

UNCLASSIFIED//

ATTENTION INVITED TO

ROUTINE

R 241446Z OCT 11 PSN 652540K22

FM CNO WASHINGTON DC

TO NAVADMIN

ZEN//OU=DOD/OU=NAVY/OU=ADDRESS LISTS(UC)/CN=AL NAVADMIN(UC)

INFO ZEN/CNO WASHINGTON DC

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SUBJ: COMMAND FINANCIAL SPECIALIST-E4 PROGRAM UNCLASSIFIED//

FM CNO WASHINGTON DC//N1//

TO NAVADMIN INFO CNO WASHINGTON DC//N1//

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NAVADMIN 318/11

MSGID/GENADMIN/CNO WASHINGTON DC/N1/OCT//

SUBJ/COMMAND FINANCIAL SPECIALIST-E4 PROGRAM//

RMKS/1. IN ORDER TO INCREASE THE KNOWLEDGE LEVEL OF YOUNG SAILORS, COMMANDER, NAVY INSTALLATIONS COMMAND (CNIC) WILL CONDUCT A NAVY- WIDE PILOT PROGRAM TO ENABLE SAILORS IN THE PAY GRADE OF E4 TO BECOME ASSISTANTS TO THE COMMAND FINANCIAL SPECIALIST (CFS). THESE SAILORS WILL BE TRAINED TO ASSIST FLEET AND FAMILY SUPPORT CENTER (FFSC) PERSONAL FINANCIAL MANAGEMENT (PFM) COUNSELORS WITH OUTREACH AND TRAINING TARGETED TO SAILORS IN THE RANKS OF E1-E4.

2. RECENT STUDIES INDICATE TODAY'S 18-23 YEAR OLD SAILORS MAKE FINANCIAL DECISIONS BASED LARGELY ON PEER RECOMMENDATIONS. COMMAND FINANCIAL SPECIALIST-E4 (CFS-E4) TRAINED PERSONNEL WILL MENTOR AND PROVIDE PEER-TO-PEER INFLUENCE.

3. THE CFS-E4 WILL AUGMENT FINANCIALLY ORIENTED CLASSES FOR JUNIOR SAILORS TO SHARE REAL-LIFE, REAL-TIME EXPERIENCES.

4. FOR AN E4 TO BE CONSIDERED FOR ACCEPTANCE INTO THE PROGRAM, THE SAILOR MUST MEET THE FOLLOWING CRITERIA:

A. BE A VOLUNTEER;

B. BE COMMAND ENDORSED;

C. HAVE NO RECORD OF NON-JUDICIAL PUNISHMENT (NJP) OR POOR PERFORMANCE COUNSELING;

D. BE PERSONNEL QUALIFICATION STANDARDS (PQS)-CERTIFIED;

E. PASS PHYSICAL FITNESS ASSESSMENT;

F. HAVE SUCCESSFUL INTERVIEW BY FFSC PFM;

G. BE GOAL-ORIENTED AND MOTIVATED, WITH EXCELLENT ORAL AND PRESENTATION SKILLS;

H. HAVE A RECORD OF FINANCIAL STABILITY AS INDICATED BY COMPLETION OF A FINANCIAL PLANNING WORKSHEET, WITH A DEBT-TO-INCOME RATIO THAT DOES NOT EXCEED 30 PERCENT, AND NO RECORD OF LETTERS OF INDEBTEDNESS (LOI) OR NON-SUFFICIENT FUNDS (NSF); AND

I. BE RANKED A TOP PERFORMER BY COMMAND ON STANDARD NAVY EVALUATION FORM (4.0 OR ABOVE).

5. E4'S APPROVED TO PARTICIPATE IN THIS PILOT WILL:

A. RECEIVE AN ABBREVIATED CFS COURSE. THEY MAY NOT BE APPOINTED OR SERVE AS CFS.

B. BE SUPERVISED BY COMMAND CFS.

6. DESIRED OUTCOME IS TO PROVIDE PEER-TO-PEER INFLUENCE FOR LEARNING AT PFM WORKSHOPS LEADING TO OVERALL INCREASED AWARENESS OF THE SERVICES AND PROGRAMS AVAILABLE FOR THOSE MOST AT RISK.

7. THE CFS-E4 PILOT WILL BE CONDUCTED FROM 1 OCTOBER 2011 THROUGH 30 SEPTEMBER 2012. APPLICATIONS FROM INTERESTED E4'S WILL BE ACCEPTED FROM 1 SEPTEMBER 2011 THROUGH 1 MARCH 2012. COMMANDS ARE ENCOURAGED TO CONTACT THEIR LOCAL FLEET AND FAMILY SUPPORT CENTERS FOR DISCUSSION WITH THE ON-BOARD PFM PROFESSIONAL FOR FURTHER GUIDANCE AND SELECTION CRITERIA.

8. POINT OF CONTACT: MR. FRED DAVIS, CNIC, (202) 433-4541/DSN 288 OR VIA E-MAIL AT FRED.W.DAVIS(AT)NAVY.MIL.

9. RELEASED BY VICE ADMIRAL S. R. VAN BUSKIRK, N1.//

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