

Navy Advancement Center

Web site: <http://www.advancement.cnet.navy.mil>

Advancement Handbook for Disbursing Clerk

**This Advancement Handbook was last reviewed on: March 2002
This review resulted in changes to the technical content.**

PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Disbursing Clerk (DK) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

Prepared by
Navy Advancement Center Department,
Naval Education and Training Professional
Development and Technology Center

CONTENTS

PART		PAGE
1	Advancement Handbook for DK3.....	1-1
2	Advancement Handbook for DK2.....	2-1
3	Advancement Handbook for DK1.....	3-1
4	Advancement Handbook for DKC	4-1
Appendix A	References Used in This Advancement Handbook.....	A-1

Part 1

Advancement Handbook for DK3

Advancement Handbook for DK3

<p>General DK <i>Skill Area</i></p>	<p>PAYS</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Verify and process special and incentive pay documents</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<ul style="list-style-type: none"> • Understand special and incentive pay entitlements • Understand conditions affecting entitlement to special and incentive pay • Process special and incentive pay transactions • Understand LES and MMPA changes resulting from special and incentive pay transactions
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures, Active Duty and Reserve Pay, Chapters 5 through 24 (DoD 7000.14-R) • Defense Finance and Accounting Service – Cleveland Center DJMS Procedures Training Guide, Parts 1 and 2 • Defense Finance and Accounting Service – Cleveland Center DJMS MMPA Guide
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about special and incentive pay entitlements, entitlement start and stop dates, entitlement computation, the processing of entitlement transactions, and the changes to the LES and MMPA resulting from those transactions.</p>