

Report Date: 11 Feb 2014

**Summary Report for Individual Task
805A-36A-7022
Establish Army e-Commerce Systems
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: As a Financial Manager in a contingency environment, you have the following on hand: Stored Value Card (SVC) equipment, paperless check conversion equipment, ITS.gov capability, and access to DoD Financial Management Regulation 7000.14-R, Volume 5, Disbursing Policy, and FM 1-06, Financial Management Operations. This task should not be trained in MOPP.

Standard: Establish e-Commerce activities in sequential order without error.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references and technical manuals will be provided by the local Command.

Performance Steps

1. Determine requirements for all e-Commerce systems within your operational area through the correct channels.
 - a. Initiate contact with all units and organizations for e-Commerce systems requirements.
 - (1) Identify local bandwidth requirements for e-Commerce systems requirements.
 - (2) Coordinate for dedicated DSN lines.
 - b. Consolidate e-Commerce data and label by priority.
 - (1) Identify new locations where e-Commerce systems would be beneficial.
 - (2) Identify potential volume usage.
2. Analyze e-Commerce collective data.
 - a. Produce equipment density report by location.
 - b. Based on potential volume usage, determine the priority of equipment distribution.
 - c. Identify desired stockage levels.
3. Coordinate with the proper e-Commerce agency partners to field and maintain the current available systems.
 - a. Identify the agency points of contacts (POC) for each distinctive e-Commerce system.
 - b. Contact agency POC's for assistance with software or hardware issues when the problem cannot be rectified locally.
 - c. Coordinate periodic meetings (teleconference or in-person) with all units utilizing e-Commerce systems.
 - d. Provide updates to the Commander and/or higher.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined requirements for all e-Commerce systems within your operational area through the correct channels.			
a. Verified contact was established with all units and organizations for e-Commerce systems requirements.			
(1) Identified local bandwidth requirements for e-Commerce systems requirements.			
(2) Verified a request was submitted for a dedicated DSN line.			
b. Consolidated e-Commerce data and labeled by priority.			
(1) Identified new locations where e-Commerce systems would be beneficial.			
(2) Identified potential volume usage.			
2. Analyzed e-Commerce collective data by.			
a. Produced equipment density report by location.			
b. Based on potential volume usage, determined the priority of equipment distribution.			
c. Identified desired stockage levels.			
3. Coordinated with the proper e-Commerce agency partners to field and maintain the current available systems.			
a. Identified the agency POCs for each distinctive e-Commerce system.			
b. Contacted agency POC's for assistance with software or hardware issues when the problem cannot be rectified locally.			
c. Coordinated periodic meetings (teleconference or in-person) with all units utilizing e-Commerce systems.			
d. Provided updates to the Commander and/or higher.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	Yes	No
	FM 1-06	Financial Management Operations	Yes	No

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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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 FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805A-36A-7023	Develop FM Planning and Operations	805A - Financial Management (Individual)	TMD Review

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805A-36A-8005	Implement e-Commerce Activities	805A - Financial Management (Individual)	TMD Review

Supported Collective Tasks : None