Training and Evaluation Outline Report

Status: Approved 27 Nov 2007 Effective Date: 11 Jan 2022

Task Number: 14-CTR-8016

Task Title: Maintain Financial Management Systems (Financial Management Support Center (FMSC))

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, South Carolina 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
	AR 25-1	INFORMATION MANAGEMENT ARMY INFORMATION TECHNOLOGY	Yes	No	
	AR 380-5	DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM	Yes	No	
	DOD 7000.14-R	Department of Defense Financial Management (vol 1-16)	Yes	Yes	
	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) has deployed to theater and directed the FMSC to maintain Financial Management (FM) systems. The Financial Management Support Center (FMSC) is supporting forces engaged in unified land operations in support of large-scale combat operations. Finance transactions are being made. All deployed automated systems are operational and loaded with current software. Data is being received from higher headquarters. Data inputs created by FMSC staff elements and received from continental United States and theater financial management elements are uploaded and provided to the Director, FMSC and other staff officers/activities as required. Connectivity to the NIPRNET has been established. The FMSC is conducting operations in a dynamic and complex operational environment (OE) against a hybrid threat. Local standing operating procedures (SOP), AR 25-1, AR 380-5, DODFMR 7000.14-R and FM 1-06 are available. 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

Standards: All data is uploaded and downloaded with 100 percent accuracy. Specified financial reports are provided within established timelines and in accordance with (IAW) DODFMR 7000.14-R. Access to automated equipment is restricted to authorized personnel. Automated information systems security practices, policies, and procedures are established and applied. Based on FMSCs authorized strength, 75% of the FMSC leaders and 80% of Soldiers in the automation section are present at training. The FMSC attains80% on performance measures, 100% on critical performance measures, and85% on leader performance measures to achieve a T rating.

NOTE: Leaders are defined as Director, FMSC and Chief, Automation Section.

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan	ın and Prepare			Ex	ec	ute			Ass	ess
Operation Environme	al ent	Training Environment (L/V/C)	Leaders Present at Training/Required	Present at Training/Required	External Eva	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment
Above		nt T	uired	t uired	a	, o	9 CE	9 Ce	served	r's nt
Dynamic and Complex			750/	90%	Yes	000/		050/	Т	Т
(All OE Variables and Hybrid Threat)		IAW	>=75%	>=80%	es es	>=80%	All	>=85%	T-	T-
Dynamic and Complex (All OE Variables	Day	IAW unit CATS statement.	60-74%	60-79%		65-		. 75- 84%	P	P
Variables and Single Threat)		ent.	00-74%	00-79%	No	79%		84%	P-	P-
Dynamic and Complex (<all oe<br="">Variables and Single Threat)</all>			<=59%	<=59%		<=64%	<all< td=""><td><=74%</td><td>U</td><td>U</td></all<>	<=74%	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: Data inputs created by FMSC staff elements and received from continental United States and theater financial management elements are uploaded and provided to the Director, FMSC and other staff officers/activities as required.

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.

h. Coordinate requests for external technical assistance.

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

STEP/MEASURE	GO	NO-GO	N/A
+* 1. Director, Financial Management Support Center (FMSC) directs the establishment of automated financial operations.			
a. Provides concept of operations.			
b. Determines actions to be conducted in theater or retrograded to Defense Finance and Accounting Service.			
c. Coordinates approval of theater financial automation policy and plans.			
+* 2. Chief, FMSC Automation Section develops plans for financial automation operations.			
a. Provides FM elements with network access.			
b. Identifies specific systems, software and timelines for employment within theater.			
(1) Identifies components and capabilities of the Basic and Expanded Financial Management Tactical Platform (FMTP) using Combat Service Support Automated Information Systems Interface (CAISI) and Very Small Aperture Terminal (VSAT).			
(2) Verifies the functionality of all components in FMTP using CAISI and VSAT.			
(3) Provides guidance to FMSDs on employment of FMTP using CAISI and VSAT.			
c. Develops and recommends policies and procedures for automated systems and data processing within area of operations.			
d. Provides FMSUs and FMSDs with approved policies and procedures for automated systems.			
e. Provides installation of software and hardware updates to the FMTP.			
f. Provides installation of software and hardware updates to all FM systems and to the Financial Management Training Database (FMTDB), an integrated FM systems training platform encompassing Deployable Disbursing System (DDS), Centralized Account Processing System (CAPS), International Treasury Services (ITS.gov), Over-the-Counter Network (OTC-net), and Eagle Cash Card / Stored Value Card (ECC / SVC).			
g. Supervises security and access controls for automated equipment hardware, software, and data.			
h. Verifies that all FMSDs have appointed automated information management officers.			
i. Establishes procedures and policies for continuity of operations plans (COOP).			
j. Trains automated information system personnel, as required.			
k. Supervises internal data processing operations.			
+ 3. Automation Section personnel process financial data.			
a. Receive data from higher headquarters and financial management elements within the theater.			
b. Generate reports of data received from higher headquarters and supporting elements.			
c. Disseminate reports to appropriate unit personnel.			
d. Upload data generated from unit transactions.			
e. Verify accuracy of data uploaded and downloaded.			
f. Apply automated information system security policies and procedures.			
g. Implement COOP procedures.			
+ 4. Automation Section personnel provide automated system and communications support.			
a. Exercise staff responsibility for information and communications operations.			
b. Assign initial passwords and access level to new users in the FMSC.			
c. Provide primary liaison with supporting communications element.			
d. Maintain COOP for automated systems.			
e. Conduct security and operational inspections of automated systems.			
f. Coordinate external communications requirements.			
g. Provide technical support and guidance to FMSUs and FMSDs for operations of all FM systems (i.e. Enterprise Resource Planning (ERP), Global Combat Support System-Army (GCSS-A), General Fund Business Enterprise System (GFEBS), Standard Procurement System / Performance Desktop Defense (SPS / PD2), Wide Area Work Flow (WAWF), DDS, OTC-net, ECC/SVC, ITS.gov, Integrated Personal Pay System-Army (IPPS-A) and FMTP) and associated interfaces.			
(1) Provide kiosk troubleshooting when not mission capable (NMC).			
(2) Install kiosk training data, as needed.			
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Task Performance Summary Block									
Training Unit			ITERATION						
			1	2		3		4	
Date of Training p	er Iteration:								
Day or Night T	raining:	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 T, T-, P, P	Evaluated Rating per Iteration T, T-, P, P-, U								

Missions(s) supported:

Mission ID	Mission Title	Frequency	Recommended Interval
ART 4.2.2	Provide Financial Management Support (ART 4.2.2)	0	Not Selected

MOPP 4: Sometimes

MOPP 4 Statement: Some iterations of this task should be performed in MOPP 4.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s):

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

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805A-36A-6016	Conduct e-Commerce Operations	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
J97857	AN/TSC-183, AN/TSC-183A CSS VSAT	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).