

3127. OCCUPATIONAL FIELD 34, FINANCIAL MANAGEMENT

1. Introduction. The Financial Management OccFld encompasses the functions of finance, accounting, and budget which are developed to ensure the continuing quality of the financial management process and to safeguard all public funds. Personnel serving in the OccFld assist and support the commander in the execution of the responsibilities, both command and legal, that relate to financial administration. Qualifications required include skills involving the disbursement of public funds, budget development and execution, managerial accounting, reporting, resource evaluation and analysis, and auditing. Formal schooling is provided to Marines entering the OccFld as Finance Technicians and Financial Management Resource Analysts. Types of entry-level jobs available include work in finance, managerial accounting, and comptroller offices in the operating forces and the post and station activities. They perform routine duties incident to the preparation of financial records, travel vouchers, processing of public vouchers for payment and the maintenance of internal controls. The appropriate command shall initiate MOS reclassification for any Marine in the OccFld who receives NJP or is convicted by court-martial or civilian court for any offense involving larceny; theft; fraud, falsifying financial records; misuse of the Government Travel charge Card (GTCC); or misuse of public funds. Any Financial Management MOS will be voided only by the authority of CMC.

2. MOS 3432, Finance Technician (MGySgt to Pvt) PMOS

a. Summary. Finance Technicians perform the duties associated with the maintenance, review, payments processing of master pay accounts, and the fiscal accounting supporting the transactions. Finance Technicians also perform duties incident to the adjudication, computation, review, and payment of vouchers of reimbursement for official travel. Finance Technicians Staff NCOs supervise subordinates working in master pay accounts and/or official travel payment functions. 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.

b. Prerequisites

(1) Must possess a CL score of 105 or higher.

(2) Must be a U.S. Citizen.

(3) Security Requirement:

(a) Must have a favorably adjudicated National Agency/Local Agency Check (NACLAC) that meets IT-II level requirement.

(b) Secret Security clearance eligibility.

(c) Marines requesting reenlistment into the 3432 MOS must possess a favorably adjudicated National Agency/Local Agency Check (NACLAC) that meets IT-II level requirement prior to finalizing their reenlistment.

(d) Marines conducting lateral moves to the 3432 MOS must possess a favorably adjudicated National Agency/Local Agency Check (NACLAC) that meets IT-II level requirement prior to finalizing their lateral move.

(4) No convictions by court-martial, civilian courts or non-judicial punishment for any disbursing related offense within the last three years to include: larceny; theft; fraud; falsifying financial records, misuse of GTCC; or misuse of public funds.

(5) Must have no record of derogatory information or unfavorable conduct that cast doubt on the Marine's trustworthiness and honesty.

c. Requirements. Complete the Basic Finance Technician Course, given by the Financial Management School, MCB Camp Lejeune, NC.

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
M0334D0	Basic Finance Technician (BFTC)	Camp Lejeune, NC

d. Duties. For a complete listing of duties and tasks, refer to reference (w), Financial Management Individual Training Standards.

e. Related Standard Occupational Classification (SOC) Title and Code. Payroll and Timekeeping Clerks 43-3051.

f. Related Military Skill. Fiscal/Budget Technician, MOS 3451.

3. MOS 3451, Financial Management Resource Analyst (FMRA) (MGySgt to Pvt) PMOS

a. Summary. Financial Management Resource Analysts perform accounting, budgeting and all other financial management relevant duties for appropriated funds supporting the operating forces and supporting establishments. Financial Management Resource Analysts duties include the maintenance, monitoring, reconciliation and preparation of official accounting records; general ledger control; related cost accounting; financial systems analysis and any oversight duties typically performed by related cost accounting organizations. Financial Management Resource Analysts also perform duties specifically pertaining to the compilation of financial data and estimates for budget formulation; analysis of variances between the budget plan and actual budget execution and any related budget analysis and oversight duties typically performed by budget organizations. Additional financial management duties may encompass a broad scope of related duties to include recording financial data to support budget execution and program analysis, preparation of financial progress reports and statistics, and any other related financial management duties supporting command internal controls and business process oversight analysis and review functions to identify instances of fraud, waste, abuse and mismanagement of resources. All of the aforementioned duties require a fundamental understanding of all financial management related system interfaces and associated computer applications.

b. Prerequisites. Must possess a GT score of 110 or higher.

c. Requirements

(1) Complete the Financial Management Resource Analyst Course given by the Financial Management School, MCB Camp Lejeune, NC.

(2) Secret security clearance eligibility may be required based on billet assignment.

(3) At the commander's discretion along with CMC approval, the 3451 MOS can be revoked for any guilty verdict or conviction concerning theft, larceny, fraud, waste, abuse and or misappropriation of funds.

(4) Upon selection to the rank of SSgt, if not previously completed, those Marines selected will be earmarked to attend the next Advanced Resource Management Course given by the Financial Management School, MCB Camp Lejeune, NC.

(5) Attendance at the annual Financial Management Resource Conference is highly recommended for GySgt to MGySgt.

(6) Attendance and completion of the Enhanced Defense Financial Management Training Course (EDFMTC) is encouraged for GySgt to MGySgt.

(7) Certified Defense Financial Manager (CDFM) certification for GySgt to MGySgt is desirable. Certification costs are refunded by the Veterans Administration (VA). In order to receive certification cost reimbursement, active duty and reservist must be eligible for receipt of VA benefits.

(8) Financial Management career enhancement training at the Practical Comptrollership Course (N09FNB1) is highly encouraged for MSgt to MGySgt.

<u>CID</u>	<u>TITLE</u>	<u>LOCATION</u>
M0334N0	Financial Management Resource Analyst (FMRAC)	Camp Lejeune, NC

d. Duties. For a complete listing of duties and tasks, refer to reference (w), Financial Management (FM) Training and Readiness (T&R) Manual.

e. Related Standard Occupational Classification (SOC) Title and Code. Bookkeeping, Accounting, and Auditing Clerks 43-3031.

f. Related Military Skill

(1) Finance Technician, MOS 3432.

(2) Supply Administration and Operations Clerk, MOS 3043.

MGySgt	3432	3451
MSgt	3432	3451
GySgt	3432	3451
SSgt	3432	3451
Sgt	3432	3451
Cpl	3432	3451
LCpl	3432	3451
PFC	3432	3451
Pvt	3432	3451

MOS	TITLE
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3400	Basic Financial Management Marine (Basic MOS)
3432	Finance Technician (PMOS)
3451	Financial Management Resource Analyst (PMOS)

MOS 3432, Finance Technician (PMOS)

MGYSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	OPFOR: MEU/MAW/FSSG/MARFOR HQ SE: MCSA/DFAS/HQMC/Base/Station

MSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	OPFOR: MEU/MAW/FSSG/MARFOR HQ SE: MCSA/DFAS/HQMC/Base/Station

GYSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	OPFOR: MEU/MAW/FSSG/MARFOR HQ SE: MCSA/DFAS/HQMC/Base/Station/ Instructor FMS

SSGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	OPFOR: MEU/MAW/FSSG/MARFOR HQ SE: MCSA/DFAS/HQMC/Base/Station/ Instructor FMS

SGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	OPFOR: MEU/MAW/FSSG/MARFOR HQ SE: MCSA/DFAS/HQMC/Base/Station

CPL	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Basic Pay Entitlements MCI 34.21 OPFOR: MEU/MAW/FSSG/MARFOR HQ SE:

LCPL	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Basic Finance Technician Course Basic Pay Entitlements MCI 34.21 OPFOR: MEU/MAW/FSSG/MARFOR HQ SE: MCSA/DFAS/HQMC/Base/Station

PFC	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Basic Finance Technician Course Basic Pay Entitlements MCI 34.21 OPFOR: MEU/MAW/FSSG/MARFOR SE: MCSA/DFAS/HQMC/Base/Station

PVT	Required Training: Skill Progression: Skill Enhancement:	Basic Finance Technician Course Basic Pay Entitlements MCI 34.21

Figure 3-19.--Financial Management

MOS Assignment: **OPFOR:** MEU/MAW/FSSG/MARFOR
SE: MCSA/DFAS/HQMC/Base/Station

MOS 3451, Financial Management Resource Analyst (PMOS)

MGYSGT Required Training:
Skill Progression:
Skill Enhancement: Enhanced Defense Financial Management
Training Course

Certified Defense Financial Manager
Certification

Marine Corps Practical Comptrollership
Course

80 hours CPE (every 2 years not to
exceed 60 hours in one year)

MOS Assignment: **OPFOR:** MARFOR HQ
SE: HQMC

MSGT Required Training:
Skill Progression:
Skill Enhancement: Enhanced Defense Financial Management
Training Course

Certified Defense Financial Manager
Certification

Marine Corps Practical Comptrollership
Course

80 hours CPE (every 2 years not to
exceed 60 hours in one year)

MOS Assignment: **OPFOR:** MEF/MARFOR HQ
SE: HQMC/DFAS/Base/Station/FMS SNCOIC

GYSGT Required Training:
Skill Progression:
Skill Enhancement: Enhanced Defense Financial Management
Training Course

80 hours CPE (every 2 years not to
exceed 60 hours in one year)

MOS Assignment: **OPFOR:** MEF/MAW/MLG/MARFOR HQ
SE: HQMC/DFAS/Base/Station/FMS
Instructor

SSGT Required Training: Advanced Resource Management Course
Skill Progression:
Skill Enhancement:

Figure 3-19.--Financial Management (continued)

	MOS Assignment:	OPFOR: MEU/MEF/Div HQ/MAW/MLG/MARFOR HQ SE: HQMC/DFAS/Base/Station/FMS Instructor

SGT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Advanced Resource Management Course OPFOR: MEF/Div HQ/MAW/MLG/MARFOR HQ SE: HQMC/DFAS/Base/Station/FMS Instructor

CPL	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	OPFOR: MEU/MEF/Div HQ/MAW/MLG/MARFOR HQ SE: HQMC/Base/Station

LCPL	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Financial Management Resource Analyst Course OPFOR: MEF/Div HQ/MAW/MLG/MARFOR HQ SE: Base/Station

PFC	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Financial Management Resource Analyst Course OPFOR: MEF/Div HQ/MAW/MLG/MARFOR HQ SE: Base/Station

PVT	Required Training: Skill Progression: Skill Enhancement: MOS Assignment:	Financial Management Resource Analyst Course OPFOR: MEF/Div HQ/MAW/MLG/MARFOR HQ SE: Base/Station

Figure 3-19.--Financial Management (continued)