

UNIT 8. MANAGE STORES

Lesson 3. Transfer of Stores

Introduction

**Lesson
Overview**

This lesson describes the process of completing a Transfer of Stores.

Objective(s)

After this lesson, students should be able to:

- Given a computer with access to the CS Portal, milSuite and DCS, a Purchase vs. Allowance Inventory Systems Workbook (PVAISW), a need for the transfer of stores, related job aids, and any additional applicable references, **COMPLETE** a Transfer of Stores CG-2581 with 100% accuracy.


References

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

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

Lesson Title	Lesson 2. Sale of Stores
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> Expect this lesson to take approximately 1 hour
Paper Materials 	Paper Job Aid Booklet: <ul style="list-style-type: none"> JA, "How to Complete a Transfer of Stores"
1. Develop Knowledge	This lesson begins with an online PowerPoint presentation and is followed by a Demonstration Video. 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: Transfer of Stores

Instructions:
Online
Presentation

1. Access paper Job Aid, “How to Complete a Transfer of Stores” 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 3
 4. Listed on this screen are the materials you need to complete the presentation, including:
 - LECTURE_U8L3_Transfer of Stores
 - DEMONSTRATION video Transfer of Stores
 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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Transfer of Stores Slides




Objectives

Given a computer with access to the CS Portal, milSuite and DCS, a Purchase vs. Allowance Inventory Systems Workbook (PVAISW), a need for the transfer of stores, related job aids, and any additional applicable references, **COMPLETE** a Transfer of Stores CG-2581 with 100% accuracy.



Transfer of Stores

- Transfer of Stores are the transfer of subsistence items from your CGDF to another CGDF.
- Obtain CO/OIC approval before initiating Transfer of Stores.
- Transfer to non-Coast Guard dining facilities is prohibited.
- No funds are exchanged between the two CGDFs.



Transfer of Stores Slides, Continued

Documentation for Transfer of Stores

- CG-2581 – Transfer of Stores
- CG-2576 – Block I (Transfers to other CGDFs)
- CG-2576 – Block C (remarks)

Transfer of Stores cont.

Before Delivery:

Transfer of Stores cont.

Before Delivery:

Transfer of Stores Slides, Continued

Transfer of Stores cont.

After you remove items from Inventory:

When you deliver the Inventory:

Document in CGDFOS

- Document the Transfer of Stores in Block I of the CG-2576, listing the Sold To, the invoice # and the total amount. The invoice # can be found at the bottom of the CG-2581.

CG-2581-Sale of Stores
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TS 01-May-20

Document in CGDFOS cont.

- Document the Transfer of Stores in Block C "Remarks" of your G-2576.

Transfer of Stores Slides, Continued

Summary and Review

- Obtain approval from your CO/OIC for all Transfer of Stores.
- Transfer only to other CGDFs.
- Document Transfer on an itemized Transfer of Stores, CG-2581
- Ensure you initial and have the receiver sign.
- Provide receiver two copies for their records.
- Document transfer in PVAISW (3 places)
- Submit to FINCEN with CGDFOS for examination at the end of the month.



Questions?

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



Practice: Transfer of Stores

Instructions: Practice

Access Practice Materials Online

1. Access paper Job Aid, “How to Complete a Transfer of Stores” 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 3
4. Listed on this screen are the materials you need to complete your practice activity, including:
 - PRACTICE SCENARIO – U8L3 Transfer of Stores
 - PVAISW

Complete Practice

5. Review the Scenario. Use your Job Aid to make required additions to the forms inside the PVAISW

6. Completed Practice Forms

Create EMAIL to instructor CSCS Shelton

(Adam.C.Shelton@uscg.mil):

- Subject: U8L3 PRACTICE (Your Last Name)
- Attachment: Your practice doc(s)
- Body of Email: Include this description
 - Unit/Lesson # and Practice (U8L3 Transfer of Stores)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

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Practice: Transfer of Stores

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">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

PTC Assessment: Transfer of Stores

Instructions: Assessment

Before you begin:

1. This assessment evaluates your proficiency in this Terminal Performance Objective:
 - Given a computer with access to the CS Portal, milSuite and DCS, a Purchase vs. Allowance Inventory Systems Workbook (PVAISW), a need for the transfer of stores, related job aids, and any additional applicable references, **COMPLETE** a Transfer of Stores CG-2581 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: Transfer of Stores, Continued

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

5. Access paper Job Aid, “How to Complete a Transfer of Stores” in your Job Aid Booklet.
6. Go to milSuite for practice materials (link below):

<https://www.milsuite.mil/book/groups/fso-pva-course>
7. Click “Assessment” link under Unit 8, Lesson 3
8. Listed on this screen are the materials you need to complete your practice activity, including:
 - ASSESSMENT SCENARIO – U8L3 Transfer of Stores
 - PVAISW

Complete Assessment

9. Review the Scenario. Use your Job Aid to make required additions to the forms inside the PVAISW

Completed Assessment Forms

10. Create EMAIL to instructor CSCS Shelton (Adam.C.Shelton@uscg.mil):
 - Subject: U8L3 ASSESSMENT (Your Last Name)
 - Attachment: Your assessment doc(s)
 - Body of Email: Include this description
 - Unit/Lesson # and Assessment (U8L3 Transfer of Stores)
 - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

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Assessment: Transfer of Stores, Continued

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

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

12. 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">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