

NAWCWD is recruiting personnel with Master's Degrees, or equivalent, for employment in its Administrative Professional Development Program (APDP). The objectives of the APDP are to support the professional growth of individuals initiating their formal professional career in business administrative work and develop future business administrative leaders at NAWCWD. The APDP accomplishes these objectives in two phases over a two year period. There are 2 options within this program.

The first option provides opportunities to explore the main administrative functions during the course of 1 year, followed by potential for an offer or offers from these departments. The intern chooses, from these offers, which administrative function they want to pursue a permanent career within, beginning with the second year of developmental training. This option is called the Business Professional Intern or BPI.

- The first phase provides tours in core administrative support organizations at WD and formal classroom and on-line training while touring in the Contracts, Total Force Strategy and Management Department (Human Resources), Program and Business Analysis, and Comptroller organizations. The tours provide the APDP with a working orientation of the business administrative work conducted at NAWCWD, and provide them opportunities to build networking relationships with other business administrators. The tours also facilitate an informed career decision by the APDP concerning the specific administrative field they will chose to enter once they complete the first phase of the program that lasts about 12 months. Approximately 4-6 weeks prior to the end of the participant's last tour, managers of administrative support organizations are advised the APDP will soon be available for permanent assignment. This typically results in multiple offers from the business administrative organizations.
- The second phase of the APDP program begins after the participant selects one of the offers from the business administrative organizations. During this second phase of the program the participant will focus more specifically on acquiring the knowledge, skills, and abilities in the business administrative field they have selected. Formal classroom and on-line training also continue during the second phase of the program that lasts approximately 12 months. The expectation in the second phase of the program is the participant will increasingly be able to work independently. At the conclusion of the second phase the participant's formal assignment in the APDP ends and they continue to work in the business administrative field they selected.

Description of Organizations Providing Core Tours to BPI's

Contracts (Code 2.0) is the lead procurement advisor reporting directly to the Base Military Commander and Civilian Executive Director. They are responsible for maintaining a cadre of acquisition personnel that work with technical and administrative managers throughout the base to receive, plan, and execute their acquisition requirements to support technical mission objectives. In conducting these duties they are also responsible to ensure the specific acquisition strategy being utilized is in line with federal procurement and contracting laws.

The Human Resources Department (Code 7.3), now called Total Force Strategy and Management Department is responsible for advising and assisting managers with a variety of actions that require an understanding of policies, regulations and actual working processes. Examples are staffing, recruitment, manpower and organization planning and analysis, classification of positions, position management, discipline, awards, training, equal employment opportunity, employee and labor relations. They provide the command with the correct workforce at the time it is needed and provide that workforce with opportunities for advancement and growth keeping with mission requirements.

The Program and Business Analysis Department (Code 7.8) is comprised of personnel known as Business Financial Managers (BFMs) that are assigned to support specific technical

and administrative managers and provide them with a broad range of administrative support (finance, human resources, procurement/contracting, facilities, security, safety, etc.). BFM and the manager's they support work together as a team and the support the BFM provides allows the technical and administrative manager to focus their attention on broader operational issues impacting their organizations. BFM also work closely with Contracts, HR, and Controller personnel to understand regulations, policies, and laws. BFM are then responsible for applying this knowledge in a way that maintains the intent of the regulation, policy, and law, while also supporting the technical or administrative manager in achieving their mission goals and objectives.

The Comptroller (Code 10.0) is the lead financial advisor reporting directly to the Base Military Commander and Civilian Executive Director. They advise them on the Command's overall financial health by ensuring that the costs incurred and the revenue generated will result in the Command executing to their financial controls. The three broad financial areas the Comptroller is responsible for are budget formulation, budget execution, and accounting. The Comptroller also ensures that what we spend our funding on, how we generate our revenue, and our overall accounting practices are in line with federal laws and regulations.

The second option is for those who wish to be "department-specific" APDP hires. The intern is hired by one specific administrative function and spends the bulk of their 2-year developmental period touring within that function to gain better understanding and experience of all related aspects of the work, prior to conversion to a permanent position within that functional area.

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