

FSO-PVA (FOT) Course**Unit 6. SIK RATIONS****Lesson 1. Claim SIK Rations**

Table of Contents

Introduction.....	2
Lesson Structure.....	3
Knowledge Development: Claim SIK Rations.....	4
Practice: Claim SIK Rations.....	11
Assessment: Claim SIK Rations	14

Lesson 1: Claim SIK Rations

Introduction

**Lesson
Overview**

SIK stands for “Subsistence in Kind.” Patrons with SIK receive meals at government expense and do not buy their meals. The government allocates an allowance covering a full day’s rations (breakfast, lunch, supper) for the patron. The FSO claims all SIKs in their unit to collect the government allowance.

The purpose of this lesson is to introduce you to SIK and how to complete the daily and monthly paperwork required to claim an SIK ration.

Objective(s)

After this lesson, students should be able to:

- Claim an SIK ration.


References

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

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 3 by 1430 PST • <u>Complete:</u> Day 3 by 1700 PST • <u>Duration Range:</u> 1.5 HRs – 2.5 HRs
Paper Materials 	Job Aid Booklet: <ul style="list-style-type: none"> • Job Aid, 'How to Claim SIK Rations'
1. Develop Knowledge	This lesson provides a recorded lecture followed by a video demonstration on how to claim SIK rations. 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: Claim SIK Rations

Instructions for Knowledge Development

An FSO must complete daily and monthly paperwork to claim SIK rations. This lesson's "Knowledge Development" modules provide the foundation required to successfully complete this lesson, including the practice activity and final assessment. Follow the instructions below to begin this lesson.

Instructions:

1. Access your paper Job Aid Booklet for the Job Aid, "How to Claim SIK Rations".
2. Access the paper FSO-PVA Forms Packet and turn to your paper PVAISW.
 - Recommended: Reference the "Ration Memorandum" Form CG-3123 for this lesson.
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 6, Lesson 1.
3. Click on the LECTURE link in milSuite.

Key Lecture Slides are provided on the next few pages.

Continued next page

Knowledge Development: Claim SIK Rations, Continued

Unit 6. SIK Rations
Lesson 1.
Claim SIK Rations



Click Anywhere on Slide to go to next slide

Before you begin...

1. Refer to U6L1 **USER GUIDE** for lesson details.
2. Access **paper** “FSO-PVA Forms Packet” for PVAISW forms discussed in this lecture.
3. After this lecture, return to milSuite to view Video Demonstration, complete practice, and complete assessment.

Reminder: throughout this LECTURE, click anywhere on a slide to go to the next slide.

Objective(s)

- Claim an SIK Ration

Continued next page

Knowledge Development: Claim SIK Rations, Continued

Lecture Agenda

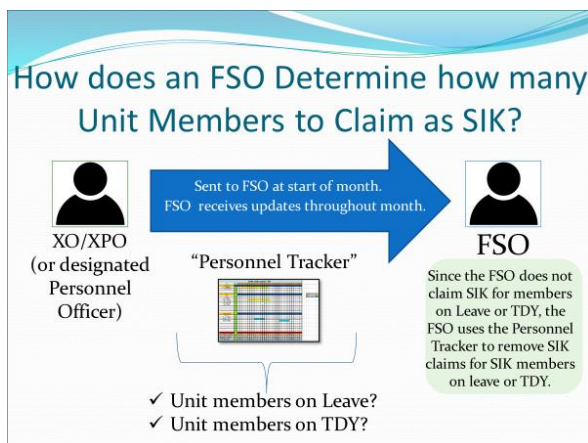
- Subsistence-In-Kind
- How to Determine Rations to Claim
- Personnel Tracker
- Documenting SIK
- Review

Subsistence-In-Kind

Subsistence-in-Kind (SIK) is one day's legal allowance of food furnished at Government expense, no charge to the member. The FSO claims a daily ration for all members on SIK. A daily ration is breakfast, lunch, and supper.

SIK is the traditional means to provide food service support for all:

- ENLISTED MEMBERS attached to cutters
- Academy cadets
- Reservists who are not receiving BAS
- Officer Candidate School (OCS) students
- Class "A" School students
- Recruits
- Students attending educational enrichment programs



How does an FSO determine how many SIK rations to claim? At the start of the month, the XO/XPO (or designated Personnel Officer) creates a “Personnel Tracker”. This Personnel Tracker lists all personnel in the unit and “tracks” when the members are on leave or TDY.

Since an FSO does not claim SIK rations for members who are on leave or TDY, the FSO uses this Personnel Tracker to adjust SIK Claims on Form CG-3123 throughout the month. The FSO receives Personnel Tracker updates throughout the month on any changes to Leave or TDY.

Continued next page

Knowledge Development: Claim SIK Ratios, Continued

Sample Personnel Tracker
(Shows Leave/TDY Status per Unit Member)

APRIL 2020 LEAVE / TDY

NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. [Name]																															
2. [Name]																															
3. [Name]																															
4. [Name]																															
5. [Name]																															
6. [Name]																															
7. [Name]																															
8. [Name]																															
9. [Name]																															
10. [Name]																															
11. [Name]																															
12. [Name]																															
13. [Name]																															
14. [Name]																															
15. [Name]																															
16. [Name]																															
17. [Name]																															
18. [Name]																															
19. [Name]																															
20. [Name]																															
21. [Name]																															
22. [Name]																															
23. [Name]																															
24. [Name]																															
25. [Name]																															
26. [Name]																															
27. [Name]																															
28. [Name]																															
29. [Name]																															
30. [Name]																															
31. [Name]																															
TOTAL																															

Document SIK in Form CG-3123
(PVAISW "Ration Memorandum" Form CG-3123, Columns Z through AJ)

3. Enter number of SIK claims per category

1. Enter BDFA rate under type of unit

2. Copy BDFA rate into lines for each day of the month

The "SIK" column in CG-3123 is typically used for Enlisted Members Attached to a Cutter

(SIK Categories)

	SIK	yes	no	scale	yes	no	max	days	yes	no	BDFA
01 May-20											12.27
02 May-20											12.27
03 May-20											12.27
04 May-20											12.27

Best Practice: Enter SIK number at start of month, referring to Personnel Tracker, and update SIK numbers throughout month as needed.

Documenting SIK, continued

Note that "Daily" box is checked to designate **Daily** "Ration Memorandum" (For "summary" Ration Memorandum, the "Summary" box would be checked.)

The numbers in this section of the CG-3123 are auto-populated by the system.

RATION MEMORANDUM

Department of Homeland Security
CG-3123 (Rev. 10-09)

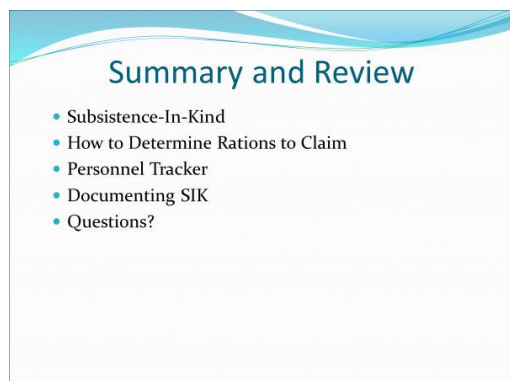
UNIT NAME: [Name]
UNIT CODE: [Code]

OFFICER NUMBER: [Number]
IC NUMBER: [Number]

INSTRUCTIONS: Prepare daily for ration-to-kind and value of rations and needs sold. Lines A through D: Ration-to-kind. Lines E through H: Ration-to-kind. Lines I through L: Ration-to-kind. Lines M through P: Ration-to-kind. Lines Q through R: Ration-to-kind. Lines S through T: Ration-to-kind. Lines U through V: Ration-to-kind. Lines W through X: Ration-to-kind. Lines Y through Z: Ration-to-kind. Lines AA through AB: Ration-to-kind. Lines AC through AD: Ration-to-kind. Lines AE through AF: Ration-to-kind. Lines AG through AH: Ration-to-kind. Lines AI through AJ: Ration-to-kind. Lines AK through AL: Ration-to-kind. Lines AM through AN: Ration-to-kind. Lines AO through AP: Ration-to-kind. Lines AQ through AR: Ration-to-kind. Lines AS through AT: Ration-to-kind. Lines AU through AV: Ration-to-kind. Lines AW through AX: Ration-to-kind. Lines AY through AZ: Ration-to-kind. Lines BA through BB: Ration-to-kind. Lines BC through BD: Ration-to-kind. Lines BE through BF: Ration-to-kind. Lines BG through BH: Ration-to-kind. Lines BI through BJ: Ration-to-kind. Lines BK through BL: Ration-to-kind. Lines BM through BN: Ration-to-kind. Lines BO through BP: Ration-to-kind. Lines BQ through BR: Ration-to-kind. Lines BS through BT: Ration-to-kind. Lines BU through BV: Ration-to-kind. Lines BW through BX: Ration-to-kind. Lines BY through BZ: Ration-to-kind. Lines CA through CB: Ration-to-kind. Lines CC through CD: Ration-to-kind. Lines CE through CF: Ration-to-kind. Lines CG through CH: Ration-to-kind. Lines CI through CJ: Ration-to-kind. Lines CK through CL: Ration-to-kind. Lines CM through CN: Ration-to-kind. Lines CO through CP: Ration-to-kind. Lines CQ through CR: Ration-to-kind. Lines CS through CT: Ration-to-kind. Lines CU through CV: Ration-to-kind. Lines CW through CX: Ration-to-kind. Lines CY through CZ: Ration-to-kind. Lines DA through DB: Ration-to-kind. Lines DC through DD: Ration-to-kind. Lines DE through DF: Ration-to-kind. Lines DG through DH: Ration-to-kind. Lines DI through DJ: Ration-to-kind. Lines DK through DL: Ration-to-kind. Lines DM through DN: Ration-to-kind. Lines DO through DP: Ration-to-kind. Lines DQ through DR: Ration-to-kind. Lines DS through DT: Ration-to-kind. Lines DU through DV: Ration-to-kind. Lines DW through DX: Ration-to-kind. Lines DY through DZ: Ration-to-kind. Lines EA through EB: Ration-to-kind. Lines EC through ED: Ration-to-kind. Lines EE through EF: Ration-to-kind. Lines EG through EH: Ration-to-kind. Lines EI through EJ: Ration-to-kind. Lines EK through EL: Ration-to-kind. Lines EM through EN: Ration-to-kind. Lines EO through EP: Ration-to-kind. Lines EQ through ER: Ration-to-kind. Lines ES through ET: Ration-to-kind. Lines EU through EV: Ration-to-kind. Lines EW through EX: Ration-to-kind. Lines EY through EZ: Ration-to-kind. Lines FA through FB: Ration-to-kind. Lines FC through FD: Ration-to-kind. Lines FE through FF: Ration-to-kind. Lines FG through FH: Ration-to-kind. Lines FI through FJ: Ration-to-kind. Lines FK through FL: Ration-to-kind. Lines FM through FN: Ration-to-kind. Lines FO through FP: Ration-to-kind. Lines FQ through FR: Ration-to-kind. Lines FS through FT: Ration-to-kind. Lines FU through FV: Ration-to-kind. Lines FW through FX: Ration-to-kind. Lines FY through FZ: Ration-to-kind. Lines GA through GB: Ration-to-kind. Lines GC through GD: Ration-to-kind. Lines GE through GF: Ration-to-kind. Lines GG through GH: Ration-to-kind. Lines GI through GJ: Ration-to-kind. Lines GK through GL: Ration-to-kind. Lines GM through GN: Ration-to-kind. Lines GO through GP: Ration-to-kind. Lines GQ through GR: Ration-to-kind. Lines GS through GT: Ration-to-kind. Lines GU through GV: Ration-to-kind. Lines GW through GX: Ration-to-kind. Lines GY through GZ: Ration-to-kind. Lines HA through HB: Ration-to-kind. Lines HC through HD: Ration-to-kind. Lines HE through HF: Ration-to-kind. Lines HG through HH: Ration-to-kind. Lines HI through HJ: Ration-to-kind. Lines HK through HL: Ration-to-kind. Lines HM through HN: Ration-to-kind. Lines HO through HP: Ration-to-kind. Lines HQ through HR: Ration-to-kind. Lines HS through HT: Ration-to-kind. Lines HU through HV: Ration-to-kind. Lines HW through HX: Ration-to-kind. Lines HY through HZ: Ration-to-kind. Lines IA through IB: Ration-to-kind. Lines IC through ID: Ration-to-kind. Lines IE through IF: Ration-to-kind. Lines IG through IH: Ration-to-kind. Lines II through IJ: Ration-to-kind. Lines IK through IL: Ration-to-kind. Lines IM through IN: Ration-to-kind. Lines IO through IP: Ration-to-kind. Lines IQ through IR: Ration-to-kind. Lines IS through IT: Ration-to-kind. Lines IU through IV: Ration-to-kind. Lines IW through IX: Ration-to-kind. Lines IY through IZ: Ration-to-kind. Lines JA through JB: Ration-to-kind. Lines JC through JD: Ration-to-kind. Lines JE through JF: Ration-to-kind. Lines JG through JH: Ration-to-kind. Lines JI through JJ: Ration-to-kind. Lines JK through JL: Ration-to-kind. Lines JM through JN: Ration-to-kind. Lines JO through JP: Ration-to-kind. Lines JQ through JR: Ration-to-kind. Lines JS through JT: Ration-to-kind. Lines JU through JV: Ration-to-kind. Lines JW through JX: Ration-to-kind. Lines JY through JZ: Ration-to-kind. Lines KA through KB: Ration-to-kind. Lines KC through KD: Ration-to-kind. Lines KE through KF: Ration-to-kind. Lines KG through KH: Ration-to-kind. Lines KI through KJ: Ration-to-kind. Lines KM through KN: Ration-to-kind. Lines KO through KP: Ration-to-kind. Lines KQ through KR: Ration-to-kind. Lines KS through KT: Ration-to-kind. Lines KU through KV: Ration-to-kind. Lines KW through KX: Ration-to-kind. Lines KY through KZ: Ration-to-kind. Lines LA through LB: Ration-to-kind. Lines LC through LD: Ration-to-kind. Lines LE through LF: Ration-to-kind. Lines LG through LH: Ration-to-kind. Lines LI through LJ: Ration-to-kind. Lines LK through LL: Ration-to-kind. Lines LM through LN: Ration-to-kind. Lines LO through LP: Ration-to-kind. Lines LQ through LR: Ration-to-kind. Lines LS through LT: Ration-to-kind. Lines LU through LV: Ration-to-kind. Lines LW through LX: Ration-to-kind. Lines LY through LZ: Ration-to-kind. Lines MA through MB: Ration-to-kind. Lines MC through MD: Ration-to-kind. Lines ME through MF: Ration-to-kind. Lines MG through MH: Ration-to-kind. Lines MI through MJ: Ration-to-kind. Lines MK through ML: Ration-to-kind. Lines MM through MN: Ration-to-kind. Lines MO through MP: Ration-to-kind. Lines MQ through MR: Ration-to-kind. Lines MS through MT: Ration-to-kind. Lines MU through MV: Ration-to-kind. Lines MW through MX: Ration-to-kind. Lines MY through MZ: Ration-to-kind. Lines NA through NB: Ration-to-kind. Lines NC through ND: Ration-to-kind. Lines NE through NF: Ration-to-kind. Lines NG through NH: Ration-to-kind. Lines NI through NJ: Ration-to-kind. Lines NK through NL: Ration-to-kind. Lines NM through NN: Ration-to-kind. Lines NO through NP: Ration-to-kind. Lines NQ through NR: Ration-to-kind. Lines NS through NT: Ration-to-kind. Lines NU through NV: Ration-to-kind. Lines NW through NX: Ration-to-kind. Lines NY through NZ: Ration-to-kind. Lines OA through OB: Ration-to-kind. Lines OC through OD: Ration-to-kind. Lines OE through OF: Ration-to-kind. Lines OG through OH: Ration-to-kind. Lines OI through OJ: Ration-to-kind. Lines OK through OL: Ration-to-kind. Lines OM through ON: Ration-to-kind. Lines OO through OP: Ration-to-kind. Lines OQ through OR: Ration-to-kind. Lines OS through OT: Ration-to-kind. Lines OU through OV: Ration-to-kind. Lines OW through OX: Ration-to-kind. Lines OY through OZ: Ration-to-kind. Lines PA through PB: Ration-to-kind. Lines PC through PD: Ration-to-kind. Lines PE through PF: Ration-to-kind. Lines PG through PH: Ration-to-kind. Lines PI through PJ: Ration-to-kind. Lines PK through PL: Ration-to-kind. Lines PM through PN: Ration-to-kind. Lines PO through PP: Ration-to-kind. Lines PQ through PR: Ration-to-kind. Lines PS through PT: Ration-to-kind. Lines PU through PV: Ration-to-kind. Lines PW through PX: Ration-to-kind. Lines PY through PZ: Ration-to-kind. Lines QA through QB: Ration-to-kind. Lines QC through QD: Ration-to-kind. Lines QE through QF: Ration-to-kind. Lines QG through QH: Ration-to-kind. Lines QI through QJ: Ration-to-kind. Lines QK through QL: Ration-to-kind. Lines QM through QN: Ration-to-kind. Lines QO through QP: Ration-to-kind. Lines QQ through QR: Ration-to-kind. Lines QS through QT: Ration-to-kind. Lines QU through QV: Ration-to-kind. Lines QW through QX: Ration-to-kind. Lines QY through QZ: Ration-to-kind. Lines RA through RB: Ration-to-kind. Lines RC through RD: Ration-to-kind. Lines RE through RF: Ration-to-kind. Lines RG through RH: Ration-to-kind. Lines RI through RJ: Ration-to-kind. Lines RK through RL: Ration-to-kind. Lines RM through RN: Ration-to-kind. Lines RO through RP: Ration-to-kind. Lines RQ through RR: Ration-to-kind. Lines RS through RT: Ration-to-kind. Lines RU through RV: Ration-to-kind. Lines RW through RX: Ration-to-kind. Lines RY through RZ: Ration-to-kind. Lines SA through SB: Ration-to-kind. Lines SC through SD: Ration-to-kind. Lines SE through SF: Ration-to-kind. Lines SG through SH: Ration-to-kind. Lines SI through SJ: Ration-to-kind. Lines SK through SL: Ration-to-kind. Lines SM through SN: Ration-to-kind. Lines SO through SP: Ration-to-kind. Lines SQ through SR: Ration-to-kind. Lines SS through ST: Ration-to-kind. Lines SU through SV: Ration-to-kind. Lines SW through SX: Ration-to-kind. Lines SY through SZ: Ration-to-kind. Lines TA through TB: Ration-to-kind. Lines TC through TD: Ration-to-kind. Lines TE through TF: Ration-to-kind. Lines TG through TH: Ration-to-kind. Lines TI through TJ: Ration-to-kind. Lines TK through TL: Ration-to-kind. Lines TM through TN: Ration-to-kind. Lines TO through TP: Ration-to-kind. Lines TQ through TR: Ration-to-kind. Lines TS through TT: Ration-to-kind. Lines TU through TV: Ration-to-kind. Lines TW through TX: Ration-to-kind. Lines TY through TZ: Ration-to-kind. Lines UA through UB: Ration-to-kind. Lines UC through UD: Ration-to-kind. Lines UE through UF: Ration-to-kind. Lines UG through UH: Ration-to-kind. Lines UI through UJ: Ration-to-kind. Lines UK through UL: Ration-to-kind. Lines UM through UN: Ration-to-kind. Lines UO through UP: Ration-to-kind. Lines UQ through UR: Ration-to-kind. Lines US through UT: Ration-to-kind. Lines UU through UV: Ration-to-kind. Lines UW through UX: Ration-to-kind. Lines UY through UZ: Ration-to-kind. Lines VA through VB: Ration-to-kind. Lines VC through VD: Ration-to-kind. Lines VE through VF: Ration-to-kind. Lines VG through VH: Ration-to-kind. Lines VI through VJ: Ration-to-kind. Lines VK through VL: Ration-to-kind. Lines VM through VN: Ration-to-kind. Lines VO through VP: Ration-to-kind. Lines VQ through VR: Ration-to-kind. Lines VS through VT: Ration-to-kind. Lines VU through VV: Ration-to-kind. Lines VW through VX: Ration-to-kind. Lines VY through VZ: Ration-to-kind. Lines WA through WB: Ration-to-kind. Lines WC through WD: Ration-to-kind. Lines WE through WF: Ration-to-kind. Lines WG through WH: Ration-to-kind. Lines WI through WJ: Ration-to-kind. Lines WK through WL: Ration-to-kind. Lines WM through WN: Ration-to-kind. Lines WO through WP: Ration-to-kind. Lines WQ through WR: Ration-to-kind. Lines WS through WT: Ration-to-kind. Lines WU through WV: Ration-to-kind. Lines WW through WX: Ration-to-kind. Lines WY through WZ: Ration-to-kind. Lines XA through XB: Ration-to-kind. Lines XC through XD: Ration-to-kind. Lines XE through XF: Ration-to-kind. Lines XG through XH: Ration-to-kind. Lines XI through XJ: Ration-to-kind. Lines XK through XL: Ration-to-kind. Lines XM through XN: Ration-to-kind. Lines XO through XP: Ration-to-kind. Lines XQ through XR: Ration-to-kind. Lines XS through XT: Ration-to-kind. Lines XU through XV: Ration-to-kind. Lines XW through XX: Ration-to-kind. Lines XY through XZ: Ration-to-kind. Lines YA through YB: Ration-to-kind. Lines YC through YD: Ration-to-kind. Lines YE through YF: Ration-to-kind. Lines YG through YH: Ration-to-kind. Lines YI through YJ: Ration-to-kind. Lines YK through YL: Ration-to-kind. Lines YM through YN: Ration-to-kind. Lines YO through YP: Ration-to-kind. Lines YQ through YR: Ration-to-kind. Lines YS through YT: Ration-to-kind. Lines YU through YV: Ration-to-kind. Lines YW through YX: Ration-to-kind. Lines YY through YZ: Ration-to-kind. Lines ZA through ZB: Ration-to-kind. Lines ZC through ZD: Ration-to-kind. Lines ZE through ZF: Ration-to-kind. Lines ZG through ZH: Ration-to-kind. Lines ZI through ZJ: Ration-to-kind. Lines ZK through ZL: Ration-to-kind. Lines ZM through ZN: Ration-to-kind. Lines ZO through ZP: Ration-to-kind. Lines ZQ through ZR: Ration-to-kind. Lines ZS through ZT: Ration-to-kind. Lines ZU through ZV: Ration-to-kind. Lines ZW through ZX: Ration-to-kind. Lines ZY through ZZ: Ration-to-kind.

Continued next page

Knowledge Development: Claim SIK Rations, Continued



Summary and Review

- Subsistence-In-Kind
- How to Determine Rations to Claim
- Personnel Tracker
- Documenting SIK
- Questions?



Congratulations!

You have completed the **LECTURE** for Unit 6.
Lesson 1. SIK Rations



Next Steps: Go to milSuite....

1. Access USER GUIDE for U6 Lesson 1. SIK Rations. This provides instructions for Lesson 1 completion.
2. Access JA Booklet for Job Aid "How to Claim SIK Rations".
3. View video Demonstration "Claim SIK Rations."
4. Complete PRACTICE, submit, receive instructor feedback.
5. Complete ASSESSMENT, submit, receive Go/No Go.

End of Lecture Slides

Knowledge Development: Claim SIK Rations, Continued

Video Demonstration Parameters

Video Demonstration:

1. After completing the LECTURE module, you will view a video demonstration on “How to Claim SIK Rations” by clicking the appropriate milSuite link.
2. Important: Have Job Aid, “How to Claim SIK Rations” ready to refer to during this video demonstration.
3. Review the parameters for Demonstration on next page prior to viewing the demonstration.
4. The video demonstration “How to Claim SIK Rations” featured on milSuite will use the following parameters:

DATE	FEB 2020
UNIT NAME	USCGC PACIFIC
OPFAC	12-34567
UNIT TYPE	AFLOAT
BDFA	\$12.20

On the next page is the Personnel Tracker that the XO gives to the FSO. The FSO uses this Personnel Tracker to populate their SIK.

Continued next page

In this video demonstration, the XO has given the FSO (instructor delivering this demonstration) the Personnel Tracker (below). The FSO uses this Personnel Tracker to populate their SIK in their CG-3123.

5. After video demonstration is complete, if you have any questions contact the instructor.

Practice: Claim SIK Rations

Instructions for Practice

To complete this practice, follow these steps:

Access Practice Materials Online

1. Access the paper Job Aid, “How to Claim SIK Rations” in your paper Job Aid Booklet.
 - Optional: Access paper PVAISW in FSO-PVA Forms Packet to refer to CG-3123 if needed.
2. Go to milSuite for practice materials (link below):
<https://www.milsuite.mil/book/groups/fso-pva-course>
2. Click “Practice” link under Unit 6, Lesson 1.
3. Listed on this screen are the materials you need to complete your practice activity, including:
 - Practice - Personnel Tracker
 - PVAISW

Complete Practice

4. To claim SIK rations, complete the Daily Ration Memorandum (CG-3123) using the following parameters (table below) and the Personnel Tracker provided on the next page.

DATE	MARCH 2020
UNIT NAME	USCGC PACIFIC
OPFAC	12-34567
UNIT TYPE	AFLOAT
BDFA	\$12.25

On the next page is the Personnel Tracker that the XO gives to the FSO. The FSO uses this Personnel Tracker to populate their SIK. An ecopy of this Personnel Tracker is also posted in your PRACTICE materials on milSuite

Continued next page

The XO gives FSO this personnel tracker and the FSO uses this to populate their SIK:

Continued next page

Practice: Claim SIK Ratings, Continued

Instructions for Practice, CONT.

Submit Completed Practice Form

5. Create EMAIL to instructor CSCS Ciurlino (Anthony.J.Ciurlino@uscg.mil):
 - Subject: U6L1 SIK (**Your Last Name**)
 - Attachment: Your practice doc(s)
 - Body of Email: Include this description
 - Unit/Lesson # and Practice (U6L1 SIK)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Receive Instructor Feedback on Practice

6. Your instructor will contact you with feedback using the email or phone number you included in your email.
7. 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: Claim SIK Rations

Instructions for Assessment

When you are ready for your Assessment, follow these instructions:

Access Assessment Materials Online

1. Access the paper Job Aid, "How to Claim SIK Rations" located in your paper Job Aid Booklet.
 - Optional: Access paper PVAISW in FSO-PVA Forms Packet.
2. Go to milSuite for assessment materials (link below):
<https://www.milsuite.mil/book/groups/fso-pva-course>
3. Click "Assessment" link under Unit 6, Lesson 1.
4. Listed on this screen are the materials you need to complete your assessment activity, including:
 - a. Assessment - Personnel Tracker
 - b. PVAISW

Complete Assessment

8. To claim SIK rations, complete the Daily Ration Memorandum (CG-3123) using the following parameters (table below) and the Personnel Tracker provided on the next page.

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

On the next page is the Personnel Tracker that the XO gives to the FSO. The FSO uses this Personnel Tracker to populate their SIK. An ecopy of this Personnel Tracker is also posted in your PRACTICE materials on milSuite.

Continued next page

The XO gives FSO this personnel tracker. The FSO uses this Personnel Tracker to populate their SIK.

Continued next page

Assessment: Claim SIK Rations, Continued

**Instructions
for
Assessment,
Continued**Submit Completed Assessment Forms

5. Create EMAIL to instructor CSCS Ciurlino (Anthony.J.Ciurlino@uscg.mil):
 - Subject: U6L1 ASSESSMENT (Your Last Name)
 - Attachment: Your assessment doc(s)
 - Body of Email: Include this description
 - Unit/Lesson # and Assessment (U6L1 NEW PVAISW)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Receive Instructor Feedback on Assessment

6. Your instructor will contact you with feedback using the email or phone number you included in your email.
7. 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 Lesson 1. Claim SIK Rations.