



CAREER DEVELOPMENT ROADMAP

0544

Civilian Pay Series

PRIMARY FUNCTIONAL COMPETENCIES

Financial Management Systems
Decision Support
Financial Stewardship

Fundamentals and Operations of Civilian Pay
Concepts, Policies, and Principles of Payroll

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		Entry/Developmental	Fully Proficient	Lead Technician/Supervisor
Experience	FUNCTIONAL EXPERIENCE >	Develop technical proficiency in all routine civilian pay assignments, i.e., service computation date changes	BROADENED EXPERIENCE >	LEADERSHIP
		Develop familiarity with various financial management systems used in civilian pay	Build technical depth and seek breadth in the full realm of functions involved with maintaining the integrity of Civilian Pay records, working complex cases, leave/pay audits	Provide just-in-time on-the-job training on the full range of civilian pay cases being worked for Developmental Technicians
		Develop knowledge of civilian pay rules and regulations (FMR Vol. 8) in order to work routine pay actions/tickets	Develop in-depth systems (DCPS, Remedy, and GoDocs) knowledge in order to facilitate information retrieval for more obscure data elements in support of challenging pay cases	Gain team leader/supervisory experience in financial management, civilian pay recording and reporting
		Develop computer literacy (MS Office Suite, database manipulation, FM systems navigation, keyboard skills)	Seek experience with related FM functions to broaden understanding of end-to-end processes	Manage case distribution and workflow IAW Technicians' experience levels
			Create innovative ideas to improve work processes / resolve problems	Review/audit pay cases to ensure compliance with related civilian pay regulations
Leadership	LEAD SELF >		LEAD TEAMS/PROJECTS >	LEAD PEOPLE
	BUILD TACTICAL LEADERSHIP >	Seek mentor(s) / role models	DEVELOP OPERATIONAL >	BUILD STRATEGIC LEADERSHIP SKILLS
	Competencies DFAS Leadership Development Map Action	Volunteer to participate on organizational improvement projects or other team initiatives	LEADERSHIP COMPETENCE Expand mentoring relationships / mentor employee(s) at Entry/Developmental level	Mentor/coach/advise others Seek a mentor who can advise on "leadership"
Education & Training	Certification		Achieve/Maintain FM Certification Level 1	
	Training	Lean 6 White Belt Training		Lean 6 Green Belt Training/Certification
	Education	Complete recommended foundational courses in GS-544 Training Plan and any other training specific to assigned function	Pursue training outside of but related to civilian pay, i.e. Intro to DFAS Accounting Principles and other training that provides a broadened perspective	Develop/refine leadership skills by way of DFAS Leadership Development courses
	Education	Maximize on-the-job training opportunities / shadow senior technicians on routine then complex cases	Offer to provide on-the-job training / shadowing opportunities to developmental employees	
		Volunteer to cross-train on other teams/functions		
		Consider pursuing an Associate's or Bachelor's Degree in a field related to career aspirations		