



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL EDUCATION AND TRAINING  
250 DALLAS ST  
PENSACOLA FLORIDA 32508-5220

CH-1 of 19 Mar 98

CNETINST 12400.1C  
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CNET INSTRUCTION 12400.1C

Subj: FINANCIAL MANAGEMENT TRAINING PROGRAM

Ref: (a) SECNAVINST 12410.22A  
(b) SECNAVINST 12400.5A  
(c) NAVCOMPTINST 12400.1A

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Encl: (1) General Information on Financial Management Training

1. Purpose. To implement the Financial Management Training Program within the Naval Education and Training Command (NAVEDTRA COM) in accordance with references (a) through (c). Enclosure (1) provides information on a variety of financial management training opportunities.

2. Cancellation. CNETINST 12400.1B

3. Background. Financial management responsibilities at all levels in the NAVEDTRACOM require various skills by a large number of military and civilian personnel. Managers and supervisors throughout the command must be alert to the training needs of the individual and the Navy to ensure that the mission is supported by steady improvement in the financial management field. There are many education and training programs or courses available for financial management personnel from the entry level up to the Executive and Managerial level. In addition, on-the-job assignments must be made to satisfy the needs of the Navy and the individual performing financial management duties. Reference (a) provides policy and delegates responsibilities for civilian employee training and career development within the Department of the Navy. Navy policy in reference (b) is specifically applicable to the financial management field, and requires both individual career planning and organizational career management. Reference (c) implemented the Centralized Financial Management Trainee Program (CFMTP) for hiring and developing trainees in civilian job series GS-560 (Budget Analyst) and GS-511 (Auditor).

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4. Policy. It is Chief of Naval Education and Training (CNET) policy to ensure steady improvement in executing financial management responsibilities at all levels in the command. This policy recognizes the dual responsibility of individuals and organizations to improve current operations and to systematically prepare for future financial management needs.

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5. Objectives. Objectives of the Financial Management Training Program are:

- a. increased awareness at all levels related to present and future financial management responsibilities;
- b. support of financial management education and training;
- c. increased levels of professionalism and financial management expertise;
- d. selection of employees capable of acquiring a broad background in one or more financial management areas; and
- e. equal opportunity for selection, training, and professional development without regard to race, color, sex, religion, national origin, age, handicapping condition, or any other non-merit factor.

6. Responsibilities

- a. Managers at all levels have the responsibility to:
  - (1) appraise the financial management needs of the organization;
  - (2) determine the training needs of financial management personnel and implement Individual Development Plans when appropriate; and
  - (3) ensure that financial management personnel are informed of available training, knowledgeable of the skills they must acquire to advance to higher levels, and aware of changes in financial management requirements as they occur.
- b. Military members and civilian employees performing financial management duties have the responsibility to:
  - (1) understand the level of knowledge and skills required to perform their duties;
  - (2) determine additional knowledge or skills that must be acquired to successfully perform assigned duties or to advance to higher levels; and
  - (3) be aware of specific training opportunities for themselves and for personnel under their supervision.

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7. Action. This ongoing program will be implemented at all CNET commands and activities. All military members and civilian personnel performing financial management duties should review this instruction.



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Director of Shore/Technical Training

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GENERAL INFORMATION ON FINANCIAL MANAGEMENT TRAINING

1. Background. Navy policy requires that civilian career programs be developed for all occupational specialties in financial management. Civilian employees should be made aware of the lines of progression to more responsible positions, be informed of training opportunities to improve present performance and prepare for higher responsibilities, and be assigned to work designed to develop managerial and technical competence. Most training opportunities are available to military members as well as civilian employees, and separate programs exist for professional education for civilian and military personnel. To assist in implementing the Financial Management Training Program in the NAVEDTRACOM, information is provided herein to inform managers and employees of training requirements and opportunities. This information is not intended to include all training possibilities, and all opportunities that satisfy the needs of the individual and the organization should be considered. CNET will periodically distribute correspondence providing specific information about the Financial Management Training Program. For example, correspondence concerning fiscal year class schedules and nomination guidance will be issued for the Practical Comptrollership Course (PCC) and Professional Military Comptroller School (PMCS). In addition, correspondence will be issued providing updated information about the Navy Centralized Financial Management Training Program and the Navy Civilian Fellowship Program. Coordination with the supporting civilian personnel office and completion of the Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556) are the responsibility of the command or activity.

2. Comptroller of the Navy (NAVCOMPT) Entry Level and Intermediate Level Training Courses

a. Financial management personnel at the entry level or intermediate level should complete one or more of the three NAVCOMPT sponsored courses. Each course consists of 40 hours of classroom or directed study at no cost, and they are usually available locally. To inquire about the availability of these courses, or to input a requirement for a course in a specific area or location, contact the Navy Financial Management Career Center (NFMC), Pensacola, Florida (DSN 922-3977). The NFMC distributes information concerning the location and date of courses offered, and provides the name and phone number of the course coordinator in the local area. The three courses are:

(1) Introduction to Financial and Managerial Accounting

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(2) Principles of Navy Budgeting

Enclosure (1)

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(3) Introduction to Navy Working Capital Fund  
(Intro NWCf)

CH-1

b. Financial management personnel who are in intermediate or higher positions of responsibility or about to report to such positions at the major claimant, functional command, or activity level, may be considered for the PCC, U.S. Naval Postgraduate School, Monterey, California. The Secretary of the Navy (SECNAV), Chief of Naval Operations (CNO), and NAVCOMPT assign quotas to accept highly qualified personnel, provide class schedules and other information, and require this information to be made available throughout each command. Inquiries from CNET commands and activities may be directed to CNET (Code OS8211), 250 Dallas St., Pensacola, FL 32508-5220, DSN 922-3926. Travel and per diem costs for the 9-day PCC are the responsibility of the nominating activity. CNET distributes information annually about the PCC when it is received from CNO or NAVCOMPT.

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c. The following correspondence courses for the entry and intermediate levels are available through local training offices:

- (1) Appropriation and Cost Accounting (NAVEDTRA 13088);
- (2) Financial Management in the Navy (NAVEDTRA 10732-E2);
- (3) Management Fundamentals (NAVEDTRA 80049); and
- (4) Disbursing Part I (NAVEDTRA 10976-D1).

3. PMCS. The PMCS is a 6-week school at Maxwell Air Force Base, Montgomery, Alabama. In contrast to the PCC, the PMCS presents a broad general education effort emphasizing theoretical, legal, and management concerns within a comptroller organization. Another difference is that travel and per diem costs are provided by NAVCOMPT; however, officers attending the PMCS while on Permanent Change of Station (PCS) orders will be funded by the Naval Military Personnel Command or Headquarters, Marine Corps. The course quotas, schedules, and information about the course are initiated and distributed through coordinated action by SECNAV, CNO, and NAVCOMPT. Nominations must be received by NAVCOMPT by the nomination date, and should be submitted through R) the chain of command to CNET for forwarding to NFMFC. Nominees should be commissioned officer (O-4 and above) or civilian personnel (GS-12 and above or equivalent pay plan). Officers at the O-3 level or GS-11s may be accepted on an exception basis, with a full justification for waiver that must accompany the nomination. Waivers will only be granted to O-3s occupying or enroute to an O-4 or above billet or O-3s and GS-11s holding the position of comptroller, deputy comptroller, accounting officer, budget officer, or the senior auditor or internal review officer. CNET distributes information about the PMCS annually when it is received from CNO or NAVCOMPT. Inquiries may be directed to CNET (see paragraph 2).

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**4. SECNAV Civilian Fellowship Program in Financial Management.**

SECNAV and NAVCOMPT manage the Civilian Fellowship Program for full-time graduate study in financial management. Nominees should have achieved a high degree of professional competence and have demonstrated potential for advancement. Tuition and book costs for three consecutive quarters or two consecutive semesters will be covered by the Navy central pool funds administered by NFMC-12. The nominating activity continues to pay the individual's salary, but no travel or per diem allowances will be authorized. The nomination package with endorsements must be submitted via the chain of command to CNET for endorsement and submission to NFMC-12 or Commandant of the Marine Corps. Information about the Civilian Fellowship Program will be routinely distributed to commands and activities upon receipt by CNET. Inquiries may be directed to CNET (see paragraph 2). Nominees for the program must have:

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a. worked a minimum of 3 years by nomination date as a financial manager within the Department of the Navy (DON);

b. achieved a pay grade of GS-9 or above;

c. applied to and have been accepted to an accredited college or university; and

d. developed a proposed course of graduate study in financial management based upon anticipated mission needs and opportunities for future growth.

**5. DON Centralized Financial Management Trainee Program.**

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The Centralized Financial Management Trainee Program (CFMTP) is a two-year training program. The program provides centralized recruitment, funding, hiring, and management. College-caliber personnel are centrally hired as Budget Analysts and Auditors. At the end of the two-year training period, based on performance and potential, trainees will have progressed through two grade levels to reach program completion. DON activities participating in the program must have a target permanent position at the GS-09 level or above for trainees who successfully complete the program. Activities participating must develop an Individual Development Plan (IDP) and agree to follow established procedures. The following procedures apply to applicants for the CFMTP:

a. To apply for the program, an applicant must send a completed Standard Form 171 and a college transcript to:

Navy Financial Management Career Center  
NFMC-12  
Naval Air Station  
151 Ellyson Avenue, Suite F  
Pensacola, FL 32508-5114

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b. Applications are accepted from 1 September to 1 February each year. Selections are made in April and selectees begin work in May, June, or July. Inquiries may be directed to CNET.