

**Summary Report for Individual Task
805A-36B-4002
Safeguard Public Funds
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: You maintain public funds and access to: 1. DoD Financial Management Regulation 7000.14-R, Volume 5, Disbursing Policy and Procedures. 2. Disbursing Office. 3. Standard office supplies. This task should not be trained in MOPP.

Standard: Protect public funds by: (1) Ensuring the Commander's responsibilities for protecting public funds and related documents are 100 percent fulfilled. (2) Ensuring the Disbursing Officer's responsibilities for safeguarding funds and related documents are 100 percent fulfilled. (3) Ensuring the Intrusion Detection System is properly used without error. (4) Ensuring correct storage containers are used without error.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Ensure the commander's responsibilities for safeguarding funds and related documents are 100 percent fulfilled.
 - a. Confirm every individual entrusted with public funds is provided an adequate secure facility for the exclusive use of storing those funds.
 - b. Develop a security program, in the form of a Commander's policy letter, which provides adequate protection for the maximum amount of funds that will be on hand at any given time.
 - (1) Ensure personnel protection is included in the security program.
 - (2) The program must include a requirement to test security equipment for proper operation semiannually.
 - c. Confirm armed guards are made available to escort government funds to and from the disbursing office when the funds are being transported.
 - d. Confirm the facilities and funds have adequate fire protection.
2. Ensure the Disbursing Officer's (DO) responsibilities for safeguarding funds and related documents are 100 percent fulfilled.
 - a. Confirm that the DO is pecuniary liable for any loss of government funds. This includes the possibility of being jointly or singularly liable for any funds lost by any appointed or assigned personnel (i.e., deputy DO, agent, or cashier).
 - b. The DO must ensure all personnel are aware of their responsibility to properly handle and protect government funds.
 - c. The DO must make a semiannual (at a minimum) personal inspection of office security measures to ensure that:
 - (1) Vaults and safes are accessible only to authorized personnel.
 - (2) All excess cash is deposited promptly.
 - (3) Windows and doors are barred and/or locked at all times after business hours.
 - (4) Access to the working area is conspicuously marked "AUTHORIZED PERSONNEL ONLY."
 - (5) Transactions are being conducted from an enclosure constructed in a manner that provides a physical barrier to normal traffic and a minimum of interference from other activities and personnel in the office.
 - (6) Security devices for the check signing machines, meters, and signature plates are kept in the custody of the DO or authorized deputy at all times.
 - (7) Adequate controls exist for the receipt, holding, and final distribution of all undelivered and returned checks.
 - (8) An affidavit from each deputy, agent, and cashier attesting to the receipt of written and oral instructions regarding the proper care and handling of cash and accountable documents is on file.
 - (9) All funds, blank U.S. treasury checks and bonds, blank depository checks, and other accountable items are kept in containers that meet the minimum security standards required.
 - (10) All fund containers on rollers or weighing less than 750 pounds are stored in a vault or secured in such a way to prevent movement.

(11) The combinations of all vaults, safes, and fund containers are changed at least once every six months and upon relief, transfer, separation, or discharge of the accountable individual.

(12) A record of combination changes is kept inside each vault, safe, or container.

(13) The combination dial to the vault, safe, or container is shielded to prevent the possibility of the combination being observed.

(14) The name and phone number of the accountable individual is posted on the inside of the vault, safe, or container.

(15) Keys to the work space or disbursing office are strictly controlled.

(16) All security equipment is tested at least semiannually for proper operation and a record of the tests maintained.

(17) The servicing Defense Finance and Accounting Service (DFAS) center is informed of any request for adequate safeguarding facilities that has been denied.

(18) The commander is advised of any security shortfalls or breaches.

3. Ensure the Intrusion Detection System (IDS) is properly used.

a. The IDS is used to provide maximum protection of government resources.

b. The IDS deters unauthorized entry into the disbursing area.

(1) There are three levels of protection: penetration, motion, and point detection.

(2) For the best protection, the area must be equipped with at least two levels of protection.

(3) The existence of the IDS must be well publicized in order for it to act as a deterrent.

c. The IDS system must be tested regularly.

d. IDS monitors must be trained to understand the system they are monitoring to include its operation and fault isolation.

4. Ensure proper storage containers are used.

a. Currency and negotiable instruments must be stored in containers with the following minimum requirements (based upon the value of the funds):

(1) Under \$7,500.00, the commander determines the container requirement.

(2) Between \$7,500.00 and \$49,999.99, the funds may be stored in any security container that:

(a) Carries a class 1 or 5 General Services Administration (GSA) security rating.

(b) Or is a burglary resistant safe carrying at least an Underwriters' Laboratories' (UL) classification of Tool Resistant Safe, TL-15 (e.g., will resist forced entry for 15 minutes).

(c) Has a Group 1R combination lock.

(3) Over \$50,000.00 the funds must be stored in a burglary resistant safe or vault that:

- (a) Carries at least an UL classification of Tool Resistant Safe, TL-30 (e.g., will resist forced entry for 30 minutes).
- (b) Has a Group 1R combination lock.

b. All vouchers, ledgers, and other disbursing related records may be stored in any container authorized for funds in excess of \$7,499.99 as described above.

(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. Ensured the commander's responsibilities for safeguarding funds and related documents were 100 percent fulfilled.			
a. Confirmed every individual entrusted with public funds was provided an adequate secure facility for the exclusive use of storing those funds.			
b. Developed a security program, in the form of a Commander's policy letter, which provided adequate protection for the maximum amount of funds on hand at any given time.			
c. Confirmed armed guards were made available to escort government funds to and from the disbursing office when the funds are being transported.			
d. Confirmed the facilities and funds had adequate fire protection.			
2. Ensured the DO's responsibilities for safeguarding funds and related documents were 100 percent fulfilled.			
a. Confirmed that the DO was pecuniary liable for any loss of government funds. This included the possibility of being jointly or singularly liable for any funds lost by any appointed or assigned personnel (i.e., deputy DO, agent, or cashier).			
b. The DO ensured all personnel were aware of their responsibility to properly handle and protect government funds.			
c. The DO made a semiannual (at a minimum) personal inspection of office security measures.			
3. Ensured the IDS was properly used.			
a. The IDS was used to provide maximum protection of government resources.			
b. The IDS deterred unauthorized entry into the disbursing area.			
c. The IDS system was tested regularly.			
d. The IDS monitors were trained to understand the system they were monitoring to include its operation and fault isolation.			
4. Ensured proper storage containers were used.			
a. Currency and negotiable instruments were stored in containers with minimum requirements.			
b. All vouchers, ledgers, and other disbursing related records were stored in any container authorized for funds in excess of \$7,499.99.			

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
36B - Financial Management Technician - SL4	Enlisted	MOS: 36B, Skill Level: SL4