

Training and Evaluation Outline Report

Status: Approved

26 Sep 2023

Effective Date: 20 Mar 2024

Task Number: 14-BN-0010

Task Title: Provide Military Pay Support (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
	DOD 7000.14-R VOL 7A	Financial Management Regulation, Volume 7A: Military Pay Policy - Active Duty and Reserve Pay	Yes	Yes	
	DOD 7000.14-R VOL 7B	Department of Defense Financial Management Regulation, Volume 7B , Retired Pay	Yes	No	
	FM 1-06	Financial Management Operations http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_06.pdf	Yes	No	
	JTR	Joint Travel Regulations (JTR)	Yes	No	

Conditions: The Finance Battalion is deployed in support Large-Scale Combat Operations (LSCO) across multiple domains The FIBN ensures the Finance Companies (FICOs) provide pay support to all personnel assigned or attached to the FIBN Area of Responsibility (AOR). The FIBN ensures that all joint force personnel, regardless of component (active duty and reserves) within the theater, receive accurate and timely pay support. 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: Provide Military Pay Support with all administrative pay documents and pay inquiries processed, logged, and maintained in appropriate systems of record with 100 percent accuracy and accountability in accordance with (IAW)DOD 7000.14-R VOL 7A.

To obtain a "T" rating, based on the units 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)

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 ensures the Finance Companies (FICOs) provide pay support to all personnel assigned or attached to the FIBN Area of Responsibility (AOR). The FIBN ensures that all joint force personnel, regardless of component (active duty and reserves) within the theater, receive accurate and timely pay support.

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. The FIBN CDR oversees the execution of pay support functions of subordinate elements within the Area of Operations.

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a. Ensures each FICO identifies all Pay Support positions (coder, auditor, and section leader) and Unit CDR's Finance Report (UCFR) roles in order to maintain strict separation of duties and proper internal controls.

b. Ensures delegation of authority for these positions is in writing and approved/signed.

Prepare

+ 2. The FIBN coordinates technical training with the FICO to maintain a high state of proficiency in military pay and allowance entitlement procedures.

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a. Ensures personnel can interpret an Active Component (AC) and Reserve (RC) Master Military Pay Account (MMPA).

b. Ensures personnel can determine correct entitlements to pay, allowances, special pay, and incentive pay for AC/RC Soldiers.

c. Ensures each FICO identifies all Pay Support positions (coder, auditor, and section leader) and Unit Commander's Finance Report (UCFR) roles in order to maintain strict separation of duties and proper internal controls.

d. Ensures delegation of authority for these positions is in writing and approved/signed.

Execute

+ 3. The FIBN maintains command and control and ensures the FICO performs military pay support functions other than disbursing.

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a. Ensures FICO reviews action requests against current regulations and directives.

b. Ensures FICO researches action requests against the appropriate AC/RC MMPA, as applicable.

c. Ensures FICO processes authorized pay transactions in the appropriate AC or RC Defense Joint Military Pay System (DJMS).

(1) Ensures FICO processes In and Out-Processing entitlements and verification.

(2) Ensures FICO provides customer service such as debt management, bonus processing, start/stop/change entitlements, pay inquiries, and Case Management Systems (CMS).

(3) Ensures FICO processes pay support transactions such as reviewing, coding, and verification of documents and uploading data into respective FM systems.

d. Ensures FICO manages reports production of Daily Register of Transactions (DROT) such as pay inquiries, rejects/ recycle report, Merged Accountability & Fund Reporting (MAFR) reconciliation, UCFRs (ensure commanders are aware of online registration) and monthly entitlement verification.

e. Ensures FICO validates documentation that is provided/available.

f. Ensures FICO requires all forms to be properly completed.

g. Ensures FICO maintains required action records.

Assess

4. The FIBN ensures FICO forwards unresolved pay actions and inquiries to DFAS through the Case Management System (CMS), as appropriate.

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a. Ensures FICO properly completes all required forms before submission to DFAS.

b. Ensures FICO attaches all necessary supporting documents to unresolved inquiries.

c. Ensures FICO maintains the required log of documents in CMS that were submitted to DFAS.

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-BN-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved
1.	71-BN-5111	Conduct the Military Decision-Making Process	71 - Mission Command (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
2.	805A-36B-2005	Verify a Military Pay Transaction	805A - Finance and Comptroller	Approved
2.	805A-36B-1209	Interpret a Master Military Pay Account	805A - Finance and Comptroller	Approved
2.	805A-36B-2004	Process a Military Pay Report	805A - Finance and Comptroller	Approved
2.	805A-36B-2025	Review a Military Pay Voucher	805A - Finance and Comptroller	Approved
3.	805A-36A-6025	Determine Military Pay Entitlements	805A - Finance and Comptroller	Approved
3.	805A-36B-2025	Review a Military Pay Voucher	805A - Finance and Comptroller	Approved
3.	805A-36B-2004	Process a Military Pay Report	805A - Finance and Comptroller	Approved
3.	805A-36B-1209	Interpret a Master Military Pay Account	805A - Finance and Comptroller	Approved
3.	805A-36B-2005	Verify a Military Pay Transaction	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).