



UNITED STATES MARINE CORPS
FINANCIAL MANAGEMENT SCHOOL
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS
TRAINING COMMAND
PSC BOX 20041
CAMP LEJEUNE, NORTH CAROLINA, 28542-0041

IN REPLY REFER TO:
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CO
5 Mar 04

From: Commanding Officer, Financial Management School
To: Financial Management Community

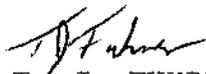
Subj: REVIEW OF MILITARY OCCUPATIONAL SPECIALY (MOS) ROADMAPS

Encl: (1) Roadmap for MOS 3432
(2) Roadmap for MOS 3451

1. The Commanding General of Training Command directed all MOS producing schools to develop roadmaps for MOS progression from Private through Master Gunnery Sergeant. Financial Management School has developed roadmaps for the 3432 and 3451 MOS's. These roadmaps will be guides for Marines to follow throughout their career for Professional Military Education (PME), off-duty education, special duty assignments and career progression. Following the roadmaps will assist the Marine in obtaining anything from an Associates degree during a four-year enlistment to a possible Master's degree upon retirement as a Master Gunnery Sergeant.

2. Please review Enclosures (1) and/or (2) which are the proposed roadmaps for the 3432 and 3451 MOS's and provide FMS with any recommendations that you or your staff may have to enhance these roadmaps. Our collective knowledge will assist the Marines in the financial management community and prepare them for both a career in the Marine Corps and/or a follow-on career. The Coastal Carolina Community College courses and curriculum was used as a sample model due to its proximity to Camp Lejeune. Other duty stations may have community colleges that may not offer identical classes.

3. Please provide any input or suggestions to Captain Brian Hardy at hardybj@lejeune.usmc.mil or fax to DSN 750-0934 or commercial (910) 450-0934 by 26 March 2004.


T. J. FUHRER

United States Marine Corps

Road Map

The road to success for
Basic Financial Technician 3432



The road to success for
Basic Finance Technician 3432





Upon graduation from MOS school, Marine receives brief on:
Future MOS courses, MCI's, PME, and college courses.

Gaining Command:

Realigns, supports, and enforces the road map.

— **1st Year** —

MOS

- Complete Recruit Training
- Complete MCT (Test for Military Academic Skills Program (MASP))
- Complete Basic Finance Technician Course

PME

- Complete MCI (3420E) Personal Finance

VOLUNTARY EDUCATION

- Test out of MASP (If required)
- Computer Class (Microsoft Applications)

DUTY

- Consolidated Disbursing Office

SPECIAL DUTY

- Not recommended until the rank of Corporal

3432 Road Map

—2nd Year—



MOS

- MOJT as required per the Individual Training Standards Manual

PME

- Complete MCI (033N) Fundamentals of Marine Corps Leadership
- Complete MCI (3422H) Basic Pay and Allowances
- Complete MCI (1334H) Math for Marines
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- College courses that are MOS related and can be used for the following degree, Associate of Arts at Coastal Carolina Community College.
- The following college courses are recommended at Coastal Carolina Community College:
 - MAT 115 Mathematical Models
 - BUS 110 Intro to Business

DUTY

- Consolidated Disbursing Office

SPECIAL DUTY

- None recommended until the rank of Corporal

— 3rd Year —

MOS

- MOJT as required per the Individual Training Standards Manual

PME

- Complete MCI (3414) Financial Management
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- The following college courses are recommended:
 - BUS 115 Business Law I
 - BUS 116 Business Law II
 - BUS 125 Personal Finance
 - BUS 135 Principles of Supervision

DUTY

- Consolidated Disbursing Office

SPECIAL DUTY

- None recommended until the rank of Corporal



3432 Road Map

4th Year



MOS

- MOJT as required per the Individual Training Standards Manual

PME

- Attend Corporal's Course (Resident)
- Complete MCI (8010) Sergeants Distance Education Program
- Complete MCI (3425A) Personal Financial Management
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- Continue towards an A. A. B. Degree
- The following college courses are recommended:
 - BUS 137 Principles of Management
 - BUS 147 Business Insurance
 - BUS 153 Human Resource Management
 - BUS 225 Business Finance
 - BUS 217 Employment Laws and Regulations

DUTY

- Consolidated Disbursing Office

SPECIAL DUTY

- Recommend the following upon promotion to the rank of Corporal
- Drill Instructor
- Recruiter
- Marine Security Guard

3432 Road Map

Sergeant



MOS

- Attend Advanced Finance Course (AFC) (Sgt-SSgt)

PME

- Attend Sergeant's Course (Resident)
- Complete MCI (7100) SNCO Career Distance Education Program
- Complete 1 MCI (Designated by SNCOIC)
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- The following college courses are recommended to complete the A.A.B. Degree at Coastal Carolina Community College:
 - BUS 225 Business Finance
 - BUS 230 Small Business Management
 - BUS 239 Business Applications Seminar
 - BUS 280 REAL Small Business
- If recommended PME is complete, the remaining credits for the Coastal Carolina Community College A.A.B. may be awarded toward core credit requirements and electives, based upon the American Council on Education.
- *Requirements for A.A.B. should be completed at this point.

DUTY

- Recommend one of the following duty assignments:
 - Section Chief Consolidated Disbursing Office
 - Defense Finance and Accounting Service
 - External Billet

SPECIAL DUTY

- Recommend one of the following duty assignments:
 - Drill Instructor
 - Marine Security Guard
 - Recruiter
 - Career Planner
 - MCT Instructor

Staff Sergeant



MOS

- Advanced Finance Course (AFC)
- Returning from a “B” Billet, recommend attend AFC if not attended previously

PME

- Attend SNCO Career Course (Resident)
- Complete MCI (8200) SNCO Advanced Distance Education Program
- Attend Formal School Instructor Course
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- Commence work on a Bachelors Degree
- Degree Completion Program

DUTY

- Recommend one of the following duty assignments:
 - Section SNCOIC Consolidated Disbursing Office
 - Instructor FMS
 - DFAS
 - HQMC
 - External Billet

SPECIAL DUTY

- Recommend one of the following duty assignments:
 - Drill Instructor
 - Recruiter
 - Marine Security Guard
 - Career Planner
 - MCT Instructor

Gunnery Sergeant



MOS

- Attend the Enhanced Defense Financial Management Training (EDFMT)

PME

- Attend SNCO Advanced Course (Resident)
- Complete MCI (7400) Warfighting Skills Distance Education Program
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- Complete any Bachelors Degree requirement
- Degree Completion Program

DUTY

- Recommend one of the following duty assignments:
 - Consolidated Disbursing Office
 - HQMC Tour
 - External Billet
 - Marine Corps Administrative Analysis Team
 - Instructor FMS

SPECIAL DUTY

- Recommend one of the following duty assignments:
 - Drill Instructor
 - Recruiter
 - Marine Security Guard
 - Career Planner
 - MCT Instructor

3432 Road Map

Master Sergeant



MOS

- MOS requirements complete
- Complete Certified Defense Financial Management Certification

PME

- Read at least two books annually from the U.S. Marine Corps Reading List.
- Attend E-8 Seminar

VOLUNTARY EDUCATION

- Begin work on Masters Degree

DUTY

- Recommend one of the following duty assignments:
 - Operations/Internal Controls Consolidated Disbursing Office
 - HQMC Tour
 - SNCOIC MCAAT
 - SNCOIC Financial Management School
 - External Billet

SPECIAL DUTY

- Not recommended at this rank.

3432 Road Map

Master Gunnery Sergeant



MOS

- MOS requirements complete

PME

- Read at least two books annually from the U.S. Marine Corps Reading List.
- Attend Russell Leadership Conference

VOLUNTARY EDUCATION

- Continue toward Masters Degree

DUTY

- Recommend one of the following duty assignments:
 - Consolidated Disbursing Office Chief
 - HQMC

SPECIAL DUTY

- Not recommended at this rank.

3432 Road Map

Coastal Carolina Community College

A.A.B. Business = Basic Finance Technician

A.A.B. Business	Basic Finance Technician Course
ACC115 College Accounting 4	<u>Hours</u>
BUS110 Intro to Business 3	Operate VIS (CICS) 09.00
BUS 115 Business Law I 3	Prepare OLDS 06.00
CIS120 Spreadsheet I 3	Process UD Feedback Reports 02.00
CIS154 Database Utilization 2	Compute Basic Pay 19.00
CIS172 Intro To Internet 3	Compute Special Pay 05.50
ENG111 Expository Writing 3	Compute Allowances 32.00
ENG114 Professional Research 3	Compute Miscellaneous Payments 27.00
MAT115 Mathematical Models 3	Compute Deductions/Collections 17.00
BUS116 Business Law II 3	Perform Payment Process 10.50
BUS 125 Personal Finance 3	Compute TAD Entitlements 48.00
BUS 135 Principles of Supervision 4	Compute PCS Entitlements 64.00
BUS 137 Principles of Management 3	Evaluations 29.75
BUS 147 Business Insurance 3	Total 269.75
BUS 153 Human Resource Management 3	American Council on Education credit recommendation BFTC: In the lower-division baccalaureate/associate category, 3 semester hours in clerical procedures (7/95). In the lower-division baccalaureate/associate degree category, 3 semester hours in office procedures (3/03).
BUS 217 Employment Law and Regulations 3	
BUS 225 Business Finance 3	
BUS 230 Small Business Management 3	
BUS 239 Business Applications Seminar 2	
BUS 280 REAL Small Business 4	
OST286 Professional Development 3	
OST289 Office Systems Management 3	
PSY118 Interpersonal Psychology 3	



Semper Fidelis

Enclosure (1)

United States Marine Corps

Road Map

The road to success for

Fiscal/Budget Technician Course 3451



The road to success for
Fiscal/Budget Technician 3451





Upon graduation from MOS school, Marine receives brief on:
Future MOS courses, MCI's, PME, and college courses.

Gaining Command:

Realigns, supports, and enforces the road map.

— **1st Year** —

MOS

- Complete Recruit Training
- Complete MCT (Test for Military Academic Skills Program (MASP))
- Complete Fiscal Budget Technician Course

PME

- Complete MCI (3420E) Personal Finance

VOLUNTARY EDUCATION

- Test out of MASP (If required)
- Computer Class (Microsoft Applications)

DUTY

- MEF or MSC Comptroller Office

SPECIAL DUTY

- Not recommended until the rank of Corporal

3451 Road Map

—2nd Year—



MOS

- MOJT as required per the Individual Training Standards Manual

PME

- Complete MCI (033N) Fundamentals of Marine Corps Leadership
- Complete MCI (3410H) Intro to Marine Corps Accounting
- Complete MCI (1334H) Math for Marines
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- College courses that are MOS related and can be used for the following:
Associate of Arts in Accounting at Coastal Carolina Community College.
- The following college courses are recommended at Coastal Carolina Community College:
 - ACC 115 College Accounting
 - ACC 120 Principles of Accounting I
 - ACC 121 Principles of Accounting II

DUTY

- MEF or MSC Comptroller Office

SPECIAL DUTY

- None recommended until the rank of Corporal

— 3rd Year —

MOS

- MOJT as required per the Individual Training Standards Manual

PME

- Complete MCI (3412) Field Budget Formulation
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- The following college courses are recommended:
 - ACC 129 Individual Income Taxes
 - ACC 130 Business Income Taxes
 - ACC 140 Payroll Accounting
 - ACC 149 Into to Accounting Spreadsheets

DUTY

- MEF or MSC Comptroller Office

SPECIAL DUTY

- None recommended until the rank of Corporal



3451 Road Map

4th Year



MOS

- MOJT as required per the Individual Training Standards Manual

PME

- Attend Corporal's Course (Resident)
- Complete MCI (8010) Sergeants Distance Education Program
- Complete MCI (3425A) Personal Financial Management
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- Continue towards an A. A. A. Degree
- The following college courses are recommended:
 - ACC 150 Computerized General Ledger
 - ACC 220 Intermediate Accounting I
 - ACC 221 Intermediate Accounting II
 - ACC 225 Cost Accounting

DUTY

- MEF or MSC Comptroller Office

SPECIAL DUTY

- Recommend the following upon promotion to the rank of Corporal
 - Drill Instructor
 - Recruiter
 - Marine Security Guard

3451 Road Map

Sergeant



MOS

- Attend Financial Management Career Course (FMCC) (Sgt-SSgt)

PME

- Attend Sergeant's Course (Resident)
- Complete MCI (7100) SNCO Career Distance Education Program
- Complete 1 MCI (Designated by SNCOIC)
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- The following college courses are recommended to complete the A.A.A. Degree at Coastal Carolina Community College:
 - ACC 240 Governmental and Not-for-Profit Accounting
 - ACC 269 Auditing
- If recommended PME is complete, the remaining credits for the Coastal Carolina Community College A.A.A. may be awarded towards core credit requirements and electives, based upon the American Council on Education *Requirements for A.A.A. should be completed at this time.

DUTY

- Recommend one of the following duty assignments:
 - Base or Station Comptroller Office (Budget Analyst)
 - MEU (Fiscal Chief)
 - DFAS (Accounting Tech)

SPECIAL DUTY

- Recommend one of the following duty assignments:
 - Drill Instructor
 - Recruiter
 - Marine Security Guard
 - Career Planner
 - MCT Instructor

Staff Sergeant



MOS

- Financial Management Career Course (FMCC)
- Returning from a “B” Billet, recommend attend FMCC if not attended previously

PME

- Attend SNCO Career Course (Resident)
- Complete MCI (8200) SNCO Advanced Distance Education Program
- Attend Formal School Instructor Course
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- Commence work on a Bachelors Degree
- Degree Completion Program

DUTY

- Recommend one of the following duty assignments:
 - MSC Comptroller Chief
 - DFAS
 - Instructor FMS

SPECIAL DUTY

- Recommend one of the following duty assignments:
 - Drill Instructor
 - Recruiter
 - Marine Security Guard
 - Career Planner
 - MCT Instructor

Gunnery Sergeant



MOS

- Attend the Enhanced Defense Financial Management Training (EDFMT)

PME

- Attend SNCO Advanced Course (Resident)
- Complete MCI (7400) Warfighting Skills Distance Education Program
- Read at least two books annually from the U.S. Marine Corps Reading List.

VOLUNTARY EDUCATION

- Complete any Bachelors Degree requirement
- Degree Completion Program

DUTY

- Recommend one of the following duty assignments:
 - MEF Comptroller Chief

SPECIAL DUTY

- Recommend one of the following duty assignments:
 - Drill Instructor
 - Marine Security Guard
 - Recruiter

3451 Road Map

Master Sergeant



MOS

- MOS requirements complete
- Complete Certified Defense Financial Management Certification

PME

- Read at least two books annually from the U.S. Marine Corps Reading List.
- Attend E-8 Seminar

VOLUNTARY EDUCATION

- Begin work on Masters Degree

DUTY

- Recommend one of the following duty assignments:
 - MARFOR Comptroller Chief

SPECIAL DUTY

- Not recommended at this rank.

Master Gunnery Sergeant



MOS

- MOS requirements complete

PME

- Read at least two books annually from the U.S. Marine Corps Reading List.
- Attend Russell Leadership Conference

VOLUNTARY EDUCATION

- Continue towards Masters Degree

DUTY

- Recommend one of the following duty assignments:
 - DFAS
 - HQMC

SPECIAL DUTY

- Not recommended at this rank.

Coastal Carolina Community College

A.A. Accounting = Fiscal Budget Technician

A.A. Accounting		Fiscal Budget Technician Course	
ACC115 College Accounting	4		<u>Hours</u>
CIS120 Spreadsheet I	3	Computer Lit/Calc ops	19.00
CIS154 Database Utilization	2	MOS and FinMan Structure	03.00
CIS172 Intro To Internet	3	Maintain Directives	02.00
ENG111 Expository Writing	3	Marine Corps Supply	03.00
ENG114 Professional Research	3	Construct a Line of Accounting Data Fund	
MAT115 Mathematical Models	3	Flows and Organizational Elements	13.00
ACC 120 Principles of Accounting I	4	Construct a Line of Accounting Data Doc	
ACC 121 Principles of Accounting II	4	Number and Accounting Codes	14.00
ACC 129 Individual Income Taxes	3	Construct a Line of Appropriation Data	
ACC 130 Business Income Taxes	3	Financial Information Pointer	14.00
ACC 140 Payroll Accounting	2	SABRS	03.00
ACC 149 Intro to Accounting Spreadsheets	2	Process Source Docs	04.00
ACC 150 Computerized General Ledger	2	Process E&C Source docs	29.00
ACC 220 Intermediate Accounting I	4	Process Temporary Duty (TDY)	13.00
ACC 221 Intermediate Accounting II	4	Fund Administrator Reconciliation	19.00
ACC 225 Cost Accounting	3	Validate ULOs	11.00
ACC 240 Governmental NFP Accounting	3		
ACC 269 Auditing	3		
OST286 Professional Development	3		
OST289 Office Systems Management	3		
PSY118 Interpersonal Psychology	3		
		<p>The ACE credit recommendation for the Fiscal/Budget Technician Course: 3 semester hours in bookkeeping; 3 semester hours in data processing and 3 in accounting survey (9/87), 3 semester hours in applied accounting and 3 semester hours in computer software applications and 3 in fund accounting (6/01).</p>	



Semper Fidelis

Enclosure (2)