



## NAVSEA Headquarters (SeaPort) Contract Experience – Financial Management Directorate

Shall Statement	NAVSEA 00	NAVSEA 01	NAVSEA 02	NAVSEA 04	NAVSEA 05 (includes SEA 53)	NAVSEA 09	NAVSEA 91	OTHER GOVERNMENT ORGANIZATIONS
<b>Financial Management:</b>								
1. Review and prepare draft Program Objective Memorandum (POM) documentation.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	6 - DRC F33657-98-D-2012
2. Develop Impact Statements	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 6 - DRC F33657-98-D-2012 13 - ADI N00014-97-C-0130
3. Prepare briefing materials/issue papers/point papers/adhoc reports.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014	2 - ADI N00024-94-C-2108		1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 6 - DRC F33657-98-D-2012
4. Develop/prepare and review future year financial program plans.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014	2 - ADI N00024-94-C-2108		2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 6 - DRC F33657-98-D-2012 13 - ADI N00014-97-C-0130
5. Develop financial aspects of POA&Ms	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014	2 - ADI N00024-94-C-2108		2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 6 - DRC F33657-98-D-2012
6. Develop background information to justify financial program requirement.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014	2 - ADI N00024-94-C-2108		1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 6 - DRC F33657-98-D-2012
7. Provide program analysis and evaluation reports in support of the Navy programming process.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014				1 - VSE N00140-97-D-D200
8. Analyze financial information in program planning documents and processes.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 6 - DRC F33657-98-D-2012 13 - ADI N00014-97-C-0130
9. Conduct financial analysis and financial risk analysis identifying and evaluating financial risks and recommend management techniques to mitigate risk exposure.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	6 - DRC F33657-98-D-2012

10. Develop and prepare draft budget formulation documentation and recommendations in support of the Navy, OSD and Congressional Program and Budget processes.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	4 - VSE DE-AC21-95MC32057 6 - DRC F33657-98-D-2012 13 - ADI N00014-97-C-0130
11. Draft budget exhibits	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	4 - VSE DE-AC21-95MC32057 6 - DRC F33657-98-D-2012
12. Draft spreadsheets, reports, and conduct analysis for short and long-range budget requirements.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014	2 - ADI N00024-94-C-2108		2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 6 - DRC F33657-98-D-2012 13 - ADI N00014-97-C-0130
13. Prepare and provide recommendations to justify and defend budgets during all required annual and periodic budget submissions.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	4 - VSE DE-AC21-95MC32057 6 - DRC F33657-98-D-2012
14. Draft and provide recommended responses to Congressional inquiries, Navy, DOD and other government agency questions or requests for financial information activities and contractors.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 6 - DRC F33657-98-D-2012 13 - ADI N00014-97-C-0130
15. Prepare and amend spending plans and funding documents to provide funding to other government	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 6 - DRC F33657-98-D-2012 13 - ADI N00014-97-C-0130
16. Prepare ledger reports, ledger tracking, maintenance and support of specified financial management information systems and Standard Accounting Reporting System (STARS) or any other official accounting program tracking systems.				4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 9 - DRC GS-35F-4775G 13 - ADI N00014-97-C-0130
17. Collect, monitor and analyze obligation/expenditure information from the source (contractor or government activity) and official an/or unofficial accounting records or systems.				4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 9 - DRC GS-35F-4775G
18. Prepare reprogramming requests and reclaims				4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 9 - DRC GS-35F-4775G

19. Collect, analyze and recommend prioritization of unfunded requirements.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 9 - DRC GS-35F-4775G
20. Draft/review/prepare back up information and recommendations for financial presentations.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 9 - DRC GS-35F-4775G 13 - ADI N00014-97-C-0130
21. Resolve problem disbursements				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 9 - DRC GS-35F-4775G
22. Provide reconciliation for the unofficial and undistributed disbursements (UUDs) and negative unliquidated obligations with the Standard Accounting Reporting System (STARS) and/or other accounting systems.				4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 9 - DRC GS-35F-4775G
23. Provide documentation in support of reconciliation and account closure including coordination with government and commercial activities.				4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 9 - DRC GS-35F-4775G
24. Provide analyses of contractual financial execution				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	1 - VSE N00140-97-D-D200 7 - DRC DAAJ09-96-D0028
25. Track award fee and incentive fee commitments				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	4 - VSE DE-AC21-95MC32057 6 - DRC F33657-98-D-2012
26. Track and provide recommendations for execution of the Navy financial systems such as the Navy Industrial Accounting and budgeting systems.				4-ADI N00174-00-F-0014			2-RCI GS-35F-3041D	
27. Facilitate financially related IPTs, special advisory boards, off-sites, working groups, audit teams, etc.				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021	3 - VSE DE-AC01-95EH89691 6 - DRC F33657-98-D-2012
28. Provide analytical assessments, studies and evaluations to improve financial policy development and decision making.				4-ADI N00174-00-F-0014				8 - DRC F34601-95-D-0374 13 - ADI N00014-97-C-0130
29. Prepare independent cost estimates (for life cycle costs for other activities).				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021	6 - DRC F33657-98-D-2012

30. Provide input to estimates at completion (EAC) for work conducted by a government activity or a contractor.				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	6 - DRC F33657-98-D-2012
31. Provide recommendations on cost realism				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	6 - DRC F33657-98-D-2012 13 - ADI N00014-97-C-0130
32. Provide inputs to cost/performance tradeoff studies				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	5 - DRC N00030-01-C-0022 13 - ADI N00014-97-C-0130
33. Provide contract earned value management system (EVMS) analyses.				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	9 - DRC GS-35F-4775G
34. Provide cost performance risk assessments				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	9 - DRC GS-35F-4775G
35. Provide information and recommendations to respond to Congressional, DOD, other Government agency, media or industry inquiries, and audits and for Congressional testimony.	1-ADI N00024-95-C-6432			4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021 2-RCI GS-35F-3041D	3 - VSE DE-AC01-95EH89691 6 - DRC F33657-98-D-2012 13 - ADI N00014-97-C-0130
36. Provide recommendations and initiatives for Command Improvements to reduce overall costs, including but not limited to Business Case Analysis, cost benefit analysis, e-business solutions.				4-ADI N00174-00-F-0014			1-VSE N00140-95-D-F021	5 - DRC N00030-01-C-0022