



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, D.C. 20350-3000

NAVMC 3500.69A
C 469
29 Aug 2011

NAVMC 3500.69A W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: FINANCIAL MANAGEMENT (FM) TRAINING AND READINESS (T&R) MANUAL

Ref: (a) MCO P3500.72A
(b) MCO 1553.3A
(c) MCO 3400.3F
(d) MCO 3500.27B W/Erratum
(e) MCRP 3-0A
(f) MCRP 3-0B
(g) MCO 1553.2B

1. Purpose. Per references (a) through (g), this T&R Manual establishes required training standards, regulations and practices within the training of Marines and assigned navy personnel to the Financial Management Occupational Field (OCCFld). This Manual identifies core entry level and core plus training requirements for MOSs 3402, 3404, 3408, 3432, and 3451. Additionally, it provides tasking for formal schools preparing personnel for service within the financial management occupational field.

2. Cancellation. NAVMC 3500.69

3. Scope

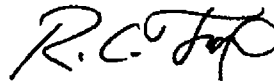
a. Formal school and training detachment commanders will use references (a) and (b) to ensure programs of instruction meet skill-training requirements established in this Manual and provide career-progression training in the events designated for initial training in the formal school environment.

b. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute its mission and develop long, mid, and short-range training plans to sustain proficiency and correct deficiencies. 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 readiness associated with training Marines. Commanders will use reference (d) to integrate Operational Risk Management (ORM). References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

c. Formal school and training detachment commanders will use references (a) and (g) to ensure program of instruction meet skill training requirements established in this Manual, and provides career-progression training in the events designated for initial training in the formal school environment.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM (Ground Training Division C 469), 1019 Elliot Road, Quantico, VA 22134.
5. Command. This Manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.



R. C. FOX
By direction

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Encl: (1) Chapter 5 inserts new pages 5-2 Ch1, 5-3 Ch1, 5-5 Ch1 and 5-29
Ch1 through 5-41 Ch1

1. Purpose. To transmit chapter inserts and a direct pen change to the basic Manual.

2. Scope

a. Remove existing pages 5-2, 5-3, 5-5 and 5-29 through 5-40 and replace with the corresponding pages contained in the enclosure.

b. On page 9-5, 34XX-LAW-2002, STANDARD, change "weeks" to "days."

3. Information. These changes are out of the normal Training and Readiness (T&R) review cycle due to mission requirements.

4. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Manual.

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Charge

FM T&R MANUAL

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CHAPTER 1

OVERVIEW

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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. 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 (MOSSs), 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 events (ITE) for each MOS, billet, etc.

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 (TANK, TOW, 3402, etc.). The second up-to four digits represent the functional or duty area (ACCT, FSCL, 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.

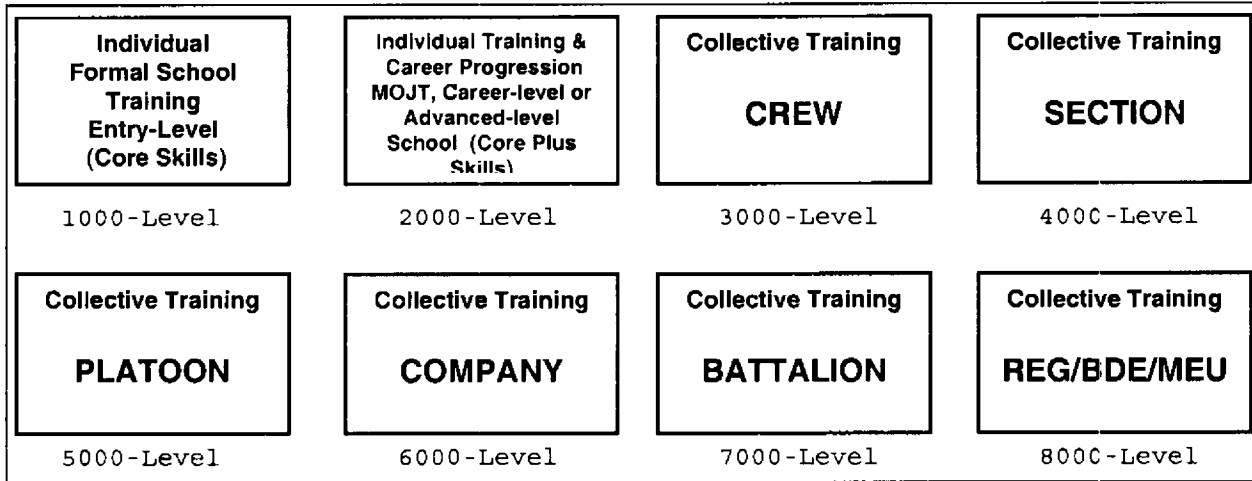


Figure 1: T&R Event Levels

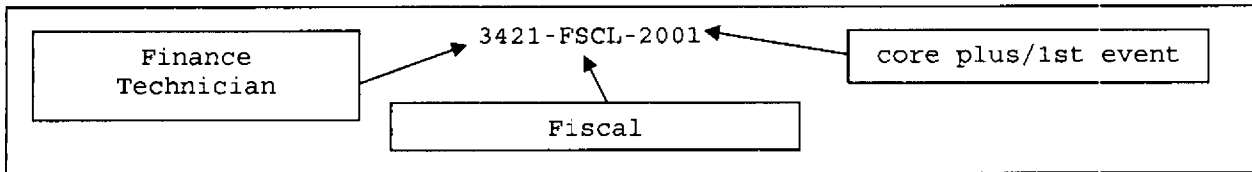


Figure 2: T&R Event Coding

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: $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

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' METs.

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CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

THIS CHAPTER IS RESERVE FOR FUTURE USE

FM T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

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FM T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. This chapter includes all collective events for the Financial Management Community. A collective event is an event that an established unit would perform in combat. This linkage tailor's collective and individual training for the selected MET. Each collective event is composed of an event title, condition, standard, and component events. The accomplishment and proficiency level required of component events are determined by the event standard. Component events may be likely actions, a list of functions, or procedures.

3001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier.

a. The first four characters represent the community. This chapter contains the following community code:

FMGT - Financial Management

b. The second four characters represent the functional or duty area. This chapter contains the functional area listed below:

EXPD - Expeditionary

c. The last four digits represent the level (3000) and sequence number (001-999) of the event. There is only one collective event for the Financial Management Community.

3002. INDEX OF COLLECTIVE EVENTS

3000-LEVEL		
Event Code	Event	Page
FMGT-EXPD-3001	Employ expeditionary disbursing services	3-4

3003. COLLECTIVE EVENTS

FMGT-EXPD-3001: Employ expeditionary disbursing services

SUPPORTED MET(S): None

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an operations order to provide tactical disbursing support.

STANDARD: Ensuring integration of financial analysis, guidance, currency support, and disbursing support in accordance with Annex E of the Operations Order.

EVENT COMPONENTS:

1. Support the commander's scheme of maneuver.
2. Sustain disbursing support by judiciously employing limited assets where they will have the greatest affect.
3. Imbed disbursing support with maneuver elements to provide service support across the spectrum of the AO.
4. Assess host nation banking support.
5. Administer host nation banking support.
6. Assess currency requirements, capabilities, and limitations.
7. Establish a Limited Depository Account (LDA).
8. Manage expeditionary disbursements.
9. Support tactical field exchange and postal currency supply.
10. Support confiscated currency services.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCWP 4-11.8 Service in an Expeditionary Environment
-

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CHAPTER 4

MOS 3402 INDIVIDUAL EVENTS

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FM T&R MANUAL

CHAPTER 4

MOS 3402 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to the Financial Management Community occupational field MOS 3402. 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. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 3402-EXPD-2001. This chapter utilizes the following methodology:

a. The first four characters represent the occupational field or community. This chapter contains the following occupational field code:

3402 - Finance Officer

b. The second four characters represent the functional or duty area (e.g., EXPD - Expeditionary). Functional areas for Finance Officers are:

EXPD - Expeditionary
FSCL - Fiscal
IC - Internal Controls
PAY - Pay
TRAV - Travel

c. The last four digits represent the task level and numerical sequencing. The Finance Officer individual training events are only:

2000 - Core plus skills (follow-on formal schooling, MOJT or distance learning for PMOS 3402)

Every individual event has a numerical identifier from 001 to 999.

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 3402 tasks.

e. The standard disbursing suite of automated systems includes the following: MOL, DTMS, MCTFS, RAPTRS, PCC-OCT, TGA, DTS, DDS, ADS, MyPay, EDA, SABRS, WEBSALTS, CAPS-W, Navy Marine Corps Cash, Eaglecash, ITS, and ODSE.

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4003. 2000-LEVEL 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 disbursing requirement, access to automated systems, internet connectivity, and the references.

STANDARD: Ensuring proper acquisition, accounting, and safeguarding of cash as outlined in the DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Determine cash requirements.
2. Acquire currency.
3. Maintain required cash accountability report.
4. Safeguard currency on hand.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3402-EXPD-2002: Manage Limited Depository Accounts (LDA)

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, internet connectivity, and the references.

STANDARD: Ensuring proper establishment and accounting for an LDA as outlined in the DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

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

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3402-EXPD-2003: Manage unit paying agents (UPA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, and the reference.

STANDARD: Ensuring the UPA account is managed without irregularities.

PERFORMANCE STEPS:

1. Train unit paying agent.
2. Advance funds.
3. Reconcile account.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: The actual unit paying agent can be another MOS as long as that individual is filling the assigned billet of a unit paying agent.

3402-EXPD-2004: Manage expeditionary military payroll payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, Military Pay Listing (MPL), and the references.

STANDARD: Ensuring payments are in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Coordinate expeditionary payment authorization.
2. Provide cashier oversight.
3. Certify expeditionary military payroll payments.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

3. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
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3402-EXPD-2005: Manage expeditionary payment process

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, substantiating documents, and the references.

STANDARD: Ensuring payments are properly authorized and accounted for in accordance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Process Commander's Emergency Response Program (CERP) disbursements.
2. Process solatia/condolences payments.
3. Process emergency and extraordinary expense payments.
4. Process Marine Corps Counter-intelligence and Human Intelligence Program (MCCHP) payments.
5. Process foreign damage/battle damage claims.
6. Process contract payments.
7. Process Field Ordering Officer's payment.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures
 2. DOD FMR 7000.14-R Volume 12 DOD Financial Management Regulations, Special Accounts, Funds, and Programs
 3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 4. FM 201-06 Financial Management Operations (Army)
 5. JP 1-06 Financial Management Support in Joint Operations
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3402-EXPD-2006: Manage disbursements for the Weapons for Cash Program

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 24 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, and the reference.

STANDARD: Ensuring payments are certified and accounted for in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Identify requirements.
2. Identify funding sources.
3. Process disbursement vouchers.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3402-EXPD-2007: Manage disbursements for medical payments for services

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 24 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, and the references.

STANDARD: Ensuring payments are properly authorized and accounted for in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Coordinate payment procedures.
2. Identify funding source.
3. Coordinate proper authorization for payment.
4. Process disbursements.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3402-EXPD-2008: Manage disbursements for bail and attorney fees in foreign areas

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 24 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, and the references.

STANDARD: Ensuring payments are properly certified and accounted for in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Coordinate payment process.
2. Identify funding source.
3. Coordinate proper authorization for payment.
4. Process disbursements for foreign damage claims.

REFERENCES:

1. 10 U.S.C. Section 1037 Counsel Before Foreign Judicial Tribunals and Administrative Agencies; Court Costs and Bail
 2. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures
 3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 4. SECNAVINST 5820.4 Status of Forces Policies, Procedures, and Information
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3402-EXPD-2009: Manage seized currency

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, Evidence/Property Custody Documents (DA 4137), and the references.

STANDARD: Ensuring accurate accountability and disposition in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Establish a chain of custody.
2. Inventory seized currency.
3. Safeguard seized currency.
4. Coordinate disposition.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 12 DOD Financial Management Regulation, Special Accounts, Funds, and Programs
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 3. FM 1-06 Financial Management Operations (Army)
 4. JP 1-06 Financial Management Support in Joint Operations
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3402-EXPD-2010: Develop the Expeditionary Disbursing Operations Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing mission and the Commander's intent.

STANDARD: Ensuring disbursing requirements are met.

PERFORMANCE STEPS:

1. Determine expeditionary scheme of maneuver.
2. Coordinate with Executive Agent.
3. Develop Annex E to Operations Order.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 2. DODD 5101.1 Department of Defense Executive Agent
 3. FM 1-06 Financial Management Operations (Army)
 4. JP 1-06 Financial Management Support in Joint Operations
 5. MCWP 4-11.8 Service in an Expeditionary Environment
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3402-EXPD-2011: Manage accommodation exchange

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a check cashing requirement.

STANDARD: Providing the service to authorized personnel in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Coordinate the Commander's personal check cashing policy.
2. Perform check cashing services.
3. Account for accommodation exchange.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3402-EXPD-2012: Manage stored value card program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement in an expeditionary environment.

STANDARD: Administering the program without irregularities.

PERFORMANCE STEPS:

1. Coordinate program requirement.
2. Formulate commander's policy.
3. Process reports.

REFERENCES:

1. Navy Cash Standard Operating Procedures
 2. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 4. Eagle Cash Users Manual
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3402-EXPD-2013: Manage imprest funds cashier account

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, internet connectivity, and the reference.

STANDARD: Ensuring proper management of an authorized account in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Coordinate cashier appointment.
2. Train cashier.
3. Advance funds.
4. Reconcile account.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3402-EXPD-2014: Provide foreign currency exchange

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, foreign currency exchange rate, and the references.

STANDARD: Ensuring transactions are in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Exchange currency.
2. Maintain DD Form 2664 (Currency Exchange Record/Record of Individual Exchange Transaction).
3. Account for transactions.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3402-EXPD-2015: Process cash in personal effects for KIA/WIA

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, U.S. Treasury checks, and the references.

STANDARD: Accurately accounting for cash found in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Process exchange for cash.
2. Process disbursement.
3. Process data files.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3402-FSCL-2001: Manage a Disbursing Section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given operational requirements, access to automated systems, internet connectivity, appropriate staff, and the references.

STANDARD: Ensuring Disbursing operations and financial reporting are in compliance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Monitor disbursing operations.
2. Manage fiscal section workflow.
3. Manage separations section workflow.
4. Manage travel section workflow.
5. Manage pay section workflow.
6. Validate desktop procedures.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 11 DOD Financial Management Regulation, Reimbursable Operations, Policy and Procedures
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3402-FSCL-2002: Manage a 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 access to automated systems, internet connectivity, supporting documents, and the reference.

STANDARD: Ensuring the Disbursing Officer account is balanced in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Verify daily business.
2. Verify Daily Agent Accountability Summary (DD Form 2665).
3. Certify daily business.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, 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 access to automated systems, internet connectivity, and the reference.

STANDARD: Ensuring accurate and timely disbursements of funds in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Process disbursement data.
2. Process Electronic Funds Transfer (EFT) files.
3. Process returns.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, 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 access to automated systems, internet connectivity, and the references.

STANDARD: Ensuring accurate and timely collection of funds in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Process collections.
2. Process deposits.
3. Process data files.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3402-FSCL-2005: Manage Statement of Agents Officer's Account (DD Form 1081)

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, supporting documents, and the reference.

STANDARD: Ensuring the account is balanced in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Verify documents.

2. Process Statement of Agent Officer's Account (DD Form 1081).
3. Process Daily Agent Accountability Summary (DD Form 2665).

REFERENCE:

1. DOD FMR 7000.14-R, Volume 6B DOD Financial Management Regulation, Reconciliation Requirements for the Annual Financial Statements

3402-FSCL-2006: Manage deposit tickets

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, and the reference.

STANDARD: Ensuring deposits are properly reflected on the Disbursing Officer's Daily Statement of Accountability (DD Form 2657) in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Process deposits.
2. Account for deposits.
3. Reconcile deposit differences.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

3402-FSCL-2007: Manage a Disbursing Officer's Monthly Statement of Accountability (SF 1219)

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, supporting documents, and the reference.

STANDARD: Ensuring accountability is properly stated in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Verify DD Form 2657 data.
2. Compare expenditures and collections (E&C) against DD Form 2657 data.

3. Reconcile differences.
4. Certify SF 1219.
5. Prepare end of month document folder.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

3402-FSCL-2008: Manage Treasury check issue

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to automated systems, internet connectivity, and the reference.

STANDARD: Ensuring checks issued by the Disbursing Officer are reported in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Process treasury check.
2. Process treasury level 8 data.
3. Reconcile U.S. Treasury Limited Payability Report (3880).

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

3402-FSCL-2009: Process irregularities

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a physical loss of funds, an erroneous payment, or an overage, and the reference.

STANDARD: Ensuring the process to adjudicate the irregularity is completed in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Confirm irregularity.
2. Request command investigation.
3. Report irregularity to DFAS.
4. Account for irregularity.
5. Request relief of liability.

REFERENCE:

1. DOD FMR 7000.12, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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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: Given access to automated systems, internet connectivity, and provided with the Disbursing internal controls policy, and the references.

STANDARD: Ensuring Disbursing operations are conducted in accordance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Conduct internal audits.
2. Analyze error trends/vulnerabilities.
3. Assess separation of duties.
4. Conduct technical training.
5. Interpret regulations, as required.
6. Assess organizational security.
7. Report findings.
8. Maintain liaison with external agencies.
9. Take corrective action.

REFERENCES:

1. Disbursing Internal Controls Program guidance
 2. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3402-IC-2002: Manage fraud prevention program

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, source documents, and the references.

STANDARD: Detecting account inconsistencies or fraud.

PERFORMANCE STEPS:

1. Audit a Pay Record Access (PRA) Report.

2. Assess automated system for material weaknesses.
3. Review account inconsistencies.
4. Investigate suspect cases.
5. Develop corrective action plan.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 3. NAVMC 2768 Fraud, Waste, and Abuse
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3402-IC-2003: Maintain system accesses

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, and the references.

STANDARD: Ensuring only authorized personnel are granted access.

PERFORMANCE STEPS:

1. Determine access requirement.
2. Verify request.
3. Forward requests for approval.
4. Assign systems access.
5. Revoke access, as required.
6. Maintain SAAR documentation.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 3. DODD 5200.28 Security Requirements for Automated Information Systems (AIS)
 4. SECNAVINST M-5510.30 Department of the Navy (DON) Personnel Security Program
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3402-PAY-2001: Manage pay 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 automated systems, internet connectivity, a pay management report, supporting documents, and the references.

STANDARD: Ensuring inconsistencies are corrected in accordance with DFAS-CL 7220.31-R.

PERFORMANCE STEPS:

1. Analyze cyclic reports.
2. Conduct corrective actions.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedures - Active Duty and Reserve Pay
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 5. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
 6. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
-

3402-PAY-2002: Process Miscellaneous Military Pay Order/Special Authorizations (NAVMC 11116)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, substantiating documents, and the references.

STANDARD: Ensuring standards of accuracy for all transactions are met as outlined in DFAS-CL 7220.31-R.

PERFORMANCE STEPS:

1. Formulate action required.
2. Implement action(s).
3. Confirm record updates.
4. Retain records.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedures - Active Duty and Reserve Pay
3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
4. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)

5. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
 6. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
-

3402-PAY-2003: Process Separation/Travel Pay Certificate (NAVMC 11060)

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, substantiating documents, and the references.

STANDARD: Ensuring closeout of member's master military pay account (MMPA).

PERFORMANCE STEPS:

1. Determine applicable separation entitlements.
2. Make required adjustment to MMPA, as required.
3. Forward payment.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedures - Active Duty and Reserve Pay
 3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
-

3402-PAY-2004: Process Waiver/Remission of Indebtedness (DD Form 2789)

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, a prepared application, and substantiating documents.

STANDARD: Ensuring debt accuracy and timely package processing in accordance with DFAS-CL 7220.31-R.

PERFORMANCE STEPS:

1. Validate indebtedness computations.
2. Prepare the disbursing officer's endorsement.
3. Ensure reporting of appropriate diary entries.
4. Submit endorsed waiver package.
5. Track waiver package to completion.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedures - Active Duty and Reserve Pay
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
-

3402-TRAV-2001: Process a Permanent Duty Travel (PDT) voucher

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, completed travel claim package, and the references.

STANDARD: Ensuring standards of accuracy for all transactions are met as outlined in the JFTR, Volume 1.

PERFORMANCE STEPS:

1. Research previous settlements and advances.
2. Compute PCS entitlements.
3. Compute elapsed time.
4. Certify voucher.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 5. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
-

3402-TRAV-2002: Process a Temporary Additional Duty (TAD) travel voucher

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, completed travel claim package, and the references.

STANDARD: Ensuring standards of accuracy for all transactions are met as outlined in the JFTR, Volume 1.

PERFORMANCE STEPS:

1. Pre-validate obligation.
2. Research previous settlements and advances.
3. Compute TAD entitlements.
4. Verify leave reporting, as applicable.
5. Certify voucher.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. JTR, Volume 2, Joint Travel Regulations, Department of Defense Civilian Personnel
 5. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 6. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 7. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
 8. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
-

3402-TRAV-2003: Process a Permanent Duty Travel (PDT) advance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, completed travel advance package, and the references.

STANDARD: Ensuring standards of accuracy for all transactions are met as outlined in the JFTR, Volume 1.

PERFORMANCE STEPS:

1. Research previous advances.
2. Compute advance entitlements.
3. Certify advance.
4. Reconcile unliquidated advances.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members

4. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 5. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
-

3402-TRAV-2004: Process a Temporary Additional Duty (TAD) travel advance

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, completed travel advance package, and the references.

STANDARD: Ensuring standards of accuracy for all transactions are met as outlined in the JFTR, Volume 1.

PERFORMANCE STEPS:

1. Pre-validate obligation.
2. Research previous advances.
3. Compute advance entitlements.
4. Certify advance.
5. Reconcile unliquidated advances.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 700.14, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. JTR, Volume 2, Joint Travel Regulations, Department of Defense Civilian Personnel
 5. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 6. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 7. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
 8. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
 9. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
-

3402-TRAV-2005: Manage discrepancy notice process

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, substantiating documents, and the references.

STANDARD: Ensuring correction and prevention of discrepancies.

PERFORMANCE STEPS:

1. Certify discrepancy notice.
2. Track to completion.
3. Analyze discrepancy trends.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 4. DTOD Defense Table of Official Distances
 5. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 6. JTR, Volume 2, Joint Travel Regulations, Department of Defense Civilian Personnel
 7. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 8. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 9. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
 10. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
 11. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
 12. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 13. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
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3402-TRAV-2006: Close out business

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, and the references.

STANDARD: Ensuring accurate and timely vouchering of travel payments in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Verify supporting documentation.
2. Import travel payment files.
3. Upload travel payment files.
4. Maintain supporting documents.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, DOD Financial Management Regulation: Travel Policy and Procedures
 3. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
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FM T&R MANUAL

CHAPTER 5

MOS 3404 INDIVIDUAL EVENTS

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FM T&R MANUAL

CHAPTER 5

MOS 3404 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to the Financial Management Community MOS 3404. 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. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 3404-APPL-1001. This chapter utilizes the following methodology:

a. The first four characters represent the occupational field or community. This chapter contains the following occupational field code:

3404 - Financial Management Officer

b. The second four characters represent the functional or duty area (e.g., EXPD - Expeditionary). Functional areas for Financial Management Officers are:

ACCT - Accounting
APPL - Appropriations
BUDG - Budget
CERT - Certification
CIVL - Civilian Labor
CONT - Contingency
DISB - Disbursing
EXCU - Execution
EXPD - Expeditionary
FLAW - Fiscal Law
FSCL - Fiscal
IC - Internal Controls
PAY - Pay
REA - Resource Evaluation and Analysis
TRAV - Travel

c. The last four digits represent the task level and numerical sequencing. The Financial Management Officer individual training events are separated into two task levels:

1000 - Core skills (initial entry level MOS training conducted at a formal school for PMOS 3404)

2000 - Core plus skills (follow-on formal schooling, MOJT or distance learning for PMOS 3404)

Every individual event has a numerical identifier from 001 to 999.

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 3404 tasks.

e. The standard disbursing suite of automated systems includes the following: MOL, DTMS, MCFFS, RAPTRS, PCC-OCT, TGA, DTS, DDS, ADS, MyPay, EDA, SABRS, WEBSALTS, CAPS-W, Navy Marine Corps Cash, Eaglecash, ITS, and ODSE.

5002. INDEX OF INDIVIDUAL EVENTS

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5003. 1000-LEVEL EVENTS

3404-APPL-1001: Advise the commander on integration of appropriated/non-appropriated funding

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and the references.

STANDARD: Ensuring funds are identified to support requirements.

PERFORMANCE STEPS:

1. Identify requirement.
2. Analyze requirement.
3. Coordinate as necessary.
4. Develop courses of action.

REFERENCES:

1. JP 1-06 Financial Management Support in Joint Operations
 2. MCO 1700.27_ Marine Corps Morale, Welfare and Recreation Policy Manual
 3. MCO 1754.9 Unit, Personal and Family Readiness Program (UPFRP)
 4. MCO 7010.17_ Religious Offering Fund (ROF)
 5. MCO 7040.11_ Marine Corps Birthday Ball Funding
 6. NAVSO P-1000 DON Financial Management Policy Manual
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3404-BUDG-1001: Formulate a budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, higher headquarters guidance, coordination with staff sections, supported and subordinate units, commander's guidance, ceiling tracks, TEEP, civilian labor agreements, MOUs/MOAs, recurring contracts, prior year execution data and authorizations, and the references.

STANDARD: Producing a budget that expresses the commander's operational requirements in financial terms.

PERFORMANCE STEPS:

1. Review budget guidance from higher headquarters.
2. Formulate local commander's guidance.
3. Solicit subordinate commands requirements.
4. Analyze submissions.
5. Coordinate a review group with staff sections.

6. Develop budget submission package.
7. Brief budget to staff heads and commander for concurrence.
8. Receive final ceiling tracks for execution
9. Submit budget submission package to higher headquarters.
10. Publish final ceiling tracks for execution.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 2A DOD Financial Management Regulation, Budget Formulation and Presentation (Chapters 1-3)
2. DOD FMR 7000.14-R, Volume 2B DOD Financial Management Regulation, Budget Formulation and Presentation (Chapters 4-19)
3. DON Budget Guidance Memoranda
4. DOD Directive 7250.13 Official Representation Funds
5. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
6. NAVSO P-1000 DON Financial Management Policy Manual
7. OMB Circular A-11 Preparation, Submission and Execution of the Budget
8. SECNAVINST 7042.7_ Guidelines for the use of Official Representation Funds (ORF)

3404-EXCU-1001: Distribute command funding

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to Standard Accounting Budget Reporting System (SABRS), access to SABRS authorization process, approved authorization from higher headquarters, approved financial plan, and the references.

STANDARD: Ensuring funds are distributed in accordance with the approved financial plan.

PERFORMANCE STEPS:

1. Obtain authorization documents.
2. Verify amount posted in SABRS.
3. Distribute funding in SABRS.
4. Verify distribution of funding.
5. Notify receiving activity of funding distribution

REFERENCES:

1. SABRS Customer Assistance Handbook
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
3. NAVSO P-1000 DON Financial Management Policy Manual

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 access to applicable financial systems, feeder systems, approved financial plan, and the references.

STANDARD: Ensuring financial transactions are recorded in the accounting system in accordance with the approved financial plan and generally accepted accounting principles.

PERFORMANCE STEPS:

1. Analyze BEA execution.
2. Manage accounting data elements.
3. Analyze the processing of transactions.
4. Take corrective action.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures
 2. DOD FMR 7000.14-R, Volume 14 DOD Financial Management Regulation, Administrative Control of Funds and Anti-deficiency Act Violations
 3. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and Use of Budgetary Resources
 4. DOD FMR 7000.14-R, Volume 4 DOD Financial Management Regulation, Accounting Policy and Procedures
 5. MCO P7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
 6. NAVSO P-1000 DON Financial Management Policy Manual
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3404-EXCU-1003: Manage command exercise funds

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an exercise program, commander's intent, access to applicable financial systems, feeder systems, approved financial plan, and the references.

STANDARD: Ensuring financial transactions are recorded in the accounting system in accordance with the exercise program, approved financial plan, and generally accepted accounting principles.

PERFORMANCE STEPS:

1. Analyze exercise program.
2. Budget for approved exercises.
3. Coordinate with applicable key personnel.
4. Develop exercise fiscal instructions for publications.
5. Manage accounting data elements for the exercise program.
6. Analyze the processing of the exercise budget transactions.

7. Take corrective action.
8. Closeout exercise budget.

REFERENCES:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 2. NAVSO P-1000 DON Financial Management Policy Manual
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3404-EXCU-1004: Conduct a mid-year review

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, higher headquarters guidance, receipt of budget authority, coordination with staff sections, supported and subordinate units, commander's guidance, ceiling tracks, TEEP, civilian labor agreements, MOUs/MOAs recurring contracts, prior year execution data and authorizations, and the references.

STANDARD: Producing a mid-year review package that allocates available resources to meet the commander's operational priorities.

PERFORMANCE STEPS:

1. Review mid-year review guidance from higher headquarters.
2. Formulate local commander's guidance.
3. Solicit subordinate commands requirements.
4. Analyze submissions.
5. Coordinate a review group with staff sections.
6. Develop mid-year submission for higher headquarters.
7. Brief outcome of analysis to staff heads and commander for concurrence.
8. Submit mid-year review to higher headquarters.
9. Execute any additional funding provided.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 2A DOD Financial Management Regulation, Budget Formulation and Presentation (Chapters 1-3)
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3404-EXCU-1005: Manage fiscal year closeout

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, contracting guidance, SMU guidance, and higher headquarters guidance, guidance from other organizations, and the references.

STANDARD: Ensuring 99.99% valid obligations recorded of budget authority no later than close of business 30 September.

PERFORMANCE STEPS:

1. Analyze higher and adjacent closeout guidance.
2. Formulate local commander's guidance.
3. Solicit subordinate commands end of year execution plans.
4. Analyze submissions.
5. Conduct fiscal year closeout reconciliations.
6. Prepare accounts for new fiscal year.

REFERENCE:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3404-EXCU-1006: Manage the lateral transfer of funding authority to external organizations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This task pertains to the reimbursable process and direct cite.

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to transfer funds to an external agency or DOD component, access to applicable financial systems, valid support agreement or approved determination and findings (D&F), and the references.

STANDARD: Ensuring the receiving activity performs the requested action for the requesting command in exchange for payment.

PERFORMANCE STEPS:

1. Determine requirements to issue funding document.
2. Verify funding availability.
3. Issue funding document to selling activity for acceptance.
4. Obligate funding document.
5. Monitor execution.
6. Close funding document.

REFERENCES:

1. 38 U.S.C. Section 701, Economy Act of 1933
2. DOD FMR 7000.14-R, Volume 11A, DOD Financial Management Regulation, Reimbursable Operations, Policies, and Procedures
3. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and use of Budgetary Resources

4. MAPS Marine Corps Acquisition Procedures Supplement
5. MCO P7300.21_Marine Corps Financial Management Standard Operating Procedure Manual

3404-EXCU-1007: Monitor the financial plan

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, an approved budget, the financial phase plan, higher headquarters guidance, and the references.

STANDARD: Analyzing variances in execution from the plan and developing courses of action for decision.

PERFORMANCE STEPS:

1. Monitor command execution.
2. Analyze execution.
3. Reconcile execution.
4. Identify variances.
5. Develop courses of action.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
2. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedures Manual

3404-EXCU-1008: Manage the lateral transfer of funding authority from external organizations

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

DESCRIPTION: This event pertains to the reimbursable process and direct cite.

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to support an external agency or DOD component, access to applicable financial systems, valid support agreement or approved determination and findings (D&F), and the references.

STANDARD: Ensuring the command performs the requested action for the requesting command in exchange for payment.

PERFORMANCE STEPS:

1. Determine command ability to satisfy buyer requirements.
2. Accept buyer funding documents.
3. Establish reimbursable profile with SABRS.
4. Publish accounting data elements 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. 38 U.S.C. Section 701, Economy Act of 1933
 2. DOD FMR 7000.14-R, Volume 11A DOD Financial Management Regulation, Reimbursable Operations, Policies, and Procedures
 3. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and Use of Budgetary Resources
 4. MAPS Marine Corps Acquisition Procedures Supplement
 5. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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3404-EXPD-1001: Manage cash operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a disbursing requirement, access to applicable financial systems, internet connectivity, and the references.

STANDARD: Ensuring proper acquisition, accounting and safeguarding of cash as outlined in DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Determine cash requirements.
2. Acquire currency.
3. Maintain required cash accountability report.
4. Safeguard currency on hand.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-EXPD-1002: Manage unit paying agents (UPA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, and the references.

STANDARD: Ensuring the UPA account is managed without irregularities.

PERFORMANCE STEPS:

1. Train unit paying agent.
2. Advance funds.
3. Reconcile UPA account.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: The actual unit paying agent can be another MOS as long as that individual is filling the assigned billet of a unit paying agent.

3404-EXPD-1003: Manage expeditionary military payroll payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, internet connectivity, Military Pay Listing (MPL), and the references.

STANDARD: Ensuring payments are in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Coordinate expeditionary payment authorization.
2. Provide cashier oversight.
3. Certify expeditionary military payroll payments.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 3. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
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3404-EXPD-1004: Develop the Expeditionary Disbursing Operations Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing mission and the Commander's intent.

STANDARD: Ensuring disbursing support meets operational requirements.

PERFORMANCE STEPS:

1. Determine expeditionary scheme of maneuver.
2. Coordinate with Executive Agent.
3. Provide input to orders development.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 2. DODD 5101.1 Department of Defense Executive Agent
 3. FM 1-06 Financial Management Operations (Army)
 4. JP 1-06 Financial Management Support in Joint Operations
 5. MCWP 4-11.8 Services in an Expeditionary Environment
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3404-EXPD-1005: Manage accommodation exchange

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a check cashing requirement.

STANDARD: Providing the service to authorized personnel in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Coordinate the Commander's personal check cashing policy.
2. Perform check cashing services.
3. Account for accommodation exchange.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-EXPD-1006: Manage stored value card programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement in an expeditionary environment.

STANDARD: Administering the program without irregularities.

PERFORMANCE STEPS:

1. Coordinate program requirement.
2. Formulate commander's policy.
3. Process reports.

REFERENCES:

1. Navy Cash Standard Operating Procedures
 2. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 4. Eagle Cash Users Manual
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3404-EXPD-1007: Provide foreign currency exchange

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, internet connectivity, foreign currency exchange rate, and the references.

STANDARD: Ensuring transactions are in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Maintain DD Form 2664 (Currency Exchange Record/Record of Individual Exchange Transaction).
2. Exchange currency.
3. Account for transactions.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-FLAW-1001: Conduct a preliminary review of potential violations of appropriation law

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, internet connectivity, a computer and appropriate software, access to automated systems, and references.

STANDARD: Ensuring funds are executed in accordance with appropriation law.

PERFORMANCE STEPS:

1. Review requirement.
2. Identify applicable references.
3. Make a determination on legality.
4. Determine courses of action.

REFERENCES:

1. Principles of Federal Appropriation Law, Volumes 1, 2 and 3
 2. 31 U.S.C. Sections 1301, 1341, 1342, 1351, 1352, and 1517 Purpose Time and Amount
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3404-FSCL-1001: Manage a Disbursing Section

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, internet connectivity, appropriate staff, and operational requirements.

STANDARD: Ensuring Disbursing operations and financial reporting are in compliance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Monitor disbursing operations.
2. Manage fiscal section workflow.
3. Manage separations section workflow.
4. Manage travel section workflow.
5. Manage pay section workflow.
6. Validate desktop procedures.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 11B DOD Financial Management Regulations, Reimbursable Operations, Policy and Procedures - Working Capital Funds (WCF)
-

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

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, internet connectivity, supporting documents, and the reference.

STANDARD: Ensuring the Disbursing Officer account is balanced in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Verify daily business.
2. Verify Daily Agent Accountability Summary.
3. Certify daily business.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-FSCL-1003: Manage disbursements

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, internet connectivity, and the reference.

STANDARD: Ensuring accurate and timely disbursements of funds in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Process disbursement data.
2. Process Electronic Funds Transfer (EFT) files.
3. Process returns.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-FSCL-1004: Manage collections

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, internet connectivity, and the references.

STANDARD: Ensuring accurate and timely collection of funds in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Process collections.
2. Process deposits
3. Process data files.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-FSCL-1005: Manage Statement of Agents Officer's Account (DD Form 1081)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, internet connectivity, supporting documents, and the references.

STANDARD: Ensuring the account is balanced in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Verify documents.
2. Process Statement of Agent Officer's Account (DD Form 1081).
3. Process Daily Agent Accountability Summary (DD Form 2665).

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-FSCL-1006: Manage deposit tickets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, internet connectivity, and the reference.

STANDARD: Ensuring deposits are properly reflected on the Disbursing Officer's Daily Statement of Accountability (DD Form 2657) in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Process deposits.
2. Account for deposits.
3. Reconcile deposit differences.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-FSCL-1007: Manage Disbursing Officer's Monthly Statement of Accountability (SF 1219)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, internet connectivity, supporting documents, and the reference.

STANDARD: Ensuring accountability is properly stated in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Verify DD Form 2657 data.
2. Compare expenditures and collections (E&C) data against DD Form 2657 data.
3. Reconcile differences.
4. Certify SF 1219.
5. Prepare end of month document folder.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-FSCL-1008: Process irregularities

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a physical loss of funds, an erroneous payment, or an overage, and the reference.

STANDARD: Ensuring the process to adjudicate the irregularity is completed in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Confirm irregularity.

2. Request command investigation.
3. Account for irregularity.
4. Request relief of liability.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-IC-1001: Manage Disbursing Officer's Internal Controls Program

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, internet connectivity, the references, and provided with the Disbursing internal controls policy.

STANDARD: Ensuring Disbursing operations are conducted in accordance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Conduct internal audits.
2. Analyze error trends/vulnerabilities.
3. Assess separation of duties.
4. Conduct technical training.
5. Interpret regulations, as required.
6. Assess organizational security.
7. Report findings.
8. Maintain liaison with external agencies.
9. Take corrective action.

REFERENCES:

1. Disbursing Internal Controls Program guidance
 2. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3404-IC-1002: Manage fraud prevention program

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, source documents, and the references.

STANDARD: Detecting account inconsistencies or fraud.

PERFORMANCE STEPS:

1. Audit a Pay Record Access (PRA) Report.
2. Assess automated system for material weaknesses.
3. Review account inconsistencies.
4. Investigate suspect cases.
5. Develop corrective action plan.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 3. NAVMC 2768 Fraud, Waste, and Abuse
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3404-IC-1003: Maintain system accesses

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, internet connectivity, and the references.

STANDARD: Ensuring only authorized personnel are granted access.

PERFORMANCE STEPS:

1. Determine access requirement.
2. Verify request.
3. Forward requests for approval.
4. Assign systems access.
5. Revoke access, as required.
6. Maintain SAAR documentation.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 3. DODD 5200.28 Security Requirements for Automated Information Systems (AIS)
 4. SECNAVINST M-5510.30 Department of the Navy (DON) Personnel Security Program
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3404-IC-1004: Manage discrepancy notice process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, substantiating documents, and the references.

STANDARD: Ensuring correction and prevention of discrepancies.

PERFORMANCE STEPS:

1. Certify discrepancy notice.
2. Track to completion.
3. Analyze discrepancy trends.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 4. DTOD Defense Table of Official Distances
 5. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 6. JTR, Volume 2, Joint Travel Regulations, Department of Defense Civilian Personnel
 7. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 8. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 9. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
 10. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
 11. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
 12. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 13. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
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3404-PAY-1001: Manage pay reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, a pay management report, supporting documents, and the references.

STANDARD: Ensuring inconsistencies are corrected in accordance with DFAS-CL 7220.31-R.

PERFORMANCE STEPS:

1. Analyze cyclic reports.
2. Conduct corrective actions.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 5. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
 6. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
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3404-PAY-1002: Process Miscellaneous Military Pay Order/Special Authorizations (NAVMC 11116)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, substantiating documents, and the references.

STANDARD: Ensuring standards of accuracy for all transactions are met as outlined in DFAS-CL 7220.31-R.

PERFORMANCE STEPS:

1. Formulate action required.
2. Implement action(s).
3. Confirm record updates.
4. Retain records.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 5. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
 6. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
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3404-PAY-1003: Process Separation/Travel Pay Certificate (NAVMC 11060)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, substantiating documents, and the references.

STANDARD: Ensuring closeout of member's master military pay account (MMPA).

PERFORMANCE STEPS:

1. Determine applicable separation entitlements.
2. Make required adjustment to MMPA, if necessary.
3. Confirm MMPA balanced.
4. Retain records.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedures - Active Duty and Reserve Pay
 3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
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3404-PAY-1004: Process Waiver/Remission of Indebtedness (DD Form 2789)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, a prepared application, and substantiating documents.

STANDARD: Ensuring debt accuracy and timely package processing in accordance with DFAS-CL 7220.31-R.

PERFORMANCE STEPS:

1. Verify indebtedness computations.
2. Prepare Disbursing Officer's endorsement.
3. Ensure reporting of appropriate diary entries.
4. Submit endorsed waiver package.
5. Track waiver package to completion.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedures - Active Duty and Reserve Pay
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
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3404-POM-1001: Prepare Command POM Initiative Submission (PPBE cycle)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, higher headquarters guidance, command guidance, staff coordination, and the references.

STANDARD: In accordance with higher headquarters published timelines and formats.

PERFORMANCE STEPS:

1. Analyze higher headquarters guidance.
2. Develop data call to command sections.
3. Formulate local commander's guidance.
4. Develop solicitation for subordinate commands.
5. Publish data call to command sections.
6. Analyze received submissions.
7. Develop POM initiatives submission for higher headquarters.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 2B DOD Financial Management Regulation, Budget Formulation and Presentation (Chapters 4-19)
 2. DODI 7045.7 Implementation of the Planning, Programming, and Budgeting System (PPBS)
 3. HQMC POM Serials
 4. Higher Headquarters POM Submission Requirements
 5. MCO P3121.1 Marine Corps Planning and Programming Manual
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3404-REA-1001: Manage Resource Evaluation and Analysis Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems and the references.

STANDARD: Producing a signed annual statement of assurance.

PERFORMANCE STEPS:

1. Coordinate the Marine Corps Managers' Internal Control Program.
2. Coordinate the testing of the Command's internal controls.
3. Prepare the Commander's Statement of Assurance.
4. Execute the Marine Corps Internal Control over Financial Reporting (ICORF) Program.
5. Inspect Fund Managers for compliance with established processes.
6. Coordinate audits from external agencies.

REFERENCES:

1. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
 2. MCO 7540.2 Resource Evaluation and Analysis (REA) Function
 3. OMB Circular A-123 Management's Responsibility for Internal Control
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3404-TRAV-1001: Process a Permanent Duty Travel (PDT) voucher

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, completed travel claim package, and the references.

STANDARD: Ensuring standards of accuracy for all transactions are met as outlined in the JFTR, Volume 1.

PERFORMANCE STEPS:

1. Research previous settlements and advances.
2. Compute PCS entitlements.
3. Compute elapsed time.
4. Certify voucher.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 5. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
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3404-TRAV-1002: Process a Temporary Additional Duty (TAD) travel voucher

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, completed travel claim package, and the references.

STANDARD: Ensuring standards of accuracy for all transactions are met as outlined in the JFTR, Volume 1.

PERFORMANCE STEPS:

1. Pre-validate obligation.
2. Research previous settlements and advances.
3. Compute TAD entitlements.
4. Verify leave reporting, as applicable.
5. Certify voucher.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 5. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 6. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
 7. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
 8. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
 9. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
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3404-TRAV-1003: Process Permanent Duty Travel (PDT) advances

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, completed travel advance package, and the references.

STANDARD: Ensuring standards of accuracy for all transactions are met as outlined in the JFTR, Volume 1.

PERFORMANCE STEPS:

1. Research previous advances.
2. Compute advance entitlements.
3. Certify advance.
4. Reconcile unliquidated advances.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members

4. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
5. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)

3404-TRAV-1004: Process a Temporary Additional Duty (TAD) travel advance

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, completed travel advance package, and the references.

STANDARD: Ensuring standards of accuracy for all transactions are met as outlined in the JFTR, Volume 1.

PERFORMANCE STEPS:

1. Pre-validate obligation.
2. Research previous advances.
3. Compute advance entitlements.
4. Certify advance.
5. Reconcile unliquidated advances.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. JFTR, Volume 1, Joint Federal Travel Regulations, Uniformed Service Members
 4. JTR, Volume 2, Joint Travel Regulations, Department of Defense Civilian Personnel
 5. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 6. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 7. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
 8. MCO P1080.40 Marine Corps Total Force System Personnel Reporting Instruction Manual
 9. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
-

5004. 2000-LEVEL EVENTS

3404-ACCT-2001: Validate USMC financial statements

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

BILLETS: HQMC P&R (RFO)

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, 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, higher headquarters Department of the Navy guidance, and the references.

STANDARD: Ensuring the submission of accurate, timely financial statements in accordance with higher headquarters Department of the Navy guidance.

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 FFMR 7000-14-R, Volume 6B DOD Financial Management Regulation, Reconciliation Requirements for the Annual Financial Statements
 2. General Accounting Office/President's Council Integrity and Efficiency Financial Audit Manual (GAO/PCIE FAM)
 3. OMB Bulletin 07-02 Audit Requirements for Financial Statements
 4. OMB Bulletin 07-04 Audit Requirements for Financial Statements
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3404-BUDG-2001: Maintain currency in fiscal law

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

GRADES: 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring the command is in compliance with appropriation law.

PERFORMANCE STEPS:

1. Review references.
2. Identify changes to fiscal law.
3. Apply changes as required.

REFERENCES:

1. Annual Appropriation Act
 2. Annual Authorization Act
 3. Comptroller General Decisions and Opinions
 4. DOD FMR 7000.14-R, Volume 14 DOD Financial Management Regulation, Administrative Control of Funds and Anti-Deficiency Act Violations
 5. GAO-01-179SP Principles of Federal Appropriation Laws - GAO Red Book
 6. NAVMC 2664 USMC Financial Guidebook for Commanders
 7. NAVSO P-1000 DON Financial Management Policy Manual
-

3404-BUDG-2002: Perform cost analysis

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems and the references.

STANDARD: Ensuring negative trends are identified and corrected.

PERFORMANCE STEPS:

1. Analyze all data.
2. Select appropriate cost analysis method.
3. Seek solutions.
4. Initiate solutions.

REFERENCES:

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

3404-BUDG-2003: Coordinate contributions to the general gift fund

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring gift funds are administered in accordance with SECNAVINST 4001.2_.

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. Accomplish requisite reporting requirements.
8. Retain all pertinent records.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 12 DOD Financial Management Regulation Special Accounts, Funds, and Programs
 2. SECNAVINST 4001.2_ Acceptance of Gifts
-

3404-BUDG-2004: Manage the execution of the Financial Plan

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

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, the financial plan, required financial reports, and the references.

STANDARD: Ensuring execution is in accordance with the commander's priorities, approved spending plan, and generally accepted accounting principles.

PERFORMANCE STEPS:

1. Analyze execution reports.
2. Compare execution against the financial plan.
3. Recommend changes to the financial plan that supports the operational plan, as necessary.
4. Take follow-on action as necessary.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3404-BUDG-2005: Formulate a Departmental Level O&M budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: HQMC P&R (RFO)

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, coordination with appropriate staff, required financial reports, and the references.

STANDARD: Ensuring submission of an appropriation level budget.

PERFORMANCE STEPS:

1. Determine higher headquarters guidance.
2. Review OMB Circular A-11 for additional guidance.
3. Review Program and Budgeting Documentation Database (PBDD).
4. Apply Resource Management Decisions (RMD).
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/or within 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.
17. Develop financial management courses of action for DCP&R.

REFERENCES:

1. Resource Management Decision
 2. DOD FMR 7000.14-R, Volume 2A DOD Financial Management Regulation, Budget Formulation and Presentation (Chapters 1-3)
 3. DOD FMR 7000.14-R, Volume 2B, DOD Financial Management Regulation, Budget Formulation and Presentation (Chapters 4-19)
 4. DON Budget Guidance Memoranda DON Budget Guidance Memoranda
 5. OMB Circular A-11 Preparation, Submission and Execution of the Budget
-

3404-CERT-2001: Perform functions of a defense resource manager

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, office staff, a budget, and the references.

STANDARD: Ensuring accountability of defense resources.

PERFORMANCE STEPS:

1. Facilitate the internal/external inter-actions between DOD resource management elements.
2. Perform the PPBE process.
3. Integrate disbursing/financial management into organizational plan.
4. Perform auditing.
5. Enforce fiscal law regulations.

REFERENCES:

1. MCO P7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
 2. DOD FMR 7000.14-R, DOD Financial Management Regulation
 3. JP 1-06 Financial Management Support in Joint Operations
-

3404-CIVL-2001: Perform civilian labor execution

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial and personnel systems, ceiling tracks, current OPM pay and wage grade scales, inflation rate, required financial reports, and the references.

STANDARD: Reconciling civilian labor execution.

PERFORMANCE STEPS:

1. Validate civilian labor budget.
2. Review execution in SABRS.
3. Validate financial/personnel data elements in applicable systems.
4. Validate execution in SABRS.
5. Report changes to higher headquarters.
6. Assess impact on financial plan.
7. Enter accruals in SABRS.
8. Adjust accruals as required.

REFERENCES:

1. DFAS-CL 7210.118 Work Year Personnel Cost (WYPC) Reporting System, AAA Responsibilities

2. Defense Civilian Pay Center website
<https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpsdocs.htm>
3. MARADMIN 179/06 Standardization of Civilian Labor Cost Account Codes
4. MCO P7300.21__ Marine Corps Financial Management Standard Operating Procedure Manual
5. Navy Budget Guidance Memoranda
6. OMB Circular A-11 Preparation, Submission and Execution of the Budget
7. SABRS User Manual
8. Work Year Personnel Cost System (WYPC) website

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

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, warning order, and the references.

STANDARD: Ensuring financial management guidance supports operational requirements.

PERFORMANCE STEPS:

1. Assess the operational plan.
2. Identify requirements.
3. Develop a mission statement.
4. Develop a concept of operations.
5. Identify activities and organizations that require funding support.
6. Identify foreign host nation support payments.
7. Develop tasks.
8. Identify coordinating instructions.
9. Identify which Department of Defense System will be used during contingency operation.
10. Identify administration and logistic requirements
11. Identify command and control.
12. Publish financial guidance.

REFERENCES:

1. Marine Corps Contingency Operations Financial Management Guidebook
2. DOD FMR 7000.14-R, Volume 11A DOD Financial Management Regulation, Reimbursable Operations, Policies, and Procedures
3. DOD FMR 7000.14-R, Volume 2A DOD Financial Management Regulation, Budget Formulation and Presentation (Chapters 1-3)
4. DOD FMR 7000.14-R, Volume 2B, DOD Financial Management Regulation, Budget Formulation and Presentation (Chapter 4-19)
5. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and use of Budgetary Resources
6. DOD FMR 7000.14-R, Volume 4, DOD Financial Management Regulation, Accounting Policy and Procedures
7. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures

8. JP 1-06 Financial Management Support in Joint Operations
 9. MCWP 5-1 Marine Corps Planning Process
-

3404-CONT-2002: Identify sources of funding for contingency operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring funds allocated for that purpose are obtained to support mission requirements.

PERFORMANCE STEPS:

1. Integrate subordinate unit budget requirements.
2. Determine costs by developing detailed budget estimates.
3. Identify what funds can support the requirement.
4. Accommodate funding sources within constraints imposed by fiscal law.
5. Coordinate with legal advisor when making fiscal determinations.
6. Consider emergency funding authorities.
7. Consider reprogramming actions.
8. Consider wartime military construction.
9. Obtain the appropriate type of funds.
10. Distribute and control the funds obtained.
11. Track incremental costs and obligations.
12. Establish cost capturing procedures.
13. Provide accurate and complete reporting procedures.

REFERENCES:

1. Marine Corps Contingency Operations Financial Management Guidebook
 2. CJCSI 7201.01A Combatant Commanders Official Representation Funds
 3. DOD FMR 7000.14-R, Volume 11A DOD Financial Management Regulation, Reimbursable Operations, Policies, and Procedures
 4. DOD FMR 7000.14-R, Volume 12 DOD Financial Management Regulation, Special Accounts, Funds, and Programs
 5. DOD Directive 7250.13 Official Representation Funds
 6. DOD FMR 7000.14-R, Volume 11B DOD Financial Management Regulation, Reimbursable Operations, Policy and Procedures - Working Capital Funds (WCF)
 7. DOD FMR 7000.14-R, Volume 15 DOD Financial Management Regulation, Security Assistance Policy and Procedures
 8. JP 1-06 Financial Management Support in Joint Operations
-

3404-CONT-2003: Support the procurement process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the procurement system and applicable financial systems, operational requirements, and the references.

STANDARD: Ensuring funding availability and legality of contracting requirements.

PERFORMANCE STEPS:

1. Establish relationship with key personnel.
2. Participate in the acquisition review process.
3. Assign appropriate funding.
4. Ensure funds are obligated.
5. Ensure contract is paid promptly.
6. Coordinate with Contracting Officer to ensure contract close-out.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures
 2. JP 1-06 Financial Management Support in Joint Operations
 3. MCO P7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
-

3404-DISB-2001: Assume duties as DO/FO

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, an appointment letter, and the references.

STANDARD: Assuming the duties IAW DODFMR Volume 5, Chapter 2.

PERFORMANCE STEPS:

1. Receive appointment letter.
2. Appoint deputies and accountable positions.
3. Submit signature card/specimen signatures.
4. Request master ELSIG.
5. Address change in status of disbursing officer or agents.
6. Perform relief.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
-

3404-DISB-2002: Advise commander of proper employment of disbursing support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational plan, access to applicable financial systems, and the references.

STANDARD: Ensuring integration into the operational plan.

PERFORMANCE STEPS:

1. Appraise current capabilities.
2. Recommend concept of disbursing support.
3. Develop disbursing planning guidance.
4. Receive confirmation brief.

REFERENCES:

1. JP 1-06 Financial Management Support in Joint Operations
 2. MCWP 4-11.8 Services in an Expeditionary Environment
 3. MCWP 5-1 Marine Corps Planning Process
 4. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 5. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 6. DOD FMR 7000.14-R, Volume 7B DOD Financial Management Regulation, Military Pay Policy and Procedures - Retired Pay
 7. DOD FMR 7000.14-R, Volume 8 DOD Financial Management Regulation, Civilian Pay Policy and Procedure
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3404-EXPD-2001: Manage Limited Depository Accounts (LDA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, internet connectivity, and the reference.

STANDARD: Ensuring the proper establishment and accounting for an LDA as outlined in the DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

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

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
-

3404-EXPD-2002: Manage disbursements for the Weapons for Cash Program

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 24 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to financial systems, internet connectivity, and the reference

STANDARD: Ensuring program payments are certified and accounted for in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Identify requirements.
2. Identify funding source.
3. Process disbursement vouchers for the weapons for cash program

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
-

3404-EXPD-2003: Manage disbursements for medical services

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 24 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to automated systems, internet connectivity, and the references.

STANDARD: Ensuring payments are properly authorized and accounted for in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Coordinate payment procedures.
2. Identify funding source.
3. Coordinate proper authorization for payment.
4. Process disbursements.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures

2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

3404-EXPD-2004: Manage disbursements for bail and attorney fees in foreign areas

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 24 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, internet connectivity, and the references.

STANDARD: Ensuring payments are properly certified and accounted for in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Coordinate payment process.
2. Identify funding source.
3. Coordinate proper authorization for payment.
4. Process disbursements.

REFERENCES:

1. 10 U.S. Code Section 1037 Counsel before Foreign Judicial Tribunals and Administrative Agencies; Court Costs and Bail
2. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures
3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
4. SECNAVINST 5820.4_ Status of Forces Policies, Procedures and Information

3404-EXPD-2005: Manage seized currency

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, internet connectivity, Evidence/Property Custody Documents (DA 4137), and the references.

STANDARD: Ensuring accurate accountability and disposition in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Establish a chain of custody.
2. Inventory seized currency.

3. Safeguard seized currency.
4. Coordinate disposition.

REFERENCES:

1. DOD 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. DODD 5101.1 Department of Defense Executive Agent
3. FM 1-06 Financial Management Operations (Army)
4. JP 1-06 Financial Management Support in Joint Operations
5. MCWP 4-11.8 Services in an Expeditionary Environment

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: This event should be part of a PTP work up.

3404-EXPD-2006: Manage imprest funds cashier account

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 24 months

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing requirement, access to applicable financial systems, internet connectivity, and the reference.

STANDARD: Ensuring proper management of an authorized imprest fund account in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Coordinate cashier appointment.
2. Train cashier.
3. Advance funds.
4. Reconcile account.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 Financial Management Regulation, Disbursing Policy and Procedures
-

3404-FSCL-2001: Manage Treasury check issue

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

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to automated systems, internet connectivity, and the reference.

STANDARD: Ensuring checks issued by the Disbursing Officer are reported in accordance with DoDFMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Process treasury check.
2. Process treasury level 8 data.
3. Reconcile U.S. Treasury Limited Payability Report (3880).

REFERENCES:

1. DOD FMR 7000.14-R, Volume 5 Financial Management Regulation, Disbursing Policy and Procedures
-

3404-REA-2001: Validate business processes

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

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ICOFR test script, process flow diagram, access to appropriate systems, and the references.

STANDARD: Ensuring compliance with standard business processes.

PERFORMANCE STEPS:

1. Understand existing business processes.
2. Compare existing processes to MC processes flow diagram.
3. Identify discrepancies in the processes.
4. Identify the internal control weaknesses in current processes in place.
5. Take corrective action.
6. Report findings.
7. Reevaluate as necessary.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 6B DOD Financial Management Regulation, Reconciliation Requirements for the Annual Financial Statements
 2. DOD FMR 7000.14-R, Volume 6A DOD Financial Management Regulation, Reporting Policy and Procedures
 3. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
 4. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 5. MCO 7540.2 Resource Evaluation and Analysis (REA) Function
 6. NAVMC 2664 USMC Financial Guidebook for Commanders
 7. OMB Circular A-123 Management's Responsibility for Internal Control
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FM T&R MANUAL

CHAPTER 6

MOS 3408 INDIVIDUAL EVENTS

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FM T&R MANUAL

CHAPTER 6

MOS 3408 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to the Financial Management Community MOS 3408. 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. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 3408-ADMN-2001. This chapter utilizes the following methodology:

a. The first four characters represent the occupational field or community. This chapter contains the following occupational field code:

3408 - Financial Management Resource Officer

b. The second four characters represent the functional or duty area (e.g., EXPD - Expeditionary). Functional areas for Financial Management Resource Officers are:

ADMN - Administration
FMGT - Financial Management
REA - Resource, Evaluation and Analysis

c. The last four digits represent the task level and numerical sequencing. The Financial Management Resource Officer individual training events are only:

2000 - Core plus skills (follow-on formal schooling, MOJT or distance learning for PMOS 3408)

Every individual event has a numerical identifier from 001 to 999.

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 3408 tasks.

e. The standard disbursing suite of automated systems includes the following: MOL, DTMS, MCTFS, RAPTRS, PCC-OCT, TGA, DTS, DDS, ADS, MyPay, EDA, SABRS, WEBSALTS, CAPS-W, Navy Marine Corps Cash, Eaglecash, ITS, and ODSE.

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6003. 2000-LEVEL EVENTS

3408-ADMN-2001: Implement financial management policy/guidance

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring compliance with regulations and standardized business processes.

PERFORMANCE STEPS:

1. Review current policy/guidance.
2. Evaluate changes to policy and procedural guidance.
3. Advise the Comptroller.
4. Implement approved changes.
5. Confirm effectiveness of changes.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 11B DOD Financial Management Regulation, Reimbursable Operations, Policy and Procedures - Working Capital Funds (WCF)
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3408-FMGT-2001: Conduct fiscal year closeout

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a financial plan, source documentation, closeout guidance, and financial reports.

STANDARD: Ensuring transactions are accurate, relevant, and timely recorded within authorized spending limits in accordance with MCO P7300.21_.

PERFORMANCE STEPS:

1. Review closeout guidance.
2. Implement local closeout guidance.
3. Coordinate year-end validations.
4. Identify and return unused reimbursable authority.

5. Identify and return unused direct cite authority.
6. Resolve problem disbursements and abnormal balances.
7. Prepare required reports.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and use of Budgetary Resources
 2. DOD FMR 7000.1400-R, Volume 6B DOD Financial Management Regulation, Reconciliation Requirements for the Annual Financial Statements
 3. DOD FMR 7000.14-R, Volume 2A DOD Financial Management Regulation, Budget Formulation and Presentation
 4. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3408-FMGT-2002: Conduct financial management training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring all personnel are properly trained in accordance with MCO P7300.21_.

PERFORMANCE STEPS:

1. Analyze performance.
2. Develop objectives.
3. Develop training plan.
4. Provide training.
5. Document training.
6. Re-analyze performance.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 1 DOD Financial Management Regulation, General Financial Management Information, Systems, and Requirements
 2. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and Use of Budgetary Resources
 3. DOD FMR 7000.14-R, Volume 4 DOD Financial Management Regulation, Accounting Policy and Procedures
 4. DOD FMR 7000.14-R, Volume 6B DOD Financial Management Regulation, Reconciliation Requirements for the Annual Financial Statements
 5. DOD FMR 7000.14-R, Volume 6A, DOD Financial Management Regulation, Reporting Policy and Procedures
 6. DOD FMR 7000.14-R, Volume 2A DOD Financial Management Regulation, Budget Formulation and Presentation
 7. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3408-FMGT-2003: Monitor accounting system

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: 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; and (4) support internal and external reporting requirements.

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a recurring requirement.

STANDARD: Ensuring proper recording of accurate, timely and relevant financial data in accordance with MCO P7300.21_.

PERFORMANCE STEPS:

1. Monitor financial input and output processes.
2. Initiate action to correct system problems.
3. Evaluate program changes, system enhancements and requirements.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and Use of Budgetary Resources
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. OMB Circular A-123 Management's Responsibility for Internal Control
-

3408-FMGT-2004: Validate accounting system tables

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and report generating software.

STANDARD: Ensuring accuracy of data elements.

PERFORMANCE STEPS:

1. Manage access to the accounting system.
2. Analyze tables.
3. Update tables.
4. Verify updates.

REFERENCES:

1. SABRS Tables User Manual
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3408-FMGT-2005: Coordinate reconciliations

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

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, report generating software, and supporting documentation.

STANDARD: Ensuring the validity of financial transactions.

PERFORMANCE STEPS:

1. Produce reports.
2. Analyze reports.
3. Disseminate reports with guidance.
4. Receive feedback.
5. Review results.
6. Document results.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and use of Budgetary Resources
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. OMB Circular A-123 Management's Responsibility for Internal Control
-

3408-FMGT-2006: Monitor reimbursable process

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 16 months

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a reimbursable agreement and required documentation.

STANDARD: Ensuring the completeness of the reimbursable life cycle in accordance with MCO P7300.21_.

PERFORMANCE STEPS:

1. Identify reimbursable requirement.
2. Establish reimbursable.
3. Execute reimbursable.
4. Reconcile with buyer/seller.
5. Process reimbursable bills.
6. Provide monthly status.
7. Ensure closed reimbursable is properly archived.

REFERENCES:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 2. RFA Procedure Statement Number 3
<https://ehqmc.usmc.mil/org/pr/fiscalops/accounting>
-

3408-FMGT-2007: Maintain financial data in the supply system

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the supply system.

STANDARD: Allowing using units to execute within financial parameters.

PERFORMANCE STEPS:

1. Identify Job Order Number requirements.
2. Load Job Order Numbers.
3. Analyze reports.
4. Modify Job Order Numbers, as required.

REFERENCES:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 2. OMB Circular A-123 Management's Responsibility for Internal Control
-

3408-FMGT-2008: Monitor financial oversight of business feeder systems

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and access to feeder systems.

STANDARD: Ensuring the timeliness and accuracy of transactions in accordance with MCO P7300.21_.

PERFORMANCE STEPS:

1. Perform financial oversight of Business feeder systems.
2. Identify irregularities.
3. Perform corrective action.

REFERENCES:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 2. OMB Circular A-123 Management's Responsibility for Internal Control
-

3408-FMGT-2009: Generate custom financial reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and report generating software.

STANDARD: Providing unique financial data.

PERFORMANCE STEPS:

1. Validate requirement.
2. Create report.
3. Publish report.

REFERENCES:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 2. SMARTS General Information web site
<https://ehqmc.usmc.mil/org/pr/fiscalops/accounting>
-

3408-FMGT-2010: Monitor financial performance indicators

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, report generating software, and performance indicator reports.

STANDARD: Evaluating Command strengths and weaknesses in accordance with MCO P7300.21_.

PERFORMANCE STEPS:

1. Analyze reports.
2. Perform trend analysis.
3. Determine corrective action.
4. Initiate corrective action.
5. Verify corrective action.

REFERENCES:

1. <https://ehqmc.usmc.mil/org/pr/fiscalops/accounting>
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3408-FMGT-2011: Manage Tri-Annual Review (TAR)

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

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, TAR file, source documentation, and access to external systems.

STANDARD: Ensuring only valid transactions reside in the accounting system in accordance with MCO P7300.21_.

PERFORMANCE STEPS:

1. Obtain report.
2. Disseminate report.
3. Receive annotated report.
4. Verify results.
5. Submit report to higher headquarters.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and use of Budgetary Resources
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3408-FMGT-2012: Prepare year-end certifications

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

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, documentation, and report generating software.

STANDARD: Confirming authorizations, commitments, obligations, expenses, and unobligated balances for the period ending 30 September of the current fiscal year for all appropriations.

PERFORMANCE STEPS:

1. Obtain report from higher headquarters.
2. Disseminate report, if applicable.
3. Validate report for accuracy.
4. Annotate footnotes, as required.
5. Prepare for Comptroller's signature.
6. Submit to higher headquarters.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and use of Budgetary Resources
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. Year-end certification user/navigation guide
<https://ehqmc.usmc.mil/org/pr/fiscalops/accounting/yec/default.aspx>
-

3408-FMGT-2013: Apply federal principles of appropriation law

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a purchase requirement.

STANDARD: Enforcing compliance with federal regulations governing appropriation usage.

PERFORMANCE STEPS:

1. Receive purchase request/requirement.
2. Validate legality of the request/requirement.
3. Forward for appropriate action.

REFERENCES:

1. Governmental Accountability Office Red Book
2. Principles of Federal Appropriation Law, Volume 1
3. www.Thomas.gov
4. www.omb.gov
5. DFAS 7900.4 Federal Requirements for Financial Management Systems - Blue Book

6. MARADMIN 664/08 FY10 Active Duty for Operational Support (ADOS) Budget Working Group (BWG) and FY09 Mid-Year Review
-

3408-FMGT-2014: Manage direct cite process

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

BILLETS: Financial Management Resource Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and an agreement.

STANDARD: Ensuring proper executions of all direct cite costs.

PERFORMANCE STEPS:

1. Identify methods of execution.
2. Monitor execution.
3. Complete DCC process.

REFERENCES:

1. RFA Direct Cite Manual
 2. <https://ehqmc.usmc.mil/org/pr/fiscalops/accounting>
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3408-FMGT-2015: Monitor civilian labor process

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

BILLETS: Financial Management Resource Officer/Payroll Officer

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, report generating software, and labor systems access.

STANDARD: Ensuring labor costs are properly recorded.

PERFORMANCE STEPS:

1. Review Command's organization coding structure.
2. Monitor labor execution.
3. Correct labor errors.
4. Perform allocations, if necessary.

REFERENCES:

1. Defense Civilian Payroll System Customer Service Representative Manual

2. Work Year Personal Cost Customer Service Manual
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 4. OMB Circular A-11 Preparation, Submission and Execution of the Budget
-

3408-REA-2001: Conduct financial assessment/assist visits

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Financial Management Resource Officer/Resource Evaluation and Analysis Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement, a checklist, and access to supporting documentation.

STANDARD: Evaluating the command's ability to accomplish its fiscal mission.

PERFORMANCE STEPS:

1. Identify scope and objectives.
2. Provide checklist.
3. Conduct trend analysis.
4. Conduct an in-brief.
5. Review business processes.
6. Conduct out-briefs.
7. Prepare/submit report for signature.
8. Conduct follow-up, as required.

REFERENCES:

1. MCO 5040.6_ Marine Corps Readiness Inspections and Assessments
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
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FM T&R MANUAL

CHAPTER 7

MOS 3432 INDIVIDUAL EVENTS

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FM T&R MANUAL

CHAPTER 7

MOS 3432 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to the Financial Management Community MOS 3432. 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. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 3432-FSCL-1001. This chapter utilizes the following methodology:

a. The first four characters represent the occupational field or community. This chapter contains the following occupational field code:

3432 - Finance Technician

b. The second four characters represent the functional or duty area (e.g., EXPD - Expeditionary). Functional areas for Finance Technicians are:

FSCL - Fiscal
IC - Internal Controls
PAY - Pay
TRAV - Travel

c. The last four digits represent the task level and numerical sequencing. The Financial Management Officer individual training events are separated into two task levels:

1000 - Core skills (initial entry level MOS training conducted at a formal school for PMOS 3432)

2000 - Core plus skills (follow-on formal schooling, MOJT or distance learning for PMOS 3432)

Every individual event has a numerical identifier from 001 to 999.

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 3432 tasks.

e. The standard disbursing suite of automated systems includes the following: MOL, DTMS, MCTFS, RAPTRS, PCC-OCT, TGA, DTS, DDS, ADS, MyPay, EDA, SABRS, WEBSALTS, CAPS-W, Navy Marine Corps Cash, Eaglecash, ITS, and ODSE.

7002. INDEX OF INDIVIDUAL EVENTS

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FISCAL		
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3432-TRAV-2004	Audit Temporary Additional Duty (TAD) payments/collections	7-33
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7003. 1000-LEVEL EVENTS

3432-FSCL-1001: Identify the characteristics of a line of accounting (LOA)

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a public voucher and the references.

STANDARD: Ensuring a complete LOA is utilized in accordance with the DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Identify the elements of an SDN.
2. Identify the elements of a LOA.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation, Volumes 1 - 15
 2. MCO P7300.21_Marine Corps Financial Management Standard Operating Procedure Manual
-

3432-PAY-1001: Prepare a disbursing diary

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, internet connectivity, a computer, supporting/substantiating documents, and the references.

STANDARD: Ensuring standards of accuracy are met in accordance with DFAS UM-18.

PERFORMANCE STEPS:

1. Access automated system.
2. Prepare diary.

REFERENCES:

1. DFAS UM-18 Online Disbursing Diary Operating Procedures
 2. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
-

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 documents and access to automated systems.

STANDARD: Ensuring accurate calculation within two business days after receipt.

PERFORMANCE STEPS:

1. Access automated systems.
2. Review documents.
3. Research documents.
4. Compute adjustments.
5. Annotate documents.
6. Forward documents.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedures - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
-

3432-PAY-1003: Compute special payments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given documents and access to automated systems.

STANDARD: Ensuring accurate calculation within one business day after receipt.

PERFORMANCE STEPS:

1. Access automated systems.
2. Review documents.
3. Research documents.
4. Compute documents.
5. Annotate documents.
6. Forward documents.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedures - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
-

3432-PAY-1004: Prepare a special payroll

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to produce a special payroll, supporting/substantiating documents, access to automated systems, and the references.

STANDARD: Ensuring date is inputted in accordance with DFAS-CL 7220.31-R.

PERFORMANCE STEPS:

1. Prepare a military pay listing.
2. Forward documents for review.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DFAS UM-12 Remote Access Pay Transactions and Reporting System Users Manual
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3432-PAY-1005: Process a payroll

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a payroll, suspect payment listings, and access to automated systems.

STANDARD: Ensuring payment data is 100% accurate.

PERFORMANCE STEPS:

1. Access automated system.
2. Review payroll.
3. Review suspects payment listing.
4. Compute payments.

5. Process adjustments.
6. Forward payroll.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniform Service Members
 5. DFAS UM-12 Remote Access Pay Transactions and Reporting System Users Manual
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3432-PAY-1006: Adjust leave entitlements

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided documents and access to automated systems.

STANDARD: Ensuring the leave balance is computed or adjusted to 100% accuracy.

PERFORMANCE STEPS:

1. Access automated system.
2. Review documents.
3. Compute adjustments.
4. Properly annotate documents.
5. Forward documents.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force System Automated Pay Systems Manual (APSM), Chapter 5
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
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3432-PAY-1007: 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 documents, access to automated systems, and the references.

STANDARD: Ensuring 100% accuracy in computation.

PERFORMANCE STEPS:

1. Access automated system.
2. Compute discharge account summary sheet.
3. Annotate documents.
4. Forward documents.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
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3432-TRAV-1001: Compute Temporary Additional Duty (TAD) payments/collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given required documents and access to automated systems.

STANDARD: Ensuring claims are processed with 100% accuracy within three working days of receipt.

PERFORMANCE STEPS:

1. Access automated system.
2. Validate previous payments/advances.
3. Validate LOA.
4. Identify type of claim.
5. Review documents.
6. Compute payment.
7. Release documents.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. JTR, Chapter 5, Joint Travel Regulations, Permanent Duty Travel
 4. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 5. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 6. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
 7. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
 8. WINIATS User Manual
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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 required documents and access to automated systems.

STANDARD: Ensuring PDT claims are settled within five working days of receipt without error.

PERFORMANCE STEPS:

1. Access automated systems.
2. Validate payments/advances.
3. Review documents.
4. Compute entitlements.
5. Compute elapsed time.
6. Release documents.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. DTOD Defense Table of Official Distances
 4. JTR, Chapter 5, Joint Travel Regulations, Permanent Duty Travel
 5. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 6. MCO P4650.37_ Marine Corps Travel Instructions Manual (MCTIM)
 7. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
 8. 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 required documents, access to automated systems, and the references.

STANDARD: Ensuring standards of accuracy are met in accordance with NAVSO P-6034 Joint Federal Travel Regulations (JFTR).

PERFORMANCE STEPS:

1. Access automated system.
2. Validate previous payments/advances.

3. Compute payments.
4. Release voucher.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 2. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
 5. WINIATS User Manual
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7004. 2000-LEVEL EVENTS

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-2012

3432-FSCL-2005

REFERENCE:

1. MCDOSS Deployed Standard Operating Procedures
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3432-FSCL-2001: Manage suspense accounts

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given documents, access to automated systems, and the references.

STANDARD: Ensuring funds are accounted for and cleared without error.

PERFORMANCE STEPS:

1. Access automated system.
2. Receive documents from DFAS-CL.
3. Investigate unexplained overages/shortages.
4. Take corrective action.
5. Maintain records.

REFERENCES:

1. DSS Users Guide
 2. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 4. SABRS User Manual
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3432-FSCL-2002: Prepare Daily Statement of Accountability (DD Form 2665)

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

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given documents and access to automated systems.

STANDARD: Ensuring agents daily statement of accountability is balanced in accordance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Access automated system.
2. Prepare DD Form 1081.
3. Prepare/finalize DD Form 2665.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3432-FSCL-2003: Audit collection vouchers

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems and the Cash Collection voucher (DD Form 1131).

STANDARD: Ensuring accurate and timely collection of funds in accordance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Access automated system.
2. Verify documents.
3. Certify vouchers.
4. Maintain records.

REFERENCES:

1. DDS User Manual
2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: 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, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, a request for exchange for cash, pertinent check data, and a U.S. Treasury check.

STANDARD: Ensuring standards of accuracy are met in accordance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Access automated system.
2. Obtain pertinent data and blank treasury check.
3. Prepare check.
4. Submit for audit and signature.
5. Cash check.
6. Account for check on daily business.
7. Report check to U.S. Treasury.
8. Maintain records.

REFERENCES:

1. DDS User Manual
2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: 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: LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given prepared checks, chain of custody paperwork, NAVMC Form 11119, and proper identification.

STANDARD: Ensuring standards of accuracy are met in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Verify recipient is authorized to receive checks.
2. Verify receipt of individual checks with identification.
3. Log payroll signature of individual receiving checks.
4. Maintain records.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3432-FSCL-2006: Audit deposit tickets

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems and a SF 215 deposit ticket.

STANDARD: Ensuring the disbursing agents daily statement of accountability reflects accurate deposits in accordance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Access automated system.
2. Retrieve SF 215.
3. Reject deposits in error to agents.

4. Accept correct deposits from agents.
5. Verify recording of deposits on DD Form 1081.
6. Maintain records.

REFERENCES:

1. DDS User Manual
2. OTC PCC User Manual
3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: 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: LCPL, CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to automated systems and a Deposit Ticket (SF 215).

STANDARD: Ensuring information is recorded and properly reflected properly on the disbursing agents statement of accountability as outlined in the DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Access automated systems.
2. Endorse back of checks with Disbursing stamp.
3. Print/type deposit tickets.
4. Copy deposit ticket and negotiable instrument.
5. Forward/release deposit ticket and negotiable instrument.
6. Maintain records.

REFERENCES:

1. DDS User Manual
2. OTC PCC User Manual
3. DOD FMR 7000.14-R, Volume 5 Financial Management Regulation, Disbursing Policy and Procedures

MISCELLANEOUS:

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

3432-FSCL-2008: Audit Daily Statement of Accountability (DD Form 2665)

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems and documents.

STANDARD: Ensuring agent's accountability is accurate in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Access automated systems.
2. Verify recording of documentation.
3. Review data on DD Form 1081.
4. Correct discrepancies.
5. Accept DD Form 1081.
6. Finalize DD Form 2665.
7. Maintain records.

REFERENCES:

1. DDS User Manual
2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures

MISCELLANEOUS:

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

3432-FSCL-2009: Prepare checks

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given documents, blank checks and access to automated systems.

STANDARD: Ensuring standards are met with 100% accuracy in accordance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Access automated system.
2. Log check date.
3. Print check.
4. Audit check against source document.
5. Obtain signature.
6. Safeguard checks.
7. Maintain records.

REFERENCES:

1. DDS User Manual

2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation,
Disbursing Policy and Procedures
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3432-FSCL-2010: Prepare collection vouchers

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given documents and access to automated systems.

STANDARD: Ensuring standards are met in accordance with 100% accuracy in
accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Access automated system.
2. Verify documents.
3. Complete DD Form 1131.
4. Submit for audit.
5. Maintain records.

REFERENCES:

1. DDS User Manual
2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation,
Disbursing Policy and Procedures

MISCELLANEOUS:

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

3432-FSCL-2011: Audit public vouchers

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a vendor's bill, valid contract, receiving endorsement and
invoice, and access to automated systems.

STANDARD: Ensuring the Public Voucher for Purchases and Services Other Than
Personal (SF 1034) and all source documents are 100% accurate in accordance
with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Access automated system.
2. Verify appropriation data.

3. Identify discrepancies.
4. Maintain records.

REFERENCES:

1. DDS User Manual
 2. ITS User's Manual
 3. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures
 4. DOD FMR 7000.14-R, Volume 3 DOD Financial Management Regulation, Budget Execution - Availability and Use of Budgetary Resources
 5. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 6. SABRS User Manual
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3432-FSCL-2012: Audit Voucher and Schedule of Withdrawal and Credits (SF 1081)

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to adjust a LOA, documents and access to automated systems.

STANDARD: Ensuring appropriation/funds requested are 100% accurate prior to submission for certification in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Access automated system.
2. Verify appropriation data to be charged.
3. Verify appropriate data to be credited.
4. Identify discrepancies.
5. Certify SF 1080.
6. Maintain records.

REFERENCES:

1. DDS User Manual
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3432-FSCL-2013: 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 valid contract, receiving endorsement and invoice, and access to automated systems.

STANDARD: Ensuring the SF 1034 and all source documents are 100% accurate in accordance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Access automated system.
2. Review documents.
3. Prepare voucher.
4. Submit for review.
5. Maintain records.

REFERENCES:

1. DDS User Manual
 2. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures
 3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 4. SABRS User Manual
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3432-FSCL-2014: Prepare disbursing voucher log

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents, blank log and the reference.

STANDARD: Ensuring standards are 100% accuracy in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Input information.
2. Assign Disbursing Officers Voucher (DOV) number.
3. Transcribe voucher data.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3432-FSCL-2015: Maintain custody and control of checks

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents, blank checks, prepared checks, and a secure area.

STANDARD: Ensuring correct handling of a negotiable instrument in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Verify check stock against source documents.
2. Submit to Disbursing Officer for review.
3. Ensure checks are safeguarded in a secure area.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3432-FSCL-2016: Maintain on-line Treasury reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents and access to automated systems.

STANDARD: Ensuring standards are met without error in accordance with DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Access automated systems.
2. Enter non-automated check numbers/amounts into Treasury system.
3. Verify automated check numbers/totals are reported.
4. Show adjustments to current/prior month(s) issues.
5. Submit current monthly total checks issued.
6. Maintain records.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3432-FSCL-2017: Process travel business

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given certified vouchers and all supporting/substantiating documents, and access to automated systems.

STANDARD: Ensuring 100% accurate reporting of payment information in accordance with NAVSO P-6034 Joint Federal Travel Regulations (JFTR).

PERFORMANCE STEPS:

1. Access automated systems.
2. Input source data.
3. Transfer data.
4. Print reports.

REFERENCES:

1. DDS User Manual
 2. IATS Users Guide
 3. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 4. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 5. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
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3432-FSCL-2018: Prepare commencement of agents/certifiers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an authorized request and access to automated systems.

STANDARD: Ensuring that agents and certifiers are assigned in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Access automated systems.
2. Prepare source documents.
3. Distribute documents.
4. Maintain records.

REFERENCES:

1. DDS User Manual
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3432-FSCL-2019: Manage a Limited Depository Account (LDA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, source documents and access to automated systems.

STANDARD: Ensuring the proper establishment and accounting for an LDA in accordance with DOD FMR 7000.14-R, Volume 5.

PERFORMANCE STEPS:

1. Access automated systems.
2. Identify authorized personnel.
3. Complete documents.
4. Obtain approval.
5. Establish/manage the U.S./foreign dollar currency.
6. Prepare currency exchange records/subvouchers.
7. Verify vouchers.
8. Reconcile LDA account.
9. Maintain records.

REFERENCES:

1. www.ITS.gov Users Manual
 2. DOD FMR 7000.14-R, Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
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3432-IC-2001: Conduct internal controls audits

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting documents, Disbursing Officer's guidance and the references.

STANDARD: Ensuring that fraud, improper payments and losses and/or gains are identified.

PERFORMANCE STEPS:

1. Conduct audits.
2. Identify error trends or weaknesses.
3. Review separation of duties.
4. Review systems access.
5. Review reports.
6. Conduct technical training.
7. Interpret regulations.
8. Review/monitor office security.
9. Identify/report financial loss/gain.
10. Maintain records.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)

2. DOD FMR 7000.14-R, DOD Financial Management Regulation, Volumes 1 - 15
 3. NAVMC 2768 Fraud, Waste, and Abuse
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3432-PAY-2001: Process allotments of pay

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a request for an allotment of pay, documents and access to automated systems.

STANDARD: Ensuring standards are met with 100% accuracy.

PERFORMANCE STEPS:

1. Access automated system.
2. Receive documents.
3. Review documents.
4. Process documents.
5. Forward documents.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. DFAS UM-12 Remote Access Pay Transactions and Reporting System Users Manual
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3432-PAY-2002: Prepare a waiver of indebtedness

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

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given documents and access to automated systems.

STANDARD: Ensuring standards of accuracy are met in accordance with DFAS-CL 7220.31-R, Chapter 10.

PERFORMANCE STEPS:

1. Access automated system.
2. Collect documents.
3. Forward documents.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay Policy and Procedures - Active Duty and Reserve Pay
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3432-PAY-2003: Audit special payments

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given special payment computations, documents, access to automated systems, and the references.

STANDARD: Ensuring calculations are 100% accurate.

PERFORMANCE STEPS:

1. Access automated system.
2. Receive documents.
3. Audit payments.
4. Forward for payment.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
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3432-PAY-2004: Audit allotments of pay

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

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a processed bond and allotment authorization, documents, and access to automated systems.

STANDARD: Ensuring standards are met with 100% accuracy.

PERFORMANCE STEPS:

1. Access automated system.
2. Receive documents.
3. Audit documents.

4. Certify documents.
5. Maintain records.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. DFAS UM-12 Remote Access Pay Transactions and Reporting System Users Manual
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3432-PAY-2005: Audit a special payroll

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given documents, access to automated systems and the references.

STANDARD: Ensuring 100% accuracy prior to submission for payment.

PERFORMANCE STEPS:

1. Access automated systems.
2. Receive documents.
3. Audit payroll.
4. Certify payroll.
5. Maintain records.

REFERENCES:

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

3432-PAY-2006: Audit a payroll

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a payroll, suspect payment listing, and access to automated systems.

STANDARD: Ensuring payment data is 100% accurate in accordance with DFAS-CL 7220.31-R.

PERFORMANCE STEPS:

1. Access automated system.
2. Audit payroll.
3. Audit suspect payment listing.
4. Certify payroll/suspect listing.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
 5. DFAS UM-12 Remote Access Pay Transactions and Reporting System Users Manual
-

3432-PAY-2007: Audit a disbursing diary

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a disbursing diary, documents, access to automated systems, and the references.

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

PERFORMANCE STEPS:

1. Access automated systems.
2. Receive documents.
3. Audit documents.
4. Certify diary.
5. Maintain records.

REFERENCES:

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

3432-PAY-2008: Audit pay management reports

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a processed pay management report, documents, and access to automated systems.

STANDARD: Ensuring corrections are 100% accurate.

PERFORMANCE STEPS:

1. Access automated systems.
2. Receive pay management reports.
3. Audit reports.
4. Certify reports.
5. Maintain records.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
-

3432-PAY-2009: Audit adjustments to pay and allowances

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided a NAVMC 11116, document, and access to automated systems.

STANDARD: Ensuring adjustments are 100% accurate.

PERFORMANCE STEPS:

1. Access automated systems.
2. Receive documents.
3. Audit documents/computations.
4. Audit adjustments.
5. Forward to preparer for unit diary input.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCM Manual for Courts-Martial (current edition)
 4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
-

3432-PAY-2010: Audit leave entitlements

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided a NAVMC 11116, documents and access to automated systems.

STANDARD: Ensuring transactions are 100% accurately processed prior to submission for certification.

PERFORMANCE STEPS:

1. Access automated system.
2. Receive documents.
3. Review documents.
4. Forward to preparer for unit diary input.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures
 3. MCM Manual for Courts-Martial (current edition)
 4. MCO P1050.3 Regulations for Leave, Liberty and Administrative Absence
 5. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
-

3432-PAY-2011: Audit a waiver of indebtedness

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

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prepared waiver of indebtedness, documents, and access to automated systems.

STANDARD: Ensuring standards are 100% accurate in accordance with DFAS-CL 7220.31-R.

PERFORMANCE STEPS:

1. Review the "S" documents.
2. Audit documents.
3. Audit indebtedness computations.
4. Forward documents for review.
5. Track completed package.
6. Maintain records.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
-

3432-PAY-2012: Audit a separation/retirement discharge account summary

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prepared separation, documents, and access to automated systems.

STANDARD: Ensuring standards are met with 100% accuracy.

PERFORMANCE STEPS:

1. Access automated system.
2. Audit documents.
3. Certify documents.
4. Forward to preparer for payroll/unit diary input.
5. Maintain records.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 7A DOD Financial Management Regulation, Military Pay, Policy and Procedures - Active Duty and Reserve Pay
 3. MCO P1900.16 Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
-

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 supporting documents and access to an automated system.

STANDARD: Ensuring 100% accuracy of calculations.

PERFORMANCE STEPS:

1. Access automated systems.
2. Compute entitlements.
3. Determine and compute relocation income tax allowance.

REFERENCES:

1. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 2. DTOD Defense Table of Official Distances
 3. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
-

3432-TRAV-2002: Maintain separation travel suspense file on category III (separates)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given documents, access to automated systems and the reference.

STANDARD: Ensuring mission requirements and account archive history are maintained with 100% accuracy.

PERFORMANCE STEPS:

1. Access automated systems.
2. Verify date of separation.
3. Verify member is not in an overpaid status.
4. Verify member does not have an outstanding travel advance.
5. Upon receipt of final travel settlement, remove all of the member's documents from the suspense file.
6. Forward to DFAS-CL.

REFERENCE:

1. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
-

3432-TRAV-2003: Process alternate electronic funds transfer account

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an electronic funds transfer account form, access to automated systems and the references.

STANDARD: Ensuring allocated funds are submitted to the correct financial institution.

PERFORMANCE STEPS:

1. Access automated systems.
2. Review member's information.
3. Input member's information.
4. Update electronic funds transfer information.
5. Submit electronic funds transfer form for certification.

REFERENCES:

1. Head Finance Branch Programs and 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: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting documents, access to automated systems and the references.

STANDARD: Ensuring 100% accuracy of calculations within three working days of receipt prior to settlement.

PERFORMANCE STEPS:

1. Access automated systems.
2. Validate previous payments and advances.
3. Audit claim.
4. Release for certification.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. JFTR, Volume 1, Chapters 1, 2, 3, 4, and 7, Joint Federal Travel Regulations, Uniformed Service Members
 4. JTR, Chapter 5, Joint Travel Regulations, Permanent Duty Travel
 5. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 6. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 7. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
 8. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
 9. WINIATS User Manual
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3432-TRAV-2005: Audit Permanent Duty Travel (PDT) payments/collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting documents, access to automated systems and the references.

STANDARD: Ensuring 100% accuracy of calculations prior to settlement within five working days of receipt.

PERFORMANCE STEPS:

1. Access automated system.
2. Validate previous payments/advances.
3. Audit claim.
4. Release for certification.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. JTR, Volume 2, Joint Travel Regulations Department of Defense Civilian Personnel
 4. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 5. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 6. MCO P1001R.1 Marine Corps Reserve Administrative Management Manual (MCRAMM)
 7. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
 8. WINIATS User Manual
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3432-TRAV-2006: Audit military separation/payments/collections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 18 months

GRADES: SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting documents, access to automated systems, and the references.

STANDARD: Ensuring 100% accuracy of calculations prior to release for certification.

PERFORMANCE STEPS:

1. Access automated systems.
2. Validate previous payments/advances.

3. Audit documents.
4. Release for certification.

REFERENCES:

1. DFAS-CL 7220.31-R Marine Corps Total Force Automated Pay Systems Manual (APSM)
 2. DOD FMR 7000.14-R, Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. MCO P1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 4. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
 5. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Service Members
 6. WINIATS User Manual
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FM T&R MANUAL

CHAPTER 8

MOS 3451 INDIVIDUAL EVENTS

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FM T&R MANUAL

CHAPTER 8

MOS 3451 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to the Financial Management Community MOS 3451. 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. Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. 3451-FMGT-1001. This chapter utilizes the following methodology:

a. The first four characters represent the occupational field or community. This chapter contains the following occupational field code:

3451 - Financial Management Resource Analyst

b. The second four characters represent the functional or duty area (e.g., FMGT - Financial Management). Functional areas for Financial Management Resource Analysts are:

ADMN - Administration
FMGT - Financial Management

c. The last four digits represent the task level and numerical sequencing. The Financial Management Resource Analyst individual training events are separated into two task levels:

1000 - Core skills (initial entry level MOS training conducted at a formal school for PMOS 3451)

2000 - Core plus skills (follow-on formal schooling, MOJT or distance learning for PMOS 3451)

Every individual event has a numerical identifier from 001 to 999.

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all MOS 3451 tasks.

e. The standard disbursing suite of automated systems includes the following: MOL, DTMS, MCTFS, RAPTRS, PCC-OCT, TGA, DTS, DDS, ADS, MyPay, EDA, SABRS, WEBSALTS, CAPS-W, Navy Marine Corps Cash, Eaglecash, ITS, and ODSE.

8002. INDEX OF INDIVIDUAL EVENTS

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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, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to construct a LOA and the reference.

STANDARD: Ensuring the correct data elements are cited in the proper format with 100% accuracy in accordance with MCO P7300.21_.

PERFORMANCE STEPS:

1. Review the requirement.
2. Determine the correct appropriation and data elements.

REFERENCE:

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

3451-FMGT-1002: Construct a document number

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to construct a document number and the reference.

STANDARD: Ensuring data elements are cited with 100% accuracy.

PERFORMANCE STEPS:

1. Review the requirement.
2. Determine the appropriate type of document number.
3. Construct the appropriate document number.

REFERENCE:

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

3451-FMGT-1003: Construct organizational data elements (ODE)

EVALUATION-CODED: YES SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to construct an ODE and the reference.

STANDARD: Ensuring the correct data elements are cited with 100% accuracy.

PERFORMANCE STEPS:

1. Review the requirement.
2. Determine the correct data elements.
3. Apply data elements to the financial transactions.

REFERENCE:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating 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, SSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial source documents, access to SABRS and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Receive financial source documents.
2. Input the financial information from the source documentation into SABRS.
3. Verify for accuracy.

REFERENCES:

1. SABRS Customer Assistance Handbook
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. SABRS User Manual
-

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, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial data elements, access to SABRS, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Verify financial data elements.
2. Add/modify data as required.
3. Validate for accuracy.

REFERENCES:

1. SABRS Customer Assistance Handbook
 2. SABRS User Manual
-

3451-FMGT-1006: Load financial data into feeder systems

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, organizational data elements and the references.

STANDARD: Ensuring 100% accuracy of financial data.

PERFORMANCE STEPS:

1. Identify different feeder systems.
2. Determine data elements to be loaded.
3. Load data elements into feeder systems.
4. Verify accuracy.

REFERENCES:

1. Defense Travel Administrator's Manual
 2. SABRS Customer Assistance Handbook
 3. SABRS Feeder System Manual (current edition)
 4. MCO P7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
 5. SABRS User Manual
-

3451-FMGT-1007: Maintain a reimbursable

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an accepted reimbursable work order (RWO), access to SABRS and the references.

STANDARD: Ensuring 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. Maintain source documentation.
5. Archive completed RWO.

REFERENCES:

1. MCO P7300.21_Marine Corps Financial Management Standard Operating Procedure Manual
 2. SABRS User Manual
-

3451-FMGT-1008: Pull financial reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to report generating systems and the reference.

STANDARD: Retrieving required financial data.

PERFORMANCE STEPS:

1. Access report generating system.
2. Select applicable report(s).
3. Print/save data, as required.

REFERENCE:

1. MCO P7300.21_Marine Corps Financial Management Standard Operating Procedure Manual
-

3451-FMGT-1009: Reconcile Daily Transaction Report (DTR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documentation, current DTR, access to SABRS, and the reference.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Retrieve current DTR.
2. Validate DTR to source documentation.
3. Make required annotations.

4. Effect necessary adjustments in SABRS.
5. File DTR and source documentation appropriately.

REFERENCE:

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

3451-FMGT-1010: Validate performance indicator reports

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a report, source documentation, access to SABRS, and the references.

STANDARD: Ensuring SABRS record corresponds to DOD FMR 7000.14-R.

PERFORMANCE STEPS:

1. Retrieve report.
2. Perform research, as required.
3. Affect changes.
4. Validate for accuracy.
5. Liaison with external agencies, as required.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3451-FMGT-1011: Process source documents

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, source documents and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Receive requirements.
2. Determine the financial data elements per the requirements.
3. Apply required information to source documents.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

8004. 2000-LEVEL EVENTS

3451-ADMN-2001: Maintain correspondence files and directives

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given correspondence files, directives and the references.

STANDARD: Ensuring all correspondence is maintained for the required amount of time.

PERFORMANCE STEPS:

1. Establish file folders.
2. Retrieve correspondence files and directives.
3. Maintain correspondence files and directives.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO 5210.11_ Marine Corps Records Management Program
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 4. MCO P5215.17_ Marine Corps Technical Publications System
 5. SECNAVINST 5216.5 Naval Correspondence Manual
 6. 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 the references.

STANDARD: Ensuring commands are in compliance with financial and legal procedures.

PERFORMANCE STEPS:

1. Validate current procedures.
2. Advise the Comptroller.
3. Implement approved changes.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO P7300.21_ Marine Corps Financial Management Standard Operating 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, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an approved budget, obligation phasing plan, status of funds (SOF) report, and the references.

STANDARD: Ensuring budget execution correlates with the obligation phasing plan.

PERFORMANCE STEPS:

1. Obtain relative reports.
2. Compare obligation phasing plan to current SOF report.
3. Report excessive variances to appropriate personnel.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7100.8_ Field Budget Guidance Manual
-

3451-FMGT-2002: Perform fund management training

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a training requirement, appropriate training materials and the references.

STANDARD: Ensuring compliance with financial management policy and procedures.

PERFORMANCE STEPS:

1. Develop training objectives.
2. Conduct training.
3. Document training.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. MCO P7100.8_ Field Budget Guidance Manual
-

3451-FMGT-2003: Resolve pre-validation

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a pre-validation failure from the Defense Finance and Accounting Service (DFAS), source documentation, access to SABRS, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Perform causative research.
2. Take appropriate action.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3451-FMGT-2004: Conduct fiscal year closeout

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a financial plan, source documentation, closeout guidance, financial reports, applicable systems, and the references.

STANDARD: Ensuring 99.9% of valid obligations recorded of authorized funding no later than close of business 30 September.

PERFORMANCE STEPS:

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

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. Higher Headquarters Closeout Guidance
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3451-FMGT-2005: Manage SABRS table

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to central table load request, table data and the reference.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Verify the financial data elements requirements.
2. Determine the tables that require updating.
3. Implement corrective action, as applicable.
4. Forward central table load request to appropriate higher headquarters, as required.

REFERENCES:

1. SABRS Customer Assistance Handbook
 2. SABRS User Manual
-

3451-FMGT-2006: Manage reimbursable process

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

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an accepted Reimbursable Work Order (RWO), access to Standard Accounting Budgeting and Reporting System (SABRS) and the reference.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Coordinate details of the Work Order with the provider, as required.
2. Perform modifications/adjustments, as required.
3. Maintain all source documents and correspondence.
4. Process reimbursable bills, as required.
5. Archive completed reimbursables.
6. Liaison with DFAS for all discrepancies.

REFERENCES:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 2. RFA Procedure Statement Number 3
<https://ehqmc.usmc.mil/org/pr/fiscalops/accounting>
 3. SABRS User Manual
-

3451-FMGT-2007: Analyze financial records and reports

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given accounting reports, supporting documents, access to applicable systems, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Validate required reports and source documents.
2. Coordinate corrections.
3. Verify corrective action.

REFERENCES:

1. SABRS Customer Assistance Handbook
 2. DOD FMR 7000.14-R DOD Financial Management Regulation
 3. MCO P7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
-

3451-FMGT-2008: Manage financial data in feeder systems

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

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given financial source documentation, access to appropriate systems and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Access feeder system.
2. Review data elements for accuracy.
3. Coordinate corrective actions.
4. Verify corrective actions.

REFERENCES:

1. SABRS Feeder System Manual (current edition)
 2. MCO P7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
-

3451-FMGT-2009: Create on-line reports

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for a custom report, access to appropriate system and the references.

STANDARD: Ensuring accurate and relevant financial information is provided.

PERFORMANCE STEPS:

1. Identify the requirement.
2. Create query.
3. Format output.
4. Publish report.

REFERENCES:

1. SABRS Customer Assistance Handbook
 2. MCO P7300.21_Marine Corps Financial Management Standard Operating Procedure Manual
-

3451-FMGT-2010: Analyze performance indicator reports

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to performance indicator reports, applicable systems and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Review performance indicator reports.
2. Conduct analysis to identify corrective action.
3. Recommend solutions.
4. Verify corrective action taken.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_Marine Corps Financial Management Standard Operating Procedure Manual
 3. SABRS User Manual
-

3451-FMGT-2011: Manage Tri-Annual Review (TAR)

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a TAR report, access to applicable systems and the references.

STANDARD: Ensuring only valid transactions listed on the TAR reside in the Standard Accounting Budgeting and Reporting System (SABRS).

PERFORMANCE STEPS:

1. Review the TAR.
2. Distribute the TAR.
3. Receive validated TAR submission.
4. Review submission.
5. Verify corrective action.
6. Consolidate submission.
7. Obtain certification.
8. Submit to higher headquarters.

REFERENCES:

1. SABRS Customer Assistance Handbook
 2. DOD FMR 7000.14-R DOD Financial Management Regulation
 3. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 4. SABRS User Manual
-

3451-FMGT-2012: Monitor execution of a financial plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an approved budget, the financial plan, applicable systems, required financial reports, and the references.

STANDARD: Ensuring authorized funds are executed in accordance with the financial plan.

PERFORMANCE STEPS:

1. Receive authorization letters.
2. Verify authorizations are resident in the accounting system.
3. Review execution reports.
4. Facilitate realignment request of authorizations.
5. Compile prioritized list of unfunded requirements.
6. Forward unfunded requirements list to higher headquarters

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3451-FMGT-2013: Monitor civilian labor process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable systems and the references.

STANDARD: Ensuring transactions process per MCO P7300.21_.

PERFORMANCE STEPS:

1. Monitor financial data elements in civilian payroll systems with accounting systems.
2. Monitor civilian labor transactions posting to the accounting system.
3. Correct errors, as required.
4. Verify corrections.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
-

3451-FMGT-2014: Process allocations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an allocation requirement, supporting documentation, access to SABRS, and the references.

STANDARD: Realigning authority between financial data elements.

PERFORMANCE STEPS:

1. Identify from and to financial data elements.
2. Determine amounts to be credited and debited.
3. Process allocations.
4. Review/verify output.

REFERENCES:

1. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 2. SABRS Allocation User's Manual
-

3451-FMGT-2015: Apply principles of appropriation law

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and the references.

STANDARD: Ensuring compliance with regulations governing appropriation usage.

PERFORMANCE STEPS:

1. Review requirements.
2. Research purpose time and amount for requirement.
3. Provide fiscal law recommendation.

REFERENCES:

1. www.Thomas.gov
 2. www.omb.gov
 3. DFAS 7900.4 Federal Requirements for Financial Management Systems - Blue Book
 4. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
-

3451-FMGT-2016: Input miscellaneous transaction into wide area workflow-miscellaneous pay (WAWF-MP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable systems, source documentation and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Review source documentation for completeness and accuracy.
2. Ensure commitment exists in SABRS.
3. Input data into WAWR-MP.
4. Review data for accuracy.
5. Submit request.
6. Verify payment.

REFERENCES:

1. USMC Contract Management Process Guide
 2. Wide Area Workflow website
-

3451-FMGT-2017: Conduct financial management inspection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, checklist(s) and the references.

STANDARD: Ensuring financial readiness of the activity.

PERFORMANCE STEPS:

1. Review requirement.
2. Coordinate with activity.
3. Publish results.
4. Follow-up as required.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO P7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. NAVMC 2664 USMC Financial Guidebook for Commanders
-

3451-FMGT-2018: Conduct financial operations in contingency environments

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a contingency environment, access to applicable systems and the references.

STANDARD: Ensuring financial execution to meet mission requirements.

PERFORMANCE STEPS:

1. Review concept of operations.
2. Plan for operations.
3. Execute plan.
4. Close out plan.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. JP 1-06 Financial Management Support in Joint Operations
-

3451-FMGT-2019: Manage Resource Evaluation and Analysis (REA) functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to conduct a review, checklist(s), access to applicable systems, and the references.

STANDARD: Ensuring adherence to resource management policies.

PERFORMANCE STEPS:

1. Review requirement.
2. Coordinate with activity.
3. Conduct assessment.
4. Publish results.
5. Follow-up as required.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO 5200.24 Marine Corps Manger's Internal Control (MCMIC) Program
 3. MCO P7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
 4. MCO 7510.5 USMC Fraud, Waste and Abuse Oversight Awareness
 5. MCO 7540.2 Resource Evaluation and Analysis (REA) Function
 6. NAVMC 2664 USMC Financial Guidebook for Commanders
 7. OMB Circular A-123 Management's Responsibility for Internal Control
-

3451-FMGT-2020: Manage the direct cite process

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and an agreement, access to applicable systems and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Determine requirement.
2. Process a direct-cite.
3. Monitor execution.
4. Close out.

REFERENCES:

1. MCO P7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
 2. RFA Procedure Statement Number 3
<https://ehqmc.usmc.mil/org/pr/fiscalops/accounting>
 3. SABRS User Manual
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CHAPTER 9

MOS 34XX INDIVIDUAL EVENTS

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CHAPTER 9

MOS 34XX INDIVIDUAL EVENTS

9000. PURPOSE. This chapter details the individual events that pertain to Marines who are holding a Marine Corps Fund Control billet. These Marines may or may not hold a Financial Management Community occupational field MOS and may hold any rank. 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.

9001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Events in the T&R Manual are depicted with a 12 field alphanumeric system, i.e. 34XX-LAW-2001. This chapter utilizes the following methodology:

a. The first four characters represent the occupational field or community. This chapter contains the following occupational field code:

34XX - This indicates that the event is not a specific 3400 MOS, but rather pertains to specific billet holders.

b. The second four characters represent the functional or duty area (e.g., LAW - Financial Management Appropriation Law). There is only one functional area:

LAW - Financial Management Appropriation Law

c. The last four digits represent the task level and numerical sequencing. These individual training events are only:

2000 - Core plus skills (follow-on formal schooling, MOJT or distance learning)

Every individual event has a numerical identifier from 001 to 999.

d. The individual task condition statement sets forth the real-world circumstances in which the task is to be performed. Condition statements describe the equipment, tools, materials, environmental or safety considerations, and resources needed to perform the task and the assistance, location, etc. that relates to performance of the task. In a garrison or field environment and with the aid of references are common conditions for all these tasks.

9002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE
FINANCIAL MANAGEMENT APPROPRIATION LAW		
34XX-LAW-2001	Apply basic principles of fiscal law	9-4
34XX-LAW-2002	Conduct an Anti-Deficiency Act (ADA) violation preliminary review	9-4
34XX-LAW-2003	Develop Anti-Deficiency Act (ADA) prevention controls	9-5

9003. 2000-LEVEL EVENTS

34XX-LAW-2001: Apply basic principles of fiscal law

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, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, internet connectivity and the references.

STANDARD: Preventing Anti-Deficiency Act (ADA) violations.

PERFORMANCE STEPS:

1. Analyze requirement.
2. Explore the purpose statute.
3. Explore time statute.
4. Examine amount statute.
5. Develop Courses of Action.
6. Provide recommendations.

REFERENCES:

1. www.Thomas.gov
 2. www.omb.gov
 3. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures
 4. DOD FMR 7000.14-R, Volume 14 DOD Financial Management Regulation, Administrative Control of Funds and Anti-Deficiency Act Violations
 5. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
 6. Title 31, U.S.C. Money and Finance: Sections 1301, 1341, 1342, 1344, and 1511-1517 (Anti-Deficiency Act)
-

34XX-LAW-2002: Conduct an Anti-Deficiency Act (ADA) violation preliminary review

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, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a report of a potential violation, supporting documentation, internet connectivity, and the references.

STANDARD: Within fourteen days of initial discovery.

PERFORMANCE STEPS:

1. Conduct fact findings.
2. Report suspected ADA violations.
3. Conduct review.
4. Draft report.
5. Assist in formal investigation, if applicable.

REFERENCES:

1. www.Thomas.gov
 2. www.omb.gov
 3. DOD FMR 7000.14-R, Volume 10 DOD Financial Management Regulation, Contract Payment Policy and Procedures
 4. DOD FMR 7000.14-R, Volume 14 DOD Financial Management Regulation, Administrative Control of Funds and Anti-Deficiency Act Violations
 5. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
 6. Title 31, U.S.C. Money and Finance: Sections 1301, 1341, 1342, 1344, and 1511-1517 (Anti-Deficiency Act)
-

34XX-LAW-2003: Develop Anti-Deficiency Act (ADA) prevention controls

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, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2NDLT, 1STLT, CAPT, MAJ, LTCOL, COL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given internet connectivity and the references.

STANDARD: Ensuring effective internal controls are implemented in accordance with appropriation law.

PERFORMANCE STEPS:

1. Identify key IC components.
2. Review processes.
3. Develop internal controls.
4. Implement internal controls.

REFERENCES:

1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
 3. MCO 5200.24 Marine Corps Manger's Internal Control (MCMIC) Program
 4. NAVSO P-1000 DON Financial Management Policy Manual
 5. OMB Circular A-11 Preparation, Submission and Execution of the Budget
 6. OMB Circular A-123 Management's Responsibility for Internal Control
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APPENDIX A

ACRONYMS AND ABBREVIATIONS

AO	Area of Operations
ACTSMAN	Assignment, Classification, and Travel Systems Manual
ADA	Anti-Deficiency Act
AIS	Automated Information System
APSM	Automated Pay Systems Manual
BEA	Budget Execution Activity
CAG	Civil Affairs Group
CAPT	Captain
CERP	Commander's Emergency Response Program
COL	Colonel
CPL	Corporal
CWO	Chief Warrant Officer
DA	Department of the Army
DD	Department of Defense
DDS	Deploy Disbursing System
DOD	Department of Defense
D&F	Determinations and Findings
DOD FMR	Department of Defense Financial Management Regulation
DFAS	Defense Financial and Accounting Service
DFAS-CL	Defense Financial and Accounting Service - Cleveland
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
DON	Department of the Navy
DOV	Disbursing Officers Voucher
DTOD	Defense Table of Official Distances
DTR	Daily Transaction Report
E&C	Expenditures and Collections
EFT	electronic files transfer
FM	Field Manual (Army)
GAO	General Accounting Office
GTCCP	Government Travel Charge Card Program
GYSGT	Gunnery Sergeant
HET	Human Exploitation Team
HQMC	Headquarters, U.S. Marine Corps
IATS	Integrated Automated Travel System
IC	Internal Controls
ICOFR	Internal Control over Financial Reporting
ITS	International Treasure Service
JFTR	Joint Federal Travel Regulations
JP	Joint Publication
JTR	Joint Travel Regulations
KIA	Killed in Action
LCPL	Lance Corporal
LDA	Limited Depository Account
LOA	Line of Accounting
LT	Lieutenant
LTCOL	Lieutenant Colonel

MAJ Major
MAPS Marine Corps Acquisition Procedures Supplement
MARADMIN Marine Corps Administration
MARCORSEPMAN Marine Corps Separation and Retirement Manual
MCCHP Marine Corps Counterintelligence Human Intelligence Program
MCDOSS Marine Corps Disbursing Operations and Systems Section
MCM Manual for Courts-Martial
MCO Marine Corps Order
MCMIC Marine Corps Manager's Internal Control Program
MCRAMM Marine Corps Reserve Administration Management Manual
MCTIM Marine Corps Travel Instructions Manual
MCWP Marine Corps Warfighting Publication
MGYSGT Master Gunnery Sergeant
MMPA Master Military Pay Account
MOA Memorandum of Agreement
MOJT Managed On The Job Training
MOU Memorandum of Understanding
MPL Military Pay Listing
MSGT Master Sergeant
NAVMC Navy and Marine Corps
ODE Organizational Data Elements
O&M Operations and Maintenance
OMB Office of Management and Budget
ORF Official Representation Fund
OTC-PCC Over the Counter - Paper Check Conversion
PCS Permanent Change of Station
PDT Permanent Duty Travel
PFC Private First Class
POM Program Objective Memorandum
PPBE Planning, Programming, Budgeting, and Execution
PPBS Planning, Programming, Budgeting System
PRA Pay Record Access
PVT Private
REA Resource, Evaluation and Analysis
ROF Religious Officering Funds
RON Reimbursable Order Number
RWO Reimbursable Work Order
"S" Supporting/substantiating documents
SABRS Standard Accounting Budget Reporting System
SDN Standard Document Number
SECNAVINST Secretary of the Navy Instruction
SF Standard Form
SGT Sergeant
SMARTS SABRS Management Analytical Retrieval Tools System
SOF Status of Funds
PDT Permanent Duty Travel
SSGT Staff Sergeant
TAD Temporary Additional Duty
TAR Tri-Annual Review
TEEP Training and Exercise Deployment Plan
UM Users Manual
UPA Unit Paying Agent
UPFRP Unit, Personal and Family Readiness Program
U.S. United States
U.S.C. U.S. Code

USMC United States Marine Corps
WAWF Wide Area Workflow
WAWF-MP Wide Area Workflow - Miscellaneous Pay
WCF Working Capital Funds
WINIATS Windows Integrated Automated Travel System
WO-1 Warrant Officer
WIN Wounded in Action

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APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Pub 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review (AAR). A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-level are directly supported by collective events at the 3000-level. Utilizing the building block approach to progressive training, these collective events are further supported by individual training events at the 1000 and 2000-levels. When a higher-level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

D

Deception. Those measures designed to mislead the enemy by manipulation, distortion, or falsification of evidence to induce the enemy to react in a manner prejudicial to the enemy's interests. (JP 1-02)

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted Collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

I

Individual Readiness. The individual training readiness of each Marine is measured by the number of individual events required and completed for the rank or billet currently held.

M

Marine Corps Combat Readiness and Evaluation System (MCCRES). An evaluation system designed to provide commanders with a comprehensive set of mission performance standards from which training programs can be developed; and through which the efficiency and effectiveness of training can be evaluated. The Ground T&R Program will eventually replace MCCRES.

O

Operational Readiness (OR). (DoD or NATO) OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Performance Step. Performance steps are included in the components of an Individual T&R Event. They are the major procedures (i.e., actions) a Marine unit must accomplish to perform an individual event to standard. They describe the procedure the task performer must take to perform the task under operational conditions and provide sufficient information for a task performer to perform the procedure (may necessitate identification of supporting steps, procedures, or actions in outline form). Performance steps follow a logical progression and should be followed sequentially, unless otherwise stated. Normally, performance steps are listed only for 1000-level individual events (those that are taught in the entry-level MOS school). Listing performance steps is optional if the steps are already specified in a published reference.

R

Readiness. (DoD) Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: (a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. (b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

U

Unit CRP. Unit CRP is a percentage of the E-coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.

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APPENDIX C

REFERENCES

Army Field Manual (FM)

1-06 Financial Management Operations (Army)

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SABRS Customer Assistance Handbook
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SABRS Users Manual
USMC Contract Management Process Guide
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