

BMC Module 1 - Manager's Toolkit



If you **download the materials found in the Manager's Toolkit** before beginning the course, you can locally highlight, print, or otherwise annotate your own copy of the content as you work your way through the course.

The videos and interactions in the course do not translate to the pdfs, so notes should be taken on these items.

PRE-TEST: Manager Challenge

Let's start by finding out what you know - don't worry, this pre-test is not graded. There will be a results screen at the end that will give you your results, but this is just for your information!

If you are stumped by many of these questions, you are in the right course. The modules you are about to complete will cover this information and more.

1. Family and MWR is located where within IMCOM Organization?

- G7
- G9
- G1

2. Can you name your program and location code?

- Heck, yeah!
- My program and location what?!

3. What funding category does your program fall within?

Write your answer here: _____

4. Where do I go to initiate a Purchase Request?

- SNACS
- RecTRAC
- SMIRF
- FMBS

5. What is the government purchase card single purchase card limit?

- \$2,500
- \$5,000
- \$500
- \$10,000

6. What is the funding limit for a fixed asset?

- \$2,500
- \$500
- \$3,000
- \$7,500

7. A fixed asset is also categorized as _____ within your budget?

Write your answer here: _____

8. A fixed asset must have a life span of at least how many years?

- 1 year
- 2 years
- 5 years
- 10 years

9. What system do you electronically input your budget into?

- SNACS
- SMIRF
- FMBS
- RecTRAC

10. It is mandatory to complete an annual _____ every year to develop your professional skills?

Write your answer here: _____

11. What program would you use to run financial reports?

- SMIRF
- FMBS
- SNACS
- RecTrac

12. What is the main regulation providing guidance for Family and MWR Programs?

- AR215-1
- AR215-3
- AR381-10

13. What is the main regulation providing Personnel Management guidance?

- AR215-3
- AR215-1
- AR381-10

14. What is the regulation where you would find formatting guidance for preparing and managing Army correspondence?

- AR25-50
- AR213-8
- AR215-1

15. What is the regulation providing G9 Business Operating Standards?

- IMCOM Reg 215-1-1
- AR 215-3
- IMCOM 410-3
- AR 231-4

16. What is the contracting document required that outlines what the contractor will do, perform or provide called?

- Statement of Work (SOW)
- Memorandum of Agreement (MOA)
- Letter of Instruction (LOI)

17. What is the minimum number of quotes or sources required to compete for contracting work?

- 3
- 5
- 2

18. What does GLAC stand for?

- General Ledger Account Code
- Garrison Leader Action Committee
- Garrison Local Assembly Club

19. Program objectives must be _____ and ____?

- Measurable and Timebound
- Clear and Fair
- General and Tactical

20. Who provides annual budget guidance?

- G9
- G6
- G7

21. What documents are required annually to be loaded into FMBS?

- AOB, CPMC, APF Authorized Budget Requirements, APF/NAF 5 Year Plan
- AOB, CPMC, Income Statement, APF/NAF 5 Year Plan
- AOB, CPMC, Income Statement, DARs

22. When conducting an end of the month inventory, which of these procedures should be followed:

- Installation Commander is present for the inventory.
- All items should be recorded in pencil so corrections can easily be made.
- Inventory teams should work in pairs.
- The last items purchased should be counted first.

23. Which of the following is not a potential sponsor for solicited sponsorship?

- Liquor store
- Soft drink company
- Snack food company
- Telecommunications company

24. The Army Safety Program is based on which Army regulation?

- AR 381-10
- AR 215-1
- AR 215-3

Manager's Toolkit

As a Family and MWR Program Manager, you will perform a variety of job functions. You will need information, at the time of need, to...

- Develop your staff
- Prepare your program budget; Initiate a contract;
- Perform financial analysis; Run reports;
- Communicate in writing and in person.

The manager's toolkit provides links to useful information to help you perform your job functions. This dynamic toolkit is constantly evolving to share useful manager resources across the enterprise.

Link to the Manager's Tool Kit: https://www.imcomacademy.com/ima/?page_id=14210

Included in the Manager's Toolkit is a pdf download of each course module. You can download these, or re-access them at any time, for reference materials to provide you with management information when YOU need it!

Please contact us if you would like to share a useful tool or a best practice.

Email: USArmy.IMCOM.Academy@mail.mil

Phone: 210-466-1050 DSN (CONUS): 450-1050

TIPS:

If you download the materials prior to beginning the course, you can locally highlight, print or otherwise annotate your own copy of the content as you work your way through the course.

The videos and interactions in the course do not translate to the pdfs, so notes should be taken on these items.

Post Test Procedures

After completing all modules in the course, you will need to complete a 50 question, **open book**, post test in order to receive your certificate of completion.

You will have two attempts to complete this post-assessment with a score of 75% or higher.

This test is 'open book' so we encourage you to take notes and use the pdf downloads available in the Manager's Toolkit.

If you do not pass the first time, you will have an opportunity to review your answers to identify topics you may need to review.

If you do not pass the post-test on your second attempt, you will need to contact the School for Family and MWR for assistance.

School for Family and MWR Contact Info

If you have questions, or need technical support, please contact us using the contact information below:

Email: USArmy.IMCOM.Academy@mail.mil

Phone: 210-466-1050 DSN (CONUS): 450-1050

Answer Key: Manager Challenge

1. Family and MWR is located where within IMCOM Organization?

- G7
- G9
- G1

2. Can you name your program and location code?

- Heck, yeah!
- My program and location what?!

Your program and location code are extremely helpful in many management areas - particularly Financial Management. This course will cover not just program and location codes, but how to utilize and understand the entire Standard NAFI code.

3. What funding category does your program fall within?

Your answer may be Category A, Category B or Category C depending in what program you are in! Funding categories are extremely important to Family and MWR. If you don't have a clear grasp on which Family and MWR programs fall under which funding categories - you will by the end of this course!

4. Where do I go to initiate a Purchase Request?

- SNACS
- RecTRAC
- SMIRF
- FMBS

Purchase requests are initiated in SNACS. SNACS is just one of MANY Family and MWR Management Information Systems (MIS) used across our program functions. You will learn all about them in the Module on MIS!

5. What is the government purchase card single purchase card limit?

- \$2,500
- \$5,000
- \$500
- \$10,000

\$5,000 is the single purchase card limit. In this course you will learn about purchase limits as well as all the multiple roles and responsibilities associates with the Government Purchase Card Program.

6. What is the funding limit for a fixed asset?

- \$2,500
- \$500
- \$3,000
- \$7,500

The funding limit for a fixed asset is actually \$2,500, but don't worry we'll cover fixed assets and depreciation in the Financial Management module.

7. A fixed asset is also categorized as _____ within your budget?

The correct answer is 'depreciated'. We'll cover fixed assets and depreciation in the Financial Management module.

8. A fixed asset must have a life span of at least how many years?

- 1 year
- 2 years
- 5 years
- 10 years

A fixed asset must have a life span of at least 2 years. We'll cover fixed assets and depreciation in the Financial Management module.

9. What system do you electronically input your budget into?

- SNACS
- SMIRF
- FMBS
- RecTRAC

Family and MWR Budgets are input using FMBS. You'll learn all about the budget process when you complete the Budget module.

10. It is mandatory to complete an annual _____ every year to develop your professional skills?

Individual Development Plans (IDPs) are required annually. You'll learn more about this as well as training and development opportunities in the module on Personnel Management.

11. What program would you use to run financial reports?

- SMIRF
- FMBS
- SNACS
- RecTrac

Financial reports can be run from SMIRF. There are many Management Information Systems (MIS) used to support Family and MWR you will learn about in the MIS module.

12. What is the main regulation providing guidance for Family and MWR Programs?

- AR215-1
- AR215-3
- AR381-10

AR215-1 is the main regulation providing guidance for Family and MWR Programs. There are many regulations supporting various aspects of Family and MWR that you will be acquainted with though out this course.

13. What is the main regulation providing Personnel Management guidance?

- AR215-3
- AR215-1
- AR381-10

AR215-3 is the main regulation providing guidance for Personnel Management. There are many regulations supporting various aspects of Family and MWR that you will be acquainted with though out this course.

14. What is the regulation where you would find formatting guidance for preparing and managing Army correspondence?

- AR25-50
- AR213-8
- AR215-1

AR25-50 is the main regulation where you would find formatting guidance for preparing and managing Army correspondence. There are many regulations supporting various aspects of Family and MWR that you will be acquainted with though out this course.

15. What is the regulation providing G9 Business Operating Standards?

- IMCOM Reg 215-1-1
- AR 215-3
- IMCOM 410-3
- AR 231-4

IMCOM Reg 215-1-1 is the main regulation providing G9 Business Operating Standards. There are many regulations supporting various aspects of Family and MWR that you will be acquainted with though out this course.

16. What is the contracting document required that outlines what the contractor will do, perform or provide called?

- Statement of Work (SOW)
- Memorandum of Agreement (MOA)
- Letter of Instruction (LOI)

The Statement of Work (SOW) outlines what the contractor will do. The module on Contracting will cover this and more.

17. What is the minimum number of quotes or sources required to compete for contracting work?

- 3
- 5
- 2

Three sources are required to compete for contracting work. The module on Contracting will cover this and more.

18. What does GLAC stand for?

- General Ledger Account Code
- Garrison Leader Action Committee
- Garrison Local Assembly Club

GLAC stands for General Ledger Account Code! This covers all aspects of the Standard Nonappropriated Fund accounting codes.

19. Program objectives must be _____ and _____?

- Measurable and Timebound
- Clear and Fair
- General and Tactical

Program objectives must be measurable and timebound. You'll learn about developing program objectives in your 5-year-plan.

20. Who provides annual budget guidance?

- G9
- G6
- G7

IMCOM G9 provides annual budget guidance. The Budget module covers the entire budget process.

21. What documents are required annually to be loaded into FMBS?

- AOB, CPMC, APF Authorized Budget Requirements, APF/NAF 5 Year Plan
- AOB, CPMC, Income Statement, APF/NAF 5 Year Plan
- AOB, CPMC, Income Statement, DARs

22. When conducting an end of the month inventory, which of these procedures should be followed:

- Installation Commander is present for the inventory.
- All items should be recorded in pencil so corrections can easily be made.
- Inventory teams should work in pairs.
- The last items purchased should be counted first.

The module on Management Controls will cover inventory procedures and guidelines!

23. Which of the following is not a potential sponsor for solicited sponsorship?

- Liquor store
- Soft drink company
- Snack food company
- Telecommunications company

The module on Commercial Sponsorship will cover the different types of sponsorship, sponsorship procedures and how sponsorship can help Family and MWR programs.

24. The Army Safety Program is based on which Army regulation?

- AR 381-10
- AR 215-1
- AR 215-3

The Army Safety Program is based on the AR 381.10. The course module on Safety and RIMP will cover the importance of safety and accident prevention throughout Family and MWR programs.