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## UNIT 7. MANAGE SALE OF MEALS

### Unit Introduction

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**Unit Overview** This unit develops skills and knowledge the FSO requires to manage a sale of meals.

### Unit Lessons

Unit 7. Manage Sale of Meals has four lessons:

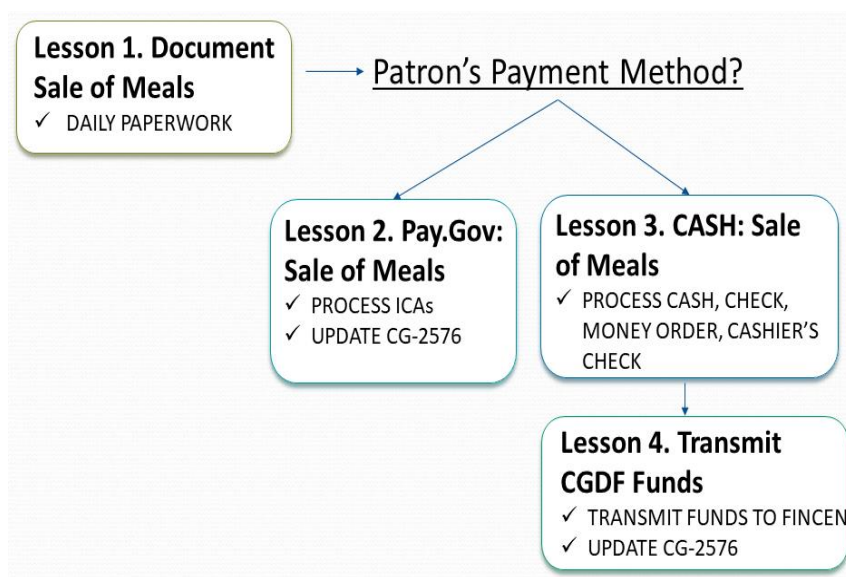
Lesson 1. Document a Sale of Meals

Lesson 2. Complete a Sale of Meals using Pay.gov

Lesson 3. Complete a Sale of Meals using CASH

Lesson 4. Transmit USCG Funds

The illustration below offers an overview of how the four lessons in Unit 7 relate to each other in the context of “sale of meals.”



In the illustration of Unit 7 above, the FSO begins by learning how to process paperwork for all sale of meals. Then Lessons 2 and 3 focus on different processes per payment method, specifically Pay.gov (Lesson 2) and CASH (Lesson 3). Lesson 4 continues the process for cash by explaining how to transmit CGDF (cash) funds.

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## Unit Introduction, Continued

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### **Unit Technology Requirements**

This facilitated online training unit requires the student to have the following technology:

- milSuite account
  - Access to DCS (Defense Collaboration Services)
  - Personal Computer or USCG Workstation with:
    - Chrome Internet Browser
    - Adobe Flash
    - Email for correspondence
  - CAC card with CAC Reader connected to computer
  - Telephone with mute function (either personal cell phone or USCG Office phone)
    - Recommended: Headset with microphone and mute button
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## Lesson 1: Document Sale of Meals

### Introduction

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#### Lesson Overview

Lesson 1 is the first of four lessons in Unit 7, Sale of Meals. Lesson 1 is “Document Sale of Meals”, and it provides training on how to perform the daily and monthly documentation required to process a sale of meals.

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#### Objective(s)

After this lesson, students should be able to:

- Given a computer with access to USCG CS Portal, a Purchase vs. Allowance Inventory System Workbook (PVAISW), an Individual Credit Account (ICA) Form CG-3476, meal rates, an approved storage container to secure funds, and Job Aid “How to Document a Sale of Meal”, **DOCUMENT** a sale of meal with 100% accuracy. (TPO)
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#### References


- Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009
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End of Introduction to Lesson 1

## 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 Anthony Ciurlino at [Anthony.J.Ciurlino@uscg.mil](mailto:Anthony.J.Ciurlino@uscg.mil)

Lesson Title	Lesson 1. Document Sale of Meals
Lesson Schedule	<p><u>Mode: Online Self-Directed</u></p> <ul style="list-style-type: none"> <li>• <u>Recommended Start:</u> Day 4 by 0900 PST</li> <li>• <u>Complete:</u> Day 4 by 1100 PST</li> <li>• <u>Duration Range:</u> 60 MIN – 120 MIN.</li> </ul>
Paper Materials 	Paper Job Aid Booklet: <ul style="list-style-type: none"> <li>• JA, "How to Document Sale of Meals"</li> </ul>
1. Develop Knowledge	<p>This lesson begins with a recorded LECTURE introducing foundational knowledge. Next you will view a recorded video DEMONSTRATION (while referring to Job Aid) on how to document a sale of meals.</p> <p>See "Knowledge Development" Section in this User Guide for instructions.</p>
2. Complete Practice	<p>This lesson offers one practice on documenting a sale of meals.</p> <p>See "Practice" Section in this User Guide for instructions.</p>
3. Complete Assessment	<p>This lesson offers an assessment to confirm student proficiency in documenting a sale of meals.</p> <p>See "Assessment" Section in this User Guide for instructions.</p>
End of Lesson Description	

## **Knowledge Development: Document Sale of Meals**

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**Instructions:  
Online  
Presentation**

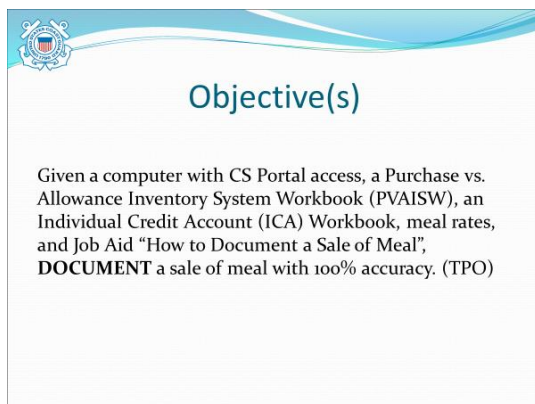
1. Refer to your paper Job Aid Booklet to access paper Job Aid, "How to Document Sale of Meals."
2. Go to milSuite.mil
3. Locate Unit 7. Manage Sale of Meals, Lesson 1. "Document Sale of Meals."
4. Click on "Knowledge Development" link.
5. Click on recorded LECTURE: "Document Sale of Meals"
  - Optional but recommended: Print this User Guide and take notes on LECTURE slides on the following pages.
6. Email instructor with any questions, if needed.

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Slide on next few pages

## Knowledge Development: Lecture Slides

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## Knowledge Development: Lecture Slides

### Daily Paperwork Requirements

What CGDF paperwork is required daily for sale of meals?

\*This lesson only discusses Meals Sold, not Subsistence-In-Kind (SIK)

1. **Meal Sign-In Sheet (CG-4901)**: Patrons sign themselves up for meals
2. **Daily Ration Memorandum (CG-3123)**: Ration equivalents of daily meals served
3. **Meal Sign In - Data Entry Sheet**: Electronic version of CG-4901
  - Totals from each meal's CG-4901 are entered into appropriate columns
4. **Individual Credit Account (ICA) (CG-3476)**: Credit sales
  - This will be in it's own workbook
  - Tracks credit sales and auto-computes an end-of-month bill

### Meal Sign-In Sheet (CG-4901)

FSOs Fills out the following:

The diagram shows the following fields filled out by the FSO:

- FSO's Name**: Located at the top left of the form.
- Date of Sale**: Located at the top right of the form.
- Cashier's Name**: Located on the left side of the form.
- Meal**: Located in the center of the form.
- Print a meal sign in sheet for each meal of each day**: Located on the right side of the form.

### Meal Sign-In Sheet, cont.

Patron fills out the following, at time of Meal Sale:

The diagram shows the following fields filled out by the Patron:

- List Patron's Names**: Located on the left side of the form.
- \*Check ICA if utilizing a Credit Account**: Located on the left side of the form.
- Patron's Unit**: Located in the center of the form.
- Enter number of meals sold to patron, in correct category and meal rate (found on the legend)**: Located on the right side of the form.

Continued next page



# Meal Sign-In Sheet, cont.

## Meal Sign-In Sheet Legend

- Defines each patron category acronym
- Page 2 of the Meal Sign-In Sheet

Legend	
Standard Meal Rate	<b>AD:</b> All active duty Uniformed Service personnel (receiving a subsistence allowance or Per Diem)
	<b>RESO:</b> Coast Guard Reservists and other military Reserve Component members on orders
	<b>CVGC:</b> Coast Guard Federal Civilian Employees (Appropriated fund and NAFA)
	<b>DE1E4:</b> Dependents of active duty members E-1 through E-4
	<b>NPYC:</b> Members / Chairpersons of Non-Profit Youth Groups
Full Meal Rate	<b>CINOWED:</b> (Non-Federal Civilian Employees (i.e. State, Local, Tribal and Territory)
	<b>RENO:</b> Coast Guard Reservists and other military Reserve Component members not on orders
	<b>AUXNO:</b> Coast Guard Auxiliaries and other military Auxiliary Component members not on orders
	<b>CYOTWED:</b> Non-Coast Guard Federal Civilian Employees
	<b>DE5M7:</b> Dependents of active duty members E-5 and above
	<b>RET:</b> Uniformed Service Retirees
	<b>CON1:</b> Contractors
	<b>OTH:</b> All others not listed in Standard Meal Rate and authorized by COVIC to subsidize in the CODEF

# Daily Ration Memorandum (CG-3123)

## Daily Rate Memorandum, cont.

	AL	AR	AR	RN	AP	AQ	AR	AS	AT	AU	AV
<b>STANDARD</b>											
Prior pay month	2.93	4.83	4.83						TOTAL RATION	TOTAL CASH	Standard & ICA Standard Rates to Mid-July In-Data Entry
01-May-20	0.30	0.40	0.40							0.00	
01-Jun-20	BK	L	D							0.00	

	FULL								TOTAL RATION	TOTAL CASH	Full & ICA Full Rates to Mid-July In-Data Entry
Prior pay month	4.10	7.70	7.70								
01-May-20	0.30	0.40	0.40							0.00	
01-Jun-20	BK	L	D							0.00	

	ICA STANDARD								TOTAL RATION	TOTAL CASH	
Prior pay month	2.93	4.83	4.83								
01-May-20	0.30	0.40	0.40							0.00	
01-Jun-20	BK	L	D							0.00	

	ICA FULL								TOTAL RATION	TOTAL CASH	
Prior pay month	4.10	7.70	7.70								
01-May-20	0.30	0.40	0.40							0.00	
01-Jun-20	BK	L	D							0.00	

Meal totals are entered into the appropriate Category in the CG-3123 Excel Sheet

- Standard and Full are for Cash Sales
- ICA Standard and ICA Full are for Credit Sales

"These are found in the CG-3123 Excel Sheet if you scroll to the right to Column "AL"

## Knowledge Development: Lecture Slides

### Meal Sign In – Data Entry Sheet

U7 L1 DEPARTMENT OF  
NUTRITION AND DIETITRY  
U7 L1 Sign-In Sheet  
Date: 5/20/20

Date	Meal	STANDARD MEAL RATE					FULL MEAL RATE					TOTAL		Total Meal Rate	Total Meal Rate	
		AC	BK	CH	DR	MD	AC	BK	CH	DR	MD	NET	OTN			
1 May 20	Breakfast															
2 May 20	Breakfast															
3 May 20	Breakfast															
4 May 20	Breakfast															
5 May 20	Breakfast															
6 May 20	Breakfast															
7 May 20	Breakfast															

Enter totals sold for each category, based off Meal Sign-In Sheet

Boxes will turn GREEN if numbers match CG-3123; if not boxes will be RED

### ICA Workbook Data Tab

Billing information is entered into the ICA Workbook using the Data Tab.

Unit Name: USCGC

Meal Rates and Month/Year: May 20

Rate/Meal	Name	Unit	Serial #	Total
Full Meal Rate				
Breakfast \$4.10			0001	\$0.00
Lunch \$7.70			0002	\$0.00
Dinner \$7.70			0003	\$0.00
Midday			0004	\$0.00
Standard Meal Rate			0005	\$0.00
Breakfast \$2.55			0006	\$0.00
Lunch \$4.65			0007	\$0.00
Dinner \$4.65			0008	\$0.00
Midday			0009	\$0.00
Month/Year			0010	\$0.00
May 20			0011	\$0.00
			0012	\$0.00
			0013	\$0.00

Patron's information

### ICA Workbook Sign-In Tab

Meals Sold are entered into the ICA Workbook using the Sign-In Tab.

Totals numbers are entered for each meal consumed under the appropriate meal and meal rate.

Standard		Full		Standard		Full	
B	L	D	B	L	D	B	L
1	0	0	0	0	0	1	0
2	0	0	0	0	0	2	0
3	0	0	0	0	0	3	0
4	0	0	0	0	0	4	0
5	0	0	0	0	0	5	0
6	0	0	0	0	0	6	0
7	0	0	0	0	0	7	0

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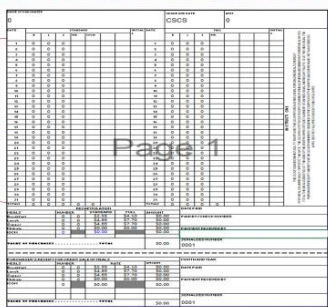
## Knowledge Development: Lecture Slides

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### Individual Credit Account (CG-3476)

Individual Credit Accounts are Auto-populated from the numbers entered into the ICA Sign-In Tab


ICAs are used as a bill for Patron's at the end of the month



Page 1


### Summary and Review

- Daily Paperwork Requirements
- Meal Sign-In Sheet (CG-4901)
- Daily Ration Memorandum (CG-3123)
- Meal Sign In - Data Entry Sheet
- Individual Credit Account (ICA) Workbook
- Questions?



### Congratulations!

You have completed the LECTURE for Unit 7.  
Lesson 1. Document Sale of Meals.



Next Steps:

1. Access USER GUIDE for U7 Lesson 1 for instructions on lesson completion.
2. Access paper Job Aid "How To Document Sale of Meals" in Job Aid Booklet.
3. View video Demonstration "How to Document Sale of Meals."
4. Complete PRACTICE, then submit and receive instructor feedback.
5. Complete ASSESSMENT, then submit and receive instructor evaluation.

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End of Lecture's Slides

## Knowledge Development: Demonstration - Document Sale of Meals

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### Instructions: Online Video Demonstration

After watching the recorded lecture, you are ready to watch the recorded video demonstration on how to document a sale of meals.

1. Access paper Job Aid, "How to Document Sale of Meals" from your paper Job Aid Booklet.
2. Go to milSuite.mil FSO PVA Course site:  
<https://www.milsuite.mil/book/groups/fso-pva-course>
3. Locate Unit 7. Manage Sale of Meals, Lesson 1. "Document Sale of Meals."
4. Click on "Video Demonstration" link.
5. Click on demonstration file to view video of an instructor referencing a PVAISW, Meal Sign-In Sheet CG-4901, and an ICA Workbook to demonstrate how to document a sale of meals using the parameters listed below.
  - Refer to the steps in your Job Aid, "How to Document Sale of Meals", while viewing demonstration.

### Demonstration Parameters:

- Unit: USCGC Pacific
- OPFAC: 12-34567
- Date: 01 March 2020
- Meal: Lunch
- Patrons: (See table below)

1. LT Washington – CO ✓ EMPLID 112233445 ✓ Has an ICA account
2. LTJG Jefferson – XO ✓ EMPLID 123321456 ✓ Has an ICA account ✓ Buying meal for themselves and Spouse
3. BM3 Smith ✓ Does not have an ICA account ✓ Buying meals for themselves, Spouse, and child

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End of Demonstration

## Knowledge Development: Demonstration - Document Sale of Meals, Continued

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**Instructions:**  
**Video**  
**Demonstration,**  
**CONT.**

Performance Criteria:

Note **the performance criteria** the instructor achieved as an outcome of this demonstration.

The instructor produced:

- In the PVAISW, a completed Daily Ration Memorandum Form CG-3123 with appropriate columns filled out.
- In the PVAISW, a completed Meal Sign In – Data Entry Sheet verified against CG-3123 (matching data).
- In the ICA Workbook, a completed Individual Credit Account (ICA) Form CG-3476 with appropriate columns filled out.

The same performance criteria will be applied to your practice (next section) and your assessment to confirm your proficiency in this skill.

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End of Demonstration Instructions

## Practice: Document Sale of Meals

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### Instructions: Practice

#### Access Practice Materials Online

1. Access paper Job Aid, “How to Document Sale of Meals” in your paper Job Aid Booklet.
2. Go to milSuite.mil FSO PVA Course site:  
<https://www.milsuite.mil/book/groups/fso-pva-course>
3. Locate Unit 7. Manage Sale of Meals, Lesson 1. “Document Sale of Meals.”
4. Click on PRACTICE link.
5. Download the forms listed on the screen to your computer:
  - a) PVAISW
    - You will use Meal Sign-In Sheet Form CG-4901, CG-3123, and Meal Sign In – Data Entry
  - b) Individual Credit Account (ICA) Workbook Form CG-3476.

#### Complete Practice

6. Using your Job Aid, “How to Document a Sale of Meals” for guidance, the PISW and ICA Workbook provided on milSuite, and the parameters on the next page, document the day’s sale of meals.

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## Practice: Document Sale of Meals, Continued

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**Instructions:**  
**Practice,**  
**CONT.**

Complete Practice, Continued

Practice Parameters, Continued

Practice Parameters:

- Unit: USCGC Pacific
- OPFAC: 12-34567
- Date: 01 March 2020
- Meal: Dinner
- Patrons: (See table below)

1. LT Washington – CO ✓ EMPLID 112233445 ✓ Has an ICA account
2. LTJG Jefferson – XO ✓ EMPLID 123321456 ✓ Has an ICA account
3. SN Jones ✓ Does not have an ICA account ✓ Buying meals for themselves and two children

7. After completing your practice, save file(s) on your computer.

Suggested file titles:

- Practice\_U7L1\_PVAISW\_SaleMeals\_ (YOUR LAST NAME)
- Practice\_U7L1\_ICA\_SaleMeals\_ (YOUR LAST NAME)

8. Review your completed practice forms to confirm you have achieved the following performance criteria:

- In the PVAISW, a completed Daily Ration Memorandum Form CG-3123 with appropriate columns filled out.

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## Practice: Document Sale of Meals, Continued

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**Instructions:** (Continued, Performance Criteria)  
**Practice,**  
**CONT.**

- In the PVAISW, a completed Meal Sign In – Data Entry Sheet verified against CG-3123 (matching data).
- In the ICA Workbook, a completed Individual Credit Account (ICA) Form CG-3476 with appropriate columns filled out.

### Submit Completed Practice Forms

9. Create EMAIL to instructor CSCS Ciurlino ([Anthony.J.Ciurlino@uscg.mil](mailto:Anthony.J.Ciurlino@uscg.mil)):
  - Subject: U7L1 PRACTICE (Your Last Name)
  - Attachment: Your completed practice doc(s)
  - Body of Email: Include this description
    - Unit/Lesson # and Practice (U7L1 Document Sale of Meals)
    - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

### Receive Instructor Feedback on Practice

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

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Continued next page



**Practice: Document Sale of Meals, Continued**

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**Instructions:**  
**Practice,**  
**CONT.**

Receive Instructor Feedback on Practice, Continued

14. 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

## Assessment: Document a Sale of Meals

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### Instructions: Assessment

Before you begin:

1. This assessment evaluates your proficiency in this Terminal Performance Objective:
  - Given a computer with access to USCG CS Portal, a Purchase vs. Allowance Inventory System Workbook (PVAISW), an Individual Credit Account (ICA) Form CG-3476, meal rates, an approved storage container to secure funds, and Job Aid “How to Document a Sale of Meal”, **DOCUMENT** a sale of meals with 100% accuracy. (TPO)
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:
  - In the PVAISW, a completed Daily Ration Memorandum Form CG-3123 with appropriate columns filled out.
  - In the PVAISW, a completed Meal Sign In – Data Entry Sheet verified against CG-3123 (matching data).
  - In the ICA Workbook, a completed Individual Credit Account (ICA) Form CG-3476 with appropriate columns filled out.
5. Refer to your Performance Test Checklist (PTC) Booklet for the PTC, “Document Sale of Meals” 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 in the far-right column.

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## **Assessment: Document Sale of Meals, Continued**

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### **Instructions: Assessment, CONT.**

#### Access Assessment Materials Online

6. Go to milSuite.mil FSO PVA Course site:  
<https://www.milsuite.mil/book/groups/fso-pva-course>
7. Locate U7. Lesson 1. Document Sale of Meals.
8. Click on ASSESSMENT link.
9. Download the forms listed on the screen to your computer:
  - a) PVAISW
    - You will use Meal Sign-In Sheet Form CG-4901, CG-3123, and Meal Sign In – Data Entry form.
  - b) Individual Credit Account (ICA) Workbook Form CG-3476.

#### Complete Assessment

10. Using your Job Aid, “How to Document a Sale of Meals” for guidance, the PISW and ICA forms provided online, and the parameters below, document the day’s sale of meals.

#### Assessment Parameters:

- Unit: USCGC Pacific
- OPFAC: 12-34567
- Date: 01 April 2020
- Meal: Lunch
- Patrons: (See table below)

1. LT Washington – CO
✓ EMPLID 112233445
✓ Has an ICA account
✓ Buying meals for themselves, their spouse, and their two children.
2. LTJG Jefferson – XO
✓ EMPLID 123321456
✓ Has an ICA account
3. MK2 Wilson
✓ Does not have an ICA account
✓ Buying meals for themselves and their spouse.

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Continued next page

## **Assessment: Document Sale of Meals, Continued**

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**Instructions:  
Practice,  
CONT.**

11. Review your completed assessment forms to confirm performance Criterion for Successful Assessment Outcome:
- A completed Meal Sign-In Sheet Form CG-4901 with appropriate meal rates identified.
  - A completed Daily Ration Memorandum Form CG-3123 with appropriate columns filled out.
  - A completed Meal Sign In – Data Entry Sheet verified against CG-3123 (matching data).
  - A completed Individual Credit Account (ICA) Form CG-3476 with appropriate columns filled out.
12. After completing your assessment, save file on your computer  
Suggested file titles:
- Assessment\_U7L1\_PVAISW\_SaleMeals\_ (YOUR LAST NAME)
  - Assessment\_U7L1\_ICA\_SaleMeals\_ (YOUR LAST NAME)

### Submit Completed Assessment Forms

13. Create EMAIL to instructor CSCS Ciurlino ([Anthony.J.Ciurlino@uscg.mil](mailto:Anthony.J.Ciurlino@uscg.mil)):
- Subject: U7L1 ASSESSMENT (Your Last Name)
  - Attachment: Your assessment doc(s)
  - Body of Email: Include this description
    - Unit/Lesson # and Assessment (U7L1 Doc Sale of Meals)
    - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

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Continued next page

**Assessment: Document Sale of Meals, Continued**

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

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

15. Instructor feedback on your assessment:

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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End of Assessment