



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

OCT 23 2013

MEMORANDUM FOR DISTRIBUTION

From: Assistant Secretary of the Navy (Financial Management & Comptroller)

Subj: RECODING DEPARTMENT OF THE NAVY FINANCIAL MANAGEMENT WORKFORCE POSITION DESCRIPTIONS FOR THE DEPARTMENT OF DEFENSE CERTIFICATION PROGRAM

Ref: (a) Directive-Type Memorandum 13-004 of 22 March 2013

1. Per reference (a) as well as previous engagements and active dialog between my staff and your comptrollers, all Department of the Navy (DON) 05XX series positions must be included in the Department of Defense (DoD) Financial Management (FM) Certification Program. Commands will be brought into the program over the course of the year with the goal of full implementation by July 2014. This memorandum specifically provides guidance on changes that will be needed for Position Descriptions (PDs) and vacancy announcements to ensure that local Human Resource Offices and Operating Centers are apprised of the requirements. Additional guidance on other required efforts will be provided via separate correspondence.

2. Once a command's FM workforce has officially entered the program, PDs for 05XX employees will need to be updated to reflect the certification level required. Further DON guidance on the determination of individual FM Certification Levels (Levels 1, 2, or 3) will be provided separately. Additionally, once a position is in the program, should the position become vacant, the vacancy announcement must include a statement notifying applicants of the required certification level of the position. To streamline practices, we have developed a standard statement that can be used for both processes. When a command enters the program, the following statement will be included on all 05XX PDs of that command and any future vacancy announcements of the 05XX positions (level X refers to the certification level assigned):

"Special Requirements: This is a Financial Management Level X Certified position per the National Defense Authorization Act (NDAA) 2012, Section 1599d. This certification level must be achieved within prescribed timelines."

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3. My Human Capital (FMH) staff will work with each Budget Submitting Office to ensure appropriate implementation procedures are in place. As we partner with the Human Resource Community on implementing this new program, this memorandum was coordinated with the Office of Civilian Human Resources.

4. My point of contact is Ms. Debra Ogledzinski, FMH-Branch Head, at (703) 692-4839 or via email at Debra.Ogledzinski@navy.mil.



S. J. RABERN

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