



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

MAR 9 2009

**MEMORANDUM FOR DIRECTOR, FINANCIAL MANAGEMENT CAREER
PROGRAM OFFICE**

**Subj: NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) OBJECTIVES
FOR FINANCIAL MANAGEMENT TRAINEES**

**Encl: (1) NSPS Objectives for first year trainees
(2) NSPS Objectives for second year trainees**

Enclosures (1) and (2) provide NSPS objectives for financial management trainees which are effective as of the date of this letter. Trainees and rating officials may not deviate from these objectives. Please ensure dissemination to all FMTP employees, their rating officials, and command coordinators. OASN (FM&C) will post the objectives to the ASN(FM&C) website and I ask that you post to your website/bulletin board.

A handwritten signature in black ink that reads "Gaye L. Evans".

Gaye L. Evans
Special Assistant for Human Capital

Standard NSPS Objectives for First-Year FMCP Trainees: Pay Band YA-1

Objective Number 1: Work Assignments – Home Port and Rotations

Given directions, instructions, deadlines, the trainee completes all assignments at their Homeport or on any rotations with supervisory assistance. The trainee will demonstrate effective formal and informal communication skills on all work assignments, including formal oral presentations, briefing of superiors, interviewing, participating in meetings, general verbal interaction, point papers, reports, letters, memos and work papers. The trainee will represent their Homeport or rotation sites effectively in meetings and working groups, demonstrating appropriate financial management expertise. All work assignments are completed as assigned and in a timely fashion.

Contributing Factors: Technical Proficiency

weight: 50.0%

Objective Number 2: Professional Development

The trainee will work with their Homeport Mentor to document all professional development needed to gain a working understanding of their Command, the Department of Defense and the Department of the Navy appropriate to the target position for which they were hired. This includes all training required by the FMTP and may include training and professional development recommended and funded by the homeport, either identified by the trainee and/or supervisor. The professional development needed will be formally documented on the trainee's FMTP approved IDP per program direction. The IDP may be revised to reflect emerging requirements, but must remain consistent with FMTP guidelines. The trainee exhibits high standards of personal and professional conduct and integrity in all areas and at all times.

Contributing Factors: Technical Proficiency

weight: 50.0%

Standard NSPS Objectives for Second-Year FMCP Trainees: Pay Band YA-1

Objective Number 1: Work Assignments – Home Port and Rotations

Given directions, instructions, deadlines, the trainee completes all assignments at their Homeport or on any rotations with supervisory assistance. The trainee will demonstrate effective formal and informal communication skills on all work assignments, including formal oral presentations, briefing of superiors, interviewing, participating in meetings, general verbal interaction, point papers, reports, letters, memos and work papers. The trainee will represent their Homeport or rotation sites effectively in meetings and working groups, demonstrating appropriate financial management expertise. All work assignments are completed as assigned and in a timely fashion.

Contributing Factors: Technical Proficiency

weight: 50.0%

Objective Number 2: Professional Development

The trainee exhibits high standards of personal and professional conduct and integrity in all areas and at all times. FMTP guidelines must be followed and IDP/training requirements will be met prior to graduation. Using foundational knowledge gained from on the job training and classroom/web-based training, the trainee expands participation in work assignments and makes an effort to seek out special projects and tasks and offers to contribute to team projects. Strives to establish a professional network from rotational assignments and the homeport. The trainee displays working knowledge of the job function for which they were hired and identifies deficiencies and works with the mentor to correct them. Exhibits an understanding of DoD and DON terminology that are used frequently within the Financial Management Community. Understands the hierarchy of the Department of the Navy in relation to the homeport.

Contributing Factors: Technical Proficiency

weight: 50.0%