

SYLLABUS

FOOD SERVICE OFFICER – PURCHASE VS. ALLOWANCE (PVA) FACILITATED ONLINE TRAINING (FOT)

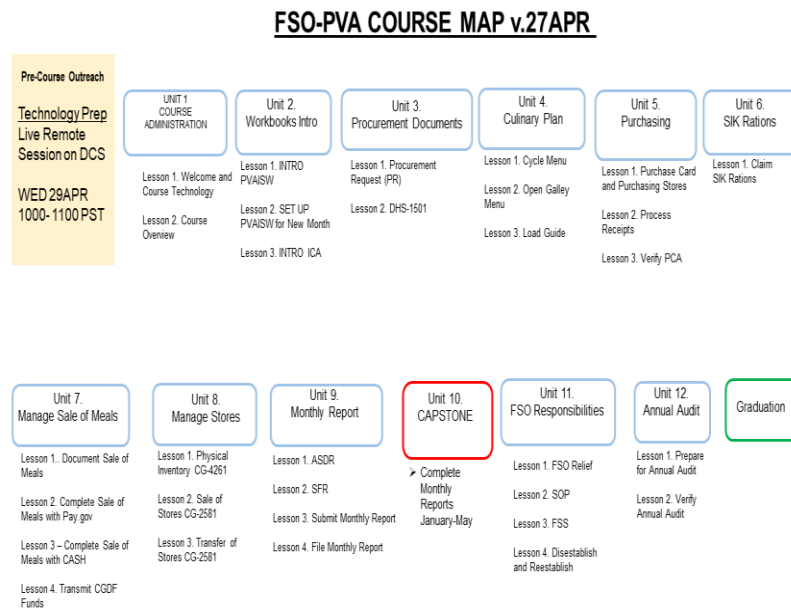
Syllabus

Course Description

This course provides the Food Service Officer-PVA with the skills and tools needed to effectively manage the operations and resources of a Coast Guard Dining Facility (CGDF).

Course Map

The Course Map (below) features the content flow of this course.



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Syllabus, Continued

Terminal Performance Objective(s)

After completing this course, you should be able to:

- 1.1. Given the Basic Daily Food Allowance (BDFA), a CG4200.1.2CGa Personnel Allowance List (PAL), a calculator, a computer with access to USCG CS Portal, Job Aid, “How to Fill Out a Food Procurement Documentation, Procurement Request”, and additional applicable references, **COMPLETE** a procurement request (PR) for 1 month of operation with 100% accuracy.
 - 1.2. Given a completed Procurement Request (PR), a computer with access to the USCG CS Portal, Job Aid, “Food Procurement Documentation, Purchase Card Transaction Worksheet, DHS-1501” and any additional applicable references, **COMPLETE** a Purchase Card Transaction Worksheet, DHS-1501 for 1 month of operation with 100% accuracy.
 - Assessed in Unit 3. Procurement
 - 1.3. Given an inventory of subsistence items on hand, a menu template, access to recipes, Job Aids, “How to Create a CGDF Menu” and “How to Choose Foods for a Cycle Menu”, and appropriate reference materials, **CREATE** a two-week CGDF menu with 100% accuracy.
 - Assessed in Unit 4. Culinary Plan
 - 1.4. Given an open galley menu template, Job Aids “How to Create an Open Galley Menu”, and appropriate reference materials, **CREATE** a Coast Guard Dining Facility (CGDF) open galley menu with 100% accuracy.
 - Assessed in Unit 4. Culinary Plan
 - 1.5. Given a finalized menu, an inventory of subsistence items on-hand, Job Aid “How to Create a Load Guide for a Cycle Menu”, and appropriate references materials, **PREPARE** a load guide with 100% accuracy.
 - Assessed in Unit 4. Culinary Plan
 - 2.1. Given a computer with access to USCG CS Portal, a Purchase vs. Allowance Inventory System Workbook (PVAISW), an Individual Credit Account (ICA) Workbook, meal rates,, and Job Aid “How to Document a Sale of Meal”, **DOCUMENT** sales of meals with 100% accuracy.
 - Assessed in Unit 7. Sale of Meals
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Syllabus, Continued

Terminal Performance Objective(s), CONT.

- 2.2. Given an authorized patron paying with Pay.gov for an Individual Credit Account (ICA) , a Purchase vs. Allowance Inventory System Workbook (PVAISW), a computer with access to USCG CS Portal, an ICA (CG-3476), and Job Aid “How to Complete a Sale of Meals with Pay.Gov”, **COMPLETE** sale of meals with Pay.gov with 100% accuracy.
- Assessed in Unit 7. Sale of Meals
- 2.3. Given an authorized patron paying cash for a meal, a Purchase vs. Allowance Inventory System Workbook (PVAISW), a computer with access to USCG CS Portal, an Individual Credit Account (ICA) Workbook, meal rates, an approved storage container to secure funds, and Job Aid “How to Complete Sale of Meals with Cash”, **COMPLETE** sale of meals with cash with 100% accuracy.
- Assessed in Unit 7. Sale of Meals
- 2.4. Given funds for deposit, meal records, a computer with access to USCG CS Portal, Food Service Purchase vs. Allowance Inventory System Workbook (PVAISW), U.S. Postal services, and Job Aid “How to Transmit CGDF Funds for Deposit”, **TRANSMIT** CGDF funds with 100% accuracy.
- Assessed in Unit 7. Sale of Meals
- 3.1. Given an Inventory Management Workbook Purchase vs. Allowance (PVA), a Purchase vs. Allowance Inventory Systems Workbook (PVAISW), Job Aid, “How to Complete a Physical Inventory”, and appropriate reference materials, **COMPLETE** a CGDF physical inventory CG-4261 with 100% accuracy.
- Assessed in Unit 8. Manage Stores.
- 3.2. Given the need to sale stores to an authorized purchaser, a computer with access to CS Portal, a *Purchase vs. Allowance Inventory System Workbook (PVAISW)*, a Job Aid “How to Complete a Sale of Stores”, and appropriate reference materials, **COMPLETE** a sale of stores CG-2581 with 100% accuracy.
- Assessed in Unit 8. Manage Stores
- 3.3. Given the need to transfer items to another CGDF, a computer with access to USCG CS Portal, a *Purchase vs. Allowance Inventory System Workbook (PVAISW)*, Job Aid “How to Complete a Transfer of Stores”, and appropriate reference materials, **COMPLETE** a transfer of stores CG-2581 with 100% accuracy.
- Assessed in Unit 8. Manage Stores
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Syllabus, Continued

Terminal Performance Objective(s), CONT.

- 4.1. Given a computer with access to USCG CS Portal, a *Purchase vs. Allowance Inventory System Workbook (PVAISW)*; an *Inventory Management Workbook PVA (IMWPVA)*; Job Aid “How to Complete a Monthly Report”, and any additional applicable references, **COMPLETE** an End of Month Report with 100% accuracy.
 - Assessed in Unit 9. Monthly Report

- 5.1. Given designation as an FSO, Coast Guard Dining Facility (CGDF) files, a computer with access to USCG CS Portal, Job Aid “How to create a CGDF Standing Operating Procedures (SOP)”, and any applicable references needed, **CREATE** the Unit’s Coast Guard Dining Facility (CGDF) Standard Operating Procedures (SOP) with 100% accuracy.
 - Assessed in Unit 11. FSO Responsibilities

- 5.2. Given a designation as an FSO, Coast Guard Dining Facility (CGDF) files, a computer with access to USCG CS Portal, and Job Aid “How to Create a CGDF Food Safety and Sanitation (FSS) Program ”, **CREATE** the Unit’s Coast Guard Dining Facility (CGDF) Food Safety and Sanitation (FSS) Program with 100% accuracy.
 - Assessed in Unit 11. FSO Responsibilities

- 5.3. Given a designation for your new FSO assignment, Coast Guard Dining Facility (CGDF) files, Job Aid “How to Draft an FSO Relief Memo for an Incoming FSO”, and appropriate reference materials, **DRAFT** an FSO Relief Memo for yourself as the incoming FSO with 100% accuracy.
 - Assessed in Unit 11. FSO Responsibilities

End of Terminal Performance Objectives for FSO-PVA (FOT)

Syllabus, Continued

Course Agenda: Week 1

KEY
 * TPO with PTC
 Live DCS Session
 Self-Directed

v.25APR2020

Pre-Course Outreach

5-10 Days Before Day 1

- Instructor outreach to individual students with "Getting Started" Guide
- Exec Outreach to students' supervisors

1 Week Before Course Launch

WED 29APR
 Tech Prep
 (Live DCS)
 1000-1200 PST

- Test milSuite
- Test DCS
- Test folder access
- Test emails
- Test phone audio

WEEK 1 AGENDA: FOOD SERVICE OFFICER – Purchase vs. Allowances (PVA)

DAY 1 MONDAY	DAY 2 TUESDAY	DAY 3 WEDNESDAY	DAY 4 THURSDAY	DAY 5 FRIDAY
<p>WELCOME (LIVE DCS) 0800-0900PST</p> <p>UNIT 1. COURSE ADMINISTRATION</p> <ul style="list-style-type: none"> Lesson 1. Welcome & Course Technology Lesson 2. Course Overview 	<p>LIVE DCS SESSION 0800-0900PST</p> <p>UNIT 3. PROCUREMENT DOCUMENTS</p> <ul style="list-style-type: none"> Lesson 1. Procurement Request (PR)* (1 HR) Lesson 2. DHS-1501 (1 HR) 	<p>LIVE DCS SESSION 0800-0900PST</p> <p>UNIT 5. PURCHASING</p> <ul style="list-style-type: none"> Lesson 1. Purchase Card and Purchase Stores (1 HR) Lesson 2. Process Receipts (1 HR) Lesson 3. Verify PCA (1 HR) 	<p>LIVE DCS SESSION 0800-0900PST</p> <p>UNIT 7. MANAGE SALE OF MEALS</p> <ul style="list-style-type: none"> Lesson 1. Document Sale of Meals * (2 HRS) Lesson 2. Complete Sale of Meals with Pay.gov* (2 HRS) Lesson 3. Complete Sale of Meals with CASH* (2 HRS) Lesson 4. Transmit CGDF Funds * (2 HRS) 	<p>LIVE DCS SESSION 0800-0900PST</p> <p>UNIT 8. MANAGE STORES</p> <ul style="list-style-type: none"> Lesson 1. Physical Inventory* (45 MIN) Lesson 2. Sale of Stores* (1 HR) Lesson 3. Transfer of Stores* (1 HR)
<p>UNIT 2. WORKBOOKS INTRODUCTION</p> <ul style="list-style-type: none"> Lesson 1. Intro PVAISW (1.5 HRS) Lesson 2. Set Up PVAISW for New Month (2.5 HRS) Lesson 3. Intro ICA (1 HR) 	<p>UNIT 4. CULINARY PLAN</p> <ul style="list-style-type: none"> Lesson 1. Cycle Menu* (2 HR) Lesson 2. Open Galley Menu* (45 MIN) Lesson 3. Load Guide* (1 HR) 	<p>UNIT 6. SIK RATIONS</p> <ul style="list-style-type: none"> Lesson 1. Claim SIK Rations (2.5 HRS) 		<p>WEEK IN REVIEW LIVE DCS SESSION 1300 PST</p>

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Syllabus, Continued

Course Agenda: Week 2

KEY
 * TPO with PTC
 Live DCS Session
 Self-Directed

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WEEK 2 AGENDA: FOOD SERVICE OFFICER – Purchase vs. Allowances (PVA)

DAY 1 MONDAY	DAY 2 TUESDAY	DAY 3 WEDNESDAY	DAY 4 THURSDAY	DAY 5 FRIDAY
LIVE DCS SESSION 0800-0900 PST	LIVE DCS SESSION 0800-1600 PST	LIVE DCS SESSION 0800-0900 PST	LIVE DCS SESSION 0800-0900 PST	LIVE DCS SESSION 0800-0900 PST
UNIT 9. MONTHLY REPORT <ul style="list-style-type: none"> Lesson 1. ASDR Lesson 2. SFR Lesson 3. Submit Monthly Report Lesson 4. File Monthly Report 	UNIT 10. CAPSTONE Demonstration and Preparation (6 HRS)	UNIT 10. CAPSTONE Continued (6 HRS)	UNIT 10. CAPSTONE Continued (6 HRS)	UNIT 10. CAPSTONE Continued (3 HRS) Instructor Assessment CAPSTONE FINISHED
				WEEK IN REVIEW LIVE DCS SESSION 1300 PST

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Syllabus, Continued

Course Agenda: Week 3

KEY
 * TPO with PTC
 Live DCS Session
 Self-Directed

v.25APR2020

WEEK 3 AGENDA: FOOD SERVICE OFFICER – Purchase vs. Allowances (PVA)

DAY 1 MONDAY	DAY 2 TUESDAY	DAY 3 WEDNESDAY
<p>LIVE DCS SESSION 0800-0900 PST</p>	<p>LIVE DCS SESSION 0800-0900 PST</p>	<p>LIVE DCS SESSION 0800-0900 PST</p>
<p><u>UNIT 11. FSO RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> Lesson 1. FSO Relief (2 HRs) Lesson 2. SOP (2 HRs) Lesson 3. FSS (2 HRs) 	<p><u>UNIT 11. FSO RESPONSIBILITIES, CONT.</u></p> <ul style="list-style-type: none"> Lesson 4. Disestablish and Reestablish (2 HRs) <p><u>UNIT 12. ANNUAL AUDIT</u></p> <ul style="list-style-type: none"> Lesson 1. Prepare for Annual Audit (2 HRs) 	<p><u>UNIT 12. ANNUAL AUDIT, CONT.</u></p> <ul style="list-style-type: none"> Lesson 2. Verify Annual Audit (1 HR)
		<p>GRADUATION LIVE DCS SESSION 1430 PST</p>

End of Agenda for FSO-PVA (FOT) Course

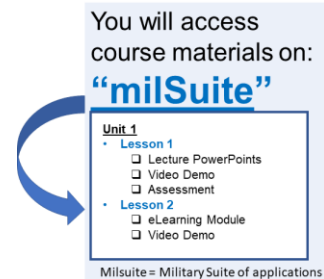
Syllabus, Continued

Technology Platform

The FSO-PVA Facilitated Online Training course uses two main technology platforms for a robust distance learning experience.

These two distance technology platforms include:

1. **milSuite**: milSuite is a military suite of applications that provide remote access to video and educational products.



2. **DCS**: DCS stands for “Defense Collaboration Services.”

DCS lets students view a live instructor presentation on their computer while listening and asking questions on their phone.



In the event of technical trouble, your instructor will provide an alternate strategy for you.

Refer to the “Getting Started” Guide for technology requirements for milSuite and DCS access.

Distance Learning from Home or Office

You may participate in the FSO-PVA Facilitated Online Training course from:

- (1) Your home computer and personal cell phone, or
 - (2) Your USCG workstation and USCG office phone, or
 - (3) Any combination thereof, for example, your USCG workstation and personal phone.
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Syllabus, Continued

Instructor Contact Information

Instructor contact information for the FSO-PVA (FOT) course:
Course Developer Course Instructors:

CSCS Anthony Ciurlino

- Email: Anthony.J.Ciurlino@uscg.mil
- Phone: (707)-765-7127

CSCS Adam Shelton

- Email: Adam.C.Shelton@uscg.mil
- Phone: (707)-765-7427

CSC Brian Tillinger

- Email: Brian.A.Tillinger@uscg.mil
 - Phone: (707)-765-7940
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Ground Rules

Ground rules for participating in the FSO-PVA (FOT) course include:

Ground Rules for Distance Learning:

- Phone Etiquette: Mute phone unless you are asking a question, contributing to the conversation with an opinion or insight, or answering a question.
 - Self-Directed Training: Complete self-directed training modules within the timeframe allotted in the Agenda.
 - Proactive Participation: Unlike classroom training, distance (remote) training does not enable your instructor to see if you are struggling with an assignment. Your proactive participation is critical to your learning experience. Don't hesitate to ask questions, reach out, and clarify issues.
 - Listen, Learn from Others: Your fellow students bring a diverse set of knowledge and skills. Listen and learn from their questions and insights.
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Syllabus, Continued

Schedule, Week ONE

User Guides for each lesson include PowerPoint slides and a description on how to complete the lesson. Download each lesson's USER GUIDE from milSuite prior to beginning a lesson.

Week One:

Monday

Live Event – 0800-0900 PST

UNIT 1. Course Overview (30 MIN)

- Lesson 1 – Welcome and Course Technology
 - Introductions
 - DCS
 - milSuite Course Site
<https://www.milsuite.mil/book/groups/fso-pva-course/overview>

- Lesson 2 – Course Design (30 MIN)
 - Course Map and Agenda
 - Terminal Performance Objectives
 - Printed Materials (Getting Started Guide, JA Booklet, Capstone, FSO-PVA Forms)
 - User Guide – Download

Self-Directed – 0900 -1630 PST

UNIT 2. Workbooks Introduction

- Lesson 1 – Introduction to PVAISW (1.5 HRS)
 - eLearning
- Lesson 2 – Set Up PVAISW for a New Month (2.5 HRS)
 - Video Demonstration w/ Job Aid
 - Practice
 - Assessment
- Lesson 3 – Introduction to ICA (1 HR)
 - eLearning

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Syllabus, Continued

Schedule,
Week ONE,
CONT.

Tuesday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 3. Procurement

- Lesson 1 – Procurement Request (1 HR)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment
- Lesson 2 – DHS-1501 (1 HR)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/ Job Aid
 - Practice
 - Assessment

UNIT 4. Culinary Plan

- Lesson 1 – Cycle Menu (2 HRs)
 - Recorded PowerPoint Lecture
 - Practice
 - Assessment
- Lesson 2 – Open Galley (45 MIN)
 - Recorded PowerPoint Lecture
 - Practice
 - Assessment
- Lesson 3 – Load Guide (1 HR)
 - Recorded PowerPoint Lecture
 - Practice
 - Assessment

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Syllabus, Continued

Schedule,
Week ONE,
Cont.

Wednesday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 5. Purchasing

- Lesson 1 – Purchase Card and Purchase Stores (1 HR)
 - Recorded PowerPoint Lecture
 - Practice
 - Assessment
- Lesson 2 – Process Receipts (1 HR)
 - Recorded PowerPoint lecture
 - Video Demonstration w/ Job Aid
 - Practice
 - Assessment
- Lesson 3 – Verify PCA (1 HR)
 - Recorded PowerPoint Lecture
 - Recorded PowerPoint Demo
 - Simulator w/ Job Aid
 - Practice
 - Assessment

UNIT 6. SIK RATIONS

- Lesson 1 – Claim SIK Rations (2.5 HRs)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment

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Syllabus, Continued

Schedule,
Week ONE,
Cont.

Thursday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 7. Manage Sale of Meals

- Lesson 1 – Document Sale of Meals (2 HRs)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment
- Lesson 2 – Sale of Meals with Cash (2 HRs)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment
- Lesson 3 – Sale of Meals with Pay.gov (2 HRs)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment
- Lesson 4 – Transmit CGDF Funds (2 HRs)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment

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Syllabus, Continued

Schedule,
Week ONE,
Cont.

Friday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 8. Manage Stores

- Lesson 1 – Physical Inventory (45 MIN)
 - Recorded PowerPoint Lecture
 - Practice
 - Assessment
- Lesson 2 – Sale of Stores (1 HR)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment
- Lesson 3 – Transfer of Stores (1 HR)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment

Live Event – Week in Review 1300 PST

END OF WEEK ONE (of Three Weeks)

Syllabus, Continued

Schedule, Week TWO

User Guides for each lesson include PowerPoint slides and a description on how to complete the lesson. Download each lesson's USER GUIDE from milSuite prior to beginning a lesson.

Monday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 9. Monthly Report

- Lesson 1 – ASDR (1 HR)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment
- Lesson 2 – SFR (1 HR)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment
- Lesson 3 – Submit Monthly Report
 - Recorded PowerPoint Lecture
 - Video Demonstration w/Job Aid
 - Practice
 - Assessment
- Lesson 4 – File Monthly Report
 - eLearning

Tuesday

Live Event – DCS Session 0800-1630 PST

UNIT 10. Capstone

- Live Demonstration (0800 – 1630)

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Syllabus, Continued

Schedule,
Week TWO,
CONT.

Wednesday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 10. Capstone, Continued

- Student begin Capstone (0800 – 1630)

Thursday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 10. Capstone, Continued

- Student completion (0800 – 1630)

Friday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 10. Capstone, Continued

- Student completion (0900 – 1200)
- Instructor Assessment (1000 – 1300)

Live Event – DCS Session 1300-1430 PST

- Capstone Debrief

End of WEEK TWO (of Three Weeks)

Syllabus, Continued

Schedule Week THREE

User Guides for each lesson include PowerPoint slides and a description on how to complete the lesson. Download each lesson's USER GUIDE from milSuite prior to beginning a lesson.

Monday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 11. FSO RESPONSIBILITIES

- Lesson 1 – FSO Relief (2 HRs)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/ Job Aid
 - Practice
 - Assessment
- Lesson 2 – SOP (2 HRs)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/ Job Aid
 - Practice
 - Assessment
- Lesson 3 – FSS (1 HR)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/ Job Aid
 - Practice
 - Assessment

Tuesday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 11. FSO RESPONSIBILITIES, CONT.

- Lesson 4 – Disestablish and Reestablish (1 HR)
 - Recorded PowerPoint Lecture
 - Video Demonstration w/ Job Aid
 - Practice
 - Assessment

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Syllabus, Continued

Schedule
Week THREE,
CONT.

Wednesday

Live Event – DCS Session 0800-0900 PST

Self-Directed – 0900 -1630 PST

UNIT 12. Annual Audit

Lesson 1 – Prepare for Annual Audit (2 HRs)

- Recorded PowerPoint Lecture
- Practice
- Assessment

Lesson 2 – Verify Annual Audit (2 HRs)

- Recorded PowerPoint Lecture
- Practice
- Assessment

GRADUATION

Congratulations!

End of FSO-PVA (FOT)