

Report Date: 11 Feb 2014

**Summary Report for Individual Task
805A-36A-7019
Conduct Central Funding Activities
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: You are assigned to an Area of Responsibility (AOR) with limited or no host nation banking facilities or capability. You have access to: 1. DoD Financial Management Regulation 7000.14-R, Volume 5, Disbursing Policy. 2. FM 1-06, Financial Management Operations. 3. Local Standing Operating Procedure (SOP). 4. Host Nation Status of Forces Agreement (SOFA) if applicable. 5. JP 1-06, Financial Management Support in Joint Operations. 6. General office supplies. 7. Financial Management Tactical Platform. 8. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation. This task should not be trained in MOPP.

Standard: Conduct central funding activities in sequential order without error.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

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

Performance Steps

1. Determine currency requirements for the area of operations (AO).

a. Analyze the mission to determine the expected timeline of the deployment and whether or not a sufficient quantity of currency can be brought in from home base to sustain operations during the entire deployment.

b. Determine the types of currency necessary.

(1) U.S. currency is not always accepted in the country of operation.

(2) An alternative foreign currency may be needed if the citizens of the country in which the operation is taking place do not accept their own currency.

c. Determine the amounts of each currency necessary.

(1) With more units in the AO, the currency requirements will be larger.

(2) Support units need larger amounts of foreign currency for local purchases compared to combat units.

d. Coordinate with U.S. assets (i.e., Embassy, Treasury, other finance units nearby, banks in neighboring countries, couriers, certified mail options, etc.) to determine if funds may be acquired from them.

e. Obtain approval of your Cash Holding Authority.

2. Procure funds.

a. Establish procedures to acquire currency (U.S. and foreign) on a recurring basis

b. Coordinate with local banks, financial institutions, and/or government agencies to determine if funds may be drawn from them via Treasury Check for cash, Limited Depository Account (LDA) or other means.

c. Account for funds acquired on proper forms and systems.

d. Safeguard funds.

3. Distribute funds.

a. Determine at what level the funds will be distributed to (e.g., Financial Management Support Center (FMSC), Financial Management Support Unit (FMSU), Financial Management Support Detachment (FMSD)).

b. Receive funding requests.

c. Develop procedures to distribute the funds including method of exchange (i.e., check for cash, electronic funds transfer, transfer of accountability), scheduling, location, security, transportation and courier requirements, if applicable.

d. Coordinate support agreements with other agencies (e.g., the Army and Air Force Exchange Service, and U.S. Postal services).

4. Receive funds.

a. Develop procedures to receive mutilated, captured or contaminated currency. Typically, these funds are consolidated at the central funding level for processing and disposition. However, these funds may be processed by separate Disbursing Station Symbol Numbers (DSSNs) by under extenuating circumstances.

b. Develop procedures and conditions upon which supported units and/or agencies may turn in excessive U.S. and/or foreign currency

(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. Determined the currency requirements for the AO.			
a. Analyzed the mission to determine the expected timeline of the deployment and whether or not a sufficient quantity of currency could be brought in from home base to sustain operations during the entire deployment.			
b. Determined the types of currency necessary.			
c. Determined the amounts of each currency necessary.			
d. Verified if other units required U.S. and/or local currency from your unit during the mission.			
e. Coordinated with U.S. assets (i.e., Embassy, Treasury, other finance units nearby, banks in neighboring countries, couriers, certified mail options, etc.) to determine if funds would be acquired from them.			
f. Determined physical security requirements for the operating environment.			
g. Obtained approval of your Cash Holding Authority.			
2. Procured funds.			
a. Established procedures to acquire currency (U.S. and foreign) on a recurring basis.			
b. Accounted for funds acquired on proper forms and systems.			
c. Coordinated with local banks, financial institutions, and/or government agencies to determine if funds would be drawn from them via Treasury check for cash, LDA or other means.			
d. Safeguarded funds according to regulations.			
3. Distributed funds.			
a. Received funding requests.			
b. Determined the fund requirements to be distributed (i.e., FMSC, FMSU, and FMSD).			
c. Developed procedures to distribute the funds including method of exchange (i.e., check for cash, electronic funds transfer, transfer of accountability), scheduling, location, security, transportation and courier requirements, if applicable.			
d. Coordinated support agreements with other agencies (e.g., the Army and Air Force Exchange Service, and U.S. Postal services).			
4. Received funds.			
a. Developed procedures to receive mutilated, captured or contaminated currency.			
b. Developed procedures and conditions upon which supported units and/or agencies would turn in excessive U.S. and/or foreign currency.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	Yes	No
	FM 1-06	Financial Management Operations	Yes	No
	JP 1-06	Joint Tactics, Techniques, and Procedures for Financial Management During 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.

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 :

Task Number	Title	Proponent	Status
805A-36A-7020	Conduct Limited Depository Account (LDA) Activities	805A - Financial Management (Individual)	TMD Review

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805A-36A-6118	Dispose of Currency and Coin Under Special Circumstances	805A - Financial Management (Individual)	Approved
805A-36A-6007	Prepare a Statement of Agent Officer's Account (DD Form 1081)	805A - Financial Management (Individual)	Approved
805A-36A-6116	Employ Procedures for Exchange of Cash to Treasury Check	805A - Financial Management (Individual)	Approved
805A-36A-6006	Manage Treasury Checks	805A - Financial Management (Individual)	Approved
805A-36A-6112	Manage Cash Operations	805A - Financial Management (Individual)	Approved
805A-36A-6003	Prepare the Statement of Accountability (SF 1219)	805A - Financial Management (Individual)	Approved
805A-36A-6018	Prepare the Daily Statement of Accountability (DD Form 2657)	805A - Financial Management (Individual)	Approved

Supported Collective Tasks : None