

**805A-36B-1002**  
**Interpret Finance Regulations**  
**Status: Approved**

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**Security Classification: U** - Unclassified

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

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Finance and Comptroller School, Fort Jackson, SC 29207 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Conditions:** In an operational environment, you are a Pay Technician working in a Army Military Pay Office (AMPO). You have several pay questions to research. You have access to DODFMR 7000.14-R VOL 7A (Military Pay Policies and Procedures Active Duty and Reserve Pay) and the Joint Travel Regulation (JTR), policies, forms, systems, and standard office supplies. This task should not be trained in MOPP 4.

**Standards:** Interpret finance regulations IAW DODFMR 7000.14-R VOL 7A without error using a GO / NO GO criteria.

**Special Conditions:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** In an operational environment, you are a Pay Technician working in a AMPO. You have several pay questions to research and must interpret finance regulations. You have access to DODFMR 7000.14-R VOL 7A, JTR, policies, forms, systems, and standard office supplies.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Communicate the numbering system used in DoDFMR 7000.14-R, Volume 7A.

Note: The reference number "010204A.1.(a)" is used as an example for this performance step.

- a. Ensure the chapter is always the first two digits in the reference number: 01.
- b. Ensure the section is always the third and fourth digits in the reference number: 02.
- c. Ensure the paragraph is always the fifth and sixth digits in the reference number: 04.
- d. Ensure the subparagraph is always all the digits after the sixth digit in the reference number: A.1.(a).

2. Communicate the numbering system used in the JTR.

Note: Reference number "4002" is used as an example for this performance step.

- a. Ensure the chapter is always the first one or two digits in the reference number: 4.
- b. Ensure the paragraph is always the third, fourth and fifth digits in the reference number: 00.
- c. Ensure the subparagraph is always all the digits after the paragraph number: 2.

3. Identify the location of military pay inquiries in the DoDFMR 7000.14-R, Volume 7A.

Note: The location of High Altitude-Low Opening Parachute Duty is used as an example for this performance step.

a. Identify the correct chapter.

- (1) Check the table of contents to locate the subject.
- (2) Locate "Parachute Duty" in chapter 24, "Incentive Pay – Hazardous Duty Other Than Aerial Flights."

b. Identify the correct section within the chapter.

- (1) Check under the associated chapter using the table of contents to locate the section.
- (2) Locate "Parachute Duty" in section 3, "Parachute Duty."

c. Locate the correct paragraph within the section.

- (1) Check under the associated chapter and section using the table of contents to locate the paragraph.
- (2) Locate the entitlement to Parachute Duty found in paragraph 1, "Entitlement".

d. Identify the correct subparagraph within the paragraph.

- (1) Locate the subparagraphs under the paragraph.
- (2) Locate HALO Military Freefall Parachute Duty found in subparagraph 3.1.3.2.

4. Identify the location of military pay inquiries in the JTR.

Note: Allowance for Household Goods (HHG) Transportation for a Reserve Component (RC) Member, called to active duty for less than 20 weeks is used as an example for this performance step.

a. Identify the correct chapter.

- (1) Check the table of contents to locate the subject.
- (2) Locate chapter 5 "Permanent Duty Travel".

- b. Identify the correct part.
    - (1) Check under the associated chapter using the table of contents to locate the part.
    - (2) Locate "Part C: Household Goods Transportation."
  - c. Identify the correct section within the chapter.
    - (1) Check under the associated chapter and part using the table of contents to locate the section.
    - (2) Locate "Standard Allowances" in part C "Household Goods (HHG) Transportation (Service Members)."
  - d. Identify the correct paragraph within the section.
    - (1) Check under the associated chapter, part, and section using the table of contents to locate the paragraph.
    - (2) Locate the "HHG Transportation not allowed" paragraph.
5. Communicate a Decision Logic Table (DLT) in the DoDFMR 7000. 14R, Volume 7A, or JTR.  
Note: The table number "8-1" is used as an example for this performance step.
- a. Confirm that DLTs simplify technical instructions.
  - b. Confirm that DLTs are located in the back of each chapter.
  - c. Confirm that the first set of digits in the table number refers to the chapter number in which the table is located: 8.
  - d. Confirm that the last set of digits in the table number refers to the table number within the chapter: 1.
  - e. Confirm that the heading identifies the type of instruction for the DLT.
  - f. Communicate that column headings are alphabetically designated across the top of the DLT.
  - g. Communicate that a black vertical line separates condition column headings (IF) from action column headings (THEN).
  - h. Communicate that rules are numerically designated down the left hand column of the DLT.
  - i. Communicate that a black horizontal line separates the rules.
  - j. Identify notes referred to within the table which are located directly beneath the table.
6. Interpret a DLT in the DoDFMR 7000.14-R or JTR.
- a. Read the table heading to identify the topic the table is referencing.
  - b. Identify which rule to use by reading down the left-hand condition column (IF) until finding the condition that exists.
    - (1) Identify whether a rule is true or false.
    - (2) Record an "X" if the column heading applies to the rule.
    - (3) Record a "Y" if the answer to the column heading is yes for the rule.
    - (4) Record an "N" if the answer to the column heading is no for the rule.
    - (5) Record nothing (leave blank) if the condition can not apply to the rule.
  - c. Present the outcome of the rule by reading each right-hand action column (THEN) for the specific action to take.
    - (1) Communicate an action statement that must be taken.

(2) Record an "X" if the column heading action must be taken.

(3) Record nothing (leave blank) if the action can not apply to the rule.

(Asterisks indicates a leader performance step.)

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**Evaluation Guidance:** Ensure that all materials, parts, manuals, forms and equipment (or appropriate substitutions) required in the condition statement are available to the Soldier.

**Evaluation Preparation:** Ensure that all materials, parts, manuals, forms and equipment (or appropriate substitutions) required in the condition statement are available to the Soldier.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Communicated the numbering system used in DoDFMR 7000.14-R, Volume 7A.			
<b>Note :</b> The reference number "010204A.1. (a)" was used as an example for this performance step.			
a. Ensured the chapter was always the first two digits in the reference number: 01.			
b. Ensured the section was always the third and fourth digits in the reference number: 01.			
c. Ensured the paragraph was always the fifth and sixth digits in the reference number: 04.			
d. Ensured the subparagraph was always all the digits after the sixth digit in the reference number: A.1.(a).			
2. Communicated the numbering system used in the JTR.			
<b>Note :</b> The reference number "4002" was used as an example for this performance step.			
a. Ensured the chapter was always the first one or two digits in the reference number: 4.			
b. Ensured the paragraph was always the three numbers following the chapter in the reference number: 00.			
c. Ensured the subparagraph was always all the digits following the paragraph number in the reference number: 2.			
3. Identified the location of military pay inquiries in the DoDFMR 7000.14-R, Volume 7A.			
<b>Note :</b> The location of High Altitude-Low Opening Parachute Duty was used as an example for this performance step.			
a. Identified the correct chapter.			
b. Identified the correct section within the chapter.			
c. Identified correct paragraph within the section.			
d. Identified the correct subparagraph within the paragraph.			
4. Identified the location of military pay inquiries in the JTR.			
a. Identified the correct chapter.			
b. Identified the correct part.			
c. Identified the correct section within the chapter.			
d. Identified the correct paragraph within the section.			
5. Communicated a DLT in the DoDFMR 7000. 14R, Volume 7A, or JTR.			
<b>Note :</b> The table number "8-1" is used as an example for this step.			
a. Confirmed that DLTs simplify technical instructions.			
b. Confirmed that DLTs are located in the back of each chapter.			
c. Confirmed that the first set of digits in the table number refers to the chapter number in which the table is located: 8.			
d. Confirmed that the last set of digits in the table number refers to the table number within the chapter: 1.			
e. Confirmed that the heading identifies the type of instruction for the DLT.			
f. Communicated that column headings are alphabetically designated across the top of the DLT.			
g. Communicated that a black vertical line separates condition column headings (IF) from action column headings (THEN).			
h. Communicated that rules are numerically designated down the left hand column of the DLT.			
i. Communicated that a black horizontal line separates the rules.			
j. Identified notes referred to within the table which are located directly beneath the table.			
6. Interpreted a DLT in the DODFMR 7000.14-R, Volume 7A, or the JTR.			
a. Read the table heading to identify what the table was about.			
b. Identified which rule to use by reading down the left hand condition column (IF) until finding the condition that exists.			
c. Presented the outcome of the rule by reading the right hand action column (THEN) for the specific action to take.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	DOD 7000.14-R VOL 7A	Financial Management Regulation, Volume 7A: Military Pay Policy - Active Duty and Reserve Pay	Yes	Yes	
	JTR	Joint Travel Regulations (JTR)	Yes	No	

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7010-01-567-9212	70210N	Computer System, Digital, Desk Top, Work Station: Dell Precision M6300	1
	6515-01-416-0797		Calculator, Anesthes	1
	3610-01-C92-5429	LD109G	Printer, Color Laserjet: HP Color Laserjet 5550DM	1
	5820-00-912-3248		MONITOR	1
	7025-01-507-0697		Disk Drive Unit, External, DVD Player	1
	5920-01-144-7878		Surge Protector	1

**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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. Risk Management (RM) is the Army's primary decision-making process for identifying and controlling hazards across all missions, functions, operations and activities. Leaders must excel at evaluating operational and tactical hazards through the synchronizing of RM with the planning, prioritizing and analyzing phase of Mission, Enemy, Terrain and Weather, Troops, Time Available, and Civil Consideration (METT-TC) and will complete a DD Form 2977, Risk Assessment worksheet during the planning of each task and sub-task. TRADOC Regulation 350-29, Prevention of Heat and Cold Casualties, must be included on risk assessments, adhering to figures B2 and C2 and local Fort Jackson Heat Injury Prevention protocols or Joint Base Little Creek (JBLM) procedures. In response to COVID-19, the Department of Defense and Fort Jackson have elevated the Health Protection Conditions to Charlie plus adding "tactical dispersion" recognizing that a substantial and sustained community transmission risk exists. These measures will be included on risk assessments. Commanders will embed RM into all mission orders and briefings for review by the senior leaders to ensure proper controls are in place.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. 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 current CBRN doctrine. 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

**Knowledges :**

Knowledge ID	Knowledge Name
805A-K-0004	Identify a Leave and Earnings Statement (LES)
805A-K-0228	Identify the Six Groups of a Master Military Pay Account (MMPA)
K27357	Know how to Conduct Research using Finance Regulations

**Skills :**

Skill ID	Skill Name
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S5523	Ability to communicate the numbering system used in DoDFMR 7000.14-R, Volume 7A
S5526	Ability to Determine the location in the Joint Travel Regulation (JTR) for military pay questions
805A-S-0043	Interpret a Military Leave and Earnings Statement (LES)
S5528	Ability to Interpret a Decision Logic Table in DoDFMR 7000.14-R, Volume 7A, or the Joint Travel Regulation (JTR)
805A-S-0045	Interpret a Master Military Pay Account (MMPA)
S5525	Ability to Determine the location in the DoDFMR 7000.14-R, Volume 7A of the subject of a military pay question
S5527	Ability to communicate a Decision Logic Table (DLT) in the DoDFMR 7000.14-R, Volume 7A or the Joint Travel Regulation (JTR)
805A-S-0114	Locate Regulations
805A-S-0145	Ability to Read, Interpret, and Apply Appropriate Regulation(s)
S5524	Ability to communicate the numbering system used in the Joint Travel Regulation

**ICTL Data :** None