THE ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

February 28, 2006

MEMORANDUM FOR DISTRIBUTION

Subj: ALIGNING THE POSITION CLASSIFICATION SERIES WITHIN THE DEPARTMENT OF THE NAVY (DON) FINANCIAL MANAGEMENT (FM) COMMUNITY

Encl: (1) Financial Management Community Alignment: Frequently Asked Questions

The purpose of this memorandum is to officially notify members of the FM community of an effort underway to align the position classification series within our community. In accordance with Office of Personnel Management classification guidelines, members of the FM community should be coded with a designator in the "500 series." As a function of my human capital strategic initiative, a review was conducted of our current practice of using 13 of the different series within the "500 designation." After much discussion with the FM leadership from many of our major commands, senior leaders of the Army and Air Force FM community, and advice from the Human Resource community, I have decided to align our FM positions to meet the current and future demands of our FM workforce. This alignment will change the number of series used to 6 as reflected in the table below:

Financial Management Series Alignment

Today: Series – OPM Title	To Be: Series – New Title
503 – Clerical & Assistance	503 – Financial Technician
525 – Accounting Technician	
530 – Cash Processing	
540 – Voucher Processing	
544 – Civilian Pay	
545 – Military Pay	
561 – Budget Assistance	
501 – Administration & Program	501 - Financial Management Analyst
560 – Budget Analyst	
505 – Financial Management	505 – Financial Management
510 – Accountant	510 – Accountant
511 – Auditor	511 – Auditor
599 – FM Students & Trainees	599 – FM Students & Trainees

With regard to the series that are being aligned, a considerable amount of thought and discussion ensued before this point. The work performed by Comptroller staff throughout the DON is becoming more varied. I am continuously impressed with the depth of talent displayed by members of our Comptroller organizations and their ability to handle complex financial issues in a highly professional manner. This variety of work needs to be recognized first and foremost in the description of the job series of our various positions. The multifaceted capabilities of our Comptroller staffs need to be reflected in the classification of positions. Aligning the series as depicted in the above chart will help ensure the proper definition and importance of current competencies required for our workforce. But the series alignment will do more than document our current status. The alignment will make our workforce more agile and accommodate financial changes that are planned for both the near-term and long-term within the Department. The implementation of financial systems, such as Enterprise Resource Planning, and other business transformation/process improvements will require broader skill sets for our financial management community. Changing the series now will help acclimate the workforce to the future state of financial management. Because of these reasons, the seven Technical series listed above will be aligned to one series, 503 with the title Financial Technician. The two Analyst series will be aligned to one series, 501 and will use the title Financial Management Analyst. This change recognizes the broader spectrum of financial duties of the financial management community.

As can be seen from the chart, the alignment does not impact four series – 505, 510, 511 and 599. There are reasons for this: 510, 511 and 599 series are very focused in their product areas and therefore there is no alignment that makes sense. The 505 series is usually reserved for senior financial managers in an organization. The initial review has found that use of this series may not always be consistent and therefore a more in depth review is required. We have gathered data on the number, grade level and commands of the 505 positions. As was done with the other series alignment, discussions will be held with DON FM senior leadership before any changes will be made.

This series alignment impacts every employee within a DON Comptroller staff, even if a position is coded "acquisition." It does not, however, affect employees that might be in a 500 job series outside of a Comptroller office. It should be noted, however, that as we move to NSPS, position requirement documents (PRD - new name for position description (PDs)) will be written to the new series alignment. Therefore, commands are encouraged to make every effort to move non-Comptroller employees into the newly aligned 500 series or consider reclassifying the position to another series.

We have worked closely with the DON Office of Civilian Human Resources (OCHR) and the Human Resources Service Center (HRSC) in the Northwest Region to plan this series migration and implement an initial prototype within the AAUSN command element. After the prototype is complete in March 2006, each major command Comptroller will work with their associated HRSC to similarly effect the series changes. The current timeline estimates that all

HRSCs will be complete by mid-May 2006. For the affected employees, current PDs and duties will remain unchanged with the exception of the position title and job series. Pen and ink changes will be made to each PD to show the new position series and title. Subsequently, each HRSC will issue the appropriate "Notification of Personnel Action", standard form 50-B to each affected employee documenting the change. The DON OCHR will take action to ensure all personnel implications of this change are appropriately handled. Additionally, I plan to personally inform my counterparts in the other Military Departments as well as the Office of the Undersecretary of Defense (Comptroller) that we are effecting this change, and encourage their cooperation as well as consideration for similar action within their communities.

I want to ensure that the information contained in this memorandum is disseminated expeditiously to all DON financial management personnel. Therefore, I expect that the senior financial manager associated with activities on the distribution list will ensure that a copy is provided to each staff member, both at headquarters and subordinate sites. Confirmation that this action has occurred should be provided to Ms. Gaye Evans, Gaye.Evans@navy.mil, by 8 March 2006. Additionally, it is anticipated that your employees will have questions about this alignment. The DON OCHR has provided answers to possible questions. These "Frequently Asked Questions" (FAQs) are provided at enclosure (1) and will be posted on the ASN(FM&C) website (www.finance.hq.navy.mil). For questions not addressed in enclosure (1), employees may contact their HRSC.

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FINANCIAL MANAGEMENT COMMUNITY ALIGNMENT

Frequently Asked Questions - FAQs

1. What's happening?

The Department of Navy (DoN) Financial Management (FM) Community needs to better align the 500 series used to identify and classify positions with the duties now being performed. This will also reduce the number of 500 series used in classification. The changes will initially only affect those employees within Comptroller offices (see FAQ #3, below, for the specific exceptions). The changes reduce the number of 500 series from 13 to 6, as follows:

a. Positions presently classified as Budget Analyst, 560, or Administrative & Program Management, 501, will become Financial Management Analyst, 501.
b. All positions presently classified in any of the following series: 503 Clerical & Assistance, 561 Budget Assistance, 545 Military Pay, 544 Civilian Pay, 540 Voucher Processing, 530 Cash Processing and 525 Accounting Technician; will now be 503 Financial Technician.
c. Positions presently classified as: 505 Financial Manager, 510 Accountant, and 511 Auditor will remain the same. Any 599 Financial Management Student and Trainee positions will likewise remain the same.

Current duties are not changed by this action. For those positions whose job series is changing, as identified in 1.a. and 1.b. above, pen and ink changes will be made to position description cover sheets by the respective HR Service Center. There are no other changes to positions descriptions caused by this action. In addition, affected employees will receive a new Standard Form 50-B, NOTICE OF PERSONNEL ACTION, which officially reflects their new job series.

2. When will the change take place?

The change is a sequenced transition process to be completed by the end of May. Due to the thousands of employees involved, the actions will be processed in a pre-determined order, most likely by Unit Identification Code (UIC). That order will not affect the completion date.

3. Who will be affected?

All 500 positions in Comptroller offices throughout the DoN are affected, even if the position is coded "acquisition." Employees in 500 series positions outside of a Comptroller office are not currently affected. A reassessment of the 500 series classification for non-Comptroller staff will be determined after completion of the Comptroller transition. Dialog has already occurred with the acquisition and non-appropriated fund communities to inform them of our change. Also, as noted in 1.b., above, the series for positions presently classified as 510 Accountant, 511 Auditor, 505 Financial Manager, and 599 Financial Management Student and Trainee will not be changed by this alignment regardless of where they are located.

4. How will this affect my pay?

The series alignment will not impact pay.

5. I am currently registered in the DoD Priority Placement Program (PPP). What happens to my position information, and for what job series will I be considered?

a. If your job series changes, the servicing Human Resources Office or Service Center will update position data on the PPP registration form to reflect your new series. In addition, the skills portion of the registration (what your registration "matches" against) will also be updated to reflect your new series.
b. Any job series for which you were previously determined "well qualified" will remain on the registration form, and you will continue to receive consideration for those positions.

6. Will reassignment to a new series affect the grade level of my current position?

No, the change in series will not affect your current grade level (or pay, see #4, above).

7. How will my reassignment to the 501 (Financial Management Analyst) or 503 (Financial Technician) series affect my ability to qualify for other career opportunities in the Accounting and Budget Group, 500?

A change in series will not affect your ability to qualify for positions in the future that you now qualify for. When you apply for a position, you are qualified based on the duties you describe in your resume. You are not qualified based on your job series. Prior to this alignment, for example, if you describe such duties as budget formulation, budget presentation, and budget execution in your resume when you apply for a Budget Analyst 560 series position, you should receive consideration for that position regardless off your current series. Even if you apply for 560 series positions outside of the DoN, you will be judged qualified or not qualified based solely on the duties and responsibilities described in your resume. The same principle applies to the 503 Financial Technician series.

8. How will this alignment affect my resume in the DoN's Civilian Hiring and Recruitment Tool (CHART) system?

If your series changes, you should update your resume to reflect the change (this cannot be done for you, as only you may change your resume). As always when using CHART, check your status to make sure that you have applied for all positions and series for which you want to be considered. These job series changes in this alignment only affect positions in Comptroller organizations. As a result, there may still be some 560 series positions elsewhere in the DoN, and there may still be non-Comptroller office positions in the 525, 530, 540, 544, 545, and 561 series, too. As stated in question #3, a reassessment of any DON positions remaining in these series will be done after completion of the initial alignment. If you wish to be considered for these non-Comptroller office positions, either instead of or in addition to Comptroller office positions, you should continue to apply, via CHART, for any position you qualify for, regardless of your current series.