

U.S. Department of
Homeland Security

**United States
Coast Guard**



Job Aids Booklet: Week 2

***Food Service Officer – Purchase vs. Allowance
Facilitated Online Training***



CS C-School
USCG Training Center Petaluma
599 Tomales Road
Petaluma, CA 94952

MAY 2020

[illegible]

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NOTE:

WEEK 2 BEGINS ON MONDAY WITH UNIT 9 (ABOVE JOB AIDS).

AFTER COMPLETING UNIT 9'S FOUR LESSONS ON MONDAY, STUDENTS BEGIN THE "CAPSTONE" ACTIVITY ON TUESDAY.

THROUGHOUT TUESDAY, YOUR INSTRUCTOR WILL FACILITATE A LIVE SESSION ON DCS, PROVIDING STUDENTS WITH GUIDANCE ON HOW TO COMPLETE YOUR CAPSTONE ACTIVITY.

IN ADDITION, YOUR INSTRUCTOR WILL PROVIDE GUIDANCE ON HOW TO USE THE JOB AIDS PROVIDED THUS FAR IN CLASS (*BOTH FROM JOB AID BOOKLET WEEK 1 AND JOB AID BOOKLET WEEK 2*) IN COMPLETING YOUR CAPSTONE DURING WEEK 2.

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UNIT 9. MONTHLY REPORTS

LESSON 1. ASDR - JOB AIDS

How to Assess an Account Status Details Report (ASDR)

LESSON 2. SFR - JOB AIDS

How to Use a Supply Fund Report (SFR) to Complete CG-2576 Block G

LESSON 3. SUBMIT A MONTHLY REPORT - JOB AIDS

How to Submit a Monthly Report for FINCEN Review

LESSON 4. FILE A MONTHLY REPORT - JOB AIDS

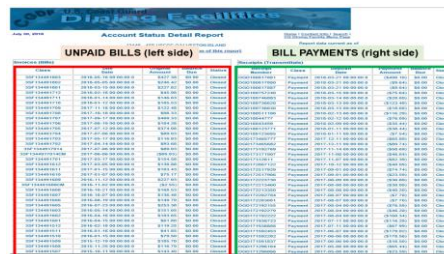
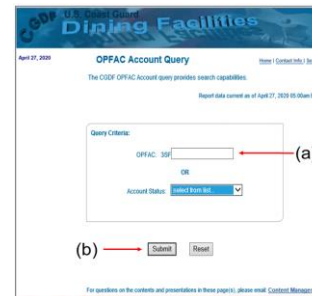
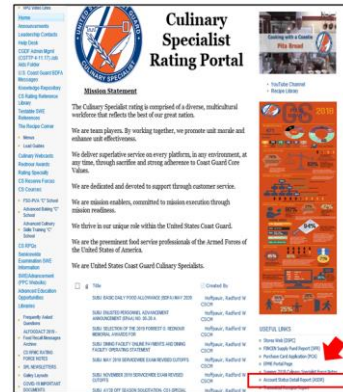
How to File a Monthly Report for Record-Keeping

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Job Aid: How to Assess an Account Status Details Report (ASDR)

Instructions: This Job Aid explains how and when the FSO should review the Account Status Detail Report (ASDR) and contact FINCEN about an ASDR. The ASDR is a FINCEN-generated and FINCEN-managed online report that tracks Receivables (Bills) to be collected by the FSO's Dining Facility, and compares these bills against what has been actually paid.

STEP	ACTION
1	ACCESS the CS Portal.
2	On CS Portal, CLICK on "Account Status Detail Report (ASDR) link in bottom right corner of the CS Portal.
3	COMPLETE OPFAC Account Query page: (a) ENTER last 5 digits of your unit's OPFAC (b) CLICK submit button
4	OBSERVE ASDR that displays on screen.



Continued next page

Job Aid: How to Assess an ASDR, Continued

STEP	ACTION																																																																						
5	<div><div>REVIEW left side of ASDR “Invoices (Bills)” for billing:</div><div><ul style="list-style-type: none">“<u>Class</u>” Column: Each line represents one month’s billing. The last four digits of a bill’s number represent the <i>year</i> and <i>month</i>.“<u>Due Date</u>” Column: Payment due date is 30 days after FINCEN receives bill.“<u>Original Amount</u>” Column: Original total billed for the month (or adjusted amount / credit memo bills.) After FINCEN audits the FSO’s CG-2576, FINCEN copies the amount in CG-2576 Line 39 “Receivables to be Collected by this CGDF”, and posts that amount into this ASDR column.“<u>Balance Due</u>” Column: Any balances due for a specific billing period. If the balance is past due, the font will turn red.“<u>Status</u>” Column: If bill has been paid, status will say “Closed.”</div></div> <div><table><caption>Invoices (Bills)</caption><thead><tr><th>Class</th><th>Due Date</th><th>Original Amount</th><th>Balance Due</th><th>Status</th></tr></thead><tbody><tr><td>3SF139012003</td><td>2020-05-08 00:00:00.0</td><td>\$201.30</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139012002</td><td>2020-04-10 00:00:00.0</td><td>\$354.90</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139012001</td><td>2020-03-13 00:00:00.0</td><td>\$440.25</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139011912</td><td>2020-02-16 00:00:00.0</td><td>\$278.70</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139011911</td><td>2020-01-17 00:00:00.0</td><td>\$310.80</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139011909</td><td>2019-11-10 00:00:00.0</td><td>\$7.20</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139011908</td><td>2019-10-16 00:00:00.0</td><td>\$64.35</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139011907</td><td>2019-09-12 00:00:00.0</td><td>\$220.80</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139011906</td><td>2019-08-10 00:00:00.0</td><td>\$280.80</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139011905</td><td>2019-07-13 00:00:00.0</td><td>\$283.95</td><td>\$0.00</td><td>Closed</td></tr></tbody></table><div><div>YEAR = 2019 MONTH = MAY</div><div>When FINCEN audits CG-2576, FINCEN copies amount from Line 39 “Receivables to be Collected” and copies it into the ASDR.</div></div></div>					Class	Due Date	Original Amount	Balance Due	Status	3SF139012003	2020-05-08 00:00:00.0	\$201.30	\$0.00	Closed	3SF139012002	2020-04-10 00:00:00.0	\$354.90	\$0.00	Closed	3SF139012001	2020-03-13 00:00:00.0	\$440.25	\$0.00	Closed	3SF139011912	2020-02-16 00:00:00.0	\$278.70	\$0.00	Closed	3SF139011911	2020-01-17 00:00:00.0	\$310.80	\$0.00	Closed	3SF139011909	2019-11-10 00:00:00.0	\$7.20	\$0.00	Closed	3SF139011908	2019-10-16 00:00:00.0	\$64.35	\$0.00	Closed	3SF139011907	2019-09-12 00:00:00.0	\$220.80	\$0.00	Closed	3SF139011906	2019-08-10 00:00:00.0	\$280.80	\$0.00	Closed	3SF139011905	2019-07-13 00:00:00.0	\$283.95	\$0.00	Closed											
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6	<div><div>REVIEW right side of ASDR “Receipts (Transmittals)” for bill payment status:</div><div><ul style="list-style-type: none">“<u>Receipt Number</u>” Column: Each line represents a separate payment towards a bill in a specific month.“<u>Class</u>” Column: Action taken, e.g., payment.“<u>Deposit Date</u>” Column: Date of payment towards a month’s bill.“<u>Payment Amount</u>” Column: Amount of payment.“<u>Balance Due</u>” Column: Amount outstanding.“<u>Status</u>” Column: Status of payment. If paid, status is “Closed.”</div></div> <div><table><caption>Receipts (Transmittals)</caption><thead><tr><th>Receipt Number</th><th>Class</th><th>Deposit Date</th><th>Payment Amount</th><th>Balance Due</th><th>Status</th></tr></thead><tbody><tr><td>OGD200996597</td><td>Payment</td><td>2020-04-07 00:00:00.0</td><td>(\$13.95)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>OGD200985622</td><td>Payment</td><td>2020-04-06 00:00:00.0</td><td>(\$70.65)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>OGD200985864</td><td>Payment</td><td>2020-04-06 00:00:00.0</td><td>(\$74.85)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>OGD200985017</td><td>Payment</td><td>2020-04-06 00:00:00.0</td><td>(\$13.95)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>OGD200985196</td><td>Payment</td><td>2020-04-06 00:00:00.0</td><td>(\$27.90)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>OGD20072931</td><td>Payment</td><td>2020-03-11 00:00:00.0</td><td>(\$49.05)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>OGD20071668</td><td>Payment</td><td>2020-03-10 00:00:00.0</td><td>(\$23.25)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>OGD200709551</td><td>Payment</td><td>2020-03-09 00:00:00.0</td><td>(\$151.05)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>OGD200698993</td><td>Payment</td><td>2020-03-06 00:00:00.0</td><td>(\$131.55)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>OGD200525459</td><td>Payment</td><td>2020-02-20 00:00:00.0</td><td>(\$90.90)</td><td>\$0.00</td><td>Closed</td></tr></tbody></table></div>					Receipt Number	Class	Deposit Date	Payment Amount	Balance Due	Status	OGD200996597	Payment	2020-04-07 00:00:00.0	(\$13.95)	\$0.00	Closed	OGD200985622	Payment	2020-04-06 00:00:00.0	(\$70.65)	\$0.00	Closed	OGD200985864	Payment	2020-04-06 00:00:00.0	(\$74.85)	\$0.00	Closed	OGD200985017	Payment	2020-04-06 00:00:00.0	(\$13.95)	\$0.00	Closed	OGD200985196	Payment	2020-04-06 00:00:00.0	(\$27.90)	\$0.00	Closed	OGD20072931	Payment	2020-03-11 00:00:00.0	(\$49.05)	\$0.00	Closed	OGD20071668	Payment	2020-03-10 00:00:00.0	(\$23.25)	\$0.00	Closed	OGD200709551	Payment	2020-03-09 00:00:00.0	(\$151.05)	\$0.00	Closed	OGD200698993	Payment	2020-03-06 00:00:00.0	(\$131.55)	\$0.00	Closed	OGD200525459	Payment	2020-02-20 00:00:00.0	(\$90.90)	\$0.00	Closed
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Job Aid: How to Assess an ASDR, Continued

STEP	ACTION																																																																																																														
7	<p>IDENTIFY whether red lines appear on your ASDR, which indicate an issue with billing and/or payment.</p> <table><thead><tr><th colspan="5">Invoices (Bills)</th><th colspan="6">Receipts (Transmittals)</th></tr><tr><th>Class</th><th>Due Date</th><th>Original Amount</th><th>Balance Due</th><th>Status</th><th>Receipt Number</th><th>Class</th><th>Deposit Date</th><th>Payment Amount</th><th>Balance Due</th><th>Status</th></tr></thead><tbody><tr><td>3SF139062003</td><td>2020-05-13 00:00:00.0</td><td>\$122.70</td><td>\$26.25</td><td>Open</td><td>OGD200985924</td><td>Payment</td><td>2020-04-06 00:00:00.0</td><td>(\$65.55)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139062002</td><td>2020-04-10 00:00:00.0</td><td>\$174.90</td><td>\$0.00</td><td>Closed</td><td>OGD200985836</td><td>Payment</td><td>2020-04-06 00:00:00.0</td><td>(\$19.05)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139062001</td><td>2020-03-13 00:00:00.0</td><td>\$162.00</td><td>\$0.00</td><td>Closed</td><td>OGD200986084</td><td>Payment</td><td>2020-04-06 00:00:00.0</td><td>(\$26.25)</td><td>(\$26.25)</td><td>Open</td></tr><tr><td>3SF139061912</td><td>2020-02-16 00:00:00.0</td><td>\$88.80</td><td>\$0.00</td><td>Closed</td><td>OGD200923101</td><td>Payment</td><td>2020-03-23 00:00:00.0</td><td>(\$11.85)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139061911</td><td>2020-01-17 00:00:00.0</td><td>\$157.35</td><td>\$0.00</td><td>Closed</td><td>OGD200771430</td><td>Payment</td><td>2020-03-16 00:00:00.0</td><td>(\$69.45)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139061910</td><td>2019-12-08 00:00:00.0</td><td>\$513.70</td><td>\$0.00</td><td>Closed</td><td>OGD200657976</td><td>Payment</td><td>2020-03-04 00:00:00.0</td><td>(\$36.00)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139061909</td><td>2019-11-08 00:00:00.0</td><td>\$720.35</td><td>\$0.00</td><td>Closed</td><td>OGD200657706</td><td>Payment</td><td>2020-03-04 00:00:00.0</td><td>(\$34.35)</td><td>\$0.00</td><td>Closed</td></tr><tr><td>3SF139061908</td><td>2019-10-31 00:00:00.0</td><td>\$425.55</td><td>\$0.00</td><td>Closed</td><td>OGD200515393</td><td>Payment</td><td>2020-02-19 00:00:00.0</td><td>(\$35.10)</td><td>\$0.00</td><td>Closed</td></tr></tbody></table>	Invoices (Bills)					Receipts (Transmittals)						Class	Due Date	Original Amount	Balance Due	Status	Receipt Number	Class	Deposit Date	Payment Amount	Balance Due	Status	3SF139062003	2020-05-13 00:00:00.0	\$122.70	\$26.25	Open	OGD200985924	Payment	2020-04-06 00:00:00.0	(\$65.55)	\$0.00	Closed	3SF139062002	2020-04-10 00:00:00.0	\$174.90	\$0.00	Closed	OGD200985836	Payment	2020-04-06 00:00:00.0	(\$19.05)	\$0.00	Closed	3SF139062001	2020-03-13 00:00:00.0	\$162.00	\$0.00	Closed	OGD200986084	Payment	2020-04-06 00:00:00.0	(\$26.25)	(\$26.25)	Open	3SF139061912	2020-02-16 00:00:00.0	\$88.80	\$0.00	Closed	OGD200923101	Payment	2020-03-23 00:00:00.0	(\$11.85)	\$0.00	Closed	3SF139061911	2020-01-17 00:00:00.0	\$157.35	\$0.00	Closed	OGD200771430	Payment	2020-03-16 00:00:00.0	(\$69.45)	\$0.00	Closed	3SF139061910	2019-12-08 00:00:00.0	\$513.70	\$0.00	Closed	OGD200657976	Payment	2020-03-04 00:00:00.0	(\$36.00)	\$0.00	Closed	3SF139061909	2019-11-08 00:00:00.0	\$720.35	\$0.00	Closed	OGD200657706	Payment	2020-03-04 00:00:00.0	(\$34.35)	\$0.00	Closed	3SF139061908	2019-10-31 00:00:00.0	\$425.55	\$0.00	Closed	OGD200515393	Payment	2020-02-19 00:00:00.0	(\$35.10)	\$0.00	Closed
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8	<p>If red lines appear on your ASDR, CONTACT your FINCEN CS Liaison directly for guidance and resolution.</p>																																																																																																														
End of Job Aid																																																																																																															


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Job Aid: How to Use a Supply Fund Report (SFR) to Complete CG-2576 Block G

Instructions: This Job Aid explains how the FSO uses the Supply Fund Report (SFR) at the end of the month to complete the CG-2576 in preparation for FINCEN auditing. The SFR is a FINCEN-generated report that tracks cardholder purchases charged to the Unit's Dining Facility. At the end of the month, the FSO references the SFR and uses SFR vendor document ID data to populate the month's PVAISW CG-2576's Block G's middle column titled "Document Number." (*Note: Block G "Purchases" is located in PVAISW CG-2576 columns O-F.*)

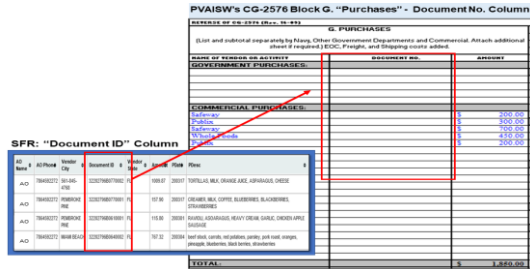
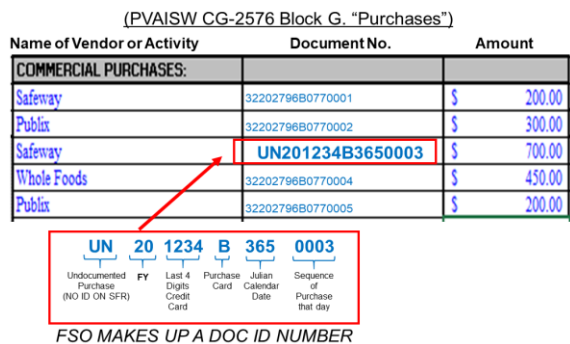
STEP	ACTION
1	ACCESS the CS Portal.
2	On the CS Portal, CLICK on "Supply Fund Report" link in lower right corner of the CS Portal to access the FINCEN intranet site. 
3	On the FINCEN intranet site homepage, CLICK next. <ul style="list-style-type: none"> Note: The "desired format" default is HTML, so HTML format will already be selected on the homepage. 
4	COMPLETE fields in FINCEN's HTML Output page. <p><u>Sub-Steps:</u></p> <ol style="list-style-type: none"> Cost Center (last 5 digits of OPFAC) Begin Batch (first day of Month running the report for) End Batch (last day of Month running the report for) Click Submit 
Continued next page	

Job Aid: How to Use an SFR to Complete CG-2576, Continued

STEP	ACTION																																													
5	<div>CONFIRM SFR loads onto screen.</div> <div></div>																																													
6	<div>CONFIRM accuracy of first few SFR Columns:</div> <div><div>a) Purchase Date</div><div>b) Vendor Name</div><div>c) Cardholder Information</div><div><ul style="list-style-type: none">Note: Vendor name should be listed on CG-2576 Block G "Purchases."</div></div> <div><div>(a) Purchase Date</div><div>(b) Vendor Name</div><div>(c) Cardholder's Information</div><div>No. of Records Returned: 17</div><table><thead><tr><th>Cost Center</th><th>Purchase Date</th><th>Account Number</th><th>Vendor Name</th><th>CH Name</th><th>CH Address</th><th>CH City</th><th>CH State</th><th>CH Phone</th></tr></thead><tbody><tr><td>13902</td><td>200317</td><td>2796</td><td>CHENEY BROTHERS INC RVI</td><td>FSO</td><td>USCGC RICHARD ETHERIDGE</td><td>MIAMI BEACH</td><td>FL</td><td>7864592272</td></tr><tr><td>13902</td><td>200317</td><td>2796</td><td>PUBLIX #1570</td><td>FSO</td><td>USCGC RICHARD ETHERIDGE</td><td>MIAMI BEACH</td><td>FL</td><td>7864592272</td></tr><tr><td>13902</td><td>200301</td><td>2796</td><td>PUBLIX #1570</td><td>FSO</td><td>USCGC RICHARD ETHERIDGE</td><td>MIAMI BEACH</td><td>FL</td><td>7864592272</td></tr><tr><td>13902</td><td>200304</td><td>2796</td><td>PUBLIX #1209</td><td>FSO</td><td>USCGC RICHARD ETHERIDGE</td><td>MIAMI BEACH</td><td>FL</td><td>7864592272</td></tr></tbody></table></div>	Cost Center	Purchase Date	Account Number	Vendor Name	CH Name	CH Address	CH City	CH State	CH Phone	13902	200317	2796	CHENEY BROTHERS INC RVI	FSO	USCGC RICHARD ETHERIDGE	MIAMI BEACH	FL	7864592272	13902	200317	2796	PUBLIX #1570	FSO	USCGC RICHARD ETHERIDGE	MIAMI BEACH	FL	7864592272	13902	200301	2796	PUBLIX #1570	FSO	USCGC RICHARD ETHERIDGE	MIAMI BEACH	FL	7864592272	13902	200304	2796	PUBLIX #1209	FSO	USCGC RICHARD ETHERIDGE	MIAMI BEACH	FL	7864592272
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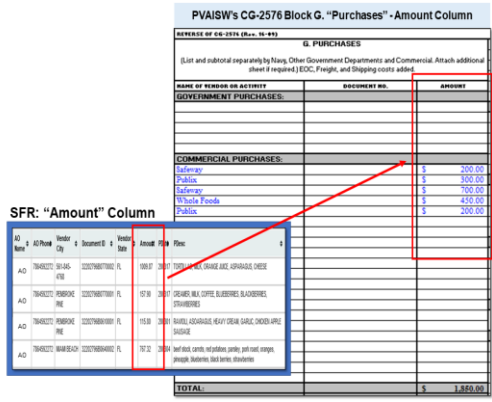
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Job Aid: How to Use an SFR to Complete CG-2576, Continued

STEP	ACTION	
8	At the end of the month,	
	IF	THEN
	SFR lists the vendor's "Document Number" in the SFR "Document Number" Column....	<p>COPY SFR's vendor's "Document Number" into this month's CG-2576 Block G. "Purchases" middle column, "Document No" for that vendor.</p> 
	SFR does NOT have a vendor "Document Number"	<p>CREATE (make up) a "Document Number" for that vendor using the following naming convention:</p> <ul style="list-style-type: none"> UN – for Undocumented Purchase (not on SFR) 20 – for Fiscal Year 1234 – for Last 4 Digits of Credit Card B – for a Purchase Card 365 – for Julian Date (Calendar date from 1-365) 0001 – for which purchase it was that day <p>Example:</p> 

Continued next page

Job Aid: How to Use an SFR to Complete CG-2576, Continued

STEP	ACTION						
9	<p>At the end of the month, CONFIRM there are no price discrepancies between SFR amounts and CG-2576 Block G amounts.</p> 						
10	<p>SAVE SFR as PDF</p> <ul style="list-style-type: none"> Landscape format is the best practice 						
11	<p>PROCESS SFR for signatures:</p> <table border="1"> <thead> <tr> <th>IF</th><th>THEN</th></tr> </thead> <tbody> <tr> <td>Wet Signatures are preferred</td><td> <ol style="list-style-type: none"> 1. PRINT paper copy of SFR 2. FSO Signs with pen 3. CO/OIC Signs with pen 4. Scan / convert to digital 5. Preserve paper copy for next step (filing) </td></tr> <tr> <td>Digital Signatures are preferred</td><td> <ol style="list-style-type: none"> 1. FSO inserts digital signature into SFR PDF 2. CO/OIC inserts digital signature into SFR PDF 3. FSO Prints paper copy of signed SFR </td></tr> </tbody> </table>	IF	THEN	Wet Signatures are preferred	<ol style="list-style-type: none"> 1. PRINT paper copy of SFR 2. FSO Signs with pen 3. CO/OIC Signs with pen 4. Scan / convert to digital 5. Preserve paper copy for next step (filing) 	Digital Signatures are preferred	<ol style="list-style-type: none"> 1. FSO inserts digital signature into SFR PDF 2. CO/OIC inserts digital signature into SFR PDF 3. FSO Prints paper copy of signed SFR
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Continued next page							

Job Aid: How to Use an SFR to Complete CG-2576, Continued

STEP	ACTION
12	EMAIL signed SFR with Monthly Report digital documents to FINCEN at end of month.
13	FILE the signed SFR paper copy into Monthly Report folder for record-keeping.
END OF JOB AID	

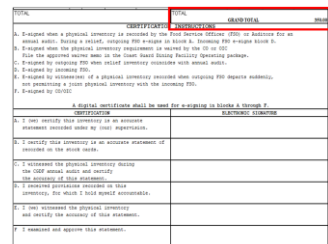
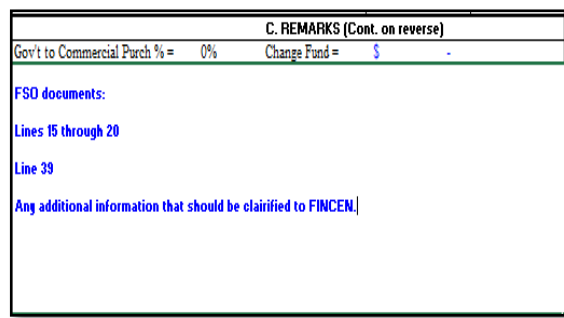
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Job Aid: How to Submit a Monthly Report to FINCEN

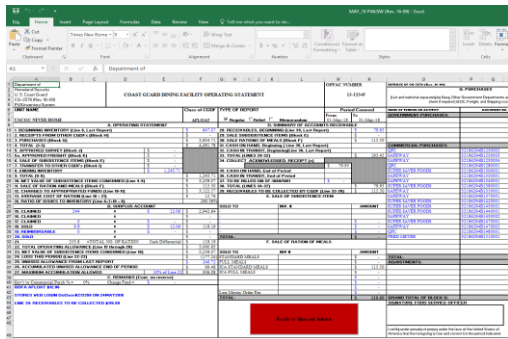
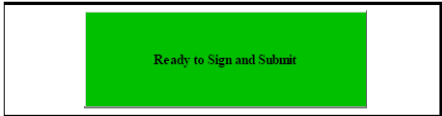
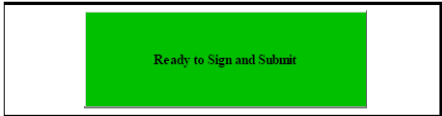
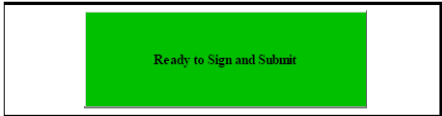
Instructions: This Job Aid explains how the FSO prepares a Monthly Report to submit to FINCEN. This Job Aid assumes the FSO already knows how to manage these forms throughout the month, so the focus of this Job Aid is final compilation for submission.

STEP	ACTION
1	OBTAIN: <ul style="list-style-type: none"> Inventory Management Workbook (IMW) PVA The month's PVAISW
2	COMPLETE a full physical inventory of food items on hand.
3	OPEN IMWPVA.
4	SIGN the IMWP with electronic signature. <div data-bbox="1047 856 1388 1113"> </div>
5	SECURE CO/OIC electronic signature on IMWP. <div data-bbox="1047 1165 1388 1417"> </div>
6	OPEN this month's CG-2576 in the PVAISW.
7	In CG-2576 ENTER total amount of ending inventory into Line 8, "Ending Inventory". <div data-bbox="1047 1543 1388 1732"> </div>
Continued next page	

Job Aid: How to Submit a Monthly Report to FINCEN, Continued

STEP	ACTION
8	<p>CONFIRM IMWPVA's "Grand Total" matches CG-2576 Line 8.</p> 
9	<p>On last day of the month, CONFIRM accuracies of all PVAISW entries, including:</p> <ul style="list-style-type: none"> d) Inventory e) Rations and Meals Sold f) Purchases g) Completes Block C. REMARKS h) Additional information entered throughout the month <ul style="list-style-type: none"> ✓ Sale of Stores ✓ Transfer of Stores
10	<p>ENTER remarks into PVAISW's CG-2576 Block C, including remarks concerning:</p> <ul style="list-style-type: none"> • Lines 15-20 • Line 39 • Any additional information that should be clarified to FINCEN 
Continued next page	

Job Aid: How to Submit a Monthly Report to FINCEN, Continued

STEP	ACTION						
11	<p>When PVAISW is ready for submission, CLICK on red box titled “Ready to Sign and Submit” located at the bottom of the PVAISW Form CG-2576.</p> 						
12	<table border="1"> <thead> <tr> <th data-bbox="329 869 873 938">IF</th><th data-bbox="873 869 1421 938">THEN</th></tr> </thead> <tbody> <tr> <td data-bbox="329 938 873 1199"> <p>A GREEN button appears titled “Ready to Sign and Submit”</p>  </td><td data-bbox="873 938 1421 1199"> <ol style="list-style-type: none"> 1. The system has now converted the PVAISW into a PDF ready for signing. 2. Proceed to Step 13 in this Job Aid. </td></tr> <tr> <td data-bbox="329 1199 873 1688"> <p>A Green Button does NOT appear...</p> </td><td data-bbox="873 1199 1421 1688"> <ol style="list-style-type: none"> 1. The system automatically generates “error flags” that indicate what is wrong. <ul style="list-style-type: none"> • Example: “Meal Sign In Data Entry tab does not reconcile with data in CG-3123 tab...” 2. Respond to system error(s) with appropriate action for resolution. 3. After error(s) are resolved, return to Step 11. </td></tr> </tbody> </table>	IF	THEN	<p>A GREEN button appears titled “Ready to Sign and Submit”</p> 	<ol style="list-style-type: none"> 1. The system has now converted the PVAISW into a PDF ready for signing. 2. Proceed to Step 13 in this Job Aid. 	<p>A Green Button does NOT appear...</p>	<ol style="list-style-type: none"> 1. The system automatically generates “error flags” that indicate what is wrong. <ul style="list-style-type: none"> • Example: “Meal Sign In Data Entry tab does not reconcile with data in CG-3123 tab...” 2. Respond to system error(s) with appropriate action for resolution. 3. After error(s) are resolved, return to Step 11.
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Job Aid: How to Submit a Monthly Report to FINCEN, Continued

STEP	ACTION																											
13	<p>CONFIRM appropriate signature(s) are on the following documents for inclusion in the Monthly Folder you will submit to FINCEN:</p> <table border="1"> <thead> <tr> <th>Document</th><th>Signature(s) Required</th><th>✓</th></tr> </thead> <tbody> <tr> <td>CG-2576</td><td>FSO and CO/OIC</td><td><input type="checkbox"/></td></tr> <tr> <td>CG-3123 Summary</td><td>XO / XPO</td><td><input type="checkbox"/></td></tr> <tr> <td>SFR</td><td>FSO and CO/OIC</td><td><input type="checkbox"/></td></tr> <tr> <td>ICA Data Page</td><td></td><td><input type="checkbox"/></td></tr> <tr> <td>Sale/Transfer of Stores (if applicable)</td><td>FSO</td><td><input type="checkbox"/></td></tr> <tr> <td>Transmittal Letter (if Cash in Transit)</td><td>FSO</td><td><input type="checkbox"/></td></tr> <tr> <td>Supporting Memorandums (Relief, Annual Audit, Deficit, Survey) (if applicable)</td><td>FSO, CO/OIC, Designated Auditor</td><td><input type="checkbox"/></td></tr> <tr> <td>DD-1149 (if applicable) <ul style="list-style-type: none"> <i>Note: DD-1149 applies to migrants, destitute persons, rescued people.</i> </td><td>XO</td><td><input type="checkbox"/></td></tr> </tbody> </table>	Document	Signature(s) Required	✓	CG-2576	FSO and CO/OIC	<input type="checkbox"/>	CG-3123 Summary	XO / XPO	<input type="checkbox"/>	SFR	FSO and CO/OIC	<input type="checkbox"/>	ICA Data Page		<input type="checkbox"/>	Sale/Transfer of Stores (if applicable)	FSO	<input type="checkbox"/>	Transmittal Letter (if Cash in Transit)	FSO	<input type="checkbox"/>	Supporting Memorandums (Relief, Annual Audit, Deficit, Survey) (if applicable)	FSO, CO/OIC, Designated Auditor	<input type="checkbox"/>	DD-1149 (if applicable) <ul style="list-style-type: none"> <i>Note: DD-1149 applies to migrants, destitute persons, rescued people.</i> 	XO	<input type="checkbox"/>
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12	EMAIL documents listed in Step 11 to FINCEN (FIN-SMB-CGDF) no later than the 10 th of the next month.																											
13	RETAIN paper copies of documents listed in Step 11 for record-keeping in that month's Monthly Folder.																											
Continued next page																												




Job Aid: How to Submit a Monthly Report to FINCEN, Continued

STEP	ACTION	
14	After receiving FINCEN email,	
	IF	THEN
	FINCEN auditor approves Monthly Report or approves Monthly Report with remarks.	No further action required.
	FINCEN auditor identifies issue(s) requiring resolution.	1. Correct issue(s). 2. Return to Step 11 to re-submit Monthly Report.
End of Job Aid		

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Job Aid: How to File a Monthly Report for Record-Keeping

Instructions: This Job Aid explains how the FSO files a paper Monthly Report at their unit for record-keeping purposes at the end of the month. This Job Aid assumes the FSO has already submitted the Monthly Report in electronic form to FINCEN (a process discussed in another Job Aid, "How to Submit a Monthly Report to FINCEN.")

STEP	ACTION																														
1	<p>OBTAIN desired "fastener" folder type (2-part, 4-part, or 6-part) for Monthly Folder filing.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>A 2-Part Folder</p>  </div> <div style="text-align: center;"> <p>A 4-Part Folder</p>  </div> <div style="text-align: center;"> <p>A 6-Part Folder</p>  </div> </div>																														
2	<p>CREATE Cover Sheets for each side of the folder listing the documents that will be placed on each side.</p> <p style="text-align: center;"><u>A "Cover" Sheet for Each Side (listing that side's contents)</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">LEFT SIDE</th><th style="width: 50%; text-align: center;">RIGHT SIDE</th></tr> </thead> <tbody> <tr> <td>1. FINCEN serialized memos acknowledging deposits received. (OGDs)</td><td>1. CGDF Operating Statement, Form CG-2576</td></tr> <tr> <td>2. Transmittal letters documenting funds transmitted, with copies of checks and money orders.</td><td>2. Basic Daily Food Allowance Message.</td></tr> <tr> <td>3. Printed electronic cash log. (or Pay.gov log)</td><td>3. Calendar Year Meal Rates Message.</td></tr> <tr> <td>4. ICA Data Page</td><td>4. Summary Ration Memorandum, Form CG-3123.</td></tr> <tr> <td>5. Individual Credit Account(s), Form CG-3476.</td><td>5. Daily Ration Cost Record, Form CG-3471.</td></tr> <tr> <td>6. Issue/Sales Slip(s), Form CG-2581. (Transfer)</td><td>6. Daily Ration Memorandum, Form CG-3123.</td></tr> <tr> <td>7. Meal Sign-In Sheet(s), Form CG-4901.</td><td>7. Provision Inventory Control Record, Form CG-3469.</td></tr> <tr> <td>8. Reimbursable Issues, DD Form 1149.</td><td>8. Issue/Sales Slip, Form-2581, Issue to CGDF.</td></tr> <tr> <td>9. Approved Not-to-Exceed Procurement Request, DOT Form 4200.1</td><td>9. Issue/Sales Slip, Form-2581, Sale of Subsistence Items.</td></tr> <tr> <td>10. Approved Purchase Card Transaction Worksheets (for each cardholder), DHS Form 1501.</td><td>10. Sale of Stores to Other Agencies.</td></tr> <tr> <td>11. Copies of Stores Web Sent Receipt Report (SRR) and FINCEN XS6 Supply Fund Report (SFR).</td><td>11. Provision Inventory Report, Form CG-4261.</td></tr> <tr> <td>12. Copies of delivery, invoice, receipt tickets, and credit card statements with receipts attached.</td><td>12. Report of Survey, Form CG-5269.</td></tr> <tr> <td>13. Copies of suppliers monthly statements.</td><td>13. Original signed CGDF menus.</td></tr> <tr> <td>14. Copies of government-source shipping documents.</td><td></td></tr> </tbody> </table>	LEFT SIDE	RIGHT SIDE	1. FINCEN serialized memos acknowledging deposits received. (OGDs)	1. CGDF Operating Statement, Form CG-2576	2. Transmittal letters documenting funds transmitted, with copies of checks and money orders.	2. Basic Daily Food Allowance Message.	3. Printed electronic cash log. (or Pay.gov log)	3. Calendar Year Meal Rates Message.	4. ICA Data Page	4. Summary Ration Memorandum, Form CG-3123.	5. Individual Credit Account(s), Form CG-3476.	5. Daily Ration Cost Record, Form CG-3471.	6. Issue/Sales Slip(s), Form CG-2581. (Transfer)	6. Daily Ration Memorandum, Form CG-3123.	7. Meal Sign-In Sheet(s), Form CG-4901.	7. Provision Inventory Control Record, Form CG-3469.	8. Reimbursable Issues, DD Form 1149.	8. Issue/Sales Slip, Form-2581, Issue to CGDF.	9. Approved Not-to-Exceed Procurement Request, DOT Form 4200.1	9. Issue/Sales Slip, Form-2581, Sale of Subsistence Items.	10. Approved Purchase Card Transaction Worksheets (for each cardholder), DHS Form 1501.	10. Sale of Stores to Other Agencies.	11. Copies of Stores Web Sent Receipt Report (SRR) and FINCEN XS6 Supply Fund Report (SFR).	11. Provision Inventory Report, Form CG-4261.	12. Copies of delivery, invoice, receipt tickets, and credit card statements with receipts attached.	12. Report of Survey, Form CG-5269.	13. Copies of suppliers monthly statements.	13. Original signed CGDF menus.	14. Copies of government-source shipping documents.	
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Job Aid: How to File a Monthly Report for Record-Keeping, Continued

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STEP	ACTION
5	<p data-bbox="331 327 1344 363">IMPLEMENT USCG record-keeping policy for Monthly Folder, including:</p> <ul data-bbox="380 384 1411 583" style="list-style-type: none"><li data-bbox="380 384 1263 420">• Maintain all components of monthly unit files for 72 months.<li data-bbox="380 436 1411 583">• All reports and supporting documentation older than 72 months will be destroyed by shredding or by taking to a secure burn facility in accordance with (IAW) the Information and Life Cycle Management Manual, COMDTINST 5212.12 (series).
END OF JOB AID	

USCG Training Center Petaluma

599 Tomales Road

Petaluma, CA 94952

