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## Lesson 2: Complete a Sale of Meals with Pay.gov

### Introduction

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#### Lesson Overview

Lesson 2 provides the FSO with the skills and knowledge required to complete a sale of meals when the patron pays using Pay.gov. Pay.gov is a United States Government website that allows Coast Guard Dining Facility Patrons who have “Individual Credit Accounts” (ICAs) to pay their ICA bill using a Credit Card.

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#### Objective(s)

After this lesson, students should be able to:

- Given an authorized patron paying with Pay.gov for an Individual Credit Account (ICA), a computer with CS Portal access, a Purchase vs. Allowance Inventory System Workbook (PVAISW), an ICA (CG-3476), and Job Aid “How to Complete a Sale of Meals with Pay.gov”, **COMPLETE** a sale of meal with Pay.gov with 100% accuracy. (TPO)
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#### References


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

End of Introduction to Lesson 2

## 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 2. Complete a Sale of Meals with Pay.gov
Lesson Schedule	<p><u>Mode: Online Self-Directed</u></p> <ul style="list-style-type: none"> <li>• <u>Recommended Start:</u> Day 4 by 1100 PST</li> <li>• <u>Complete:</u> Day 4 by 1300 PST</li> <li>• <u>Duration Range:</u> 60 MIN – 120 MIN.</li> </ul>
Paper Materials 	<p>Note: The Job Aid “How to Complete a Sale of Meals with Pay.gov” for Lesson 2 was updated and is available to download on milSuite under Unit 7, Lesson 2., in the Knowledge Development Link.</p> <p>Do not use the Job Aid in the paper Job Aid Booklet for this lesson, because it is outdated.</p>
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 complete a sale of meals with Pay.gov.</p> <p>See “Knowledge Development” Section in this User Guide for instructions.</p>
2. Complete Practice	<p>This lesson offers one practice on completing a sale of meals with Pay.gov.</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 completing a sale of meals with Pay.gov.</p> <p>See “Assessment” Section in this User Guide for instructions.</p>
End of Lesson Description	

## **Knowledge Development: Complete Sale of Meals with Pay.gov**

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**Instructions:  
Recorded  
Lecture**


1. Go to the FSO PVA site on milSuite.  
<https://www.milsuite.mil/book/groups/fso-pva-course>
2. Click on the link for Unit 7. Manage Sale of Meals, Lesson 2. Complete a Sale of Meals with Pay.gov.
3. Click on the “Knowledge Development” link.
4. Download the new, updated Job Aid “How to Complete a Sale of Meals with Pay.gov”.
  - Updated Job Aid is located in the “paper clip section” of “Knowledge Development”.
  - Download updated JA and, if possible, print it.
  - Do not use the Pay.gov Job Aid in your paper Job Aid Booklet.
5. Click on recorded LECTURE: “Complete a Sale of Meals with Pay.gov”
  - 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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Lecture Slides are on next few pages


## Knowledge Development: Lecture Slides

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### Objective(s)

Given an authorized patron paying with Pay.gov for an Individual Credit Account (ICA), a computer with CS Portal access, a Purchase vs. Allowance Inventory System Workbook (PVAISW), an ICA (CG-3476), and Job Aid "How to Complete a Sale of Meals with Pay.gov", **COMPLETE** a sale of meal with Pay.gov with 100% accuracy. (TPO)



### Agenda

- About Pay.gov
- How to Pay using Pay.gov
- Pay.gov Log
- OGD Receipt recorded on CG-2576
- Review



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Continued next page

## Knowledge Development: Lecture Slides

### About Pay.gov

Pay.gov is a United States Government website that allows Coast Guard Dining Facility Patrons on Individual Credit Accounts (ICAs) to pay their bill using a Credit Card.

- Link will be sent to Patrons from the FSO with their ICA
- <https://www.pay.gov/public/form/start/70133200>
- Patron logs into Pay.gov and pays bill
- Payment goes directly to the USCG Finance Center (FINCEN)

Reminder on ICA: Patrons who have an ICA account pay for their meals at the end of the month either by cash (e.g., personal check, cashier's check, money order, dollar bills), or by credit card. To pay their ICA bill by credit card, patrons use Pay.gov.

### How to Pay using Pay.gov

From the Home Screen select "Continue to the Form".

The screenshot shows the Pay.gov interface with a progress bar at the top indicating steps 1 through 5. Step 1 is 'Before You Begin: Complete Agency Enter Payment Info Review & Submit Form'. The 'Accepted Payment Methods' section lists 'Bank account (ACH)' and 'Debit or credit card'. The 'Continue to the Form' button is highlighted with a red arrow from the blue box.

### How to Pay using Pay.gov

Patron enters appropriate data into the blank fields

The screenshot shows the Pay.gov interface with a progress bar at the top indicating steps 1 through 5. Step 2 is 'Complete Agency Enter Payment Info Review & Submit Form'. The form fields are visible, including 'CG Identification', 'Gateway Name', 'Fund Service Office (FSO) Email Address', 'Fund Service Office (FSO) Name', 'Payment Amount', and 'Individual Credit Account (ICA) Month and Year'. A blue box on the right points to these fields.

Continued next page

## Knowledge Development: Lecture Slides

### How to Pay using Pay.gov

- Pay.gov will ask the Patron to Verify the Amount
- Pay.gov will also ask the Patron to Verify the Date
- Patron then enters their Credit Card information
- Patron Selects "Review and Submit Payment"
- The final screen, before selecting the final "Submit Payment", the Patron should enter the FSO's email address.
  - Entering the FSO's email address will ensure the FSO receives a copy of the payment confirmation.

### Pay.gov Log

For a Unit utilizing only Pay.gov, the Pay.gov Log is authorized instead of the Cash Log

U.S. Department of Homeland Security United States Coast Guard					
PAY.GOV LOG					
Unit Name: USCGC	OPFAC: 12-34567	DATE: MM/YYYY May-20			
PATRON	ICA AMOUNT	PAY.GOV Confirmation	OGD Received	BALANCE	FSO INITIAL
Line 39 from Previous Month's CG-2576				\$150.00	CSCS
CO	\$100.00			\$150.00	
NO	\$50.00			\$150.00	

FSO records the amount the Patrons were billed

### Pay.gov Payment Email Confirmation

FSO will:

1. Print this email
2. Enter this information into the Pay.gov Log
3. Staple to Patron's ICA
4. File in Left Side of Monthly Folder

(Non-OGD Source) Pay.gov Payment Confirmation: CG Dining Facility Sale of Meals/Stores Payment

An official email of the United States government

**Pay.gov**

Your payment has been submitted to Pay.gov and the details are below. If you have any questions regarding this payment, please contact Finance Center Subistence Liaison at (757) 523-6255 or [FTH-SMB-CGLIAISON@uscg.mil](mailto:FTH-SMB-CGLIAISON@uscg.mil)

Application Name: CG Dining Facility Sale of Meals/Stores Payment  
 Pay.gov Tracking ID: 26506H178  
 Agency Tracking ID: 7598759949  
 Transaction Type: Sale  
 Transaction Date: 04/07/2020 04:31:08 PM EDT  
 Account Holder Name: XXXX XXXX  
 Transaction Amount: \$100.00  
 Card Type: Visa  
 Card Number: \*\*\*\*\*

CG District/Region: D11  
 Gallery Name: TRACEN PETALUMA (3SF01200)  
 Gallery Patron Name: XXXX XXXX  
 ICA Month and Year: 03-2020

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Continued next page

## Knowledge Development: Lecture Slides

### Pay.gov Log, continued

U.S. Department of Homeland Security United States Coast Guard		PAY.GOV LOG			
Unit Name:	OPFAC:	DATE: MM/YYYY			
USCGC	12-34567	May-20			
PATRON	ICA AMOUNT	PAY.GOV Confirmation	OGD Received	BALANCE	FSO INITIAL
Line 39 from Previous Month's CG-2576					
CO	\$100.00	\$100.00		\$150.00	CSCS
XO	\$50.00	\$40.00		\$10.00	

FSO records the amount paid on Pay.gov (from email confirmation)  
\*Box turns GREEN if correct amount was paid, stays RED if not

### OGD from FINCEN

Operations General Accounting Division

FSO will:

1. Print this email
2. Enter this information into the Pay.gov Log
3. Enter this information on the CG-2576
4. File in Left Side of Monthly Folder

Quick Alert <caspro@fin-hq50-25@com.uscg.mil> 3/6/20

QSF TRACEN PETALUMA, OGD00068908 \$32.55

05-MAR-20

From: Commanding Officer, U.S. Coast Guard Finance Center

To: Food Service Officer

Subj: SALE OF MEALS/STORES DEPOSIT

1. Your deposit for Sale of Meals/Stores was recorded for \$32.55 on 05-MAR-20. Your receipt number is 4 OGD00068908.

2. This email is being issued in lieu of a collection receipt (CG-2086), and should be retained for your files. The receipt number and date in paragraph 1 above should be annotated on your Dining Facility Statement (CG-2576).

3. Should you have any questions please contact the FINCEN Food Service Liaison at (757) 523-6854.

### Pay.gov Log, continued

U.S. Department of Homeland Security United States Coast Guard		PAY.GOV LOG			
Unit Name:	OPFAC:	DATE: MM/YYYY			
USCGC	12-34567	May-20			
PATRON	ICA AMOUNT	PAY.GOV Confirmation	OGD Received	BALANCE	FSO INITIAL
Line 39 from Previous Month's CG-2576					
CO	\$100.00	\$100.00	\$100.00	\$50.00	CSCS
XO	\$50.00	\$40.00	\$40.00	\$10.00	CSCS

FSO records the amount on the OGD Receipts received from FINCEN

If any amount does not add up, the balance will have an outstanding amount

FSO initials after the OGD is received

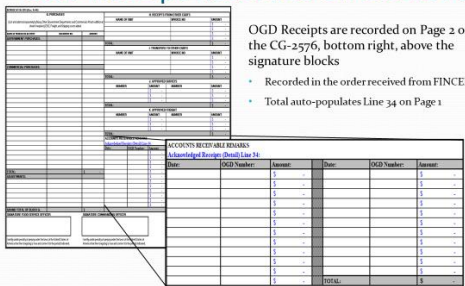
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## Knowledge Development: Lecture Slides

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### OGD Receipt Recorded on CG-2576




OGD Receipts are recorded on Page 2 of the CG-2576, bottom right, above the signature blocks

- Recorded in the order received from FINCEN
- Total auto-populates Line 34 on Page 1

Date	OGD Number	Amount	Interest
1		5.00	
2			
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9			
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11			
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13			
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15			
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### Summary and Review

- About Pay.gov
- How to Pay using Pay.gov
- Pay.gov Log
- OGD Receipt recorded on CG-2576
- Questions?



### Congratulations!

You have completed the LECTURE for Unit 7.  
Lesson 2. Complete a Sale of Meals with Pay.gov.



Next Steps:

- Access USER GUIDE for U7 Lesson 2 for instructions on lesson completion.
- On milSuite "Knowledge Development" section for U7L2, download the digital Job Aid "How To Complete a Sale of Meals with Pay.gov".
- View video Demonstration "How to Complete Sale of Meals with Pay.gov."
- Complete PRACTICE, then submit and receive instructor feedback.
- Complete ASSESSMENT, then submit and receive instructor evaluation.

## Knowledge Development: Demonstration – Pay.gov

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### Instructions: Recorded Video Demonstration

1. After completing the LECTURE, it is time to view the recorded video demonstration, “How to Complete a Sale of Meals with Pay.gov.”
2. Refer to new updated Job Aid “How to Complete a Sale of Meals with Pay.gov” located on your milSuite Knowledge Development page.
  - Do not use the paper Job Aid in your Job Aid Booklet, as this is an older version.
3. Locate Unit 7. Manage Sale of Meals, Lesson 2. “Complete Sale of Meals with Pay.gov.”
4. Click on “Video Demonstration” link.
5. Click on demonstration file to view video of instructor demonstrating how to Complete a Sale of Meals with Pay.gov using the parameters listed below.
  - Refer to the steps in your Job Aid, “How to Complete Sale of Meals with Pay.gov”, while viewing demonstration.

### Demonstration Details:

- Instructor will display and complete a Pay.gov log and then enter OGD receipt data into the PVAISW for Form CG-2576 to demonstrate how to complete a sale of meals with Pay.gov.

### Performance Criteria:

For this demonstration, the instructor achieved the following **performance criteria** as an outcome of this demonstration.

At the end of this demonstration video, the instructor produced:

- A completed Pay.gov Log with accurate column data.
- FSO-Initialed Pay.gov Log
- A completed CG-2576

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

## **Practice: Complete a Sale of Meals with Pay.gov**

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### **Instructions: Practice**

#### Access Practice Materials Online

*Important Reminder! If you have not yet done so, download (and print, if possible) the new, updated Job Aid, "How to Complete a Sale of Meals with Pay.gov" located on milSuite U7L2 in the Knowledge Development link.*

1. This PRACTICE develops your skill to achieve the following Terminal Performance Objective:
  - Given an authorized patron paying with Pay.gov for an Individual Credit Account (ICA), a computer with CS Portal access, a Purchase vs. Allowance Inventory System Workbook (PVAISW), an ICA (CG-3476), and Job Aid "How to Complete a Sale of Meals with Pay.gov", **COMPLETE** a sale of meal with Pay.gov with 100% accuracy. (TPO)
2. On milSuite FSO-PVA course site under Unit 7. Lesson 2. "Complete a Sale of Meals with Pay.gov", click on PRACTICE link
3. Download the forms listed on the screen for the PRACTICE:
  - a) Pay.gov Log
  - b) PVAISW containing CG-2576

#### Complete Practice

4. Complete your practice assignment using:
  - a) your Job Aid, "How to Complete a Sale of Meals with Pay.gov" for guidance,
  - b) the forms posted on the milSuite PRACTICE section (Pay.gov Log and PISW containing Form CG-2576),
  - c) the "Practice Parameters" below
  - d) On the following pages: Two ICA BILLS, Two Pay.gov Confirmation Receipts, and Two OGD emails.

#### Practice Parameters:

- a) The value for Line 39 from the previous month's CG-2576 to start their Pay.gov Log is \$188.70

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Continued next page

## Practice: Complete Sale of Meals with Pay.gov, Continued

### ICA BILLS for Practice Assignment: ICA BILL #1 of 2 for Patron LT WASHINGTON

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3476 (REV. 4/88)															INDIVIDUAL CREDIT ACCOUNT															MONTH AND YEAR	
NAME OF PURCHASER															GRADE AND RATE										UNIT		March-20				
Washington															LT										USCGC						
DATE		STANDARD						INITIALS		DATE		FULL						INITIALS		INSTRUCTIONS											
P	L	S	HR	ICOM					P	L	S	HR																			
1	0	0	0						1	0	0	0						THE COAST GUARD DINING FACILITY MAINTAINS THE COAST GUARD INDIVIDUAL INCHARGE (ICIA) CREDIT. FOR MEAL COLUMNS DAILY, CREDIT THE LINE. THE COAST GUARD INDICATE CREDIT COLUMNS FOR MEAL CREDIT UNDER DIFFERENT MEAL RATES. FULL THE MEAL CREDIT AT THE END OF THE MONTH. THE COAST GUARD INDICATE CREDIT COLUMNS FOR MEAL CREDIT UNDER DIFFERENT MEAL RATES. PURCHASER SHOULD PRINT AND SIGN IN THE COAST GUARD INDICATE CREDIT COLUMNS FOR MEAL CREDIT UNDER DIFFERENT MEAL RATES.													
2	0	0	0						2	0	0	0																			
3	1	1	1						3	0	0	0																			
4	1	1	1						4	0	0	0																			
5	1	1	1						5	0	0	0																			
6	0	0	0						6	0	0	0																			
7	0	0	0						7	0	0	0																			
8	0	1	0						8	0	0	0																			
9	0	0	0						9	0	0	0																			
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14	0	1	0						14	0	0	0																			
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27	0	0	0						27	0	0	0																			
28	0	0	0						28	0	0	0																			
29	0	0	0						29	0	0	0																			
30	0	0	0						30	0	0	0																			
31	0	0	0						31	0	0	0																			
TOTALS		6	9	6	0	0			TOTALS		0	0	0	0																	
RECAPITULATION															DATE PAID																
MEALS	NUMBER	STANDARD	FULL	AMOUNT																											
Breakfast	6	0	\$2.55	\$4.10	\$15.30																										
Lunch	9	0	\$4.65	\$7.70	\$41.85																										
Supper	6	0	\$4.65	\$7.70	\$27.90																										
Miscellaneous	0	0	\$0.00	\$0.00	\$0.00																										
ICOM	0		\$0.00		\$0.00																										
VALUE OF PURCHASES..... TOTAL					\$85.05	SERIALIZED NUMBER: 0001																									
PURCHASER'S RECEIPT FOR CREDIT SALE OF MEALS																															
MEALS	NUMBER	RATE	AMOUNT	MONTH AND YEAR																											
Breakfast	6	0	\$2.55	\$4.10	\$15.30	DATE PAID																									
Lunch	9	0	\$4.65	\$7.70	\$41.85																										
Supper	6	0	\$4.65	\$7.70	\$27.90																										
Miscellaneous	0	0	\$0.00	\$0.00	\$0.00																										
ICOM	0		\$0.00		\$0.00																										
VALUE OF PURCHASES..... TOTAL					\$85.05	SERIALIZED NUMBER: 0001																									

Continued next page

## Practice: Complete Sale of Meals with Pay.gov, Continued

### ICA BILLS for Practice Assignment: ICA BILL #2 of 2 for Patron LTJG JEFFERSON

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5476 (REV. 4/83)										INDIVIDUAL CREDIT ACCOUNT										MONTH AND YEAR March-20	
NAME OF PURCHASER Jefferson										GRADE AND RATE LTJG				UNIT USCGC							
DATE	STANDARD						INITIALS	DATE	FULL						INITIALS						
	D	L	S	HR	IOCH				D	L	S	HR									
1	0	0	0					1	0	0	0										
2	0	0	0					2	0	0	0										
3	1	1	1					3	0	0	0										
4	1	1	1					4	0	0	0										
5	1	1	1					5	0	0	0										
6	0	0	0					6	0	0	0										
7	0	1	0					7	0	0	0										
8	0	0	0					8	0	0	0										
9	0	0	0					9	0	0	0										
10	0	0	0					10	0	0	0										
11	0	0	0					11	0	0	0										
12	0	1	0					12	0	0	0										
13	0	1	0					13	0	0	0										
14	0	0	0					14	0	0	0										
15	0	0	0					15	0	0	0										
16	0	1	0					16	0	0	0										
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23	1	1	1					23	0	0	0										
24	1	1	1					24	0	0	0										
25	1	1	1					25	0	0	0										
26	0	1	0					26	0	0	0										
27	0	0	0					27	0	0	0										
28	0	0	0					28	0	0	0										
29	0	1	0					29	0	0	0										
30	0	0	0					30	0	0	0										
31	0	0	0					31	0	0	0										
TOTALS	6	13	6	0	0			TOTALS	0	0	0	0									

Page 1

INSTRUCTIONS  
 THE COAST GUARD DINING FACILITY MAINTAINS THE COAST GUARD FOR EACH INDIVIDUAL PURCHASING MEALS ON CREDIT. POST MEAL COLUMNS DAILY, OFFER THE DATE, THE COAST GUARD TWO-CODE, GARY COLUMNS FOR MEAL PURCHASE UNDER DIFFERENT MEAL DATES. TOTAL THE MEAL CREDITED AT THE END OF THE MONTH PRIOR TO DEBIT. PRINT OF AN INDIVIDUAL AND DEBIT. GIVE THE INDIVIDUAL THE PURCHASER'S RECEIPT AND MEAL IN THE COAST GUARD CREDIT. RECORD IN THE MONTH-BILLABLE MADE. MEAL IN VOUCHER COPIES. EACH OF ALL MEAL TOLL-BILLABLE.

RECAPITULATION					DATE PAID
MEALS	NUMBER	STANDARD	FULL	AMOUNT	
Breakfast	6	0	\$2.55	\$4.10	\$15.30
Lunch	13	0	\$4.65	\$7.70	\$60.45
Supper	6	0	\$4.65	\$7.70	\$27.90
Miscellaneous	0	0	\$0.00	\$0.00	\$0.00
IOCH	0		\$0.00		\$0.00
VALUE OF PURCHASES . . . . . TOTAL				\$103.65	

PURCHASER'S RECEIPT FOR CREDIT SALE OF MEALS					MONTH AND YEAR
MEALS	NUMBER	RATE	AMOUNT		
Breakfast	6	0	\$2.55	\$4.10	\$15.30
Lunch	13	0	\$4.65	\$7.70	\$60.45
Supper	6	0	\$4.65	\$7.70	\$27.90
Miscellaneous	0	0	\$0.00	\$0.00	\$0.00
IOCH	0		\$0.00		\$0.00
VALUE OF PURCHASES . . . . . TOTAL				\$103.65	


PAID BY / CHECK NUMBER: \_\_\_\_\_  
 PAYMENT RECEIVED BY: \_\_\_\_\_  
 SERIALIZED NUMBER: 0002


Continued next page

## Practice: Complete Sale of Meals with Pay.gov, Continued

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### Pay.gov Receipt Sent to LT Washington (Also sent to FSO)

 An official email of the United States government





Your payment has been submitted to Pay.gov and the details are below. If you have any questions regarding this payment, please contact Finance Center Subsistence Liaison at (757) 523-6055 or [FIN-SMB-CSLIAISON@uscg.mil](mailto:CSLIAISON@uscg.mil)

Application Name: CG Dining Facility Sale of Meals/Stores Payment  
Pay.gov Tracking ID: 26OKH176  
Agency Tracking ID: 75988789649  
Transaction Type: Sale  
Transaction Date: 04/02/2020 04:31:08 PM EDT  
Account Holder Name: LT Washington  
Transaction Amount: \$85.05  
Card Type: Visa  
Card Number: \*\*\*\*\*1234

CG District/Region: D11  
Galley Name: USCGC  
Galley Patron Name: LT Washington  
ICAMonth and Year: 03-2020

### Pay.gov Receipt Sent to LTJG Jefferson (Also sent to FSO)

 An official email of the United States government



Your payment has been submitted to Pay.gov and the details are below. If you have any questions regarding this payment, please contact Finance Center Subsistence Liaison at (757) 523-6055 or [FIN-SMB-CSLIAISON@uscg.mil](mailto:CSLIAISON@uscg.mil)

Application Name: CG Dining Facility Sale of Meals/Stores Payment  
Pay.gov Tracking ID: 26OKH176  
Agency Tracking ID: 75988789649  
Transaction Type: Sale  
Transaction Date: 04/03/2020 04:31:08 PM EDT  
Account Holder Name: LTJG Jefferson  
Transaction Amount: \$103.65  
Card Type: Visa  
Card Number: \*\*\*\*\*1122

CG District/Region: D11  
Galley Name: USCGC  
Galley Patron Name: LTJG Jefferson  
ICAMonth and Year: 03-2020

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Continued next page

## Practice: Complete Sale of Meals with Pay.gov, Continued

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**OGD EMAIL  
CONFIRMATION Sent  
by FINCEN to FSO**

***(Regarding  
LT WASHINGTON)***

03-APR-20

From: Commanding Officer, U.S. Coast Guard Finance Center

To: Food Service Officer

Subj: SALE OF MEALS/STORES DEPOSIT

1. Your deposit for Sale of Meals/Stores was recorded for \$85.05 on 03-APR-20. Your receipt number is # OGD123456789.

2. This email is being issued in lieu of a collection receipt (CG-2688), and should be retained for your files. The receipt number and date in paragraph 1 above should be annotated on your Dining Facility Statement (CG-2576).

3. Should you have any questions please contact the FINCEN Food Service liaison at (757)-523-6854.

**OGD EMAIL  
CONFIRMATION Sent  
by FINCEN to FSO**

***(Regarding  
LTJG JEFFERSON)***

04-APR-20

From: Commanding Officer, U.S. Coast Guard Finance Center

To: Food Service Officer

Subj: SALE OF MEALS/STORES DEPOSIT

1. Your deposit for Sale of Meals/Stores was recorded for \$103.65 on 04-APR-20. Your receipt number is # OGD234567890.

2. This email is being issued in lieu of a collection receipt (CG-2688), and should be retained for your files. The receipt number and date in paragraph 1 above should be annotated on your Dining Facility Statement (CG-2576).

3. Should you have any questions please contact the FINCEN Food Service liaison at (757)-523-6854.

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Continued next page

## **Practice: Complete Sale of Meals with Pay.gov, Continued**

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**Instructions:  
Practice,  
CONT.**

5. After completing your practice assignment, save all relevant file(s) on your computer.  
Suggested naming convention of your files:
  - Practice\_U7L2\_Pay.govLOG\_ (YOUR LAST NAME)
  - Practice\_U7L2\_CG2576\_ (YOUR LAST NAME)
6. Review your completed practice form(s) to confirm you have achieved the following performance criteria:
  - A completed Pay.gov Log with accurate column data.
  - FSO-Initialed Pay.gov Log
  - A completed CG-2576

### Submit Completed Practice Forms

7. Create EMAIL to instructor CSCS Ciurlino ([Anthony.J.Ciurlino@uscg.mil](mailto:Anthony.J.Ciurlino@uscg.mil)):
  - Subject: U7L2 PRACTICE (Your Last Name)
  - Attachment: Your practice doc(s)
  - Body of Email: Include this description
    - Unit/Lesson # and Practice (U7L2 Pay.gov)
    - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

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Continued next page



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**Practice: Complete Sale of Meals with Pay.gov, Continued**

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

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

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: Complete a Sale of Meals with Pay.gov**

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### **Instructions: Assessment**

Before you begin:

1. This assessment evaluates your proficiency in this Terminal Performance Objective:
  - Given an authorized patron paying with Pay.gov for an Individual Credit Account (ICA), a computer with CS Portal access, a Purchase vs. Allowance Inventory System Workbook (PVAISW), an ICA (CG-3476), and Job Aid “How to Complete a Sale of Meals with Pay.gov”, **COMPLETE** a sale of meal with Pay.gov 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:
  - A completed Pay.gov Log with accurate column data.
  - FSO-Initialed Pay.gov Log
  - A completed CG-2576
5. Refer to your Performance Test Checklist (PTC) Booklet for the PTC, “Complete Sale of Meals with Pay.gov” 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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Continued next page

## **Assessment: Complete Sale of Meals with Pay.gov, Continued**

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**Instructions:  
Assessment,  
CONT.**

Access Assessment Materials Online

6. Go to milSuite.mil, Unit 7. Workbooks, Lesson 2. Complete Sale of Meals with Pay.gov.
7. Click on ASSESSMENT link.
8. Download the forms listed on the screen for the PRACTICE:
  - c) Pay.gov Log
  - d) PVAISW containing Form CG-2576

Complete Assessment

9. Complete your Assessment assignment using:
  - a) your Job Aid, “How to Complete a Sale of Meals with Pay.gov” for guidance,
  - b) the forms posted on the milSuite ASSESSMENT section (Pay.gov Log and PISW containing Form CG-2576),
  - c) the “Assessment Parameters” below
  - d) On the following pages: Two ICA BILLS, Two Pay.gov Confirmation Receipts, and Two OGD emails.

Assessment Parameters:

- a) The value for Line 39 from the previous month’s CG-2576 to start their Pay.gov Log is \$155.25

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## Assessment: Complete Sale of Meals with Pay.gov, Continued

### ICA BILLS for Assessment: ICA BILL #1 of 2 for Patron LT WASHINGTON

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3476 (REV. 4/83)															INDIVIDUAL CREDIT ACCOUNT															MONTH AND YEAR April-20																																										
NAME OF PURCHASER Washington															GRADE AND RATE LT					UNIT USCGC																																																				
DATE	STANDARD						INITIALS	DATE	FULL						INITIALS	INSTRUCTIONS																																																								
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TOTALS	4	13	3	0	0			TOTALS	0	0	0	0																																																												
<table border="1"> <thead> <tr> <th colspan="6">RECAPITULATION</th> <th>DATE PAID</th> </tr> <tr> <th>MEALS</th> <th>NUMBER</th> <th>STANDARD</th> <th>FULL</th> <th>AMOUNT</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>4</td> <td>0</td> <td>\$2.55</td> <td>\$4.10</td> <td>\$10.20</td> <td>PAID BY / CHECK NUMBER</td> </tr> <tr> <td>Lunch</td> <td>13</td> <td>0</td> <td>\$4.65</td> <td>\$7.70</td> <td>\$60.45</td> <td></td> </tr> <tr> <td>Supper</td> <td>3</td> <td>0</td> <td>\$4.65</td> <td>\$7.70</td> <td>\$13.95</td> <td>PAYMENT RECEIVED BY</td> </tr> <tr> <td>Miscellaneous</td> <td>0</td> <td>0</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>IOCH</td> <td>0</td> <td></td> <td>\$0.00</td> <td></td> <td>\$0.00</td> <td></td> </tr> <tr> <td colspan="5">VALUE OF PURCHASES . . . . . TOTAL</td> <td>\$84.60</td> <td>SERIALIZED NUMBER 0001</td> </tr> </tbody> </table>																	RECAPITULATION						DATE PAID	MEALS	NUMBER	STANDARD	FULL	AMOUNT			Breakfast	4	0	\$2.55	\$4.10	\$10.20	PAID BY / CHECK NUMBER	Lunch	13	0	\$4.65	\$7.70	\$60.45		Supper	3	0	\$4.65	\$7.70	\$13.95	PAYMENT RECEIVED BY	Miscellaneous	0	0	\$0.00	\$0.00	\$0.00		IOCH	0		\$0.00		\$0.00		VALUE OF PURCHASES . . . . . TOTAL					\$84.60	SERIALIZED NUMBER 0001
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## Assessment: Complete Sale of Meals with Pay.gov, Continued

### ICA BILLS for Assessment: ICA BILL #2 of 2 for Patron LTJG JEFFERSON

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-3475 (REV. 4/83)										INDIVIDUAL CREDIT ACCOUNT										MONTH AND YEAR April-20	
NAME OF PURCHASER Jefferson										GRADE AND RATE LTJG				UNIT USCGC							
DATE		STANDARD						INITIAL		DATE		FULL						INITIAL			
	D	L	S	HR	10CM						D	L	S	HR							
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31	0	0	0							31	0	0	0								
TOTALS	4	10	3	0	0					TOTALS	0	0	0	0							

Page 1

INSTRUCTIONS: ONE  
 THE COAST GUARDING FACILITY MAINTAINS THE COAST GUARDING INDIVIDUAL INCHARGE MEAL CREDIT  
 POST MEAL COLUMNS DAILY. OFFICER, THE DATE, THE COAST GUARDING FACILITY CARRY COLUMNS FOR MEAL INCHARGE UNDER DIFFERENT MEAL RATES.  
 TOTAL THE MEAL CREDITED AT THE END OF THE MONTH OR PRIOR TO DEPARTURE OF AN INDIVIDUAL INCHARGE. GIVE THE INDIVIDUAL THE  
 INCHARGE. STUCK UP IN CREDIT IN THE COAST GUARDING FACILITY IN THE MONTH SALESWARE WARE. REPA INVOICED CO-  
 3475. CREDIT OF ALL MEAL INCHARGE COAST GUARDING.

RECAPITULATION						DATE PAID	
MEALS	NUMBER	STANDARD	FULL	AMOUNT			
Breakfast	4	0	\$2.55	\$4.10	\$10.20		
Lunch	10	0	\$4.65	\$7.70	\$46.50		
Supper	3	0	\$4.65	\$7.70	\$13.95		
Miscellaneous	0	0	\$0.00	\$0.00	\$0.00		
10CM	0		\$0.00		\$0.00		
VALUE OF PURCHASES ..... TOTAL					\$70.65	SERIALIZED NUMBER 0002	

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PURCHASER'S RECEIPT FOR CREDIT SALE OF MEALS						MONTH AND YEAR	
MEALS	NUMBER	RATE	AMOUNT				
Breakfast	4	0	\$2.55	\$4.10	\$10.20		
Lunch	10	0	\$4.65	\$7.70	\$46.50		
Supper	3	0	\$4.65	\$7.70	\$13.95		
Miscellaneous	0	0	\$0.00	\$0.00	\$0.00		
10CM	0		\$0.00		\$0.00		
VALUE OF PURCHASES ..... TOTAL					\$70.65	SERIALIZED NUMBER 0002	


Continued next page


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## Assessment: Complete Sale of Meals with Pay.gov, Continued

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### Pay.gov Receipt Sent to LT Washington (Also sent to FSO)

 An official email of the United States government





Your payment has been submitted to Pay.gov and the details are below. If you have any questions regarding this payment, please contact Finance Center Subsistence Liaison at (757) 523-6055 or [FIN-SMB-CSLIAISON@uscg.mil](mailto:FIN-SMB-CSLIAISON@uscg.mil).

Application Name: CG Dining Facility Sale of Meals/Stores Payment  
Pay.gov Tracking ID: 26OKH176  
Agency Tracking ID: 75988789649  
Transaction Type: Sale  
Transaction Date: 05/05/2020 04:31:08 PM EDT  
Account Holder Name: LT Washington  
Transaction Amount: \$84.60  
Card Type: Visa  
Card Number: \*\*\*\*\*1234

CG District/Region: D11  
Galley Name: USCGC  
Galley Patron Name: LT Washington  
ICAMonth and Year: 04-2020

### Pay.gov Receipt Sent to LTJG Jefferson (Also sent to FSO)

 An official email of the United States government



Your payment has been submitted to Pay.gov and the details are below. If you have any questions regarding this payment, please contact Finance Center Subsistence Liaison at (757) 523-6055 or [FIN-SMB-CSLIAISON@uscg.mil](mailto:FIN-SMB-CSLIAISON@uscg.mil).

Application Name: CG Dining Facility Sale of Meals/Stores Payment  
Pay.gov Tracking ID: 26OKH176  
Agency Tracking ID: 75988789649  
Transaction Type: Sale  
Transaction Date: 05/05/2020 04:31:08 PM EDT  
Account Holder Name: LTJG Jefferson  
Transaction Amount: \$70.65  
Card Type: Visa  
Card Number: \*\*\*\*\*1122

CG District/Region: D11  
Galley Name: USCGC  
Galley Patron Name: LTJG Jefferson  
ICAMonth and Year: 04-2020

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Continued next page

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**Assessment: Complete Sale of Meals with Pay.gov, Continued**

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**OGD EMAIL  
CONFIRMATION Sent  
by FINCEN to FSO*****(Regarding  
LT WASHINGTON)***

10-MAY-20

From: Commanding Officer, U.S. Coast Guard Finance Center

To: Food Service Officer

Subj: SALE OF MEALS/STORES DEPOSIT

1. Your deposit for Sale of Meals/Stores was recorded for \$84.60 on 10-MAY-20. Your receipt number is # OGD495632841.

2. This email is being issued in lieu of a collection receipt (CG-2688), and should be retained for your files. The receipt number and date in paragraph 1 above should be annotated on your Dining Facility Statement (CG-2576).

3. Should you have any questions please contact the FINCEN Food Service liaison at (757)-523-6854.

---

**OGD EMAIL  
CONFIRMATION Sent  
by FINCEN to FSO*****(Regarding  
LTJG JEFFERSON)***

10-MAY-20

From: Commanding Officer, U.S. Coast Guard Finance Center

To: Food Service Officer

Subj: SALE OF MEALS/STORES DEPOSIT

1. Your deposit for Sale of Meals/Stores was recorded for \$70.65 on 10-MAY-20. Your receipt number is #OGD488627749.

2. This email is being issued in lieu of a collection receipt (CG-2688), and should be retained for your files. The receipt number and date in paragraph 1 above should be annotated on your Dining Facility Statement (CG-2576).

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Continued next page

## **Assessment: Complete Sale of Meals with Pay.gov, Continued**

**Instructions:  
Assessment,  
CONT.**

10. After completing your practice assignment, save all relevant file(s) on your computer.

Suggested naming convention of your files:

- Assessment\_U7L2\_Pay.govLOG\_ (YOUR LAST NAME)
- Assessment\_U7L2\_CG2576\_ (YOUR LAST NAME)

11. Review your completed Assessment form(s) to confirm you have achieved the following performance criteria:

- A completed Pay.gov Log with accurate column data.
- FSO-Initialed Pay.gov Log
- A completed CG-2576

### **Submit Completed Assessment Forms**

12. Create EMAIL to instructor CSCS Ciurlino ([Anthony.J.Ciurlino@uscg.mil](mailto:Anthony.J.Ciurlino@uscg.mil)):

- Subject: U7L2 ASSESSMENT (Your Last Name)
- Attachment: Your assessment doc(s)
- Body of Email: Include this description
  - Unit/Lesson # and Assessment (U7L2 Pay.gov)
  - Your full name, time zone, your email to receive instructor evaluation results, and your cell phone.

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Continued next page



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**Assessment: Complete Sale of Meals with Pay.gov, Continued**

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

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

14. 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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End of Assessment