

# Training and Evaluation Outline Report

Status: Approved

24 Jul 2023

Effective Date: 22 Mar 2024

Task Number: 14-BN-0007

Task Title: Conduct Commercial Vendor Pay Operations (FIBN)

**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Jackson, SC 29207 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
	DOD 7000.14-R VOL 10	Department of Defense Financial Management Regulation Volume 10: Contract Payment Policy	Yes	Yes	
	FAR	Federal Acquisition Regulation	Yes	No	
	FM 1-06	Financial Management Operations <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_06.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_06.pdf</a>	Yes	No	

**Conditions:** The Finance Battalion (FIBN) is deployed and conducting commercial vendor pay operations in support of units engaged in Large Scale Combat Operations (LSCO) across multi-domain operations. The FIBN has stationed its subordinate Finance Companies (FICOs) throughout the unit's Area of Responsibility (AOR). Requests for support of commercial vendor pay services are being received from theater elements. Connectivity to both Non-Classified Internet Protocol Router Network (NIPRNET) and SECRET Internet Protocol Router Network (SIPRNET) has been established. The unit has established alternative methods of communication in the event that access to systems is denied, degraded, and/or disrupted. All required references and regulations are available. The unit is conducting operations in a dynamic and complex Operational Environment (OE) against a peer threat. Threat capabilities include space and cyberspace operations that degrade sustainment information system capabilities as well as employment of conventional, special operations, guerrilla, and insurgent forces to interdict friendly air, land, and maritime operations in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standards:** Conduct commercial vendor pay operations and input all transactions into GFEBs with 100 percent accuracy.

To obtain a "T" rating, based on the units authorized strength, 75% of the leaders and 80% of Soldiers are present at the training. The unit attains 80% on performance measures, 100% on critical performance measures, and 85% on leader performance measures.

Leaders is defined as Chief, Commercial Vendor Services (CVS) Section.

**Live Fire:** No

**Objective Task Evaluation Criteria Matrix:**

Plan and Prepare		Execute					Evaluate			
Operational Environment	CO & BN	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 (4+ OE Variables and Hybrid Threat)										
Dynamic (Single Threat)	Day	60-74%	60-79%	No	65-79% GO	<All	75-84% GO	P	P	
Static (Single Threat)		<=59%	<=59%		<65% GO		<=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 FIBN has stationed its subordinate Finance Companies (FICOs) throughout the unit's Area of Responsibility (AOR). Requests for support of commercial vendor pay services are being received from theater elements.

### **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
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**Plan**

+\* 1. Chief, Commercial Vendor Services (CVS) Section determines process for making payments.

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**Prepare**

- \* 2. Chief, CVS Section prepares for CVS operations.
  - a. Coordinates with the disbursing team that will disburse the payment if the disbursing office is not your company/element.
  - b. Develops synchronized procedures for operations between disbursing and CVS teams to ensure pay files are processed in a timely manner IAW applicable laws and regulations.

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**Execute**

+ 3. Commercial Vendor Services (CVS) personnel process commercial vendor payments and contractual vouchers.

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- a. Perform pre-examination with contract folder.
- b. Prepare CVS Vouchers for Payment.
- c. Ensure that all documentation is attached and correct.
- d. Update bills register card.
- e. Compare invoice with receiving report (checks quantities on receiving report with quantities on invoice).
- f. Compare contract with invoice.
- g. Monitor distribution of documents from contracting and supply activities.
- h. Apply the provisions of the Prompt Payment Act to the payment voucher.
- i. Prepare the payment voucher (SF 1034, Public Voucher for Purchases and Services other than Personal, DD Form 1155, Order for Supplies or Services, and SF 1166, Voucher and Schedule of Payments).
- j. Charge appropriate fund cite.
- k. Prepare miscellaneous vouchers.
- l. Forward all vouchers that require certifying to the Senior CVS Analyst at the FIBN CVS Section for certification and eventual disbursement.

+\* 4. Chief, CVS Section supervises the conduct of commercial vendor pay processing and certifying of payments.

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- a. Reviews theater and Defense Finance and Accounting Service guidance on processing of commercial vendor payments.
- b. Reconciles subordinate detachment contract payments.
  - (1) Reviews Lines of Accounting (LOA), Purchase Orders (PO), Banking information, Invoice, and Goods Receipt (GR) in General Funds Enterprise Business System (GFEBs).
  - (2) Reviews supporting documents such as contracts (and or Modifications (MODs)).
- c. Certifies contracts or purchase orders.
- d. Certifies CVS Vouchers are correct and proper for payment.
- e. Forwards prepared vouchers to the disbursing section for payment (payment proposals through GFEBs).
- f. Maintains and updates Bills Register Cards, as necessary.
- g. Audits CVS payments.
- h. Verifies that all certified vendor payments have been paid by disbursing.

+ 5. FIBN disbursing personnel maintain accountability of funds and disburse certified payments.

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- a. Generate payments on properly prepared and certified vouchers (certify payment proposals in DDS).
- b. Process Electronic Funds Transfer (EFT) Transactions.
- c. Maintain security of all funds and negotiable instruments.
- d. Maintain ledgers and files for all transactions.
- e. Prepare expenditure reports as required.
- f. Report any problems or discrepancies to the chain of command.

Task Performance Summary Block										
Training Unit			ITERATION							
			1		2		3		4	
Date of Training per Iteration:										
Day or Night Training:			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 LEVEL										
Evaluated Rating per Iteration T, P, U										

**Mission(s) supported:** None

**MOPP 4:** Sometimes

**MOPP 4 Statement:** See Safety Statement below.

**NVG:** Sometimes

**NVG Statement:** None

**Prerequisite Collective Task(s):**

Step Number	Task Number	Title	Proponent	Status
2.	71-BN-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved

**Supporting Collective Task(s):**

Step Number	Task Number	Title	Proponent	Status
1.	71-BN-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved
5.	14-BN-0004	Conduct Disbursing Operations (FIBN)	14 - Finance (Collective)	Approved

**OPFOR Task(s):** None

**Supporting Individual Task(s):**

Step Number	Task Number	Title	Proponent	Status
1.	805A-36B-3041	Manage Automated Commercial Vendor Service Operations	805A - Finance and Comptroller	Approved
1.	805A-36B-3039	Manage Manual Commercial Vendor Service Operations	805A - Finance and Comptroller	Approved
3.	805A-36B-1016	Prepare a Commercial Vendor Services Voucher for Payment	805A - Finance and Comptroller	Approved
3.	805A-36B-1010	Maintain a Bills Register Card	805A - Finance and Comptroller	Approved
3.	805A-36A-6128	Perform Commercial Vendor Pay Operations	805A - Finance and Comptroller	Approved
4.	805A-36B-3024	Certify Commercial Vendor Services (CVS) Vouchers	805A - Finance and Comptroller	Approved
4.	805A-36B-1010	Maintain a Bills Register Card	805A - Finance and Comptroller	Approved
4.	805A-36B-2027	Verify a Commercial Vendor Service Payment	805A - Finance and Comptroller	Approved
5.	805A-36B-3044	Perform Disbursing Certifier Functions	805A - Finance and Comptroller	Approved

**Supporting Drill(s):** None

**Supported AUTL/UJTL Task(s):**

Task ID	Title
ART 4.2.2.2.2	Provide Procurement 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).