

# Training and Evaluation Outline Report

**Status: Approved**

**15 Jan 2025**

**Effective Date: 15 Jan 2025**

**Task Number:** 14-BN-0004

**Task Title:** Conduct Disbursing 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
	ATP 1-06.3	Banking Operations, "http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp1_06x3.pdf	Yes	No	
	DOD 7000.14-R VOL 6A	FINANCIAL MANAGEMENT REGULATION, VOL 6A, REPORTING POLICY AND PROCEDURES (SEE HTTP://WWW.DTIC.MIL/WHIS/DIRECTIVES/CORRES/HTML/700014R.HTM)	Yes	No	
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	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 Corps/Expeditionary Sustainment Command (ESC) is deployed to support units engaged in unified land operations in support of large-scale combat operations (LSCO) across multiple domains. The Corps Finance Battalion (C-FIBN) is providing command and control of assigned or attached Corps Finance Companies (C-FICO) to provide support to Corps level units on an area support basis. Connectivity to the Non-Classified Internet Protocol Router Network/Secret Internet Protocol Router Network (NIPRNET/SIPRNET) is established. The Corps/ESC is conducting operations in a dynamic and complex operational environment (OE) against a peer threat. All standard operating procedures (SOPs) and necessary support agreements with coalition forces are available. The Financial Management Tactical Platform (FMTP), Deployable Disbursing System (DDS), and other Finance Information Systems (FIS) software are employed in support of operations if available. The disbursing section has established alternative methods of communication in the event access to FIS are denied, degraded, and or disrupted. 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 Explosive (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standards:** Perform disbursing operations in accordance with (IAW) DODFMR 7000.14-R, laws and policies, SOPs, and command directives within the established timeline. Secure and maintain cash, negotiable instruments, paid vouchers, and disbursing records with 100% accountability.

To obtain a "T" rating, based on the FIBN Disbursing Sections authorized strength, 75% of leaders and 80% of Soldiers from the Disbursing Section is present at training. The Disbursing Section attains 80% on performance measures, 100% on critical performance measures, and 85% on leader performance measures.

**NOTE:** Leaders are defined as Commander, C-FIBN, Disbursing Officer (DO), Deputy Disbursing Officer (DDO), and Disbursing Manager (DM).

**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 Corps/ESC is deployed to support units engaged in unified land operations in support of LSCO across multiple domains.

## **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. Commander, C-FIBN receives guidance from the Army Financial Management Center (AFMC) or the Finance Support Center (FISC) that prescribes disbursing policy, procedures, controls and continuity of operations plans related to disbursing in the area of operations.

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#### Prepare

\* 2. Commander, C-FIBN directs the establishment of Disbursing Operations.

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a. Appoints the DO and Certifying Officers on the DD Form 577, Appointment/Termination Record – Authorized Signature.

b. Reviews and approves the SOP.

c. Ensures unannounced Cash Verifications are conducted quarterly.

d. Approves cash holding authority (CHA) for the disbursing station symbol number (DSSN).

e. Prescribes security measures and ensures the safeguarding of funds.

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\* 3. DO manages the preparation for disbursing operations.

a. Receives appointing DD Form 577 from the Commander/Director.

b. Appoints DDO, Disbursing Agents (DA), and Cashiers as required and necessary.

c. Ensures appointment/termination documents are maintained in accordance with regulatory guidance.

d. Assumes accountability of the DSSN.

e. Develops SOPs and instructions.

f. Signs the monthly SF 1219, Statement of Accountability and SF 1149, Statement of Designated Depository Account when required.

g. Submits financial reports to Defense Finance Accounting Service (DFAS).

h. Appoints or terminates subagents, as necessary.

i. Establishes CHA for the DSSN.

j. Transfers disbursing duty when required.

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\* 4. DDO prepares for manual or automated disbursing operations.

a. Receives appointing DD Form 577 from the DO.

b. Obtains written SOP, policies, and instructions upon appointment.

c. Ensures proper appointment and training of all DAs, Cashiers, and Certifiers operating within the DSSN.

d. Completes DD Form 2875, System Authorization Access Request (SAAR), and obtains system access of DDS, Over the Counter Channel Application (OTCnet), International Treasury Services (ITS.gov), Stored Value Card (SVC) portal, General Fund Enterprise Business System (GFEBBS), and other applicable systems.

e. Ensures each user completes and submits a DD Form 2875 to obtain access to DDS and other applicable systems.

f. Performs duties as designated by the DO.

g. Ensures completion of each DD Form 577 terminating the previous appointed disbursing duties when no longer assigned.

h. Maintains the appointment/termination documents in accordance with regulatory guidance.

i. Obtains a copy of the Predecessor's "FINAL" SF 1219.

j. Determines CHA for the DSSN.

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5. Disbursing staff prepares for manual or automated disbursing operations.

a. Receives appointing DD Form 577 from the DO.

b. Obtains SOP, policies, and instructions upon appointment.

c. Gains understanding to duties and responsibilities.

#### Execute

\* 6. DDO performs manual or automated disbursing operations.

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a. Opens business day manually or in DDS.

b. Safeguards public funds through adherence to requirements in finance regulations.

c. Conducts external transfers of funds from one DSSN to another DSSN by courier.

d. Conducts internal transfers of funds within the DSSN by courier.

e. Advances funds to DA(s), using DD Form 1081, Statement of Agent Officer's Account.

f. Establishes "Bad Check List" for checks returned as non-sufficient funds (NSF) (manual only).

g. Ensures that the DA updates OTCnet "Returned Item List" (Bad Check List) daily for all Cashier systems, when available.

h. Conducts advance and return of funds with Cashiers.

- i. Executes treasury check (TC) and SVC control procedures, when available.
- j. Processes counterfeit, altered, seized, mutilated, or unfit currency.
- k. Destroys currency as required.
- l. Processes Commercial Vendor Service (CVS) payments via TC or Electronic Funds Transfer (EFT), when available.
- m. Monitors clearing operations.
- n. Ensures EFT rejects are corrected in a timely manner.
- o. Process NSF checks manually or by using OTCnet and DDS.
- p. Closes business day.
- q. Closes accounting period manually or in DDS.
- r. Performs Relief In Place (RIP)/Transfer of Authority (TOA).

\* 7. DDO manages an limited depository account (LDA).

- a. Establishes an LDA.
- b. Manages the LDA daily.
- c. Conducts monthly LDA reconciliation.

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\* 8. DDO resolves irregularities in a DDO account.

- a. Identifies fiscal irregularity.
- b. Records physical loss of funds.
- c. Manages the loss of funds investigation.
- d. Records erroneous payments (illegal, incorrect, and improper).
- e. Resolves and manages erroneous payments.
- f. Processes a denial of relief of liability.
- g. Records and resolves any overage of public funds.
- h. Manages the overage of public funds investigation.
- i. Submits a memorandum to report fiscal irregularities to DFAS-ZPFA/IN.

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\* 9. DM performs disbursing functions.

- a. Prepares for assignment.
- b. Safeguards public funds.
- c. Performs duties as designated by the DDO.
- d. Ensures availability of personnel to conduct operations.
- e. Manages clearing operations.
- f. Coordinates internal transfer of funds within the DSSN by courier.
- g. Coordinates external transfer of funds from DSSN to DSSN by courier.

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10. Certifier performs manual or automated certifier functions.

- a. Safeguards public funds.
- b. Validates payment transactions.

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c. Validates SF 1034, Public Voucher for Purchases and Services Other Than Personal, for foreign currency fluctuation losses manually or in DDS.

11. Cashiers perform manual or automated disbursing operations.

- a. Receive funds from the DDO.
- b. Safeguard public funds.
- c. Redeem NSF check.
- d. Process EFT disbursement via ITS.gov, when available.
- e. Process Deposit Ticket (DT) for EFT reject(s), when available.
- f. Process disbursement via TC.
- g. Prepare a check-for-cash.
- h. Process counterfeit, altered currency, mutilated, and unfit currency.
- i. Close daily business.
- j. Resolve fiscal irregularity in the Cashier's account.

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**Assess**

\* 12. DO monitors C-FIBN Disbursing Operations.

- a. Identifies issues or complications that can impact finance operations within the area of operations.
- b. Briefs the Commander on disbursing operations when required.

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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:** None

**NVG:** Never

**NVG Statement:** None

**Prerequisite Collective Task(s):** None

**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
2.	71-BN-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
2.	805A-36A-6027	Ensure the Physical Security Compliance of a Disbursing Office	805A - Finance and Comptroller	Approved
6.	805A-36B-4003	Perform Deputy Disbursing Officer Functions	805A - Finance and Comptroller	Approved
6.	805A-36A-6016	Conduct e-Commerce Operations	805A - Finance and Comptroller	Approved
6.	805A-36A-6163	Manage Cashier Operations	805A - Finance and Comptroller	Approved
6.	805A-36A-6162	Verify the Physical Security Compliance of a Disbursing Office	805A - Finance and Comptroller	Approved
6.	805A-36B-4008	Prepare a Daily Statement of Accountability (DD Form 2657)	805A - Finance and Comptroller	Approved
6.	805A-36A-7014	Perform Deputy Disbursing Officer Operations	805A - Finance and Comptroller	Approved
7.	805A-36A-7020	Conduct Limited Depository Account Activities	805A - Finance and Comptroller	Approved
7.	805A-36B-4006	Manage a Limited Depository Account	805A - Finance and Comptroller	Approved
8.	805A-36A-7012	Resolve Irregularities in a Deputy Disbursing Officer's Account	805A - Finance and Comptroller	Approved
9.	805A-36B-4010	Perform Finance BN Disbursing Manager Functions	805A - Finance and Comptroller	Approved
9.	805A-36B-3051	Clear the Analysis for Unmatched Transaction Report	805A - Finance and Comptroller	Approved
10.	805A-36B-3044	Perform Disbursing Certifier Functions	805A - Finance and Comptroller	Approved
11.	805A-36B-1013	Perform Automated Cashier Functions	805A - Finance and Comptroller	Approved
11.	805A-36B-1210	Perform Stored Value Card Operations	805A - Finance and Comptroller	Approved
11.	805A-36B-1004	Prepare a Statement of Agent Officer's Account	805A - Finance and Comptroller	Approved
11.	805A-36B-1014	Perform Manual Cashier Operations	805A - Finance and Comptroller	Approved

**Supporting Drill(s):** None

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

Task ID	Title
SN 4.7	Provide Financial Management

#### TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

#### Equipment (LIN)

LIN	Nomenclature	Qty
S94666	Support System Tactical: ANTYQ-132(V)1	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 personnel are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with personnel 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).