



# DoD Financial Management Certification Program

Office of the Under Secretary of Defense (Comptroller)

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# Agenda

- Background & Purpose
- Foundation: FM Competencies
- Applicability
- Requirements
- FM & Acquisition
- Key Players
- Key Websites
- Three-step Process
- Key Tools
- Continuing Education & Training (CETs)
- Resources
- Summary



# Background

- To achieve auditable financial statements and provide strong financial management (FM), the Department needs a well-trained financial workforce
- While we have some good training programs, the Department did not have a framework to guide FM workforce training and emphasize key types of training such as audit readiness and decision support
- In early 2011, senior DoD FM leadership initiated efforts to develop a DoD FM Certification Program
- The National Defense Authorization Act for FY2012 (Public Law 112-81) provided the Secretary of Defense with the Authority to Prescribe Professional Certification and Credentialing Standards
- Nov 2013 – DoDI 1300.26 “Operation of the DoD FM Certification Program” published
- Jan 2017 – Updated DoDI 1300.26 “Operation of the DoD Financial Management Certification Program” was published





# Purpose

- **Establish a framework to guide DoD FM professional development**
- **Intent is to make a good FM workforce even better!**
  - Establish a mechanism to encourage key training in:
    - Audit Readiness
    - Fiscal Law
    - Ethics
    - Decision Support/Analysis
  - Encourage career broadening and leadership
  - Transition to a more analytic orientation
  - Ensure financial management workforce has knowledge, skills, and abilities necessary to achieve auditable financial statements
- **Develop a course-based rather than test-based certification**
  - Based on FM and Leadership competencies







# The Foundation: FM Competencies

- **Goal:** To implement standardized FM competencies that describe knowledge, skills, and abilities needed to perform and achieve desired results
- **24 FM competencies are mapped to 05XX Occupational Series**
- **FM competencies are:**
  - Functional skill sets against which DoD FMers can shape their professional development
  - Rated across five different proficiency levels that reflect increasing responsibility and greater expertise as knowledge, skills, and experience are gained
  - Defined by DoD FM Certification Senior Leadership Group
- **DoD leadership competencies are also emphasized:**
  - The five levels of competencies are outlined in DCPAS' DoD Leader Development Continuum





# FM Functional Competencies

- There are 24 DoD FM competencies. 18 of the 24 apply to the DoD FM Certification Program

Accounting Analysis	✓	Financial Management Systems	✓
Advanced Financial Management	✓	Fundamentals & Operations of Accounting	✓
Budget Execution	✓	<b>Fundamentals &amp; Operations of Audit</b>	✓
Budget Formulation, Justification & Presentation	✓	Fundamentals & Operations of Budget	✓
Concepts, Policies & Principles of Accounting	✓	Fundamentals & Operations of Finance	✓
Concepts, Policies & Principles of Audit	✓	Fundamentals & Operations of Military & Civilian Pay	✓
Concepts, Policies & Principles of Budget	✓	Audit Planning & Management	
Concepts, Policies & Principles of Commercial Pay	✓	Audit Reporting	
Concepts, Policies & Principles of Finance	✓	Decision Support - Audit Execution	
Concepts, Policies & Principles of Payroll	✓	Financial Management & Reporting Analysis	
Decision Support	✓	Financial Reporting	
Financial Management Analysis	✓	Financial Stewardship	



# DoD Civilian Leader Development Continuum

DEPARTMENT OF DEFENSE



Defense Civilian Personnel Advisory Service

Deliberate development through progressive learning opportunities (education, training, self-development, assignments) that broaden experience and increase responsibility.

Vision  
External Awareness  
Strategic Thinking  
Political Savvy  
Global Perspective  
National Security Strategy

**Cert Level 3**

Lead the Institution

Technology Management  
Financial Management  
Creativity and Innovation  
Partnering  
Entrepreneurship  
National Defense Integration  
National Security Environment

**Cert Level 3**

Lead Organizations/Programs

Human Capital Management  
Leveraging Diversity  
Conflict Management  
Developing Others  
DoD Corporate Perspective  
National Security Foundation

**Cert Level 3**

Lead People

Team Building  
Accountability  
Decisiveness  
Influencing/Negotiating  
DoD Mission and Culture

**Cert Level 2**

Lead Teams/Projects

Flexibility Resilience Continual Learning Service Motivation Computer Literacy	Integrity/Honesty Customer Service Problem Solving Technical Credibility	Interpersonal Skills Oral Communication Written Communication Mission Orientation
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**Cert Level 1**

Lead Self



# Applicability

- **Applicable to DoD Civilians and Military in the DoD FM Workforce**
  - DoD FM Workforce includes personnel who are assigned to FM designated positions:
    - Civilians in the 05XX Occupational Series;
    - Civilians who perform financial management tasks, but are not in the 05XX Occupational Series;
    - Military members in FM Occupational Specialties;
    - Military members who perform financial management tasks, but are not in FM Occupational Specialties
- **All FM positions will be assigned Level 1, Level 2, or Level 3**
- **No grandfathering – no incumbent DoD FM members achieve certification “automatically”; all must achieve certification**
- **Two years to achieve certification from date of notification**



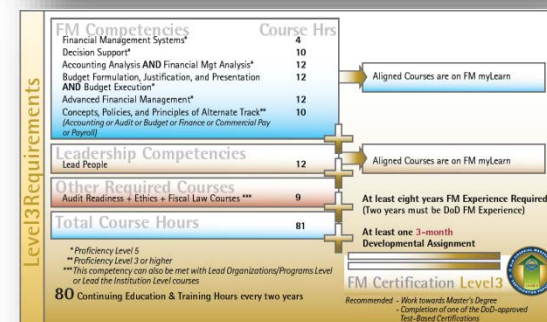
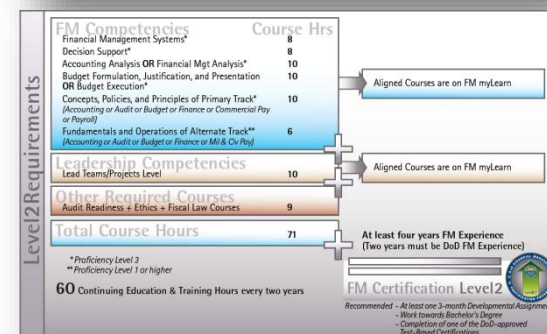
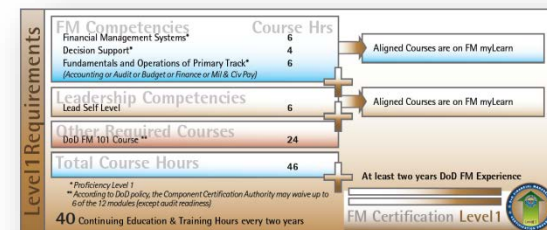




# FM Certification Requirements

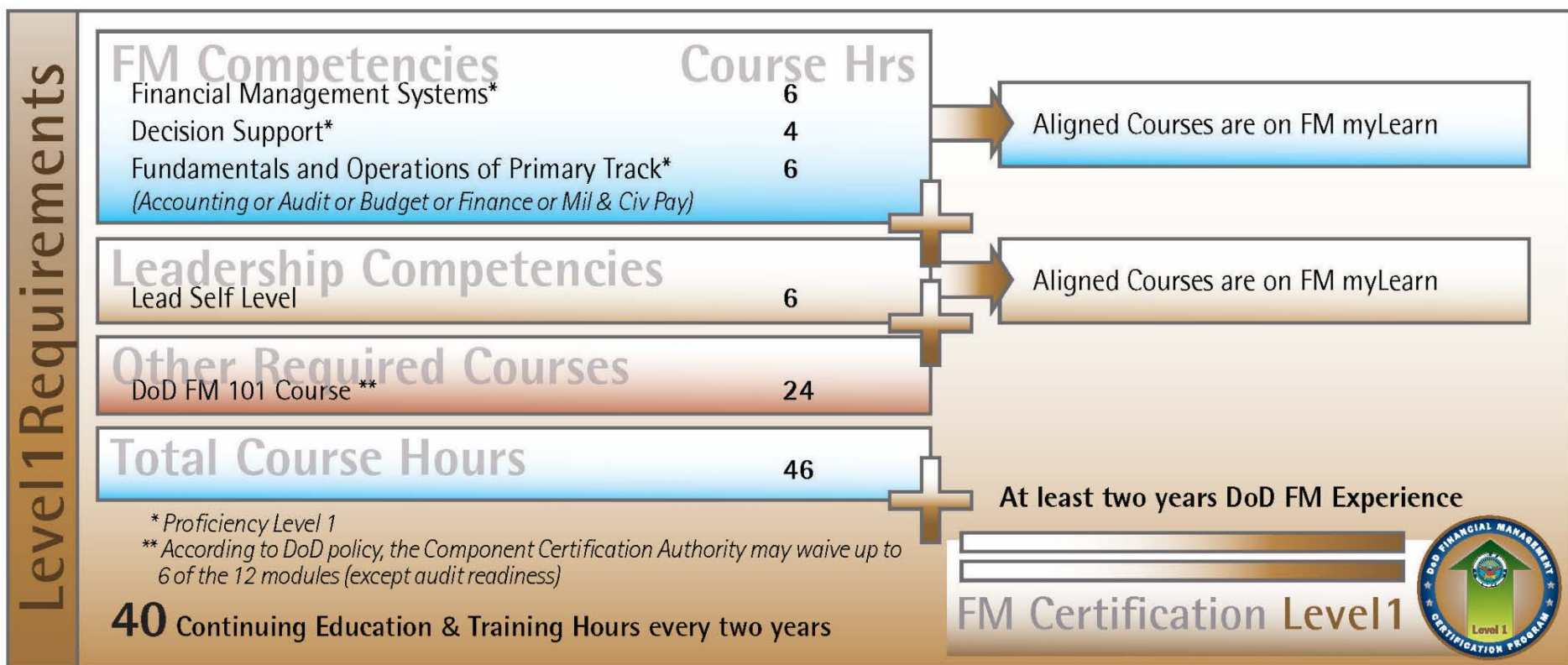
- **DoD FM Certification Requirements at each of three levels:**
  - Training in FM & Leadership Competencies (course-based)
  - Other Required Courses
  - FM Experience / DoD FM Experience
  - Developmental Assignment (Level 3)
  - Continuing Education and Training (CET)
- **System of Record is the DoD FM Learning Management System**

Find these tools @ FM Online





# FM Certification Equation: Level 1





# DoD FM 101 Modules

DoD FM 101 for Level 1 Modules*	Course Hours
Introduction to DoD	1
Accounting	2
Acquisition/Contracting	2
Analysis/Decision Support	2
Audit Readiness	3
Auditing	2
Budget	3
Cost Analysis	2
Ethics	1
Finance	2
Fiscal Law	2
PPBE	2

\*CCA may choose to waive 6 of the 12 modules, except Audit Readiness

Available on FM myLearn





# FM Certification Equation: Level 2

## Level 2 Requirements

### FM Competencies

FM Competencies	Course Hrs
Financial Management Systems*	8
Decision Support*	8
Accounting Analysis <b>OR</b> Financial Mgt Analysis*	10
Budget Formulation, Justification, and Presentation <b>OR</b> Budget Execution*	10
Concepts, Policies, and Principles of Primary Track* (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)	10
Fundamentals and Operations of Alternate Track** (Accounting or Audit or Budget or Finance or Mil & Civ Pay)	6

Aligned Courses are on FM myLearn

### Leadership Competencies

Lead Teams/Projects Level	10
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Aligned Courses are on FM myLearn

### Other Required Courses

Audit Readiness + Ethics + Fiscal Law Courses	9
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### Total Course Hours

71

At least four years FM Experience  
(Two years must be DoD FM Experience)

\* Proficiency Level 3

\*\* Proficiency Level 1 or higher

**60** Continuing Education & Training Hours every two years

FM Certification Level 2



Recommended - At least one 3-month Developmental Assignment  
- Work towards Bachelor's Degree  
- Completion of one of the DoD-approved  
Test-Based Certifications



# DoD Recognized Test-based FM Certifications

Accredited Business Accountant (ABA)	Certified Government Financial Manager (CGFM)
Accredited in Business Valuation (ABV)	Certified in Financial Forensics (CFF)
Certified Accounts Payable Professional (CAPP)	Certified Information Systems Auditor (CISA)
Certified Business Manager (CBM)	Certified Internal Auditor (CIA)
Certified Cost Estimator/Analyst (CCE/A)	Certified Management Accountant (CMA)
Certified Cost Professional (CCP)	Certified Payroll Professional (CPP)
Certified Defense Financial Manager (CDFM)	Certified Public Accountant (CPA)
Certified Forensic Accountant (Cr.FA)	Certified Quality Auditor (CQA)
Certified Fraud Examiner (CFE)	Certified Treasury Professional (CTP)
Certified Government Audit Professional (CGAP)	Forensic Certified Public Accountant





# FM Certification Equation: Level 3

## Level 3 Requirements

### FM Competencies

### Course Hrs

Financial Management Systems*	4
Decision Support*	10
Accounting Analysis <b>AND</b> Financial Mgt Analysis*	12
Budget Formulation, Justification, and Presentation <b>AND</b> Budget Execution*	12
Advanced Financial Management*	12
Concepts, Policies, and Principles of Alternate Track** (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)	10

Aligned Courses are on FM myLearn

### Leadership Competencies

Lead People	12
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Aligned Courses are on FM myLearn

### Other Required Courses

Audit Readiness + Ethics + Fiscal Law Courses ***	9
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At least eight years FM Experience Required  
(Two years must be DoD FM Experience)

### Total Course Hours

81

At least one **3-month**  
Developmental Assignment

\* Proficiency Level 5

\*\* Proficiency Level 3 or higher

\*\*\* This competency can also be met with Lead Organizations/Programs Level or Lead the Institution Level courses

**80** Continuing Education & Training Hours every two years

### FM Certification Level 3

Recommended - Work towards Master's Degree  
- Completion of one of the DoD-approved  
Test-Based Certifications





# FM & Acquisition Certifications

- The FM and Acquisition communities developed a pathway to certification that gives credit for Acquisition courses with FM and Leadership content requirements for DAWIA-certified personnel in Business-Financial Management, Business-Cost Estimating, and Acquisition-Audit
  - Much of Acquisition training counts toward FM Certification and years of experience can be applied to both certifications
  - Reduced requirements for DAWIA-coded financial managers to achieve FM Certification is available at FM Online
    - Must complete DAWIA training first to use the reduced requirements
  - Continuous Learning Points (CLPs) are accepted as CETs





# FM Certification Requirements

Defense Acquisition Workforce Improvement Act (DAWIA)

- **DoD FM Certification Requirements for DAWIA-coded Positions (BUS- FM, BUS-CE, Audit)**
  - Members sitting in dual-coded positions are required to attain both certifications
  - Completing both certifications may require a time waiver for meeting FM Certification requirements

## **FM/DAWIA Certification Levels Match & currently in a dual-coded position**

Complete DAWIA certification first

- Much of this training also satisfies FM Certification requirements
- Completed DAWIA requirements are automatically documents in DoD FM LMS

## **FM/DAWIA Certification Levels Vary**

Complete DAWIA certification first

- Reduced requirements available on FM Online

## **Prior DAWIA Certification Holders**

Much of this training also satisfies FM Certification requirements

- Reduced requirements available on FM Online

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graph LR; A((DAWIA Certification Holders)) --> B[FM/DAWIA Certification Levels Match & currently in a dual-coded position]; A --> C[FM/DAWIA Certification Levels Vary]; A --> D[Prior DAWIA Certification Holders];
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**DAWIA Certification Holders**



# Key Players in the FM Certification Program

- **FM Member (user):**
  - Required to complete FM Certification within 2 years after official notification
- **FM Member's Supervisor:**
  - Acts as approval authority for achievement of competencies and other certification requirements necessary
- **Approver Level 2 (A2) – *Optional position:***
  - An intermediary authority, at the organizational level, for reviewing requests for certification already approved by the supervisor prior to forwarding to the Component Certification Authority
- **Component Certification Authority (CCA):**
  - Appointed to serve as the approval authority for achieving Certification
- **Component Administrator (CA):**
  - LMS system administrator who manages organizational hierarchies (to include FM member and supervisor) and provides first response support for answering questions and solving problems specific to the LMS







# Two Key Websites

## Information

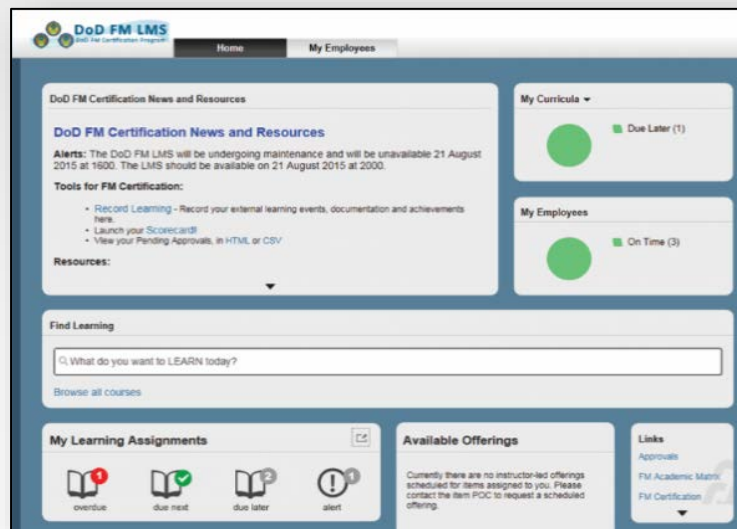
### FM Online

One stop shop for DoD FM-related information

- Announcements (new courses, policy, awards)
- **FM myLearn**, the e-catalog of all FM-related DoD education & training mapped to FM Certification requirements
  - Current and inactive DoD training
  - Commercial courses
  - Academic courses



## Process



### FM LMS

System of record for the DoD FM Certification Program

- Complete the Three-Step Process
- Document achievements
- Submit certification for supervisor approval



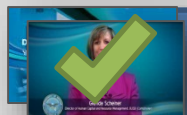


# Achieve your Certification using the Three-step Process

You're almost there....

Get Certified Using the DoD FM Learning Management System

Three-step Process



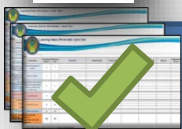
Watch Training Videos



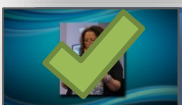
Complete Practical Exercise



Collect Documentation



Fill out Learning History Worksheet



Review Learning History Worksheet w/ Supervisor



Develop a Plan for Success!

## 1 Record Learning of Achievement

- ☐ Work w/ supervisor to assign Primary and/or Alternate Track
- ☐ Use your Learning History Worksheet to record information for ONE certification requirement
- ☐ Record learning for ALL courses needed to satisfy the requirement

## 2 Record Documentation

- ☐ Record learning for the appropriate achievement documentation  
Remember: Combine all documents for each achievement into one PDF file, less than 800 KB

## 3 Request Achievement Approval

- ☐ Record Learning for the appropriate achievement and request supervisor approval
- ☐ Repeat this 3-step process for each achievement documented in the FM LMS until all certification requirements are met



## Complete Other Required Courses

- ☐ Level 1: DoD FM 101 Course
- ☐ Levels 2&3: Audit Readiness, Ethics & Fiscal Law

These courses are available w/in the FM LMS and via FM myLearn\*. Approved substitution courses are available on FM myLearn\*.

\* If completing a course via FM myLearn, you must follow the 3-step process to document course completion inside FM LMS.



## Request Certification Approval

- Check that the three-step process is complete for each certification requirement
- Record learning for your Certification Level and request CCA Approval.



# Academic Course Search

DoD Financial Management  
**FM ONLINE**  
Your Gateway to DoD FM Professional Development

Home Organizational Information Professional Development FM Certification Program FM myLearn FM LMS Training Resources Help

FM Online » FM myLearn » Academic Course Search

## Academic Course Search

The Academic Course Search enables you to find academic (undergraduate and graduate) courses that have been previously aligned and approved for DoD FM Certification Program requirements. Click [here](#) for detailed instructions.

Get Started Search Tips Clear Filters Back to FM myLearn Course Search My ILHW

**Academic Matrix / Academic Institution**  
Enter 'Academic Matrix' or Academic Institution

**FM/Leadership Competency**  
Enter FM/Leadership Competency

**Course Code**  
Enter Course Code

**Course Title**  
Enter Course Title

Search

**Related Documents**

- How to Use the Academic Matrices
- FM Academic Matrix
- Leadership Academic Matrix
- Course Submission
- Foreign Transcripts Policy

Find academic courses that have been previously aligned and approved to meet FM Certification Program requirements.

- Accessible from FM myLearn
- Automated Academic Matrix
- Filter by Institution, Course Title, Course Code, Competency

For detailed instructions, reference the FM Certification User Guide at <http://go.usa.gov/373F4>





## Use the Course Submission Template

*FM Online>  
Training Resources>  
Tools/Templates/Forms*

- 1) Submit a “**Course Submission Template**” and syllabus to your organization’s Course Manager.
- 2) Course Manager will route course through approval process
- 3) If approved, will be added to the database or you will receive approval documentation from OUSD(C)







# Interactive Learning History Worksheet

**FM ONLINE**  
Your Gateway to DoD FM Professional Development

Home Organizational Information Professional Development FM Certification Program FM myLearn FM LMS Training Resources Help

FM Online > FM myLearn > My iLHW

### iLHW – Certification Level 1 – LastName, FirstName

The Interactive Learning History Worksheet (iLHW) tracks the training and education you have already received in the financial management field, and identifies the areas in which you still need training in order to earn your FM Certification. It is automatically populated with your specific Certification Level requirements. [Get Started](#)

Requirements	Course Hours Required	PL	Course Title	Course Hours Aligned	Training Complete	Step 1 (in LMS)	Steps 2 & 3 (in LMS)
<b>FM Competencies</b>							
Decision Support	4	1	FMF6834 - 1092 Processing for Civilian Pay	1.5	⚠	📄	LMS Login
Fundamentals and Operations of Accounting	6	2	Fundamentals and Operations of Accounting FMF3644	5	⚠	📄	LMS Login
Financial Management System	6	1	SYS 110 Financial Management (FM) Commander's Resource Integration Systems (CRIS) WBT	3	✅	★	LMS Login
		1	SYS 103 FM Suite ODA & TAR	3	✅		
<b>Leadership Competencies</b>							
Lead Self Level	6	1	AFIT FPM 101 Fundamentals of Project Management	10	✅	📄	LMS Login
<b>Other Required Courses</b>							
DoD FM 101 – Introduction to DoD	1	N/A	DoD FM 101 – Introduction to DoD	1	✅	🕒	LMS Login

Track your training history and identify training gaps in this automated worksheet.

- Auto-populated with program requirements
- Tracks training and education achievements
- Inter-operable with FM myLearn and Academic Course Search
- Record Learning (Step 1) with one click

For detailed instructions, reference the FM Certification User Guide at <http://go.usa.gov/373F4>

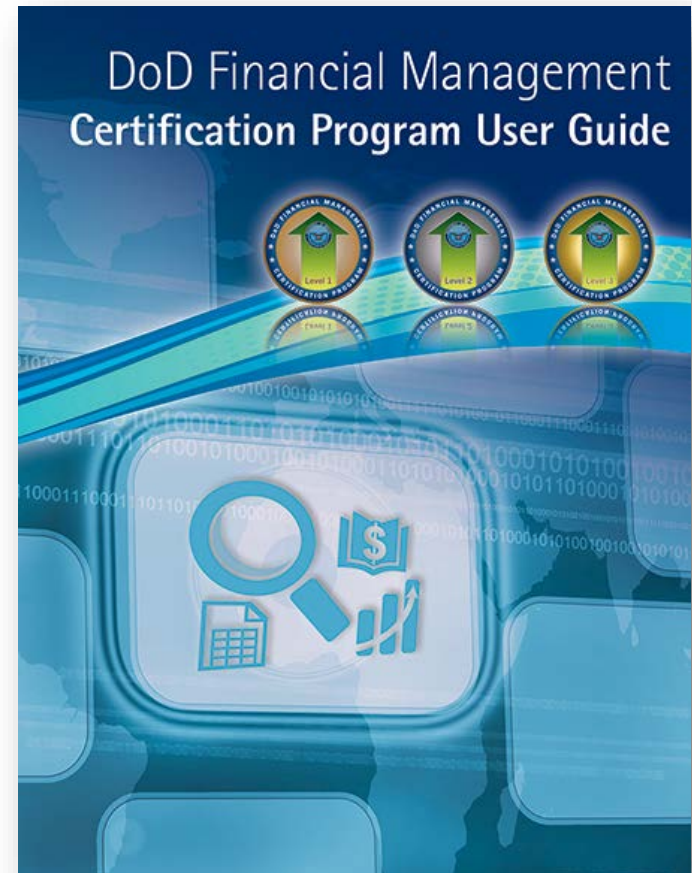




# FM Certification User Guide

## One-stop shop to getting certified

- Detailed information on your certification requirements
- Step-by-step instructions on how to:
  - Use new tools (Interactive Learning History Worksheet and Academic Course Search)
  - Find and take courses
  - Complete the Three-step Process
  - Troubleshoot problems in the FM LMS and FM myLearn
  - Record CETs in the FM LMS
  - Run reports in the FM LMS



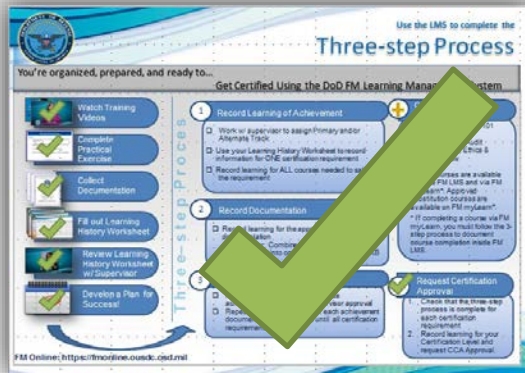
FM Certification User Guide is available at  
<http://go.usa.gov/373F4>







# Maintaining Certification: CET Requirements



Maintain your DFMCP by accruing a certain number of Continuing Education and Training (CET) credits every two years.

The number of CETs required is based on your level:

FM Certification Level 1 – 40 CETs

FM Certification Level 2 – 60 CETs

FM Certification Level 3 – 80 CETs

CETs must be recorded in the FM LMS – see the User Guide section on FM Online for step-by-step instructions.



DoD FM Certification Program... Making a Good Workforce Better!





# CETs: What Counts

## What counts as a CET credit?

- FM and Leadership courses, symposiums or training events
  - CET hours: Total hours of course/symposium/training event
  - Example: Speaker briefing at local AGA meeting was 1 hour = 1 CET
- Courses or training used to satisfy continuing professional education requirements for any of the 20 approved FM-related Test-Based Certifications (e.g., CDFM, CPA)
  - CET Hours: Unit-for-unit (e.g., 1 CPE = 1 CET)
- Courses or training used to satisfy continuing professional education for Acquisition (DAWIA) certifications (e.g., 1 CLP = 1 CET)
- Courses listed in FM myLearn e-catalog (including OUSD(C)-developed web-based training)
  - CET hours: Number of aligned hours listed as shown in FM myLearn
- Academic FM and Leadership courses
  - CET hours: 1 semester hour course = 15 CETs; 1 quarter hour = 10 CETs





# CET Tracking, Audits & Time Extensions

## Tracking CETs

- Record Learning for all CETs in the FM LMS with appropriate number of hours
- CET documentation is not uploaded in the FM LMS, but maintain in your personal files for at least 2 cycles (4 years)

## CET Audits

- Records are randomly selected for audit on a monthly basis
- Components will contact individuals to collect CET documentation

## CET Time Extension Policy

- If you will be unable to achieve required CETs within your two-year time frame you must request a time extension from your CCA and be approved in the FM LMS prior to your CET deadline
- Extension of CETs for the given time frame does not delay the start date of your next two-year CET cycle
- CET time extension forms and instructions on FM Online





# OUSD(C) Web-Based Training

Level 1	Course Hrs	Level 2	Course Hrs	Level 3	Course Hrs
DoD FM 101	24	Accounting	20	Accounting	8
Accounting	7	Finance/Financial	20	Finance/Financial	20
Finance	6	Budget	29	Budget	16.5
Budget	6	Payroll	10	FM Systems	4
Mil/Civ Pay	6	Commercial Pay	10	Decision Support	10
Decision Support	4	Audit	10	Audit Readiness	3.5
<b>TOTAL HOURS</b>	<b>53</b>	FM Systems	8	Ethics	3
<ul style="list-style-type: none"> <li>Any course not used for your initial certification may be used for CETs</li> <li>CETs not restricted to your Certification Level</li> </ul>		Decision Support	8	Fiscal Law	4.5
		Audit Readiness	3	<b>TOTAL HOURS</b>	<b>69.5</b>
		Ethics	3		
		Fiscal Law	3		
		<b>TOTAL HOURS</b>	<b>124</b>		



**Over 246 hours of OUSD(C) Web-based Training Hours Available!**





# FM Certification Resources

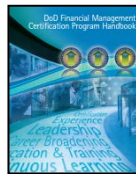
## Available at FM Online or Join Us on LinkedIn

### Quarterly Newsletter



- Certification Update
- Lessons Learned
- Best Practices

### DoD FM Certification Handbook



- Program background & overview
- Detailed requirement descriptions
- Checklist to get started

### DoD FM Certification User Guide



- Provides detailed information about available tools and step-by-step instructions for FM LMS tasks

### Practical Exercise



- Follow "Kelly," a GS-14 through each step of certification

### Overview and Training Videos



- Video series introducing key elements of program

### Interactive Learning History Worksheet (iLHW)



- Organize your prior training using this cross-cutting online tool

### DoD FM Enterprise-wide Competencies



- Defines each of the 24 FM competencies and related proficiency levels

### FM myLearn



- E-catalog of FM courses aligned to FM and leadership competencies

### DAWIA/FM Certification LHWS



- Pre-populated w/ acquisition courses helping you focus

### Frequently Asked Questions



- Compilation of over 100 questions, organized by category

### Requirements Datasheets



- Outline requirements for each level

### LinkedIn



- DoD Financial Management Certification Program Group
- Receive program updates and other important information
- <http://ow.ly/sZfDv>





# Summary

- **The DoD FM Certification Program:**
  - Provides a certification framework for the DoD FM Community
  - Gives the FM workforce a standard body of knowledge
    - Focuses on analytics and Audit Readiness, to include internal controls and accountability
  - Develops expertise standards using DoD FM Competencies
  - Coded Level 1, 2, or 3 based on scope and complexity of position
  - FM experience requirement at Level 1, 2, or 3
  - Promotes use of DoD FM existing courses
  - Encourages college degrees and FM test-based certifications

**Makes a Good FM Workforce Better... Adding More Credibility to What We Do**