

Checklist For Command Financial Specialists

Action

- Complete CFS Training
- Meet with other member's of Command's CFS Team
- Draft Command PFM Instruction
- Gather Command Data (Needs Assessment)
- Refine Plan of Action and Milestones
- Develop marketing plan for Command PFM program
- Familiarize self with available resources, Command's PFM library
- Brief Command Leadership
- Establish recordkeeping and reporting system
- Input data as required to the CFS reporting/data gathering site of <https://donsir.persnet.navy.mil/cfs>, enter your UIC and the password CFS2004.
- Attend CFS Forums/Advanced Training
- Get on FFSC Mailing List, Advertise PFM Programs
- Get on Command Check-In sheet
- Conduct Command Indocs (PFM)
- Provide appropriate PFM information and referral to Command Personnel
- Conduct PFM training as indicated by needs assessments.
- Conduct PFM counseling as requested, include BAH screenings, assistance with letters of indebtedness and letters of intent, and other short-term counseling.