

FSO-PVA (FOT) Course**Unit 11. FSO RESPONSIBILITIES****Lesson 4. Disestablish and Reestablish**

Table of Contents

Lesson 4: DISESTABLISH AND REESTABLISH	2
Introduction	2
Lesson Structure.....	3
Knowledge Development: DISESTABLISH AND REESTABLISH	4
Practice: DISESTABLISH	11
Assessment: REESTABLISH	12

Lesson 4: DISESTABLISH AND REESTABLISH

Introduction

Lesson Overview

When an FSO shuts down a CG Dining Facility for an extended period of time, the FSO “disestablishes” the CGDF. Examples of disestablishment include when a ship is in dry dock and the galley will not be used, or when a galley will close for two days of deep cleaning and will be out of service for patrons.

When an FSO opens a CG Dining Facility that had been closed, the FSO “reestablishes” the CGDF.

This lesson discusses the procedures an FSO follows when disestablishing and reestablishing a CGDF. The lesson includes a brief recorded lecture followed by a practice activity and an assessment requiring the FSO to create an email alert describing their intent to disestablish and reestablish a CGDF.

Objective(s)

After this lesson, students should be able to:

- Disestablish a CGDF with 100% accuracy.
- Reestablish a CGDF with 100% accuracy.


References

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

Lesson Structure and Required Materials

This table explains how to complete this lesson. If you lack materials or experience technical difficulties, contact Lesson instructor through email or phone.

Lesson Title	Set Up PVAISW
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> • <u>Recommended Start:</u> Day 11 by 1600 PST • <u>Complete:</u> Day 11 by 1730 PST • <u>Duration Range:</u> 40 min. – 60 MIN.
Paper Materials 	Job Aid Booklet: <ul style="list-style-type: none"> • Job Aid, “How to DISESTABLISH AND REESTABLISH a CGDF”
1. Develop Knowledge	This lesson provides a recorded lecture discussing how an FSO disestablishes and reestablishes their CGDF.
1. Complete Practice	This lesson includes one practice activity. Refer to the Practice Section in this User Guide for instructions.
2. Complete Assessment	This lesson includes one assessment activity. Refer to the Assessment Section in this User Guide for instructions.
End of Lesson Structure	

Knowledge Development: DISESTABLISH AND REESTABLISH

Instructions for Knowledge Development

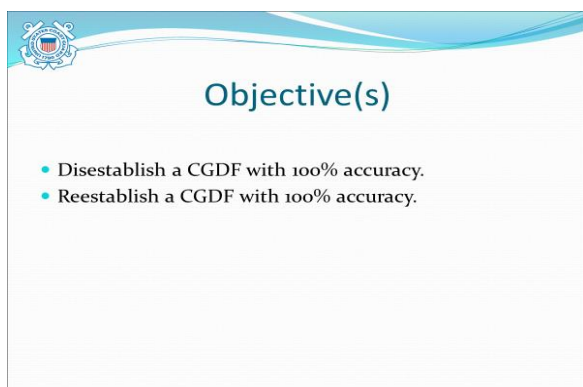
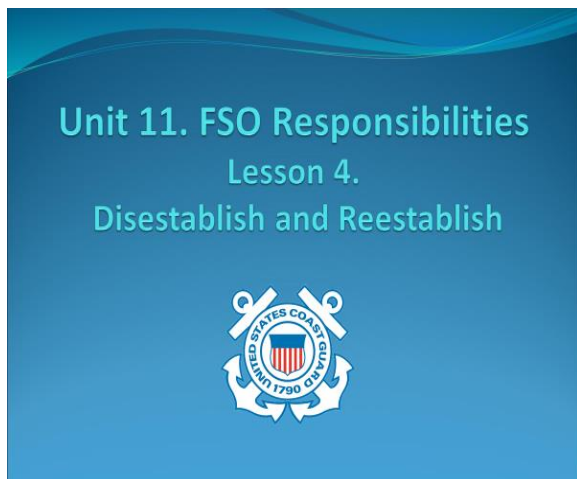
This lesson begins with a recorded lecture discussing how to create an DISESTABLISH AND REESTABLISH.

Instructions:

1. Access Job Aid, "How to DISESTABLISH AND REESTABLISH a CGDF".
2. If possible, print this User Guide so as to take notes while viewing the Lecture recording described in the next steps.
3. Go to milSuite for course materials (link below):
<https://www.milsuite.mil/book/groups/fso-pva-course>
2. Click "Knowledge Development" link under Unit 11, Lesson 4.
3. Click on LECTURE link.
4. After viewing the recorded lecture, if you have any questions, email your instructor.
5. Proceed to the PRACTICE section in this User Guide.

Lecture Slides on next page

Knowledge Development: LECTURE SLIDES



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Knowledge Development: LECTURE SLIDES

Notification Process

- Who do you need to notify?
 - FINCEN CS Liasons
 - FSAT Representative
- Best method of notification?
 - Email
- What are you notifying them of?
 - Dates of disestablishment
 - Can be an estimate
 - Date of reestablishment

Managing Inventory - Disestablish

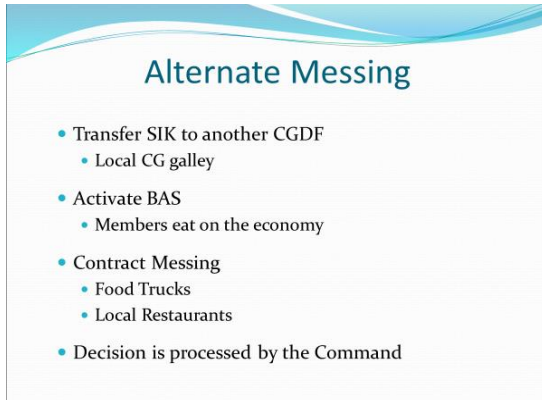
- Reduce by Use Prior to Disestablishment
 - Plan menu to reduce inventory
 - Avoid purchasing excess perishables
 - Store non-perishable items
- Transfer Inventory to another CGDF
- Commercial storage (paid for by unit)
 - FSO must monitor stored food
- Coast Guard Gleaning Program
 - Discussed in later slides

Managing Inventory - Reestablish

- Reverse the process
- Retrieve any stored items
- Purchase and re-stock food items

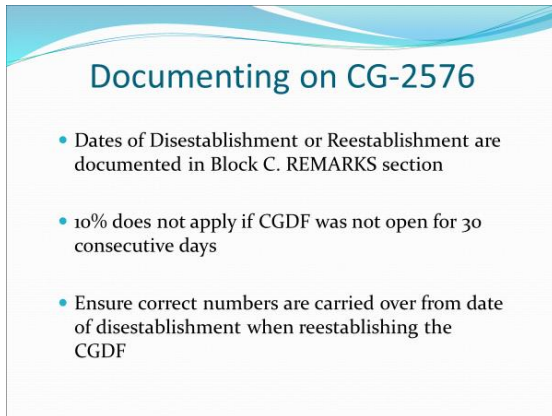
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Knowledge Development: LECTURE SLIDES



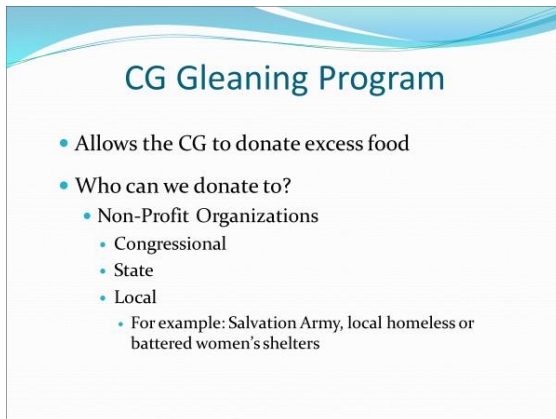
Alternate Messing

- Transfer SIK to another CGDF
 - Local CG galley
- Activate BAS
 - Members eat on the economy
- Contract Messing
 - Food Trucks
 - Local Restaurants
- Decision is processed by the Command



Documenting on CG-2576

- Dates of Disestablishment or Reestablishment are documented in Block C. REMARKS section
- 10% does not apply if CGDF was not open for 30 consecutive days
- Ensure correct numbers are carried over from date of disestablishment when reestablishing the CGDF

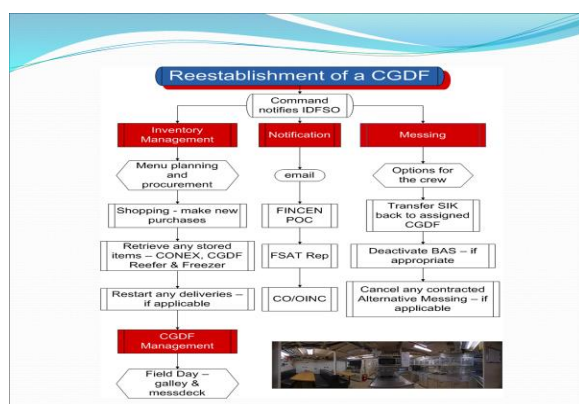
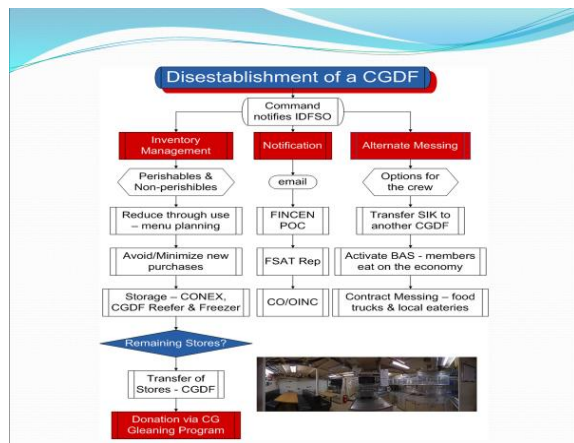


CG Gleaning Program

- Allows the CG to donate excess food
- Who can we donate to?
 - Non-Profit Organizations
 - Congressional
 - State
 - Local
 - For example: Salvation Army, local homeless or battered women's shelters

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Knowledge Development: LECTURE SLIDES



Summary and Review

- Notification Process
- Managing Inventory
- Alternate Messing
- Documenting on CG-2576
- Gleaning Program
- Review




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Knowledge Development: LECTURE SLIDES

Congratulations!

You have completed the LECTURE for Unit 11.
Lesson 4. Disestablish and Reestablish



Next Steps:

1. Refer to User Guide (Unit 11, Lesson 4) for instructions on how to complete PRACTICE.
2. Access milSuite Un,L4 "PRACTICE" section to complete Practice.
3. Submit your practice to instructor for feedback.
4. After successful completion of your practice activity, access User Guide and milSuite to complete ASSESSMENT, then submit for instructor evaluation.

End of Lecture

Practice: DISESTABLISH

Instructions for Practice

To complete this practice, follow these steps:

Review Disestablish scenario below.

The CO has sent you, the FSO, an email stating the USCGC Pacific will be going into Dry Dock and Disestablishing the Galley, starting 14 March, and tentatively opening 14 April 2020.

Complete Practice

1. Craft an email alert regarding the pending disestablishment, using the details provided in the scenario above.

Submit Practice

2. Send your email alert regarding the pending disestablishment to your instructor, who will be representing both your Finance Center Liaison as well as FSAT. Include a cc: to yourself.

Receive Feedback on Practice

3. Your instructor will respond to your email affirming successful completion of your practice, or providing guidance towards success with a second practice attempt.

End of Practice.

Assessment: REESTABLISH

Instructions for Assessment

To complete your Assessment, follow the instructions below.

Review Reestablish scenario below.

The CO has sent you, the FSO, an email stating that the USCGC Atlantic will now be Reestablishing the Galley on 03 May 2020.

Complete Assessment

1. Craft an email alert regarding the pending reestablishment, using the details provided in the scenario above.

Submit Assessment

2. Send your email alert regarding the pending reestablishment to your instructor, who will be representing both your Finance Center Liaison as well as FSAT. Include a cc: to yourself.

Receive Feedback on Assessment

3. Your instructor will respond to your email affirming successful completion of your assessment, or providing guidance towards success with a second practice attempt.

End of Assessment