

**Summary Report for Individual Task
805A-36A-7024
Manage Commercial Vendor Services (CVS) Operations
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: You are serving as the Detachment Commander. You have been tasked to provide Commercial Vendor Services (CVS) for your area of responsibility. You have access to: 1. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation. 2. DoD Financial Management Regulation 7000.14-R, Volume 10, Contract Payment and Procedures. 3. DFAS-IN Manual 37-100-FY, The Army Management Structure. 4. Federal Acquisition Regulation (FAR). 5. Defense Federal Acquisition Regulation Supplement (DFAR). 6. Code of Federal Regulation (CFR) Title 5: Part, 1315. 7. SF 33, Solicitation, Offer, and Award. 8. SF 1449, Solicitation/Contract/Order for Commercial Items. 9. DD Form 1155, Order for Supplies or Services and copy8. 10. SF 44, U.S. Government Purchase Order-Invoice-Voucher. 11. DD Form 250, Material Inspection and Receiving Report. 12. DA Form 3953, Purchase Request and Commitment. 13. Invoices. 14. SF 1034, Public Voucher for Purchases and Services Other Than Personal. 15. General Fund Enterprise Business System (GFEBS). 16. Operational Data Storage (ODS). 17. Electronic Document Access. 18. Local Policy. This task should not be trained in MOPP.

Standard: Manage Commercial Vendor Services (CVS) operations by ensuring accounts payable documents and voucher(s) for payment are prepared with 100% accuracy.

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 accounts payable systems and the requirements that will be utilized in your CVS section.
 - a. Based on local policies or higher echelon guidance utilize accounts payable system (i.e., General Fund Enterprise Business System (GFEBS)).
 - b. Establish user roles and ensure separations of duties exist between between the preparer, reviewer, and certifier of payments within the CVS section.
 - c. Create and verify orders for payment certifier from a disinterested party.
2. Establish the pay office Department of Defense Activity Address Code (DoDAAC) and disseminate to contracting and resource management.
 - a. Request a pay office DoDAAC through Financial Management Support Center (FMSC) to establish a pay office DoDAAC through DFAS and ASAFMC.
 - b. Establish local policy or agreement with supporting contracting and resource management offices to utilize established pay office DoDAAC. NOTE: There may be more than one contracting office and resource management office so multiple policies or agreements maybe required.
3. Determine process for making payments.
 - a. Coordinate with contracting and resource management to develop the process for paying contracts (i.e. cradle to grave of the procure to pay process). Determine DFAS involvement and identify systems that will be utilized by each member of the fiscal triad.
 - b. Determine and coordinate with the disbursing office that will disburse the payment if the disbursing office is not your Detachment.
 - c. Develop synchronized procedures for operations between disbursing and CVS sections to ensure pay files are processed in a timely manner IAW applicable laws and regulations.
4. Establish payment procedures for the CVS section.
 - a. Validate all elements of a payment packet.
 - (1) Receive contract, invoice, goods receipt, and additional supporting documentation from contracting.
 - (2) Contracts, invoice, and goods receipt are verified to ensure all data elements are present for proper payment.
 - (3) Ensure procedures are in place to return incorrect payment packets to the contracting office. NOTE: These procedures maybe automated dependent on systems (i.e. Wide Area Workflow WAWF).
 - b. Implement tracking mechanisms (i.e. Bills Register) are established that ensure vendors are not paid multiple times for the same contract.
 - c. Coordinate with other pay offices to ensure multiple payments were not made on the same contract.
5. Coordinate with resource management and contracting to address discrepancies (i.e. in the cradle to grave procure to pay process) in the fiscal triad meetings.
 - a. Provide resource management and contracting office with disbursing history of contracts as requested.

b. Receive a list of newly awarded contracts from contracting to determine your CVS section expected workload and manage the office based on workload.

c. Address recurring discrepancies, issues, concerns that the CVS section has with either resource management or contracting.

6. Cease and transfer CVS activities to a different pay office.

a. Coordinate with new CVS section that will receive future payments.

(1) Provide Certification of Funds (COF) to new CVS section on all remaining open contracts.

(2) Receive pay office DoDAAC and address of new CVS section.

(3) Determine date when new pay office DoDAAC and address of new CVS section will be utilized on new contracts and requirements.

b. Coordinate with contracting and resource management offices.

(1) Provide new pay office DoDAAC and address of new CVS section to contracting and resource management offices.

(2) Determine date when new pay office DoDAAC and address of new CVS section will be utilized on new contracts and requirements.

c. Once payments are no longer made by your CVS section send all supporting documents associated with closed contract payments made by your CVS office to the national archives.

d. Notify FMSC to remove the pay office DoDAAC as an active pay office DoDAAC through DFAS and ASAFMC.

(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 accounts payable systems to be utilized within the CVS section.			
a. Utilized accounts payable system (i.e., GFEBS) based on local policies or higher echelon guidance.			
b. Established user roles and ensured separations of duties exist between between the preparer, reviewer, and certifier of payments within the CVS section.			
c. Created and verified orders for payment certifier from a disinterested party.			
2. Established the pay office DoDAAC and disseminated to contracting and resource management.			
a. Requested a pay office DoDAAC through FMSC to establish a pay office DoDAAC through DFAS and ASAFMC.			
b. Established local policy or agreement with supporting contracting and resource management offices to utilize established pay office DoDAAC.			
3. Determined process for making payments.			
a. Coordinated with contracting and resource management to develop the process for paying contracts.			
b. Determined DFAS involvement and identify systems that will be utilized by each member of the fiscal triad.			
c. Determined and coordinated with the disbursing office that will disburse the payment if the disbursing office is not your Detachment.			
d. Developed synchronized procedures for operations between disbursing and CVS sections to ensure pay files are processed in a timely manner IAW applicable laws and regulations.			
4. Established payment procedures for the CVS section.			
a. Validated all elements of a payment packet.			
(1) Received contract, invoice, goods receipt, and additional supporting documentation from contracting.			
(2) Contracts, invoice, and goods receipt were verified to ensure all data elements were present for proper payment.			
(3) Ensured procedures were in place to return incorrect payment packets to the contracting office.			
b. Implemented tracking mechanisms that ensured vendors were not paid multiple times for the same contract.			
c. Coordinated with other pay offices to ensure multiple payments were not made on the same contract.			
5. Coordinated with resource management and contracting to address discrepancies (i.e. in the cradle to grave procure to pay process) in the fiscal triad meetings.			
a. Provided resource management and contracting office with disbursing history of contracts as requested.			
b. Received a list of newly awarded contracts from contracting to determine your CVS section expected workload and manage the office based on workload.			
c. Addressed recurring discrepancies, issues, concerns that the CVS section had with either resource management or contracting.			
6. Ceased and transfered CVS activities to a different pay office.			
a. Coordinated with new CVS section that will receive future payments.			
(1) Provided COF to new CVS section on all remaining open contracts.			
(2) Received pay office DoDAAC and address of new CVS section.			
(3) Determined date when new pay office DoDAAC and address of new CVS section will be utilized on new contracts and requirements.			
b. Coordinated with contracting and resource management offices.			
(1) Provided new pay office DoDAAC and address of new CVS section to contracting and resource management offices.			
(2) Determined date when new pay office DoDAAC and address of new CVS section will be utilized on new contracts and requirements.			
c. Once payments were no longer made by your CVS section sent all supporting documents associated with closed contract payments made by your CVS office to the national archives.			

d. Notified FMSC to remove the pay office DoDAAC as an active pay office DoDAAC through DFAS and ASAFMC.			
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Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DFARS	Defense Federal Acquisition Regulation Supplements (Appendix F, Part 7)	No	No
	DFAS-IN MANUAL 37-100-FY	The Army Management Structure	No	No
	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	No	No
	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	No	No
	DODFMR 7000.14-R, VOL 3	Department of Defense Financial Management Regulation, Volume 3, Budget Execution - Availability and Use of Budgetary Resources	No	No
	DODFMR 7000.14-R, VOL 4	Department of Defense Financial Management Regulation, Volume 4, Accounting Policy and Procedures	No	No
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	No	No
	FAR	Federal Acquisition Regulation	No	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-36B-1012	Prepare Error Correction Documents	805A - Financial Management (Individual)	Approved
805A-36B-1010	Maintain a Bills Register Card	805A - Financial Management (Individual)	Approved
805A-36A-6013	Conduct Commercial Vendor Services Operations (CVS)	805A - Financial Management (Individual)	Approved
805A-36B-1016	Prepare Commercial Vendor Services Vouchers for Payment	805A - Financial Management (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None