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Description of document: Various Centers for Disease Control and Prevention (CDC)
Office of the Chief Financial Officer (OCFO)
Organizational Documents, 2013-2014

Requested date: 18-August-2019

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Source of document: FOIA Request
CDC/ATSDR
Attn: FOIA Office, MS-D54
1600 Clifton Road, NE
Atlanta, GA 30333
Fax: (404) 235-1852
Email: FOIARequests@cdc.gov

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Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30333

November 21, 2019

Via email

This letter is regarding to your Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR) Freedom of Information Act (FOIA) request of August 18, 2019, assigned #19-01088-FOIA, for:

This is a request for the following CDC records:

OCFO Staffing Report 1/13/2014
OCFO/FMO Reorganization Proposal - Sherri Berger 1/10/2013
OCFO 2013 Leadership Retreat
OCFO Retreat (Deloitte-Think Tank Session)
OCFO Organizational Overview (Slides 11/12/2013)
2014 OCFO Workforce Development Strategy
Workforce and Succession Planning Document

We located 89 pages of responsive records (30 pages released in full or part; 59 pages withheld in full). After a careful review of these pages, some information was withheld from release pursuant to 5 U.S.C. §552 Exemption(s) (b)(5) and (b)(6).

Programs did not locate information on OCFO 2013 Leadership Retreat and OCFO Retreat (Deloitte-Think Tank Session).

EXEMPTION 5

Exemption 5 protects inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency. Exemption 5 therefore incorporates the privileges that protect materials from discovery in litigation, including the deliberative process, attorney work-product, and attorney-client privileges. Information withheld under this exemption was protected under the deliberative process privilege. The deliberative process privilege protects the decision-making process of government agencies. The deliberative process privilege protects materials that are both predecisional and deliberative. The materials that have been withheld under the deliberative process privilege of Exemption 5 are both predecisional and deliberative, and do not contain or represent formal or informal agency policies or decisions. Examples of information withheld include intra agency memorandums and pre-decisional documents.

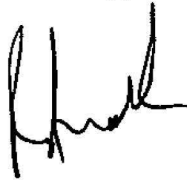
EXEMPTION 6

Exemption 6 protects information in personnel and medical files and similar files when disclosure would constitute a clearly unwarranted invasion of personal privacy. The information that has been withheld under Exemption 6 consists of personal information, such as names. We have determined that the individual(s) to whom this information pertains has a substantial privacy interest in withholding it.

You may contact our FOIA Public Liaison at 770-488-6277 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the Deputy Agency Chief FOIA Officer, Office of the Assistant Secretary for Public Affairs, U.S. Department of Health and Human Services, Hubert H. Humphrey Building, 200 Independence Avenue, Suite 729H, Washington, D.C. 20201. You may also transmit your appeal via email to FOIARequest@psc.hhs.gov. Please mark both your appeal letter and envelope "FOIA Appeal." Your appeal must be postmarked or electronically transmitted by February 19, 2020.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Andoh', with a stylized flourish at the end.

Roger Andoh
CDC/ATSDR FOIA Officer
Office of the Chief Operating Officer
(770) 488-6399
Fax: (404) 235-1852

Enclosures

19-01088-FOIA

Fiscal Year 2014
October 1, 2013 – September 30, 2014



Office of the Chief Financial Officer
(OCFO)
Training Catalog

Office of the Chief Financial Officer (OCFO) Customers:

This catalog is designed to meet the changing needs of government, but particularly OCFO and its mission to provide training for required certification standards, to address the competencies needed for success, and ultimately, to develop exceptional professionals. As such, this catalog should be your main resource for all training-related information and programs offered through OMS Professional Development.

This format is being introduced – first and foremost – to assist you in efficiently locating and completing OCFO-sponsored training. However, there are links to other OCFO Programs, as well as CDC Mandatory Training. The courses found in this catalog are, in large part, a response to your suggestions and comments.

One thing that will not change is Professional Development's commitment to excellence in customer service and support.

Thanks for your continued cooperation. We look forward to continuing a partnership in support of achieving your professional career goals in OCFO!

Office of Management Services
Human Capital and Administrative Services Team/Professional Development & Training
University Park, Columbia Building
2900 Woodcock Boulevard, Third Floor, Room 3028
MailStop D-03
Atlanta, Georgia 30341
OCFOTraining@cdc.gov

PROGRAM OVERVIEW & GENERAL INFORMATION

For more information, please visit the OCFO [Professional Development webpage](#).

The Office of Management Services (OMS) in partnership with OCFO Leadership will continue to work hard to provide the most effective training possible to OCFO employees.

MISSION STATEMENT

The mission of OCFO Professional Development is to provide exceptional training and career development tools for OCFO employees.

TRAINING LOCATION(S)

Training is mainly held at University Park, Columbia Building, in conference rooms 1064 & 1065. If necessary, courses may also be held at other [CDC/Atlanta Area Campuses](#) (Blackstone, Century Center, Chamblee, Roybal), as well as local vendor facilities. Specific location information for individual courses is provided both in the HHS Learning Portal (LP) descriptions, as well as in OCFO Training Announcements and calendar invitations sent to registrants to confirm participation. A list of OCFO training and programs for Fiscal Year (FY) 2013 is included in this catalog.

**When necessary and/or as available, courses will also be offered through Envision, LiveMeeting, Webinars, etc.*

REGISTRATION INFORMATION and instructions for the [Health and Human Services Learning Portal \(HHS LP\)](#), including course identification numbers and links are included in all OCFO Training Announcements. **To ensure courses are credited to employee transcripts, it is important that all registration (and cancellations) be processed through the learning portal.** Some courses will require supervisory approval. Course registration in the learning portal should reflect an “approved” status prior to the start of training. The course status **must** also reflect “approved” for **all learners** before it can be “closed” and credited to learner transcripts.

Note: If course registrations are not approved within 5 days after training is complete, the registration will be cancelled and no credit will be issued for completing said course.

TRAINING TIME(S)

Training start and end times vary. However, usual start and end times for full-day courses begin at 8:30am and end at 4:00pm; half-day trainings begin at 8:30am and end at 12:00pm; and any training less than four hours, will begin and end as announced.

Confirmation of registration is automatically sent to registered participants from the LP. A second confirmation is also sent to registrants as an outlook invitation from the OCFO Training calendar. This invitation ensures details (especially updates), including course title, location, time and any other specifics regarding the course is communicated. If you register for a course and **do not** receive confirmation from the OCFO Training Calendar at least one week prior to the start of the training, email OCFOTraining@cdc.gov.

ATTENDANCE

You are expected to attend any training you register for, as well as all multi-day scheduled training. **If you are unable to attend training or must be absent from any day of a multi-day course, please notify your supervisor and OCFO Professional Development as far in advance as possible.** Absence from a significant percentage of a course will be reported and may result in the registered participant not receiving a certificate of completion or credit on your LP transcript.

WITHDRAWAL, SUBSTITUTION(S) AND CANCELLATION(S)

If you are unable to attend a class for which you have registered, please cancel your registration in the LP and send an email to OCFOTraining@cdc.gov as soon as possible before the class start date.

Your office may substitute a participant by having that individual submit an approval email to OCFOTraining@cdc.gov. The substitute will be enrolled in the course **if there is not** a waiting list. Substitutions are allowed up to the class start date. Supervisors are required to approve any change requests. If OCFO Professional Development cancels a course for any reason, every effort will be made to notify all confirmed participants using the roster from the learning portal and/or the outlook invitation sent to learners from the roster. If future course dates are available, we will be happy to discuss enrollment in a future session.

WAIT LIST

Some courses may fill quickly. If a course is full and you have registered through the learning portal, you will automatically be placed on a waiting list. If space becomes available, you will be automatically moved up and “offered” the course you are waiting for. After you accept, you will be moved onto the roster. Therefore, it is imperative registrations be cancelled in a timely manner in the learning portal. Completed courses are reflected on learner transcripts within the HHS Learning Portal after each course has been closed.

TRAINING ACCESSABILITY DISCLAIMER

It is the policy of CDC, and OCFO, to provide reasonable accommodations (RA) for qualified individuals with disabilities to ensure their full inclusion in OCFO-sponsored training events. Employees are asked to submit RA requests at least **30 days prior** to the training event. Please e-mail the request to OCFOTraining@cdc.gov.

WEATHER

The operating status for all courses is the same as the operating status for Federal Employees in the Atlanta, Georgia area. To check the operating status in the Atlanta area, call 404.639.2611 or 1.800.937.5157. If the Federal Government is closed, scheduled courses will not be offered. If weather conditions prevent you from attending class, we will be happy to reschedule you in a later session.

EMERGENCY EVACUATION instructions will be provided, if necessary, based on training location(s).

SMOKING is NOT prohibited in CDC buildings. Smokers are asked to use designated spaces provided outside of buildings.

MANDATORY TRAINING

"CURRENT" EMPLOYEES & CONTRACTORS

TRAINING	FREQUENCY	AUDIENCE
Counterintelligence and Insider Threats	Annually, within 60 days of notice from OSSAM	All Personnel (& contractors)
CDC Records Management Annual Refresher NOT released until October 2014	Annually, by 31 December	All Personnel (& contractors)
CDC Neighborhood Profile Verification	Annually, by 31 December	All OCFO Personnel
Contract Severability Online Training	Annually, by 31 December	All Budget Analysts (reference OCFO Training Catalog)
Federal Appropriations Law (4-day)	Every four years, by 31 December	All Personnel
Federal Appropriations Law Refresher	Every two years post full course, by 31 December	All BAs & Payment-Processing Personnel
HHS 2013 Annual Ethics Training NOT released until October/November 2014	Annually, by 31 December	All Personnel required to file financial disclosures (278 & 450 filers only)
Security Awareness Training	Annually, by 14 August	All Personnel (& contractors)
Notification and Federal Employees Anti-Discrimination and Retaliation Act ("The No Fear Act")	<u>Every two years</u> (after initial completion), by 31 December	All OCFO Personnel
Safety Survival Skills, Part 1 (General Responsibilities) <ul style="list-style-type: none"> OHS Training Online OHS Instructor-Led Training 	Federal Employees: <u>Every 5 years</u> or upon badge renewal, by 31 December Fellows, Researchers, Students, Contractors, others: Annually, by 31 December	All Personnel requiring CDC identification badge
NIMS CDC Responder Training Tiers	NOTE: Individuals must update CDC Neighborhood with training information upon completion. Please see the NIMS training resource page http://ophpr.cdc.gov/lo/nimsTraining.asp bubble #4) for instructions on how to complete.	
Tier 1: - IS-700.a NIMS: An Introduction (or IS-700) NOTE: THIS IS THE TIER MOST OCFO EMPLOYEES MUST COMPLETE	After completing NIMS/ICS course, recertification is not required. However, the National Integration Center recommends personnel repeat each course every 5 years. This is optional, but intended to ensure maintenance of related knowledge & skills, and awareness of the latest NIMS developments.	Employees <u>not</u> routinely assigned to the CDC EOC or deployed to the field
Tier 2: - Tier 1 course - IS 100.b Introduction to ICS (or IS-100 or IS-100.a) - IS-200.b ICS for Single-Resources (or IS-200 or IS- 200.a) - IS-800.b NRF: An Introduction (or IS-800)	Same for all tiers	Employees with potential for assignment to the CDC EOC
Tier 3: - Tier 1 and 2 Courses - ICS 300 Intermediate	Same for all tiers	Employees with potential for deployment to the field
Tier 4: - Tier 1, 2, and 3 Courses - ICS 400 Advanced	Same for all tiers	Employees with IMS leadership and liaison roles in the CDC EOC and when deployed to the field

MANDATORY TRAINING

"NEW" EMPLOYEES & CONTRACTORS

[must have access to Admin E-Systems (CDC Intranet), or the Health and Human Services Learning Portal (HHSLP) to complete several of these trainings]

TRAINING	FREQUENCY	AUDIENCE
Counterintelligence and Insider Threats	Day one, annually thereafter (<u>deadline date announced by OSSAM</u>)	All Personnel (& contractors)
CDC Overview of Federal Records Management	Within 30 days of employment or beginning contractual work	New Personnel (& contractors)
CDC Neighborhood Profile Verification	Annually, by 31 December	All Personnel
Contract Severability Online Training	Within 6 months of employment, annually thereafter, by 31 December	All Budget Analysts (reference OCFO Training Catalog)
EEO Awareness Training for HHS	Within 30 days	All Personnel
Federal Appropriations Law (4-day)	Within 180 days and every fourth year from last date of completion thereafter, by 31 December	All Personnel
Federal Appropriations Law "Refresher/Current Issues" Training	Within 180 days and every second year after completion of full four-day class thereafter, by 31 December	Mandatory for OCFO BES Budget Analysts and payments processing staff)
HHS Initial Ethics Orientation	Within 30 days	New Personnel
Notification and Federal Employees Anti-Discrimination and Retaliation Act ("The No Fear Act")	Within 90 days and every 2 years thereafter, by 31 December	All Personnel
Security Awareness Training	Day one, annually thereafter (<u>deadline date will be announced</u>)	All Personnel (& contractors)
Safety Survival Skills, Part 1 (General Responsibilities) <ul style="list-style-type: none"> OHS Training Online OHS Instructor-Led Training 	Day one, thereafter Federal Employees: Every 5 years or upon badge renewal, by 31 December Fellows, Researchers, Students, Contractors, others: Annually, by 31 December	All Personnel (& Contractors) requiring CDC identification badge
Workplace Diversity Awareness	Within 30 days	
NIMS CDC Responder Training Tiers	NOTE: Individuals must update CDC Neighborhood with training information upon completion. Please see the NIMS training resource page http://ophpr.cdc.gov/lo/nimsTraining.asp bubble #4) for instructions on how to complete.	
Tier 1: - IS-700.a NIMS: An Introduction (or IS-700) NOTE: THIS IS THE TIER MOST OCFO EMPLOYEES NEED TO COMPLETE	As soon as possible after onboarding, but not later than 31 December of the first year of employment.	Employees <u>not</u> routinely assigned to the CDC EOC or deployed to the field
Tier 2: - Tier 1 course - IS 100.b Introduction to ICS (or IS-100 or IS-100.a) - IS-200.b ICS for Single-Resources (or IS-200 or IS-200.a) - IS-800.b NRF: An Introduction (or IS-800)	Same for all tiers	Employees with potential for assignment to the CDC EOC
Tier 3: - Tier 1 and 2 Courses - ICS 300 Intermediate	Same for all tiers	Employees with potential for deployment to the field
Tier 4: - Tier 1, 2, and 3 Courses - ICS 400 Advanced	Same for all tiers	Employees with IMS leadership and liaison roles in the CDC EOC and when deployed to the field

MANDATORY SUPERVISORY CERTIFICATION

A memorandum on 2014 Supervisor Training Requirements was distributed directly to all coded (in WIZ as 2, 4, 5 or 7) Supervisors, Managers, and Executive staff September 2013. This memorandum provided details on the 2014 mandatory training requirements for employees covered by the [Mandatory Training Requirements for Supervisors, Managers, and Executives Policy](#).

Important points to remember:

- **NEW SUPERVISORS** must complete a prescribed set of courses **within 365 days of their appointment**. These courses are:
 - Supervisor Development Challenge web-based pre-course
 - Supervisor Development Challenge
 - Basic Employee Relations
- **EXPERIENCED supervisors must complete 8 hours of training. A minimum of eight hours must focus on: (a) mentoring employees; (b) improving employee performance and productivity; or (c) conducting performance appraisals and correcting unacceptable performance. All training must be completed by December 31, 2014.**
- All supervisors will be assigned to either the Experienced Supervisor Certification or the New Supervisor Certification in the HHS Learning Portal. These certifications provide the user with a means to identify opportunities that will fulfill the requirements and track completion progress.
- Training taken external to CDC or that is sponsored by a CIO may be used to satisfy training requirements. **Such courses should first be approved by CDC University** using the [Certification Course Approval Form](#).
- A complete listing of CDC University-sponsored courses can be found at the [ILEAD website](#).
 - Courses that count towards meeting training requirements are denoted by the "ILEAD" [symbol](#).
 - Courses that address the additional eight hours of training are also designated in the certification and on the intranet site.
- Supervisors and managers should also consider basing selection of courses on the core leadership competencies they wish to develop. A complete listing of the competencies and the associated behaviors can be found at the [CDC University website](#).
- A comprehensive [Leadership Competency Assessment tool](#) is available at no cost from the U.S. Office of Personnel Management (OPM). The Leadership Competency Assessment is a tool created to provide federal leaders and aspiring leaders with developmental feedback on their proficiency level on the competencies that comprise the OPM Executive Core Qualifications (ECQ). The Leadership Competency Assessment is designed to identify leadership strengths and developmental needs.
- The **HCRMO POC** for matters related to the [Mandatory Training Requirements for Supervisors, Managers, and Executives Policy](#) and CDC/ATSDR Leadership Development Activity is **Dr. Daniel McDonald** at gka2@cdc.gov or (770) 488-0256.

EXCEPTIONS

No exceptions will be granted in 2014 for supervisors coded 2, 4, 5 or 7 in WIZ, except for mission deployments or extended medical situations. The policy states, "An exception to the training deadline for a particular employee may be granted by the employee's supervisor, on a limited basis, due to the employee's extended mission deployment or other circumstances where the reviewing official reasonably believes failure to meet the mandatory annual training was due to no fault of the employee. Failure to plan for training does not qualify for exemption. Any granted exception must be expressed in writing and approved and signed by the employee's supervisor. Even if an exception is granted, the employee is still responsible for completing this required training as soon as possible and, in most cases, within 120 days of returning from mission deployment." Therefore, if a person is coded 2, 4, 5 or 7, they are required to complete the training, regardless of whether they supervise direct reports.



User Guide for
Experienced Supervisors



User Guide for
Managers of Experienced Supervisors

CDC University will continue to monitor *CDC Experienced Supervisor Certification* through the HHS Learning Portal. This tool is designed to help experienced supervisors identify and register for courses that fulfill mandatory training requirements. It also allows for easier tracking of progress and compliance.

OCFO ADMINISTRATIVE PROFESSIONALS (AP)/ TRAINING PROCESSING SUPPORT

Please direct training form and credit card-related questions to the AP identified for your branch and/or office.

BRANCH/OFFICE	ADMINISTRATIVE PROFESSIONAL/SUPPORT
Accounting (AB)	Jimmy Barnes
Budget Execution Services Branch 1 (BES1)	Tamiko Tallington (back-up: Germaine Johnson)
Budget Execution Services Branch 2 (BES2)	Tamiko Tallington (back-up: Germaine Johnson)
Budget Execution Services Branch 3 (BES3)	Tamiko Tallington (back-up: Germaine Johnson)
Budget Execution Services Branch 4 (BES4)	Tamiko Tallington (back-up: Germaine Johnson)
Budget Execution Services Branch 5 (BES5)	Tamiko Tallington (back-up: Germaine Johnson)
Budget Execution Services Branch 6 (BES6)	Tamiko Tallington (back-up: Germaine Johnson)
Budget Operations Unit (BOU)	Germaine Johnson (back-up: Tamiko Tallington)
Commercial Payment Branch (CPB)	Jacquelyn (Jae) Duncan
Debt Management Branch (DMB)	Jimmy Barnes
OCFO Legislation (Leg)	S. Kay Hendricks
Financial Systems Branch (FSB)	Jimmy Barnes
Office of the Director (OD)	Colleen Findley and/or Meagan Montgomery
Office of Management Services (OMS)	Carol Heyward
Travel, IIIPB	Jacquelyn (Jae) Duncan
Working Capital Fund (WCF)	Carol Heyward

INDIVIDUAL DEVELOPMENT PLAN (IDP) TOOL



**COMING
SOON!**

For FY 2014, IDPs are due as soon as possible to your team lead and/or branch chief (cc: OCFOTraining@cdc.gov).

The Individual Development Plan (IDP) and planning process supports OCFO employees as they consider which development activities to focus on during the upcoming year. Through the IDP process, OCFO leadership encourages employees to partner with their supervisors to discuss their career development needs and goals, as well as to discuss how their goals align with OCFO's mission and vision.

The links below will take you to IDP support materials, including IDP forms and frequently asked questions about IDPs. Additionally, the OCFO Learning Plans and Training Catalog links point to tools employees can use to locate available training programs and more information about the competencies expected according to job series and grade level.

Employees should return to these pages as needed to develop and refine their IDPs.

[IDP Form](#)

[IDP Frequently Asked Questions](#)

[Competencies \(CDCU\)](#)

[CDC University's virtual toolkit of career development aids and resources](#)

[CDC University Schedule \(by Course, Month, & School\)](#)

INDIVIDUAL LEARNING ACCOUNTS (ILA)

As of July 15, 2014, the FY 14 funds that OCFO contributed towards individual professional development is no longer available. However, the \$500 that was deposited earlier this year into Individual Learning Accounts (ILA) is still available for your use.

The policy on Individual Learning Accounts (ILA) was developed to guide CDC employees and managers through the procedures for accessing funds provided for job-related training activities. This policy supports and encourages professional development as outlined in each employee's Individual Development Plan (IDP).

Please visit the [ILA site](#) or email [OCFOTraining](mailto:OCFOTraining@cdc.gov) if you have questions.

CDC UNIVERSITY

Since its establishment in 1999, [CDC University \(CDCU\)](#) has been committed to working with employees to provide high-quality, economical training courses and programs in support of CDC's mission and goals. Courses are organized and structured by core functional areas that correspond to CDCU's [seven schools](#). CDC University should be employees' **first resource** for training needs. Click [here](#) to view and/or register for current CDCU courses.

CDCU also provides a variety of consultative services such as competency development and gap assessment, as well as policy and process development related to workforce training and professional growth. They look forward to addressing CDC staff needs and encourage questions, comments, and suggestions. Click [here](#) to contact CDCU.

CONTINUING EDUCATION

Becker CPE Subscription Program The NEW! Becker CPE catalog gives accounting, auditing and finance professionals the timely, relevant knowledge they need to stay on top of today's constantly changing business world. Becker's online CPE combines expert instructors, streaming video, interactive presentation materials, and Q&A capability. All courses are led by Becker's industry-leading CPA instructors who don't just teach the material but explain how professionals can apply the concepts to everyday business situations immediately. More importantly Becker CPE courses are in compliance with all NASBA requirements. Review government subscription pricing.

Star12 All Access Training Pass Your pass gets you 12 months of unlimited access to live and on-demand seminars, live and on-demand webinars, the FranklinCovey Online Audio Collection, and many other online resources for only \$299. STAR12 is so affordable that you'll get a full year of unlimited access to training for less than some training companies would charge you for a single workshop! Also, see the SkillPath "[60-minute audio conferences and webinars Solutions](#) for additional training opportunities."

SkillPath Total Access SkillPath Total Access members get 1 full year of "you choose the seminar" training from Total Access for \$499. No hidden fees, no "gotcha's," just the same great training you've come to expect from SkillPath since 1989. Once you're a member, any seminars you attend are **FREE**. Also see the 10% off upcoming seminars for additional training opportunities.

FY 2014 COURSES

Start Date	End Date	Course Title	Location	Learning Portal ID
AUGUST				
08/06/2014	08/06/2014	OCFO Morning Health Series (9:00-10a) "Getting Beyond the Plateau"	Columbia 1065 - Sign-In Email OCFOTraining@cdc.gov by 8/4	
08/13/2014	08/13/2014	UFMS Basic Navigation (9-3:30p)	CDCU/Stanford, Goddard	00081112
08/18/2014	08/18/2014	The Art of Exceptional Customer Service (8:30-4:30)	Columbia, 1065	00069715
08/18/2014	08/18/2014	Basics of CDC Financial Management (8:30-4:30p)	Chamblee, Bldg 106, 1A	00080529
08/26/2014	08/26/2014	Object Class (8:30-11:30)	Chamblee, Bldg 106, 1A	00080568
SEPTEMBER				
09/08/2014	09/08/2014	Basics of CDC Financial Management (8:30-4:30p)	Chamblee, Bldg 106, 1A	00080530
09/10/2014	09/10/2014	UFMS Basic Navigation (9-3:30p)	CDCU/Stanford, Goddard	00087049
09/15/2014	09/15/2014	Object Class (8:30-11:30)	Chamblee, Bldg 106, 1A	00080569
OCTOBER				
10/22/2014	10/22/2014	MACCS (1:00-3:30p)	Columbia, 1065	00079789
NOVEMBER				
11/19/2014	11/19/2014	UFMS Basic Navigation (9-3:30p)	CDCU/Stanford, Goddard	00087050
DECEMBER				
12/01/2014	12/04/2014	Federal Appropriations Law	Columbia, 1065	00074331
12/17/2014	12/17/2014	UFMS Basic Navigation (9-3:30p)	CDCU/Stanford, Goddard	00087051

****COURSES MAY BE ADDED, UPDATED, OR REMOVED DURING THE FISCAL YEAR.
PLEASE CHECK SHAREPOINT ANNOUNCEMENTS AND THE CATALOG OFTEN TO ENSURE YOU
ARE VIEWING CURRENT TRAINING INFORMATION AND SCHEDULES!****

FY 2014 Internal and External Course Information

(THE) ART OF EXCEPTIONAL CUSTOMER SERVICE

This is an interactive, engaging conversational one-day workshop about building internal and external workplace relationships that last!

- *Dates: ~~December 16th~~, ~~March 12th~~, ~~June 26th~~, August 18th*
- *Vendor: External (The Saunders Executive Resources Group, LLC)*

BASICS OF CDC FINANCIAL MANAGEMENT

The CDC Financial Management course is for employees and contractors who are new to the Federal government, new to OCFO, or anyone who is interested in an understanding of the major financial laws and legislation that affects CDC. More importantly, how the laws and legislation drives the daily work that is performed in the Office of the Chief Financial Officer and how it affects the program offices.

The Basics of CDC Financial Management course will provide an overview of the Federal budget process, the philosophy of appropriations law, and an overview of contracts, grants, cooperative agreements, interagency agreements, budget execution and financial responsibilities. **Note: A minimum number of ten learners must register. If not, training will be cancelled.**

- *Dates: ~~October 29nd~~, ~~November 13th~~, ~~December 14th~~, ~~January 14th~~, ~~February 4th~~, ~~March 5th~~, ~~June 3rd~~, ~~July 9th~~, August 18th, September 8th*
- *Vendor: Internal*

FEDERAL APPROPRIATIONS LAW (FOUR-DAY)

Gain a solid foundation in Federal Government Appropriations Law using the Government Accountability Office (GAO) Principles of Federal Appropriations Law (Red Book), Volumes I and II. This comprehensive course provides you with skills ranging from the proper interpretation and application of Federal Appropriations Law to the use of appropriated funds. Explore the relationship of agency budgets to appropriations, propriety, timing, and legality of certain types of expenditures; become familiar with the basis to make legal decisions; gain practical experiencing by delving into case studies from Comptroller General Decisions.

- *Dates: ~~November 4-7th~~, ~~December 9-12th~~, ~~March 10-13th~~, ~~June 9-12th~~, ~~December 1-4th~~*
- *Vendor: External (FedTrain, Randy LeGrand)*
- *CPEs: 32*

MACCS

This is a basic 'NON' hands-on training for new purchase card users and approving officials. MACCS training is held monthly.

- *Dates: ~~November 20th~~, ~~January 15th~~, ~~March 19th~~, ~~May 14th~~, ~~July 23rd~~, ~~October 22nd~~*
- *Vendor: Internal*

CONT'D...FY 2014 Internal and External Course Information

OBJECT CLASS TRAINING

Do you prepare, review or approve obligations for contracts, grants, cooperative agreements or other purchases for goods or services? If so, it is critical that an appropriate object class is selected when making a purchase. If you are sometimes confused as to the appropriateness of an object class then this class will give you a greater understanding of object classes in the Federal government. **Note: A minimum number of ten learners must register. If not, this training will be cancelled.**

- *Dates: ~~October 22nd, November 20th, December 10th, January 22nd, February 12th, March 18th, June 5th, July 2nd, August 26th, September 15th~~*
- *Vendor: Internal*

OCFO LUNCH & LEARNS

Series of hourly *Lunch & Learns* designed to share information with OCFO personnel on health-related topics.

- *Dates: ~~October 9th, November 20th, December 4th, January 8th, February 5th, March 5th, April 2nd, May 7th, June 4th, July 9th, August 6th, September 3rd~~*
- *Vendor: Internal, Lifestyle Office*

UFMS (UNIFIED FINANCIAL MANAGEMENT SYSTEM) BASIC NAVIGATION

In this introductory-level class, UFMS users are introduced to the financial structure of the CDC, by learning the basic steps of the Budget Execution process and by examining the Unified Financial Management System (UFMS) that is used to administer the CDC's financial process. After completing this hands-on course, users will be able to navigate through the various components of UFMS, complete a CAN request, query transaction information, and run basic reports.

- *Dates: ~~October 28th, November 13th, December 9th, January 29th, February 12th, March 24th, April 23rd, May 21st, June 18th, July 16th, August 13th, September 10th, November 19th, December, 17th~~*
- *Vendor: Internal*



CDC Office of the Chief Financial Officer

Strategic Human Capital Management Plan

Strengthening Our Workforce. Strengthening Fiscal Stewardship in CDC.

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OCFO Budget Analyst (GS-560): Training Plan

The purpose of this instrument is to help budget analysts identify training needs, leadership strengths, and development needs. The FMO 560 Training Plan is combined with CDCU's 560-Career Mapping tool and is designed to aid in succession planning and leadership development.

	Entry Level	Intermediate Level	Senior Level
	Grade 7/9/11	Grade 12/13	Grade 14/15
Technical			
• Budget Analysis Workshop	x		
• Congressional Budget Workshop	x		
• Introduction to Federal Budgeting	x		
• Federal Appropriations Law	x		
• Federal Appropriations Law Refresher		x	
• Budget Justification: Effective Preparation and Submission	x		
• Introduction to Federal Contracting	x		
• Introduction to the Funding Opportunity Announcement (FOA): Bridging the Gap Between Scientists and Program Staff	x		
• Budget Estimating Using MS Excel	x		
• Microsoft® Office Excel® 2010: Level 1	x		
• Microsoft® Office Excel® 2010: Level 2		x	
• Microsoft® Office Excel® 2010: Level 3		x	
• Introduction to Grants and Cooperative Agreements	x		
• Writing Effective Policies and Procedures		x	
Leadership			
• Leader as Coach			x
• Mentoring Employees		x	
• Project Management		x	
• Developing Emotional Intelligence for Leaders		x	
• Collaborative Leadership			x
• Foundations for Leadership		x	
• Introduction to Leadership Development Certificate Program		x	
• Strategic Public Leadership			
• Management Essentials Workshop			x
• Leading and Managing Through Written Word			x
• Practical Leadership Skills for Team Leaders			x
• Project Management Certificate Program		x	
• From Strategic Plans to Tactical Execution			x
Customer Service/Soft Skills			
• The Impromptu Speaker			x
• The Persuasive Speaker			x
• The Essentials of Communicating with Diplomacy and Professionalism	x		
• Conflict Resolution and Problem Solving		x	
• Managing Difficult Situations		x	
• Mutual Interest Conflict Resolution			x
• Providing Excellence in Customer Service	x		
• Conflict Resolution and Problem Solving		x	
• Emotional Intelligence	x		
• Being an Effective Team Member	x		
• Team Building	x		



Memorandum

Date: January 10, 2013

From: Sherri Berger, MSPH, Chief Operating Officer

Subject: OCFO / FMO Reorganization Proposal

To: Elaine Baker, Director, Management Analysis and Services Office

After a review of the current mission and function statements of both the Financial Management Office (FMO) and the Office of the Chief Financial Officer (OCFO), I am submitting this reorganization proposal for your consideration.

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Specifically, the requested organizational changes entail the following:

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The OCOO remains cognizant of the Equal Employment goals and will continue to follow guidelines with respect to the agency's Merit Promotion principles associated with this organizational change.

Should you have any questions, please contact me at 404.639.7000.



Sherri Berger, MSPH

Attachments

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Current Staffing List – Office of Formulation, Evaluation, and Analysis

	Name	Functional Title	Org Code	Job Title	Series/Grade	Position Type
1	(b)(6)	Associate Director	CAJE 14	Supervisory Congressional Legislative Liaison	GS-0501-15	Perm GS
2		-	CAJE 14	Management and Policy Analyst	GS-0301-15	Perm GS
3		-	CAJE 14	Health Policy Analyst	GS-0301-14	Perm GS
4		-	CAJE 14	Budget Analyst	GS-0560-13	Perm GS
5		-	CAJE 14	Health Policy Analyst	GS-0301-9/11/12	Perm GS
		-	CAJE 14	Health Policy Analyst	-	Non FTE
		-	CAJE 14	Health Policy Analyst	-	Non FTE
		-	CAJE 14	Health Policy Analyst	-	Non FTE
Ap		Communication Team				
6		Team Lead	CAJE 14	Lead Health Policy Analyst	GS-0301-14	Perm GS
7		-	CAJE 14	Health Policy Analyst	GS-0301-14	Perm GS
8		-	CAJE 14	Health Policy Analyst	GS-0301-14	Perm GS
9		-	CAJE 14	Health Policy Analyst	GS-0301-14	Perm GS
10		-	CAJE 14	Health Policy Analyst	GS-0301-13/14	Perm GS
11		-	CAJE 14	Health Policy Analyst	GS-0301-13	Perm GS
12		-	CAJE 14	Health Policy Analyst	GS-0301-13	Perm GS
13		-	CAJE 14	Health Policy Analyst	GS-0301-9/11/12	Perm GS
14		-	CAJE 14	Health Policy Analyst	GS-0301-9/11/12	Perm GS
15		-	CAJE 14	Health Policy Analyst	GS-0301-9/11/12	Perm GS
Ap		Management Team				
16		Team Lead	CAJE 14	Lead Health Policy Analyst	GS-0301-14	Perm GS
17		-	CAJE 14	Health Policy Analyst	GS-0301-14	Perm GS
18		-	CAJE 14	Health Policy Analyst	GS-0301-14	Perm GS
19		-	CAJE 14	Health Policy Analyst	GS-0301-13/14	Perm GS
20		-	CAJE 14	Health Policy Analyst	GS-0301-13	Perm GS
21		-	CAJE 14	Health Policy Analyst	GS-0301-11/12/13	Perm GS
22		-	CAJE 14	Health Policy Analyst	GS-0301-11/12/13	Perm GS
23		-	CAJE 14	Health Policy Analyst	GS-0301-9/11/12	Perm GS
24		-	CAJE 14	Health Policy Analyst	GS-0301-9/11/12	Perm GS
25		-	CAJE 14	Health Policy Analyst	GS-0301-9/11/12	Perm GS

Current Staffing List – Office of Organizational Excellence

	Name	Functional Title	Org Code	Job Title	Series/Grade	Position Type
1	(b)(6)	Associate Director	CAJE13	Program Manager	GS-0340-15	Perm GS
2		-	CAJE13	Management and Program Analyst	GS-343-13	Perm GS
3		-	CAJE13	Communications Specialist	GS-1001-13	Perm GS
4		-	CAJE13	Technical Information Specialist	GS-1412-13	Perm GS
5		-	CAJE13	Financial Management Specialist	GS-0501-9	Perm GS
6		-	CAJE13	Communications Specialist	GS-1001-12	Perm GS
7		-	CAJE13	Communications Specialist	GS-1001-9/11	Perm GS
8		-	CAJE13	Management and Program Assistant	GS-0344-7	Perm GS
		-	CAJE13	Webmaster	-	Non-FTE
		Program Team				
9		Team Lead	CAJE13	Human Capital Advisor	GS-0301-14	Perm GS
10		-	CAJE13	Professional Development Specialist	GS-1702-13	Perm GS
11		-	CAJE13	Management and Program Analyst	GS-0343-13	Perm GS
12		-	CAJE13	Management and Program Analyst	GS-0343-13	Perm GS
13		-	CAJE13	Management and Program Analyst	GS-343-9/11	Perm GS
		Strategic Planning				
14		Team Lead	CAJE13	Management and Program Analyst	GS-0343-14	Perm GS
15		-	CAJE13	Financial Policy Specialist	GS-0501-13	Perm GS
16		-	CAJE13	Management and Program Analyst	GS-0343-13	Perm GS
17		-	CAJE13	Financial Policy Specialist	GS-0501-13	Perm GS
18		-	CAJE13	Management and Program Analyst	GS-0343-13	Perm GS
19		-	CAJE13	Strategic Planning Specialist	GS-0301-13	Perm GS

Current Staffing List – Accounting Branch

	Name	Functional Title	Org Code	Job Title	Series/Grade	Position Type
1	(b)(6)	Branch Chief	HCAJEB	Accounting Officer	GS-0510-15	Perm-GS
2		Deputy Branch Chief	HCAJEB	Supervisory Accountant	GS-0510-14	Perm-GS
3			HCAJEB	Staff Accountant	GS-0510-14	Perm-GS
4			HCAJEB	Management & Program Analyst	GS-0343-12	Perm-GS
CF						
5		Team Lead	HCAJEB	Staff Accountant	GS-0510-14	Perm-GS
6			HCAJEB	Accountant	GS-0510-12/13	Perm-GS
7			HCAJEB	Accountant	GS-0510-7/9/11	Perm-GS
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
Ge						
8		Team Lead	HCAJEB	Accountant	GS-0510-14	Perm-GS
9			HCAJEB	Accountant	GS-0510-13	Perm-GS
10			HCAJEB	Accountant	GS-0510-13	Perm-GS
11			HCAJEB	Accountant	GS-0510-13	Perm-GS
12			HCAJEB	Accountant	GS-0510-13	Perm-GS
13			HCAJEB	Accountant	GS-0510-12/13	Perm-GS
14			HCAJEB	Accountant	GS-0510-7/9/11/12	Perm-GS
15			HCAJEB	Accountant	GS-0510-7/9/11	Perm-GS
16			HCAJEB	Accountant	GS-0510-7/9/11	Perm-GS

Current Staffing List – Grants and Assets Management Branch

	Name	Functional Title	Org Code	Job Title	Series/Grade	Position Type
1	(b)(6)	Branch Chief	HCAJEK	Branch Chief, Supervisory Accounting Officer	GS-0510-15	Perm-GS
As		Team				
2		Team Lead	HCAJEK	Team Lead, Accountant	GS-0510-14	Perm-GS
3			HCAJEK	Accountant (SNS)	GS-0510-14	Perm-GS
4			HCAJEK	Accountant	GS-0510-13	Perm-GS
5			HCAJEK	Accountant	GS-0510-12/13	Perm-GS
6			HCAJEK	Accountant	GS-0510-12/13	Perm-GS
7			HCAJEK	Accountant	GS-0510-12/13	Perm-GS
8			HCAJEK	Accountant	GS-0510-12	Perm-GS
Gr						
9		Team Lead	HCAJEK	Team Lead, Accountant	GS-0510-14	Perm-GS
10			HCAJEK	Accountant	GS-0510-12/13	Perm-GS
11			HCAJEK	Accountant	GS-0510-12/13	Perm-GS
12			HCAJEK	Budget Analyst	GS-0560-12/13	Perm-GS
13			HCAJEK	Financial Management Specialist	GS-0501-12/13	Perm-GS
14			HCAJEK	Accountant	GS-0510-12	Perm-GS
15			HCAJEK	Financial Management Specialist	GS-0501-7/9/11	Perm-GS
16			HCAJEK	Budget Analyst	GS-0560-7/9/11	Perm-GS
17			HCAJEK	Budget Analyst	GS-0560-7/9/11	Perm-GS

Current Staffing List – Financial Services Branch (1 of 2)

	Name	Functional Title	Org Code	Job Title	Series/Grade	Position Type
1	(b)(6)	Branch Chief	HCAJEE	Supervisory Accountant	GS-0510-15	Perm GS
2		Deputy Branch Chief	HCAJEE	Supervisory Accountant	GS-0510-14	Perm GS
3			HCAJEE	Financial Clerk	GS-0503-4	Perm GS
		-	HCAJEE	File Room	-	Non FTE
		-	HCAJEE	Secretary	-	Non FTE
	Cor					
4		Team Lead	HCAJEE	Supervisory Accountant	GS-0510-14	Perm GS
5		-	HCAJEE	Accountant	GS-0510-13	Perm GS
6		-	HCAJEE	Accountant	GS-0510-13	Perm GS
7		-	HCAJEE	Accountant	GS-0510-13	Perm GS
8		-	HCAJEE	Financial Management Specialist	GS-0501-11/12	Perm GS
9		-	HCAJEE	Accountant	GS-0510-11	Perm GS
10		-	HCAJEE	Financial Management Specialist	GS-0501-7/9/11	Perm GS
11		-	HCAJEE	Financial Management Specialist	GS-0501-7/9/11	Perm GS
12		-	HCAJEE	Financial Management Specialist	GS-0501-7/9/11	Perm GS
13		-	HCAJEE	Financial Management Specialist	GS-0501-7/9/11	Perm GS
14		-	HCAJEE	Financial Management Specialist	GS-0501-7/9/11	Perm GS
15		-	HCAJEE	Accountant	GS-0510-7/9/11	Perm GS
16		-	HCAJEE	Financial Management Specialist	GS-0501-7/9	Perm GS
17		-	HCAJEE	Financial Management Specialist	GS-0501-7/9	Perm GS
18		-	HCAJEE	Financial Management Specialist	GS-0501-7/9	Perm GS
19		-	HCAJEE	Financial Management Specialist	GS-0501-7/9	Perm GS
20		-	HCAJEE	Financial Management Specialist	GS-0501-7/9	Perm GS
21		-	HCAJEE	Voucher Tech	GS-0503-7	Perm GS
22		-	HCAJEE	Voucher Tech	GS-0503-7	Perm GS
23		-	HCAJEE	Voucher Tech	GS-0503-7	Perm GS
		-	HCAJEE	VTRCKS only	-	Non FTE
		-	HCAJEE	Kofax - as needed basis	-	Non FTE
		-	HCAJEE	Kofax - as needed basis	-	Non FTE
		-	HCAJEE	Service Desk Representative	-	Non FTE
		-	HCAJEE	Service Desk Representative	-	Non FTE
	Inte					
		Team				
24		Team Lead	HCAJEE	Supervisory Accountant	GS-0510-14	Perm GS
25		-	HCAJEE	Accountant	GS-0510-13	Perm GS
26		-	HCAJEE	Accountant	GS-0510-13	Perm GS
27		-	HCAJEE	Accountant	GS-0510-13	Perm GS
28		-	HCAJEE	Financial Management Specialist	GS-0501-12	Perm GS
29		-	HCAJEE	Accountant	GS-0510-11/12	Perm GS
30		-	HCAJEE	Accountant	GS-0510-7/9/11	Perm GS
31		-	HCAJEE	Accountant	GS-0510-7/9/11	Perm GS
32		-	HCAJEE	Accountant	GS-0510-7/9/11	Perm GS
33		-	HCAJEE	Accountant	GS-0510-7/9/11	Perm GS

Current Staffing List – Financial Services Branch (2 of 2)

Quality Assurance Team						
34	(b)(6)	Team Lead	HCAJEE	Supervisory Accountant	GS-0510-14	Perm GS
35		-	HCAJEE	Staff Accountant	GS-0510-14	Perm GS
36		-	HCAJEE	Financial Management Specialist	GS-0501-13	Perm GS
37		-	HCAJEE	Financial Management Specialist	GS-0501-13	Perm GS
38		-	HCAJEE	Financial Management Specialist	GS-0501-13	Perm GS
39		-	HCAJEE	Financial Management Specialist	GS-0501-13	Perm GS
40		-	HCAJEE	Accountant	GS-0510-13	Perm GS
41		-	HCAJEE	Accountant	GS-0510-12/13	Perm GS
42		-	HCAJEE	Accountant	GS-0510-12/13	Perm GS
43		-	HCAJEE	Accountant	GS-0510-12/13	Perm GS
44		-	HCAJEE	Accountant	GS-0510-12	Perm GS
45		-	HCAJEE	Accountant	GS-0510-12	Perm GS
46		-	HCAJEE	Accountant	GS-0510-12	Perm GS
47		-	HCAJEE	Financial Management Specialist	GS-0501-11/12	Perm GS
48		-	HCAJEE	Accountant	GS-0510-7/9/11	Perm GS
49		-	HCAJEE	Accountant	GS-510-7/9/11	Perm GS
50		-	HCAJEE	Financial Management Specialist	GS-0501-7/9	Perm GS
Travel Team						
51		Team Lead	HCAJEE	Supervisory Accountant	GS-0510-14	Perm GS
52		-	HCAJEE	Accountant	GS-0510-13	Perm GS
53		-	HCAJEE	Accountant	GS-0510-13	Perm GS
54		-	HCAJEE	Financial Management Specialist	GS-0501-12	Perm GS
55		-	HCAJEE	Financial Management Specialist	GS-0501-12	Perm GS
56		-	HCAJEE	Financial Management Specialist	GS-0501-12	Perm GS
57		-	HCAJEE	Accountant	GS-0510-12	Perm GS
58		-	HCAJEE	Financial Management Specialist	GS-0501-11/12	Perm GS
59		-	HCAJEE	Financial Management Specialist	GS-0501-9	Perm GS
60		-	HCAJEE	Financial Management Specialist	GS-0501-9	Perm GS
61		-	HCAJEE	Financial Management Specialist	GS-0501-7/9	Perm GS
62		-	HCAJEE	Financial Management Specialist	GS-0501-7/9	Perm GS
63		-	HCAJEE	Financial Management Specialist	GS-0501-7/9	Perm GS
64		-	HCAJEE	Financial Management Specialist	GS-0501-7/9	Perm GS
65		-	HCAJEE	Financial Technician	GS-0503-7	Perm GS
66		-	HCAJEE	Financial Technician	GS-0503-7	Perm GS
67		-	HCAJEE	Financial Technician	GS-0503-7	Perm GS

Current Staffing List – Travel Management Activity

	Name	Functional Title	Org Code	Job Title	Series/Grade	Position Type
1	(b)(6)	Team Lead	CAJE12	Team Lead, Accountant	GS-0510-14	Perm-GS
2			CAJE12	Accountant	GS-0510-13	Perm-GS
3			CAJE12	Financial Management Specialist	GS-0501-12	Perm-GS
4			CAJE12	Financial Management Specialist	GS-0501-11/12	Perm-GS
5			CAJE12	Financial Management Specialist	GS-0501-11/12	Perm-GS
6			CAJE12	Financial Management Specialist	GS-0501-11/12	Perm-GS
7			CAJE12	Financial Management Specialist	GS-0501-7/9/11	Perm-GS

Proposed Staffing List – Appropriations, Legislation, and Formulation Office

	Name	Functional Title	Org Code	Job Title	Grade/Series	Position Type
1	(b)(6)	Associate Director	-	Supervisory Congressional Legislative Liaison	GS-0685-15	Perm GS
2		Deputy Associate Director	-	Health Policy & Issues Management Officer	GS-0685-15	Perm GS
3		-	-	Health Policy Analyst	GS-0685-14	Perm GS
4		-	-	Budget Analyst	GS-0560-14	Perm GS
5		-	-	Health Policy Analyst	GS-0301-9/11/12	Perm GS
		-	-	Health Policy Analyst	-	Non FTE
		-	-	Health Policy Analyst	-	Non FTE
		-	-	Health Policy Analyst	-	Non FTE
		n A				
6		Team Lead	-	Lead Health Policy Analyst	GS-0301-14	Perm GS
7		-	-	Health Policy Analyst	GS-0301-14	Perm GS
8		-	-	Health Policy Analyst	GS-0685-14	Perm GS
9		-	-	Health Policy Analyst	GS-0685-14	Perm GS
10		-	-	Health Policy Analyst	GS-0301-13/14	Perm GS
11		-	-	Health Policy Analyst	GS-0301-13	Perm GS
12		-	-	Health Policy Analyst	GS-0685-13	Perm GS
13		-	-	Health Policy Analyst	GS-0301-9/11/12	Perm GS
14		-	-	Health Policy Analyst	GS-0685-9/11/12	Perm GS
15		-	-	Health Policy Analyst	GS-0685-9/11/12	Perm GS
		n B				
16		Team Lead	-	Lead Health Policy Analyst	GS-0301-14	Perm GS
17		-	-	Health Policy Analyst	GS-0685-14	Perm GS
18		-	-	Health Policy Analyst	GS-0685-14	Perm GS
19		-	-	Health Policy Analyst	GS-0301-13/14	Perm GS
20		-	-	Health Policy Analyst	GS-0301-13	Perm GS
21		-	-	Health Policy Analyst	GS-0685-11/12/13	Perm GS
22		-	-	Health Policy Analyst	GS-0685-11/12/13	Perm GS
23		-	-	Health Policy Analyst	GS-0685-9/11/12	Perm GS
24		-	-	Health Policy Analyst	GS-0685-9/11/12	Perm GS
25		-	-	Health Policy Analyst	GS-0685-9/11/12	Perm GS

Proposed Staffing List – Office of Management Services

	Name	Functional Title	Org Code	Job Title	Series/Grade	Position Type
1	(b)(6)	Associate Director	-	Program Manager	GS-0340-15	Perm GS
2		-	-	Management and Program Analyst	GS-343-13	Perm GS
		Active Services Team				
3		Team Lead	-	Management and Program Analyst	GS-0343-14	Perm GS
4		-	-	Management and Program Analyst	GS-0343-13	Perm GS
5		-	-	Management and Program Analyst	GS-0343-13	Perm GS
6		-	-	Management and Program Analyst	GS-0343-13	Perm GS
7		-	-	Management and Program Analyst	GS-0343-12	Perm GS
8		-	-	Communications Specialist	GS-1001-9/11	Perm GS
9		-	-	Management and Program Analyst	GS-343-9/11	Perm GS
10		-	-	Management and Program Assistant	GS-0344-7	Perm GS
		Team				
11		Team Lead	-	Management and Program Analyst	GS-0343-14	Perm GS
12		-	-	Communications Specialist	GS-1001-13	Perm GS
13		-	-	Technical Information Specialist	GS-1412-13	Perm GS
14		-	-	Financial Policy Specialist	GS-0501-13	Perm GS
15		-	-	Communications Specialist	GS-1001-13	Perm GS
16		-	-	Management and Program Analyst	GS-0343-13	Perm GS
17		-	-	Strategic Planning Specialist	GS-0301-12/13	Perm GS
18		-	-	Communications Specialist	GS-1001-12	Perm GS
19		-	-	Financial Management Specialist	GS-0501-9	Perm GS
		-	-	Service Desk Representative	-	Non FTE
		-	-	Service Desk Representative	-	Non FTE

Proposed Staffing List – Accounting Branch

	Name	Functional Title	Org Code	Job Title	Series/Grade	Position Type
1	(b)(6)	Branch Chief	HCAJEB	Accounting Officer	GS-0510-15	Perm-GS
2		Deputy Branch Chief	HCAJEB	Supervisory Accountant	GS-0510-14	Perm-GS
3			HCAJEB	Staff Accountant	GS-0510-14	Perm-GS
4			HCAJEB	Accountant	GS-0510-13	Perm GS
5			HCAJEB	Accountant	GS-0510-12/13	Perm GS
6			HCAJEB	Accountant	GS-0510-12	Perm GS
7			HCAJEB	Accountant	GS-0510-12	Perm GS
8			HCAJEB	Management & Program Analyst	GS-0343-12	Perm-GS
CF						
9		Team Lead	HCAJEB	Staff Accountant	GS-0510-14	Perm-GS
10			HCAJEB	Accountant	GS-0510-12/13	Perm-GS
11			HCAJEB	Accountant	GS-0510-7/9/11	Perm-GS
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
		-		Accountant	-	Non FTE
Ge						
12		Team Lead	HCAJEB	Accountant	GS-0510-14	Perm-GS
13			HCAJEB	Accountant	GS-0510-13	Perm-GS
14			HCAJEB	Accountant	GS-0510-13	Perm-GS
15			HCAJEB	Accountant	GS-0510-13	Perm-GS
16			HCAJEB	Accountant	GS-0510-13	Perm-GS
17			HCAJEB	Accountant	GS-0510-12/13	Perm-GS
18			HCAJEB	Accountant	GS-0510-7/9/11/12	Perm-GS
19			HCAJEB	Accountant	GS-0510-7/9/11	Perm-GS
20			HCAJEB	Accountant	GS-0510-7/9/11	Perm-GS
Ass						
21		Team Lead	HCAJEK	Team Lead, Accountant	GS-0510-14	Perm-GS
22			HCAJEK	Accountant (SNS)	GS-0510-14	Perm-GS
23			HCAJEK	Accountant	GS-0510-13	Perm-GS
24			HCAJEK	Accountant	GS-0510-12/13	Perm-GS
25			HCAJEK	Accountant	GS-0510-12/13	Perm-GS
26			HCAJEK	Accountant	GS-0510-12/13	Perm-GS
27			HCAJEK	Accountant	GS-0510-12	Perm-GS
Gra						
28		Team Lead	HCAJEB	Team Lead, Accountant	GS-0510-14	Perm-GS
29			HCAJEB	Accountant	GS-0510-12/13	Perm-GS
30			HCAJEB	Accountant	GS-0510-12/13	Perm-GS
31			HCAJEB	Accountant	GS-0510-12/13	Perm-GS
32			HCAJEB	Accountant	GS-0510-12/13	Perm-GS
33			HCAJEB	Accountant	GS-0510-12	Perm-GS
34			HCAJEB	Accountant	GS-0510-7/9/11	Perm-GS
35			HCAJEB	Accountant	GS-0510-7/9/11	Perm-GS
36			HCAJEB	Accountant	GS-0510-7/9/11	Perm-GS

Proposed Staffing List – Commercial Payment Branch

	Name	Functional Title	Org Code	Job Title	Series/Grade	Position Type
1	(b)(6)	Branch Chief		Supervisory Accountant	GS-0510-15	Perm GS
2		Deputy Branch Chief		Supervisory Accountant	GS-0510-14	Perm GS
3				Financial Clerk	GS-0503-4	Perm GS
		-		File Room	-	Non FTE
		-		Secretary	-	Non FTE
Cor	s Team					
4		Team Lead		Supervisory Accountant	GS-0510-14	Perm GS
5				Accountant	GS-0510-13	Perm GS
6				Accountant	GS-0510-13	Perm GS
7				Accountant	GS-0510-13	Perm GS
8				Financial Management Specialist	GS-0501-11/12	Perm GS
9				Accountant	GS-0510-11	Perm GS
10				Financial Management Specialist	GS-0501-7/9/11	Perm GS
11				Financial Management Specialist	GS-0501-7/9/11	Perm GS
12				Financial Management Specialist	GS-0501-7/9/11	Perm GS
13				Financial Management Specialist	GS-0501-7/9/11	Perm GS
14				Financial Management Specialist	GS-0501-7/9/11	Perm GS
15				Accountant	GS-0510-7/9/11	Perm GS
16				Financial Management Specialist	GS-0501-7/9	Perm GS
17				Financial Management Specialist	GS-0501-7/9	Perm GS
18				Financial Management Specialist	GS-0501-7/9	Perm GS
19				Financial Management Specialist	GS-0501-7/9	Perm GS
20				Financial Management Specialist	GS-0501-7/9	Perm GS
21				Voucher Tech	GS-0503-7	Perm GS
22				Voucher Tech	GS-0503-7	Perm GS
23				Voucher Tech	GS-0503-7	Perm GS
		-		VTRCKS only	-	Non FTE
		-		Kofax - as needed basis	-	Non FTE
		-		Kofax - as needed basis	-	Non FTE
Qua						
24		Team Lead		Supervisory Accountant	GS-0510-14	Perm GS
25				Staff Accountant	GS-0510-14	Perm GS
26				Financial Management Specialist	GS-0501-13	Perm GS
27				Financial Management Specialist	GS-0501-13	Perm GS
28				Accountant	GS-0510-12/13	Perm GS
29				Accountant	GS-0510-12/13	Perm GS
30				Accountant	GS-0510-12	Perm GS
31				Accountant	GS-0510-7/9/11	Perm GS
32				Accountant	GS-510-7/9/11	Perm GS
33				Financial Management Specialist	GS-0501-7/9	Perm GS

Proposed Staffing List – Travel, IPAC, and International Payment Branch

	Name	Functional Title	Org Code	Job Title	Series/Grade	Position Type
1	(b)(6)	Branch Chief		Supervisory Accountant	GS-0510-15	Perm GS
2				Financial Management Specialist	GS-0501-13	Perm GS
3				Financial Management Specialist	GS-0501-13	Perm GS
4				Financial Management Specialist	GS-0501-11/12	Perm GS
5				Accountant	GS-0510-13	Perm GS
Int	Maintenance Team					
6		Team Lead		Supervisory Accountant	GS-0510-14	Perm GS
7				Accountant	GS-0510-13	Perm GS
8				Accountant	GS-0510-13	Perm GS
9				Accountant	GS-0510-13	Perm GS
10				Financial Management Specialist	GS-0501-12	Perm GS
11				Accountant	GS-0510-11/12	Perm GS
12				Accountant	GS-0510-7/9/11	Perm GS
13				Accountant	GS-0510-7/9/11	Perm GS
14				Accountant	GS-0510-7/9/11	Perm GS
15				Accountant	GS-0510-7/9/11	Perm GS
Tra						
16		Team Lead		Supervisory Accountant	GS-0510-14	Perm GS
17				Accountant	GS-0510-13	Perm GS
18				Financial Management Specialist	GS-0501-12	Perm GS
19				Financial Management Specialist	GS-0501-12	Perm GS
20				Financial Management Specialist	GS-0501-12	Perm GS
21				Accountant	GS-0510-12	Perm GS
22				Financial Management Specialist	GS-0501-11/12	Perm GS
23				Financial Management Specialist	GS-0501-9	Perm GS
24				Financial Management Specialist	GS-0501-7/9	Perm GS
25				Financial Management Specialist	GS-0501-7/9	Perm GS
26				Financial Management Specialist	GS-0501-7/9	Perm GS
27				Financial Management Specialist	GS-0501-7/9	Perm GS
28				Financial Management Specialist	GS-0501-7/9	Perm GS
29				Financial Technician	GS-0503-7	Perm GS
30				Financial Technician	GS-0503-7	Perm GS
31				Financial Technician	GS-0503-7	Perm GS
Tra	n					
32		Team Lead	CAJE12	Team Lead, Accountant	GS-0510-14	Perm-GS
33			CAJE12	Accountant	GS-0510-13	Perm-GS
34			CAJE12	Financial Management Specialist	GS-0501-12	Perm-GS
35			CAJE12	Financial Management Specialist	GS-0501-11/12	Perm-GS
36			CAJE12	Financial Management Specialist	GS-0501-11/12	Perm-GS
37			CAJE12	Financial Management Specialist	GS-0501-11/12	Perm-GS
38			CAJE12	Financial Management Specialist	GS-0501-7/9/11	Perm-GS