

805A-36A-0005
Supervise the Implementation of Financial Readiness Actions 1
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the FMS foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: Given the following publications: 1. DoDFMR 7000.14-R, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay . 2.Handout # 1, 3. Handout #2, and4. AR 621-202 Army Educational Incentives and Entitlements, 5. Access to a computer. This task should not be trained in MOPP 4.

Standards: Supervise the implementation of financial readiness actions to successfully achieve financial readiness familiarity throughout thesection IAWBlended Retirement System, the DoDFMR 7000.14-R, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay and AR 621-202 Army Educational Incentives and Entitlements.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: Identify basic entitlements and assist your Soldiers to ensure their pay is accurate.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify Various Steps for Planning Individual and Family Finances.
 - a. Establish a bank account.
 - b. Establish Direct Deposit via Electronic Funds Transfer (EFT) to a financial institution.
 - c. Managing debt.
2. Identify the different support agencies provided by the Army and civilian sector.
 - a. Describe the function of Army Community Service (ACS).
 - b. Describe the function of the Army and Air Force Exchange Service (AAFES).
 - c. Describe the function of the American Red Cross (ARC).
3. Identify the different sections of the Leave and Earnings Statement and Net Pay Advice.
 - a. Explain the Administrative Section.
 - b. Explain the Entitlements Section.
 - c. Explain the Deductions Section.
 - d. Explain the Allotments Section.
 - e. Explain the Summary Section.
 - f. Explain the Leave Section.
 - g. Explain the Federal Taxes Section.
 - h. Explain the Federal Income Contributions Act (FICA) Section.
 - i. Explain the State Taxes Section.
 - j. Explain the Pay Data Section.
 - k. Explain the Thrift Savings Plan (TSP) Section.
 - l. Explain the Remarks Section.
 - m. Explain the Member's Name and Address Section of the NPA.
 - n. Explain the Social Security Number Section of the NPA.
 - o. Explain the Accounting Disbursing Station Number (ADSN)/Disbursing Station Symbol Number (DSSN) Section of the NPA.
 - p. Explain the Pay Date Section of the NPA.
 - q. Explain the Account Number Section of the NPA.
 - r. Explain the Net Pay Amount of the NPA.
 - s. Explain the Your Net Pay was Forwarded to Section of the NPA.
 - t. Explain the Remarks Section of the NPA.

4. Identify the different types of military pay entitlements and allowances IAW DODFMR VOL 7A.

- a. Describe Base Pay.
- b. Describe Special Pays.
- c. Describe Incentive Pays.
- d. Describe Basic Allowance for Housing (BAH).
- e. Describe Basic Allowance for Subsistence (BAS).
- f. Describe Family Separation Allowance (FSA).
- g. Describe Cost of Living Allowance (COLA).
- h. Describe Overseas Housing Allowance (OHA).
- i. Describe the Clothing Monetary Allowances.

5. Identify Procedures to Resolve Pay Inquires.

- a. Identify the pay problem.
- b. Notify the chain of command.
- c. Complete a DA Form 2142, Pay Inquiry.

6. Conduct Introduction to the Blended Retirement System (BRS) For the Uniformed Services

- a. Sign on to the Joint Knowledge Online (JKO) web site
- b. Select one set of instruction from the Joint Knowledge Online (JKO)list.
- c. Complete the Blended Retirement System (BRS) online course.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: None

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified various steps for planning individual and family finances.			
2. Identified the different support agencies provided by the Army and civilian sector.			
3. Identified the different sections of the Leave and Earnings Statement and Net Pay Advice.			
4. Identified the different types of military pay entitlements and allowances IAW DODFMR VOL 7A.			
5. Identified procedures to resolve pay inquiries.			
6. Conducted Introduction to the Blended Retirement System (BRS) For the Uniformed Services			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 621-202	Army Educational Incentives and Entitlements (*RAR 001, 09/06/2011)	Yes	No
	DOD 7000.14-R VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No
1.	DOD 7000.14-R VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No
3.	DOD 7000.14-R VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No
4.	DOD 7000.14-R VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No
5.	DOD 7000.14-R VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No

TADSS : None

Equipment Items (LIN):

LIN	Name
FK208L	Calculator, Electron

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
1.	7020-01-182-8535		Calculator, Electronic	1
3.	7020-01-182-8535		Calculator, Electronic	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 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 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. Low.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None