

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

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 #
Rotational assignments or on-the-job experience in four of the primary functions and general working knowledge of all: <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 - Financial Review 	*CF1/2A01 *CF1/2A02 *CF1/2A03 *CF1/2A15 *CF1/2A16 *CF1/2A17 *CF1/2A04 *CF1/2A08 *CF1/2A18 CF1A09	Self Review: <ul style="list-style-type: none"> - Treasury Financial Manual (Volume I, Parts I - VI) - Establishment of Policies and Procedures - Review and Evaluation of Internal Controls - Cost Accounting Standards and FAR Cost Principles, including review for unallowable costs - Financial oversight of Contractor Activity, including Review of Performance Measures 	CF3R20 CF3R07 CF3R41 CF3R36 CF3R11	Vendor Courses: <ul style="list-style-type: none"> - Budget Formulation - Budget Execution - Budget Review and Analysis - Yellow Book Standards - Standard General Ledger 	FM3B01 FM3B02 FM3B04 FM3R02 FM3A14
		College or Vendor Course - An Auditing Course	FM3A08	Attendance at a FASAB Hearing	CF1F26
Special Work Project (commensurate with grade and experience) to provide working knowledge of indirect cost allocations, etc.	CF1C21	DOE Courses: <ul style="list-style-type: none"> - Introduction to Federal Acquisition or Other Acquisition Overview Course - Federal Financial Policy Seminar 	PR11 CF3A02	Participation of a Source Evaluation Board	CF1J62
		Vendor Course <ul style="list-style-type: none"> - FASAB Standards - Appropriations Law Update 	FM3A12 FM3A02	General reading assignments from professional publications, as appropriate	CF3R04

*CF1A.. denotes knowledge
*CF2A.. denotes experience

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Developmental Objective 2 for Accountant, Level 2

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 #
Budgeting experience through details, special projects, task forces, etc., for non-Budget Analysts	CF1Z21	Self Review: - DOE Strategic Planning Process - Energy Legislation (Authorization/Appropriation/Conference Reports) language using Thomas.gov - Federal Financial Legislation – Review remaining half of Public Laws	CF3R05 CF1L53 CF3R58	Temporary reassignment (rotate to either another CFO office, to a Lead Program Secretarial Office (LPSO) or work on a task force	CF1B01
Offices with Major Site/Facility Contractors: - Experience in the review of contractor operations, e.g., EVMS Review	CF1R21				
Demonstrated experience in the contractor’s financial management organization, policies, procedures, systems, cost collection and distribution practices, etc., as applicable	CF1R61				

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Developmental Objective 3 for Accountant – Level 2

Develop skill in the review, analysis, and reporting of internal controls, operating procedures or financial information analysis.

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Participate in a leadership role in at least one formal CFO review or A-123 activity	CF1J09	Vendor Course: Problem-Solving Course	FM7M04	DOE Course: - DOE Cost and Price Analysis	PRS02
Development and/or Report on the CFO Performance Measures	CF1A19			Self Review: - Major Systems Acquisitions (OECM Guidance)	CF3R56
Financial Contract Administration experience, to include: - Cost Accounting Standards Disclosure Statement - Performance Evaluation Management Plans - Contract Deliverables Requirements List	CF1A05 CF1A06 CF1A07	Self Review: - Federal Managers Financial Integrity Act - OMB Circular A-123 - Committee of Sponsoring Organizations (COSO) Internal Controls	CF3R28 CF3R15 CF3R08	Vendor Course: - Earned Value	FM7P03
Participate in Financial Management Oversight Activities	CF1J56				
Development of a major analysis or providing input to a financial statement analysis	CF1A20				

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Developmental Objective 4 for Accountant – Level 2

Develop Effective Planning and Execution Skills.

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Review of policies and procedures	CF1M22			Vendor Courses: - Decision-Making Course - Stress Management Course	FM7D24 FM7M20
Review of GAO/OIG audits for impacts on assigned areas	CF1J81				
Develop a project plan that must be reviewed and approved by management prior to completion. The plan should include such components as: scope, objectives, resources, activities, milestones, roles and responsibilities or deliverables.	CF1Q03				

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Developmental Objective 5 for Accountant – Level 2

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 #
Complete a project or special report using the STARS, IDW, Discoverer, or other financial system query tools.	CF1L54	Participate in a review of Headquarters and/or contractor financial systems or the development of financial system interfaces.	CF1J48	Vendor Course: - Framework for Federal Financial Management Systems.	FM7B07
Assist in the development of system reports.	CF1K03	Self Review: - OMB Circular A-127 – “Financial Management Systems”	CF3R16	Self-Review: - Office of Federal Financial Management – Federal Financial Management System Requirement Documents	CF3R23
Demonstrated experience using Spreadsheet pivot tables.	CF1L31				
Complete a project requiring access to the internet	CF1L51				
Experience in two STARS modules	CF1K08				
For Sites without major operating contractors complete a major reconciliation involving the financial system	CF1K10				
For Sites with major operating contractors participate in a financial systems review.	CF1K06				

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Developmental Objective 6 for Accountant – Level 2

Develop leadership skills

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Lead on a project or work assignment.	CF1Q11	Vendor Course: - Leadership Development	FM7L01	Provide Mentoring	CF1G01
Act in the absence of the supervisor or team leader.	CF1Q21	DOE/OPM Course: - Personnel Management	FM7L02	Vendor Course: - Team Building Course	FM7M08
				DOE/OPM Courses: - Executive Leadership Program	SMC00
				Participate in Strategic Planning	CF1Q81

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Developmental Objective 7 for Accountant – Level 2

Strengthen Communication Skills

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Writing assignments.	CF1D41	Vendor Course: - Interpersonal Relations Course - Negotiations Course	FM7H71 FM7N31	Vendor Courses: - Advanced Briefing Courses - Intermediate - Advanced	FM7B02 FM7B03
Briefing assignments.	CF1E41				
Plan and conduct meetings	CF1E22				