



Approved for Release

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Date

DEPARTMENT OF COMMERCE  
OFFICE OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES (HR) BULLETIN #164, FY13

**SUBJECT:** Hiring of Senior Financial Managers<sup>1</sup> below the Bureau Chief Financial Officer (CFO) Level

**EFFECTIVE DATE:** Upon release of this HR Bulletin

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Not applicable

**BACKGROUND:** A review of the financial management supervisory reporting structure was conducted in order to improve Department of Commerce (Department) hiring practices of senior financial managers below the bureau CFO level. The review concluded that the involvement of the bureau CFO in the hiring of their bureau's senior financial managers is inconsistent. Based on the findings from the review, the following Department-wide policy was developed to ensure consistent hiring practices of these critical senior financial management positions.

**PURPOSE:** The purpose of this HR Bulletin is to provide Department-wide guidance on the hiring of senior financial managers below the bureau CFO level.

**COVERAGE:** This bulletin pertains to the hiring of all bureau Deputy CFOs, budget and financial officers in the bureau and its line offices, and all other positions that meet the criteria listed in this bulletin. Irrespective of the official title, senior financial managers are supervisory and at the GS-15 or equivalent level or above. This bulletin does not apply to the hiring of bureau CFOs.

**POLICY:** The hiring of all senior financial managers will be done in collaboration with the bureau CFO. The bureau CFO must personally approve the selection of a candidate through written approval. The written approval can be in the form of an e-mail to the hiring official, which is then provided to the Servicing Human Resources Office (SHRO); or the bureau CFO can annotate and sign/date the "certificate of eligibles" provided by the SHRO. The SHRO is required to maintain a copy of the written approval in the recruitment case file. The Department

CFO/ASA or the Deputy CFO will participate on a case-by-case basis in the hiring decision of bureau and line office senior financial manager positions below the CFO level.

Criteria for determining Senior Financial Manager – Any supervisory position, at the GS-15 or equivalent level or above, with collective responsibilities focused on important financial management activities and involving the following functions<sup>ii</sup>, is determined to meet the definition of “Senior Financial Manager” with respect to this bulletin:

- Monitoring financial transactions and budget execution and taking measures to address the anomalies;
- Deciding, prioritizing, and implementing programs and their associated funding in budget formulation;
- Deciding, or having significant influence, on the level of funding to be requested in the annual budget submission;
- Evaluating proposals for reprogramming of funds and advising bureau heads on all appropriate compliance measures, in budget execution;
- Improving the accuracy of financial information and achieving audit readiness;
- Advising bureau heads on the entire range of budgetary and financial matters, including internal control measures; and/or
- Allocating costs among budget accounts;
- Transferring budget authority between budget accounts consistent with reprogramming regulations.

As of the date of this bulletin the following positions have been determined to meet the criteria of Senior Financial Manager:

	Bureau/Line Office	Position Title	Master Record Number and Individual Record No.
	<b>Census</b>		
1	2020 Research and Planning Office	Assistant Decennial Management Chief, GS-15	CB2922 15047146
	<b>Office of the Secretary</b>		
2	Office of Financial Management	Director, OS Financial Management	ES1726 01
3		Supervisory Budget Analyst, Office of Executive Budgeting	OS1244 10001

	Bureau/Line Office	Position Title	Master Record Number and Individual Record No.
	<b>NOAA</b>		
	<b>Oceanic &amp; Atmospheric Research</b>		
4		Chief Financial Officer (CFO)/Chief Administrative Officer (CAO)	ES 0754
5		International Program Officer/Supervisory Management Officer	7RH101 00
	<b>National Ocean Service</b>		
6		Associate Assistant Administrator for Management and CFO/CAO	ES0969 01
7		Supervisory CFO/CAO	NO2609 01
	<b>National Marine Fisheries Service</b>		
8		Director, Office of Management and Budget	ES903 -1
9		Supervisory Budget Officer	FD0985 01
	<b>National Environmental Satellite, Data &amp; Information</b>		
10		CFO/CAO	ES0723 01
11		Deputy CFO/CAO	OAA855 01
	<b>National Weather Service</b>		
12		CFO/CAO	ES605
13		Deputy CFO/CAO	JPS1401
	<b>Office of Marine &amp; Aviation Operations</b>		
14		Financial Management Officer	ZA0301 001
15		Deputy CFO	OMO010 01

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<sup>i</sup> As defined and specifically identified in this bulletin.

<sup>ii</sup> The first six are cumulative (all of them have to be met by the use of and as an antecedent) whereas the last two are in the “and/or” category where meeting only one of them is necessary to meet the definition of a SFM.