

Training and Evaluation Outline Report

Status: Approved

23 Jul 2020

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Task Number: 14-BDE-0003

Task Title: Conduct Finance Support 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 SSI 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
	ADP 3-28	Defense Support of Civil Authorities	Yes	No	
	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 10	Department of Defense Financial Management Regulation Volume 10: Contract Payment Policy	Yes	No	
	DOD 7000.14-R VOL 11A	Department of Defense Financial Management Regulation, Volume 11A, Reimbursable Operations, Policy and Procedures	Yes	No	
	DOD 7000.14-R VOL 11B	Department of Defense Financial Management Regulation, Volume 11B, Reimbursable Operations, Policy and Procedures - Working Capital Funds (WCF)	Yes	No	
	DOD 7000.14-R VOL 12	Department of Defense Financial Management Regulation, Volume 12, Special Accounts, Funds and Programs	Yes	No	
	DOD 7000.14-R VOL 13	FINANCIAL MANAGEMENT REGULATION, VOL 13, NONAPPROPRIATED FUNDS POLICY AND PROCEDURES	Yes	No	
	DOD 7000.14-R VOL 14	Department of Defense Financial Management Regulation, Volume 14, Administrative Control of Funds and Antideficiency Act Violations	Yes	No	
	DOD 7000.14-R VOL 2A	Department of Defense Financial Management Regulation, Volume. 2A, Budget Formulation and Presentation (Chapters 1-3)	Yes	No	
	DOD 7000.14-R VOL 2B	Department of Defense Financial Management Regulation, Volume. 2B, Budget Formulation and Presentation (Chapters 4-19)	Yes	No	
	DOD 7000.14-R VOL 3	Department of Defense Financial Management Regulation, Volume 3, Budget Execution - Availability and Use of Budgetary Resources	Yes	No	
	DOD 7000.14-R VOL 4	Department of Defense Financial Management Regulation, Volume 4, Accounting Policy and Procedures	Yes	No	
	DOD 7000.14-R VOL 5	FINANCIAL MANAGEMENT REGULATION, VOL 5, DISBURSING POLICY AND PROCEDURES (SEE HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/HTML/700014R.HTM)	Yes	No	
	DOD 7000.14-R VOL 6A	FINANCIAL MANAGEMENT REGULATION, VOL 6A, REPORTING POLICY AND PROCEDURES (SEE HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/HTML/700014R.HTM)	Yes	No	
	DOD 7000.14-R VOL 7A	Financial Management Regulation, Volume 7A: Military Pay Policy - Active Duty and Reserve Pay	Yes	No	
	DOD 7000.14-R VOL 7B	Department of Defense Financial Management Regulation, Volume 7B , Retired Pay	Yes	No	
	DOD 7000.14-R VOL 8	FINANCIAL MANAGEMENT REGULATION, VOL 8, CIVILIAN PAY POLICY AND PROCEDURES (SEE HTTP://WWW.DTIC.MIL/WHS/DIRECTIVES/CORRES/HTML/700014R.HTM)	Yes	No	
	DOD 7000.14-R VOL 9	Department of Defense Financial Management Regulation, Volume 9, Travel Policy and Procedures	Yes	No	
	FM 1-06	Financial Management Operations http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_06.pdf	Yes	Yes	
	JP 3-28	(SUPERSEDED - Do Not Use) Defense Support of Civil Authorities	Yes	No	
	JTR	Joint Travel Regulations (JTR)	Yes	No	

Conditions: The Division Sustainment Brigade (DSB) has deployed and is conducting unified land operations in support of large scale combat operations (LSCO) across multiple domains. The DSB has directed the Finance Battalion (FIBN) to conduct Finance (FI) operations. The FIBN has stationed its subordinate Finance Companies (FICOs) throughout the unit's area of responsibility (AOR). FICOs provide support on an area basis to all U.S. units, allied and coalition forces, with funding agreements, operating in or passing through their support area, as appropriate. 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 Support Operations in accordance with (IAW) DODFMR 7000.14-R, FM 1-06, SOP, governing regulations, and command directives. All commercial vendor pay transactions are captured and input into General Funds Enterprise Business System (GFEBS) with 100 percent accuracy IAW SOPs, DODFMR 7000.14-R, FAR, and FM 1-06. Disbursements are made with 100 percent accountability IAW DODFMR 7000.14-R and FM 1-06. Pay Support transactions are captured and input into Defense MilPay Office (DMO) with 100 percent accuracy IAW SOPs, DODFMR 7000.14-R, JTR, and Defense Finance and Accounting Service (DFAS) guidance.

To obtain a T rating, based on the unit's authorized strength, 75% of the the unit's leaders and 80% of Soldiers are present at 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), Deputy Disbursing Officer (DDO), Chief of Commercial Vendor Services (CVS) Section, FI Inspector of Internal Control (IC) Section and Senior Information Technology (IT) Specialist of Automation 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)		Day	IAW unit CATS statement.	>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	T	T
Dynamic and Complex (All OE Variables and Single Threat)				60-74%	60-79%	No	65-79% GO		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 DFAS.

Safety Risk: Low

Task Statements

Cue: The DSB has deployed in support of units engaged in unified land operations in support of LSCO and has directed the FIBN to conduct FI 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
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Plan

+* 1. FIBN CDR establishes FI operations by obtaining DSB CDR guidance and priorities for FI support within the DSB AOR.

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- a. Provides concept of operations.
- b. Coordinates financial/funding levels and support with Finance Support Center (FISC) and United States Army Financial Management Command (USAFMCOM).
- c. Coordinates with DSB & FISC for approval of DSB financial automation policy and plans.
- d. Ensures FI policies and guidance prescribed by the Office of the Under Secretary of Defense- (Comptroller) and by national FI providers are incorporated in support operations (SPOs),(ex: US Treasury, Defense Finance and Accounting Service (DFAS), and Federal Reserve Bank (FRB).
- e. Determines actions to be conducted in DSB AOR or retrograded to DFAS.
- f. Directs commencement of FI operations at the FIBN and FICOs.
- g. Obtains FI reporting requirements from the FISC.
- h. FIBN commander advises the DSB commander on funding support within the DSB.
- i. FIBN commander briefs DSB commander and other affected elements on status of and/or problem areas within FI support.

Prepare

+* 2. FIBN DDO manages disbursing operations IAW DODFMR Volume 5 and performs duties as designated by the DO.

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- a. Performs Deputy Disbursing Officer (DDO) functions.
- b. Activates a disbursing activity. (805A-36A-7007)
- c. Deactivates a disbursing activity.
- d. Coordinates with FISC banking officer for the establishment of any limited depository (LD) agreement accounts in the DSB, as required.
- e. Manages a Limited Depository Account (LDA). (805A-36B-4006)
- f. Establishes banking relationships with host nation banking institutions.
- g. Establish Army e-Commerce Systems. (805A-36A-7022)
- h. Processes irregularities in the account. (805A-36A-6001)
- i. Conduct paying agent (PA) operations.

Execute

+ 3. FIBN disbursing section performs disbursing operations IAW DODFMR Volume 5. (14-EAC-8002)

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- a. Conduct central funding. (805A-36B-4001)
- b. Provide cash management/currency support for assigned FICOs.
- c. Execute E-commerce programs.
- d. Maintain inventory of E-commerce hardware (e.g., EagleCash cards, kiosks, point of sale devices).
- e. Generate payments on properly prepared and certified vouchers (certify payment proposals in deployable disbursing system (DDS).
- f. Maintain accountability of funds, disburse certified payments and forward them to DFAS.

+* 4. Chief, CVS Section at the FIBN, supervises the conduct of commercial vendor processing and certification of payments.

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- 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, DFAS, and FRB).
 - b. Reconciles subordinate detachment contract payments.
 - c. Reviews contracts or purchase orders.
 - d. Certifies commercial vendor services vouchers are correct and proper for payment. (805A-36B-3024)
 - e. Work closely with contingency contracting battalions (CCBNs), Senior contingency contracting team (CCT) and Division G-8 to coordinate contracting support and to ensure legality, prompt payment, and reconciliation of contract payments to identify unused funds that may be redirected for other critical requirements.
 - f. Forwards prepared vouchers to the disbursing section for payment (payment proposals through GFEBs).
 - g. Verifies that all certified vendor payments have been paid by disbursing.
 - h. Retains payment documentation (both paper and electronic records).
- + 5. CVS Clerks review incoming documents and update in GFEBs.
- a. Perform pre-examination and pre-validation with contract folder.

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- b. Prepare CVS Vouchers for Payment. (805A-36B-1016)
- c. Ensure that all documentation is attached and correct.
- d. Compare invoice with receiving report (checks quantities on receiving report with quantities on invoice).
- e. Compare contract with invoice.
- f. Monitor distribution of documents from contracting and supply activities.
- g. Charge appropriate fund cite or appropriation.
- h. Prepare miscellaneous vouchers.
- i. Forward all vouchers that require certifying to the Senior CVS Analyst at the FIBN CVS Section for certification and disbursement.

+* 6. FIBN CDR directs establishment of appropriate internal controls and reports.

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a. Implement 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. Establish and maintain governing bodies to facilitate organizational transformation in support of achieving clean audit opinions.

+* 7. The FI Inspector of the Internal Control (IC) Section communicates the FISC's internal control review plan for DSB FIBN's and FICO's.

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+* 8. FIBN CDR provides resources, manning, and policies or procedures in regards to the internal controls of cash management.

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+* 9. FIBN CDR directs the establishment of automated financial operations in order to implement DSB FI initiatives and support.

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+* 10. Senior IT Specialist for the Automation Section of the FIBN implements sustainment automation policy and plans from the G6 for financial automation operations.

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

b. Provides installation of software and hardware updates to the FI Training Databas, an integrated FI systems training platform encompassing Deployable Disbursing System (DDS), GFEBS, International Treasury Services (ITS.gov), Over-the-Counter Network (OTC-net), and Eagle Cash Card / Stored Value Card (ECC / SVC) to enable and support home station training of operational and tactical FI operations.

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

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+ 11. Automation Section personnel process financial data.

a. Maintain automated system and communications support.

b. Provide technical support and guidance to FICOs for operations of all FI systems (i.e.8714 Enterprise Resource Planning (ERP), Global Combat Support System-Army (GCSS-A), 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 FCTP and associated interfaces.

Assess

+ 12. IC Section personnel establish control plans/procedures.

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

b. Review monthly operations reports.

c. Provides assistance to FI elements assigned within their AOR in conjunction with FISC.

13. The FI Inspector of the IC Section performs reviews and special studies of operating policies and procedures.

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+* 14. FIBN CDR directs the establishment of a Pay Support section within the DSB AOR.

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a. Monitors the execution of pay support functions of subordinate detachments.

b. Produces reports for distribution to higher FI echelons.

c. Reports systemic issues (systems or policy) to FISC.

d. Ensures availability of support to conduct operations.

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: See Safety Statement below.

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.	14-BDE-0004	Conduct Disbursing Operations (FMSU)	14 - Finance (Collective)	Approved
4.	14-BDE-0005	Conduct Commercial Vendor Pay Operations (FMSU)	14 - Finance (Collective)	Approved
6.	14-BDE-0007	Monitor Audit Readiness Compliance Operations (FMSU)	14 - Finance (Collective)	Approved
6.	71-BDE-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved
8.	71-BDE-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved
9.	71-BDE-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved
14.	14-BDE-0006	Conduct Military Pay Support (FMSU)	14 - Finance (Collective)	Approved
14.	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
1.	805A-36B-3028	Perform Reimbursable Accounting	805A - Finance and Comptroller	Approved
2.	805A-36B-4006	Manage a Limited Depository Account	805A - Finance and Comptroller	Approved
2.	805A-36B-3023	Perform Disbursing Agent Functions	805A - Finance and Comptroller	Approved
2.	805A-36B-4003	Perform Deputy Disbursing Officer Functions	805A - Finance and Comptroller	Approved
2.	805A-36A-6136	Conduct Paying Agent Operations	805A - Finance and Comptroller	Approved
2.	805A-36A-6001	Report Irregularities in a Disbursing Agent (DA) Account	805A - Finance and Comptroller	Approved
2.	805A-36B-1013	Perform Automated Cashier Functions	805A - Finance and Comptroller	Approved
2.	805A-36A-6016	Conduct e-Commerce Operations	805A - Finance and Comptroller	Approved
3.	805A-36B-4004	Manage the Execution of Funds	805A - Finance and Comptroller	Approved
3.	805A-36A-6001	Report Irregularities in a Disbursing Agent (DA) Account	805A - Finance and Comptroller	Approved
3.	805A-36A-6016	Conduct e-Commerce Operations	805A - Finance and Comptroller	Approved
3.	805A-36B-4001	Conduct Central Funding	805A - Finance and Comptroller	Approved
4.	805A-36B-4004	Manage the Execution of Funds	805A - Finance and Comptroller	Approved
4.	805A-36B-1016	Prepare a Commercial Vendor Services Voucher for Payment	805A - Finance and Comptroller	Approved
4.	805A-36A-6128	Perform Commercial Vendor Pay Operations	805A - Finance and Comptroller	Approved
4.	805A-36B-3024	Certify Commercial Vendor Services (CVS) Vouchers	805A - Finance and Comptroller	Approved
4.	805A-36A-6001	Report Irregularities in a Disbursing Agent (DA) Account	805A - Finance and Comptroller	Approved
4.	805A-36B-2027	Verify a Commercial Vendor Service Payment	805A - Finance and Comptroller	Approved
12.	805A-36B-3020	Perform an Internal Control Review	805A - Finance and Comptroller	Approved
14.	805A-36B-1209	Interpret a Master Military Pay Account	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

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).