Training and Evaluation Outline Report

Status: Approved 14 Jun 2019 Effective Date: 18 Mar 2024

Task Number: 14-CMD-8031

Task Title: Plan Comptroller Operations (TSC G8)

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Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson, SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	(DO NOT USE SUPERSEDED) DOD 7000.14-R	Department of Defense Financial Management (vol 1-16)	Yes	Yes	
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No	
	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No	
	DODI 5154.31 Volume 4	Government Travel Charge Card	Yes	No	
	FM 1-06	Financial Management Operations http://armypubs.army.mil/doctrine/DR_pubs/ dr_a/pdf/fm1_06.pdf	Yes	No	

Conditions: The Theater Sustainment Command (TSC) receives a mission order or derives a mission in support of large-scale combat operations (LSCO). The commander provides intent, concept of operations, and issues planning guidance on resource requirements in a dynamic and complex operational environment (OE) against a hybrid threat. All eight operational variables of PMESII-PT (political, military, economic, social, infrastructure, information, physical environment, and time) are available for analysis. Communications with supporting and supported units are not established and are functioning dependent upon operational variables. Tactical standard operating procedures (TSOPs) are available as well as ATP 4-94, DFAS-IN REG 37-1, DOD 7000.14-R, DoD Instruction (DODI) 5154.31 Volume 4, and FM 1-06. Conventional attacks by hostile aircraft and operations by ground elements are possible. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standards: The TSC G8 participates in the military decision making process (MDMP) to plan and coordinate cost-effective funding of all mission requirements. The G8 plans the development of comptroller guidance and policy in accordance with (IAW) the commander's intent, orders from higher headquarters, concept of operations, DOD 7000.14-R, and standard operating procedures (SOPs). The G8 prepares and ensures FM guidance is included in the operations order (OPORD) and continually monitors funding support of mission objectives and recommends changes/FRAGOs as needed for mission support. The G8 develops the FM common operating picture (COP) for funding utilization that links funding to requirements and to lines of effort and commander's priorities, enhancing the commander's ability of leveraging those resources towards attaining mission objectives. The G8 creates recordkeeping procedures for archiving documents that substantiate financial statement assertions. Based on G8's authorized strength, 85% of leaders and 80% of Soldiers are present at training. The G8 attains 90% on performance measures, 100% on critical performance measures, and 90% on leader performance measures to achieve a T rating.

NOTE: Leaders are defined as TSC G8, Budget Officer, and Senior Financial Management Analyst.

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan	an	d Prepare		Ex	ec	ute			Eval	uate
Operation Environme BDE & Above	al ent	Training Environment (L/V/C)	% Leaders present at training/authorized	% Present at training/authorized	External evaluation	Performance measures	Critical performance measures	Leader performance measures	Evaluator's observed task proficiency rating	Commander's assessment
Dynamic and Complex (All OE Variables and Hybrid Threat)	Night		>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	Т	Т
Dynamic and Complex (All OE Variables and Single Threat)	Day	At the discretion of the Commander.	60-74%	60-79%	No	65- 79% GO	<all< td=""><td>75- 84% GO</td><td>Р</td><td>Р</td></all<>	75- 84% GO	Р	Р
Dynamic and Complex (<all oe<br="">Variables and Single Threat)</all>	ly .	ander.	<=59%	<=59%		<65% GO	· VAII	<=74% GO	U	U

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

All required non Army Publishing Directorate (APD) financial specific references and technical manuals will be provided by the local Defense Finance and Accounting Services (DFAS).

Safety Risk: Low

Task Statements

Cue: The TSC receives a mission order or derives a mission in support of LSCO.

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Performance Steps and Measures

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE	GO	NO-GO	N/A
Execute	- 30	140-00	17/7
+* 1. TSC G8 receives higher HQ OPORD or mission from G3.			
a. Reviews mission for comptroller guidance.			
b. Ensures detailed mission analysis is conducted.			
c. Provides restated mission to G8 key leaders.			
d. Coordinates with higher G8/Comptroller and FM tactical units during planning.			
e. Briefs commander on comptroller impact on the command's COP and FM running estimates.			
f. Provides financial advice and recommendations to the commander.			
g. Ensures all funding responsibilities of the staff and supported units are described in the OPORD.			
h. Reviews mission cost estimate.			
i. Identifies sources of funding.			
j. Identifies all required documentation and training (recommended and mandatory classes) to gain			
systems access for funding certification.			
k. Ensures controls are in place for audit readiness and prevention of fraud, waste, and abuse.			
I. Receives Commander's Critical Information Requirements (CCIR) procedures.			
m. Ensures integration into the planning process of all elements of the Fiscal Triad to coordinate planning for Operational Contract Support (OCS) requirements.			
n. Incorporates lessons-learned from prior deployments into the planning process.			
+* 2. Budget Officer initiates planning.			
a. Receives initial OPORD from higher HQ or mission.			
b. Reviews OPORD.			
c. Determines specified, implied, and essential tasks.			
d. Initiates data calls for all requirements, utilizing a standard format (i.e. purpose, time and amount), within classes of supply, contracting, TDY, transportation, and as needed IAW local SOPs.			
(1) Considers non-contracted solutions and sourcing from available resources during requirement analysis before obtaining OCS.			
(2) Anticipates near-term needs by keeping abreast of current operations.			
(3) Anticipates long-term needs by gathering information from planning meetings.			
(4) Ensures TDY costs are included for special training.			
e. Prioritizes G8 staff requirements based on G8 guidance.			
f. Coordinates with other staff or entities as needed to fill any personnel, equipment, or training shortages.			
g. Reviews contracts for period of performance expiration to forecast renewals.			
h. Establishes spend plan processes and coordinates with staff and units for input.			
i. Coordinates with G3 Plans and Ops and other staff to participate in the Military Decision Making Process (MDMP) that develops the OPORD and FM guidance.			
j. Coordinates with OCS team to develop SOP for requirement packets.			
+* 3. Budget Officer coordinates required training to gain systems access and/or fund certification authority.			
a. Ensures designated G8 staff have completed all required training (recommended and mandatory classes) to gain systems access and/or for funding certification (GFEBS, GCSS-A and DTS).			
(1) For GFEBS, ensures users have DD 577, Delegation of Authority Memorandum, Fiscal Law and course certificates.			
(2) For GCSS-A, ensures users obtain course certificates.		1	
(3) For DTS, ensures users have DD 577 and nomination letter.			
b. Uploads documents to Army Records Information Management System (ARIMS) for audit readiness.			
c. Obtains necessary funds that allow commander (CDR) to accomplish the overall unit mission.			
d. Provides advice and recommendations to the CDR.			
* 4. Senior Financial Management Analyst initiates planning activities and coordinates with G6 for communications equipment and services.			
a. Coordinates with the outgoing unit, if there is a relief in place/transfer of authority (RIP/TOA), to prepare a list of all equipment that will be left behind and equipment for the incoming G8.			
b. Forwards list to TSC G8.			
c. Conducts cost management (805A-36A-8007).			
d. Prepares for disconnected operations.			
5. G8 staff initiates planning activities.			
a. Reviews planning guidance.			

b. Identifies existing inter-service or interagency support agreements and requirements.		
c. Complies with programming decisions and command priorities.		
d. Prepares any G8 section requirements that need validation.		
e. Initiates budget formulation.		
f. Prepares input of FM guidance for OPORD.		
g. Conducts validation process to determine unfunded requirements (UFR) list IAW local SOP.		
h. Prepares distribution and control of funds through a centralized or decentralized fund certification and control method that effectively and efficiently:		
(1) Maintains accuracy.		
(2) Verifies proper fiscal use.		
(3) Captures costs.		
(4) Ensures supporting documentation is maintained in an electronic document management system for audit readiness.		
i. Prepares economic impact assessments of specified area of operations.		
6. G8 staff remains fully informed of activities such as FM initiatives, programs, and policies impacting FM operations.		
7. G8 staff reviews agreements that impact fiscal courses of action.		
a. Reviews interagency and international agreements for nations in specified theater area of operations.		
b. Reviews Acquisition and Cross-Servicing Agreements (ACSA).		
c. Monitors theater-wide logistics feasibility (stock fund and repair parts) in order to emphasize to the support operations/maintenance staff the turn-in of recoverable items that ensures accurate receipt of turn-in credit.		
d. Monitors and analyzes strategic lift costs.		
e. Reviews theater-wide international arrangements and assesses financial impacts.		
f. Determines best practices and most efficient fiscal courses of action for future operations.		
g. Creates/modifies local SOP.		
h. Reports any possible problem areas to TSC G8.		
* 8. Budget Officer plans host-nation support.		
a. Coordinates with G4 concerning host-nation support agreements with appropriate nations within specified theater of operations.		
b. Plans for host-nation support (HNS) agreements for assistance in kind and reimbursable costs.		
c. Plans for host-nation negotiations and reports.		

Task Performance Summary Block									
Training Unit					ITER	ATION			
			1		2		3		4
Date of Training pe	r Iteration:								
Day or Night Tra	aining:	Day /	Night	Day	/ Night	Day /	Night	Day /	Night
		#	%	#	%	#	%	#	%
Total Leaders Authorized	% Leaders Present								
Total Soldiers Authorized	% Soldiers Present								
Total Number of Performance Measures	% Performance Measures 'GO'								
Total Number of Critical Performance Measures	% Critical Performance Measures 'GO'								
Live Fire, Total Number of Critical Performance Measures	% Critical Performance Measures 'GO'								
Total Number of Leader Performance Measures	% Leader Performance Measures 'GO'								
MOPP LEV	EL								
Evaluated Rating per Iteration T, P, U									

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805A-36A-7003	Manage the Execution of Funds	805A - Finance and Comptroller	Approved
	805A-36A-7004	Manage a Unit Budget	805A - Finance and Comptroller	Approved
	805A-36A-7021	Develop a Cost Structure	805A - Finance and Comptroller	Approved
	805A-36A-7023	Integrate FC Plans and Operations	805A - Finance and Comptroller	Approved
	805A-36A-8000	Prepare a Command Budget	805A - Finance and Comptroller	Approved
	805A-36A-8002	Prepare a Program Objective Memorandum (POM)	805A - Finance and Comptroller	Approved
	805A-36A-8007	Conduct Cost Management Activities	805A - Finance and Comptroller	Approved
	805A-36B-1009	Identify Master Data Within the GFEBS	805A - Finance and Comptroller	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.2	Provide Financial Management Support

TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

Equipment (LIN)

LIN	Nomenclature	Qty
70209N	Computer, Personal Workstation	1

Materiel Items (NSN)

NSN	LIN	Title	Qty
No materiel items specified			

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. It is the responsibility of all Soldiers and Department of the Army Civilians to protect the environment from damage.

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).