantity, Unit, and Unit Price of the stores on the CG-2581 - Sale of Stores form.

6 PRINT two copies of the CG-2581 Sale of Stores form.


Continued next page

Job Aid: How to Complete a Sale of Stores (CG-2581-Sale of Stores and CG-2576), Continued

STEP	ACTION																								
11	PROVIDE receiving party a copy of the signed CG-2581																								
12	RETURN to Sale of Stores documentation process.																								
13	CLICK on the CG-2576 in your PVAISW.																								
14	<p>DOCUMENT the following information on Block E of the CG-2576:</p> <ul style="list-style-type: none"> Name of Recipient (Sold to) Invoice number (The invoice number comes from the bottom of the CG-2581 – Sales of Stores form) Amount <table border="1" data-bbox="321 800 1414 1125"> <thead> <tr> <th colspan="3" data-bbox="321 800 1414 869">E. SALE OF SUBSISTENCE ITEM</th> </tr> <tr> <th data-bbox="321 869 716 905">SOLD TO</th> <th data-bbox="716 869 1187 905">INV. #</th> <th data-bbox="1187 869 1414 905">AMOUNT</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 905 716 951">Coffee Mess</td> <td data-bbox="716 905 1187 951">SS 01 May 20</td> <td data-bbox="1187 905 1414 951">\$ 78.95</td> </tr> <tr> <td data-bbox="321 951 716 987">-</td> <td data-bbox="716 951 1187 987"></td> <td data-bbox="1187 951 1414 987">\$ -</td> </tr> <tr> <td data-bbox="321 987 716 1022">-</td> <td data-bbox="716 987 1187 1022"></td> <td data-bbox="1187 987 1414 1022">\$ -</td> </tr> <tr> <td data-bbox="321 1022 716 1058">-</td> <td data-bbox="716 1022 1187 1058"></td> <td data-bbox="1187 1022 1414 1058">\$ -</td> </tr> <tr> <td data-bbox="321 1058 716 1094">-</td> <td data-bbox="716 1058 1187 1094"></td> <td data-bbox="1187 1058 1414 1094">\$ -</td> </tr> <tr> <td colspan="2" data-bbox="321 1094 1187 1125">TOTAL:</td> <td data-bbox="1187 1094 1414 1125">\$ 78.95</td> </tr> </tbody> </table>	E. SALE OF SUBSISTENCE ITEM			SOLD TO	INV. #	AMOUNT	Coffee Mess	SS 01 May 20	\$ 78.95	-		\$ -	-		\$ -	-		\$ -	-		\$ -	TOTAL:		\$ 78.95
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TOTAL:		\$ 78.95																							
15	<p>UPDATE the CG-2576 Block C “Remarks” to reflect the Sale of Stores provided.</p> <table border="1" data-bbox="321 1247 1325 1581"> <thead> <tr> <th colspan="2" data-bbox="321 1247 1325 1276">C. REMARKS (Cont. on reverse)</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 1276 776 1304">Gov't to Commercial Purch % = 0%</td> <td data-bbox="776 1276 1325 1304">Change Fund = \$ -</td> </tr> <tr> <td colspan="2" data-bbox="321 1304 1325 1367">SS 01-May-20 to Coffee Mess for \$78.95</td> </tr> </tbody> </table>	C. REMARKS (Cont. on reverse)		Gov't to Commercial Purch % = 0%	Change Fund = \$ -	SS 01-May-20 to Coffee Mess for \$78.95																			
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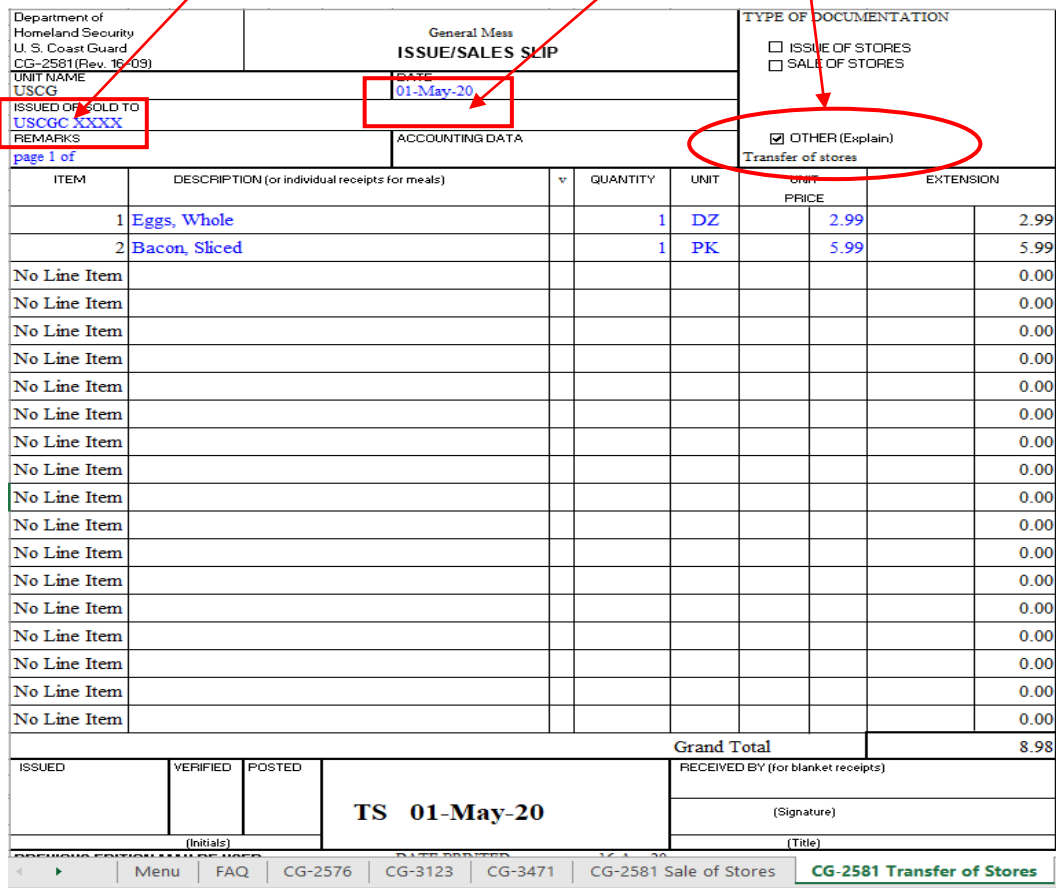
Job Aid: How to Complete a Sale of Stores (CG-2581-Sale of Stores and CG-2576), Continued

STEP	ACTION																																						
16	<p>UPDATE Cash log by inputting the following information:</p> <ul style="list-style-type: none"> • Date • Explanation (Sale of Stores – to Whom) • Amount Billed • Amount Received <div style="text-align: center;">  <p>CASH LOG</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">UNIT NAME: USCGC</td> <td style="width: 20%;">OPFAC: 12-34567</td> <td style="width: 40%;">Sales for the month of May-20</td> </tr> <tr style="background-color: #cccccc;"> <th>DATE</th> <th>EXPLANATION</th> <th>BILLED</th> <th>RECEIVED</th> <th>OUT</th> <th>BALANCE</th> <th>INITIALS</th> </tr> <tr> <td>1-May-20</td> <td>Sale of Stores (Coffee Mess)</td> <td>\$78.95</td> <td>\$78.95</td> <td>\$0.00</td> <td>\$78.95</td> <td></td> </tr> <tr> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$78.95</td> <td></td> </tr> <tr> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$78.95</td> <td></td> </tr> <tr> <td></td> <td></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$78.95</td> <td></td> </tr> </table>	UNIT NAME: USCGC	OPFAC: 12-34567	Sales for the month of May-20	DATE	EXPLANATION	BILLED	RECEIVED	OUT	BALANCE	INITIALS	1-May-20	Sale of Stores (Coffee Mess)	\$78.95	\$78.95	\$0.00	\$78.95				\$0.00	\$0.00	\$0.00	\$78.95				\$0.00	\$0.00	\$0.00	\$78.95				\$0.00	\$0.00	\$0.00	\$78.95	
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17	FILE completed CG-2581 in the monthly file (right side).																																						
END OF JOB AID																																							

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Job Aid: How to Complete a Transfer of Stores (CG-2581-Transfer of Stores and CG-2576)

You will document a Transfer of Stores on the CG-2581-Transfer of Stores, the CG-2576 (Block I and C). When you get the request for a transfer of stores, follow these steps:

STEP	ACTION
1	OBTAIN approval from CO/OIC to proceed with Transfer request.
2	CLICK on the "CG-2581 – Transfer of Stores" tab in your PVAISW.
3	<p>DOCUMENT the name of the requestor and the date.</p> <ul style="list-style-type: none"> Ensure the "OTHER" box is checked under the Type of Documentation.  <p>The screenshot shows a form titled 'General Mess ISSUE/SALES SLIP'. It includes fields for 'Department of Homeland Security U. S. Coast Guard CG-2581 (Rev. 16-09)', 'UNIT NAME USCG', 'ISSUED OR SOLD TO USCGC XXXX', and 'DATE 01-May-20'. Under 'TYPE OF DOCUMENTATION', the 'OTHER (Explain)' checkbox is checked, with 'Transfer of stores' written below it. The form also contains a table with columns for ITEM, DESCRIPTION, QUANTITY, UNIT, UNIT PRICE, and EXTENSION. The table lists two items: 'Eggs, Whole' (1 DZ, 2.99) and 'Bacon, Sliced' (1 PK, 5.99). A 'Grand Total' of 8.98 is shown at the bottom. The form is dated 'TS 01-May-20' and includes fields for 'ISSUED', 'VERIFIED', 'POSTED', 'RECEIVED BY', and 'TITLE'.</p>

Continued next page

Job Aid: How to Complete a Transfer of Stores (CG-2581-Transfer of Stores and CG-2576), Continued

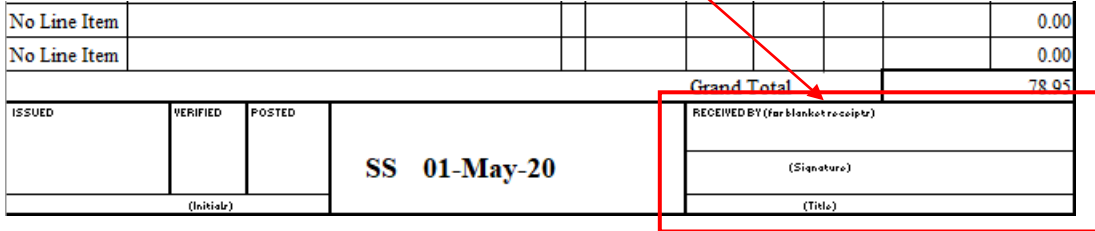
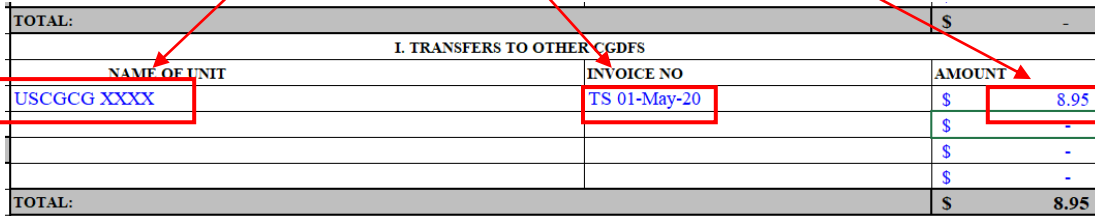
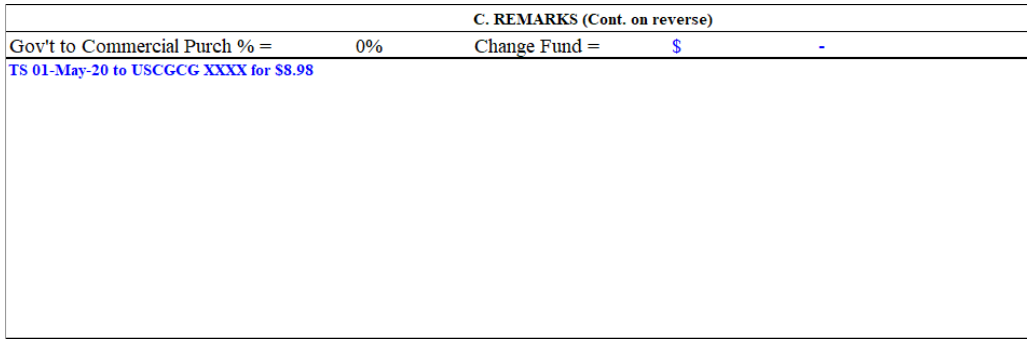
4	<p>DOCUMENT the itemized list of items for the Transfer of you're making on the Issue slip:</p>
5	<p>RECORD the quantity, Unit, and Unit Prices of the items on the CG-2581 – Transfer of Stores form.</p>
6	<p>PRINT three copies of the CG-2581 Transfer of Stores form.</p>
7	<p>REMOVE the items from the inventory</p>
Continued next page	

Job Aid: How to Complete a Transfer of Stores (CG-2581-Transfer of Stores and CG-2576), Continued

STEP	ACTION																																																																																																																																																																																																																							
8	<p>INITIAL the "Issued", "Verified" and "Posted" blocks of the CG-2581 on all three copies of the forms.</p> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; border-bottom: 1px solid black;"> Department of Homeland Security U. S. Coast Guard CG-2581 (Rev. 16-03) </td> <td style="width: 30%; text-align: center; border-bottom: 1px solid black;"> General Mess ISSUE/SALES SLIP </td> <td style="width: 35%; border-bottom: 1px solid black;"> TYPE OF DOCUMENTATION <input type="checkbox"/> ISSUE OF STORES <input type="checkbox"/> SALE OF STORES <input checked="" type="checkbox"/> OTHER (Explain) Transfer of stores </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> UNIT NAME USCGC </td> <td style="border-bottom: 1px solid black;"> DATE 01-May-20 </td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> ISSUED OR SOLD TO USCGC XXXX </td> <td style="border-bottom: 1px solid black;"> ACCOUNTING DATA </td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> REMARKS page 1 of </td> <td></td> <td></td> </tr> <tr> <th style="width: 5%;">ITEM</th> <th style="width: 45%;">DESCRIPTION (or individual receipts for meals)</th> <th style="width: 2%;">V</th> <th style="width: 10%;">QUANTITY</th> <th style="width: 5%;">UNIT</th> <th style="width: 10%;">UNIT PRICE</th> <th style="width: 13%;">EXTENSION</th> </tr> <tr> <td style="text-align: center;">1</td> <td>Eggs, Whole</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">DZ</td> <td style="text-align: right;">2.99</td> <td style="text-align: right;">2.99</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Bacon, Sliced</td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">PK</td> <td style="text-align: right;">5.99</td> <td style="text-align: right;">5.99</td> </tr> <tr><td></td><td>No Line Item</td><td></td><td></td><td></td><td></td><td style="text-align: right;">0.00</td></tr> <tr><td></td><td>No Line Item</td><td></td><td></td><td></td><td></td><td style="text-align: right;">0.00</td></tr> <tr><td></td><td>No Line Item</td><td></td><td></td><td></td><td></td><td style="text-align: right;">0.00</td></tr> <tr><td></td><td>No Line 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Job Aid: How to Complete a Transfer of Stores (CG-2581-Transfer of Stores and CG-2576), Continued

STEP	ACTION
10	<p>REQUEST that the receiving party legibly signs in the “Received By” block on all three forms.</p> 
11	PROVIDE receiving party two copies of the signed CG-2581.
12	RETURN to Transfer of Stores documentation process.
13	CLICK on the CG-2576 in your PVAISW.
14	<p>DOCUMENT the name of unit, invoice number, and amount in Block ‘1’ of the CG-2576.</p> 
15	<p>UPDATE the CG-2576 Block C “Remarks” to reflect the Transfer of Stores.</p> 
16	FILE completed CG-2581 in the monthly file (right side).
END OF JOB AID	

USCG Training Center Petaluma

599 Tomales Road
Petaluma, CA 94952

