

FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
Developmental Objective 1 for Budget Analyst – 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 #
Rotational assignments or on-the-job experience in <i>two</i> of the <i>five</i> primary functions: - Funds Control (Same as Administrative Control of Funds) - Budget Formulation - Budget Presentation and Justification - Budget Execution - Budget Review, Analysis and Validation	CF1A01 CF1A41 CF1A42 CF1A43 CF1A44	College Courses: - Accounting Principles - Business Law (Contract Law) DOE Courses: DOE Overview of Financial Management Vendor Courses: - Budget Formulation - Budget Execution - Budget Review and Analysis - Appropriation Law - Government Budget and Accounting Concepts Self Review: - OMB Circulars (A-11 & A-34) - DOE Budget Order and Manual - Accounting Orders/Handbooks – Chapters 2, 3 and 5 - Work Authorization System	FM3U02 FM3U11 CF3A01 FM3B01 FM3B02 FM3B04 FM3A01 FM3B05 CF3R15 CF3R02 CF3R06 CF3R39	College Courses: - College Accounting - Algebra Vendor Courses: - Governmental Fund Accounting - Standard General Ledger DOE Course: - DOE Basic Procurement Self Review: - General reading assignments from professional publications, as appropriate	FM3U03 FM3U01 FM3A15 FM3A14 PR10 CF3R04
Special Work Project (commensurate with grade and experience) (for example, prepare budget cross-cut schedule, special one-time budget analysis, etc.)	CF1C41				

FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
Developmental Objective 2 for Budget Analyst, Level 1

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

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Experiences which enhance the employee's knowledge of the DOE organization and various different offices that comprise it.	CF1M25	Self Review: - Review the DOE CFO website - Review the DOE Congressional Budget submission and technical/trade/newspaper articles about it	CF3R31 CF3R14	Receive mentoring	CF1G41
Attend briefings on the program missions and functions of the local office.	CF1F01	Vendor Courses: - How Congress Works - Congressional Appropriation and Authorization Process	FM3A16 FM3A17	Self Review: - GPR Act of 1993 - GMR Act of 1994 - Congressional Budget Process	CF3R30 CF3R29 CF3R01

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Developmental Objective 3 for Budget Analyst – Level 1

Perform reviews and analyses

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Participate in at least one formal review of operations.	CF1J01	College Course: - Statistics	FM3U18	Participate in an accounting review	CF1F55
Perform formal periodic budget review of assigned programs (mid-year/monthly)	CF1J41	Vendor Course: - Budget Analysis Workshop	FM3B06	Review CFO Performance Measures	CF1A19
Participate in a Budget Review, Budget Justification or Budget Validation	CF1J44	Review of GAO/IG audits for assigned areas and assess impacts	CF1J81	Self-Review: - Federal Managers Financial Integrity Act	CF3R28

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

Broaden budget perspectives by understanding budget policies and the programs supported by the budget.

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		
Attend program briefings	CF1F21				

**FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
 Developmental Objective 5 for Budget Analyst – Level 1**

Understand the local budget and accounting systems and obtain fundamentals and a 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 budget and accounting systems of the employee's work unit.	CR1K04				

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Developmental Objective 6 for Budget Analyst – 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

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Developmental Objective 7 for Budget Analyst – Level 1

Develop/Strengthen Communication Skills

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