Training and Evaluation Outline Report

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Task Number: 14-CO-8008

Task Title: Provide Military Pay Support (Financial Management Support Unit (FMSU))

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 Ft. 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	Department of Defense Financial Management (vol 1-16)	Yes	Yes	
	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 UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES Chapters 1-10 with dices (http://www.defensetravel.dod.mil/site/travelreg.cfm)	Yes	No	

Conditions: The Sustainment Brigade (SUST BDE) is deployed in support of units engaged in unified land operations in support of large-scale combat operations (LSCO) across multiple domains. The Financial Management Support Unit (FMSU) ensures the Financial Management Support Detachment (FMSD) provides pay support to all personnel assigned or attached to the FMSU area of responsibility (AOR). The FMSU ensures that all joint force personnel, regardless of component (active duty and reserves) within the theater, receive accurate and timely pay support. Connectivity to the Non-Classified Internet Protocol Router Network / Secret Internet Protocol Router Network (NIPRNET/SIPRNET) is established. The SUST BDE is conducting operations in a dynamic and complex operational environment (OE) against a peer threat. All standing operating procedures (SOPs) and necessary support agreements with coalition forces are available. The Finance and Comptroller Tactical Platform (FCTP), Defense Milpay Office (DMO), and other Finance and Comptroller systems or softwares will be employed in support of operations if available. The FMSU will establish alternative methods of communication in the event access to FM systems is denied, degraded, and disrupted (D3. 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 Explosive (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standards: Standards: Military pay is provided in accordance with (IAW) JTR, DODFMR 7000.14-R, FM 1-06, and command directives. A military pay service section is augmented from other sections at the FMSU. All administrative pay documents and pay inquiries are processed, logged, and maintained in appropriate system of records storage with 100 percent accountability IAW unit's audit readiness plan and DODFMR 7000.14-R and FM 1-06.

To obtain a T rating, based on FMSUs authorized strength, 75% of the FMSU leaders and 80% of Soldiers are present at training. The FMSU attains80% on performance measures, 100% on critical performance measures, and85% on leader performance measures to achieve a rating of T, fully trained.

NOTE: Leaders are defined as FMSU Commander (CDR), Executive Officer (XO), Senior Financial Management Advisor (Senior FM Advisor), First Sergeant (1SG), Financial Management Manager (FM Manager), Financial Management Inspector (FM Inspector), Internal Control Manager (IC Manager), Disbursing Officer (DO), Disbursing Manager (DM), and Chief of Commercial Vendor Services (Chief CVS).

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare			Execute						Assess	
Operational Environment CO & BN		Training Environment (L/V/C)	Leaders Present at Training/Required	Present at Training/Required	External Eval	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment
Dynamic and Complex (4+ OE Variables and Hybrid Threat)	Day	IAW unit CATS statement.	>=75%	>=80%	Yes	>=80%	All	>=85%	**T**	**T**
									T-	**T-**
Dynamic (Single Threat)			60-74%	60-79%	No	65-79%		75-84%	**P**	**P**
							<All		**P-**	**P-**
Static (Single Threat)			<=59%	<=59%		<=64%		<=74%	**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 FMSU 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

Plan

+ 1. The FMSU coordinates technical training with the FMSD to maintain a high state of proficiency in military pay and allowance entitlement procedures.

    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.

Execute

+ 2. The FMSU maintains command and control of the FMSD and ensures the FMSD performs military pay support functions other than disbursing.

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

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

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

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

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

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

    d. Ensures FMSD 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 FMSD validates documentation that is provided/available.

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

    g. Ensures FMSD maintains required action records.

+ 3. The FMSU in coordination with the Brigade S-8, reports systemic issues to the Financial Management Support Center (FMSC).

    a. Reports system issues.

    b. Reports policy issues.

Assess

+ 4. The FMSU ensures FMSD follow the pay support changes document flow.

    a. Ensures receipt of all pay support actions initiated by the service member.

    b. Ensures accuracy of substantiating documents.

    c. Ensures routing is through proper channels in order to receive the appropriate level of approvals.

    d. Ensures monitoring of service members MMPA for processed and posted transactions.

    e. Ensures feedback is provided to unit for service member notification.

+ 5. The FMSU ensures FMSD forwards unresolved pay actions and inquiries to DFAS through the Case Management System (CMS), as appropriate.

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

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

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

    (1) Ensures the status of resolution of all relevant CMS cases are checked on a weekly basis.

    (2) Ensures the prioritization of CMS case(s) not resolved with 30 days.

+* 6. The FMSU CDR oversees the execution of pay support functions of subordinate detachments.

    a. Ensures each FMSD identifies all Pay Support positions (coder, verifier and section leader) and Unit Commander'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.

    c. Generates, consolidates, and analyzes reports for distribution to higher finance echelons.

Task Performance Summary Block										

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, T-, P, P-, U										

Missions(s) supported:

Mission ID	Mission Title	Frequency	Recommended Interval
14-TS-2111	Conduct Disbursing Section Activities	0	Not Selected

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
2.	14-DET-8011	Perform Disbursing Operations (Financial Management Support Detachment (FMSD))	14 - Finance (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
1.	805A-36B-1209	Interpret a Master Military Pay Account	805A - Finance and Comptroller	Approved
1.	805A-36A-6025	Determine Military Pay Entitlements	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
5.	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).