



Financial Management & Comptroller ENLISTED GUIDE



Assistant Secretary of the Army
(Financial Management
& Comptroller)





SGM Terry L. Anderson Jr. Addresses Army enlisted leaders during the Sergeant Major Symposium in Arlington, VA on February 11, 2025.

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FOREWORD

Messages to the Profession

Throughout their careers, Finance Soldiers are encouraged to pursue self-development through professional reading, civilian education, and credentialing programs.

The purpose of the **Financial Management & Comptroller Enlisted Guide** is to provide a comprehensive snapshot of Army finance enlisted positions. It aims to equip Soldiers with the knowledge needed to better prepare for assignments, understand their roles, engage in meaningful professional development discussions with supervisors, and contribute to the development of lethal, well-rounded financial management and comptroller professionals. While not all existing positions are included in Edition 1, future editions will capture additional roles, ensuring the guide continues to broaden its scope and utility. These efforts directly support the sustainment warfighting function, enabling large-scale combat operations and ensuring that forces operate effectively in multi-domain environments.

The **Finance Senior Enlisted Integration Committee (FSEIC)** leads this initiative with the goal of continually refining and expanding the guide. This effort aligns with the **ASA (FM&C)'s Army Financial Management Strategy (AFMS28)** and the **Annual Campaign Plan**, and the guide will be updated and published biannually.



LTG Paul A. Chamberlain
Military Deputy
ASA (FM&C)

Duty Description: The Military Deputy to the Assistant Secretary of the Army for Financial Management and Comptroller serves as the Army military comptroller and primary military advisor to the Assistant Secretary of the Army for Financial Management and Comptroller (FM&C) and the Army's senior leadership. He is the senior military leader for the FM&C military profession of the Total Army.

"The dedication and expertise of our enlisted Finance and Comptroller professionals are essential to, and the reason for mission success at every echelon. You are the backbone of our financial operations, ensuring The Army has the resources it needs, when needed. Your leadership, dedication to Soldiers and Families, and tireless efforts, performed quietly often behind the scenes, directly contributes to the readiness and lethality of our force. Thank you to every Soldier and NCO with whom I have worked and served alongside."

– LTG Paul A. Chamberlain



SGM Terry L. Anderson Jr.
U.S. Army Finance &
Comptroller Sergeant Major

Duty Description: The U.S. Army Finance and Comptroller Sergeant Major serves as the senior enlisted advisor to the Military Deputy to the Assistant Secretary of the Army for Financial Management and Comptroller ASA(FM&C) and the Army's senior leadership. He is the senior enlisted military leader for the FM&C military profession of the Total Army.

"Cultivating a competent and effective Finance Integrator starts with developing the basic skills and attributes of a leader. Providing our enlisted Soldiers with a career path that will allow them to touch the different aspects of Financial Management and Comptroller profession, along with broadening opportunities outside the FM&C field, will ensure we build our Finance Integrators for the future fight."

– SGM Terry L. Anderson Jr.



CSM Joy L. Allen
CSM
USAFMCOM

Duty Description: USAFMCOM CSM serves as the commanding general's senior enlisted advisor on matters affecting the enlisted force as the command conducts enterprise-wide financial operations to support the integration and synchronization of sustainment operations from the battlefield to the Strategic Support Area. USAFMCOM also directly supports the Office of the Assistant Secretary of the Army for Financial Management and Comptroller in its role as the principal advisor on all matters related to financial management and comptrollership.

"Our Army faces one of its most dynamic times in its history while also lining up against both fiscal challenges and existential threats. To support the Army in its mission, our Finance Corps is evolving and developing the change agents we need to meet any threat, whether it be on the battlefield or in the ledger books. Our enlisted finance and comptroller Soldiers make up the most capable, talented, and educated force our Finance Corps has ever known in its 250-year history. We must embrace our changes, take pride in our service, be confident in our abilities, and leverage our enlisted professionals to deliver to our Army the finance operations and resource management capabilities it needs to remain agile, ready, and lethal. We are ready for such a time as this. Service to Soldiers!"

– CSM Joy L. Allen



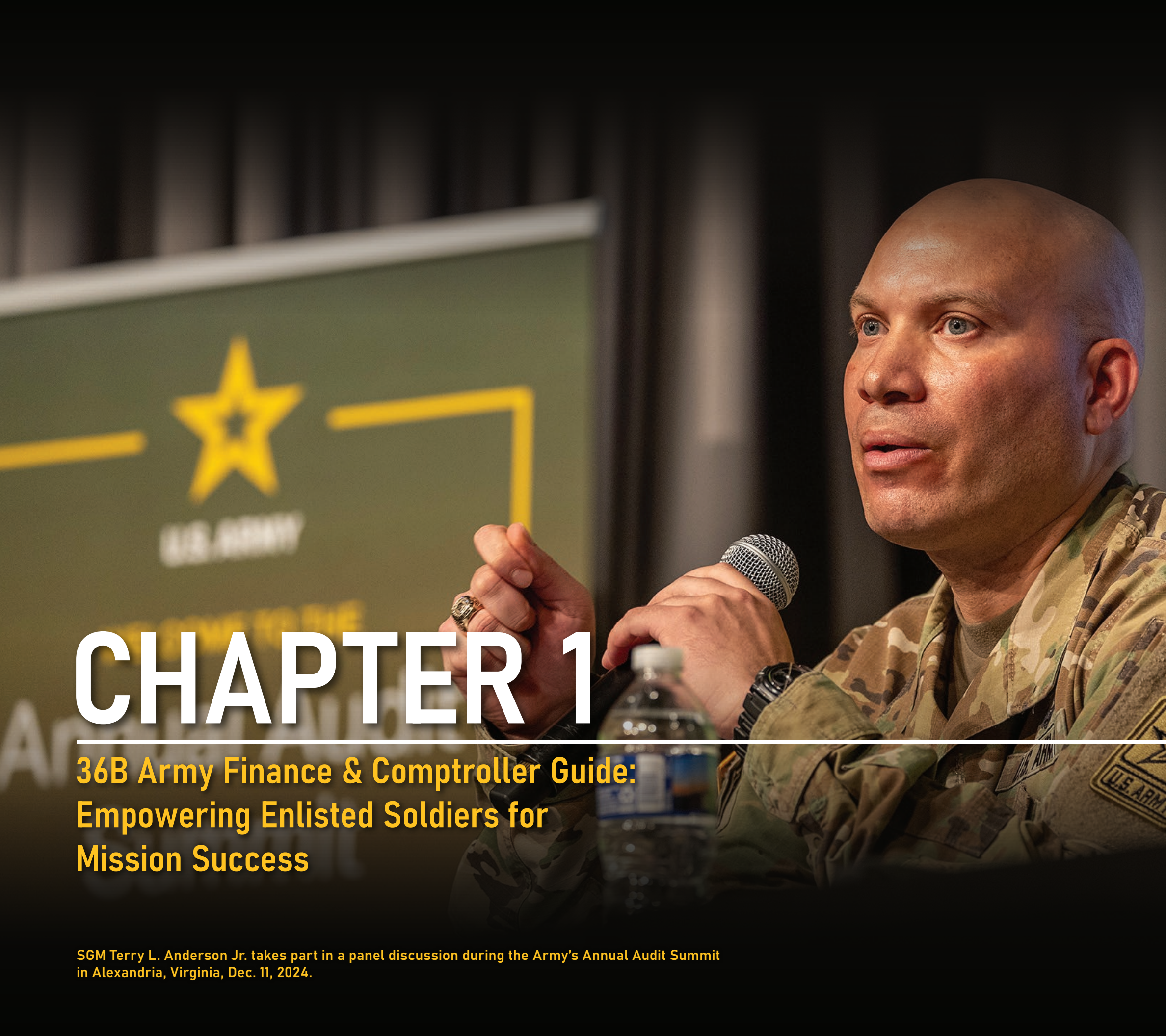
CSM Craig Rodland
CSM
U.S. ARMY Finance &
Comptroller Schoolhouse

Duty Description: The U.S. Army Finance and Comptroller School Sergeant Major serves simultaneously as the 13th Finance Corps Regimental Command Sergeant Major. Charged with advising the Commandant on all DOTMLPF-P matters including the program of instruction for finance primary, advanced, and functional military education courses. Serves as the senior talent manager for all CMF 36B's and provides guidance to HQDA Secretariat for the command selection list and all enlisted evaluation boards. He is the principal advisor on all Force Modernization efforts across the Finance Corps.

"Developing well-rounded Finance professionals requires a focus on the fundamental principles of integrity, discipline, and commitment to service alongside rigorous education, training, and professional development. Providing counsel on all aspects of training and development for finance professionals, from the newest recruits to seasoned officers, non-commissioned officers, and soldiers. Ensuring the Finance Corps remains adaptable and equipped to navigate modern financial complexities by cultivating current and future leaders prepared to uphold the highest standards."

"The beauty of the classroom is its ability to foster growth amongst peers regardless of the world, economic or social class they came from"

– CSM Craig Rodland



CHAPTER 1

36B Army Finance & Comptroller Guide: Empowering Enlisted Soldiers for Mission Success

SGM Terry L. Anderson Jr. takes part in a panel discussion during the Army's Annual Audit Summit in Alexandria, Virginia, Dec. 11, 2024.

1.1: Objective

Provide enlisted Soldiers in the Finance & Comptroller community with a tool to better understand finance roles across Army organizations. This guide will include resources for career development, foster professional discussions, and enhance the utilization and capabilities of Financial Management and Comptroller NCOs.

1.2: Enlisted Guide to the Finance & Comptroller Profession

Ever wonder how the Army keeps the tanks fueled, the helicopters flying, and Soldiers equipped to fight? It takes more than just courage and determination; it takes financial expertise and strategic resource management. That's where YOU come in as a vital member of the Finance & Comptroller profession.

This guide is your roadmap to understanding the critical role you play in enabling Army readiness and operational success. As a financial expert, you're not just crunching numbers – you're directly supporting the Warfighter, ensuring every dollar translates into combat power.

- Here's what you'll discover:**
- Finance & Comptroller: The Army's Fiscal Backbone
 - Board Guidance
 - Resource Management Positions
 - Financial Management Positions
 - Professional Development Opportunities
 - Broadening Assignments

This is more than just a job – it's a calling to serve as a financial steward, a trusted advisor, and a force multiplier. By mastering the principles and practices outlined in this guide, you'll be equipped to navigate the challenges of military finance, contribute to the Army's mission success, and build a rewarding career as a leader in the Finance & Comptroller profession.

CHAPTER 2

Achieving Excellence - Navigating Promotion Boards, Mastering Career Growth, and Cultivating Self-Development

Financial management supports mission accomplishment by providing two core competencies: Resource Management (RM) and Finance Operations (FO). The Financial Management (FM) Technician performs or supervises duties specific to the following FM processes: budgeting, disbursing, accounting of government funds, pay support and commercial vendor services, financial data analysis, internal control operations, analyze commander's tasks and priorities to ensure proper financial resources are available to accomplish the mission.

The success of enlisted Soldiers' careers depends on their commitment to excellence and leaders' active role in their development. Soldiers striving for excellence will gain leadership skills, practical knowledge, and the ambition to apply them. Our goal is to shape Finance and Comptroller strategic leaders who excel in finance operations and resource management. Below is FC Proponent guidance outlining expectations to be considered "Most Qualified" (MQ) or "Highly Qualified" (HQ) for Finance and Comptroller NCOs.

Key Leadership/Development Positions

Most Qualified looks like:

SSG: 18-24 months of successful duty as a Senior Analyst with Squad Leader/Section Leader responsibilities and 12 months in a broadening assignment with MQ rating and highly numerated ranking

SFC: 18-24 months of successful duty as a Platoon Sergeant; 18-24 months in a critical development

position and 12 months in a broadening assignment with MQ rating and highly numerated ranking

MSG/ISG: 18-24 months of successful duty as a First Sergeant; 18-24 months in a critical development position and 12 months in a broadening assignment with MQ rating and highly numerated ranking

CSM/SGM: 12-24 months as a G8 or FOIC SGM with MQ rating and highly numerated ranking; 24-36 months as a BN/BDE CSM with MQ rating and highly numerated ranking

Highly Qualified looks like:

SSG: 12-18 months as a Senior Analyst with Squad Leader/Section Leader responsibilities with HQ rating and mid-level numerated ranking

SFC: 12-18 months as a Platoon Sergeant; 12-18 months in a critical development position with HQ rating and mid-level numerated ranking

MSG/ISG: 12-18 months as a First Sergeant; 12-18 months in a critical development position with HQ rating and mid-level numerated ranking

CSM/SGM: SGM/CSM with HQ rating and mid-level numerated ranking

Physical Fitness

Most Qualified looks like:

SSG and above: ACFT score of 540 or above with a minimum of 80 points in each event

Highly Qualified looks like:

SSG and above: ACFT Score of 480 or above

Military Education

Most Qualified looks like:

SSG: ALC-Leadership Award, Distinguished Honor/Honor Graduate, or Commandant's List

SFC: SLC-Leadership Award, Distinguished Honor/Honor Graduate, or Commandant's List

MSG/ISG: MLC-Leadership Award, Distinguished Honor/Honor Graduate, or Commandant's List

CSM/SGM: SMC-Distinguished Honor/Honor Graduate, Distinguished Leadership Award or Commandant's List

Highly Qualified looks like:

SSG: ALC-Superior Academic Achievement

SFC: SLC-Superior Academic Achievement

MSG/ISG: MLC-Superior Academic Achievement

CSM/SGM: SMC-Superior Academic Achievement

Civilian Education

Per language written in DA Pamphlets, NCOs should be working towards earning a college degree. Although education is an important factor enhancing potential value to the Army, comparison of SMs based on civilian education attainments should be viewed as an indicator of individual initiative rather than as

a prerequisite for selection as MQ/FQ. College is favorable to set SMs apart from their peers, but it is not a requirement for promotion.

Training

Most Qualified looks like:

SSG: Airborne; Air Assault; Equal Opportunity Leader (EOL); Common Faculty Development-Instructor Course; Common Faculty Development-Developer Course; Battle Staff; Ranger; Army Comptroller Course (ACC); SFAB Advisor Course; Business Analytic Course (BAC)

SFC: Inspector General Course; Common Faculty Development-Instructor Course; Battle Staff; Army Comptroller Course; Executive Comptroller Course (ECC); Common Faculty Development-Developer Course; Intermediate Data Analytics Course (IDAC); Defense Financial Managers Course (DFMC); Ranger; Airborne; Air Assault


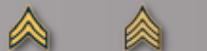





MSG/ISG: Common Faculty Development-Instructor Course; Advance Business Analytics Course (ABAC); Company Commander and First Sergeant Pre-Command Course (CCFSC); Army Comptroller Course (ACC); Executive Comptroller Course (ECC); Defense Financial Managers Course (DFMC); Ranger; Defense Decision Support Course (DDSC); Senior Resource Manager Course (SRMC); Battle Staff; Airborne; Air Assault

CSM/SGM: Battalion/Brigade Pre-Command Course

Brig. Gen. Paige Jennings Addresses Army enlisted leaders during the Sergeant Major Symposium in Arlington, VA on February 11, 2025.



FINANCE AND COMPTROLLER ENLISTED 36B TALENT DEVELOPMENT

		TACTICAL				OPERATIONAL				STRATEGIC																									
CAREER STAGE																																			
YEARS OF SERVICE	0-4		4-8		8-12		12-18		18-22		22-30+																								
DoD FM CERTIFICATION	LEVEL 1		LEVEL 2				LEVEL 3																												
	Continuing Education Training (CET) required every two years after achieving Certification: Level 1 - 40 CETs; Level 2 - 60 CETs Level 3 - 80 CETs																																		
INSTITUTIONAL DOMAIN	TRAINING & EDUCATION	ASSOCIATE'S DEGREE PROGRAM				BACCALAUREATE DEGREE				MASTER'S DEGREE PROGRAM																									
		DLC I		BLC		DLC II		ALC		DLC III		SLC		DLC IV		MLC		DLC V		SMC		DLC VI		NLC											
						Ranger																													
		Business Analytics Course (BAC)				Intermediate Data Analytics Course (IDAC)				Senior Resource Managers Course																									
		Financial Management 101				Army Comptroller Course (ACC)				Advanced Business Analytics Course (ABAC)																									
		GFEBS DL Courses				Equal Opportunity Leader				Drill Sergeant / Recruiter				Executive Comptroller Course (ECC)																					
						SHARP Foundation Course				Inspector General Course				Defense Financial Management & Comptroller (DFMC)																					
										SARC / VA Career Course																									
										Certified Defense / Government Financial Manager (CDFM / CGFM)																									
										Master Fitness Course Lvl 2																									
OPERATIONAL DOMAIN	KEY DEVELOPMENTAL EXPERIENCE	DEVELOP JOB PROFICIENCY				BUILD DEPTH				BUILD BREADTH																									
		Team Leader				Squad/Section Leader				Platoon Sergeant				First Sergeant				AFMC SGM																	
										Division S8								CORPS G8																	
										Brigade G8								USASOC G8																	
																		FORSCOM G8																	
																		ARCENT G8																	
OPERATIONAL DOMAIN	CRITICAL EXPERIENCE	Disbursing Tech		Disbursing Analyst		SR Disbursing Analyst		Disbursing Manager		Plans & OPs Advisor		USAFMCOM G3																							
		CVS Tech		FST Analyst		SR IC Analyst		Banking Manager		Deputy Disbursing Officer (DDO)		SETAF-AF G8																							
		FST Tech		CVS Analyst		SR CVS Analyst		IC Manager		IC Advisor		Plans and OPs SGM																							
		FI Tech		Budget Analyst		SR Budget Analyst		Audit Manager		FM Advisor		SR FM Advisor																							
		Budget Tech		FST Analyst		SR FI Ops Analyst		Plans & OPs Manager		Budget Advisor																									
		FST Clerk		Accounting Analyst		SR FST Analyst		FI OPs Manager																											
		Disbursing Clerk				SR FI Ops Analyst		Budget Manager																											
		CVS Clerk				SR FM Analyst		FM Manager																											
								FI SPT OPs Manager																											
OPERATIONAL DOMAIN	BROADENING EXPERIENCE					Instructor (AIT)				Career Management NCO (Proponency)				NOMINATIVE																					
						Security Forces Assistance Brigade (SFAB)				Talent Management NCO (Branch Manager)				USARPAC																					
						NCOA Small Group Leader (ALC)				Inspector General (IG)				USAFMCOM																					
										Senior Instructor (AIT)				Army Futures Command																					
										NCOA Small Group Leader (SLC)				USAREUR-AF																					
						Training Developer																													
						Special Missions Unit (SMU)																													
						Recruiter																													
						Drill Sergeant																													
						White House Communications Agency				White House Military Office (WHMO)				Course Director (AIT)																					
OPERATIONAL DOMAIN	LEADERSHIP									Special Missions Unit (SMU)																									
		3 rd U.S. Infantry Regiment (The Old Guard)																																	
		LOYALTY DUTY RESPECT SELFLESS SERVICE														HONOR INTEGRITY PERSONAL COURAGE COMPETENCE																			
		LEAD SELF				LEAD TEAMS / PROJECTS								LEAD THE INSTITUTION																					
		Develop Solid Work Habits Seek Mentor(s) / Role Models														Mentorship				Mentor & Coach Subordinates Seek Individuals to Mentor															
		Accountability Communication Conflict Management				Continual Learning Customer Service Decisiveness				Flexibility Influencing / Negotiating Interpersonal Skills				Leveraging Diversity Problem Solving Resilience				Team Building System Thinking People				Strategic Thinking Technical Credibility Data Analysis													
		ATTENTION TO DETAIL CRITICAL & CREATIVE THINKING														CUSTOMER FOCUS PLANNING & EVALUATING																			
		• Accounting Analysis • Audit Reporting • Audit Planning & Management • Advanced Financial Management														• Budget Execution • Budget Formulation, Justification, & Execution • Concepts, Policies, & Principles: Financial / Accounting / Audit / Budget Management								• Decision Support • Financial Management Analysis • Financial Management & Reporting Analysis								• Fundamentals & Operations: Financial Management / Accounting / Audit / Budget			
		OPERATIONAL DOMAIN	COMPETENCIES																																

(BBPCC); Executive Comptroller Course (ECC); Advanced Business Analytics Course (ABAC); Senior Resource Managers Course (SRMC); Defense Financial Managers Course (DFMC); Ranger; Airborne; Air Assault

Highly Qualified looks like:

SSG: Master Fitness Trainer (Phase 1); Victim Advocate / Sexual Harassment/Assault Response & Prevention (VA/SHARP) Specialist; EOL Course; Unit Prevention Leader (UPL) Course; Master Resiliency Training Course (MRTC); Master Driver; SHARP Foundation Course

SFC: Master Fitness Trainer (Phase 2); SARC/VA Career Course; MRTC; SHARP Foundation Course

MSG: Master Fitness Trainer (Phase 2); SARC/VA Career Course; EOA; MRTC

CSM/SGM: N/A

Assignments (Broadening and Key Developmental)

Proponent Specific Challenging

SSG: Instructor (AIT); NCOA Small Group Leader (ALC); Special Mission Unit (SMU); White House Communications Agency (WHCA); Security Force Assistance Brigade (SFAB); Drill Sergeant; Recruiter; 3d U.S. Infantry Regiment (The Old Guard); Training with Industry (TWI); Squad/Section Leader; S8/G8

SFC: Talent Management NCO; SR Instructor (AIT); Special Mission Unit (SMU); Drill Sergeant; Recruiter; Career Management NCO (Proponency); IPPS-A Finance NCO; Training with Industry (TWI); Defense Comptrollership Program (DCP); NCOA Small Group Leader (SLC); Inspector General (IG); BDE SARC/VA; White House Communications Agency (WHCA); Platoon Sergeant; S8/G8

MSG/ISG: Course Director (AIT); Special Mission

Unit (SMU); Defense Comptrollership Program (DCP); BDE Equal Opportunity Advisor (EOA); NCOA Deputy Commandant; NCOA ISG; IG NCO; White House Communications Agency (WHCA); First Sergeant; Division/Corps G8

CSM/SGM: Chief, Career Management (Proponency); Instructor (SGM-A); Special Mission Unit; Fellowships (SGM-A, SMA and Congressional); NCOA CMDT; EO SGM; IG SGM; BN/BDE CSM; Defense Comptrollership Program (DCP); FOIC SGM; G8 (Command/Component)

Other Indicators

Most Qualified looks like:

SSG: SGT Audie Murphy/SGT Morales; FC NCO of the Year/NCO of the Year (BDE level or higher); Certified Government Financial Manager (CGFM); Certified Defense Financial Manager (CDFM); Expert Soldiers Badge (ESB); Senior Army Instructor Badge; Army Master Recruiter Badge; MG Nathan Towson Medallion

SFC: SGT Audie Murphy/SGT Morales; FC NCO of the Year/NCO of the Year (BDE level or higher); Certified Defense Financial Manager with Acquisition specialty (CDFM-A); Certified Government Financial Manager (CGFM); Expert Soldiers Badge (ESB); Senior Army Instructor Badge; Army Master Recruiter Badge; MG Nathan Towson Medallion

MSG/ISG: Certified Government Financial Manager (CGFM); Certified Defense Financial Manager with Acquisition specialty (CDFM-A); Expert Soldiers Badge (ESB); Master Instructor Badge; MG Nathan Towson Medallion

CSM/SGM: Certified Defense Financial Manager with Acquisition specialty (CDFM-A); Certified Government Financial Manager (CGFM); Master Instructor Badge; MG Nathan Towson Medallion; Distinguished Member of the Regiment; BG Robert C. Goetz Medallion



MG Mark S. Bennett
Director of Army Budget
ASA (FM&C)

"Our Non-commissioned officers are the pillars of our Army, ensuring our finance and comptroller functions and operations at echelon support the readiness and lethality of our Warfighters, one transaction at a time."

- MG Mark S. Bennett

CHAPTER 3

Resource Management

BUDGET MANAGER

SSG/SFC

Position Location:
Division G8



Understanding Your Role

The Division G8 Budget Manager analyzes and manages the division's resource management requirements by reviewing spending trends, preparing budget estimates, and monitoring budget execution. The Budget Manager works in concert with G8 leaders to provide recommendations for improved funding allocation across the division's programs to ensure operational readiness and compliance with regulatory guidelines.

Key Responsibilities

- Budget Monitoring:** Assists with tracking actual expenses against approved budget allocations, identifying variations, and recommending corrective actions, when needed.
- Budget Planning:** Assist with developing and administrating the division's budget, ensuring alignment with division leaders' mission priorities and objectives to enable strategic operational decisions.
- Compliance.** Ensure all financial activities comply with relevant regulations, policies, and procedures.
- Cost-benefit Analysis:** Assists with informed decision-making by assessing the cost-effectiveness of proposed programs and initiatives.
- Financial Analysis:** Assists with reviewing and interpreting financial data to identify trends, cost drivers, and potential areas for cost savings. Provide actionable insights to support decision-making.
- Financial Forecasting:** Assists with developing historical data and current trends to project future budget needs and potential financial impacts of programs or initiatives.
- Reporting and Presentation:** Assists with preparing detailed financial reports and presentations summarizing key financial metrics and recommendations for division leadership.

Essential Tasks

Accounting

- Defense Travel System
- Travel Reconciliation
- Travel Finance – Accounting Classification Input
- Finance Defense Travel Administrator (FDTA)

Reports

- Agency Program Coordinator
 - 1. In/Out Processing
 - 2. User Profile Review and Update
 - 3. PCS Status Account Monitoring
 - 4. Authorized Limits Adjustments
 - 5. Training Document Maintenance
- Reports
 - 1. Past Due
 - 2. Delinquency
 - 3. Misuse
- Status Reports
- Monthly Debt Summary Reports
- Fiscal Year Crossover Authorizations/Vouchers
- Commercial Billed Account (CBA)
- Compliance Reports
- Defense Travel System Debts
- Electronic Funds Transfer Returns
- Insufficient Funding or Mismatched Accounting Data Rejects (518 Rejects)
- Incomplete or Incorrect Data Entries Rejects (519 Rejects)

Government Travel Charge Card

- Citi Manager for Government Travel Charge Card
- Agency Program Coordinator
- In/Out Processing
- User Profile Review and Update
- PCS Status Account Monitoring
- Authorized Limits Adjustments
- Training Document Maintenance
- Reports
 - 1. Active Account Holders
 - 2. Centrally Billed Accounts (CBA)
 - 3. Past Due
 - 4. Delinquency
 - 5. Misuse

General Fund Enterprise Business System

- Reports
 - 1. Intermediate Documents
 - 2. Unmatched Disbursements / Transactions
 - 3. Sales Order Billing Error Report
- General Fund Enterprise Business System (GFEBS)
 - 1. Purchase Request and Commitment
 - Line Items
 - Accounting Classification
 - 2. Purchase Order
 - Line Items
 - Accounting Classification
 - 3. Military Interdepartmental Purchase Request / Sales Order (DD Form 448/448-2)
 - Line Items
 - Accounting Classification
 - 4. Acquisition Cross Servicing Agreement (ACSA)
 - Funds Commitment
 - 5. Government Purchase Card Management
 - Purchase Request and Commitment / Purchase Order
 - Line Items
 - Accounting Classification
 - Purchase reconciliation

System Access Requirements:

- Citi Manager for Government Travel Charge Card (GTCC)
- Corporate Electronic Document Management System (CEDMS)
- Defense Travel System (DTS)
- Electronic Document Access (EDA)
- General Fund Enterprise Business Systems (GFEBS)
- Global Combat Support System-Army (GCSS-Army)
- US Bank Access Online (AXOL) for Government Purchase Card (GPC)
- Wide Area Workflow (WAWF)

Recommended Certifications / Courses:

- Acquisition Cross Servicing Agreement (ACSA) Finance Course
- Data Analytics
- Defense Travel Management Office (DTMO) Training
- Fiscal Law
- GFEBS courses in ATIS
- GFEBS Cost Management Course
- Planning, Programming, Budget, and Execution (PPBE) Course
- Resource Management Budget Course (RMBC)
- Resource Management Tactical Course (RMTc) in ATIS
- G-Invoicing: 101, 201, BIO-Requester Course & BIO-Servicing Course
- Battle Staff NCO Course (BSNCO)

- 6. US Bank Access Online (AXOL)
 - Cardholder and Billing Official account establishment
 - Monthly Limit adjustments
 - Cardholder/Billing Official bank statement certification validation
- 7. GCSS-Army
 - Passing a validated ZPARK for availability of funds
 - Review of ZPROSTAT
- 8. BOB-J

Budget Formulation

- Funding Forecast Development
- Budget Estimate Submission
- Command Budget Estimate
- Spend Plan Requirements
- Obligation Phase Plans
- Unfunded Requirements
- Program Budget Advisory Committee (data collection/slides)
- Year End Closeout Requirements
- Cost Benefit Analysis

References:

- AR 1-1: Planning, Programming, Budgeting, and Execution
- AR 11-2: Risk Management & Internal Control (RMIC)
- AR 11-7: Internal Review Program
- AR 11-18: The Cost and Economic Analysis Program
- AR 710-2: Secondary Item Policy and Retail Level Management
- DA Pam 420-11 Project Definition and Work Classification
- Defense Federal Acquisition Regulation Supplement (DFARS)
- DoD Directive (DoDD) 5118.03 Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
- DoDD 7045.14 The Planning, Programming, Budgeting, and Execution (PPBE) Process
- DoD Instruction (DoDI) 5154.31 Commercial Travel Management
- DoDI 5025.01 DoD Issuances Program
- DoDI 7000.14 DoD Financial Management Policy
- DFAS-IN Manual 37-100-YY Financial Management- The Army Management Structure for Fiscal Year YY
- DoD Financial Management Regulation (FMR) 7000.14-R
- Joint Travel Regulation (JTR)
- OMB Circular A-11 Preparation, Submission, and Execution of the Budget
- OMB Circular A-76 Performance of Commercial Activities
- OMB Circular A-94 Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs
- OMB Circular A-136 Financial Reporting Requirements

FINANCIAL MANAGEMENT MANAGER

SSG/SFC

Position Location:
Brigade S8



Understanding Your Role

The Brigade S-8 Budget Analyst supports resource management by ensuring effective allocation of resources. Assists the Brigade S-8 Officer in providing timely and relevant information to the brigade commander. Core responsibilities include budget formulation, execution, financial analysis, accounting, and internal controls.

Key Responsibilities

- Accounting:** Reconciliation and maintenance of financial transactions, ensuring compliance with regulations and policies.
- Budgeting Management:** Develop and manage the brigade's budget, certifying the allocation of funds in alignment with mission priorities. Track actual expenditures against approved budget allocations, detect adjustments, and recommend remedial actions.
- Financial Reporting:** Prepare and present financial reports to brigade leadership, providing insights into financial status and recommendations for improvements.
- Internal Controls:** Implement and monitor internal controls to prevent fraud, waste, and abuse of financial resources. Understand and apply Army budget policies and regulations to confirm compliance with guidelines.
- Payment Disbursement:** Administer the disbursement of funds, including payments for travel, transportation, contracts, government travel card and government purchase cards.

Essential Tasks

Accounting

- Defense Travel System
 - 1. Travel Finance - Accounting Classification Input
- Reports
 - 2. Status Reports
 - DTS Payments Reports
 - Monthly Debt Summary Reports
 - 3. Reports Monitoring
 - Reviewer and Approver Inactivity
 - Voucher Returns Traveler Inactivity
 - Trip cancellations
 - Fiscal Year Crossover Authorizations/ Vouchers

- Commercial Billed Account (CBA)
- 4. Action Reports
 - Defense Travel System Debts
 - Electronic Funds Transfer Returns
 - 518 and 519 DTS Reject Report
- Government Travel Charge Card
- Citi Manager for Government Travel Charge Card
- General Fund Enterprise Business System
- Reports
 - 1. Intermediate Documents
 - 2. Unmatched Disbursements / Transactions
 - 3. Sales Order Billing Error Report
- General Fund Enterprise Business System (GFEBS)
 - 1. Purchase Request and Commitment
 - Line Items
 - Accounting Classification
 - 2. Purchase Order
 - Line Items
 - Accounting Classification
 - 3. Military Interdepartmental Purchase Request / Sales Order (DD Form 448/448-2)
 - Line Items
 - Accounting Classification
 - 4. Acquisition Cross Servicing Agreement (ACSA)
 - Funds Commitment
- Government Purchase Card Management
 - 1. Purchase Request and Commitment / Purchase Order
 - 2. Line Items
 - 3. Accounting Classification
 - 4. Purchase reconciliation
- US Bank Access Online (AXOL)
 - 1. Cardholder and Billing Official account establishment
 - 2. Monthly Limit adjustments
 - 3. Cardholder/Billing Official bank statement certification validation
- GCSS-Army
 - 1. Passing a validated ZPARK for availability of funds
 - 2. Review of ZPROSTAT

Budget Formulation

- Funding Forecast Development
- Budget Estimate Submission
- Command Budget Estimate
- Spend Plan Requirements
- Obligation Phase Plans
- Unfunded Requirements
- Program Budget Advisory Committee (data collection/slides)
- Year End Closeout Requirements
- Cost Benefit Analysis

Financial Reporting

- Funding Forecast Development
- Accounting, budget, and financial assessment trends
- Budget execution reviews
- Research, data analysis and report development

System Access Requirements:

- Citi Manager for Government Travel Charge Card (GTCC)
- Corporate Electronic Document Management System (CEDMS)
- Defense Travel System (DTS)
- Electronic Document Access (EDA)
- General Fund Enterprise Business Systems (GFEBS)
- Global Combat Support System-Army (GCSS-Army)
- US Bank Access Online (AXOL) for Government Purchase Card (GPC)
- Wide Area Workflow (WAWF)
- Regional Level Application Software (RLAS) (COMPO 2 & 3)

Recommended Certifications / Courses:

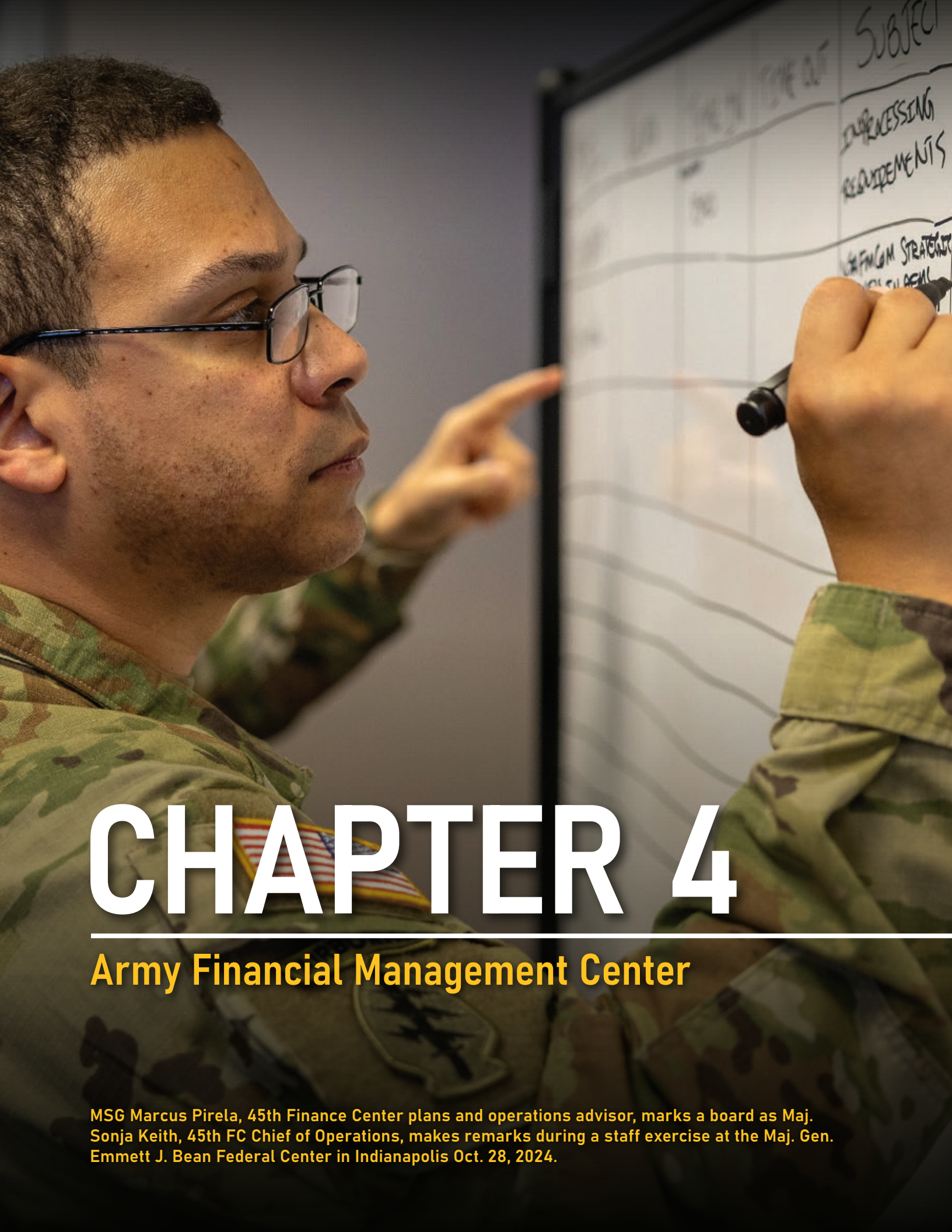
- Acquisition Cross Servicing Agreement (ACSA) Finance Course
- Data Analytics
- Defense Travel Management Office (DTMO) Training
- Fiscal Law
- GFEBS courses in ATIS
- GFEBS Cost Management Course
- Planning, Programming, Budget, and Execution (PPBE) Course
- Resource Management Budget Course (RMBC)
- Resource Management Tactical Course in ATIS
- G-Invoice

Internal Controls

- Funding Forecast Development
- Defense Travel System – Ten Percent Voucher Audit
- Defense Travel System – User Mandatory Training Validation
- Government Travel Charge Card – Statement of Understanding Validation
- Dormant Account Review – Quarterly
- Organizational Inspection Program
- Staff Assistance Visit (COMPO 3)

References:

- AR 1-1: Planning, Programming, Budgeting, and Execution
- AR 11-2: Risk Management & Internal Control (RMIC)
- AR 11-7: Internal Review Program
- AR 11-18: The Cost and Economic Analysis Program
- AR 710-2: Secondary Item Policy and Retail Level Management
- DA Pam 420-11: Project Definition and Work Classification
- Defense Federal Acquisition Regulation Supplement (DFARS)
- DoD Directive (DoDD) 5118.03 Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
- DoDD 7045.14 The Planning, Programming, Budgeting, and Execution (PPBE) Process
- DoD Instruction (DoDI) 5154.31 Commercial Travel Management
- DoDI 5025.01 DoD Issuances Program
- DoDI 7000.14 DoD Financial Management Policy
- DFAS-IN Manual 37-100-YY Financial Management The Army Management Structure for Fiscal Year YY
- DoD Financial Management Regulation (FMR) 7000.14-R
- Joint Travel Regulation (JTR)
- OMB Circular A-11 Preparation, Submission, and Execution of the Budget
- OMB Circular A-76 Performance of Commercial Activities
- OMB Circular A-94 Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs
- OMB Circular A-136 Financial Reporting Requirements



CHAPTER 4

Army Financial Management Center

MSG Marcus Pirela, 45th Finance Center plans and operations advisor, marks a board as Maj. Sonja Keith, 45th FC Chief of Operations, makes remarks during a staff exercise at the Maj. Gen. Emmett J. Bean Federal Center in Indianapolis Oct. 28, 2024.

PLANS AND OPERATIONS ADVISOR

MSG



Understanding Your Role

Serves as the manager of all operations including plans for HQs element in addition to 3 globally separated AFMC teams. Manages and constructs operational plans for future conflicts in multiple AORs, responsible for understanding all positions in internal control in addition to all banking operations. Proficient in FINOPS and knowledgeable on all financial platforms. Collaborates with Chief of Operations for OPORDs/FRAGOs in addition to the construction of and implementation of the Annual Training Guidance for all teams. Communicates with AFMC teams while building supportive relationships with TSC's, USAFMCOM and AFS.

Key Responsibilities

- Assists with advising finance annexes and running estimates in support of orders and plans, and financial preparation of the environment
- Attends planning conferences and collaborates with FIOC leadership in finance planning for current operations, future operations, and future plans
- Synchronizes with FIOC and TSC leadership to coordinates the overall operation and readiness posture of all AFMC Team elements; in support of a MDO environment
- Coordinates theater finance support with key stakeholders
- Consolidates and prepares briefs on operational readiness of all Teams
- Establishes finance policy for theater finance operations

Essential Tasks

- Maintain relationship with USAFMCOM Banking Officer to coordinate LDA availability during theater opening procedures
- Coordinate with National Providers
- Provide FC guidance and technical expertise in planning/integration/execution of FC operations
- Provide operational products and briefings to commands and external stakeholders
- Liaison to external stakeholders for internal control support
- Supports theater exercises and operations
- Coordinate external support for internal control courtesy and operational reviews
- Monitor theater specific Force Tracking Number requirements and advise on required troops for tasks performed (IC/Commercial Vendor Payments)
- Knowledgeable in all aspects of FI OPS IOT advise employment of AFMC Teams

System Access Requirements:

- Digital Training Management System (DTMS)
- Enterprise Task Management Software Solution (ETMS2)
- Army training network (ATN)

Recommended Certifications / Courses:

- DTMS User Course
- Support Operations
- Force Management Orientation

References:

- FM 4-80: Financial Management Operations
- FM 4-0: Sustainment Operations
- ADP 4-0: Sustainment
- ATP 4-93: Theater Sustainment Operations
- AR 637-1: Army Compensation and Entitlements Policy
- Department of Defense Financial Management Regulation Vol 5 and 7a
- Joint Travel Regulation
- Department of the Army Personnel Policy Guidance for Overseas Contingency Operations

FINANCE (FI) OPERATIONS MANAGER

SFC



Understanding Your Role

Advises the Plans and Operations Advisor on priorities for personnel and equipment to meet MTOE standards. Coordinates training for AFMC HQ and teams, supports early entry planning, updates the COOP for currency changes, liaises with USAFMCOM on financial policies, and communicates FIOC guidance to integrate finance into TSC operations.

Key Responsibilities

- Provides updates to assist with running estimates in support of orders and plans, and forecasts training outlined in the annual training guidance
- Collaborates with FIOC and TSC leadership to assist the Plans and Operations Advisor in financial planning for current, future, and long-term operations Works with FIOC to ensure AFMC Teams readiness in the AOR and allocating resources for MDO missions during joint initial entry operations.
- Advises senior operations leaders on physical currency theater distribution requirements
- Tracks and updates operational readiness of all Teams in DTMS
- Creates operational products to assist AFMC and external stakeholders on priorities

Essential Tasks

- Provide input of the employment of FC forces in theater
- Provide input and technical expertise in planning/integration/execution of FC operations
- Produces operational products to support briefings to AFMC Director, Chief of Plans, and external stakeholders
- Liaison to external stakeholders for Internal Control support
- Assists Plans and Ops Advisor on manpower resources in support of theater exercises and operations
- Coordinate external support for internal control courtesy and operational reviews
- Assists in monitoring theater specific Force Tracking Number requirements and advise on required troops for tasks performed
- Develops strategic input for early entry capabilities to plan and execute theater opening procedures

System Access Requirements:

- Digital Training Management System (DTMS)
- Enterprise Task Management Software Solution (ETMS2)
- MEDPROs (organizational)

Recommended Certifications / Courses:

- DTMS User Course
- Support Operations
- Battle Staff NCO
- Force Management Orientation
- Decisive Action Training Environment

References:

- FM 4-80: Financial Management Operations
- FM 4-0: Sustainment Operations
- ADP 4-0: Sustainment
- ATP 4-93: Theater Sustainment Operations
- AR 637-1: Army Compensation and Entitlements Policy
- Department of Defense Financial Management Regulation Vol 5 and 7a
- Joint Travel Regulation
- Department of the Army Personnel Policy Guidance for Overseas Contingency Operations

SENIOR FINANCE (SR FI) OPERATIONS ANALYST

SSG



Understanding Your Role

Advises on disbursing operations, including host nation E-Commerce analysis. Coordinates with FIOC to share finance information with AFMC Teams. Tracks and reports training certifications to the FI Ops Manager and Plans and Ops Advisor. Distributes EXORDs, OPORDs, and FRAGOs, submits daily PERSTATs, integrates incoming personnel and monitors in/out processing for AFMC personnel.

Key Responsibilities

- Creates updates to running estimates in support of orders and plans, and forecasts of training outlined in the annual training guidance
- Assists FI Ops Manager in collaborating with FIOC leadership in finance planning for current operations, future operations, and future plans
- Inputs, tracks, and updates operational readiness of all Teams
- Maintain communication with USAFMCOM G3 augmented personnel for planning purposes

System Access Requirements:

- Digital Training Management System (DTMS)
- Enterprise Task Management Software Solution (ETMS2)
- TAMIS (Ammo)
- MEDPROs (organizational).

Recommended Certifications / Courses:

- Digital Training Management System (DTMS) User Course
- Support Operations
- Battle Staff NCO
- Force Management Orientation
- Decisive Action Training Environment

Essential Tasks

- Provide FC guidance and technical expertise in planning/integration/execution of FC operations
- Monitor fragmentary orders to provide detailed analysis and assessments for support requirements
- Creates execution plans for external Internal Control support
- Assists FI Ops Manager with manpower support to theater exercises and operations
- Monitor theater specific Force Tracking Number requirements and advise on required troops for tasks performed (Internal Control /Disbursing/ Commercial Vendor Payments)

References:

- FM 4-80: Financial Management Operations
- FM 4-0: Sustainment Operations
- ADP 4-0: Sustainment
- ATP 4-93: Theater Sustainment Operations
- AR 637-1: Army Compensation and Entitlements Policy
- Department of Defense Financial Management Regulation Vol 5 and 7a
- Joint Travel Regulation
- Department of the Army Personnel Policy Guidance for Overseas Contingency Operations



BG Paige M. Jennings
Director for Manpower
and Personnel
Joint Chiefs of Staff

“The continued growth and professionalism of our enlisted Finance and Comptroller Soldiers is more crucial to supporting the Warfighter and building lethality than ever before. For the last 250 years, our Finance Corps provided the fiscal foundation on which the Army trains and operates – paying Soldiers, accounting for fiscal resources, leading operational finance and resource management organizations, and moving cash and currency on the battlefield. Today, we must ensure our enlisted FC Soldiers harness the same dedication and tenacity of those who built our Army as they hone their warfighting skills and continue to build expertise in a profession that is more complex and dynamic than at any time within our 250-year history. They are the fiscal backbone of our Army!”

– BG Paige M. Jennings

AUDIT MANAGER

SFC



Understanding Your Role

Oversees audits for all FINOPS, analyzing unit performance using process and control data. Prepares and reports Notices of Findings and Recommendations (NFRs) to directors to enhance transparency and address weaknesses. Conducts audits on organizational efficiency and provides oversight on accounting and reporting to support Army financial statements and audit initiatives.

Key Responsibilities

- Oversees the development, implementation, and review of the Internal Control (IC) Program to ensure compliance with command program and regulatory requirements.
- Provides recommendations to support quality reviews (Initial entry policy review, courtesy review, operational review, cash verifications, post payment review, and special reviews)
- Assesses theater IC operations to determine progress and makes adjustment to operations by executing assessment activities
- Identifies most critical areas from theater operations perspective
- Ensures that AFMC utilizes standard USAFMCOM approved checklists

System Access Requirements:

- Deployable Disbursing System (DDS)
- GFEBS (General Fund Enterprise Business System)
- WAWF (Wide Area Workflow)
- EDA (Electronic Document Access)
- CEDMS (Corporate Electronic Document Management System)
- MMPA/DMO Web – Master
- Military Pay Account/Defense
- Military Pay Office Web

Recommended Certifications / Courses:

- Internal Control Operations Course
- Observer Controller Course
- Contract and Commercial Vendor Pay (Commercial Vendor Payments) Course
- RMIC 101 Training (ATIS)
- RMIC Program Role Based Training (ATIS)

Monitors the resolution of problem areas and correction of identified deficiencies

Identifies possible flaws or weak areas in monitored control areas

Essential Tasks

- Identifies training requirement for IC team
- Conducts courtesy review, operational review, cash verifications, post payment review, and special reviews
- Updates theater policy IAW latest regulatory guidance
- Reviews and updates audit readiness checklist for each type of quality assurance review
- Maintains records for audit
- Conducts After Action Review (AAR) after completing unit reviews to capture lesson learned

References:

- AR 11-2: Risk Management & Internal Control (RMIC)
- AR 11-7: Internal Review Program
- AR 25-400-2: Army Records Management Program
- AR 637-1: Army Compensation and Entitlements Policy
- DoD FMR Vol 5: Disbursing Policy
- DoD FMR Vol 9: Travel Policy
- DoD FMR Vol 10: Contract Payment Policy
- Federal Acquisition Regulation (FAR)
- FM 4-80 Financial Management Operations
- OMB Circular No A-123: Management's Responsibility for Enterprise Risk Management and Internal Control

INTERNAL CONTROL ADVISOR

MSG



Understanding Your Role

Functions as the senior advisor for FINOPs, providing technical expertise and overseeing internal control operations. Develops and evaluates policies to ensure effective financial reporting and regulatory compliance. Advises on finance compliance, policies, and procedures. Oversees risk assessments and control evaluations for CONUS and OCONUS units. Collaborates with the AFMC Plans and Operations Advisor to create long-term training plans for team implementation and certification.

Key Responsibilities

- Reviews OSD (Comptroller) Policies, Defense Finance and Accounting Service (DFAS) guidance, Current HQDA Policies (SEC Army Policies, General Orders, EXORDs, Army Regulations), ASA(FM&C) Policies, AOR Theater directives and Policy guidance
- Verifies finance operations support systems employed in area of operations
- Enforces internal control plan to conduct review of finance office in the Area of Responsibility (AOR)
- Submits Internal Control evaluation plan to the AFMC Director for approval
- Coordinates notification to Finance units of upcoming scheduled review except for unannounced cash verification
- Conducts courtesy review, operational review, cash verifications, post payment review, and special reviews
- Prepares required reports
- Monitors the resolution of problem areas and corrections of identified deficiencies

Essential Tasks

- Update theater policies IAW latest regulatory guidance
- Review monthly operations reports
- Verify timely processing of all finance documents
- Verify prompt and accurate posting of changes to activities
- Maintain records of monthly operations reports
- Analyze management reports for quality assurance
- Analyze disbursements and allocations for trend report analysis

System Access Requirements:

- Deployable Disbursing System (DDS)
- GFEBS (General Fund Enterprise Business System)
- WAWF (Wide Area Workflow)
- EDA (Electronic Document Access)
- CEDMS (Corporate Electronic Document Management System)
- MMPA/DMO Web – Master
- Military Pay Account/Defense
- Military Pay Office Web

Recommended Certifications / Courses:

- Internal Control Operations Course
- Contract and Commercial Vendor Pay (Commercial Vendor Payments) Course
- RMIC 101 Training (ATIS)
- RMIC Program Role Based Training (ATIS)

References:

- AR 11-2: Risk Management & Internal Control (RMIC)
- AR 11-7: Internal Review Program
- AR 25-400-2: Army Records Management Program
- AR 637-1: Army Compensation and Entitlements Policy
- DoD FMR Vol 5: Disbursing Policy
- DoD FMR Vol 9: Travel Policy
- DoD FMR Vol 10: Contract Payment Policy
- Federal Acquisition Regulation (FAR)
- FM 4-80 Financial Management Operations
- OMB Circular No A-123: Management's Responsibility for Enterprise Risk Management and Internal Control

INTERNAL CONTROL MANAGER

SFC



Understanding Your Role

Leads all FINOPs activities, overseeing the Internal Control (IC) team and implementing policies. Provides procedural updates and technical guidance on IC processes. Develops, evaluates, and ensures effective IC policies for financial reporting and compliance. Identifies and reports control deficiencies with corrective actions. Coordinates with the Finance Operations Center (FIOC) to integrate finance operations across echelons and theaters. Oversees theater finance reporting, policy coordination, annual risk assessments, and control evaluations for CONUS and OCONUS units. Manages validation exercises for team certification.

Key Responsibilities

- Reviews OSD(Comptroller) Policies, Defense Finance and Accounting Service (DFAS) guidance, Current HQDA Policies (SEC Army Policies, General Orders, EXORDs, Army Regulations), ASA(FM&C) Policies, AOR Theater directives and Policy guidance
- Verifies finance operations support systems employed in area of operations
- Develops internal control (IC) plan to conduct review of finance office in the Area of Responsibility (AOR)
- Submits IC plan to the IC Advisor for final review
- Conducts cyclic reviews and site assistance visits (SAV) to improve quality of service provided
- Conducts courtesy review, operational review, cash verifications, post payment review, and special reviews
- Assists in preparing required reports for higher headquarters
- Assists supported finance units with the development and implementation of IC Program

System Access Requirements:

- Deployable Disbursing System (DDS)
- GFEBS (General Fund Enterprise Business System)
- WAWF (Wide Area Workflow)
- EDA (Electronic Document Access)
- CEDMS (Corporate Electronic Document Management System)
- MMPA/DMO Web – Master
- Military Pay Account/Defense
- Military Pay Office Web

Recommended Certifications / Courses:

- Internal Control Operations Course
- Contract and Commercial Vendor Pay (Commercial Vendor Payments) Course
- RMIC 101 Training (ATIS)
- RMIC Program Role Based Training (ATIS)

References:

- AR 11-2: Risk Management & Internal Control (RMIC)
- AR 11-7: Internal Review Program
- AR 25-400-2: Army Records Management Program
- AR 637-1: Army Compensation and Entitlements Policy
- DoD FMR Vol 5: Disbursing Policy
- DoD FMR Vol 9: Travel Policy
- DoD FMR Vol 10: Contract Payment Policy
- Federal Acquisition Regulation (FAR)
- FM 4-80: Financial Management Operations
- OMB Circular No A-123: Internal Control System

SENIOR INTERNAL CONTROL ANALYST

SSG



Understanding Your Role

Advises the Internal Control Manager, overseeing policy implementation, providing procedural updates during early entry operations, and evaluating IC policies to ensure efficient financial reporting and compliance. Analyzes internal control data and advises the manager on findings. Coordinates with the Finance Operations Center (FIOC) to integrate finance operations across echelons and theaters. Manages theater finance reporting, coordinates policies, conducts annual risk assessments, and compiles data from CONUS and OCONUS unit reviews.

Key Responsibilities

- Provide guidance how to request system access to support IC program
- Creates and routes IC Team appointment orders for approval
- Reviews Defense Finance and Accounting Service (DFAS) and theater directives and policy guidance
- Publishes the approved policy guidance
- Distributes approved policy to all finance office in theater
- Conducts cyclic reviews and site assistance visits (SAV) to improve quality of service provided
- Conducts courtesy review, operational review, cash verifications, post payment review, and special reviews
- Prepares required reports for higher headquarters

System Access Requirements:

- Deployable Disbursing System (DDS)
- GFEBS (General Fund Enterprise Business System)
- WAWF (Wide Area Workflow)
- EDA (Electronic Document Access)
- CEDMS (Corporate Electronic Document Management System)
- MMPA/DMO Web – Master
- Military Pay Account/Defense
- Military Pay Office Web

Recommended Certifications / Courses:

- Internal Control Operations Course
- Observer Controller Course
- RMIC 101 Training (ATIS)
- RMIC Program Role Based Training (ATIS)

References:

- AR 11-2: Risk Management & Internal Control (RMIC)
- AR 11-7: Internal Review Program
- AR 25-400-2: Army Records Management Program
- AR 637-1: Army Compensation and Entitlements Policy
- DoD FMR Vol 5: Disbursing Policy
- DoD FMR Vol 5: Military Pay Policy
- DoD FMR Vol 9: Travel Policy
- DoD FMR Vol 10: Contract Payment Policy
- Federal Acquisition Regulation (FAR)
- FM 4-80: Financial Management Operations
- OMB Circular No A-123: Management's Responsibility for Enterprise Risk Management and Internal Control

DEPUTY DISBURSING OFFICER

MSG



Understanding Your Role

Executes daily disbursing operations, ensuring report accuracy and balanced expenditures. Verifies Custody Account balances and ensures timely payments for Commercial Vendor Services via cash or EFT. Reconciles and funds Disbursing Agents (DAs), Paying Agents (PAs), and cashiers. Oversees the U.S. Debit Card Program and Limited Depository Account (LDA) management. Issues and certifies Treasury checks for accountability, liaising with international banking elements for additional funding requests. Trains personnel on roles like Disbursing Agent, DDS Custodian, and Disbursing Analyst. Advises the Disbursing Officer (DO) on policies and regulatory guidance. Manages the Cash Holding Authority (CHA) to maintain financial integrity and compliance.

Key Responsibilities

- Plans and establishes theater central funding and disbursing operations (DSSN and LDA)
- Manages and maintains Custody Accounts if available within the AOR
- Performs manual or automated central funding operations to support theater
- Conducts intra-theater transfer of funds from DSSN to DSSN by courier
- Forecasts Cash Holding Authority (CHA) to support theater mission
- Provides guidance and oversight of the disbursing operations in the theater
- Performs manual or automated central funding operations

System Access Requirements:

- Collections Information Repository (CIR)
- Single Mobility System (SMS)
- Deployable Disbursing System (DDS)
- OTC.net (Over-the-Counter Channel Application)
- ITS.gov (International Treasury Services)
- CAPS-W (Computerized Accounts Payable System - Web)

Recommended Certifications / Courses:

- Deputy Disbursing Officer and Disbursing Manager Operations Course
- Cashier Operations course
- Operational Banking short Course (OBSC)
- Resource Management Basic Course
- OTC.net online training
- Physical Security

Essential Tasks

- Open daily business and updates the exchange rate
- Closes daily business and review supporting documents
- Completes closing of accounting period manually or in DDS (SF1219)
- Verifies accuracy and completeness of funding documents
- Releases exchange rate to down trace DSSN(s)
- Ensures that funds and negotiable instruments are properly safeguarded
- Conducts reconciliation of all funding actions and reports any funding irregularities
- Processes Loss of Funds IAW with DoDFMR Vol 5
- Develops and updates central funding SOP
- Coordinates theater funding requirement and retrograde missions
- Briefs TSC Commander & Disbursing Officer on total funds within theater and support provided

References:

- Code of Federal Regulations Title 5, Part 1315: Prompt Payment Act
- DoD FMR Vol 1: General Financial Management Information, Systems, and Requirements
- DoD FMR 5: Disbursing Policy and Procedures
- DoD FMR Vol 10: Contract Payment Policy
- DoD FMR Vol 14: Administrative Control of Funds and Ant-deficiency Act Violations
- DFAS – IN 37-100: The Army Management Structure for Fiscal Year
- Federal Acquisition Regulation (FAR)
- FM 4-80: Financial Management Operations

BANKING MANAGER

SFC



Understanding Your Role

Advises the Banking Officer on monetary transactions and coordinates with local banks to review and certify installation access. Certifies access for contractors and associates to receive Common Access cards. Prepares fiscal environment products to support financial institutions. Provides banking support to Army Finance units and multinational forces. Analyzes host nation banking infrastructure and E-Commerce capabilities. Coordinates with providers and officials to integrate initiatives and enhance the U.S. Army's economic capabilities during military operations. Develops banking plans to enable battlefield currency and ensures logistical support for financial institutions on DoD installations.

Key Responsibilities

- Assists in identifying host-nations banks that can support Limited Depository Account (LDA)
- Assists with operating agreements (OA) with local bank to enhance LDA capability
- Works with Army Banking Officer to establishes LDA to support theater funding mission; maximizes use of local currency
- Coordinates theater funding requirement and retrograde
- Ensures receiving DSSN coordinate sufficient security for transportation of funds
- Forecasts physical currency theater distribution requirements

System Access Requirements:

- Collections Information Repository (CIR)
- Single Mobility System (SMS)
- Deployable Disbursing System (DDS)
- OTC.net (Over-the-Counter Channel Application)
- ITS.gov (International Treasury Services)
- CAPS-W (Computerized Accounts Payable System - Web)

Recommended Certifications / Courses:

- Training-with-Industry (TWI) at Armed Forces Bank
- Deputy Disbursing Officer and Disbursing Manager Operations Course
- Resource Management Basic Course
- Physical Security online training
- Operational Banking Short Course (OBSC)
- Threat Finance Course

Provides guidance and oversight of the banking operations in the Area of Responsibility (AOR)

Provides support to financial institutions operating on DoD installations

Essential Tasks

- Supports fiscal preparation of the environment with research and analysis of host nation banking infrastructure and e-Commerce capabilities
- Provides SOP for funding request and retrograde mission to support DSSN
- Advises Disbursing Officer (DO) and Deputy Disbursing Officer (DDO) on the use of local currency
- Obtains monthly LDA bank statement from the bank
- Reconciles the LDA account and informs the DO and DDO of any transaction irregularities
- Implements fund tracking procedures
- Requests flight line access for transportation of funds
- Provides banking products and briefings to leadership and external stakeholders

References:

- Code of Federal Regulations Title 5, Part 1315: Prompt Payment Act
- Code of Federal Regulations Title 32, Part 230: Financial Institutions on DoD Installations
- DoD FMR 5 Vol 5: Disbursing Policy and Procedures
- DoD FMR 5 Vol 10: Contract Payment Policy
- Department of the Army Military Banking Guide
- DFAS – IN 37-100: The Army Management Structure for Fiscal Year
- Federal Acquisition Regulation (FAR)
- FM 4-80: Financial Management Operations

SENIOR (SR) DISBURSING ANALYST

SSG



Understanding Your Role

Ensures timely and accurate payments for Commercial Vendor Services (CVS) via cash or Electronic Funds Transfer (EFT). Allocates and reconciles funds for Disbursing Agents (DAs), Paying Agents (PAs), and cashiers. Oversees the U.S. debit card program and Limited Depository Account (LDA). Issues Treasury checks to DAs and certifies received checks for accountability. Conducts daily disbursing operations, reviewing reports for accuracy and balanced expenditures. Manages system access and oversees training for Disbursing Agents and DDS custodians.

Key Responsibilities

Completes DD Form 2875, System Authorization Access Request (SAAR), to obtain user access for DDS, Collection Information Repository (CIR), Payment Information Repository (PIR), Over the Counter Channel Application (OTC.net), and International Treasury Service (ITS.gov)

Requests system access for disbursing personnel (DO, DDO, Cashier, certifier)

Completes DD Form 577 and appointment documents for disbursing personnel and routes for approval

Reviews and certifies disbursing transactions (certifier)

Reviews daily business and supporting documents for accuracy

Files and maintains daily business and supporting documents IAW regulatory guidance

Reviews funds requests for proper authorization and utilization

Reviews and updates disbursing reports

Essential Tasks

- Assists Banking Manager with coordination of funding mission with key stakeholders
- Requests approval for central funding CHA
- Performs money courier duty to transports funds when necessary
- Consolidates funding requests from supported DSSN
- Develops manual contingency tracking system
- Reports to the Disbursing Officer (DO) and Deputy Disbursing Officer (DDO) any discrepancy in reporting
- Notifies Disbursing Officer/Deputy Disbursing Officer any irregularities on daily business or supporting documents
- Posts door access roster for the disbursing office
- Posts security checklist for all safes and vault door (SF702 & SF701)

References:

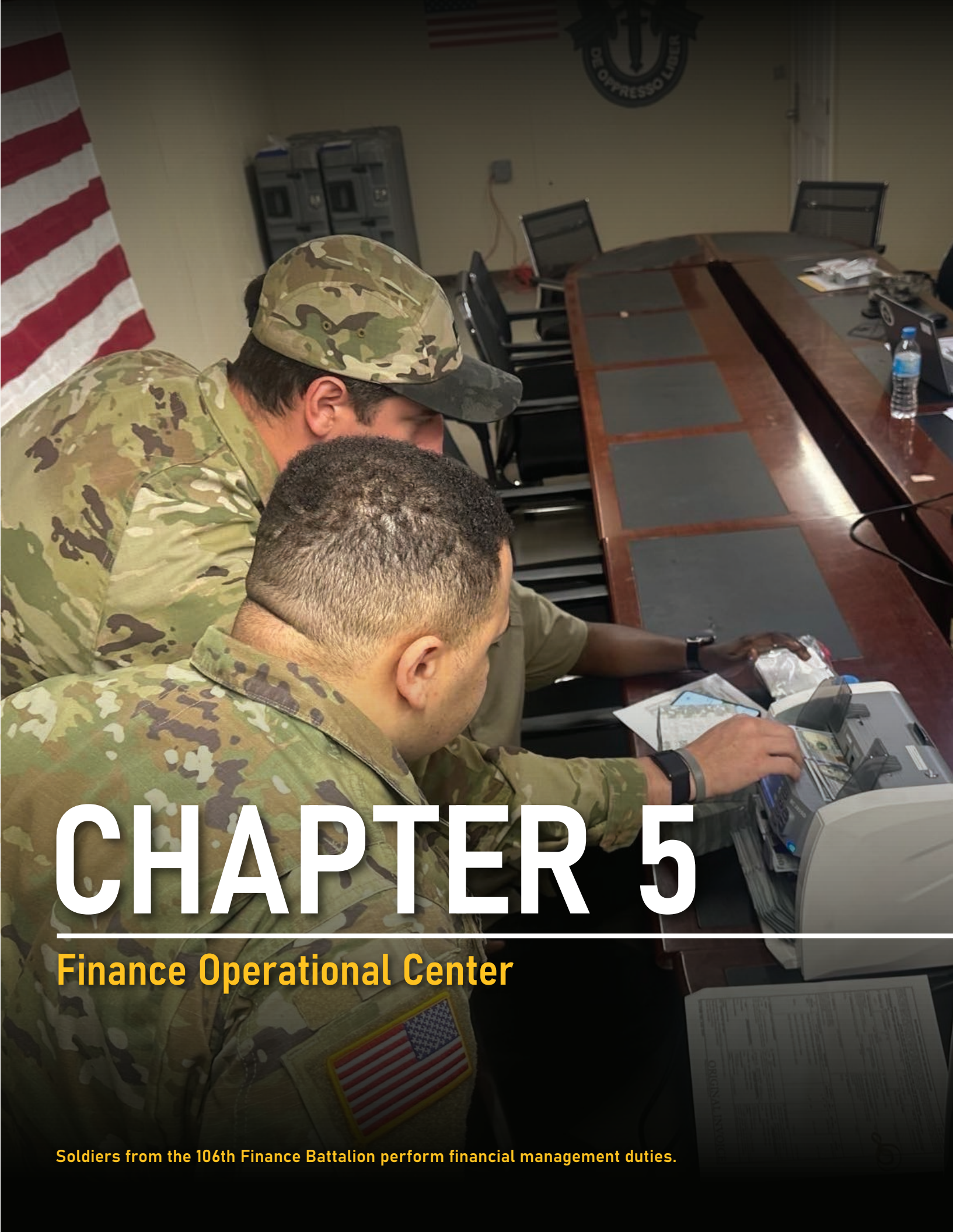
- Code of Federal Regulations Title 5, Part 1315: Prompt Payment Act
- DoD FMR Vol 1: General Financial Management Information, Systems, and Requirements
- DoD FMR 5: Disbursing Policy and Procedures
- DoD FMR Vol 10: Contract Payment Policy
- DoD FMR Vol 14: Administrative Control of Funds and Ant-deficiency Act Violations
- DFAS -IN 37-100 The Army Management Structure for Fiscal Year
- Federal Acquisition Regulation (FAR)
- FM 4-80: Financial Management Operations

System Access Requirements:

- Collections Information Repository (CIR)
- Single Mobility System (SMS)
- Deployable Disbursing System (DDS)
- OTC.net (Over-the-Counter Channel Application)
- ITS.gov (International Treasury Services)
- CAPS-W (Computerized Accounts Payable System - Web)

Recommended Certifications / Courses:

- Deputy Disbursing Officer and Disbursing Manager Operations Course
- Cashier Operations course
- Resource Management Basic Course
- OTC.net online training
- Physical Security online training



CHAPTER 5

Finance Operational Center

Soldiers from the 106th Finance Battalion perform financial management duties.

PLANS AND OPERATIONS ADVISOR

MSG



Understanding Your Role

Functions as the primary finance integrator for current and future operations and plans. Offers the Theater Sustainment Command (TSC) and Army Service Component Command (ASCC) expert financial management guidance to plan and source missions supporting global multi-domain operations (MDO) in a joint environment. Advises the Finance Operational Centers (FIOC) Director and stakeholders on theater-level Finance and Comptroller synchronization through strategic planning and technical oversight. Assists the TSC Command Team and sustainment leaders during theater opening, focusing on financial management capabilities, operations, and optimal force utilization.

Key Responsibilities

- Assists with advising finance annexes and running estimates in support of orders and plans, and forecasts requirements for physical currency
- Synchronizes and integrates finance operations across multiple echelons and theaters through coordination with the Army Financial Management Center
- Attends theater planning conferences and advises on finance planning and operations capabilities to the TSC Distribution Management Center for current operations, future operations, and future plans
- Assists with developing theater finance capabilities
- Coordinates the overall operation and readiness posture of all theater finance elements; plans and sources mission to support MDO in a joint environment
- Coordinates theater finance support with key stakeholders; leverages joint logistics and sustainment enterprise partners

Essential Tasks

- Provide guidance and oversight of the employment of FC forces in theater
- Advise TSC Commander on FC operations and matters
- Advise unit commanders on the use of local currency
- Maintain relationship with US Treasury, USAID, DoS
- Coordinate with National Providers: USAFMCOM, DFAS, ASA (FM&C) Treasury
- Develop, maintain, and update Theater Finance Policy
- Provide FC guidance and technical expertise in planning/integration/execution of FC operations
- Provide operational products and briefings to TSC staff and external stakeholders
- Brief FC Operations in TSC Forums (TSC Commander's Update Brief, G3 Synchronization)
- Provide exercise evaluation support
- Provide FC manpower support to theater exercises and operations
- Coordinate and train finance elements on mission essential tasks
- Ensure synchronization with theater update brief
- Support cash verifications
- Support internal control courtesy and operational reviews
- Monitor theater specific Force Tracking Number requirements
- Assist rotational theater finance units with pre-deployment and mobilization activities, coordinate technical training assistance
- Validate theater finance units Mission Essential Tasks as an Observer Controller/Trainer
- Assist dedicated Financial Management Support Center with current and future plans and operations

System Access Requirements:

- Digital Training Management System (DTMS)
- Enterprise Task Management Software Solution (ETMS2)
- Department of Defense Readiness Reporting System-Army (DRSS-A)
- FMSWeb

Recommended Certifications / Courses:

- DTMS User Course
- Support Operations
- Force Management Orientation

References:

- FM 4-80: Financial Management Operations
- FM 4-0: Sustainment Operations
- ADP 4-0: Sustainment
- ATP 4-93: Theater Sustainment Operations
- AR 637-1: Army Compensation and Entitlements Policy
- Department of Defense Financial Management Regulation Vol 1, 5 and 7a
- Joint Travel Regulation
- Department of the Army Personnel Policy Guidance for Overseas Contingency Operations

PFC Genesis Barnett of the 1128th Finance Management Support Detachment, Tennessee Army National Guard, participates in a mock financial exercise at Fort Cavazos, Texas, Sept. 12, 2024.



FINANCE OPERATIONS MANAGER

SFC



Understanding Your Role

Serves as the primary finance integrator for current operations, future operations, and plans. Provides the Theater Sustainment Command (TSC) and Army Service Component Command (ASCC) with an experienced financial management manager who possess the technical and tactical expertise to plan and source missions, to best support multi-domain operations (MDO) in a joint environment across the globe. Manages the FIOC's current and future operations. Informs key stakeholders on theater-level Finance and Comptroller synchronization through strategic planning, technical guidance and oversight, in order to support ongoing operations throughout the assigned Area of Responsibility (AOR). Advises the TSC Command Team and other sustainment leaders on all aspects of financial management capabilities, operations and optimal employment of assigned forces.

Key Responsibilities

Assists with managing finance annexes and running estimates in support of orders and plans, and forecasts requirements for physical currency

Synchronizes and integrates finance operations across multiple echelons and theaters through coordination with the Army Financial Management Center

Manages theater finance operations reporting requirements and coordinates theater finance policy

Conducts financial preparation of the environment in close coordination with unified action partners

System Access Requirements:

- Digital Training Management System (DTMS)
- Enterprise Task Management Software Solution (ETMS2)
- MEDPROs (organizational)

Recommended Certifications / Courses:

- | | |
|----------------------|--|
| • DTMS User Course | • Force Management Orientation |
| • Support Operations | • Decisive Action Training Environment |
| • Battle Staff NCO | |

References:

- | | |
|---|--|
| • FM 4-80: Financial Management Operations | • Department of Defense Financial Management Regulation Vol 5 and 7a |
| • FM 4-0: Sustainment Operations | • Joint Travel Regulation |
| • ADP 4-0: Sustainment | • Department of the Army Personnel Policy Guidance for Overseas Contingency Operations |
| • ATP 4-93: Theater Sustainment Operations | |
| • AR 637-1: Army Compensation and Entitlements Policy | |

Essential Tasks

- Provide input of the employment of FC forces in theater
- Provide input and technical expertise in planning/integration/execution of FC operations
- Produces operational products to support briefings to AFMC Director, Chief of Plans, and external stakeholders
- Liaison to external stakeholders for Internal Control support
- Assists Plans and Ops Advisor on manpower resources in support of theater exercises and operations
- Coordinate external support for internal control courtesy and operational reviews
- Assists in monitoring theater specific Force Tracking Number requirements and advise on required troops for tasks performed
- Develops strategic input for early entry capabilities to plan and execute theater opening procedures
- Support internal control courtesy and operational reviews
- Manage theater specific Force Tracking Number requirements
- Assist rotational theater finance units with pre-deployment and mobilization activities, coordinate technical training assistance
- Validate theater finance units Mission Essential Tasks as an Observer Controller/Trainer
- Assist dedicated Financial Management Support Center with current and future plans and operation

CHAPTER 6

Army Finance Battalions

6.1: Organization Roles and Responsibilities

The Corps Finance Battalion (C-FIBN) operates as the critical linchpin to Finance Operations, ensuring the seamless flow of funds and resources. Tasked with overseeing a network of subordinate Finance Companies (FICOs), the C-FIBN plays a multifaceted role in supporting the financial needs of commands.

The battalion's responsibilities begin with training and synchronization. Each FICO under its command receives standardized training and operational guidance from the C-FIBN, ensuring a cohesive and efficient financial network across the corps. This includes managing operational disbursing services and pay support.

Furthermore, the C-FIBN acts as the guardian of financial integrity. It implements and enforces Finance (FI) policies and procedures, ensuring compliance with regulations and safeguarding against fraud, waste, and abuse. This includes rigorous internal controls and meticulous record-keeping, maintaining accountability for every dollar spent.

Beyond its core financial functions, the C-FIBN provides essential administrative and logistical support to its assigned units. This encompasses everything from supply procurement to IT support for financial systems. By handling these critical but often overlooked tasks, the battalion enables its units to focus on their primary missions.

At the helm of this financial powerhouse stands the C-FIBN commander. As the overseer of the primary account to the U.S. Treasury within the corps' area of operation, the commander bears the weighty responsibility of managing vast sums of money. This includes forecasting currency requirements, both U.S. and foreign, and ensuring sufficient funds are available to support subordinate FICOs and operational needs. The commander's role is pivotal in maintaining the financial health and stability of the entire corps.

In essence, the C-FIBN serves as the unsung hero of military operations. Supporting the Warfighters, its role is critical. By ensuring the efficient and accountable management of financial resources, the C-FIBN empowers the corps to achieve its strategic objectives and ultimately secure victory.

Soldiers from the 106th Finance Battalion participate in a training exercise.

FIRST SERGEANT 1SG



Understanding Your Role

The senior enlisted advisor to the Company Commander, focusing on the welfare, discipline, and professional development of enlisted personnel while ensuring combat readiness through training, operational support, and technical expertise. They leverage their in-depth knowledge to address complex challenges, maintain discipline, foster morale, oversee administrative tasks like promotions and awards, and manage the accountability of equipment and resources. Additionally, they monitor soldiers' physical and mental well-being, ensuring medical and dental readiness, and play a pivotal role in planning and executing missions to achieve unit objectives efficiently.

Key Responsibilities

- Provides senior enlisted leadership and mentorship to all soldiers.
- Enforces standards of discipline, conduct, and appearance.
- Manages and overseeing personnel readiness, health, and welfare.
- Supervises the training and development of junior enlisted and NCOs.
- Implements career management and professional development programs.
- Ensures compliance with Army regulations, policies, and procedures.

System Access Requirements:

- DTMS – Digital Training Management System
- IPPS-A – Integrated Personnel and Pay System – Army
- MEDPROS Commander Portal – Medical Protection System
- Army Vantage / CRRT – Army Vantage and Commander’s Risk Reduction Toolkit
- ACT – Army Career Tracker

Recommended Certifications / Courses:

- Company Commander & First Sergeant Course
- DTMS – Digital Training Management System
- IPPS-A Training
- HIPAA and Privacy Act
- Master Resiliency Training Course (MRT)

Essential Tasks

- Senior Enlisted Advisor to the Company Commander on all matters pertaining to the Company readiness and training
- Oversees Jr Officers and Enlisted (Leadership/ Mentorship) Development
- Company Personnel Management
- Training Management
- Manages company rating schemes
- Career Management
- Oversees FM Operations
- FM Online Supervisor Role
- PRT/ACFT Program
- Company Barracks Manager
- Army Sponsorship Program
- Army Programs and Resources
- Command Supply Discipline

References:

- AR 600-20: Army Command Policy
- AR 350-1: Army Training and Leader Development
- AR 623-3: Evaluation Reporting System
- AR 600-8-19: Enlisted Promotions and Demotions
- AR 600-8-22: Military Awards
- FM 7-22: Holistic Health and Fitness
- FM 6-22: Army Leadership
- FM 3-0: Operations
- FM 4-80: Sustainment Operations (specific focus within sustainment doctrine)
- AR 600-3: Officer Professional Development and Career Management
- First Sergeant Barracks Management Program Guide

PLANS & OPS ADVISOR MSG



Understanding Your Role

The senior enlisted planner and advisor to the Battalion S3, ensuring the effective development, implementation, and execution of battalion-level operations. The OPS Advisor is responsible for coordination and synchronization of BN operations; advises the command team and BN S3 OIC in all areas concerning training, deployment, current/future operations, SOP, CBRN, and combat readiness in the Battalion. Ensures BN warfighting function integration and synchronization. Supervises resourcing to include ammunition, land, schools, and time. Prepares and disseminates written orders. Facilitates and maintains tracking system of pending and completed orders.

Key Responsibilities

- Oversees Battalion Programs /Taskings
- Provides advice on the status of personnel, equipment, and operational readiness.
- Oversees the development and implementation of training plans and evaluates training outcomes.
- Ensures the Battalion maintains proficiency in mission-essential tasks by managing the unit's training calendar
- Oversees the execution of all battalion-level operations, logistics, and mission planning.
- Serves as the assistance senior enlisted advisor to the Battalion Commander on operational and training matters
- Battalion Staff Duty/CQ Manager

Soldiers from the 176th Financial Management Support Unit perform FM duties.



Essential Tasks

- Oversees the development, implementation and execution of all battalion-level operations
- Update and revise plans based on changing circumstance or intelligence
- Supervises subsections of S-3 (CUOPS, FUOPS, L&A, SPO, Taskings)
- Oversees Battalion programs
- Manage the unit's Long Range training calendar
- Receive and distribute all task orders received from G3
- Borrowed Military Manpower Manager
- Help craft operational orders (OPORDs), plans of action, and other directives that will guide the unit's execution of tasks during operations

System Access Requirements:

- DTMS – Digital Training Management System
- Defense Travel System (DTS)
- Citi Manager for Government Travel Charge Card (GTCC)
- RFMSS – Range Facility Management Support System
- TAMIS – Total Ammunition Management Information System
- ATRRS – Army Training Requirements and Resources System

Recommended Certifications / Courses:

- Battle Staff
- DTMS – Digital Training Management System
- Defense Travel Administrator (DTA) Course

References:

- AR 220-1: Unit Status Reporting
- AR 600-8-104: Army Military Human Resource Records Management
- AR 525-29: Army Force Generation

FINANCE OPS MGR

SFC



Understanding Your Role

The key leader in financial and operational planning, ensuring accurate tracking, synchronization, and execution of finance-related functions within the battalion. This role is critical in managing financial operations, resource allocation, and administrative oversight to maintain unit efficiency and readiness.

Key Responsibilities

- Provides financial oversight and ensuring compliance with DOD and Army Financial regulations.
- Manages and supervising finance-related training, reporting, and tracking.
- Advises leadership on budget planning, resource management, and financial accountability
- Coordinates with higher headquarters for financial policy implementation.
- Provides technical and tactical expertise to the Battalion S3, nesting training objectives from the Battalion level down to the Company level.

System Access Requirements:

- DTMS – Digital Training Management System
- Defense Travel System (DTS)
- RFMSS – Range Facility Management Support System
- TAMIS – Total Ammunition Management Information System
- ATRRS – Army Training Requirements and Resources System

Recommended Certifications / Courses:

- Battle Staff
- Defense Travel Administrator (DTA) Course
- Master Driver Course
- DTMS – Digital Training Management System

References:

- AR 11-2: Risk Management & Internal Control (RMIC)
- AR 710-2: Supply policy below the National Level
- DoD 7000.14-R: Department of Defense Financial Management Regulation (DOD FMR)
- DOD 5154.31: Commercial Travel Management

Essential Tasks

- CUOPS NCOIC
- Assists in Managing Tasking
- Assists in Publishing Orders
- DTMS Manager
- Land and Ammo NCOIC
- Schools NCOIC
- Performs Platoon Sergeant as assigned
- Advise the Commander on the progress of training and events
- Integration, Coordination and synchronization of training
- Master Driver Program Manager

SPC Savanna Sanchez from New Jersey's 350th Finance Detachment goes over contracting information during Exercise Diamond Saber.



SENIOR (SR) FINANCE OPS

SSG



Understanding Your Role

Responsible for overseeing financial operations, training, and administrative processes within the battalion. This role supports leadership by ensuring financial compliance, managing resources, and maintain training and operational readiness.

Key Responsibilities

- Supervising financial and administrative functions within the battalion.
- Ensuring compliance with Army financial policies, training requirement, and regulatory guidance.
- Providing oversight of financial and operational training.
- Supporting leadership in managing battalion financial operations and task execution.
- Coordinating and maintaining accountability for financial and training programs.
- Assists with organizational training on regulations, procedures, and use of financial systems.
- Assists with Performance Reviews: Conduct evaluations and provides feedback.

System Access Requirements:

- DTMS – Digital Training Management System
- Defense Travel System (DTS)
- RFMSS – Range Facility Management Support System
- TAMIS – Total Ammunition Management Information System
- ATRRS – Army Training Requirements and Resources System

Essential Tasks

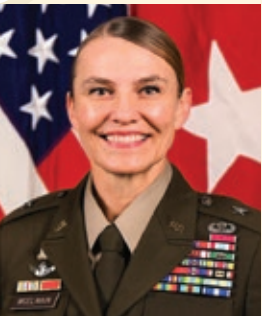
- Performs Squad Leader duties as assigned
- Land and Ammo Coordination
- Schools NCOIC
- DTMS Manager
- In/Out Processing
- DTS reviewer
- Update policy and SOP memorandums
- Assists with Master Driver Program

Recommended Certifications / Courses:

- Battle Staff
- Defense Travel Administrator (DTA) Course
- Master Driver Course
- DTMS – Digital Training Management System
- Ammo Handler course

References:

- AR 735-5: Policies and procedures for Property accountability
- FM 4-80: Financial Management Operations
- FM 6-0: Commander and Staff organization and Operations



BG Rebecca B. McElwain
Director, Congressional
Budget Liaison
ASA (FM&C)

"There is no doubt that the strength of our Army resides in its people. Our Finance and Comptroller profession provides infinite opportunities for education, training, hands-on experience, fantastic benefits, travel, adventure – but most of all, purpose. We have an incredible honor to teach, grow, and challenge our future leaders. Encouraging them in their successes, providing them a safe space to fail and learn – so that they are one day able to offer their sturdy shoulders to the next generation. Our Finance and Comptrollers have a long history and never forget the time-honored dignity of wearing our uniform. We lead by example, and understand our deeds have the power to inspire and spur others to action. We are mindful of our words and employ integrity in all things. Finance and Comptrollers understand we only have one reputation and work to stay on the right side of right in all things. Above all, we invest in our formations by mentoring, growing, and training the future leaders of our time-honored profession!"

– BG Rebecca B. McElwain

FINANCE SUPPORT OPERATIONS NCO SFC



Understanding Your Role

The senior NCO overseeing the planning, coordination, and execution of sustainment operations for a unit or command. They play a vital role in ensuring that logistics, finance, and other sustainment operations are carried out effectively and efficiently, supporting the overall mission of the Army.

Key Responsibilities

- Communicate with platoon leadership on company operations
- Plan, coordinate, and enable the external support provided by the battalion's subordinate units.
- Assist in enforcing mission critical production indicators, statistics, and solution plans
- Manage all logistical requests within the Battalion
- Ensure maintenance is conducted on all equipment
- Forecast training requirements
- Maintain TOC operations
- Ensure land and ammo request are reserved for training
- Overseeing deployment readiness and mobility planning for the battalion.

System Access Requirements:

- TC-AIMS 2.0 – Transportation Coordinators' Automated Information for Movements System II
- GTCC/DTS – Government Travel Charge Card and Defense Travel System

Recommended Certifications / Courses:

- Battle Staff
- Joint Container Management (JCM)
- Master Driver Course
- Unit Movement Officer
- Container Control Officer
- Defense Travel Administrator (DTA) Course
- Air Load Planner Course

References:

- AR 735-5: Property Accountability Policies

Essential Tasks

- Future Operations (FUOPS)/Support Operations (SPO) NCOIC
- Mobility Operations
- Command Deployment Discipline Program
- Synchronize with CUOPS on Future operations
- Assists with Master Driver Program
- Forecast (plan, coordinate, and track) training requirements based on the Long-Range Training Calendar (LRTC)
- Plan exercises with BDE S-3
- Maintain Tactical Operations Center (TOC) operations
- Ensure maintenance is conducted

Soldiers from various units have a discussion during the first day of Diamond Saber at Fort McCoy, WI.



INTERNAL CONTROL MANAGER SFC



Understanding Your Role

Critical in ensuring that an organization's financial operations are managed effectively, efficiently, and in compliance with applicable laws, regulations, and internal policies. In the military, and particularly within the U.S. Army or other governmental agencies, this role typically involves overseeing the integrity of financial systems, safeguarding assets, and identifying areas of potential financial risk or non-compliance. The manager ensures that proper internal controls are implemented and maintained to prevent fraud, waste, and mismanagement of funds.

Key Responsibilities

- Design and Implement Internal Controls:** Develop and implement internal control policies and procedures to safeguard the integrity of financial operations. This includes controls related to the authorization, processing, and recording of financial transactions.
- Assess Control Systems:** Regularly review and assess the effectiveness of current internal controls to ensure that they align with best practices, regulatory standards, and organizational goals.
- Update Control Systems:** Continuously update and adapt internal control systems in response to changing regulations, technology, and operational needs to mitigate new financial risks.
- Monitor Financial Activities:** Oversee the monitoring of financial transactions and operations within the finance department to ensure that all activities are compliant with applicable policies, regulations, and procedures.
- Perform Audits and Reviews:** Conduct regular internal audits and assessments to identify areas of non-compliance, inefficiency, or risk. Analyze financial records and reports to verify the accuracy and legitimacy of transactions.
- Evaluate Financial Performance:** Continuously evaluate the financial performance of the organization and its various units, ensuring that financial objectives are met, and resources are used effectively.

Essential Tasks

- Ensure physical controls over assets
- Verify accuracy and reliability of accounting data
- Ensure programs are effective and efficient
- Ensure separation of duties
- Reporting, correcting, tracking material weakness
- Encourage adherence to prescribed regulations and policies

- Ensure internal auditing
- Evaluating platoons (Disbursing), Review program for finance operations
- Conduct IC briefs and provide feedback to sections and commander
- Conduct training evaluations
- Manage Battalion Defense Financial Management Certification program
- Manage BN FM Development program
- Identify FM requirements

System Access Requirements:

- | | |
|--|---|
| • GFEBS – General Fund Enterprise Business System | • DDS – Defense Disbursing System |
| • FM Online – Financial Management Online | • AGATRS – Acquisition Cross-Servicing Agreements Tracking and Reporting System |
| • MMPA/DMO Web – Master Military Pay Account/Defense Military Pay Office Web | |

Recommended Certifications / Courses:

- | | |
|---|--|
| • FM Cert/FM Online Supervisor | • MICP- Managers' Internal Control Program |
| • USAFMCOM Train the Trainer courses for CVP & DISB | • HIPAA and Privacy Act |
| • Risk Management and Internal Control Program | • Wounded Warrior Pay Management |
| • GFEBS Essentials | • GFEBS Essentials |

References:

- | | |
|--|---|
| • DoDFMR 7000.14-R | • AR 1-201 Army Inspection Policy |
| • AR 380-5 Department of the Army Information Security Program | • AR 11-2 Managers' Internal Control Program (MICP) |
| • Defense Federal Acquisition Regulation | • AR 11-7 Army Internal Review Program |
| • CVP Checklist | • OIP Guide for Commanders |
| • Misc Payments Guidebook | • FM 4-80 Financial Management Operations |
| • USAFMCOM Policy Memorandums | • Corporate Electronic Document Management System (CEDMS) Guide |
| • DFAS-IN 37-1 Finance and Accounting Policy Implementation | • AR 25-50 Preparing and Managing Correspondence |
| • AUDIT READINESS | |

SENIOR (SR) INTERNAL CONTROL ANALYST

SSG



Understanding Your Role

Responsible for ensuring compliance with financial regulations, maintain internal auditing procedures, and safeguarding unit assets. This role plays a crucial part in risk management, policy enforcement, and process improvement to maintain financial integrity and operational efficiency.

Key Responsibilities

- Conducting internal audits to verify financial compliance and accountability.
- Safeguarding assets by implementing and enforcing financial controls.
- Assisting with cash verifications and risk analysis.
- Reviewing and verifying financial transactions for accuracy and compliance.
- Trains unit on finance regulations, procedures, and use of financial systems.
- Regularly track the performance of internal controls, reviewing financial transactions, reconciliations, and other operational processes to ensure proper safeguards are in place
- Ensure internal controls are comprehensive, address risks appropriately, and prevent fraud, waste, or abuse of resources within the unit or organization.

System Access Requirements:

- General Fund Enterprise Business System (GFEBS)
- Financial Management Online (FM Online)
- Master Military Pay Account/Defense Military Pay Office Web -MMPA/DMO Web
- Defense Disbursing System (DDS)
- Acquisition Cross-Servicing Agreements Tracking and Reporting System (AGATRS)

Recommended Certifications / Courses:

- FM Cert/FM Online Supervisor
- USAFMCOM Train the Trainer courses for CVP & DISB
- Risk Management and Internal Control (RMIC) Program
- GFEBS Essentials
- Managers' Internal Control Program (MICP)
- HIPAA and Privacy Act
- Wounded Warrior Pay Management

Essential Tasks

- Safeguard assets/ensure physical controls over assets & ensure internal auditing
- Verify accuracy and reliability of accounting data
- Ensures adherence to prescribed regulations and policies
- Ensure reliability of records to include systems of authorization and approval
- Ensure separation of duties
- Conduct training evaluations
- Obtains and maintains all required trainings, certifications, system accesses and credentials to conduct inspections/reviews
- Ensures all regulations, policies, directives and SOPs are current within FIBN
- Conducts annual reviews as scheduled and special reviews as directed by CDR
- Conducts entrance and exit briefings with Supervisor as appropriate for reviews
- Documents all reviews (initial, follow-up, special, etc.) in a written report
- Provides technical assistance and guidance to external agencies, upon request as needed

References:

- DoDFMR 7000.14-R: Department of Defense Financial Management Regulations
- AR 380-5: Army Information Security Program
- Defense Federal Acquisition Regulation (DFAR)
- CVP Checklist
- Misc Payments Guidebook
- USAFMCOM Policy Memos
- AR 1-201: Army Inspection Policy
- AR 11-2: Managers' Internal Control Program
- AR 11-7: Army Internal Review Program
- AR 25-50: Preparing and Managing Correspondence
- FM 4-80: Financial Management Operations

DISBURSING MANAGER

SFC



Understanding Your Role

Supports the Disbursing Agent/Officer by overseeing and managing battalion-level financial disbursing operations. Ensures compliance with financial policies, supervises disbursing personnel, and maintains accountability for monetary transactions and records. Leads a team of finance and disbursing specialists, manages the flow of financial transactions, and upholds Army regulations and financial policies.

Key Responsibilities

- Advises Disbursing Agents and the battalion Disbursing Officer (DDO) on financial operation.
- Train Disbursing Agents, Cashiers, and disbursing operational personnel at the company level
- Ensure proper cash verification and compliance with financial regulations.
- Coordinate financial transportation and handling of negotiable instruments (NIs)
- Monitor Financial Systems.

System Access Requirements:

- Defense Disbursing System (DDS)
- ITS.Gov- International Treasury Services
- OTC.net – Over-the-Counter Network
- Corp2 – Corp-to-Corp (C2C)

Recommended Certifications / Courses:

- USAFMCOM Train the Trainer courses for DISB
- The Financial Management Tactical Platform (FMTP) Information Management Officer
- Banking Short Course
- Data Analytics and Data Management (DA/DM) Training

Essential Tasks

- Supports and advises the BN Disbursing Officer/DDO
- Trains Disbursing Agents, Cashiers, and Disbursing Operations at Company level.
- Brief/Trains Paying Agents
- Assists DDO with Cash Verifications
- Performs Platoon Sergeant duties as assigned
- Managing Personnel / Clearing Cell Operations
- Assist with maintaining LDA
- Perform daily DDS operations
- Prepares Disbursing Reports
- Review all documents / Safeguard PIIs / Prevent Spillage
- Manage ECCs/One-card
- Ensures physical security is enforced
- Supervises destruction of mutilated currencies

References:

- FM 4-80: Financial Management Operations
- DoDFMR Volume 5: Disbursing
- USAFMCOM Policies
- Misc Payment Guidebook



BG Sara E. Dudley
Deputy Commanding
General - Operations - U.S.
Army Recruiting Command

"Leadership is hard. Every day demands that you try to make yourself and all those around you better. That privilege is not toil, it is treasure."

- BG Sara E. Dudley

DISBURSING ANALYST

SGT/SSG



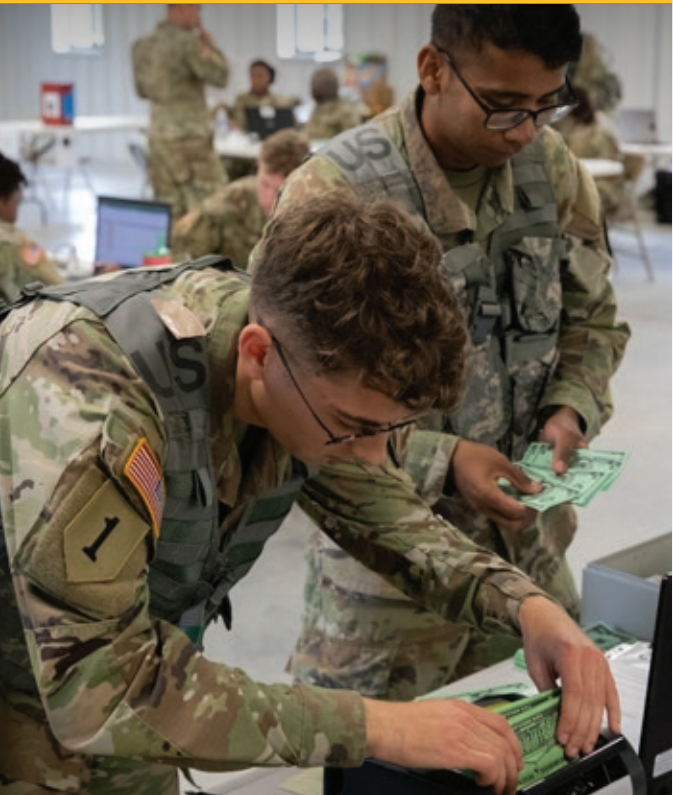
Understanding Your Role

Responsible for supporting financial operations by ensuring accurate processing of transactions, compliance with financial regulations, and accountability of funds. Provides key support to the Battalion Disbursing Officer (DDO) and ensures daily financial operations are conducted efficiently and securely.

Key Responsibilities

- Assist in disbursing operations to ensure proper financial procedures are followed.
- Oversee daily financial business operations, audits, and reconciliations.
- Train and briefing paying agents, disbursing agents, and cashiers at the company level.

U.S. Army Reserve SGT Brandon Froelich (left) and SPC Bhavish Ranjetkar, financial management tacticians assigned to the 374th Financial Management Support Detachment, count and put away simulated currency during a training exercise at Joint Base McGuire-Dix-Lakehurst, New Jersey.



Essential Tasks

- Clearing Cell NCOIC
- Supports the BN Disbursing Officer/DDO
- Brief/ Trains Paying Agents, Disbursing Agents, Cashiers on Disbursing programs at Company level
- Reviews daily business and verifies for accuracy before submissions to DFAS.
- Performs Team Leader/Squad Leader as assigned
- Develop SOPs with Cashiers
- Validate Cashier closing procedures
- Scan daily business

System Access Requirements:

- Defense Disbursing System (DDS)
- OTC.net – Over-the-Counter Network
- Corp2 – Corp-to-Corp (C2C)

Recommended Certifications / Courses:

- USAFMCOM Train the Trainer courses for DISB
- FMTP Information Management Officer
- Disbursing Operations (Cashier/DDS)
- CORP2 Training

References:

- AR 11-2: Risk Management & Internal Control (RMIC) (*Guidance on Internal control processes*)
- OMB Circular A-123 - management's responsibility for internal Controls
- DoDFMR Vol 5, 10, & 4

SENIOR CVS ANALYST

SSG



Understanding Your Role

Oversees financial transactions, contract payments, and vendor payment processing. Ensures compliance with Army financial policies, manages contract ledger reconciliation, and serves as a key liaison for financial oversight and reporting. Supports financial auditing and verification processes to ensure accountability and accuracy in vendor payments.

Key Responsibilities

- Manage and reviewing contract payment transactions to ensure compliance with Army financial regulations.
- Oversee Electronic Funds transfer (EFT) payments for contracts.
- Certify CVP (Contract Vendor Pay) payments and maintain financial accountability
- Support financial reporting and ledger maintenance.
- Oversee contracts and agreements with commercial vendors, ensuring they are executed according to the terms and conditions

System Access Requirements:

- Defense Disbursing System (DDS)
- OTC.net – Over-the-Counter Network
- Corp2 – Corp-to-Corp (C2C)
- General Fund Enterprise Business System (GFEBS)
- Acquisition Cross-Servicing Agreements Tracking and Reporting System (AGATRS)
- Wide Area Workflow
- Corporate Electronic Document Management System (CEDMS)

Recommended Certifications / Courses:

- USAFMCOM Train the Trainer CVS
- GFEBS Essentials
- The Acquisition Cross-Servicing Agreements Tracking and Reporting System (AGATRS)
- Contracting Officer's Representative (COR) Training

Essential Tasks

- Chief of CVS
- Receives and Review Documents (new contracts, modifications, invoices, and receiving reports)
- Contract Electronic Funds Transfer Payments
- Contract Payment Pre-Certification
- CVP Payment Certifier
- GFEBS Transactions (MIRO/MIGO)
- Performs Squad Leader duties as assigned
- Audit and reconciliation of payments
- Maintain contract ledger
- Generate IDOC / IWOR reports
- Verify Purchase Agreements

References:

- AR 11-2: Risk Management & Internal Control (RMIC)
- DOD instruction 4100.39: Federal financial and Accounting Policy
- DFAS-IN Manual 37-100: Finance and Disbursing Procedures
- OMB Circular A-123: Management Responsibility for Internal Controls
- Federal Acquisition Regulation (FAR)
- DoDFMR Vol 5: Disbursing
- USAFMCOM Policies
- Misc Payment Guidebook
- Manual/Acquisition Cross-Servicing Agreements (ACSA)/Wide Area Workflow (WAWF) Standard Operating Procedure

CVS ANALYST

SGT



Understanding Your Role

Assists with the accuracy and efficiency of financial transactions between the U.S. Army and its commercial vendors. Responsible for reviewing vendor payments, resolving invoice discrepancies, and ensuring compliance with government financial regulations.

Key Responsibilities

- Review and verifying financial transactions related to Contract vendor Pay (CVP)
- Manage and processing Electronic Funds transfer (EFT) payments for contracts.
- Assist in financial reporting and GFEBS
- Support contract ledger reconciliation and vendor data management.

System Access Requirements:

- Defense Disbursing System (DDS)
- OTC.net – Over-the-Counter Network
- Corp2 – Corp-to-Corp (C2C)
- General Fund Enterprise Business System (GFEBS)
- Acquisition Cross-Servicing Agreements Tracking and Reporting System (AGATRS)
- Wide Area Workflow (WAWF)
- Corporate Electronic Document Management System (CEDMS)
- ITS.gov

Recommended Certifications / Courses:

- USAFMCOM Train the Trainer CVS
- GFEBS Essentials
- SAM, SWIFT

Essential Tasks

- Receives and Review Documents (new contracts, modifications, invoices, and receiving reports)
- GFEBS Transactions (MIRO/MIGO)
- Performs Team leader duties as assigned
- Workflow management
- Verify CVS Operations (IR/GR/3-way match)
- Review/pre-validate certifying documents
- Generating on-hand (OH) reports
- Processing ACSA payments

References:

- AR 11-2: Risk Management & Internal Control (RMIC)
- DoD instruction 4100.39: Federal financial and Accounting Policy
- DFAS-IN Manual 37-100: Finance and Disbursing Procedures.
- OMB Circular A-123: Management Responsibility for Internal Controls
- Federal Acquisition Regulation (FAR)
- DoDFMR Volume 5: Disbursing
- USAFMCOM Policies
- Misc Payment Guidebook
- Manual/ACSA/WAWF SOP



COL Robert L. Le'iato
Commandant
U.S. ARMY Finance & Comptroller Schoolhouse

"Our FC NCOs play a vital role to the Army's ongoing transformation and its ability to execute missions globally. NCOs are the primary leaders responsible for executing the Army's mission and the readiness of our Soldiers, that directly impacts the operational effectiveness of our FC formations. Our FC NCOs are committed to develop and execute training plans for our formations to enhance their tactical and technical skills, fitness, and professionalism, which are crucial for maintaining readiness. Furthermore, our FC NCO Corps is the backbone of the Army that instills and upholds the Army standards of conduct, performance, and discipline, resulting in maintaining cohesion, effectiveness, and ethical behavior within our formations."

"To Support and Serve!"
– COL Robert L. Le'iato

FINANCE SUPPORT SENIOR

SSG



Understanding Your Role

Oversees and manages financial operations, providing critical support to Soldiers and leadership in financial processes. Encompasses handling financial transactions, maintaining records, and ensuring compliance with Army financial regulations. Vital role in ensuring the smooth and efficient functioning of the unit's financial operations and Financial Support Teams (FSTs).

Key Responsibilities

- Trains the organization on daily financial operations, ensuring they are proficient in Army finance systems.
- Evaluate Performance: Conduct performance evaluations for subordinates, provide constructive feedback, and track their progress toward fulfilling their duties effectively.
- Promote Financial Accountability: Encourage a culture of financial responsibility within the unit and ensure all Soldiers are adhering to proper financial management procedures.

System Access Requirements:

- Defense Disbursing System (DDS)
- Corp2- Corp-to-Corp (C2C)
- General Fund Enterprise Business System (GFEBS)
- Web Defense Military Pay Office (DMO)/ Master Military Pay Account (MMPA)

Recommended Certifications / Courses:

- USAFMCOM Train the Trainer courses for DISB & CVS
- GFEBS Essentials
- Certifying Officer Legislation Training
- Financial Management Tactical Platforms (FMTPs)
- Defense Disbursing System (DDS)
- Over-the-Counter Network (OTC.net)

Essential Tasks

- Performs Squad Leader duties as assigned
- Conducts Manual and Automated Disbursing, CVP, and Paying Agent Operations
- Understands MilPay (In/Out Processing, Entitlements, Pay Inquiry, etc.)
- Conducts Theater Entitlement briefs
- Special Authority Pay (Solatia, EPW, Non-U.S. Labor)
- Assists with Internal Control activities

References:

- FM 4-80: Financial Management Operations
- FM 4-0: Sustainment Operations
- ADP 4-0: Sustainment
- AR 637-1: Army Compensation and Entitlements Policy
- Department of Defense Financial Management Regulation Vol 5 and 7a
- Joint Travel Regulation
- Department of the Army Personnel Policy Guidance for Overseas
- Federal Acquisition Regulation (FAR)
- DFAS-IN Manual 37-100- Finance and disbursing Procedures

FINANCE SUPPORT ANALYST

SGT



Understanding Your Role

Assists in the execution of financial operations within a unit. This role is essential in maintaining financial records, processing pay, allowances, travel claims, and ensuring compliance with Army financial regulations. The Finance Support Analyst works under the guidance of higher-level finance personnel and provides support to Soldiers and unit leadership in financial matters.

Key Responsibilities

- Process Pay and Entitlements:** Assist with the processing of Soldiers' pay, allowances, and entitlements. Ensure that all pay is processed accurately and in a timely manner, adhering to Army regulations.
- Manage Travel Claims:** Review, process, and ensure the accuracy of Soldiers' travel claims and reimbursement requests. Ensure that claims meet Army guidelines and that reimbursements are processed promptly.
- Resolve Pay Issues:** Address any discrepancies or issues related to pay, including missing entitlements or incorrect deductions, by investigating and correcting errors. Assist Soldiers in resolving pay-related concerns.
- Monitor Leave and Earnings Statements:** Review Soldiers' Leave and Earnings Statements (LES) to ensure accuracy and provide assistance in understanding pay and deductions.
- Provide Leadership to Junior Personnel:** Mentor and supervise junior finance personnel (E-4 and below), ensuring that they are trained and proficient in financial systems, processes, and regulations.
- Conduct Training:** Provide ongoing training and guidance to subordinates on financial policies, procedures, and the use of finance management tools, such as MyPay.
- Evaluate Performance:** Assist with performance evaluations for junior personnel, providing feedback on their strengths and areas for improvement.

Essential Tasks

- Manual and Automated Disbursing
- CVS understanding
- MilPay (In/Out Processing, Entitlements, Pay Inquiry, etc.)
- Theater Entitlement briefs
- Special Authority Pay (Solatia, EPW, Non-U.S. Labor)
- Review/Process transactions
- Internal Control
- Audit readiness

System Access Requirements:

- Deployable Disbursing System (DDS)
- Corp2- (Corp-to-Corp)
- General Fund Enterprise Business System (GFEBS)
- Defense Military Pay Office (Web DMO)/Master Military Pay Account (MMPA)

Recommended Certifications / Courses:

- USAFMCOM Train the Trainer courses for DISB & CVS
- GFEBS Essentials
- Certifying Officer Legislation Training (COL)
- Financial Management Tactical Platforms (FMTPs) Training
- Defense Disbursing System (DDS)
- OTC.net

References:

- FM 4-80: Financial Management Operations
- FM 4-0: Sustainment Operations
- ADP 4-0: Sustainment
- AR 637-1: Army Compensation and Entitlements Policy
- DoDFMR Vol 5 and 7a: Disbursing & Military Pay
- Joint Travel Regulation
- Department of the Army Personnel Policy Guidance for Overseas
- Federal Acquisition Regulation (FAR)

SENIOR DISBURSING ANALYST - FICO

SSG



Understanding Your Role

Oversees all financial operations activities, transactions, and ensures compliance with military financial regulations, maintaining accuracy, security, and accountability of funds. Implement and maintain internal controls, mentor junior finance Soldiers, develop training programs, and coordinate with external organizations and command leadership to support financial operations. Their efforts are key to enhancing the efficiency, accountability, and security of Army financial systems, contributing to mission readiness and fiscal integrity.

Key Responsibilities

- Certifying Vouchers
- Act as MilPay SME for the cell
- Prepare Closing Business Accountability Reports for DDO
- Act as Primary/Alternate Disbursing Manager
- Plan the Cashier Trainings

System Access Requirements:

- E-commerce systems (OTC.net, ITS.gov, U.S. Debit Card)

Recommended Certifications / Courses:

- USAFMCOM Train the Trainer courses - CVS/Disbursing
- FMTP Information Management Officer
- USAFMCOM Operational Support Training (Disbursing Officer / Disbursing Agent)
- Deployable Disbursing System Train the Trainer Course
- Pay Agent / Disbursing Agent Training

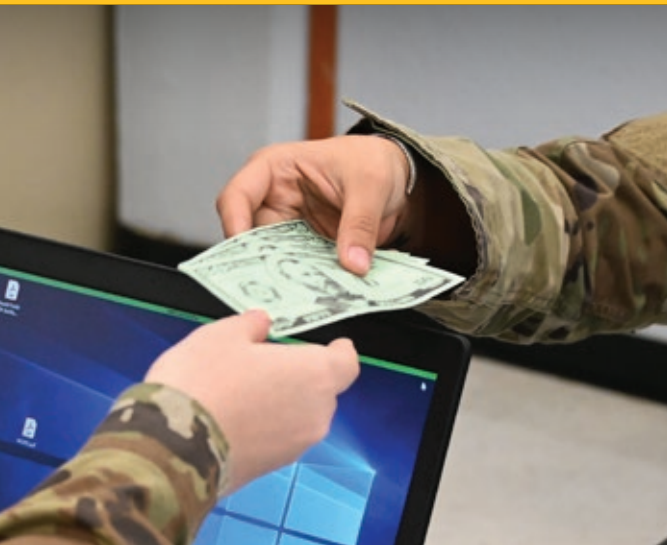
References:

- FM 4-80: Financial Management Operations
- DoD FMR Vol 5: Disbursing

Essential Tasks

- Disbursing Manager/Section Leader
- Supports and advises the Company Disbursing Agent
- Trains the subordinate Cashiers, and Disbursing program at Company level
- Brief/Trains Paying Agents
- Assists DA with Cash Verifications
- Squad Leader
- Validate and Payments
- Maintain Accountable Records
- Brief Section on upcoming missions
- Coordinate missions
- Maintain and accountable for FMTPs
- Verify and update SOPs

Soldiers from the 368th Financial Management Support Unit based in Wichita, KS participate in Exercise Diamond Saber.



DISBURSING ANALYST - FICO

SGT



Understanding Your Role

Manages financial disbursements, payment processing, and compliance with military financial regulations to ensure transaction accuracy, accountability, and security. They train the organization on all aspects of financial operations to include disbursing, military pay, travel reimbursements, and vendor payments, conduct financial reconciliations and audits, and ensure adherence to regulations and policies. They implement security protocols for handling cash and electronic transactions. Their role is essential in maintaining fiscal integrity, operational efficiency, and mission readiness within the Army's financial management system.

Key Responsibilities

- Train Cashiers on Day-to-Day Ops
- Oversight on Disbursing Ops
- Prepare & Verify Vouchers for Certifying officers
- Prepare packets for Closing Business for each day
- Data Entry into Daily business reporting.

System Access Requirements:

- Deployable Disbursing System (DDS)
- E-commerce system (OTC.net)
- Corp2- Corp-to-Corp (C2C)

Recommended Certifications / Courses:

- USAFMCOM Train the Trainer courses for DISB
- FMTP Information Management Officer
- Disbursing Operations (Cashier/DDS)
- Corp2- Corp-to-Corp (C2C)
- Certifying Officer Legislation Training (COL)
- Financial Management Tactical Platforms (FMTPs) Training
- Deployable Disbursing System Training (DDS)
- OTC.net

Essential Tasks

- Clearing Cell NCOIC
- Supports and advises Disbursing Agents/Disbursing Officer/DDO
- Brief/ Trains Paying Agents, Cashiers on Disbursing programs at Company level
- Reviews daily business and verifies for accuracy before submissions.
- Perform Team Leader duties as assigned
- Develop SOPs with Cashiers
- Validate Cashier closing procedures

References:

- FM 4-80: Financial Management Operations
- FM 4-0: Sustainment Operations
- ADP 4-0: Sustainment
- AR 637-1: Army Compensation and Entitlements Policy
- DoDFMR Vol 5 and 7a: Disbursing & MilPay
- Joint Travel Regulation
- Department of the Army Personnel Policy Guidance for Overseas
- Federal Acquisition Regulation (FAR)
- DFAS-IN Manual 37-100: Finance and disbursing Procedures



COL Michelle M. Williams
Commander
USAFMCOM

"We are transforming, modernizing, and innovating to meet the needs of our nation, Army and our warfighters. This requires increased reliance on our enlisted force to sharpen their technical and tactical expertise and train our Finance Corps. Our enlisted force is the backbone of the Army and we must empower them as financial management professionals to lead us into the future."

- COL Michelle M. Williams

SENIOR CVS ANALYST - FICO

SSG



Understanding Your Role

Responsible for managing relationships with commercial vendors, overseeing accurate payment processing, and ensuring compliance with regulations and policies related to vendor services. Responsible for establishing clear roles and responsibilities among the sections. Coordinates regularly with RM and contracting to address any discrepancies. Crucial for compliance, fostering accountability, and promoting seamless financial operations.

Key Responsibilities

- Manage Vendor Contracts:** Oversee contracts and agreements with commercial vendors, ensuring they are executed according to the terms and conditions. This may include negotiating pricing, terms of service, delivery schedules, and quality standards.
- Build Vendor Relationships:** Establish and maintain positive, professional relationships with commercial vendors, ensuring effective communication and collaboration to meet the Army's procurement needs.
- Process Purchase Orders:** Review and process purchase orders for goods and services, ensuring that the appropriate items are ordered in line with Army needs and budgets.

System Access Requirements:

- AGATRS
- DDS access
- ITS.gov
- CEDMS
- GFEBS
- WAWF

Recommended Certifications / Courses:

- GFEBS Essentials
- USAFMCOM Train the Trainer for CVS and Disbursing
- Prompt Payment Act
- Contracting 101
- USAFMCOM OST Training
- Certifying Officer Legislation (COL) Course
- AGATRS Training
- DDS training
- CORP2

Essential Tasks

- Perform Squad Leader/ Section Leader duties as assigned
- Provides regulatory and policy guidance to the commander and supported units on contract payments
- Reconcile contract payments
- Validate required systems (WAWF, GFEBS, etc.)
- Coordinate with installation MICC
- Ensure prompt payments (timelines)
- Creating/maintain filing system of record
- Update CVP Payment tracker
- Maintain ledgers
- CVP Payment Certifier
- Manage IDOC reports
- Improvisation of Techniques/Modification recommendations for FM Operations

References:

- FAR
- DODFMR
- USAFMCOM POLICIES
- MISC PAYMENT GUIDEBOOK
- MANUAL/ACSA/WAWF SOP

PLATOON SERGEANT - FICO

SFC



Understanding Your Role

Senior enlisted leader in a platoon, responsible for enforcing discipline, training soldiers, maintaining readiness, and overseeing welfare and morale. Track personnel and equipment, support mission planning, and provide guidance to the platoon leader on leadership and tactics. Crucial in ensuring unit cohesion, operational effectiveness, and Soldier development.

Key Responsibilities

- Leadership and discipline of all Soldiers and squad leaders.
- Responsible for individual and collective training for overall mission and deployment readiness.
- Responsible for platoon resources, operational equipment, and maintenance.
- Advises the platoon leader on personnel and operational matters.
- Addresses Soldiers personal and professional concerns. Including career progression, welfare, and overall wellbeing.

System Access Requirements:

- FM Cert/FM Online Supervisory Role
- DTMS (Digital Training Management System)
- IPPS-A (Integrated Personnel and Pay System - Army)

Recommended Certifications / Courses:

- Safeguarding PII
- SHARP/EO/MRT
- ECC

Essential Tasks

- Conducts full spectrum financial management in support of Soldiers assigned to supporting Division
- Responsible for the health, welfare, training, administrative support, combat readiness, professional and ethical development of Soldiers within the platoon
- Administrative Oversight
- Validate training plan
- Create and develop spend plan
- Funds Control
- RMIC (Risk Management Internal Control Program)
- Provide FM OPS guidance
- Equipment and Systems Management/Readiness
- Liaison to supported units and AOR
- Coordinating FST movement in AOR
- Operational Planning

References:

- FM 4-80: Financial Management Operations
- Army Regulation 600-20: Army Command Policy
- Army Regulation 670-1: Wear and Appearance of Army Uniforms and Insignia
- Field Manual 7-0: Training
- Field Manual 6-22: Army Leadership: Competent, Confident, and Agile
- Army Regulation 600-3: Commissioned Officer Professional Development and Career Management
- Army Regulation 600-100: Army Profession and Leadership Policy
- DA PAM 600-25: NCO Professional Development Guide

SENIOR FINANCE SUPPORT TEAM - FICO

SSG



Understanding Your Role

Oversees disbursing operations and manages Contract Vendor Services (CVS) to support Operational Contract Support (OCS) activities. This includes working closely with Contracting Detachments and Brigade S-8 teams to guarantee the accuracy and timeliness of payments while ensuring proper contract reconciliation. Plays a key role in maintaining financial compliance, operational efficiency, and alignment with mission objectives.

Key Responsibilities

- Disbursing operations
- The ability to manage and maintain finance systems
- Understanding all finance functions pertaining to FSTs and functions they can provide
- Paying agent operations
- Oversee contracts and agreements with commercial vendors, ensuring they are executed according to the terms and conditions
- Review and process purchase orders for goods and services, ensuring that the appropriate items are ordered in line with Army needs and budgets.

System Access Requirements:

- 3in1 Tool
- AGATRS (Acquisition and Cross-Servicing Agreements Tracking and Reporting System)
- ACSA (Acquisition and Cross-Servicing Agreements)
- FM Cert/FM Online Supervisor

Recommended Certifications / Courses:

- GFEBS Essentials
- USAFMCOM Train the Trainer for Disbursing and CVS
- Safeguarding PII
- Master Fitness Trainer
- Financial Management Tactical Platform Information Management Officer (FMTP IMO)
- Deployable Disbursing System (DDS) Course
- Data Analytics
- SAP S4 HANA Certification
- Disbursing Agent / Pay Agent Training
- Certifying Officer Legislation Training – COL Training

Essential Tasks

- Perform Finance Support Team Leader duties as assigned
- Primary trainer for FST
- Provides regulatory and policy guidance to the commander and supported units on contract payments
- Advises and assist the Platoon Sergeant on planning and execution of all training
- Preparing and executing training (FM OPS)
- Certifier
- RM/Budget Reporting
- Auditing and Evaluating
- Managing FST Operations

References:

- Joint Travel Regulation (JTR)
- FM 4-80: Financial Management Operations
- Department of Defense Financial Management Regulation, Vol. 7A
- FM 4-0: Sustainment Operations
- ADP 4-0: Sustainment
- AR 637-1: Army Compensation and Entitlements Policy Federal Acquisition Regulation (FAR)
- DFAS-IN Manual 37-100: Finance and disbursing Procedures

FINANCE SUPPORT ANALYST - FICO

SGT



Understanding Your Role

Manages budgeting, payroll, accounting, procurement, and compliance to ensure financial integrity. They assist in budget execution, monitor expenditures, process payroll, review financial records, support audits, and ensure adherence to regulations. They also use financial systems for data analysis, assist with procurement funding, and provide financial guidance to soldiers and staff. Their role is crucial in maintaining accurate financial operations, preventing fraud, and supporting military readiness.

Key Responsibilities

- Oversees daily business for FST, ensure SOPs are enforced
- Reviews documents for accuracy
- Has in-depth understanding of cashier operations
- FM Support Team Leader
- Prepare & Verify receiving packets for KSDs and Completeness
- Execute MilPay Training.

System Access Requirements:

- FM Online Supervisor Role
- Finance Systems as required

Recommended Certifications / Courses:

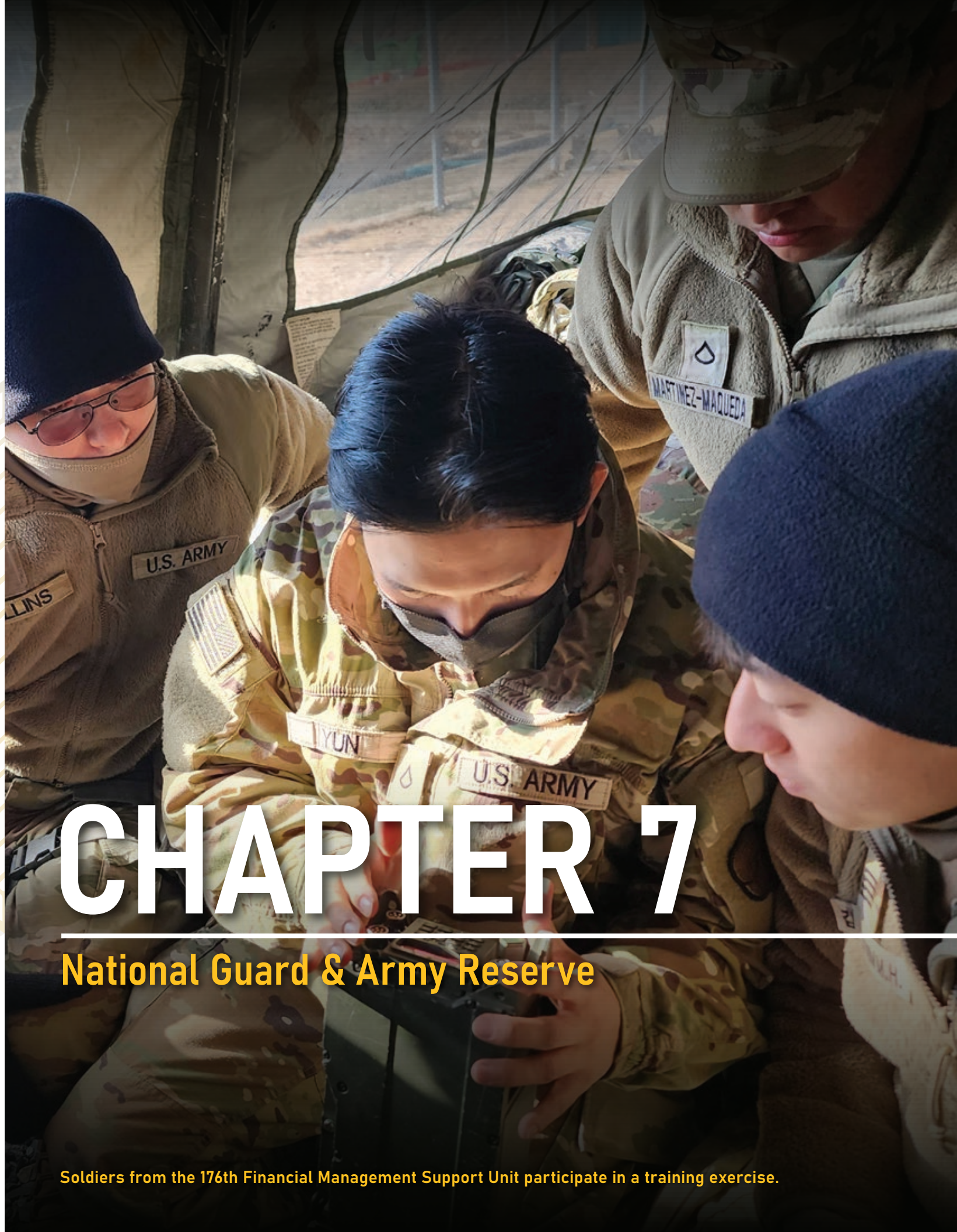
- USAFMCOM Train the trainer course – CVS/Disbursing
- DDS
- License Instructor/License Examiner
- FMTP IMO
- Master Fitness Trainer
- Safeguarding PII
- GFEBS Essentials

Essential Tasks

- Perform Team Leader duties as assigned
- Responsible for the training, quality of life, morale, and career progression of team
- Provides regulatory and policy guidance to the commander and supported units on contract payments
- Assist with planning and execution of FM Operations training
- Accountable for the care, proper use, and safekeeping of over \$150,000 in Government property
- Certifier (COL training)
- Reviewer (CVS, Disbursing, Travel)
- Plan, Prepare and Leads Financial Management Support Team Operations
- Creating/Reviewing PR/PO
- Funding LOA (DTS and GFEBS)
- Creating SOPs and job aids

References:

- Joint Travel Regulation (JTR)
- FM 4-80: Financial Management Operations
- Department of Defense Financial Management Regulation, Vol. 7A: Military Pay



CHAPTER 7

National Guard & Army Reserve

Soldiers from the 176th Financial Management Support Unit participate in a training exercise.

FINANCE SUPPORT ANALYST

SGT



Understanding Your Role

Manages budgeting, payroll, accounting, procurement, and compliance to ensure financial integrity. They assist in budget execution, monitor expenditures, process payroll, review financial records, support audits, and ensure adherence to regulations. They also use financial systems for data analysis, assist with procurement funding, and provide financial guidance to soldiers and staff. Their role is crucial in maintaining accurate financial operations, preventing fraud, and supporting military readiness.

Key Responsibilities

- Accountable officer for Federal Funds
- Accountable officer for Federal Real Property
- Oversee the Federal Logistics/Supply support system
- Provide mobilization support/transition
- Federal Contracting Officer/Competition Advocate
- Grants Officer/Cooperative Agreements
- Commercial Transportation Officer
- Payroll Certifying Officer
- Audit focal point

System Access Requirements:

- Defense Joint Military Pay System (DJMS)
- Deployable Disbursing System (DDS)
- Demand Maintenance order (DMO)
- Corporate Electronic Document Management System (CEDMS)
- Case Management System (CMS)
- General Funds Enterprise Business System (GFEBS)
- Defense Travel System (DTS)

Recommended Certifications / Courses:

- DOD Financial Management Certification Program
- Planning, Programming, Budgeting, and Execution (PPBE)
- FL
- Ethics
- GFEBS Essentials
- RM Tactical Course
- GFEBS Funds Management
- Basic/Intermediate Analytics Course

References:

- Army Regulation 600-4: Remission or Cancellation of Indebtedness.
- Army Regulation 608-1: Army Community Service
- Army Regulation 608-99: Family Support, Child Custody, and Parentage
- Army Regulation 930-4: Army Emergency Relief
- DOD Financial Management Regulation
- Joint Travel Regulation

BUDGET CLERK / BUDGET TECHNICIAN ACCOUNTING

SPC



Understanding Your Role

Provide Resource Management support through Programming, Budget formulation, Budget Distribution, and Budget Execution. Requires knowledge and skill in applying budget- related laws, regulations, policies, methods, and techniques.

Key Responsibilities

- Process and maintain transactions to effectively update the command's current FY budget execution.
- Make necessary adjustments to obligations on assigned programs (Travel, GPC, GCSSA, Contracts, MIPRs, BPAs, Misc Pay) to address open commitments and unliquidated obligations that have not fully disburse.
- Monitoring transactions throughout the Commitment, Obligation, Expense, Disbursement (COED)

System Access Requirements:

- General Fund Enterprise Business System (GFEBS)
- Global Combat Support System Army (GCSS-A)
- Integrated Personnel and Pay System-Army (IPPS-A)
- Defense Travel System (DTS)
- Citi Manager for Government Travel Charge Card (GTCC)
- The Defense Joint Military Pay System (DJMS)-Reserve Component (RC)
- WEBDMO-Defense MilPay Repository
- Regional Level Application Software (RLAS)
- Wide Area Work Flow (WAWF)

Recommended Certifications / Courses:

- Planning, Programming, Budgeting, Execution (PPBE)
- Fiscal Law
- Ethics
- USAR Budget Course
- Basic Analytics Course
- Resource Management Tactical Course
- GFEBS Essentials
- GFEBS Funds Management

Essential Tasks

- Purchase Request and Commitment
- Military Interdepartmental Purchase Request
- Contracts
- Invoice/Receiving Report
- Funds Commitment
- Funds Obligation
- Accounting Classification Input
- Miscellaneous Obligation Document
- Status of Funds Report
- Phase Plans
- Unfunded Requirements
- Unliquidated Obligations
- Unmatched Disbursements/Transactions
- Intermediate Documents (IDOC)
- Government Travel Charge Card (GTCC)
- Government Purchase Card (GPC)
- Road to Budget
- Program Budget Advisory Committee (PBAC)
- Year End Closeout Procedures

References:

- FM 4-80: Financial Management Operations
- FM 4-0: Sustainment Operations
- ADP 4-0: Sustainment
- AR 637-1: Army Compensation and Entitlements Policy
- Department of Defense Financial Management Regulation Vol 5 and 7a: Disbursing & MilPay
- Joint Travel Regulation (JTR)
- Department of the Army Personnel Policy Guidance for Overseas
- Federal Acquisition Regulation (FAR)
- DFAS-IN Manual 37-100: Finance and disbursing Procedures

INTERNAL CONTROL ANALYST

SGT



Understanding Your Role

Collects and analyzes information with the goal of ensuring audit compliance to applicable laws, regulations and polices. Support the commands internal control (IC) evaluation plan to evaluate the effectiveness of IC, the adequacy of internal control evaluations, and the adequacy of actions taken to correct material weaknesses.

Key Responsibilities

- Conduct financial improvement and audit readiness procedures.
- Improve visibility of budget transactions resulting in more effective use of resources.
- Establish internal control procedures to ensure integrity of accounting processes.
- Maintain all financial records, paper and electronic in accordance with National Archive Records Administration (NARA) and General Records Schedule (GRS).

System Access Requirements:

- General Fund Enterprise Business System (GFEBS)
- Global Combat Support System Army (GCSS-A)
- Integrated Personnel and Pay System-Army (IPPS-A)
- Defense Travel System (DTS)
- Citibank
- The Defense Joint Military Pay System (DJMS)-Reserve Component (RC)
- WEBDMO-Defense MilPay Repository
- Regional Level Application Software (RLAS)
- Wide Area Work Flow (WAWF)

Recommended Certifications / Courses:

- Planning, Programming, Budgeting, Execution (PPBE)
- Fiscal Law
- Ethics
- USAR Budget Course (Resident)
- Basic Analytics Course: Resource Management Tactical Course
- GFEBS Essentials:
- GFEBS Funds Management

Essential Tasks

- Purchase Request and Commitment
- Military Interdepartmental Purchase Request
- Contracts
- Invoice/Receiving Report
- Funds Commitment
- Funds Obligation
- Accounting Classification Input
- Miscellaneous Obligation Document
- Status of Funds Report
- Phase Plans
- Unfunded Requirements
- Unliquidated Obligations
- Unmatched Disbursements/Transactions
- Intermediate Documents (IDOC)
- Government Travel Charge Card (GTCC)
- Government Purchase Card (GPC)
- Road to Budget
- Program Budget Advisory Committee (PBAC)
- Year End Closeout Procedures

References:

- FM 4-80: Financial Management Operations
- FM 4-0: Sustainment Operations
- ADP 4-0: Sustainment
- AR 637-1: Army Compensation and Entitlements Policy
- Department of Defense Financial Management Regulation Vol 5 and 7a: Disbursing & MilPay
- Joint Travel Regulation (JTR)
- Department of the Army Personnel Policy Guidance for Overseas
- Federal Acquisition Regulation (FAR)
- DFAS-IN Manual 37-100: Finance and disbursing Procedures

ACCOUNTING ANALYST

SGT



Understanding Your Role

Collects and analyzes information with the goal of ensuring accurate and complete recording of financial transactions within the Army finance and comptroller information systems. Provides support for the review and reconciliation of financial transactions to ensure the proper expenditure of entrusted funds in support of command operations.

Key Responsibilities

Resolve accounting errors such as Intermediate Documents (IDOC) errors, Unmatched Transactions (UMTs), and Unmatched Disbursements (UMDs) for current and prior fiscal years

System Access Requirements:

- General Fund Enterprise Business System (GFEBS)
- Global Combat Support System Army (GCSS-A)
- Integrated Personnel and Pay System-Army (IPPS-A)
- Defense Travel System (DTS)
- Citi Manager for Government Travel Charge Card (GTCC)
- The Defense Joint Military Pay System (DJMS)-Reserve Component (RC)
- WEBDMO-Defense MilPay Repository
- Regional Level Application Software (RLAS)
- Wide Area Work Flow (WAWF)

Recommended Certifications / Courses:

- Planning, Programming, Budgeting, Execution (PPBE):
- Fiscal Law
- Ethics
- USAR Budget Course
- Basic Analytics Course
- Resource Management Tactical Course
- GFEBS Essentials
- GFEBS Funds Management

Essential Tasks

- Purchase Request and Commitment
- Military Interdepartmental Purchase Request
- Contracts
- Invoice/Receiving Report
- Funds Commitment
- Funds Obligation
- Accounting Classification Input
- Miscellaneous Obligation Document
- Status of Funds Report
- Phase Plans
- Unfunded Requirements
- Unliquidated Obligations
- Unmatched Disbursements/Transactions
- Intermediate Documents (IDOC)
- Government Travel Charge Card (GTCC)
- Government Purchase Card (GPC)
- Road to Budget
- Program Budget Advisory Committee (PBAC)
- Year End Closeout Procedures

References:

- AR 1-1: Planning, Programming, Budgeting, and Execution
- AR 11-2: Risk Management & Internal Control (RMIC)
- AR 11-7: Internal Review Program
- AR 11-18: The Cost and Economic Analysis Program
- AR 710-2: Secondary Item Policy and Retail Level Management

BUDGET ANALYST / BUDGET NCO

SGT/SSG



Understanding Your Role

Provide Resource Management support through Programming, Budget formulation, Budget Distribution, and Budget Execution. Requires knowledge and skill in applying budget- related laws, regulations, policies, methods, and techniques.

Key Responsibilities

- Prepare, process, and review financial transactions, such as payroll, accounts payable and receivable, and invoices
- Maintain specialized accounting record between entitlement systems (DTS, GCSS-A, US Bank, etc.) and the Army accounting system, General Fund Business Enterprise System (GFEBS) on current and prior FY funding.
- Oversee accounting error resolution such as IDOCs, UMTs and UMDs. Monitors transactions throughout the COED lifecycle.

System Access Requirements:

- General Fund Enterprise Business System (GFEBS)
- Global Combat Support System Army (GCSS-A)
- Integrated Personnel and Pay System-Army (IPPS-A)
- Defense Travel System (DTS)
- Citibank
- The Defense Joint Military Pay System (DJMS)-Reserve Component (RC)
- WEBDMO-Defense MilPay Repository
- Regional Level Application Software (RLAS)
- Wide Area Work Flow (WAWF)

Recommended Certifications / Courses:

- Planning, Programming, Budgeting, Execution (PPBE)
- Fiscal Law
- Ethics
- USAR Budget Course
- Basic Analytics Course
- Resource Management Tactical Course
- GFEBS Essentials
- GFEBS Funds Management

Essential Tasks

- Purchase Request and Commitment
- Military Interdepartmental Purchase Request
- Contracts
- Invoice/Receiving Report
- Funds Commitment
- Funds Obligation
- Accounting Classification Input
- Miscellaneous Obligation Document
- Status of Funds Report
- Phase Plans
- Unfunded Requirements
- Unliquidated Obligations
- Unmatched Disbursements/Transactions
- Intermediate Documents (IDOC)
- Government Travel Charge Card (GTCC)
- Government Purchase Card (GPC)
- Road to Budget
- Program Budget Advisory Committee (PBAC)
- Year End Closeout Procedures

References:

- FM 4-80: Financial Management Operations
- USAR Pamphlet 37-1: Defense Joint Military Pay System - Reserve Component (DJMS-RC) Procedural Manual
- DFAS 37-100
- NGR 5-2: Support Agreements
- NGR (AR) 37-1: Financial Administration
- NGR 230-65: Unit Funds
- NGR 600-5: Active Guard Reserve (AGR) Program

SENIOR ACCOUNTING NCO / SENIOR BUDGET ANALYST

SSG/SFC



Understanding Your Role

Collects and analyzes information with the goal of ensuring accurate and complete recording of financial transactions within the Army finance and comptroller information systems. Provides support for the review and reconciliation of financial transactions to ensure the proper expenditure of entrusted funds in support of command operations. Provide Resource Management support through Programming, Budget formulation, Budget Distribution, and Budget Execution. Requires knowledge and skill in applying budget-related laws, regulations, policies, methods, and techniques.

Key Responsibilities

- Review the budget execution process using real time audit procedures to identify the recommended adjustments to the current operating programs (Travel, GPC, GCSSA, Contracts, MIPRs, Misc Pay)
- Serve as the first line leader
- Proficient in the Military Occupational Specialty (MOS) to properly lead, train, and supervise
- Set tasks, goals and standards for each team member and hold each member accountable for each assigned task in support of the command mission

System Access Requirements:

- General Fund Enterprise Business System (GFEBS)
- Global Combat Support System Army (GCSS-A)
- Integrated Personnel and Pay System-Army (IPPS-A)
- Defense Travel System (DTS)
- Citi Manager for Government Travel Charge Card (GTCC)
- The Defense Joint Military Pay System (DJMS)-Reserve Component (RC)
- WEBDMO-Defense MilPay Repository
- Regional Level Application Software (RLAS)
- Wide Area Work Flow (WAWF)

Recommended Certifications / Courses:

- Planning, Programming, Budgeting, Execution (PPBE)
- Fiscal Law
- Ethics
- USAR Budget Course
- Basic Analytics Course
- Resource Management Tactical Course
- GFEBS Essentials
- GFEBS Funds Management

Essential Tasks

- Purchase Request and Commitment
- Military Interdepartmental Purchase Request
- Contracts
- Invoice/Receiving Report
- Funds Commitment
- Funds Obligation
- Accounting Classification Input
- Miscellaneous Obligation Document
- Status of Funds Report
- Phase Plans
- Unfunded Requirements
- Unliquidated Obligations
- Unmatched Disbursements/Transactions
- Intermediate Documents (IDOC)
- Government Travel Charge Card (GTCC)
- Government Purchase Card (GPC)
- Road to Budget
- Program Budget Advisory Committee (PBAC)
- Year End Closeout Procedures

References:

- FM 4-80: Financial Management Operations
- USAR Pamphlet 37-1: Defense Joint Military Pay System - Reserve Component (DJMS-RC) Procedural Manual
- DFAS 37-100
- NGR 5-2: Support Agreements)
- NGR (AR) 37-1: Financial Administration
- NGR 230-65: Unit Funds
- NGR 600-5: Active Guard Reserve (AGR) Program

SENIOR BUDGET ANALYST

SSG



Understanding Your Role

Assists the brigade staff in developing command resource requirements by estimate funding requirements to support operational needs and refine those estimates as operations progress.

Key Responsibilities

- Synchronize with the fiscal triad and other staffs to project funding requirements and oversee tactical execution of spending
- Develop automated spend plans containing mission critical funding requirements
- Coordinate and manage Field Ordering Officers (FOOs) and Paying Agents (PAs) for the brigade and subordinate battalions
- Oversee the Government Purchase Program
- Manage financial operations and resources.

System Access Requirements:

- General Fund Enterprise Business System (GFEBS)
- Global Combat Support System Army (GCSS-A)
- Integrated Personnel and Pay System-Army (IPPS-A)
- Defense Travel System (DTS)
- Citi Manager for Government Travel Charge Card (GTCC)
- The Defense Joint Military Pay System (DJMS)-Reserve Component (RC)
- WEBDMO-Defense MilPay Repository
- Regional Level Application Software (RLAS)
- Wide Area Work Flow (WAWF)

Recommended Certifications / Courses:

- Planning, Programming, Budgeting, Execution (PPBE)
- Fiscal Law
- Ethics
- USAR Budget Course
- Basic Analytics Course
- Resource Management Tactical Course
- GFEBS Essentials

Essential Tasks

- Purchase Request and Commitment
- Military Interdepartmental Purchase Request
- Contracts
- Invoice/Receiving Report
- Funds Commitment
- Funds Obligation
- Accounting Classification Input
- Miscellaneous Obligation Document
- Status of Funds Report
- Phase Plans
- Unfunded Requirements
- Unliquidated Obligations
- Unmatched Disbursements/Transactions
- Intermediate Documents (IDOC)
- Government Travel Charge Card (GTCC)
- Government Purchase Card (GPC)
- Road to Budget
- Program Budget Advisory Committee (PBAC)
- Year End Closeout Procedures

References:

- FM 4-80: Financial Management Operations
- USAR Pamphlet 37-1: Defense Joint Military Pay System - Reserve Component (DJMS-RC) Procedural Manual
- DFAS 37-100
- NGR 5-2: Support Agreements
- NGR (AR) 37-1: Financial Administration
- NGR 230-65: Unit Funds
- NGR 600-5: Active Guard Reserve (AGR) Program
- DoDFMR Vol 5: Disbursing

ASSISTANT FINANCE NCO / FINANCIAL MANAGEMENT ANALYST

SFC



Understanding Your Role

Review military pay transactions, determine allowances, special incentive pay, and debt collection, and enters necessary pay transactions via automated military pay systems. May also perform audits, resolve problem cases, and provide customer service related to pay accounts.

Key Responsibilities

- Collect and analyze military pay data
- Verify and process entitlements and allowances due to Soldiers
- Assist with the correct calculation, input, certification, and review of Soldier pay entitlements into the payroll systems to ensure Soldiers receive timely and accurate pay IAW existing statute and regulations
- Synchronize with the DFAS for assistance in executing military pay support

System Access Requirements:

- General Fund Enterprise Business System (GFEBS)
- Global Combat Support System Army (GCSS-A)
- Integrated Personnel and Pay System-Army (IPPS-A)
- Defense Travel System (DTS)
- Citi Manager for Government Travel Charge Card (GTCC)
- The Defense Joint Military Pay System (DJMS)-Reserve Component (RC)
- WEBDMO-Defense MilPay Repository
- Regional Level Application Software (RLAS)
- Wide Area Work Flow (WAWF)

Recommended Certifications / Courses:

- Planning, Programming, Budgeting, Execution (PPBE)
- Fiscal Law
- Ethics
- USAR Budget Course
- Basic Analytics Course
- Resource Management Tactical Course
- GFEBS Essentials
- GFEBS Funds Management
- USAR Unit Pay Administration Course

Ensure military pay support is provided to all personnel assigned or attached within the Finance unit's area of operation.

Conducts budget execution analysis of assigned programs (Travel, GPC, GCSSA, Contracts, MIPRs, Misc Pay)

Essential Tasks

- Purchase Request and Commitment
- Military Interdepartmental Purchase Request
- Contracts
- Invoice/Receiving Report
- Funds Commitment
- Funds Obligation
- Accounting Classification Input
- Miscellaneous Obligation Document
- Status of Funds Report
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- Government Purchase Card (GPC)
- Road to Budget
- Program Budget Advisory Committee (PBAC)
- Year End Closeout Procedures

References:

- FM 4-80: Financial Management Operations
- USAR Pamphlet 37-1: Defense Joint Military Pay System - Reserve Component (DJMS-RC) Procedural Manual
- DFAS 37-100
- NGR 5-2: Support Agreements
- NGR (AR) 37-1: Financial Administration
- NGR 230-65: Unit Funds
- NGR 600-5: Active Guard Reserve (AGR) Program
- AR 637-1: Army Compensation and Entitlements Policy
- DoD FMR Vol 5 and 7a: Disbursing & MilPay
- Joint Travel Regulation (JTR)

**BUDGET MANAGER/
BUDGET MANAGER
SR FIN NCO/FIN
MGMT ADVISOR** **MSG**



Understanding Your Role

Assists the command in developing command resource requirements by estimating funding requirements to support operational needs and refine those estimates as operations progress. Provide Resource Management support through Programming, Budget formulation, Budget Distribution, and Budget Execution. Requires knowledge and skill in applying budget-related laws, regulations, policies, methods, and techniques.

Key Responsibilities

- Identify sources of funding, determine all potential sources of funding and make recommendations on funding sources that support specific mission task/requirements
- Oversee obligations, spending rates, and uses throughout the FY
- Establish a management control process, devise an accountability process to safeguard assets within applicable laws

System Access Requirements:

- General Fund Enterprise Business System (GFEBS)
- Global Combat Support System Army (GCSS-A)
- Integrated Personnel and Pay System-Army (IPPS-A)
- Defense Travel System (DTS)
- Citi Manager for Government Travel Charge Card (GTCC)
- The Defense Joint Military Pay System (DJMS)-Reserve Component (RC)
- WEBDMO-Defense MilPay Repository
- Regional Level Application Software (RLAS)
- Wide Area Work Flow (WAWF)

Recommended Certifications / Courses:

- Planning, Programming, Budgeting, Execution (PPBE)
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- USAR Budget Course
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Essential Tasks

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- Road to Budget
- Program Budget Advisory Committee (PBAC)
- Year End Closeout Procedures

References:

- USAR Pamphlet 37-1: Defense Joint Military Pay System - Reserve Component (DJMS-RC) Procedural Manual
- NGR 5-2: Support Agreements
- NGR (AR) 37-1: Financial Administration
- NGR 230-65: Unit Funds
- NGR 600-5: Active Guard Reserve (AGR) Program

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MEMBER OF CONGRESS**



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The Army Congressional Fellowship Program is a 44-month program which includes pursuit of a Master of Professional Studies (MPS) Degree in Legislative Affairs at George Washington University, service as a Fellow for a Member of Congress, and utilization on the Army Staff in a congressional-related duty position. The program seeks service members who have demonstrated outstanding promotion potential. Officers, warrant officers and senior noncommissioned officers looking for a fast-paced and exciting broadening opportunity are encouraged to apply for the Army Congressional Fellowship Program.

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Open the Broadening Opportunities Program
Catalog and learn how to apply on Chapter 15.



APPENDIX A




Training Access

To support successful progression and certification in the Defense Financial Management Certification Program (DFMCP), Soldiers must take initiative in accessing and completing training opportunities. The following guidance outlines step-by-step instructions and key platforms to access approved training and Continuing Education and Training (CET) courses.

A.1: Primary Training Platforms

Platform	Description	Access Instructions
ASA (FM&C) Workforce Development & Training (WDT) Website	Central hub for financial management training, policies, and certification resources.	https://armyeitaas.sharepoint-mil.us/sites/ASA-FMC-WDT/SitePages/FM-Certification-Online-Training-Catalog.aspx (Requires CAC login)
FC Connect	Learning Management System (LMS) offering FM certification courses and CETs.	https://managementconcepts.csod.com/login/render.aspx?id=managementconceptsincarmyfcconnect.aspx?id=managementconceptsincarmyfcconnect - Must be active in LMS - Limited to 3 courses per fiscal year
FM MyLearn	Online platform with DOD-approved FM training modules searchable by keyword.	https://fmonline.ousdc.osd.mil/FMmyLearn/FMmyLearn-Search-Start.aspx
DOD FM Online	Additional DOD resources, training updates, and program tools.	https://fmonline.ousdc.osd.mil/ Use for program policy and CET tracking
ATRRS Course Catalog	Army Training Requirements and Resources System for in-residence and virtual courses.	https://www.atrrs.army.mil/atrrscc/ (Search Tip: Use School Code 805A)
USAFMCOM-TRAIN	Centralized catalog of USAFMCOM's individual training offerings for finance professionals.	https://armyeitaas.sharepoint-mil.us/sites/USAFMCOM-TRAIN (Requires CAC login)

A.2: Accessing DoD FM Certification Training – Step-by-Step

- 
- 1. Identify Required Level of Certification**
 - Review your position description to confirm required certification level (Level 1, 2, or 3).
 - Reference the Defense FM Certification Framework for associated course requirements.
 - 2. Log into the ASA(FM&C) WDT Site**
 - Use the site to browse available courses aligned with your level and career goals.
Note course prerequisites and delivery format (online, hybrid, in-person).
 - 3. Register via FC Connect**
 - Navigate to the FC Connect login page.
 - Ensure you are active in the LMS.
 - Register for no more than three courses per fiscal year.
 - 4. Supplement with FM MyLearn and DOD FM Online**
 - Use these platforms to earn CETs and maintain certification.
 - Courses completed here can complement your core training path.
 - 5. Search ATRRS for In-Residence Options**
 - Especially useful for intermediate and advanced training (Levels 2 and 3).
 - Enter School Code 805A for Army Finance & Comptroller School offerings.

A.3: Points of Contact

- **Unit Training Coordinator:** First point of contact for questions about eligibility and registration.
- **DFMCP FMCERT:** Available through your organization's G-8 or Human Resources.
- **ASA(FM&C) Helpdesk:** For issues accessing FC Connect or platform errors.

A.4: Training Access Checklist

- Use this checklist to track your progress as you navigate the training access process.
- ☐ Confirm your required FM Certification Level (1, 2, or 3).
 - ☐ Access the ASA(FM&C) Workforce Development & Training site.
 - ☐ Identify and review available training aligned with your certification level.
 - ☐ Ensure you're active in the LMS system.
 - ☐ Register for no more than three FC Connect courses per fiscal year.
 - ☐ Log in to FM MyLearn and complete supplementary CETs.
 - ☐ Use DOD FM Online for program tracking and additional resources.
 - ☐ Search ATRRS Course Catalog (School Code 805A) for in-residence options.
 - ☐ Contact your Component Administrator for assistance if needed.
 - ☐ Keep a personal log of all completed courses and certification progress.

ASSISTANT SECRETARY OF THE ARMY
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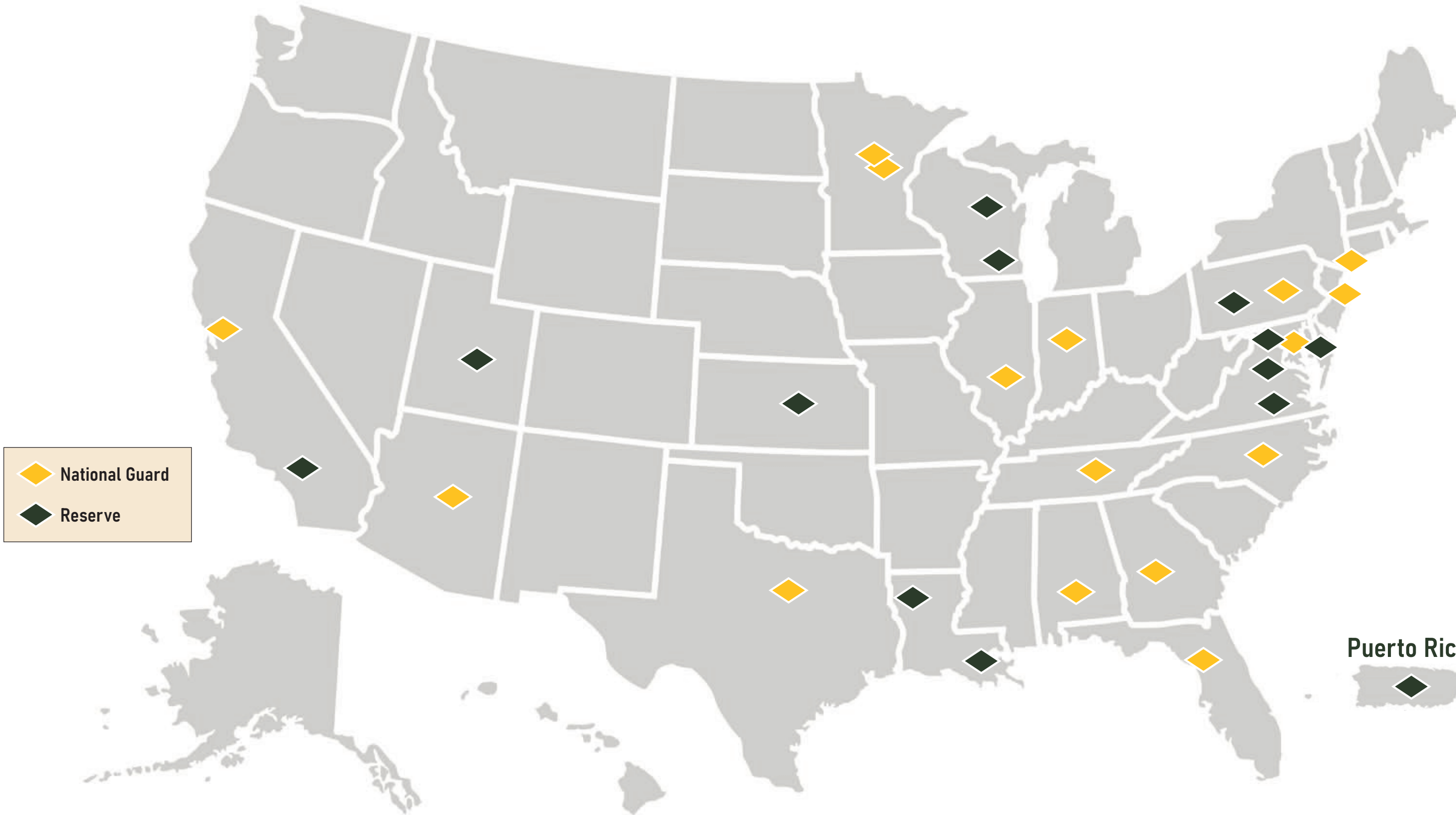
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APPENDIX C

National Guard and Reserve Footprint



APPENDIX D

Acronym List

ACSA	Acquisition Cross Servicing Agreement	DFAS	Defense Finance and Accounting Service	GTCC	Government Travel Charge Card	PA	Paying Agents
ABAC	Advance Business Analytics Course	DFMC	Defense Financial Managers Course	HQ	Highly Qualified	PIR	Payment Information Repository
AAR	After Action Review	DJMS	Defense Joint Military Pay System	IPPS-A	Integrated Personnel and Pay System-Army	PPBE	Planning, Programming, Budgeting, and Execution
AGATRS	Global Automated Tracking & Reporting System	DTMO	Defense Travel Management Office	IDAC	Intermediate Data Analytics Course	PBAC	Program Budget Advisory Committee
AOR	Area of Responsibility	DTS	Defense Travel System	IDOC	Intermediate Documents	PMP	Project Management Professional
ACC	Army Comptroller Course	DMO	Demand Maintenance order	IC	Internal Control	RLAS	Regional Level Application Software
ASCC	Army Service Component Command	DOD FMR	Department of Defense Financial Management regulation	ITS	International Treasury Service	RC	Reserve Component
ATN	Army training network	DDS	Deployed Disbursing System	JCM	Joint Container Management	RM	Resource Management
ASA(FM&C)	Assistant Secretary of the Army for Financial Management and Comptroller	DDO	Deputy Disbursing Officer	JTR	Joint Travel Regulation	RMBC	Resource Management Budget Course
BSNCO	Battle Staff NCO Course	D2R	Diamond 2 Reports	LES	Leave and Earnings Statements	RMTC	Resource Management Tactical Course
BAC	Business Analytic Course	DTMS	Digital Training Management System	LDA	Limited Depository Account	RMIC	Risk Management Internal Control
CMS	Case Management System	DA	Disbursing Agents	MICC	Mission and Installation Contracting Command	SFAB	Security Force Assistance Brigade
CHA	Cash Holding Authority	DO	Disbursing Officer	MICP	Managers Internal Control Program	SRMC	Senior Resource Manager Course
CBA	Centrally Billed Accounts	DARQ	Dormant Quarterly Reviews Quarter	MIGO	Material Good Receipt	SFC	Sergeant First Class
CDFM	Certified Defense Financial Manager	EDA	Electronic Document Access	MIRO	Material Invoice Receipt	SMS	Single Mobility System
CDFM-A	Certified Defense Financial Manager with Acquisition	EFT	Electronic Funds transfer	MRT	Master Resiliency Training Course	SAV	Site Assistance Visits
CGFM	Certified Government Financial Manager	ETMS2	Enterprise Task Management Software Solution	MSG/ISG	Master Sergeant/First Sergeant	SMU	Special Mission Unit
C-FIBN	Corps Finance Battalion	EOL	Equal Opportunity Leader	MOS	Military Occupational Specialty	SAAR	System Authorization Access Request
CIR	Collections Information Repository	ECC	Executive Comptroller Course	MQ	Most Qualified	OPS	The Plans & Operations
CBA	Commercial Billed Account	ESB	Expert Soldiers Badge	MDO	multi-domain operations	TSC	Theater Sustainment Command
CVS	Commercial Vendor Service	FOOs	Field Ordering Officers	NARA	National Archive Records Administration	TAMIS	Total Ammunition Management Information System
COED	Commitment, Obligation, Expense, Disbursement	FI	Finance	NIs	Negotiable Instruments	TWI	Training-with-Industry
CCFSC	Company Commander and First Sergeant Pre Command Course	FC	Finance and Comptroller	NFRs	Notices of Findings and Recommendations	UPL	Unit Prevention Leader
CEDMS	Corporate Electronic Document Management System	FIOC	Finance Operational Centers	OH	On-Hand	UMDs	Unmatched Disbursements
COA	Courses Of Action	FO	Finance Operations	OA	Operating Agreements	UMTs	Unmatched Transactions
CVP	Contract Vendor Pay	FDTA	Finance Defense Travel Administrator	OBSC	Operational Banking short Course	AXOL	US Bank Access Online
DMM	Debt Management Monitoring	FM	Financial management	OPORDs	Operational Orders	WHCA	White House Communications Agency
DCP	Defense Comptrollership Program	FMR	Financial Management Regulation	OTC	Over the Counter Channel	WAWF	Wide Area Workflow
DDSC	Defense Decision Support Course	GFEBs	General Funds Enterprise Business System				
DFARS	Defense Federal Acquisition Regulation Supplement	GRS	General Records Schedule				
		GCSS-A	Global Combat Support System Army				
		GPC	Government Purchase Card				



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