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(f) MCRP 3-0B
(g) MCO 1553.2A

1. Purpose. Per reference (a), this manual establishes training standards, regulations, and practices regarding the training of Marines and assigned Navy personnel whose primary mission is Financial Management. This manual identifies core entry-level and core plus training requirements for MOS 3402, 3404, 3408, 3432, and 3451. This manual supersedes NAVMC DIR 3500.104.

2. Scope

a. The Core Capability Mission Essential Task List (METL) in T&R Manuals is used in Defense Readiness Reporting System (DRRS) for assessment and reporting of unit readiness. Units achieve training readiness for reporting in DRRS by gaining and sustaining proficiency in the training events in this manual at both collective (unit) and individual levels.

b. Training events in this NAVMC will be used to standardize unit-training, focus on Mission Essential Tasks, and establish a framework for assessment of unit and individual training readiness throughout the community. This T&R Manual includes individual training standards for use by unit commanders and formal schools for the development of training plans, curricula, and records of training accomplished in order to establish a framework for identifying training achievements, training gaps, and objective assessments of readiness associated with the training of Marines.

c. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute each MET, and develop long-, mid-, and short-range training plans to sustain proficiency in each MET. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps, and document objective assessments of

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readiness associated with training Marines. Commanders will use reference (c) to incorporate nuclear, biological, and chemical defense training into training plans and reference (d) to integrate operational risk management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

d. Formal school and training detachment commanders will use references (a) and (j) to ensure programs of instruction meet skill-training requirements established in this manual, and provide career-progression training in the events designated for initial training in the formal school environment.

3. Information. CG, TECOM will update each T&R Manual as necessary to provide current and relevant training standards to commanders, and to ensure a current Core Capabilities METL is available for use in DRRS by the Marine Corps logisticians. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Branch C 469), 1019 Elliot Road, Quantico, VA 22134.

4. Command. This NAVMC publication is applicable to the Marine Corps Total Force.

5. Certification. This NAVMC publication is reviewed and approved this date.



M. G. SPIESE
By direction

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FM T&R MANUAL

TABLE OF CONTENTS

CHAPTER

1 OVERVIEW

2 MISSION ESSENTIAL TASKS MATRIX

3 MOS COLLECTIVE TRAINING

4 MOS 3402 INDIVIDUAL TRAINING

5 MOS 3404 INDIVIDUAL TRAINING

6 MOS 3408 INDIVIDUAL TRAINING

7 MOS 3432 INDIVIDUAL TRAINING

8 MOS 3451 INDIVIDUAL TRAINING

9 MOS 34XX INDIVIDUAL TRAINING

FM T&R MANUAL

CHAPTER 1

OVERVIEW

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION.	1000	1-2
UNIT TRAINING	1001	1-2
UNIT TRAINING MANAGEMENT.	1002	1-3
SUSTAINMENT AND EVALUATION OF TRAINING.	1003	1-3
ORGANIZATION.	1004	1-4
T&R EVENT CODING.	1005	1-4
COMBAT READINESS PERCENTAGE.	1006	1-5
EVALUATION-CODED (E-CODED) EVENTS	1007	1-6
CRP CALCULATION	1008	1-6
T&R EVENT COMPOSITION	1009	1-7
CBRND TRAINING.	1010	1-9
NIGHT TRAINING.	1011	1-10
OPERATIONAL RISK MANAGEMENT (ORM)	1012	1-10
APPLICATION OF SIMULATION	1013	1-10
MARINE CORPS GROUND T&R PROGRAM	1014	1-11

FM T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject Matter Experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical

training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (a) through (g).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or

before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and usually only contain individual training standards. T&R Manuals are comprised of chapters that contain unit METs, collective training standards (CTS), and individual training standards (ITS) for each MOS, billet, etc.

2. As this is a community manual, chapters 2 and 3 are place holders. Chapters 4 through 8 contain the individual events.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type or occupation (3404, 3408, 3451, etc.). The second up-to four digits represent the functional or duty area (BUDG, IC, PAY, etc.). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

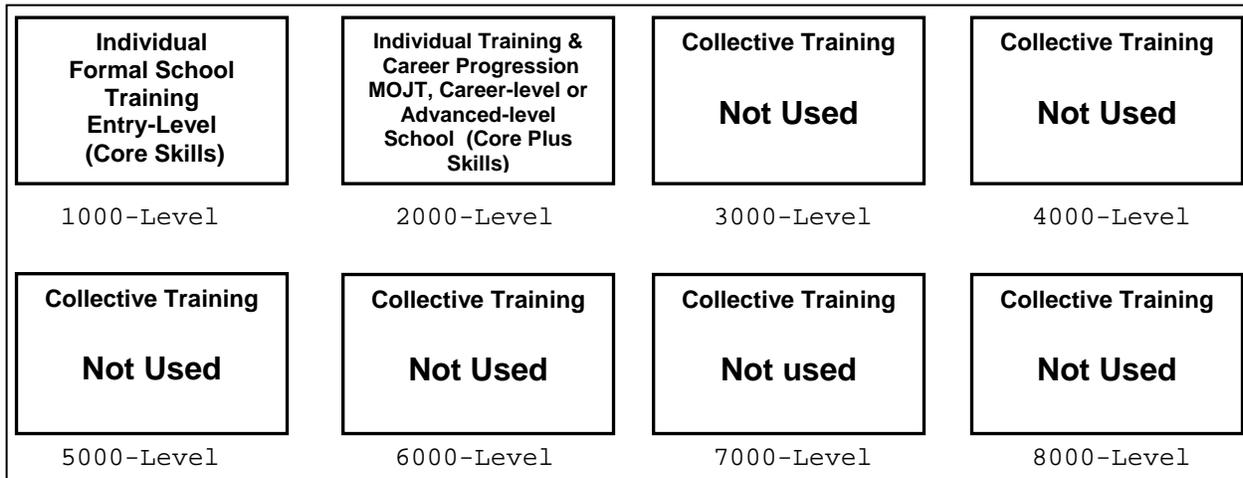


Figure 1: T&R Event Levels

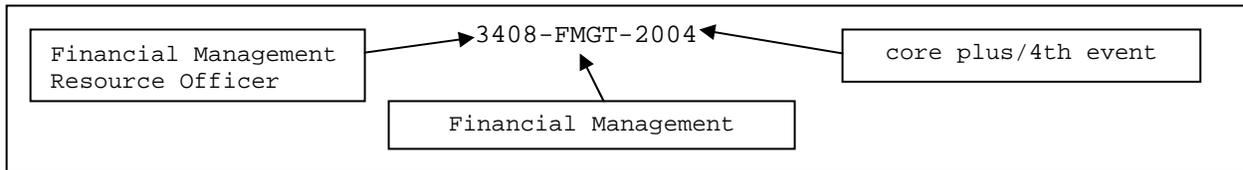


Figure 2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. In unit-based T&R Manuals, unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness, in both unit-based and community-based T&R Manuals, is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade (or billet) that the Marine successfully completes

within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1008. CRP CALCULATION

1. Collective training begins at the 3000 level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)
MET 2: 100% complete (6 of 6 E-Coded events trained)
MET 3: 25% complete (1 of 4 E-Coded events trained)
MET 4: 50% complete (2 of 4 E-Coded events trained)
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP: 325 (total MET CRP) / 5 (total number of METS) = 65%

1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R Manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (TAC, CBTS, VOPS, etc.). The third 4 characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This ensures that the billet's expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance

learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) "FORMAL" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" - Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" - Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

l. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

n. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel
- Other Support Requirements

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

2. Community-based T&R manuals have several additional components not found in unit-based T&R manuals. These additions do not apply to this T&R Manual.

1010. CBRND TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, and nuclear defense (CBRND), in order to survive and continue their mission in a CBRN environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive a CBRN incident. Basic operating standards are those that the

individual, and collectively the unit, must perform to continue operations in a CBRND environment.

2. CBRN Officers and Specialists are instrumental in integrating realistic scenarios/situations that challenge units' ability to operate in a CBRN environment. Units should train under CBRND conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1011. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on individual, crew, and unit proficiency.

1012. OPERATIONAL RISK MANAGEMENT (ORM)

1. ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the

identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

1014. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the Marine Corps Task List (MCTL), through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METLs.

FM T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

The FM T&R Manual includes no Mission Essential Tasks. This chapter remains a place-holder for future use.

FM T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

The FM T&R Manual includes no Collective Events. This chapter remains a place-holder for future use.

FM T&R MANUAL

CHAPTER 4

MOS 3402 INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	4000	4-2
ADMINISTRATIVE NOTES	4001	4-2
INDEX OF INDIVIDUAL EVENTS	4002	4-3
2000-LEVEL EVENTS	4003	4-4

FM T&R MANUAL

CHAPTER 4

MOS 3402 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to the community. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the occupational field or military occupational field (3402). This chapter contains 38 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

a. Field one. Each event starts with 3402, indicating that the event is for MOS 3402, Finance Officer.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
FSCL	Administration and Personnel	3402-FSCL-XXXX
IC	Internal Controls	3402-IC-XXXX
PAY	Pay	3402-PAY-XXXX
TRAV	Travel	3402-TRAV-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains only 2000-level events.

4002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	2000 LEVEL EVENTS	
3402-EXPD-2001	Manage Cash Operations	4-4
3402-EXPD-2002	Manage Limited Depository Accounts (LDA)	4-4
3402-EXPD-2003	Manage Unit Paying Agents	4-5
3402-EXPD-2005	Manage Casual Payments	4-5
3402-EXPD-2006	Manage Cross Disbursements	4-6
3402-EXPD-2007	Manage Disbursements for the Commanders Emergency Response Program (CERP)	4-6
3402-EXPD-2008	Manage Disbursements for the Small Rewards Program	4-7
3402-EXPD-2009	Manage Disbursements for Foreign Damage Claims	4-7
3402-EXPD-2010	Manage Disbursements for Medical Payments for Services	4-8
3402-EXPD-2011	Manage Disbursements for Bail and Attorney Fees in Foreign Areas	4-8
3402-EXPD-2012	Manage Disbursements of Solatia Payments	4-9
3402-EXPD-2013	Manage Captured Currency	4-9
3402-EXPD-2014	Provide Deployed Disbursing Support	4-10
3402-EXPD-2015	Manage Contract Payments	4-10
3402-EXPD-2018	Manage Imprest Funds Cashier	4-11
3402-FSCL-2001	Manage a Fiscal Section	4-11
3402-FSCL-2002	Manage Disbursing Officers Daily Statement of Accountability (DD Form 2657)	4-12
3402-FSCL-2003	Manage Disbursements	4-12
3402-FSCL-2004	Manage Collections	4-13
3402-FSCL-2005	Manage Check Cashing	4-13
3402-FSCL-2006	Manage Deposit Tickets	4-14
3402-FSCL-2007	Report Disbursing Officers Accountability	4-14
3402-FSCL-2008	Certify Disbursing Officers Monthly Statement of Accountability (SF 1219)	4-15
3402-FSCL-2009	Manage Check Issue Reporting	4-16
3402-IC-2001	Manage Disbursing Officer's Internal Controls Program	4-16
3402-IC-2002	Inspect Pay Records for Fraud	4-17
3402-IC-2003	Identify Improper Payments	4-17
3402-PAY-2001	Manage a Pay Section	4-18
3402-PAY-2002	Review Pay Management Reports	4-18
3402-PAY-2003	Review Special Payments	4-19
3402-PAY-2004	Review NAVMC 11060 Separation/Travel Pay Certificate	4-19
3402-PAY-2005	Approve RAPTRS Payrolls	4-20
3402-PAY-2006	Manage Waivers of Indebtedness	4-20
3401-TRAV-2001	Manage a Travel Section	4-21

4003. 2000-Level Individual Events

3402-EXPD-2001: Manage Cash Operations

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a deployed disbursing requirement, access to a computer, internet, Foreign Currency Control Record (DD Form 2663), Currency Exchange Record/Record of Individual Exchange Transactions (DD Form 2664), Request for Bid (purchase/Sale) (DD Form 2668), and the references.

STANDARD: To ensure proper acquisition, accounting, and safeguarding of cash as outlined in the DoDFMR Volume 5, Chapters 2, 7, 12, and 13.

PERFORMANCE STEPS:

1. Determine U.S. currency cash requirements
2. Determine foreign currency cash requirements
3. Coordinate command authorization for foreign currency requirements
4. Acquire foreign currency
5. Maintain required reports for foreign currency
6. Determine appropriate exchange rate for foreign currency
7. Safeguard currency on hand
8. Coordinate independent verification of cash
9. Exchange foreign currency prior to departing foreign area
10. Coordinate Navy/Marine Corps cash

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
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3402-EXPD-2002: Manage Limited Depositary Accounts (LDA)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a deployed disbursing requirement, access to a computer, internet, Statement of Designated Depositary Account (SF 1149), DD Form 1081 (Statement of Agent Officers Account), DD Form 2655 (Daily Agent Accountability Summary), DD Form 2657 (Daily Statement of Accountability), Statement of Accountability (SF 1219), and the references.

STANDARD: To ensure the proper establishment and accounting for an LDA as outlined in the DoDFMR Volume 5, Chapter 14.

PERFORMANCE STEPS:

1. Coordinate authorization to establish an LDA
2. Establish an LDA
3. Maintain an LDA
4. Close an LDA

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
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3402-EXPD-2003: Manage Unit Paying Agents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a deployed disbursing requirement, access to a computer, internet, Appointment/termination Record - Authorized Signature (DD Form 577), DD Form 1081 (Statement of Agent Officers Account), DD Form 2655 (Daily Agent Accountability Summary), DD Form 2657 (Daily Statement of Accountability), Statement of Accountability (SF 1219), Deployable Disbursing System, and the references.

STANDARD: To ensure unit-paying agents are properly appointed, trained, and accounted for on the disbursing officers' accountability statements are outlined in the DoDFMR Volume 5, Chapter 2, 3, 19.

PERFORMANCE STEPS:

1. Coordinate the appointment of Unit paying agents
2. Train unit paying agent
3. Advance funds to Unit Paying Agents
4. Report Unit paying agent accountability
5. Reconcile unit paying agent account
6. Closeout unit paying agent accountability

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
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3402-EXPD-2005: Manage Casual Payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a deployed disbursing requirement, access to a computer, internet, and access to the Deployable Disbursing System (DDS), access to the

Remote Automated Payroll Transaction Reporting System (RAPTRS), Military Pay Listing, and the references.

STANDARD: To ensure the Disbursing Officer is authorized to make casual payments and to make those payments as outlined in the DoDFMR Volume 7a, Chapter 32.

PERFORMANCE STEPS:

1. Coordinate casual payment authorization
2. Establish procedures for making casual payments
3. Provide cashier oversight
4. Report casual payments

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
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3402-EXPD-2006: Manage Cross Disbursements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a deployed disbursing requirement, access to a computer, internet, and access to the Deployable Disbursing System (DDS), access to the Remote Automated Payroll Transaction Reporting System (RAPTRS), Military Pay Listing, and the references.

STANDARD: To ensure the Disbursing Officer is authorized to make cross disbursements and to make those payments as outlined in the APSM, Chapter 5.

PERFORMANCE STEPS:

1. Coordinate cross disbursement policy
2. Establish procedures for making cross disbursements
3. Report cross disbursements

PREREQUISITE EVENTS:

3402-EXPD-2001

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. MCDOSS Deployed Standard Operating Procedures
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3402-EXPD-2007: Manage Disbursements for the Commanders Emergency Response Program (CERP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure CERP payments are properly authorized and accounted for as outlined in the DoDFMR Volume 12, Chapter 27.

PERFORMANCE STEPS:

1. Identify established in theater policy
2. Determine authorization for CERP disbursements
3. Review vouchers for payments of CERP funds
4. Process disbursement vouchers for payment of CERP funds

REFERENCES:

1. DOD Financial Management Regulation (DoDFMR) 7000.14 Vol 12 Special Accounts, Funds, and Programs
 2. MCDOSS Deployed Standard Operating Procedures
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3402-EXPD-2008: Manage Disbursements for the Small Rewards Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure Weapons for Cash program payments are properly authorized and accounted for as outlined in the DoDFMR Volume 5, Chapter 3.

PERFORMANCE STEPS:

1. Identify requirements for weapons for cash program disbursements
2. Identify source of funding for weapons for cash program
3. Review vouchers for disbursements in the weapons for cash program
4. Process disbursement vouchers for the weapons for cash program

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
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3402-EXPD-2009: Manage Disbursements for Foreign Damage Claims

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure foreign damage claims payments are properly authorized and accounted for as outlined in the JAGMAN, Chapter 8.

PERFORMANCE STEPS:

1. Coordinate appointment for foreign damage claims officer
2. Train foreign damage claims officer
3. Review foreign damage claims
4. Identify source of funding for payment of foreign damage claims
5. Process disbursements for foreign damage claims

REFERENCES:

1. MCDOSS Deployed Standard Operating Procedures
2. Uniform Code of Military Justice

3402-EXPD-2010: Manage Disbursements for Medical Payments for Services

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: **CONDITION:** Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure medical payments for services are properly authorized and accounted for as outlined in the DoDFMR Volume 10, Chapter 12.

PERFORMANCE STEPS:

1. Coordinate procedures for payment of medical payments for services
2. Identify source of funds for payment
3. Coordinate proper authorization for payment
4. Review vouchers for payment
5. Process disbursements

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 10 Contract Payment Policy and Procedures
2. MCDOSS Deployed Standard Operating Procedures

3402-EXPD-2011: Manage Disbursements for Bail and Attorney Fees in Foreign Areas

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure payments are properly authorized and accounted for as outlined in the 10 U.S.C. 1037 and SECNAVINST 5820.4G.

REFERENCES:

1. MCDOSS Deployed Standard Operating Procedures
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3402-EXPD-2012: Manage Disbursements of Solatia Payments

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure solatia payments are properly authorized and accounted for as outlined in the JAGMAN section 1010

PERFORMANCE STEPS:

1. Determine requirements for payment of solatia payments
2. Advise the Commander on the requirements for payment
3. Review vouchers for payment
4. Process disbursements

REFERENCES:

1. JAGINST 5800.7D Manual of the Judge Advocate General (JAGMAN)
 2. MCDOSS Deployed Standard Operating Procedures
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3402-EXPD-2013: Manage Captured Currency

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a deployed disbursing requirement, access to a computer, internet, access to the Deployable Disbursing System (DDS), Evidence/Property Custody Documents (DA 4137), and the references.

STANDARD: To ensure accurate accountability and disposition of captured currency as outlined in the DoDFMR Volume 5, Chapter 15

PERFORMANCE STEPS:

1. Determine the requirements for processing captured currency
2. Inventory captured currency
3. Maintain captured currency
4. Coordinate disposition of captured currency with higher headquarters
5. Process captured currency as directed by higher headquarters

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
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3402-EXPD-2014: Provide Deployed Disbursing Support

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a deployed disbursing requirement.

STANDARD: To ensure appropriate deployed scheme of maneuver is implemented.

PERFORMANCE STEPS:

1. Determine deployed scheme of maneuver
2. Identify appropriate external factors affecting deployed disbursing support
3. Determine required disbursing equipment
4. Determine required disbursing systems to support deployed disbursing operations
5. Identify operation specific deployed disbursing support considerations

REFERENCES:

1. MCDOSS Deployed Standard Operating Procedures
-

3402-EXPD-2015: Manage Contract Payments

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a contract, receiving endorsement, vendor invoice, disbursement voucher (SF 1034), and the reference.

STANDARD: To ensure the payment is a legal and valid payment as outlined in the DoDFMR Volume 5, Chapter 11 and DoDFMR Volume 10, Chapter 8.

PERFORMANCE STEPS:

1. Verify the contract is properly completed
2. Verify the goods and services received match the contracted goods and services
3. Verify the vendor invoice matches the contracted and received goods and services
4. Verify the SF 1034 is properly completed

REFERENCES:

1. DOD Financial Management Regulation (DoDFMR) 7000.14 Vol 10 Contract

3. Coordinate section workflow
4. Develop desktop procedures.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
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3402-FSCL-2002: Manage Disbursing Officers Daily Statement of Accountability (DD Form 2657)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to Deployed Disbursing System (DDS), DD Form 1081 (Statement of Agent Officers Account), DD Form 2655 (Daily Agent Accountability Summary), DD Form 2657 (Daily Statement of Accountability), supporting/substantiating ("S") documents and the reference.

STANDARD: To ensure the Disbursing Officers Daily Statement of Accountability (DD Form 2657) is balanced per the DODFMR Volume 5, Chapter 19.

PERFORMANCE STEPS:

1. Log in to Deployed Disbursing System (DDS)
2. Verify incoming business from agents (DD Form 1081 and DD Form 2665)
3. Accept business from agents (DD Form 1081 and DD Form 2665)
4. Finalize daily business

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
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3402-FSCL-2003: Manage Disbursements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to Deployed Disbursing Systems (DDS), internet, access to International Treasury Service (ITS.gov), Remote Automated Payroll Transaction Reporting System (RAPTRS) payroll file, Integrated Automated Travel System (IATS) disbursement file, disbursement vouchers, and the reference

STANDARD: To ensure accurate and timely disbursements of funds.

PERFORMANCE STEPS:

1. Log in to the Deployed Disbursing System (DDS).

2. Accept Remote Automated Payroll Transaction Reporting System (RAPTRS) payroll file.
3. Accept Integrated Automated Travel System (IATS) disbursement file
4. Verify Electronic Funds Transfer (EFT) file
5. Create Electronic Funds Transfer (EFT) output files to International Treasury Services (ITS.Gov).
6. Log into International Treasury Services (ITS.Gov)
7. Log in to International Treasury Services (ITS.Gov)
8. Upload Electronic Funds Transfer (EFT) file
9. Certify Electronic Funds Transfer (EFT).
10. Create DD5515.
11. Forward DD5515.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
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3402-FSCL-2004: Manage Collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to Deployed Disbursing Systems (DDS), Cash Collection voucher (DD Form 1131), and the reference.

STANDARD: To ensure accurate and timely collection of funds as outlined in the DoDFMR Volume 5, Chapter 10.

PERFORMANCE STEPS:

1. Log in to the Deployed Disbursing System (DDS).
2. Verify collection vouchers from agents.
3. Certify collection vouchers from agents.

REFERENCES:

1. DOD Financial Management Regulation (DoDFMR) 7000.14 Vol 5 Disbursing Policy and Procedures
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3402-FSCL-2005: Manage Check Cashing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to Paper Check Conversion-Over the Counter (PCC-OTC), and the reference.

STANDARD: To provide check cashing service to authorized personnel as outlined in the DoDFMR Volume 5, Chapter 4.

PERFORMANCE STEPS:

1. Coordinate Commanders personal check cashing policy.
2. Implement the Commanders personal check cashing policy.
3. Log into PCC-OTC.
4. Verify PCC-OTC batch listing.
5. Release PCC-OTC batch listing.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
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3402-FSCL-2006: Manage Deposit Tickets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to the Deployed Disbursing System (DDS), internet, access to Cash Link, access to Deposits-In-Transit (DIT), SF 215 deposit ticket, calculator, and the reference

STANDARD: To ensure deposits are properly reflected on the Disbursing Officers daily statement of accountability (DD Form 2657) as outlined in the DoDFMR Volume 5, Chapter 5.

PERFORMANCE STEPS:

1. Log in to DDS
2. Verify recording of deposits on DD 2657
3. Access to DITs
4. Verify deposits in DITS
5. Access Cash Link
6. Reconcile deposit reporting differences between the DO and the U.S. Treasury

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
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3402-FSCL-2007: Report Disbursing Officers Accountability

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to the Deployed Disbursing System (DDS), internet, access to Marine Corps Total Force System (MCTFS), and the reference

STANDARD: To ensure proper reporting of DOs accountability in an accurate and timely manner as outlined in the DoDFMR Volume 5, Chapter 19.

PERFORMANCE STEPS:

1. Access DDS
2. Review DO's accountability output files
3. Upload output files
4. Access MCTFS
5. Verify successful upload of output files
6. Make necessary corrections
7. Make necessary corrections
8. Release Batches.
9. Release Batches.

REFERENCES:

1. DOD Financial Management Regulation (DoDFMR) 7000.14 Vol 5 Disbursing Policy and Procedures
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3402-FSCL-2008: Certify Disbursing Officers Monthly Statement of Accountability (SF 1219)

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a computer, access to the Deployed Disbursing System (DDS), access to the Marine Corps Total Forces System (MCTFS), source documents, and the reference.

STANDARD: To ensure the DOs Monthly Statement of Accountability (SF 1219) is reported in a timely and accurate manner as outlined in the DoDFMR Volume 5, Chapter 19.

PERFORMANCE STEPS:

1. Access DDS
2. Verify all business has been processed in DDS
3. Access MCTFS
4. Verify DO's account in 3270/DDS are in agreement.
5. Correct any out of balance conditions
6. Open business date in DDS
7. Complete DD Form 2657 for last business day
8. Complete DD Form 1219
9. Complete Form SF 1179.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
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3402-FSCL-2009: Manage Check Issue Reporting

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a computer, access to the Deployed Disbursing System (DDS), access to Defense Check Reconciliation Module (DCRM), and the reference.

STANDARD: To ensure U.S. Treasury checks issued by the Disbursing Officer are reported to the U.S. Treasury in a timely and accurate manner as outlined in the DoDFMR Volume 5, Chapter 9.

PERFORMANCE STEPS:

1. Access DDS
2. Verify checks issued
3. Create level 8 outputs
4. Upload level 8 to E&C
5. Reconcile U.S. Treasury Limited Pay ability Report (3880)

REFERENCES:

1. DOD Financial Management Regulation (DoDFMR) 7000.14 Vol 5 Disbursing Policy and Procedures

3402-IC-2001: Manage Disbursing Officer's Internal Controls Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with the Disbursing Officer's internal controls program.

STANDARD: To ensure codified law, departmental regulations, and policies are adhered to as outlined in the Disbursing Officers internal controls program.

PERFORMANCE STEPS:

1. Conduct scheduled and unscheduled internal audit examination of all sections
2. Identify error trends or weaknesses.
3. Review separation of duties.
4. Review incoming reports.
5. Conduct technical training.
6. Interpret regulations.
7. Review and monitor office security.
8. Maintain liaison between RFF/MI, DFAS, MCDOSS and MCAAT.

REFERENCES:

1. Disbursing Officer's internal controls program guidance
 2. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 3. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 4. MCAAT Checklist MCAAT Checklist
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3402-IC-2002: Inspect Pay Records for Fraud

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a scenario, computer resources, and access to the appropriate disbursing system, internet, and source documents.

STANDARD: To detect account inconsistencies or fraud due to compromised or improper procedures in accordance with the references.

PERFORMANCE STEPS:

1. Access and print PRA from MCDOSS report
2. Audit a Pay Record Access (PRA) Report.
3. Review account inconsistencies
4. Investigate suspect cases
5. Identify material weaknesses in disbursing processes, procedures, and systems
6. Report findings to DO/FO.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoDFMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 3. MCAAT Checklist MCAAT Checklist
 4. NAVMC 2768 Fraud, Waste, & Abuse
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3402-IC-2003: Identify Improper Payments

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 3 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a quarterly requirement, computer resources, access to the Marine Corps Total Force System (MCTFS), and sample documents.

STANDARD: To identify and report improper payment statistics caused by local payment procedures.

PERFORMANCE STEPS:

1. Select accounts based upon the sample size directed by higher headquarters.
2. Review payments.
3. Analyze improper payments.
4. Report improper payments to higher headquarters.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. OMB Circular A123 Managements Responsibility for Internal Control
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3402-PAY-2001: Manage a Pay Section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a pay section processes, automated systems, procedures, staffing, and operational requirements.

STANDARD: Ensuring proper policies and procedures are maintained in accordance with the Marine Corps Administrative Analysis Team checklist standards.

PERFORMANCE STEPS:

1. Review pay procedures in accordance with the MCAAT standards.
2. Verify payments and adjustments are in compliance with the established time lines.
3. Manage section workflow
4. Develop Desktop Procedures

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. MCAAT Checklist MCAAT Checklist
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3402-PAY-2002: Review Pay Management Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a computer, access to Marine Corps Total Forces System (MCTFS), processed pay management report, supporting/substantiating (S) documents, and the references.

STANDARD: To ensure standards of accuracy for all reports are met as outlined in the Automated Pay Systems Manual.

PERFORMANCE STEPS:

1. Review monthly cyclic reports
2. Review daily cyclic reports
3. Conduct corrective actions
4. Review results of trial.

REFERENCES :

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
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3402-PAY-2003: Review Special Payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a computer, access to Marine Corps Total Forces System (MCTFS), Document Tracking Management System (DTMS), Remote Automated Payroll Transaction Reporting System (RAPTRS), substantiating (S) documents, and the references.

STANDARD: To ensure standards of accuracy for all special payments are met as outlined in the APSM.

PERFORMANCE STEPS:

1. Access DTMS and MCTFS
2. Verify (S) documents
3. Validate payment
4. Forward payment

REFERENCES :

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
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3402-PAY-2004: Review NAVMC 11060 Separation/Travel Pay Certificate

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a computer, access to Marine Corps Total Forces System (MCTFS), Document Tracking Management System (DTMS), substantiating (S) documents, and the references.

STANDARD: To ensure standards of accuracy for all separations certificates are met as outlined in the APSM.

PERFORMANCE STEPS:

1. Access DTMS and MCTFS
2. Verify ("S") documents
3. Validate Payment
4. Forward payment

REFERENCES :

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
-

3402-TRAV-2001: Manage a Travel Section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a travel office, staffing, operational requirements, automated systems and references.

STANDARD: Ensuring proper travel policies and procedures are maintained in accordance with the Marine Corps Administrative Analysis

PERFORMANCE STEPS:

1. Review travel procedures in accordance with current regulations.
2. Ensure travel procedures are in compliance MCAAT standards.
3. Manage section workflow
4. Develop Desktop Procedures.

REFERENCES :

1. MCAAT Checklist MCAAT Checklist
-

FM T&R MANUAL

CHAPTER 5

3404 MOS INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	5000	5-2
ADMINISTRATIVE NOTES	5001	5-2
INDEX OF INDIVIDUAL EVENTS	5002	5-3
1000-LEVEL EVENTS	5003	5-5
2000-LEVEL EVENTS	5004	5-19

FM T&R MANUAL

CHAPTER 5

3404 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to the community. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the occupational field or military occupational field (3404). This chapter contains 49 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

a. Field one. Each event starts with 3404, indicating that the event is for MOS 3404, Finance Management Officer.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ACCT	Accounting	3404-ACCT-XXXX
BUDG	Budget	3404-BUDG-XXXX
CIVL	Civilian Labor	3404-CIVL-XXXX
CONT	Contingency	3404-CONT-XXXX
EXCU	Execution	3404-EXEC-XXXX
EXPD	Expeditionary	3404-EXPD-XXXX
FSCL	Fiscal	3404-FSCL-XXXX
PAY	Pay	3404-PAY-XXXX
POM	Program Objective Memorandum	3404-POM-XXXX
REA	Resource Evaluation and Analysis	3404-REA-XXXX
TRAV	Travel	3404-TRAV-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

5002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	1000 LEVEL EVENTS	
3404-BUDG-1001	Manage the Official Representation Funds (ORF)	5-5
3404-BUDG-1002	Manage Disbursing Officers Daily Statement of Accountability (DD Form 2657)	5-5
3404-BUDG-1003	Develop Initial Phased Funding Plan	5-6
3404-BUDG-1004	Create a Budget	5-6
3404-BUDG-1005	Conduct a mid-year review	5-7
3404-EXCU-1001	Distribute Command Funding	5-7
3404-EXCU-1002	Manage a Budget Execution Activity (BEA)	5-8
3404-EXCU-1003	Manage Command funding for a Training and Exercise Employment Plan (TEEP)	5-9
3404-EXCU-1004	Execute Command Phased Obligation Plan	5-9
3404-EXCU-1005	Manage Fiscal Year Closeout	5-10
3404-EXCU-1006	Manage Buyer Side Reimbursable Orders	5-10
3404-EXCU-1007	Manage Seller Side Reimbursable Orders	5-11
3404-EXCU-1008	Conduct a mid-year review	5-11
3404-FSCL-1001	Manage Disbursements	5-12
3404-FSCL-1002	Manage Collections	5-13
3404-FSCL-1003	Manage Check Cashing	5-13
3404-PAY-1001	Manage a Pay Section	5-14
3404-PAY-1002	Review Pay Management Reports	5-14
3404-PAY-1003	Review Special Payments	5-15
3404-PAY-1004	Review NAVMC 11060 Separation/Travel Pay Certificate	5-15
3404-PAY-1005	Approve RAPTRS Payrolls	5-16
3404-PAY-1006	Manage Waiver of Indebtedness Process	5-16
3404-POM-1001	Prepare Command POM Initiative Submission (PPBE cycle)	5-17
3404-REA-1001	Manage Resource Evaluation and Analysis functions	5-17
3404-TRAV-1001	Manage a Travel section	5-18
	2000 LEVEL EVENTS	
3404-ACCT-2001	Validate the USMC financial statements	5-19
3404-BUDG-2001	Create Financial Guidance	5-19
3404-BUDG-2002	Advise the Commander on Fiscal Law Matters	5-20
3404-BUDG-2003	Perform Financial Trend Analysis	5-20
3404-BUDG-2004	Monitor the Financial Plan	5-21
3404-BUDG-2005	Coordinate contributions to the general gift fund	5-22
3404-BUDG-2006	Execute a Departmental Level O&M Budget	5-23
3404-CIVL-2001	Budget for Civilian Labor	5-23
3404-CIVL-2002	Monitor Civilian Labor Execution	5-24
3404-CONT-2001	Prepare Contingency Operations Financial Management Plan	5-25
3404-CONT-2002	Identify Sources of Funding for Contingency	5-25
3404-CONT-2003	Identify Reimbursable requirements for Contingency Operations	5-26
3404-CONT-2004	Support the Procurement Process	5-27

3404-EXPD-2001	Manage Unit Paying Agents	5-28
3404-EXPD-2002	Manage Casual Payments	5-28
3404-EXPD-2003	Manage Cross Disbursements	5-29
3404-EXPD-2004	Process Cash in Personal Effects for KIA/WIA	5-29
3404-EXPD-2005	Manage Disbursements for the Commanders Emergency Response Program (CERP)	5-30
3404-EXPD-2006	Manage Disbursements for the Weapons for Cash Program	5-30
3404-EXPD-2007	Manage Disbursements for Foreign Damage Claims	5-31
3404-EXPD-2008	Manage Disbursements for Medical Payments for Services	5-31
3404-EXPD-2009	Manage Disbursements for Bail and Attorney Fees in Foreign Areas	5-32
3404-EXPD-2010	Manage Disbursements of Solatia Payments	5-32
3404-EXPD-2011	Manage Captured Currency	5-33
3404-EXPD-2012	Provide Deployed Disbursing Support	5-33
3404-REA-2001	Investigate Violations of Appropriation Law	5-34

5003. 1000-LEVEL INDIVIDUAL EVENTS

3404-BUDG-1001: Manage the Official Representation Funds (ORF)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to the Internet, access to the SABRS, a financial budget, a financial plan, required reports and the references.

STANDARD: To appropriately manage the commander's official representation funds.

PERFORMANCE STEPS:

1. Interpret/explain ORF regulations
2. Budget for ORF
3. Receive authorizations
4. Monitor legality of purchase
5. Submit monthly expense documentation
6. Submit requirements letter in August
7. Close ORF account at end of FY.

REFERENCES:

1. DoD Directive 7250.13 Official Representation Funds
 2. SECNAVINST 7042.7K Official Representation Funds
-

3404-BUDG-1002: Manage Disbursing Officers Daily Statement of Accountability (DD Form 2657)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to Deployed Disbursing System (DDS), DD Form 1081 (Statement of Agent Officers Account), DD Form 2655 (Daily Agent Accountability Summary), DD Form 2657 (Daily Statement of Accountability), supporting/substantiating ("S") documents and the reference.

STANDARD: To ensure the Disbursing Officers Daily Statement of Accountability (DD Form 2657) is balanced per the DODFMR Volume 5, Chapter 19.

PERFORMANCE STEPS:

1. Log in to Deployed Disbursing System (DDS)
2. Verify incoming business from agents (DD Form 1081 and DD Form 2665)
3. Accept business from agents (DD Form 1081 and DD Form 2665)
4. Finalize daily business

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3404-BUDG-1003: Develop Initial Phased Funding Plan

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, Internet connectivity, TEEP, SABRS, ReportNet, security clearance, coordination with staff sections higher headquarters and supported units, an approved budget with ceiling tracks, historical spending data, approved POM initiatives and the references.

STANDARD: To meet commander's intent within funding restrictions.

PERFORMANCE STEPS:

1. Construct time phased plan that factors requirements
2. Ensure compliance of HHQ guidance
3. Submit budget for commander's approval
4. Prepare and submit the phasing plan to HHQ

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
 3. DON Budget Guidance Memoranda DON Budget Guidance Memoranda
 4. OMB Circular A-11 OMB Circular A-11
-

3404-BUDG-1004: Create a Budget

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to the internet, access to SABRS, HHQ guidance, ceiling tracks, TEEP, a security clearance, rules and regulations, ReportNet, BEAs managed by fund administration, quarterly authorization letters, receipt and funding in SABRS, coordination with staff section HHQ and supported units, commanders guidance and the references.

STANDARD: To appropriately manage the commander's financial resources within the content and spirit of guidance and regulation.

PERFORMANCE STEPS:

1. Review budget guidance from HHQ
2. Formulate local commander's guidance.

3. Solicit subordinate commands requirements.
4. Receive and analyze submissions.
5. Execute a review group with staff sections.
6. Develop budget and phase plan submission for HHQ
7. Brief budget to staff heads and commander for concurrence.
8. Receive final ceiling tracks for execution.
9. Submit budget requirements and phasing plan to HHQ.
10. Receive final ceiling tracks for execution

REFERENCES :

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2B Budget Formulation and Presentation (Chapters 4-19)
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
-

3404-BUDG-1005: Conduct a mid-year review

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, internet access, SABRS,TEEP, REPOTNET, BEAs managed by fund administrator, quarterly authorization letters, receipt of finding in SABRS, coordination with staff sections HHQ and support units, commander's guidance and the references.

STANDARD: Within HHQ guidance and approved spending plan.

PERFORMANCE STEPS:

1. Review mid-year review guidance from HHQ.
2. Formulate local commander's guidance.
3. Solicit subordinate commands requirements.
4. Receive and analyze submissions.
5. Execute a review group with staff sections.
6. Develop mid-year submission for HHQ.
7. Brief budget to staff heads and commander for concurrence.
8. Submit mid-year review to HHQ.
9. Execute and additional funding provided.

REFERENCES :

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
-

3404-EXCU-1001: Distribute Command Funding

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, Internet connectivity, 3270, Standard Accounting Budget Reporting System (SABRS), access to SABRS authorization process, approved authorization from HHQ, approved command budget, phasing plan, and the references.

STANDARD: In accordance with approved command financial plan.

PERFORMANCE STEPS:

1. Access SABRS
2. Print authorization documents
3. Verify amount posted
4. Distribute funding
5. Verify distribution of funding
6. Notify receiving activity of funding distribution

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. NAVSO P-1000 DON Financial Management Policy Manual
 3. SABRS Customer Assistance Handbook SABRS Customer Assistance Handbook
-

3404-EXCU-1002: Manage a Budget Execution Activity (BEA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, internet connectivity, 3270, Standard Accounting Budget Reporting System (SABRS), access to (DTS) Defense Travel System, Purchase Request (PR) Builder, Wide Area Work Flow (WAWF), CITI DIRECT, SASSY, GRSC, DSSC, DOD E-MALL, POWER TRACK, EDA, REPORTNET/SMARTS, funding guidance and the references.

STANDARD: In accordance with the higher headquarters approved spending plan.

PERFORMANCE STEPS:

1. Monitor BEA execution
2. Monitor the processing of transactions

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 10 Contract Payment Policy and Procedures
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 14 Administrative Control of Funds and Antideficiency Act Violations
 3. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
 4. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 4 Accounting Policy and Procedures
 5. MCO P7300.21 Marine Corps Financial Execution Standard Operating Procedure Manual
 6. NAVSO P-1000 DON Financial Management Policy Manual
-

3404-EXCU-1003: Manage Command funding for a Training and Exercise Employment Plan (TEEP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, Internet connectivity, TEEP, SABRS, REPORTNET, security clearance, coordination with staff sections and the references.

STANDARD: In accordance with commander's intent within available financial resources.

PERFORMANCE STEPS:

1. Interpret/explain TEEP
2. Budget for TEEP
3. Develop exercise fiscal LOI
4. Publish exercise fiscal LOI
5. Manage fiscal codes for exercise program
6. Manage TEEP budget
7. Closeout TEEP budget

REFERENCES:

1. Command TEEP Command TEEP
 2. Commanders Intent Commanders Intent
 3. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 4. NAVSO P-1000 DON Financial Management Policy Manual
-

3404-EXCU-1004: Manage the command phased funding obligation plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, Internet connectivity, TEEP, SABRS, REPORTNET, security clearance, BEAs managed by fund administrator, quarterly authorization letters, receipt of funding in SABRS" coordination with staff sections higher headquarters and supported units and commander's guidance and the references.

STANDARD: Within command phased funding plan.

PERFORMANCE STEPS:

1. Monitor command execution
2. Analyze execution
3. Reconcile execution
4. Execute approved course of action

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
 2. HHQ Guidance HHQ Guidance
-

3404-EXCU-1005: Manage Fiscal Year Closeout

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, Internet connectivity, SABRS, REPORTNET, contracting guidance, SMU guidance, and other higher headquarters guidance, the references.

STANDARD: To ensure 99.99% valid obligations recorded of authorized funding no later than close of business 30 September.

PERFORMANCE STEPS:

1. Formulate local commander's guidance
2. Solicit subordinate commands end of year execution plans
3. Receive and analyze submissions
4. Prepare end of year certification statement for HHQ
5. Submit year end certification to HHQ

REFERENCES:

1. CMC msg FY05 Family Housing and Defense Agencies Operations and Maintenance Civilian Labor Execution
 2. HHQ Closeout Guidance HHQ Closeout Guidance
 3. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 4. Regional Contracting Office (RCU) Closeout Procedures
 5. SASSY Management Unit (SMU) Closeout Guidance
-

3404-EXCU-1006: Manage Buyer Side Reimbursable Orders

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, Internet connectivity, SABRS, SMARTS, the references, valid support agreement or approved Determinations & Findings (D&F).

STANDARD: To ensure compliance with the DoD FMR MAPS and MCO 7300.21A.

PERFORMANCE STEPS:

1. Determine requirements to issue a reimbursable funding document
2. Verify funding availability
3. Collect requirements

4. Issue funding document to selling activity for acceptance
5. Obligate funding document
6. Monitor reimbursable execution
7. Close reimbursable order

REFERENCES :

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 11a Reimbursable Operations, Policies, and Procedures
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
 3. MAPS Marine Corps Acquisition Procedures Supplement
 4. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3404-EXCU-1007: Manage Seller Side Reimbursable Orders

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, Internet connectivity, SABRS, SMARTS, the references and a valid funding document.

STANDARD: To efficiently execute incoming reimbursable so seller's funds are optimally executed in accordance with the references".

PERFORMANCE STEPS:

1. Determine command ability to satisfy buyer requirements
2. Accept buyer funding documents
3. Establish reimbursable profile with SABRS
4. Publish fiscal codes and funding limits to executing BEAs
5. Monitor order execution
6. Estimate September billings during August
7. Publish September billing estimate to buying command

REFERENCES :

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 11a Reimbursable Operations, Policies, and Procedures
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
 3. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3404-EXCU-1008: Conduct a mid-year review

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to the internet, access to SABRS, TEEP, a security clearance, ReportNet, BEAs managed by fund administrator, quarterly

authorization letters, receipt of funding in SABRS, coordination with staff sections HHQ and support units, commander's guidance and the references.

STANDARD: Within HHQ guidance and approved spending plan.

PERFORMANCE STEPS:

1. Review mid-year review guidance from HHQ
2. Formulate local commander's guidance
3. Solicit subordinate commands requirements
4. Receive and analyze submission
5. Execute a review group with staff sections
6. Develop mid-year review submission for HHQ
7. Brief budget to staff heads and commander for concurrence
8. Submit mid-year review to HHQ
9. Execute any additional funding provided

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
-

3404-FSCL-1001: Manage Disbursements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to Deployed Disbursing Systems (DDS), internet, access to International Treasury Service (ITS.gov), Remote Automated Payroll Transaction Reporting System (RAPTRS) payroll file, Integrated Automated Travel System (IATS) disbursement file, disbursement vouchers, and the reference.

STANDARD: To ensure accurate and timely disbursements of funds.

PERFORMANCE STEPS:

1. Log in to the Deployed Disbursing System (DDS).
2. Accept Remote Automated Payroll Transaction Reporting System (RAPTRS) payroll file.
3. Accept Integrated Automated Travel System (IATS) disbursement file
4. Verify Electronic Funds Transfer (EFT) file
5. Create Electronic Funds Transfer (EFT) output files to International Treasury Services (ITS.Gov).
6. Notify clerk to upload Electronic Funds Transfer (EFT) file to International Treasury Services (ITS.Gov)
7. Log in to International Treasury Services (ITS.Gov)
8. Certify Electronic Funds Transfer (EFT).
9. Create DD5515.
10. Forward DD5515.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3404-FSCL-1002: Manage Collections

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to Deployed Disbursing Systems (DDS), Cash Collection voucher (DD Form 1131), and the reference.

STANDARD: To ensure accurate and timely collection of funds as outlined in the DoDFMR Volume 5, Chapter 10.

PERFORMANCE STEPS:

1. Log in to the Deployed Disbursing System (DDS).
2. Verify collection vouchers from agents.
3. Certify collection vouchers from agents.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3404-FSCL-1003: Manage Check Cashing

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to Paper Check Conversion-Over the Counter (PCC-OTC), and the reference.

STANDARD: To provide check cashing service to authorized personnel as outlined in the DoDFMR Volume 5, Chapter 4.

PERFORMANCE STEPS:

1. Coordinate Commanders personal check cashing policy.
2. Implement the Commanders personal check cashing policy.
3. Log into PCC-OTC.
4. Verify PCC-OTC batch listing.
5. Release PCC-OTC batch listing.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3404-PAY-1001: Manage a Pay Section

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a pay section, processes, procedures, staffing, and operational requirements.

STANDARD: Ensuring proper policies and procedures are maintained in accordance with the Marine Corps Administrative Analysis Team checklist standards.

PERFORMANCE STEPS:

1. Review pay procedures in accordance with the MCAAT standards.
2. Verify payments and adjustments are in compliance with the established time lines.
3. Manage section workflow
4. Develop Desktop Procedures

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. MCAAT Checklist MCAAT Checklist
-

3404-PAY-1002: Review Pay Management Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a computer, access to Marine Corps Total Forces System (MCTFS), processed pay management report, supporting/substantiating (S) documents, and the references.

STANDARD: To ensure standards of accuracy for all reports are met as outlined in the Automated Pay Systems Manual.

PERFORMANCE STEPS:

1. Review monthly cyclic reports
2. Review daily cyclic reports
3. Conduct corrective actions
4. Review results of trial.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
-

3404-PAY-1003: Review Special Payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a computer, access to Marine Corps Total Forces System (MCTFS), Document Tracking Management System (DTMS), substantiating (S) documents, and the references.

STANDARD: To ensure standards of accuracy for all special payments are met as outlined in the APSM.

PERFORMANCE STEPS:

1. Access DTMS and MCTFS
2. Verify (S) documents
3. Validate payment
4. Forward payment

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
-

3404-PAY-1004: Review NAVMC 11060 Separation/Travel Pay Certificate

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a computer, access to Marine Corps Total Forces System (MCTFS), Document Tracking Management System (DTMS), substantiating (S) documents, and the references.

STANDARD: To ensure standards of accuracy for all separations certificates are met as outlined in the APSM.

PERFORMANCE STEPS:

1. Access DTMS and MCTFS
2. Verify ("S") documents
3. Validate Payment
4. Forward for payment

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
-

3404-PAY-1005: Approve RAPTRS Payrolls

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a computer, access to RAPTRS, MCTFS, Supporting/substantiating (S) documents, and the reference.

STANDARD: To ensure standards of accuracy for all RAPTRS payrolls are met as outlined in the APSM.

PERFORMANCE STEPS:

1. Review ("S") documents
2. Access RAPTRS
3. Certify the payroll

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
-

3404-PAY-1006: Manage Waiver of Indebtedness Process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prepared notification and/or waiver of indebtedness (NAVMC 11061) Notification of Indebtedness/Installment Liquidation Agreement), access to a computer, access to Marine Corps Total Forces System (MCTFS), Document Tracking Management System (DTMS), substantiating (S) documents, and the references.

STANDARD: To ensure standards of accuracy for all waivers are met as outlined in the APSM.

PERFORMANCE STEPS:

1. Verify indebtedness computations.
2. Prepare the disbursing officer endorsement
3. Suspend liquidation of indebtedness.
4. Submit the certified waiver package.
5. Track waiver package

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
-

3404-POM-1001: Prepare Command POM Initiative Submission (PPBE cycle)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, Internet connectivity, higher headquarters guidance, command guidance, staff coordination and the references.

STANDARD: In accordance with higher authority guidance.

PERFORMANCE STEPS:

1. Develop data call to command sections
2. Formulate local commander's guidance
3. Develop solicitation for subordinate commands
4. Publish data call to command sections
5. Receive and analyze submissions
6. Develop POM submission for HHQ
7. Submit POM to HHQ

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2B Budget Formulation and Presentation (Chapters 4-19)
 2. HQMC POM Serials
 3. Higher Headquarters POM Submission Requirements
 4. MCO P3121.1 Marine Corps Planning and Programming Manual
-

3404-REA-1001: Manage Resource Evaluation and Analysis functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, internet connectivity, 3270, Standard Accounting Budget Reporting System (SABRS), access to (DTS) Defense Travel System, Purchase Request (PR) Builder, Wide Area Work Flow (WAWF), CITI DIRECT, SASSY, GRSC, DSSC, DOD E-MALL, POWER TRACK, EDA, ReportNet/smarts, funding and the references.

STANDARD: Ensure financial regulations and policies are being adhere to.

PERFORMANCE STEPS:

1. Coordinate the establishment of command internal controls
2. Test command internal controls
3. Submit statement of assurance
4. Manage the commands internal control over financial reporting (ICOFR) program
5. Inspect fund managers for compliance with established standard processes
6. Inspect fund managers for compliance with source document retention standards
7. Test fund manager compliance with established financial regulations and policy

REFERENCES:

1. MCO 5200.24 USMC Internal Management Control Program
 2. MCO 7540.2 Resource Evaluations and Analysis (REA) Function
 3. OMB Circular A123 Managements Responsibility for Internal Control
-

3404-TRAV-1001: Manage a Travel Section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a travel office, staffing, operational requirements, automated systems and references.

STANDARD: Ensuring proper travel policies and procedures are maintained in accordance with the Marine Corps Administrative Analysis.

PERFORMANCE STEPS:

1. Review travel procedures in accordance with current regulations.
2. Ensure travel procedures are in compliance with MCAAT standards.
3. Manage section workflow.
4. Develop Desktop Procedures.

REFERENCES:

1. MCAAT Checklist MCAAT Checklist
-

5004. 2000-LEVEL INDIVIDUAL EVENTS

3404-ACCT-2001: Validate the USMC financial statements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, access to the Internet, access to the SABRS, coordination with DFAS, Statements of Federal Financial Accounting Standards (SFFASs), Statements of Federal Financial Accounting Concepts (SFFACs), United States Standard General Ledger (USSGL) chart of accounts, required financial reports and the references.

STANDARD: To ensure the submission of accurate, timely financial statements.

PERFORMANCE STEPS:

1. Submit unaudited financial statements on time quarterly
2. Review financial statement and notes
3. Submit year end audited financial statements promptly
4. Submit a management representation letter
5. Submit a legal representation letter
6. Review a Balance Sheet
7. Review a Statement of Net Cost
8. Review a Statement of Changes in Net Position
9. Review a Statement of Budgetary Resources
10. Review a statement of financing
11. Review a statement of custodial activity
12. Review supporting financial statement note schedules
13. Review comparative financial data
14. Review consolidated variance analysis supplemental report

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 6B
Reconciliation Requirements for the Annual Financial Statements
-

3404-BUDG-2001: Create Financial Guidance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, Internet access and the references.

STANDARD: To ensure funds are executed properly.

PERFORMANCE STEPS:

1. Review and evaluate procedures for validity
2. Recommend changes to policy and procedural guidelines as required

3. Staff recommended policy changes
4. Advise comptroller
5. Disseminate changes to policies and procedures as required

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 11a Reimbursable Operations, Policies, and Procedures
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2B Budget Formulation and Presentation (Chapters 4-19)
3. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
4. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
5. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 4 Accounting Policy and Procedures
6. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 9 Financial Management Regulation: Travel Policy and Procedures
7. MCO 5200.24 USMC Internal Management Control Program
8. MCO P7300.21 Marine Corps Financial Execution Standard Operating Procedure Manual
9. NAVSO P-1000 DON Financial Management Policy Manual
10. OMB Circular A123 Managements Responsibility for Internal Control

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The following courses are recommended, but not required to accomplish this task. MC Practical Comptroller Course, Navy Practical Comptroller Course, Defense Financial Management Course (DFMC), Federal Budget Process course, Federal Accounting Process Course

3404-BUDG-2002: Advise the Commander on Fiscal Law Matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, computer, Internet access.

STANDARD: To ensure command is in compliance with appropriation law.

PERFORMANCE STEPS:

1. Review inquiry
2. Research references
3. Staff through Legal as necessary
4. Resolve inquiry

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 1 General Financial Management Information, Systems, and Requirements
2. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
3. NAVSO P-1000 DON Financial Management Policy Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The following courses are recommended, but not required to accomplish this task. Certified Defense Financial Manager (CDFM), Certified Government Financial Manager (CGFM), Appropriation Law Course, Basic Contract Law Course

3404-BUDG-2003: Perform Financial Trend Analysis

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, access to the Internet, SABRS and the references.

STANDARD: To ensure negative trends are indentified and corrected.

PERFORMANCE STEPS:

1. Analyze all applicable reports
2. Identify trends
3. Seek and initiate solutions from trend analysis

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2B Budget Formulation and Presentation (Chapters 4-19)
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
3. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
4. DOD INST 5000.2 Operation of the Defense Acquisition System
5. DOD INST 7041.3 Economic Analysis for Decision Making
6. MCO 5200.24 USMC Internal Management Control Program
7. MCO P7300.21 Marine Corps Financial Execution Standard Operating Procedure Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The following courses are recommended, but not required to accomplish this task. MC Practical Comptroller Course, Navy Practical Comptroller Course, Defense Financial Management Course (DFMC), Federal Budget Process course, Federal Accounting Process Course.

3404-BUDG-2004: Monitor the Financial Plan

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, access to the Internet, SABRS, an approved budget, the financial plan, required financial reports and the references.

STANDARD: To ensure authorized funds support mission requirements.

PERFORMANCE STEPS:

1. Monitor execution reports and compare against the financial plan
2. Recommend funding realignments
3. Recommend prioritized deficiency listing
4. Prepare and submit reports/briefs

REFERENCES:

1. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
2. MCO P7300.21 Marine Corps Financial Execution Standard Operating Procedure Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The following courses are recommended, but not required to accomplish this task. MC Practical Comptroller Course, Navy Practical Comptroller Course, Defense Financial Management Course (DFMC), Federal Budget Process course, Federal Accounting Process Course.

3404-BUDG-2005: Coordinate contributions to the general gift fund

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, access to the Internet, access to the SABRS, coordination with legal, deposit with DFAS Trust Accounting Division, deposit with Department of Navy General Gift Fund, required financial reports and the references.

STANDARD: To ensure the gift fund is administered correctly.

PERFORMANCE STEPS:

1. Identify the amount of the gift
2. Coordinate through legal
3. Determine accepting authority
4. Identify prohibited sources
5. Deposit gifts
6. Execute spending
7. Execute investment
8. Accomplish requisite reporting requirements
9. Retain all pertinent records

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 12 Special Accounts, Funds, and Programs
 2. NAVSO P-1000 DON Financial Management Policy Manual
-

3404-BUDG-2006: Execute a Departmental Level O&M Budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, access to the Internet, access to the SABRS, access to CIS, access to Program and Budgeting Documentation Database (PBDD), access to Program Budget Information System Database (PBIS), coordination with appropriate staff, required financial reports and the references.

STANDARD: To ensure submission of an appropriation level budget.

PERFORMANCE STEPS:

1. Determine HHQ guidance
2. Review OMB Circular A-11 for additional guidance
3. Review Program and Budgeting Documentation Database (PBDD)
4. Apply Program Budget Decisions (PBD) and Program Decision Memorandums (PDM)
5. Complete the Select and Native Programming Data Input System (SNaP) exhibit
6. Review the summary of the appropriation and adjust accordingly
7. Review the summary of the Budget Activities and adjust accordingly
8. Analyze the OP-32 Pricing and Program Growth exhibit
9. Justify any program growth in the OP-32
10. Coordinate with other appropriations on exhibits that cross over
11. Review the OP-5 Summary of Funding increases and decreases for all budget activities
12. Justify any program growth
13. Ensure no duplication of requirements
14. Balance with OP-32 and other exhibits
15. Complete remaining backup exhibits
16. Coordinate remaining backup exhibits with other appropriations

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2B Budget Formulation and Presentation (Chapters 4-19)
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
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3404-CIVL-2001: Budget for Civilian Labor

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, access to the Internet, access to the SABRS, access Civilian Personnel Management Service (CPMS), access to Defense Civilian Personnel Data System (DCPDS), access to Standard Labor Data Collection and Distribution Application (SLDCADA), access to Work Year

Personnel Cost (WYPC), access to Program and Budgeting Documentation Database (PBDD), access to WYPC, NAVCOMPT ceiling tracks, most recent OPM pay scale and wage grade scale, inflation rate, required financial reports and the references.

STANDARD: To ensure an accurate civilian labor budget is developed.

PERFORMANCE STEPS:

1. Coordinate with G-1 to validate the approved list of position descriptions PDs
2. Breakout labor by Appropriation and AGSAG and Appropriated and Non-Appropriated
3. Identify filled and vacant billets
4. Compute command directed amount for labor awards
5. Use NAVCOMPT ceiling tracks to build labor budget
6. Use OPM scale to determine labor rate
7. Identify pay setting package for NSPS employees
8. Validate the correct pay increase month
9. Use DoD inflation rate to inflate throughout budget years
10. Ensure total budget hours equal those directed by Circular A-11
11. Identify labor budget up the chain of command

REFERENCES:

1. DFAS-KC COL DFAS-KC COL
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 8 Civilian Policy and Procedures
3. MCO P7300.21 Marine Corps Financial Execution Standard Operating Procedure Manual
4. OMB Circular A 127 Policies and Standards for Executive Departments and Agencies
5. SABRS User Manual SABRS User Manual

3404-CIVL-2002: Monitor Civilian Labor Execution

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, access to the Internet, access to SABRS. access Civilian Personnel Management Service (CPMS), Defense Civilian Personnel Data System (DCPDS), access to Work Year Personnel Cost (WYPC) access to Standard Labor Data Collection and Distribution Application (SLDCADA), Program and Budgeting Documentation Database (PBDD), NAVCOMPT ceiling tracks, most recent OPM pay scale and wage grade scale, inflation rate, required financial reports and the references.

STANDARD: To validate civilian labor execution to the budget.

PERFORMANCE STEPS:

1. Review execution in SABRS
2. Validate the Org code in SABRS and DCPDS
3. Correct any Org code discrepancies in the Job Order Number/Financial

- Information Pointer (JON/FIP), in DCPDS, or in SLDCADA
4. Compare SABRS execution to WYPC
 5. Correct variances between SABRS and WYPC
 6. Analyze SABRS to ensure all employees posted to the correct funding line
 7. Submit an on-board strength report by appropriation and program element
 8. Ensure PBDD is correctly loaded
 9. Enter accruals in SABRS
 10. Adjust accruals as required

REFERENCES :

1. Head Finance Branch Programs & Resources Department Policy Letter of 7 Mar 2000
2. MCO P7300.21 Marine Corps Financial Execution Standard Operating Procedure Manual
3. SABRS User Manual SABRS User Manual

3404-CONT-2001: Prepare Contingency Operations Financial Management Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, access to the Internet, requirements, required financial reports and the references.

STANDARD: To ensure financial management guidance adequately reflects support of logistic requirements for the operation.

PERFORMANCE STEPS:

1. Determine operational plan
2. Identify logistical requirements
3. Develop a mission statement
4. Develop a concept of operations
5. Identify activities and organizations that require funding support
6. Identify foreign national pay
7. Develop tasks
8. Identify coordinating instructions
9. Identify which Department of Defense System will be used during contingency operation
10. Obtain required personnel and training on unknown systems
11. Identify administration and logistic requirements
12. Identify command and control

REFERENCES :

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 11a Reimbursable Operations, Policies, and Procedures
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2B Budget Formulation and Presentation (Chapters 4-19)
3. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
4. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources

CONDITION: Given a computer, access to the Internet, the financial management appendix to the operations order, required financial forms, required financial reports and the references.

STANDARD: To ensure funds are obtained to support mission requirements.

PERFORMANCE STEPS:

1. Establish reimbursable procedures
2. Establish financial requirements of host nation support or assistance in kind in coordination with the logisticians
3. Identify NEO procedures
4. Identify UN procedures
5. Identify NATO procedures
6. Identify Foreign Nation Support procedures
7. Identify acquisition cross servicing agreements (ACSA)
8. Identify Assistance in Kind procedures
9. Identify Non Governmental procedures
10. Identify Inter-agency procedures
11. Coordinate with legal and the logisticians on support agreements

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 11a Reimbursable Operations, Policies, and Procedures
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 12 Special Accounts, Funds, and Programs
 3. Joint Publication 1-06 Joint Financial Publication
 4. Title 21, USC Section 531 Economic Support Fund
 5. Title 22, USC Sections 2761-2767 Foreign Military Sales Authorizations
 6. Title 31, USC Money and Finance: Sections 1301, 1341, 1342, 1344, and 1511-1517 (Anti-deficiency Act)
 7. Title 41, USC, Section 11 Feed and Forage Act
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3404-CONT-2004: Support the Procurement Process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, access to the Internet, access to the procurement system, operation requirements, required financial reports and the references.

STANDARD: To ensure funding availability and legality of contracting requirements.

PERFORMANCE STEPS:

1. Establish relationship with contracting officer
2. Coordinate with contracting officials to verify funding availability
3. Validate that appropriate funding source is identified
4. Ensure funds are obligated
5. Ensure contract is paid promptly
6. Coordinate with contracting officer to ensure contract closeout

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 10 Contract Payment Policy and Procedures
 2. MCO P7300.21 Marine Corps Financial Execution Standard Operating Procedure Manual
-

3404-EXPD-2001: Manage Unit Paying Agents

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, internet, Appointment/termination Record - Authorized Signature (DD Form 577), DD Form 1081 (Statement of Agent Officers Account), DD Form 2655 (Daily Agent Accountability Summary), DD Form 2657 (Daily Statement of Accountability), Statement of Accountability (SF 1219), and the references.

STANDARD: To ensure unit-paying agents are properly appointed, trained, and accounted for on the disbursing officers' accountability statements are outlined in the DoDFMR Volume 5, Chapter 2, 3, 19.

PERFORMANCE STEPS:

1. Coordinate the appointment of Unit paying agents
2. Train unit paying agent
3. Advance funds to Unit Paying Agents
4. Report Unit paying agent accountability
5. Reconcile unit paying agent account
6. Closeout unit paying agent accountability

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
-

3404-EXPD-2002: Manage Casual Payments

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, internet, and access to the Deployable Disbursing System (DDS), access to the Remote Automated Payroll Transaction Reporting System (RAPTRS), Military Pay Listing, and the references.

STANDARD: To ensure the Disbursing Officer is authorized to make casual payments and to make those payments as outlined in the DoDFMR Volume 7a, Chapter 32.

PERFORMANCE STEPS:

1. Coordinate casual payment authorization
2. Establish procedures for making casual payments
3. Provide cashier oversight
4. Closeout cashier
5. Report casual payments

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
-

3404-EXPD-2003: Manage Cross Disbursements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, internet, and access to the Deployable Disbursing System (DDS), access to the Remote Automated Payroll Transaction Reporting System (RAPTRS), Military Pay Listing, and the references.

STANDARD: To ensure the Disbursing Officer is authorized to make cross disbursements and to make those payments as outlined in the APSM, Chapter 5.

PERFORMANCE STEPS:

1. Coordinate cross disbursement policy
2. Establish procedures for making cross disbursements
3. Report cross disbursements

PREREQUISITE EVENTS: 3402-EXPD-2001

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. MCDOSS Deployed Standard Operating Procedures
-

3404-EXPD-2004: Process Cash in Personal Effects for KIA/WIA

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), U.S. Treasury Check, and the references.

STANDARD: To accurately account for cash found in the personal effects of KIA/WIA personnel as outlined in the DoDFMR Volume 5, Chapter 7.

PERFORMANCE STEPS:

1. Identify requirements for processing cash found on KIA/WIA personnel
2. Issue the exchange for cash check for funds turned in

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 3. MCDOSS Deployed Standard Operating Procedures
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3404-EXPD-2005: Manage Disbursements for the Commanders Emergency Response Program (CERP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure CERP payments are properly authorized and accounted for as outlined in the DoDFMR Volume 12, Chapter 27.

PERFORMANCE STEPS:

1. Determine authorization for CERP disbursements
2. Review vouchers for payments of CERP funds
3. Process disbursement vouchers for payment of CERP funds

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 12 Special Accounts, Funds, and Programs
 2. MCDOSS Deployed Standard Operating Procedures
-

3404-EXPD-2006: Manage Disbursements for the Weapons for Cash Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure Weapons for Cash program payments are properly authorized and accounted for as outlined in the DoDFMR Volume 5, Chapter 3.

PERFORMANCE STEPS:

1. Identify requirements for weapons for cash program disbursements
2. Identify source of funding for weapons for cash program
3. Review vouchers for disbursements in the weapons for cash program
4. Process disbursement vouchers for the weapons for cash program

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
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3404-EXPD-2007: Manage Disbursements for Foreign Damage Claims

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure foreign damage claims payments are properly authorized and accounted for as outlined in the JAGMAN, Chapter 8.

PERFORMANCE STEPS:

1. Coordinate appointment for foreign damage claims officer
2. Train foreign damage claims officer
3. Review foreign damage claims
4. Identify source of funding for payment of foreign damage claims
5. Process disbursements for foreign damage claims

REFERENCES:

1. MCDOSS Deployed Standard Operating Procedures
 2. Uniform Code of Military Justice
-

3404-EXPD-2008: Manage Disbursements for Medical Payments for Services

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure medical payments for services are properly authorized and accounted for as outlined in the DoDFMR Volume 10, Chapter 12.

PERFORMANCE STEPS:

1. Coordinate procedures for payment of medical payments for services

2. Identify source of funds for payment
3. Coordinate proper authorization for payment
4. Review vouchers for payment
5. Process disbursements

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 10 Contract Payment Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
-

3404-EXPD-2009: Manage Disbursements for Bail and Attorney Fees in Foreign Areas

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure payments are properly authorized and accounted for as outlined in the 10 U.S.C. 1037 and SECNAVINST 5820.4G.

REFERENCES:

1. MCDOSS Deployed Standard Operating Procedures
-

3404-EXPD-2010: Manage Disbursements of Solatia Payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), and the references.

STANDARD: To ensure solatia payments are properly authorized and accounted for as outlined in the JAGMAN section 1010

PERFORMANCE STEPS:

1. Determine requirements for payment of solatia payments
2. Advise the Commander on the requirements for payment
3. Review vouchers for payment
4. Process disbursements

REFERENCES:

1. JAGINST 5800.7D Manual of the Judge Advocate General (JAGMAN)
 2. MCDOSS Deployed Standard Operating Procedures
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3404-EXPD-2011: Manage Captured Currency

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement, access to a computer, access to the Deployable Disbursing System (DDS), Evidence/Property Custody Documents (DA 4137), and the references.

STANDARD: To ensure accurate accountability and disposition of captured currency as outlined in the DoDFMR Volume 5, Chapter 12.

PERFORMANCE STEPS:

1. Determine the requirements for processing captured currency
2. Inventory captured currency
3. Maintain captured currency
4. Coordinate disposition of captured currency with higher headquarters
5. Process captured currency as directed by higher headquarters

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 2. MCDOSS Deployed Standard Operating Procedures
-

3404-EXPD-2012: Provide Deployed Disbursing Support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployed disbursing requirement.

STANDARD: To ensure appropriate deployed scheme of maneuver is implemented.

PERFORMANCE STEPS:

1. Determine deployed scheme of maneuver
2. Identify appropriate external factors affecting deployed disbursing support
3. Determine required disbursing equipment
4. Determine required disbursing systems to support deployed disbursing operations
5. Identify operation specific deployed disbursing support considerations

REFERENCES:

1. MCDOSS Deployed Standard Operating Procedures
-

3404-REA-2001: Investigate Violations of Appropriation Law

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, Internet access and the references.

STANDARD: To ensure funds are executed properly.

PERFORMANCE STEPS:

1. Review inquiry
2. Research references
3. Staff through Legal as necessary
4. Resolve inquiry

REFERENCES:

1. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
 2. NAVSO P-1000 DON Financial Management Policy Manual
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FM T&R MANUAL

CHAPTER 6

3408 MOS INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	6000	6-2
ADMINISTRATIVE NOTES	6001	6-2
INDEX OF INDIVIDUAL EVENTS	6002	6-3
2000-LEVEL EVENTS	6003	6-4

FM T&R MANUAL

CHAPTER 6

INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to the community. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the occupational field or military occupational field (3408). This chapter contains 21 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

a. Field one. Each event starts with 3408, indicating that the event is for MOS 3408, Finance Management Resource Officer.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration and Personnel	3408-ADMN-XXXX
FMGT	Financial Management	3408-FMGT-XXXX
REA	Resource, Evaluation and Analysis	3408-REA-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 2000-level events.

6002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	2000 LEVEL EVENTS	
3408-ADMN-2001	Maintain Correspondence Files and Directives	6-4
3408-ADMN-2002	Generate Financial Management Policy/Guidance	6-4
3408-FMGT-2001	Validate Fiscal Year Closeout	6-5
3408-FMGT-2002	Conduct Financial Management Sustainment Training	6-5
3408-FMGT-2003	Monitor Accounting System	6-6
3408-FMGT-2004	Validate Accounting System Tables	6-7
3408-FMGT-2005	Reconcile Financial Records	6-7
3408-FMGT-2006	Monitor Reimbursable Agreements	6-8
3408-FMGT-2007	Monitor supply system input to the accounting system	6-9
3408-FMGT-2008	Manage Financial Portion of the Supply Automated Support System (SASSY) Feeder System.	6-9
3408-FMGT-2009	Manage Financial Portion of the Purchase Request (PR) Builder Feeder System	6-10
3408-FMGT-2010	Generate Ad Hoc Financial Reports	6-10
3408-FMGT-2011	Monitor Major Subordinate Commands Budget Execution	6-11
3408-FMGT-2012	Monitor Pre-validation Reports	6-11
3408-FMGT-2013	Monitor Commands Financial Performance	6-12
3408-FMGT-2014	Analyze and Validate Spending Errors	6-12
3408-FMGT-2015	Manage Tri-Annual Review (TAR)	6-13
3408-FMGT-2016	Manage Year-End Certifications	6-13
3408-FMGT-2017	Perform Financial Trend Analysis	6-14
3408-FMGT-2018	Apply federal principles of appropriation law to fiscal requirements	6-14
3408-REA-2001	Conduct Financial Assessment/Assist Visits	6-15

6003. 2000-LEVEL EVENTS

3408-ADMN-2001: Maintain Correspondence Files and Directives

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1

INITIAL TRAINING SETTING: MOJT

CONDITION: Given file folders, labels, list of applicable Standard Subject Identifier Codes (SSIC), correspondence, reports, messages, and records to be maintained, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: To provide easy access, storage and retrieval of all financial management documentation.

PERFORMANCE STEPS:

1. Establish file folders by SSIC sequence.
2. Maintain correspondence files by calendar year.
3. File messages in date time group sequence.
4. File correspondence reports and records in appropriate file folders.
5. Annotate files.
6. Closeout and retain expired files.
7. Destroy or forward expired files for archive.
8. Maintain historical data files.
9. Retrieve messages/correspondence from applicable media.

REFERENCES:

1. MCO 5210.11E Marine Corps Records Management Program (Apr 06)
 2. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 3. MCO P5215.17C The Marine Corps Technical Publications System (Jun 96)
 4. SECNAVINST 5216.5 Naval Correspondence Manual
 5. SECNAVINST M-5210.2 Standard Subject Identification Code (SSIC) Manual
-

3408-ADMN-2002: Generate Financial Management Policy/Guidance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system with applicable software and Internet connectivity and the references.

STANDARD: To ensure compliance with regulations and standardized business process.

PERFORMANCE STEPS:

1. Review procedures for validity.

2. Evaluate changes to policy and procedural guidance.
3. Advise the Comptroller.
4. Implement approved changes to policy and procedural guidelines as required.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. SECNAVINST 5216.5 Naval Correspondence Manual
-

3408-FMGT-2001: Validate Fiscal Year Closeout

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a financial plan, source documentation, closeout guidance, financial reports, a computer, access to an automated system with applicable software and internet connectivity, access to Standard Accounting Budgeting and Reporting System (SABRS), the references and a computer.

STANDARD: To ensure authorized funds are properly executed.

PERFORMANCE STEPS:

1. Monitor compliance with closeout guidance.
2. Ensure year-end validations are performed.
3. Ensure transactions that affect obligations are properly recorded.
4. Identify and return unused reimbursable authority.
5. Resolve problem disbursements and abnormal balances.
6. Prepare required reports.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
 3. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 6B Reconciliation Requirements for the Annual Financial Statements
 4. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3408-FMGT-2002: Conduct Financial Management Sustainment Training.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This instruction is given to non financial managers.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an external training requirement, access to an automated system with applicable software, internet connectivity and the references.

STANDARD: To ensure compliance with financial management policies and procedures per the references.

PERFORMANCE STEPS:

1. Develop objectives.
2. Develop training materials.
3. Provide training.
4. Document training.
5. Analyze feedback.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 1 General Financial Management Information, Systems, and Requirements
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
3. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
4. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 4 Accounting Policy and Procedures
5. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 6B Reconciliation Requirements for the Annual Financial Statements
6. DoD FMR 7000.14, Vol. 6A DoD Financial Management Regulation
7. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: This training is provided to non 34XX MOS Marines

3408-FMGT-2003: Monitor Accounting System

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Standard Accounting Budgeting and Reporting System (SABRS) is the single accounting system for the U.S. Marine Corps. Financial Management Resource Officers monitor the accounting system to provide financial information in a timely and useful fashion to; (1) support managements fiduciary role; (2) support budget formulation and execution; (3) support fiscal management of program delivery and program decision-making; (4) support internal and external reporting requirements, including the requirements for financial statements prepared in accordance with the form and content prescribed by OMB. As the subject matter expert for SABRS the FMRO is tasked with the following responsibilities: - Member of the Configuration Management Board to communicate Commands accounting system requirements. - Communicate any new SABRS changes/enhancements to field commands. - Create and implement policy and procedures regarding these enhancements

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Standard Accounting Budgeting and Reporting System (SABRS), a computer with internet connectivity, the references, a computer and internet connectivity.

STANDARD: To ensure accurate, timely, and relevant financial information is properly recorded.

PERFORMANCE STEPS:

1. Manage access to the Standard Accounting Budgeting and Reporting System (SABRS).
2. Monitor financial input and output processes.
3. Initiate action to correct system problems.
4. Review and evaluate program changes, system enhancements and requirements.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
 2. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 3. OMB Circular A123 Managements Responsibility for Internal Control
-

3408-FMGT-2004: Validate Accounting System Tables

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Standard Accounting Budgeting and Reporting System (SABRS), SABRS Management Analytical Retrieval Tools (SMARTS), computer with internet connectivity and references.

STANDARD: To ensure accuracy of financial data elements in the accounting system.

PERFORMANCE STEPS:

1. Update accounting tables.
2. Implement corrective action
3. Verify financial requirements.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3408-FMGT-2005: Reconcile Financial Records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Reconciling financial records is an over-arching task. It requires the Financial Management Resource Officer to validate multiple

transactions recorded in the Standard Accounting Budgeting and Reporting System (SABRS) via various business feeder systems. This reconciliation includes but is not limited to: Interdepartmental Bills (IDBs), contracts, travel documents, reimbursable agreements, purchase agreements, and transportation documents.

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given accounting reports, supporting documents, access to Standard Accounting Budgeting and Reporting System (SABRS), access to an automated system with applicable software, a computer with internet connectivity, and references.

STANDARD: To ensure accuracy of financial transactions in the accounting system and the command's financial position.

PERFORMANCE STEPS:

1. Monitor financial input/output.
2. Manage Standard Accounting Budgeting and Reporting System (SABRS) systemic processes.
3. Manage business feeder systems.
4. Review supporting documents.
5. Reconcile reports with supporting documentation.
6. Implement corrective action
7. Verify corrective action taken

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
2. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
3. OMB Circular A123 Managements Responsibility for Internal Control

3408-FMGT-2006: Monitor Reimbursable Agreements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a reimbursable agreement, required local forms, access to Standard Accounting Budgeting and Reporting System (SABRS), access to an automated system with applicable software and Internet connectivity and the references.

STANDARD: To ensure all reimbursable transactions process accurately.

PERFORMANCE STEPS:

1. Identify reimbursable type funded/unfunded.
2. Reconciliation/Liaison with provider.
3. Ensure discrepancies are corrected.

4. Release reimbursable bills or validate collection.
5. Execute customer support.
6. Ensure closed reimbursable is properly archived.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. RFA Procedure Statement Number 3 <https://hqipoml.hqmc.usmc.mil/pls/htmldb/f?p=115:1:10996794460655944335>
-

3408-FMGT-2007: Monitor supply system input to the accounting system

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Supply Automated Support System (SASSY), Standard Accounting Budgeting and Reporting System (SABRS) tables, access to an automated system with applicable software, internet connectivity and the references

STANDARD: To ensure the timeliness and accuracy of accounting transactions from an interfaced system.

PERFORMANCE STEPS:

1. Analyze supply system input
2. Maintain crosswalk of data elements between feeder system and Standard Accounting Budgeting and Reporting System (SABRS).
3. Analyze supply stem input

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. OMB Circular A123 Managements Responsibility for Internal Control
-

3408-FMGT-2008: Manage Financial Portion of the Purchase Request (PR) Builder Feeder System

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Purchase Request (PR) Builder), Standard Accounting Budgeting and Reporting System (SABRS) tables, computer, access to an automated system with applicable software, internet connectivity and references.

STANDARD: To ensure the timeliness and accuracy of accounting transactions from an interfaced system.

PERFORMANCE STEPS:

1. Perform financial oversight of PR builder
2. Communicate financial irregularities to the appropriate commands

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. OMB Circular A123 Managements Responsibility for Internal Control
-

3408-FMGT-2009: Manage Financial Portion of the Defense Travel System (DTS) Feeder System

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the Defense Travel System (DTS), Standard Accounting Budgeting and Reporting System (SABRS) tables, access to an automated system with applicable software and internet connectivity and the references.

STANDARD: To ensure the timeliness and accuracy of accounting transactions from an interfaced system.

PERFORMANCE STEPS:

1. Perform financial oversight of DTS builder
2. Communicate financial irregularities to the appropriate commands

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. OMB Circular A123 Managements Responsibility for Internal Control
-

3408-FMGT-2010: Generate Ad Hoc Financial Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate access to SABRS Management Analytical Retrieval Tools (SMARTS), access to an automated system with applicable software and internet connectivity and references.

STANDARD: To provide accurate and relevant financial information.

PERFORMANCE STEPS:

1. Employ report generating software
2. Generate Ad Hoc financial reports

REFERENCES :

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
 2. DoD FMR 7000.14 Vol. 15 DoD Financial Management Regulation
 3. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 4. Year-end certification user/navigation guide
<https://hqipoml.hqmc.usmc.mil/pls/htmldb/f?p=115>
-

3408-FMGT-2017: Perform Financial Trend Analysis

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the Standard Accounting Budgeting and Reporting System, automated systems with applicable software, internet connectivity and the references.

STANDARD: To ensure all negative trends are discovered and eliminated.

PERFORMANCE STEPS:

1. Analyze all applicable reports.
2. Identify abnormal trends.
3. Seek and initiate solutions from trend analysis.
4. Maintain data and process standardization.
5. Perform business process reengineering as applicable.
6. Apply training.

REFERENCES :

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2B Budget Formulation and Presentation (Chapters 4-19)
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2a Financial Management Regulation: Budget Formulation and Presentation (Chapters 1-3)
 3. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3408-FMGT-2018: Apply federal principles of appropriation law to fiscal requirements

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING:

CONDITION: Given a purchase requirement, a computer, access to a computer with applicable software, Internet access and the references

STANDARD: To ensure compliance with federal regulations governing appropriation usage

PERFORMANCE STEPS:

1. Review purchase request/requirement
2. Complete/return request/requirement
3. Forward completed request/requirement

REFERENCES:

1. DFAS 7900.4 Federal Requirements for Financial Management Systems - Blue Book
 2. DFAS-CL 7210.118 Work Year Personnel Cost (WYPC) Reporting System, AAA Responsibilities"
 3. MARADMIN 664/08 MARADMIN 664/08
 4. Principles of Federal Appropriation Law Vol 1 Chapters 4 and 5 Principles of Federal Appropriation Law Vol 1 Chapters 4 and 5
 5. Principles of Federal Appropriation Law Vol 1 Chapters 6 and 7 Principles of Federal Appropriation Law Vol 1 Chapters 6 and 7
-

3408-REA-2001: Conduct Financial Assessment/Assist Visits

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to conduct a financial assessment/assist visit, a checklist, access to supporting documentation, access to an automated system with applicable software, internet connectivity and the references.

STANDARD: To ensure the command or unit possesses and uses the requisite skills, equipment, personnel and understanding to accomplish its assigned mission, tasks, and functions.

PERFORMANCE STEPS:

1. Identify scope and objectives.
2. Plan/coordinate assessment/assist visit.
3. Publish schedule.
4. Provide checklist.
5. Conduct trend analysis.
6. Conduct an in-brief.
7. Conduct assessment/assist visit.
8. Conduct out-briefs.
9. Prepare/submit report for signature
10. Provide signed report to appropriate activity.
11. Conduct follow-up as required.

REFERENCES:

1. MCO 5040.6H Marine Corps Readiness Inspections and Assessments (Mar 07)
2. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
3. NAVMC 5040.6H Marine Corps Readiness Inspection Assessments

FM T&R MANUAL

CHAPTER 7

MOS 3432 INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	7000	7-2
ADMINISTRATIVE NOTES	7001	7-2
INDEX OF INDIVIDUAL EVENTS	7002	7-3
1000-LEVEL EVENTS	7003	7-5
2000-LEVEL EVENTS	7004	7-12

FM T&R MANUAL

CHAPTER 7

MOS 3432 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to the community. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

7001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has up to a 4-4-4 digit identifier. The first four digits represent the occupational field or military occupational field (3432). This chapter contains 66 events. The second up to four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

a. Field one. Each event starts with 3432, indicating that the event is for MOS 3432, Finance Technician.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration	3432-ADMN-XXXX
EXPD	Expeditionary	3432-EXPD-XXXX
FSCL	Fiscal	3432-FSCL-XXXX
IC	Internal Controls	3432-IC-XXXX
PAY	Pay	3404-PAY-XXXX
TRAV	Travel	3404-TRAV-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

7002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	1000 LEVEL EVENTS	
3432-FSCL-1001	Validate the Characteristics of a Line of Accounting (LOA)	7-5
3432-PAY-1001	Prepare a Disbursing Diary	7-5
3432-PAY-1002	Compute Adjustments to Pay and Allowances	7-6
3432-PAY-1003	Compute Deductions and Collections of Pay	7-6
3432-PAY-1004	Compute Special Payments	7-7
3432-PAY-1005	Prepare a Special Payroll	7-7
3432-PAY-1006	Process a Decentralized and Centralized Regular Payroll	7-8
3432-PAY-1007	Adjust Leave Entitlements	7-8
3432-PAY-1008	Prepare a Separation/Retirement Account Summary	7-9
3432-TRAV-1001	Compute Temporary Additional Duty (TDY) Payments/Collections	7-9
3432-TRAV-1002	Compute Permanent Duty Travel (PDT) Payments/Collections	7-10
3432-TRAV-1003	Compute Military Separation Travel Payments/Collections	7-11
	2000 LEVEL EVENTS	
3432-ADMN-2001	Maintain Correspondence Files and Directives	7-12
3432-EXPD-2001	Conduct Forward Deployed Finance Operations	7-12
3432-FSCL-2001	Manage Suspense Accounts	7-13
3432-FSCL-2002	Prepare Daily Statement of Accountability (DD 2665)	7-14
3432-FSCL-2003	Audit Collection Vouchers	7-14
3432-FSCL-2004	Process Exchange for Cash Check	7-15
3432-FSCL-2005	Process Checks for Distribution	7-15
3432-FSCL-2006	Audit Deposit Tickets	7-16
3432-FSCL-2007	Process Deposit Tickets	7-16
3432-FSCL-2008	Audit Daily Statement of Accountability	7-17
3432-FSCL-2009	Prepare Checks	7-17
3432-FSCL-2010	Audit Financial Returns	7-18
3432-FSCL-2011	Prepare Collection Vouchers	7-18
3432-FSCL-2012	Audit Public Vouchers	7-19
3432-FSCL-2013	Audit Standard Form (SF) 1081	7-19
3432-FSCL-2014	Audit Unavailable/Recertified Checks	7-20
3432-FSCL-2015	Process Disbursing Voucher into Automated System	7-20
3432-FSCL-2016	Prepare Financial Returns	7-21
3432-FSCL-2017	Prepare Public Voucher	7-21
3432-FSCL-2018	Prepare Disbursing Voucher Log	7-22
3432-FSCL-2019	Maintain Custody and Control of Checks	7-22
3432-FSCL-2020	Maintain On-line Treasury Reports	7-23
3432-FSCL-2021	Process Travel Vouchers	7-23
3432-FSCL-2022	Process Unavailable/Recertified Checks	7-24

3432-FSCL-2023	Prepare Commencement of Disbursing Duty/Agent	7-24
3432-FSCL-2024	Establish and Manage a Limited Depository Account (LDA)	7-24
3432-IC-2001	Manage an Internal Controls Program	7-25
3432-IC-2002	Identify Fraud, Improper Payments, and Losses and/or Gains	7-26
3432-IC-2003	Review Commanders Report Card	7-26
3432-PAY-2001	Process Allotments of Pay	7-27
3432-PAY-2002	Process Disbursing Documents	7-27
3432-PAY-2003	Audit Disbursing Documents	7-28
3432-PAY-2004	Prepare a Waiver of Indebtedness	7-28
3432-PAY-2005	Audit Special Payments	7-29
3432-PAY-2006	Audit Allotments of Pay	7-29
3432-PAY-2007	Audit a Special Payroll	7-30
3432-PAY-2008	Audit a Decentralized Regular Payroll	7-30
3432-PAY-2009	Audit a Centralized Regular Payroll	7-31
3432-PAY-2010	Audit a Disbursing Diary	7-32
3432-PAY-2011	Audit a Pay Management Report	7-32
3432-PAY-2012	Audit Adjustments to Pay and Allowances	7-33
3432-PAY-2013	Audit Deductions and Collections of Pay	7-33
3432-PAY-2014	Audit Leave Entitlements	7-34
3432-PAY-2015	Audit a Waiver of Indebtedness	7-34
3432-PAY-2016	Audit a Separation/Retirement Discharge Account Summary	7-35
3432-PAY-2017	Audit Tax Overlay and W2/W2-C	7-36
3432-TRAV-2001	Compute Civilian Permanent Duty Travel (PDT) Payments/Collections	7-36
3432-TRAV-2002	Maintain Separation Travel Suspense File on Category III (Separates)	7-37
3432-TRAV-2003	Process Alternate Electronic Funds Transfer Account	7-37
3432-TRAV-2004	Audit Temporary Additional Duty (TAD) Payments/Collections	7-38
3432-TRAV-2005	Audit Permanent Duty Travel (PDT) Payments/Collections	7-39
3432-TRAV-2006	Audit Military Separation/Payments/Collections	7-39

7003. 1000-LEVEL EVENTS

3432-FSCL-1001: Validate the Characteristics of a Line of Accounting (LOA)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a public/travel document and the reference.

STANDARD: To ensure the correct LOA is being debited.

PERFORMANCE STEPS:

1. Verify the elements of an SDN.
2. Verify the elements of a Line of Accounting.

REFERENCES:

1. MCO P7300.21 Marine Corps Financial Execution Standard Operating Procedure Manual
-

3432-PAY-1001: Prepare a Disbursing Diary

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 1 month

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, internet, access to Marine Corps Total Force System, user ID, password, Electronic Signature ELSIG/SEED, supporting/substantiating ("S") documents, and the references.

STANDARD: To ensure standards of accuracy are met per DFAS UM-18.

PERFORMANCE STEPS:

1. Access the Marine Corps Total Force System, using the Accessor ID (ACID), password, and ELSIG/SEED.
2. Select the specific system menu for the desired application.
3. Select the required screen using the member's data elements or remark descriptions.
4. Prepare the diary using the correct transaction codes (TTC's and sequence).
5. Forward diary entry and "S" documents to auditor for review.
6. Correct discrepancies as required.
7. Exit the system.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual

2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
-

3432-PAY-1002: Compute Adjustments to Pay and Allowances

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided a NAVMC 11116 requesting adjustments to pay and allowances supporting/substantiating ("S") documents, a computer, internet, access to Document Tracking Management System (DTMS), Marine Corps Total Force System (MCTFS/3270) and the references.

STANDARD: Correctly compute within forty-eight hours.

PERFORMANCE STEPS:

1. Receive the NAVMC 11116 documents from the administration office through DTMS.
2. Research "S" document utilizing MCTFS/3270.
3. Compute adjustments for basic pay, special pay, incentive pay, and/or allowances.
4. Properly annotate the "S" documents.
5. Forward the "S" documents to the auditor for review.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
-

3432-PAY-1003: Compute Deductions and Collections of Pay

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a NAVMC 11116 requesting to compute deduction or collection of pay, supporting/substantiating ("S") documents, a computer, internet, and access to Document Tracking Management System, MCTFS, and the references.

STANDARD: To meet standards of accuracy per the APSM par 70101.

PERFORMANCE STEPS:

1. Receive the "S" documents from the Administration Office through DTMS.
2. Determine and compute deductions.
3. Properly annotate the "S" documents.
4. Forward the "S" documents and computations to the auditor for review.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. UM-12 Remote Access Pay Transactions and Reporting System Users Manual
-

3432-PAY-1006: Process a Decentralized and Centralized Regular Payroll

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a decentralized (rough) regular payroll and centralized regular payroll, a computer, internet, suspect payment listings, access to Remote Automated Pay Transaction Reporting System (RAPTRS), Marine Corps Total Force System Automated Pay Systems (MCTFS), and the reference.

STANDARD: Input data into RAPTRS with no errors.

PERFORMANCE STEPS:

1. Review the Suspect Payment Listings and NAVMC Forms 11116 for appropriate action.
2. Compute payments for adds and changes to the payroll.
3. Process adds, changes, and deletes to the payroll.
4. Forward the payroll to the auditor for review.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. UM-12 Remote Access Pay Transactions and Reporting System Users Manual
-

3432-PAY-1007: Adjust Leave Entitlements

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided a NAVMC 11116, supporting/substantiating ("S") documents, a computer, internet, access to Marine Corps Total Force System Automated Pay Systems (MCTFS), Document Tracking management System (DTMS), and the references.

STANDARD: To compute or adjust leave balance to 100% accuracy.

PERFORMANCE STEPS:

1. Log in to DTMS.
2. Receive the NAVMC 11116 and ("S") documents.
3. Review MCTFS/3270 to determine required action.

4. Compute adjustments for leave balance, lump sum leave, combat leave, special leave accrual, and/or excess leave.
5. Properly annotate the ("S") documents with the corrective action to be taken.
6. Forward the ("S") documents to the auditor for review.

REFERENCES :

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
 3. MCO P1050.30 Regulations for Leave, Liberty and Administrative Absence
-

3432-PAY-1008: Prepare a Separation/Retirement Account Summary

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided a NAVMC 11060 Discharge account summary, Supporting/Substantiating ("S") documents, a computer, internet, access to Document Tracking Management System (DTMS) Marine Corps Total Force System Automated Pay Systems (MCTFS), and the reference.

STANDARD: Compute discharge/retirement account summary with no errors.

PERFORMANCE STEPS:

1. Log in to DTMS.
2. Receive the ("S") documents and ensure there are no outstanding travel advances.
3. Return the ("S") documents to the commanding officer for corrective action, as required.
4. Compute discharge account summary sheet.
5. Stop allotments, as applicable.
6. Submit final payment option election (POE), as applicable.
7. Properly annotate the ("S") documents with the action taken.
8. Forward the ("S") documents to the auditor for review.

REFERENCES :

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
 3. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
-

3432-TRAV-1001: Compute Temporary Additional Duty (TDY) Payments/Collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given travel vouchers, a computer, internet, access to Integrated Automated Travel system (IATS), access to the Marine Corps Total Force System (MCTFS), copy of the orders, endorsements, receipts and the references.

STANDARD: To correctly process TDY claims to be settled within five working days.

PERFORMANCE STEPS:

1. Log in to IATS.
2. Identify type of claim, active duty/reserve/DOD civilian/invitational.
3. Review orders, endorsements, and receipts.
4. Determine and compute allowances payable.
5. Prepare discrepancy notice if applicable.
6. Compute TAD leave as applicable.
7. Release documents to the auditor for review.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 9 Financial Management Regulation: Travel Policy and Procedures
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 9 Travel Policy and Procedures
3. DTOD Defense Table of Official Distances
4. JTR Joint Travel Regulations
5. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
6. MCO P1000.6G Assignment, Classification and Travel Systems Manual (ACTSMAN)
7. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM) (Mar 99)
8. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1
9. WINIATS User Manual WINIATS User Manual

3432-TRAV-1002: Compute Permanent Duty Travel (PDT) Payments/Collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given travel vouchers, a computer, internet, access to Integrated Automated Travel system (IATS), access to the Marine Corps Total Force System (MCTFS), copy of the orders, endorsements, receipts and the references.

STANDARD: To correctly process PDT claims to be settled within ten working days.

PERFORMANCE STEPS:

1. Log in to IATS.
2. Ensure travel voucher is accurate and complete with all orders,

- endorsements and receipts.
3. Determine and compute entitlements.
 4. Compute elapsed time.
 5. Compute PCS advances to include independent travel/TLE/DLA with NAVMC Form 11115.
 6. Prepare discrepancy notice as applicable.
 7. Release documents to the auditor for review.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 9 Travel Policy and Procedures
 2. DTOD Defense Table of Official Distances
 3. JTR Joint Travel Regulations
 4. MCO P1000.6G Assignment, Classification and Travel Systems Manual (ACTSMAN)
 5. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1
 6. WINIATS User Manual WINIATS User Manual
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3432-TRAV-1003: Compute Military Separation Travel Payments/Collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given travel vouchers, NAVMC Form 11060, a computer, internet, access to Integrated Automated Travel System (IATS), Marine Corps Total Force System (MCTFS), copy of the orders, endorsements, receipts, and the references.

STANDARD: To ensure standards of accuracy are met per the references prior to release for audit.

PERFORMANCE STEPS:

1. Log in to IATS.
2. Compute the travel payments, to include discrepancy notices and collections as applicable.
3. Release the travel voucher for audit.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 9 Travel Policy and Procedures
 2. DTOD Defense Table of Official Distances
 3. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1
 4. WINIATS User Manual WINIATS User Manual
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7004. 2000-LEVEL EVENTS

3432-ADMN-2001: Maintain Correspondence Files and Directives

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 1 month

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given file folders, labels, list of applicable Standard Subject Identifier Codes (SSIC), correspondence, reports, messages, and records to be maintained, a computer, Internet, and the references.

STANDARD: To ensure safe storage and ease of access of information.

PERFORMANCE STEPS:

1. Establish file folders by SSIC sequence.
2. Maintain correspondence files by calendar year.
3. File messages in date time group sequence.
4. File correspondence reports and records in appropriate file folders.
5. Annotate files.
6. Closeout and retain expired files.
7. Destroy or forward expired files for archive.
8. Maintain historical data files.
9. Retrieve messages/correspondence from applicable media.

REFERENCES:

1. MCO 5210.11E Marine Corps Records Management Program (Apr 06)
 2. MCO P5215.17C The Marine Corps Technical Publications System (Jun 96)
 3. SECNAVINST 5216.5 Naval Correspondence Manual
 4. SECNAVINST M-5210.2 Standard Subject Identification Code (SSIC) Manual
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3432-EXPD-2001: Conduct Forward Deployed Finance Operations

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: The mission of forward deployed finance is effective and expeditious support of Combatant Commanders' financial planning and requirements. This planning includes identifying the appropriate funds for the mission order; abiding by fiscal law, contract law, and funding policy; taking positive steps to ensure payment equality across the area of operation (AO); being judicious in the execution of U.S. public funds; considering Civil Affairs Group (CAG) project priority and implication of funds usage on the local economy; and instituting a robust management control program with the expectation of Government Auditing Organization (GAO) audit-readiness. Additionally, the section advises Combatant Commanders on finance personnel employment in forward positions that provide direct support to the main effort, and training unit personnel in specific finance processes to serve as unit pay agents when tactically skilled personnel are required for the mission (i.e., Human Exploitation Team (HET) and Reconnaissance missions).

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for finance support while operating as part of a forward deployed finance section, a mission warning order, equipment, and the aid of reference.

STANDARD: To ensure finance execution supports mission requirements.

PERFORMANCE STEPS:

1. Identify the appropriate funds for the mission.
2. Coordinate with Major Subordinate Command Comptroller to ensure fund authorization has been issued.
3. Provide overview of fiscal law, contract law, and funding policy.
4. Monitor the equality, accuracy, and execution of expenditures.
5. Obtain funding effects on local economy from Civil Affairs Group.
6. Maintain management internal controls through daily financial statement reporting and electronic filing.
7. Plan employment of finance personnel in forward positions as direct support to the main effort.
8. Train unit personnel to conduct specific finance processes when special mission requirements dictate.

PREREQUISITE EVENTS:

3432-FSCL-2005 3432-FSCL-2014 3432-FSCL-2013

REFERENCES:

1. MCDOSS Deployed Standard Operating Procedures
-

3432-FSCL-2001: Manage Suspense Accounts

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to a computer, access to the Deployed Disbursing System (DDS), an unexplained overage, a suspense account, CashLink report, Subsidiary Accountability Record (DD Form 2667), and the reference.

STANDARD: To ensure the overage is accounted for and promptly cleared from the suspense account within 60 days of discovery.

PERFORMANCE STEPS:

1. Record unexplained overage on separate DD Form 2667
2. Investigate unexplained overages
3. Report unexplained overages to U.S. Treasury

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures

3432-FSCL-2002: Prepare Daily Statement of Accountability (DD 2665)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to Deployed Disbursing System (DDS), DD Form 1081, DD Form 2665 (Daily Agent Accountability Summary), supporting/substantiating ("S") documents and the reference.

STANDARD: To ensure the Disbursing Officers Daily Statement of Accountability (DD Form 2657) is balanced per the DODFMR Volume 5, Chapter 19.

PERFORMANCE STEPS:

1. Log in to Deployed Disbursing System (DDS)
2. Verify incoming business from agents (DD Form 1081 and DD Form 2665)
3. Accept business from agents (DD Form 1081 and DD Form 2665)
4. Finalize daily business

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3432-FSCL-2003: Audit Collection Vouchers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, access to Deployed Disbursing Systems (DDS), Cash Collection voucher (DD Form 1131), and the reference

STANDARD: To ensure accurate and timely collection of funds.

PERFORMANCE STEPS:

1. 1. Log in to the Deployed Disbursing System (DDS).
2. 2. Verify collection vouchers from agents.
3. 3. Accept collection vouchers from agents.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Note: This procedure is performed in the same fashion as in a deployed environment.

3432-FSCL-2004: Process Exchange for Cash Check

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for exchange for cash, pertinent check data, treasury check, and the reference.

STANDARD: To ensure standards of accuracy per the DoDFMR Volume 5, Chapter 7, prior to submission for audit.

PERFORMANCE STEPS:

1. Obtain pertinent data and blank treasury check.
2. Prepare check.
3. Submit for audit and signature.
4. Disburse check.
5. Account for check on daily business.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Note: This procedure is performed in the same fashion as in a deployed environment.

3432-FSCL-2005: Process Checks for Distribution

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given prepared checks, chain of custody paperwork, NAVMC Form 11119 (Delegation of Authority) proper identification, and the reference.

STANDARD: To meet standards of accuracy per the DoDFMR Volume 5, Chapter 8.

PERFORMANCE STEPS:

1. Verify recipient is authorized to receipt for checks.
2. Verify receipt of individual checks with identification.
3. Obtain payroll signature of individual receiving checks.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3432-FSCL-2006: Audit Deposit Tickets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, internet, access to the Deployed Disbursing System(DDS), SF215 deposit ticket and the reference.

STANDARD: To ensure deposits are properly reflected on the Disbursing Agents daily statement of accountability (DD Form 2665) as outlined in the DoDFMR Volume 5, Chapter 5.

PERFORMANCE STEPS:

1. Log in to DDS.
2. Verify deposits from agents.
3. Rejects deposits in error to agents.
4. Accept correct deposits from agents.
5. Verify recording of deposits on DD 2665.
6. Forward to certifier.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Note: This procedure is performed in the same fashion as in a deployed environment.

3432-FSCL-2007: Process Deposit Tickets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, internet, access to the Deployed Disbursing System(DDS), SF215 deposit ticket and the reference.

STANDARD: To ensure information is recorded and reflected properly on the Disbursing Agents statement of accountability (DD Form 2665) as outlined in the DoDFMR Volume 5, Chapter 5.

PERFORMANCE STEPS:

1. Print out two calculator totals on the negotiable instruments.
2. Endorse the back of the checks with Disbursing stamp.
3. Print/Type deposit tickets.
4. Copy deposit ticket and negotiable instrument front and back.
5. Forward/Release deposit ticket and negotiable instrument to certifier.

STANDARD: To meet standards of accuracy are met as outlined in the DoDFMR Volume 5, Chapter 7, prior to release for signature.

PERFORMANCE STEPS:

1. Print checks.
2. Print check abstracts and supporting documentation.
3. Audit check against source document.
4. Obtain signature.
5. Safeguard checks.
6. Distribute documentation.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3432-FSCL-2010: Audit Financial Returns

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the monthly financial returns and the reference.

STANDARD: To meet standards of accuracy per the DoDFMR Volume 5, Chapter 11.

PERFORMANCE STEPS:

1. Verify all financial returns.
2. Audit distribution process.
3. Ensure discrepancies are corrected.
4. Submit the financial returns to the certifier for certification.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3432-FSCL-2011: Prepare Collection Vouchers

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given supporting/substantiating (("S")) documents, typewriter or computer, and the reference.

STANDARD: To meet standards of accuracy per the DoDFMR Volume 5, Chapter 10.

PERFORMANCE STEPS:

1. Complete appropriate form.
2. Verify appropriate data/balances.
3. Submit for audit.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Note: This procedure is performed in the same fashion as in a deployed environment.

3432-FSCL-2012: Audit Public Vouchers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a vendor's bill, valid contract, receiving endorsement and invoice, calculator, and the reference.

STANDARD: To ensure all required documentation are present and calculations are correct per the DoDFMR Volume 5, Chapter 10, prior to submission for certification and payment.

PERFORMANCE STEPS:

1. Determine the appropriation data to be charged or credited.
2. Prepare the voucher.
3. Submit the voucher for audit.
4. Correct discrepancies.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 3 Budget Execution - Availability and use of Budgetary Resources
-

3432-FSCL-2013: Audit Standard Form (SF) 1081

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an SF 1080 [Voucher for Transfers between Appropriations and/or Funds], supporting/substantiating ("S") documents, and the reference.

STANDARD: To ensure appropriation/funds requested are correct prior to submission for certification as outlined in DoDFMR Volume 12, Chapter 6.

PERFORMANCE STEPS:

1. Determine the proper appropriation data to be charged.
2. Determine the proper appropriation data to be credited.
3. Review the SF 1080
4. Ensure the discrepancies are corrected.
5. Submit the SF 1080 to the certifier for certification.
6. Distribute the SF 1080.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
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3432-FSCL-2014: Audit Unavailable/Recertified Checks

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, SF 1184, access to an automated system with applicable software and internet connectivity, access to automated reporting system, and the reference.

STANDARD: To meet standards of accuracy per the DoDFMR Volume 5, Chapter 8.

PERFORMANCE STEPS:

1. Audit source documents.
2. Audit daily advice of status.
3. Approve for payment.
4. Submit to certifier for certification.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3432-FSCL-2015: Process Disbursing Voucher into Automated System

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents, access to automated accounting/budgeting system, and the reference.

STANDARD: To meet standards of accuracy as outlined in the SABRS Manual.

PERFORMANCE STEPS:

1. Access to automated accounting/budgeting system expenditure and collection database.
2. Input source data.
3. Verify data input for errors.
4. Correct discrepancies.
5. Submit for audit.

REFERENCES:

1. SABRS User Manual SABRS User Manual
-

3432-FSCL-2016: Prepare Financial Returns

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given financial returns and the reference.

STANDARD: To meet standards of accuracy per the DoDFMR Volume 5, Chapter 11.

PERFORMANCE STEPS:

1. Review and sort vouchers.
2. Compare and balance appropriate totals and payment amounts.
3. Assemble all financial returns.
4. Submit to the auditor for review.
5. Submit to appropriate activity.
6. Transmit all financial returns.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3432-FSCL-2017: Prepare Public Voucher

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a vendor's bill, a calculator, valid contract, receiving endorsement, invoice, typewriter or personal computer with access to the government form system, and the reference.

STANDARD: To meet standards of accuracy per the DoDFMR Volume 5, Chapter 10.

PERFORMANCE STEPS:

1. Review appropriate documents.

2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures

3432-FSCL-2020: Maintain On-line Treasury Reports

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, internet, source documents, access to Cashlink, access to Master Military Pay Account (MMPA) System, and the reference.

STANDARD: To meet standards of accuracy per the DoDFMR Volume 5, Chapter 9.

PERFORMANCE STEPS:

1. Enter all non-automated check numbers and amounts into treasury system.
2. Verify automated check numbers and totals are reported.
3. Show adjustments to current or prior month(s) issues.
4. Submit current monthly total checks issued.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures

3432-FSCL-2021: Process Travel Vouchers

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, internet, access to Integrated Automated Travel System (IATS) certified travel vouchers, and all supporting/ substantiating documents (S), and the references.

STANDARD: To ensure standards of accuracy as outline in the Joint Federal Travel Regulations Manual (JFTR).

PERFORMANCE STEPS:

1. Log in to IATS.
2. Input source data into the EFT system.
3. Transfer data.
4. Print reports and deliver to travel section.
5. Distribute vouchers.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3432-FSCL-2022: Process Unavailable/Recertified Checks

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents, SF 1184, access to an automated system with applicable software and internet access to the Automated Reporting System, and the reference.

STANDARD: To meet standards of accuracy per the DoDFMR Volume 5, Chapter 8.

PERFORMANCE STEPS:

1. Research and verify source documents.
2. Submit SF Form 1184 (Unavailable Check Cancellation) to DFAS-KC.
3. Review Daily Advice of Status.
4. Prepare voucher to issue recertified check.
5. Maintain a recertified check register.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3432-FSCL-2023: Prepare Commencement of Disbursing Duty/Agent

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents personal computer, and the reference.

STANDARD: To meet standards of accuracy per the DoDFMR Volume 5, Chapter 2.

PERFORMANCE STEPS:

1. Prepare source documents.
2. Obtain signatures.
3. Distribute documents.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
-

3432-FSCL-2024: Establish and Manage a Limited Depository Account (LDA)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, computer resources, access to automated system/internet and source documents.

STANDARD: To ensure the proper establishment and accounting for an LDA as outlined in the DoDFMR Volume 5, Chapter 14.

PERFORMANCE STEPS:

1. Identify personnel to be authorized to conduct business with LDA.
2. Complete documents requesting approval of LDA to DFAS KC
3. Obtain approval for LDA.
4. Establish and manage the US dollar and/or foreign dollar account.
5. Prepare currency exchange records and appropriate subvouchers.
6. Verify Vouchers for payment.
7. Reconcile LDA account.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures

3432-IC-2001: Manage an Internal Controls Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to establish written Internal Control procedures.

STANDARD: To ensure codified law, departmental regulations, and policies are adhered to.

PERFORMANCE STEPS:

1. Conduct scheduled and unscheduled internal audit examinations of all sections.
2. Identify error trends or weaknesses.
3. Review separation of duties.
4. Review incoming reports.
5. Conduct technical training.
6. Interpret regulations.
7. Review and monitor office security.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DFAS-KC COL DFAS-KC COL
 3. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 4. MCAAT Checklist MCAAT Checklist
 5. MCDOSS Deployed Standard Operating Procedures
-

3432-IC-2002: Identify Fraud, Improper Payments, and Losses and/or Gains

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, computer resources, access to automated system/internet and source documents.

STANDARD: To detect account inconsistencies and/or fraud due to compromised or improper procedures in accordance with the references.

PERFORMANCE STEPS:

1. Audit a Pay Record Access (PRA) Report.
2. Review account fluctuations through internal/external reports.
3. Research and investigate various pay/travel cases.
4. Identify and report financial loss/gain.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
 3. MCAAT Checklist MCAAT Checklist
 4. MCDOSS Deployed Standard Operating Procedures
 5. NAVMC 2768 Fraud, Waste, & Abuse
-

3432-IC-2003: Review Commanders Report Card

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Commanders Report Card, access to applicable software, source documents, and access to the internet.

STANDARD: To ensure proper corrections to applicable Lines of Accounting ensuring standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Obtain CMDR report card and identify applicable vouchers with LOA errors.
2. Verify LOA from applicable sources.
3. Identify and correct inconsistencies/discrepancies.
4. Report findings upon request.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 10 Contract Payment Policy and Procedures
-

3432-PAY-2001: Process Allotments of Pay

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer, internet, access to Document Transmittal Management System (DTMS), request for an allotment of pay, supporting/substantiating (("S")) documents, and the references.

STANDARD: To meet standards of accuracy per the APSM and the DoDFMR Volume 7A, Chapters 20 through 22.

PERFORMANCE STEPS:

1. Log in to DTMS.
2. Receive the request for allotment of pay.
3. Review all recorded information and ensure accuracy.
4. Forward the documentation to the auditor for review.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
-

3432-PAY-2002: Process Disbursing Documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given disbursing documents, access to an automated system with applicable software and internet connectivity, a calculator, and the references.

STANDARD: To meet standards of accuracy per the APSM Chapter 11 Para 110102.

PERFORMANCE STEPS:

1. Receive and review the disbursing documents to determine the required action.
2. Process the documents and annotate corrective action.
3. Forward the documents to the auditor for review.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 5 Disbursing Policy and Procedures
3. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay,

PERFORMANCE STEPS:

1. Receive the processed B&A and ("S") documents.
2. Review B&A and ("S") documents.
3. Forward the B&A and ("S") documents to the certifier.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
-

3432-PAY-2007: Audit a Special Payroll

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a prepared special payroll, supporting/substantiating ("S") documents, calculator, and the references.

STANDARD: To ensure calculated figures are correct prior to submission for payment.

PERFORMANCE STEPS:

1. Receive the ("S") documents and prepared payroll.
2. Verify the payroll data utilizing the ("S") documents, unit diaries, and automated pay systems when available.
3. Ensure discrepancies are corrected.
4. Authorize payment on special payroll.
5. Forward the payroll to the certifier for payment.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. MCDOSS Deployed Standard Operating Procedures
 3. UM-12 Remote Access Pay Transactions and Reporting System Users Manual
 4. UM-18 On-line Disbursing Diary Operating Procedures
-

3432-PAY-2008: Audit a Decentralized Regular Payroll

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a decentralized (ROUGH) regular payroll, direct deposit listing, suspect payment listing (SPL), supporting/substantiating ("S")

documents, access to an automated system with applicable software and internet access, a calculator, and the references.

STANDARD: To ensure calculations are correct prior to submission for certification.

PERFORMANCE STEPS:

1. Forward the Rough Payroll and other documentation.
2. Review (review) computations received for adds, changes, and deletes to the payroll.
3. Ensure that discrepancies are corrected.
4. Forward the payroll to the certifier.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. MCDOSS Deployed Standard Operating Procedures
 3. UM-12 Remote Access Pay Transactions and Reporting System Users Manual
 4. UM-18 On-line Disbursing Diary Operating Procedures
-

3432-PAY-2009: Audit a Centralized Regular Payroll

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a centralized regular payroll, direct deposit listing, suspect payment listing (SPL), U.S. Treasury checks, supporting/substantiating ("S") documents, access to automated systems with applicable software and internet connectivity, a calculator, and the references.

STANDARD: To ensure calculations are correct prior to submission for certification.

PERFORMANCE STEPS:

1. Forward the payroll, SPL, NAVMC Forms 11116 [Miscellaneous Military Pay Order/Special Payment Authorization], and other documents for appropriate action.
2. Receive and validate undeliverable checks.
3. Ensure undeliverable checks are cancelled.
4. Ensure special payments are made.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. UM-12 Remote Access Pay Transactions and Reporting System Users Manual
 3. UM-18 On-line Disbursing Diary Operating Procedures
-

3432-PAY-2010: Audit a Disbursing Diary

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Disbursing diary, supporting/substantiating ("S") documents, and the references.

STANDARD: To ensure all diary entries are valid prior to submission for certification.

PERFORMANCE STEPS:

1. Receive the Disbursing diary and ("S") documents from the preparer
2. Compare the diary against the ("S") documents.
3. Ensure discrepancies are corrected by the preparer.
4. Forward the diary and ("S") documents to the certifier for certification.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. UM-12 Remote Access Pay Transactions and Reporting System Users Manual
 3. UM-18 On-line Disbursing Diary Operating Procedures
-

3432-PAY-2011: Audit a Pay Management Report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a processed pay management report, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet connectivity, a calculator, and the references.

STANDARD: To ensure corrections are accurate and in compliance with the APSM Chapter 9.

PERFORMANCE STEPS:

1. Receive the pay management report.
2. Review the report to ensure accuracy.
3. Ensure discrepancies are corrected.
4. Forward the report to the certifier.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
-

3432-PAY-2012: Audit Adjustments to Pay and Allowances

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given adjustment to pay and allowances computations, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet connectivity, a calculator, and the references.

STANDARD: To ensure adjustments are error free and in compliance with DoDFMR Vol 5 and the APSM.

PERFORMANCE STEPS:

1. Receive the ("S") documents and computations.
2. Audit adjustments for basic pay, special pay, incentive pay, and/or allowances.
3. Audit the ("S") documents.
4. Ensure discrepancies are corrected.
5. Submit the ("S") documents to the certifier.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
-

3432-PAY-2013: Audit Deductions and Collections of Pay

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given deduction and/or collection of pay computations, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet connectivity, a calculator, and the references.

STANDARD: To meet standards of accuracy per the DoDFMR Vol 7A Chapters 44 through 49, prior to submission for certification.

PERFORMANCE STEPS:

1. Receive the ("S") documents and computations.
2. Using and automated system, audit deduction and/or collection of pay computations, as required.
3. Verify the ("S") documents.
4. Ensure discrepancies are corrected.
5. Forward the documents to the certifier.

REFERENCES :

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
 3. MCM 2005 Manual for Courts-Martial
-

3432-PAY-2014: Audit Leave Entitlements

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given adjustment to leave entitlement computations, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet connectivity, a calculator, and the references.

STANDARD: To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Review the ("S") documents and adjustments for leave balance, lump sum leave, combat leave, special leave accrual, and/or excess leave computations.
2. Ensure discrepancies are corrected.
3. Forward the ("S") documents and computations to the certifier.

REFERENCES :

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
-

3432-PAY-2015: Audit a Waiver of Indebtedness

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prepared waiver of indebtedness, supporting/substantiating ("S") documents, access to automated systems with applicable software and internet connectivity, a calculator, and the references.

STANDARD: To meet standards of accuracy per the APSM, Chapter 10.

PERFORMANCE STEPS:

1. Review the ("S") documents.
2. Review indebtedness computations.
3. Audit the notification of indebtedness (LES).
4. Ensure discrepancies are corrected.
5. Ensure the servicing finance/disbursing officer endorsement is properly prepared.
6. Ensure liquidation of indebtedness is suspended as applicable.
7. Submit the waiver to the servicing finance/disbursing officer for signature.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
-

3432-PAY-2016: Audit a Separation/Retirement Discharge Account Summary

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given prepared separation supporting/substantiating ("S") documents, access to an automated system with applicable software and internet connectivity, a calculator, and the references.

STANDARD: To meet standards of accuracy per the DoDFMR, Volume 7A, Chapter 35 prior to submission for certification.

PERFORMANCE STEPS:

1. Review (review) the discharge account summary sheet computations paying special attention to Clothing Replacement Allowance (CRA), severance/separation payment, recoupment's, combat leave, and excess leave check ages.
2. Ensure allotments are stopped, as applicable.
3. Ensure travel advances have been deducted, as applicable.
4. Notify travel section if member is in overpaid status.
5. Ensure final Payment Option Election (POE) is submitted, as applicable.
6. Ensure all payments have been deducted.
7. Ensure discrepancies are corrected.
8. Forward the ("S") documents to the certifier.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
 3. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
-

3432-PAY-2017: Audit Tax Overlay and W2/W2-C

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting/substantiating ("S") documents, access to automated systems with applicable software and internet connectivity, W2/W2-C, a calculator, and the references.

STANDARD: To ensure accurate reporting of federal and state information as outlined in the APSM, Chapter 7 and the DoDFMR Volume 8, Chapter 9.

PERFORMANCE STEPS:

1. Receive ("S") documents, computed tax adjustments, and W2/W2-C.
2. Review (review) tax computations.
3. Review information recorded on the W2/W2-C.
4. Ensure discrepancies are corrected.
5. Forward to certifier.

REFERENCES:

1. DFAS-KC 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 7a Military Pay, Policy and Procedures
-

3432-TRAV-2001: Compute Civilian Permanent Duty Travel (PDT) Payments/Collections

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a DD Form 1351-2 (Travel Voucher), DD Form 1614, basic orders, endorsements, receipts, access to an automated system with applicable software and internet connectivity, access to Automated Travel System (ATS), and the references.

STANDARD: To ensure correct and accuracy of calculations as outlined in the DoDFMR Volume 9, Chapter 5 prior to release for certification.

PERFORMANCE STEPS:

1. Ensure receipt of basic orders, endorsements, receipts, and required copies.
2. Determine and compute payable relocation allowances.
3. Determine and compute relocation income tax allowance.
4. Process RITA claims for taxes.

PERFORMANCE STEPS:

1. Review the member's social security number on the form.
2. Input member's social security number into the automated travel system.
3. Update electronic funds transfer information if applicable.
4. Submit electronic funds transfer form for certification.

REFERENCES:

1. Head Finance Branch Programs & Resources Department Policy Letter of 7 Mar 2000
2. WINIATS User Manual

3432-TRAV-2004: Audit Temporary Additional Duty (TAD) Payments/Collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a travel voucher, basic orders, required copies, endorsements, receipts, a computer, internet, access to Integrated Automated Travel System (IATS), access to the Master Military Pay Account (MMEA) system, and the reference.

STANDARD: To ensure correct and accuracy of calculations as outlined in the Joint Federal Travel Regulations Manual (JFTR) prior to release for certification.

PERFORMANCE STEPS:

1. Log into IATS
2. Identify type of claim, active duty/reserve/DOD civilian/invitational.
3. Review TDY travel advances/settlements and discrepancy notices for accuracy and completeness.
4. Ensure discrepancies are corrected.
5. Release for certification.

REFERENCES:

1. DTOD Defense Table of Official Distances
2. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
3. MCO P1000.6G Assignment, Classification and Travel Systems Manual (ACTSMAN)
4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1

3432-TRAV-2005: Audit Permanent Duty Travel (PDT) Payments/Collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a travel voucher, basic orders, required copies, endorsements, receipts, a computer, internet, access to Integrated Automated Travel System (IATS), access to the Master Military Pay Account (MMEA) system, and the references.

STANDARD: To ensure correct and accuracy of calculations as outlined in the Joint Federal Travel Regulations Manual (JFTR) prior to release for certification.

PERFORMANCE STEPS:

1. Log into IATS
2. Identify type of PDT claim, active duty/reserve/DOD civilian.
3. Review PDT travel advances/settlements and discrepancy notices for accuracy and completeness.
4. Ensure discrepancies are corrected.
5. Release for certification.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 9 Travel Policy and Procedures
 2. DTOD Defense Table of Official Distances
 3. MCO 4600.40A Government Travel Charge Card Program (GTCCP)
 4. MCO P1000.6G Assignment, Classification and Travel Systems Manual (ACTSMAN)
 5. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1
-

3432-TRAV-2006: Audit Military Separation/Payments/Collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 18 months

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a travel voucher, basic orders, required copies, endorsements, receipts, a computer, internet, access to Integrated Automated Travel System (IATS), access to the Master Military Pay Account (MMEA) system, and the references.

STANDARD: To ensure correct and accuracy of calculations as outlined in the Joint Federal Travel Regulations Manual (JFTR) prior to release for certification.

PERFORMANCE STEPS:

1. Log into IATS
2. Review the travel payments/collections, to include discrepancy notices and collection letters, as applicable for accuracy and completeness.
3. Review the travel voucher for release for certification

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 9 Travel Policy and Procedures
2. DTOD Defense Table of Official Distances

3. MCO P1000.6G Assignment, Classification and Travel Systems Manual (ACTSMAN)
4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1
5. WINIATS User Manual

FM T&R MANUAL

CHAPTER 8

3451 MOS INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	8000	8-2
ADMINISTRATIVE NOTES	8001	8-2
INDEX OF INDIVIDUAL EVENTS	8002	8-3
1000-LEVEL EVENTS	8003	8-5
2000-LEVEL EVENTS	8004	8-14

FM T&R MANUAL

CHAPTER 8

3451 MOS INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to the community. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

8001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the occupational field or military occupational field (3451). This chapter contains 40 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

a. Field one. Each event starts with 3451, indicating that the event is for MOS 3451, Finance Management Resource Analyst.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration and Personnel	3451-ADMN-XXXX
FMGT	Financial Management	3451-FMGT-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

8002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	1000 LEVEL EVENTS	
3451-FMGT-1001	Construct a Line of Accounting (LOA)	8-5
3451-FMGT-1002	Construct a Document Number	8-5
3451-FMGT-1003	Construct a Financial Information Pointer (FIP)	8-5
3451-FMGT-1004	Process Accounting Transactions into Standard Accounting Budgeting and Reporting System (SABRS)	8-6
3451-FMGT-1005	Maintain Local Tables in the Standard Accounting Budgeting and Reporting System (SABRS)	8-6
3451-FMGT-1006	Input Financial Data into PR Builder	8-7
3451-FMGT-1007	Input Lines of Accounting into the Defense Travel System (DTS)	8-7
3451-FMGT-1008	Maintain a Reimbursable	8-8
3451-FMGT-1009	Retrieve INFOPAC Reports	8-8
3451-FMGT-1010	Retrieve ReportNet Reports	8-9
3451-FMGT-1011	Reconcile Daily Transaction Report (DTR)	8-09
3451-FMGT-1012	Correct spending Errors in the Standard Accounting Budgeting and Reporting System (SABRS)	8-10
3451-FMGT-1013	Perform a Negative Unliquidated Orders (NULO) Validation	8-10
3451-FMGT-1014	Reconcile Problem Disbursements	8-11
3451-FMGT-1015	Perform Outstanding Travel Advances (OTA) Reconciliation	8-11
3451-FMGT-1016	Perform Unliquidated Orders (ULO)/Unsettled Travel Orders (UTO) Validation	8-12
3451-FMGT-1017	Process source documentation	8-12
3451-FMGT-1018	Construct a Financial Information Pointer (FIP)	8-13
	2000 LEVEL EVENTS	
3451-ADMN-2001	Maintain Correspondence Files and Directives	8-14
3451-ADMN-2002	Recommend Financial Management Policy/Guidance	8-14
3451-FMGT-2001	Perform Budget Execution Analysis	8-15
3451-FMGT-2002	Perform Fund Administrator Training	8-15
3451-FMGT-2003	Reconcile Pre-validation Report	8-16
3451-FMGT-2004	Validate Fiscal Year Closeout	8-16
3451-FMGT-2005	Conduct Financial Management Sustainment Training	8-17
3451-FMGT-2006	Conduct SABRS Table Management	8-17
3451-FMGT-2007	Manage Reimbursable Process	8-18
3451-FMGT-2008	Analyze Financial Records and Reports	8-18
3451-FMGT-2009	Manage Financial Portion of the Purchase Request (PR) Builder	8-19
3451-FMGT-2010	Manage Financial Portion of the Defense Travel System (DTS) Feeder System	8-19
3451-FMGT-2011	Create ReportNet Reports.	8-20
3451-FMGT-2012	Analyze Pre-validation Reports	8-20
3451-FMGT-2013	Analyze Performance Indicator Reports	8-21

3451-FMGT-2014	Analyze Spending Errors	8-21
3451-FMGT-2015	Manage Tri-Annual Review	8-22
3451-FMGT-2016	Execute a Financial Plan	8-22
3451-FMGT-2017	Perform Budget Execution Analysis	8-23
3451-FMGT-2018	Monitor Civilian Labor Process	8-23
3451-FMGT-2019	Process Allocations	8-24
3451-FMGT-2020	Manage Problem Disbursement	8-24

8003. 1000-LEVEL EVENTS

3451-FMGT-1001: Construct a Line of Accounting (LOA)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to construct a LOA and the reference(s).

STANDARD: To ensure the correct data elements are cited in the proper format to 100% accuracy.

PERFORMANCE STEPS:

1. Review the requirement.
2. Determine the correct appropriation and data elements.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-1002: Construct a Document Number

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to construct a document number and the reference(s).

STANDARD: To ensure data elements are cited 100% accurately in their proper format.

PERFORMANCE STEPS:

1. Review the requirement.
2. Determine the appropriate type of document number.
3. Construct the appropriate document number.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-1003: Construct a Financial Information Pointer (FIP)

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL:** 12 months

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to construct a FIP and the reference(s).

STANDARD: To ensure the correct data elements are cited in the proper format to 100% accuracy.

PERFORMANCE STEPS:

1. Review the requirement.
2. Determine the correct data elements.
3. Apply data elements to the FIP.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-1004: Process Accounting Transactions into Standard Accounting Budgeting and Reporting System (SABRS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial source documents, access to SABRS, and the reference(s).

STANDARD: To ensure 100% accuracy of financial data in SABRS.

PERFORMANCE STEPS:

1. Generate/receive financial source documents.
2. Verify essential financial information on source document.
3. Access SABRS.
4. Apply appropriate data elements.
5. Input the financial information from the source documentation into SABRS.
6. Verify for accuracy.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. SABRS Customer Assistance Handbook SABRS Customer Assistance Handbook
-

3451-FMGT-1005: Maintain Local Tables in the Standard Accounting Budgeting and Reporting System (SABRS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial data elements, access to SABRS, and the reference(s).

STANDARD: To ensure 100% accuracy of financial data in SABRS.

PERFORMANCE STEPS:

1. Verify financial data elements.
2. Determine the tables that require update.
3. Access SABRS.
4. Add/Modify data as required.
5. Validate for accuracy.

REFERENCES:

1. SABRS Customer Assistance Handbook SABRS Customer Assistance Handbook
-

3451-FMGT-1006: Input Financial Data into Purchase Request (PR) Builder

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial source documentation, access to PR Builder and the reference(s).

STANDARD: To ensure 100% accuracy of financial data in PR Builder.

PERFORMANCE STEPS:

1. Construct DTS lines of accounting.
2. Review SABRS for funds availability.
3. Access PR Builder.
4. Input data elements.
5. Review data for accuracy.
6. Save LOA.
7. Exit DTA Maintenance Tool.

REFERENCES:

1. <https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?> SABRS Customer Assistance Handbook, Chapter 3
-

3451-FMGT-1007: Input Lines of Accounting into the Defense Travel System (DTS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial data elements, access to DTS, and the reference(s).

STANDARD: To ensure 100% accuracy of financial data in DTS.

PERFORMANCE STEPS:

1. Create line(s) of accounting.
2. Create Financial Information Pointer (FIP).
3. Access DTS.
4. Select appropriate options.
5. Enter financial data elements.
6. Review data for accuracy.
7. Save/Exit DTS.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-1008: Maintain a Reimbursable

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an accepted Reimbursable Work Order (RWO), access to SABRS, and the reference(s).

STANDARD: To ensure a reimbursable is processed in SABRS to 100% accuracy.

PERFORMANCE STEPS:

1. Receive the accepted RWO with appropriate Reimbursable Order Number (RON) annotated.
2. Create reimbursable file/folder.
3. Monitor execution.
4. Upon completion of RWO, submit to Budget Officer for archive.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-1009: Retrieve INFOPAC Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to INFOPAC and the reference(s).

STANDARD: To extract all relevant reports.

PERFORMANCE STEPS:

1. Access INFOPAC.
2. Select applicable report(s).
3. Print/Save data as required.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-1012: Correct spending Errors in the Standard Accounting Budgeting and Reporting System (SABRS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an error report, access to SABRS, and the reference(s).

STANDARD: To ensure 100% accuracy of financial data in SABRS.

PERFORMANCE STEPS:

1. Retrieve current NULO report.
2. Perform research as required.
3. Access SABRS.
4. Perform corrective action as required.
5. Validate for accuracy.
6. Liaison with external agencies as required.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-1013: Perform a Negative Unliquidated Orders (NULO) Validation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the required report, required financial source documents, access to SABRS, and the reference(s).

STANDARD: To ensure SABRS record corresponds to the source documentation with 100% accuracy.

PERFORMANCE STEPS:

1. Retrieve current unmatched disbursement report (UMD).
2. Compare source documents to the NULO.
3. Make required annotations.
4. Access SABRS as required.
5. Adjust record as required.
6. Submit payment adjustment requests along with supporting documentation to higher headquarters for corrective action if necessary.
7. File NULO, source documentation, and correspondence.

5. Access DTS as required.
6. Create zero voucher if travel did not occur.
7. Liaison with external agencies as required.
8. Follow up as required.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-1016: Perform Unliquidated Orders (ULO)/Unsettled Travel Orders (UTO) Validation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the required reports, required financial source documents, access to SABRS, access to DTS and the reference(s).

STANDARD: To ensure SABRS record corresponds to the source documentation with 100% accuracy.

PERFORMANCE STEPS:

1. Obtain current ULO/UTO reports.
2. Compare source documents to the ULO/UTO.
3. Make required annotations.
4. Access SABRS/DTS as required.
5. Adjust record as required.
6. Submit payment adjustment requests along with supporting documentation to higher headquarters for corrective action if necessary.
7. Submit to Officer in Charge (OIC) for review/certification.
8. File ULO/UTO and source documentation.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-1017: Process source documentation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial data elements a requirement and the references

STANDARD: To ensure 100% accuracy of financial data on a source document

PERFORMANCE STEPS:

1. Receive Request.

2. Determine the financial data elements per the requirements.
3. Apply required information to source documents.

REFERENCES:

1. DoD FMR 7000.14 Vol. 15 DoD Financial Management Regulation
 2. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-1018: Construct a Financial Information Pointer (FIP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to construct a FIP and the reference(s).

STANDARD: To ensure the correct data elements are cited in the proper format to 100% accuracy.

PERFORMANCE STEPS:

1. Review the requirement.
2. Determine the correct data elements.
3. Apply data elements to the FIP.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

8004. 2000-LEVEL EVENTS

3451-ADMN-2001: Maintain Correspondence Files and Directives

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given file folders, labels, list of applicable Standard Subject Identifier Codes (SSIC), correspondence, reports, messages, and records to be maintained, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: To ensure all correspondence is easily accessible, and maintained for the required amount of time.

PERFORMANCE STEPS:

1. Establish file folders by SSIC sequence.
2. Maintain correspondence files by calendar year.
3. File messages in date time group sequence.
4. File correspondence reports and records in appropriate file folders.
5. Annotate files.
6. Closeout and retain expired files.
7. Destroy or forward expired files for archive.
8. Maintain historical data files.
9. Retrieve messages/correspondence from applicable media.

REFERENCES:

1. MCO 5210.11E Marine Corps Records Management Program (Apr 06)
 2. MCO P5215.17C The Marine Corps Technical Publications System (Jun 96)
 3. SECNAVINST 5216.5 Naval Correspondence Manual
 4. SECNAVINST M-5210.2 Standard Subject Identification Code (SSIC) Manual
-

3451-ADMN-2002: Recommend Financial Management Policy/Guidance

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system with applicable software and Internet connectivity and the references.

STANDARD: To ensure commands are in compliance with financial and legal procedures and guidelines.

PERFORMANCE STEPS:

1. Review current procedures for validity.
2. Evaluate changes to policy and procedural guidance.

3. Advise the Comptroller.
4. Implement approved changes to policy and procedural guidelines as required.

REFERENCES:

1. DOD 7000.14-R DoD Financial Management Regulation, Volume 7A
 2. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 3. SECNAVINST 5216.5 Naval Correspondence Manual
-

3451-FMGT-2001: Perform Budget Execution Analysis

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an approved budget, obligation phasing plan, status of funds (SOF) report, and the reference(s).

STANDARD: To ensure budget execution correlates with the obligation phasing plan within reasonable variances according to budget guidance from higher headquarters.

PERFORMANCE STEPS:

1. Obtain approved obligation phasing plan.
2. Obtain current SOF report.
3. Compare obligation phasing plan to current SOF report.
4. Report excessive variances to Budget Officer.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-2002: Perform Fund Administrator Training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an approved budget, obligation phasing plan, status of funds (SOF) report, and the reference(s).

STANDARD: To ensure budget execution correlates with the obligation phasing plan to 100% accuracy.

PERFORMANCE STEPS:

1. Obtain approved obligation phasing plan.
2. Obtain current SOF report.

CONDITION: Given access to Standard Accounting Budgeting and Reporting System (SABRS) and ReportNet and the reference.

STANDARD: To ensure 100% accuracy of financial data elements in the accounting system.

PERFORMANCE STEPS:

1. Verify the financial data elements requirements.
2. Determine the tables that require updating.
3. Implement corrective action as applicable.
4. Forward request to appropriate higher headquarters as required.

REFERENCES:

1. SABRS Customer Assistance Handbook SABRS Customer Assistance Handbook
-

3451-FMGT-2007: Manage Reimbursable Process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requested Reimbursable Work Order (RWO) and access to Standard Accounting Budgeting and Reporting System (SABRS), and the reference(s).

STANDARD: To ensure all reimbursable transactions are processed to 100% accuracy.

PERFORMANCE STEPS:

1. Coordinate details of the Work order with the provider, as required.
2. Perform modifications/adjustments as required.
3. File and maintain all source documents and correspondence.
4. Release reimbursable bills as required.
5. Ensure completed reimbursable is archived.
6. Liaison with DFAS for out of balance bills.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. RFA Procedure Statement Number 3 <https://hqipom1.hqmc.usmc.mil/pls/htmldb/f?p=115:1:10996794460655944335>
-

3451-FMGT-2008: Analyze Financial Records and Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given financial data elements, access to DTS, and the reference(s).

STANDARD: To ensure 100% accuracy of financial data in DTS.

PERFORMANCE STEPS:

1. Access DTS.
2. Select appropriate options.
3. Review financial data elements for accuracy.
4. Coordinate corrections/additions to data elements.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. http://www.defensetravel.dod.mil/training/dts/training_main.cfm DTA Online Users Guide, Chapter 8, at
-

3451-FMGT-2011: Create ReportNet Reports.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for a custom report, access to ReportNet and the references.

STANDARD: To ensure accurate and relevant financial information is provided.

PERFORMANCE STEPS:

1. Identify information requirement.
2. Create query.
3. Format output.
4. Publish report.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. SABRS Customer Assistance Handbook SABRS Customer Assistance Handbook
-

3451-FMGT-2012: Analyze Pre-validation Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Pre-validation report from Defense Finance and Accounting Service (DFAS), source documentation, access to SABRS, and the reference(s).

STANDARD: To ensure funds are obligated in order for payments to be processed by DFAS.

PERFORMANCE STEPS:

1. Review the report.
2. Obtain supporting documentation.
3. Conduct analysis.
4. Communicate analysis to responsible party.
5. Monitor corrective action.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-2013: Analyze Performance Indicator Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to performance indicator reports, a computer with applicable software and Internet connectivity and the references.

STANDARD: To ensure 100% integrity of the command's financial posture.

PERFORMANCE STEPS:

1. Review performance indicator reports.
2. Conduct analysis to identify corrective action.
3. Identify trends.
4. Recommend solutions from trend analysis.
5. Initiate corrective action.
6. Verify corrective action taken.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-2014: Analyze Spending Errors

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an error report, access to the Standard Accounting Budgeting and Reporting System (SABRS), access to automated systems with applicable software and Internet connectivity and the references

STANDARD: To ensure timely corrections of erroneous transactions.

PERFORMANCE STEPS:

1. Review error reports.
2. Conduct analysis to identify corrective action.
3. Identify trends.
4. Seek and initiate solutions from trend analysis
5. Initiate corrective action.
6. Verify corrective action taken.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-2015: Manage Tri-Annual Review

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Tri-Annual Review file, access to an automated system with applicable software and Internet connectivity and the reference.

STANDARD: To ensure only valid transactions reside in the Standard Accounting Budgeting and Reporting System (SABRS).

PERFORMANCE STEPS:

1. Commands review Tri-Annual Review (TAR) file received from higher headquarters.
2. Distribute Tri-Annual Review (TAR) file to subordinate commands for validation.
3. Receive validated file and confirmation statements from subordinate commands.
4. Review submission.
5. Verify corrective action
6. Consolidate submission.
7. Route to Comptroller for confirmation/certification.
8. Submit Tri-Annual Review (TAR) to higher headquarters.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. SABRS Customer Assistance Handbook SABRS Customer Assistance Handbook
-

3451-FMGT-2016: Execute a Financial Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software, access to SABRS, and the references.

STANDARD: To ensure civilian labor transactions process per HHQ SOP and MCO 7300.21A.

PERFORMANCE STEPS:

1. Monitor financial data elements in civilian payroll and accounting systems.
2. Monitor civilian labor transactions posting to the accounting system.
3. Monitor accruals.
4. Monitor civilian labor allocations.
5. Correct errors as required.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
Current Standard Operating Procedures (SOP) from Higher Headquarters
 2. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-2019: Process Allocations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an allocation requirement, access to SABRS, and the references.

STANDARD: To realign expenditures between financial data elements

PERFORMANCE STEPS:

1. Identify a need to process an allocation.
2. Identify from and to financial data elements.
3. Determine amounts to be credited and debited.
4. Process Allocations
5. Review/verify output.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
Current Standard Operating Procedures (SOP) from Higher Headquarters
 2. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 3. SABRS Allocation User's Manual SABRS Allocation User's Manual
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3451-FMGT-2020: Manage Problem Disbursement

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given problem disbursement reports, access to SABRS, and the reference(s).

STANDARD: To ensure SABRS record corresponds to the source documentation with 100% accuracy.

PERFORMANCE STEPS:

1. Review reports.
2. Ensure research is performed as required.
3. Determine corrective action as necessary.
4. Liaison with external agencies as required.
5. Perform corrective action as required.
6. Verify results of the corrective action.

REFERENCES:

1. Current Standard Operating Procedures (SOP) from Higher Headquarters
Current Standard Operating Procedures (SOP) from Higher Headquarters
 2. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
-

3451-FMGT-2021: Apply federal principles of appropriation law to fiscal requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a purchase requirement, a computer, access to a computer with applicable software, Internet access and the references.

STANDARD: to ensure compliance with federal regulations governing appropriation usage

PERFORMANCE STEPS:

1. Review purchase request/requirements.
2. Complete/return request/requirement.
3. Forward completed request/requirement.

REFERENCES:

1. MARADMIN 664/08 MARADMIN 664/08
 2. Principles of Federal Appropriation Law Vol 1 Chapters 4 and 5 Principles of Federal Appropriation Law Vol 1 Chapters 4 and 5
 3. Principles of Federal Appropriation Law Vol 1 Chapters 6 and 7 Principles of Federal Appropriation Law Vol 1 Chapters 6 and 7
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3451-FMGT-2022: Input Financial Data Elements into Citi-Direct

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial data elements, access to Citi-Direct online, and the reference(s).

STANDARD: To ensure 100% accuracy of financial data in Citi-Direct

PERFORMANCE STEPS:

1. Create line(s) of accounting.
2. Create Financial Information Pointer (FIP).
3. Access Citi-Direct online.
4. Select appropriate options.
5. Enter financial data elements.
6. Review data for accuracy.
7. Save/Exit Citi-Direct online.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
 2. <http://www.hqmc.usmc.mil/cmpg> USMC Contract Management Process Guide
-

3451-FMGT-2023: Input Miscellaneous Transaction into Wide Area Workflow-Miscellaneous Pay (WAWF-MP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documentation, access to WAWF-MP, access to SABRS, and the reference(s).

STANDARD: To ensure 100% accuracy of financial data in WAWF-MP

PERFORMANCE STEPS:

1. Receive source documentation.
2. Verify request for completeness and accuracy.
3. Ensure commitment exists in SABRS.
4. Submit completed RWO to Budget Officer for archive.
5. Input data elements.
6. Review data for accuracy.
7. Submit request.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Procedure Manual
2. <http://www.hqmc.usmc.mil/cmpg> USMC Contract Management Process Guide

FM T&R MANUAL

CHAPTER 9

MOS 34XX INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	9000	9-2
ADMINISTRATIVE NOTES	9001	9-2
INDEX OF INDIVIDUAL EVENTS	9002	9-3
2000-LEVEL EVENTS	9003	9-4

FM T&R MANUAL

CHAPTER 9

MOS 34XX INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to the Marines who are Marine Corps Fund Holders. Most often these Marines are not in the 3400 occupational field. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits represent the occupational field or military occupational field (34XX). This chapter contains 3 events. The second four digits represent the functional or duty area. The last four digits represent the level, and identifier number of the event. Every individual event has an identifier number from 001 to 999.

a. Field one. Each event starts with 34XX, indicating that the event is not a specific 3400 MOS, but rather pertains to specific billet holders.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
LAW	Financial Management Appropriation Law	34XX-LAW-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains only 2000-level events.

4002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	2000 LEVEL EVENTS	
34XX-LAW-2001	Prevent Anti-Deficiency Act (ADA) violations	9-4
34XX-LAW-2002	Correct Anti-Deficiency Act (ADA) Violations	9-4
34XX-LAW-2003	Develop Controls to Prevent Anti-Deficiency Act (ADA) Violations	9-5

4003. 2000-LEVEL EVENTS

34XX-LAW-2001: Prevent Anti-Deficiency Act (ADA) violations

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: This task is for all Marine Corps fund control personnel, regardless of MOS and rank.

BILLETS: Marine Corps Fund Manager

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, CWO-2, CWO-3, CWO-4, 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, internet access and references.

STANDARD: To ensure compliance with federal appropriation law.

PERFORMANCE STEPS:

1. Explore the purpose statute.
2. Examine what constitutes a necessary expense.
3. Determine specific purpose authority limitations.
4. Explore general principles on the duration of an appropriation.
5. Examine how the bona-fide needs rule affects USMC appropriation.
6. Explore prohibitions against advance payments.
7. Examine disposition of appropriation balances..
8. Examine general principles on amount of appropriation.
9. Define terminology relating to appropriation language.
10. Examine key aspects of the anti-deficiency act.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 10 Contract Payment Policy and Procedures
 2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 11a Reimbursable Operations, Policies, and Procedures
 3. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 14 Administrative Control of Funds and Anti-Deficiency Act Violations
 4. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
 5. Title 31, USC Money and Finance: Sections 1301, 1341, 1342, 1344, and 1511-1517 (Anti-deficiency Act)
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34XX-LAW-2002: Correct Anti-Deficiency Act (ADA) Violations

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: This task is for all Marine Corps fund control personnel, regardless of MOS and rank.

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, CWO-2, CWO-3, CWO-4, 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, internet access and references.

STANDARD: To ensure compliance with federal appropriation law.

PERFORMANCE STEPS:

1. Identify rules associated with CRA.
2. Examine the effects of different rates of operations.
3. Examine corrective actions required on acquisition pitfalls.
4. Examine concepts of liability and relief.
5. Determine who is accountable officer.
6. Identify physical losses/deficiencies.
7. Identify illegal/improper payments.
8. Execute collection action against recipients/accountable officers.
9. Discuss nature and purpose of interagency transactions.
10. Identify authorities that allow federal agencies to buy/sell to another federal agency.
11. Verify corrective action is taken.

REFERENCES:

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 14
Administrative Control of Funds and Anti-Deficiency Act Violations
2. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
3. NAVSO P-1000 DON Financial Management Policy Manual
4. OMB Circular A-11 OMB Circular A-11
5. Title 31, USC Money and Finance: Sections 1301, 1341, 1342, 1344, and 1511-1517 (Anti-deficiency Act)

34XX-LAW-2003: Develop Controls to Prevent Anti-Deficiency Act (ADA) Violations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This task is for all Marine Corps fund control personnel, regardless of MOS and rank.

BILLETS: Marine Corps Fund Manager

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, CWO-2, CWO-3, CWO-4, 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a computer, internet access and referenced.

STANDARD: To ensure compliance with federal appropriation law.

PERFORMANCE STEPS:

1. Identify key components of the Managers Internal Control Program.
2. Implement the managers Internal Control Program.
3. Identify key agencies that require coordination on appropriation matters.
4. Examine Program of Record requirements.

5. Determine IT procurement controls.
6. Execute controls on contingency requirements.
7. Determine MILCON vs. Minor Construction.
8. Examine SABRS controls.

REFERENCES :

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 14
Administrative Control of Funds and Anti-Deficiency Act Violations
2. Federal Managers Financial Integrity Act of 1982 Federal Managers
Financial Integrity Act of 1982
3. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
4. NAVSO P-1000 DON Financial Management Policy Manual
5. OMB Circular A-11 OMB Circular A-11
6. OMB Circular A123 Managements Responsibility for Internal Control
7. SECNAV 5200.35 Department of the Navy Management Control Program
8. Title 31, USC Money and Finance: Sections 1301, 1341, 1342, 1344, and
1511-1517 (Anti-deficiency Act)

FM T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

APSM	Automated Pay Systems Manual
BEA	Budget Execution Activity
CERP	Commanders Emergency Response Program
CPMS	Civilian Personnel Management Service
D&F	Determinations & Findings
DCPDS	Defense Civilian personnel Data System
DCRM	Defense Check Reconciliation Module
DDS	Deploy Disbursing System
DFAS	Defense Finance and Accounting Service
DIT	Deposits-In-Transit
DoDFMR	Department of Defense Financial Management Regulation
DOV	Disbursing Officer Voucher
DSSC	Data Storage Systems Center
DTMS	Document Tracking management System
DTS	Defense Travel System
EDA	Electronic Document Access
EFT	Electronic Funds Transfer
GAO	General Accounting Office
GRSC	Garrison Retail Supply Chain
IATS	Integrated Automated Travel Systems
ICOFR	Internal Control Over Financial Reporting
IDBs	Interdepartmental Bills
ITS	International Treasury Service
JAGMAN	The Manual of the Judge Advocate General
JFTR	Joint Federal Travel Regulations Manual
LDA	Limited Depositary Account
LOA	Line of Accounting
MCAAT	Marine Corps Administrative Analysis Team
MCDOSS	Marine Corps Disbursing Operations and Systems Section
MCTFS	Marine Corps Total Force System
MMPA	Master Military Pay Account
NULO	Negative Unliquidated Obligation
O&M	Operation and Maintenance
OMB	Officer of Management and Budget
PBDD	Program and Budgeting Documentation Database
PBIS	Program Information System Database
PCC-OTC	Paper Check Conversion-Over the Counter
PPBE	Planning, Programming, Budgeting, and Execution
PR	Purchase request Builder
PRA	Pay Record Access Report
RAPTORS	Remote Automated Payroll Transaction Reporting System
"S"	Supporting/substantiating documents
SABRS	Standard Accounting Budget Reporting System
SASSY	Supported Activity Supply System
SFFAC	Statement of Federal Financial Accounting Concepts
SFFAS	Statement of Federal Financial Accounting Standards
SLDCADA	Standard Labor Data Collection and Distribution Application
SMARTS	SABRES Management Analytical Retrieval Tools System

SOF.....Status of Funds
SSICStandard Subject Identification Code Manual
TARTri-Annual Review
TEEPTraining and Exercise Deployment Plan
ULOUnliquidated Obligation
USSGLUnited States Standard General Ledger
WAWFWide Area Work Flow
WYPCWork Year Personnel Cost