

805A-36B-3049
Perform Automated Disbursing Agent Operations
Status: Approved

Security Classification: U - Unclassified

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Destruction Notice: None

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

Conditions: During shaping activities of large scale combat operations (LSCO), you are assigned to a Disbursing Office and tasked to perform automated disbursing agent (DA) operations for your area of responsibility. You have access to a vault, the Financial Management Tactical Platform (FMTP), Deployable Disbursing System (DDS), Stored Value Card (SVC) equipment, Over the Counter network (OTCnet), Department of Defense Financial Management Regulation (DODFMR) 7000.14-R, Volume 5, Local Disbursing Policy, and all applicable forms, systems and policies. This task should not be trained in MOPP 4.

Standards: Perform automated disbursing agent operations IAW DODFMR 7000.14-R Vol 5 without error using a GO / NO GO criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are assigned to a Disbursing Office and tasked to perform automated disbursing agent operations for your area of responsibility.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Prepare for disbursing assignment.

a. Receive DD Form 577, Appointment/ Termination Record – Authorized Signature, from the Disbursing Officer (DO).

- (1) Mark appointment in Section III of DD Form 577 with signature.
- (2) Maintain a copy of the DD Form 577 appointing the DO.
- (3) Receive a copy of the DD Form 577 terminating the Certifying Officer (Section IV complete) when no longer assigned.

b. Obtain written standard operating procedures (SOP), policies, and instructions immediately upon appointment.

c. Ensure Cashiers and Certifier(s) are appointed to meet foreign currency (FC) support requirements in accordance with regulations and local/theater policies.

(1) Conduct background check.

- (a) Evaluate trustworthiness.
- (b) Ensure no excessive debts.
- (c) Ensure no derogatory information from the Cashier or Certifier's unit Commander or the provost marshal/ security division.

(2) Ensure the Cashiers are appointed properly on the DD Form 577, Appointment/ Termination Record – Authorized Signature.

- (a) Confirm appointment by the DO.
- (b) Ensure the DD Form 577 specifies the following types of transactions

- _1_ Process cash payments for negotiable instruments.
- _2_ Perform currency exchanges.
- _3_ Process disbursements military pay vouchers, travel, and other miscellaneous payments.
- _4_ Process collections.

(3) Ensure the Certifiers are appointed properly on the DD Form 577, Appointment/ Termination Record – Authorized Signature.

- (a) Confirm appointment by a Commander or Director (not the DO).
- (b) Ensure the DD Form 577 specifies the types of forms

- _1_ Process disbursement vouchers.
- _2_ Process collections vouchers.

(4) Maintain the appointment document(s) in accordance with regulatory guidance (10 years - see National Archives and Records Administration (NARA)).

(5) Ensure a minimum of two Cashiers are appointed at all times.

d. Ensure the Cashiers and Certifier are trained in accordance with regulations and local - theater policies.

(1) Provide training to the individual selected for duty in the handling of cash, negotiable instruments, cash control, and document preparation prior to assuming duty.

(2) Provide written SOP, policies, and instructions to the individual selected for duty immediately upon appointment.

2. Initialize business day.

- a. Access the DDS then verify business date and exchange rate (provided by the Deputy Disbursing Officer (DDO)).
- b. Establish user profile(s), as needed (deactivate user profile(s) when necessary).
- c. Perform upload of Remote File Transfer (RFT).
- d. Verify cash received from DDO.
- e. Receive DD Form 1081, Statement of Agent Officer's Account (advance from DDO) in DDS.
- f. Mark two copies of the DD Form 1081 with signature (return a copy to the DDO).
- g. Perform vault maintenance and cash management in DDS based upon cash on hand.

3. Manage ongoing disbursing operations.

a. Perform safeguarding of public funds.

(1) Request Cash Holding Authority (CHA) from DO or DDO.

(a) Ensure CHA is not exceeded.

(b) Request an exception to the CHA from the DO or DDO, if exceeded.

(c) Reduce the total cash entrusted to the Cashier, including foreign currency and paid vouchers, so the amount held overnight and carried forward to the next day does not exceed the CHA, if necessary.

(2) Ensure maximum protection for funds and vouchers.

(3) Conduct internal transfer of funds within the Disbursing Station Symbol Number (DSSN) by courier.

(a) Coordinate courier appointment with the DDO, as necessary.

(b) Prepare DD Form 1081 if returning funds to the DDO.

1 Complete advance of manual DD Form 1081 to courier.

2 Complete return of automated DD Form 1081 to the DDO via RFT.

3 Ensure the DD Form 1081 is properly completed, verified, and signed.

(c) Clear manual DD Form 1081 from the courier upon return.

(4) Enforce physical security requirements; Note: view "Ensure the Physical Security Compliance of a Disbursing Office" task (805A-36A-6162).

b. Prepare a DD Form 1081 to advance Cashiers, as needed.

(1) Maintain the signed DD Form 1081(s) for daily accountability.

(2) Provide a signed copy of DD Form 1081 to Cashier.

c. Conduct Paying Agent Support Operations. NOTE: view task "Conduct Paying Agent Operations" task 805A-36A-6004.

d. Ensure the Over-the-Counter Channel Application (OTCnet) "Returned Item List" (Bad Check List) is updated daily for all Cashier systems.

e. Complete advance and return of funds to Cashier(s), as needed.

f. Perform Stored Value Card (SVC) control procedures.

- (1) Verify number of cards delivered by Treasury representative.
- (2) Mark signature on receipt for cards received.
- (3) Maintain SVC card stock in the sleeves by serial number and in sequence.
- (4) Issue card(s) by sequence number to Cashier(s) on a DD Form 1081, as needed.
- (5) Perform inventory of card stock (similar to Treasury checks) or turnover to responsible person with full inventory and receipt.
- (6) Maintain damaged cards in a secure place.

g. Process counterfeit and altered currency.

- (1) Perform the following if detected prior to acceptance into account:

- (a) Determine currency is either counterfeit or altered.
- (b) Secure currency presented for exchange or payment (do not collect into daily accountability).
- (c) Provide a receipt indicating the type, denomination, and amount of the confiscated currency to the person presenting it.
- (d) Obtain information from that individual regarding the currency's source.

(e) Report to Criminal Investigation Division (CID) or the nearest military security agency to deliver the currency, with a detailed report of all known circumstances.

- (f) Obtain a receipt from CID or the nearest military security agency.

- (2) Perform the following if reimbursement is detected after acceptance and obtained by source:

- (a) Receive reimbursement.
- (b) Replace counterfeit or altered currency with reimbursed currency in daily accountability.
- (c) Maintain counterfeit or altered currency and remove from daily accountability (do not return to customer).
- (d) Provide a receipt indicating the type, denomination, and amount of the counterfeit or altered currency to the person presenting it.
- (e) Obtain information from that individual regarding the currency's source.
- (f) Report to CID or the nearest military security agency to deliver the currency, with a detailed report of all known circumstances.

- (g) Obtain a receipt from CID or the nearest military security agency.

- (3) Perform the following if reimbursement is detected after acceptance and not obtained by source:

- (a) Report to CID or the nearest military security agency to deliver the currency, with a detailed report of all known circumstances.
- (b) Obtain a receipt from CID or the nearest military security agency.
- (c) Process loss of funds (see step 5c "Process fiscal irregularity").

- (4) Report to Commander and DDO.

h. Process seized (captured) currency.

- (1) Safeguard all captured currency received within area of responsibility (Do not collect into daily accountability).

(2) Mark the DA Form 4137 (Evidence/Property Custody Document) with signature to properly document and account for the captured currency received.

(3) Establish custodial record using and modifying DA Form 4137 for physical inventory.

(4) Report seized currency to the Commander and DDO for the Diamond 2 Report.

(5) Maintain seized currency in a separate container until properly transferred to the appropriate office on DA Form 4137 (seized currency should not be intermingled with coexisting currency under the Disbursing Agent's accountability).

i. Process mutilated and unfit currency.

(1) Coordinate with DDO to return mutilated or unfit currency, if already accepted into accountability (refrain from accepting mutilated or unfit currency into accountability).

(2) Establish DD Form 1081 to return currency to DDO.

(3) Mark DD Form 1081 with signature and maintain for accountability.

j. Destroy currency, as required.

(1) Prevent capture of funds by burning paper currency and bury or disperse coinage in bodies of water.

(2) Ensure destruction is witnessed by three persons who are either U.S. commissioned or non-commissioned officers, or U.S. Government civilian employees who are U.S. citizens.

(3) Prepare an itemized DD Form 2669, Destruction Schedule for Currency, for all funds destroyed.

(4) Maintain DD Form 2669 until relieved of accountability for funds.

(5) Administer standard decontamination methods for returning paper currency and other negotiable instruments that may be contaminated as a result of a chemical, biological, radiological, nuclear, high yield explosives (CBRNE) attack.

(6) Complete previous steps 3.j. (2)-(4) if currency is deemed unfit after decontamination.

k. Process Enemy Prisoner of War (EPW) accounts.

(1) Secure detainee's currency (U.S., foreign) or negotiable instruments.

(2) Process DD Form 1131, Cash Collection Voucher (CCV), for confiscated EPW funds in accordance with regulations and local/theater policies.

(a) Process deposit unclaimed currency (U.S., foreign) in appropriate line of accounting.

(b) Provide copy of completed CCV to EPW.

(3) Report to military intelligence activity if large sums of allied or U.S. currency are confiscated.

l. Ensure commercial vendor services (CVS) payments are processed.

(1) Develop synchronized procedures for operations between disbursing and CVS to ensure interface pay files (e.g. GFEBS Ready to pay files and/or CAPS upload files) and payment packages are received, managed, processed and reconciled in a timely manner IAW applicable regulations, local/theater policies and procedures.

(2) Ensure certified payment voucher(s) and payment packet(s) from CVS are received and signed for on a transmittal letter (TL).

(3) Ensure CVS Certifying Officer processes certified payment in DDS.

(4) Provide post payment information to CVS such as disbursement voucher number, post pay files, and other necessary information.

4. Close daily business.

a. Close Cashier(s) business.

- (1) Verify negotiable instruments were properly completed in accordance with local/theater policies and procedures.
- (2) Validate OTCnet batch against Cashier's DD Form 2664, Currency Exchange Record – Record of Individual Exchange Transaction, once the Cashier(s) is ready to close their business (completed by the Check Capture Supervisor; not necessarily the DA).
- (3) Validate Cashier's batch list within OTCnet (completed by the Check Capture Supervisor; not necessarily the DA).
- (4) Ensure all disbursement and collection vouchers are properly completed and certified.
- (5) Validate Cashier business (US/Foreign currency, negotiable instruments, disbursement and collection vouchers, sales and loads match DD Form 1081, DD Form 2664, and DD Form 2665 (Daily Agent Accountability Summary)).
- (6) Ensure the Fiscal Services (FS) 2887, Application Form for U.S. Department of the Treasury Stored Value Card (SVC) Program, was properly completed and forwarded to the Federal Reserve Bank (FRB), as necessary.
- (7) Verify and accept Cashier's DD Form 1081 with supporting documents.

b. Close Disbursing Agent's business.

- (1) Produce OTCnet SF 215, Deposit Ticket, from previous business day (Note: excluding weekends and Federal Holidays based upon Treasury).
- (2) Process SF 215 for SVC sales (SVC receipts).
- (3) Process SF 5515, Debit Voucher (SVC loads).
- (4) Produce DD Form 2659, Voucher Control Log, against collection and disbursements vouchers listed.
- (5) Validate vault ledger(s) against vault cash count.
- (6) Identify if a fiscal irregularity exists in the DA's account/daily business. Note: See step 4 "Resolve fiscal irregularity" below for further instructions.
- (7) Produce DD Form 1081.
- (8) Mark DD Form 1081 with signature and maintain for accountability.
- (9) Produce any system generated forms (e.g., a loss and/or gain).
- (10) Validate auto-generated DD Form 2665.
- (11) Produce sub agent listing.
- (12) Produce the RFT and write the RFT number in the upper right-hand corner of DD Form 1081.
- (13) Perform back up of DDS (daily) and log out.
- (14) Place documents in sequential order by voucher number per DDO's instructions.
- (15) Complete scanning of documents into digital filing system (e.g. shared drive).

5. Resolve fiscal irregularity.

- a. Identify a fiscal irregularity exists in the DA account.
- b. Determine the type of fiscal irregularity from the following:
 - (1) Physical loss of funds.

(a) Minor loss.

1 Loss of \$300 or less (no fraud).

2 Loss of over \$300 but less than \$750 (no fraud).

(b) Major loss.

1 Loss of funds \$750.00 or more.

2 Any loss of funds resulting from theft, regardless of dollar amount.

3 Any loss, regardless of the dollar amount, where there is evidence of fraud within the Disbursing Office.

(2) Erroneous Payments (illegal, incorrect, or improper).

(a) Any overpayment of a payee.

(b) Two or more payments (duplicate) to the same payee for the same entitlement.

(c) Payment to an ineligible payee.

(d) Any payment based on fraudulent, forged, or altered documents prepared or presented by individuals who do not work in the Disbursing Office.

(e) Any other payment in violation of DoDFMR 7000.14-R, Volume 5.

(3) Overage of public funds (occurs when funds held are greater than shown on DD Form 2665).

c. Confirm fiscal irregularity (cease operations immediately when a physical irregularity is discovered).

(1) Prepare a DD Form 2665 posting all transactions since the last balancing.

(2) Verify, by actual count, the total of all cash and accountable documents held agree with the amounts shown as on-hand on the DD Form 2665.

(3) Report the discrepancy to the Commander and the DO for further guidance if the fiscal irregularity is unresolved.

d. Process fiscal irregularity.

(1) Record a physical loss of funds, as necessary.

(a) Process an OF 1017-G, Journal Voucher (JV), for any physical loss of funds (reference DoDFMR 7000.14-R Volume 5, Chapter 7 for form instructions).

(b) Submit the JV with the daily business.

(2) Provide assistance to the DO with resolving erroneous payments, as necessary.

(3) Record an overage of public funds, as necessary.

(a) Process a DD Form 1131 (reference DoDFMR 7000.14-R Volume 5, Chapter 10 for form instructions).

(b) Process the overage using the Budget Clearing Account (Suspense), **F3875, pending a determination of where the overage belongs.

(c) Ensure the DA certifies the CCV with signature.

(d) Submit the CCV with the daily business.

(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 measures are 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 they feel qualified and prepared for the evaluation. Once ready, 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. Prepared for disbursing assignment.			
a. Received DD Form 577, Appointment/ Termination Record – Authorized Signature, from the DO.			
(1) Marked appointment in Section III of DD Form 577 with signature.			
(2) Maintained a copy of the DD Form 577 appointing the DO.			
(3) Received a copy of the DD Form 577 terminating the Certifying Officer (Section IV complete) when no longer assigned.			
b. Obtained written SOP, policies, and instructions immediately upon appointment.			
c. Ensured Cashiers and Certifier(s) are appointed to meet FC support requirements in accordance with regulations and local/ theater policies.			
(1) Conducted background check.			
(a) Evaluated trustworthiness.			
(b) Ensured no excessive debts.			
(c) Ensured no derogatory information from the Cashier or Certifier's unit Commander or the provost marshal/ security division.			
(2) Ensured the Cashiers are appointed properly on the DD Form 577, Appointment/ Termination Record – Authorized Signature.			
(a) Confirmed appointment by the DO.			
(b) Ensured the DD Form 577 specifies the following types of transactions (see page two of DD Form 577 for instructions):			
1 Processed cash payments for negotiable instruments.			
2 Performed currency exchanges.			
3 Processed disbursements military pay vouchers, travel, and other miscellaneous payments.			
4 Processed collections.			
(3) Ensured the Certifiers are appointed properly on the DD Form 577, Appointment/ Termination Record – Authorized Signature.			
(a) Confirmed appointment by a Commander or Director (not the DO).			
(b) Ensured the DD Form 577 specifies the types of forms (see page two of DD Form 577 for instructions):			
1 Processed disbursement vouchers.			
2 Processed collections vouchers.			
(4) Maintained the appointment document(s) in accordance with regulatory guidance (10 years - see NARA).			
(5) Ensured a minimum of two Cashiers were appointed at all times.			
d. Ensured the Cashiers and Certifier are trained in accordance with regulations and local/ theater policies.			
(1) Provided training to the individual selected for duty in the handling of cash, negotiable instruments, cash control, and document preparation prior to assuming duty.			
(2) Provided written SOP, policies, and instructions to the individual selected for duty immediately upon appointment.			
2. Initialized Business Day.			
a. Accessed the DDS then verified business date and exchange rate (provided by the Deputy Disbursing Officer (DDO)).			
b. Established user profile(s), as needed (deactivated user profile(s) when necessary).			
c. Performed upload of RFT.			
d. Verified cash received from DDO.			
e. Received DD Form 1081, Statement of Agent Officer's Account (advance from DDO) in DDS.			
f. Marked two copies of the DD Form 1081 with signature and returned a copy to the DDO.			
g. Performed vault maintenance and cash management in DDS based upon cash on hand.			
3. Managed ongoing disbursing operations.			
a. Performed safeguarding of Public Funds.			
(1) Requested CHA from DO or DDO.			
(a) Ensured CHA is not exceeded.			
(b) Requested an exception to the CHA from the DO or DDO, if exceeded.			
(c) Reduced the total cash entrusted to the Cashier, including foreign currency and paid vouchers, so the amount held overnight and carried forward to the next day does not exceed the CHA, if necessary.			
(2) Ensured maximum protection for funds and vouchers.			
(3) Conducted internal transfer of funds within the DSSN by courier.			
(a) Coordinated courier appointment with the DDO, as necessary.			
(b) Prepared DD Form 1081 returning funds to the DDO.			
1 Completed advance of manual DD Form 1081 to courier.			
2 Completed return of automated DD Form 1081 to the DDO via RFT.			

3. Ensured the DD Form 1081 was properly completed, verified, and signed.			
(c) Cleared manual DD Form 1081 from the courier upon return.			
(4) Enforced physical security requirements.			
b. Prepared a DD Form 1081 to advance Cashiers, as needed.			
(1) Maintained the signed DD Form 1081(s) for daily accountability.			
(2) Provided a signed copy of DD Form 1081 to Cashier.			
c. Conducted Paying Agent Support Operations.			
d. Ensured the OTCnet "Returned Item List" (Bad Check List) was updated daily for all Cashier systems.			
e. Completed advance and return of funds to Cashier(s), as needed.			
f. Performed SVC control procedures.			
(1) Verified number of cards delivered by Treasury representative.			
(2) Marked signature on receipt for cards received.			
(3) Maintained SVC card stock in the sleeves by serial number and in sequence.			
(4) Issued card(s) by sequence number to Cashier(s) on a DD Form 1081, as needed.			
(5) Performed inventory of card stock (similar to Treasury checks) or turnover to responsible person with full inventory and receipt.			
(6) Maintained damaged cards in a secure place.			
g. Processed counterfeit and altered currency.			
(1) Performed the following if detected prior to acceptance into account:			
(a) Determined currency is either counterfeit or altered.			
(b) Secured currency presented for exchange or payment (do not collect into daily accountability).			
(c) Provided a receipt indicating the type, denomination, and amount of the confiscated currency to the person presenting it.			
(d) Obtained information from that individual regarding the currency's source.			
(e) Reported to CID or the nearest military security agency to deliver the currency, with a detailed report of all known circumstances.			
(f) Obtained a receipt from CID or the nearest military security agency.			
(2) Performed the following if reimbursement is detected after acceptance and obtained by source:			
(a) Received reimbursement.			
(b) Replaced counterfeit or altered currency with reimbursed currency in daily accountability.			
(c) Maintained counterfeit or altered currency and remove from daily accountability (do not return to customer).			
(d) Provided a receipt indicating the type, denomination, and amount of the counterfeit or altered currency to the person presenting it.			
(e) Obtained information from that individual regarding the currency's source.			
(f) Reported to CID or the nearest military security agency to deliver the currency, with a detailed report of all known circumstances.			
(g) Obtained a receipt from CID or the nearest military security agency.			
(3) Performed the following if reimbursement is detected after acceptance and not obtained by source:			
(a) Reported to CID or the nearest military security agency to deliver the currency, with a detailed report of all known circumstances.			
(b) Obtained a receipt from CID or the nearest military security agency.			
(c) Processed loss of funds (see step 5c "Process fiscal irregularity").			
(4) Reported to Commander and DDO.			
h. Processed seized (captured) currency.			
(1) Safeguarded all captured currency received within area of responsibility.			
(2) Marked the DA Form 4137 (Evidence/Property Custody Document) with signature to properly document and account for the captured currency received.			
(3) Established custodial record using and modifying DA Form 4137 for physical inventory.			
(4) Reported seized currency to the Commander and DDO for the Diamond 2 Report.			
(5) Maintained seized currency in a separate container until properly transferred to the appropriate office on DA Form 4137.			
i. Processed mutilated and unfit currency.			
(1) Coordinated with DDO to return mutilated or unfit currency. if already accepted into accountability (refrained from accepting mutilated or unfit currency into accountability).			
(2) Established DD Form 1081 to return currency to DDO.			
(3) Marked DD Form 1081 with signature and maintained for accountability.			
j. Destroyed currency, as required.			
(1) Prevented capture of funds by burning paper currency and buried or dispersed coinage in bodies of water.			
(2) Ensured destruction was witnessed by three persons who were either U.S. commissioned or non-commissioned officers, or U.S. Government civilian employees who were U.S. citizens.			

(3) Prepared an itemized DD Form 2669, Destruction Schedule for Currency, for all funds destroyed.			
(4) Maintained audit trails until relieved of accountability for funds.			
(5) Administered standard decontamination methods for returning paper currency and other negotiable instruments that may be contaminated as a result of a CBRNE attack.			
(6) Completed previous steps 3.j. (2)-(4) if currency is deemed unfit after decontamination.			
k. Processed EPW accounts.			
(1) Secured detainee's currency (U.S., foreign) or negotiable instruments.			
(2) Processed DD Form 1131, CCV, for confiscated EPW funds in accordance with regulations and local/theater policies.			
(a) Processed deposit of unclaimed currency (U.S., foreign) in appropriate line of accounting.			
(b) Provided copy of completed CCV to EPW.			
(3) Reported to military intelligence activity after large sums of allied or U.S. currency was confiscated.			
I. Ensured CVS payments were processed.			
(1) Developed synchronized procedures for operations between disbursing and CVS to ensure interface pay files (e.g. GFEBs Ready to pay files and/or CAPS upload files) and payment packages were received, managed, processed and reconciled in a timely manner IAW applicable regulations, local/theater policies and procedures.			
(2) Ensured certified payment voucher(s) and payment packet(s) from CVS were received and signed for on a TL.			
(3) Ensured CVS Certifying Officer processed certified payment in DDS.			
(4) Provided post payment information to CVS such as disbursement voucher number, post pay files, and other necessary information.			
4. Closed daily business.			
a. Closed Cashier(s) business.			
(1) Verified negotiable instruments were properly completed in accordance with local/theater policies and procedures.			
(2) Validated OTCnet batch against Cashier's DD Form 2664, Currency Exchange Record – Record of Individual Exchange Transaction, once the Cashier(s) was ready to close their business.			
(3) Validated Cashier's batch list within OTCnet (completed by the Check Capture Supervisor; not necessarily the DA).			
(4) Ensured all disbursement and collection vouchers were properly completed and certified.			
(5) Validated Cashier business (US/Foreign currency, negotiable instruments, disbursement and collection vouchers, sales and loads match DD Form 1081, DD Form 2664, and DD Form 2665 (Daily Agent Accountability Summary)).			
(6) Ensured the FS 2887, Application Form for U.S. Department of the Treasury SVC Program, was properly completed and forwarded to the FRB, as necessary.			
(7) Verified and accepted Cashier's DD Form 1081 with supporting documents.			
b. Closed Disbursing Agent's business.			
(1) Produced OTCnet SF 215, Deposit Ticket, from previous business day.			
(2) Processed SF 215 for SVC sales (SVC receipts).			
(3) Processed SF 5515, Debit Voucher (SVC loads).			
(4) Produced and verified DD Form 2659, Voucher Control Log, against collection and disbursement vouchers listed.			
(5) Validated vault ledger(s) against vault cash count.			
(6) Identified if a fiscal irregularity existed in the DA's account/daily business.			
(7) Produced DD Form 1081.			
(8) Marked DD Form 1081 with signature and maintained for accountability.			
(9) Produced any system generated forms (e.g., a loss and/or gain).			
(10) Validated auto-generated DD Form 2665.			
(11) Produced sub agent listing.			
(12) Produced RFT, and wrote the RFT number in the upper right hand corner of DD Form 1081.			
(13) Performed back up of DDS (daily) and logged out.			
(14) Placed documents in sequential order by voucher number per DDO's instructions.			
(15) Completed scanning of documents into digital filing system (e.g. shared drive).			
5. Resolved fiscal irregularity.			
a. Identified a fiscal irregularity exists in the DA account.			
b. Determined the type of fiscal irregularity from the following:			
(1) Physical loss of funds.			
(a) Minor loss.			
1 Loss of \$300 or less (no fraud).			
2 Loss of over \$300 but less than \$750 (no fraud).			
(b) Major loss.			
1 Loss of funds \$750.00 or more.			

2 Any loss of funds resulting from theft, regardless of dollar amount.			
3 Any loss, regardless of the dollar amount, where there is evidence of fraud within the Disbursing Office.			
(2) Erroneous Payments (illegal, incorrect, or improper).			
(a) Any overpayment of a payee.			
(b) Two or more payments (duplicate) to the same payee for the same entitlement.			
(c) Payment to an ineligible payee.			
(d) Any payment based on fraudulent, forged, or altered documents prepared or presented by individuals who do not work in the Disbursing Office.			
(e) Any other payment in violation of DoDFMR 7000.14-R, Volume 5.			
(3) Overage of public funds (occurs when funds held are greater than shown on DD Form 2665).			
c. Confirmed fiscal irregularity (ceased operations immediately when a physical irregularity was discovered).			
(1) Prepared a DD Form 2665 posting all transactions since the last balancing.			
(2) Verified, by actual count, the total of all cash and accountable documents held agree with the amounts shown as on-hand on the DD Form 2665.			
(3) Reported the discrepancy to the Commander and the DO for further guidance after the fiscal irregularity is unresolved.			
d. Processed fiscal irregularity			
(1) Recorded a physical loss of funds, as necessary.			
(a) Processed an OF 1017-G, JV, for any physical loss of funds.			
(b) Submitted the JV with the daily business.			
(2) Provided assistance to the DO with resolving erroneous payments, as necessary.			
(3) Recorded an overage of public funds, as necessary.			
(a) Processed a DD Form 1131 (reference DoDFMR 7000.14-R Volume 5, Chapter 10 for form instructions).			
(b) Processed the overage using the Budget Clearing Account (Suspense), **F3875, pending a determination of where the overage belongs.			
(c) Ensured the DA certified the CCV with signature.			
(d) Submitted the CCV with the daily business.			

Materiel Items (NSN) :

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	Yes	Yes	

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7020-01-182-8535		Calculator, Electronic	1
	7022-01-512-3144	S63110	Support System Tactical: AN/TYQ-132(V)2	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. 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 ATP 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 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. a training environment, leaders must perform a risk assessment in accordance with DA PAM 385-30, Risk Management. Leaders will complete a DD Form 2977 DELIBERATE RISK ASSESSMENT 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). Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the work/rest cycles and water replacement guidelines IAW TRADOC Regulation 350-29.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805A-36A-6004	Conduct Paying Agent Operations	805A - Finance and Comptroller	Approved
805A-36A-6162	Ensure the Physical Security Compliance of a Disbursing Office	805A - Finance and Comptroller	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
K26707	Know how to perform disbursing agent functions

Skills :

Skill ID	Skill Name
S3269	Navigate Deployable Disbursing System
805A-S-0145	Ability to Read, Interpret, and Apply Appropriate Regulation(s)

ICTL Data : None