

FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
Developmental Objective 1 for Accountant – Level 1

Understand, develop, and apply accounting and budget principles, concepts and practices of Federal government activities, and specifically DOE, including preparation/analysis of financial reports.

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
<p>Rotational assignments or on-the-job experience in <i>two</i> of the primary functions and a basic understanding and knowledge of <i>four</i>:</p> <ul style="list-style-type: none"> - Administrative Control of Funds - Cash Management - Basic DOE Accounting (also, refer to: Payments Management, SF-224 - Statement of Transaction, and Payroll) - Monthly/Yearly Accounting Cycle - Financial Reporting - Debt Collection <p>*CF1A.. denotes knowledge *CF2A.. denotes experience</p>	<ul style="list-style-type: none"> *CF1/2A01 *CF1/2A02 *CF1/2A03 *CF1/2A15 *CF1/2A16 *CF1/2A17 *CF1/2A04 *CF1/2A08 *CF1/2A18 	<p>College Courses:</p> <ul style="list-style-type: none"> - Accounting Principles - Intermediate Accounting - Cost or Managerial Accounting - Business Law - Statistics - Computer Science - Algebra <p>DOE Courses:</p> <ul style="list-style-type: none"> - Overview of Financial Management Course <p>Vendor Courses:</p> <ul style="list-style-type: none"> - Appropriation Law Course - Standard General Ledger - Government Fund Accounting <p>Self Review:</p> <ul style="list-style-type: none"> - General reading assignments from professional publications, as appropriate - OMB Circulars (A-11, A-34 and A-123) - FASAB Standards - DOE Orders - FERC Accounting (PMAs only) 	<ul style="list-style-type: none"> FM3U02 FM3U05 FM3U07 FM3U10 FM3U18 FM3U14 FM3U01 CF3A01 FM3A01 FM3A14 FM3A15 CF3R04 CF3R15 CF3R24 CF3R03 CF3R47 	<p>College Course:</p> <ul style="list-style-type: none"> - Advanced Accounting <p>DOE Courses:</p> <ul style="list-style-type: none"> - DOE Basic Procurement 	<ul style="list-style-type: none"> FM3U06 PR10

		Self-Review (Cont'd) - Review DOE Accounting Handbook, Chapters 6, 9, 10, 11 and 12 - OMB Circular A-136 - Review DOE financial statements	CF3R10 CF3R17 CF3R18		
Special Work Project (commensurate with grade and experience)	CF1C11				

FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
Developmental Objective 2 for Accountant, Level 1

Understand the mission and functions of the Federal Government, the Department of Energy, and your local office.

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Experiences which enhance the employee's understanding of the policies and procedures associated with their accounting assignments	CF1M23	Self Review: - Review the DOE CFO website - Federal Financial Legislation (Review half of the Public Laws in the Course Description)	CF3R31 CF3R21	Receive Mentoring	CF1G41
Receive briefings on the mission and functions of the local office	CF1F01	Vendor Course: - How Congress Works	FM3A16		

**FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
 Developmental Objective 3 for Accountant – Level 1**

Perform reviews and analyses

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Participate in at least one formal review of operations that requires formal documentation of the results and a briefing of management officials.	CF1J01	Review GAO or IG audit reports pertinent to current assignment.	CF1J81		
Participate in an assignment requiring the use of sampling techniques and/or projections	CF1J82	Self Review: - Review CFO Performance Measures	CF3R13		

**FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
 Developmental Objective 4 for Accountant – Level 1**

Perform regularly assigned work functions.

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Review of work processes, policies and procedures	CF1M22	Vendor Course: - Introduction to Project Management - Time Management	FM7P02 FM7M06		

FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
Developmental Objective 5 for Accountant – Level 1

Understand the Financial Management Information System and obtain fundamental and working knowledge of personal computer (PC) applications.

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Demonstrated experience using PCs: - Spreadsheet - Word Processing - Graphics - Internet	CF1L30 CF1L10 CF1L40 CF1L50	DOE Course: IDW Outreach STARS Overview	CF3A03 CF3A04	PC and financial management information system classes, as appropriate	CF1L01
Demonstrated experience with and knowledge of the local accounting financial management information system (at least one module of STARS of the employee's work unit)	CF1K01				

FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
Developmental Objective 6 for Accountant – Level 1

Develop leadership skills

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Lead on a project or work assignment.	CF1Q01			Assist in a leadership role in local office (Savings Bond drive, CFC, etc.)	CF1Q04

**FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
 Developmental Objective 7 for Accountant – Level 1**

Develop/Strengthen Communication Skills

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Writing assignments.	CF1D01	Vendor Courses: - Writing Courses - Introductory - Effective Communications (Briefing Course) - Public Speaking	FM7B11 FM7B01 FM7B04		
Briefing assignments.	CF1E01				