

## **Program Overview**

Approximately 180,000 civilians are employed at Navy and Marine Corps locations throughout the world. Of these, 7,800 work in financial management. Through training, education, and career management, the Financial Management Trainee Program (FMTP) is the vehicle through which the Department ensures a continuous, well-trained, motivated and mobile financial management workforce.

The Trainee Program is a 28-month program of professional development through academic, and on-the-job training. Emphasis is placed on practical work experience; rotational work assignments are part of the trainee's professional training. Assignments include all aspects of financial management at Navy and Marine Corps Commands and academic training in a variety of Navy financial management operations.

Trainees begin learning from day one at a Navy or Marine Corps command. Extensive on-the-job training is accomplished through an Individual Development Plan (IDP) which is established by the Financial Mentors and the Trainee within the first 30 days on duty.

The IDP is the Trainee's Master Plan. It specifies knowledge and skills required in the target position; it clearly details the specific tasks, work assignments; and outlines the procedures for achieving the desired outcomes.

Work assignments encompass all the functions of financial management at the homeport activity and varied financial management functions at the rotational assignment activity. These assignments are designed to provide the Trainee with knowledge, practical application, and relevant training experiences which should bring the Trainee to the full performance level in his/her position.

Upon successful completion of the 28-month program, Trainees are permanently placed at the location where they have been training.

### **Typical Financial Management Functions include:**

- Formulating budget estimates in support of program objectives; presenting and justifying budget requests; development of plans for allocating resources; monitoring program execution; reviewing and analyzing funding documents; conducting comparative analyses to examine trends; reviewing budget policy and statutes to ensure compliance.
- Reviewing and interpreting accounting and financial management policy, procedures, standards and statutes to ensure compliance; monitoring and examining accounts, specific appropriations or financial records for account status and reporting requirements; and verifying accounts documentation.
- Planning and conducting performance and financial reviews of major programs and entities to evaluate the reliability, effectiveness, and efficiency of the organization; making recommendations based on findings that identify cost savings through improved operations; and following up on recommendations to ensure implementation.

## **Skills & Qualifications**

A successful candidate for the Financial Management Trainee Program (FMTP) should possess:

- Teamwork skills and leadership potential
- Good citizenship and a commitment to a career in public service
- Solid analytical, problem-solving and decision-making skills
- Good communications skills - written and oral
- Research and evaluation skills
- Academic accomplishment

Accountant and Auditor positions require 24 credit hours of accounting courses (18 hours accounting; 6 Business Law area).

**Candidates may qualify for the program using any one of the following criteria:**

- Completion of a four-year undergraduate degree from an accredited college/university with a minimum GPA of **2.95 or higher** (A copy of college/university transcript is required for verification);
- One year of financial experience at the GS-5 level -- knowledge, skills, and abilities indicating performance of duties related to the financial management field;
- A Master's Degree or higher;
- Or, any combination of the above

Note: If using foreign transcripts - the transcript must be evaluated by a recognized evaluation/translation service. This evaluation must indicate course titles (in English), credit hours, and grade points.

Financial Management Trainees must be U.S. Citizens; must be able to obtain and maintain a security clearance; and sign a mobility agreement.

**Instructions for Submitting Application Materials for the Department of the Navy Financial Management Trainee Program (FMTP)**

1. Your application package must contain all of the documents requested on the Application Checklist:

- Resumes: Should be as detailed as possible.
- Transcripts: Include ALL transcripts from every college or university ever attended. If any are missing your application will be considered incomplete.
- Forms: available at <http://www.navyfmt.com/index.cfm?webid=11>

2. Application Packages may be submitted by mail, or be hand-delivered.

- Electronic or FAX transmittals are acceptable to initially qualify; however, originals of the forms listed in the FORMS section must be mailed - due to the requirements for original (ink) signatures. Original college transcripts will be required, if selected.

3. Mail the complete application package to:

DEPARTMENT OF THE NAVY  
COMMANDER

PEARL HARBOR NAVAL SHIPYARD AND IMF  
667 SAFEGUARD ST STE 100 (code 600)  
PEARL HARBOR, HI 96860-5033  
Fax: 471-1364

5. After all the above requirements are fulfilled, resumes will be evaluated and you may be contacted by phone (or by email) by a staff representative to set up a personal interview.

### **WHAT TO INCLUDE IN YOUR RESUME**

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment.

If your resume or application does not provide all the information requested, you may lose consideration for a job. Help speed the selection process by keeping your resume or application brief and by sending only the requested material. Type or print clearly in dark ink.

Here's what your resume or application must contain:

### **PERSONAL INFORMATION**

- Full name, mailing address (with ZIP Code) and day/evening phone
- Social Security Number
- Country of citizenship (United States citizenship required)
- Military service history (ALL males born after 12/31/59 must provide their Selective Service registration number)
- Highest Federal civilian grade held; job series and dates held

### **EDUCATION**

- Name and address of all colleges/universities attended
- Type, major, and year of all degrees received or anticipated
- SEND A COPY OF ALL YOUR COLLEGE TRANSCRIPTS (INCLUDING TRANSCRIPTS FOR ANY UNDERGRADUATE COURSES THAT WERE TRANSFERRED TO THE DEGREE-GRANTING SCHOOL)

### **WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying.

- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

- Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

- Job-related training courses (title and year)
- Job-related skills
- Job-related certificates and licenses (current only)