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

JAN 12 2009

MEMORANDUM FOR DISTRIBUTION

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

Ref: (a) ASN(FM&C) memo of February 28, 2006

The purpose of this memorandum is to provide guidance regarding an additional alignment needed within the DON FM community. To meet the current and future needs of our FM workforce, commands were directed to align FM series in accordance with guidance contained in reference (a). This guidance did not affect the 505, 510, and 511 series. It is expected that commands have completed the previous alignment.

While working on career roadmaps for the FM community and reviewing human resource data, it became necessary to consider a further alignment associated with the 505 series. To that end, this memorandum issues guidance on the use of the 505 series for FM positions. This alignment and the below definition has been coordinated with human resource advisors for the FM community at the DON Office of Civilian Human Resources (OCHR) and major command comptrollers.

Definition of 505 series within the DON FM community: Positions in the 505 series are expected to be at a level in an organization where they are tasked with the responsibility for managing or directing the financial management program and resources for the entire organization. This series requires that the organization be of sufficient size and complexity to allow and require these types of responsibilities. The responsibilities include maintaining an integrated financial system of accounting, budgeting, and financial reporting at a minimum. Such positions are expert technical advisors to the organization's top management officials. Typically Comptrollers, Deputy Comptrollers, or other positions that issue financial positions and sign fund allocations (not just funding documents) and/or certify financial statements meet this definition and will be classified to this series.

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

As can be seen from the definition, it is highly likely that there will be a minimal number of 505 positions at each command and they should all be senior positions. FM positions not meeting the definition above should take immediate action, working with the local human resource office, to classify positions to an appropriate series used by the DON FM community. Commands should complete this alignment no later than 30 April 2009. At that time, my office will request an update from OCHR to ensure the action is complete.

Questions concerning this alignment may be addressed to Mr. Dick Reed, at Dick.Reed@navy.mil or 703-692-4839.

Gaye L. Evans

Gaye L. Evans
Special Assistant for Human Capital

Distribution:
AAUSN
CMC
COMUSFLTFORCOM
COMPACFLT
COMNAVAIRSYSCOM
COMNAVSEASYSCOM
COMSPAWARSYSCOM
COMNAVSPECWARCOM
COMNAVSUPSYSCOM
COMNAVFACENGCOM
COMNAVRESFOR
CHNAVPERS
COMSC
BUMED
DIRSSP
DIRONI
CNR
DIRNAVSYSMGTAC
DIRFLDSUPPACT
CNIC

Copy to:
OCHR