

303 - JQR CASH COLLECTION AGENT

NAME: _____ RATE/RANK _____

This page is used as a record of satisfactory completion of the Job Qualification Requirement (JQR). Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____ Date _____
(Supervisor)

Trainee has completed all requirements for this Job Qualification Requirement (JQR). Recommend designation as a qualified CASH COLLECTION AGENT (JQR-303).

Recommended: _____ Date: _____
(Supervisor)

Recommended: _____ Date: _____
(Division Officer)

Recommended: _____ Date: _____
(Department Head)

Service Record Entry: _____ Date: _____

- A. Safety
1. Refer to Appendix A for applicable safety precautions.
- B. Security
1. Define the following Group III security requirements:
 - a. Padlocks
 - b. Deadbolt locks
 - c. High security hasps
 - d. Hinges and hasps
 - e. Multiple operator operations
 - f. Vending machine self locking money boxes
 - g. Vending machine dollar bill acceptors
 - h. Emergency entry
 - i. Car seals
 - j. ROM II computer
 - k. Phone card machine
 - l. Change machine
 - m. Key control
 - n. Theft or fraud
 - o. Cash control
- C. Cash Collection Agent
1. Explain the procedures for maintaining the following:
 - a. Cash register record
 - b. Cash receipt book for deposits with Disbursing Officer
 - c. Night depository safe
 - d. Money bags
 2. Explain the procedures for the following:
 - a. Depositing collections
 - b. Maintaining security of space and safe
 - c. Preparing cash sales invoice
 - d. Preparing cash receipt certificate
 - e. Operation of coin sorter/wrapper machine
 - f. Assigning tills
 - g. Handling refunds
 - h. Handling contributions/rebate checks
 - i. Preparing Public Voucher for Purchases and Services Other than Personal
 - j. Conduct end of till import/reconciliation
 - k. Handling uncollectible checks
 - l. Handling of health and comfort issues forms (DD 504/28)
 - m. Handling of bulk sales
 - n. Handling of deficit in change funds
 - o. Handling overage/shortage in the dollar bill changer machine
 - p. Handling change funds (DD Form 1081)
 - q. Handling concessionaire sales
 - r. Entering Non-EPOS activity sales
 - s. Navy Cash sales and reconciliation

D. Electronic Point-of-Sale Cash Register

1. What is the function of the following function keys:
 - a. F4
 - b. F6
 - c. F8
 - d. F11
 - e. F12
 - f. END

2. Describe the location and purpose of the following items:
 - a. Receipt tape
 - b. Disk drive
 - c. Hard drive
 - d. Scanner

3. Identify the use and purpose of the following function buttons on the sales screen.
 - a. End of till
 - b. Manager form
 - c. Reprint last receipt
 - d. Price override
 - e. Price display screen
 - f. Cash register drawer

4. How does the EPOS and ROM II computer interface with each other.

TASKS

Estimated completion - 8 Weeks

1. Maintain Cash Register Record.

(Signature) (Date)	(Signature) (Date)	(Signature) (Date)
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2. Maintain Cash Receipt Book for deposits.

(Signature) (Date)	(Signature) (Date)	(Signature) (Date)
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3. Maintain security.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

4. Collect cash from EPOS activities.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

5. Collect cash from Non-EPOS activities.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

6. Assign till to retail activity operator.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

7. Import and reconcile tills at the end of the day/shift.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

8. Post collections to the ROM II computer.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

9. Compare collection reports against ROM II and Disbursing.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

10. Prepare the Cash Sales Invoice.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

11. Prepare the DD Form 1081.

(Signature) (Date) (Signature) (Date)

12. Operate coin sorter and wrapper machine.

(Signature) (Date) (Signature) (Date)

13. Handle cash rebate/contribution check.

(Signature) (Date)

14. Handle uncollectible check.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

15. Handle health and comfort issues.

(Signature) (Date)

16. Handle bulk sale.

(Signature) (Date)

17. Handle deficits in change fund.

(Signature) (Date)

18. Conduct audit.

(Signature) (Date)

19. Break-ins.

(Signature) (Date)

20. Emergency entry procedures.

(Signature) (Date)

EXAMINATIONS

1. Pass a written and/or oral examination.

(Signature) (Date)