



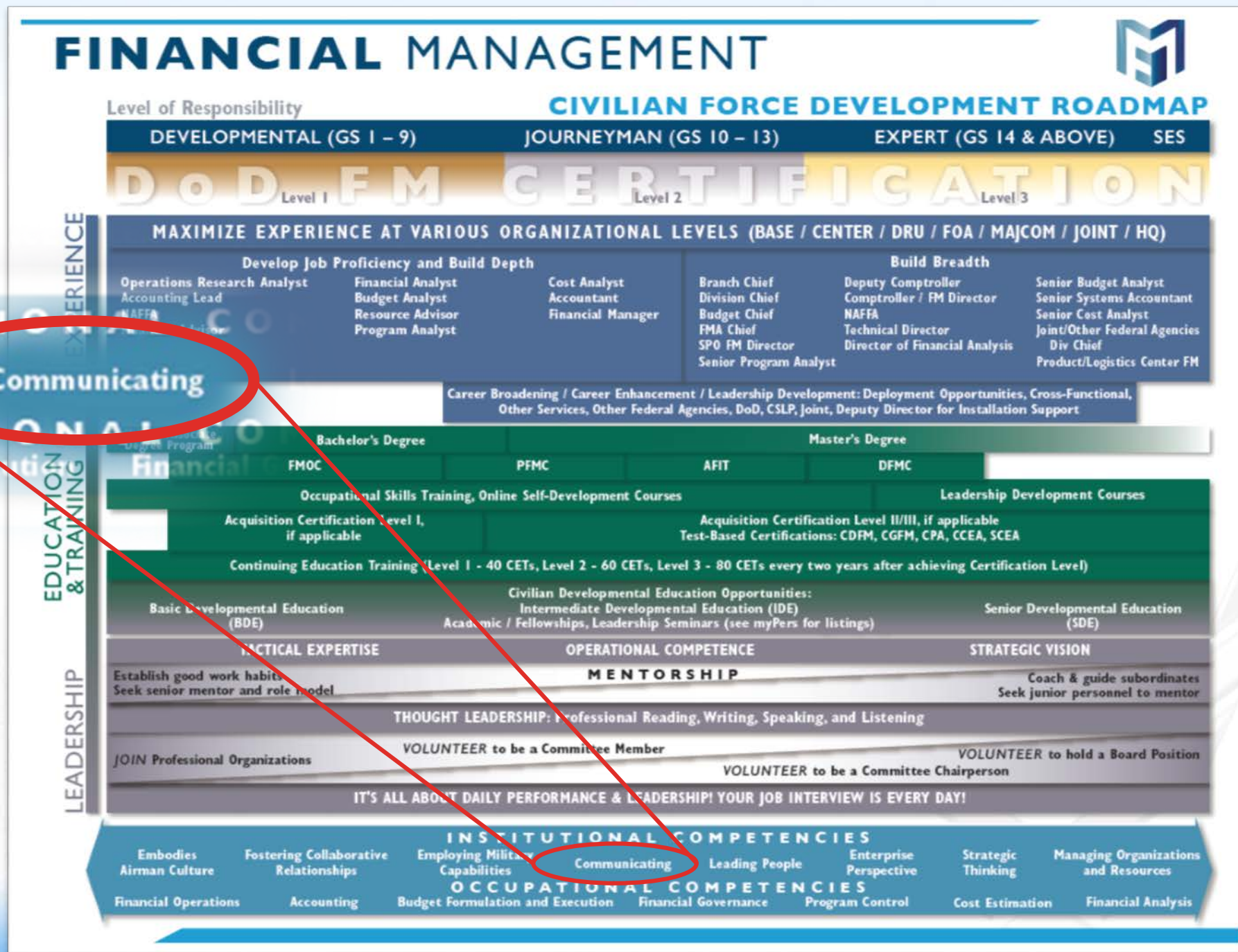
The Importance of Writing & Communication Skills For FMers To Progress In Their Careers

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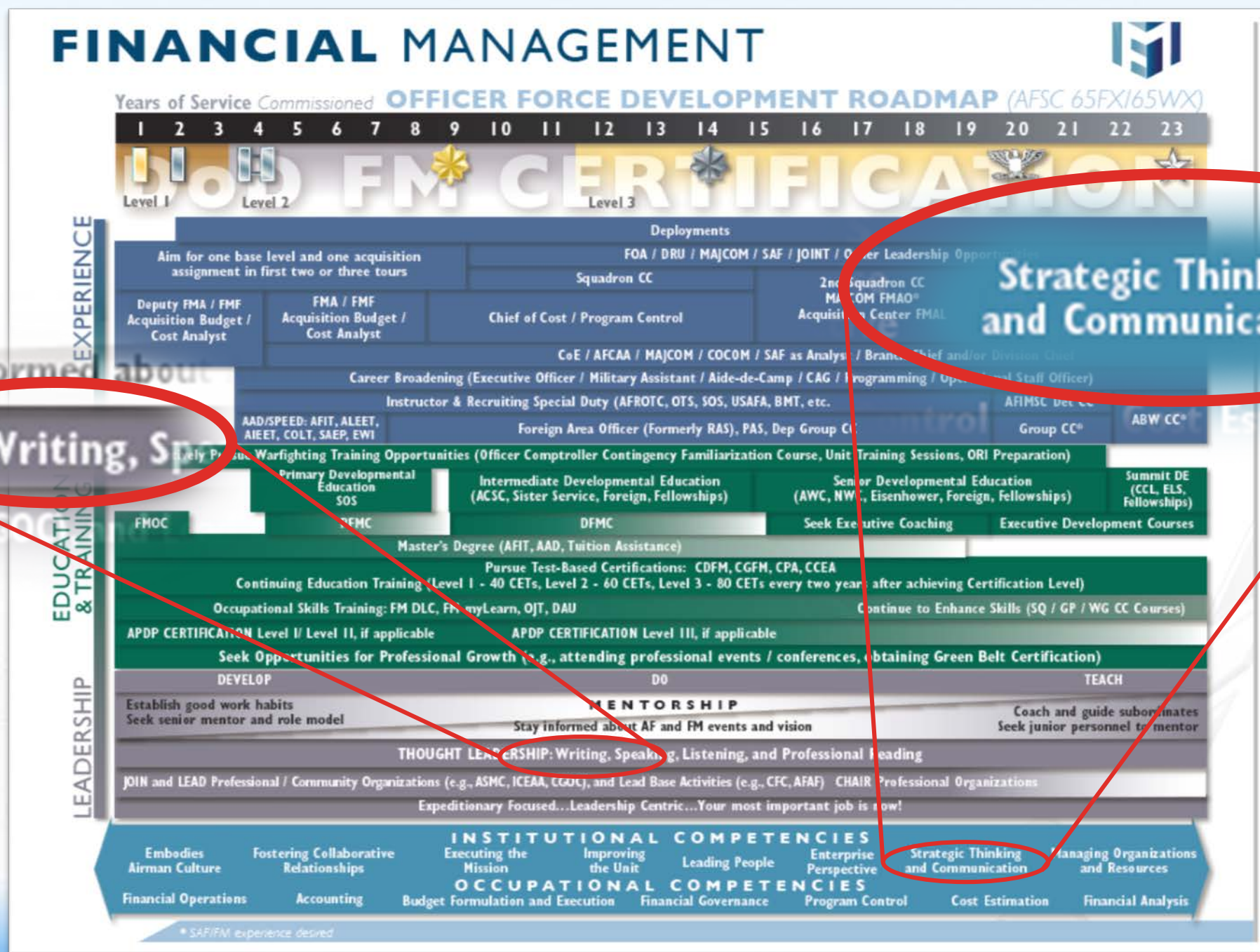
The background of the slide features a blurred image of a person's hands typing on a laptop keyboard. The scene is set on a desk with some papers visible. Overlaid on this is a blue abstract graphic at the top consisting of several flowing, wavy lines. The text is centered and reads: Mastering communication and writing is one of the **most important skills** for a financial manager and Air Force **leader**.

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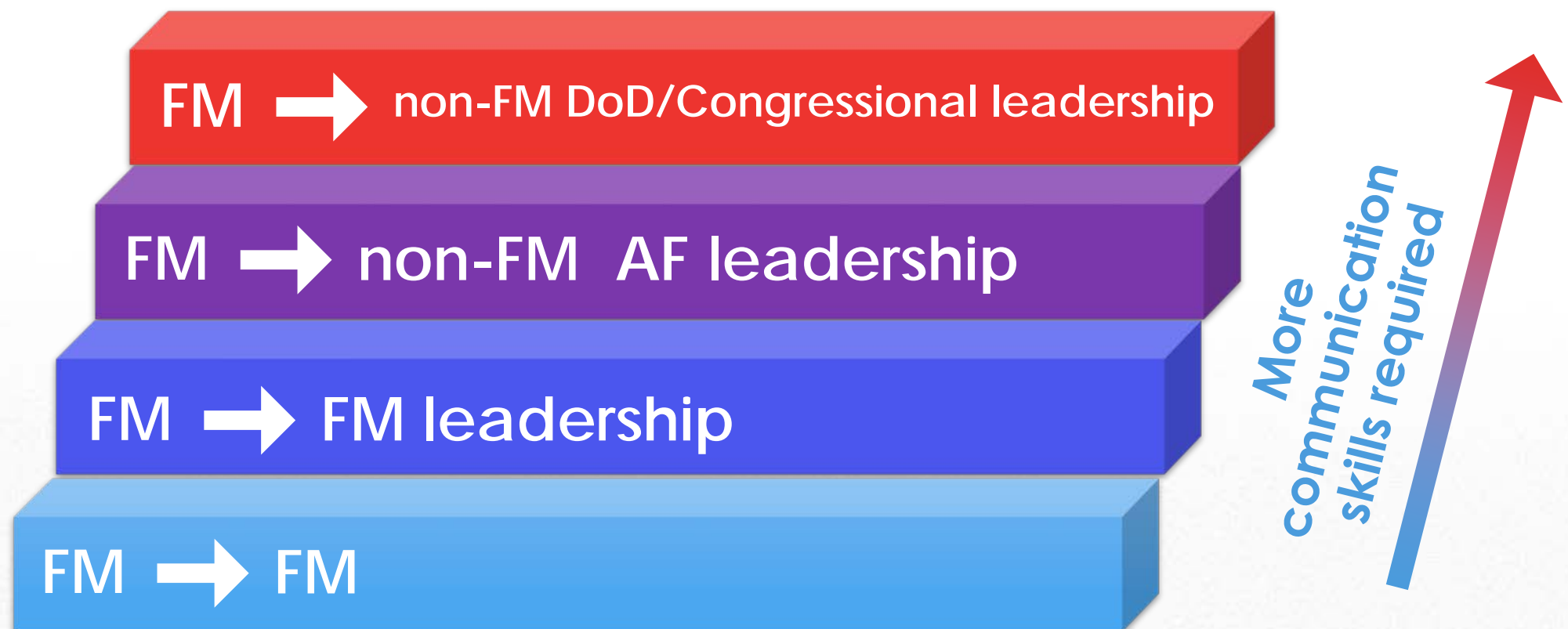
FM DEVELOPMENT ROADMAP



FM DEVELOPMENT ROADMAP



Writing is one of the most important skills needed to transition from technical to strategic levels



MORE RELEVANT NOW



WRITING STYLES

- One size **does not fit all**
- Art of the bullet

Coord'd CEP w/AFIMSC; stdzd sampling plan/schedule--ensured cohesive HHQ message/execution at 8 installations
Led AFAFRICA CPI drill; applied AFCENT lessons learned/4 sites/\$1.4M--built AFFOR DEAMS deplymnt model
Provid'd on-site training at 7 CENTCOM bases; enabled FM sys across deployed locations; redux paper forms >50%

- Award certificates
- Technical SOPs – audit lens
- Official Memorandum
- Budget narratives
- Legal and contractual documents
- Professional publications
- Emails



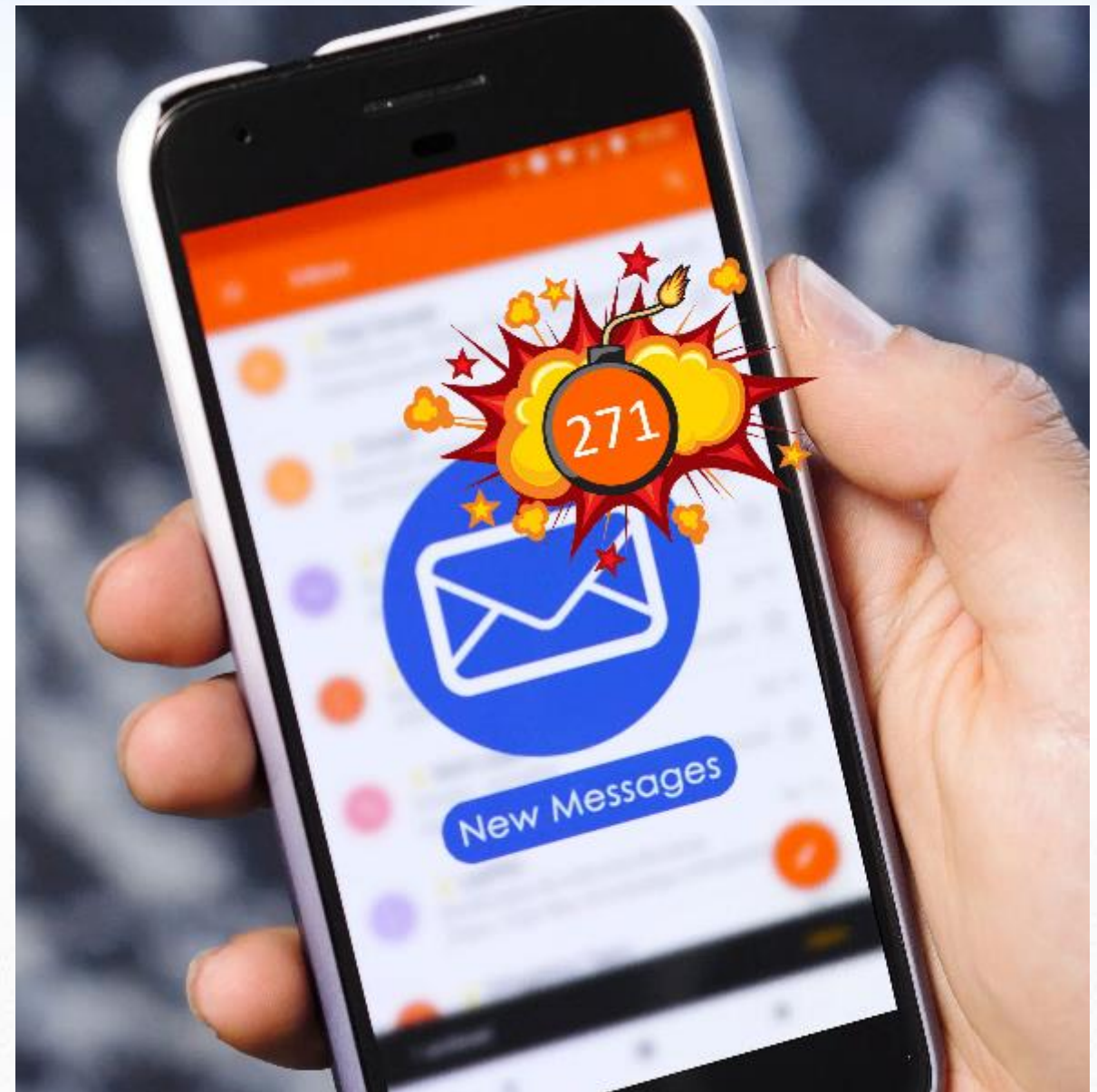


EMAILS

- Clear subject lines
- BLUF or overview statements
- Action/suspense up front
- *Be aware of forwarded content!!!*
- Manage the CC line



Two reviewer rule



PRACTICE, PRACTICE, PRACTICE

- Awards team and individual
- PWS and source selection
- SOPs
- Newsletter and magazine articles
- PME/college courses
- Military and personnel evaluations
- Investigations and report of survey
- Staffing packages

Peer and mentor reviews



AVOID THE PITFALLS

Miss the audience

Too verbose

Not detailed enough

Passive voice – not stating who

Know the acronym in context

Me, myself, and I

SUMMARY

- Effective written communication is a critical FM competency
- Differentiator in the FM workforce
- No specific style
- Practice them all
- Endless opportunities
- Involve and learn from others
- Learn “pitfalls” from experience