125TH FMCO

ELEMENT:

TASK: Conduct Transactions with Agent Officers (14-2-8005)
(DODFMR 7000.14-R, VOL 5)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

FMCO/FMD

CONDITIONS: The Financial Management (FM) Detachment is deployed in support of a theater elements engaged in military operations. Supported units have appointed agent officers in accordance with theater policies for individual and procurement support. Agent officers are required to provide payments to Soldiers and vendors. The ~~Defense Finance Battlefield System (DFBS)~~ FMTP and other automated systems and software will be employed in support of operations as applicable. Threat capabilities include information gathering and possible isolated attacks by terrorist suicide bombers. This task should not be trained in MOPP4.

TASK STANDARDS: Appointment documents for all paying agents are properly maintained. Paying agents are briefed on duty requirements and acknowledge their responsibilities before receiving public funds. All accounts are properly cleared and closed out. All public funds are accounted for, controlled, and secured.

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TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander, FM Detachment establishes agent officer activities. (805A-44A-7116) a. Receives theater and company policies. b. Provides supported units with procedures for agent officers. c. Ensures proper records are maintained. d. Coordinates with supported units for issue of funds. e. Coordinates required briefing for newly appointed agent officers. f. Briefs agent officers on their responsibilities. g. Provides training on proper procedures for counting monies, recording transactions, and control of funds. h. Provides agent officers with written guidance or standing operating procedures (SOP). i. Requires paying agents to sign a memorandum of understanding prior to being provided funds. j. Ensures paying agents are not paying vendors and Soldiers at same time. k. Develops requirements for US and/or local currencies for the FM Company. l. Informs Disbursing Section of scheduled requirements. m. Reconciles any discrepancies in funds or instruments before agent officer departs location.	✓	
2. Disbursing Section advances cash to the agent. (805A-44A-7116, 805A-44C-4102, 805A-DOP-8109, 805A-FSC-8104) a. Maintains copies of agent officer appointments and memorandums of understanding. b. Maintains historic record of disbursement for fund requisition. c. Prepares DD Form 1081, Statement of Agent Officer's Account. d. Assists commander in briefing/training of agent officers. e. Coordinates with supported units on dates and times for issue of funds. f. Verifies amount to be advanced before advancing to agent. g. Provides secure area for the agent to verify funds received. h. Verifies identity and authorizations of agent officer. i. Obtains Disbursing Officer's (DO) signature "On Advance".	✓	

very good paying agent class

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
j. Reports any problems or discrepancies to the Detachment Commander or designated individual.		
3. Disbursing Section closes out agent officer's account. (805A-44A-7116, 805A-44C-4102, 805A-DOP-8102, 805A-FSC-8104) a. Receives the return of public funds. b. Verifies endorsements on paid documents and cash turned in. c. Prepares the correct balance on DD Form 1081 for return. d. Completes DD Form 1081 and clear agent officer's account if no discrepancies are noted. e. Notifies the DO immediately if discrepancy is found. f. Maintains records required for fiscal control.	✓	

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED	3						
TOTAL TASK STEPS "GO"	3						
TRAINING STATUS "GO"/"NO-GO"	GO						

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
805A-44A-7116	Conduct Paying Agent Operations	STP 14-44A-OFS
805A-44C-4102	Safeguard Public Funds	STP 14-44C14-SM-TG
805A-DOP-8102	Prepare a Statement of Agent Officer's Account (DD Form 1081)	STP 14-44A-OFS
805A-DOP-8109	Employ the Deployable Disbursing System	STP 14-44C14-SM-TG
~~805A-FSC-8104~~	~~Employ the Financial Management Tactical Platform (FMTP)~~	STP 14-44C14-SM-TG ~~STP 14-44A-OFS~~ STP 14-44C14-SM-TG

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE