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Lesson 3: Submit Monthly Report

Introduction

**Lesson
Overview**

Lesson 3 provides a strong foundation of knowledge to FSOs preparing to submit a Monthly Report to FINCEN.

Objective(s)

After this lesson, students should be able to:

- **IDENTIFY** the elements of a Monthly Report required for submission to FINCEN
-

References


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

End of Introduction to Lesson 3

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 3. Submit Monthly Report
Lesson Schedule	<p><u>Mode: Online Self-Directed</u></p> <ul style="list-style-type: none"> • <u>Recommended Start:</u> Day 6 by 1430 PST • <u>Complete:</u> Day 6 by 1530 PST • <u>Duration Range:</u> 60 MIN – 120 MIN.
Paper Materials 	<p>The Job Aid for this lesson, "How to Submit a Monthly Report", is located in the Job Aid Booklet WEEK 2 (refer to milSuite link in far-right column.)</p> <p>If possible, print this Job Aid as well as this User Guide for note-taking and easy reference during the eLearning module of this lesson.</p>
1. Develop Knowledge	<p>This lesson only consists of an eLearning module with knowledge assessment quizzes integrated into the module.</p> <p>See "Knowledge Development" Section in this User Guide for instructions.</p>
2. Complete Practice	There is no practice for this lesson.
3. Complete Assessment	The assessment for this lesson is integrated through "Knowledge Check" quizzes in the eLearning module on milSuite.
End of Lesson Description	

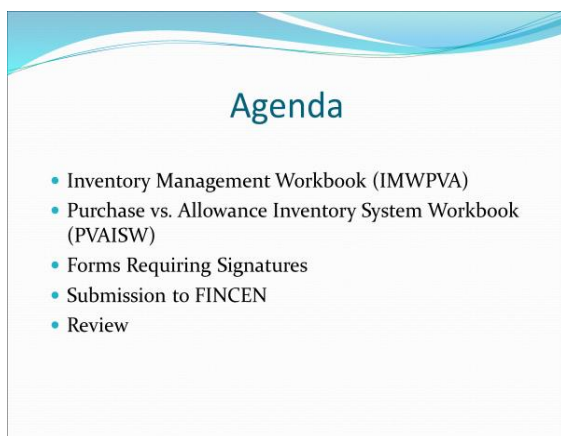
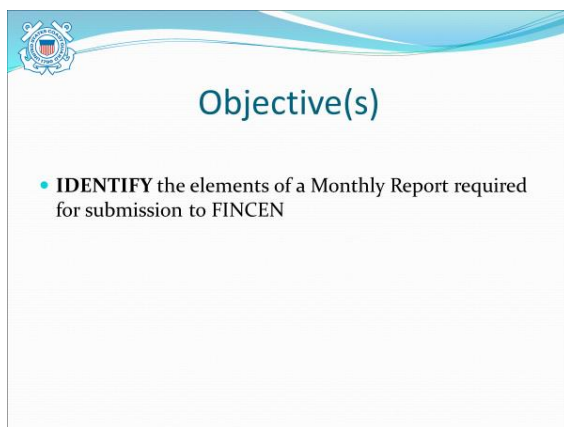
Knowledge Development: Submit a Monthly Report

**Instructions:
Online
Presentation**

1. Go to milSuite.mil
2. Locate Unit 9. Monthly Reports, Lesson 3. SUBMIT MONTHLY REPORT.
3. Click on “Knowledge Development” link.
4. Click on recorded eLearning module, “SUBMIT MONTHLY REPORT”
 - Optional but recommended: Print this User Guide and take notes on the eLearning slides on the following pages.
5. This eLearning module provides an overview of how to prepare to submit a Monthly Report. The module helps prepare the student for the Capstone, when students will be learning how to complete an entire Monthly Report. Please email instructor with any questions, if needed.

Slide on next few pages

Knowledge Development: Lecture Slides




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Knowledge Development: Lecture Slides

Inventory Management Workbook (IMWPVA) Form CG-

At the end of the month,

1. The FSO takes a full Physical Inventory of all food items on hand and enters this inventory (food item, unit of issue, quantity, and unit price) into the IMWPVA.
2. The FSO enters the total amount of **ending inventory** into the PVAISW CG-2576's Line 8 ("Ending Inventory").
3. The FSO signs and submits **the IMWPVA (Form CG-4261)** to the CO/OIC for signature.



Inventory Management Workbook (IMWPVA)

TOTAL	GRAND TOTAL	REMARKS
<p>A. Assigned when a physical inventory is conducted by the Food Service Officer (FSO) or Auditor for an annual audit. During a relief, outgoing FSO assigns in block A, Incoming FSO assigns block B.</p> <p>B. Assigned when the physical inventory requirement is waived by the CO or OIC.</p> <p>Fill the approved waiver name in the Chain of Command Facility Operating package.</p> <p>C. Assigned by incoming FSO when relief inventory requires with annual audit.</p> <p>D. Assigned by incoming FSO.</p> <p>E. Assigned by replacement of a physical inventory conducted when outgoing FSO departs suddenly, not providing a chain physical inventory with the incoming FSO.</p> <p>F. Assigned by CO/OIC.</p>		
<p>A digital certificate shall be used for e-signing in blocks A through F.</p>		
<p>CERTIFICATION</p> <p>I, (we) certify this inventory is an accurate statement of received under my (our) supervision.</p>		
<p>I certify this inventory is an accurate statement of received on the above units.</p>		
<p>I witnessed the physical inventory during the COF annual audit and certify the accuracy of this statement.</p>		
<p>I received permission provided on this inventory, for which I hold myself accountable.</p>		
<p>I, (we) witnessed the physical inventory and certify the accuracy of this statement.</p>		
<p>I examined and approve this statement.</p>		

Grand Total entered in Line 8 of CG-2576

FSO signs

CO/OIC signs

Purchase vs. Allowance Inventory System Workbook (PVAISW)

- On the final day of the Month, the FSO completes all entries into that month's PVAISW
 1. Inventory
 2. Rations and Meals Sold
 3. Purchases
 4. Completes CG-2576 Block C. REMARKS
 5. Double checks all additional information entered throughout the month
 - o Sale of Stores CG-2581
 - o Transfer of Stores CG-2581

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Knowledge Development: Lecture Slides

CG-2576 Block C. REMARKS

C. REMARKS (Cont. on reverse)	
Gov't to Commercial Purch % = 0%	Charge Paid = \$ -
FSO documents:	
Lines 15 through 28	
Line 29	
Any additional information that should be clarified to FINCEN	

PVAISW Ready for Submission



When the PVAISW is complete. The FSO clicks on the Red Box on the CG-2576. The report runs an internal check. If there are any errors or questions with the PVAISW, it will let FSO know. When complete with no errors, the PVAISW will turn into a PDF with a Green Box.



Forms Requiring Signatures

- The FSO secures required signature(s) on the forms listed below and submits the forms to FINCEN at the end of the month:
 1. CG-2576 – Signatures of FSO and CO/OIC
 2. CG-3123 Summary – Signature of XO/XPO
 3. SFR – Signatures of FSO and CO/OIC
 4. ICA Data Page
 5. Sale of Stores CG-2581 (if applicable) – Signature of FSO
 6. Transfer of Stores CG-2581 (if applicable) – Signature of FSO
 7. Transmittal Letter (if Cash in Transit) – Signature of FSO
 8. Supporting Memorandums (Relief, Annual Audit, Deficit, Survey) (if applicable) – Signatures of FSO, CO/OIC, Designated Auditor
 9. DD-1149 (if applicable) – XO

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Knowledge Development: Lecture Slides

Submission to FINCEN

FSO organizes all files to submit to FINCEN and emails them to:

FIN-SMB-CGDF

*Report must be emailed to FINCEN by the 10th of the next month.

Submission to FINCEN, continued

The FSO then waits to receive back an email from FINCEN with their audited report.

It will either be good to go or have remarks from their FINCEN Auditor.

*FSO may have to make corrections and re-submit.

Knowledge Check: Submit a Monthly Report

Instructions: Click on the answer you believe is correct.

1. At month's end, what sections in the PVAISW's CG-2576 does the FSO complete?

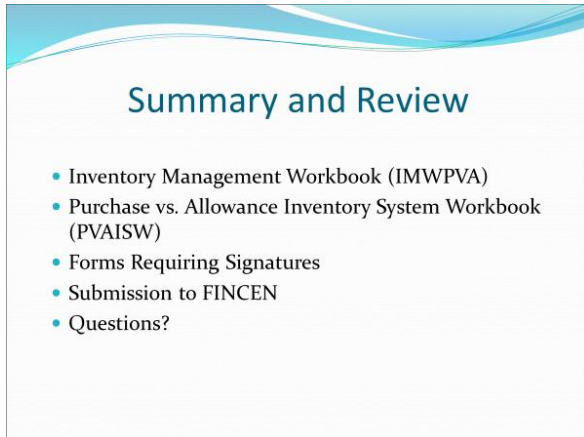
- A. The Daily Ration Memorandum, Transmittal letter, and CG-258i.
- B. Block G "Purchases", Block C "Remarks", and Block A Line 8 "Ending Inventory".

2. After preparing the PVAISW for submission to FINCEN, the FSO clicks on the RED "ready to sign and submit" button. What happens if the button does not turn GREEN?

- A. The PVAISW will automatically send a message to FINCEN alerting FINCEN there is an issue with the FSO's PVAISW, so FINCEN can assist.
- B. The PVAISW will generate error alerts letting the FSO know what is wrong, and guiding the FSO to fix the issue(s) in the PVAISW.

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Knowledge Development: Lecture Slides

A presentation slide with a light blue header and a white body. The title "Summary and Review" is in a dark blue font. Below the title is a bulleted list of items.

Summary and Review

- Inventory Management Workbook (IMWPVA)
- Purchase vs. Allowance Inventory System Workbook (PVAISW)
- Forms Requiring Signatures
- Submission to FINCEN
- Questions?

A presentation slide with a dark blue background and a light blue header. The title "Congratulations!" is in a large, bold, light blue font. Below the title is a paragraph of text, followed by a section titled "Accomplishments:" with a checkmark and a paragraph, and a section titled "Next Steps:" with a paragraph.

Congratulations!

You have finished Lesson 3. Submit Monthly Report

Accomplishments:

- ✓ You are able to identify the elements of a Monthly Report submitted to FINCEN at the end of the month.

Next Steps:

Return to milSuite to begin Unit 9's Lesson 4. File Monthly Report

End of Lesson