

Summary Report for Individual Task

805D-208-2005

Submit Expense Packet to Defense Finance Accounting Service - Non-Appropriated Fund Instrumentalities
(DFAS-NAFI).

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 Chaplain School foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: Given a Chapel Tithes and Offerings Fund (CTOF) funds office, A Command Master Religious Program (CMRP), access to the Chaplain Income Procurement System (CHIPS), pens, stapler, calculator, digital scanner and local SOP. This task should not be trained in MOPP 4.

Standard: Submit expense packets for the Chapel Tithes and Offerings Fund (CTOF) to Defense Finance Accounting Service - Non-Appropriated Fund Instrumentalities (DFAS-NAFI) for payment within two business days with no errors.

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. Create Defense Finance Accounting Service (DFAS) payment transmittal coversheet.
 - a. Access the Chaplain Income Procurement System (CHIPS).
 - b. Identify and select you location.
 - c. Select Defense Finance Accounting Service (DFAS) payment transmittal.
 - d. Select add document under the Defense Finance Accounting Service (DFAS) payment transmittal coversheet.
 - e. Select you location (this will always be CA)
 - f. Select the submissions suffix.
 - g. Select the business month the purchase was made.
 - h. Annotate the number of documents be submitted.
 - i. Annotate the senders name.
 - j. Select the prepared date.
 - k. Annotate the senders phone number.
 - l. Annotate the sender E-mail address.
 - m. Save the form.
 - n. Print the form.
2. Submit expense packet to Defense Finance Accounting Service - Non-Appropriated Fund Instrumentalities (DFAS-NAFI).
 - a. Consolidate all authorized supporting documents. (DFAS payment transmittal coversheet, Purchase request, Invoice, contract, and W9 if needed).
 - b. Ensure all documents are correct, accurate, and signed. Make sure the vendor information is correct to ensure accurate payment.
 - c. Scan consolidated documents to your computer.
 - d. Rename the scanned file using the Defense Finance Accounting Service (DFAS) transmittal coversheet document number.
 - e. Submit document to Defense Finance Accounting Service Non-Appropriated Fund Instrumentalities (DFAS-NAFI).
 - f. Ensure the conformation number for you expense packet is received.
3. Ensure payment was made to the vendor. Verify this is complete by checking the monthly statements provided by Defense Finance Accounting Service Non-Appropriated Fund Instrumentalities (DFAS-NAFI).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Soldier must be able to submit Chapel Tithes and Offerings Fund expense packets with no errors. Note corrections can be made per regulatory guidance.

Evaluation Preparation: Setup: Provide the Soldier with the equipment and/ or materials described in the conditions statement.

Brief Soldier: Tell the Soldier what is expected of him/her by reviewing the task standard. Stress the importance of accurate documentation.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Created Defense Finance Accounting Service (DFAS) payment transmittal coversheet.			
2. Submitted expense packet to Defense Finance Accounting Service - Non-Appropriated Fund Instrumentalities (DFAS-NAFI).			
3. Ensured payment was made to the vendor.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	DA PAM 165-18	Chaplaincy Resources Management	No	No
	FM 1-05	Religious Support	Yes	No
	JP 1-05	Religious Affairs in Joint Operations	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. Environmental protection is a continual process. Always be alert to ways to protect our environment and reduce waste.

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