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Subj: FINANCIAL MANAGEMENT TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
      (b) MCO 1553.3B
      (c) MCTP 8-10A
      (d) MCTP 8-10B
      (e) MCO 1553.2C

Encl: (1) FM T&R Manual

1. <u>Purpose</u>. Per reference (a), this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the financial management occupational field.

2. <u>Cancellation</u>. NAVMC 3500.69B.

3. <u>Scope</u>

   a. 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. References (c) and (d) provide amplifying information for effective planning and management of training within the unit.

   b. Formal school and training detachment commanders will use references (a) and (e) to ensure programs 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.

4. <u>Information</u>. 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, Marine Air-Ground Task Force Training and Education Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

5. <u>Command</u>. This Manual is applicable to the Marine Corps Total Force.

6. <u>Certification</u>. Reviewed and approved this date.

W. F. MULLEN III
By direction

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CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The training and readiness (T&R) program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject matter experts (SME) from the operating forces (OPFOR) developed core capability mission essential task lists (METL) for ground communities derived from the Marine Corps task list. This T&R Manual is built around these METLs and other related Marine Corps tasks (MCT). All events contained in this Manual relate directly to these METLs and MCTs. 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. This T&R Manual contains the collective and individual training requirements to prepare units to accomplish their combat mission. This 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. This 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).

3. This T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for formal schools and training detachments to create programs of instruction. This manual focuses on individual and collective tasks performed by OPFOR units and supervised by personnel in the performance of unit mission essential task(s) (MET).

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.

2. Commanders will ensure that all training is focused on their combat mission. Unit training should focus on achieving proficiency in the unit METL. This T&R Manual is a tool to help develop the unit's training plan based on the unit METL, as approved by their higher commander and reported in the Defense Readiness Reporting System (DRRS). Training will support the unit METL and be designed to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of standards based training consistent with Marine Corps T&R standards cannot be over emphasized.

1002. UNIT TRAINING MANAGEMENT

1. Effective unit training management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. 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 mission.

2. Unit training management techniques, described in reference (b), (c), and (d) provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM.

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their military occupational specialty (MOS) at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. For collective or individual training events not executed and evaluated as part of the daily routine, leaders must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. 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). 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.

3. 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.

1004. ORGANIZATION

The Financial Management T&R Manual is comprised of nine chapters and two appendices. Chapter 1 is an overview of the Ground T&R Program. Chapter 2 lists the Marine Corps tasks supported by the Financial Management community. Chapter 3 contains collective events. Chapters 4 through 9 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms and Appendix B contains terms and definitions.

1005. T&R EVENT CODING

1. <u>Event Code</u>. The event code is an up to 4-4-4 alphanumeric character set:

     a. First up to 4 characters indicate MOS or community (e.g., 0321, 1812
or INTL)

     b. Second up to 4 characters indicate functional or duty area (e.g. DEF,
FSPT, MVMT, etc.)

     c. Third 4 characters indicate the unit size and supported unit, if
applicable (1000 through 9000), and sequence. Figure 1-1 shows the
relationship of unit size to event code. NOTE: The titles for the various
echelons are for example only, and are not exclusive. For example: 4000-
level events are appropriate for section-level events as noted, but also for
squad-level events.

Collective Training Command Element	Collective Training Regiment/Group	Collective Training Battalion/Squadron
9000-level	8000-level	7000-level
Collective Training **Company**	**Collective Training** **Platoon**	**Collective Training** **Squad**
6000-level	5000-level	4000-level
Collective Training **Team/Section/Crew**	**Individual Training Skills Progression MOJT, Advanced Level Schools (Core Plus Skills)**	**Individual Training Entry-Level Formal School Training (Core Skills)**
3000-level	2000-level	1000-level

Figure. 1-1 T&R Event Levels

2. Grouping. Categorizing events with the use of a recognizable code makes
the type of skill or capability being referenced fairly obvious. Examples
include: PAT for patrolling events, DEF for events in the defense, FSPT for
events related to fire support, etc. There is no special significance to the
functional areas, but they should be intuitive to make it as easy as possible
for the T&R user to find events. When organizing this T&R Manual, functional
areas are alphabetized then the associated events are numbered. The events
will be numbered based upon the introduction of each new functional area,
allowing up to "999" events. For example: if there are seven administrative
events 4431 occupational field (OccFld), then the events should start 4431-
ADMN-1001 and run through 1007. Next, the bulk fuel events, BUFL should
start at 4431-BUFL-1001.

3. Sequencing. A numerical code is assigned to each collective (3000-9000
level) or individual (1000-2000 level) training event. The first number
identifies the size of the unit performing the event, as depicted in figure
1-1. Exception: Events that relate to staff planning, to conduct of a
command operations center, or to staff level decision making processes will
be numbered according to the level of the unit to which the staff
belongs. For example: an infantry battalion staff conducting planning for
an offensive attack would be labeled as INF-PLAN-7001 even though the entire
battalion is not actively involved in the planning of the operation. T&R
event sequence numbers that begin with "9" are reserved for Marine air-ground

task force (MAGTF) command element events. An example of event coding is displayed in figure 1-2.

Functional Area

MOS/Community--------> <u>####</u>-**####**-**#**<u>###</u> <-1st event in sequence

Event level

Figure 1-2. T&R Event Coding

1006. T&R EVENT COMPOSITION

1. An event contained within a T&R manual is a collective or individual training standard. This section explains each of the components that make up the T&R event. These items will be included in all of the events in each T&R manual. Community-based T&R manuals may have several additional components not found in unit-based T&R manuals. The event condition, event title (behavior) and event standard should be read together as a grammatical sentence.

2. An example of a collective T&R event is provided in figure 1-3 and an example of an individual T&R event is provided in figure 1-4. Events shown in figures are for illustrative purposes only and are not actual T&R events.

<u>XXXX-XXXX-####</u>: Provide interior guard

<u>SUPPORTED MET(S)</u>: MCT #.#.#

<u>EVALUATION CODED</u>: YES/NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>DESCRIPTION</u>: Text

<u>CONDITION</u>: Text

<u>STANDARD</u>: Text

<u>EVENT COMPONENTS</u>:
1. Event component.
2. Event component.
3. Event component.

<u>REFERENCES</u>:
1. Reference
2. Reference
3. Reference

<u>PREREQUISITE EVENTS</u>:
XXXX-XXXX-####   XXXX-XXXX-####

<u>INTERNAL SUPPORTED</u>:
XXXX-XXXX-####   XXXX-XXXX-####

<u>INTERNAL SUPPORTING</u>:
XXXX-XXXX-####   XXXX-XXXX-####

```
SUPPORT REQUIREMENTS:

  EQUIPMENT:  XXX

MISCELLANEOUS:  XXX

  ADMINISTRATIVE INSTRUCTIONS:  XXX
```

Figure 1-3. Example of a Collective T&R Event

```
XXXX-XXXX-####:  Stand a sentry post

EVALUATION CODED:  NO              SUSTAINMENT INTERVAL:  12 months

DESCRIPTION:  Text

MOS PERFORMING:  ####, ####

INITIAL TRAINING SETTING:  XXX

CONDITION:  Text

STANDARD:  Text

PERFORMANCE STEPS:
1.  Event component.
2.  Event component.
3.  Event component.

REFERENCES:
1.  Reference
2.  Reference
3.  Reference

PREREQUISITE EVENTS:
XXXX-XXXX-####          XXXX-XXXX-####

INTERNAL SUPPORTED:
XXXX-XXXX-####          XXXX-XXXX-####

INTERNAL SUPPORTING:
XXXX-XXXX-####          XXXX-XXXX-####

SUPPORT REQUIREMENTS:

  EQUIPMENT:  XXX

MISCELLANEOUS:  XXX

  ADMINISTRATIVE INSTRUCTIONS:  XXX
```

Figure 1-4. Example of an Individual Event

1. Event Code. The event code is explained in paragraph 1005.

2. <u>Title</u>. The name of the event. The event title contains one action verb and one object.

3. <u>Evaluation-Coded (E-Coded)</u>. Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. These E-Coded events are derived from the training measures of effectiveness (MOE) for the METs for units that must report readiness in DRRS. It would seem intuitive that most E-Coded events would be for battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.

4. <u>Supported MET(s)</u>. List all METs that are supported by the training event in the judgment of the OccFld drafting the T&R manual, even if those events are not listed as MOE in a MET.

5. <u>Sustainment Interval</u>. It is critical to understand the intent of the sustainment interval so training time is not wasted with duplicated training. Sustainment interval is expressed in number of months. Most individual T&R events and many lower level collective events are never out of sustainment because they are either part of a Marine's daily routine, or are frequently executed within the sustainment interval. Sustainment interval is relevant when an individual or collective event is not observed and evaluated within the sustainment period, has atrophied, and therefore retraining and evaluation is required.

6. <u>Billet/MOS</u>. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.

7. <u>Grade</u>. The grade field indicates the rank at which Marines are required to complete the event.

8. <u>Description</u>. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but is required for collective events. This field can be of great value guiding a formal school or OPFOR unit trying to discern the intent behind an event that might not be readily apparent.

9. <u>Condition</u>. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment;

etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

10. <u>Standard</u>. The performance standard indicates the basis for judging the 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 must be strictly adhered to. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe to what proficiency level, specified in terms of accuracy, completeness, time required, and sequencing the event is to be accomplished. These guidelines can be summarized in the acronym "ACTS" (Accuracy Completeness Time Sequence). In no cases will "per the reference" or "per/in accordance with commander's intent" be used as a stand-alone standard.

11. <u>Event Components/Performance Steps</u>. Description of the actions that the event is composed of, or a list of subordinate, included T&R event and event descriptions. The event components help the user determine what must be accomplished and the proper sequence of execution of subordinate events. Event components are used for collective events; performance steps are used for individual events.

    a. The event components and performance steps will be consciously written so that they may be employed as performance evaluation check lists by the OPFORs. They must be sequenced to demonstrate the building block approach to training.

    b. Event components may be events one individual in the unit performs, events that small groups in the unit perform, or events involving the entire unit.

12. <u>Chained Events</u>. Enables unit leaders to effectively identify prerequisite, supporting, and supported events that ultimately support MCTs/METs. Supported events are chained to supporting events to enable the accomplishment of the supported event to standard and therefore are considered "chained". The completion of identified supported events can be utilized to update sustainment interval credit for supporting events, based on the assessment of the commander.

13. <u>Prerequisite Events</u>. 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.

14. <u>Supported Event</u>. An event whose performance is inherently supported by the performance of one or more supporting events. A supported event will be

classified as internal supported if it has been developed specifically for the community. A supported event that has been chained to an event from an external community T&R will be classified as external supported.

15. <u>Supporting Event</u>. An event whose performance inherently supports the performance of a supported event. A supporting event will be classified as internal supporting if it has been developed specifically for the community. A supporting event that has been chained to a community event from an external community T&R will be classified as external supporting.

16. <u>Initial Training Setting</u>. All individual events will designate the setting at which the skill is first taught, either formally, Marine on the Job Training (MOJT) within the OPFOR, or via a distance learning product (DL).

17. <u>References</u>. The training references shall be utilized to determine task performance steps. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical manuals. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. For individual events only one authoritative reference is required.

18. <u>Distance Learning Products</u>. Distance learning products include: Individual multimedia instruction, computer-based training, MarineNet, etc. This notation is included when, in the opinion of the T&R manual group charter in consultation with the Marine Air-Ground Task Force T&R Standards Division representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. <u>Support Requirements</u>. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training towards METS. Future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

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

The ordnance requirements for one year of training for the events in the T&R will be aggregated into a table contained in an appendix to the T&R. The task analyst and the OccFld representatives will be careful not to "double count" ammunition that might be employed in the performance of collective and individual events that are chained.

20. <u>Suitability of Simulation/Simulators/DL products</u>. The following "Suitability and Sequence" codes listed in figure 1-5 have been developed to communicate characteristics for employing simulations during training. Units of measure have been assigned based on the amount of time it takes a Marine or unit to train to task utilizing a particular simulator. Suitability and sequence codes are captured in the event title in a parenthetical remark, as

well as within the simulation field of the T&R event. The simulation field
also identifies the type of simulation, units of measure, and any other
pertinent information.

Code	Requirement
L	The event can only be trained to standard in a Live environment. Any event assessed as "NO" for Simulatable was coded "L."
P	The event must be performed to standard in simulator as a PREREQUISITE to live fire qualification as per current doctrine, policy, or T&R manual.
S/L	Event must be trained to standard in simulation then live unless simulation capacity is not available, then live only training is appropriate.
L/S	Event must be trained to standard in a live environment then simulation unless simulation capacity is not available, then live only training is appropriate.
S	Event can ONLY be conducted to standard and qualification in simulator.

Figure 1-5. Suitability and sequence codes

    a. Training simulation capabilities offer an opportunity to build and
sustain proficiency while achieving and/or maintaining certain
economies. Commanders should take into consideration simulation tools as a
matter of course when designing training.

    b. Simulation Terms:

        (1) Simulation: A model of a system animated discretely or
continuously over a period of time. A simulation may be closed-loop (i.e.,
it executes based in initial inputs without human intervention), or it may be
open-loop (i.e., human input to alter the variables in the system during
execution is allowed). A simulation is an approximation of how the modeled
system will behave over time. Simulations are constructed based on verified
and validated mathematical models of actual systems. Simulations can be very
simple or complex depending on the degree of fidelity and resolution needed
to understand the behavior of a system.

        (2) Simulator: A simulator is the physical apparatus employed as the
interface for humans to interact with a model or observe its output. A
simulator has input controls and outputs in the form of human sensory stimuli
(visual, auditory, olfactory, tactile/haptic, and taste). For instance, some
of the features of the vehicle cab (the seat, steering wheel, turn signals,
accelerator pedal, brakes, and windshield) and projection screen. Both the
vehicle cab and projection screen are the interface by which a human being
interacts with the simulated environment of a driving a vehicle and observe
the outputs of the mathematical models of vehicle dynamics.

        (3) Model: A mathematical representation of the behavior (i.e.,
shows the behavior of projectiles, combat simulations, etc.) of a system at a
distinct point in time.

        (4) Live: Real people operates real systems to include both live
people operating real platforms or systems on a training range and battle

staffs from joint, component or service tactical headquarters using real world command and control systems.

(5) Virtual: Real people operating simulated systems. Virtual simulations inject humans-in-the-loop in a central role by exercising motor control skills (e.g., flying an air platform simulator, engaging targets in indoor simulated marksmanship trainer), decision skills, and/or communication skills.

(6) Constructive: Models and simulations that involve simulated people operating simulated systems (i.e., MAGTF Tactical Warfare Simulation). Real people make inputs to such simulations, but are not involved in determining the outcomes.

(7) Live, Virtual and Constructive (LVC) Training Environment: Defined by combining any of the three training domains LVC to create a common operational environment, by which units can interact across LVC domains as though they are physically located in the same operational environment.

(8) Distance Learning: Any instruction and evaluation provided through a variety of DL delivery systems (i.e., MarineNet) where the students and instructors are separated by time and/or location.

c. Figure 1-6 depicts an event title with simulation code and simulation and/or simulators that can be used, as displayed within a T&R event.

XXXX-XXX-XXXX: Call for indirect fire using the grid method (L/S)

SUPPORT REQUIREMENTS:

SIMULATION EVALUATION:

SIMULATED	**SUITABILITY**	**SIMULATOR**	**UNIT OF MEASURE**	**HOURS**	**PM**
Yes	L/S	ODS	Marine Hours	12	Y

Figure 1-6. Example of simulation/simulators displayed within a T&R event

21. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal learning centers are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

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

1007. COMBAT READINESS PERCENTAGE (CRP)

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 is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

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

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. E-Coded collective events are 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. The 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 four E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

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

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

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

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

3. Combat readiness percentage is a valuable tool to assist commanders in readiness reporting by providing objective data to support and inform their subjective assessment.

1009. CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR TRAINING

1. All personnel assigned to the OPFOR must be trained in chemical, biological, radiological, and nuclear (CBRN) defense in order to survive and continue their mission in this 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 CBRN attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRN environment.

2. In order to develop and maintain the ability to operate in a CBRN environment, CBRN training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRN conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1010. NIGHT TRAINING

1. While it is understood that all personnel and units of the OPFOR are capable of performing their assigned mission in "every clime 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 the availability of equipment and personnel.

1011. RISK MANAGEMENT (RM)

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

2. All leaders and Marines will integrate RM in the planning process and implement hazard controls to reduce risk to acceptable levels. Applying the RM process will reduce mishaps, injuries, and damage they cause, thereby increasing both individual performance and unit readiness. Risk management assists the commander in avoiding unnecessary risk, determining the balance between training realism and unnecessary risks in training, making an informed decision to implement a course of action, identifying feasible and effective control measures, adjusting training plans to fit the level of

proficiency and experience of Marines/Sailors, and providing reasonable alternatives for mission accomplishment.

3. Specifically, commanders are required to implement and document deliberate RM in the planning and execution of all training evolutions and activities. Furthermore, the authority to approve or accept risk assessment code (RAC) 1 or 2 hazards will not be delegated below lieutenant colonel (O5). Further guidance for RM is found in Marine Corps Order 3500.27_.

1012. IMPROVISED EXPLOSIVE TRAINING

1. Improvised explosive device (IED) threat impacts all elements of the MAGTF and all Marines regardless of MOS, location, or operational environment. The ability to effectively operate and survive in environments with an IED threat is critical to force protection, maintaining combat effectiveness, and mission accomplishment.

2. Per Marine Corps policy on organizing, training, and equipping for operations in an IED environment (MCO 3502.9), Marines must be capable of not only accomplishing their assigned mission, but also accomplishing their mission in environments with an IED threat. Counter-improvised explosive device (C-IED) training must be integrated into the unit training plan in order-to ensure personnel assigned to the OPFOR train and maintain proficiency in C-IED tactics, techniques, and procedures.

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CHAPTER 2

MARINE CORPS TASKS

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CHAPTER 2

MARINE CORPS TASKS

2000. MARINE CORPS TASKS (MCT). The Financial Management T&R manual does not contain Defense Readiness Reporting System (DRRS) reportable METs. Although the events (individual and/or collective) contained in this manual are not directly linked to reportable Mission Essential Tasks, they directly support the Marine Corps' ability to meet capabilities identified in the Marine Corps Task List (MCO 3500.26_). The MCT table lists the MCTL task supported by the Financial Management community.

2001. FINANCIAL MANAGEMENT MCTS

   a. MOS 34XX supports the following MCTs:

MCT 4.6.1.2 Provide Disbursing	
FMGT-EXPD-3001	Employ expeditionary disbursing services
FMGT-EXPD-3002	Perform expeditionary financial operations
FMGT-REA-3001	Conduct financial management evaluations and assessments
MCT 4.6.2.3 Provide Financial Management	
FMGT-EXPD-3001	Employ expeditionary disbursing services
FMGT-EXPD-3002	Perform expeditionary financial operations
FMGT-REA-3001	Conduct financial management evaluations and assessments

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CHAPTER 3

COLLECTIVE EVENTS

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CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Financial Management Community.

3001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

    a. Field one. This field represents the community. This chapter contains the following community code:

        Code   Description
        FMGT   Financial Management

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty area:

        Code   Description
        EXPD   Expeditionary
        REA   Resource, Evaluation and Analysis

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events (0001-999). This chapter contains the following event level:

        Code   Description
        3000   Crew Level

3002. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
FMGT-EXPD-3001	NO	Employ expeditionary disbursing services	3-2
FMGT-EXPD-3002	NO	Perform expeditionary financial operations	3-3
FMGT-REA-3001	NO	Conduct financial management evaluations and assessments	3-4

3003. 3000-LEVEL EVENTS

FMGT-EXPD-3001: Employ expeditionary disbursing services

SUPPORTED MET(S):
 MCT 4.6.1.2   MCT 4.6.2.3

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

CONDITION: Given an operations order, access to automated systems, required C4I, and personnel.

STANDARD: To integrate financial analysis, guidance, currency support, and disbursing support in accordance with the Operations Order.

EVENT COMPONENTS:
1. Support the commander's scheme of maneuver.
2. Sustain disbursing support with limited assets.
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), if required.
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. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
3. MCTP 3-40G Services in an Expeditionary Environment

FMGT-EXPD-3002: Perform expeditionary financial operations

SUPPORTED MET(S):
MCT 4.6.1.2   MCT 4.6.2.3

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

DESCRIPTION: Due to separation of duties requirement, a team is necessary to conduct financial expeditionary operations. Budgeting, Accounting and Disbursing personnel are required to develop specific sets of skills and system accesses to support a commander in a unified environment. Commands of MEB size or larger require a team of at least three Financial Management Marines (34XX) to receive full financial mission support.

CONDITION: Given access to applicable financial systems and resources.

STANDARD: Ensuring 100% accountability of defense resources.

EVENT COMPONENTS:
1. Participate in planning working groups.
2. Analyze operations order.
3. Write appropriate ANNEX to the OPORD.
4. Integrate disbursing/financial management into organizational plan.
5. Coordinate with internal/external entities, as required.
6. Facilitate the internal/external inter-actions between DOD resources.
7. Coordinate funding authority, as appropriate.

8. Track funding execution.
9. Manage records.
10. Enforce fiscal law regulations.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
3. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
4. JP 1-06 Financial Management Support in Joint Operations
5. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
6. SECNAVINST 7000.27_ Comptroller Organizations

FMGT-REA-3001: Conduct financial management evaluations and assessments

SUPPORTED MET(S):
MCT 4.6.1.2   MCT 4.6.2.3

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

DESCRIPTION: Financial Managers serve as members of the financial assessments and formal inspections team. Inspections are conducted in accordance with all local and higher headquarters established parameters.

CONDITION: Given personnel, an unit, and access to the unit's financial records/transactions.

STANDARD: To review, analyze, and report on the assessed/inspected command's ability to accomplish its mission in accordance with all local and higher headquarters established parameters.

EVENT COMPONENTS:
1. Identify scope and objectives.
2. Generate checklist.
3. Conduct trend analysis.
4. Conduct an in-brief.
5. Conduct assessment.
6. Prepare report.
7. Submit prepared report for signature.
8. Conduct out-briefs.
9. Conduct follow-up, as required.

REFERENCES:
1. MCO 5040.6_ Marine Corps Readiness Inspections and Assessments
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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CHAPTER 4

MOS 3402 INDIVIDUAL EVENTS

FM T&R MANUAL

CHAPTER 4

MOS 3402 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to Finance Officer. 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. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

   a. Field one. This field represents the community. This chapter contains the following community codes:

Code	Description
3402	Finance Officer

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
APPL	Appropriations Law
DISB	Disbursing
EXPD	Expeditionary
FSCL	Fiscal
IC	Internal Controls
PAY	Pay
TRAV	Travel

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
2000	Core Plus Skills (follow-on formal schooling, MOJT, or distance learning)

   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.

   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.

4002. INDEX OF INDIVIDUAL 2000-LEVEL EVENTS. NOTE: Any gap in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
3402-APPL-2001	NO	Advise the commander on principles of appropriations law	4-3
3402-DISB-2001	NO	Manage a Disbursing Section	4-4
3402-EXPD-2001	NO	Manage cash operations	4-5
3402-EXPD-2002	NO	Administer Limited Depositary Accounts (LDA)	4-6
3402-EXPD-2003	NO	Approve expeditionary military payroll payments	4-6
3402-EXPD-2004	NO	Validate expeditionary payment process	4-7
3402-EXPD-2005	NO	Process seized currency	4-8
3402-EXPD-2006	NO	Develop the Expeditionary Disbursing Operations Plan	4-8
3402-EXPD-2007	NO	Manage accommodation exchange	4-9
3402-EXPD-2008	NO	Coordinate stored value card program	4-10
3402-EXPD-2010	NO	Provide foreign currency exchange	4-10
3402-EXPD-2011	NO	Process cash for personal effects	4-11
3402-FSCL-2001	NO	Manage unit paying agents (UPA)	4-11
3402-FSCL-2002	NO	Manage a Disbursing Officers Daily Statement of Accountability	4-12
3402-FSCL-2003	NO	Process disbursements	4-12
3402-FSCL-2004	NO	Approve collections process	4-13
3402-FSCL-2005	NO	Process a transfer of accountability	4-14
3402-FSCL-2006	NO	Manage a Disbursing Officer's Monthly Accountability	4-14
3402-FSCL-2007	NO	Issue Treasury checks	4-15
3402-FSCL-2008	NO	Process irregularities	4-16
3402-FSCL-2009	NO	Resolve unmatched disbursements	4-16
3402-IC-2001	NO	Manage internal controls program	4-17
3402-PAY-2001	NO	Manage pay reports	4-18
3402-PAY-2002	NO	Manage special payments and adjustment requests	4-18
3402-PAY-2003	NO	Manage military pay separation process	4-19
3402-PAY-2004	NO	Manage Waiver/Remission of Indebtedness process	4-20
3402-PAY-2005	NO	Manage notification process	4-21
3402-TRAV-2001	NO	Manage Permanent Duty Travel (PDT) voucher process	4-21
3402-TRAV-2002	NO	Manage Temporary Additional Duty (TAD) travel voucher process	4-22
3402-TRAV-2003	NO	Manage Permanent Duty Travel (PDT) advance process	4-23
3402-TRAV-2004	NO	Manage Temporary Additional Duty (TAD) travel advance process	4-24

4003. 2000-LEVEL EVENTS

3402-APPL-2001: Advise the commander on principles of appropriations law

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

MOS PERFORMING: 3402, 3404, 3408

BILLETS: Fiscal Officer-In-Charge, Internal Controls Officer-In-Charge

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: Ensuring expenditure of funds is in accordance with current public law.

PERFORMANCE STEPS:
1. Identify requirement.
2. Analyze requirement.
3. Coordinate as necessary.
4. Develop courses of actions.
5. Brief Commander.

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. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
7. NAVSO P-1000 DON Financial Management Policy Manual (Navy Comptroller Manual)

3402-DISB-2001: Manage a Disbursing Section

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

DESCRIPTION: Disbursing operations includes financial reporting and is a combination of payment computation and certification.

MOS PERFORMING: 3402

BILLETS: Finance Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial automated systems, appropriate staff, and the references.

STANDARD: Ensuring Disbursing operations are in compliance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Monitor disbursing operations.
2. Direct fiscal section workflow.
3. Direct separations section workflow.
4. Direct travel section workflow.
5. Direct pay section workflow.
6. Monitor Internal Controls.
7. Validate desktop procedures.

REFERENCES:
1. Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
2. DDS User Manual Deployable Disbursing System (DDS) User Manual
3. DOD FMR 7000.14-R DOD Financial Management Regulation
4. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
5. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
6. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
7. MCO 4650.39_ Defense Travel System

3402-EXPD-2001: Manage cash operations

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

MOS PERFORMING: 3402

BILLETS: Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring the disbursement of cash is in accordance with the DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

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

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-EXPD-2002: Administer Limited Depositary Accounts (LDA)

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

DESCRIPTION: When the International Treasury Service (ITS) does not support foreign currency requirements, Limited Depository Accounts (LDA) are used for the disbursement of funds.

MOS PERFORMING: 3402

BILLETS: Fiscal Officer, Fiscal Operations Officer

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring the execution of an LDA in accordance with the DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

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

REFERENCES:
 1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-EXPD-2003: Approve expeditionary military payroll payments

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

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring payments are in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volumes 5 and 7A.

PERFORMANCE STEPS:
1. Coordinate payment authorization.
2. Provide cashier oversight.
3. Certify military payroll payments.

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
3. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
4. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3402-EXPD-2004: Validate expeditionary payment process

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

DESCRIPTION: This event pertains to the procedures and required documentation for contract payments and special programs such as, Commander's Emergency Response Program (CERP), Emergency and Extraordinary Expense (EEE), Marine Corps Counter-intelligence and Human Intelligence Program (MCCHP), foreign damage/battle damage claims, the Weapons for Cash Program, medical services, and bail and attorney fees in foreign areas.

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring payments are processed in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:
1. Verify supporting documentation.
2. Verify appropriation data.
3. Identify discrepancies.
4. Certify documents.
5. Maintain records.

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 Regulation, 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. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
6. JP 1-06 Financial Management Support in Joint Operations

3402-EXPD-2005: Process seized currency

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

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial automated systems, Evidence/Property Custody Documents (DA 4137), and the references.

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

PERFORMANCE STEPS:
1. Establish a chain of custody.
2. Inventory seized currency.
3. Safeguard seized currency.
4. Coordinate disposition.
5. Maintain records.

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. DoDD 5101.1 Department of Defense Executive Agent
4. FM 1-06 Financial Management Operations (Army)
5. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
6. JP 1-06 Financial Management Support in Joint Operations
7. MCTP 3-40G Services in an Expeditionary Environment

3402-EXPD-2006: Develop the Expeditionary Disbursing Operations Plan

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

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Operations Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an expeditionary disbursing mission.

STANDARD: Ensuring disbursing support is conducted in accordance DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:
 1. Determine expeditionary scheme of maneuver.
 2. Coordinate with Executive Agent.
 3. Develop Appendix 3 of Annex E to the 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. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
 5. JP 1-06 Financial Management Support in Joint Operations
 6. MCTP 3-40G Services in an Expeditionary Environment

3402-EXPD-2007: Manage accommodation exchange

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

DESCRIPTION: Accommodation exchange includes Eagle Cash, Navy Cash and Check Cashing services when there are no satisfactory banking facilities within the area of operations (AO).

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Verifying the service provided to authorized personnel is in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:
 1. Develop the Commander's personal check cashing policy.
 2. Perform check cashing services.
 3. Account for accommodation exchange.

REFERENCES:

1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation,
   Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-EXPD-2008: Coordinate stored value card program

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

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Administering the programs in accordance with DOD FMR 7000.14-R,
DOD Financial Management Regulation, Volume 5.

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

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation,
   Disbursing Policy and Procedures
2. Eagle Cash Users Manual
3. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
4. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay
   Systems Manual (APSM)
5. Navy Cash Standard Operating Procedures

3402-EXPD-2010: Provide foreign currency exchange

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

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

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

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

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

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-EXPD-2011: Process cash for personal effects

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

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial automated systems, and the references.

STANDARD: Accounting for cash found in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Process exchange for cash.
2. Process disbursement.
3. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
4. MCO P4050.38_ Personal Effects and Baggage Manual

3402-FSCL-2001: Manage unit paying agents (UPA)

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

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given disbursing requirement, access to applicable financial automated systems, and the reference.

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

PERFORMANCE STEPS:
1. Train unit paying agent.
2. Advance funds.
3. Reconcile account.
4. Close account.

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-FSCL-2002: Manage a Disbursing Officers Daily Statement of Accountability

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

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial automated systems, supporting documents, and the reference.

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

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

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-FSCL-2003: Process disbursements

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

DESCRIPTION: This event pertains to the procedures and required documentation to process travel, military pay, and fiscal disbursements.

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial automated systems, supporting documentation, and the reference.

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

PERFORMANCE STEPS:
1. Verify supporting documentation.
2. Verify appropriation data.
3. Resolve discrepancies.
4. Certify documents.
5. Maintain records.

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 Regulation, Special Accounts, Funds, and Programs
3. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
4. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-FSCL-2004: Approve collections process

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

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial automated systems, and the reference.

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

PERFORMANCE STEPS:
1. Verify processed documents.
2. Audit documents.
3. Certify documents.
4. Maintain files.

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3402-FSCL-2005: Process a transfer of accountability

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

DESCRIPTION: This task involves the transfer of accountability from/to the Deputy Disbursing Officer, Agent and Cashier.

MOS PERFORMING: 3402

BILLETS: Deputy Disbursing Officer, Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial automated systems, supporting documents, and the reference.

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

PERFORMANCE STEPS:
1. Verify documents.
2. Verify agent's accountability.
3. Process Statement of Agent Officer's Account (DD Form 1081).
4. Process Daily Agent Accountability Summary (DD Form 2665).
5. Maintain 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 6B DOD Financial Management Regulation,
    Reconciliation Requirements for the Annual Financial Statements
3. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-FSCL-2006: Manage a Disbursing Officer's Monthly Accountability

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

MOS PERFORMING: 3402

BILLETS: Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial automated systems, supporting documents, and the reference.

STANDARD: Ensuring accountability in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:
1. Verify DD Form 2657 data.
2. Process supporting documentation.
3. Compare expenditures and collections (E&C) against DD Form 2657 data.
4. Reconcile discrepancies.
5. Certify SF 1219.
6. Maintain end of month document folder.

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation,
    Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-FSCL-2007: Issue Treasury checks

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

MOS PERFORMING: 3402

BILLETS: Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial automated systems, and the references.

STANDARD: Verifying issued treasury checks are reported in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:
 1. Process treasury check.
 2. Process treasury level 8 data.
 3. Reconcile U.S. Treasury Limited Playability Report (3880).

REFERENCES:
 1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-FSCL-2008: Process irregularities

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

MOS PERFORMING: 3402

BILLETS: Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a physical loss/gain of funds, or erroneous payment, access to applicable financial automated systems, supporting documentation, and the reference.

STANDARD: Verifying adjudication is completed in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:
 1. Confirm irregularity.
 2. Conduct process for Loss/Gain of Funds.
 3. Request command investigation.
 4. Report irregularity to DFAS.
 5. Account for irregularity.
 6. Process relief of liability, if applicable.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3402-FSCL-2009: Resolve unmatched disbursements

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

DESCRIPTION: This task includes a re-activation and re-obligation process.

MOS PERFORMING: 3402

BILLETS: Fiscal Officer

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Verifying the financial data elements in the line of accounting are reported in accordance with HQMC P&R (RFF) 7220.47, the Marine Corps Fiscal Instruction Manual (MCFIM).

PERFORMANCE STEPS:
1. Research root cause of error.
2. Determine appropriate corrective action.
3. Process SF 1080, or SF 1081 as required.
4. Validate transaction posted against the correct SDN.

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
3. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)

3402-IC-2001: Manage internal controls program

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

MOS PERFORMING: 3402

BILLETS: Internal Controls Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial automated systems, the Disbursing internal controls policy, and the references.

STANDARD: Ensuring Disbursing operations are executed in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:

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

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. OMB Circular A-123 Managements' Responsibility for Internal Control

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3402-PAY-2001: Manage pay reports

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

MOS PERFORMING: 3402

BILLETS: Pay Officer-In-Charge

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring entries are corrected in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Research cyclic reports.
2. Conduct corrective actions, as required.
3. Maintain reports.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
4. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
5. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

6.   MCO P1080.40_ Marine Corps Total Force System Personnel Reporting
     Instruction Manual (MCTFSPRIM)

3402-PAY-2002:   Manage special payments and adjustment requests

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

MOS PERFORMING: 3402

BILLETS: Pay Officer-In-Charge

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring all transactions are processed in accordance with HQMC-
P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems
Manual (APSM).

PERFORMANCE STEPS:
1.   Validate action requested.
2.   Implement action(s).
3.   Confirm record updates.
4.   Maintain records.

REFERENCES:
1.   DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation,
     "Military Pay - Active Duty and Reserve Pay"
2.   HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
3.   HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay
     Systems Manual (APSM)
4.   Joint Travel Regulations (JTR) Uniformed Service Members and DoD
     Civilian Employees
5.   MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS
     MANUAL)
6.   MCO P1080.40_ Marine Corps Total Force System Personnel Reporting
     Instruction Manual (MCTFSPRIM)

3402-PAY-2003:   Manage military pay separation process

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

DESCRIPTION: This task includes the processing of NAVMC 11060, Out of
Balance (OOB) documents, Monthly DSSN Audit Report (MDAR), Tax certificates,
Indebtedness Notification Letters, and recoupments of overpayment as
required.

MOS PERFORMING: 3402

BILLETS: Pay Officer-In-Charge

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring balanced closeout of member's Master Military Pay Account (MMPA) in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Determine applicable separation entitlements.
2. Make required adjustment to MMPA, as required.
3. Confirm MMPA balanced.
4. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

3402-PAY-2004: Manage Waiver/Remission of Indebtedness process

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

DESCRIPTION: Waiver/remission packages include numerous documents which must be validated for accuracy.

MOS PERFORMING: 3402

BILLETS: Pay Officer-In-Charge

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial automated systems, a prepared application, and substantiating documents.

STANDARD: Processing waiver/remission in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Ensure accuracy of waiver/remission package.

2. Validate indebtedness computations.
3. Prepare the Disbursing Officer's endorsement.
4. Ensure reporting of appropriate diary entries.
5. Submit endorsed waiver package.
6. Take appropriate action.
7. Maintain records.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees

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3402-PAY-2005: Manage notification process

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

DESCRIPTION: This task includes processing of both the miscellaneous action notice (MAN) document and rejection of submitted requests.

MOS PERFORMING: 3402

BILLETS: Pay Officer-In-Charge

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring notification of corrective action in accordance with HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
 1. Research documents.
 2. Certify notification.
 3. Track to completion.
 4. Analyze discrepancy trends.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. DTOD Defense Table of Official Distances
 4. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 5. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

6.   Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
7.   JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
8.   MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
9.   MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
10. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
11. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
12. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)
13. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

3402-TRAV-2001: Manage Permanent Duty Travel (PDT) voucher process

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

DESCRIPTION: This task includes separation travel claims.

MOS PERFORMING: 3402

BILLETS: Travel Officer-In-Charge

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring settlement is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:
 1. Pre-validate obligation.
 2. Research previous settlements and advances.
 3. Verify PCS entitlements.
 4. Verify elapsed time.
 5. Verify GTCC balance.
 6. Certify voucher.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 4. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
 5. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
 6. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

3402-TRAV-2002: Manage Temporary Additional Duty (TAD) travel voucher process

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

DESCRIPTION: This tasks includes evacuation claims, reservists and Defense Travel System vouchers.

MOS PERFORMING: 3402

BILLETS: Travel Officer-In-Charge

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring settlement is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:
 1. Pre-validate obligation.
 2. Research previous settlements and advances.
 3. Verify TAD entitlements.
 4. Verify leave reporting, as applicable.
 5. Verify GTCC balance.
 6. Certify voucher.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 4. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
 5. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
 6. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 7. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 8. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 9. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
 10. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

3402-TRAV-2003: Manage Permanent Duty Travel (PDT) advance process

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

DESCRIPTION: This task includes Do-It-Yourself (DITY) advances.

MOS PERFORMING: 3402

BILLETS: Travel Officer-In-Charge

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring advance is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:
1. Pre-validate obligation.
2. Research previous advances.
3. Verify advance entitlements.
4. Certify advance.

REFERENCES:
1. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
4. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
5. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

3402-TRAV-2004: Manage Temporary Additional Duty (TAD) travel advance process

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

MOS PERFORMING: 3402

BILLETS: Travel Officer-In-Charge

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring advance is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:
1. Pre-validate obligation.
2. Research previous advances.
3. Verify advance entitlements.
4. Certify advance.

REFERENCES:
1. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
4. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
5. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
6. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
7. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
8. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

FM T&R MANUAL

CHAPTER 5

MOS 3404 INDIVDUAL EVNENTS

FM T&R MANUAL

CHAPTER 5

MOS 3404 INDIVDUAL EVNENTS

5000. PURPOSE. This chapter details the individual events that pertain to Financial Management Officer. They are senior officer leaders for both the Comptroller and the Finance field. Accordingly, their curriculum mirrors many aspects of the Finance Officer MOS (3402) as well as the Comptroller 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.

5001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

   a. Field one. This field represents the community. This chapter contains the following community codes:

Code	Description
3404	Financial Management Officer

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
ACCT	Accounting
APPL	Appropriations
BUDG	Budget
CIVL	Civilian Labor
CONT	Contingency
DISB	Disbursing
EXCU	Execution
EXPD	Expeditionary
FSCL	Fiscal
IC	Internal Controls
PAY	Pay
POM	Program Objective Memorandum
REA	Resource, Evaluation and Analysis
TRAV	Travel

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
1000	Core Skills (initial entry level MOS training conducted at a formal school)
2000	Core Plus Skills (follow-on formal schooling, MOJT, or distance learning)

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, MCTFS, 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 1000-LEVEL EVENTS. NOTE: Any gap in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
3404-APPL-1001	NO	Advise commander on principles of appropriations law	5-4
3404-BUDG-1001	NO	Formulate a budget	5-4
3404-DISB-1001	NO	Manage a Disbursing Section	5-5
3404-EXCU-1001	NO	Distribute command funding	5-6
3404-EXCU-1002	NO	Support a Budget Execution Activity (BEA)	5-6
3404-EXCU-1003	NO	Manage command exercise funds	5-7
3404-EXCU-1004	NO	Conduct a mid-year review	5-8
3404-EXCU-1005	NO	Manage fiscal year closeout	5-9
3404-EXCU-1006	NO	Provide funding authority to external organizations	5-9
3404-EXCU-1007	NO	Monitor the financial plan	5-10
3404-EXCU-1008	NO	Manage funding authority from external organizations	5-10
3404-EXPD-1001	NO	Manage cash operations	5-11
3404-EXPD-1002	NO	Manage expeditionary military payroll payments	5-12
3404-EXPD-1003	NO	Provide foreign currency exchange	5-12
3404-FMGT-1001	NO	Provide Host Nation financial management support	5-13
3404-FSCL-1001	NO	Manage unit paying agents (UPA)	5-14
3404-FSCL-1003	NO	Manage disbursement process	5-14
3404-FSCL-1004	NO	Manage collections process	5-15
3404-FSCL-1005	NO	Manage Statement of Agents Officer's Account	5-15
3404-FSCL-1007	NO	Process irregularities	5-16
3404-PAY-1001	NO	Manage pay reports	5-16
3404-PAY-1002	NO	Manage special payment and adjustment request	5-17
3404-PAY-1003	NO	Process military pay separation	5-18
3404-PAY-1004	NO	Manage Waiver/Remission of Indebtedness process	5-18
3404-REA-1001	NO	Manage Resource Evaluation and Analysis Program	5-19
3404-TRAV-1001	NO	Manage the Permanent Duty Travel (PDT) voucher process	5-19

3404-TRAV-1002	NO	Manage the Temporary Additional Duty (TAD) travel voucher process	5-20
3404-TRAV-1003	NO	Manage travel advances process	5-21

5003. 1000-LEVEL EVENTS

3404-APPL-1001: Advise commander on principles of appropriations law

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and the references.

STANDARD: Ensuring expenditure of funds are in accordance with current public law.

PERFORMANCE STEPS:
 1. Analyze requirement.
 2. Review the references.
 3. Develop courses of action.
 4. Brief Commander.

REFERENCES:
 1. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 2. NAVSO P-1000 DON Financial Management Policy Manual (Navy Comptroller Manual)

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: 3404s need to be able to advise the commander on how to employ (execute) the capability of funding resources.

3404-BUDG-1001: Formulate a budget

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given higher headquarters guidance, command requirements, and the references.

STANDARD: 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 commander.
8. Submit budget submission package to higher headquarters.
9. Publish approved budget for execution.

REFERENCES:
1. DON Budget Guidance Memoranda
2. DoD Directive 7250.13 Official Representation Funds
3. DOD FMR 7000.14-R Volume 2A DOD Financial Management Regulation, Budget Formulation and Presentation
4. DOD FMR 7000.14-R Volume 2B DOD Financial Management Regulation, Budget Formulation and Presentation
5. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
6. NAVSO P-1000 DON Financial Management Policy Manual (Navy Comptroller 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-DISB-1001: Manage a Disbursing Section

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

MOS PERFORMING: 3404

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, appropriate staff, and the references.

STANDARD: Ensuring Disbursing operations and financial reporting are in compliance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Monitor disbursing operations.
2. Direct fiscal section workflow.
3. Direct separations section workflow.
4. Direct travel section workflow.
5. Direct pay section workflow.
6. Coordinate internal controls.

REFERENCES:
1. DDS User Manual Deployable Disbursing System (DDS) User Manual
2. DOD FMR 7000.14-R DOD Financial Management Regulations
3. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
4. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
5. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
6. MCO 4650.39_ Defense Travel System

3404-EXCU-1001: Distribute command funding

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:
1. Obtain authorization documents.
2. Verify receipt of budget authority in SABRS.
3. Distribute funding to supported and subordinate units in SABRS.
4. Verify appropriate distribution.
5. Issue authorization letters to receiving activities.

REFERENCES:
1. SABRS Customer Assistance Handbook
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
3. NAVSO P-1000 DON Financial Management Policy Manual (Navy Comptroller Manual)

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Authorization letters are the legally binding order from Commander to Commander that they have authority to spend appropriated funds.

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

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

MOS PERFORMING: 3404

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 appropriations law.

PERFORMANCE STEPS:
 1. Establish command coding.
 2. Establish procurement methods.
 3. Establish business feeder systems code structure.
 4. Analyze BEA execution.
 5. Report BEA execution.

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. NAVSO P-1000 DON Financial Management Policy Manual (Navy Comptroller Manual)

MISCELLANEOUS:

   ADMINISTRATIVE INSTRUCTIONS: Supply officers manage the BEA on a day to day basis. Comptrollers need to monitor the execution and ensure it is in accordance with the financial plan and appropriation law (legal and valid spending to accomplish the mission).

3404-EXCU-1003: Manage command exercise funds

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

MOS PERFORMING: 3404

GRADES: 2NDLT, 1STLT, CAPT

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 Training Exercise and Employment Program (TEEP), and appropriations law.

PERFORMANCE STEPS:
1. Analyze exercise program.
2. Manage the budget for approved exercises.
3. Coordinate with applicable key personnel.
4. Develop exercise fiscal instructions for distribution.
5. Establish accounting data elements for the exercise program, if required.
6. Analyze exercise budget execution.
7. Take corrective action.
8. Closeout exercise budget.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
3. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
4. NAVSO P-1000 DON Financial Management Policy Manual (Navy Comptroller Manual)

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: Supply officers manage the BEA on a day to day basis. Comptrollers need to monitor the execution and ensure it is in accordance with the financial plan and appropriation law (legal and valid spending to accomplish the mission).

3404-EXCU-1004: Conduct a mid-year review

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given higher headquarters guidance, execution data and authorizations, and the references.

STANDARD: Producing a mid-year review package that allocates available resources and identifies deficiencies 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 command's 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 commander for concurrence.
8. Submit mid-year review to higher headquarters.

REFERENCES:
1. DOD FMR 7000.14-R Volume 2A DOD Financial Management Regulation, Budget Formulation and Presentation
2. MCO 7300.21_ 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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring valid obligations are recorded 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. Monitor spending plan.
6. Reallocate funds as needed.
7. Submit end of year certification to higher headquarters.
8. Conduct open up procedures.

REFERENCES: MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3404-EXCU-1006: Provide funding authority to external organizations

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

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring the funding document is closed in accordance with MCO 7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:
 1. Verify funding availability.
 2. Issue funding document for acceptance.
 3. Process acceptance of funding document, as applicable.
 4. Monitor execution.
 5. Finalize funding document upon completion of requirement.
 6. Maintain records.

REFERENCES:
 1. 38 U.S.C. Section 701, Economy Act of 1933
 2. DOD FMR 7000.14-R DOD Financial Management Regulation
 3. MAPS Marine Corps Acquisition Procedures Supplement
 4. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3404-EXCU-1007: Monitor the financial plan

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

MOS PERFORMING: 3404

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. Identify variances.
 4. Reconcile execution.
 5. Develop courses of action.
 6. Recommend changes to the financial plan.

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation

   2.   MCO 7300.21_ Marine Corps Financial Management Standard Operating
        Procedure Manual

3404-EXCU-1008: Manage funding authority from external organizations

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

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to provide support to an external agency,
access to applicable financial systems, valid support agreement, and the
references.

STANDARD: Ensuring the funding document is closed in accordance with MCO
7300.21_, Marine Corps Financial Management Standard Operating Procedure
Manual.

PERFORMANCE STEPS:
 1.   Receive buyer funding document.
 2.   Verify requirement with seller/provider.
 3.   Accept buyer funding document, as applicable.
 4.   Establish reimbursable profile in the accounting system.
 5.   Publish accounting data elements and funding limits to executing BEAs.
 6.   Monitor order execution.
 7.   Close funding document.
 8.   Maintain source documentation.

REFERENCES:
 1.   38 U.S.C. Section 701, Economy Act of 1933
 2.   DOD FMR 7000.14-R DOD Financial Management Regulation
 3.   MAPS Marine Corps Acquisition Procedures Supplement
 4.   MCO 7300.21_ Marine Corps Financial Management Standard Operating
      Procedure Manual

3404-EXPD-1001: Manage cash operations

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

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

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

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

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3404-EXPD-1002: Manage expeditionary military payroll payments

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring payments are in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volumes 5 and 7A.

PERFORMANCE STEPS:
1. Coordinate payment authorization.
2. Provide cashier oversight.
3. Certify military payroll payments.

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
3. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
4. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3404-EXPD-1003: Provide foreign currency exchange

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

MOS PERFORMING: 3404

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:
1. Maintain DD Form 2664 (Currency Exchange Record/Record of Individual Exchange Transaction).
2. Exchange currency.
3. Account for transactions.
4. Reconcile gains or losses.

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3404-FMGT-1001: Provide Host Nation financial management support

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, host nations support agreements, the operations order, and the references.

STANDARD: Ensuring financial support is completed in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:
1. Determine host nation agreement status.
2. Establish relationship/liaise with Multi-National Logistics Office.
3. Determine available resources for support.
4. Provide financial data.
5. Monitor execution.
6. Finalize funding document upon completion of requirement.
7. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. DODD 2010.9 Acquisition and Cross-Servicing Agreements
3. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3404-FSCL-1001: Manage unit paying agents (UPA)

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring the UPA account is balanced.

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
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

MISCELLANEOUS:

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

3404-FSCL-1003: Manage disbursement process

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

DESCRIPTION: This event pertains to the procedures and required documentation to process travel, military pay, and fiscal disbursements.

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, supporting documentation, and the reference.

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

PERFORMANCE STEPS:
1. Verify supporting documentation.
2. Verify appropriation data.
3. Identify discrepancies.
4. Certify documents.
5. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3404-FSCL-1004: Manage collections process

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

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

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

PERFORMANCE STEPS:
1. Verify processed documents.
2. Audit documents.
3. Certify documents.
4. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3404-FSCL-1005: Manage Statement of Agents Officer's Account

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to applicable financial systems, supporting documents, and the references.

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

PERFORMANCE STEPS:
 1. Verify documents.
 2. Verify agent's accountability.
 3. Process Statement of Agent Officer's Account (DD Form 1081).
 4. Process Daily Agent Accountability Summary (DD Form 2665).

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3404-FSCL-1007: Process irregularities

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a physical loss/gain of funds, an erroneous payment, access to applicable financial systems, supporting documentation, and the reference.

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

PERFORMANCE STEPS:
 1. Confirm irregularity.
 2. Conduct process for Loss/Gain of Funds.
 3. Request command investigation.
 4. Report irregularity to DFAS.
 5. Account for irregularity.
 6. Process relief of liability, if applicable.

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3404-PAY-1001: Manage pay reports

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, a pay management report, supporting documents, and the references.

STANDARD: Ensuring inconsistencies are corrected in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
 1. Analyze cyclic reports.
 2. Conduct corrective actions.
 3. Maintain reports.

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 4. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
 5. MCO 1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 6. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

3404-PAY-1002: Manage special payment and adjustment request

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring all transactions are processed in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Validate action requested.
2. Implement action(s).
3. Confirm record updates.
4. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
4. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
5. MCO 1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
6. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

3404-PAY-1003: Process military pay separation

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

DESCRIPTION: This task includes the processing of NAVMC 11060, Out of Balance documents, Monthly DSSN Audit Report (MDAR), Tax certificates, Indebtedness Notification Letters, and Recoupments of overpayment as required.

MOS PERFORMING: 3404

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring balanced 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. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"

2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

3404-PAY-1004: Manage Waiver/Remission of Indebtedness process

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, a prepared application, and substantiating documents.

STANDARD: Ensuring waiver/remission is processed in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Ensure accuracy of waiver/remission package.
2. Verify indebtedness computations.
3. Prepare Disbursing Officer's endorsement.
4. Ensure reporting of appropriate diary entries.
5. Submit endorsed waiver package.
6. Take appropriate action.
7. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
4. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

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

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

MOS PERFORMING: 3404

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

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. Inspect Fund Managers for compliance with established processes.
2. Coordinate the Marine Corps Managers' Internal Control Program.
3. Execute the Marine Corps Internal Control Program.
4. Coordinate audits from external agencies.
5. Provide inputs to the Commander's Statement of Assurance.

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 Managements' Responsibility for Internal Control

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3404-TRAV-1001: Manage the Permanent Duty Travel (PDT) voucher process

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, completed travel claim package, and the references.

STANDARD: Ensuring settlement is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:
1. Pre-validate obligation.
2. Research previous settlements and advances.
3. Verify PCS entitlements.
4. Verify elapsed time.
5. Verify GTCC balance.
6. Certify voucher.
7. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
4. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
5. MCO 1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)

3404-TRAV-1002: Manage the Temporary Additional Duty (TAD) travel voucher process

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, completed travel claim package, and the references.

STANDARD: Ensuring settlement is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:
 1. Pre-validate obligation.
 2. Research previous settlements and advances.
 3. Verify TAD entitlements.
 4. Verify leave reporting, as applicable.
 5. Verify GTCC balance.
 6. Certify voucher.
 7. Maintain records.

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 4. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
 5. MCO 1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
 6. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 7. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 8. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
 9. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)

3404-TRAV-1003: Manage travel advances process

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to applicable financial systems, completed travel advance package, and the references.

STANDARD: Ensuring advance is in accordance with HQMC-P&R (RFF) 4650.37, Marine Corps Travel Instruction Manual (MCTIM).

PERFORMANCE STEPS:
1. Pre-validate obligation.
2. Research previous advances.
3. Verify advance entitlements.
4. Certify advance.
5. Reconcile unliquidated advances.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
4. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
5. MCO 1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)

5004. INDEX OF INDIVIDUAL 2000-LEVEL EVENTS. NOTE: Any gap in event numerical sequencing is not an administrative error.

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3404-BUDG-2001	NO	Perform cost analysis	5-23
3404-BUDG-2002	NO	Coordinate contributions to the general gift fund	5-24
3404-BUDG-2003	NO	Formulate a Service Level budget	5-24
3404-CIVL-2001	NO	Manage the execution of civilian labor	5-25
3404-CONT-2001	NO	Prepare Contingency Operations Financial Management Plan	5-26
3404-CONT-2003	NO	Support the procurement process	5-27
3404-DISB-2001	NO	Assume duties as DO/FO	5-27
3404-DISB-2002	NO	Provide finance support to the Commander's operational plan	5-28
3404-EXPD-2001	NO	Manage Limited Depositary Accounts (LDA)	5-28
3404-EXPD-2002	NO	Develop the Expeditionary Disbursing Operations Plan	5-29
3404-EXPD-2003	NO	Manage accommodation exchange	5-29
3404-EXPD-2004	NO	Manage stored value card programs	5-30
3404-EXPD-2005	NO	Manage seized currency	5-30
3404-EXPD-2007	NO	Process cash for personal effects	5-31
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3404-FSCL-2001	NO	Manage Treasury check issuance	5-32
3404-IC-2001	NO	Manage Disbursing Officer's Internal Controls Program	5-33
3404-PAY-2001	NO	Manage notification process	5-34
3404-POM-2001	NO	Prepare Command POM Initiative Submission	5-34
3404-REA-2001	NO	Audit business processes	5-35

3404-REA-2002	NO	Conduct financial management evaluations and assessments	5-36

5005. 2000-LEVEL EVENTS

3404-ACCT-2001: Validate USMC financial statements

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

DESCRIPTION: This is performed at the service level.

MOS PERFORMING: 3404

BILLETS: Comptroller, Deputy Comptroller

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to applicable financial systems, coordination with DFAS, required financial reports, higher headquarters guidance, and the references.

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

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

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
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

3404-BUDG-2001: Perform cost analysis

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

MOS PERFORMING: 3404

BILLETS: Budget Officer, Comptroller, Deputy Comptroller

GRADES: CAPT, MAJ, LTCOL

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 DOD Financial Management Regulation
2. DOD INST 5000.2 Operation of the Defense Acquisition System
3. DOD INST 7041.3 Economic Analysis for Decision Making
4. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
5. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3404-BUDG-2002: Coordinate contributions to the general gift fund

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

MOS PERFORMING: 3404

BILLETS: Comptroller, Deputy Comptroller

GRADES: 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_, Acceptance of Gifts.

PERFORMANCE STEPS:
1. Identify the amount of the gift.
2. Coordinate through legal.
3. Determine accepting authority.

4. Identify prohibited sources.
5. Deposit gifts, as applicable.
6. Execute spending.
7. Accomplish requisite reporting requirements.
8. Retain all pertinent records.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. SECNAVINST 4001.2_ Acceptance of Gifts

3404-BUDG-2003: Formulate a Service Level budget

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

MOS PERFORMING: 3404

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. DON Budget Guidance Memoranda
2. Resource Management Decision
3. DOD FMR 7000.14-R DOD Financial Management Regulation
4. OMB Circular A-11 Preparation, Submission and Execution of the Budget

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3404-CIVL-2001: Manage the execution of civilian labor

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

MOS PERFORMING: 3404

BILLETS: Budget Officer, Comptroller, Deputy Comptroller

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

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: In accordance with local business processes and federal regulation.

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. Process accruals in SABRS.

REFERENCES:
 1. SABRS User Manual
 2. Defense Civilian Pay Center website
     https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpsdocs.htm
 3. DFAS-CL 7210.118 Work Year Personnel Cost (WYPC) Reporting System, AAA
     Responsibilities"
 4. MARADMIN 179/06 Standardization of Civilian Labor Cost Account Codes
 5. MCO 7300.21_ Marine Corps Financial Management Standard Operating
     Procedure Manual
 6. Navy Budget Guidance Memoranda
 7. OMB Circular A-11 Preparation, Submission and Execution of the Budget
 8. Work Year Personnel Cost System WYPC website

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

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

MOS PERFORMING: 3404

BILLETS: Budget Officer, Comptroller, Deputy Comptroller

GRADES: CAPT, MAJ, LTCOL

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 FM mission statement.
4. Develop the FM 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 sources of funding.
10. Identify which Department of Defense System will be used during contingency operation.
11. Identify administration and logistic requirements.
12. Identify command and control.
13. Publish financial guidance.

REFERENCES:
1. Marine Corps Contingency Operations Financial Management Guidebook
2. DOD FMR 7000.14-R DOD Financial Management Regulation
3. JP 1-06 Financial Management Support in Joint Operations

3404-CONT-2003: Support the procurement process

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

MOS PERFORMING: 3404

BILLETS: Budget Officer, Deputy Comptroller

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring funding availability, legality of the execution of funding, and completion of procurement process.

PERFORMANCE STEPS:
1. Establish relationship with key personnel.
2. Participate in the acquisition review process.
3. Ensure financial transaction lifecycle is in accordance with laws and regulations.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. JP 1-06 Financial Management Support in Joint Operations

3. MCO 7300.21_ Marine Corps Financial Management Standard Operating
    Procedure Manual

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

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

MOS PERFORMING: 3404

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: In accordance with DOD FMR 7000.14-R, DOD Financial Management
Regulation, 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/agents.
 6. Perform relief.

REFERENCES: DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation,
Disbursing Policy and Procedures

3404-DISB-2002: Provide finance support to the Commander's operational plan

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

MOS PERFORMING: 3404

BILLETS: Disbursing Officer, Finance Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring integration into the operational plan.

PERFORMANCE STEPS:
 1. Receive Commander's intent.
 2. Recommend concept of disbursing support.

3. Develop disbursing planning guidance.
4. Receive confirmation brief.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
3. JP 1-06 Financial Management Support in Joint Operations
4. MCTP 3-40G Services in an Expeditionary Environment

3404-EXPD-2001: Manage Limited Depositary Accounts (LDA)

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: MOJT

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

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

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

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3404-EXPD-2002: Develop the Expeditionary Disbursing Operations Plan

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: MOJT

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 DOD Financial Management Regulation
 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. MCTP 3-40G Services in an Expeditionary Environment

3404-EXPD-2003: Manage accommodation exchange

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

MOS PERFORMING: 3404

BILLETS: Disbursing Officer, Finance Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

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

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

REFERENCES: DOD FMR 7000.14-R DOD Financial Management Regulation

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3404-EXPD-2004: Manage stored value card programs

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

MOS PERFORMING: 3404

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Administering the programs, ensuring correction of discrepancies.

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

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. Eagle Cash Users Manual
3. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
4. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
5. Navy Cash Standard Operating Procedures

3404-EXPD-2005: Manage seized currency

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

MOS PERFORMING: 3404

BILLETS: Disbursing Officer, Finance Officer

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring accurate accountability and disposition in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:
1. Establish a chain of custody.
2. Inventory seized currency.
3. Safeguard seized currency.
4. Coordinate disposition.
5. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. DoDD 5101.1 Department of Defense Executive Agent
3. FM 1-06 Financial Management Operations (Army)
4. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
5. JP 1-06 Financial Management Support in Joint Operations
6. MCTP 3-40G Services in an Expeditionary Environment

MISCELLANEOUS:

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

3404-EXPD-2007: Process cash for personal effects

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

MOS PERFORMING: 3404

BILLETS: Disbursing Officer, Finance Officer

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Accurately accounting for cash found in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Process cash.
2. Process disbursement.
3. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. MCO P4050.38_ Personal Effects and Baggage Manual

3404-EXPD-2008: Manage expeditionary payment process

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

DESCRIPTION: This event pertains to the procedures and required documentation for contract payments and special programs such as Commander's Emergency Response Program (CERP), Emergency and Extraordinary Expense (EEE), Marine Corps Counter-Intelligence and Human Intelligence Program (MCCHP) and foreign damage/battle damage claims, Weapons for Cash program, medical services, bail and attorney fees in foreign areas.

MOS PERFORMING: 3404

BILLETS: Budget Officer, Comptroller, Deputy Comptroller

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring payments are processed in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

PERFORMANCE STEPS:
 1. Verify supporting documentation.
 2. Verify appropriation data.
 3. Identify discrepancies.
 4. Certify documents.
 5. Maintain records.

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. FM 1-06 Financial Management Operations (Army)
 3. Handbook 09-27 Commander's Guide to Money as a Weapons System
 4. JP 1-06 Financial Management Support in Joint Operations

3404-FSCL-2001: Manage Treasury check issuance

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

MOS PERFORMING: 3404

BILLETS: Disbursing Officer, Finance Officer

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to applicable financial systems, and the reference.

STANDARD: Ensuring checks issued by the Disbursing Officer are reported in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, 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 DOD Financial Management Regulation
 2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3404-IC-2001: Manage Disbursing Officer's Internal Controls Program

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

MOS PERFORMING: 3404

GRADES: MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring Disbursing operations are conducted in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

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

REFERENCES:
1.   DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2.   HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3.   OMB Circular A-123 Managements' Responsibility for Internal Control

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3404-PAY-2001: Manage notification process

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

MOS PERFORMING: 3404

BILLETS: Disbursing Officer, Finance Officer

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring correction and prevention of discrepancies.

PERFORMANCE STEPS:
1. Verify discrepancy.
2. Certify discrepancy notice.
3. Track to completion.
4. Analyze discrepancy trends.

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. DTOD Defense Table of Official Distances
 3. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 4. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 5. Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
 6. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 7. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 8. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
 9. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence
 10. MCO P1080.40_ Marine Corps Total Force System Personnel Reporting Instruction Manual (MCTFSPRIM)
 11. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

3404-POM-2001: Prepare Command POM Initiative Submission

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

MOS PERFORMING: 3404

BILLETS: Budget Officer, Comptroller, Deputy Comptroller

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

INITIAL TRAINING SETTING: MOJT

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

STANDARD: In accordance with higher headquarters guidance.

PERFORMANCE STEPS:
 1. Analyze higher headquarters guidance.
 2. Formulate local commander's guidance.
 3. Publish data call to staff and subordinate command sections.
 4. Analyze received submissions.
 5. Coordinate a review group with staff sections.
 6. Brief Commander for concurrence
 7. Submit to higher headquarters.

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. DODI 7045.7 Implementation of the Planning, Programming, and Budgeting System (PPBS)
 3. Higher Headquarters POM Submission Requirements
 4. HQMC POM Serials
 5. MCO P3121.1 Marine Corps Planning and Programming Manual

3404-REA-2001: Audit business processes

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

MOS PERFORMING: 3404

BILLETS: Resource, Evaluation and Assessment (RE&A) Officer

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Internal Controls over Financial Reporting (ICOFR) and Internal Controls over Financial Statements (ICOFS) test script, process flow diagram, access to appropriate systems, and the references.

STANDARD: Ensuring compliance with Marine Corps standard business processes.

PERFORMANCE STEPS:
1. Compare existing processes to MC processes flow diagram.
2. Identify discrepancies in the processes.
3. Identify internal control weaknesses.
4. Take corrective action.
5. Report findings.

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 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
4. MCO 7540.2 Resource Evaluation and Analysis (REA) Function
5. NAVMC 2664 USMC Financial Guidebook for Commanders
6. OMB Circular A-123 Managements' Responsibility for Internal Control

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3404-REA-2002: Conduct financial management evaluations and assessments

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

DESCRIPTION: Financial Managers serve as members of the financial assessments and formal inspections team. Inspections are conducted in accordance with all local and higher headquarters established parameters.

MOS PERFORMING: 3404

BILLETS: Budget Officer, Deputy Comptroller

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given personnel, a unit, and access to the unit's financial records/transactions.

STANDARD: To review, analyze, and report on the assessed/inspected command's ability to accomplish its mission in accordance with all local and higher headquarters established parameters.

PERFORMANCE STEPS:
1. Identify scope and objectives.
2. Provide assessment standards.
3. Generate checklist.
4. Conduct trend analysis.
5. Conduct an in-brief.
6. Conduct assessment.
7. Prepare report.
8. Submit prepared report for signature.
9. Conduct out-briefs.
10. Conduct follow-up, as required.

REFERENCES:
1. MCO 5040.6_ Marine Corps Readiness Inspections and Assessments
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

FM T&R MANUAL

CHAPTER 6

MOS 3408 INDIVIDUAL EVENTS

FM T&R MANUAL

CHAPTER 6

MOS 3408 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to the Financial Management Resource Officer. 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. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

    a. Field one. This field represents the community. This chapter contains the following community codes:

        Code   Description
        3408   Financial Management Resource Officer

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

        Code   Description
        ADMN   Administration
        FMGT   Financial Management

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

        Code   Description
        2000   Core Plus Skills (follow-on formal schooling, MOJT or
                  distance learning)

    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.

6002. INDEX OF INDIVIDUAL 2000-LEVEL EVENTS. NOTE: Any gap in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
3408-ADMN-2001	NO	Implement financial management policy/guidance	6-3
3408-FMGT-2001	NO	Conduct year end procedures	6-3
3408-FMGT-2002	NO	Provide financial management training	6-4
3408-FMGT-2003	NO	Monitor the accounting system	6-5
3408-FMGT-2004	NO	Validate accounting system tables	6-5
3408-FMGT-2005	NO	Coordinate reconciliations	6-6
3408-FMGT-2007	NO	Validate business feeder systems' financial data elements	6-6
3408-FMGT-2008	NO	Generate custom financial reports	6-7
3408-FMGT-2009	NO	Monitor financial performance indicators	6-8
3408-FMGT-2010	NO	Manage Tri-Annual Review (TAR)	6-8

6003. 2000-LEVEL EVENTS

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

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

DESCRIPTION: Financial Management Resource Officers (FMROs) are responsible for assisting in the development and enforcement of financial management policy and guidance.

MOS PERFORMING: 3408

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given higher headquarters' policy.

STANDARD: Ensuring the command's financial transactions are in compliance with current regulations.

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

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

3408-FMGT-2001: Conduct year end procedures

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

DESCRIPTION: Financial Management Resource Officers (FMROs) are responsible for preparing the Year End Certification for their Comptrollers. FMROs are key individuals in the generation and enforcement of all closeout procedures and guidance.

MOS PERFORMING: 3408

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a financial plan, closeout guidance, accounting system, feeder systems, and report generating system.

STANDARD: To ensure timely and accurate recording and reporting of financial information.

PERFORMANCE STEPS:
1. Review closeout guidance.
2. Implement local closeout guidance.
3. Coordinate year-end validations.
4. Reconcile required reports.
5. Prepare required reports.
6. Conduct open up procedures.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulations
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3408-FMGT-2002: Provide financial management training

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

MOS PERFORMING: 3408

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a training requirement, policy update, or root-cause indicator.

STANDARD: To ensure all personnel are trained in the execution of their duties in accordance with the governing regulations, policies, and orders.

PERFORMANCE STEPS:
1. Analyze performance.
2. Develop objectives.

  3. Develop training.
  4. Conduct training.
  5. Document training.

REFERENCES: MCO 7300.21_ Marine Corps Financial Management Standard
Operating Procedure Manual

3408-FMGT-2003: Monitor the accounting system

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

DESCRIPTION: Financial Management Resource Officers (FMROs) are responsible
for monitoring the accounting system to ensure system integration and data
integrity. Examples of financial transactions being monitored include, but
are not limited to, lateral transfer of funds, allocations, and labor.

MOS PERFORMING: 3408

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given secured access to the accounting system and report
generating system.

STANDARD: Ensuring validity and accuracy of postings, including the proper
usage of funds, the coding structures used for a transaction, and timely
posting of financial information

PERFORMANCE STEPS:
  1. Monitor financial data input.
  2. Monitor financial data output.
  3. Assess the impact of program changes.
  4. Identify system abnormalities.
  5. Coordinate action to correct system abnormalities.

REFERENCES:
  1. DOD FMR 7000.14-R DOD Financial Management Regulation
  2. MCO 7300.21_ Marine Corps Financial Management Standard Operating
      Procedure Manual
  3. OMB Circular A-123 Managements' Responsibility for Internal Control

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3408-FMGT-2004: Validate accounting system tables

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

DESCRIPTION: Financial Management Resource Officers (FMROs) are responsible
for ensuring accounting system tables are maintained in order to capture
financial execution.

MOS PERFORMING: 3408

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an accounting system, reports generating system, and higher headquarters' guidance.

STANDARD: Ensuring tables contain correct data elements to facilitate accurate financial execution.

PERFORMANCE STEPS:
1. Review guidance.
2. Analyze tables.
3. Update tables, as required.
4. Verify updates.

REFERENCES:
1. SABRS, SMARTS, and SABRS Help Standard Operating Procedures
2. Standard Accounting Budgeting and Reporting System Tables User Manual
3. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3408-FMGT-2005: Coordinate reconciliations

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

DESCRIPTION: Financial Management Resource Officers (FMROs) are responsible for ensuring all financial events recorded in the accounting system are supported by, and reconciled to, a corresponding source document.

MOS PERFORMING: 3408

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a report generating system and supporting documentation.

STANDARD: Ensuring financial transactions are valid, accurate, and timely.

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 DOD Financial Management Regulation

2. MCO 7300.21_ Marine Corps Financial Management Standard Operating
    Procedure Manual

3408-FMGT-2007: Validate business feeder systems' financial data elements

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

DESCRIPTION: Financial Management Resource Officers (FMROs) are responsible for ensuring business feeder systems' financial data elements are loaded accurately.

MOS PERFORMING: 3408

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given secure access to applicable systems and assigned role(s).

STANDARD: Ensuring data elements from feeder systems interfacing with accounting system are accurate.

PERFORMANCE STEPS:
1. Analyze financial data elements.
2. Reconcile financial data elements
3. Verify outcome.

REFERENCES: MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3408-FMGT-2008: Generate custom financial reports

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

DESCRIPTION: Financial Management Resource Officers (FMROs) are responsible for generating ad hoc financial reports that are not available in the "canned" format within all reporting systems.

MOS PERFORMING: 3408

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given secure access to a report generating system, access to command financial records, and commander's financial critical information requirements.

STANDARD: To provide timely, accurate, and relevant financial reports that satisfy commander's financial critical information requirements and allow the commander to make informed decisions based on available resources.

PERFORMANCE STEPS:
 1. Identify requirements.
 2. Validate requirement.
 3. Create report.
 4. Publish report.

REFERENCES: MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3408-FMGT-2009: Monitor financial performance indicators

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

DESCRIPTION: Financial Management Resource Officers (FMROs) are responsible for conducting root cause analysis on all abnormal transactions. FMROs must ensure abnormal conditions are corrected and controls are implemented to prevent future occurrences.

MOS PERFORMING: 3408

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given secure access to report generating systems.

STANDARD: Identifying and correcting abnormal conditions, and implementing process improvements.

PERFORMANCE STEPS:
 1. Generate reports.
 2. Analyze reports.
 3. Perform trend analysis.
 4. Determine corrective action.
 5. Initiate corrective action.
 6. Verify corrective action.

REFERENCES: MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3408-FMGT-2010: Manage Tri-Annual Review (TAR)

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

DESCRIPTION: Financial Management Resource Officers (FMROs) are responsible for ensuring the conduct of the TAR is in compliance with Department of Defense Financial Management Regulations.

MOS PERFORMING: 3408

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Tri-Annual Review report, applicable source documentation, and access to applicable feeder systems.

STANDARD: Ensuring only accurate, timely, and reliable transactions reside in the accounting system.

PERFORMANCE STEPS:
 1. Obtain report.
 2. Disseminate report.
 3. Receive annotated report.
 4. Verify results.
 5. Submit report to higher headquarters.
 6. Conduct analysis.

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

FM T&R MANUAL

CHAPTER 7

MOS 3432 INDIVIDUAL EVENTS

FM T&R MANUAL

CHAPTER 7

MOS 3432 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to the Finance Technician. 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. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

    a. Field one. This field represents the community. This chapter contains the following community codes:

Code	Description
3432	Finance Technician

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
FSCL	Fiscal
IC	Internal Controls
PAY	Pay
TRAV	Travel

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
1000	Core Skills (initial entry level MOS training conducted at a formal school)
2000	Core Plus Skills (follow-on formal schooling, MOJT or distance learning)

    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 1000-LEVEL EVENTS. NOTE: Any gap in event numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
3432-FSCL-1004	NO	Prepare Daily Statement of Accountability	7-3
3432-PAY-1001	NO	Prepare online transaction diary entries with Transaction Type Codes (TTC) sequences	7-3
3432-PAY-1002	NO	Compute special payments and adjustments	7-4
3432-PAY-1006	NO	Adjust leave entitlements	7-5
3432-PAY-1007	NO	Prepare a separation/retirement account summary	7-5
3432-TRAV-1001	NO	Verify Temporary Additional Duty (TDY) payments	7-6
3432-TRAV-1002	NO	Verify Permanent Duty Travel (PDT)/separation travel payments	7-7

7003. 1000-LEVEL EVENTS

3432-FSCL-1004: Prepare Daily Statement of Accountability

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, access to automated systems, internet connectivity, supporting documents, and the references.

STANDARD: Ensuring standards are met in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:
1. Access automated system.
2. Verify documents.
3. Prepare DD Form 1131, if applicable.
4. Prepare SF Form 1034, if applicable.
5. Prepared DD Form 1081, if applicable.
6. Prepare DD Form 2665.
7. Submit for certification.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3432-PAY-1001: Prepare online transaction diary entries with Transaction Type Codes (TTC) sequences

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring standards of accuracy are met in accordance with DFAS UM-18, On-line Disbursing Diary Operating Procedures.

PERFORMANCE STEPS:
 1. Access automated systems.
 2. Input data.

REFERENCES:
 1. DFAS UM-18 On-line Disbursing Diary Operating Procedures
 2. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-PAY-1002: Compute special payments and adjustments

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided documents and access to automated systems.

STANDARD: Ensuring calculation are completed accurately in accordance with HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
 1. Access automated systems.
 2. Review documents.
 3. Research documents.
 4. Compute adjustments.

5. Annotate documents.
6. Forward documents.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. MCM Manual for Courts-Martial (current edition)
4. NAVSO P-6034 Volumes 1 and 2 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Processing time has changed to reflect two days for both computing special payments and for computing adjustments to pay and allowances. Both are submitted on a NAVMC 11116 and both require computations depending on request. Payment will be made depending on TTC used and U&E.

3432-PAY-1006: Adjust leave entitlements

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

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 systems.
2. Review documents.
3. Compute adjustments.
4. Properly annotate documents.
5. Forward documents.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence

3432-PAY-1007: Prepare a separation/retirement account summary

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring computations are accurately calculated in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Automated Pay Systems Manual (APSM).

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

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)
4. NAVSO P-6034 Volumes 1 and 2 Joint Travel Regulations (JTR), Volume 1 – Uniformed Service Members and Volume 2 - Department of Defense Civilian Personnel

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3432-TRAV-1001: Verify Temporary Additional Duty (TDY) payments

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given required documents and access to automated systems.

STANDARD: Ensuring claims are processed in accordance with the JTR Chapter 3, Joint Travel Regulation.

PERFORMANCE STEPS:
1. Access automated system.
2. Validate previous payments/advances.
3. Identify the elements of an LOA.
4. Validate the elements of an LOA.
5. Identify type of claim.
6. Review documents.
7. Validate payment.
8. Forward documents.

REFERENCES:
1. SABRS User's Manual
2. WINIATS User Manual
3. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
4. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
5. JTR Chapter 3 Joint Travel Regulation
6. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
7. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
8. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

3432-TRAV-1002: Verify Permanent Duty Travel (PDT)/separation travel payments

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given required documents and access to automated systems.

STANDARD: Ensuring claims are processed in accordance with JTR Chapter 5 Joint Travel Regulation.

PERFORMANCE STEPS:
1. Access automated systems.
2. Review documents.
3. Validate entitlements.
4. Compute elapsed time.
5. Forward documents.

REFERENCES:
1. WINIATS User Manual
2. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures

3. DTOD Defense Table of Official Distances
4. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
5. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
6. JTR Chapter 5 Joint Travel Regulations, Permanent Duty Travel
7. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

7004. INDEX OF INDIVIDUAL 2000-LEVEL EVENTS. NOTE: Any gap in numerical sequencing is not an administrative error.

Event Code	E-Coded	Event	Page
3432-FSCL-2001	NO	Manage suspense accounts	7-8
3432-FSCL-2003	NO	Process exchange for cash check	7-9
3432-FSCL-2004	NO	Process checks for distribution	7-10
3432-FSCL-2005	NO	Process deposit tickets	7-11
3432-FSCL-2007	NO	Audit daily statement of accountability	7-11
3432-FSCL-2008	NO	Prepare checks	7-12
3432-FSCL-2011	NO	Prepare disbursing voucher log	7-13
3432-FSCL-2012	NO	Maintain custody and control of checks	7-13
3432-FSCL-2013	NO	Maintain on-line Treasury reports	7-14
3432-FSCL-2014	NO	Process travel business	7-15
3432-FSCL-2015	NO	Prepare commencement of agents/certifiers	7-15
3432-FSCL-2016	NO	Manage a Limited Depository Account (LDA)	7-16
3432-FSCL-2017	NO	Resolve unmatched disbursements	7-17
3432-IC-2001	NO	Conduct internal controls audits	7-17
3432-PAY-2001	NO	Process allotments of pay	7-18
3432-PAY-2002	NO	Prepare a waiver of indebtedness	7-19
3432-PAY-2003	NO	Audit special payments and adjustments	7-19
3432-PAY-2004	NO	Audit allotments of pay	7-20
3432-PAY-2005	NO	Audit a special payroll	7-21
3432-PAY-2006	NO	Audit a payroll	7-21
3432-PAY-2007	NO	Audit online transaction diary entries	7-22
3432-PAY-2008	NO	Audit pay management reports	7-23
3432-PAY-2010	NO	Audit leave entitlements	7-23
3432-PAY-2011	NO	Verify a waiver of indebtedness/remission	7-24
3432-PAY-2012	NO	Audit a separation/retirement account summary	7-25
3432-PAY-2013	NO	Audit Out of Balance Reports (OOB)	7-25
3432-PAY-2014	NO	Audit Monthly DSSN Audit Report (MDARS)	7-26
3432-PAY-2015	NO	Prepare a special payroll	7-27
3432-TRAV-2003	NO	Process alternate electronic funds transfer account	7-27
3432-TRAV-2004	NO	Audit Temporary Additional Duty (TAD) payments/collections	7-28
3432-TRAV-2005	NO	Audit Permanent Duty Travel (PDT) payments/collections	7-29
3432-TRAV-2006	NO	Audit military travel separation/payments/checkage	7-30

7005. 2000-LEVEL EVENTS

3432-FSCL-2001: Manage suspense accounts

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

DESCRIPTION: Managing suspense accounts consisting of Lines of accounting (LOA), negotiable instruments and deficiencies for the DO/FO.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, access to automated systems, Internet connectivity, supporting documentation, and the references.

STANDARD: Ensuring funds are accounted for and cleared with 100% accuracy.

PERFORMANCE STEPS:
1. Access automated system.
2. Receive documents from DFAS-CL.
3. Investigate unexplained overages/shortages.
4. Process ceased currency.
5. Take corrective action.
6. Maintain records.

REFERENCES:
1. DSS User's Guide
2. SABRS User Manual
3. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
4. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
5. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-FSCL-2003: Process exchange for cash check

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

DESCRIPTION: The Finance Technician will process checks and maintain accountability on their daily account to the Fiscal chief for the DO/FO.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring 100% accuracy is met in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation.

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. Process vouchers.
7. Report vouchers.
8. Account for check on daily business.
9. Report check to U.S. Treasury.
10. Maintain records.

REFERENCES:
1. DDS User Manual Deployable Disbursing System (DDS) User Manual
2. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
3. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

MISCELLANEOUS:

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

3432-FSCL-2004: Process checks for distribution

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

DESCRIPTION: The Finance Technician will maintain accountability of all checks distributed to complete the daily balance.

MOS PERFORMING: 3432

BILLETS: Finance Technician

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, prepared checks, chain of custody paperwork, DD Form 577, and proper identification.

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

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3432-FSCL-2005: Process deposit tickets

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

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

INITIAL TRAINING SETTING: MOJT

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

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

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. OTC PCC User Manual
2. DDS User Manual Deployable Disbursing System (DDS) User Manual
3. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
4. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

MISCELLANEOUS:

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

3432-FSCL-2007: Audit daily statement of accountability

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operational requirement, access to automated systems, Internet connectivity, documentation, and the references.

STANDARD: Ensuring agent's accountability is 100% accurate in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

PERFORMANCE STEPS:
1. Access automated systems.
2. Verify recording of documentation.
3. Review DD 1131, if applicable.
4. Review SF 1034, if applicable.
5. Review SF 215, if applicable.
6. Review data on DD 1081.
7. Correct discrepancies, if applicable.
8. Accept DD 1081.
9. Finalize DD Form 2665.
10. Maintain records.

REFERENCES:
1. OTC PCC User Manual
2. DDS User Manual Deployable Disbursing System (DDS) User Manual
3. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
4. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

MISCELLANEOUS:

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

3432-FSCL-2008: Prepare checks

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, Internet connectivity, access to automated systems, supporting documents, and blank checks.

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

PERFORMANCE STEPS:
1. Access automated systems.
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 Deployable Disbursing System (DDS) User Manual
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3432-FSCL-2011: Prepare disbursing voucher log

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring standards are 100% accurate in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, Volume 5.

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

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3432-FSCL-2012: Maintain custody and control of checks

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring 100% correct handling of a negotiable instrument in accordance with DOD FMR 7000.14-R, DOD Financial Management Regulation, 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. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
 2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-FSCL-2013: Maintain on-line Treasury reports

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, access to automated systems, Internet connectivity, source documents, and the references.

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

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. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-FSCL-2014: Process travel business

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, access to automated systems, Internet connectivity, certified vouchers, supporting documents, and the references.

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

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

REFERENCES:
1. IATS Users Guide
2. DDS User Manual Deployable Disbursing System (DDS) User Manual
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. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
6. JTR Volume 1 Joint Travel Regulations, Uniformed Service Members
7. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel

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3432-FSCL-2015: Prepare commencement of agents/certifiers

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operational requirement, access to automated systems, Internet connectivity, authorized request, and the references.

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

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

REFERENCES:
1. DDS User Manual Deployable Disbursing System (DDS) User Manual
2. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
3. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3432-FSCL-2016: Manage a Limited Depository Account (LDA)

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

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, DOD Financial Management Regulation, 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/sub-vouchers.
7. Verify vouchers.
8. Reconcile LDA account.
9. Maintain records.

REFERENCES:
1. ITS.gov Users Manual
2. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
3. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)

3432-FSCL-2017: Resolve unmatched disbursements

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

DESCRIPTION: This task includes a re-activation and re-obligation process.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Verifying the financial data elements in the line of accounting are reported in accordance with HQMC P&R (RFF) 7200.47, Marine Corps Fiscal Instruction Manual.

PERFORMANCE STEPS:
1. Research root cause via automated system.
2. Determine appropriate corrective action.
3. Process SF 1080, or SF 1081, as required.
4. Validate transaction posted against the correct SDN.

REFERENCES:
1. DOD FMR 7000.14-R Volume 5 DOD Financial Management Regulation, Disbursing Policy and Procedures
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
3. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)

3432-IC-2001: Conduct internal controls audits

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

DESCRIPTION: IAW current inspection checklist to include the inconsistent Condition Report (ICR), Advisory Data File (ADF), Monthly DSSN Audit Report (MDAR) and Out of Balance (OOB) Report.

MOS PERFORMING: 3432

BILLETS: Finance Technician

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 in accordance with the Marine Corps Administrative Analysis Team (MCAAT) checklist.

PERFORMANCE STEPS:
1. Determine respective sample size for audit.
2. Review separation of duties, if applicable.
3. Review systems access.
4. Review reports.
5. Conduct technical training.
6. Interpret regulations.
7. Review/monitor office security.
8. Identify/report financial loss/gain.
9. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R, DOD Financial Management Regulation, Volumes 1 - 15
2. HQMC P&R (RFF) 7200.47 Marine Corps Fiscal Instruction Manual (MCFIM)
3. HQMC-P&R (RFF) 4650.37 Marine Corps Travel Instructions Manual (MCTIM)
4. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
5. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
6. MCO 1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)
7. NAVMC 2768 Fraud Indicators Handbook

3432-PAY-2001: Process allotments of pay

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

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 UM-12 Remote Access Pay Transactions and Reporting System Users Manual
2. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-PAY-2002: Prepare a waiver of indebtedness

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

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 HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Access automated system.
2. Collect required documents.
3. Report appropriate entries.
4. Generate DO/FO endorsement.
5. Forward documents.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-PAY-2003: Audit special payments and adjustments

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

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 accuracy of payment are met in accordance with HQMC P&R RFF 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
 1. Access automated system.
 2. Receive documents.
 3. Audit payments.
 4. Forward for payment.

REFERENCES:
 1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 3. JTR Volume 1 Joint Travel Regulations, Uniformed Service Members
 4. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel

MISCELLANEOUS:

  ADMINISTRATIVE INSTRUCTIONS: Processing time has changed to reflect two days for both computing special payments and for computing adjustments to pay and allowances. Both are submitted on a NAVMC 11116 and both require computations depending on request. Payment will be made depending on TTC used and U&E.

3432-PAY-2004: Audit allotments of pay

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

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 allotments are processed in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
 1. Access automated systems.
 2. Receive documents.
 3. Audit documents.
 4. Certify documents.
 5. Maintain records.

REFERENCES:
 1. DFAS UM-12 Remote Access Pay Transactions and Reporting System Users Manual
 2. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-PAY-2005: Audit a special payroll

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

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 UM-12 Remote Access Pay Transactions and Reporting System Users Manual
 2. DFAS UM-18 On-line Disbursing Diary Operating Procedures
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-PAY-2006: Audit a payroll

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

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 HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Access automated system.
2. Audit payroll.
3. Audit suspect payment listing.
4. Certify payroll/suspect listing.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. JTR Volume 1 Joint Travel Regulations, Uniformed Service Members
4. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
5. MCM Manual for Courts-Martial (current edition)

3432-PAY-2007: Audit online transaction diary entries

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

DESCRIPTION: Entries that include Manual and System generated transactions.

MOS PERFORMING: 3432

BILLETS: Finance Technician

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 UM-18 On-line Disbursing Diary Operating Procedures
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-PAY-2008: Audit pay management reports

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

DESCRIPTION: The Finance Technician ensures transactions on the ADF, ICR, and DO/FO error report to include sending MAN documents to correct deficiencies.

MOS PERFORMING: 3432

BILLETS: Finance Technician

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 reported in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Access automated systems.
2. Receive pay management reports.
3. Audit reports.
4. Certify reports.
5. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-PAY-2010: Audit leave entitlements

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

DESCRIPTION: Process to include Final Joint Audit (FJA) and lost leave adjustment.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided appropriate source documentation and access to automated systems.

STANDARD: Ensuring transactions are adjusted in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

PERFORMANCE STEPS:
1. Access automated systems.
2. Receive documents.
3. Review documents.
4. Certify transactions.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. JTR Volume 1 Joint Travel Regulations, Uniformed Service Members
4. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
5. MCM Manual for Courts-Martial (current edition)
6. MCO P1050.3_ Regulations for Leave, Liberty and Administrative Absence

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3432-PAY-2011: Verify a waiver of indebtedness/remission

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

DESCRIPTION: Will provide the DO/FO all endorsement for determination.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to automated systems, a prepared waiver of indebtedness/remission, and supporting documents.

STANDARD: Ensuring the waiver of indebtedness/remission is processed in accordance with HQMC-P&R 7220.31_R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Access the automated systems.
2. Review waiver/remission package for accuracy.
3. Audit indebtedness computations.
4. Forward documents for review.
5. Forward to clerk for unit diary input.
6. Forward package.
7. Maintain records.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. JTR Volume 1 Joint Travel Regulations, Uniformed Service Members
4. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel

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3432-PAY-2012: Audit a separation/retirement account summary

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

DESCRIPTION: Will include the debt process to balance all Marine Corps pay accounts.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a prepared separation, documents, and access to an automated systems.

STANDARD: Ensuring standards are met in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Access automated system.
2. Audit documents.
3. Certify documents.
4. Forward to clerk for payroll/unit diary input.
5. Conduct post payment review.

REFERENCES:
1. DOD FMR 7000.14-R Volume 7A. DOD Financial Management Regulation, "Military Pay - Active Duty and Reserve Pay"
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
3. JTR Volume 1 Joint Travel Regulations, Uniformed Service Members
4. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
5. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

3432-PAY-2013: Audit Out of Balance Reports (OOB)

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

DESCRIPTION: Finance Technician will process all transactions to include worst case scenarios to balance the MMPA.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system and references.

STANDARD: Ensuring the audit is conducted in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Access automated systems.
2. Verify previous payments/allowances.
3. Audit transactions.
4. Certify transactions.

REFERENCES:
1. WINIATS User Manual
2. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
4. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
5. MCO 1000.6_ Assignment, Classification and Travel Systems Manual (ACTSMAN)

3432-PAY-2014: Audit Monthly DSSN Audit Report (MDARS)

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

DESCRIPTION: Finance Technician will complete the MCARS document within the required timeline to ensure the MMPA is balance.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system and references.

STANDARD: Ensuring the audit is conducted in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Systems Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
 1. Access automated systems.
 2. Determine required course of action.
 3. Verify previous payments/allowances.
 4. Audit transactions.
 5. Certify transactions.

REFERENCES:
 1. WINIATS User Manual
 2. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 4. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employees
 5. MCO 1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

3432-PAY-2015: Prepare a special payroll

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring accurate date and payroll data are inputted in accordance with HQMC-P&R (RFF) 7220.31-R, Marine Corps Total Force Automated Pay Systems Manual (APSM).

PERFORMANCE STEPS:
1. Access automated systems.
2. Prepare a military pay listing.
3. Forward documents for review.

REFERENCES:
1. DFAS UM-12 Remote Access Pay Transactions and Reporting System Users Manual
2. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)

3432-TRAV-2003: Process alternate electronic funds transfer account

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

MOS PERFORMING: 3432

BILLETS: Finance Technician

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. WINIATS User Manual
2. Head Finance Branch Programs and Resources Department Policy Letter of 7 Mar 2000

3432-TRAV-2004: Audit Temporary Additional Duty (TAD) payments/collections

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

DESCRIPTION: Finance Technician will process payments for Marines and Civilians IAW the MCTIM.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring calculations of receipt are processed in accordance with JTR Chapter 3, Joint Travel Regulations.

PERFORMANCE STEPS:
 1. Access automated systems.
 2. Validate previous payments and advances.
 3. Audit claim.
 4. Approve travel voucher.

REFERENCES:
 1. WINIATS User Manual
 2. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 4. JFTR Joint Federal Travel Regulations, Chapters 1, 2, 3, 4, and 7
 5. JTR Chapter 5 Joint Travel Regulations, Permanent Duty Travel
 6. JTR Volume 1 Joint Travel Regulations, Uniformed Service Members
 7. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
 8. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 9. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 10. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

3432-TRAV-2005: Audit Permanent Duty Travel (PDT) payments/collections

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

DESCRIPTION: Finance Technician will process all entitlements for Marines and dependents moving to different stations.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring calculations are processed in accordance with JTR Chapter 5, Joint Travel Regulations.

PERFORMANCE STEPS:
 1. Access automated systems.
 2. Validate previous payments/advances.
 3. Audit claim.
 4. Release for certification.

REFERENCES:
 1. WINIATS User Manual
 2. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
 3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
 4. JTR Volume 1 Joint Travel Regulations, Uniformed Service Members
 5. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
 6. MCO 1001R.1__ Marine Corps Reserve Administrative Management Manual (MCRAMM)
 7. MCO 4600.40_ Government Travel Charge Card Program (GTCCP)
 8. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)

3432-TRAV-2006: Audit military travel separation/payments/checkage

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

DESCRIPTION: Finance Technician processes all separates/retirees travel entitlements to include ensuring debts are process for Maines that are not balanced on the MMPA.

MOS PERFORMING: 3432

BILLETS: Finance Technician

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring calculations are processed in accordance with JTR Chapter 5, Joint Travel Regulations.

PERFORMANCE STEPS:
1. Access automated systems.
2. Validate previous payments/advances.
3. Audit documents.
4. Release for certification.

REFERENCES:
1. WINIATS User Manual
2. DOD FMR 7000.14-R Volume 9 DOD Financial Management Regulation, Travel Policy and Procedures
3. HQMC-P&R (RFF) 7220.31-R Marine Corps Total Force Systems Automated Pay Systems Manual (APSM)
4. JTR Volume 1 Joint Travel Regulations, Uniformed Service Members
5. JTR Volume 2 Joint Travel Regulations, DOD Civilian Personnel
6. MCO P1000.6_ Assignment, Classification, and Travel Systems Manual (ACTS MANUAL)
7. MCO P1900.16_ Marine Corps Separation and Retirement Manual (MARCORSEPMAN)

FM T&R MANUAL

CHAPTER 8

MOS 3451 INDIDVIDUAL EVENTS

FM T&R MANUAL

CHAPTER 8

MOS 3451 INDIDVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to the Financial Management Resource Analyst. 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. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

   a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>   <u>Description</u>
3451   Financial Management Resource Analyst

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>   <u>Description</u>
ACCT   Accounting
BUDG   Budget
FMGT   Financial Management
REA   Resource, Evaluation and Analysis

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>   <u>Description</u>
1000   Core Skills (initial entry level MOS training conducted at
            a formal school)
2000   Core Plus Skills (follow-on formal schooling, MOJT or
            distance learning)

   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 1000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
3451-ACCT-1001	NO	Record manual transaction(s) into the accounting system	8-3
3451-ACCT-1002	NO	Load financial information into feeder systems	8-3
3451-ACCT-1003	NO	Correct transactions on performance indicator reports	8-4
3451-ACCT-1004	NO	Apply financial data elements	8-4

8003. 1000-LEVEL EVENTS

3451-ACCT-1001: Record manual transaction(s) into the accounting system

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

MOS PERFORMING: 3451

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given financial source documents, secure access to the accounting system and the references.

STANDARD: Per the source document with 100% accuracy and within the prescribed time frame.

PERFORMANCE STEPS:
 1. Receive financial source documents.
 2. Validate financial data elements and source documentation.
 3. Record financial event.
 4. Verify for accuracy.

REFERENCES:
 1. SABRS User Manual
 2. SABRS Customer Assistance Handbook
 3. DOD FMR 7000.14-R DOD Financial Management Regulation
 4. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-ACCT-1002: Load financial information into feeder systems

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

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to appropriate systems, and the references.

STANDARD: Ensuring 100% accuracy of the financial information.

PERFORMANCE STEPS:
1. Identify financial information requirements for a given feeder system.
2. Load financial information into feeder systems.
3. Verify accuracy.

REFERENCES:
1. SABRS User Manual
2. SABRS Feeder System Manual (current edition)
3. SABRS Customer Assistance Handbook
4. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-ACCT-1003: Correct transactions on performance indicator reports

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

MOS PERFORMING: 3451

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to report generating system, source documentation, accounting system, feeder systems, and the references.

STANDARD: Ensuring the timely and accurate recording of transactions in accordance with MCO 7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:
1. Retrieve appropriate performance indicator report.
2. Perform research, as required.
3. Liaise with external agencies, as required.
4. Take appropriate corrective actions.
5. Validate for accuracy.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulations
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-ACCT-1004: Apply financial data elements

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

MOS PERFORMING: 3451

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, source documents, applicable feeder systems, applicable data elements, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:
1. Determine the type of financial event.
2. Construct financial data elements.
3. Adjust financial data elements as necessary.
4. Apply to the requirement.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

8004. INDEX OF INDIVIDUAL 2000-LEVEL EVENTS

Event Code	E-Coded	Event	Page
3451-ACCT-2001	NO	Perform financial management training	8-5
3451-ACCT-2002	NO	Conduct fiscal year-end process	8-6
3451-ACCT-2003	NO	Manage accounting system tables	8-7
3451-ACCT-2004	NO	Manage financial data in feeder systems	8-7
3451-ACCT-2005	NO	Generate custom financial reports	8-8
3451-ACCT-2006	NO	Analyze performance indicator reports	8-8
3451-ACCT-2007	NO	Coordinate Tri-Annual Review (TAR)	8-9
3451-ACCT-2008	NO	Conduct financial operations in contingency environments	8-9
3451-ACCT-2009	NO	Validate financial data elements	8-10
3451-BUDG-2001	NO	Manage the lateral transfer of funds	8-11
3451-BUDG-2002	NO	Monitor execution of a financial plan	8-11
3451-BUDG-2003	NO	Process allocations	8-12
3451-BUDG-2004	NO	Monitor civilian labor process	8-12
3451-REA-2001	NO	Conduct financial management evaluations and assessments	8-13
3451-REA-2002	NO	Conduct Resource Evaluation and Analysis (RE&A) functions	8-13
3451-REA-2003	NO	Manage audit support requirements	8-14

8005. 2000-LEVEL EVENTS

3451-ACCT-2001: Perform financial management training

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

MOS PERFORMING: 3451

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. Identify training objectives.
 2. Conduct training.
 3. Document training.
 4. Assess training effectiveness.

REFERENCES:
 1. DOD FMR 7000.14-R DOD Financial Management Regulation
 2. MCO 7100.8_ Field Budget Guidance Manual
 3. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 4. NAVMC 3500.69_ Financial Management (FM) Training and Readiness (T&R) Manual

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3451-ACCT-2002: Conduct fiscal year-end process

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

MOS PERFORMING: 3451

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 timely and accurate recording of all financial events prior to close of business 30 September.

PERFORMANCE STEPS:
 1. Receive guidance.
 2. Interpret guidance.
 3. Provide amplifying guidance to subordinate units.
 4. Resolve accounting exceptions and abnormal conditions.
 5. Conduct year end validation.
 6. Control unit spending.

7. Identify unused authority.
8. Conduct open up procedures.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-ACCT-2003: Manage accounting system tables

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

MOS PERFORMING: 3451

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the accounting system, central table load request(s), report generating system, and the reference.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:
1. Identify table relationships with feeder systems.
2. Identify table dependency.
3. Verify the financial data elements requirements.
4. Determine the tables that require updating.
5. Process table updates.
6. Validate the updates.

REFERENCES: SABRS Table Management User Manual

3451-ACCT-2004: Manage financial data in feeder systems

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

MOS PERFORMING: 3451

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given organizational data elements, access to applicable systems, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:
1. Access feeder system.

2. Review data elements for accuracy.
3. Coordinate corrective actions, if required.
4. Verify corrective actions, if required.

REFERENCES:
1. SABRS Feeder System Manual (current edition)
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-ACCT-2005: Generate custom financial reports

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

MOS PERFORMING: 3451

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given secure access to report generating software, access to command financial records, and the commander's financial critical information requirements.

STANDARD: Providing timely, accurate, and relevant financial reports that satisfy commander's financial critical information requirements and allow the commander to make informed decisions based on available resources.

PERFORMANCE STEPS:
1. Identify requirements.
2. Validate requirements.
3. Create report.
4. Analyze report.
5. Publish report.

REFERENCES:
1. SABRS Customer Assistance Handbook
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-ACCT-2006: Analyze performance indicator reports

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

MOS PERFORMING: 3451

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to performance indicator reports, applicable systems and the references.

STANDARD: Ensuring appropriate corrective action has been taken to prevent critically aged transactions.

PERFORMANCE STEPS:
1. Review performance indicator reports.
2. Review source documents, as applicable.
3. Conduct analysis to identify the root cause.
4. Take appropriate action.
5. Verify corrective action taken.

REFERENCES:
1. SABRS User Manual
2. DOD FMR 7000.14-R DOD Financial Management Regulation
3. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-ACCT-2007: Coordinate Tri-Annual Review (TAR)

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

MOS PERFORMING: 3451

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a TAR report, source documentation, access to applicable systems, and the references.

STANDARD: Ensuring only valid transactions listed on the TAR reside in the accounting system.

PERFORMANCE STEPS:
1. Receive TAR package.
2. Review guidance.
3. Disseminate TAR and guidance as necessary.
4. Validate subordinate commands' submissions.
5. Consolidate submissions.
6. Make required adjustments.
7. Prepare certification.
8. Submit as required.

REFERENCES:
1. SABRS User Manual
2. SABRS Customer Assistance Handbook
3. DOD FMR 7000.14-R DOD Financial Management Regulation
4. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-ACCT-2008: Conduct financial operations in contingency environments

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

MOS PERFORMING: 3451

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. Contingency Operations Financial Management Guidebook
2. DOD FMR 7000.14-R DOD Financial Management Regulation
3. JP 1-06 Financial Management Support in Joint Operations

3451-ACCT-2009: Validate financial data elements

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

MOS PERFORMING: 3451

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, source documents, applicable feeder systems, applicable data elements, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:
1. Determine the type of financial event.
2. Review constructed financial data elements.
3. Adjust financial data elements as necessary.
4. Apply to the requirement.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-BUDG-2001: Manage the lateral transfer of funds

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

MOS PERFORMING: 3451

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to conduct inter/intra agency support, applicable systems, source documents, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:
 1. Coordinate details of funding the requirement.
 2. Ensure the proper recording of the financial transaction.
 3. Maintain all source documents and correspondence.
 4. Ensure the billing process is complete, if applicable.
 5. Monitor the execution, if applicable.
 6. Conduct all lateral transfer of funds closeout actions.

REFERENCES:
 1. SABRS User Manual
 2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
 3. RFA Procedure Statement Number 3
     https://ehqmc.usmc.mil/org/pr/fiscalops/accounting

3451-BUDG-2002: Monitor execution of a financial plan

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

MOS PERFORMING: 3451

GRADES: 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. Analyze execution reports.
 5. Facilitate realignment request of authorizations.
 6. Compile prioritized list of unfunded requirements.

7. Forward unfunded requirements list to higher headquarters.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-BUDG-2003: Process allocations

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

MOS PERFORMING: 3451

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an allocation requirement, supporting documentation, access to the accounting system, and the references.

STANDARD: Realigning execution between financial data elements.

PERFORMANCE STEPS:
1. Identify from and to financial data elements.
2. Determine amounts to be credited and debited.
3. Prepare appropriate documentation.
4. Submit appropriate documentation for signature.
5. Process allocations.
6. Review/verify output.

REFERENCES:
1. SABRS Allocation User's Manual
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
3. RFA Memo - 7 March 2013 Supporting Documentation Requirements for Allocation Transactions Process into SABRS

3451-BUDG-2004: Monitor civilian labor process

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

MOS PERFORMING: 3451

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 7300.21_, Marine Corps Financial Management Standard Operating Procedure Manual.

PERFORMANCE STEPS:
1. Reconcile financial data elements in civilian payroll systems with accounting systems.
2. Monitor civilian labor transactions posting to the accounting systems.
3. Correct errors, as required.
4. Verify corrections.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

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3451-REA-2001: Conduct financial management evaluations and assessments

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

MOS PERFORMING: 3451

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, checklist(s), applicable systems, and the references.

STANDARD: Ensuring financial readiness of the activity.

PERFORMANCE STEPS:
1. Review requirement.
2. Coordinate with activity.
3. Prepare for Financial Management Evaluation/Financial Management Assessment (FME/FMA) Assistance Visit (FME/FMA).
4. Conduct in-brief.
5. Conduct FME/FMA.
6. Conduct out brief.
7. Publish results.
8. Follow-up as required.

REFERENCES:
1. DOD FMR 7000.14-R DOD Financial Management Regulation
2. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
3. NAVMC 2664 USMC Financial Guidebook for Commanders

3451-REA-2002: Conduct Resource Evaluation and Analysis (RE&A) functions

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

MOS PERFORMING: 3451

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 compliance with the references.

PERFORMANCE STEPS:
1. Identify command vulnerabilities.
2. Collect data.
3. Analyze data.
4. Coordinate corrective action as required.
5. Make recommendations as required.
6. Reassess and follow-up on corrective action 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 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
4. MCO 7510.5 USMC Fraud, Waste & 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 Managements' Responsibility for Internal Control

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3451-REA-2003: Manage audit support requirements

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

MOS PERFORMING: 3451

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a sample, access to systems, the references, and source documentation.

STANDARD: Ensuring accurate and timely compliance with directed audit requirements.

PERFORMANCE STEPS:
1. Receive the guidance.
2. Coordinate site visits if applicable.
3. Receive the sample.

4. Disseminate sample and guidance as necessary.
5. Collect supporting documentation.
6. Consolidate submission.
7. Validate submission.
8. Submit to higher headquarters.
9. Respond to follow up questions, as required.

REFERENCES:
1. Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum Priorities for Improving Financial Information and Improving Audit Readiness, dated 2 November 2009
2. DOD FMR 7000.14-R DOD Financial Management Regulation
3. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
4. MCO 7540.2 Resource Evaluation and Analysis (REA) Function
5. NAVMC 2664 USMC Financial Guidebook for Commanders
6. OMB Circular A-123 Managements' Responsibility for Internal Control

FM T&R MANUAL

CHAPTER 9

MOS 34XX INDIVIDUAL EVENTS

FM T&R MANUAL

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 occupational field MOS, and may hold any rank. Each individual event provides an event title, along with the conditions the events will be performed under, and the standard to which the event must be performed to be successful.

9001. EVENT CODING. Events in this T&R manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

    a. Field one. This field represents the community. This chapter contains the following community codes:

        Code   Description
        34XX   This event is not a specific 3400 MOS event, but rather
                    pertains to specific billet holders of any MOS and grade.

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

        Code   Description
        LAW   Financial Management Appropriation Law

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

        Code   Description
        2000   Core Plus Skills (follow-on formal schooling, MOJT or
                    distance learning)

    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 34XX EVENTS

Event Code	E-Coded	Event	Page
34XX-LAW-2001	NO	Apply basic principles of fiscal law	9-3

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. 34XX personnel are responsible for advising Commanders and Comptrollers on the basic tenets of Appropriation Law. 34XX personnel are not lawyers and only serve as the first line of defense in the identification and prevention of potential violations.

GRADES: PVT, PFC, LCPL, CPL, 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 appropriated funds and the references.

STANDARD: Ensuring compliance with 31 U.S.C.

PERFORMANCE STEPS:
1. Evaluate scenario.
2. Apply the tenets of appropriation law.
3. Forward for appropriate action.

REFERENCES:
1. GAO-01-179SP Principals of Federal Appropriation Laws - GAO Red Book
2. Title 31, USC Money and Finance: Sections 1301, 1341, 1342, 1344, and 1511-1517 (Anti-deficiency Act)

FM T&R MANUAL

APPENDIX A

ACRONYMS

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 Depositary 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 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
SSGT - Staff Sergeant
TAD - Temporary Additional Duty
TAR - Tri-Annual Review
TEEP - Training and Exercise Deployment Plan
UM - User's 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

FM T&R MANUAL

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 Publication 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review. 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.

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

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. 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.

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the

commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

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.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (DOD, 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

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

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).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

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.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TECG and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

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.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

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.