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Code 400 Career Path User Guide

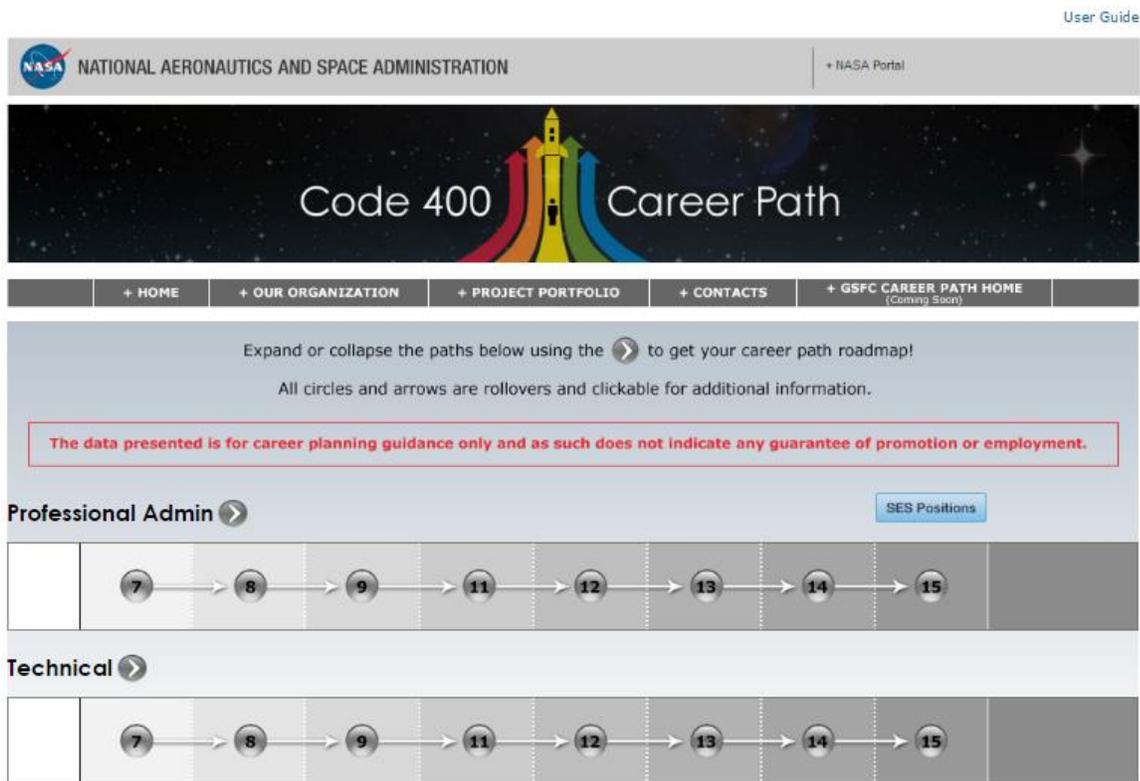
I. Introduction

The Code 400 Career Path Web site provides information about position types, positions and their transition requirements for various career path tracks.

II. Code 400 Career Path Website

A. The Home Page

The career path road maps for Professional Administration and Technical tracks and their threads are collapsed when the home page is first accessed. They can be expanded or collapsed by clicking on the arrows on the right-hand side of the track or thread titles.



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B. Roadmaps

The career path roadmap is in table format. The rows are for position type and positions. The columns are GS levels beginning from GS9 on the left to GS15 on the right.

The leftmost cell in a row contains a position type name in a blue bubble. The other cells in the row are either blank if there is not any position for the corresponding GS level, or contains a blue node that represents a position for that GS level.

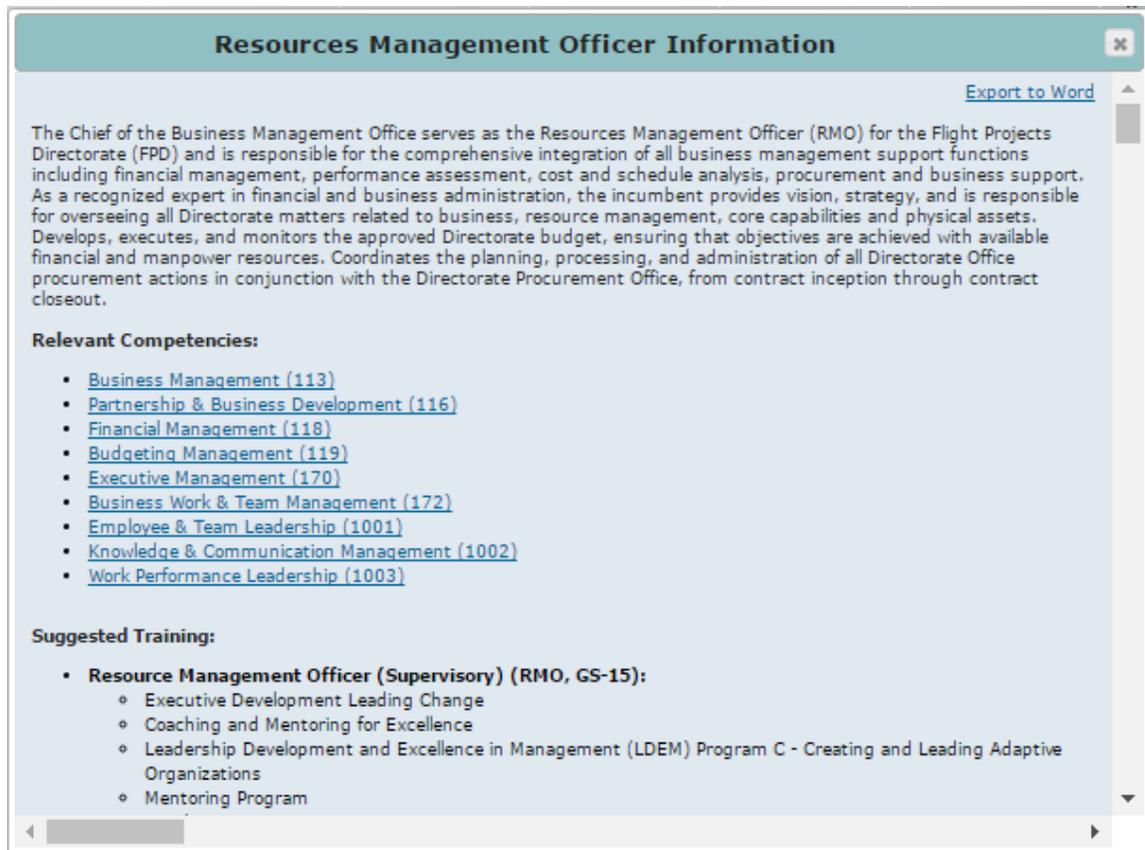
Directed arrows indicate transitions between positions. A solid line arrow denotes a competitive process. A dotted line arrow means a non-competitive promotion.

Here is an example of the Directorate thread roadmap in Professional Admin track.

Professional Admin		SES Positions					
Directorate Thread							
Position Type	GS9	GS11	GS12	GS13	GS14	GS15	Bridge to other GSFC positions
ADA						15 ADA	→
RMO						15 RMO	→
AM					14 AM		→
FM					14 FM		→
MPA				13 MPA	14 MPA		→
AO	9 AO	11 AO	12 AO	13 PA			→
RA	9 RA	11 RA	12 RA				→
DirS	9 DirS						→
Position Type	GS9	GS11	GS12	GS13	GS14	GS15	Bridge to other GSFC positions

C. Position Type Information

Click on a Position Type blue bubble, a dialog box (or in the case of Fully Expanded version, a new browser pane) will open up. It shows position type overview, relevant competencies and suggested training. Click on a relevant competency item and you will be directed to detailed information in a Competency PDF file.



The screenshot shows a dialog box titled "Resources Management Officer Information" with a close button in the top right corner. In the top right of the dialog, there is a link that says "Export to Word". The main text describes the role of the Chief of the Business Management Office as the Resources Management Officer (RMO) for the Flight Projects Directorate (FPD), detailing their responsibilities for business management support functions, financial management, performance assessment, cost and schedule analysis, procurement, and business support. Below the description, there are two sections: "Relevant Competencies:" and "Suggested Training:". The "Relevant Competencies:" section lists eight items, each with a blue underlined link: Business Management (113), Partnership & Business Development (116), Financial Management (118), Budgeting Management (119), Executive Management (170), Business Work & Team Management (172), Employee & Team Leadership (1001), Knowledge & Communication Management (1002), and Work Performance Leadership (1003). The "Suggested Training:" section lists one main item: "Resource Management Officer (Supervisory) (RMO, GS-15):", which includes three sub-items: "Executive Development Leading Change", "Coaching and Mentoring for Excellence", and "Leadership Development and Excellence in Management (LDEM) Program C - Creating and Leading Adaptive Organizations", with a "Mentoring Program" listed below it.

The relevant competency names are clickable. It takes users to the corresponding competency item and its descriptions in a NASA competency PDF file.

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D. Position and Transition Information

Click on a blue position node in other cells. The Position dialog box or, in the case of Fully Expanded version, a browser pane will open up. It contains position description, in-thread transitions, cross-thread transitions, current USAJOBS.com openings, education and qualifications, skills, relevant competencies, suggested training and enrichment training.

Resources Analyst Export to Word

The incumbent serves as a Resources Analyst in the Flight Projects Directorate (FPD) and is responsible for supporting directorate needs under occasional guidance of Senior Resources Analysts. Responsibilities include applying knowledge of the budget, cost accounting, cost/schedule management, program terminology, concepts and principles. Prepares annual budget formulation documents in final form and ensures that all reconciliations are made. Forecasts shortfalls and actions necessary to accommodate the changes. Prepares and executes special analysis of fund expenditures as necessary. Monitors, tracks and reports on obligations and financial status utilizing Systems, Applications, Processes (SAP) and Business Objects. Conducts annual year-end closing activities and reconciles with accounting records.

[View In-Thread Transitions](#)

[View Cross-Thread Transitions](#)

[Current Opportunities/Openings at USAJOBS](#)

Education/Qualifications:

- One year of specialized experience, equivalent to the next lower grade level or applicants may substitute the following education for the specialized experience requirements: A Ph.D. or equivalent doctoral degree in a related field, or 3 full years of progressively higher level graduate education leading to such a degree. Applicants may also qualify based on a combination of the experience and education requirements described above.

Skills:

- Knowledge and understanding of various budgetary and financial systems
- Familiarity with NPR 7120.5 Project Life Cycle
- Ability to apply budgeting and accounting concepts
- Effective written and oral communication

Relevant Competencies:

- [Budgeting Management \(119\)](#)
- [Resources Management \(2108\)](#)
- [Budget and Full Cost Management \(2109\)](#)
- [Business Management \(113\)](#)

Suggested Training:

- Leadership Development Excellent in Management - LDEM A - Leading Self
- Financial Data Systems (Systems, Processes, and Applications (SAP) and Business Objects)
- Appropriation Law Seminar
- CFO University - Budget Execution & Formulation
- Project Acquisition Workshop
- CFO University - Introduction to NASA Contractor Financial Management Reporting (533)

Enrichment Training:

- Coaching

The in-thread or cross-thread transitions window contains a transition wheel on the left, and position and transition information on the right.

RA: Cross-Thread Transitions

[Export to Word](#)

Resources Analyst (GS12)

The incumbent serves as a fully functioning Resources Analyst in the Flight Projects Directorate (FPD). Responsibilities include applying knowledge of budget, cost accounting, cost/schedule management and program terminology, concepts and principles. Prepares annual budget formulation documents in final form and ensures that all reconciliations are made. Forecasts shortfalls and actions necessary to accommodate the changes. Prepares and executes special analysis of fund expenditures as necessary. Monitors, tracks and reports on program obligations and on the financial status utilizing Systems, Applications, Processes (SAP) and Business Objects. Conducts annual year-end closing activities and reconciles with accounting records. Evaluates the effect of cost and program changes on the budget execution process. Reviews and coordinates accounting records and prepares allocations, operating budgets, and phased cost plans. Identifies trends indicating a deficit in future funds and propose possible solutions. Initiates reprogramming and reprogram funds between operating programs when authorized. Develops cost and workforce data for a broad operating programs when authorized. Consolidates data for viable overview of financial status of programs.

Education/Qualifications:

- One year of specialized experience, equivalent to the next lower grade level.

Skills:

- Expert on NPR 7120.5 Project Life Cycle
- Ability to conduct detailed analysis & defend proposals
- Expert on various budgetary and financial Systems, Applications, and Processes (SAP) and Business Objects
- Ability to develop, coordinate and integrate budgets and schedules
- Effective written and oral communication

Relevant Competencies:

- [Budgeting Management \(119\)](#)
- [Resources Management \(2108\)](#)
- [Budget and Full Cost Management \(2109\)](#)
- [Business Management \(113\)](#)

Suggested Training:

- Leadership Development Excellent in Management – B – Leading Groups and Teams
- Source Evaluation Board (SEB)
- Appropriation Law Overview
- Analysis Best Comp. Data Analysis

Transition arrows
Orange: Lateral transition
Black: Promotional transition
Solid: Competitive process
Dotted: Non-competitive promotion

You may click on the “Export to Word” link in pop-up windows to export position type, position and transition information to a Microsoft Word document.

III. Web site accessibility

The Career Path for Code 400 Website has two versions – regular version and fully expanded version. Both versions are Section 508 compliant. The fully expanded version strives to be even more user-friendly and easily navigable.

There is a **Fully Expanded Version** hidden link located on the top right corner of the home page next to User Guide. It is tab key accessible. Once you are in fully expanded version, all road maps will become expanded for easy access and navigation. Also, position type, position and transition information will all be displayed in a new browser pane instead of pop-up windows.