

# **ARMY FOOD MANAGEMENT INFORMATION SYSTEM (AFMIS)**



# **STANDARD OPERATING PROCEDURES (SOP) STATE COMMAND**

21 June 2013

# TABLE OF CONTENTS

## CHAPTER 1 – ADMINISTRATIVE

1. General.
2. Billing Accounts (APC).
3. Operational Command (OC).
4. Intermediate Command (IC).
5. Setting Up Units.
6. Transferring a Unit to Another OC
7. Creating Users and User Roles
8. Creating Users Roles for ICs
9. BDFA
10. Meal Rates
11. Local Purchase Price Update
12. Recipe Costing
13. Vendor / Contract Maintenance

## CHAPTER 2 – ITEM MAINTENANCE

### (GROCERY ITEMS)

1. Menus, Recipes and Grocery Items
2. Building a Local Purchase TIIN Register
3. Item Maintenance (Grocery Items)

## CHAPTER 3 – RECIPES

1. Recipe Maintenance.
2. Recipe Search
3. Create Recipe.
4. Complete the Recipe

## CHAPTER 4 – FIELD MENUS

1. Field Menu Maintenance.
2. Creating a Menu.
3. Delete a Menu.
4. Global Menu Maintenance.

## CHAPTER 5 – EQUIPMENT MAINTENANCE

1. General
2. Building Maintenance
3. Equipment Inventory
4. Equipment Inventory Report
5. Equipment Replacement Report
6. Non-Replacement Planned Acquisition
7. Equipment Budget Summary Report
8. Equipment Transfers
9. Executed Transfer Inquiry

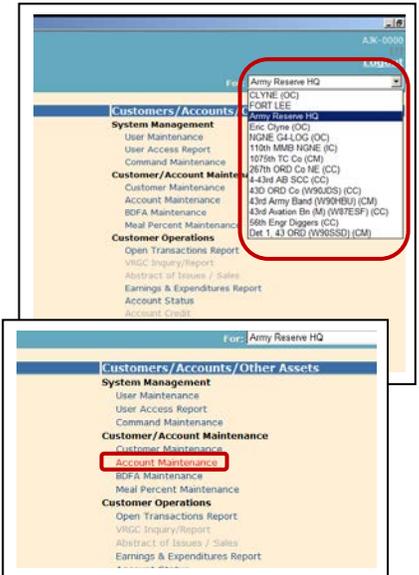
## ENCLOSURES

1. Command Level Listing Worksheet
2. TIIN Register
3. Reports

# CHAPTER 1 – ADMINISTRATIVE

## 1. General:

- a. There are three command levels, State, Operational Command (OC) and Intermediate Command (IC). Individuals with a command level access will have several other functions active or visible to them on the AFMIS site depending on their access level.
  - 1) The State level operations sets up the Operational Commands, Billing Accounts, Recipes, Menus and all the function of the Operational Command.
  - 2) The function of the Operational Command (OC) is to set up units that will be requesting subsistence through AFMIS, manage those units and their subsistence request.
  - 3) Intermediate Command (IC) has only visibility capabilities with no input in AFMIS.
- b. Multiple unit and Command level users need to remember to change their unit or user level, which is located under the **MAIN MENU** link at the top right of the **MAIN MENU**.
- c. This SOP provides a step by step process for setting up and operating AFMIS, comments and questions should be directed to [Eric Clyne NGNE G4-Log eric.clyne@us.army.mil](mailto:eric.clyne@us.army.mil).
- d. The AFMIS Help Desk can be reached at (804) 734-1051.



## 2. Billing Accounts: Billing accounts are unique combination of a Bill to DODAAC, APC and Fiscal Station Number (FSN) that identifies funds used to procure subsistence (AT, IDT etc..).

- a. Creating a Billing Account.
  - 1) From the **Main Menu** click on **Account Maintenance** under **Customer/Account Maintenance**.
  - 2) Click on **Create**
  - 3) Select **RESERVE (RPA)** from the Account Type Drop down menu.
  - 4) Enter Account Name: (AT, IDT, OCO-AT, OCO-IDT) that will identify the APC to be used for billing.
    - (a) AT – Annual Training
    - (b) IDT – Inactive Duty Training
    - (c) OCO-AT
    - (d) OCO-IDT
    - (e) SAD – State Active Duty
    - (f) T-10 – Title 10
  - 5) Bill to DODAAC, enter your State six character DODAAC.
  - 6) Account Processing Code (APC): Enter the four character code for the APC being created.
    - (a) WE3R – IDT
    - (b) WE3W – Annual Training
  - 7) Fiscal Station Number (FSN): The FSN is a 6 digit code identifying the State fiscal station.
  - 8) Reimbursable check box is not used.
  - 9) Click **Save and Return** to save your data and return to the account list screen. (Note: Once accounts have been saved to the system the user cannot delete them.

b. Edit a billing account.

1) From the **Account Maintenance** screen, enter a search value and click on search. You can also click on search without a search value which will bring up all billing accounts that have been entered.

2) Locate the billing account you would like to edit and click on the pencil icon to the left of the account name.

3) Make corrections to the billing account and click on **Save and Return**.

c. Printing Account List. From the **Account Maintenance** screen, click on the **Print List** to view the Account List Report.

3. **Operational Command (OC):** Units are associated with OC therefore OC's must be set up prior to setting up using units. OC Commands can be established to manage inactive or deployed UICs. State Food Program Managers will have STATE HQ access and OC level roles in order to approve and process subsistence request. No more than two OCs should be used, an Active OC and an Inactive OC

a. Creating an Operational Command. The Operational Command will be the State Food Program Manager. (Note an Operational Command is not an individual but a section or office. Users will be granted user roles to have operational command.)

1) From the **Main Menu** click on the **Command Maintenance** under **System Management** then click on **Operational Command Maintenance**.

2) Click on **Create** to set up an OC.

3) Enter the Name of the Operational Command followed by "(OC)" to designate as an OC.

4) Enter the time zone the OC operates in.

5) Enter the POC information.

6) Click on **Save and Return**. Users still need to be assigned to the OC by setting the user roles.

b. An OC can be created to transfer units that are deployed or inactivated in order to better manage them.

c. Edit an Operational Command (OC)

1) From the **Main Menu** click on the **Command Maintenance** under **System Management** then click on **Operational Command Maintenance**.

2) Enter the OC in the Search field and click on the **SEARCH** button. If you leave the search field blank and click the **SEARCH** it will bring up all records.

3) Click on the pencil icon to the left of the OC you are going to edit or delete.

4) Update the OC information and click on **SAVE** or click on the **DELETE** button to remove the OC.

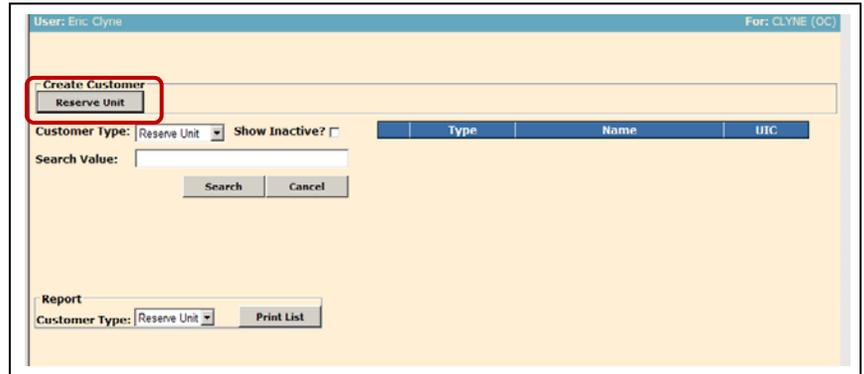
4. **Setting Up Units.** Units are associated with OC therefore OC's must be set up prior to setting up using units.

a. Creating a Using Unit. You must be at OC or State level to create a using unit. (NOTE you must have the unit's OC established before you can set up a using unit.)

1) Before creating a using unit a Command Structure needs to be established to help in building and managing the user structure of AFMIS See Enclosure 1 of this SOP for an Example.

2) From the Main Menu click on **CUSTOMER MAINTENANCE** under **Customer / Account Maintenance**.

3) Click on **Reserve Unit** located at the top left of the screen.



4) Customer Details TAB.

(a) Enter the units UIC (Once this is record is saved you CANNOT change the UIC you can change the name and other information but the UIC is locked). The UIC must be 6 characters long.

(b) Leave the Direct Delivery unchecked and the Delivery Location blank.

(c) Enter the name of the unit followed by the unit's DODACC.

(d) If the unit has a Food Service Section and can cook, enter "(CC)" otherwise enter (CM) "catered meal" following the DODAAC.

Example: 43rd Aviation BN (W90HBU) (CC). or 43rd Aviation BN (W90HBU) (CM).

(e) Enter the POC information.

(f) Locale.

(1) For towns that have only one armory enter the first 6 characters of the name of the town. If the town's name is less than six characters fill the rest of the **LOCALE** name with "x".

EXAMPLES:

DENVER – Denver.

NORTHPL – North Platte.

ONGXXX – Ong.

(2) For towns that have more than one armory, enter the first six characters of the armory name. If the armory name is less than six characters fill the rest of the **LOCALE** name with 'x'.

EXAMPLES:

NORCXX – North Omaha Readiness.

MERCYX – Mercy Road Armory.

PENTER – Penterman Armory.

SPIRIT – Spirit of 76 Armory.

GTSXXX – GTS Training Site,

(g) Can Cook. Check the can cook box if the unit has a mess section. Catering only units, leave blank.

(h) Parent App Auth: Select the OC command for this unit.

(i) Time Zone: Select the time zone for the unit from the drop down menu. Click on **SAVE** button.

5) Accounts TAB: All units need to be tied to types of billing accounts they will be using to request subsistence, click on the **Accounts** Tab.

(a) All units will have the following accounts assigned to them.

- (1) IDT (Default)
- (2) AT

(b) Units that have been source and have been authorized additional training dates to prepare for their deployment will use the following codes once they have expended their 48 IDT days and / or 15 AT mandays.

- (1) OCO-IDT
- (2) OCO-AT
- (3) OCO-TD
- (4) OCO-Title 10

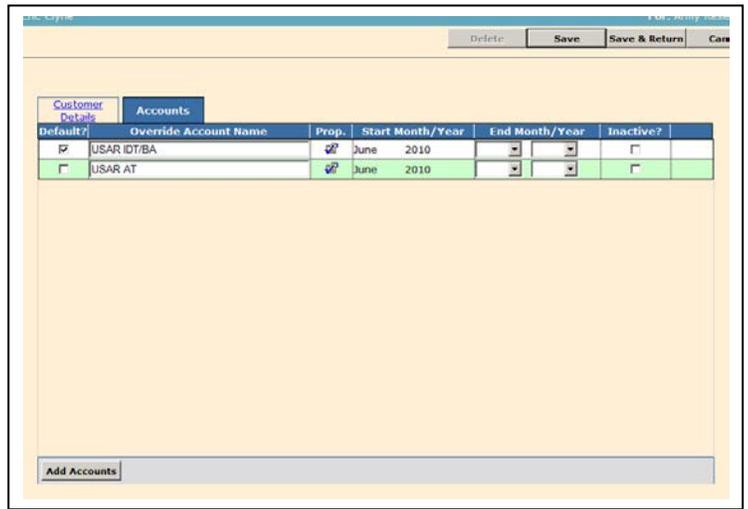
(c) If the required accounts are not listed.

- (1) Click on the **Add Accounts** button located at the bottom left.
- (2) Locate the account and click on the green arrow  to the left of the account to add the account for this unit. (It's not real fast so give it a chance). If the account is not there you will need to refer to Para 2 above to add the billing accounts.

(d) Click on **SAVE & RETURN** to save your data, or click on **CANCEL**.

6) Once you have entered all required data for the unit you can save the data by clicking on the **SAVE** or **SAVE & RETURN** button. You will be required to confirm the customer type. Select the Reserve Unit from the drop down list, Click in the UIC and reenter the User Unit's UIC to verify it then click on **CONFIRM** button. **REMEMBER;** once you confirm this entry you **CANNOT** change the UIC for this unit. If you re-enter the UIC incorrectly you will receive a warning notice.

b. Editing or Deleting a Using Unit. You cannot edit the UIC once it has been saved to the database. In order to edit the UIC or delete the UIC you must click on the **INACTIVE?** Box, and create a new Using Unit.



Inactivated or deployed units can be transferred to an OC that is created to manage deployed or inactivated units.

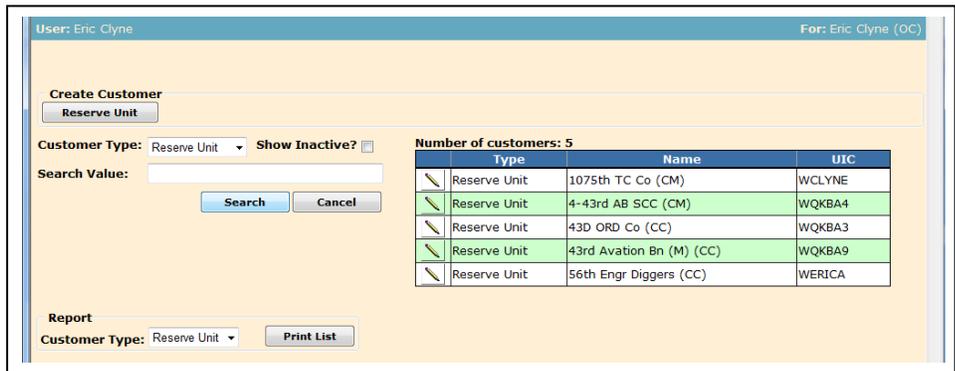
1) Click on **“Customer Maintenance”** under **Customer/Account Maintenance** section.

2) Conducting a search without any search values will display all units that fall under the OC.

3) Click on the edit icon  to the left of the unit that requires editing. You can edit everything but the UIC. If you require a UIC change you need to inactivate the current unit and re-enter the unit using the new UIC.

4) Unit's can change from cooking to catered meal type units.

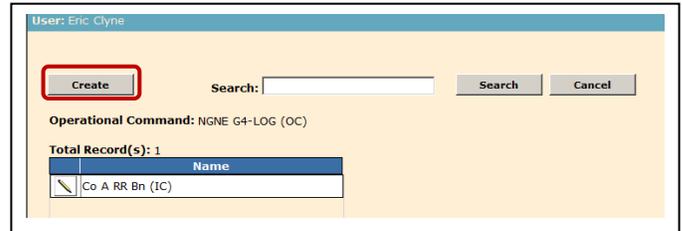
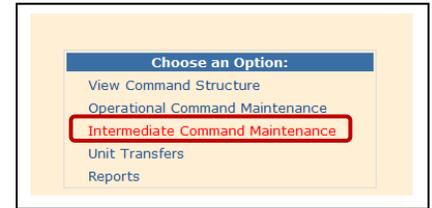
5) Rear detachment units of deployed units can retain the primary unit's UIC or the AA UIC can be transferred to a Inactive/deployed OC. Rear Dets might change from cooking to a catered unit due to a mobilization. Un-check the “Can Cook” under **Customer Maintenance**.



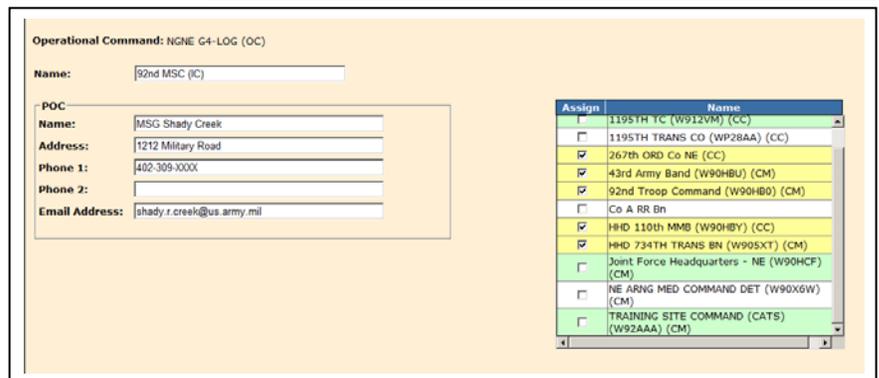
5. **Intermediate Command (IC):** Intermediate Commands (IC) belong to a specific Operational command and can be set up by an OC. The IC can view transactions pertaining to units assigned to that IC for command and control purposes. There is no edit capability at the IC level. Individual units do not have to be assigned to an IC if one does not exist. Units must be established prior to creating ICs.

a. Creating an Intermediate Command (IC)

- 1) At the *Main Menu* select the user level by clicking on the drop down menu located at the top right of the screen.
- 2) Click on **Command Maintenance** under *System Management*.
- 3) Click on **Intermediate Command Maintenance**. (If you are a State Level User you will be asked to select an OC this IC will be assigned to. Select the OC and select Continue).
- 4) Click on Create and enter the name of the MSC that will be assigned to the OC (this is an organization not an individual), enter “(IC)” at the end of the MSC name to designate it as an IC.  
*Example: 92<sup>nd</sup> MSC (IC)*
- 5) Complete the contact information.



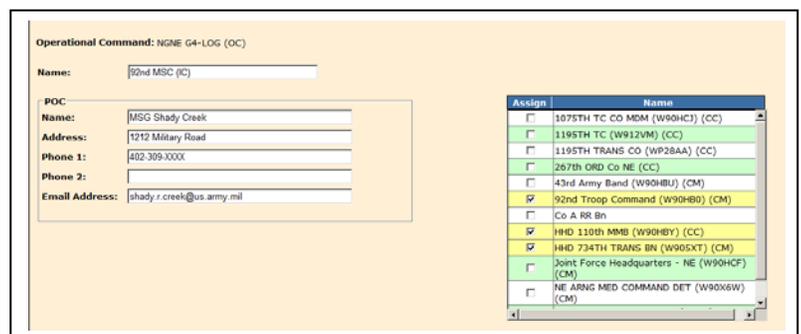
- 6) Unit's that do not have a IC assigned for this OC will be listed to the right, select the unit(s) that will be assigned to the IC,



b. Editing an Intermediate Command (IC).

- 1) At the *Main Menu* select the user level by clicking on the drop down menu located at the top right of the screen.
- 2) Click on **Command Maintenance** under *System Management*.
- 3) Click on **Intermediate Command Maintenance**. (If you are a State Level User you will be asked to select an OC this IC will be assigned to. Select the OC and select Continue)

4) Enter the name of the IC in the *Search* field and click on **SEARCH**. If you leave the search field blank and click on the **SEARCH** button all ICs will be displayed.



5) Click on the pencil icon  to the left of the IC.

6) Update the IC information and click on **SAVE**.

c. Transferring units between IC. Following the same procedure for editing an IC (para above) when you uncheck a unit assignment for the IC that will open the unit to be reassigned to a new IC. To reassign the unit to a new IC refer to para above.

d. Deleting an Intermediate Command (IC). An IC cannot be deleted if it has units assigned to it. You must first un-assign the unit(s) prior to deleting the IC. If you attempt to delete the IC before removing the units assigned to the IC you will receive an error message.

6. **Transferring a Unit to Another OC.**

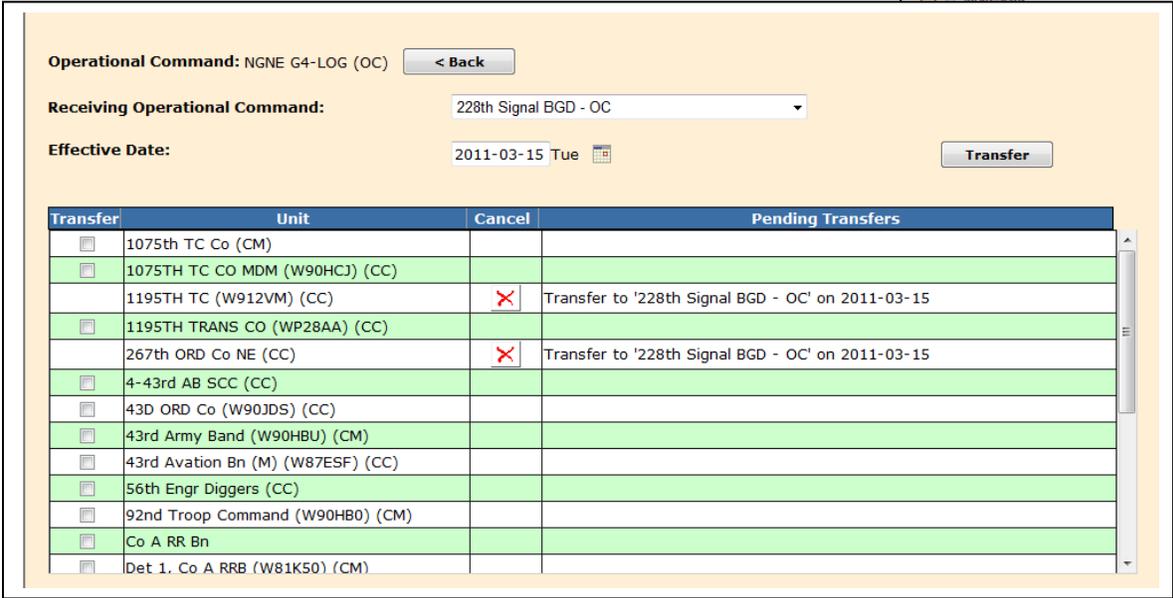
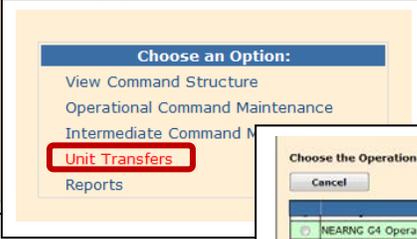
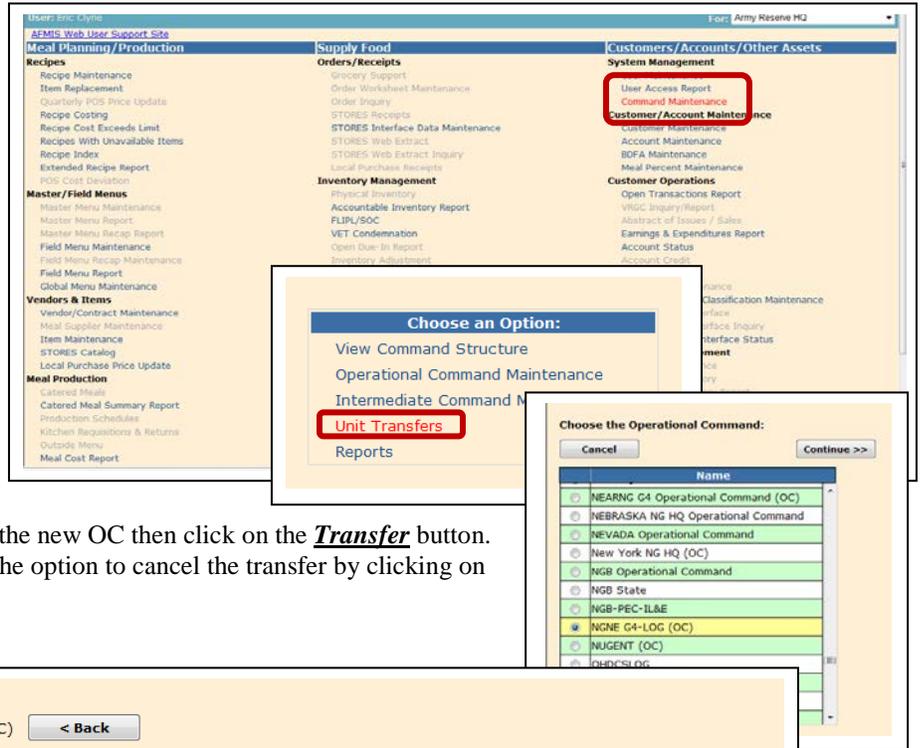
a. From the MAIN MENU click on Command Maintenance under System Management then click on **Unit Transfers**.

b. Select the OC the unit currently belongs to then click on Continue>>.

c. Select the receiving OC from the dropdown menu. If the OC is not present you will need to refer to para 3a above to create the OC.

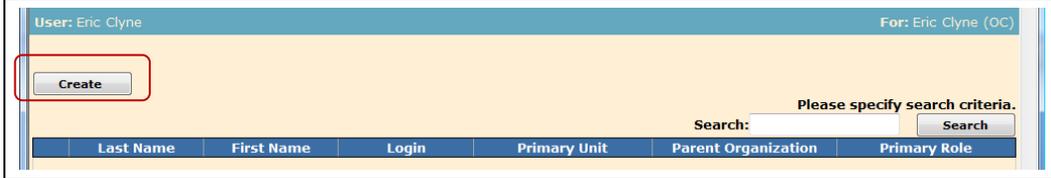
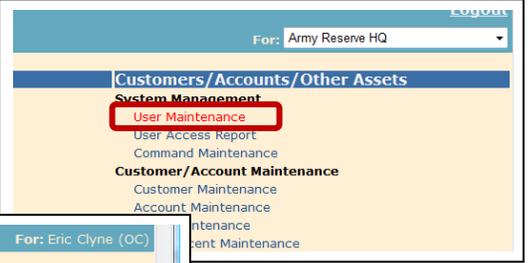
d. Enter the effective date (date must be in the future). If you attempt to enter the current date or a date in the past you will receive an error message.

e. Select the unit(s) to be transferred to the new OC then click on the **Transfer** button. Prior to the date of the transfer you have the option to cancel the transfer by clicking on the red .

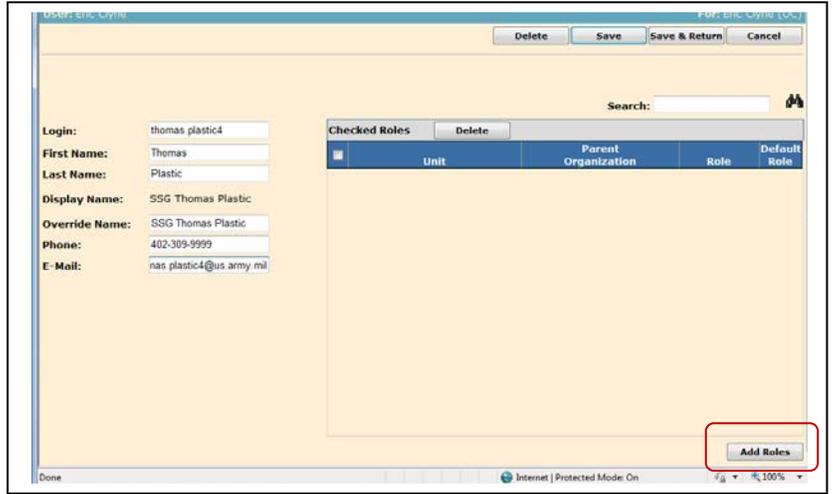


7. **Creating Users and User Roles for OC.** (State level required)

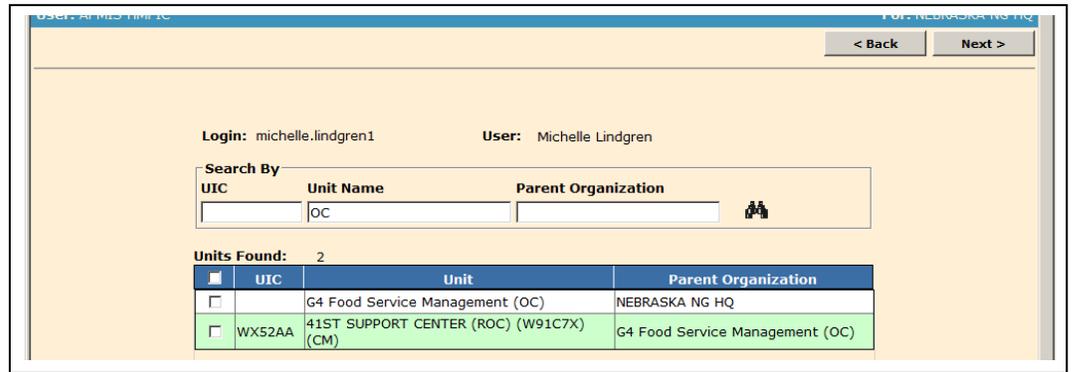
a. Click on **User Maintenance** under **System Management** and click on the **Create** button to add.



- b. Login ID is the users AKO login ID without the @us.army.mil.
- c. Enter the First name and Last name.
- d. Display Name is an override of the user's name. Enter the individuals Rank, First and Last Name in the Override Name.
- e. Enter phone number.
- f. Enter e-mail address.
- g. In order to save the user, at a minimum a primary role must be set. Click on the **ADD ROLES** button located at the bottom right of the page.
- h. Enter the name of the OC in the *Unit Name* data field. You do not have to enter the entire field to conduct a search.

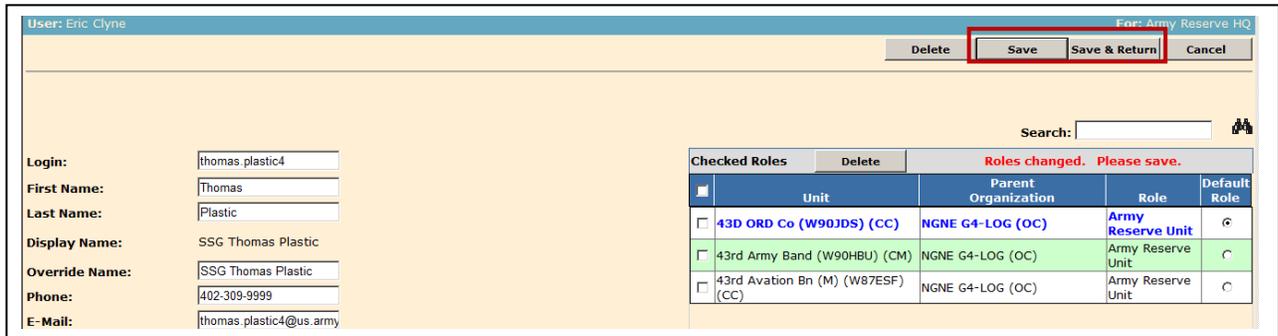
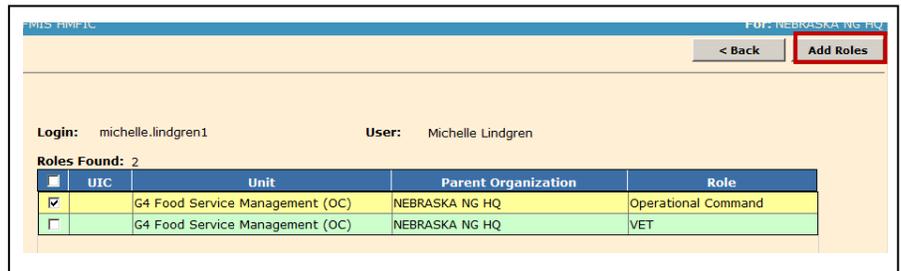


- i. Select the OC that is to be assigned to the user and click the **NEXT** button. If there are no units selected you will receive an error message letting you know you need to select at least one unit.



- j. Click on **ADD ROLES**
- k. Select the Default Role which will be the primary unit that will default to when they login to AFMIS.

- l. The roles have been assigned but have not been saved yet. Click on either **SAVE** or **Save & Return** button.



8. **Creating Users Roles for ICs.**

a. Create the User as noted above and click on **ADD ROLES**.

b. Under part of the OC title in the *Parent Organization* data field, this will list all of the IC and units.

c. Select the ICs required by the users. These selections will be highlighted.

d. Click on the **NEXT** button.

e. The roles need to be verified by selecting the ICs to be assigned to the user and then clicking on the **ADD ROLES** button.

f. If there are more than one IC, select the default role on the rights side of the IC. If you do not select a default an error message will be displayed.

g. The roles will not be saved until you click on the **SAVE** or **SAVE & RETURN** button located at the top right of the screen.

For: G4 Food Ser Management

< Back **Next >**

Login: michelle.lindgren1 User: Michelle Lindgren

Search By: UIC Unit Name Parent Organization

Units Found: 107

UIC	Unit	Parent Organization
<input type="checkbox"/>	110th MMB (IC)	G4 Food Service Management
<input checked="" type="checkbox"/>	1167th BFSB (IC)	G4 Food Service Management
<input type="checkbox"/>	126th Chem Bn (IC)	G4 Food Service Management
<input type="checkbox"/>	168th QM BN (IC)	G4 Food Service Management
<input checked="" type="checkbox"/>	402nd MB Bn (IC)	G4 Food Service Management
<input type="checkbox"/>	67th BFSB (IC)	G4 Food Service Management
<input type="checkbox"/>	734th TM BN (IC)	G4 Food Service Management
<input type="checkbox"/>	92nd Troop Command (IC)	G4 Food Service Management
<input type="checkbox"/>	Co A Recruiting Retention BN (IC)	G4 Food Service Management
<input type="checkbox"/>	H4C 1-376th AVN (IC)	G4 Food Service Management
<input type="checkbox"/>	HQ 134th Sqdr (IC)	G4 Food Service Management
<input type="checkbox"/>	WPG4AA 1057TH TRANS CO LIGHT (W90H85) (CC)	G4 Food Service Management
<input type="checkbox"/>	W907AA 1074TH TC BN (W9054) (CC)	G4 Food Service Management

For: G4 Food Service Management

< Back **Add Roles**

Login: michelle.lindgren1 User: Michelle Lindgren

Roles Found: 2

UIC	Unit	Parent Organization	Role
<input checked="" type="checkbox"/>	1167th BFSB (IC)	G4 Food Service Management	Intermediate Command
<input checked="" type="checkbox"/>	402nd MB Bn (IC)	G4 Food Service Management	Intermediate Command

User: AFMIS HMFIC Management

Delete **Save Save & Return** Cancel

Login: michelle.lindgren1

First Name: Michelle

Last Name: Lindgren

Display Name: SPC Michelle K. Lindgren

Override Name: SPC Michelle K. Lindgren

Phone: (402) 309-1984

E-Mail: michelle.lindgren1@us.rr

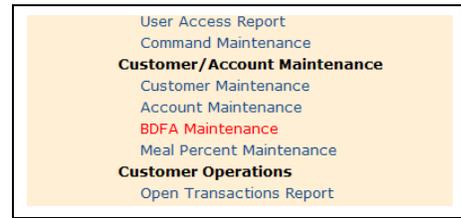
Search: [ ]

Checked Roles Delete Roles changed. Please save.

Unit	Parent Organization	Role	Default Role	
<input type="checkbox"/>	1167th BFSB (IC)	G4 Food Service Management	Intermediate Command	<input checked="" type="radio"/>
<input type="checkbox"/>	402nd MB Bn (IC)	G4 Food Service Management	Intermediate Command	<input checked="" type="radio"/>

Add Roles

9. **BDF**. The Basic Daily Food Allowance (BDF) is the amount of money allocated to feed one Soldier for one day. The total BDF value is based on meal percentages covered in the next paragraph. If you change the BDF value during the accounting month, the account status and earnings and expenditures will be updated automatically to reflect the new BDF values for the month. You do not have to enter the BDF for the next month if the BDF does not change for that month.



a. Updating BDF.

- 1) Click on BDF Maintenance located under Customer/Account Maintenance.
- 2) Enter the current month BDF. You do not have to enter the next month BDF if it does not change from the current BDF.
- 3) Click on the **Save** or **Save & Return** to update the BDF and continue.



b. Meal Percent Detail. The meal percentages are established to determine the BDF breakdown for the individual meals served at a dining facility. The percentages can only be updated by Fort Lee personnel.

10. **Meal Rates**. Meal rates are entered at the DA, Reserve and NGB levels as directed by the DOD Comptroller's Office. Meal rates are normally updated on a Calendar or Fiscal year basis.



a. Click on the **MEAL RATES** button under the **Headcount / Cash Collection** section located on the bottom left of the screen.

b. From the **Meal Rates Maintenance** screen you can:

- 1) View Meal Rates, current and past rates.
- 2) Enter new Meal Rates.

c. Click on the **Enter New Meal Rates** link.

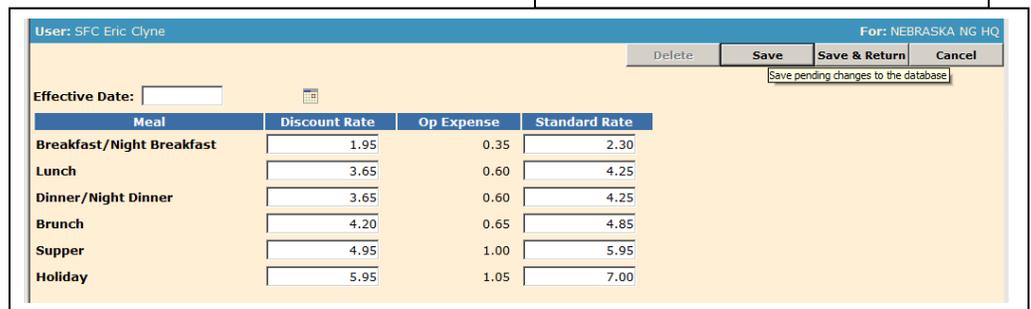
d. To enter a new meal rate.

- 1) Enter the **Effective Date** the meal rates take effect.
- 2) Update the Discount and Standard meal rates. The operating expense is calculated by the system.



e. Click on one of the **SAVE** buttons and return to the **Main Menu**.

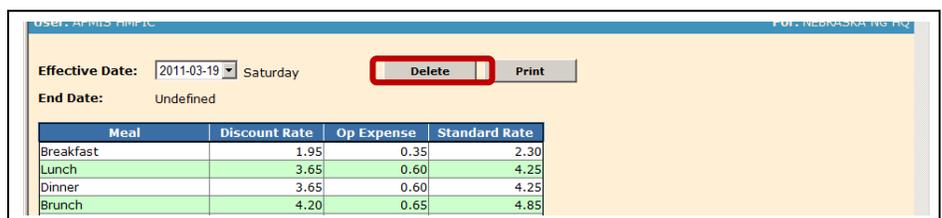
f. Deleting a meal rate can be accomplished for **future** meal rates only.



1) To delete a meal rate, open the **Meal Rates Maintenance** screen and click on the **View Meal Rates** link.

2) Select the meal rates to be deleted by selecting the **Effective Date**. Remember you can only delete future meal rates.

3) Click on the **DELETE** button.



**11. Recipe Costing.** The Recipe Costing process will update all of the recipe costs (Base cost and Cost with Condiments) in the recipe service at one time. This process may take several minutes to execute and should **only be run semi annually**. The process will confirm the update and create two reports

- a. Recipes with Unavailable Items.
- b. Recipe Cost which Exceed Limits.

**12. Vendor / Contract Maintenance.** Local Purchase Vendors can be created however, all items are tagged as local purchase and suppliers are identified by the user, it is not recommended and will not be covered in this SOP.

## CHAPTER 2 – ITEM MAINTENANCE (GROCERY ITEMS)

1. **Menus, Recipes and Grocery Items.** Managing the Menus and Recipes in AFMIS is fairly simple once you understand the relationship between the grocery item, recipes and menu. Menus are filled with recipes; recipes are made up of grocery items and instructions; grocery items are set up by unit of issue/pack.

2. **Building a Local Purchase TIIN Register.** A local TIIN register will need to be established in order to add grocery items to AFMIS. The TIIN Register helps in creating the TIIN/NSN numbers for the grocery Items.

a. Each grocery items must have a National Stock Number (NSN) 1234-56-789-0123. NSNs will need to be created in order to add items to AFMIS. The NSN is comprised of three parts

1) Stock Class is identified by the first four number of the NSN.

- (a) 8905 – Meats Fish, Poultry.
- (b) 8910 – Dairy.
- (c) 8915 – Starch, Fruits and Veg.
- (d) 8920 – Dry Goods.
- (e) 8925 – Baking Goods.
- (f) 8930 – Jam, Jelly, Peanut Butter.
- (g) 8935 – Soups.
- (h) 8940 – Can and Frozen Entries.
- (i) 8945 – Oils, Dressings
- (j) 8950 – Spices and Condiments.
- (k) 8955 – Hot Beverages.
- (l) 8960 – Cold Beverages
- (m) 8970 – Composite Food Packages, Operational Rations.

LOCAL PURCHASE TIIN NUMBERS			
8905 - Meats Fish Poultry			
8910 - Dairy			
8915 - Starch, Fruits and Vegetables			
8920 - Dry goods, Breads, Chips, Candy, Pasta, Cakemix			
8925 - Baking goods, Sugar, nuts, syrups, marshmallows			
8930 - Jam, Jelly, Peanut butter			
8935 - Soups			
8940 - Can and Frozen Entries			
8945 - Oils, Dressing			
8950 - Spices and Condiments			
8955 - Hot Beverages			
8960 - Cold Beverages			
8965 -			
8970 - Composite Food Packages, Operational Rations			
Stock Class	TIIN	ITEM	CFW
8910-01-	1NE-0001	Milk, 1% White 1/2 Gal	4.3
8910-01-	1NE-0002	Milk, 1% Chocolate 1/2 gal	
8905-00-	1NE-0003	Deli, Turkey Sliced	
8905-00-	1NE-0004	Deli, Ham Sliced	
8905-00-	1NE-0005	Deli, Smoked Turkey Sliced	
8905-00-	1NE-0006	Deli, Virginia Ham Sliced	
8905-00-	1NE-0007	Deli, Roast Beef Sliced	
8905-00-	1NE-0008	Deli, Chicken Sliced	
8920-00	1NE-0009	Potato Chips (Assorted Flavors) INDV 1 3/4 oz BG	
8920-00	1NE-0010	Fresh Bakery Cookies, Assorted Flavors	
8920-00	1NE-0011	Granola Bar (Assorted Flavors)	

2) Country Code is located in positions 5 and 6 of the NSN. This will be either 00 or 01.

3) TIIN number is located in positions 7 through 13 or the last 7 positions of the items National Stock Number (NSN). The TIIN number MUST be a unique number.

- (a) The first position (position 7) of the TIIN should be the number “1”. Other numbers could be used to help filter different types of grocery items.
- (b) Local purchase grocery items require position 8 and or 9 be alpha characters, enter the two digit State code. This is very helpful when searching grocery items when building a recipe.
- (c) Item number is the last four of the TIIN, which is a continues item number.

3. **Item Maintenance (Grocery Items).** Grocery items will be set up as individual packed items unless a TISA or COOP is established to support unit’s request. Some grocery Items set up for STORES operations may need to be edited to remove CASE Packs.

a. Grocery Items. Click on the **Item Maintenance** link under **Vendors & Items**.

Recipe Maintenance	Grocery Support	U
Item Replacement	Order Worksheet Maintenance	Us
Recipe Costing	Order Inquiry	C
Recipe Cost Exceeds Limit	STORES Receipts	<b>Cust</b>
Recipes With Unavailable Items	STORES Interface Data Maintenance	C
Recipe Index	STORES Web Extract	Ac
Extended Recipe Report	STORES Web Extract Inquiry	BF
<b>Master/Field Menus</b>	<b>Inventory Management</b>	M
Field Menu Maintenance	Physical Inventory	<b>Cust</b>
Field Menu Report	Accountable Inventory Report	O
Global Menu Maintenance	FLIPL/SOC	E
<b>Vendors &amp; Items</b>	VET Condemnation	Ac
Vendor/Contract Maintenance	Inventory Adjustment	<b>Final</b>
Meal Supplier Maintenance	Stockage Level Report	C
<b>Item Maintenance</b>	Transaction Register Report	C
STORES Catalog	IAMA Report	O
Local Purchase Price Update		O
<b>Meal Production</b>		O

b. Before adding an item first check to see if the items are already entered into AFMIS. Conduct a search for the item by changing the “*Search By*” to *Item Name*, unless you know the TIIN or NSN, enter a key word to search for (AFMIS searches for exact matches).

*EXAMPLE: Searching for an item that is in AFMIS as “Icing, Canned” conducting a search for “Canned Icing” will result in the item not being found. If the search is for “Canned” or “Icing” AFMIS will find the item.*

c. If the item is not in AFMIS, click on the **LOCAL PURCHASE** button to add the new item.

d. Select the *Department* of the grocery items, such as Dairy, Meat, Bakery...

e. Using the Local Purchase TIIN Register enter the new item to the register and then enter the NSN into AFMIS.

f. Check the *Perishable* box if the item is perishable.

g. Intensive Mgmt Code designates items that may be high dollar items. All items in the 8905 FSC (Meat) should be coded as Intensive Management Candidates.

h. Item Name. Enter the description of the grocery item to include the package information such as 2 oz bottle, or 1 dz, or lb. The package information makes it easier when setting the Weight Conversion Factor (WCF)

i. Item History.

- 1) UPK Qty. The Unit Pack Qty should be “1”. This is referring to the number of packages or containers in a UPK or Case. Since we do not purchase cases this should be “1”.
- 2) UI. Unit of Issue. BX, PG, DZ, BT, EA, DZ, OZ, etc...
- 3) UPK is the package the item is in EA, BX, PG... This filed should not be a case but the individual package.
- 4) Price. Enter the price of the grocery item. The price with the UI is what the system uses to calculate inventory cost and expenditures.

The screenshot shows the AFMIS search interface. The user is 'AFMIS HMFIC' and the location is 'NEBRASKA NG HQ'. The search criteria are 'Item Name' with the value 'ICING'. The results table shows three items:

NSN	Item Name	P/S	UI	Price	Conv Factor Weight	Conv Factor Count
8920-01-5A3-2090	ICING CHOCOLATE READY SPREAD 2/11# 22LBS	S	CS	59.90	22.0000	1.0000
8925-00-9C5-3260	ICING, Canned CHOCOLATE 1 lb can	S	CN	1.45	1.0000	
8925-00-9C5-3261	ICING, Canned VANILLA 1 lb can	S	CN	1.50	1.0000	

42	8915-00	1NE-0043	Onion, Fresh, White 1lb bag	
43	8950-00	1NE-0044	Basil, Sweet, Whole, Crushed 2oz CO	
44	8905-00	1NE-0045	Chicken, Cooked, Diced 14oz Cn	
45	8905-00	1NE-0046	Chicken, Cordon Bleu, Frozen	
46	8920-00	1NE-0047	Cinnamon roll (Frozen) 24 pk	
47	8920-00	1NE-0048	Crackers, Oyster 1lb bag	
48	8920-00	1NE-0049	Bagles, Bakery Assorted	
49				

The screenshot shows the AFMIS item creation form. The user is 'AFMIS HMFIC' and the location is 'NEBRASKA NG HQ'. The form fields are:

- Vendor ID: (empty)
- Vendor Name: (empty)
- Contract Number: (empty)
- Flag for Delete:
- Department: Bakery
- NSN: 8920001NE0049
- Perishable:
- Intensive Mgmt Code:
- Item Name: Bagles, Bakery Assorted 1dz

Below the form are two summary tables:

Item History:				Recipe Conversion Factors:	
UPK Qty	UI	UPK	Price	Weight	Count
1	DZ	EA	5.25		12

j. Recipe Conversion Factors. The Recipe Conversion Factor is the most confusing part of the Grocery Item. The Weight (Conversation Weight Factor - CWF) and Count (Conversation Factor Count – CFC) are based on the package weight or counts, only one of the two items are required. TM 10-412 administrative instructions provide additional conversion information.

- 1) Weight is calculated on the weight of the packaged to a pound. If a packaged item is 2 oz or 1/8<sup>th</sup> of a pound, the CWF would be 1/8 of a pound or .125, If a packaged items is 2.25 lbs the CWF would be 2.25. (UPK Qty = 1, UI = lb, oz, UPK = pg, lb, ea..)

2) Liquids are calculated based on a gallon or 128 ounces. The CWF would be the number of ounces divided by 128. Os if the recipe requires 1 cup or 8 oz, the CWF would be  $8/128 = .0625$ . If the recipe required 1 qt and 1 cup the CWF would be  $(32oz + 8 oz)/128oz = .3125$ .

3) Count is calculated on the number of items in the packages such as a package of cookies that contained 16 cookies, the CCF would be 16 (UPK Qty would be 1 UI = Pg UPK = PG or EA).

k. Item Usage Report. The Item Usage Report identifies what recipes the item is used in and what menu the item belongs to.

l. View Item History. The View Item History report show the changes made to the item, UPK Qty, UI, UPK, Unit Price and the date the change was effective.

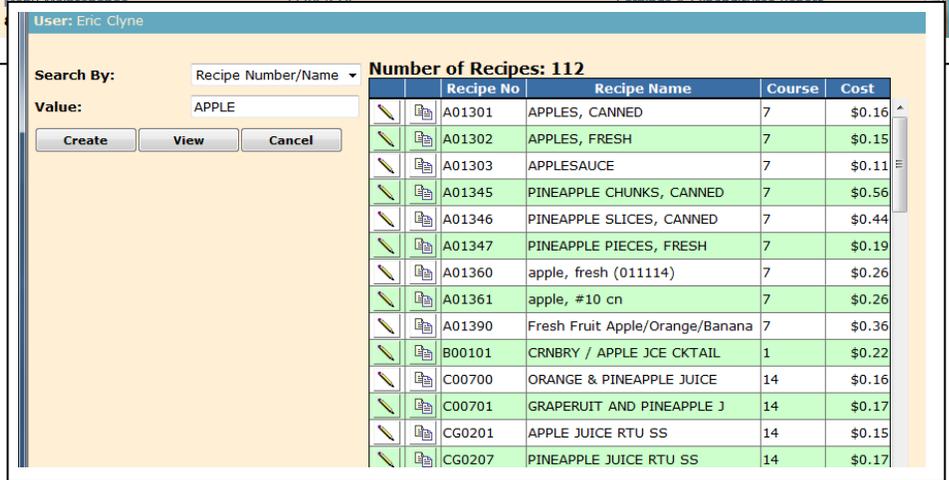
## CHAPTER 3 – RECIPES

1. **Recipe.** The **Recipe Maintenance** area is where the State Food Program Manager (FPM) will maintain the recipe service for the State. The recipe adds items to the Production Schedule; Develops Kitchen Requisitions in the proper quintiles and a means to add additional items to the grocery support form; Maintains conversion factors for both weight and count. The conversion factors will determine how accurate the orders and kitchen requisitions will be.



2. **Recipe Maintenance.** To edit or create a receipt, click on the “Recipe Maintenance” link on the top left side of the Main Menu page.

- a. Before you create a recipe, you should conduct a search for the recipe using Recipe Number/Name, Recipe Number or Recipe Name.
- b. Entering a key word for Recipe Number/Name or Recipe Name will result in AFMIS displaying all matches for the search criteria. Searching for “APPLES” will result in a different result if a search for “APPLE” is conducted.



c. Recipe Number view will display all recipes meeting the search criteria as entered from left to right. If you find a recipe that is very similar to a new recipe or you want to make a variation of the recipe then click on the copy icon , update the Recipe information. The Recipe number will be the next number in the increment (last two digits of the Recipe Number). To identify the next variation number, conduct a search using the first 4 of the receipt. If you search for Apple Crisp J001 you will find two additional versions of the recipe, the next version would then be 03 and the recipe number would be J00103.

3. **Create Recipe.** From the **Recipe Maintenance** click on the **CREATE** button.

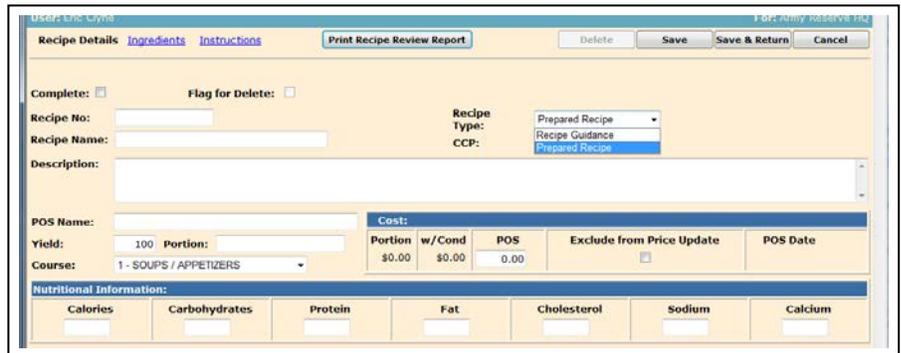
a. Recipes are created in three sections:

- 1) Recipe Details contains the general information for the recipe.
- 2) Recipe Ingredients contain the list and items that will be purchased and items that are not purchased.
- 3) Recipe Instruction provides the detailed instructions to Food Service Personnel.



b. Recipe Type. There are two types of recipe types. To create a recipe, select **Prepared Recipe**. The types are:

- 1) Recipe Guidance. Recipe guidance provides the ability to add instructions or production SOPs to AFMIS.
- 2) Prepared Recipe. Prepared Recipe is where the recipe is developed.



c. Recipe Detail

1) Recipe Number.

(a) Recipe numbers are made up of three sections:

- (1) Recipe Section is an alpha character that identifies type of recipe, Appetizers, Beverages, Cakes, Poultry, etc...
- (2) Recipe is a three digit number that identifies the recipe such as Coffee, Biscuits, French Toast, etc...
- (3) Variance is a two digit number that identifies a variation of the primary recipe.

*EXAMPLE: L 015 00 – Steak Smothered with onions.*

*L – Beef, Pork & Lam, 015 – Steak Smothered with onions, 00 – Primary recipe*

*L 015 01 – Steak Stripes with Onions. The last two digits represent a variation in the 00 recipe.*

(b) Identify the recipe number to be used by conducting a search of the recipes to determine if there are variations of the recipe to be created. If there are no similar recipes, enter the appropriate Section character, a three digit number and 00 for the variation number. If a similar recipe is available, enter the recipe number and increment the last variance number by one.

*EXAMPLE: L 015 00 – Steak Smothered with onions. The last variation is L 015 03. The next variation number would be 04. L 015 04 – Steak Smothered with mushrooms.*

The screenshot shows a software window titled "user: Eric Cyrie" and "FDI - Army Reserve HQ". The "Recipe Details" tab is active. At the top, there are buttons for "Print Recipe Review Report", "Delete", "Save", "Save & Return", and "Cancel". Below these are checkboxes for "Complete" and "Flag for Delete". The "Recipe No" field contains "N03704" and the "Recipe Type" dropdown is set to "Prepared Recipe". The "Recipe Name" field contains "Baked Hame and Egg wraps" and the "CCP" checkbox is checked. A large text area for "Description" is empty. Below this is the "POS Name" field. The "Yield" field is "100" and the "Portion" field is "1 ea". The "Course" dropdown is set to "2 - ENTREES - MAIN". To the right is a "Cost" table with columns: "Portion" (\$0.00), "w/Cond" (\$0.00), "POS" (0.00), "Exclude from Price Update" (checkbox), and "POS Date". At the bottom is a "Nutritional Information" table with columns: "Calories" (325), "Carbohydrates" (120), "Protein" (20), "Fat" (3), "Cholesterol" (6), "Sodium" (223), and "Calcium" (8).

- 2) Recipe Name. Enter the name of the recipe.
- 3) Critical Control Point (CCP). Check the CCP if the recipe contains CCPs that must be followed.
- 4) Description is a more detailed description of the recipe.
- 5) POS Name is used for A La Carte Facilities.
- 6) Yield is the number of portions that the recipe will produce. This field is used to calculate the cost of the recipe per portions. The yield should be 100 but does not have to be. A recipe that yields 25 will calculate correctly based on the headcount requested.
- 7) Portion is the portion size to be served for this recipe (1 cup, 2 pc, 1ea etc...).
- 8) Course determines where on the templates, production schedules and menus that item will appear.
- 9) POS Cost is the discount sale price for the item in an A La Carte operation.
- 10) Nutritional Information section lists the nutritional information on file for the recipe. Enter the nutritional information for the recipe.

d. Ingredients. Every ingredient to be used in the recipe should be listed in this tab. This includes any ingredient that may not have to be purchased.

1) Adding grocery items to the recipe by entering the TIIN number at the bottom of the page or by clicking on the search icon to look up the item.

(a) Add a key word in the search data field to locate the grocery item to add to the recipe. Click on the green arrow to add the TIIN number to the bottom of the ingredient tab. To add the item to the Recipe, click on the **ADD** button located on the bottom left of the page.

(b) Step. This field generally matched the step number in the instructions so the production staff can easily determine where the ingredient belongs.

(c) Sub Step. A secondary field to the step to set the order of ingredients within the step. This should be an alpha character A – Z.

(d) Quantity (QTY) represents the quantity of the Unit of Measure (UM) to be used in the recipe. This information is cosmetic information. Enter the qty to be used for this recipe per 100.

(e) Unit of Measure (UM). Enter the UM

(f) Weight refers to the weight (in pounds or gallons) of the ingredient to be used by the cook after all trimming. The use of decimals in this figure will produce ounces on the recipe report.

(g) Base Conversion Indicator (BCI) identifies which recipe conversion factor (weight or count) to use in the “As Purchased Quantity” data filed.

(h) As Purchase Quantity (APQ). The APQ is critical part of AFMIS, this is the number that determines the amount of the grocery item required to purchase and the cost of the recipe. The APQ is the amount or quantity of the grocery item required per 100.

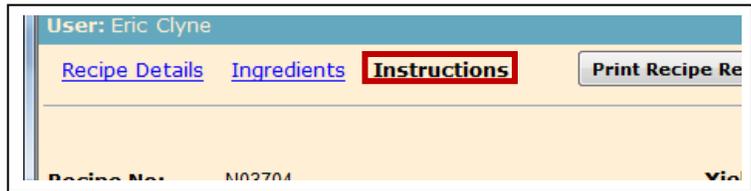
(1) Weight is the weight required for the grocery in pounds. If the recipe required 2 oz per 100 then the APC would be 1/8 of a pound or .125 pounds so the APC would be .125. If the recipe requires 2.3 pounds, the APC would be 2.3 pounds. The system would calculate the number of 4 oz bottles for the 2 oz’s required for the recipe by dividing the required oz’s by the number oz’s required (.125 / .25 = .5 bottle or 1 bottle).

(2) Count is the number of items required for the recipe. If the portions is 2 slices of bread for each individual and the loaf of bread CFC is 16 or 16 slices of bread per loaf, the APC would be 200 slices of bread per 100. The system would calculate the number of loafs by dividing the number of slices required by the number per loaf (200/16= 12.5 loafs or 13 loafs of bread).

<b>Recipe No:</b> N03704		<b>Yield:</b> 100	<b>Portion:</b> 1 ea	<b>Cost:</b> \$1.07							
<b>Recipe Name:</b> Baked Ham and Egg wraps		<b>Course:</b> 2	ENTREES - MAIN								
<b>Checked Items</b> <input type="button" value="Delete"/>											
<input type="checkbox"/>	Step	Sub Step	TIIN	Item Name	Prop.	QTY	UM	Weight	Base Conv Ind	APQ	Item Cost
<input type="checkbox"/>	1		0A7-2786	PORK SAUSAGE PATTIES		18.7500	LB	18.7500	W	18.7500	\$37.13
<input type="checkbox"/>	1		6E6-0993	CHEESE SLC AMERICAN		5.1875	LB		W	5.1875	\$12.61
<input type="checkbox"/>	1		0D3-3198	EGGS FRESH (E09-5229)		100.0000	EA		C	100.0000	\$40.58
<input type="checkbox"/>	2		1NE-9324	Soft Burrito wrap 12 in 20/pg		100.0000	EA		C	100.0000	\$16.25

e. Instructions.

1) Recipe instructions are added to the recipe by clicking on the instruction tab at the top of the recipe screen from either the Detail tab or the Ingredients tab.



2) The instructions data field is a simple word processing field with very limited formatting capabilities.

3) Enter the instructions for preparing the recipe. The line item is associated to the ingredient steps.

4) Enter the Critical Control Point (CCP) if required.

<a href="#">Recipe Details</a>	<a href="#">Ingredients</a>	<b>Instructions</b>	<input type="button" value="Print Recipe Review Report"/>	<input type="button" value="Delete"/>	<input type="button" value="Save"/>	<input type="button" value="Save &amp; Return"/>	<input type="button" value="Cancel"/>
<b>Recipe No:</b> N03702	<b>Yield:</b> 100	<b>Portion:</b> 1 SANDWICH	<b>Cost:</b> \$0.63				
<b>Recipe Name:</b> GRILLED HAM AND EGG SANDW	<b>Course:</b> 6	SHORT ORDER					
<p>PREPREPARATION INSTRUCTIONS: TEMPERATURE: 350 F. GRIDDLE</p> <p>OTHER TYPES OF HAM MAY BE USED. THAW UNDER REFRIGERATION.          A VARIETY OF BUN OR BREAD TYPES MAY BE USED TO PROVIDE VARIATIONS AND NUTRITIONAL ALTERNATIVES.          BUNS OR BREADS MAY BE TOASTED, .</p> <p>:</p> <ol style="list-style-type: none"> <li>1. SLICE HAM INTO 1 OZ SLICES. GRILL UNTIL LIGHTLY BROWNED.</li> <li>2. BREAK ONE EGG AT A TIME INTO SMALL BOWL; BEAT INDIVIDUAL PORTION THOROUGHLY; POUR ONTO GRIDDLE; COOK UNTIL SET; PLACE 1 SLICE HOT HAM ON TOP OF EGG.</li> <li>3. SERVE HOT ON SPLIT BUNS.</li> </ol> <p>:</p>							
<p>Trusted sites   Protected Mode: Off   100%</p>							

4. **Complete the Recipe.** The recipe will not be available to use in menus until it is marked as complete. To complete the recipe click on the **Complete** box on the **Recipe Details** TAB located in the upper left corner of the page.

User: Eric Clyne Pdr. Army Reserve HQ

**Recipe Details** [Ingredients](#) [Instructions](#) [Print Recipe Review Report](#)

**Complete:**  **Flag for Delete:**

**Recipe No:** N03704 **Recipe Type:** Prepared Recipe  
**Recipe Name:** Baked Hame and Egg wraps **CCP:**

**Description:**

**POS Name:**

Cost:				
Portion	w/Cond	POS	Exclude from Price Update	POS Date
\$0.00	\$0.00	0.00	<input type="checkbox"/>	

**Yield:** 100 **Portion:** 1 ea

**Course:** 2 - ENTREES - MAIN

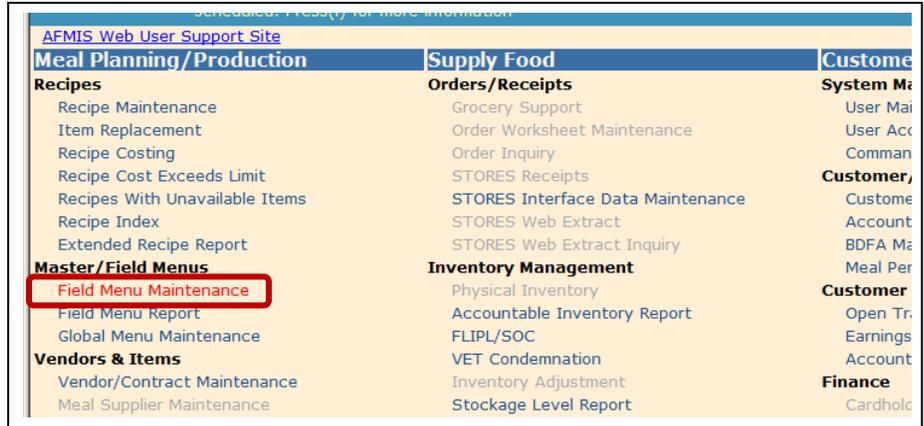
**Nutritional Information:**

Calories	Carbohydrates	Protein	Fat	Cholesterol	Sodium	Calcium
325	120	20	3	6	223	8

# CHAPTER 4 – FIELD MENUS

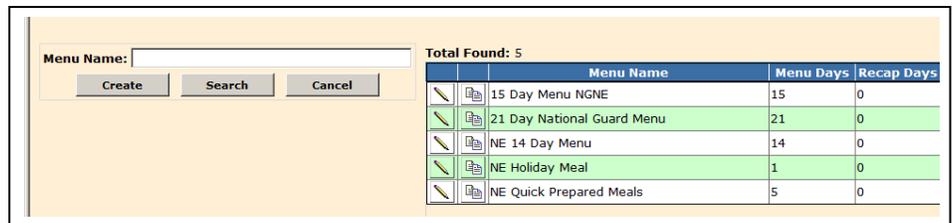
1. **Field Menu Maintenance.** The Field Menu Maintenance section is where approved menus are added, modified or deleted in AFMIS by the State FPM. The Field Menu contains records for each breakfast, lunch, and dinner for a designated number of days such as a 14 day menu. Different menus can be created to provide an easier means of locating a meal. Title the different menus so that are clear to what they contain such as:

- 14 Day Menu
- Quick Prepare Meals
- Holiday and Special Meals

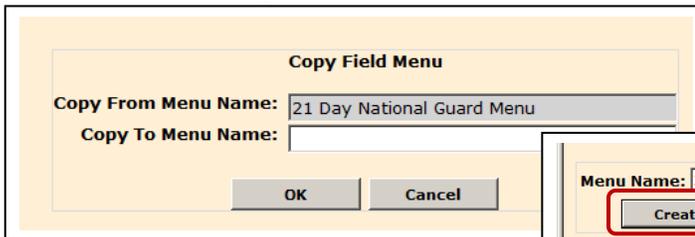


2. **Creating a Menu.**

- From the *Main Menu* click on **Field Menu Maintenance** under *Master/field Menues* section.
- Click on the **SEARCH** button to display any pre-loaded menus. There should be a 21 Day NG Menu pre-loaded.



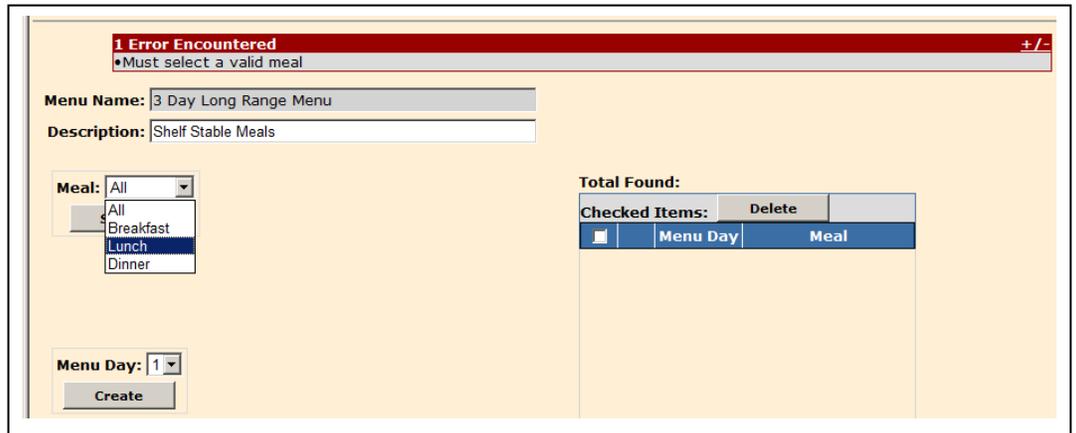
c. Click on the *Copy* icon to the left of the menu to copy the menu. Rename the copy of the menu and make any modifications to the copy. In the event the copy of the menu becomes non-usable it can be deleted and another copy can be made from the unmodified preloaded menu.



d. Creating a Menu from scratch, enter the name of the menu in the *Menu Name* and click on the **CREATE** button to create a field menu from scratch.



- Enter the description of the menu.
- Select the meal from the drop down menu. If you click on the Create button before selecting a meal an error message will appear.
- Menu Day will start with the number one, once a meal has been created the next day number to become available. Click on the **CREATE** button.



h. Enter the Recipe number at the bottom of the page and click on the **ADD** button to add the menu. If the menu number is unknown, click on the search icon  to search for a recipe.

Menu Name: 3 Day Long Range Menu    Meal: Lunch    Menu Day: 1    Import Meal    Delete Meal

Description: Shelf Stable Meals

Checked Items:		Delete		
<input type="checkbox"/>	Course	Recipe #	Recipe Name	Portions

Add    Clear    Recipe #:  

i. To conduct a search enter a key word and click on the **SEARCH** button . If the recipe is located click on the selection icon  to the left of the recipe to add it to the menu.

j. Portions. Menus are build to support 100, the majority of portions should be 100, however some portions may differ depending on the States approved menu plan. Enter the required **Portion** to be made per 100 meals. When a unit requests this menu the portion size will be scaled to the requested headcount.

Menu Name: 3 Day Long Range Menu    Meal: Lunch    Menu Day:

Description: Shelf Stable Meals

Search By: Recipe Number/Name    Total Found: 1

Value: SHELF

Search    Cancel

Recipe #	Recipe Name	Cost	Course
 Z00700	Bread Shelf Stable	\$0.53	5

Back    Delete    Save    Save & Return    Cancel

Menu Name: 3 Day Long Range Menu    Meal: Lunch    Menu Day: 1    Import Meal    Delete Meal

Description: Shelf Stable Meals

Checked Items:		Delete		
<input type="checkbox"/>	Course	Recipe #	Recipe Name	Portions
<input type="checkbox"/>	5	Z00700	Bread Shelf Stable	200
<input type="checkbox"/>	2	L07100	Baked Canned Ham	100

Add    Clear    Recipe #:  

k. After all the recipes for this menu have been entered and the portions updated click on the **SAVE** button and then click on the **BACK** button to continue adding additional meals to the menu. If the **SAVE & RETURN** button is click, the Field Menu Maintenance Menu page will be displayed. To continue adding meals from this point, click on the **SEARCH** button, locate the menu and click on the edit icon  to the left of the menu to edit.

l. When the **Field Menu Maintenance** page is entered there will be no meals listed on the lower rights side of the page. Select **ALL** for the **Meal** and click on the **SEARCH** button to display the meals at are entered into the menu.

m. Delete a meal by check the box to the left of the meal and click on the **DELETE** button above the meals.

3. **Delete a Menu.** To delete a menu, open the menu and click on the **DELETE** button located at the top right of the page, not the delete button above the meals.

Menu Name: 21 Day NGFL Menu    Description: Menu

Meal: All    Search

Menu Day: 1    Create

Total Found: 42

Checked Items:		Delete	
<input type="checkbox"/>	Menu Day	Meal	
<input type="checkbox"/>	1	Breakfast	
<input type="checkbox"/>	1	Lunch	
<input type="checkbox"/>	1	Dinner	
<input type="checkbox"/>	2	Breakfast	
<input type="checkbox"/>	2	Lunch	
<input type="checkbox"/>	2	Dinner	
<input type="checkbox"/>	3	Breakfast	
<input type="checkbox"/>	3	Lunch	
<input type="checkbox"/>	3	Dinner	
<input type="checkbox"/>	4	Breakfast	

4. **Global Menu Maintenance.** The Global Menu Maintenance provides an avenue for FPMs to Add, Replace or Delete recipes from all of the field menus that are available.

a. Click on the **Global Menu Maintenance** link under **Master / Field Menus** section.



Recipe Number: M07100 SALSA PASTA SALAD  
 Menu Type: Field Feeding Menu  
 Add Replace Delete

b. Enter the **Recipe Number** to be added, replaced or deleted from your menus.

c. If the recipe number is unknown, click on the search icon and search for the

recipe number, enter a key word in the **Value** data field and click on the **SEARCH** button. Select the item by clicking on the selection icon to the left of the recipe.

**Field Feeding Menu**

Search By: Recipe Number/Name  
 Value: PASTA  
 Search Cancel

Total Found: 3

Recipe #	Recipe Name	Cost	Course
M02900	ITALIAN STYLE PASTA SALAD	\$0.37	4
M03800	Pasta Salad	\$0.43	4
M07100	SALSA PASTA SALAD	\$0.26	4

d. Menu Type is restricted to Field Feeding Menu.

e. Adding the recipe to the field menus click on the **ADD** button. The system will display all of the menus that do not contain the recipe.

- 1) Select which meals the recipe is to be added to.
- 2) Select the Filed Menu Name the recipe is to be added to and click on the **NEXT** button.
- 3) The system will display all of the meals for the entire field menus selected. Select the meal the recipe is to be added to and Click on the **ADD** button. The system will confirm the recipe was added and provide the option to process another menu change.

**Field Feeding Menu**

Recipe: M07100 SALSA PASTA SALAD

Meals:  Breakfast  Lunch  Dinner

Total Found: 4

Field Menu Name
<input type="checkbox"/> 15 Day Menu NGNE
<input checked="" type="checkbox"/> NE 14 Day Menu
<input type="checkbox"/> NE Holiday Meal
<input type="checkbox"/> NE Quick Prepared Meals

Cancel << Back Next >>

**Field Feeding Menu**

Recipe: M07100 SALSA PASTA SALAD

Total Found: 14

Field Menu Name	Menu Day	Meal
<input type="checkbox"/> NE 14 Day Menu	1	Lunch
<input type="checkbox"/> NE 14 Day Menu	2	Lunch
<input type="checkbox"/> NE 14 Day Menu	3	Lunch
<input type="checkbox"/> NE 14 Day Menu	4	Lunch
<input type="checkbox"/> NE 14 Day Menu	5	Lunch
<input type="checkbox"/> NE 14 Day Menu	6	Lunch
<input checked="" type="checkbox"/> NE 14 Day Menu	7	Lunch
<input type="checkbox"/> NE 14 Day Menu	8	Lunch
<input type="checkbox"/> NE 14 Day Menu	9	Lunch
<input type="checkbox"/> NE 14 Day Menu	10	Lunch
<input type="checkbox"/> NE 14 Day Menu	11	Lunch

Cancel << Back Add

f. Deleting a recipe from the Field Menus is the same process as adding. The system will display only the menus that contain the receipt.

- 1) Select the meals the recipe is to be removed from.
- 2) Select the Field Menu Name the recipe is to be removed from and click on the **NEXT** button.
- 3) Select the meal the recipe is to be removed and click the **DELETE** button.

**Field Feeding Menu**

Recipe: M07100 SALSA PASTA SALAD

Meals:  Breakfast  Lunch  Dinner

Total Found: 2

Field Menu Name
<input checked="" type="checkbox"/> 21 Day National Guard Menu
<input type="checkbox"/> NE 14 Day Menu

Cancel << Back Next >>

g. Replacing a recipe from the Field Menus is much the same as adding and deleting.

- 1) Enter the recipe number that will be replaced then click on the **REPLACE** button.
- 2) Enter the recipe number that will replace the old recipe.
- 3) Select the meals and menus to be replaced then click **NEXT**.
- 4) Select the Field Menu Name to replace the recipe with and then click on the **REPLACE** button.
- 5) A confirmation screen will be displayed and provide you the option to process another menu change.

**Field Feeding Menu**

Recipe: M07100 SALSAL PASTA SALAD  
Replace With: M02900 ITALIAN STYLE PASTA SALAD

Meals:  Breakfast  Lunch  Dinner

Total Found: 1

	Field Menu Name
<input checked="" type="checkbox"/>	NE 14 Day Menu

Cancel << Back Next >>

**Field Feeding Menu**

Recipe: M07100 SALSAL PASTA SALAD      Replace With: M02900 ITALIAN STYLE PASTA SALAD

Total Found: 1

<input checked="" type="checkbox"/>	Field Menu Name	Menu Day	Meal
<input checked="" type="checkbox"/>	NE 14 Day Menu	7	Lunch

Cancel << Back Replace

## CHAPTER 5 – EQUIPMENT REPLACEMENT

1. **General:**

- a. Equipment Management provides the State the ability to track food service equipment, life cycle replacement and cost which provides information to NGB to support the QLOG funding.
- b. The State Level can access all functions of the Equipment Replacement section except the Building Design Capacity which has not been activated.
- c. The State can establish a separate inventory for each armory and or unit and assign responsibility of the equipment. The equipment can be transferred between units.
- d. The section of AFMIS does not interface with PBUES.



2. **Building Maintenance.**

a. State manager will need to build the facilities where the food service equipment is located by clicking on the “Building Maintenance” located on the lower right side under EQUIPMENT REPLACEMENT.

b. Add a six character name of the Facility or UIC for MTEO equipment which is located at the bottom left of the Building Maintenance page then click the ADD button. This will add the facility or unit to the top section of the page. To the left of the Building Number/Name is a check box for deleting the facility, a

Checked Items		Delete						
Select Tenant	Delete Tenant	Building Number	Building Type	UIC	Tenant Name	Design Capacity	Adjusted Design Capacity	
<input type="checkbox"/>			SEAFOR	Dining Facility / Unit				

set binoculars used to assign a tenant that is responsible for the equipment and a red X used to delete the tenant if you need to re-assign the equipment.

c. Add a Tenant to the facility by clicking on the binoculars, then conduct a SEARCH for the unit or leave the search value blank and it will list all of the units.

**Building Number:** SEAFOR

**Customer(s)**

**Filter**

**Operational Command** ALL

**Search Value:**

**Search Type:**  Name  UIC

**Select a Customer**

- 101st PAD
- 1049th Transportation Co
- 150th ENG Co Horizontal
- 153rd MP Company
- 160th ENG Co Vertical
- 193rd RTI
- 193rd RTI (W90GYN)
- 193rd RTI Det 1
- 261st SIG BDE (W90GY1)
- 262nd CRC

d. Select the unit that will be responsible for the facility equipment and click the OK button to assign the tenant.

Checked Items		Delete					
<input type="checkbox"/>	Select Tenant	Delete Tenant	Building Number	Building Type	UIC	Tenant Name	D
<input type="checkbox"/>			198CCW	Dining Facility / Unit	WTACCO	C Co 198th ESB	
<input type="checkbox"/>			NEWARK	Dining Facility / Unit	WY14A1	150th ENG Co Horizontal	
<input type="checkbox"/>			NEWCAS	Dining Facility / Unit	W84HAA	722nd Troop Command BN	
<input type="checkbox"/>			SEAFOR	Dining Facility / Unit	WY26AA	1049th Transportation Co	

3. Equipment Inventory. Equipment inventory can be accomplished by the State, OC and Unit levels. To begin an inventory click on the Equipment Inventory link. Note if the unit has not been assigned as a Tenant, this link will not be available.

a. The top left portion of the page is the inventory search; the top right side will display the equipment, and the bottom left side is equipment is added to the tenant's inventory.

b. Under the State Roles you would have to select a building while under the user roles, it will default to it.

c. Equipment Type filters the categories of equipment into five areas:

- 1) Mechanical
- 2) Non-mechanical
- 3) MTOE
- 4) Automation
- 5) Other

d. Category further defines the type of equipment being added. If the item is not listed under the category you will want to change the Equipment Type to Other.

e. Location sets the location of the equipment being added.

f. Once you have filled in the data fields click on the ADD Button. (Note: The ADD FROM CATALOG button will list equipment you have already added to the system, it does not pull up a pre-loaded list of equipment).

g. Complete the information for the equipment and click on the SAVE or SAVE AND RETURN button to add to your catalog.

h. Clicking on the ADD FROM CATALOG button from the Equipment Add page will list equipment that has already been enter to the catalog for the category listed. This is very useful if you have several like items. Click on the Green Arrow to the left of the equipment you want to add, this will open the equipment detail page. Update the missing data, SN, Year purchased and cost. Click the SAVE or SAVE AND RETURN.

The screenshot shows the 'Inventory Search' and 'Add Equipment' sections. The 'Inventory Search' section has fields for Building, Tenant, Equipment Type, Category, Location, and Serial #, with a 'Search' button. The 'Add Equipment' section has fields for Building, Tenant, Equipment Type, Category, and Location, with 'Add' and 'Add From Catalog' buttons. The search results table on the right shows a table with columns: Item Name, Serial#, Acq. Year, Life Exp., and QT.

The screenshot shows the 'Equipment Detail' page for a Refrigerator. Fields include: Building: 198CCW, Tenant: C Co 198th ESB, Equipment Type: Mechanical, Category: Refrigerator, Item Name: Refrigerator, Pass through, Manufacturer: True, Model: TSR-4950, Energy Source: 110 V, SINGLE PHASE, 60 HZ, Serial #: TSR-232D-2135JF-32, Acquisition Year: 2003, Acquisition Cost: 2435.00, Life Expectancy: 10, Quantity: 1, Location in Building: Kitchen Areas, and Remarks. Below this is the 'Catalog Search' section with fields for Category, Item Name, Manufacturer, and Model, and a 'Search' button. The search results show '1 catalog item found.' with a table containing Item Name, Manufacturer, and a green arrow icon.

i. As the equipment is being added to the catalog the items will show up on the right side.

**Inventory Search**

Building: 198CCW

Tenant: C Co 198th ESB

Equipment Type: All

Category: All

Location: All

Serial #:

Search Cancel

**3 equipment items found.**

Checked Items Delete

	Item Name	Serial#	Acq. Year	Life Exp.	Qty
<input type="checkbox"/>	Freezer upright two door	TRE-232-345DS-2	2003	10	1
<input checked="" type="checkbox"/>	Refrigerator, Pass through	32098723-320	2002	10	1
<input type="checkbox"/>	Refrigerator, Pass through	TSR-232D-213SJF-32	2003	10	1

**Add Equipment**

Building: NEWARK

Tenant: 150th ENG Co Horizontal

Equipment Type: Mechanical

Category: Refrigerator

Location: Kitchen Areas

Add Add From Catalog

4. Equipment Inventory Report provides a list of all equipment by facility. Inventories can be filtered by all or selected units, Equipment Type and Category. Select the check box for all three areas and click on the PRINT button.

**Buildings:**

All

198CCW

NEWARK

**Location Types:**

Kitchen Areas

**Equipment Types:**

Mechanical

Print Cancel

**Equipment Inventory Report** Close

Date Printed: 2013-06-06 1415 Thursday AJK-M023-1

Building Number: 198CCW Tenant: C Co 198th ESB UIC: WTACCO

**LOCATION: Kitchen Areas**

Equipment Type: Mechanical

Item Name	Manufacturer	Model	Serial No.	Acq. Yr.	Life Exp.	Repl. Yr.	Qty
Freezer upright two door	True	STG2-3S-2D	TRE-232-345DS-2	2003	10	2013	1
Refrigerator, Pass through	True	TSR-49SD	TSR-232D-213SJF-32	2003	10	2013	1
Refrigerator, Pass through	True	TSR-49SD	32098723-320	2002	10	2012	1

Building Number: NEWARK Tenant: 150th ENG Co Horizontal UIC: WY14A1

**LOCATION: Kitchen Areas**

Equipment Type: Mechanical

Item Name	Manufacturer	Model	Serial No.	Acq. Yr.	Life Exp.	Repl. Yr.	Qty
Refrigerator, Pass	True	TSR-49SD	2083240023	2002	10	2012	1

100%

5. Equipment Replacement Report. The equipment replacement report list the equipment that is scheduled to be life cycled out. Select the year equipment replacement is coming due and the equipment filters then click on the PRINT button.

**Equipment Replacement Report**

Date Printed: 2013-06-06 1430 Thursday      Equipment Replacement Report      AJK-M024-1  
 For Fiscal Year 2013

Building Number(s): All  
 Equipment Type(s): Mechanical  
 Location(s): Kitchen Areas

Replacement:  
 Building Number: 198CCW      Tenant: C Co 198th ESB      UIC: WTACC0  
 Equipment Type: Mechanical

Item Name	Manufacturer	Model	Serial Number	Replacement Cost	Qty
Refrigerator, Pass through	True	TSR-49SD	TSR-232D-2135JF-32	5,266.98	1
Freezer upright two door	True	STG2-36-2D	TRE-232-34SDS-2	6,924.47	1
<b>Total Replacement Cost:</b>				<b>12,191.45</b>	

a. The Equipment Replace Report will only go back one year. If you have equipment that has a life cyclic replacement date that is over two years past due you will need to re-assess the equipment to determine if the equipment life cyclic can be extended. Using the Equipment Inventory Report for the State provides an excellent tool to manage the assets.

b. Edit or Update life cycle replacement of operational equipment

- 1) Open the Equipment Inventory by clicking on the “EQUIPMENT INVENTORY”.
- 2) Select the Building Facility (State) User level will default to the unit.
- 3) Set all the Filters to “ALL” and click on the SEARCH button to see all the equipment assigned to the facility.
- 4) Select the equipment to be updated by clicking on the pencil icon to the left of the item name.
- 5) Edit the Life Expectancy by increasing the number of years.

ODS Financial Interface  
 ODS Financial Interface Inquiry  
 ODS Queue and Interface Status  
**Equipment Replacement**  
 Building Maintenance  
 Building Design Capacity  
 Equipment Inventory  
 Equipment Inventory Report  
 Equipment Replacement Report  
 Non-Replacement Planned Acquisition  
 Equipment Budget Summary Report  
 Equipment Transfers

Inventory Search

Building: 198CCW  
 Tenant: C Co 198th ESB  
 Equipment Type: All  
 Category: All  
 Location: All  
 Serial #:

3 equipment items found.

Checked Items	Item Name	Serial#	Acq. Year	Life Exp.	QTY
<input type="checkbox"/>	Freezer upright two door	TRE-232-34SDS-2	2003	10	1
<input checked="" type="checkbox"/>	Refrigerator, Pass through	32098723-320	2002	10	1
<input type="checkbox"/>	Refrigerator, Pass through	TSR-232D-2135JF-32	2003	10	1

Building: 198CCW      Tenant: C Co 198th ESB      Equipment Type: Mechanical

Category: Refrigerator

Item Name: Refrigerator, Pass through  
 Manufacturer: True  
 Model: TSR-49SD  
 Energy Source: 110 V, SINGLE PHASE, 60 HZ

Serial#: 32098723-320  
 Acquisition Year: 2002  
 Acquisition Cost: 3232.00  
 Life Expectancy: 10  
 Quantity: 1  
 Location in Building: Kitchen Areas

6. Non-Replacement Planned Acquisition is used to enter data into the system for food service equipment/décor that is not tracked by the equipment replacement process for the facility such as display cases, pictures, plants etc..

a. To add a Non-Replacement Planned item click on the Non-Replacement Planned Acquisition link under “Equipment Replacement” and click on the CREATE button.

b. Complete the Acquisition Details

1) Enter the Fiscal Year for the item or items to be replaced or procured. You can only enter one Fiscal Year. If you need to add more to a Fiscal Year click on the edit icon  to the left of the FY

2) Enter the estimated dollar amount.

3) Enter the item or items to be replaced or procured.

4) Click the SAVE or SAVE & RETURN button to save the

the information.

ODS Queue and Interface Status

- Equipment Replacement**
- Building Maintenance
- Building Design Capacity
- Equipment Inventory
- Equipment Inventory Report
- Equipment Replacement Report
- Non-Replacement Planned Acquisition**
- Equipment Budget Summary Report
- Equipment Transfers

Create Cancel

Total Records: 1

Checked Items Delete

<input type="checkbox"/>	FY	Dollar Amount	Remarks
	2013	2,500.00	✓

Delete Save Save & R

Fiscal Year: 2013 Dollar Amount: 1650.00

Remarks:

Replace Serving carrying trays. Trays with TSC Logo and G4 Logo.

7. Equipment Budget Summary Report. Enter the Fiscal Year for the report you would like to run and click on the PRINT button.

Date Printed: 2013-06-11 1041 Tuesday AJK-M026-1

### Equipment Budget Summary Report For Fiscal Year 2013

**Replacement Equipment (by building):**

Building Number: 198CCW Tenant: C Co 198th ESB UIC: WTACCO

Item Name	Qty	Replacement Cost
Refrigerator, Pass through	1	5,256.98
Freezer upright two door	1	6,934.47
Refrigerator, Pass through	1	7,535.86
<b>Building Sub Total:</b>		<b>19,727.31</b>
<b>Total Replacement Cost:</b>		<b>19,727.31</b>

**Non-Replacement Planned Acquisitions:**

Remarks:

1600 - Facility Painting  
1000 - Display Cabinet  
75 - Curtains.

<b>Total Non-Replacement Planned Acquisitions:</b>	<b>2,675.00</b>
<b>Total Operation and Maintenance Requirement:</b>	<b>22,402.31</b>

8. Equipment Transfers. Kitchen equipment can be transferred between units however this does not affect transaction within PBUSE.

- a. To transfer equipment click on the “Equipment Transfers” link located at the bottom right of the main menu page.
- b. Click on the “Create/Edit Transfers” link.
- c. Select the facility the equipment is being transferred from.
- d. Select the facility the equipment is being transferred to.
- e. Click Create.



**Equipment Transfer Create**

Transfer From: <Select Building>      Transfer To: <Select Building>

Building Type From: <Select Building>      Building Type To:

198CCW  
NEWARK  
NEWCAS

**Create**

Equipment Transfer No.	Transferred From	Transferred To	Tran
------------------------	------------------	----------------	------

f. Search for the equipment to be transferred by either populated the filtering fields or leave the fields blank and click on the “SEARCH” button. Leaving the search fields blank will display all the equipment for the losing facility.

**Search Inventory By**

Building: 198CCW

Equipment Type: <Select>

Category: <Select>

Manufacturer: <Input>

Model: <Input>

Serial No.: <Input>

**Search**   **Cancel**

**Total Found: 4**

**Checked Items:** **Add**

<input type="checkbox"/>	Item Name	Manufacturer	Model	Serial No.
<input type="checkbox"/>	Freezer upright two door	True	STG2-3S-2D	TRE-232-345DS-2
<input type="checkbox"/>	Refrigerator, Pass through	True	TSR-49SD	32098723-320
<input type="checkbox"/>	Refrigerator, Pass through	True	TSR-49SD	TSR-232D-2135JF-32
<input checked="" type="checkbox"/>	30x72 Food prep card	Carts	30x72	

- g. Select the item(s) to be transferred and click on the ADD button. This will display a list of equipment that is to be transferred.
- h. Click on the PRINT button located at the top left of the page, this will activate the EXECUTE button.

**Print**   **Execute**   **Delete**   **Save**   **Save & Ret**

Transferred From: 198CCW      Transferred To: NEWARK

Building Type From: Dining Facility / Unit      Building Type To: Dining Facility / Unit

Equipment Transfer No.:      Status: Pending

**Checked Items**   **Delete**   **Add From Inventory**

<input type="checkbox"/>	Item Name	Manufacturer	Model	Serial No.	Qty
<input type="checkbox"/>	30x72 Food prep card	Carts	30x72		2

i. Click on the EXECUTRE button which will transfer the equipment to the gaining unit.

9. Executed Transfer Inquiry located within the Equipment Transfers link provides a report of equipment transactions completed and pending.

COMMAND LEVEL LISTING WORKSHEET

Microsoft Excel 2007																						
Home Insert Page Layout Formulas Data Review View Developer Approval Acrobat																						
E73																						
B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
Command Levels				67																		
Operational Command Level	MSC Command Level	Intermediate Command Level	Unit Level	UIC	DODAAC	Primary AFMIS PM	AFMIS	FSN (Fiscal Station Number)	E-mail	Primary Phone	Alternate AFMIS PM	AFMIS	Alternate E-Mail	Alternate Phone	BN S4 Intermediate Command (IC)	BN AFMIS Manager	AFMIS Trained	DA 1687	Duty Apt	Sanitation Team		
G4-LOG	92ND TRP CM	110TH MMB	NE ARNG MED COMMAND DE	V82KAA	V906KV	SSG Heath Blackwell	08082	heath.blackwell@us.army.mil	309-1536	SSG Rob Johnson	robert.ljohnson@us.army.mil	309-1546	SFC Pam Whisenhunt	SFC Pam Whisenhunt								
G4-LOG	92ND TRP CM	110TH MMB	NE ARNG TNG SIT DET (GTS)	V92AA1	V905LE	SGT Jonathan Musilek	08082	jonathan.musilek@us.army.mil	309-7802	SFC Greg F. Smith	greg.f.smith@us.army.mil	309-7622	SFC Pam Whisenhunt	SFC Pam Whisenhunt								
G4-LOG	92ND TRP CM	110TH MMB	TRAINING SITE COMMAND	V92AAA	V905L6	SGT Jonathan Musilek	08082	jonathan.musilek@us.army.mil	309-7802	SFC Greg F. Smith	greg.f.smith@us.army.mil	309-7622	SFC Pam Whisenhunt	SFC Pam Whisenhunt								
G4-LOG	92ND TRP CM	110TH MMB	DET 1, 267TH OD CO	VP5GA1	V8027B		08082															
G4-LOG	92ND TRP CM	110TH MMB	DET 2, 267TH OD CO	VP5GA2	V8027K		08082															
G4-LOG	92ND TRP CM	110TH MMB	267TH OD CO MAINT	VP5GA4	V8027K	SSG Rob Troser	08082	robin.troser@us.army.mil	309-1755	CV2 Tollie Yoder	tollie.yoder@us.army.mil	309-1755	SFC Pam Whisenhunt	SFC Pam Whisenhunt								
G4-LOG	92ND TRP CM	110TH MMB	43RD ARMY BAND	VQKBA4	V90HB0	SSG Kevin McKinney	08082	kevin.mckinney4@us.army.mil	309-1728	SGT Scot Gerten	scot.gerten@us.army.mil	309-1728	SFC Pam Whisenhunt	SFC Pam Whisenhunt								
G4-LOG	92ND TRP CM	110TH MMB	HHD, 110TH MMB	VTKAA4	V90HC7	SSG Owen Kramer	08082	owen.kramer@us.army.mil	309-1795	SFC Anthony Finley	anthony.finley@us.army.mil	309-1753	SFC Pam Whisenhunt	SFC Pam Whisenhunt								
G4-LOG	92ND TRP CM	110TH MMB	313TH MED CO	VYDXAA	V90HBR	SGT Amber Brandenburg	08082	amber.brandenburg@us.army.mil	309-1721	SFC Robert Stokes	robert.stokes2@us.army.mil	309-1768	SFC Pam Whisenhunt	SFC Pam Whisenhunt								
G4-LOG	67TH BFSB	1167TH BFSB	DET 1 1167TH CS CO	VPQBA1	V91TX9		08082															
G4-LOG	67TH BFSB	1167TH BFSB	DET 2, 1167TH CS CO	VPQBA2	V91EUX		08082															
G4-LOG	67TH BFSB	1167TH BFSB	DET 3, 1167TH CS CO	VPQBA3	V91E0U		08082															
G4-LOG	92ND TRP CM	126TH CHEM BN	DET 1, 195TH SF FWD SPT	VP3WA1	V90HC4		08082															
G4-LOG	92ND TRP CM	126TH CHEM BN	195th SO FSC (ABN)	VP3WA4	V91TX2	SSG Karen Matheny	08082	michael.hytrek@us.army.mil	309-7084	SSG Karen Matheny	karen.matheny@us.army.mil	309-6655	SFC Steve Gavre	SFC Steve Gavre								
G4-LOG	92ND TRP CM	126TH CHEM BN	DET 1 754 CM CO	VPQHA1	V90596	SSG Andrew Hytrek	08082	andrew.hytrek@us.army.mil	309-7720	SSG Kenneth Stenka	kenneth.stenka@us.army.mil	309-8880	SFC Steven Gavre	SFC Steven Gavre								
G4-LOG	92ND TRP CM	126TH CHEM BN	DET 2, 754 CM CO	VPQHA2	V91X39	SSG Andrew Hytrek	08082	andrew.hytrek@us.army.mil	309-7720	SSG Jerod Ideus	jerod.ideus@us.army.mil	309-8801	SFC Steven Gavre	SFC Steven Gavre								
G4-LOG	92ND TRP CM	126TH CHEM BN	754TH CM CO	VPQHA4	V905L9	SSG Andrew Hytrek	08082	andrew.hytrek@us.army.mil	309-7720	SFC Bruce Nakai	bruce.nakai@us.army.mil	309-7706	SFC Steven Gavre	SFC Steven Gavre								
G4-LOG	92ND TRP CM	126TH CHEM BN	HHD 126TH CHEM BN	VPRA4A	V905X0	SSG Dean Marin	08082	dean.patrick.martin@us.army.mil	309-7717	SFC Jason Robert	jason.roberts@us.army.mil	309-7716	SFC Steven Gavre	SFC Steven Gavre								
G4-LOG	92ND TRP CM	126TH CHEM BN	181ST ENGR FFTG TM FIRETR	VPYKAA	V90HC7	SSG Jesse M. Jarosz	08082	jesse.jarosz@us.army.mil	309-8927	SGT Shawn M. Sullivan	shawn.sullivan@us.army.mil	309-8922	SFC Steven R. Gavr	SFC Steven R. Gavr								
G4-LOG	92ND TRP CM	126TH CHEM BN	317 ENGR FFTG TM	VPYMAA	V91DMD	SPC Jesse M. Jarosz	08082	jesse.jarosz@us.army.mil	309-8927	SGT Shawn M. Sullivan	shawn.sullivan@us.army.mil	309-8922	SFC Steven R. Gavr	SFC Steven R. Gavr								
G4-LOG	92ND TRP CM	126TH CHEM BN	623RD ENGR CO	VX22AA	V90HDA	SSG Michael Warrick	08082	michael.warrick@us.army.mil	309-8821	SGT Allison Bohac	allison.bohac@us.army.mil	309-8830	SFC Steven Gavre	SFC Steven Gavre								
G4-LOG	92ND TRP CM	126TH CHEM BN	41ST SUPPORT CENTER	VX52AA	V91C7K	SSG Joseph G. Serkiz	08082	joseph.serkiz@us.army.mil	309-7633	SFC Dominik G. Chase	dominik.chase@us.army.mil	309-7721	SFC Steven R. Gavr	SFC Steven R. Gavr								
G4-LOG	92ND TRP CM	402nd MB BN	DET 2, 165TH QM CO LIGHT	VPAXA2	V90HC7	SSG Lillie Chambers	08082	lillie.chambers@us.army.mil	309-8768	SFC Vagne Johnson	vagne.johnson@us.army.mil	309-8763	SFC Steven Gavre	SFC Steven Gavre								
G4-LOG	92ND TRP CM	168TH QM BN	DET 1, 1057TH TC LIGHT	VPQ4A1	V90HB5	SSG Irma Gutierrez	08082	irma.gutierrez@us.army.mil	309-7789	SSG Colby McCoy	colby.mccoy@us.army.mil	309-8501	SFC David Waggoner	SFC David Waggoner								
G4-LOG	92ND TRP CM	168TH QM BN	1057TH TRANS CO LIT	VPQ4AA	V90HB5	SSG Colby McCoy	08082	colby.mccoy@us.army.mil	309-8501	SFC Michael Erickson	swede.erickson@us.army.mil	309-8500	SFC David Waggoner	SFC David Waggoner								
G4-LOG	92ND TRP CM	168TH QM BN	HHD 168TH QM SUP BN	VPKAA4	V90TAR	SSG Jay Weitzel	08082	jay.weitzel@us.army.mil	309-7787	SSG Dustin Bauer	dustin.bauer@us.army.mil	309-7784	SFC David Waggoner	SFC David Waggoner								
G4-LOG	92ND TRP CM	168TH QM BN	1074TH TC CO	VPQZAA	V905X4	SSG Gale A. Maberry	08082	gale.a.maberry@us.army.mil	309-8609	SSG Adren V. Uhlig	adren.uhlig@us.army.mil	309-8640	SFC David Waggoner	SFC David Waggoner								
G4-LOG	92ND TRP CM	209TH RTI	HQ 209th Regt RTI	V8GLAA	V90HB4	SFC Byron Davis	08082	byron.davis@us.army.mil	309-7623	SSG Jeremy Rinehart	jeremy.rinehart@us.army.mil	309-7623	MSG Colin Jones	MSG Colin Jones								
G4-LOG	92ND TRP CM	402nd MB BN	192ND PM DET	VPF2AA	V903FJ	SSG Everett Watkins	08082	everett.watkins@us.army.mil	309-8862													
G4-LOG	92ND TRP CM	402nd MB BN	402ND MP BN HHD	VP5XAA	V905X3	SSG Robert Stroud	08082	robert.stroud@us.army.mil	309-7034	SGT Lonnie TenHulzen	lonnie.tenhulzen@us.army.mil	309-7094	SFC Steve Gavre	SFC Steve Gavre								
G4-LOG	67TH BFSB	67TH BFSB	167TH CS CO BFSB	VPQBA4	V90HB6	SSGChris J. Troshynski	08082	chris.troshynski@us.army.mil	309-7041	SFC Kevin D. Smith	kevin.d.smith@us.army.mil	309-7033	SFC Melinda Gonzales	SFC Melinda Gonzales								
G4-LOG	67TH BFSB	67TH BFSB	HHC 67TH BFSB	VPRNA4	V90HCY	SFC Melinda J. Gonzales	08082	melinda.gonzales@us.army.mil	309-7441	1LT David C Harper	david.c.harper@us.army.mil	309-7545	SFC Melinda Gonzales	SFC Melinda Gonzales								
G4-LOG	92ND TRP CM	734TH TM BN	1195TH TC	VP28AA	V912YM	SSG Rachel Tobaben	08082	rachel.tobaben@us.army.mil	309-7748	SFC Martin Misener	martin.misener@us.army.mil	309-7744	SFC Rick Ruth	SFC Rick Ruth								
G4-LOG	92ND TRP CM	734TH TM BN	HHD 734TH TRANS BN	VPNCAA	V905XT	SGT Terrence Dow	08082	terrence.dow@us.army.mil	309-7773	SGM Robert West	robert.charles.west@us.army.mil	309-7746	SFC Rick Ruth	SFC Rick Ruth								

- Command level listing provides OC (State FPM), IC (MSC/BN), Unit (UIC, DODAAC, POC) Alternate POCs, Signature Cards, Appointment orders and FST.
- The Excel spread sheet allows you to sort or filter by IC, UIC, etc..
- An AFMIS column after the Primary lets you know who you have set up in AFMIS and who still needs to be entered.
- Color coding is used as units are entered into the Training Site of AFMIS or the Live site. Here the units in red are pending input into the Training Site or Live site.
- AFMIS Trained column provides a review of who has been trained and who still requires training.

LOCAL PURCHASE TIIN NUMBERS REGISTER

LOCAL PURCHASE TIIN NUMBERS			
Stock Class	TIIN	ITEM	CFW
8910-01-	1NE-0001	Milk, 1% White 1/2 Gal	4.3
8910-01-	1NE-0002	Milk, 1% Chocolate 1/2 gal	
8905-00-	1NE-0003	Deli, Turkey Sliced	
8905-00-	1NE-0004	Deli, Ham Sliced	
8905-00-	1NE-0005	Deli, Smoked Turkey Sliced	
8905-00-	1NE-0006	Deli, Virginia Ham Sliced	
8905-00-	1NE-0007	Deli, Roast Beef Sliced	
8905-00-	1NE-0008	Deli, Chicken Sliced	
8920-00	1NE-0009	Potato Chips (Assorted Flavors) INDV 1 3/4 oz BG	
8920-00	1NE-0010	Fresh Bakery Cookies, Assorted Flavors	
8920-00	1NE-0011	Granola Bar (Assorted Flavors)	
8920-00	1NE-0012	Little Debbie's/Cupcakes/Twinkies	
8960-00	1NE-0013	Juice (Individual box) 8-10 oz Assorted Flavor	
8960-00	1NE-0014	Carbonated Beverage (Pepsi/Coke Products) 12 oz can	
8920-00	1NE-0015	Candy Bar (assorted flavors) Reg Size	
8930-00	1NE-0016	Peant Butter, Individual Serving (2 oz)	
8915-00-	1NE-0017	Carrot Sticks (3 inch long)	
8915-00-	1NE-0018	Celery Stick (3 inches long)	
8910-00-	1NE-0019	Eggs, Boiled	
8920-00-	1NE-0020	Muffins, Bakery (Assorted Flavors) 8 to 10 oz)	
8920-00-	1NE-0021	DOUGHNUTS (ASSORTED FLAVORS), BAKERY	
8900-00-	1NE-0022	Potato Chips (Assorted Flavors) 1 LB BG	
8910-00-	1NE-0023	Cheese Sliced American (Indv wrapped) 1 LB PG	1
8900-00-	1NE-0024	Creamer, Assorted Flavors (Indv container)	
8900-00-	1NE-0025	Hot Sauce, Louisiana 16 oz	
8900-00-	1NE-0026	Salt, 1 LB CO	
8900-00-	1NE-0027	Pepper, ground 2 lb CO	
8900-00-	1NE-0028	Ketchup, 32 oz bottle	
8900-00-	1NE-0029	Mustard, 24 oz	
8900-00-	1NE-0030	Salt Substitute, 2 oz CO	
8900-00	1NE-0035	Cooking Spray, Nonstick 12 oz can	0.75
8910-00-	1NE-0036	CHEESE, CHEDDAR, LOWFAT, SHREDDED (1 lb bag)	
8910-00-	1NE-0037	CHEESE, MONTEREY JACK, LOWFAT, SHREDDED (1 lb bag)	
8910-00-	1NE-0038	MARGARINE STICK 1lb	
8910-00-	1NE-0039	Egg Whites Frozen 1lb	
8945-00	1NE-0040	Salad Dressing Mayonnaise Type 16oz	

Enclosure – 3, STATE – AFMIS SOP - Reports

1. Reports listed in the chapter pertain only to the State FPM level, other reports are covered in the Operational Command SOP.
2. User Access Report provides a list of user, contact information and role.

Date Printed: 2011-03-26 1221 Saturday		<b>User Access Report</b>		AJK-F010-1
This report contains information that is subject to the protections of The Privacy Act of 1974, as amended.				
Search Value:		For: NEBRASKA NG HQ		
Role(s):		USARHQ, OPCMD, INTCMD, RSUNIT, VET		
<u>Unit</u>	<u>Role</u>	<u>Primary</u>		
<b>User: Barrett, Ryan (ryan.g.barrett)</b> 309-7793     ryan.g.barrett@us.army.mil				
Det 2, Co A RRB (W81K50) (CM)	Army Reserve Unit	✓		
DET 3, CO A RRB (W81K50) (CM)	Army Reserve Unit			
<b>User: Behnk, Austin (austin.behnk)</b> 309-1787     austin.behnk@us.army.mil				
Det 5, Co A RRB (W81K50) (CM)	Army Reserve Unit	✓		
<b>User: Blackwell, Heath (heath.blackwell)</b> 309-1536     heath.blackwell@us.army.mil				
NE ARNG MED COMAND DET (W90X6W) (CM)	Army Reserve Unit	✓		
<b>User: Brandenburg, Amber (amber.brandenburg)</b> 309-1721     amber.brandenburg@us.army.mil				
313TH MED CO REAR (W90HBR) (CM)	Army Reserve Unit	✓		
<b>User: Bruce, Chad (chad.bruce)</b> 309-7158     chad.bruce@us.army.mil				
Co A Recruiting Retention BN (IC)	Intermediate Command	✓		
Co A RR Bn (W81K50) (CM)	Army Reserve Unit			

3. Recipe Cost Exceeds Limit Report. This report list recipes that exceed the established portion cost limitations established in the system.

Date Printed: 2011-03-26 1337 Saturday		<b>Report of Recipe Cost Exceeds Limit</b>		AJK-P015-1
<p>The recipes listed below have a recipe cost greater than \$2.99.                      Please review the recipe items and the MIF prices associated with them to determine if an error in the data caused the recipe cost to be so high and correct any errors found.</p>				
75 Recipes				
<u>Recipe No.</u>	<u>Recipe Name</u>	<u>Recipe Cost</u>	<u>Complete</u>	
CG0429	BUTTERMILK, QT, BREAKFAST	\$3.66	YES	
G02900	Pineapple Upsidedown Cake	\$4.90	YES	
G02901	Pineapple Upsidedown Cake - Mix	\$4.94	YES	
J00500	Fluffy Fruit Cup	\$9.30	YES	
J00501	Yogurt Fruit Cup	\$9.12	YES	
J00607	MANDARIN PNEAPL FRUIT CUP	\$5.58	YES	
J01100	BANANA SPLIT	\$5.28	YES	
J01101	BANANA SPLIT - CHOC SYR	\$5.30	YES	
J01102	BANANA SPLIT FUDGE TOP	\$5.36	YES	
J01103	BANANA SPLIT, BTRSCOTCH	\$5.49	YES	
J01104	BANANA SPLIT, PINEAPPLE	\$5.44	YES	
J01105	BANANA SPLIT, WALNUT	\$5.71	YES	
J01106	BANANA SPLIT, MARSHMALLOW	\$5.90	YES	
J02100	FLUFFY PINEAPPLE RICE CUP	\$4.69	YES	
L00063	Braised Turkey Cubes	\$3.06	YES	