

FSO-PVA (FOT) Course**Unit 2. Workbooks Introduction****Lesson 2. Set Up a PVAISW for a New Month**

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Lesson 2: Set Up PVAISW for New Month

Introduction

Lesson Overview

At the beginning of each month, an FSO must set up a new PVAISW for that new month. This lesson teaches you how to set up a PVAISW for a new month. You learned about the PVAISW in the prior lesson.

In this lesson, you will refer to your paper Job Aid Booklet and access the Job Aid, "How to Set Up a PVAISW for a New Month." Next, you will watch a video demonstration posted on milSuite the demonstrates each step of this Job Aid. As you watch the video demonstration, follow along referencing your Job Aid on how to set up a PVAISW for a new month. Take notes if needed on your job aid.

After viewing this video demonstration, you will complete a practice activity to set up a PVAISW for a new month, and wrap up the lesson with an assessment activity, setting up a PVAISW for a new month.

Objective(s)

After this lesson, students should be able to:

- Set up a PVAISW for a new month.


References

- Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009
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Lesson Structure

Lesson Structure and Required Materials

This table explains how to complete this lesson. If you lack materials or experience technical difficulties, contact Lesson instructor through email or phone provided on Day One.

Lesson Title	Set Up PVAISW
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> • <u>Recommended Start:</u> Day 1 by 1130 PST • <u>Complete:</u> Day 1 by 1430 PST • <u>Duration Range:</u> 60 min. – 120 MIN.
Paper Materials 	Job Aid Booklet: <ul style="list-style-type: none"> • Job Aid, 'How to Set Up a PVAISW for a New Month'
1. Develop Knowledge	This lesson integrates knowledge development with a video demonstration. Refer to the Knowledge Development section for instructions.
1. Complete Practice	This lesson includes one practice activity. Refer to the Practice Section in this User Guide for instructions.
2. Complete Assessment	This lesson includes one assessment activity. Refer to the Assessment Section in this User Guide for instructions.
End of Lesson Structure	

Knowledge Development: Set Up a PVAISW for New Month

Instructions for Knowledge Development

At the beginning of the month, every FSO must set up a new PVAISW for the new month. In the prior lesson you learned about the PVAISW, and now in this lesson you will apply that knowledge as you learn how to set up a PVAISW for a new month. Follow the instructions below to begin this lesson.

Instructions:

1. Access your paper Job Aid Booklet for the Job Aid, "How to Set Up a PVAISW for a New Month".
2. Access the paper FSO-PVA Forms Packet and turn to your paper PVAISW.
3. Go to milSuite for course materials (link below):
<https://www.milsuite.mil/book/groups/fso-pva-course>
2. Click "Knowledge Development" link under Unit 2, Lesson 2.
3. Click on the Video Demonstration link:
[DEMO_U2L2_SetUpPVAISW](#)
4. View Video Demonstration while following along with your Job Aid steps and, as needed, referring to your paper PVAISW.
5. During or after viewing this video demonstration, write down any questions for instructor that will help you complete the practice activity in the next section.

End of Knowledge Development

Practice: Set Up a PVAISW for New Month

Instructions for Practice

If you are already proficient in this skill with prior experience setting up a PVAISW for a new month, you may opt to skip this practice and go directly to assessment (see next section.) However, we recommend all students complete this practice for skill development. To complete this practice, follow these steps:

Access Practice Materials Online

1. Access the paper Job Aid, “How to Set Up a PVAISW for a New Month” in your Job Aid Booklet.
2. Optional: Access paper PVAISW in FSO-PVA Forms Packet.
3. Go to milSuite for practice materials (link below):
<https://www.milsuite.mil/book/groups/fso-pva-course>
6. Click “Practice” link under Unit 2, Lesson 2.
7. Listed on this screen are the materials you need to complete your practice activity, including:
 - A PVAISW that is blank
 - A previous month’s audited CG-2576 (from previous month’s PVAISW)

Complete Practice

8. Use the following parameters to set up a PVAISW for a new month:

DATE	MARCH 2020
UNIT NAME	USCGC OCEANA (OR USE YOUR OWN UNIT’S NAME)
OPFAC	12-34567
UNIT TYPE	AFLOAT
BDFA	\$12.25

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Practice: Set Up a PVAISW for New Month

Instructions for Practice, CONT.

9. After you set up your PVAISW for the month, SAVE this file to your computer. We recommend this naming convention:
"U2L2_PVAISW_PRACTICE_(Your Last Name)"

Submit Completed Practice Form

10. Create EMAIL to instructor CSCS Ciurlino (Anthony.J.Ciurlino@uscg.mil):
- Subject: U2L2 PRACTICE (Your Last Name)
 - Attachment: Your practice doc(s)
 - Body of Email: Include this description
 - Unit/Lesson # and Practice (U2L2 NEW PVAISW)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Receive Instructor Feedback on Practice

11. Your instructor will contact you with feedback using the email or phone number you included in your email.
12. Instructor feedback on your practice:

IF	THEN
Your practice was correct	Proceed to Assessment
Your Practice had errors.	<ol style="list-style-type: none">1. Take notes on instructor feedback.2. Ask questions for clarification.3. Discuss with instructor. Are you ready for the assessment or do you wish to practice again?4. Pursue action determined with instructor in Step 3.

End of Practice

Assessment: Set Up a PVAISW for New Month

Instructions for Assessment

If you are ready to complete your Assessment activity, follow the instructions below.

Access Assessment Materials Online

1. Access the paper Job Aid, “How to Set Up a PVAISW for a New Month” in your Job Aid Booklet.
2. Optional: Access paper PVAISW in FSO-PVA Forms Packet.
3. Go to milSuite for assessment materials (link below):
<https://www.milsuite.mil/book/groups/fso-pva-course>
4. Click “Assessment” link under Unit 2, Lesson 2.
5. Listed on this screen are the materials you need to complete your assessment activity, including:
 - a. A PVAISW that is blank
 - b. A previous month’s audited CG-2576 (from previous month’s PVAISW)

Complete Assessment

6. Use the following parameters to set up a PVAISW for a new month:

DATE	APRIL 2020
UNIT NAME	USCGC PACIFIC
OPFAC	12-34567
UNIT TYPE	AFLOAT
BDFA	\$12.30

7. After you set up your PVAISW for the month, save this file:
“U2L2_NEW_PVAISW_ASSESSMENT_(Your Last Name)”

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Assessment: Set Up a PVAISW for New Month

**Instructions
for
Assessment,
CONT.**Submit Completed Assessment Forms

8. Create EMAIL to instructor CSCS Ciurlino (Anthony.J.Ciurlino@uscg.mil):
 - Subject: U2L2 ASSESSMENT (Your Last Name)
 - Attachment: Your assessment doc(s)
 - Body of Email: Include this description
 - Unit/Lesson # and Assessment (U2L2 NEW PVAISW)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Receive Instructor Feedback on Assessment

9. Your instructor will contact you with feedback using the email or phone number you included in your email.
10. Instructor feedback on your assessment:

IF	THEN
Your assessment was correct	Congratulations! You are proficient in this skill!
Your Practice had errors.	<ol style="list-style-type: none">1. Take notes on instructor feedback.2. Ask questions for clarification.3. Discuss with instructor. Are you ready to try the assessment again or do you need more practice time?4. Pursue action determined with instructor to successfully complete assessment

End of Assessment