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Lesson 4: Transmit CGDF Funds

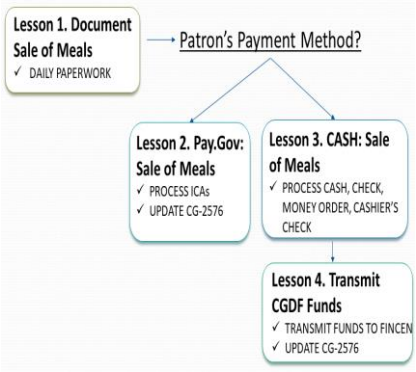
Introduction

Lesson Overview

Lesson 4, “Transmit CGDF Funds”, is the last lesson in Unit 7, Manage Sale of Meals. This lesson provides training on how to transmit CGDF cash funds for deposit.

The Unit 7 roadmap (see right) shows how Lesson 4 specifically relates to the prior lesson, Lesson 3 “Complete a Sale of Meals with CASH.”

After completing a sale of meal with CASH, the FSO must follow USCG policy and procedures to transmit these CGDF CASH funds.



Objective(s)

After this lesson, students should be able to:

- Given funds for deposit, meal records, a computer with access to USCG CS Portal, Food Service Purchase vs. Allowance Inventory System Workbook (PVAISW), U.S. Postal services, and Job Aid “How to Transmit CGDF Funds for Deposit”, **TRANSMIT** CGDF funds with 100% accuracy. (TPO)

References

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

End of Introduction to Lesson 4

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

Lesson Title	Lesson 4. Transmit CGDF Funds
Lesson Schedule	Mode: Online Self-Directed • Recommended Start: Day 4 by 1500 PST • Complete: Day 4 by 1700 PST • Duration Range: 60 MIN – 120 MIN.
Paper Materials	Paper Job Aid Booklet: • JA, "How to Transmit CGDF Funds"
1. Develop Knowledge	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. See "Knowledge Development" Section in this User Guide for instructions.
2. Complete Practice	This lesson offers one practice on transmitting CGDF funds for deposit. See "Practice" Section in this User Guide for instructions.
3. Complete Assessment	This lesson offers an assessment to confirm student proficiency in transmitting CGDF funds for deposit. See "Assessment" Section in this User Guide for instructions.
End of Lesson Description	

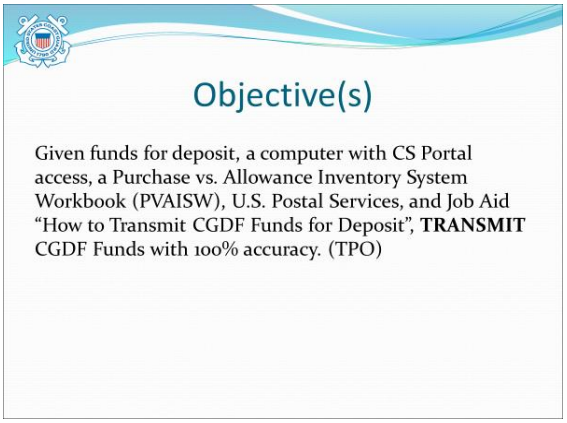
Knowledge Development: Transmit CGDF Funds

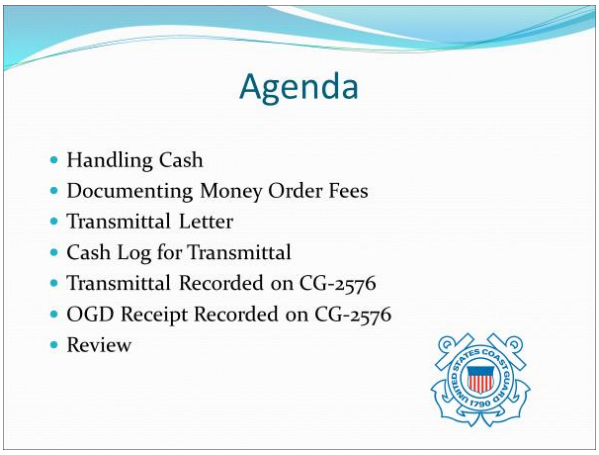
Instructions: Online Presentation

1. Refer to your paper Job Aid Booklet to access paper Job Aid, “How to Transmit CGDF Funds.”
2. Go to milSuite.mil
3. Locate Unit 7. Manage Sale of Meals, Lesson 4. “Transmit CGDF Funds.”
4. Click on “Knowledge Development” link.
5. Click on recorded LECTURE: “Transmit CGDF Funds”
    - 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.

Slide on next few pages

Knowledge Development: Lecture Slides





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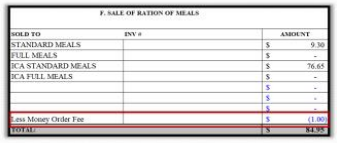
Knowledge Development: Lecture Slides

Handling Cash

- Always Convert Cash into a Money Order
  - The money order amount will be the total of all cash minus the money order cost.

Documenting Money Order Fees

- Log money order fee in Block-F
  - Use parentheses to create a negative amount



F. SALE OF RATION OF MEALS		
SOLD TO	INV #	AMOUNT
STANDARD MEALS		$ 9.30
FULL MEALS		$ -
ICA STANDARD MEALS		$ 76.65
ICA FULL MEALS		$ -
		$ -
		$ -
		$ -
Less Money Order Fee		$ (1.00)
TOTAL		$ 84.95

Transmittal Letter

- Memorandum that list all Funds being sent to the Finance Center
  - Checks
    - 50 or Fewer per batch
  - Money Orders
- FSO makes copies of Memorandum and Checks/Money Orders before mailing via U.S. Postal Service
- Mail to Sale of Meals Lock Box
  - USCG Sale of Meals
    P.O. Box 979124
    St. Louis, MO 63197-9000

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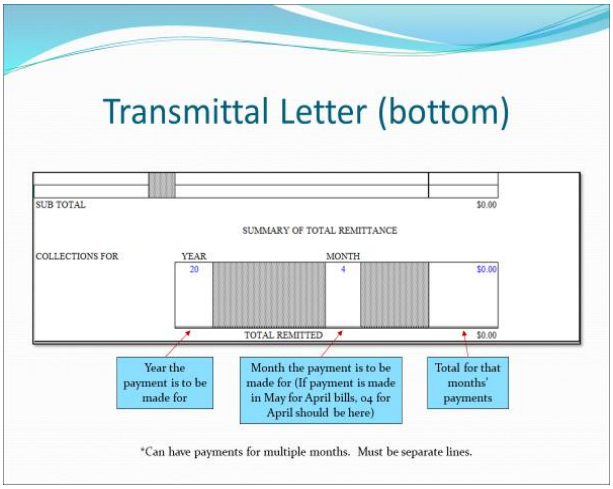
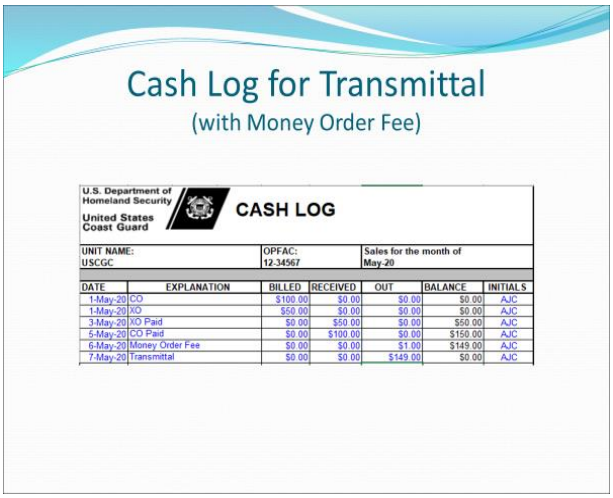
Knowledge Development: Lecture Slides





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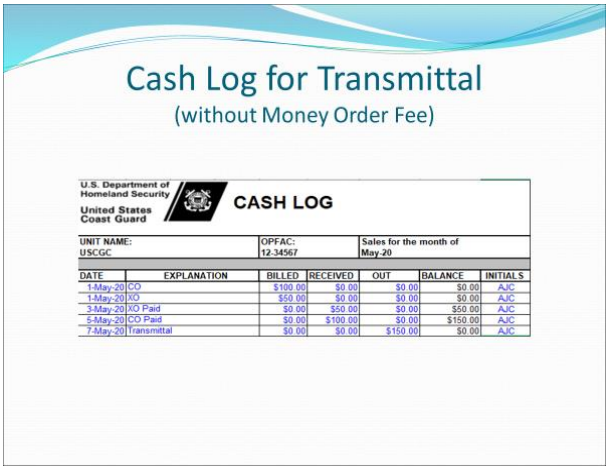
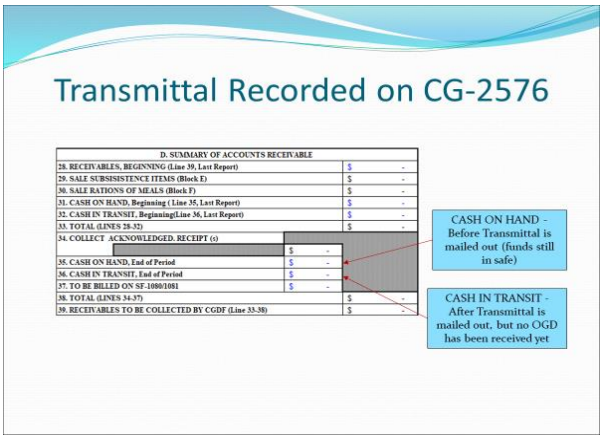
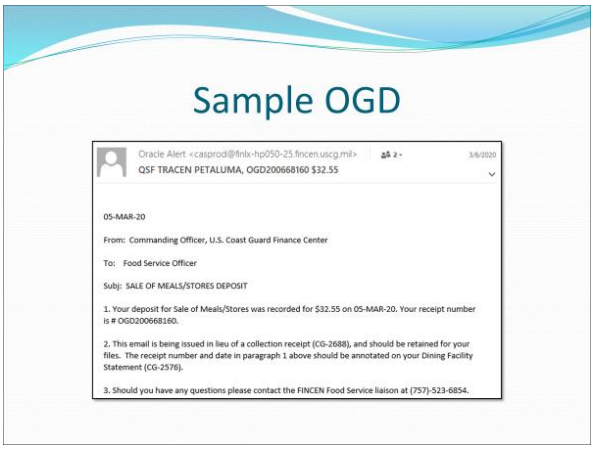
Knowledge Development: Lecture Slides







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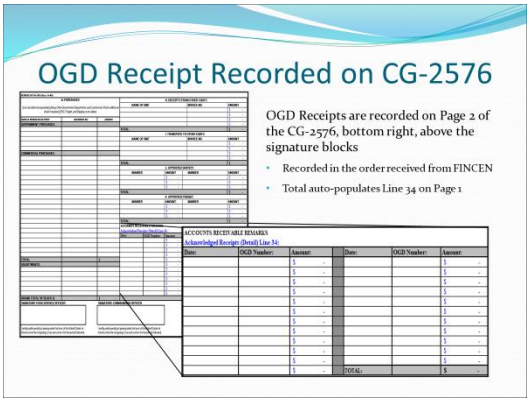
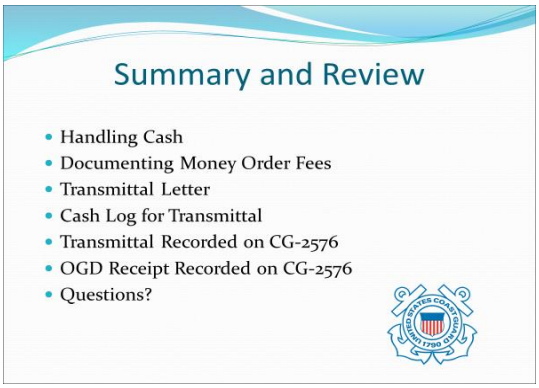
Knowledge Development: Lecture Slides





End of Lecture's Slides

Knowledge Development: Demonstration - Transmit CGDF Funds

Instructions: Recorded Video Demonstration

After watching the recorded lecture, you are ready to watch the recorded video demonstration on how to transmit CGDF funds.

1. Access paper Job Aid, "How to Transmit CGDF Funds" 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 4. "Transmit CGDF Funds."
4. Click on "Video Demonstration" link.
5. Click on demonstration file to view video of an instructor implementing the process to transmit CGDF funds. The instructor will use the parameters below.
   - Refer to the steps in your Job Aid, "How to Transmit CGDF Funds", while viewing demonstration.

Demonstration Parameters:

- The instructor will reference a PVAISW to update the Transmittal letter, the Cash Log, and the CG-2576 to demonstrate how to transmit CGDF funds.

Performance Criteria:

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

The instructor produced:

- In the PVAISW, a completed Transmittal Letter with appropriate columns filled out.
- In the PVAISW, a completed Cash Log with appropriate columns filled out.
- In the PVAISW, a completed CG-2576 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.

End of Demonstration

Practice: Transmit CGDF Funds

Instructions: Practice

Access Practice Materials Online

1. Access paper Job Aid, “How to Transmit CGDF Funds” 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 4. “Transmit CGDF Funds.”
4. Click on PRACTICE link.
5. Download the form(s) listed on the U7L4 PRACTICE section (on milSuite) to your computer:

   a) PVAISW

   - You will use the Transmittal Letter, the Cash Log, and the CG-2576 to process CGDF monetary funds for deposit.

Complete Practice

6. Using your Job Aid, “How to Transmit CGDF Funds” and using the PVAISW on milSuite for U7L4 PRACTICE, you will apply the parameters, personal checks, and OGD Confirmation email to practice processing CGDF monetary funds for deposit.

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Practice: Transmit CGDF Funds, Continued

Instructions: Practice, CONT.

Practice Parameters:

- Unit: USCGC Pacific
- OPFAC: 12-34567
- Address: 100 Coast Guard Drive, Petaluma, CA 94952
- Date: 04 APR 2020

Personal Check from LT Washington

Personal Check from LTJG Jefferson

Continued next page

Practice: Transmit CGDF Funds, Continued

OGD Confirmation Email

Practice Parameters, Continued

11-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 $188.70 on
11-APR-20. Your receipt number is # OGD152634897.

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.

Continued next page

Practice: Transmit CGDF Funds, Continued

Instructions: Practice, CONT.

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

   Suggested file titles:

   - Practice_U7L4_PVAISW_Transmit_Fundls_ (YOUR LAST NAME)

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

   - ➢ In the PVAISW, a completed Transmittal Letter with appropriate columns filled out.
   - ➢ In the PVAISW, a completed Cash Log with appropriate columns filled out.
   - ➢ In the PVAISW, a completed CG-2576 with appropriate columns filled out.

Submit Completed Practice Forms

9. Create EMAIL to instructor CSCS Ciurlino (Anthony.J.Ciurlino@uscg.mil):
   - Subject: U7L4 PRACTICE (Your Last Name)
   - Attachment: Your completed practice doc(s)
   - Body of Email: Include this description
     - Unit/Lesson # and Practice (U7L4 Transmit CGDF Funds)
     - 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.

Continued next page

Practice: Transmit CGDF Funds, Continued

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.	1. Take notes capturing instructor feedback. 2. If needed, ask the instructor questions to clarify your errors. 3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment. 4. Pursue action determined with instructor in Step 3.

End of Practice

Assessment: Document a Sale of Meals

Instructions: Assessment

Before you begin:

1. This assessment evaluates your proficiency in this Terminal Performance Objective:

    - Given funds for deposit, meal records, a computer with access to USCG CS Portal, Food Service Purchase vs. Allowance Inventory System Workbook (PVAISW), U.S. Postal services, and Job Aid “How to Transmit CGDF Funds for Deposit”, **TRANSMIT** CGDF funds 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 Transmittal Letter with appropriate columns filled out.
    - In the PVAISW, a completed Cash Log with appropriate columns filled out.
    - In the PVAISW, a completed CG-2576 with appropriate columns filled out.

5. Refer to your Performance Test Checklist (PTC) Booklet for the PTC, “Transmit CGDF Funds” 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.

Continued next page

Assessment: Transmit CGDF Funds, Continued

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 4. Transmit CGDF Funds.
8. Click on ASSESSMENT link.
9. Download the form(s) listed on the U7L4 ASSESSMENT section to your computer:
   a) PVAISW
      - In this PVAISW, you will use the Transmittal Letter, the Cash Log, and the CG-2576 to process CGDF monetary funds for deposit.

Complete Assessment:

b) Using your Job Aid, “How to Transmit CGDF Funds” and using the PVAISW on milSuite for U7L4 ASSESSMENT, you will apply the parameters, personal checks, and OGD Confirmation email to process CGDF monetary funds for deposit.

Assessment Parameters:

- Unit: USCGC Pacific
- OPFAC: 12-34567
- Address: 200 Coast Guard Drive, Petaluma, CA 94952 table below)
- Date: 06 MAY 2020

Continued next page

Assessment: Transmit CGDF Funds, Continued

Personal Check from LT Washington

Assessment Parameters, Continued:

Personal Check from LTJG Jefferson

Continued next page

Assessment: Transmit CGDF Funds, Continued

OGD Confirmation Email

Assessment Parameters, Continued

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 $155.25 on 13-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.

Continued next page

Assessment: Transmit CGDF Funds, Continued

Instructions: Practice, CONT.

c) Review your completed assessment forms to confirm performance Criterion for Successful Assessment Outcome:

- In the PVAISW, a completed Transmittal Letter with appropriate columns filled out.
- In the PVAISW, a completed Cash Log with appropriate columns filled out.
- In the PVAISW, a completed CG-2576 with appropriate columns filled out.

.

d) After completing your assessment, save file on your computer Suggested file titles:

- Assessment_U7L4_PVAISW_Transmit.Funds_ (YOUR LAST NAME)

Submit Completed Assessment Forms

e) Create EMAIL to instructor CSCS Ciurlino (Anthony.J.Ciurlino@uscg.mil):

- Subject: U7L4 ASSESSMENT (Your Last Name)
- Attachment: Your assessment doc(s)
- Body of Email: Include this description
  - Unit/Lesson # and Assessment (U7L4 Transmit CGDF Funds)
  - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

Continued next page

Assessment: Transmit CGDF Funds, Continued

Instructions: Assessment, CONT.

Receive Instructor Feedback on Assessment

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

g) 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.	1. Take notes capturing instructor feedback. 2. If needed, ask the instructor questions to clarify your errors. 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. 4. Pursue action determined with instructor to successfully pass your assessment.

End of Assessment