



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

MEMORANDUM FOR DISTRIBUTION

SEP 3 2008

Subj: CALENDAR YEAR 2009 FINANCIAL MANAGEMENT TRAINEE PROGRAM REQUIREMENTS

Encl: (1) Description of the Department of the Navy Financial Management Trainee Program
(2) Financial Management Trainee Program Request Form

The Financial Management Trainee Program (**FMTP**) provides a forum for the development of entry-level financial management **personnel** for the Department of the Navy. The program is described in greater detail at enclosure (1). As we wish to continue to recruit and develop talented, highly motivated individuals within the DON Financial Management community, Office of the Assistant Secretary of the Navy (Financial Management & Comptroller) (**OASN(FM&C)**) is actively engaged in the overall structure of the program, however, recruitment, hiring, and funding of the trainees is centrally administered by the Financial Management Career Program Office (**FMCPPO**) in **Pensacola, Florida**.

Based on the needs of the department, trainees are assigned to commands or activities, called **homeports**, which oversee and participate in their development through on-the-job rotational assignments and **formal training** courses. The **homeport** assigns a mentor for each trainee. The mentor has always played a vital role in the trainee's development but will do so even more now that the trainee program has transitioned to the National Security Personnel System (NSPS). In addition to assignments and other requirements of the program, the mentor is the trainee's supervisor, or rating official, and will therefore need to understand NSPS, even if the mentor is not under NSPS. The selection of a mentor is as important as the selection of the trainee. Commands should ensure that mentors are assigned no more than two trainees at any given time. The requirements of mentors, including an explanation of the mentor's role and responsibilities, are outlined in the mentor handbook. You can access the quick reference guide for mentors on the following **website**: http://www.finance.hq.navy.mil/fmc/Rec_ProfDev.asp.

Addressees are requested to survey headquarters and subordinate organizations to **determine** their requirement for financial management trainees to be hired in calendar year (CY) 2009. With the Department's increasing needs in the financial management community, our goal for CY 2009 is to hire 100 trainees, with approximately one-third hired in January and the other two-thirds hired in the summer. Trainees will complete the program 28 months after initial employment commences. Organizations requesting trainees must commit to placing FMTP graduates at the end of the 28 months; therefore, it is essential that the **homeport** activity ensure the availability of **an** appropriate billet at that time. Addressees should prioritize their **FMTP** requirements, by position and start date, and submit the requirement using the form at enclosure (2), indicating the number of trainees requested in January, summer, or either time.

**Subj: CALENDAR YEAR 2009 FINANCIAL MANAGEMENT TRAINEE PROGRAM
REQUIREMENTS**

Completed forms should be submitted to the Director, Financial Management Career Program Office, by mail: 520 Turner Street, Suite B, Pensacola, FL 32508-5245; fax: 850-452-3903, or e-mail: debbie.startzel@navy.mil no later than 30 September 2008. Negative replies are requested. Command allocations will be determined at a later date and commands will be notified by the FMCPO. Command selections will be made during the months of December and April, depending on when the trainee is requested, with reporting dates for the trainees in January and summer of 2009.

For additional information concerning the FMTP, please contact the FMCPO at DSN 922-3785 or commercial 850-452-3785. Point of contact within the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) is Ms. Christine Lerch, at 703-692-4839.



Gaye L. Evans
Special Assistant for Human Capital

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Department of the Navy

Financial Management Trainee Program

The goal of the Financial Management Trainee Program (FMTP) is to ensure a continuous flow of highly qualified, college-educated employees into the Department of the Navy's civilian financial management work force. The Office Assistant Secretary of the Navy (Financial Management and Comptroller) (OASN(FM&C)) strives to ensure that adequate human resources are available on a continuous basis to meet the demands of a large, complex, financial management organization. It is the intent of the OASN(FM&C) to systematically train and develop high potential civilian financial management personnel through the FMTP.

The FMTP is currently a 28-month training program. Personnel are centrally hired into the 500 series as Financial Management Analysts, Accountants and Auditors. Trainees are officially assigned to the Financial Management Career Program Office (FMCPO), Pensacola, Florida, but are stationed at various Navy and Marine Corps **homeport** activities throughout the continental United States and in select OCONUS locations. Over the course of their 28-month training period trainees rotate through a variety of positions both at their **homeport** and in other locations, gaining experience and expertise in financial management in general, specific DON practices and policies, and in other aspects of working in and even managing a financial operation in the DON. With the successful completion of their rotations and subsequent graduation from the program, each trainee is expected to be placed in a financial management position at their homeport.

To participate in the FMTP, activities that wish to be homeports to trainees submit requirements up the chain of command to the FMCPO, Pensacola. This is generally done once a year. Activities need not participate every year, but must respond to the annual call to be included in the program. To qualify as a **homeport** or training site, activities must:

- Project availability of a government position at an appropriate full performance level. For example, those commands under NSPS now or by the time the trainee graduates, would require a YA-2 position; for those commands under the GS system now or at the time the trainee graduates, a GS-11 or 12 position would be needed.
- Agree to provide trainees with a timely **Individual Development Plan** that is in accordance with FMTP guidelines.
- Agree to follow established procedures.
- Commands agree to mentor and guide the trainee through the program until the trainee leaves the program.
- Provide each trainee with a Mentor who will guide the trainee through their rotations and serve as the trainee's supervisor. Mentors are required to have an objective, written by OASN(FM&C), in their annual performance plans associated with the supervision of a trainee(s).

The FMTP centrally finances the trainees' salaries, and program-related travel and training costs, while they are in the program.

Enclosure (1)

FINANCIAL MANAGEMENT TRAINEE REQUEST FORM

(Revised Aug 2008)

MAJOR COMMAND:	DATE:
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MAJOR COMMAND CONTACT:

NAME:	CODE:	DSN:	COMMERCIAL:
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QUANTITY AND TARGET POSITION OF TRAINEES REQUESTED FOR EACH SERIES

See continuation sheet for additional information required

NUMBER	TARGET POSITION (GS/NSPS/Other)	TOTAL NUMBER For CY09	Jan Hires	Summer Hires	Either Jan or Summer
YA-1 501 FINANCIAL MANAGEMENT ANALYSTS					
YA-1 510 MANAGERIAL ACCOUNTANTS					
YA-1 511 AUDITORS					

DESIGNATED FINANCIAL MENTOR AT HOMEPORT ACTIVITY: (ensure that a mentor does not sponsor more than 2 trainees at any given time, including trainees hired in prior years; use continuation sheet if more than one mentor required)

NAME:	TITLE:	CODE:
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DSN:	FAX:
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COMMERCIAL:	EMAIL:
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OFFICIAL MAILING ADDRESS (<i>location where trainee will be working: bldg#, street address, city, state, zip</i>)

HUMAN RESOURCE OFFICE CONTACT AT HOMEPORT ACTIVITY (to *conduct courtesy* in processing)

NAME:	TITLE:	CODE:
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DSN:	FAX:
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COMMERCIAL:	EMAIL:
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OFFICIAL MAILING ADDRESS (<i>location where trainee will be working: bldg#, street address, city, state, zip</i>)

SECURITY OFFICE CONTACT

NAME:	TITLE:	CODE:
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DSN:	FAX:
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COMMERCIAL:	EMAIL:
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OFFICIAL MAILING ADDRESS (<i>location where trainee will be working: bldg#, street address, city, state, zip</i>)

REQUESTING OFFICIAL:	
NAME/TITLE:	SIGNATURE

CONTINUATION SHEET

For total number of trainees requested by the major command, provide the following in order of priority of filling the positions:

Homeport command name and location; January **and/or** Summer hires; series of trainee requested; target position upon graduation

Priority	Homeport Name/Location	Series	Target Position	Jan Hires	Summer Hires	Either Jan or Summer

DESIGNATED FINANCIAL MENTOR AT HOMEPORT ACTIVITY: (ensure that a mentor does not sponsor more than 2 trainees at any given time, including trainees hired in prior years; use continuation sheet if more than one mentor required)		
NAME:	TITLE:	CODE:
DSN:	FAX:	
COMMERCIAL:	EMAIL:	
OFFICIAL MAILING ADDRESS (<i>location where trainee will be working: bldg#, street address, city, state, zip</i>)		

DESIGNATED FINANCIAL MENTOR AT HOMEPORT ACTIVITY: (ensure that a mentor does not sponsor more than 2 trainees at any given time, including trainees hired in prior years; use continuation sheet if more than one mentor required)		
NAME:	TITLE:	CODE:
DSN:	FAX:	
COMMERCIAL:	EMAIL:	
OFFICIAL MAILING ADDRESS (<i>location where trainee will be working: bldg#, street address, city, state, zip</i>)		