

INFORMATION PAPER

ATSM-CES-OC

17 October 2011

SUBJECT: Proper Procedures for Closure of Dining Facilities

1. CONCLUSION: Installations are closing dining facilities without ensuring that all requirements are being followed in the Army Food Management Information System (AFMIS).

2. DISCUSSION:

a. The Joint Culinary Center of Excellence (JCCoE), Army Center of Excellence, Subsistence Operations Directorate (ACES OD) recommends using the steps provided below to ensure accurate and systematic procedures to close out dining facilities. It is important to keep ACES OD informed of closures so that we can track operational dining facilities for Department of the Army G4 (DAG4).

b. Procedures to follow when closing dining facilities:

1. Establish a firm date for the last meal to be served.
2. Make every attempt to limit purchases several weeks prior to closing of the facility. Bring the inventory Balance on Hand (BOH) as low as possible.
3. At least a week prior to closing, the Food Program Manager (FPM) should conduct a cash count to ensure that the facility has sufficient funds to process for the outstanding meals on the Cash On Hand (COH) (Cash Audit) tables in AFMIS.
4. Several days prior to closing the FPM should assist in a detailed inventory analysis and arrange for transfer of subsistence from this facility to facilities that can best use the subsistence.
5. Beginning a week prior to closing the FPM should monitor the Open Transactions Report, located under the Customer Operations Heading, for the activity. This report will note all Open Transactions (Kitchen Requisitions, Un-Received Orders, and Missing Headcount) that may affect the account.
6. On the last headcount day, process the headcount immediately at the end of the meal.
7. On the day of the last meal or the day after: Prepare a Cash Turn-in to turn in all of the cash on hand. The cash balance for the activity should be zero.
8. At the same time prepare additional DF to DF transfers for subsistence that may still be on hand.
9. If you have a Troop Issues Subsistence Activity (TISA) and they can accept items that cannot be transferred to other facilities use the Turn-in/Turn-In Inquiry process through the TISA to effect transfer of that subsistence.
10. If there is no TISA available you may be able to donate subsistence locally. Coordination must be made through the JCCoE, ACES OD for these programs and processes.
11. If you have subsistence that cannot be transferred, you may need to coordinate with the Veterinary service to condemn and process a Vet Condemnation for these items.

12. Review the Account status for the activity. If it is not at a zero balance; you may need to initiate a Financial Liability Investigation for Property Loss (FLIPL) or Letter of Determination to account for the difference. This difference may be due to Inventory adjustments (look at the IAMA Report) from the time the items were purchased and the time of transfer.
13. Conduct a Monthly Accountable Inventory, after all other inventory transactions have been taken, to close the Dining Facility Account. This should be a zero item inventory.
14. If there are no unit personnel remaining, the FPM should be granted Dining Facility Manager permissions so that they can close out the Cash Turn In Vouchers when the documentation is returned from Defense Finance Accounting System (DFAS) with the Disbursing Office Voucher Number.
15. The FPM should now disassociate this building from the Unit Identification Code (UIC) in Building Maintenance and consider transferring any equipment needed to other activities.
16. Inactivate the account in Customer Maintenance so the unit will not appear on the various Drop Drown menus for the various processes.
17. Once all processes are completed in AFMIS forward notification to JCCoE, ACES OD for final disposition.

3. KEY POINTS:

- a. DAG4 requires tracking of all operational dining facilities in AFMIS. Proper close out procedures ensure that AFMIS is current and relevant.
- b. The AFMIS Help Desk is available to assist the FPM with any questions concerning proper close out procedures.

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