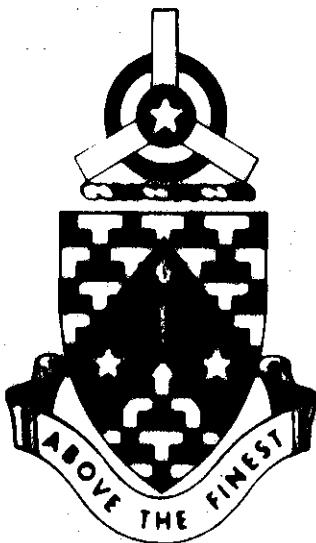


## PROGRAMMED TEXT

UNIT ADMINISTRATION  
PART I

WD-24/OD-16



DECEMBER 1968

UNITED STATES ARMY  
PRIMARY HELICOPTER SCHOOL  
FORT WOLTERS, TEXAS

# PROGRAMMED TEXT

## PROGRAM TEXT

### FILE NO:

WD-24/OD-16

### PROGRAM TITLE

Unit Administration Part I

### POI SCOPE:

Identify the Unit Administrative personnel of an aviation unit and their duties. Recognize the duties of a Class A agent, Conversion Officer, Unit Postal Officer and the purpose of the Unit Fund and the Unit Fund Council.

### INSTRUCTOR REFERENCES:

Class A agents - AR 37-103

Conversion Officer

Unit Fund and Unit Fund Council AR 230-10;21

Unit Postal Officer AR 65-75

Administrative Personnel AR 611-101;201

### PREPARED BY:

### DATE:

CPT Mielke

Leadership Branch

### REVISED BY:

### DATE:

### APPROVED BY:

### DATE:

DONALD J. LEWIS

LTC, SC

Chief, OCD

December 1968

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Unit Administration Part I

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## PREFACE

This programed text identifies the Unit Administrative personnel of an aviation unit and their duties. It also recognizes the duties of Class A agent, Conversion Officer, Unit Postal Officer and identifies the purpose of the Unit Fund and the Unit Fund Council.

Start with frame 1 and work each frame in succession. Each frame will usually ask you a question. The correct answer is printed on the top of the next frame. If you were incorrect, turn back and restudy the information before continuing on to the next frame. When you have finished the text, complete the self evaluation exercise. Now begin by studying the performance objectives on page 1.

## PERFORMANCE OBJECTIVES

Upon completion of this programed text, you will be able to:

1. Identify the unit administrative personnel in an aviation unit and their duties.
2. Recognize the duties of a class A agent.
3. Recognize the duties of a conversion officer.
4. Identify the purpose of a Unit Fund and the Unit Fund Council.
5. Recognize the duties of a unit postal officer.

FRAME 1

Class A agent officers are commissioned officers or warrant officers who are appointed for the purpose of making such payments as are specified in the appointment orders. The agent must have these orders in his possession along with his I.D. card and be armed or accompanied by an armed guard (depending on local policy) when picking up funds. While operating as a Class A agent the officer is responsible to the Finance and Accounting Officer.

List the three things a Class A agent must have before he can pick up any money.

1.

2.

3.

TURN TO FRAME 2 PAGE 4

ANS: b. The CO is responsible for the administration of the unit.

FRAME 9

The first sergeant assists the CO & XO in the performance of their duties. This includes maintaining records, reports, rosters and company correspondence. He also advises the CO on promotions, reductions and disciplinary matters. The clerk performs clerical duties such as filing and filling out records, corresponding etc. He must be familiar with all the administrative procedures.

Answer the following:

1. Who is responsible for preparing the charge of quarters duty roster.
  - a. Executive officer
  - b. First sergeant
  - c. Company clerk
  
2. Who would type a military letter for LT Johnson, a platoon leader.
  - a. Executive officer
  - b. First sergeant
  - c. Company clerk

TURN TO FRAME 10 PAGE 5

ANS: 1. Proper orders  
2. I.D. card  
3. be armed or have an armed guard.

FRAME 2

Before leaving the finance office, the Class A agent will count the cash and number of checks. He will insure the checks and cash are for the people for whom he has Military Pay Vouchers. He must also check to insure that the totals paid is the same as the amount shown on DD Form 1081 (Statement of agent officers account). This form will tell him how much money he should have. He must have copies one (white) and four (pink) of DA Form 2139 (Military Pay Voucher) for each individual he is to pay.

Turn to the next page and review DD Form 1081 and answer the following.

a. Name of Class A agent \_\_\_\_\_  
b. How much cash was issued \_\_\_\_\_  
c. Name of disbursing officer \_\_\_\_\_

TURN TO FRAME 3 PAGE 6

ANS: 1. b. First sergeant  
2. c. Company clerk

FRAME 10

Match the duty on the right with the individual on the left that would be responsible

C 1. Company commander

A. Preparing of the morning report

D 2. Executive officer

B. Filing the latest changes to Army regulations

A 3. First sergeant

C. Overall responsibility for administration

15 4. Company clerk

D. Advising PFC Jones on different saving bonds.

# STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.

JOHN P. GAMEL, 1LT, FC  
FINANCE & ACCOUNTING OFFICER  
DSSN 6353  
FORT WOLTERS, TEXAS 76067

AGENT OFFICER'S NAME, ADDRESS AND CLASS

L.W. JOHNSON, 1LT, INF  
HHC TRP BDE 3D BN  
FORT WOLTERS, TEXAS 76067

## TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS	INCREASE (Received by Agent)	DECREASE (Turned in by Agent)	BALANCE (In Agent's Account)
1. BALANCE FORWARD			
2. CASH	9,904.00		
3. COLLECTIONS			
4. DEPOSITS			
5. NEGOTIABLE INSTRUMENTS:			
A. TREASURY CHECKS			
B. MILITARY PAYMENT ORDERS			
C. OTHER (Specify)			
6. PAID VOUCHERS			
7. INCORRECT VOUCHERS RETURNED			
8.			
9.			
10.			
11.			
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER			9,904.00

## ANALYSIS OF BALANCE ON LINE 12

TYPE OF CURRENCY	AMOUNT	TOTAL
13. U.S. DOLLARS	9,904.00	
14. FOREIGN CURRENCY		
15. MILITARY PAYMENT CERTIFICATES		
16. TOTAL FUNDS IN HANDS OF AGENT OFFICER		9,904.00

## STATEMENTS

DISBURSING OFFICER	AGENT OFFICER
<input checked="" type="checkbox"/> <b>ON ADVANCE:</b> I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.	<input checked="" type="checkbox"/> <b>ON ADVANCE:</b> I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.
<input type="checkbox"/> <b>ON RETURN:</b> I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.	<input type="checkbox"/> <b>ON RETURN:</b> THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.
DATE 29MAR68	SIGNATURE OF DISBURSING OFFICER K.S. KAPPS, 2LT, FC

ANS: 1. C.  
2. D.  
3. A.  
4. B.

NOTE: In many cases the company commander will appoint an Administrative Officer who will be responsible for all the administration in the unit. This is often a warrant officer.

FRAME 11

The unit postal officer is responsible to the commander for the unit mail service. Some of his specific responsibilities include active supervision of the unit mail clerks to insure that they follow the S.O.P. and current regulations. He must check daily to insure that all pieces of registered, numbered, insured, and certified mail received are accounted for by the mail clerks. He must report any known or suspected postal offenses such as willful loss, theft, destruction, mutilation, and other mishandling of any mail.

If the postal officer feels that one of his clerks is mishandling or mutilating any mail he must report it to the proper authority.

Answer the following as true or false.

T  1. The mail clerks are responsible to the unit commander for the proper running of the mail room.

T  2. Accounting for registered or certified mail is done by the postal officer.

ANS: a. 1Lt L.W. Johnson  
b. 9,904.00  
c. 2Lt K.S. Kapps

FRAME 3

The Class A agent will pay the amount appearing in item 43 on copy No. 1 of the Military Pay Voucher (DA Form 2139) to the proper individual once he has been properly identified and signed his name in item 51 on copy No. 1. Copy No. 4 will be given to the payee at the time of payment. If there is any discrepancy in the signature and the name appearing on the voucher, the Class A agent will send the payee to the finance office for correction of the error. The Class A agent enters the date of payment in Item 44 on all copies of the Military Pay Voucher before returning them to the finance office.

*white copy*

Turn to next page and review DA Form 2139.

1. Robert B. Runyon should not be paid by Class A agent for the following reason:

a. amount due not correct.  
 b. discrepancy in signature.

2. What is wrong with item 44?

a. wrong date.  
b. amount wrong.  
c. should not have put date in.

ANS: 1. F. Responsible to the postal officer.

2. F. The mail clerks do this. The postal officer checks to insure that it is done properly.

FRAME 12

The postal officer will inspect the unit mailroom weekly to insure that it is being run according to AR 65-73 pertaining to the mail service and duties of the individuals involved. The regulation also states that if a unit is going to move, the postal officer must notify the postal officers serving the APO or U.S. installation, and also the postal facility which will be providing future service.

Answer the following:

How often should a postal officer check to make sure that everything is being run properly and according to regulation

- a. daily
- b. weekly
- c. monthly

STAPLE  
DA FORM 2139

1. LAST NAME FIRST NAME 41 RUNYAN, ROBERT B. 05 536 295			SOUNDEX CODE R-550		MILITARY PAY VOUCHER		52. CLASS B AGENT VOU NO. 035		53. VOUCHER NUMBER		
SERVICE NUMBER			SOCIAL SECURITY NO.		<input type="checkbox"/> INITIAL <input type="checkbox"/> PARTIAL <input type="checkbox"/> ADVANCE	<input type="checkbox"/> FINAL - REENL <input type="checkbox"/> FINAL - SEP <input type="checkbox"/> CASUAL <input type="checkbox"/> REENL. BONUS	54. FICA WAGES		55. PAID BY		
3. DATE RAD OR ENLISTED	4. TERM OF ENL. (Months)	5. NO. OF TAX EXEMPTIONS	6. PAY PERIOD		7. VOU SER. NO.	8. TAXABLE INCOME	662.57		DSSN 6353		
9. ORGANIZATION AND ADDRESS (Include ZIP Code) HQ, USAPHS FORT WOLTERS, TEXAS, 76067			10. ENTITLEMENTS		CODE	AMOUNT			MAR 68 FORT WOLTERS TEXAS, 76067		
11. REMARKS TRSF FRM APO S/F 96490  MO HF PD JAN 56.9 YES FEB 6.3 YES MAR 11  OFF PROM TO 0-3 2 MAR 68  PCS TVL(DOV # 9 805155, 22 MAR 68) 6 FEB-13 MAR 68, 38 DAYS AS 0-2  CL S ALLOT \$400.00 LD X JAN 68  CHECK F&AO			12. <input type="checkbox"/> BASIC PAY GRADE 0-2 X 1-1 2 13. <input type="checkbox"/> BASIC PAY GRADE 0-3 2-31 2 17. <input type="checkbox"/> FOREIGN DUTY PAY 18. <input type="checkbox"/> INCENTIVE/SPECIAL PAY FLT CRMN 20. <input type="checkbox"/> UNIF & GLO NON ALLOW 21. <input type="checkbox"/> SUB ALLOWANCE - OFF 22. <input type="checkbox"/> QUARTERS ALLOWANCE 23. <input type="checkbox"/> SUB ALLOWANCE - RR 24. <input type="checkbox"/> PROFICIENCY PAY 25. <input type="checkbox"/> BAQ IOR SEE 11 26. <input type="checkbox"/> TOTAL ENTITLEMENTS 48. <input type="checkbox"/> TOTAL COLLECTIONS 49. <input type="checkbox"/> AMOUNT DUE 50. <input type="checkbox"/> AMOUNT UNPAID CARRIED FORWARD		14. YRS. 51 51 64 56 60 58 69 69 05 951 902 903 26 27	51 508.44 144.34 144.34 60 47.88 830.91 120.46 830.91 135.45 695.46 695.46 135.45	14.79	56. 14.79 57. CLASS E 58. CLASS E 59. CLASS E 60. CLASS 61. CLASS B (PAYMENT BONDED) 62. CLASS 63. CLASS G 64. TOTAL ALLOTMENTS 65. SG LI 66. CLASS 67. CLASS 68. INCOME TAX WITHHELD 69. FICA TAX WITHHELD 70. INCOME TAX WITHHELD 71. TOTAL COLLECTIONS	625	6.25 2.00 2.00 29 21 104.40 135.45	COLLECTIONS ALLOTMENTS AMOUNT AMOUNT
46. TO DISBURSING OFFICER: Request payment of above account which I certify is true and just, and correctly reflects all pertinent financial data concerning the service member. Applicable statements on reverse made a part hereof.			47. SIGNATURE OF PERSONNEL OFFICER <i>Robert B. Runyan</i>		48. AMOUNT PAID DATE 21 MARCH 68	49. AMOUNT UNPAID CARRIED FORWARD	50. INCOME TAX WITHHELD 51. FICA TAX WITHHELD	52. INCOME TAX WITHHELD	53. TOTAL COLLECTIONS		
50. RECEIPT OF AMOUNT SHOWN AS PAID IS ACKNOWLEDGED			51. SIGNATURE OF PAYEE (or Check No.) <i>Robert B. Runyan</i>		26	27	21	104.40	135.45		

ANS: b. Weekly

FRAME 13

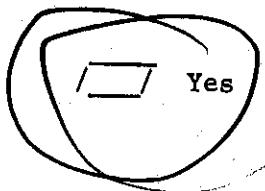
UNIT FUND

*post fund*

A unit fund is a nonappropriated welfare fund established to enable a unit commander to provide welfare facilities and service not available from appropriated funds. These facilities and services will contribute to the comfort, pleasure, and mental and physical improvement of the personnel in the unit. A pool table is an item that would be purchased from the unit fund. All of the personnel in the unit must be able to benefit from a purchase made by a unit fund.

Could the unit fund be used in the following example?

Some of the enlisted personnel assigned to the company do not have organizational crests because of their high cost. A recommendation was made to purchase crests for all members of the company from the unit fund.



No

Why?

*it favors a few*

ANS: 1. Discrepancy in signature, do not pay. Sent to finance office.  
2. Date should not be filled in until paid.

FRAME 4

The Class A agent must make a reasonable effort to pay all the personnel on his payroll; this includes individuals in the stockade and hospital.

The Military Pay Vouchers and all remaining money will be returned to the finance office within 24 hours or as directed by local policy. The Class A agent will also insure that the payee initials all corrections made by the Finance & Accounting Officer to Item 44 of the Military Pay Voucher.

Answer the following as true or false.

T F 1. The Class A agent should try to find a payee if he does not report for his pay.

T F 2. The Class A agent must be sure to initial any corrections that are made in Item 44.

3. How much money was used to pay vouchers on the DD Form 1081 below?  
\$ 9000

STATEMENT OF AGENT OFFICER'S ACCOUNT	
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.	AGENT OFFICER'S NAME, ADDRESS AND CLASS
JOHN P. GAMEL, 1LT, FC FINANCE & ACCOUNTING OFFICER DSSN 6353 FORT WOLTERS, TEXAS 76067	L.W. JOHNSON, 1LT, INF HHC TRP BDE, 3D BN FORT WOLTERS, TEXAS 76067

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS	INCREASE (Received by Agent)	DECREASE (Turned in by Agent)	BALANCE (In Agent's Account)
1. BALANCE FORWARD			9,904.00
2. CASH		904.00	
3. COLLECTIONS			
4. DEPOSITS			
5. NEGOTIABLE INSTRUMENTS:			
A. TREASURY CHECKS			
B. MILITARY PAYMENT ORDERS			
C. OTHER (Specify)			
6. PAID VOUCHERS	12	9,000.00	None
7. INCORRECT VOUCHERS RETURNED			

ANS: Yes

Crests are an authorized purchase since all members of the unit can utilize them. The unit fund council may decide to issue the crests as a gratuitous item (the individual being allowed to retain the crests upon departure as a souvenir) or it may elect to control and account for them as fund property.

FRAME 14

The primary source of money to operate the different unit funds is the profits derived from revenue-producing activities such as post exchanges, post theaters, sale of fund-owned property, investments and revenue producing programs in the unit. These profits are distributed thru the Central Post Fund.

A certain percent of the profits from the commissary would be sent to the Central Post Fund for disbursement to different unit funds.

Could the dividends from government securities purchased by the unit fund be used as a source of revenue for the fund?

1. Yes  
2. No

ANS: 1. T  
2. F The payee initials are needed.  
3. \$9,000.00

FRAME 5

Military pay certificates (MPC) is a military script issued to military personnel serving in foreign countries (where the dollar is not used) in lieu of U.S. currency. It is equal in value and is used in exchanges, PX's, commissaries, clubs, etc. It is necessary to convert MPC into foreign currency in order to buy goods on the local civilian market.

1. What is used as a medium of exchange in American facilities in foreign countries that do not use American currency? MPC
2. What is used to buy goods on the civilian market of a foreign country? the local currency

ANS: Yes

FRAME 15

The unit commander will appoint a unit fund council to assist him in the proper administration and supervision of the fund. This council will consist of the commander and at least two other members of the unit. The council is made up of enlisted and officer personnel and will meet at least quarterly to insure that the fund is being properly administered and to approve all expenditures. In these meetings the senior member will serve as president and the junior member will normally serve as recorder.

Could the unit fund council approve an expenditure for the purpose of having company letterhead printed on stationary to be used for official business.



Yes



No

Why?

ANS: 1. MPC  
2. The foreign currency of that country

FRAME 6

A Class A agent (Conversion Officer) will be appointed to perform the task of converting MPC into foreign currency. Once he receives his orders he will go to the finance office and sign for a certain amount of foreign currency to establish a revolving exchange fund. He will then use the fund in his unit to exchange MPC for the foreign currency.

A soldier wishing to buy something on the Vietnamese civilian market will go to the conversion officer and exchange a certain amount of MPC for the equivalent amount of piasters (Vietnamese currency).

Is the following True or False?

T  1. The conversion officer may be an enlisted man.

T  2. When the conversion officer first starts his job he will exchange a certain amount of MPC for foreign currency.

ANS: No

No item of equipment or service will be purchased with unit fund money, if it is to be used to conduct official business of the company. However, if the stationery was for the benefit and use of all personnel within the company, then the purchase of such services by the unit fund is authorized.

FRAME 16

The commanding officer of the unit will also be the custodian of the units fund, except when he is a field grade officer. A field grade commander may appoint another officer of the unit to act as custodian of the fund. The custodian's duties, in general, are to receive, disburse, and account for the units' non-appropriated funds. He also has financial responsibility for the fund.

If Warrant Officer Jones, reported in to a unit commanded by CPT Smith, could he be appointed as custodian of the unit fund?



Yes



No

Why?

ANS: 1. F. The conversion officer is a Class A agent and must be a commissioned or warrant officer as stated in frame one.

2. F. When first starting the fund he just signs for a certain amount of the foreign currency.

FRAME 7

Most companies operate as TO&E combat organizations, but there is still an administrative headquarters in this unit. In this headquarters the four individuals who are primarily concerned with administration are the company commander, executive officer, first sergeant and company clerk.

The CO is responsible for the overall administration of the unit. The amount of interest he takes will have a direct bearing on how well the administrative section operates.

Is the following statement true or false?

T F There are three administrative personnel in a unit administrative headquarters.

ANS: No.

Since the unit commander is not a field grade officer he must serve as custodian of the fund. If he was a major, then he could appoint WO Jones as custodian.

**CONTINUE TO THE SELF EVALUATION EXERCISE**

ANS: False, four

FRAME 8

The executive officer supervises and coordinates the administrative functions. This includes coordination with higher headquarters, adjacent units and attached units. He is responsible for advising personnel on insurance, bonds, personnel matters, etc. He may also conduct minor investigations.

If SGT Smith, a squad leader, is interested in buying some automobile insurance, he should be able to receive some advice from his executive officer.

Who is responsible for overall administration in the unit.

- a. Executive officer
- b. Company commander
- c. First Sergeant

STOP. RETURN TO FRAME 9 PAGE 3

UNIT ADMINISTRATION  
STUDENT SELF EVALUATION TEST

1. The Class "A" agent is directly responsible to the
  - a. comptroller
  - b. finance and accounting officer
  - c. post commander
  - d. executive officer
2. Who may act as a Class "A" agent?
  - a. Anyone in a command position.
  - b. NCO's, provided the funds are properly safeguarded.
  - c. Any commissioned or warrant officer with proper orders.
  - d. All military personnel provided they have a proper clearance.
3. The task of changing MPC for foreign currency is accomplished by the:
  - a. commander of the unit
  - b. first sergeant
  - c. finance and accounting office
  - d. conversion officer
4. The individuals primarily concerned with administration in the headquarters are the:
  - a. Executive officer, first sergeant, company clerk and platoon leader.
  - b. Executive officer, platoon leaders, company commander, and first sergeant.
  - c. Company commander, executive officer, first sergeant and company clerk.
  - d. Company commander, executive officer, platoon leaders and company clerk.
5. Who are the members of the unit fund council?
  - a. Unit CO and at least two other members of the unit.
  - b. Any three officers of the unit.
  - c. Any three members of the unit.
  - d. Unit CO and two or more commissioned officers.
6. What is the purpose of a unit fund?
  - a. To obtain sports equipment for ten men in a unit.
  - b. To provide commanding officers with petty cash.
  - c. To buy items not issued to units from appropriated funds.
  - d. To provide floor polishers for the enlisted personnel in the unit.

**INTENTIONALLY LEFT BLANK**

UNIT ADMINISTRATION PART I  
ANSWERS TO SELF EVALUATION EXERCISE

1. b
2. c
3. d
4. c
5. a
6. c

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