

DK

The Jumpstart on an Elite Career

High tech, complex cutting edge systems
and computers.



DK
Disbursing Clerk

Disbursing Clerks (DK) maintain personal pay records of military personnel, determine military pay entitlements and deductions, audit pay records, and determine official travel entitlements. They also prepare the financial/accounting reports related to individual pay and travel transactions and operate associated accounting systems.

What They Do

The duties performed by DKs include:

- Maintaining payroll and accounting databases for disbursement and collection of government funds
- Performing travel claim accounting
- Preparing financial reports
- Serving as cashiers to pay government funds
- Acting as collection agents of money owed to U.S. Treasury by Navy personnel
- Maintaining and auditing automated teller machines onboard ships
- Providing pay and entitlement information to individual Navy members

Credit Recommendations

The American Council on Education recommends that semester hour credits be awarded in the vocational certificate or lower-division bachelor's/associate's degree categories for courses taken in this rating on typewriting, office procedures and business mathematics.

Qualifications and Interests

Disbursing Clerks must be able to work well with people in a customer service environment. Excellent arithmetic, verbal and writing skills are very important in this rating. Basic knowledge in PC operations and in Window's Operating System is also required.



Working Environment

Disbursing Clerks work in large and small offices aboard ship and at shore bases. Persons assigned as Disbursing Clerks will be expected to work in a customer service environment regardless of the office size.

Opportunities

More than 1,700 men and women serve the Navy as Disbursing Clerks. Opportunities are good for qualified candidates.

Related Civilian Jobs—Dept. of Labor Dictionary of Occupational Titles

Bookkeeper
Cashier, Front Office (hotel & restaurant)
Payroll Clerk, Chief
Payroll Clerk
Accounting Clerk
Travel Clerk

Since Navy programs and courses are revised at times, the information contained on this rating card is subject to change.

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Career Path After Recruit Training

Enlistees are taught the fundamentals of this rating through on-the-job training or formal Navy schooling. Advanced technical and operational training is available in this rating during later stages of career development.

School	Present Location	Approximate Training Time	Subjects	Training Methods
Class "A" Technical School	Meridian, MS	7 weeks	Pay records and disbursement procedures	Group instruction

After "A" school, Disbursing Clerks are assigned to ships or shore stations in the United States or overseas. A typing proficiency test is required during training. In a 20-year period in the Navy, DKs may spend 50 percent of their time assigned to fleet units and 50 percent to shore stations.

All personnel now receive sea pay at sea (E-1 to E-9)



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