

BUDGET/PROGRAM ANALYST

Competency Framework and Career Roadmap

	ENTRY	JOURNEYMAN	ADVANCED	EXPERT
Proficiency Levels	Intern New Hire Analyst	Project Lead Integrated Product Team (IPT)/ Team Participant	BUS-FM Program Lead Supervisor IPT Leads	Manager/Supervisor BUS-FM Executive Office/HQ Lead DAWIA Career Field Manager Competency Manager
Career Progression				
Technical Experience & Core Competencies	<p>Less than 2 years experience or new to organization. Basic knowledge of Financial Management (FM) principles Understands FM policies, regulations and organizational strategic goals. Junior members of a larger team, assists in performing analysis and require direct supervision.</p>	<p>Two years minimum experience, in DoN and/or DoD FM. Application of FM processes and techniques. Demonstrates use of FM policies, regulations and meeting personal objectives that support organizational strategic goals. Works independently, performing analysis and providing recommendation with limited direct supervision.</p>	<p>Minimum five years experience in DoN and/or DoD FM. Advanced knowledge and fluent application of FM processes and techniques Demonstrates leadership skills in interpreting FM policies and regulations and application of organizational strategic goals. Perform independent analysis and problem solving with minimal supervision. Leaders or senior members of teams.</p>	<p>Minimum eight years, extensive experience, in DoN and/or DoD. Advanced synthesis and application of complex FM concepts and techniques, as well as strategic knowledge and influence of financial processes. Demonstrates leadership skills in interpreting FM policies and regulations to influence outcomes and defines organizational strategic goals. Leaders of teams, interpret analysis in final decision making, and are advanced knowledge resources in their field.</p>
ACQUISITION PLANNING FISCAL LAW & POLICIES BUDGET FORMULATION ACCOUNTING PRINCIPLES & POLICIES AUDIT READINESS				
FINANCIAL & ECONOMIC ANALYSIS BUDGET EXECUTION FINANCIAL SYSTEMS FUNCTIONALITIES FINANCIAL REPORTING				
Leadership Development & Business Acumen	Continual Learning Flexibility Communication Critical Thinking Stress Tolerance Dependability Attention to Detail Professionalism Customer Focus Initiative Interpersonal Dynamics Cooperation / Teamwork	Situational Leadership Accountability Creativity and Innovation Instructing Process Management Active Learning Conflict Management Risk Management Technology Management Monitoring Decisive Problem Solving Team Building Managing Customer Relationships	Change Management Leadership Technical Credibility Resilience Leveraging Diversity Entrepreneurship Resource Management Human Capital Management Employee Performance Management Mentorship/Developing Others	External Awareness Vision Influencing/Negotiating Partnering Strategic Thinking Political Savvy Mission Accomplishment
Required DAWIA Training, Recommended Certification & Education	BUS-FM Level I*	BUS-FM Level II*	BUS-FM Level III*	BUS-FM Level III*
	Associate's/Bachelor's	Bachelor's/ Master's		Bachelor's/ Master's/Doctorate
	CDFM	CDFM /CDFM (A)		

*NOTE: For 500 series BUS-FMs, DoD Financial Management Certification is also required

Competency Framework and Career Roadmap for the Business-Financial Management (BUS-FM) Workforce

BUDGET/PROGRAM ANALYST

Technical Experience & Core Competency Definitions

Budget Execution

The knowledge and understanding of Federal Financial Management Regulations, Policies, and Procedures needed to effectively execute funds appropriated by Congress. The ability to utilize sound fiscal judgment obtained from financial and business training to ensure funds are executed within the purpose, time, and amount authorized. Ensure required competencies are acquired to facilitate sound conceptual execution of resources provided.

Financial Systems Functionalities

The comprehensive understanding of financial systems and their functionalities. Knowledge of reporting capabilities and ability to utilize financial data to provide programmatic and financial recommendations to stakeholders.

Accounting Principles and Policies

The knowledge and understanding of both budgetary and proprietary Financial Accounting principles and policies associated with DoN funding appropriations. The ability to apply sound DoD accounting practices using the most current accepted principles and policies established. Ensure the requisite competencies are acquired to enable proper usage of accepted accounting principles, policies, and procedures are adhered.

Fiscal Law & Policies

The understanding of the body of law that governs the availability and use of federal funds. Knowledge of the process by which Government expenditures are authorized and funded as well as differentiates between the major types of appropriations and their uses.

Budget Formulation

The understanding of front-end process by which a specified budget is developed, justified, and defended. Budget formulation includes the Program Objectives Memorandum (POM) output, presentation of budget materials, and Congressional briefings to Professional Staff Members (PSM).

Financial Reporting

The understanding and support of Acquisition Reporting, Financial Statements, Audit Readiness reporting, Execution Status, and Reports extracted from FM systems

Financial & Economic Analysis

The ability to forecast, analyze, reconcile and recommend strategies utilizing programmatic and financial data to provide sound advice in accordance with fiscal policies and regulations.

Acquisition Planning

The knowledge of the DoD 5000 Instruction and its governance and interaction with Decision Support Systems Planning (Programming, Budgeting and Execution (PPBE), Joint Capabilities Integration Development System (JCIDS), and Defense Acquisition Management System (DAMS)). Acquisition Planning is event driven and consists of various milestones. Key activities are performed during each milestone to provide for informed decision making and are consistent with PPBE phases.

Audit Readiness

The understanding of all policies and concepts associated with establishing and maintaining internal controls in accordance with DoD guidance. Also provides analysis and support to auditing activities such as documentation retention, substantive control testing, and business process improvement.



<http://acquisition.navy.mil/busfm>



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