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Lesson 4: FILE MONTHLY REPORT

Introduction

Lesson Overview

Lesson 4 is the final lesson in Unit 9. Monthly Reports. Lesson 4 provides basic knowledge on how to arrange documents in the Monthly Folder when finalizing a Monthly Report, such as which documents go on the right side of the folder vs. the left side of the folder. This lesson also provides a basic understanding of how to submit Monthly Report documents to FINCEN at the end of the month, and how to maintain paper Monthly Folder documents per USCG policy.

Objective(s)

After this lesson, students should be able to:

- **IDENTIFY** which side of the Monthly Folder each form from the Monthly Report is filed in (left vs. right)
-

References


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

End of Introduction to Lesson 4

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 4. File Monthly Report
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> • <u>Recommended Start:</u> Day 6 by 1530 PST • <u>Complete:</u> Day 6 by 1630 PST • <u>Duration Range:</u> 30 MIN – 60 MIN.
Paper Materials 	<p>The Job Aid for this lesson, "How to FILE 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	

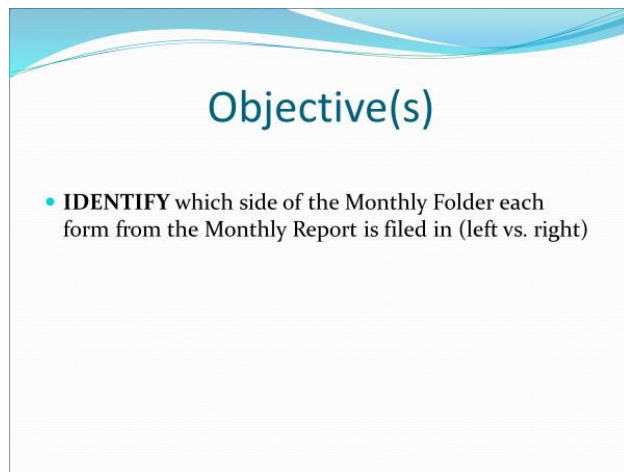
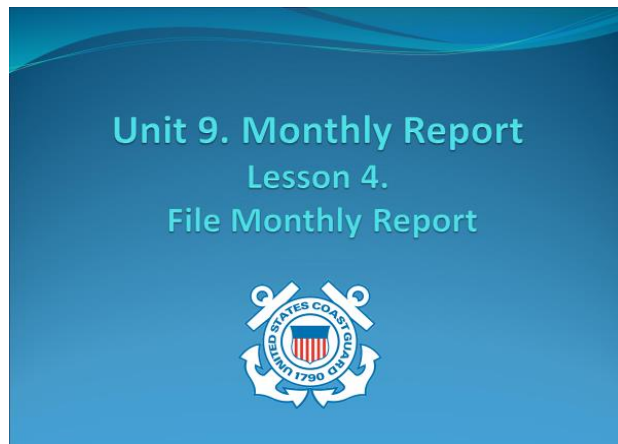
Knowledge Development: FILE a MONTHLY REPORT

Instructions: eLearning

1. Go to milSuite.mil
2. Locate Unit 9. Monthly Reports, Lesson 4. FILE MONTHLY REPORT.
3. Click on “Knowledge Development” link.
4. Click on recorded eLearning module, “FILE MONTHLY REPORT”
 - Optional but recommended: Print this User Guide and take notes on the eLearning slides on the following pages.
5. The Job Aid Booklet includes a Job Aid, “How to File a Monthly Report”, which can be reviewed on the side for more information.
6. Email instructor with any questions, if needed.

Slide on next few pages

Knowledge Development: Lecture Slides






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Knowledge Development: Lecture Slides

Monthly Folder

The FSO files all CGDF paperwork in Monthly Folders.

- 2-part, 6-part, whatever works best for FSO



These folders have a standard formatting (left and right side).
The folders must be retained by the Unit for 72 Months.

Left Side

1. FINCEN serialized memos acknowledging deposits received. (OGDs)
2. Transmittal letters documenting funds transmitted, with copies of checks and money orders.
3. Printed electronic cash log. (or Pay.gov log)
4. ICA Data Page
5. Individual Credit Account(s), Form CG-3476.
6. Issue/Sales Slip(s), Form CG-2581. (Transfer)
7. Meal Sign-In Sheet(s), Form CG-4901.
8. Reimbursable Issues, DD Form 1149.

Left Side, continued

9. Approved Not-to-Exceed Procurement Request, DOT Form 4200.1
10. Approved Purchase Card Transaction Worksheets (for each cardholder), DHS Form 1501.
11. Copies of Stores Web Sent Receipt Report (SRR) and FINCEN XS6 Supply Fund Report (SFR).
12. Copies of delivery, invoice, receipt tickets, and credit card statements with receipts attached.
13. Copies of suppliers monthly statements.
14. Copies of government-source shipping documents.

Continued next page

Knowledge Development: Lecture Slides

Right Side

1. CGDF Operating Statement, Form CG-2576
2. Basic Daily Food Allowance Message.
3. Calendar Year Meal Rates Message.
4. Summary Ration Memorandum, Form CG-3123.
5. Daily Ration Cost Record, Form CG-3471.
6. Daily Ration Memorandum, Form CG-3123.
7. Provision Inventory Control Record, Form CG-3469.
8. Issue/Sales Slip, Form-2581, Issue to CGDF.
9. Issue/Sales Slip, Form-2581, Sale of Subsistence Items.
10. Sale of Stores to Other Agencies.

Right Side, continued

11. Provision Inventory Report, Form CG-4261.
12. Report of Survey, Form CG-5269.
13. Original signed CGDF menus.

Knowledge Check: File a Monthly Report

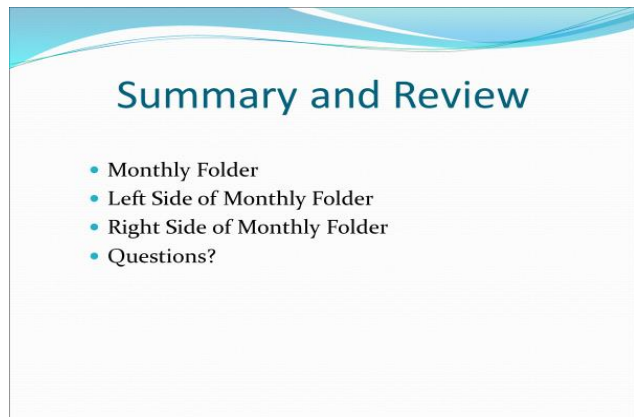
Instructions: Click on the answer you believe is correct.

1. What type of folder may the FSO use to store the Monthly Folder?
 - A. A 2-part, 4-part, or 6-part "fastener" folder, per FSO preference.
 - B. Only a 2-part "fastener" folder is authorized due to "left vs. right" form placement.
2. How long must an FSO retain a paper Monthly Folder?
 - A. 30 days
 - B. 72 months
 - C. 45 months



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Knowledge Development: Lecture Slides



End of Lesson