

Summary Report for Individual Task
805K-000-7207
Process Financial Actions
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have just received a financial action request from a Soldier assigned to your battalion. This task should not be trained in MOPP 4.

Standard: Process an financial action without errors to the servicing finance office in a timely manner.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Company commanders will review the unit commander's finance report (UCFR) to ensure Soldiers are receiving the correct allowances and that all changes are properly documented.
 - a. Ensure the Soldier receives the basic allowance for subsistence (BAS).
 - b. Ensure the Soldier receives the basic allowance for housing (BAH).
 - c. Ensure the Soldier receives the family separation allowance (FSA).
 - d. Ensure the Soldier receives the correct level of Special Duty Assignment Pay (SDAP).
2. Request and review the special duty assignment pay (SDAP) report from the DMPO to ensure the Soldier receives the correct level of SDAP. If the Soldier is not receiving the correct level of SDAP, prepare the appropriate SDAP order (RA) or submit a request for the appropriate SDAP from HRC-KNOX.
3. Ensure the Soldier meets the requirements for special pay for the foreign language proficiency.
 - a. Ensure the Soldier meets one of the following entitlement provisions.
 - (1) Verify the Soldier is qualified in a military specialty requiring a foreign language.
 - (2) Verify the Soldier has received training under regulations prescribed by the Secretary of the Army.
 - (3) Verify the Soldier is assigned to military duties requiring such proficiency.
 - (4) Verify the Soldier is proficient in a foreign language for which the DoD may have critical need, as determined by the Secretary of Defense.
 - b. Ensure the correct dollar amount is given to a Soldier with foreign language proficiency, in accordance with current Army policy.
4. Ensure all pay transactions are processed by comparing the Daily Record of Transactions (DROT) report against your unit copy of the Unit Transmittal Memorandum.
 - a. Ensure the document transmittal list identifies all transactions that have processed, recycled or rejected.
 - (1) Ensure Identifier column will reflect the state of each pay transaction.
 - (2) Ensure format identifier will reflect a pay event.
 - (3) Ensure action indicator describes the type of action taken for that pay event.
 - (4) Ensure variable data column is the information specific to the pay event or transaction.
 - (5) Ensure the error column identifies if the document is rejected or recycled.
 - (6) Ensure and verify all source documents are present for all processed and recycled transactions with the document transmittal list.
 - b. Contact the DMPO to resolve any finance actions in question and determine if you need to resubmit any requests with documentation on a new Unit Transmittal Memorandum.

5. Maintain battalion leave and pass program.

- a. Manage and track all DA Forms 31 IAW respective battalion Standard Operating Procedures (SOP).
- b. Monitor use or leave balances for both military and, if applicable, civilian personnel.
- c. Ensure special leave accrual leave requests are processed, as required.
- d. Implement internal control procedures within the SOP to identify if any issues occur annually.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed the unit commander's finance report (UCFR) to ensure Soldiers are receiving the correct allowances and that all changes are properly documented.			
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c. Ensured the Soldier receives the family separation allowance (FSA).			
d. Ensured the Soldier receives the correct level of Special Duty Assignment Pay (SDAP).			
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3. Ensured the Soldier meets the requirements for special pay for the foreign language proficiency.			
a. Ensured the Soldier meets one of the following entitlement provisions.			
(1) Verified the Soldier is qualified in a military specialty requiring a foreign language.			
(2) Verified the Soldier has received training under regulations prescribed by the Secretary of the Army.			
(3) Verified the Soldier is assigned to military duties requiring such proficiency.			
(4) Verified the Soldier is proficient in a foreign language for which the DoD may have critical need, as determined by the Secretary of Defense.			
b. Ensured the correct dollar amount is given to a Soldier with a foreign language proficiency in accordance with current Army policy.			
4. Ensured all pay transactions are processed by comparing the Daily Record of Transactions (DROT) report against your unit copy of the Unit Transmittal Memorandum.			
a. Ensured the document transmittal list identifies all transactions that have processed, recycled or rejected.			
(1) Ensured Identifier column will reflect the state of each pay transaction.			
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(6) Ensured and verified all source documents are present for all processed and recycled transactions with the document transmittal list.			
b. Contacted the DMPO to resolve any finance actions in question and determine if you need to resubmit any requests with documentation on a new Unit Transmittal Memorandum.			
5. Maintained battalion leave and pass program.			
a. Managed and tracked all DA Forms 31 IAW respective battalion Standard Operating Procedures (SOP).			
b. Monitored use or leave balances for both military and, if applicable, civilian personnel.			
c. Ensured special leave accrual leave requests are processed, as required.			
d. Implemented internal control procedures within the SOP to identify if any issues occur annually.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	Yes
	AR 600-8-10	Leaves and Passes (*RAR 001, 08/04/2011)	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None