

Training and Evaluation Outline Report

Status: Approved

19 Oct 2022

Effective Date: 18 Apr 2024

Task Number: 14-CTR-8042

Task Title: Maintain Finance Systems (FISC)

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
	(DO NOT USE SUPERSEDED) DOD 7000.14-R	Department of Defense Financial Management (vol 1-16)	Yes	Yes	
	AR 25-1	INFORMATION MANAGEMENT ARMY INFORMATION TECHNOLOGY	Yes	No	
	AR 380-5	Army Information Security Program	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) has deployed to theater and directed the FISC to maintain Finance Information Systems (FIS). The FISC is supporting forces engaged in large scale combat operations (LSCO) across multi-domain operations. The FISC collects, processes, stores, displays, disseminates, and protects knowledge products, data, and information to exercise oversight. All deployed FIS are operational and loaded with current software. Data inputs created by FISC staff elements and received from continental United States and theater finance support elements are uploaded and provided to the Director, FISC and other staff officers/activities as required. The finance systems section has established alternative methods of communication in the event access to FIS is denied, degraded, and disrupted. Connectivity to the Non-Classified Internet Protocol Router Network / SECRET Internet Protocol Router Network (NIPRNET/SIPRNET) is established. The Financial Management Tactical Platform (FMTP), and other FIS and software are employed in support of operations. The FISC conducts operations in a dynamic and complex operational environment (OE) against a peer threat. Local standard 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 space and cyber space 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 Explosive (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standards: Ensure 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 FIS equipment is restricted to authorized personnel. FIS security practices, policies, and procedures are established and applied.

Based on the FISCs authorized strength, to obtain a T rating, 75% of the Finance Systems Section leaders and 80% of Soldiers are present at training. The FISC Finance Systems Section attains 80% on performance measures, 100% on critical performance measures, and 85% on leader performance measures.

Leaders are defined as FISC Director and Chief, Finance Systems Section.

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare			Execute						Evaluate		
Operational Environment			Training Environment (LV/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
BDE & Above											
Dynamic and Complex (All OE Variables and Hybrid Threat)		Night	IAW unit CATS statement.	>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	T	T
Dynamic and Complex (All OE Variables and Single Threat)		Day		60-74%	60-79%	No	65-79% GO	>All	75-84% GO	P	P
Dynamic and Complex (<All OE Variables and 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: 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.

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

STEP/MEASURE

GO	NO-GO	N/A
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Plan

+* 1. Director, Finance Support Center directs the establishment of automated financial operations.

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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.

Prepare

+* 2. Chief, Finance Systems Section prepares for financial automation operations.

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a. Provides FC 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 the 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/VSAT.

(3) Provides guidance to FICOs on employment of FMTP using CAISI/VSAT.

c. Develops and recommends policies and procedures for automated systems and data processing within area of operations.

d. Provides FIBNs and FICOs with approved policies and procedures for FIS.

e. Provides installation of software and hardware updates to all FIS.

f. Provides installation of software and hardware updates to the FMTP.

g. Supervises security and access controls for finance information equipment hardware, software, and data.

h. Establishes procedures and policies for continuity of operations plans (COOP).

i. Trains finance information system personnel, as required.

j. Supervises internal data processing operations.

Execute

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+ 3. Finance Systems Section personnel process financial data.

a. Receive data from higher headquarters and finance 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. Apply CIA (Confidentiality, Integrity, Availability) triad to all information.

f. Verify accuracy of data uploaded and downloaded.

g. Apply finance information system security policies and procedures.

h. Implement COOP procedures.

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+ 4. Finance System Section personnel provide FIS and communications support.

a. Exercise staff responsibility for information and communications operations.

b. Assign initial passwords and access level to new users in the FISC.

c. Ensure all new users meet CAC-enable requirements.

d. Provide primary liaison with supporting communications element.

e. Ensure COOP components are maintained for FIS.

f. Ensure system integrity against viruses

g. Conduct security and operational inspections of FIS.

h. Coordinate information technology access for internal and external systems (e.g., U.S. Treasury).

i. Coordinate with J-6/G6 for required communications (bandwidth) for both classified and unclassified systems access, and systems maintenance.

j. Coordinate required support for the integration of Enterprise Resource Planning systems (ERPs) and legacy systems to perform FC operations.

k. Provide technical support and guidance to FIBNs and FICOs for operations of all FIS.

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: 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
1.	71-BDE-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved
2.	11-CO-9100	Conduct Army Satellite Support	11 - Signal (Collective)	Approved
3.	11-CO-9200	Conduct Department of Defense Information Network (DODIN) Operations (Strategic)	11 - Signal (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
2.	113-427-5001	Coordinate Signal Support With The Supported Unit	113 - Signal (Individual)	Approved
2.	113-000-0003	Identify Access Controls	113 - Signal (Individual)	Approved
2.	113-802-8005	Employ Knowledge Management (KM) in Support of Organizational and Customer Requirements	113 - Signal (Individual)	Approved
2.	113-25A-2004	Manage Security of Information Systems in Support of an Army Operation	113 - Signal (Individual)	Approved
2.	113-355-0001	Prepare Continuity of Operation Plan (COOP)	113 - Signal (Individual)	Approved
2.	113-510-4013	Implement Systems Update Services on a Server	113 - Signal (Individual)	Approved
3.	113-000-0041	Analyze Information Systems Security Measures within an Information Technology Network	113 - Signal (Individual)	Approved
3.	113-502-9008	Implement Information Systems Security Measures within an Information Technology Network	113 - Signal (Individual)	Approved
4.	113-583-9018	Perform Helpdesk Functions and Desktop Services	113 - Signal (Individual)	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
J97857	AN/TSC-183, AN/TSC-183A CSS VSAT	1
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).