

BMC Module 1 - Manager's Toolkit



IMPORTANT INSTRUCTIONS: Always use the 'EXIT COURSE' link in the upper right hand corner of the course window when exiting to save your progress!

Total hours to complete this module : approximately 2.3 hours

TIPS:

- 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



Manager's Toolkit

☰ Post Test Procedures

☰ MWR Academy Contact Info

PRE-TEST: Manager Challenge

Let's start by finding out what you know.... don't worry, **this pre-test is not graded**. There will 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.

Question

01/24

Family and MWR is located where within IMCOM Organization?

- G7
- HQ IMCOM DFMWR
- G1

Question

02/24

Can you name your program and location code?

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

Question

03/24

What funding category does your program fall within?

Type your answer here

Question

04/24

Where do I go to initiate a Purchase Request?

- SNACS
- RecTRAC
- SMIRF
- FMBS

Question

05/24

What is the government purchase card single purchase card limit?

\$2,500

\$5,000

\$500

\$10,000

Question

06/24

What is the funding limit for a fixed asset?

\$2,500

\$500

\$3,000

\$7,500

Question

07/24

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

Type your answer here

Question

08/24

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

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

Question

09/24

What system do you electronically input your budget into?

- SNACS
- SMIRF
- FMBS
- RecTRAC

Question

10/24

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

Type your answer here

Question

11/24

What program would you use to run financial reports?

- SMIRF
- FMBS
- SNACS
- RecTrac

Question

12/24

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

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

Question

13/24

What is the main regulation providing Personnel Management guidance?

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

Question

14/24

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

AR25-50

AR213-8

AR215-1

Question

15/24

What is the regulation providing HQ IMCOM DFMWR Business Operating Standards?

- IMCOM Reg 215-1-1
- AR 215-3
- IMCOM 410-5
- AR 231-4

Question

16/24

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)

Question

17/24

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

3

5

2

Question

18/24

What does GLAC stand for?

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

Question

19/24

Program objectives must be _____ and _____?

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

Question

20/24

Who provides annual budget guidance?

HQ IMCOM DFMWR

G6

G7

Question

21/24

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
-

Question

22/24

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.

Question

23/24

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

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

Question

24/24

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.

Manager's Toolkit:

Please click the button to access the manager's toolkit.

Included in the Resources 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!

MANAGER'S TOOLKIT

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

- **Email: usarmy.jbsa.imcom-hq.mbx.academy-help-desk@army.mil**
- **Phone: 210-466-1050 DSN (CONUS): 450-1050**



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CONTINUE

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.

Use your notes!

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 MWR Academy for assistance.

CONTINUE

MWR Academy Contact Info

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



MWR Academy

Email: usarmy.jbsa.imcom-hq.mbx.academy-help-desk@army.mil

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

CONTINUE