

Summary Report for Individual Task
805A-36B-3027
Identify Commitment and Obligation Accounting Transactions
Status: Approved

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

DESTRUCTION NOTICE: None

Condition: You receive a request for the purchase of general supplies and have access to applicable regulations, local policies, systems, and forms.

Standard: Identify accounting documents as either commitments or obligations and ensure that they are properly funded and recorded in applicable systems and forms, without error, 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. Review the documents to determine whether it is a commitment or obligation.
2. Prepare commitment(s). (Skip to Step 3 if it is an obligation).
 - a. Verify document is completed correctly.
 - (1) Ensure necessary signatures are present.
 - (2) Ensure there is an adequate description of supplies or services requested.
 - b. Ensure request is authorized and approved by the Commander of the requesting unit.
 - (1) Verify signature card (DA Form 577).
 - (2) Verify Assumption of Command Orders or appointment orders.
 - c. Ensure that adequate funding is available.
 - d. Apply fund cite.
 - e. Input the commitment on the Document Register. Document Registers vary by command but they all have some critical aspects in common. Items that must be included are:
 - (1) Commitment Item.
 - (2) Document Reference Number (DRN) generated from GFEBS.
 - (3) Committed dollar amount.
 - f. File the original document and return a copy to the original requestor. File the documents based on the Fiscal Year (FY) and document number. When FY closes, the folder will be stored with all the other folders of the same FY for an effective audit trail.
3. Prepare obligation(s).
 - a. Ensure that the Vendor and Contracting Officer have both signed the document. A signature card (DA Form 577) file and/or appointment orders should be maintained of all authorized personnel to sign obligation document(s). Note that it is not necessary for the vendor to have a signature card or appointment order.
 - b. Ensure the terms are identified.
 - c. Verify that the Line of Accounting (LOA) on the contract matches the LOA on the original PRC (DA 3953).
 - d. Update the obligation on the Document Register.
 - (1) Post the obligation amount.
 - (2) Adjust commitment to match obligation.
 - (3) Post the contract number.

(4) File the original documents based on the Fiscal Year (FY) and document number. When the FY closes, the folder will be stored with all other folders of the same FY for an effective audit trail.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if all performance measures are passed (P). Score the Soldier a 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. Reviewed the document to determine whether it is a commitment or obligation.			
2. Prepared commitments.			
a. Verified documents were completed correctly.			
b. Ensured request was authorized and approved by the Commander or the requesting unit.			
c. Ensured adequate funds were available.			
d. Applied fund cite.			
e. Inputted the commitment on the Document Register.			
f. Filed the original document and returned a copy to the original requestor.			
3. Prepared obligations.			
a. Ensured the vendor and contracting office both signed the document.			
b. Ensured the terms were identified.			
c. Ensured the scope of the contracts were in line with the original commitment document.			
d. Verified the LOA on the contract ensuring it matched the LOA on the original PRC (DA Form 3953).			
e. Updated the obligation on the Document Register.			
f. Filed the original document(s) based on the FY and document number. At the end of the FY, stored the document(s) with all other folders of the same FY for an effective audit trail.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DFAS-IN MANUAL 37-100-FY	The Army Management Structure	No	No
	DODFMR 7000.14-R, VOL 3	Department of Defense Financial Management Regulation, Volume 3, Budget Execution - Availability and Use of Budgetary Resources	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 :

Task Number	Title	Proponent	Status
805A-36B-1009	Identify Master Data Elements	805A - Financial Management (Individual)	Approved
805A-36B-1011	Maintain Commitment Records and Obligation Records	805A - Financial Management (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None