

**FSO-PVA (FOT) Course**  
**Unit 1. Course Administration**  
**Lesson 2. Course Overview**

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## LESSON 2: COURSE OVERVIEW

### Overview

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#### Lesson Overview

This lesson introduces you to the FSO-PVA (FOT) Course Map, Agendas for Week 1, Week 2, and Week 3, and explores the common elements used in the self-directed lessons you will be completing. We will also develop the important FSO skill of accessing and downloading FSO forms from the USCG CS Portal.

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#### Lesson Objectives

After completing this lesson, you should be able to:

1. Refer to Course Map for course content flow.
  2. Use the Agenda to plan your self-directed learning.
  3. Describe the common elements found in FSO-PVA self-directed learning modules.
  4. Recognize User Guide value in self-directed lessons.
  5. Download an FSO form from the CS Portal.
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#### References

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

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#### Lesson Materials

1. Job Aid Booklet Week 1 (Paper)
  2. Capstone Workbooks (Paper)
  3. FSO-PVA Forms Packet (Paper)
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#### Instructor Contact Information

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## Introduction

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**WELCOME!**  
**FSO Purchase Vs. Allowance (PVA) Course**  
*Facilitated Online Training (FOT)*

Unit 1. Course Administration  
Lesson 2. Course Overview



**AGENDA:**  
**Unit 1. Course Administration**  
**Lesson 2. Course Overview**

- Objectives
- Course Map
- Agendas: Week 1, Week 2, Week 3
- Self-Directed Lesson Designs
- Practice: Download an FSO Form from the CS Portal
- Wrap Up & Unit 2 Launch

**Objective(s)**

After this lesson you should be able to:

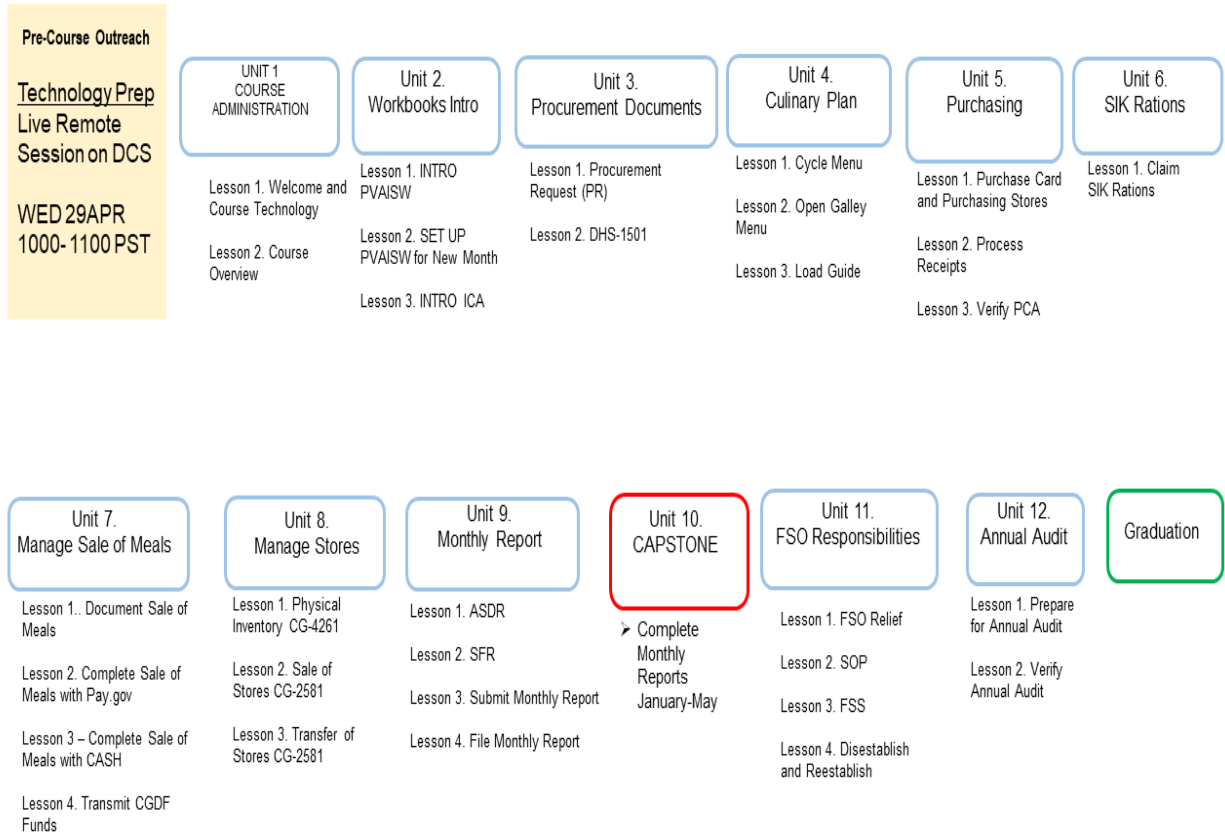
1. Refer to Course Map for course content flow.
2. Use the Agenda to plan your self-directed learning.
3. Describe the common elements found in FSO-PVA self-directed learning modules.
4. Recognize User Guide value in self-directed lessons.
5. Download an FSO form from the CS Portal.

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## Course Map

### FSO-PVA COURSE MAP v.27APR



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The course map displays the sequence of topics in the FSO-PVA Course.

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## Agenda – Week 1

	DAY 1 MONDAY	DAY 2 TUESDAY	DAY 3 WEDNESDAY	DAY 4 THURSDAY	DAY 5 FRIDAY
<b>KEY</b> * TPO with PTC Live DCS Session Self-Directed	<b>WEEK 1 AGENDA: FOOD SERVICE OFFICER – Purchase vs. Allowances (PVA)</b>				
v.25APR2020	<u>WELCOME (LIVE DCS)</u> 0800-0900PST	<u>LIVE DCS SESSION</u> 0800-0900PST	<u>LIVE DCS SESSION</u> 0800-0900PST	<u>LIVE DCS SESSION</u> 0800-0900PST	<u>LIVE DCS SESSION</u> 0800-0900PST
<u>Pre-Course Outreach</u>	<u>UNIT 1. COURSE ADMINISTRATION</u>	<u>UNIT 3. PROCUREMENT DOCUMENTS</u>	<u>UNIT 5. PURCHASING</u>	<u>UNIT 7. MANAGE SALE OF MEALS</u>	<u>UNIT 8. MANAGE STORES</u>
5-10 Days Before Day 1	<ul style="list-style-type: none"> <li>Lesson 1. Welcome &amp; Course Technology</li> <li>Lesson 2. Course Overview</li> </ul>	<ul style="list-style-type: none"> <li>Lesson 1. Procurement Request (PR)* (1 HR)</li> <li>Lesson 2. DHS-1501 (1 HR)</li> </ul>	<ul style="list-style-type: none"> <li>Lesson 1. Purchase Card and Purchase Stores (1 HR)</li> <li>Lesson 2. Process Receipts (1 HR)</li> <li>Lesson 3. Verify PCA (1 HR)</li> </ul>	<ul style="list-style-type: none"> <li>Lesson 1. Document Sale of Meals * (2 HRS)</li> <li>Lesson 2. Complete Sale of Meals with Pay.gov* (2 HRS)</li> <li>Lesson 3. Complete Sale of Meals with CASH* (2 HRS)</li> <li>Lesson 4. Transmit CGDF Funds * (2 HRS)</li> </ul>	<ul style="list-style-type: none"> <li>Lesson 1. Physical Inventory* (45 MIN)</li> <li>Lesson 2. Sale of Stores* (1 HR)</li> <li>Lesson 3. Transfer of Stores* (1 HR)</li> </ul>
1 Week Before Course Launch	<u>UNIT 2. WORKBOOKS INTRODUCTION</u>	<u>UNIT 4. CULINARY PLAN</u>	<u>UNIT 6. SIK RATIONS</u>		<u>WEEK IN REVIEW LIVE DCS SESSION</u> 1300 PST
WED 29APR Tech Prep (Live DCS) 1000-1200PST	<ul style="list-style-type: none"> <li>Lesson 1. Intro PVAISW (1.5 HRS)</li> <li>Lesson 2. Set Up PVAISW for New Month (2.5 HRS)</li> <li>Lesson 3. Intro ICA (1 HR)</li> </ul>	<ul style="list-style-type: none"> <li>Lesson 1. Cycle Menu* (2 HR)</li> <li>Lesson 2. Open Galley Menu* (45 MIN)</li> <li>Lesson 3. Load Guide* (1 HR)</li> </ul>	<ul style="list-style-type: none"> <li>Lesson 1. Claim SIK Rations (2.5 HRS)</li> </ul>		
<ul style="list-style-type: none"> <li>Test miiSuite</li> <li>Test DCS</li> <li>Test folder access</li> <li>Test emails</li> <li>Test phone audio</li> </ul>					

(Slide enlarged for viewing.) Agenda Week 1 – The above illustration displays the timeframe and day of each lesson and unit, including mode of delivery (live or self-directed modules). The key to the illustration is provided in the upper left corner. Lessons framed in green represent live sessions. Lessons framed in dotted blue represent self-directed lessons.

The majority of FSO-PVA (FOT) is self-directed in nature. During self-directed lessons, instructors are readily available for questions, coaching, and guidance throughout the day. Instructor contact information is provided in the beginning of this User Guide.

Each day begins with a one-hour live session. At the end of the week on Friday, another live session wraps up the week in review just before the weekend.

## Agenda – Week 2

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<b>WEEK 2 AGENDA: FOOD SERVICE OFFICER – Purchase vs. Allowances (PVA)</b>					
<b>DAY 1 MONDAY</b>		<b>DAY 2 TUESDAY</b>		<b>DAY 3 WEDNESDAY</b>	
<b>DAY 4 THURSDAY</b>		<b>DAY 5 FRIDAY</b>			
<div style="border: 1px solid green; padding: 2px; text-align: center;"> <b>LIVE DCS SESSION</b> 0800-0900PST                 </div>		<div style="border: 1px solid green; padding: 2px; text-align: center;"> <b>LIVE DCS SESSION</b> 0800-1600PST                 </div>		<div style="border: 1px solid green; padding: 2px; text-align: center;"> <b>LIVE DCS SESSION</b> 0800-0900PST                 </div>	
<div style="border: 1px dashed blue; padding: 5px;"> <p><u>UNIT 9. MONTHLY REPORT</u></p> <ul style="list-style-type: none"> <li>• Lesson 1. ASDR</li> <li>• Lesson 2. SFR</li> <li>• Lesson 3. Submit Monthly Report</li> <li>• Lesson 4. File Monthly Report</li> </ul> </div>		<div style="border: 1px solid green; padding: 5px;"> <p><u>UNIT 10. CAPSTONE</u></p> <p>Demonstration and Preparation (6 HRS)</p> </div>		<div style="border: 1px dashed blue; padding: 5px;"> <p><u>UNIT 10. CAPSTONE</u></p> <p>Continued (6 HRS)</p> </div>	
				<div style="border: 1px dashed blue; padding: 5px;"> <p><u>UNIT 10. CAPSTONE</u></p> <p>Continued (6 HRS)</p> </div>	
				<div style="border: 1px dashed blue; padding: 5px;"> <p>Instructor Assessment</p> </div>	
				<div style="border: 1px dashed blue; padding: 5px;"> <p>CAPSTONE FINISHED</p> </div>	
				<div style="border: 1px solid green; padding: 2px; text-align: center;"> <b>WEEK IN REVIEW</b> <b>LIVE DCS SESSION</b> 1300 PST                 </div>	

(Slide enlarged for viewing.) Agenda Week 2 – The majority of Week 2 is dedicated to a Capstone exercise that requires students to apply and integrate many of the skills they have developed throughout the course.

On Tuesday, the first day of the Capstone, instructors guide students through a demonstration of the first scenario to ensure students feel comfortable in completing the remaining months in the Capstone scenarios.

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## Agenda – Week 3

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<b>KEY</b> * TPO with PTC <span style="border: 1px solid green; padding: 2px;">Live DCS Session</span> <span style="border: 1px dashed blue; padding: 2px;">Self-Directed</span>	<b>WEEK 3 AGENDA: FOOD SERVICE OFFICER – Purchase vs. Allowances (PVA)</b>		
	<u>DAY 1</u> MONDAY	<u>DAY 2</u> TUESDAY	<u>DAY 3</u> WEDNESDAY
v.25APR2020	<span style="border: 1px solid green; padding: 5px;">LIVE DCS SESSION 0800-0900 PST</span>	<span style="border: 1px solid green; padding: 5px;">LIVE DCS SESSION 0800-0900 PST</span>	<span style="border: 1px solid green; padding: 5px;">LIVE DCS SESSION 0800-0900 PST</span>
	<p><u>UNIT 11. FSO RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> <li>• Lesson 1. FSO Relief (2 HRs)</li> <li>• Lesson 2. SOP (2 HRs)</li> <li>• Lesson 3. FSS (2 HRs)</li> </ul>	<p><u>UNIT 11. FSO RESPONSIBILITIES, CONT.</u></p> <ul style="list-style-type: none"> <li>• Lesson 4. Disestablish and Reestablish (2 HRs)</li> </ul> <p><u>UNIT 12. ANNUAL AUDIT</u></p> <ul style="list-style-type: none"> <li>• Lesson 1. Prepare for Annual Audit (2 HRs)</li> </ul>	<p><u>UNIT 12. ANNUAL AUDIT, CONT.</u></p> <ul style="list-style-type: none"> <li>• Lesson 2. Verify Annual Audit (1 HR)</li> </ul>
			<span style="border: 1px solid green; padding: 5px;">GRADUATION LIVE DCS SESSION 1430 PST</span>

(Slide enlarged for viewing.) Agenda Week 3 – Students learn critical strategic skills required of the FSO as leader and manager, including developing an SOP, an FSS, FSO relief, and developing subordinates.

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**Self-Directed Learning – 4 Elements of FSO-PVA (FOT)**

Lesson's <b><u>1. User Guide</u></b>	Lesson's <b><u>2. Knowledge Development</u></b>	Lesson's <b><u>3. Practice</u></b>	Lesson's <b><u>4. Assessment</u></b>
<p>Critical blueprint for your Self-Directed lesson.</p> <p>Short but critical reading.</p> <p>The first thing to download, save, read, and (if possible) print.</p>	<p>Various methods used:</p> <ul style="list-style-type: none"> <li>✓ Recorded PowerPoint lectures.                             <ul style="list-style-type: none"> <li>➢ PowerPoint slides are in User Guide for note-taking.</li> </ul> </li> <li>✓ Recorded Video Demonstrations                             <ul style="list-style-type: none"> <li>➢ Video used in conjunction with appropriate paper Job Aid featured in video.</li> </ul> </li> <li>✓ eLearning &amp; Simulation</li> </ul>	<p>Skill development for lesson's objective(s).</p> <p>Online Forms and documents to complete the practice.</p> <p>User Guide has practice scenarios and instructions.</p>	<p>Skill Assessment based on lesson's objective(s).</p> <p>Online Forms and documents to complete the Assessment.</p> <p>User Guide has assessment scenarios and instructions.</p>

The Self-directed training provided in FSO-PVA allows students to learn at their pace in the comfort of their own office or home. Each self-directed lesson is broken into four key elements of development, including (1) the User Guide, (2) Knowledge Development, (3) Practice, and (4) Assessment.

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## Self-Directed Learning – 4 Common Elements in FSO-PVA (FOT), CONT.

### Self-Directed Learning Lesson Elements

**Student Activity:**

1. Access course milSuite site.  
<https://www.milsuite.mil/book/groups/fso-pva-course/overview>
2. Click on Unit 2 Lessons:
  - a) What knowledge development elements are in Unit 2 Lesson 1? Unit 2 Lesson 2? Unit 3 Lesson 1?
  - b) What practice elements are provided to you in Unit 2 Lesson 2?
3. Download Unit 1 User Guide for Lesson 1 and Lesson 2.
4. What do you see on page 2 of the User Guide?

### User Guide – Pg. 2 “Lesson Structure”

Recommended start timeframe and when you should finish.		Lesson Title	Set Up PVAISW
Any paper-based documents needed?		Lesson Schedule	Mode: Online Self-Directed <ul style="list-style-type: none"> <li>• Recommended Start: Day 1 by 1130 PST</li> <li>• Complete: Day 1 by 1430 PST</li> <li>• Duration Range: 60 min. – 120 MIN.</li> </ul>
		Paper Materials	Job Aid Booklet: <ul style="list-style-type: none"> <li>• Job Aid, "How to Set Up a PVAISW for a New Month"</li> </ul>
Go to “Knowledge Development” Section		1. Develop Knowledge	This lesson integrates knowledge development with a video demonstration. Refer to the Knowledge Development section for instructions.
Go to “Practice” Section for Scenarios and submission instructions when done.		1. Complete Practice	This lesson includes one practice activity. Refer to the Practice Section in this User Guide for instructions.
Go to “Assessment” Section for Scenarios and submission instructions when done.		2. Complete Assessment	This lesson includes one assessment activity. Refer to the Assessment Section in this User Guide for instructions.
		End of Lesson Structure	

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## **Download an FSO Form from USCG CS Portal**

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### **Skill: Download an FSO Form from CS Portal**

If course technology falters, we may have to use the CS Portal to access course materials. In addition, downloading forms from the USCG CS Portal is an important skill for all FSOs.

#### **Activity: 10 minutes.**

**Download an FSO form of your choice from CS Portal.**

1. Refer to Job Aid Booklet, Job Aid “How to Download an FSO Form from USCG CS Portal.”
2. Follow Job Aid instructions to download a form of your choice from the USCG CS Portal.
3. When finished, email instructor the form you downloaded to demonstrate you have mastered this skill.

Note: Instructor will provide email / name during presentation.

Reminder: Instructor emails are listed in the beginning of this User Guide.

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**End of Unit 1, Lesson 2**