

Report Date: 11 Feb 2014

**Summary Report for Individual Task
805A-36B-3023
Perform Disbursing Agent Functions
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 applicable regulations, local policies, forms, and systems.

Standard: Perform Disbursing Agent functions, without error, by opening, closing, and managing disbursing operations during a business day and maintain and update all applicable systems, in accordance with (IAW) applicable regulations and local policies.

Special Condition: None

Safety Level: Low

MOPP:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All references and technical manuals will be provided by the local Command.

Performance Steps

1. Log into the Deployable Disbursing System (DDS).
2. Change business date and exchange rate.
 - a. System will prompt this change.
 - b. Add exchange rate as provided or needed.
3. Create and maintain user profile(s).
4. Perform vault maintenance and cash management.
5. Upload Remote File Transfer (RFT).
6. Receive, review (cash count) and accept DD 1081 Advance from Deputy Disbursing Officer (DDO).
7. Process DD 1081 Advance to cashier or Pay Agent.
8. Manage ongoing disbursing operations.
 - a. Advancing funds to sub agent(s).
 - b. Processing of funds returned by sub agent(s).
 - c. Confiscated, counterfeit, and mutilated currency management.
 - d. Clearing Pay Agent(s) and preventing spillage.
 - e. Conduct GFEBS transactions.
 - (1) Cashier transactions (XK01, XK02, XK03).
 - (2) Funds Commitment Display (FMZ3).
 - (3) Process Vendor Invoice (FB60).
 - (4) Process Vendor Credit Memo/Invoice Reversal (FB65).
 - (5) Create and Display Invoice Document Attachments (FB02, FB03).
9. Safeguard Public Funds.
 - a. Fill out security forms (SF 700, SF 701, SF 702).
 - b. Ensure proper transportation of funds (i.e. appointed courier, DD 1081, DD 165).
 - c. Ensure funds container comply with regulatory guidance.
10. Close business.

- a. Validate OTCnet batch against Cashier's DD 2664.
- b. Upload Cashier's batch.
- c. Create OTCnet deposit ticket.
- d. Ensure Certifier verifies all disbursement and collection vouchers are certified.
- e. Review and validate cashier business (US/Foreign currency, negotiable instruments, disbursement and collection vouchers, sales and loads match DD 1081, DD 2664, and DD 2665).

(1) Accept Cashier's DD 1081.

(2) Accepted Cashier's DD 2665.

- 11. Process deposit ticket (check and sales) and debit vouchers (ECC loads).
- 12. Print and verify DD 2659, Voucher Control Log.
- 13. Process disbursements and collection vouchers.
- 14. Print vault ledger and validate against vault cash count.
- 15. Create, save and print DD 1081.
- 16. Prepare DD 2665.
- 17. Print and save any system generated forms (i.e. Losses and Gains).
- 18. Finalize DD 2665.
- 19. Print sub agent listing.
- 20. Create RFT and write RFT number on the upper right hand corner of DD 1081. Back up DDS (daily) and log out.
- 21. Consolidate all business and return to DDO per DDO's instructions.

(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 fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged into DDS.			
2. Changed business date and exchange rate.			
3. Created and maintained user profile(s).			
4. Performed vault maintenance and cash management.			
5. Uploaded RFT.			
6. Received, reviewed (cash count) and accepted DD 1081 Advance from DDO.			
7. Processed a DD 1081 Advance to Cashier(s) or Pay Agent(s).			
8. Managed ongoing disbursing operations.			
9. Safeguarded Public Funds.			
a. Filled out security forms.			
b. Ensured proper transportation of funds.			
c. Ensured funds container complied with regulatory guidance.			
10. Closed business.			
a. Validated OTCnet batch against Cashier's DD 2664.			
b. Upload Cashier's batch.			
c. Created OTCnet deposit ticket.			
d. Ensured Certifier verified disbursement and collection vouchers were certified.			
e. Reviewed and validated Cashier's business (US/Foreign currency, negotiable instruments, disbursement and collection vouchers, sales, loads matched DD 1081, DD 2664, and DD 2665).			
(1) Accepted Cashier's DD 1081.			
(2) Accepted Cashier's DD 2665.			
11. Processed deposit ticket and debit vouchers.			
12. Printed and verified DD 2659, Voucher Control Log.			
13. Processed deposit tickets and debit vouchers.			
14. Printed Vault ledger and validated against vault cash count.			
15. Created, saved and printed DD 1081.			
16. Prepared DD 2665.			
17. Printed and saved any system generated forms (i.e. Loss and Gains).			
18. Finalized DD 2665.			
19. Printed sub agent listing.			
20. Created RFT and wrote RFT number on the upper right hand corner of DD 1081. Backed up DDS and logged out.			
21. Consolidate all business and returned to DDO per DDO's instructions.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	No	No
	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.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805A-36B-1206	Prepare a Stored Value Card	805A - Financial Management (Individual)	Approved
805A-36B-2003	Process Electronic Funds Transfer (EFT) Transactions	805A - Financial Management (Individual)	Approved
805A-36A-6001	Resolve Irregularities in a Disbursing Officer's Account	805A - Financial Management (Individual)	Approved

Supported Collective Tasks : None