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

DEC 16 2010

MEMORANDUM FOR DISTRIBUTION

Subj: NOMINATIONS FOR 2011-2012 SECRETARY OF THE NAVY CIVILIAN FELLOWSHIP PROGRAM IN FINANCIAL MANAGEMENT

Encl: (1) Nominating Information

The Department of the Navy civilian financial management workforce must continuously improve its knowledge, skills, and abilities to be able to meet current and future mission requirements. The Secretary of the Navy (SECNAV) Civilian Fellowship Program in Financial Management (FM) provides opportunities for high-potential employees to improve their knowledge and skills either in the classroom with one year of full-time graduate education in a financial management discipline as an Academic Fellow, or with up to six months of financial management experience at a different command as a Career-Broadening Fellow. For those awarded an Academic Fellowship, all tuition, fees, and books are centrally funded for one year of full-time academic study (two semesters or three quarters). For those awarded a Career-Broadening Fellowship, travel and per diem costs will be centrally funded, up to a maximum of $15,000. Salaries, benefits, and other compensation are paid by the nominating command for both types of FM Fellows.

Academic Fellowships will be awarded to correspond with the start of spring and fall semesters/quarters. The deadline for nominations for SECNAV FM Academic Fellowships to start in the fall 2011 semester is 1 April 2011. The deadline for spring 2012 semester starts is 30 November 2011. Career-Broadening Fellowship nominations may be submitted at any time. Selections for either Fellowship will be announced lead time away from the start of the requested fellowship.

Detailed information describing the program and the competitive nominating procedures is at enclosure (1). To ensure that the Department of the Navy shares in the benefits of this investment along with the Fellows, a command assessment of the soundness of the position currently occupied by the nominee must be submitted along with the nomination forms. To the extent that the position may be affected prior to the end of the Fellowship year by known restructuring plans, commands must provide assurance that an appropriate position will be available for the Fellow when they return to the command at the end of their Fellowship period.

Nomination forms and supporting documents are to be submitted via the chain of command to the Office of the Assistant Secretary of the Navy (Financial Management & Comptroller), Attn: FMH-1, 1000 Navy Pentagon, Washington, D.C. 20350-1000. Questions may be addressed to Dick Reed, 703-692-4839, DSN 222-4839, or dick.reed@navy.mil.

Gaye L. Evans

Gaye L. Evans
Special Assistant for Human Capital

Subj: NOMINATIONS FOR 2011-2012 SECRETARY OF THE NAVY CIVILIAN FELLOWSHIP PROGRAM IN FINANCIAL MANAGEMENT

Distribution:
CMC (DC/S P&R)
DON AA
DIRFLDSUPPACT
COMUSFLTFORCOM
COMPACFLT
COMSC
COMSPECWARCOM
COMNAVSEASYSCOM
COMNAVAIRSYSCOM
COMSPAWARSYSCOM
COMNAVFACENGCOM
COMNAVSUPSYSCOM
CNR
DIRSSP
BUMED
BUPERS
COMNAVRESFOR
CNIC
DIRONI
DIRNAVSYSMGMTACT

SECRETARY OF THE NAVY
CIVILIAN FELLOWSHIP PROGRAM IN FINANCIAL MANAGEMENT

Eligibility Criteria and Nominating Information

1. The Secretary of the Navy (SECNAV) Civilian Fellowship Program in Financial Management provides two different Fellowship opportunities for high-potential employees to develop their skills and talents as multi-disciplined financial managers. Academic Fellows are given one academic year of intensive post graduate-level study in the area of financial management at the school of their choice (two semesters or three quarters), and Career-Broadening Fellows are given up to six months of work experience in the financial management field outside the Fellow's command. It is incumbent on the Fellows to arrange the details associated with the fellowship (e.g. find a rotational assignment; be accepted to a graduate program). Both types of Fellowships are centrally funded by the Assistant Secretary of the Navy (Financial Management and Comptroller).

a. **Eligibility Criteria.** Each nominee for an FM Fellowship must be a highly competent professional with the potential for advancing to senior levels in the DON Financial Management community following their Fellowship. Specifically, they must:

(1) Be a professional financial management employee in the 501, 505, 510, or 511 job series, and have career tenure;

(2) Have a minimum of three years of civilian service employment in a financial management position within the Department of the Navy;

Additional criteria for Academic Fellowships:

(3) Be accepted by a graduate program as a student in good standing at an accredited college or university for a full-time program of study (this requirement may be fulfilled after selection).

Additional criteria for Career-Broadening Fellowships:

(4) Have reached a career stage where the skills required would be greatly enhanced by an assignment at another command, preferably working financial management issues.

b. **Selection.** Fellowships are awarded by the Assistant Secretary of the Navy (Financial Management and Comptroller) after a thorough review of all nominations.

c. **Costs.** Within budget constraints, costs are centrally funded. Academic Fellowships will cover the costs of tuition, fees and books. Travel and transportation costs will be covered for a Career-Broadening Fellow.

d. **Employer (Nominating Command-level) Responsibilities.** Nominating commands have several responsibilities during and after the Fellowship period.

(1) The nominating command funds the Fellow's salary during the Fellowship period. Replacement costs, if any, are likewise an activity cost.

(2) The nominating activity guarantees, to the extent possible, that the Fellow will return to their position, or another appropriate position within the command.

(3) Each nomination shall be endorsed by the nominating command, and shall include a narrative statement that addresses the nominee's potential and the contributions that the Fellowship would provide to the command.

e. **Post-Fellowship Service Commitment.** Academic Fellows are required to sign a written agreement of obligated service before starting their Fellowship ("Continued Service Agreement"). The agreement specifies that the Fellow will continue in government service for a period of not less than three times the length of the Fellowship. If a Fellow voluntarily leaves government service before the end of the obligated period, the Fellow must repay the government the expenses incurred during the Fellowship (non-salary costs only). Career-Broadening Fellows will be working during their Fellowship, and no additional service commitment is created by their Fellowship.

f. **Privacy Act Statement:** Nominating information for the SECNAV Civilian Fellowship Program in Financial Management:

Under the authority of Title 5, U.S.C. 301, Departmental Regulations and E.O. 9397, personal information regarding work experience and education is needed in order to evaluate nominees for the Secretary of the Navy Civilian Fellowship Program in Financial Management. Social Security Numbers will be used for record identification purposes only. Furnishing the information is voluntary, however, failure to do so may prevent full consideration.

2. The following information must be included in every nomination package for a SECNAV Civilian Fellowship in Financial Management:

a. **Identifying information:**

(1) Name of nominee

(2) Residence or post office address

(3) Home telephone number

(4) Employing activity (complete address)

(5) Position title, code, grade/payband, and series

(6) Social Security Number

(7) Office telephone number (DSN and commercial)

b. **Employment experience:**

(1) Number of years of civilian Federal Service;

(2) Number of years in present position;

(3) Total number of years with DON as a civilian in a financial management position;

(4) Brief description of present duties and responsibilities (limit to one-half page – do not submit a Position Description);

(5) Chronological resume of all employment history; activity, position, grade level (a description of duties is not needed). Include any military service; and,

(6) Name, code, and telephone number of immediate supervisor.

c. **Educational background:**

(1) Previous college education - names of universities and or colleges attended, dates attended, degrees earned (with dates);

(2) Honors and other special recognition received from universities and or colleges attended, with dates; and,

(3) Other relevant training, regardless of source. Include source, course titles, and dates.

d. **Significant Professional and Civic activities:**

(1) Professional certification(s) held;

(2) Professional memberships; note any leadership positions, awards, commendations, or other recognition received;

(3) Civic leadership positions, commendations, awards, or other recognition received; and,

(4) List published articles or other publications; include the bibliographical citation for each item included.

e. **Academic Fellows - Educational institution to be attended:**

(1) Name and location of selected institution;

(2) Academic period (indicate beginning and ending dates; day, month, year);

(3) Reason(s) for selecting this particular institution (very brief);

(4) Program of study (list courses to be taken, and alternatives, if appropriate); and,

(5) Cost of tuition, books, and fees (this should approximate the centrally managed cost of the Fellowship; should be as complete and accurate as possible).

f. **Career-Broadening Fellows - Training objectives:**

(1) Provide proposed rotational assignment with a brief description of the objectives of the assignment; and,

(2) Relate objectives to the command and/or DON mission (limit to one page)

g. **Other information to be submitted with the nomination:**

(1) A copy of nominee's most recent performance evaluation, with rating; and,

(2) An appraisal by the nominating command of the soundness of the position currently occupied by each nominee as regards future reductions in force.