

FINANCIAL MANAGEMENT DEVELOPMENT PROGRAM
Developmental Objective 1 for Budget Analyst – 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 <i>the</i> remaining primary functions (not covered in Level 1): - Budget Formulation - Budget Presentation and Justification - Budget Execution - Budget Review, Analysis and Validation	CF1A41 CF1A42 CF1A43 CF1A44	College Courses: - Introduction to Economics Vendor Courses: - Appropriation Law Update - Program/Project Review - Performance Measurement - Standard General Ledger Federal Course: - Introduction to Federal Acquisition Overview - Federal Financial Policy Seminar	FM3U26 FM3A02 FM7P01 FM3P01 FM3A14 PR11 CF3A02	Vendor Courses: - Federal Accounting Standards Advisory Board Standards - Understanding Federal Financial Statements - Governmental Bookkeeping and Accounting SF-133 Report on Budgetary Execution and Budgetary Resources Self Review: - General reading assignments from professional publications, as appropriate Participate on a Source Evaluation Board	FM3A12 FM3A13 FM3A10 CF1A45 CF3R04 CF1J62
Complete an appropriations law research project on a fiscal issue	CF1A21				
Special Work Project (commensurate with grade and experience)	CF1C61				

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Developmental Objective 2 for Budget Analyst, Level 2

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

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Accounting experience through details, special projects, task forces, etc.	CF1Z61	Self Review: - DOE Strategic Planning Process - GPR Act of 1993 - GMR Act of 1994 - Congressional Budget Process - Familiarity of current administration financial management initiatives (e.g., President's Management Agenda)	CF3R05 CF3R30 CF3R29 CF3R01 CF3R38	Temporary reassignment to other CFO office or to a Program Secretarial Office (LPSO) and/or work on a task force, etc.	CF1B01
Attend formal budget reviews.	CF1F22			Attend Congressional/Office of Management and Budget Hearings	CF1F25
Offices with Major Site/Facility Operating Contractors (MS/FOC): Experience in the review of MS/FOC operations, e.g., EVMS Review	CF1R21				
Demonstrated experience working with a major 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 Budget Analyst – Level 2

Perform reviews and analyses

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Participate in a leadership role in a formal CFO review or A-123 activity.	CF1J09	Vendor Courses: - Presenting Statistics Using Graphs - Problem solving	FM3T02 FM7M04	Self Review: - Major Systems Acquisition process (OECM guidance)	CF3R56
Perform budget reviews (quarterly, mid-year, etc.) of assigned programs	CF1J41			Participate in an assignment requiring the use of sampling techniques and/or projections	CF1J82
Development of and/or reporting on DOE performance measures	CF1A19	Self Review: - Federal Manager’s Financial Integrity Act (FMFIA) - Performance Accountability Report	CF3R28 CF3R44		
Participate in a program review.	CF1F23				
Participate in financial management oversight activities	CF1J56				

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Developmental Objective 4 for Budget Analyst – Level 2

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

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Review of Energy Legislation (Authorization/Appropriation/Conference Reports) Language using Thomas.gov	CF1L53	Vendor Course: - Earned Value	FM7PO3	Vendor Courses: - Stress Management - Decision Making	FM7M20 FM7D24
Review of work processes, policies and procedures	CF1M22			DOE Course: - Contract Law	PRS05
Develop a project plan that must be reviewed and approved by management prior to completion. The plan should include such components as scope, objectives, activities, milestones, roles and responsibilities or deliverables.	CF1Q03			Field trip to review program activity	CF1J55
Review of GAO/IG audits for assigned areas of impacts	CF1J81				
Interface with program and/or project managers on budget matters.	CF1F24				

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Developmental Objective 5 for Budget Analyst – Level 2

Understand the local budget and accounting systems and obtain a fundamental and working knowledge of personal computer (PC) applications.

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Demonstrate Spreadsheets using Pivot Tables	CF1L31	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
Complete a project requiring access to the Internet.	CF1L51	Self Review: OMB Circular A-127 - "Financial Management Systems"	CF3R16		
Assist in the development of system reports.	CF1K03				
Demonstrate a working knowledge of STARS/IDW and how they interface with your local financial systems and/or contractor financial systems	CF1K05				

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Developmental Objective 6 for Budget Analyst – 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 - DOE/OPM Personnel Management	FM7L01 FM7L02	Vendor Course: - Team Building	FM7M08
Act in the absence of the supervisor or team leader	CF1Q21			Supervisory Course: - Executive Leadership	SMC00
				Provide Mentoring	CF1G01
				Reassignments into at least two (2) leadership positions	CF1Q22
				Participate in Strategic Planning	CF1Q81

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Developmental Objective 7 for Budget Analyst – Level 2

Strengthen Communication Skills

Work Experience/OJT	FMDP #	Other	FMDP #	Electives	FMDP #
Writing assignments.	CF1D41	Vendor Courses: - Interpersonal Relations - Negotiations courses	FM7H71 FM7N31	Vendor Courses: - Advanced Writing Courses - Intermediate/Advanced Briefing Courses	FM7B12 FM7B02
Briefing assignments.	CF1E41				
Plan and conduct meetings	CF1E22				