



Finance Technician 3432





Purpose of Smart Pack



Purpose: The purpose of this document is to provide Marines who have been assigned the Finance Technician (3432) Military Occupational Specialty (MOS) with a basic understanding of the roles and responsibility of their appointed occupation. Finance Technicians perform the duties associated with the maintenance, review, payments processing of Master Military Pay Accounts, and the fiscal accountability supporting the transactions. Finance Technicians also perform duties incident to the adjudication, computation, review, and payment of vouchers for reimbursement of official travel. Finance Technicians may be assigned to finance offices in either the operating forces or the shore establishment. Marines serving as Finance Technicians must have a fundamental understanding of related computer system applications.



Table of Contents



- Travel Clerk
- Pay Clerk
- Fiscal Clerk
- Defense Travel Systems/DMM Clerk
- Separations Clerk
- Operations Clerk
- Customer Service Clerk
- Deployment Opportunities
- Common Acronyms
- References



Disbursing vs Finance Office



Disbursing Office:

- The Disbursing Officer is typically a LtCol or Major.
- Designated by the Secretary of Defense as an Agent of the U.S. Treasury.

Finance Office:

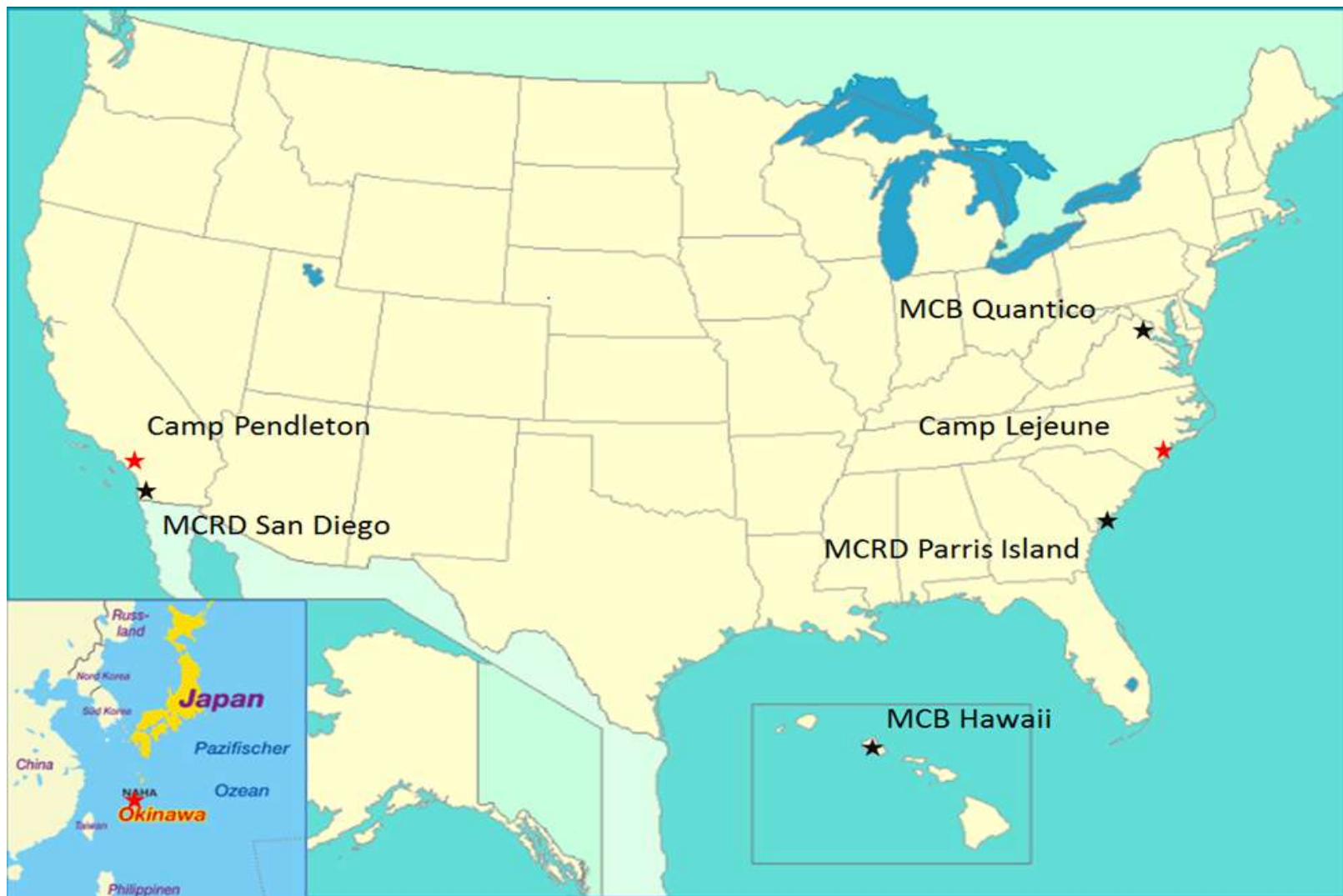
- The Finance Officer is typically a Major, Captain or CWO.
- Must submit their office's daily business to either a Disbursing Office or Defense Finance and Accounting Services (DFAS).



Disbursing Duty Stations



East Coast	West Coast	Overseas
Camp Lejeune, NC- DO	Camp Pendleton, CA- DO	Okinawa, Japan- DO
MCRD Parris Island, SC- FO	MCRD San Diego, CA- FO	MCB Hawaii- FO
Quantico, VA- FO		



- ★ Disbursing Office
- ★ Finance Office

	Office Title	Physical Location	Organizational Location	Customer Base
1	RDO-West DSSN 6187	Camp Pendleton	Svc Co, HQ Reg, 1 st MLG	<ul style="list-style-type: none"> - I MEF - 1st MarDiv - I MIG - 1st MLG - 3rd MAW - 4th MarDiv - CLR 45 - MCAS Miramar - MCAS Yuma - 4th MAW - MCI-West - MCLB Barstow - MCAGCC 29 Palms - 11th, 13th, 15th MEUs
2	RDO-East DSSN 6092	Camp Lejeune	Svc Co, CLR 27, 2 nd MLG	<ul style="list-style-type: none"> - MARFORCOM - MARFORSOUTH - MARCENT - MARCORLOGCOM - MARFOREUR - MARFORAF - MARSOC (East coast) - II MEF - 2nd MarDiv - II MIG - 2nd MLG - 2nd MAW - MCI-East - MCLB Albany - MCAS New River - MCAS Cherry Point - 22nd, 24th, 26th MEUs
3	RDO-Pacific DSSN 6095	Camp Foster, Oki	Svc Co, HQ Reg, 3 rd MLG	<ul style="list-style-type: none"> - III MEF - 3rd MarDiv - III MIG - 3rd MLG - 1st MAW - MCIPAC - MARFORK - 31st MEU

	Office Title	Physical Location	Organizational Location	Customer Base
1	National Capital Region (NCR) Finance Office DSSN 6105	MCB Quantico	Marine Corps Combat Development Command (MCCDC)	<ul style="list-style-type: none"> - National Capital Region Entities - MC University - MCB Quantico - MCI Com - All O7 and above travel and pay
2	FO – East DSSN 5153	MCRD Parris Island	MCRD Parris Island	<ul style="list-style-type: none"> - MCRD Parris Island - 1st, 4th and 6th Marine Corps Recruiting Districts
3	FO – West DSSN 6798	MCRD San Diego	MCRD San Diego	<ul style="list-style-type: none"> - MCRD San Diego - 8th, 9th and 12th Marine Corps Recruiting District - >90 Reserve Units
4	FO – Hawaii DSSN 6795	MCB, Hawaii	HQ Co, HQ Bn, MCB Hawaii	<ul style="list-style-type: none"> - MCBH (MCAS/HQBN) - US Pacific Command - MARFORPAC - MAG 24 - 3rd MarReg - 1/12 - CLB 3 - 3rd Rad Bn - SOCPAC - 4th Recon Bn



Functions and Responsibilities of a Travel Clerk



As a Travel Clerk you will process TDY, PDT, Advances and Elapsed time.

- TDY- Temporary Duty.
- PDT- Permanent Duty Travel.
- Advances- Payment prior to departure.
- Elapsed Time- Accountability of time between duty stations.

Systems typically used:

- IATS (Integrated Automated Travel System)
 - Used to input and create all PCS and some TAD travel claims for processing and payment.
- DTMS (Document Tracking Management System)
 - Used to track and safely maintain all documentation associated with travel vouchers.



Functions and Responsibilities of a Pay Clerk



Process NAVMC 11116, special payments, pay adjustments, and reports.

- NAVMC 11116- Mandatory for all military pay accounts corrections.
- Any payment outside of the normal 15th and 30th payday.
- Correcting errors in reporting elapsed time and any other payment made.

Systems typically used:

- DTMS (Document Tracking Management System)
 - Used to track and safely maintain all documentation associated with pay packages to include 11116, 11060, and all other military payments.
- 3270 (Marine Corps Total Force System)
 - Includes all training, personal, and pay data.



Functions and Responsibilities of a Fiscal Clerk



Collect, pay, and monitor electronic and hard funds for the Marine Corps.

- Take in cash and other negotiable instruments for the Department of the Treasury.
- Disburse funds to aid mission accomplishment.
- Edit and maintain the overall accountability balance for the Regional Disbursing Office.

Systems typically used:

- DDS (Deployed Disbursing System)
 - Used to report Disbursing Officer's accountability of funds and daily business.
- 3270 (Marine Corps Total Force System)
 - Includes all training, personal, and pay data.



Functions and Responsibilities of a Defense Travel Systems/DMM Clerk



Edit, approve, and finalize the funds for payment via DTS. To track and execute debts that pertain to DTS travel.

- Establish and monitor debts created in DTS and ensure recoupment of funds.

Systems typically used:

- DTS (Defense Travel System)
 - The primary system used for DoD TAD travel.
- 3270 (Marine Corps Total Force System)
 - Includes all training, personal, and pay data.



Functions and Responsibilities of a Separations Clerk



Zero balancing Master Military Pay Accounts (MMPAs)

- Ensures all final payments made to any member separating from the Marine Corps are paid correctly.

Systems typically used:

- DTMS (Document Tracking Management System)
 - Used to track and safely maintain all documentation associated with pay packages to include 11116, 11060 and all other military payments.
- 3270 (Marine Corps Total Force System)
 - Includes all training, personal, and pay data.



Functions and Responsibilities of an Operations Clerk



Typically responsible for all operational commitments within a Disbursing or Finance Office.

- Maintain accountability of all training to include setting up and conducting all annual training.
- Assigned as the unit mail representative.
- Maintain/update all systems (i.e. DDS, DTMS, IATS) within the office.



Functions and Responsibilities of a Customer Service Clerk



Provide assistance to personnel in a timely manner, over the phone, through email, and in person. Ensure Marines and their families are taken care of and serve as a point of contact to correct Disbursing related issues.



Deployment Opportunities



- Special Purpose MAGTF detachments all around the world
- Marine Expeditionary Units
- Supporting units in Afghanistan
- Supporting units in Iraq/Syria
- Supporting exercises in Italy, Spain, Morocco, and many others (i.e. African Lion and Trident Junction)



Common Acronyms



- **MCTFS:** Marine Corps Total Force System
- **DTS:** Defense Travel System
- **MCAAT:** Marine Corps Administrative Analysis Team
- **GTCC:** Government Travel Charge Card Program
- **PCS:** Permanent Change of Station
- **TAD:** Temporary Additional Duty
- **MMPA:** Master Military Pay Account
- **FY:** Fiscal Year
- **CY:** Calendar Year



References and Resources



- Financial Management School webpage
<https://www.trngcmd.marines.mil/Units/South-Atlantic/MCCSSS/MCCSSS-Schools/Financial-Management/>
- Marine Corps Combat Service Support Schools (MCCSSS) webpage
<https://www.trngcmd.marines.mil/Units/South-Atlantic/MCCSSS/>
- MCCSSS Facebook page
<http://www.facebook.com/MCCSSS/>
- Marine Corps Financial Management Standard Operating Procedures
https://www.marines.mil/Portals/59/MCO_7300.21B_FINAL_SIGNED.pdf
- Department of Defense Financial Management Regulations (DoDFMR)
<https://comptroller.defense.gov/fmr/>
- Joint Travel Regulations (JTR)
<https://www.defensetravel.dod.mil/site/travelreg.cfm>
- Department of Defense, Financial Management Certification website
<https://fmonline.ousdc.osd.mil/default.aspx>