

## UNIT 8. MANAGE STORES

### Introduction

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**Unit Overview** This unit introduces the process and documentation for managing the stores in your inventory.

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**Unit Lessons** This unit has three lessons:

- Lesson 1. Physical Inventory
- Lesson 2. Sale of Stores
- Lesson 3. Transfer of Stores

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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 function
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## Lesson 1. Physical Inventory

### Introduction

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**Lesson Overview**

This lesson describes the process of performing a physical inventory. This is something you must do on the last day of every month, plus whenever there is a FSO relief.

**Objective(s)**

After this lesson, students should be able to:

- Given an Inventory Management Workbook for Purchase vs. Allowance (IMWPVA) a Purchase vs. Allowance Inventory Systems Workbook (PVAISW), related job aids, and appropriate reference materials, **COMPLETE** a CGDF End of the Month Physical Inventory, CG-4261 with 100% accuracy.


**References**

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

### Lesson Structure and Required Materials

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

Lesson Title	Lesson 1. Physical Inventory
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> <li>Expect this lesson to take approximately 45 minutes</li> </ul>
Paper Materials 	Paper Job Aid Booklet: <ul style="list-style-type: none"> <li>JA, "How to Complete a Physical Inventory"</li> </ul>
1. Develop Knowledge	This lesson begins with an online PowerPoint presentation and is followed by a Practice and Assessment.  See "Knowledge Development" Section in this User Guide for instructions.
2. Complete Practice	This lesson offers practice creating an inventory for a set of stores.  See "Practice" Section in this User Guide for instructions.
3. Complete Assessment	This lesson offers an assessment to confirm student proficiency in completing an inventory.  See "Assessment" Section in this User Guide for instructions.
End of Lesson Description	

## Knowledge Development: Physical Inventory

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**Instructions:**  
**Online**  
**Presentation**

1. Access paper Job Aid, “How to do a Physical Inventory” in your Job Aid Booklet.
  2. Go to milSuite.mil for practice materials (link below):  
  
<https://www.milsuite.mil/book/groups/fso-pva-course>
  3. Click “Knowledge Development” link under Unit 8, Lesson 1
  4. Listed on this screen are the materials you need to complete the presentation, including:
    - LECTURE\_U8L1\_PhysInventory
  5. Optional: After viewing presentation, refer to the slides in this section as a refresher.
  6. Email instructor with any questions, if needed.
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## Physical Inventory Slides

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Objectives

Given an Inventory Management Workbook for Purchase vs. Allowance (IMWPVA) a Purchase vs. Allowance Inventory Systems Workbook (PVAISW), related job aids, and appropriate reference materials, **COMPLETE** a CGDF End of the Month Physical Inventory, CG-4261 with 100% accuracy.

The slide has a light blue background with a white wave pattern at the top. The United States Coast Guard emblem is in the top left corner. A small speaker icon is in the bottom right corner.

Inventory Types

- Regular
  - End of Month
- Relief
  - Required to relieve an outgoing FSO
- Verification
  - Annual Audit

The slide has a light blue background with a white wave pattern at the top. A small speaker icon is in the bottom right corner.

## Physical Inventory, Continued

### Conducting Inventory

- Inventory must be conducted on the last day of every month.
- Fill in the header information and check inventory type.
- Do not count OPENED subsistence items.
- Count different brands of food items separately, e.g. Hidden Valley Ranch and Kraft Ranch.
- Record the item(s) name, unit of issue, quantity and price for each unopened item(s) on hand onto your CG-426i, Provision Inventory Report.

PROVISION INVENTORY REPORT					UNIT NAME: <u>USCS</u>		OPFAC NUMBER: <u>11-12345</u>	
					PAGE 1 OF 8		DATE: <u>1 May 20</u>	
INVENTORY					REGULAR		RELIEF	
					<input type="checkbox"/>		<input type="checkbox"/>	
					VERIFICATION			
					<input type="checkbox"/>		<input type="checkbox"/>	
ITEM	U/L	QUAN	PRICE	VALUE	ITEM	U/L	QUAN	UNIT
Orange Bottled Water	CS	2.00	8.99	17.98				
Blat Sausage Links	BC	1.00	5.69	5.69				
Hidden Valley Ranch	BT	2.00	2.99	5.98				
Kraft Ranch	BT	1.00	2.69	2.69				

### Inventory Certification

CERTIFICATION INSTRUCTIONS	
A. E-signed when a physical inventory is recorded by the Food Service Officer (FSO) or Auditor for an annual audit. During a relief, outgoing FSO e-signs in block A. Incoming FSO e-signs block D.	
B. E-signed when the physical inventory requirement is waived by the CD or CG.	
C. Fill the approved waiver memo in the Coast Guard Dining Facility Operating package.	
D. E-signed by outgoing FSO when relief inventory coincides with annual audit.	
E. E-signed by incoming FSO.	
F. E-signed by witness(es) of a physical inventory recorded when outgoing FSO departs suddenly, not permitting a joint physical inventory with the incoming FSO.	
G. E-signed by CGDFOS.	

A digital certificate shall be signed by the FSO e-signing in blocks A through F.

CERTIFICATION	ELECTRONIC SIGNATURE
A. I (we) certify this inventory is an accurate statement recorded under my (our) supervision.	
B. I certify this inventory is an accurate statement of recorded on the stock cards.	
C. I witnessed the physical inventory during the CGDF annual audit and certify the accuracy of this statement.	
D. I received notification recorded on this inventory, for which I hold myself accountable.	
E. I (we) witnessed the physical inventory and certify the accuracy of this statement.	
F. I examined and approve this statement.	

### Document in CGDFOS

PROVISION INVENTORY REPORT					UNIT NAME: <u>USCS</u>		OPFAC NUMBER: <u>11-12345</u>	
					PAGE 1 OF 8		DATE: <u>1 May 20</u>	
INVENTORY					REGULAR		RELIEF	
					<input type="checkbox"/>		<input type="checkbox"/>	
					VERIFICATION			
					<input type="checkbox"/>		<input type="checkbox"/>	
ITEM	U/L	QUAN	PRICE	VALUE	ITEM	U/L	QUAN	UNIT
Orange Bottled Water	CS	2.00	8.99	17.98				
Blat Sausage Links	BC	1.00	5.69	5.69				
Hidden Valley Ranch	BT	2.00	2.99	5.98				
Kraft Ranch	BT	1.00	2.69	2.69				
TOTAL					GRAND TOTAL			
					32.34			

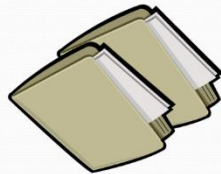
CERTIFICATION INSTRUCTIONS	
5. APPROVED SURVEY (Block J)	\$ -
5a. APPROVED FREIGHT (Block K)	\$ -
6. SALE OF SUBSISTENCE ITEMS (Block E)	\$ -
7. TRANSFER TO OTHER CGDFS (Block I)	\$ -
8. ENDING INVENTORY	\$ 32.34
9. TOTAL (\$-8)	\$ 32.34

## Physical Inventory, Continued

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### Submit and File

- Once completed and signed by the FSO, submit to your CO/OIC with your monthly folder for signature approval.
- File your approved inventory in the right side of your monthly folder.



### Summary and Review

- Regular Inventory must be conducted on the last day of every month.
- Record the item(s) name, unit of issue, quantity and price for each unopened item(s) on hand onto your CG-4261, Provision Inventory Report.
- Do not count OPENED subsistence items.
- Count different brands of food items separately, e.g. Hidden Valley Ranch and Kraft Ranch.
- Make sure to check the correct TYPE of inventory on the CG-4261



### Questions?

- If you need clarification on this lesson, direct your questions to your instructor, CSCS Adam Shelton at TRACEN Petaluma.
  - Phone: 707-765-7427
  - Email: Adam.C.Shelton @uscg.mil



## Practice: Physical Inventory

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### Instructions: Practice

#### Access Practice Materials Online

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

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

3. Click “Practice” link under Unit 8, Lesson 1
4. Listed on this screen are the materials you need to complete your practice activity, including:
  - PRACTICE EXERCISE – Physical Inventory
  - IMWPVA (Contains CG-4261)
5. Complete Practice  
Follow the instructions in the PRACTICE EXERCISE file.
6. Create EMAIL to instructor CSCS Shelton ([Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)):
  - Subject: U8L1 PRACTICE (Your Last Name)
  - Attachment: Your practice doc(s)
  - Body of Email: Include this description
    - Unit/Lesson # and Practice (U8L1 Physical Inventory)
    - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

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## Practice: Physical Inventory

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

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

## PTC Assessment: Physical Inventory

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### Instructions: Assessment

Before you begin:

1. This assessment evaluates your proficiency in this Terminal Performance Objective:
  - Given an Inventory Management Workbook for Purchase vs. Allowance (IMWPVA) a Purchase vs. Allowance Inventory Systems Workbook (PVAISW), related job aids, and appropriate reference materials, **COMPLETE** a CGDF End of the Month Physical Inventory, CG-4261 with 100% accuracy.
2. Questions are not permitted during an assessment.
3. You are allowed three attempts to pass this assessment.
4. Refer to your Performance Test Checklist (PTC) Booklet for the PTC, "Create a CGDF Menu to review this assessment. If you did not download the PTC Booklet at the start of this course, the PTC Booklet can be found on this course's milSuite site.

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## PTC Assessment: Physical Inventory

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

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

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

3. Click “Assessment” link under Unit 8, Lesson 1
4. Listed on this screen are the materials you need to complete your assessment activity, including:
  - ASSESSMENT EXERCISE – Physical Inventory
  - IMWPVA (Contains CG-4261)
5. Complete Practice  
Follow the instructions in the ASSESSMENT EXERCISE file.
6. Create EMAIL to instructor CSCS Shelton ([Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)):
  - Subject: U8L1 ASSESSMENT (Your Last Name)
  - Attachment: Your assessment doc(s)
  - Body of Email: Include this description
    - Unit/Lesson # and Practice (U8L1 Physical Inventory)
    - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

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## Assessment: Physical Inventory, Continued

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

5. Your instructor will contact you with feedback using the email and phone number you included in your email.
6. 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