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MCO 1510.75C
C 469
AUG 03

MARINE CORPS ORDER 1510.75C

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR FINANCIAL MANAGEMENT
OCCUPATIONAL FIELD (OCCFLD) 34

Ref: (a) MCO 1510.34A
(b) MCO 1553.1B
(c) MCO 1553.2
(d) MCO 1553.3
(e) MCO 3500.27

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards
(7) Summary/Index of Individual Training Standards by Specific
Category (MOJT, DL, PST)

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (7) for OccFld 34.

2. Cancellation. MCO 1510.75B

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSs establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders, Functional Learning Center (FLC) directors, and distance learning (DL) developers build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSs represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards (MPS). Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

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4. Summary of Revision. Extensive changes have been made throughout this Order and it should be reviewed in its entirety. Appendix D to enclosure (5) lists references with associated tasks. Enclosure (6) contains information on initial training setting, MCI products, and training materials.

5. Information

a. ITSs are used by unit commanders, FLC directors, and DL developers to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-the-Job Training (MOJT), instruction in unit-level schools, or incorporation in their training plans. FLC directors and DL developers will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the FLC. Task lists reported on Distance Learning Descriptive Data (DLDD) submissions will consist of tasks contained in this Order that are designated for DL training at the Appropriate level.

b. Unit commanders and FLC directors are responsible for reviewing their training programs per reference (e) and making interventions that reduce risk to acceptable levels.

6. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure all FLCs use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure the Marine Corps Institute (MCI) and the Combat Visual Information Center (CVIC) provide standardized performance support tools (PST) and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS Specialists/OccFld Managers

(4) Ensure the Combat Development System identifies and mitigates the impact on training, by MOS and ITS, of all new equipment.

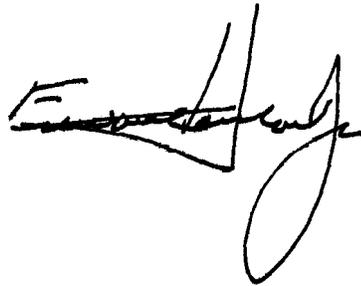
b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C 469C) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

A handwritten signature in black ink, appearing to read 'Edward Hanlon, Jr.', with a large, stylized flourish at the end.

EDWARD HANLON, JR.
By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents an MOS (or billet), a duty (or functional) area within that MOS, and a specific task included in that duty area. Each part is separated by periods. An example of an ITS Designator is 3402.01.01.

a. The first four positions ("3402" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("01" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero. In the example above, "01" represents the first duty area under MOS 3402.

c. The last two positions ("01" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero. In the example above, "01" represents the first task within the first duty area under MOS 3402.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for an MOS are designated as "Core." Those advanced skills that are mission, grade, or billet specific are designated as "Core Plus."

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. Reference(s). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSS are assigned an initial training setting

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that includes a specific location for initial instruction Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition, distance learning (DL) products, and performance support tools (PST)) required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Distance Learning Product(s) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

e. Performance Support Tool(s) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSs form the basis for all individual training in Functional Learning Centers (FLC) and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. FLC directors are responsible for reviewing all ITSs marked for initial training at the FLC. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with the Systems Approach to Training (SAT), a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through Managed On-The-Job Training (MOJT), as appropriate.

d. A Marine should continue to receive instruction on ITSs that support the unit's METL. Individual training cannot cease upon graduation from the FLC because FLCs cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the FLCs, and staff agencies at both Headquarters, U.S. Marine Corps, and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and FLC directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by FLCs are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.
2. Format. The columns are as follows:
 - a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.
 - b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.
 - c. TITLE. ITS Task Title.
 - d. CORE. An "X" appears in this column when the task is designated as a "Core" task required to "make" a Marine and qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("Core Plus") task that is mission, grade, or billet specific.
 - e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).
 - f. DL. Distance Learning Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.
 - g. PST. Performance Support Tool. An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.
 - h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.
 - i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.
 - j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

<u>SEQ TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ BY</u>	<u>PAGE</u>
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MOS 3402, DISBURSING OFFICER/FINANCE OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	3402.01.03	CERTIFY AN ON-LINE DIARY (OLD)						12 WO	6-A-1
2)	3402.01.04	MANAGE ELECTRONIC SIGNATURE (ELSIG) ACCOUNTS	X	X				12 WO	6-A-1

ENCLOSURE (3)

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
<u>DUTY AREA 02 - PAY FUNCTIONS</u>										
1)	3402.02.01	CERTIFY A PAY MANAGEMENT REPORT						12	WO	6-A-3
2)	3402.02.03	VERIFY SPECIAL PAYMENTS						12	WO	6-A-3
3)	3402.02.05	CERTIFY ADJUSTMENTS TO DEDUCTIONS AND COLLECTIONS OF PAY	X	X				12	WO	6-A-4
4)	3402.02.06	CERTIFY A SPECIAL PAYROLL						12	WO	6-A-5
5)	3402.02.07	CERTIFY A DECENTRALIZED (ROUGH) REGULAR PAYROLL						12	WO	6-A-6
6)	3402.02.08	CERTIFY A CENTRALIZED REGULAR PAYROLL						12	WO	6-A-6
7)	3402.02.09	VERIFY LEAVE ENTITLEMENTS						12	WO	6-A-7
8)	3402.02.10	CERTIFY NOTIFICATION AND/OR WAIVER OF INDEBTEDNESS	X	X				12	WO	6-A-8
9)	3402.02.11	CERTIFY A SEPARATION/RETIREMENT DOCUMENT	X	X				12	WO	6-A-8
<u>DUTY AREA 03 - TRAVEL FUNCTIONS</u>										
1)	3402.03.01	CERTIFY TEMPORARY ADDITIONAL DUTY (TAD) PAYMENTS/ COLLECTIONS						12	WO	6-A-10
2)	3402.03.02	CERTIFY PERMANENT CHANGE OF STATION (PCS)/SEPARATION PAYMENTS/COLLECTIONS						12	WO	6-A-10
3)	3402.03.03	MANAGE GOVERNMENT CHARGE CARD PROGRAM						12	WO	6-A-11
4)	3402.03.04	CERTIFY CIVILIAN PCS PAYMENTS AND COLLECTIONS						12	WO	6-A-12
<u>DUTY AREA 04 - FISCAL FUNCTIONS</u>										
1)	3402.04.01	BALANCE DAILY BUSINESS	X	X				12	WO	6-A-13
2)	3402.04.04	MAINTAIN CHECK STOCKS						12	WO	6-A-13
3)	3402.04.06	MANAGE ON-LINE TREASURY REPORTS	X	X				12	WO	6-A-14
4)	3402.04.07	MANAGE SUSPENSE ACCOUNTS	X	X				12	WO	6-A-14
5)	3402.04.08	ISSUE RECERTIFIED CHECKS						12	WO	6-A-15
6)	3402.04.09	MANAGE DEPLOYED SYMBOLS						12	WO	6-A-15
7)	3402.04.10	MANAGE DISBURSEMENTS/COLLECTIONS	X	X				12	WO	6-A-16
8)	3402.04.11	MANAGE GOVERNMENT CHARGE CARD PROGRAM						12	WO	6-A-17
<u>DUTY AREA 05 - RESOURCE, EVALUATION, AND ANALYSIS (REA) FUNCTIONS</u>										
1)	3402.05.02	MAINTAIN AN INTERNAL MANAGEMENT CONTROL PROGRAM/FRAUD PROGRAM	X	X				12	WO	6-A-18
<u>MOS 3404, FINANCIAL MANAGEMENT OFFICER</u>										
<u>DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS</u>										
1)	3404.01.01	MANAGE ELECTRONIC SIGNATURE (ELSIG) ACCOUNTS	X	X				12	2ndLt	6-B-1
<u>DUTY AREA 02 - PAY FUNCTIONS</u>										
1)	3404.02.01	CERTIFY AN ON-LINE DIARY (OLD)	X	X				12	2ndLt	6-B-2
2)	3404.02.02	CERTIFY A PAY MANAGEMENT REPORT	X	X				12	2ndLt	6-B-2
3)	3404.02.04	CERTIFY SPECIAL PAYMENTS	X	X				12	2ndLt	6-B-3
4)	3404.02.06	CERTIFY A SPECIAL PAYROLL	X	X				12	2ndLt	6-B-4

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
5)	3404.02.07	CERTIFY A DECENTRALIZED (ROUGH) REGULAR PAYROLL	X	X				12 2ndLt	6-B-4
6)	3404.02.08	CERTIFY A CENTRALIZED REGULAR PAYROLL	X	X				12 2ndLt	6-B-5
7)	3404.02.09	VERIFY LEAVE ENTITLEMENTS	X	X				12 2ndLt	6-B-5
8)	3404.02.10	NOTIFICATION AND/OR WAIVER OF INDEBTEDNESS	X	X				12 2ndLt	6-B-6
9)	3404.02.11	CERTIFY A SEPARATION/RETIREMENT DOCUMENT	X	X				12 2ndLt	6-B-7
10)	3404.02.12	OPERATE THE MARINE CORPS TOTAL FORCE SYSTEM (MCTFS)	X	X				12 2ndLt	6-B-7

DUTY AREA 03 - TRAVEL FUNCTIONS

1)	3404.03.01	CERTIFY TEMPORARY ADDITIONAL DUTY (TAD) SETTLEMENTS/ADVANCES	X	X				12 2ndLt	6-B-9
2)	3404.03.02	CERTIFY PERMANENT CHANGE OF STATION (PCS) SETTLEMENTS/ADVANCES	X	X				12 2ndLt	6-B-9
3)	3404.03.03	CERTIFY MILITARY PERMANENT CHANGE OF STATION (PCS)/SEPARATION PAYMENTS/COLLECTIONS						12 2ndLt	6-B-10
4)	3404.03.04	CERTIFY CIVILIAN PCS PAYMENTS AND COLLECTIONS						12 2ndLt	6-B-10

DUTY AREA 04 - FISCAL FUNCTIONS

1)	3404.04.02	BALANCE DAILY BUSINESS	X	X				12 2ndLt	6-B-12
2)	3404.04.03	MANAGE DISBURSEMENTS/COLLECTIONS	X	X				12 2ndLt	6-B-12
3)	3404.04.04	MANAGE CHECK STOCKS AND CASH						12 2ndLt	6-B-13
4)	3404.04.05	MANAGE RECERTIFIED CHECKS						12 2ndLt	6-B-13
5)	3404.04.06	MANAGE DISBURSING SYMBOL IN A DEPLOYED ENVIRONMENT						12 2ndLt	6-B-14
6)	3404.04.07	CERTIFY REPORTS, RETURNS, AND VOUCHERS	X	X				12 2ndLt	6-B-15
7)	3404.04.08	MANAGE GOVERNMENT CHARGE CARD PROGRAM						12 2ndLt	6-B-15

DUTY AREA 05 - RESOURCE, EVALUATION, AND ANALYSIS (REA) FUNCTIONS

1)	3404.05.01	MAINTAIN AN INTERNAL MANAGEMENT CONTROL PROGRAM	X	X				12 2ndLt	6-B-17
2)	3404.05.02	COORDINATE AN AUDIT BY AN EXTERNAL AGENCY						12 2ndLt	6-B-17
3)	3404.05.03	CONDUCT FINANCIAL ASSISTANCE VISITS/INSPECTIONS	X	X				12 2ndLt	6-B-18

DUTY AREA 06 - BUDGET FUNCTIONS

1)	3404.06.01	DEVELOP A PROGRAM OBJECTIVE MEMORANDUM (POM)	X	X				12 2ndLt	6-B-20
2)	3404.06.02	MANAGE AN OPERATING BUDGET	X	X				12 2ndLt	6-B-20
3)	3404.06.03	MANAGE THE FINANCIAL PLAN	X	X				12 2ndLt	6-B-21
4)	3404.06.04	MONITOR THE STATUS OF PRIOR FISCAL YEAR APPROPRIATIONS	X	X				12 2ndLt	6-B-22
5)	3404.06.05	COORDINATE FISCAL YEAR CLOSEOUT	X	X				12 2ndLt	6-B-22
6)	3404.06.06	PERFORM FINANCIAL ANALYSIS	X	X				12 2ndLt	6-B-23
7)	3404.06.08	MANAGE SUPPORT AGREEMENTS	X	X				12 2ndLt	6-B-24
8)	3404.06.09	ADMINISTER NON-MARINE CORPS APPROPRIATIONS						12 2ndLt	6-B-24

ENCLOSURE (3)

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
9)	3404.06.10	MANAGE THE STATUS OF MARINE CORPS ALLOTMENTS					12	2ndLt		6-B-25
10)	3404.06.11	ADMINISTER PLANNING, PROGRAMMING, BUDGETING, AND EXECUTION SYSTEM	X	X			12	2ndLt		6-B-26

DUTY AREA 07 - ACCOUNTING FUNCTIONS

1)	3404.07.01	VERIFY APPROPRIATION DATA	X	X			12	2ndLt		6-B-27
2)	3404.07.02	MONITOR THE PROCESSING OF ACCOUNTING TRANSACTIONS	X	X			12	2ndLt		6-B-27
3)	3404.07.03	MONITOR REIMBURSABLE ACCOUNTS	X	X			12	2ndLt		6-B-28
4)	3404.07.04	MONITOR THE POSTING OF CIVILIAN PAYROLL COSTS	X	X			12	2ndLt		6-B-29
5)	3404.07.05	ANALYZE ACCOUNTING REPORTS	X	X			12	2ndLt		6-B-29
6)	3404.07.06	MANAGE BUDGET EXECUTION ACTIVITY RECONCILIATION	X	X			12	2ndLt		6-B-30
7)	3404.07.07	VERIFY SABRS LOCAL TABLE					12	2ndLt		6-B-30
8)	3404.07.08	ENSURE COMPLIANCE WITH APPROPRIATION LAW	X	X			12	2ndLt		6-B-31

DUTY AREA 08 - TRAINING FUNCTIONS

1)	3404.08.01	MANAGE FINANCIAL MANAGEMENT TRAINING					12	2ndLt		6-B-32
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MOS 3408, FINANCIAL MANAGEMENT RESOURCE OFFICER

DUTY AREA 01 - FINANCIAL MANAGEMENT FUNCTIONS

1)	3408.01.01	MONITOR OFFICIAL ACCOUNTING SYSTEMS					12	WO		6-C-1
2)	3408.01.02	MONITOR ACCOUNTING POLICY AND PROCEDURES					12	WO		6-C-1
3)	3408.01.03	VALIDATE ACCOUNTING RECORDS					12	WO		6-C-2
4)	3408.01.04	VALIDATE OUTSTANDING OBLIGATIONS/ADVANCES					12	WO		6-C-3
5)	3408.01.05	MANAGE PROBLEM DISBURSEMENT					12	WO		6-C-3
6)	3408.01.06	MONITOR THE CIVILIAN LABOR PROCESS					12	WO		6-C-4
7)	3408.01.07	MONITOR SUSPENDED PREVALIDATION TRANSACTIONS					12	WO		6-C-5

DUTY AREA 02 - BUDGET FUNCTIONS

1)	3408.02.01	MANAGE REIMBURSABLE FUNCTIONS					12	WO		6-C-6
2)	3408.02.02	MANAGE YEAR-END PROCESS					12	WO		6-C-6
3)	3408.02.03	MONITOR FINANCIAL PLAN					12	WO		6-C-7

DUTY AREA 03 - ADMINISTRATIVE FUNCTIONS

1)	3408.03.01	CONDUCT FINANCIAL MANAGEMENT TRAINING					12	WO		6-C-9
2)	3408.03.02	ASSESS FEEDER SYSTEMS					12	WO		6-C-10
3)	3408.03.03	MANAGE INTERNAL MANAGEMENT CONTROL PROGRAM					12	WO		6-C-10
4)	3408.03.04	COORDINATE AN AUDIT BY AN EXTERNAL AGENCY					12	WO		6-C-11
5)	3408.03.05	CONDUCT FINANCIAL ASSISTANCE VISITS/INSPECTIONS					12	WO		6-C-12
6)	3408.03.06	MANAGE ACCESS TO AUTOMATED SYSTEMS					12	WO		6-C-13

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
22)	3432.02.22	AUDIT A DECENTRALIZED (ROUGH) REGULAR PAYROLL					12	SSgt	6-E-15
23)	3432.02.23	AUDIT A CENTRALIZED REGULAR PAYROLL					12	SSgt	6-E-16
24)	3432.02.24	AUDIT LEAVE ENTITLEMENTS	X	X			12	SSgt	6-E-16
25)	3432.02.25	AUDIT A WAIVER OF INDEBTEDNESS	X	X			12	SSgt	6-E-17
26)	3432.02.26	AUDIT A SEPARATION/RETIREMENT DISCHARGE ACCOUNT SUMMARY	X	X			12	SSgt	6-E-18
27)	3432.02.27	PREPARE TAX OVERLAY AND W2/W2-C	X	X			12	Pvt	6-E-19
28)	3432.02.28	AUDIT TAX OVERLAY AND W2/W2-C ON LINE	X	X			12	SSgt	6-E-19

DUTY AREA 03 - TRAVEL FUNCTIONS

1)	3432.03.01	COMPUTE TEMPORARY DUTY (TDY) SETTLEMENTS/ADVANCES	X	X			4	Pvt	6-E-21
2)	3432.03.02	COMPUTE PERMANENT CHANGE OF STATION (PCS) SETTLEMENTS/ADVANCES	X	X			6	Pvt	6-E-21
3)	3432.03.03	AUDIT TEMPORARY DUTY (TDY) SETTLEMENTS/ADVANCES	X	X			12	SSgt	6-E-22
4)	3432.03.04	AUDIT PERMANENT CHANGE OF STATION (PCS) SETTLEMENTS/ADVANCES	X	X			12	SSgt	6-E-23
5)	3432.03.06	MAINTAIN SEPARATION SUSPENSE FILE					3	PFC	6-E-24
6)	3432.03.07	COMPUTE CIVILIAN PERMANENT CHANGE OF STATION (PCS) SETTLEMENTS/ADVANCES					12	Sgt	6-E-24

DUTY AREA 04 - FISCAL FUNCTIONS

1)	3432.04.01	PREPARE DAILY STATEMENT OF ACCOUNTABILITY					12	Pvt	6-E-26
2)	3432.04.02	PROCESS EXCHANGE FOR CASH CHECK					12	Pvt	6-E-26
3)	3432.04.03	PROCESS CHECKS FOR DISTRIBUTION					9	Pvt	6-E-27
4)	3432.04.04	PROCESS DEPOSIT TICKETS					6	Pvt	6-E-27
5)	3432.04.05	PREPARE CHECKS					6	Pvt	6-E-27
6)	3432.04.06	PREPARE COLLECTION VOUCHERS					2	Pvt	6-E-28
7)	3432.04.07	PREPARE STANDARD FORM (SF) 1080					6	Pvt	6-E-28
8)	3432.04.08	PROCESS DISBURSING VOUCHER INTO AUTOMATED SYSTEM					9	Pvt	6-E-29
9)	3432.04.09	PREPARE FINANCIAL RETURNS					12	Pvt	6-E-29
10)	3432.04.10	PREPARE PUBLIC VOUCHER					9	Pvt	6-E-30
11)	3432.04.11	PREPARE DISBURSING VOUCHER LOGS					2	Pvt	6-E-30
12)	3432.04.12	AUDIT COLLECTION VOUCHERS	X	X			4	SSgt	6-E-31
13)	3432.04.13	AUDIT DEPOSIT TICKETS	X	X			12	SSgt	6-E-31
14)	3432.04.14	MAINTAIN CUSTODY AND CONTROL OF CHECKS					2	SSgt	6-E-32
15)	3432.04.15	AUDIT DAILY STATEMENT OF ACCOUNTABILITY	X	X			6	SSgt	6-E-32
16)	3432.04.16	AUDIT FINANCIAL RETURNS	X	X			6	SSgt	6-E-33
17)	3432.04.17	AUDIT PUBLIC VOUCHERS	X	X			6	SSgt	6-E-33
18)	3432.04.18	AUDIT STANDARD FORM (SF) 1080	X	X			3	SSgt	6-E-34
19)	3432.04.19	MAINTAIN ON-LINE TREASURY REPORTS					6	SSgt	6-E-34
20)	3432.04.20	MAINTAIN SUSPENSE ACCOUNTS	X	X			3	SSgt	6-E-35
21)	3432.04.21	PROCESS UNAVAILABLE/RECERTIFIED CHECKS					9	Pvt	6-E-35
22)	3432.04.22	AUDIT UNAVAILABLE/RECERTIFIED CHECKS	X	X			6	SSgt	6-E-36
23)	3432.04.23	PREPARE COMMENCEMENT OF DISBURSING DUTY/AGENT					12	Pvt	6-E-36
24)	3432.04.24	PROCESS TRAVEL VOUCHERS					3	Pvt	6-E-37
25)	3432.04.25	AUDIT DISBURSING VOUCHER LOGS					2	SSgt	6-E-37

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
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MOS 3441, NAF AUDIT TECHNICIAN

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

- | | | | | | | | | | | |
|----|------------|------------------------------------------------------|--|--|--|--|--|----|-------|-------|
| 1) | 3441.01.01 | PREPARE ANNUAL AUDIT RELATED BUDGET(S) | | | | | | 12 | MSgt | 6-F-1 |
| 2) | 3441.01.02 | MAINTAIN AN ANNUAL MAN-HOUR BUDGET | | | | | | 12 | MSgt | 6-F-2 |
| 3) | 3441.01.03 | PREPARE AN ANNUAL AUDIT PLAN | | | | | | 12 | MSgt | 6-F-2 |
| 4) | 3441.01.04 | PERFORM THE DUTIES OF AN AUDIT CHIEF | | | | | | 12 | GySgt | 6-F-3 |
| 5) | 3441.01.05 | MANAGE DAILY OPERATION OF MCNAFAS
REGIONAL OFFICE | | | | | | 12 | MSgt | 6-F-4 |

DUTY AREA 02 - AUDIT FUNCTIONS

- | | | | | | | | | | | |
|----|------------|----------------------------|--|--|--|--|--|----|-------|-------|
| 1) | 3441.02.01 | PLAN AN AUDIT | | | | | | 12 | GySgt | 6-F-5 |
| 2) | 3441.02.02 | CONDUCT A PRE-AUDIT SURVEY | | | | | | 12 | SSgt | 6-F-5 |
| 3) | 3441.02.03 | CONDUCT AN AUDIT | | | | | | 12 | Sgt | 6-F-6 |
| 4) | 3441.02.04 | PERFORM POST-AUDIT WORK | | | | | | 12 | GySgt | 6-F-7 |

MOS 3451, FISCAL/BUDGET TECHNICIAN

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

- | | | | | | | | | | | |
|----|------------|-------------------------------------------------|--|--|--|--|--|---|-----|-------|
| 1) | 3451.01.01 | MAINTAIN CORRESPONDENCE FILES AND
DIRECTIVES | | | | | | 6 | Pvt | 6-G-1 |
|----|------------|-------------------------------------------------|--|--|--|--|--|---|-----|-------|

DUTY AREA 02 - FISCAL FUNCTIONS

- | | | | | | | | | | | |
|-----|------------|-------------------------------------------------------------------|---|---|--|--|--|----|------|--------|
| 1) | 3451.02.01 | EMPLOY AUTOMATED ACCOUNTING SYSTEM | X | X | | | | 6 | Pvt | 6-G-2 |
| 2) | 3451.02.02 | EMPLOY AUTOMATED REPORTS DISTRIBUTION
SYSTEM | X | X | | | | 6 | Pvt | 6-G-2 |
| 3) | 3451.02.03 | MANAGE MARINE CORPS/NON-MARINE CORPS
APPROPRIATIONS | X | X | | | | 6 | SSgt | 6-G-3 |
| 4) | 3451.02.04 | VALIDATE OUTSTANDING
OBLIGATIONS/ADVANCES | X | X | | | | 6 | Pvt | 6-G-3 |
| 5) | 3451.02.06 | CONSTRUCT A LINE OF ACCOUNTING (LOA) | X | X | | | | 6 | Pvt | 6-G-4 |
| 6) | 3451.02.07 | PROCESS SOURCE DOCUMENTS | X | X | | | | 6 | Pvt | 6-G-4 |
| 7) | 3451.02.08 | PREPARE AN EXPENDITURE/COLLECTION SOURCE
DOCUMENT | X | X | | | | 6 | Pvt | 6-G-5 |
| 8) | 3451.02.09 | CORRECT ERROR TRANSACTIONS | X | X | | | | 6 | Pvt | 6-G-6 |
| 9) | 3451.02.12 | RECONCILE UNMATCHED/REJECTED
DISBURSEMENT | X | X | | | | 6 | Pvt | 6-G-7 |
| 10) | 3451.02.13 | RECONCILE BUDGET EXECUTION ACTIVITY/FUND
ADMINISTRATOR RECORDS | X | X | | | | 6 | Pvt | 6-G-7 |
| 11) | 3451.02.14 | ESTABLISH A REIMBURSABLE ACCOUNT | X | X | | | | 6 | Pvt | 6-G-8 |
| 12) | 3451.02.15 | UPDATE LOCAL TABLES | X | X | | | | 6 | Pvt | 6-G-9 |
| 13) | 3451.02.16 | RECONCILE REIMBURSABLE ACCOUNTS | X | X | | | | 6 | Pvt | 6-G-9 |
| 14) | 3451.02.19 | MONITOR FINANCIAL OPERATIONS | | X | | | | 6 | SSgt | 6-G-10 |
| 15) | 3451.02.20 | PROCESS SUSPENDED PREVALIDATION
TRANSACTIONS | | | | | | 6 | Cpl | 6-G-11 |
| 16) | 3451.02.21 | CONSTRUCT A DOCUMENT NUMBER | X | X | | | | 6 | Pvt | 6-G-11 |
| 17) | 3451.02.22 | DETERMINE THE APPROPRIATE DATA ELEMENTS | X | X | | | | 6 | Pvt | 6-G-12 |
| 18) | 3451.02.23 | PERFORM ACCOUNTING FUNCTIONS FOR
CIVILIAN LABOR | | | | | | 12 | SSgt | 6-G-12 |

ENCLOSURE (3)

MCO 1510.75C
15 AUG 03

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
<u>DUTY AREA 03 - BUDGET FUNCTIONS</u>										
1)	3451.03.01	DEVELOP A PROGRAM OBJECTIVE MEMORANDUM (POM)		X			12	SSgt		6-G-14
2)	3451.03.02	DEVELOP AN OPERATING BUDGET	X	X			12	SSgt		6-G-14
3)	3451.03.03	EXECUTE A FINANCIAL PLAN		X			12	SSgt		6-G-15
4)	3451.03.04	EXECUTE FISCAL YEAR CLOSEOUT		X			12	SSgt		6-G-16
5)	3451.03.05	MONITOR THE STATUS OF PRIOR FISCAL YEAR APPROPRIATIONS		X			12	SSgt		6-G-16
6)	3451.03.06	PROCESS ALLOCATIONS					6	Pvt		6-G-17
<u>DUTY AREA 04 - RESOURCE, EVALUATION, AND ANALYSIS (RE&A) FUNCTIONS</u>										
1)	3451.04.01	COORDINATE AN AUDIT BY AN EXTERNAL AGENCY		X			6	SSgt		6-G-19
2)	3451.04.02	MAINTAIN AN INTERNAL MANAGEMENT CONTROL PROGRAM		X			12	SSgt		6-G-19
3)	3451.04.03	CONDUCT FINANCIAL ASSISTANCE VISITS/INSPECTIONS		X			6	SSgt		6-G-20

ENCLOSURE (3)

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSs containing the same task title.

<u>TASK TITLE</u>	<u>COMMON TASK NUMBERS</u>		
BALANCE DAILY BUSINESS	3402.04.01	3404.04.02	
CERTIFY A CENTRALIZED REGULAR PAYROLL	3402.02.08	3404.02.08	
CERTIFY A DECENTRALIZED (ROUGH) REGULAR PAYROLL	3402.02.07	3404.02.07	
CERTIFY A PAY MANAGEMENT REPORT	3402.02.01	3404.02.02	
CERTIFY A SEPARATION/RETIREMENT DOCUMENT	3402.02.11	3404.02.11	
CERTIFY A SPECIAL PAYROLL	3402.02.06	3404.02.06	
CERTIFY AN ON-LINE DIARY (OLD)	3402.01.03	3404.02.01	
CERTIFY CIVILIAN PCS PAYMENTS AND COLLECTIONS	3402.03.04	3404.03.04	
CONDUCT A PRE-AUDIT SURVEY	3410.02.02	3441.02.02	
CONDUCT AN AUDIT	3410.02.03	3441.02.03	
CONDUCT FINANCIAL ASSISTANCE VISITS/INSPECTIONS	3404.05.03	3408.03.05	3451.04.03
COORDINATE AN AUDIT BY AN EXTERNAL AGENCY	3404.05.02	3408.03.04	3451.04.01
DEVELOP A PROGRAM OBJECTIVE MEMORANDUM (POM)	3404.06.01	3451.03.01	
MAINTAIN AN INTERNAL MANAGEMENT CONTROL PROGRAM	3404.05.01	3451.04.02	
MAINTAIN CORRESPONDENCE FILES AND DIRECTIVES	3432.01.01	3451.01.01	
MANAGE DISBURSEMENTS/COLLECTIONS	3402.04.10	3404.04.03	
MANAGE ELECTRONIC SIGNATURE (ELSIG) ACCOUNTS	3402.01.04	3404.01.01	
MANAGE GOVERNMENT CHARGE CARD PROGRAM	3402.03.03	3402.04.11	
MONITOR THE STATUS OF PRIOR FISCAL YEAR APPROPRIATIONS	3404.06.04	3451.03.05	

MCO 1510.75C
15 AUG 03

<u>TASK TITLE</u>	<u>COMMON TASK NUMBERS</u>	
PERFORM POST-AUDIT WORK	3410.02.04	3441.02.04
PLAN AN AUDIT	3410.02.01	3441.02.01
PREPARE AN ANNUAL AUDIT PLAN	3410.01.03	3441.01.03
PREPARE ANNUAL AUDIT RELATED BUDGET(S)	3410.01.01	3441.01.01
VALIDATE OUTSTANDING OBLIGATIONS/ADVANCES	3408.01.04	3451.02.04
VERIFY LEAVE ENTITLEMENTS	3402.02.09	3404.02.09

ENCLOSURE (4)

TRAINING SUPPORT

1. This enclosure summarizes five categories of training support by ITS for the entire OccFld:

Appendix A: References

Appendix B: Training Materiel

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Distance Learning Products

Appendix E: Performance Support Tools

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
Applicable Generally Accepted Accounting Principles (GAAP)	3410.02.03 3441.02.04	3410.02.04	3441.02.02	3441.02.03
Budget Formulation Subsystem User's Manual	3451.03.02			
DOD INST 7000 Series Publications	3404.07.05	3451.02.06	3451.02.08	
Debt Collection Act	3402.02.11			
Defense Civilian Payroll System (DCPS) User's Manual	3404.07.04	3408.01.06		
Defense Interservice Support Agreement Regulation	3404.06.08			
Defense Table of Distances (DTOD)	3402.03.01 3404.03.03 3432.03.04	3402.03.02 3432.03.01	3404.03.01 3432.03.02	3404.03.02 3432.03.03
DoN Financial Management Policy Manual (FMPM)	3404.06.02	3451.02.14	3451.03.03	3451.03.05
Government Auditing Standards	3410.02.01 3441.02.01	3410.02.02 3441.02.02	3410.02.03 3441.02.03	3410.02.04 3441.02.04
JTR/JFTR	3402.02.01 3404.02.02 3404.03.04 3432.02.17 3432.03.04	3402.03.01 3404.03.01 3404.08.01 3432.03.01 3432.03.07	3402.03.02 3404.03.02 3410.01.01 3432.03.02 3441.01.01	3402.03.04 3404.03.03 3432.02.06 3432.03.03
Local Standing Operating Procedures	3404.07.02 3408.01.06	3404.08.01 3408.01.07	3408.01.04 3408.02.01	3408.01.05 3408.02.02

REFERENCES	TASK NUMBERS			
	3408.02.03	3408.03.01	3408.03.02	3408.03.03
	3408.03.04	3408.03.05	3408.03.06	3451.02.01
	3451.02.02	3451.02.04	3451.02.13	3451.02.14
	3451.02.16	3451.02.19	3451.03.03	3451.03.04
	3451.03.05	3451.03.06	3451.04.03	
Local System User's Manual(s)	3404.08.01	3451.02.02		
MCNAFAS Audit Guides and Programs	3410.02.02	3410.02.03	3410.02.04	3441.02.02
	3441.02.03	3441.02.04		
MCNAFAS Audit Policy Manual	3410.01.01	3410.01.02	3410.01.03	3410.01.04
	3410.01.05	3410.02.01	3410.02.02	3410.02.03
	3410.02.04	3441.01.01	3441.01.02	3441.01.03
	3441.01.04	3441.01.05	3441.02.01	3441.02.02
	3441.02.03	3441.02.04		
MCNAFAS Audit Procedures Manual	3410.01.01	3410.01.02	3410.01.03	3410.01.04
	3410.01.05	3410.02.01	3410.02.02	3410.02.03
	3410.02.04	3441.01.01	3441.01.02	3441.01.03
	3441.01.04	3441.01.05	3441.02.01	3441.02.02
	3441.02.03	3441.02.04		
Manual for Courts-Martial	3402.02.05	3432.02.09	3432.02.20	
NAVCOMPT Manual, Volume II	3404.06.05	3404.06.09	3404.06.10	3404.07.01
	3404.07.04	3408.01.03	3408.01.04	3451.03.05
NAVCOMPT Manual, Volume III	3404.06.05	3404.06.10	3408.01.03	3408.01.04
	3408.01.05			
NAVCOMPT Manuals	3404.06.03	3404.06.08	3404.07.01	3404.07.02
	3404.07.03	3404.07.05	3404.08.01	3408.01.01
	3408.01.02	3408.01.06	3408.01.07	3408.02.01
	3408.02.02	3408.02.03	3408.03.01	3408.03.02
	3408.03.03	3408.03.04	3408.03.05	3408.03.06
NAVCOMPT Notice 7301	3404.06.05	3408.03.01		
NAVCOMPT Series Publications	3404.06.04			
On-line Prevalidation of Payment to Unliquidated Obligation System Manual	3451.02.20			
SABRS Allocation User's Manual	3451.03.06			
SABRS Data Directory	3404.07.01			
SABRS Labor User's Manual	3404.07.04	3408.01.06		
SABRS User's Manual	3404.07.01	3404.07.07	3408.01.01	3408.01.02
	3408.01.03	3408.01.04	3408.01.05	3408.01.06
	3408.01.07	3408.02.01	3408.02.02	3408.02.03
	3408.03.01	3408.03.02	3408.03.03	3408.03.06

REFERENCES	TASK NUMBERS			
	3432.04.08	3451.02.01	3451.02.06	3451.02.07
	3451.02.09	3451.02.12	3451.02.14	3451.02.15
	3451.02.16	3451.02.22	3451.02.23	
USMC 7000 Series Publications	3404.06.04	3404.07.05		
USMC 7100 Series Publications	3404.06.03	3404.07.03	3451.02.19	
DFAS KC 7220.45-R, Bond and Allotment Manual	3432.02.08	3432.02.19		
DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual	3402.01.03	3402.01.04	3402.02.01	3402.02.03
	3402.02.05	3402.02.06	3402.02.07	3402.02.08
	3402.02.09	3402.02.10	3402.02.11	3402.04.09
	3402.05.02	3404.01.01	3404.02.01	3404.02.02
	3404.02.04	3404.02.06	3404.02.07	3404.02.08
	3404.02.09	3404.02.10	3404.02.11	3404.02.12
	3404.04.06	3432.02.01	3432.02.02	3432.02.03
	3432.02.04	3432.02.05	3432.02.06	3432.02.07
	3432.02.09	3432.02.10	3432.02.11	3432.02.12
	3432.02.13	3432.02.14	3432.02.15	3432.02.16
	3432.02.17	3432.02.18	3432.02.20	3432.02.21
	3432.02.22	3432.02.23	3432.02.24	3432.02.25
	3432.02.26	3432.02.27	3432.02.28	3432.04.12
	3432.04.14			
DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)	3404.06.03	3404.06.08	3404.06.09	3404.06.11
	3404.07.01	3404.07.02	3404.07.03	3404.07.04
	3404.07.06	3404.08.01	3408.01.01	3408.01.02
	3408.01.03	3408.01.04	3408.01.05	3408.01.06
	3408.01.07	3408.02.01	3408.02.02	3408.02.03
	3408.03.01	3408.03.02	3408.03.03	3408.03.04
	3408.03.05	3408.03.06	3451.02.03	3451.02.04
	3451.02.07	3451.02.08	3451.02.09	3451.02.12
	3451.02.13	3451.02.15	3451.02.23	3451.03.04
DOD 7600.7-M, DOD Internal Audit Manual	3410.01.02	3410.02.01		
DOD FMR, VOL. 1, General Financial Management Information, Systems, and Requirements	3404.06.05	3404.06.10	3451.02.19	
DOD FMR, VOL. 11, Reimbursable Operations, Policy, and Procedures	3404.06.05	3404.06.10	3451.02.14	
DOD FMR, VOL. 12, Special Accounts, Funds, and Programs	3404.06.05	3404.06.09	3404.06.10	3451.02.03
	3451.03.02	3451.03.05		
DOD FMR, VOL. 13, Nonappropriated Funds Policy and Procedures	3404.06.10			
DOD FMR, VOL. 14, Administrative Control of Funds and Antideficiency Act Violations	3404.06.05	3404.07.08	3451.02.14	

REFERENCES	TASK NUMBERS			
DOD FMR, VOL. 2, Budget Formulation and Presentation	3404.06.02	3451.03.03	3451.03.05	
DOD FMR, VOL. 3, Budget Execution - Availability and Use of Budgetary Resources	3404.06.05	3404.06.10		
DOD FMR, VOL. 4, Accounting Policy and Procedures	3404.06.05	3404.06.10		
DOD FMR, VOL. 5, Disbursing Policy and Procedures	3402.02.03	3402.02.08	3402.04.01	3402.04.04
	3402.04.06	3402.04.07	3402.04.08	3402.04.09
	3402.04.10	3402.05.02	3404.02.02	3404.02.08
	3404.04.02	3404.04.03	3404.04.04	3404.04.05
	3404.04.06	3404.04.07	3404.06.05	3432.04.01
	3432.04.02	3432.04.03	3432.04.04	3432.04.05
	3432.04.06	3432.04.07	3432.04.09	3432.04.10
	3432.04.11	3432.04.12	3432.04.13	3432.04.14
	3432.04.15	3432.04.16	3432.04.17	3432.04.18
	3432.04.19	3432.04.20	3432.04.21	3432.04.22
	3432.04.23	3432.04.24	3432.04.25	
DOD FMR, VOL. 6, Reporting Policy and Procedures	3404.06.05	3404.06.10	3404.07.08	
DOD FMR, VOL. 7A, Military Pay Policy and Procedures	3402.02.03	3402.02.05	3402.02.09	3402.02.10
	3402.02.11	3404.02.02	3404.02.04	3404.02.09
	3404.02.10	3404.02.11	3432.02.02	3432.02.04
	3432.02.05	3432.02.06	3432.02.07	3432.02.08
	3432.02.09	3432.02.13	3432.02.14	3432.02.15
	3432.02.16	3432.02.17	3432.02.18	3432.02.19
	3432.02.20	3432.02.24	3432.02.25	3432.02.26
	3432.02.27	3432.02.28		
DOD FMR, VOL. 8, Civilian Pay Policy and Procedures	3404.06.05			
DOD FMR, VOL. 9, Travel Policy and Procedures	3402.02.09	3402.03.01	3402.03.02	3402.03.03
	3402.03.04	3402.04.11	3404.03.01	3404.03.02
	3404.03.03	3404.03.04	3404.04.08	3432.03.01
	3432.03.02	3432.03.03	3432.03.04	3432.03.06
	3432.03.07			
MCBUL 7100, Current version	3404.06.01	3404.06.02	3451.03.01	3451.03.02
	3451.03.04			
MCBUL 7301, Current version	3404.06.05			
MCO 4600.40, Government Travel Charge Card Program (GTCCP)	3402.03.03	3402.04.11	3404.04.08	3432.03.01
	3432.03.02	3432.03.03	3432.03.04	
MCO 5200.24, Marine Corps Internal Management Control Program	3402.05.02	3404.05.01	3451.04.02	

REFERENCES	TASK NUMBERS			
MCO 5210.11, Records Management Program	3432.01.01	3451.01.01		
MCO 7301R.65, Fund Code System	3451.02.06			
MCO 7510.2, Internal Audit of Non-Appropriated Fund Institutions (NAFI) 3441.02.04 by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)	3410.01.03 3441.01.03	3410.02.02 3441.02.02	3410.02.03 3441.02.03	3410.02.04
MCO 7510.3, Command Attention/Audit Rep NAFIs/MCNAFA	3404.05.02	3408.03.04	3451.04.01	
MCO 7510.5, Marine Corps Fraud, Waste, and Abuse Oversight Awareness	3402.05.02	3404.05.01		
MCO 7540.2, Resource Evaluation and Analysis	3404.05.03	3404.06.06	3408.03.05	3451.04.03
MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual	3402.03.01 3404.03.03 3432.03.04	3402.03.02 3432.03.01	3404.03.01 3432.03.02	3404.03.02 3432.03.03
MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)	3402.01.03 3402.02.08 3404.02.07	3402.02.01 3404.02.01 3404.02.08	3402.02.06 3404.02.02 3404.02.12	3402.02.07 3404.02.06
MCO P1900.16, USMC Separation and Retirement Manual (MARCORSEPMAN)	3402.02.11	3404.02.11	3432.02.15	3432.02.26
MCO P4200.15, USMC Purchasing Procedures Manual	3451.02.07	3451.02.08	3451.02.21	
MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)	3402.01.03 3402.05.02 3404.03.03 3432.02.26 3432.03.04 3432.04.24	3402.02.09 3404.02.01 3432.02.01 3432.03.01 3432.03.06	3402.03.01 3404.03.01 3432.02.03 3432.03.02 3432.03.07	3402.03.02 3404.03.02 3432.02.15 3432.03.03 3432.04.12
MCO P5215.17, The USMC Technical Publications System	3432.01.01	3451.01.01		
MCO P7100.8, Field Budget Guidance Manual	3404.06.01 3451.03.01	3404.06.02 3451.03.02	3410.01.01 3451.03.03	3441.01.01
MCO P7300.20, SABRS Financial Procedures Manual	3404.07.04	3404.07.05	3404.07.06	3404.08.01
MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual	3408.01.01 3408.01.05 3408.02.02 3408.03.03 3451.02.03 3451.02.08	3408.01.02 3408.01.06 3408.02.03 3408.03.04 3451.02.04 3451.02.09	3408.01.03 3408.01.07 3408.03.01 3408.03.05 3451.02.06 3451.02.12	3408.01.04 3408.02.01 3408.03.02 3408.03.06 3451.02.07 3451.02.13

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<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
	3451.02.14	3451.02.15	3451.02.16	3451.02.19
	3451.02.21	3451.02.22	3451.02.23	3451.03.02
	3451.03.04	3451.03.06		
MCO P7300.8, Marine Corps Financial Accounting Manual	3404.07.01	3451.02.06	3451.02.07	3451.02.14
	3451.02.15			
NAVSO P-3006, Financial Management of Resources	3404.07.01			
SECNAVINST 5210.11, DoN Standard Subject Identification Codes	3432.01.01	3451.01.01		
SECNAVINST P5216.5, DoN Correspondence Manual	3432.01.01	3451.01.01		
UM 4400-124, FMF SASSY Using Unit Procedures	3451.02.07	3451.02.21		

TRAINING MATERIEL

DOES NOT APPLY TO THIS ORDER.

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

DISTANCE LEARNING PRODUCTS

DOES NOT APPLY TO THIS ORDER.

PERFORMANCE SUPPORT TOOLS

DOES NOT APPLY TO THIS ORDER.

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).
2. Format. For each ITS, the following elements of information are provided:
 - a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "Core." Those advanced skills that are mission, grade, or billet specific are designated as "Core Plus."
 - b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.
 - c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.
 - d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.
 - e. INITIAL TRAINING SETTING. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).
 - f. REFERENCE(S). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.
 - g. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*).
 - h. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.
 - i. DISTANCE LEARNING PRODUCT(S) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.
 - j. PERFORMANCE SUPPORT TOOL(S) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.
 - k. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety

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precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

ENCLOSURE (6)

MOS 3402, DISBURSING OFFICER/FINANCE OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3402.01.03 (CORE PLUS) CERTIFY AN ON-LINE DIARY (OLD)

CONDITION(S): Given a hard copy diary, access to an automated system and the Marine Corps Total Force System (MCTFS), supporting/substantiating ("S") documents, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the hard copy diary and "S" documents from the auditor or access the MCTFS, as applicable.
2. Compare the diary against the "S" documents.
3. Ensure discrepancies are corrected.
4. Certify the diary as being accurate and complete.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)
3. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

TASK: 3402.01.04 (CORE) MANAGE ELECTRONIC SIGNATURE (ELSIG) ACCOUNTS

CONDITION(S): Given a master ELSIG, access to an automated system with applicable software and internet access, access to the Customer Information Control System (CICS), and the reference.

STANDARD(S): To ensure secure access is provided per the reference.

PERFORMANCE STEPS:

1. Issue a disbursing officer ELSIG.
2. Issue ELSIGs for certifiers, reviewers, and preparers.
3. Revoke ELSIG upon transfer of certifier, reviewer, or preparer.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

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REFERENCE(S) :

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

DUTY AREA 02 - PAY FUNCTIONS

TASK: 3402.02.01 (CORE PLUS) CERTIFY A PAY MANAGEMENT REPORT

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

STANDARD(S): To ensure standards of accuracy for all reports are met per the references.

PERFORMANCE STEPS:

1. Receive the pay management report from the auditor.
2. Review the report to ensure the accuracy of the following:
 - a. Master Error Control File (MECF).
 - b. Inconsistency Report (ICR).
 - c. Advisory Deficiency Feedback (ADF).
 - d. System Exception Report (SER).
 - e. Suspect Payment Listing (SPL).
3. Ensure discrepancies are corrected.
4. Certify the report as being accurate and complete.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. JTR/JFTR
2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
3. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)

TASK: 3402.02.03 (CORE PLUS) VERIFY SPECIAL PAYMENTS

CONDITION(S): Given special payment computations, access to an automated system with applicable software and internet access, supporting/substantiating ("S") documents, calculator, access to the Marine Corps Total Force System (MCTFS), and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Receive the "S" documents and computations from the auditor.
2. Verify the applicability and verify the computed entitlement for the following:
 - a. Transient/Transfer payments.
 - b. Reenlistment bonuses via Marine Corps Total Forces Systems.
 - c. Lump Sum Leave.
 - d. Advanced pay.
 - e. Reaccession.
 - f. Advance Temporary Lodging Allowance (TLA), Cost of Living Allowance (COLA), and Overseas Housing Allowance (OHA).
 - h. Advance Basic Housing Allowance.
 - i. Death gratuities.
3. Verify the "S" documents.
4. Issue payment(s).

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 5, Disbursing Policy and Procedures
3. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

TASK: 3402.02.05 (CORE) CERTIFY ADJUSTMENTS TO DEDUCTIONS AND COLLECTIONS OF PAY

CONDITION(S): Given deduction and/or collection of pay computations, access to an automated system with appropriate software and internet access, access to the Marine Corps Total Force System (MCTFS), supporting/substantiating ("S") documents, calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Receive the "S" documents and computations from the auditor.
2. Certify deduction and/or collection of pay computation to include the following:

- a. FITW (Federal Income Tax Withholding).
 - b. FICA (Federal Insurance Contributions Act)/Medicare.
 - c. SITW (State Income Tax Withholding).
 - d. SGLI (Servicemen's Group Life Insurance).
 - e. Family SGLI (Servicemen's Group Life Insurance).
 - f. Nonjudicial Punishment/Courts Martial (NJP/CM).
 - g. Combat Zone Tax Exclusion (CZTE).
 - h. Tax Overlay.
 - i. Montgomery G.I Bill.
3. Verify the "S" documents.
 4. Ensure discrepancies are corrected.
 5. Submit the "S" documents.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. Manual for Courts-Martial
2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
3. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

TASK: 3402.02.06 (CORE PLUS) CERTIFY A SPECIAL PAYROLL

CONDITION(S): Given a prepared special payroll, access to an automated system with applicable software and internet access, access to the Marine Corps Total Force System (MCTFS), supporting/substantiating ("S") documents, calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Receive the "S" documents and prepared payroll from the auditor.
2. Verify the payroll data utilizing the "S" documents and the member's MCTFS data.
3. Ensure discrepancies are corrected.

4. Authorize payment on special payroll.
5. Certify the special payroll.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)
-

TASK: 3402.02.07 (CORE PLUS) CERTIFY A DECENTRALIZED (ROUGH) REGULAR PAYROLL

CONDITION(S): Given a decentralized (rough) regular payroll, access to an automated system with applicable software and internet access, direct deposit listing, suspect payment listing (SPL), access to the Marine Corps Total Force System (MCTFS), calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Verify computations received from the auditor for adds, changes, and deletes to the payroll.
2. Ensure discrepancies are corrected.
3. Certify the rough payroll as being accurate and complete.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)
-

TASK: 3402.02.08 (CORE PLUS) CERTIFY A CENTRALIZED REGULAR PAYROLL

CONDITION(S): Given a centralized regular payroll, direct deposit listing, suspect payment listing (SPL), U.S. Treasury checks, access to an automated system with applicable software and internet access, access to the Marine Corps Total Force System (MCTFS), calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Review SPL and NAVMC Forms 11116 for payday adjustments.
2. Review payroll for undeliverable checks.
3. Ensure undeliverable checks are cancelled.
4. Ensure special payments are made as required.
5. Certify a centralized payroll.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 5, Disbursing Policy and Procedures
3. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)

TASK: 3402.02.09 (CORE PLUS) VERIFY LEAVE ENTITLEMENTS

CONDITION(S): Given adjustment to leave entitlements computations, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet access, access to the Marine Corps Total Force System (MCTFS), calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Certify the "S" documents and adjustments for leave balance, lump sum leave, combat leave, TAD/PCS leave, and/or excess leave computations from the pay clerk.
2. Ensure discrepancies are corrected through leave reconciliation.
3. Submit the "S" documents for input into MCTFS.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures
3. DOD FMR, VOL. 9, Travel Policy and Procedures

4. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

TASK: 3402.02.10 (CORE) CERTIFY NOTIFICATION AND/OR WAIVER OF INDEBTEDNESS

CONDITION(S): Given a prepared notification and/or waiver of indebtedness, access to an automated system with applicable software and internet access, supporting/substantiating ("S") documents, calculator, [NAVMC 11061](#) (Notification of Indebtedness/Installment Liquidation Agreement), and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Verify indebtedness computations.
2. Ensure discrepancies are corrected.
3. Ensure the disbursing officer endorsement is properly prepared.
4. Ensure liquidation of indebtedness is suspended.
5. Submit the certified waiver package.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures
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TASK: 3402.02.11 (CORE) CERTIFY A SEPARATION/RETIREMENT DOCUMENT

CONDITION(S): Given a prepared separation/retirement document, supporting/substantiating ("S") documents, access to an automated system and the Marine Corps Total Force System (MCTFS), access to Marine Corps Automated Separations Settlement Program (MCASSP), [Navy Marine Corps Form 11060](#) (Separations/Enlistment Form) calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Certify the discharge account summary computations using the MCASSP.
2. Verify allotment stops, as applicable.
3. Certify final pay option, as applicable.
4. Certify the "S" voucher.

5. Endorse separation document DD Form 214-15.
6. Ensure discrepancies are corrected.
7. Issue payment.
8. Use travel settlements to offset overpaid separated pay accounts.
9. Submit documents in accordance to the references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. Debt Collection Act
2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
3. DOD FMR, VOL. 7A, Military Pay Policy and Procedures
4. MCO P1900.16, USMC Separation and Retirement Manual (MARCORSEPMAN)

DUTY AREA 03 - TRAVEL FUNCTIONS

TASK: 3402.03.01 (CORE PLUS) CERTIFY TEMPORARY ADDITIONAL DUTY (TAD) PAYMENTS/
COLLECTIONS

CONDITION(S): Given a travel voucher, access to an automated system, access to the Integrated Automated Travel System (IATS), access to the Marine Corps Total forces System (MCTFS), copy of the travel orders, endorsements, required copies, receipts, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Determine the type of claim to be paid (active duty, reserve, local travel, civilian, or invitational travel orders).
2. Verify the travel advances/settlements (to include discrepancy notices and collection letters, as applicable) for accuracy and completeness.
3. Certify the travel voucher for payment.
4. Certify the diary for travel overpayments of Marine Corps personnel.
5. Issue letters of indebtedness for travel overpayments of non-Marine Corps personnel.
6. Return paid copy of the voucher to the traveler.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
5. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

TASK: 3402.03.02 (CORE PLUS) CERTIFY PERMANENT CHANGE OF STATION (PCS)/SEPARATION
PAYMENTS/COLLECTIONS

CONDITION(S): Given travel vouchers (DD Forms 1351-2 and 1351-2C, NAVMC Form 11060, as applicable), access to an automated system, access to the Intergrated Automated Travel System (IATS), access to the Marine Corps Total Force Structure (MCTFS), copy of original orders, required copies, endorsements, receipts, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Review the travel advances/settlements (to include discrepancy notices and collection letters as applicable) for accuracy and completeness.
2. Ensure copy of basic original orders is endorsed.
3. Certify the travel voucher for payment.
4. Return copy of paid voucher to traveler.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Defense Table of Distances (DTOD)
 2. JTR/JFTR
 3. DOD FMR, VOL. 9, Travel Policy and Procedures
 4. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
 5. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
-

TASK: 3402.03.03 (CORE PLUS) MANAGE GOVERNMENT CHARGE CARD PROGRAM

CONDITION(S): Given an account listing, delinquency list, access to an automated system, access to the Electronic Accounting Government Ledger System (EAGLS), and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Extract monthly reports from the Electronic Accounting Government Ledger System (EAGLS).
2. Identify delinquency.
3. Monitor delinquency.
 - a. 30 days
 - b. 60 days (Notify Command)
 - c. 90 days
 - d. 120 days plus

4. Ensure corrective action is taken.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD FMR, VOL. 9, Travel Policy and Procedures
 2. MCO 4600.40, Government Travel Charge Card Program (GTCCP)
-

TASK: 3402.03.04 (CORE PLUS) CERTIFY CIVILIAN PCS PAYMENTS AND COLLECTIONS

CONDITION(S): Given vouchers (DD Form 1351-2, 1351-2C, as applicable), access to an automated system and applicable software, copy of orders, endorsements, required copies, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Review the travel advance/settlement, to include discrepancy notices and collection letters as applicable, for accuracy and completeness.
2. Certify the travel voucher for payment or collection.
3. Issue payment or collection letter as appropriate.
4. Issue W-2.
5. Return copy of paid voucher to the traveler.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. JTR/JFTR
2. DOD FMR, VOL. 9, Travel Policy and Procedures

DUTY AREA 04 - FISCAL FUNCTIONS

TASK: 3402.04.01 (CORE) BALANCE DAILY BUSINESS

CONDITION(S): Given daily business, access to an automated system and applicable software, DD Form 2655 (Daily Agent Accountability Summary), DD Form 2657 (Daily Statement of Accountability), supporting/substantiating ("S") documents, calculator, and the reference.

STANDARD(S): To ensure standards of accuracy are met per the reference.

PERFORMANCE STEPS:

1. Review DD Form 2657, Daily Statement of Accountability.
 - a. Cash business.
 - b. Check business.
 - c. Electronic Funds Transfer (EFT) business.
2. Certify DD Form 2657, Daily Statement of Accountability.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3402.04.04 (CORE PLUS) MAINTAIN CHECK STOCKS

CONDITION(S): Given a blank treasury check order form, access to an automated system and applicable software, and the reference.

STANDARD(S): To ensure stock availability and security per the reference.

PERFORMANCE STEPS:

1. Compute monthly use of treasury checks.
2. Ensure check supply maintained as required.
3. Ensure requirements for storage of checks are met.
4. Conduct inventory of checks as required.
5. Establish chain of custody for checks.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

TASK: 3402.04.06 (CORE) MANAGE ON-LINE TREASURY REPORTS

CONDITION(S): Given prepared U.S. Treasury checks, check issue date, access to an automated system, access to Ditso-Denver, and the reference.

STANDARD(S): To ensure standards of accuracy are met per the reference.

PERFORMANCE STEPS:

1. Obtain the check issue total from a daily balance sheet.
2. Obtain each check series monetary total from the the daily business.
3. Match monetary totals with the check series reported to the treasury.
4. Report data to DFAS during end of the month closeout.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3402.04.07 (CORE) MANAGE SUSPENSE ACCOUNTS

CONDITION(S): Given an irregularity in the disbursing officer's account, access to an automated system with applicable software and internet, and the reference.

STANDARD(S): To ensure the irregularity is accounted for and promptly cleared from the suspense account per the reference.

PERFORMANCE STEPS:

1. Review the suspense account for 3875 irregularities in appropriation data.
 - a. Research cause of irregularities.
 - b. Review procedures for overage.
 - c. Clear irregularity from suspense account in accordance with the reference.
2. Review suspense account for 3880 (limited payability recertified checks).
 - a. Monitor treasury reports for necessary actions.
 - b. Clear report as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3402.04.08 (CORE PLUS) ISSUE RECERTIFIED CHECKS

CONDITION(S): Given an SF 1184 for a lost check, access to an automated system with applicable software and internet access, and the reference.

STANDARD(S): To ensure standards of accuracy are met per the reference.

PERFORMANCE STEPS:

1. Review procedures for reissuing a treasury check.
2. Verify requirement to issue recertified check.
3. Verify source documents.
4. Issue payment.
5. Prepare source documents.
6. Verify daily advice status.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3402.04.09 (CORE PLUS) MANAGE DEPLOYED SYMBOLS

CONDITION(S): Given an assignment as disbursing officer with a deployed unit, working disbursing office, access to an automated system with applicable software and internet access, access to RAPTRS, and the references.

STANDARD(S): To ensure that all support functions are performed per the references.

PERFORMANCE STEPS:

1. Activate a disbursing symbol.
2. Implement standing operating procedures for the particular deployed environment.
3. Ensure the effective use of Remote Access Payroll Transaction Reporting System (RAPTRS).
 - a. Certify split pay.
 - b. Special payments.

4. Monitor security of the disbursing office.
5. Manage foreign currency.
 - a. Purchase foreign currency.
 - b. Maintain U.S. dollar value until replenishment is required.
 - c. Reconcile foreign currency.
 - d. Maintain custody of foreign funds.
6. Monitor processing of personal checks.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3402.04.10 (CORE) MANAGE DISBURSEMENTS/COLLECTIONS

CONDITION(S): Given vouchers, Stanfins Redesign 1 (SRD 1), access to an automated system, Electronic Funds Transfer (EFT), an area to safeguard funds, a calculator, and the reference.

STANDARD(S): To ensure standards of accuracy and security are met per the reference.

PERFORMANCE STEPS:

1. Receive disbursement/public vouchers.
 - a. Verify accuracy of voucher.
 - b. Verify identification of person receiving cash payment.
 - c. Make disbursement.
2. Receive collection vouchers.
 - a. Receive Voucher.
 - b. Verify Voucher.
 - c. Receive funds.
3. Ensure transactions are entered in appropriate disbursing logs.
4. Certify vouchers.

5. Safeguard vouchers.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3402.04.11 (CORE PLUS) MANAGE GOVERNMENT CHARGE CARD PROGRAM

CONDITION(S): Given an account listing, delinquency list, access to an automated system, access to the Electronic Accounting Government Ledger System (EAGLS), and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Extract monthly reports from the Electronic Accounting Government Ledger System (EAGLS).
2. Identify delinquency.
3. Monitor delinquency.
 - a. 30 days
 - b. 60 days (Notify Command)
 - c. 90 days
 - d. 120 days plus
4. Ensure corrective action is taken.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD FMR, VOL. 9, Travel Policy and Procedures
2. MCO 4600.40, Government Travel Charge Card Program (GTCCP)

DUTY AREA 05 - RESOURCE, EVALUATION, AND ANALYSIS (REA) FUNCTIONS

TASK: 3402.05.02 (CORE) MAINTAIN AN INTERNAL MANAGEMENT CONTROL PROGRAM/FRAUD PROGRAM

CONDITION(S): Given the requirement for an internal management control program, access to an automated system and applicable software, travel, fiscal, and public vouchers, and the references.

STANDARD(S): To ensure compliance with all statutory and regulatory requirements, segregation of duties and functions, and qualifications of supervisory personnel to accomplish the mission.

PERFORMANCE STEPS:

1. Study organization for segregation of duties.
2. Assign billets.
3. Provide guidance to the appropriate personnel regarding provisions/objectives of the internal management control program and ensure compliance with regulations.
4. Provide guidance and coordinate the conduct of vulnerability assessments (VA) and performance reviews.
5. Collect/Compile VA results.
6. Develop a management control plan.
7. Document internal management control reviews or their alternatives as they are completed.
8. Prepare reports.
9. Ensure a quality assurance program is established.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 5, Disbursing Policy and Procedures
3. MCO 5200.24, Marine Corps Internal Management Control Program
4. MCO 7510.5, Marine Corps Fraud, Waste, and Abuse Oversight Awareness
5. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

MOS 3404, FINANCIAL MANAGEMENT OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3404.01.01 (CORE) MANAGE ELECTRONIC SIGNATURE (ELSIG) ACCOUNTS

CONDITION(S): Given a master ELSIG, access to an automated system and applicable software, and the reference.

STANDARD(S): To ensure secure access is provided for certifiers, reviewers, and preparers per the reference.

PERFORMANCE STEPS:

1. Issue a disbursing officer ELSIG.
2. Issue ELSIGs for certifiers, reviewers, and preparers.
3. Revoke ELSIG upon transfer of certifier, reviewer, or preparer.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

DUTY AREA 02 - PAY FUNCTIONS

TASK: 3404.02.01 (CORE) CERTIFY AN ON-LINE DIARY (OLD)

CONDITION(S): Given a hard copy diary, access to an automated system, access to the Marine Corps Total Force System (MCTFS), supporting/substantiating ("S") documents, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Compare the diary against the "S" documents.
2. Ensure discrepancies are corrected.
3. Certify the diary as being accurate and complete.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)
3. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

TASK: 3404.02.02 (CORE) CERTIFY A PAY MANAGEMENT REPORT

CONDITION(S): Given a processed pay management report, supporting/substantiating ("S") documents, access to an automated system and applicable software, internet access, access to the Marine Corps Total Force System (MCTFS), calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Review reports to ensure the accuracy of the following.
 - a. On-line diary reports
 - b. ADF
 - c. ICR
 - d. MECF
 - e. SER
 - f. SPL

2. Ensure discrepancies are corrected.
3. Certify the report as being accurate and complete.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. JTR/JFTR
2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
3. DOD FMR, VOL. 5, Disbursing Policy and Procedures
4. DOD FMR, VOL. 7A, Military Pay Policy and Procedures
5. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)

TASK: 3404.02.04 (CORE) CERTIFY SPECIAL PAYMENTS

CONDITION(S): Given special payment computations, supporting/substantiating ("S") documents, access to an automated system, internet access, access to the Marine Corps Total Force System (MCTFS), a calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Verify the applicability and certify the computed entitlements for the following:
 - a. Transient/Transfer payments
 - b. C.O. directed payments
 - c. Reenlistment bonuses
 - d. Lump Sum Leave (LSL)
 - e. Advanced pay and allowances
 - f. Death gratuities
 - g. Reaccession
 - h. Advance Basic Housing Allowance
2. Verify the "S" documents.
3. Issue for payment to the appropriate agency.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures
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TASK: 3404.02.06 (CORE) CERTIFY A SPECIAL PAYROLL

CONDITION(S): Given a prepared special payroll, access to an automated system and applicable software, internet access, access to the Marine Corps Total Force System (MCTFS), supporting/substantiating ("S") documents, calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Verify the payroll data utilizing the "S" documents and the member's MCTFS data.
2. Ensure discrepancies are corrected.
3. Authorize payment on special payroll.
4. Certify the special payroll.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)
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TASK: 3404.02.07 (CORE) CERTIFY A DECENTRALIZED (ROUGH) REGULAR PAYROLL

CONDITION(S): Given a decentralized (rough) regular payroll, direct deposit listing, suspect payment listing (SPL), access to an automated system, internet access, access to the Marine Corps Total Force System (MCTFS), calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Verify computations received from the auditor for adds, changes, and deletes to the payroll.

2. Ensure discrepancies are corrected.
3. Certify the rough payroll as being accurate and complete.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)

TASK: 3404.02.08 (CORE) CERTIFY A CENTRALIZED REGULAR PAYROLL

CONDITION(S): Given a centralized regular payroll, direct deposit listing, suspect payment listing (SPL), U.S. Treasury checks, access to an automated system, internet access, access to the Marine Corps Total Force System (MCTFS), calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Review SPL and NAVMC Forms 11116 for payday adjustments.
2. Review payroll for undeliverable checks.
3. Ensure undeliverable checks are cancelled.
4. Ensure special payments are made as required.
5. Certify the centralized payroll.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 5, Disbursing Policy and Procedures
3. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)

TASK: 3404.02.09 (CORE) VERIFY LEAVE ENTITLEMENTS

CONDITION(S): Given adjustment to leave entitlement computations, supporting/substantiating ("S") documents, access to an automated system, access to the Marine Corps Total Total Force System (MCTFS), calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Verify the "S" documents and adjustments for leave balance, lump sum leave (LSL), saved leave balance (SLB), combat leave (CLB), PCS/TAD leave, and/or excess leave computations from the auditor.
2. Ensure discrepancies are corrected through leave reconciliation.
3. Certify diary.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

TASK: 3404.02.10 (CORE) NOTIFICATION AND/OR WAIVER OF INDEBTEDNESS

CONDITION(S): Given a prepared notification and/or waiver of indebtedness, "S" documents, member's leave and earning statement (LES), calculator, [NAVMC Form 11061](#) [Notification of Indebtedness/Installment Liquidation Agreement], and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to submission for signature.

PERFORMANCE STEPS:

1. Verify indebtedness computations.
2. Ensure discrepancies are corrected.
3. Ensure the disbursing officer endorsement is properly prepared.
4. Ensure liquidation of indebtedness is suspended.
5. Submit the certified waiver of indebtedness.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

TASK: 3404.02.11 (CORE) CERTIFY A SEPARATION/RETIREMENT DOCUMENT

CONDITION(S): Given a prepared separation/enlistment document (NVMC 11060), supporting/substantiating ("S") documents, access to an automated system, access to the Marine Corps Total Force System (MCTFS), access to MCASSP, a calculator, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Certify the discharge account summary computations utilizing MCASSP.
2. Verify allotment stops, as applicable.
3. Verify final pay option, as applicable.
4. Verify the "S" voucher.
5. Ensure discrepancies are corrected.
6. Endorse separation documents.
7. Make payment/pay checkage, as applicable.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures
 3. MCO P1900.16, USMC Separation and Retirement Manual (MARCORSEPMAN)
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TASK: 3404.02.12 (CORE) OPERATE THE MARINE CORPS TOTAL FORCE SYSTEM (MCTFS)

CONDITION(S): Given the requirement to extract, verify, modify, or certify MCTFS records, access to an automated system and applicable software, internet access, access to the Marine Corps Total Force System (MCTFS), and the references.

STANDARD(S): To perform applications in support of fiscal operations per the references.

PERFORMANCE STEPS:

1. Access the MCTFS using user ID and password.

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2. Select the specific system menu for the desired application.
3. Select the required screen using the member's data elements or remark descriptions.
4. Perform the required application.
5. Exit MCTFS.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)

DUTY AREA 03 - TRAVEL FUNCTIONS

TASK: 3404.03.01 (CORE) CERTIFY TEMPORARY ADDITIONAL DUTY (TAD) SETTLEMENTS/ADVANCES

CONDITION(S): Given a travel voucher (DD Forms 1351-2, 1351-2C, or SF 1164, as applicable), copy of travel orders, endorsements, required copies, receipts, standard highway mileage, access to an automated system, access to the Marine Corps Total Force System (MCTFS), access to Integrated Automated Travel System (IATS), and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Verify travel advances/settlements for accuracy and completeness (to include discrepancy notices and collection letters, as applicable).
2. Certify travel voucher for payment/collection.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
5. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

TASK: 3404.03.02 (CORE) CERTIFY PERMANENT CHANGE OF STATION (PCS) SETTLEMENTS/ADVANCES

CONDITION(S): Given travel vouchers (DD Forms 1351-2 or 1351-2C as applicable), copy of orders, required copies, endorsements, receipts, access to an automated system, access to the Marine Corps Total Force System (MCTFS), access to the Integrated Automated Travel System (IATS), and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Review the travel advances/settlements to include discrepancy notices and collection letters for accuracy and completeness.
2. Ensure orders are endorsed.
3. Certify the travel voucher for payment/collection.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Defense Table of Distances (DTOD)
 2. JTR/JFTR
 3. DOD FMR, VOL. 9, Travel Policy and Procedures
 4. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
 5. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
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TASK: 3404.03.03 (CORE PLUS) CERTIFY MILITARY PERMANENT CHANGE OF STATION (PCS)/SEPARATION PAYMENTS/COLLECTIONS

CONDITION(S): Given travel vouchers (DD Forms 1351-2, 1351-2C, or NAVMC Form 11060, as applicable), copy of the orders, endorsements, receipts, required copies, access to an automated system, access to the Marine Corps Total Force System (MCTFS), access to the Integrated Automated Travel System (IATS), and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Review the travel advances/settlements (to include discrepancy notices and collection letters, as applicable) for accuracy and completeness.
2. Certify the travel voucher for payment or collection.
3. Return copy of paid voucher to traveler.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Defense Table of Distances (DTOD)
 2. JTR/JFTR
 3. DOD FMR, VOL. 9, Travel Policy and Procedures
 4. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
 5. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
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TASK: 3404.03.04 (CORE PLUS) CERTIFY CIVILIAN PCS PAYMENTS AND COLLECTIONS

CONDITION(S): Given vouchers (DD Form 1351-2, 1351-2C, as applicable), access to an automated system and applicable software, copy of orders, endorsements, required copies and the references.

STANDARD(S): To ensure standards of accuracy are met per the references prior to payment.

PERFORMANCE STEPS:

1. Review the travel advance/settlement, to include discrepancy notices and collection letters as applicable, for accuracy and completeness.
2. Certify the travel voucher for payment or collection.
3. Issue payment or collection letter as appropriate.
4. Issue W-2.
5. Return copy of paid voucher to the traveler.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. JTR/JFTR
2. DOD FMR, VOL. 9, Travel Policy and Procedures

DUTY AREA 04 - FISCAL FUNCTIONS

TASK: 3404.04.02 (CORE) BALANCE DAILY BUSINESS

CONDITION(S): Given daily business, access to an automated system and applicable software, internet access, [DD Form 2657](#) (Daily Statement of Accountability) and/or [DD Form 2665](#) (Daily Agent Accountability Summary), calculator, and the reference.

STANDARD(S): To ensure standards of accuracy are met per the reference.

PERFORMANCE STEPS:

1. Review daily statement of accountability.
 - a. Cash business.
 - b. Check business.
 - c. Electronic Funds Transfer (EFT).
2. Certify daily statement of accountability.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
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TASK: 3404.04.03 (CORE) MANAGE DISBURSEMENTS/COLLECTIONS

CONDITION(S): Given U.S. treasury checks, vouchers, deposit tickets, Stanfin Redsign 1 (SRD1), access to an automated system and applicable software, Electronic Fund Transfers (EFTs), an area to safeguard funds, a calculator, and the reference.

STANDARD(S): To ensure standards of accuracy are met per the reference.

PERFORMANCE STEPS:

1. Receive disbursement/public vouchers.
 - a. Verify accuracy of voucher.
 - b. Verify identification of individual receiving cash payment.
 - c. Make disbursement.
2. Receive collection vouchers.
 - a. Receive voucher.
 - b. Verify voucher.
 - c. Receive funds.

3. Receive prepared deposit tickets.
 - a. Verify the accuracy of each deposit ticket.
 - b. Verify the negotiable instrument/cash funds for deposit.
 - c. Make the deposit.
4. Ensure transactions are entered in appropriate disbursing logs.
5. Certify vouchers.
6. Ensure submission and distribution of collection vouchers, deposit tickets, treasury funds, payrolls, disbursing vouchers, and checks.
7. Safeguard vouchers.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
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TASK: 3404.04.04 (CORE PLUS) MANAGE CHECK STOCKS AND CASH

CONDITION(S): Given blank check stocks, cash, treasury check order forms, safe/vault, and the reference.

STANDARD(S): To ensure security procedures are followed per the reference.

PERFORMANCE STEPS:

1. Establish controls for safeguarding check stocks, cash, and other negotiable instruments.
2. Establish procedures for procurement and receipt of U.S. Treasury checks and cash.
3. Conduct inventory of checks per the reference.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
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TASK: 3404.04.05 (CORE PLUS) MANAGE RECERTIFIED CHECKS

CONDITION(S): Given supporting/substantiating ("S") documents, SF 1184 for a lost, stolen or mutilated check, access to an automated system and applicable software, internet access, and the reference.

STANDARD(S): To ensure standards of accuracy are met per the reference.

PERFORMANCE STEPS:

1. Verify requirement to issue recertified check.
2. Verify Daily Advice Documents.
3. Certify vouchers.
4. Authorize issuance of recertified check.
5. Issue payment.
6. Ensure follow-up of recertified check account is performed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
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TASK: 3404.04.06 (CORE PLUS) MANAGE DISBURSING SYMBOL IN A DEPLOYED ENVIRONMENT

CONDITION(S): Given the assignment as disbursing officer with a deployed unit, working disbursing office, access to an automated system, internet access, access to the Remote Access Payroll Transaction Reporting System (RAPTRS), and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Initiate action to activate/deactivate deployed symbol.
2. Establish and implement standing operating procedures for the particular deployed environment.
3. Ensure the effective use of end user computer equipment.
4. Monitor security of the disbursing office.
5. Certify split pay.
6. Certify foreign currency conversion documents.
7. Monitor the processing of personal checks.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. DOD FMR, VOL. 5, Disbursing Policy and Procedures
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TASK: 3404.04.07 (CORE) CERTIFY REPORTS, RETURNS, AND VOUCHERS

CONDITION(S): Given financial reports, returns, disbursing vouchers, cancelled U.S. Treasury checks, schedule of cancelled checks, access to an automated system and applicable software, internet access, access the Marine Corps Total Force System (MCTFS), calculator, and the reference.

STANDARD(S): To ensure standards of accuracy are met per the reference.

PERFORMANCE STEPS:

1. Verify daily advice of status (recertified checks).
2. Audit Navy suspense listing (recertified checks).
3. Certify treasury returns.
4. Certify monthly returns.
5. Certify NavCompt Form 621 [Correction Notice].
6. Verify collection vouchers.
7. Certify schedule of cancelled checks.
8. Certify disbursing office vouchers.
9. Certify public vouchers.
10. Certify online treasury reports.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
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TASK: 3404.04.08 (CORE PLUS) MANAGE GOVERNMENT CHARGE CARD PROGRAM

CONDITION(S): Given an account listing, delinquency list, access to an automated system, access to the Electronic Accounting Government Ledger System (EAGLS), and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Extract monthly reports from the Electronic Accounting Government Ledger System (EAGLS).
2. Identify delinquency.
3. Monitor delinquency.
 - a. 30 days
 - b. 60 days (Notify Command)
 - c. 90 days
 - d. 120 days plus
4. Ensure corrective action is taken.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD FMR, VOL. 9, Travel Policy and Procedures
2. MCO 4600.40, Government Travel Charge Card Program (GTCCP)

DUTY AREA 05 - RESOURCE, EVALUATION, AND ANALYSIS (REA) FUNCTIONS

TASK: 3404.05.01 (CORE) MAINTAIN AN INTERNAL MANAGEMENT CONTROL PROGRAM

CONDITION(S): Given the requirement for an internal management control program and the references.

STANDARD(S): To ensure quality assurance procedures are followed per the references.

PERFORMANCE STEPS:

1. Identify participants.
2. Provide guidance to the command regarding provisions/objectives of the internal management control program.
3. Document internal management control reviews to include vulnerability assessments or their alternatives as they are completed.
4. Prepare reports.
5. Ensure a quality assurance program is established.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO 5200.24, Marine Corps Internal Management Control Program
2. MCO 7510.5, Marine Corps Fraud, Waste, and Abuse Oversight Awareness

TASK: 3404.05.02 (CORE PLUS) COORDINATE AN AUDIT BY AN EXTERNAL AGENCY

CONDITION(S): Given the assignment as command audit coordinator, receipt notification of a unit audit by an external agency, proposed audit schedule, list of command staff sections and subordinate units to be audited, point of contact from the auditing agency, and the reference.

STANDARD(S): To ensure standards for command compliance are met per the reference.

PERFORMANCE STEPS:

1. Publish and distribute an audit schedule and any schedule changes to all units involved.
2. Schedule conferences.
3. Monitor the conduct of the audit.
4. Ensure staff sections/subordinate units review utilization draft.
5. Report the progress of the audit.

6. Attend all debriefs.
7. Verify any identified cost savings.
8. Coordinate preparation of the command response within required time frames.
9. Ensure nonconcurrency with recommendations is properly recorded.
10. Conduct follow-up to ensure applicable recommendations are implemented.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO 7510.3, Command Attention/Audit Rep NAFIs/MCNAFA
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TASK: 3404.05.03 (CORE) CONDUCT FINANCIAL ASSISTANCE VISITS/INSPECTIONS

CONDITION(S): Given the requirement to conduct a financial assistance visit/inspection, required accounting system output, approved expense operating budget, approved financial plan, working papers, access to financial records and source documents, required historical data and reports, access to an automated system and applicable software, and the reference.

STANDARD(S): To meet standards for command compliance per the reference.

PERFORMANCE STEPS:

1. Identify the scope of the financial assistance visit to be conducted.
2. Identify the objectives of conducting the financial assistance visit.
3. Develop an evaluation plan.
4. Conduct an in-brief.
5. Develop working papers for documentation.
6. Review all data associated with the activity evaluated.
7. Finalize the working papers.
8. Conduct an out-brief.
9. Prepare final report.
10. Conduct follow-up.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO 7540.2, Resource Evaluation and Analysis

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Appendix B to
ENCLOSURE (6)

DUTY AREA 06 - BUDGET FUNCTIONS

TASK: 3404.06.01 (CORE) DEVELOP A PROGRAM OBJECTIVE MEMORANDUM (POM)

CONDITION(S): Given POM guidance, unit historical data, current long range plan, and the references.

STANDARD(S): To identify outyear resources required to support the program per the references.

PERFORMANCE STEPS:

1. Review POM guidance from higher headquarters.
2. Prepare and distribute local guidance for preparation of the POM.
3. Validate input received against POM limitations.
4. Review justification/impact statement for validity, accuracy, and effectiveness.
5. Consolidate subordinate unit input.
6. Prioritize deficiencies.
7. Prepare POM exhibits.
8. Submit/Brief POM to the commander.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCBUL 7100, Current version
2. MCO P7100.8, Field Budget Guidance Manual

TASK: 3404.06.02 (CORE) MANAGE AN OPERATING BUDGET

CONDITION(S): Given annual budget guidance, command annual operating plan, budget working papers, access to an automated system and applicable software, budget formulation system, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Review budget guidance from higher headquarters.
2. Prepare and distribute local guidance for preparation of field budget input.
3. Verify subordinate unit field budget input.
4. Identify resources available for reallocation.

5. Consolidate subordinate unit field budget input.
6. Prioritize deficiencies.
7. Ensure budget records are loaded into budget formulation system.
8. Review budget reports and exhibits for accuracy.
9. Submit/Brief operating budget for signature.
10. Forward the signed operating budget, as appropriate.
11. Publish the budget execution plan.
12. Execute the spending plan.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DoN Financial Management Policy Manual (FMPM)
 2. DOD FMR, VOL. 2, Budget Formulation and Presentation
 3. MCBUL 7100, Current version
 4. MCO P7100.8, Field Budget Guidance Manual
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TASK: 3404.06.03 (CORE) MANAGE THE FINANCIAL PLAN

CONDITION(S): Given an approved budget, funding authorizations, mission objectives, required accounting reports, higher headquarters guidance, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Develop and publish the financial plan based upon the approved budget and funding authorization.
2. Issue funding authorization to fund administrators.
3. Monitor accounting reports, ad hoc reports (SMARTS and Natural), and analyze the financial plan.
4. Monitor obligation rates.
5. Analyze and monitor requisitional and SASSY accounts.
6. Identify required resource realignments based upon execution.
7. Update and prioritize deficiency listings based upon execution.

8. Prepare and submit reports/briefs.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. NAVCOMPT Manuals
 2. USMC 7100 Series Publications
 3. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
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TASK: 3404.06.04 (CORE) MONITOR THE STATUS OF PRIOR FISCAL YEAR APPROPRIATIONS

CONDITION(S): Given the required prior year accounting reports, access to an automated system and applicable software, and the references.

STANDARD(S): To ensure the proper completion of prior year fiscal transactions per the references.

PERFORMANCE STEPS:

1. Review accounting reports to monitor status of prior year appropriations.
2. Initiate corrective action.
3. Ensure follow-up corrective action.
4. Ensure maintenance of prior year records.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. NAVCOMPT Series Publications
 2. USMC 7000 Series Publications
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TASK: 3404.06.05 (CORE) COORDINATE FISCAL YEAR CLOSEOUT

CONDITION(S): Given a financial plan, source documents, required accounting reports, closeout guidance, and the references.

STANDARD(S): To ensure accounting records reflect obligations per the references.

PERFORMANCE STEPS:

1. Prepare plan of action and milestones (POA&M) and distribute local fiscal year closeout guidance based upon POA&M.
2. Monitor the fiscal year closeout.

3. Prepare and forward required reports to the appropriate activities.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. NAVCOMPT Manual, Volume II
2. NAVCOMPT Manual, Volume III
3. NAVCOMPT Notice 7301
4. DOD FMR, VOL. 1, General Financial Management Information, Systems, and Requirements
5. DOD FMR, VOL. 11, Reimbursable Operations, Policy, and Procedures
6. DOD FMR, VOL. 12, Special Accounts, Funds, and Programs
7. DOD FMR, VOL. 14, Administrative Control of Funds and Antideficiency Act Violations
8. DOD FMR, VOL. 3, Budget Execution - Availability and Use of Budgetary Resources
9. DOD FMR, VOL. 4, Accounting Policy and Procedures
10. DOD FMR, VOL. 5, Disbursing Policy and Procedures
11. DOD FMR, VOL. 6, Reporting Policy and Procedures
12. DOD FMR, VOL. 8, Civilian Pay Policy and Procedures
13. MCBUL 7301, Current version

TASK: 3404.06.06 (CORE) PERFORM FINANCIAL ANALYSIS

CONDITION(S): Given an analysis requirement, command financial records, access to an automated system and applicable software, and the reference.

STANDARD(S): To provide guidelines for command financial management per the reference.

PERFORMANCE STEPS:

1. Determine purpose of analysis.
2. Identify the type of analysis to be conducted.
3. Perform analysis.
4. Interpret results.
5. Report results.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. MCO 7540.2, Resource Evaluation and Analysis
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TASK: 3404.06.08 (CORE) MANAGE SUPPORT AGREEMENTS

CONDITION(S): Given the need for a support agreement, support requirements of the requesting unit, support capabilities of the providing unit, and the references.

STANDARD(S): To ensure proper preparation, certification, and review per the references.

PERFORMANCE STEPS:

1. Determine supportability of requirements.
2. Determine appropriate type of support agreement (ISA, MOU, MOA).
3. Ensure cost analysis has been performed.
4. Ensure support agreement is correctly prepared.
5. Ensure support agreement is signed by the appropriate authority.
6. Review agreements annually to validate requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Defense Interservice Support Agreement Regulation
 2. NAVCOMPT Manuals
 3. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
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TASK: 3404.06.09 (CORE PLUS) ADMINISTER NON-MARINE CORPS APPROPRIATIONS

CONDITION(S): Given non-Marine Corps appropriations and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Identify types of external funding available, as required.
2. Identify the purpose(s) to which each appropriation will be applied.
3. Ensure acceptance of funding document(s).

4. Ensure appropriations are accounted for and reported.
5. Make coordination/liaison with external agencies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. NAVCOMPT Manual, Volume II
 2. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 3. DOD FMR, VOL. 12, Special Accounts, Funds, and Programs
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TASK: 3404.06.10 (CORE PLUS) MANAGE THE STATUS OF MARINE CORPS ALLOTMENTS

CONDITION(S): Given Marine Corps allotment funding and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Identify purpose for the particular allotment.
2. Ensure acceptance of funding documents.
3. Ensure accounting of allotment funding.
4. Report allotment funding.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. NAVCOMPT Manual, Volume II
2. NAVCOMPT Manual, Volume III
3. DOD FMR, VOL. 1, General Financial Management Information, Systems, and Requirements
4. DOD FMR, VOL. 11, Reimbursable Operations, Policy, and Procedures
5. DOD FMR, VOL. 12, Special Accounts, Funds, and Programs
6. DOD FMR, VOL. 13, Nonappropriated Funds Policy and Procedures
7. DOD FMR, VOL. 3, Budget Execution - Availability and Use of Budgetary Resources
8. DOD FMR, VOL. 4, Accounting Policy and Procedures
9. DOD FMR, VOL. 6, Reporting Policy and Procedures

TASK: 3404.06.11 (CORE) ADMINISTER PLANNING, PROGRAMMING, BUDGETING, AND EXECUTION SYSTEM

CONDITION(S): Given guidance from higher headquarters and the reference.

STANDARD(S): To provide sound budget submissions to higher headquarters per the reference.

PERFORMANCE STEPS:

1. Review the unconstrained requirements of the Command.
2. Coordinate Program Objective Memorandum (POM).
3. Submit budget requirements according to the POM.
4. Execute the approved budget.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)

DUTY AREA 07 - ACCOUNTING FUNCTIONS

TASK: 3404.07.01 (CORE) VERIFY APPROPRIATION DATA

CONDITION(S): Given appropriation data, source documents, and the references.

STANDARD(S): To ensure funds are obligated against the proper appropriation per the references.

PERFORMANCE STEPS:

1. Identify the appropriation to be used.
2. Verify that the line of appropriation data is correct for the source document.
3. Verify that the financial information pointer is correct.
4. Ensure the source document contains a correct document number.
5. Ensure discrepancies are corrected.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. NAVCOMPT Manual, Volume II
2. NAVCOMPT Manuals
3. SABRS Data Directory
4. SABRS User's Manual
5. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
6. MCO P7300.8, Marine Corps Financial Accounting Manual
7. NAVSO P-3006, Financial Management of Resources

TASK: 3404.07.02 (CORE) MONITOR THE PROCESSING OF ACCOUNTING TRANSACTIONS

CONDITION(S): Given source documents, required accounting reports, access to an automated system, access to SABRS, and the references.

STANDARD(S): To ensure the accurate and timely recording of accounting documents per the references.

PERFORMANCE STEPS:

1. Monitor the processing of obligation transactions.
2. Monitor the processing of receipt/expense transactions.

3. Monitor the processing of reservation transactions.
4. Validate the source documents.
5. Validate source documents to the accounting system output.
6. Ensure discrepancies are corrected.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Local Standing Operating Procedures
 2. NAVCOMPT Manuals
 3. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
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TASK: 3404.07.03 (CORE) MONITOR REIMBURSABLE ACCOUNTS

CONDITION(S): Given a reimbursable order, reimbursable report, access to an automated system, access to SABRS, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Ensure a signed and accepted reimbursable order is on file.
2. Ensure obligations/expenses incurred against the reimbursable order are recorded.
3. Monitor obligations/expenses to ensure total funds authorized are not exceeded.
4. Verify the status of the reimbursable order report.
5. Ensure discrepancies are corrected.
6. Initiate billing/collection documents.
7. Ensure reimbursable accounts are closed as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. NAVCOMPT Manuals
 2. USMC 7100 Series Publications
 3. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
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TASK: 3404.07.04 (CORE) MONITOR THE POSTING OF CIVILIAN PAYROLL COSTS

CONDITION(S): Given the requirement to generate a civilian payroll and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Administer timekeeping functions.
2. Ensure timecard exceptions are recorded correctly.
3. Initiate corrective action with coordinating agency.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. Defense Civilian Payroll System (DCPS) User's Manual
 2. NAVCOMPT Manual, Volume II
 3. SABRS Labor User's Manual
 4. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 5. MCO P7300.20, SABRS Financial Procedures Manual
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TASK: 3404.07.05 (CORE) ANALYZE ACCOUNTING REPORTS

CONDITION(S): Given accounting reports, access to an automated system and applicable software, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Review reports.
2. Certify reports as required.
3. Maintain budget execution activity BEA reconciliation.
4. Ensure discrepancies are corrected.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD INST 7000 Series Publications
2. NAVCOMPT Manuals

3. USMC 7000 Series Publications
4. MCO P7300.20, SABRS Financial Procedures Manual

TASK: 3404.07.06 (CORE) MANAGE BUDGET EXECUTION ACTIVITY RECONCILIATION

CONDITION(S): Given adjustments to authorizations, obligations, source documents, SABRS reports, access to an automated system and applicable software, and the references.

STANDARD(S): To reflect accurate fund balances in the accounting system per the references.

PERFORMANCE STEPS:

1. Review updated SABRS report.
2. Update BEA's records.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
2. MCO P7300.20, SABRS Financial Procedures Manual

TASK: 3404.07.07 (CORE PLUS) VERIFY SABRS LOCAL TABLE

CONDITION(S): Given the need to adjust system parameters and the reference.

STANDARD(S): To ensure accurate adjustments are made to the local tables in accordance with the reference.

PERFORMANCE STEPS:

1. Receive request to update local tables.
2. Update appropriate tables.
3. Verify updated tables.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. SABRS User's Manual

TASK: 3404.07.08 (CORE) ENSURE COMPLIANCE WITH APPROPRIATION LAW

CONDITION(S): Given a current obligation or a request to obligate government funds, supporting documentation and the references.

STANDARD(S): To ensure availability of an appropriation in accordance with the references.

PERFORMANCE STEPS:

1. Review supporting documents.
2. Determine appropriation to be used for obligation.
3. Determine if appropriation is available as related to restrictions.
4. Determine if chose appropriation has uncommitted/unobligated balances available.
5. Take corrective action as necessary.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. DOD FMR, VOL. 14, Administrative Control of Funds and Antideficiency Act Violations
2. DOD FMR, VOL. 6, Reporting Policy and Procedures

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DUTY AREA 08 - TRAINING FUNCTIONS

TASK: 3404.08.01 (CORE PLUS) MANAGE FINANCIAL MANAGEMENT TRAINING

CONDITION(S): Given the requirement to conduct financial management training, target audience, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Determine training requirement.
2. Develop course of instruction.
3. Conduct financial management training.
4. Evaluate training.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: 2ndLt

REFERENCE(S):

1. JTR/JFTR
2. Local Standing Operating Procedures
3. Local System User's Manual(s)
4. NAVCOMPT Manuals
5. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
6. MCO P7300.20, SABRS Financial Procedures Manual

MOS 3408, FINANCIAL MANAGEMENT RESOURCE OFFICER

DUTY AREA 01 - FINANCIAL MANAGEMENT FUNCTIONS

TASK: 3408.01.01 (CORE PLUS) MONITOR OFFICIAL ACCOUNTING SYSTEMS

CONDITION(S): Given access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure integrity of financial records is maintained per the references.

PERFORMANCE STEPS:

1. Monitor financial input and output processes.
2. Initiate action to correct system problems.
3. Monitor program changes initiated by DFAS.
4. Verify accounting system reports.
5. Monitor accounting system updates.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. NAVCOMPT Manuals
2. SABRS User's Manual
3. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
4. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3408.01.02 (CORE PLUS) MONITOR ACCOUNTING POLICY AND PROCEDURES

CONDITION(S): Given access to an automated system with applicable software and internet conductivity and the references.

STANDARD(S): To ensure compliance and proper implementation per the references.

PERFORMANCE STEPS:

1. Review and evaluate procedures for validity.
2. Recommend new policy and procedural guidelines as required.
3. Advise commander and comptroller.
4. Disseminate new policies and procedures.

5. Establish new procedures to accommodate new policies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. NAVCOMPT Manuals
 2. SABRS User's Manual
 3. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 4. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
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TASK: 3408.01.03 (CORE PLUS) VALIDATE ACCOUNTING RECORDS

CONDITION(S): Given accounting reports, supporting documents, reports inquiry capability, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure the accuracy of the command's financial position per the references.

PERFORMANCE STEPS:

1. Monitor financial input/output of divisions within the command.
2. Review supporting documents.
3. Ensure accounting classification and data elements are correct.
4. Reconcile reports with detail system files.
5. Provide applicable corrections to DFAS.
6. Identify and correct abnormal balances.
7. Review spending error reports.
8. Correct error transactions.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. NAVCOMPT Manual, Volume II
2. NAVCOMPT Manual, Volume III
3. SABRS User's Manual
4. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)

5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3408.01.04 (CORE PLUS) VALIDATE OUTSTANDING OBLIGATIONS/ADVANCES

CONDITION(S): Given appropriate reports, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To substantiate the accuracy of the accounting records per the references.

PERFORMANCE STEPS:

1. Ensure fund managers have access to appropriate reports.
2. Ensure appropriate adjustments are input in accordance with supporting documentation.
3. Track outstanding obligations/advances for all required years.
4. Track outstanding obligation changes to meet reporting requirements.
5. Ensure fund managers perform validations.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
 2. NAVCOMPT Manual, Volume II
 3. NAVCOMPT Manual, Volume III
 4. SABRS User's Manual
 5. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 6. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
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TASK: 3408.01.05 (CORE PLUS) MANAGE PROBLEM DISBURSEMENT

CONDITION(S): Given access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure the integrity of the command's financial position per the references.

PERFORMANCE STEPS:

1. Analyze accounting reports.

2. Conduct proper research to identify corrective action.
3. Identify trends.
4. Seek and initiate solutions from trend analysis.
5. Initiate corrective action.
6. Prepare and submit required reports.
7. Serve as command's liaison officer to DFAS.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
 2. NAVCOMPT Manual, Volume III
 3. SABRS User's Manual
 4. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
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TASK: 3408.01.06 (CORE PLUS) MONITOR THE CIVILIAN LABOR PROCESS

CONDITION(S): Given access to an automated system with applicable software and internet conductivity, a civilian payroll section, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Ensure new employee records are established.
2. Ensure employee records are updated as required.
3. Ensure labor exceptions are inducted.
4. Ensure labor adjustments/exception errors are corrected.
5. Ensure reconciliation/balancing of labor reports.
6. Initiate corrective action with coordinating agency.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Defense Civilian Payroll System (DCPS) User's Manual

2. Local Standing Operating Procedures
 3. NAVCOMPT Manuals
 4. SABRS Labor User's Manual
 5. SABRS User's Manual
 6. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 7. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
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TASK: 3408.01.07 (CORE PLUS) MONITOR SUSPENDED PREVALIDATION TRANSACTIONS

CONDITION(S): Given access to an automated system with applicable software and internet conductivity, required prevalidation reports, and the references.

STANDARD(S): To prevent interest penalties per the references.

PERFORMANCE STEPS:

1. Review the report.
2. Notify responsible party.
3. Monitor/Initiate corrective action.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
2. NAVCOMPT Manuals
3. SABRS User's Manual
4. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

DUTY AREA 02 - BUDGET FUNCTIONS

TASK: 3408.02.01 (CORE PLUS) MANAGE REIMBURSABLE FUNCTIONS

CONDITION(S): Given a reimbursable order, access to an automated system with applicable software and internet conductivity, access to the accounting systems, and the references.

STANDARD(S): To ensure proper execution of reimbursable funds per the references.

PERFORMANCE STEPS:

1. Ensure a signed and accepted work order is on file.
2. Ensure a reimbursable profile is established in the accounting system.
3. Ensure accounting data elements are resident in the appropriate tables.
4. Ensure obligations incurred against the reimbursable account are recorded.
5. Monitor obligations to ensure total funds authorized are not exceeded.
6. Monitor reimbursable accounts for accuracy.
7. Submit discrepancies to DFAS.
8. Ensure the customers are notified of possible excesses or shortages.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
2. NAVCOMPT Manuals
3. SABRS User's Manual
4. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3408.02.02 (CORE PLUS) MANAGE YEAR-END PROCESS

CONDITION(S): Given access to an automated system with appropriate software and internet conductivity and the references.

STANDARD(S): To bring closure to the execution of funds in accordance with the references.

PERFORMANCE STEPS:

1. Publish year-end closeout guidance.
2. Ensure year-end validations are performed.
3. Ensure all transactions that affect obligations are recorded.
4. Resolve all problem disbursements and abnormal balances.
5. Identify and return unused reimbursable authority.
6. Prepare and submit accurate certification of authorizations and obligations.
7. Prepare for new fiscal year.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
2. NAVCOMPT Manuals
3. SABRS User's Manual
4. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3408.02.03 (CORE PLUS) MONITOR FINANCIAL PLAN

CONDITION(S): Given an Operating Budget, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure authorized funds are properly executed in accordance with the references.

PERFORMANCE STEPS:

1. Provide specialized assistance to commands during POM and budget calls.
2. Analyze accounting reports.
3. Monitor execution of the financial plan.
4. Recommend funding realignments.
5. Issue funding authorization.
6. Ensure categories of execution conforms to spending plan.

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INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
2. NAVCOMPT Manuals
3. SABRS User's Manual
4. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

DUTY AREA 03 - ADMINISTRATIVE FUNCTIONS

TASK: 3408.03.01 (CORE PLUS) CONDUCT FINANCIAL MANAGEMENT TRAINING

CONDITION(S): Given a training environment, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure compliance with accounting policy and procedures per the references.

PERFORMANCE STEPS:

1. Develop objectives for financial management training.
2. Ensure training for fund managers includes, but is not limited to:
 - a. Source document preparation.
 - b. Accounting Data Elements.
 - c. Source document file maintenance.
 - d. Utilization of accounting system.
 - e. Accounting reports.
 - f. Policy and Procedures.
3. Ensure training for financial management personnel includes, but is not limited to:
 - a. Authorization process.
 - b. Execution of the financial plan.
 - c. Accounting system.
 - d. Feeder systems.
 - e. Reports.
 - f. Reporting requirements.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
2. NAVCOMPT Manuals
3. NAVCOMPT Notice 7301
4. SABRS User's Manual

5. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
6. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3408.03.02 (CORE PLUS) ASSESS FEEDER SYSTEMS

CONDITION(S): Given access to an automated system with applicable software and internet conductivity and the references.

STANDARD(S): To ensure accuracy of accounting transaction in accordance with the references.

PERFORMANCE STEPS:

1. Advise feeder system managers on technical issues that impact the accounting system.
2. Evaluate the accuracy of feeder systems input.
3. Analyze feeder systems output.
4. Take corrective actions as required.
5. Maintain crosswalk of data elements between feeder systems.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
2. NAVCOMPT Manuals
3. SABRS User's Manual
4. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3408.03.03 (CORE PLUS) MANAGE INTERNAL MANAGEMENT CONTROL PROGRAM

CONDITION(S): Given the requirement to establish/maintain an internal management control program and the references.

STANDARD(S): To ensure quality assurances procedures are followed per the references.

PERFORMANCE STEPS:

1. Assign responsibilities.

2. Compile lists of assessable units.
3. Ensure that responsible managers perform management control evaluations.
4. Collect/Compile completed vulnerability assessment forms and internal control reviews.
5. Develop command's annual internal control plan.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
2. NAVCOMPT Manuals
3. SABRS User's Manual
4. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3408.03.04 (CORE PLUS) COORDINATE AN AUDIT BY AN EXTERNAL AGENCY

CONDITION(S): Given the assignment as a command audit coordinator, notification of a unit audit by an external agency, proposed audit schedule, a list of command staff sections and subordinate units to be audited, point of contact from auditing agency, and the references.

STANDARD(S): To meet standards for command compliance in accordance with the references.

PERFORMANCE STEPS:

1. Publish and distribute an audit schedule and any schedule changes to all units involved.
2. Schedule conferences, as required.
3. Monitor the conduct of the audit.
4. Ensure staff sections/subordinate units review utilization draft, as required.
5. Report the daily progress of the audit, as required.
6. Attend all debriefs.
7. Verify any identified cost savings.
8. Coordinate preparation of command response within the required time frames.

9. Ensure nonconcurrency with the recommendation is properly recorded.
10. Conduct follow-up to ensure applicable recommendations are implemented.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
2. NAVCOMPT Manuals
3. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
4. MCO 7510.3, Command Attention/Audit Rep NAFIs/MCNAFA
5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3408.03.05 (CORE PLUS) CONDUCT FINANCIAL ASSISTANCE VISITS/INSPECTIONS

CONDITION(S): Given the requirement to conduct a financial assistance visit/inspection, inspection checklist, access to financial records source documents, and the references.

STANDARD(S): To meet standards for command compliance per the references.

PERFORMANCE STEPS:

1. Plan/Schedule assistance visit/inspection.
2. Conduct pre-evaluation survey.
3. Conduct inbrief.
4. Conduct evaluation using prescribed checklist.
5. Conduct outbrief.
6. Prepare report.
7. Conduct follow-up as necessary.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
2. NAVCOMPT Manuals
3. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
4. MCO 7540.2, Resource Evaluation and Analysis

5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3408.03.06 (CORE PLUS) MANAGE ACCESS TO AUTOMATED SYSTEMS

CONDITION(S): Given the requirement to use automated systems, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To accomplish accounting functions per the references.

PERFORMANCE STEPS:

1. Validate the requirement for access to automated systems.
2. Determine the level of access required.
3. Coordinate with system managers to establish access.
4. Update appropriate tables to accommodate access.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures
2. NAVCOMPT Manuals
3. SABRS User's Manual
4. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

MOS 3410, NAF AUDITING OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3410.01.01 (CORE PLUS) PREPARE ANNUAL AUDIT RELATED BUDGET(S)

CONDITION(S): Given the requirement to prepare an audit, training and/or operations and maintenance budget(s), guidance from higher headquarters, the annual audit plan, transportation costs, required information concerning the activities to be audited, training plan, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Review budget guidance from higher headquarters.
2. Prepare an audit budget.
 - a. Review the annual audit plan.
 - b. Determine which audits will incur direct costs.
 - c. Compute per diem, transportation, and other miscellaneous cost for each engagement based on the forecasted audit staff required.
3. Prepare a training budget.
 - a. Review the annual training plan.
 - b. Determine the source and cost of available training that will support the training plan/requirements.
 - c. Compute per diem, transportation, and other miscellaneous cost for each training evolution.
4. Prepare an operations and maintenance budget.
 - a. Review previous actual to budget performance.
 - b. Validate current and future requirements.
5. Prepare the budget submission(s) in the prescribed format.
6. Submit the budget(s) to higher headquarters for approval.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. JTR/JFTR
2. MCNAFAS Audit Policy Manual

3. MCNAFAS Audit Procedures Manual
4. MCO P7100.8, Field Budget Guidance Manual

TASK: 3410.01.02 (CORE PLUS) PREPARE AN ANNUAL MAN-HOUR BUDGET

CONDITION(S): Given the annual audit plan, forecasted staff levels, annual training plan/budget, and the references.

STANDARD(S): To identify assignment of Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS) man-hour resources per the references.

PERFORMANCE STEPS:

1. Review current and past years actual man-hours to budgeted man-hours as a basis for preparing the new budget.
2. Compute total man-hours available for the coming year based on the forecasted staffing levels.
3. Allocate direct audit time based on the annual audit plan.
4. Allocate indirect audit time based on the annual training plan/budget and other administrative considerations.
5. Prepare the budget in the prescribed format.
6. Submit the budget to the Director, MCNAFAS for approval by 30 June of each year.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. MCNAFAS Audit Policy Manual
2. MCNAFAS Audit Procedures Manual
3. DOD 7600.7-M, DOD Internal Audit Manual

TASK: 3410.01.03 (CORE PLUS) PREPARE AN ANNUAL AUDIT PLAN

CONDITION(S): Given the requirement to prepare an annual audit plan, audit inventory and frequency criteria, forecasted audit staff levels, results of past audits, access to automated system using the audit planning model, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Determine the necessity for an audit of the activity.

2. Determine type of audit required based on past audits and current conditions.
3. Select activities, programs or functional areas to be audited based on results of previous audits, risk, materiality, and other considerations.
4. Schedule audits for the upcoming year based on forecasted staffing levels.
5. Prepare the audit plan utilizing the format prescribed by the references.
6. Submit the audit plan, along with the TAD and training budgets, to the Director, MCNAFAS for approval by 30 June of each year.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. MCNAFAS Audit Policy Manual
2. MCNAFAS Audit Procedures Manual
3. MCO 7510.2, Internal Audit of Non-Appropriated Fund Institutions (NAFI) by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)

TASK: 3410.01.04 (CORE PLUS) PERFORM THE DUTIES OF AN AUDITOR-IN-CHARGE

CONDITION(S): Given the assignment of auditor-in-charge, audit staff, and the references.

STANDARD(S): To ensure auditing standards are met in the daily operation of the region per the references.

PERFORMANCE STEPS:

1. Prepare or assist the regional director in the development of the audit plan.
2. Ensure the execution and completion of the audit plan is properly conducted.
3. Prepare and submit training plans to the regional director.
4. Evaluate audit resource and assign audit staffs to accomplish the audit.
5. Ensure the conduct of and evaluate audit surveys, establish or redefine audit objectives, and establish the specifics for each audit.
6. Coordinate all audits, supervise the senior auditor, review and approve all audit workpapers, and complete the MCNAFAS quality control checklist prior to submission to the regional director.
7. Ensure all reports are in compliance with current policies and directives and are submitted to the regional director in a timely manner.
8. Ensure that audit training is accomplished.

9. Maintain the status of and advise the regional director on all on-going audits.
10. Prepare or assist the regional director in the development of the audit inventory.
11. Ensure no conflicts of interest exist between MCNAFAS and NAFI personnel.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: CW03

REFERENCE(S):

1. MCNAFAS Audit Policy Manual
 2. MCNAFAS Audit Procedures Manual
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TASK: 3410.01.05 (CORE PLUS) PERFORM THE DUTIES OF A REGIONAL DIRECTOR (RD)

CONDITION(S): Given assignment as regional director, a region staff, and the references.

STANDARD(S): To ensure the accomplishment of the regional audit mission per the references.

PERFORMANCE STEPS:

1. Prescribe the mission, organization, responsibilities, and general policies to all personnel within the region.
2. Submit audit plans to the Director MCNAFAS for approval.
3. Ensure audits are conducted per the approved audit plan and are in compliance with current policies and directives.
4. Ensure all audit reports are issued in compliance with current policies and directives.
5. Ensure the Director MCNAFAS is notified on all matters pertaining to audit modifications and significant events of the audit.
6. Issue letters of engagement and apprise the commander (or designated representative) on the results of the audit and the audit report.
7. Develop a technical training plan and ensure training is accomplished.
8. Prepare and submit all Temporary Additional Duty (TAD) budgets for the region.
9. Prepare and submit all local budgets to the command for administrative support.
10. Ensure that no conflicts of interest exist between MCNAFAS and NAFI personnel.
11. Ensure that a quality assurance program is established and maintained within the region.

12. Submit audit inventory to Director, MCNAFAS.

13. Measure regional performance and identify areas for improvement.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. MCNAFAS Audit Policy Manual
2. MCNAFAS Audit Procedures Manual

DUTY AREA 02 - AUDIT FUNCTIONS

TASK: 3410.02.01 (CORE PLUS) PLAN AN AUDIT

CONDITION(S): Given the requirement to conduct a financial, program results, and/or performance audit, management assistance, regional audit plan, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Determine the scope of the audit.
2. Determine available time and personnel (manpower and qualifications).
3. Notify the activity to be audited of upcoming audit.
4. Set specific cutoff dates for performing key audit procedures (i.e., bank confirmations, inventory observations, circulations, etc.).
5. Determine follow-up work on previous audits required.
6. Prepare and submit a request to the activity to furnish the required preliminary information.
7. Arrange entrance briefs.
8. Assemble resources required to accomplish audit.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Government Auditing Standards
2. MCNAFAS Audit Policy Manual
3. MCNAFAS Audit Procedures Manual
4. DOD 7600.7-M, DOD Internal Audit Manual

TASK: 3410.02.02 (CORE PLUS) CONDUCT A PRE-AUDIT SURVEY

CONDITION(S): Given the requirement to conduct an audit (financial or performance) or provide management assistance, required audited activity financial data and internal policy letter, and the references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Gather background information on the activity to be audited and, when necessary, on other similar activities.
2. Research the required operational procedures.
3. Conduct site visit and assess the adequacy and effectiveness of internal controls.
4. Examine the control of automated systems to determine validity of information.
5. Conduct an analytical review of the activity's financial data to identify any vulnerabilities and potential problem areas.
6. Develop the audit sampling methodology.
7. Ensure that all audit work is adequately documented in the working papers.
8. Establish or redefine audit objectives and scope of work, as required.
9. Determine resources required to conduct the audit.
10. Prepare and submit a letter notifying the activity of the purpose, scope, and the time period of the audit.
11. Conduct follow-up on previously reported audit findings and recommendations to determine management's corrective action and responsiveness to audit comments.
12. Design an audit program to achieve the planned audit objectives based upon the purpose and scope of the audit and the specific audit procedures to be used.
13. Conduct quality assurance reviews throughout pre-audit survey.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Government Auditing Standards
2. MCNAFAS Audit Guides and Programs
3. MCNAFAS Audit Policy Manual
4. MCNAFAS Audit Procedures Manual
5. MCO 7510.2, Internal Audit of Non-Appropriated Fund Institutions (NAFI) by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)

TASK: 3410.02.03 (CORE PLUS) CONDUCT AN AUDIT

CONDITION(S): Given the requirement to conduct an audit (financial or performance) or management assistance, program results, and/or performance audit, activity's financial

records and business papers, access to automated system and appropriate applications, required forms and working papers, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Conduct substantive tests based on the presurvey sampling plan.
2. Analyze results of substantive tests.
3. Consider the materiality and effect to the financial statements of all deficiencies identified.
4. Ensure that all audit work is adequately documented in the working papers.
5. Thoroughly analyze audit results and develop findings to include condition, cause, criteria, effect, and recommended corrective action.
6. Identify potential monetary benefits saved by corrective action, as applicable.
7. Throughout the audit, keep command and management (as applicable) apprised of findings as they are identified to bring about quick, responsive action.
8. Schedule exit briefs of key activity personnel.
9. Conduct quality assurance reviews throughout execution of audit.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Applicable Generally Accepted Accounting Principles (GAAP)
2. Government Auditing Standards
3. MCNAFAS Audit Guides and Programs
4. MCNAFAS Audit Policy Manual
5. MCNAFAS Audit Procedures Manual
6. MCO 7510.2, Internal Audit of Non-Appropriated Fund Institutions (NAFI) by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)

TASK: 3410.02.04 (CORE PLUS) PERFORM POST-AUDIT WORK

CONDITION(S): Given audit working papers containing the results of audit work accomplished to date and the references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Review audit working papers to ensure they are accurate, sufficient, competent, and relevant evidence to support conclusions and meet objectives.
2. Prepare a draft of the applicable audit report(s), using appropriate format, content, and cross-references, for submission to the regional director.
3. Conduct a quality assurance review.
4. Forward the draft report(s) to the audited activity for comments.
5. Review command comments.
6. Resolve any disagreements or nonconcurrency with management.
7. Issue final report(s) with applicable activity comments.
8. Distribute copies of the report(s), as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Applicable Generally Accepted Accounting Principles (GAAP)
2. Government Auditing Standards
3. MCNAFAS Audit Guides and Programs
4. MCNAFAS Audit Policy Manual
5. MCNAFAS Audit Procedures Manual
6. MCO 7510.2, Internal Audit of Non-Appropriated Fund Institutions (NAFI) by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)

MOS 3432, DISBURSING TECHNICIAN

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3432.01.01 (CORE PLUS) MAINTAIN CORRESPONDENCE FILES AND DIRECTIVES

CONDITION(S): Given file folders, labels, list of applicable standard subject identifier codes (SSIC), correspondence, reports, messages, and records to be maintained, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To provide for storage and retrieval of information per the references.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 1 Req By: Pvt

REFERENCE(S):

1. MCO 5210.11, Records Management Program
2. MCO P5215.17, The USMC Technical Publications System
3. SECNAVINST 5210.11, DoN Standard Subject Identification Codes
4. SECNAVINST P5216.5, DoN Correspondence Manual

DUTY AREA 02 - PAY FUNCTIONS

TASK: 3432.02.01 (CORE) PREPARE AN ON-LINE DIARY (OLD)

CONDITION(S): Given access to an automated system and applicable software, Customer Information Control System (CICS), user ID, password, Electronic Signature (ELSIG)/SEED, supporting/substantiating ("S") documents, and the references.

STANDARD(S): To meet standards of accuracy for the MCTFS per the references.

PERFORMANCE STEPS:

1. Access the OLD system using the accessor IC (ACID), password, and ELSIG/SEED.
2. Select the desired option from the menu.
3. Properly format the diary using the correct transaction codes.
4. Print diary and delivery "S" documents to auditor for review.
5. Correct discrepancies as required.
6. Exit the OLD system.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.02 (CORE PLUS) PROCESS MILITARY DISBURSING DOCUMENTS

CONDITION(S): Given military disbursing documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), a calculator, and the references.

STANDARD(S): To meet standards of accuracy for the MCTFS per the references.

PERFORMANCE STEPS:

1. Receive and review the military disbursing documents to determine the required action.
2. Process the documents and take appropriate action.
3. Submit the documents to the auditor for review.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.03 (CORE) AUDIT AN ON-LINE DIARY (OLD)

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

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Receive the hard copy and "S" documents from the preparer.
2. Compare the diary against the "S" documents.
3. Ensure discrepancies are corrected by the preparer.
4. Submit the diary and "S" documents to the certifier for certification.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
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TASK: 3432.02.04 (CORE PLUS) AUDIT MILITARY DISBURSING DOCUMENTS

CONDITION(S): Given military disbursing documents, access to an automated system with applicable software and internet connectivity, access to Customer Information Control System (CICS), a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Receive the documents and a hard copy of the MCTFS screen or access to CICS.
2. Review the documents to ensure correct action has been taken.

3. Ensure discrepancies are corrected.
4. Process the documents.
5. Submit the documents to the certifier for certification

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.05 (CORE) PROCESS A PAY MANAGEMENT REPORT

CONDITION(S): Given a pay management report, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the pay management report from the auditor.
2. Review the report to determine required actions.
3. Research the report utilizing the Marine Corps Total Forces System (MCTFS).
4. Annotate the report with the corrective action taken.
5. Submit the report to the auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.06 (CORE) COMPUTE ADJUSTMENTS TO PAY AND ALLOWANCES

CONDITION(S): Given the requirement to compute adjustments to pay and allowances,

supporting/substantiating ("S") documents, access to an automated system with applicable software and internet access, access to Customer Information Control System (CICS), a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the "S" documents from the administration office (S-1), DFAS, or other agencies.
2. Research "S" document utilizing Marine Corps Total Force System (MCTFS).
3. Compute adjustments for basic pay, special pay, incentive pay, and/or allowances.
4. Properly annotate the "S" documents.
5. Submit the "S" documents to the auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. JTR/JFTR
2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
3. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.07 (CORE) COMPUTE SPECIAL PAYMENTS

CONDITION(S): Given a request for a special payment from the commanding officer, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet access, access to Customer Information Control System (CICS), and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Utilizing Marine Corps Total Force System (MCTFS), determine and compute entitlements, as required, for the following:
 - a. Transient/Transfer payments
 - b. C.O. directed payments
 - c. Reenlistment bonuses

- d. Lump sum leave (LSL)
 - e. Advanced pay
 - f. Advanced Basic Allowance for Housing (BAH)
2. Properly annotate the "S" documents with the action taken.
 3. Submit the "S" documents to the auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.08 (CORE PLUS) PROCESS ALLOTMENTS OF PAY

CONDITION(S): Given a request for an allotment of pay, supporting/substantiating ("S") documents, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the request for allotment of pay from the commanding officer.
2. Submit the documentation to the auditor for review.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. DFAS KC 7220.45-R, Bond and Allotment Manual
 2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures
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TASK: 3432.02.09 (CORE) COMPUTE DEDUCTIONS AND COLLECTIONS OF PAY

CONDITION(S): Given the requirement to compute a deduction and/or collection of pay, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the "S" documents from the commanding officer, DFAS, or other agencies.
2. Utilizing Marine Corps Total Foces System (MCTFS), determine and compute deductions and/or collections, as required, for the following:
 - a. FITW (Federal Income Tax Withholding)
 - b. FICA (Federal Insurance Contributions Act)
 - c. SITW (State Income Tax Withholding)
 - d. SGLI (Servicemen's Group Life Insurance)
 - e. Family SGLI
 - f. Non-judicial punishment/Courts martial (NJP/CM)
 - g. Retirement home
 - h. Dental plan
 - i. MGIB (Montgomery G.I. Bill)
3. Properly annotate the "S" documents.
4. Submit the "S" documents and computations to the auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Manual for Courts-Martial
2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
3. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.10 (CORE) PREPARE A SPECIAL PAYROLL

CONDITION(S): Given the requirement to prepare a special payroll, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet access, access to Customer Information Control System (CICS), and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Prepare the special payroll/MPV utilizing the "S" documents.
2. Submit the payroll to the auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.11 (CORE) PROCESS A DECENTRALIZED (ROUGH) REGULAR PAYROLL

CONDITION(S): Given a decentralized (rough) regular payroll, direct deposit listing, suspect payment listing, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), calculator, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.12 (CORE) PROCESS A CENTRALIZED REGULAR PAYROLL

CONDITION(S): Given a centralized payroll, direct deposit listing, suspect payment listing (SPL), U.S. Treasury checks, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), supporting/substantiating "S" documents, a calculator, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Review the Suspect Payment Listing and NAVMC Forms 11116 [Miscellaneous Military Pay Order/Special Payment Authorization] for appropriate action.
2. Identify and prepare checks for cancellation.
3. Return undeliverable checks to the auditor.
4. Compute special payment for all joinees.
5. Add joinees to the daily special payroll.
6. Submit the payroll to the auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.13 (CORE) ADJUST LEAVE ENTITLEMENTS

CONDITION(S): Given the requirement to adjust leave entitlements, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the "S" documents from the commanding officer, DFAS, or MCTFS.
2. Review MCTFS to determine required action.
3. Compute adjustments for leave balance, lump sum leave, combat leave, and/or excess leave.
4. Properly annotate the "S" documents with the corrective action to be taken.
5. Submit the "S" documents to the auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.14 (CORE PLUS) PREPARE A WAIVER OF INDEBTEDNESS

CONDITION(S): Given a member in an overpaid status, supporting/substantiating ("S") documents, member's Leave and Earning Statement (LES), access to an automated system with applicable software and internet access, access to Customer Information Control System (CICS), a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Compute amount of indebtedness.
2. Submit the "S" documents to the auditor for review.
3. Prepare the disbursing/finance officer endorsement.
4. Suspend liquidation of indebtedness.
5. Submit the waiver to the auditor for review.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.15 (CORE) PREPARE A SEPARATION/RETIREMENT ACCOUNT SUMMARY

CONDITION(S): Given a member separating or retiring from active duty, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), Marine Corps Automated Separation Sheet Process (MCASSP), a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the "S" documents from external agencies.
2. Compute discharge account summary sheet using the MCASSP.

3. Ensure there are no outstanding travel advances.
4. Stop allotments, as applicable.
5. Submit final payment option election (POE), as applicable.
6. Properly annotate the "S" documents with the action taken.
7. Return the "S" documents to the commanding officer for corrective action, as required.
8. Submit the "S" documents to the auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures
3. MCO P1900.16, USMC Separation and Retirement Manual (MARCORSEPMAN)
4. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.16 (CORE) AUDIT A PAY MANAGEMENT REPORT

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

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the pay management report from the pay clerk.
2. Review the report to ensure accuracy.
3. Ensure discrepancies are corrected.
4. Submit the report to the certifier for certification.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.17 (CORE) AUDIT ADJUSTMENTS TO PAY AND ALLOWANCES

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

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. JTR/JFTR
2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
3. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.18 (CORE) AUDIT SPECIAL PAYMENTS

CONDITION(S): Given special payment computations, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet access, access to Customer Information Control System (CICS), a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to payment.

PERFORMANCE STEPS:

1. Receive the "S" documents and computations from the pay clerk.
2. Audit computed entitlements for the following:
 - a. Transient/Transfer payments.
 - b. C.O. directed payments.
 - c. Reenlistment bonuses.
 - d. Lump sum leave (LSL).
 - e. Advanced pay.
 - f. Advanced Basic Allowance for Housing (BAH).
3. Verify the "S" documents.
4. Return the "S" documents to the pay clerk to include on special payroll.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.19 (CORE PLUS) AUDIT ALLOTMENTS OF PAY

CONDITION(S): Given a process bond and allotment (B&A) authorization, supporting/substantiating "S" documents, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Receive the processed B&A and "S" documents from the pay clerk.
2. Audit B&A and "S" documents.
3. Submit the B&A and "S" documents to the certifier for certification.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DFAS KC 7220.45-R, Bond and Allotment Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.20 (CORE) AUDIT DEDUCTIONS AND COLLECTIONS OF PAY

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

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Receive the "S" documents and computations from the pay clerk.
2. Utilizing the Marine Corps Total Force System (MCTFS), audit deduction and/or collection of pay computations, as required, for the following:
 - a. FITW (Federal Income Tax Withholding).
 - b. FICA (Federal Insurance Contributions Act).
 - c. SITW (State Income Tax Withholding).
 - d. SGLI (Servicemens Group Life Insurance).
 - e. Family SGLI.
 - f. Non-judicial punishment/Courts martial (NJP/CM).
 - g. Retirement home.
 - h. Dental plan.
 - i. MGIB (Montgomery G.I. Bill).
3. Verify the "S" documents.
4. Ensure discrepancies are corrected.
5. Submit the documents to the certifier for certification.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Manual for Courts-Martial

2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
3. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.21 (CORE PLUS) AUDIT A SPECIAL PAYROLL

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

STANDARD(S): To meet standards of accuracy per the reference prior to submission for payment.

PERFORMANCE STEPS:

1. Receive the "S" documents and prepared payroll from the pay clerk.
2. Verify the payroll data utilizing the "S" documents, unit diaries, and member's "T" force data when available.
3. Ensure discrepancies are corrected.
4. Authorize payment on special payroll.
5. Submit the payroll to the certifier for payment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.22 (CORE PLUS) AUDIT A DECENTRALIZED (ROUGH) REGULAR PAYROLL

CONDITION(S): Given a decentralized (ROUGH) regular payroll, direct deposit listing, suspect payment listing (SPL), supporting/substantiating (S) documents, access to an automated system with applicable software and internet access, access to Customer Information Control System (CICS), a calculator, and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for certification.

PERFORMANCE STEPS:

1. Forward the Rough Payroll, Suspect Payment Listing (SPL), NAVMC Forms 11116 [Miscellaneous Military Pay Order/Special Payment Authorization], and other documentation to the pay clerk for appropriate action.
2. Audit computations received from the pay clerk for adds, changes, and deletes to the payroll.
3. Ensure that discrepancies are corrected.
4. Submit the payroll to the certifier for certification.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.23 (CORE PLUS) AUDIT A CENTRALIZED REGULAR PAYROLL

CONDITION(S): Given a centralized regular payroll, direct deposit listing, suspect payment listing (SPL), U.S. Treasury checks, supporting/substantiating "S" documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), a calculator, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.24 (CORE) AUDIT LEAVE ENTITLEMENTS

CONDITION(S): Given adjustment to leave entitlement computations, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Audit the "S" documents and adjustments for leave balance, lump sum leave, combat leave, and/or excess leave computations from the pay clerk.
2. Ensure discrepancies are corrected.
3. Submit the "S" documents and computations to the certifier for certification.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.25 (CORE) AUDIT A WAIVER OF INDEBTEDNESS

CONDITION(S): Given a prepared waiver of indebtedness, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), a calculator, and the references

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Review the "S" documents.
2. Audit indebtedness computations.
3. Audit the notification of indebtedness (LES).
4. Ensure discrepancies are corrected.
5. Audit the waiver of indebtedness.
6. Ensure the servicing finance/disbursing officer endorsement is properly prepared.
7. Ensure liquidation of indebtedness is suspended.

8. Submit the waiver to the servicing finance/disbursing officer for signature.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.26 (CORE) AUDIT A SEPARATION/RETIREMENT DISCHARGE ACCOUNT SUMMARY

CONDITION(S): Given a prepared separation/retirement Discharge Account Summary (DAS), supporting/substantiating ("S") documents, access to the Marine Corps Automated Settlement Sheet Process (MCASSP), access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Audit the discharge account summary sheet computations paying special attention to Clothing Replacement Allowance (CRA), severance/separation payment, recoupments, combat leave, and excess leave checkages.
2. Ensure allotments are stopped, as applicable.
3. Ensure travel advances have been deducted.
4. Notify travel section if member is in overpaid status.
5. Ensure final Payment of Election (POE) is submitted, as applicable.
6. Ensure all payments have been deducted.
7. Ensure all leave periods have been accounted for or reported.
8. Ensure discrepancies are corrected.
9. Submit the "S" documents to the certifier for certification.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures
3. MCO P1900.16, USMC Separation and Retirement Manual (MARCORSEPMAN)
4. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS

TASK: 3432.02.27 (CORE) PREPARE TAX OVERLAY AND W2/W2-C

CONDITION(S): Given supporting/substantiating "S" documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), W2/W2-C On Line, a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the "S" documents from the commanding officer.
2. Review Marine Corps Total Forces System (MCTFS) to determine required action.
3. Compute applicable tax adjustments.
4. Prepare W2/W2-C.
5. Submit "S" documents, applicable tax adjustments, and W2/W2-C to auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS,W2/W2 On Line

TASK: 3432.02.28 (CORE) AUDIT TAX OVERLAY AND W2/W2-C ON LINE

CONDITION(S): Given supporting/substantiating "S" documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), W2/W2-C on line, a calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

MCO 1510.75C
15 AUG 03

1. Receive "S" documents, applicable tax adjustments, and W2/W2-C from the preparer.
2. Audit tax computations.
3. Audit W2/W2-C on line.
4. Ensure discrepancies are corrected.
5. Submit to certifier for certification/verification.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7A, Military Pay Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAINS)/MCTFS, W2/W2-C On Line

DUTY AREA 03 - TRAVEL FUNCTIONS

TASK: 3432.03.01 (CORE) COMPUTE TEMPORARY DUTY (TDY) SETTLEMENTS/ADVANCES

CONDITION(S): Given a travel voucher, basic original orders, endorsements, receipts, access to an automated system with applicable software and internet conductivity, access to Intergrated Automated Travel System (IATS), and the references.

STANDARD(S): To meet standards of accuracy per the references prior to release to the auditor for review.

PERFORMANCE STEPS:

1. Identify type of claim, active duty/reserve/DOD civilian/invitational.
2. Review basic orders, endorsements, receipts, and required copies.
3. Determine and compute allowances payable.
4. Prepare discrepancy notice.
5. Complete MCTFS checkage.
6. Release documents to the auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 4 Req By: Pvt

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO 4600.40, Goverment Travel Charge Card Program (GTCCP)
5. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
6. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAIN), Integrated Automated Travel System (IATS), Marine Corps Total Force System (MCTFS)

TASK: 3432.03.02 (CORE) COMPUTE PERMANENT CHANGE OF STATION (PCS) SETTLEMENTS/ADVANCES

CONDITION(S): Given a travel voucher, basic orders, endorsements, receipts, access to an automated system with applicable software and internet conductivity, access to Integrated Automated Travel System (IATS), access to Customer Information Control System (CICS), and the references.

STANDARD(S): To meet standards of accuracy per the references prior to release to the auditor for review.

PERFORMANCE STEPS:

1. Ensure travel voucher is accurate and complete.
2. Ensure receipt of basic orders, endorsements, receipts, and required copies.
3. Determine and compute entitlements.
4. Compute elapsed time.
5. Compute PCS advances to include independent travel/TLE/DLA with [NAVMC Form 11115](#).
6. Prepare discrepancy notice.
7. Endorse certificate in lieu of orders/[NAVMC Form 11060](#), as applicable.
8. Complete MCTFS checkage.
9. Release documents to the auditor for review.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO 4600.40, Government Travel Charge Card Program (GTCCP)
5. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
6. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAIN), Intergrated Automated Travel System (IATS), Marine Corps Total Force System (MCTFS)

TASK: 3432.03.03 (CORE) AUDIT TEMPORARY DUTY (TDY) SETTLEMENTS/ADVANCES

CONDITION(S): Given a travel voucher, basic orders, endorsements, required copies, receipts, access to an automated system with applicable software and internet conductivity, access to Integrated Automated Travel System (IATS), and the references.

STANDARD(S): To meet standards of accuracy per the references prior to release for certification.

PERFORMANCE STEPS:

1. Identify type of claim, active duty/reserve/DOD civilian/invitational.
2. Audit TDY travel advances/settlements and discrepancy notices for accuracy and completeness.
3. Ensure discrepancies are corrected.
4. Release for certification.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO 4600.40, Government Travel Charge Card Program (GTCCP)
5. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
6. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAIN), Intergrated Automated Travel System (IATS), Marine Corps Total Force System (MCTFS)

TASK: 3432.03.04 (CORE) AUDIT PERMANENT CHANGE OF STATION (PCS) SETTLEMENTS/ADVANCES

CONDITION(S): Given a travel voucher, basic orders, required copies, endorsements, receipts, access to an automated system with applicable software and internet conductivity, access to Integrated Automated Travel System (IATS), access to Customer Information Control System (CICS), and the references.

STANDARD(S): To meet standards of accuracy per the references prior to release for certification.

PERFORMANCE STEPS:

1. Audit the travel advances/settlements and discrepancy notices for accuracy and completeness.
2. Ensure discrepancies are corrected.
3. Release for certification.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO 4600.40, Government Travel Charge Card Program (GTCCP)
5. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
6. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAIN), Integrated Automated Travel System (IATS), Marine Corps Total Force System (MCTFS)

TASK: 3432.03.06 (CORE PLUS) MAINTAIN SEPARATION SUSPENSE FILE

CONDITION(S): Given a [NAVMC Form 11060](#) [Separation/Travel Pay Certificate], travel advance voucher, proper mailing address, access to an automated system with applicable software and internet conductivity, access to Integrated Automated Travel System (IATS), access to Customer Information Control System (CICS), and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Review documents.
2. Verify date of separation.
3. Verify member is not in an overpaid status or has an outstanding travel advance.
4. Upon receipt of final travel settlement, remove all of members documents from the suspense file.
5. Forward unsettled documents to DFAS-KC under cover letter within allotted time frame.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: PFC

REFERENCE(S):

1. DOD FMR, VOL. 9, Travel Policy and Procedures
2. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAIN), Integrated Automated Travel System (IATS), Marine Corps Total Force System (MCTFS)

TASK: 3432.03.07 (CORE PLUS) COMPUTE CIVILIAN PERMANENT CHANGE OF STATION (PCS)
SETTLEMENTS/ADVANCES

CONDITION(S): Given a [DD Form 1351-2](#) (Travel Voucher), [DD Form 1614](#), basic orders, endorsements, receipts, access to an automated system with applicable software and internet conductivity, access to Integrated Automated Travel System (IATS), and the references.

STANDARD(S): To meet standards of accuracy per the references prior to release to the auditor for review.

PERFORMANCE STEPS:

1. Ensure receipt of basic orders, endorsements, receipts, and required copies.
2. Determine and compute payable relocation allowances.
3. Determine and compute relocation income tax allowance.
4. Process RITA claims for taxes.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAIN), Integrated Automated Travel System (IATS), and Marine Corps Total Force System (MCTFS)

DUTY AREA 04 - FISCAL FUNCTIONS

TASK: 3432.04.01 (CORE PLUS) PREPARE DAILY STATEMENT OF ACCOUNTABILITY

CONDITION(S): Given a balance sheet, supporting/substantiating ("S") documents, access to an automated system with applicable software and internet access, access to Form Flow, a calculator, and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for audit.

PERFORMANCE STEPS:

1. Ensure all supporting documents are enclosed/available.
2. Prepare daily statement of accountability.
3. Ensure discrepancies are corrected.
4. Submit the daily statement of accountability for audit.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAIN)

TASK: 3432.04.02 (CORE PLUS) PROCESS EXCHANGE FOR CASH CHECK

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

STANDARD(S): To meet standards of accuracy per the reference prior to submission for audit.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
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TASK: 3432.04.03 (CORE PLUS) PROCESS CHECKS FOR DISTRIBUTION

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

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
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TASK: 3432.04.04 (CORE PLUS) PROCESS DEPOSIT TICKETS

CONDITION(S): Given checks for deposit, SF 215 Deposit Ticket, a calculator, a typewriter, access to a copier, and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for audit.

PERFORMANCE STEPS:

1. Run two tapes on negotiable instruments.
2. Endorse checks.
3. Make one copy of all checks.
4. Type deposit tickets.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
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TASK: 3432.04.05 (CORE PLUS) PREPARE CHECKS

CONDITION(S): Given source documents, blank checks, FMF-End User Computer Equipment (EUCE), typewriter or personal computer, and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for signature.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
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TASK: 3432.04.06 (CORE PLUS) PREPARE COLLECTION VOUCHERS

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

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 2 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.07 (CORE PLUS) PREPARE [STANDARD FORM \(SF\) 1080](#)

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

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Determine the appropriation data to be charged or credited.
2. Prepare the SF 1080.
3. Submit the SF 1080 for audit.
4. Correct discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.08 (CORE PLUS) PROCESS DISBURSING VOUCHER INTO AUTOMATED SYSTEM

CONDITION(S): Given source documents, access to Standard Accounting, Budgeting, and Reporting System (SABRS), and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Access SABRS Expenditure and Collection (E&C) database.
2. Input source data.
3. Verify data input for errors.
4. Correct discrepancies.
5. Submit for audit.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Pvt

REFERENCE(S):

1. SABRS User's Manual
-

TASK: 3432.04.09 (CORE PLUS) PREPARE FINANCIAL RETURNS

CONDITION(S): Given financial returns and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.10 (CORE PLUS) PREPARE PUBLIC VOUCHER

CONDITION(S): Given a vendor's bill, a calculator, valid contract, receiving endorsement, invoice, typewriter or personal computer with access to Form Flow, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Review appropriate documents.
2. Calculate payments.
3. Prepare voucher for audit.
4. Submit to the auditor for review.

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.11 (CORE PLUS) PREPARE DISBURSING VOUCHER LOGS

CONDITION(S): Given source documents, blank log book, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Input Disbursing Officer's voucher (DOV) numbers into the log book.
2. Assign DOV number to respective vouchers.
3. Transcribe voucher data to corresponding number in DOV log.

INITIAL TRAINING SETTING: MOJT Sustainment: 2 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.12 (CORE) AUDIT COLLECTION VOUCHERS

CONDITION(S): Given DD Forms 1131 [Cash Collection Vouchers] and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Audit the [DD Form 1131](#).
2. Ensure discrepancies are corrected.
3. Obtain Collection Voucher (CV) number.
4. Submit the collection vouchers to the certifier for certification.

INITIAL TRAINING SETTING: FLC Sustainment: 4 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. DOD FMR, VOL. 5, Disbursing Policy and Procedures
 3. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
-

TASK: 3432.04.13 (CORE) AUDIT DEPOSIT TICKETS

CONDITION(S): Given a deposit ticket (SF 215) and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for deposit.

PERFORMANCE STEPS:

1. Ensure negotiable instruments are enclosed.
2. Audit endorsement of checks.
3. Audit record of the checks.
4. Audit amount of the deposit.
5. Audit the deposit ticket and its preparation.
6. Audit the distribution process.
7. Ensure discrepancies are corrected.
8. Submit deposit ticket.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.14 (CORE PLUS) MAINTAIN CUSTODY AND CONTROL OF CHECKS

CONDITION(S): Given source documents, abstracts, prepared checks, a secure area, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for signature.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 2 Req By: SSgt

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
 2. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.15 (CORE) AUDIT DAILY STATEMENT OF ACCOUNTABILITY

CONDITION(S): Given a daily statement of accountability, supporting/substantiating (S) documents, a calculator, and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for certification.

PERFORMANCE STEPS:

1. Ensure all supporting documents are available/enclosed.
2. Audit data on daily statement of accountability.
3. Ensure discrepancies are corrected.
4. Submit daily statement of accountability to the certifier for certification.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.16 (CORE) AUDIT FINANCIAL RETURNS

CONDITION(S): Given the monthly financial returns and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for certification.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.17 (CORE) AUDIT PUBLIC VOUCHERS

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

STANDARD(S): To meet standards of accuracy per the reference prior to submission for certification and payment.

PERFORMANCE STEPS:

1. Review appropriate documents.
2. Audit payment computations.
3. Audit payment date.
4. Ensure discrepancies are corrected.
5. Obtain voucher number.
6. Submit the public voucher to the certifier for certification.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.18 (CORE) AUDIT STANDARD FORM (SF) 1080

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

STANDARD(S): To meet standards of accuracy per the reference prior to submission for certification.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.19 (CORE PLUS) MAINTAIN ON-LINE TREASURY REPORTS

CONDITION(S): Given source documents, access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.20 (CORE) MAINTAIN SUSPENSE ACCOUNTS

CONDITION(S): Given a suspense account report (monthly), source documents, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Review suspense account.
2. Compare suspense account report to source documents.
3. Reconcile items on report for removal.
4. Balance suspense account.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: SSgt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.21 (CORE PLUS) PROCESS UNAVAILABLE/RECERTIFIED CHECKS

MCO 1510.75C
15 AUG 03

CONDITION(S): Given source documents, SF 1184, access to an automated system with applicable software and internet conductivity, access to DITSO-Denver, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 9 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.22 (CORE) AUDIT UNAVAILABLE/RECERTIFIED CHECKS

CONDITION(S): Given source documents, SF 1184, access to an automated system with applicable software and internet conductivity, access to DITSO-Denver, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.23 (CORE PLUS) PREPARE COMMENCEMENT OF DISBURSING DUTY/AGENT

CONDITION(S): Given source documents, typewriter/personal computer, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

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

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
-

TASK: 3432.04.24 (CORE PLUS) PROCESS TRAVEL VOUCHERS

CONDITION(S): Given certified travel vouchers, block of treasury checks, access to an automated system with applicable software and internet conductivity, access to Electronic Funds Transfer (EFT), and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Input source data into check producing/EFT system.
2. Transfer data to DFAS-KC and await confirmation of receipt.
3. Print reports and deliver to travel section.
4. Distribute vouchers.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
2. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

ADMINISTRATIVE INSTRUCTIONS: Computer Training (COMTRAIN), Fed Line

TASK: 3432.04.25 (CORE PLUS) AUDIT DISBURSING VOUCHER LOGS

CONDITION(S): Given disbursing voucher logs and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

MCO 1510.75C
15 AUG 03

PERFORMANCE STEPS:

1. Obtain logbook from clerk.
2. Verify voucher to assigned entries.
3. Monitor number assignments.

INITIAL TRAINING SETTING: MOJT Sustainment: 2 Req By: SSgt

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

MOS 3441, NAF AUDIT TECHNICIAN

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3441.01.01 (CORE PLUS) PREPARE ANNUAL AUDIT RELATED BUDGET(S)

CONDITION(S): Given the requirement to prepare an audit, training, and/or operations and maintenance budget(s), guidance from higher headquarters, annual audit plan, transportation costs, required information concerning the activities to be audited, training plan, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Review budget guidance from higher headquarters.
2. Assist the regional director in preparing an audit budget.
 - a. Review the annual audit plan.
 - b. Determine which audits will incur direct costs.
 - c. Compute per diem, transportation, and other miscellaneous cost for each engagement based on the forecasted audit staff required.
3. Assist the regional director in preparing a training budget.
 - a. Review the annual training plan.
 - b. Determine the source and cost of available training that will support the training plan/requirements.
 - c. Compute per diem, transportation, and other miscellaneous cost for each training evolution.
4. Prepare an operations and maintenance budget.
 - a. Review previous actual to budget performance.
 - b. Validate current and future requirements.
5. Assist in preparation of budget submission(s) in the prescribed format.
6. Assist Regional Director (RD) in budget(s) submission to higher headquarters for approval.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. JTR/JFTR
2. MCNAFAS Audit Policy Manual

3. MCNAFAS Audit Procedures Manual
 4. MCO P7100.8, Field Budget Guidance Manual
-

TASK: 3441.01.02 (CORE PLUS) MAINTAIN AN ANNUAL MAN-HOUR BUDGET

CONDITION(S): Given the annual audit plan, forecasted staff levels, annual training plan/budget, and the references.

STANDARD(S): To monitor Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS) man-hour resources per the references.

PERFORMANCE STEPS:

1. Review current and past years actual man-hours to budgeted man-hours as a basis for preparing the new budget.
2. Compute total man-hours available for the coming year based on the forecasted staffing levels.
3. Allocate direct audit time based on the annual audit plan.
4. Allocate indirect audit time based on the annual training plan/budget and other administrative consideration.
5. Prepare the budget in the prescribed format.
6. Ensure all MCNAFAS personnel time is accounted for on a daily basis.
7. Ensure that a quarterly analysis is conducted to determine direct and indirect time spent to assist the Director in audit modifications.
8. Submit a report in the prescribed format to the Director, MCNAFAS containing the actual audit hours expended no later than the 15th of the month following the fiscal year end.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCNAFAS Audit Policy Manual
 2. MCNAFAS Audit Procedures Manual
-

TASK: 3441.01.03 (CORE PLUS) PREPARE AN ANNUAL AUDIT PLAN

CONDITION(S): Given the requirement to prepare an annual audit plan, audit inventory and frequency criteria, forecasted audit staff levels, results of past audits, access to automated system and audit planning applications, and the reference.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Determine audit requirements for each activity.
2. Determine type of audit required based on past audits and current audit cycle.
3. Select activities, programs or functional areas to be audited based on results of previous audits, risk, materiality, and other considerations.
4. Schedule audits for the year based on forecasted staffing levels.
5. Prepare the audit plan utilizing the format prescribed by the references.
6. Prepare the audit plan, along with TAD and man-hour budgets, for submission to Director, MCNAFAS for approval by 30 June of each year.
7. Monitor the audit plan and submit revisions as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCNAFAS Audit Policy Manual
 2. MCNAFAS Audit Procedures Manual
 3. MCO 7510.2, Internal Audit of Non-Appropriated Fund Institutions (NAFI) by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)
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TASK: 3441.01.04 (CORE PLUS) PERFORM THE DUTIES OF AN AUDIT CHIEF

CONDITION(S): Given assignment as an audit chief, audit staff, and the references.

STANDARD(S): To assist in the accomplishments of audits per the references.

PERFORMANCE STEPS:

1. Execute audit programs as directed by the audit supervisor.
2. Supervise the conduct of the audit.
3. Review working papers to ensure adequacy of coverage during the conduct of the audit.
4. Assist in preparing/reviewing draft reports, as directed.
5. Provide audit supervisor with input for audit staff training.
6. Ensure audit training is accomplished.
7. Provide input for performance evaluations of staff auditors.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. MCNAFAS Audit Policy Manual
 2. MCNAFAS Audit Procedures Manual
-

TASK: 3441.01.05 (CORE PLUS) MANAGE DAILY OPERATION OF MCNAFAS REGIONAL OFFICE

CONDITION(S): Given the assignment of Regional Office NCOIC, a region staff, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Assist the Regional Director in preparing audit plans and budgets.
2. Brief the Regional Director on all areas of operation.
3. Review working papers and draft reports to ensure compliance with quality control standards.
4. Maintain the status of and advise the Regional Director on all draft reports to the audited activities and the timeliness of the responses.
5. Ensure the proper preparation of final audit reports and timely submission to the audited activity and Director, MCNAFAS.
6. Assist the regional director in establishing and maintaining the training plan.
7. Review and route all incoming correspondence and maintain the regional office library.
8. Manage Government travel charge card program and act as primary custodian.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCNAFAS Audit Policy Manual
2. MCNAFAS Audit Procedures Manual

DUTY AREA 02 - AUDIT FUNCTIONS

TASK: 3441.02.01 (CORE PLUS) PLAN AN AUDIT

CONDITION(S): Given the requirement to conduct a financial, program results, and/or performance audit, management assistance, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Determine the scope of the audit.
2. Determine available time and personnel (manpower and qualifications).
3. Notify the activity to be audited of upcoming audit.
4. Set specific cutoff dates for performing key audit procedures (i.e., bank confirmation, inventory observations, circulations, etc.).
5. Determine follow-up work from previous audits.
6. Prepare and submit a request to the activity to furnish the required preliminary information.
7. Arrange entrance briefs.
8. Assemble resources required to accomplish audit.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. Government Auditing Standards
2. MCNAFAS Audit Policy Manual
3. MCNAFAS Audit Procedures Manual

TASK: 3441.02.02 (CORE PLUS) CONDUCT A PRE-AUDIT SURVEY

CONDITION(S): Given the requirement to conduct a financial, program results, and/or performance audit, management assistance, required audited activity financial data and internal policy letters, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Gather background information on the activity to be audited.
2. Familiarize yourself with the required operational procedures.

3. Visit the audit site and assess the adequacy and effectiveness of internal controls.
4. Examine the control of automated systems to determine the validity of the information.
5. Conduct an analytical review of the activity's financial data to identify any vulnerabilities and potential problem areas.
6. Ensure that all audit work is adequately documented in the working papers.
7. Establish or redefine audit objectives and scope of work, as required.
8. Determine resources required to conduct the audit.
9. Prepare and submit a letter notifying the activity's director of the purpose, scope, and time period of the audit.
10. Conduct follow-up on previously reported audit findings and recommendations to determine management's corrective action and responsiveness to audit comments.
11. Assist in the development of an audit program to achieve the planned audit objectives based upon the purpose and scope of the audit and the specific audit procedures to be used.
12. Update permanent files.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Generally Accepted Accounting Principles (GAAP)
2. Government Auditing Standards
3. MCNAFAS Audit Guides and Programs
4. MCNAFAS Audit Policy Manual
5. MCNAFAS Audit Procedures Manual
6. MCO 7510.2, Internal Audit of Non-Appropriated Fund Institutions (NAFI) by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)

TASK: 3441.02.03 (CORE PLUS) CONDUCT AN AUDIT

CONDITION(S): Given the requirement to conduct a financial, program results, and/or performance audit, management assistance, activity's financial records and business papers, access to automated system and appropriate applications, required forms and working papers, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Conduct substantive tests based on the presurvey sampling plan.
2. Analyze results of substantive tests.
3. Consider the materiality and effect to the financial statements of all deficiencies identified.
4. Ensure that all audit work is adequately documented in the working papers.
5. Thoroughly analyze audit results and develop findings to include condition, cause, criteria, effect, and recommended corrective action.
6. Identify potential monetary benefits saved by corrective action, as applicable.
7. Present verbal briefs, as required, throughout the audit to bring about quick responsive action to findings as they are found.
8. Schedule exit briefs of key activity personnel.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Applicable Generally Accepted Accounting Principles (GAAP)
2. Government Auditing Standards
3. MCNAFAS Audit Guides and Programs
4. MCNAFAS Audit Policy Manual
5. MCNAFAS Audit Procedures Manual
6. MCO 7510.2, Internal Audit of Non-Appropriated Fund Institutions (NAFI) by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)

TASK: 3441.02.04 (CORE PLUS) PERFORM POST-AUDIT WORK

CONDITION(S): Given audit working papers containing the results of audit work accomplished to date and the references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Review audit working papers to ensure they are accurate, sufficient, competent, and relevant evidence to support conclusions and meet objectives.
2. Prepare a draft of the applicable audit report(s), using appropriate format, content, and cross-references, for submission to the Regional Director.

3. Conduct a quality assurance review.
4. Deliver the draft report(s) to the audited activity for comments.
5. Review command comments.
6. Resolve any disagreements.
7. Assist in the preparation of final report(s) with applicable activity comments.
8. Distribute copies of the report(s), as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. Applicable Generally Accepted Accounting Principles (GAAP)
2. Government Auditing Standards
3. MCNAFAS Audit Guides and Programs
4. MCNAFAS Audit Policy Manual
5. MCNAFAS Audit Procedures Manual
6. MCO 7510.2, Internal Audit of Non-Appropriated Fund Institutions (NAFI) by Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS)

MOS 3451, FISCAL/BUDGET TECHNICIAN

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3451.01.01 (CORE PLUS) MAINTAIN CORRESPONDENCE FILES AND DIRECTIVES

CONDITION(S): Given file folders, labels, list of applicable standard subject identification codes, correspondence, reports, messages, records to be maintained, and the references.

STANDARD(S): To provide for storage and retrieval of information per the references.

PERFORMANCE STEPS:

1. Establish file folders by SSIC sequence.
2. Maintain correspondence files by fiscal year.
3. File messages in date time group sequence.
4. Maintain all required publications.
5. Maintain historical data files.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. MCO 5210.11, Records Management Program
2. MCO P5215.17, The USMC Technical Publications System
3. SECNAVINST 5210.11, DoN Standard Subject Identification Codes
4. SECNAVINST P5216.5, DoN Correspondence Manual

DUTY AREA 02 - FISCAL FUNCTIONS

TASK: 3451.02.01 (CORE) EMPLOY AUTOMATED ACCOUNTING SYSTEM

CONDITION(S): Given access to an automated system with applicable software and internet conductivity, access to Customer Information Control System (CICS), and the references.

STANDARD(S): To accomplish accounting functions per the references.

PERFORMANCE STEPS:

1. Access automated system.
2. Access Customer Information Control System (CICS).
3. Choose appropriate application.
4. Choose appropriate subsystem.
5. Input data as required.
6. Exit automated system.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures
2. SABRS User's Manual

TASK: 3451.02.02 (CORE) EMPLOY AUTOMATED REPORTS DISTRIBUTION SYSTEM

CONDITION(S): Given access to an automated system with applicable software and internet conductivity and the references.

STANDARD(S): To generate financial reports per the references.

PERFORMANCE STEPS:

1. Access automated reports distribution system.
2. Choose appropriate financial report.
3. Review financial report.
4. Print financial report.
5. Save data as required.
6. Exit automated system.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures
2. Local System User's Manual(s)

ADMINISTRATIVE INSTRUCTIONS: Computer training for INFOPAC and SMARTS.

TASK: 3451.02.03 (CORE) MANAGE MARINE CORPS/NON-MARINE CORPS APPROPRIATIONS

CONDITION(S): Given Marine Corps and non-Marine Corps appropriations, access to an automated system with applicable software, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Receive funding authorization.
2. Identify appropriate accounts.
3. Process funding authorization.
4. Establish accounting/reporting procedures.
5. Monitor execution.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 2. DOD FMR, VOL. 12, Special Accounts, Funds, and Programs
 3. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
-

TASK: 3451.02.04 (CORE) VALIDATE OUTSTANDING OBLIGATIONS/ADVANCES

CONDITION(S): Given accounting source documents, outstanding obligations, advance listings, access to an automated system with applicable software, and the references.

STANDARD(S): To ensure only valid transactions reside in the accounting system per the references.

PERFORMANCE STEPS:

1. Review the outstanding obligations/advances listing.

2. Annotate the outstanding obligations/advances listing with appropriate action to be taken.
3. Take the required corrective action, per annotated listing.
4. Submit the completed outstanding obligations/advances listing and supporting documents to the appropriate activities.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures
2. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
3. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3451.02.06 (CORE) CONSTRUCT A LINE OF ACCOUNTING (LOA)

CONDITION(S): Given a requirement to construct a Line of Accounting (LOA) and the references.

STANDARD(S): To ensure funds are obligated against the proper appropriation per the references.

PERFORMANCE STEPS:

1. Determine the correct appropriation to be used.
2. Construct a line of accounting using the correct data element.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. DOD INST 7000 Series Publications
2. SABRS User's Manual
3. MCO 7301R.65, Fund Code System
4. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
5. MCO P7300.8, Marine Corps Financial Accounting Manual

TASK: 3451.02.07 (CORE) PROCESS SOURCE DOCUMENTS

CONDITION(S): Given source documents, access to an automated system with applicable software and internet conductivity, access to an automated accounting system, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the source documents.
2. Verify the essential accounting information on the supporting documentation is correct.
3. Select the appropriate Document Identifier Code.
4. Input the source documents into the automated accounting system.
5. Verify output for accuracy.
6. Provide technical assistance to external agencies.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. SABRS User's Manual
2. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
3. MCO P4200.15, USMC Purchasing Procedures Manual
4. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
5. MCO P7300.8, Marine Corps Financial Accounting Manual
6. UM 4400-124, FMF SASSY Using Unit Procedures

TASK: 3451.02.08 (CORE) PREPARE AN EXPENDITURE/COLLECTION SOURCE DOCUMENT

CONDITION(S): Given the requirement to prepare an expenditure/collection source document, access to an automated system with applicable software, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to certification and payment.

PERFORMANCE STEPS:

1. Verify the obligation/receipt document.
2. Determine the appropriate action required.

3. Verify or construct the line of accounting data and/or financial information pointer.
4. Prepare the appropriate expenditure/collection source document.
5. Prepare certification statement, if applicable.
6. Submit the expenditure/collection source document to the certifying officer for signature.
7. Forward the certified expenditure/collection source document to the appropriate paying activity.
8. Provide technical assistance to external agencies.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. DOD INST 7000 Series Publications
 2. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 3. MCO P4200.15, USMC Purchasing Procedures Manual
 4. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
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TASK: 3451.02.09 (CORE) CORRECT ERROR TRANSACTIONS

CONDITION(S): Given an error report, access to an automated system with applicable software and internet conductivity, access to an automated accounting system, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Identify the error for each transaction.
2. Correct the error.
3. Verify the correction on the next accounting cycle.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. SABRS User's Manual
2. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)

3. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3451.02.12 (CORE) RECONCILE UNMATCHED/REJECTED DISBURSEMENT

CONDITION(S): Given unmatched/rejected expenditure listings, expenditure/collection documents, access to an automated system with applicable software and internet conductivity, access to an accounting system, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Identify the error for each transaction.
2. Determine corrective action necessary to resolve unmatched/rejected transactions.
3. Correct transactions.
4. Verify the correction posted.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. SABRS User's Manual
 2. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 3. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
-

TASK: 3451.02.13 (CORE) RECONCILE BUDGET EXECUTION ACTIVITY/FUND ADMINISTRATOR RECORDS

CONDITION(S): Given budget execution activity/fund administrator records, required reports, required source documents, access to an automated system with applicable software and internet conductivity, access to an automated accounting system, and the references.

STANDARD(S): To ensure all transactions are processed per the references.

PERFORMANCE STEPS:

1. Review the reports to ensure source documents have correctly posted to the official accounting records.
2. Verify adjustments to the budget execution activity/fund administrator records.

3. Take corrective action of budget execution activity/fund administrator reconciliation results.
4. Reconcile spending subsystems to budget execution.
5. Compute the remaining obligation authority for the budget execution activity/fund administrator.
6. Prepare the budget execution activity/fund administrator reconciliation report.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures
2. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
3. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3451.02.14 (CORE) ESTABLISH A REIMBURSABLE ACCOUNT

CONDITION(S): Given an accepted reimbursable source document, required local forms, access to an automated system with applicable software and internet conductivity, access to an automated accounting system, and the references.

STANDARD(S): To ensure all transactions are processed per the references.

PERFORMANCE STEPS:

1. Receive the accepted reimbursable document authorizing the establishment of a reimbursable account.
2. Verify the accounting data contained in the document.
3. Assign the appropriate code/numbering information.
4. Process the reimbursable source document into the accounting system.
5. Ensure the reimbursable data is correctly entered in the accounting system to capture cost data.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. DoN Financial Management Policy Manual (FMPM)
2. Local Standing Operating Procedures
3. SABRS User's Manual

4. DOD FMR, VOL. 11, Reimbursable Operations, Policy, and Procedures
 5. DOD FMR, VOL. 14, Administrative Control of Funds and Antideficiency Act Violations
 6. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
 7. MCO P7300.8, Marine Corps Financial Accounting Manual
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TASK: 3451.02.15 (CORE) UPDATE LOCAL TABLES

CONDITION(S): Given accounting classification code data, functional data elements, organizational data elements, access to an automated system with applicable software and internet conductivity, access to an automated system, and the references.

STANDARD(S): To reflect all changes by requesting activities per the references.

PERFORMANCE STEPS:

1. Verify the accounting data for input.
2. Determine the tables that require update.
3. Input the required information to the appropriate tables.
4. Validate the data element table output.
5. Correct discrepancies.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. SABRS User's Manual
 2. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 3. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
 4. MCO P7300.8, Marine Corps Financial Accounting Manual
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TASK: 3451.02.16 (CORE) RECONCILE REIMBURSABLE ACCOUNTS

CONDITION(S): Given reimbursable source documents, required reports, required accounting forms, access to an automated system with applicable software and internet conductivity, access to an automated accounting system, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Verify authorization amounts.
2. Verify obligated amounts.
3. Verify expensed accounts.
4. Verify liquidated amounts.
5. Verify accounts receivable and accounts receivable unbilled amounts.
6. Verify funds collected amounts.
7. Ensure discrepancies are corrected.
8. Prepare requests for funding increase/withdrawals from the grantor.
9. Forward audited status of funds and requests for funding increase/withdrawal for signature/distribution.
10. Request a reimbursable trail bill.
11. Review the trail billings for the account.
12. Execute the reimbursable customer bill option.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures
2. SABRS User's Manual
3. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3451.02.19 (CORE PLUS) MONITOR FINANCIAL OPERATIONS

CONDITION(S): Given assignment as fiscal chief, access to an automated system with applicable software and internet conductivity, access to an automated accounting system, and the references.

STANDARD(S): To support the accomplishment of tasks assigned to the fiscal office per the references.

PERFORMANCE STEPS:

1. Monitor correction of error reports.
2. Monitor the processing of source documents.

3. Monitor budget execution activity/fund administrator reconciliation.
4. Monitor reimbursable accounts.
5. Monitor accounting systems data element tables.
6. Monitor accounting reports.
7. Evaluate interservice support agreements.
8. Evaluate memorandum of agreements.
9. Evaluate memorandum of understandings.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. Local Standing Operating Procedures
2. USMC 7100 Series Publications
3. DOD FMR, VOL. 1, General Financial Management Information, Systems, and Requirements
4. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3451.02.20 (CORE PLUS) PROCESS SUSPENDED PREVALIDATION TRANSACTIONS

CONDITION(S): Given access to on-line prevalidation system, reports, and the reference.

STANDARD(S): To ensure posting per the reference within 24 hours of notification.

PERFORMANCE STEPS:

1. Access prevalidation system.
2. Notify subordinate command of suspended payment.
3. Review correction submitted by the subordinate command.
4. Submit action request response.
5. Validate corrected postings to accounting system.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. On-line Prevalidation of Payment to Unliquidated Obligation System Manual

TASK: 3451.02.21 (CORE) CONSTRUCT A DOCUMENT NUMBER

CONDITION(S): Given the requirement to construct a document number and the references.

STANDARD(S): To ensure transaction identification in accordance with the references.

PERFORMANCE STEPS:

1. Select appropriate type of document number.
2. Construct a Standard Document Number.
3. Construct a Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. MCO P4200.15, USMC Purchasing Procedures Manual
 2. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
 3. UM 4400-124, FMF SASSY Using Unit Procedures
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TASK: 3451.02.22 (CORE) DETERMINE THE APPROPRIATE DATA ELEMENTS

CONDITION(S): Given the requirement to assign accounting data elements to a financial transaction and the references.

STANDARD(S): To ensure transactions are correctly recorded in accordance with the references.

PERFORMANCE STEPS:

1. Determine the chargeable appropriation.
2. Construct a Financial Information Pointer (FIP) for appropriations 1106 and 1107.
3. Select required data elements for all other appropriations.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. SABRS User's Manual
 2. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
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TASK: 3451.02.23 (CORE PLUS) PERFORM ACCOUNTING FUNCTIONS FOR CIVILIAN LABOR

CONDITION(S): Given access to an automated system with applicable software, access to an automated accounting system, and the references.

STANDARD(S): To ensure standards of accuracy are met per the references.

PERFORMANCE STEPS:

1. Establish new employee records.
2. Update employee records, as required.
3. Input labor exceptions.
4. Correct labor adjustment errors.
5. Balance labor reports.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. SABRS User's Manual
2. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
3. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

DUTY AREA 03 - BUDGET FUNCTIONS

TASK: 3451.03.01 (CORE PLUS) DEVELOP A PROGRAM OBJECTIVE MEMORANDUM (POM)

CONDITION(S): Given POM guidance, unit historical data, current long-range plan, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To support the mission requirements per the references.

PERFORMANCE STEPS:

1. Review POM guidance from higher headquarters.
2. Prepare and distribute local guidance for preparation of the POM.
3. Validate input received against POM limitations.
4. Consolidate subordinate unit input.
5. Prepare draft POM exhibits.
6. Submit draft POM to the commander.
7. Prepare approved POM for signature.
8. Forward signed POM to the appropriate activity.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCBUL 7100, Current version
2. MCO P7100.8, Field Budget Guidance Manual

ADMINISTRATIVE INSTRUCTIONS: The POM process is an incremental step in the planning, programming, budgeting, and execution system.

TASK: 3451.03.02 (CORE) DEVELOP AN OPERATING BUDGET

CONDITION(S): Given budget guidance, access to an automated system with applicable software, access to a budget formulation system, and the references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Review budget guidance from higher headquarters.
2. Prepare and distribute local guidance for preparation of field budget input.
3. Review subordinate unit field budget input.

4. Load budget records into budget formulation system.
5. Print management reports and special exhibits.
6. Review budget reports and exhibits for accuracy.
7. Submit operating budget for signature.
8. Forward the signed operating budget to higher headquarters.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Budget Formulation Subsystem User's Manual
2. DOD FMR, VOL. 12, Special Accounts, Funds, and Programs
3. MCBUL 7100, Current version
4. MCO P7100.8, Field Budget Guidance Manual
5. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

TASK: 3451.03.03 (CORE PLUS) EXECUTE A FINANCIAL PLAN

CONDITION(S): Provided a budget authorization from higher headquarters, budget working papers from subordinate commands, access to an automated system with applicable software and internet conductivity, access to an accounting system, and the references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Receive authorization from higher headquarters.
2. Review/Analyze subordinate command's budget submissions.
3. Assign budget ceilings.
4. Prepare letters of authorization.
5. Distribute authorizations in accounting system.
6. Review budget execution reports.
7. Monitor obligation rates.
8. Realign authorization, as required.
9. Develop a prioritized list of initiatives.

MCO 1510.75C
15 AUG 03

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DoN Financial Management Policy Manual (FMPM)
 2. Local Standing Operating Procedures
 3. DOD FMR, VOL. 2, Budget Formulation and Presentation
 4. MCO P7100.8, Field Budget Guidance Manual
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TASK: 3451.03.04 (CORE PLUS) EXECUTE FISCAL YEAR CLOSEOUT

CONDITION(S): Given a financial plan, closeout guidance, access to an automated system with applicable software and internet conductivity, access to an accounting system, and the references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Review closeout guidance from higher headquarters.
2. Prepare a plan of action and milestones per the guidance received from higher headquarters.
3. Prepare and redistribute local fiscal year closeout guidance based upon the plan of action and milestones.
4. Monitor the execution of the fiscal year closeout.
5. Prepare and forward required reports to the appropriate activities.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Local Standing Operating Procedures
 2. DOD 7000.14R, DOD Financial Management Regulations (DOD FMR series)
 3. MCBUL 7100, Current version
 4. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual
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TASK: 3451.03.05 (CORE PLUS) MONITOR THE STATUS OF PRIOR FISCAL YEAR APPROPRIATIONS

CONDITION(S): Given prior fiscal year appropriations, access to an automated system with applicable software and internet conductivity, access to an accounting system, and the references.

STANDARD(S): To ensure reduction/reversion goals are accomplished per the references.

PERFORMANCE STEPS:

1. Monitor unliquidated obligation reduction goals.
2. Monitor prior year balances.
3. Prepare required reports.
4. Maintain prior fiscal year records, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DoN Financial Management Policy Manual (FMPM)
2. Local Standing Operating Procedures
3. NAVCOMPT Manual, Volume II
4. DOD FMR, VOL. 12, Special Accounts, Funds, and Programs
5. DOD FMR, VOL. 2, Budget Formulation and Presentation

TASK: 3451.03.06 (CORE PLUS) PROCESS ALLOCATIONS

CONDITION(S): Given an allocation requirement, access to an automated system with applicable software and internet conductivity, access to an accounting system, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Identify customer and provider Financial Information Pointers.
2. Determine costs to be credited and debited.
3. Input allocations into accounting system.
4. Review output.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures

MCO 1510.75C
15 AUG 03

2. SABRS Allocation User's Manual

3. MCO P7300.21, Marine Corps Financial Execution Standard Operating Procedure Manual

DUTY AREA 04 - RESOURCE, EVALUATION, AND ANALYSIS (RE&A) FUNCTIONS

TASK: 3451.04.01 (CORE PLUS) COORDINATE AN AUDIT BY AN EXTERNAL AGENCY

CONDITION(S): Given the assignment as command audit coordinator, notification of a unit audit by an external agency, proposed audit schedule, a list of command staff sections and subordinate units to be audited, point of contact from the auditing agency, and the reference.

STANDARD(S): To meet standards for command compliance per the reference.

PERFORMANCE STEPS:

1. Publish and distribute an audit schedule and any schedule changes to all units involved.
2. Schedule conferences, as required.
3. Monitor the conduct of the audit.
4. Ensure staff sections/subordinate units review utilization draft, as required.
5. Report the daily progress of the audit, as required.
6. Attend all debriefs.
7. Verify any identified cost savings.
8. Coordinate preparation of the command response within the required time frames.
9. Ensure nonconcurrency with recommendations is properly recorded.
10. Conduct follow-up to ensure applicable recommendations are implemented.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. MCO 7510.3, Command Attention/Audit Rep NAFIs/MCNAFA
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TASK: 3451.04.02 (CORE PLUS) MAINTAIN AN INTERNAL MANAGEMENT CONTROL PROGRAM

CONDITION(S): Given the requirement to establish/maintain an internal management control program and the reference.

STANDARD(S): To ensure quality assurance procedures are followed per the reference.

PERFORMANCE STEPS:

1. Assign responsibility.
2. Compile list of assessable units.

3. Ensure that responsible managers perform management control evaluations.
4. Collect/Compile completed vulnerability assessment forms and internal control reviews.
5. Develop command's annual internal control plan.
6. Ensure management control reviews/alternating management control reviews are conducted.
7. Submit required report.
8. Ensure quality assurance program is established.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO 5200.24, Marine Corps Internal Management Control Program
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TASK: 3451.04.03 (CORE PLUS) CONDUCT FINANCIAL ASSISTANCE VISITS/INSPECTIONS

CONDITION(S): Given the requirement to conduct a financial assistance visit/inspection, inspection checklist, access to financial records, source documents, access to an automated system with applicable software, and the references.

STANDARD(S): To meet standards for command compliance per the references.

PERFORMANCE STEPS:

1. Plan/Schedule assistance visit/inspection.
2. Conduct preevaluation survey.
3. Conduct inbrief.
4. Conduct evaluation using prescribed checklist.
5. Conduct outbrief.
6. Prepare report.
7. Conduct follow-up as necessary.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: SSgt

REFERENCE(S):

1. Local Standing Operating Procedures
2. MCO 7540.2, Resource Evaluation and Analysis

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS BY SPECIFIC CATEGORY (MOJT, DL, PST)

1. This enclosure summarizes the Individual Training Standards (ITS) according to three categories:

Appendix A: ITSS Trained via Managed On-The-Job Training (MOJT)

Appendix B: ITSS Supported by Distance Learning (DL) Products

Appendix C: ITSS Supported by Performance Support Tools (PST)

2. If no information is applicable to a category, the appendix will include a statement to that effect.

3. Format. The columns in each appendix are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. CORE. An "X" appears in this column when the task is designated as a "core" task required to "make" a Marine or qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("core plus") task that is mission, grade, or billet specific.

e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).

f. DL. Distance Learning (DL) Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.

g. PST. Performance Support Tool (PST). An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.

h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.

i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.

j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

INDIVIDUAL TRAINING STANDARDS TRAINED VIA MANAGED ON-THE-JOB TRAINING

This appendix includes a summary listing of all ITS tasks planned for initial Managed On-The-Job Training (MOJT). They are grouped by MOS and Duty Area.

SEQ TASK	TITLE	CORE FLC DL	PST SUS REQ	BY PAGE
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MOS 3402, DISBURSING OFFICER/FINANCE OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	3402.01.03 CERTIFY AN ON-LINE DIARY (OLD)		12 WO	6-A-1
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DUTY AREA 02 - PAY FUNCTIONS

1)	3402.02.01 CERTIFY A PAY MANAGEMENT REPORT		12 WO	6-A-3
2)	3402.02.03 VERIFY SPECIAL PAYMENTS		12 WO	6-A-3
4)	3402.02.06 CERTIFY A SPECIAL PAYROLL		12 WO	6-A-5
5)	3402.02.07 CERTIFY A DECENTRALIZED (ROUGH) REGULAR PAYROLL		12 WO	6-A-6
6)	3402.02.08 CERTIFY A CENTRALIZED REGULAR PAYROLL		12 WO	6-A-6
7)	3402.02.09 VERIFY LEAVE ENTITLEMENTS		12 WO	6-A-7

DUTY AREA 03 - TRAVEL FUNCTIONS

1)	3402.03.01 CERTIFY TEMPORARY ADDITIONAL DUTY (TAD) PAYMENTS/ COLLECTIONS		12 WO	6-A-10
2)	3402.03.02 CERTIFY PERMANENT CHANGE OF STATION (PCS)/SEPARATION PAYMENTS/COLLECTIONS		12 WO	6-A-10
3)	3402.03.03 MANAGE GOVERMENT CHARGE CARD PROGRAM		12 WO	6-A-11
4)	3402.03.04 CERTIFY CIVILIAN PCS PAYMENTS AND COLLECTIONS		12 WO	6-A-12

DUTY AREA 04 - FISCAL FUNCTIONS

2)	3402.04.04 MAINTAIN CHECK STOCKS		12 WO	6-A-13
5)	3402.04.08 ISSUE RECERTIFIED CHECKS		12 WO	6-A-15
6)	3402.04.09 MANAGE DEPLOYED SYMBOLS		12 WO	6-A-15
8)	3402.04.11 MANAGE GOVERMENT CHARGE CARD PROGRAM		12 WO	6-A-17

MOS 3404, FINANCIAL MANAGEMENT OFFICER

DUTY AREA 03 - TRAVEL FUNCTIONS

3)	3404.03.03 CERTIFY MILITARY PERMANENT CHANGE OF STATION (PCS)/SEPARATION PAYMENTS/COLLECTIONS		12 2ndLt	6-B-10
4)	3404.03.04 CERTIFY CIVILIAN PCS PAYMENTS AND COLLECTIONS		12 2ndLt	6-B-10

<u>SEQ TASK</u>	<u>TITLE</u>	<u>CORE FLC DL</u>	<u>PST SUS REQ BY</u>	<u>PAGE</u>
<u>DUTY AREA 04 - FISCAL FUNCTIONS</u>				
3) 3404.04.04	MANAGE CHECK STOCKS AND CASH		12 2ndLt	6-B-13
4) 3404.04.05	MANAGE RECERTIFIED CHECKS		12 2ndLt	6-B-13
5) 3404.04.06	MANAGE DISBURSING SYMBOL IN A DEPLOYED ENVIRONMENT		12 2ndLt	6-B-14
7) 3404.04.08	MANAGE GOVERNMENT CHARGE CARD PROGRAM		12 2ndLt	6-B-15
<u>DUTY AREA 05 - RESOURCE, EVALUATION, AND ANALYSIS (REA) FUNCTIONS</u>				
2) 3404.05.02	COORDINATE AN AUDIT BY AN EXTERNAL AGENCY		12 2ndLt	6-B-17
<u>DUTY AREA 06 - BUDGET FUNCTIONS</u>				
8) 3404.06.09	ADMINISTER NON-MARINE CORPS APPROPRIATIONS		12 2ndLt	6-B-24
9) 3404.06.10	MANAGE THE STATUS OF MARINE CORPS ALLOTMENTS		12 2ndLt	6-B-25
<u>DUTY AREA 07 - ACCOUNTING FUNCTIONS</u>				
7) 3404.07.07	VERIFY SABRS LOCAL TABLE		12 2ndLt	6-B-30
<u>DUTY AREA 08 - TRAINING FUNCTIONS</u>				
1) 3404.08.01	MANAGE FINANCIAL MANAGEMENT TRAINING		12 2ndLt	6-B-32
<u>MOS 3408, FINANCIAL MANAGEMENT RESOURCE OFFICER</u>				
<u>DUTY AREA 01 - FINANCIAL MANAGEMENT FUNCTIONS</u>				
1) 3408.01.01	MONITOR OFFICIAL ACCOUNTING SYSTEMS		12 WO	6-C-1
2) 3408.01.02	MONITOR ACCOUNTING POLICY AND PROCEDURES		12 WO	6-C-1
3) 3408.01.03	VALIDATE ACCOUNTING RECORDS		12 WO	6-C-2
4) 3408.01.04	VALIDATE OUTSTANDING OBLIGATIONS/ADVANCES		12 WO	6-C-3
5) 3408.01.05	MANAGE PROBLEM DISBURSEMENT		12 WO	6-C-3
6) 3408.01.06	MONITOR THE CIVILIAN LABOR PROCESS		12 WO	6-C-4
7) 3408.01.07	MONITOR SUSPENDED PREVALIDATION TRANSACTIONS		12 WO	6-C-5
<u>DUTY AREA 02 - BUDGET FUNCTIONS</u>				
1) 3408.02.01	MANAGE REIMBURSABLE FUNCTIONS		12 WO	6-C-6
2) 3408.02.02	MANAGE YEAR-END PROCESS		12 WO	6-C-6
3) 3408.02.03	MONITOR FINANCIAL PLAN		12 WO	6-C-7
<u>DUTY AREA 03 - ADMINISTRATIVE FUNCTIONS</u>				
1) 3408.03.01	CONDUCT FINANCIAL MANAGEMENT TRAINING		12 WO	6-C-9
2) 3408.03.02	ASSESS FEEDER SYSTEMS		12 WO	6-C-10

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
3)	3408.03.03	MANAGE INTERNAL MANAGEMENT CONTROL PROGRAM					12	WO		6-C-10
4)	3408.03.04	COORDINATE AN AUDIT BY AN EXTERNAL AGENCY					12	WO		6-C-11
5)	3408.03.05	CONDUCT FINANCIAL ASSISTANCE VISITS/INSPECTIONS					12	WO		6-C-12
6)	3408.03.06	MANAGE ACCESS TO AUTOMATED SYSTEMS					12	WO		6-C-13

MOS 3410, NAF AUDITING OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	3410.01.01	PREPARE ANNUAL AUDIT RELATED BUDGET(S)					12	WO		6-D-1
2)	3410.01.02	PREPARE AN ANNUAL MAN-HOUR BUDGET					12	Capt		6-D-2
3)	3410.01.03	PREPARE AN ANNUAL AUDIT PLAN					12	Capt		6-D-2
4)	3410.01.04	PERFORM THE DUTIES OF AN AUDITOR-IN-CHARGE					12	CWO3		6-D-3
5)	3410.01.05	PERFORM THE DUTIES OF A REGIONAL DIRECTOR (RD)					12	Capt		6-D-4

DUTY AREA 02 - AUDIT FUNCTIONS

1)	3410.02.01	PLAN AN AUDIT					12	WO		6-D-6
2)	3410.02.02	CONDUCT A PRE-AUDIT SURVEY					12	WO		6-D-6
3)	3410.02.03	CONDUCT AN AUDIT					12	WO		6-D-7
4)	3410.02.04	PERFORM POST-AUDIT WORK					12	WO		6-D-8

MOS 3432, DISBURSING TECHNICIAN

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	3432.01.01	MAINTAIN CORRESPONDENCE FILES AND DIRECTIVES					1	Pvt		6-E-1
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DUTY AREA 02 - PAY FUNCTIONS

2)	3432.02.02	PROCESS MILITARY DISBURSING DOCUMENTS					6	Pvt		6-E-2
4)	3432.02.04	AUDIT MILITARY DISBURSING DOCUMENTS					6	SSgt		6-E-3
8)	3432.02.08	PROCESS ALLOTMENTS OF PAY					6	Pvt		6-E-6
14)	3432.02.14	PREPARE A WAIVER OF INDEBTEDNESS					12	Pvt		6-E-10
19)	3432.02.19	AUDIT ALLOTMENTS OF PAY					12	SSgt		6-E-13
21)	3432.02.21	AUDIT A SPECIAL PAYROLL					12	SSgt		6-E-15
22)	3432.02.22	AUDIT A DECENTRALIZED (ROUGH) REGULAR PAYROLL					12	SSgt		6-E-15
23)	3432.02.23	AUDIT A CENTRALIZED REGULAR PAYROLL					12	SSgt		6-E-16

DUTY AREA 03 - TRAVEL FUNCTIONS

5)	3432.03.06	MAINTAIN SEPARATION SUSPENSE FILE					3	PFC		6-E-24
6)	3432.03.07	COMPUTE CIVILIAN PERMANENT CHANGE OF STATION (PCS) SETTLEMENTS/ADVANCES					12	Sgt		6-E-24

<u>SEQ TASK</u>	<u>TITLE</u>	<u>CORE FLC DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ BY</u>	<u>PAGE</u>
<u>DUTY AREA 04 - FISCAL FUNCTIONS</u>						
1)	3432.04.01	PREPARE DAILY STATEMENT OF ACCOUNTABILITY		12	Pvt	6-E-26
2)	3432.04.02	PROCESS EXCHANGE FOR CASH CHECK		12	Pvt	6-E-26
3)	3432.04.03	PROCESS CHECKS FOR DISTRIBUTION		9	Pvt	6-E-27
4)	3432.04.04	PROCESS DEPOSIT TICKETS		6	Pvt	6-E-27
5)	3432.04.05	PREPARE CHECKS		6	Pvt	6-E-27
6)	3432.04.06	PREPARE COLLECTION VOUCHERS		2	Pvt	6-E-28
7)	3432.04.07	PREPARE STANDARD FORM (SF) 1080		6	Pvt	6-E-28
8)	3432.04.08	PROCESS DISBURSING VOUCHER INTO AUTOMATED SYSTEM		9	Pvt	6-E-29
9)	3432.04.09	PREPARE FINANCIAL RETURNS		12	Pvt	6-E-29
10)	3432.04.10	PREPARE PUBLIC VOUCHER		9	Pvt	6-E-30
11)	3432.04.11	PREPARE DISBURSING VOUCHER LOGS		2	Pvt	6-E-30
14)	3432.04.14	MAINTAIN CUSTODY AND CONTROL OF CHECKS		2	SSgt	6-E-32
19)	3432.04.19	MAINTAIN ON-LINE TREASURY REPORTS		6	SSgt	6-E-34
21)	3432.04.21	PROCESS UNAVAILABLE/RECERTIFIED CHECKS		9	Pvt	6-E-35
23)	3432.04.23	PREPARE COMMENCEMENT OF DISBURSING DUTY/AGENT		12	Pvt	6-E-36
24)	3432.04.24	PROCESS TRAVEL VOUCHERS		3	Pvt	6-E-37
25)	3432.04.25	AUDIT DISBURSING VOUCHER LOGS		2	SSgt	6-E-37

MOS 3441, NAF AUDIT TECHNICIAN

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	3441.01.01	PREPARE ANNUAL AUDIT RELATED BUDGET(S)		12	MSgt	6-F-1
2)	3441.01.02	MAINTAIN AN ANNUAL MAN-HOUR BUDGET		12	MSgt	6-F-2
3)	3441.01.03	PREPARE AN ANNUAL AUDIT PLAN		12	MSgt	6-F-2
4)	3441.01.04	PERFORM THE DUTIES OF AN AUDIT CHIEF		12	GySgt	6-F-3
5)	3441.01.05	MANAGE DAILY OPERATION OF MCNAFAS REGIONAL OFFICE		12	MSgt	6-F-4

DUTY AREA 02 - AUDIT FUNCTIONS

1)	3441.02.01	PLAN AN AUDIT		12	GySgt	6-F-5
2)	3441.02.02	CONDUCT A PRE-AUDIT SURVEY		12	SSgt	6-F-5
3)	3441.02.03	CONDUCT AN AUDIT		12	Sgt	6-F-6
4)	3441.02.04	PERFORM POST-AUDIT WORK		12	GySgt	6-F-7

MOS 3451, FISCAL/BUDGET TECHNICIAN

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	3451.01.01	MAINTAIN CORRESPONDENCE FILES AND DIRECTIVES		6	Pvt	6-G-1
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DUTY AREA 02 - FISCAL FUNCTIONS

15)	3451.02.20	PROCESS SUSPENDED PREVALIDATION TRANSACTIONS		6	Cpl	6-G-11
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<u>SEQ TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ BY</u>	<u>PAGE</u>
18) 3451.02.23	PERFORM ACCOUNTING FUNCTIONS FOR CIVILIAN LABOR					12	SSgt	6-G-12

DUTY AREA 03 - BUDGET FUNCTIONS

6) 3451.03.06	PROCESS ALLOCATIONS					6	Pvt	6-G-17
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INDIVIDUAL TRAINING STANDARDS SUPPORTED BY DISTANCE LEARNING PRODUCTS

There are no Distance Learning Products assigned to any tasks in this order.

INDIVIDUAL TRAINING STANDARDS SUPPORTED BY PERFORMANCE SUPPORT TOOLS

There are no performance support tools assigned to any tasks in this order.