

# JAPANESE NATIONAL EMPLOYEE TASK LIST

1. **ORGANIZATION:** 99<sup>th</sup> Blue Sky Squadron, Comptroller Flight, Financial Services  
**OSC & OFFICE SYMBOL:** FM/FMF
2. **NAME OF EMPLOYEE:** Hanako Okinawa
3. **JOB TITLE, BWT, GRADE, LD & JD#:** Voucher Examiner, BWT1-4, LD-2, JD# 240
4. **MPCN:** 0R 01234567                      **AFSC:** 6F051

5. **TASK #, DESCRIPTION OF MAJOR DUTIES & PERCENTAGES:**

**TASK 1: (50%) Examine, compute, and/or process travel vouchers.** Examines and verifies for adequacy, legality, propriety and completeness a full range of vouchers and documentation for travel and travel related expenses and shipment/storage of household goods. Vouchers typically include expenses for temporary duty, permanent change of station with real estate, personal transportation, and shipment and/or storage of household goods. Determines entitlements (e.g., per diem, leave, transportation, and other reimbursable expenses), inputs vouchers into the automated system, computes and processes payments on a variety of dissimilar types of vouchers involving significantly complex issues. Consistently refers to files, records, reports, orders, and other sources to develop accurate factual information as well as verify proper authorizing signatures and ensure propriety of funds usage. Allocates cost within the accounting appropriation. Compute individual tax withholding and records accounting data into the system. May be required to manually print and issue W-2 and/or 1099 forms. Processes corrections on paid or disapproved actions into automated systems. Properly examines, verifies, computes and processes vouchers for accuracy and completeness. Confirms factual information in documents and accurately identifies errors.

**TASK 2: (20%) Provide customer service in person, by telephone, and by e-mail.** Acts in an advisory capacity on travel and military pay matters, assisting other examiners and customers as needed. Promptly responds to oral and written inquiries related to travel claims, military pay entitlements, and the shipment/storage of household goods in accordance with instructions, policies, previous training, or accepted practices. May be required to provide training to personnel via formal classroom training as well as on-the-job settings.

**TASK 3: (10%) Research, interpret, and apply regulation requirements and procedures.** Researches, interprets, and applies statutes, decisions of the Comptroller General (CG) of the United States, Jint Federal Travel Regulation, Joint Travel Regulation, DoDFMR, various agency designated supplements, and directives from higher headquarters. Determines if entitlements are valid and allowable.

**TASK 4: (10%) Performs final prepayment audit of all travel documents.** Provides advice on proper procedures and the provisions of statutes, precedent decisions, regulations, and policies and their application to vouchers in question. Ensures appropriate and accurate supporting documents are attached to each claim prior to payment and subsequent submission for payment. Determines overpayments, unauthorized payment, or duplicate payments have occurred. Audits vouchers for accuracy and completeness ensuring the validity of monetary entitlements.

**TASK 5: (10%) E-mail, maintains travel files/records and produces reports or summarizes information.** Transmits, receives and acknowledge e-mail and messages. Reviews files for pending voucher irregularities such a duplicate payment, erroneous claims, or undocumented charges. Accurately establishes and maintains a variety of files and records related to travel transactions. Properly updates records and compiles information for various reports.

6. **REMARKS:** (License & positive education requirement in the JD.)

7. **SUPERVISOR'S NAME, TITLE, SIGNATURE AND DATE:** (Type Supervisor's Signature Block and Date)

  
JOHN AIR FORCE, USAF, SMSgt  
Chief, Financial Services

Date: 1 Nov 2008

For CPF use: Classified by: Ichiro Kadena, Ichiro Kadena Date: 1 Nov 2008  
Name, Title, & Signature Classification & Wage Tech