

Report Date: 23 Apr 2014

**Summary Report for Individual Task
805A-36B-3500
Perform Disbursing Agent Transactions Using the Deployable Disbursing System (DDS)
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are a Disbursing Agent (DA) in a disbursing office, with access to the following: 1. DoD Financial Management Regulation 7000.14-R, Volume 5, Disbursing Policy and Procedures. 2. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation. 3. Deployable Disbursing System (DDS) user manual. 4. A desktop computer with applicable DDS software and operational DDS system. 5. DD Form 1081, Statement of Agent Officer's Account. 6. DD Form 2665, Daily Agent Accountability Summary. 7. SF 215, Deposit Ticket. 8. OF 1017-G, Journal Voucher. 9. SF 1034, Public Voucher for Purchases and Services Other Than Personal. 10. US and Foreign Currency Vault Ledgers. 11. Paper Check Conversion (PCC) Batch Listing. 12. Check Register. 13. Disbursement and Collection Vouchers. 14. Calculator. Some iterations of this task should be performed in MOPP 4.

Standard: Without error complete the following: 1. Exercise DDS administration functions to maintain users, user access, office set-up, data flow, and table maintenance. 2. Prepare statement of agent officer's account (DD Form 1081) and create a remote file transfer. 3. Monitor ongoing cashier operations. 4. Employ cash maintenance operations. 5. Process deposit tickets and debit vouchers. 6. Process Interface and check / Electronic Fund Transfer (EFT) processing. 7. Prepare accountability reports and other DDS actions to ensure the accountability and safeguarding of public funds.

Special Condition: None

Safety Level: Low

MOPP: Sometimes

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Log into DDS.
2. Change Business Date and Exchange Rate.
 - a. System will prompt this change.
 - b. Add exchange rate as provided/needed.
3. User Set Up and User Maintenance.
4. Perform vault maintenance and cash management.
5. Process a DD Form 1081 Advance to cashier or Pay Agent.
6. Accept DD Form 1081 Advance from Deputy Disbursing Officer (DDO).
7. Accept DD Form 1081 from cashier or Pay agent. Verify cash, negotiable instruments (NI), disbursements and collection vouchers match DD Form 1081.
8. Verify cashier accountability.
 - a. Review DD Form 2665.
 - b. Verify cash, negotiable instruments (NI), disbursements and collection vouchers match DD Form 2665.
 - c. Ensure cashier is in balance.
9. Finalize and transmit Paper Check Conversion (PCC) Batch listing.
10. Process deposit tickets and debit vouchers.
11. Prepare a DD Form 1081 Return to the Deputy Disbursing Officer (DDO).
12. Prepare the DD Form 2665.
13. Finalize the DD Form 2665 and close the business day.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: None

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged into DDS.			
2. Changed Business Date and Exchange Rate.			
3. Set up User.			
4. Performed vault maintenance and cash management.			
5. Processed a DD Form 1081 Advance to cashier or Pay Agent.			
6. Accepted DD Form 1081 Advance from the Disbursing Deputy Officer (DDO).			
7. Accepted DD Form 1081 from cashier or Pay Agent and verified cash, negotiable instruments (NI), disbursement and collection vouchers, match the DD Form 1081.			
8. Verified cashier accountability.			
a. Reviewed the DD Form 2665.			
b. Verified cash, negotiable instruments (NI), disbursement and collection vouchers, match the DD Form 2665.			
c. Ensured cashier is in balance.			
9. Finalized and transmitted the Paper Check Conversion (PCC) Batch listing.			
10. Processed deposit tickets and debit vouchers.			
11. Prepared a DD Form 1081 Return to Disbursing Deputy Officer (DDO).			
12. Prepared the DD Form 2665			
13. Finalized the DD Form 2665 and closed the business day.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	No	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. 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 of 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.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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.

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personnel movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805A-36A-6003	Prepare the Statement of Accountability (SF 1219)	805A - Financial Management (Individual)	Approved

805A-36B-2003	Process Electronic Funds Transfer (EFT) Transactions	805A - Financial Management (Individual)	Approved
805A-36B-1206	Prepare a Stored Value Card	805A - Financial Management (Individual)	Obsolete
805A-36A-6017	Prepare the Daily Agent Accountability Summary (DD Form 2665)	805A - Financial Management (Individual)	Approved
805A-36A-6001	Resolve Irregularities in a Disbursing Officer's Account	805A - Financial Management (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None