

Training and Evaluation Outline Report

Status: Approved

26 Sep 2023

Effective Date: 20 Mar 2024

Task Number: 14-BN-0011

Task Title: Conduct Finance 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
	AR 11-2	Managers' Internal Control Program	Yes	No	
	AR 11-7	Internal Review Program	Yes	No	
	ATP 1-06.1	FIELD ORDERING OFFICER (FOO) AND PAY AGENT (PA) OPERATIONS	Yes	No	
	ATP 1-06.3	Banking Operations, "http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp1_06x3.pdf"	Yes	No	
	ATP 1-06.4	Internal Controls	Yes	No	
	DFAR	Defense Federal Acquisition Regulation	Yes	No	
	DOD 7000.14-R VOL 10	Department of Defense Financial Management Regulation Volume 10: Contract Payment Policy	Yes	No	
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	Yes	No	
	DODI 5010.40	Management Control Program Instructions	Yes	No	
	FAR	Federal Acquisition Regulation	Yes	No	
	FM 1-06	Financial Management Operations http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_06.pdf	Yes	Yes	
	OMB CIRCULAR NO. A-123	Internal Control Systems	Yes	No	

Conditions: The Finance Battalion (FIBN) is deployed and conducting finance operations in support of 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). The FIBN Commander has directed the overall operation and readiness posture of the FIBN to include disbursing operations, Commercial Vendor Services (CVS), Internal Control (IC), and Finance Information Systems (FIS) operations. The FIBN is coordinating all Finance (FI) support within the FIBN Area of Responsibility (AOR), tracking missions conducted, providing technical training assistance to the FICOs and coordinating with the Finance Support Center (FISC) and other providers. 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 Finance Operations in accordance with (IAW) FM 1-06.

To obtain a "T" rating, based on the unit's 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.

NOTE: Leaders are defined as FIBN Commander (CDR), Disbursing Officer (DO), Chief of Commercial Vendor Services (CVS), Internal Control Manager (IC MGR) and Senior Information Technology (IT) Specialist.

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
CO & BN											
Dynamic and Complex (4+ OE Variables and Hybrid Threat)	Night		At the discretion of the Commander.	>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	T	T
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.

Safety Risk: Low

Task Statements

Cue: The FIBN has stationed its subordinate Finance Companies (FICOs) throughout the unit's Area of Responsibility (AOR). The FIBN Commander has directed the overall operation and readiness posture of the FIBN to include disbursing operations, Commercial Vendor Services (CVS), Internal Controls (IC), and Finance Information Systems (FIS) operations.

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
Plan			
+* 1. Finance Battalion (FIBN) Commander establishes finance operations by obtaining guidance and priorities for FI support within the AOR from higher headquarters. (4-80, Ch. 3, Sec. 1)			
a. Provides concept of operations and intent.			
b. Obtains FI reporting requirements from higher.			
c. Directs commencement of Finance Company (FICO) operations.			
d. Ensures theater policies and guidance prescribed by the Army Financial Management Center (AFMC) and the Finance Support Center (FISC) are incorporated and followed during operations.			
e. Plans for Relief in Place and Transfer of Authority considerations.			
Prepare			
* 2. FIBN Commander ensures all personnel from each section are trained and have roles and access to systems required to conduct operations.			
Execute			
+* 3. Disbursing Officer (DO) manages disbursing operations and performs duties as designated by applicable regulations. (FM 4-80, Ch. 3, Section 2)			
a. Performs DO functions.			
b. Activates a disbursing activity.			
c. Deactivates a disbursing activity.			
d. Coordinates with FISC for the establishment of any Limited Depositary Accounts (LDAs), as required.			
e. Manages a Limited Depositary Account (LDA).			
f. Establishes banking relationships with host nation banking institutions.			
g. Processes irregularities in the account.			
h. Conducts paying agent (PA) operations.			
i. Briefs FIBN Commander and other affected elements on status of and/or problem areas.			
+ 4. Disbursing section performs disbursing operations. (DODFMR Vol 5)			
a. Certifier performs daily disbursing operations manually or in the Deployable Disbursing System (DDS).			
b. Cashiers prepare for disbursing operations as directed by the Disbursing Agent (DA).			
c. Disbursing personnel execute e-Commerce operations, when available.			
d. Cashiers perform daily disbursing operations manually or in DDS.			
+* 5. Chief of Commercial Vendor Services (CVS) supervises the execution of commercial vendor processing and certification of payments. (FM 4-80, Ch. 3, Sec. 4)			
a. Implements FI policies and guidance prescribed by the Office of the Under Secretary of Defense (Comptroller) and by national FI providers (ex: US Treasury, Defense Finance Accounting Service (DFAS), and Federal Reserve Bank (FRB)).			
b. Reconciles subordinate company contract payments.			
c. Certifies commercial vendor services vouchers are correct and proper for payment.			
d. Works closely with contingency contracting units and Division/ Brigade Resource Management sections to ensure legality, prompt payment, and reconciliation of contract payments.			
e. Forwards prepared vouchers to the disbursing section for payment (payment proposals through General Funds Enterprise Business System (GFEBS)).			
f. Verifies that all certified vendor payments have been paid by disbursing.			
g. Retains payment documentation (both paper and electronic records).			
+ 6. Commercial Vendor Services (CVS) personnel perform CVS operations. (FM 4-80, Ch. 3, Sec. 4)			
a. Review contracts or purchase orders.			
b. CVS Clerks perform document control operations.			
c. CVS Technician prepares CVS payment(s).			
d. Certifying Officer certifies payment voucher(s).			
e. CVS Senior Analyst manages ongoing CVS operations.			

+* 7. Internal Control (IC) Manager directs establishment of appropriate internal controls and reports.

(FM 4-80, Ch. 3, Sec. 6)

a. Implements people, process, technology, and policy changes necessary to support achieving and maintaining clean audit opinions.

b. Ensures that all finance data and documentation are accurate, timely, credible, and readily available for inspection.

c. Provides guidance or requests assistance as needed from FISC Internal Control to mitigate against any loss of accountability during change of accountability, vault-to-vault transfer, or loss of funds.

+ 8. IC personnel establish control plans and procedures.

(FM 4-80, Ch. 3, Sec. 6)

a. Communicate the FISCs internal control review plan for FIBNs and FICOs.

b. Coordinate and conduct quality assurance reviews (i.e. Operational reviews, cash verifications, post payment reviews, special reviews, and courtesy reviews).

c. Review monthly operations reports.

d. Assist FI elements assigned within their AOR in conjunction with the FISC.

+* 9. Senior Information Technology Specialist implements sustainment automation policy and plans from the G6 for finance systems operations.

(FM 4-80, Chapter 6)

a. Identifies specific systems and software needed for employment within AOR.

b. Provides installation of software and hardware updates to the Financial Management Training Database (FMTDb) and other FI systems.

c. Supervises system integrity and ensures appropriate security measures for automated equipment hardware, software, and data are in place.

+ 10. S6 personnel provide finance systems support.

(FM 4-80, Chapter 6)

a. Ensure proper communication requirements to support Finance Information Systems (FIS).

b. Execute information management.

c. Support assigned or attached subordinate FICOs to implement FI initiatives and support.

d. Provide help desk support to FIBN and FICOs under its command and control.

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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-BN-5111	Conduct the Military Decision-Making Process	71 - Mission Command (Collective)	Approved
1.	71-BN-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved
3.	14-BN-0004	Conduct Disbursing Operations (FIBN)	14 - Finance (Collective)	Approved
4.	14-BN-0004	Conduct Disbursing Operations (FIBN)	14 - Finance (Collective)	Approved
7.	14-BN-0005	Conduct Internal Control Operations (FIBN)	14 - Finance (Collective)	Approved
8.	14-BN-0005	Conduct Internal Control Operations (FIBN)	14 - Finance (Collective)	Approved
9.	14-BN-0003	Provide Finance Information Systems Support (FIBN)	14 - Finance (Collective)	Approved
10.	14-BN-0003	Provide Finance Information Systems Support (FIBN)	14 - Finance (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
3.	805A-36B-3043	Manage Manual Paying Agent Support Operations	805A - Finance and Comptroller	Approved
3.	805A-36A-7020	Conduct Limited Depository Account Activities	805A - Finance and Comptroller	Approved
3.	805A-36A-7012	Resolve Irregularities in a Deputy Disbursing Officer's Account	805A - Finance and Comptroller	Approved
3.	805A-36A-7022	Establish e-Commerce Systems	805A - Finance and Comptroller	Approved
3.	805A-36A-6001	Report Irregularities in a Disbursing Agent (DA) Account	805A - Finance and Comptroller	Approved
3.	805A-36B-3042	Manage Paying Agent Support Operations	805A - Finance and Comptroller	Approved
3.	805A-36B-4003	Perform Deputy Disbursing Officer Functions	805A - Finance and Comptroller	Approved
4.	805A-36B-1014	Perform Manual Cashier Operations	805A - Finance and Comptroller	Approved
4.	805A-36B-3044	Perform Disbursing Certifier Functions	805A - Finance and Comptroller	Approved
4.	805A-36A-6016	Conduct e-Commerce Operations	805A - Finance and Comptroller	Approved
4.	805A-36A-8005	Implement e-Commerce Activities	805A - Finance and Comptroller	Approved
5.	805A-36B-3048	Validate Automated Commercial Vendor Services (CVS) Vouchers	805A - Finance and Comptroller	Approved
5.	805A-36B-3039	Manage Manual Commercial Vendor Service Operations	805A - Finance and Comptroller	Approved
5.	805A-36B-3027	Verify Manual Commercial Vendor Services (CVS) Vouchers	805A - Finance and Comptroller	Approved
5.	805A-36B-3041	Manage Automated Commercial Vendor Service Operations	805A - Finance and Comptroller	Approved
6.	805A-36B-1016	Prepare a Commercial Vendor Services Voucher for Payment	805A - Finance and Comptroller	Approved
6.	805A-36A-6128	Perform Commercial Vendor Pay Operations	805A - Finance and Comptroller	Approved
6.	805A-36B-1011	Maintain a Commercial Vendor Services Record	805A - Finance and Comptroller	Approved
7.	805A-36B-4007	Manage an Internal Control Review Program	805A - Finance and Comptroller	Approved
7.	805A-36B-4011	Manage Finance BN Internal Control Review Program	805A - Finance and Comptroller	Approved
8.	805A-36B-5001	Establish an Internal Control Program	805A - Finance and Comptroller	Approved
9.	113-25A-2004	Manage Security of Information Systems in Support of an Army Operation	113 - Signal (Individual)	Approved
10.	113-355-0001	Prepare Continuity of Operation Plan (COOP)	113 - Signal (Individual)	Approved
10.	113-000-0003	Identify Access Controls	113 - Signal (Individual)	Approved
10.	113-510-4013	Implement Systems Update Services on a Server	113 - Signal (Individual)	Approved
10.	113-802-8005	Employ Knowledge Management (KM) in Support of Organizational and Customer Requirements	113 - Signal (Individual)	Approved
10.	113-000-0041	Analyze Information Systems Security Measures within an Information Technology Network	113 - Signal (Individual)	Approved
10.	113-502-9008	Implement Information Systems Security Measures within an Information Technology Network	113 - Signal (Individual)	Approved
10.	113-427-5001	Coordinate Signal Support With The Supported Unit	113 - Signal (Individual)	Approved
10.	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
70209N	Computer, Personal Workstation	1
S63110	Support System Tactical: AN/TYQ-132(V)2	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).