

## Lesson 3. Load Guides

### Introduction

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**Lesson Overview**

This lesson describes the process of creating a Load Guide for a menu.

**Objective(s)**

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After this lesson, students should be able to:

- Given a finalized menu, an inventory of subsistence items on-hand, Job Aid “How to Prepare a Load Guide”, and appropriate references materials, PREPARE a load guide with 100% accuracy.


**References**

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- 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 this lesson's structure. If you lack materials or experience technical difficulties, contact Lesson instructor Adam Shelton at [Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)

Lesson Title	Lesson 3. Create a Load Guide.
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> <li>Expect this lesson to take approximately 1 hour</li> </ul>
Paper Materials 	Paper Job Aid Booklet: <ul style="list-style-type: none"> <li>JA, "How to Create a Load Guide"</li> </ul>
1. Develop Knowledge	This lesson begins with an online PowerPoint presentation and is followed by a Practice and Assessment.  See "Knowledge Development" Section in this User Guide for instructions.
2. Complete Practice	This lesson offers practice creating a Load Guide. It is a chance for instructor input before you attempt the PTC.  See "Practice" Section in this User Guide for instructions.
3. Complete Assessment	This lesson offers an assessment to confirm student proficiency in completing a Load Guide.  See "Assessment" Section in this User Guide for instructions.
End of Lesson Description	

## Knowledge Development: How to Build a Load Guide

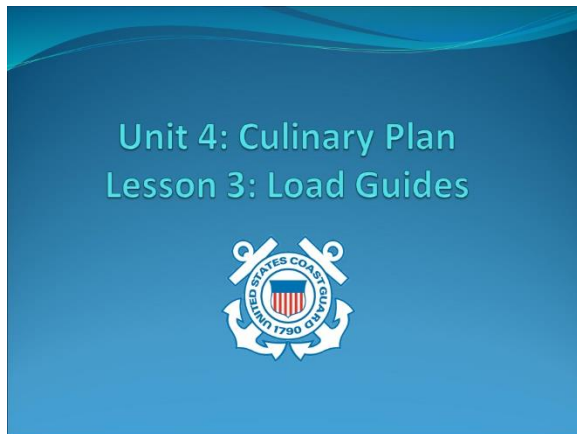
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### Instructions: Online Presentation


1. Access paper Job Aid, “How to Create a Load Guide” in your Job Aid Booklet.
  2. Go to milSuite.mil for Knowledge Development materials (link below):  
  
<https://www.milsuite.mil/book/groups/fso-pva-course>
  3. Click “Knowledge Development” link under Unit 4 Lesson 3
  4. Listed on this screen are the materials you need to complete the presentation, including:
    - Presentation Part 1 – Load Guide
    - Presentation Part 2 – Load Guide
  5. Optional: After viewing presentation, refer to the slides in this section as a refresher.
  6. Email instructor with any questions, if needed.
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## Create a Load Guide Slides

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### Objectives

Given a finalized menu, an inventory of subsistence items on-hand, and appropriate references, **PREPARE** a load guide with 100% accuracy.

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### Agenda

- Define a Load Guide
- Reasons for Load Guides
- Load Guide Formats
- Prepare a Load Guide
- Review
- Practice Exercise
- Practice Review

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## Create a Load Guide, Continued

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### Define a Load Guide

#### What is a load guide?

- A list of ingredients/subsistence items and the amounts needed for an approved menu



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### Reasons for Load Guides



378' cutter with 170 members



87' patrol boat with 10 members

- Number of crew members and size of storage space determines how much food to purchase

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### Reasons for Load Guides

- Ensure the purchase of ALL and ONLY the required ingredients for approved recipes



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## Create a Load Guide Slides, Continued

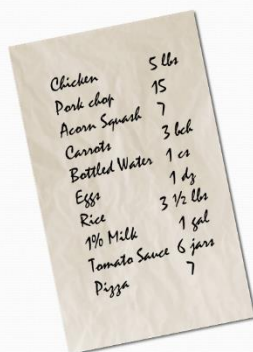
### Reasons for Load Guides

- Plan WHAT to purchase
  - Avoids return trips to store for missing items
  - Avoids overspending
- Plan WHERE to purchase
  - Availability
  - Quality
  - Cost



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### Load Guide Formats



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### Load Guide Formats

Category	Food	Unit
Meat	Chicken	5 lbs
	Pork chop	15
Produce	Acorn Squash	7
	Carrots	3 bch
Dairy	1% Milk	1 gal
	Eggs	1 dg
Dry Goods	Tomato Sauce	6 jars
	Rice	3.5 lbs
Frozen	Pizza	7
Drinks	Bottled Water	5 cs

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## Create a Load Guide Slides, Continued

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### Prepare a Load Guide

**Scenario**

- IDFSO on CGC HAWKSBILL preparing to go underway for 3 days.
- CO requests changes to the approved breakfast menus.
- Planning for 15 portions, prepare a load guide for the 3 breakfasts.





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### Prepare a Load Guide

**Food on Hand**

- 40 sausage links
- 1 dz eggs

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### Prepare a Load Guide

<p><b>Day 1</b></p> <ul style="list-style-type: none"> <li>• Krusteauz Pancake mix               <ul style="list-style-type: none"> <li>- 15 servings per bag</li> </ul> </li> <li>• Sausage links               <ul style="list-style-type: none"> <li>- 2 per serving</li> </ul> </li> <li>• Hash Brown patties               <ul style="list-style-type: none"> <li>- 1 per serving</li> </ul> </li> </ul> <p><b>Day 3</b></p> <ul style="list-style-type: none"> <li>• Krusteauz Pancake mix</li> <li>• Sausage links               <ul style="list-style-type: none"> <li>- 2 per serving</li> </ul> </li> <li>• Hash Brown patties</li> </ul>	<p><b>Day 2</b></p> <ul style="list-style-type: none"> <li>• Scrambled Eggs               <ul style="list-style-type: none"> <li>- 2 per serving</li> </ul> </li> <li>• Bacon               <ul style="list-style-type: none"> <li>- 2 strips per serving</li> <li>- 24 strips per lb</li> </ul> </li> <li>• Hash Brown patties</li> </ul>
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## Create a Load Guide Slides, Continued

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### Prepare a Load Guide

Category	Food	Unit
Meat	Sausage links	20 links
	Bacon	30 strips
Produce		
Dairy	Eggs	18 eggs
Dry Goods	Krusteaz	2 bags
	Pancake mix	
Frozen	Hash Brown patties	45 patties
Drinks		


60 Links needed  
- 40 Links on hand  
= 20 Links

30 Eggs needed  
- 12 Eggs on hand  
= 18 Eggs

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### Review

- Define a Load Guide
- Reasons for Load Guides
- Load Guide Formats
- Prepare a Load Guide
- Questions?



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## Practice: Load Guide

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### Instructions: Practice

#### Access Practice Materials Online

1. Access paper Job Aid, “How to Create a Load Guide” in your Job Aid Booklet.
2. Go to milSuite for practice materials (link below):

<https://www.milsuite.mil/book/groups/fso-pva-course>

3. Click “Practice” link under Unit 4, Lesson 3
4. Listed on this screen are the materials you need to complete your practice activity, including:
  - PRACTICE SCENARIO – Load Guides
  - PRACTICE – Load Guides TEMPLATE

#### Complete Practice

5. Follow instructions in the Load Guide PRACTICE SCENARIO file.
  - a. Note that the format in this load guide has been chosen for you. You will not need to use this format once on the job, but it will be a way for you to practice this important skill.
6. Email your completed load guide to your instructor at the following address:

Email: [Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)

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## Practice: Create a Load Guide

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**Instructions:**      Receive Instructor Feedback on Practice  
**Practice,**  
**CONT.**

7. Your instructor will contact you with feedback using the email and phone number you included in your email.
8. Instructor feedback on your practice:

IF	THEN
Your practice was correct	Proceed to Assessment
Your Practice had errors.	<ol style="list-style-type: none"><li>1. Take notes capturing instructor feedback.</li><li>2. If needed, ask the instructor questions to clarify your errors.</li><li>3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment.</li><li>4. Pursue action determined with instructor in Step 3.</li></ol>

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End of Practice

## PTC Assessment: Create a Load Guide

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### Instructions: Assessment

Before you begin:

1. This assessment evaluates your proficiency in this Terminal Performance Objective:
  - Given a finalized menu, an inventory of subsistence items on-hand, Job Aid “How to Prepare a Load Guide”, and appropriate references materials, **PREPARE** a load guide with 100% accuracy.
2. Questions are not permitted during an assessment.
3. You are allowed three attempts to pass this assessment.
4. Performance Criterion for Successful Assessment Outcome:
  - Load Guide incorporating required items for:
    - CGDF approved menu execution
    - Operational needs
    - Current food on-hand
5. Refer to your Performance Test Checklist (PTC) Booklet for the PTC, “Create a Load Guide” to review this assessment. If you did not download the PTC Booklet at the start of this course, the PTC Booklet can be found on this course’s milSuite site.

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## PTC Assessment: Create a Load Guide, Continued

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**Instructions:  
Assessment,  
CONT.**Access Assessment Materials Online

6. Access the paper Job Aid, “How to Create a Load Guide” in your Job Aid Booklet.
7. Go to milSuite for assessment materials (link below)  
<https://www.milsuite.mil/book/groups/fso-pva-course>
8. Click “Assessment” link under Unit 4, Lesson 3
9. Listed on this screen are the materials you need to complete your assessment activity.
  - ASSESSMENT SCENARIO – Load Guides
  - ASSESSMENT – Load Guides TEMPLATE

Complete Assessment

10. Follow instructions in the Load Guide ASSESSMENT SCENARIO file.
  - a. Note that the format in this load guide has been chosen for you. You will not need to use this format once on the job, but it will be a way for you to practice this important skill.
11. Email your completed load guide to your instructor at the following address:  
Email: [Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)

Receive Instructor Feedback on Assessment

12. Your instructor will contact you with feedback using the email and phone number you included in your email.

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**Assessment: Create a Load Guide, Continued**

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**Instructions:  
Assessment,  
CONT.**

13. Instructor feedback on your practice:

IF	THEN
Your assessment was correct	Congratulations! You have demonstrated proficiency in an important FSO skill.
Your assessment had errors.	<ol style="list-style-type: none"><li>1. Take notes capturing instructor feedback.</li><li>2. If needed, ask the instructor questions to clarify your errors.</li><li>3. Discuss with instructor if you are ready to attempt a second assessment or if you want to go back and do another practice before attempting assessment again.</li><li>4. Pursue action determined with instructor to successfully pass your assessment.</li></ol>

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1. After you set up your PVAISW for the month, save this file:  
"U2L2\_NEW\_PVAISW\_ASSESSMENT\_(Your Last Name)"

**Submit Completed Assessment Forms**

2. Create EMAIL to instructor CSCS Shelton  
[Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)
  - Subject: Load Guide ASSESSMENT (Your Last Name)
  - Attachment: Your assessment doc(s)
  - Body of Email: Include this description
    - Unit/Lesson # and Assessment (U4L3 LOAD GUIDE)
    - Your full name, time zone, your email to receive instructor feedback, and your cell phone number.

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End of Assessment