



# DoD Financial Management Certification Program

Office of the Under Secretary of Defense (Comptroller)





# Agenda

- Certification Program Background
- Purpose
- Foundation: Competencies
- Applicability
- FM Certification Requirements
- FM and Acquisition (DAWIA) Certifications
- FM Certification Resources
- Getting Started – The Three-step Process
- DoD FM Learning Management System (LMS)
- Summary
- Questions





# Certification Program 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 Fiscal Year 2012 (Public Law 112-81) provided the Secretary of Defense with the Authority to Prescribe Professional Certification and Credentialing Standards
- Nov 2013 - DoDI 1300.26 Operations of the DoD FM Certification Program 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
    - 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





# Foundation: Competencies

- **Goal:** To implement standardized FM competencies that describe knowledge, skills, and abilities needed to perform and achieve desired results
- **23 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 is gained
  - Defined by DoD FM Certification Senior Leadership Group
- **DoD Leadership competencies are also emphasized**
  - The five levels of competencies are outlined in the DoD Leader Development Continuum





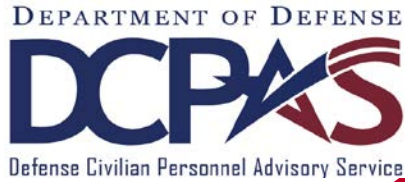
# Competencies

## *Continued*

- **There are 23 DoD FM competencies**
  - 17 of the 23 apply to the DoD FM Certification Program

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

# DoD Civilian Leader Development Continuum



*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

**Lead the Institution**

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

**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	<b>Cert Level 1</b> <b>Lead Self</b>
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# 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 coded Level 1, Level 2, or Level 3**
- **No Grandfathering—no incumbent DoD FM members receive certification “automatically”; all must achieve certification**
- **Two years to achieve certification**







# FM Certification Requirements

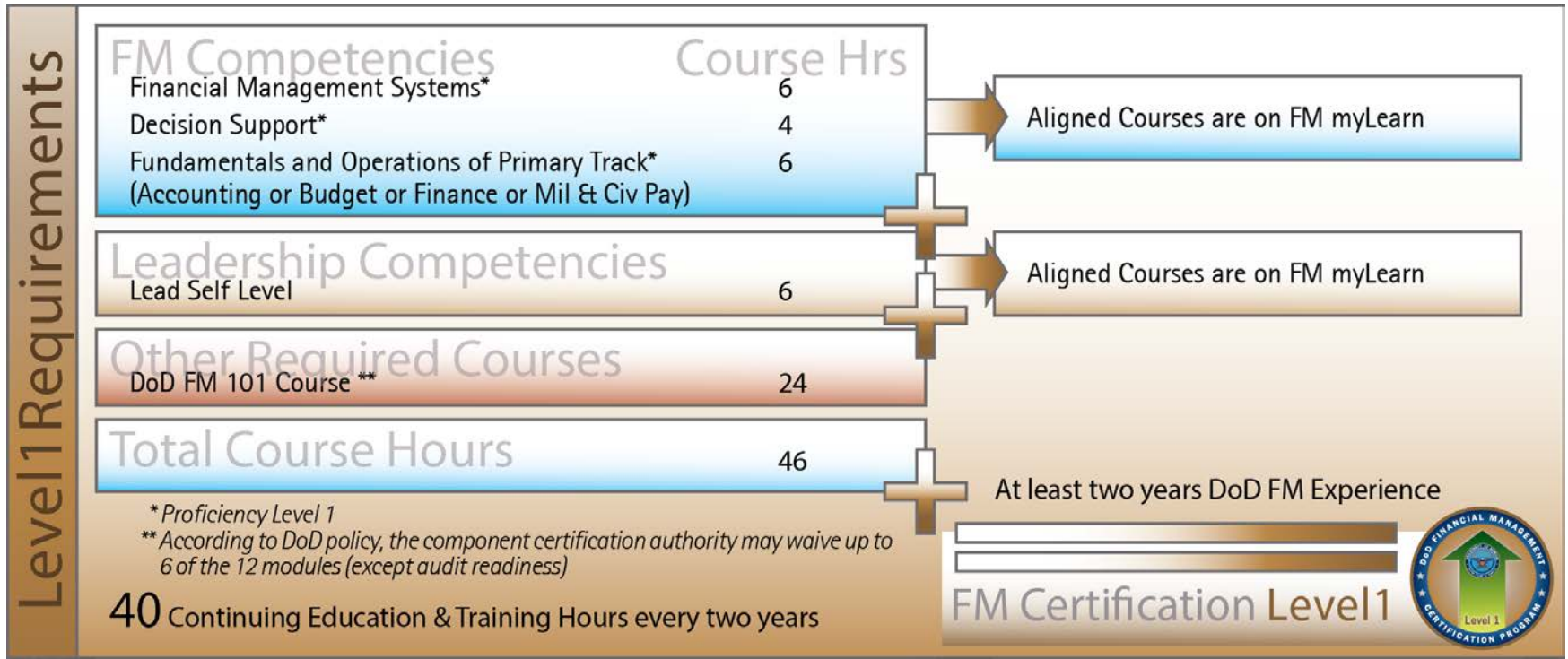
- **DoD FM Certification Requirements at each of three levels:**
  - Training in FM Competencies (course-based)
  - Training in Leadership Competencies (course-based)
  - Other Required Courses
  - FM Experience / DoD FM Experience
  - Developmental Assignment (Level 3)
  - Continuing Education and Training (CET)
- **Encourages:**
  - Formal Education and FM Test-based Certification (Levels 2 and 3)

PROGRAM BUILT ON DoD FM COMPETENCIES





# FM Certification Equation: Level 1



\* Proficiency Level 1  
 \*\* According to DoD policy, the component certification authority may waive up to 6 of the 12 modules (except audit readiness)





# 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

<https://fmonline.ousdc.osd.mil/>





# FM Certification Equation: Level 2

Level 2 Requirements

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 Budget or Finance or Mil & Civ Pay)	6
+	
Leadership Competencies	
Lead Teams/Projects Level	10
+	
Other Required Courses	
Audit Readiness + Ethics + Fiscal Law Courses	9
+	
Total Course Hours	71

Aligned Courses are on FM myLearn

Aligned Courses are on FM myLearn

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 Certification



# 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 Consultant (CCC)	Certified Management Accountant (CMA)
Certified Cost Estimator/Analyst (CCE/A)	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	
<b>Leadership Competencies</b>		
Lead People	12	
<b>Other Required Courses</b>		
Audit Readiness + Ethics + Fiscal Law Courses ***	9	
<b>Total Course Hours</b>	<b>81</b>	

\* Proficiency Level 5  
 \*\* Proficiency Level 3 or higher  
 \*\*\* Higher Proficiency Level Course

**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 Certification



# 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
  - Table outlining 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 are accepted as CETs





# FM Certification Resources

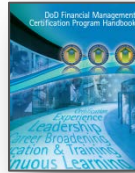
## Quarterly Newsletter

*Certification Update  
Lessons Learned  
Best Practices*



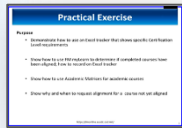
## DoD FM Certification Handbook

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



## Practical Exercise

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



## Overview and Training Videos

*Video series introducing key elements of program*



FM Online

<https://fmonline.ousdc.osd.mil/>

## Learning History Worksheets

*Organize your prior training using these worksheets*



## FM myLearn

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



## Frequently Asked Questions

*Compilation of over 100 questions, organized by category*



## LMS Job Aids

*Provide step-by-step instructions for all FM LMS tasks.*



## FAQ

[https://fmonline.ousdc.osd.mil/FMCertProgram/FMCert\\_FAQ.aspx](https://fmonline.ousdc.osd.mil/FMCertProgram/FMCert_FAQ.aspx)

## LinkedIn Discussion Group

<http://ow.ly/sZfDv>





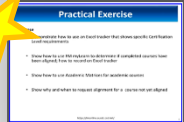


# Getting Started: The Three-step Process

## Get Prepared



Watch Training Videos



Complete Practical Exercise



Collect Documentation



Fill out Learning History Worksheet



Review Learning History Worksheet w/ Supervisor



Develop a Plan for Success!

## Get Certified Using the DoD FM Learning Management System

Three-step Process

### 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.



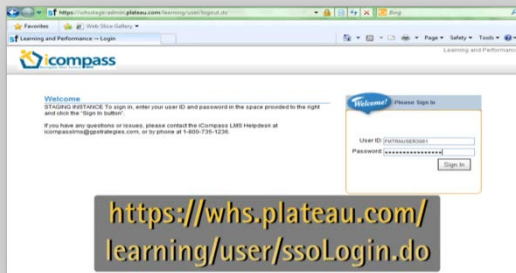
### Request Certification Approval

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



## Learning Management System

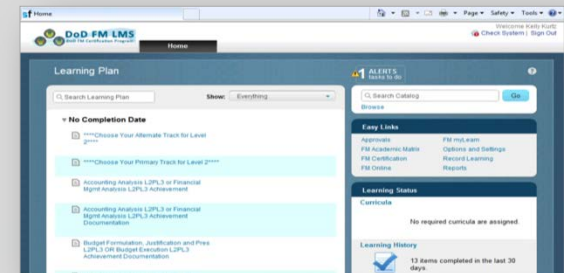
- The approved System of Record (on the Federal Register) for the FM Certification Program is a 508 Compliant System
- The LMS is used for administration, oversight, validation, records management, auditability
- Basic user information (e.g., name, organization, FM Certification Code) is populated from personnel systems of record
- Maintains the program course inventory aligned to the DoD FM and leadership competency and proficiency levels
- Individuals can use to launch select courses online



Login with Username  
(provided via email)



Create a PIN & Remember It



View Your Personalized Curriculum



# Summary

- **The DoD FM Certification Program:**
  - Provides a certification framework for DoD FM Community
  - Gives the FM Workforce a standard body of knowledge
    - Focuses on Analytics and DoD 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





# Back-up





# Frequently Asked Questions



**Will my prior FM experience count toward meeting the experience requirement for my certification level?**



**What is the difference between a Primary Track and an Alternate Track?**



**What happens to my training record if I leave DoD and come back?**



**How can I earn CET credits?**



**May I obtain a higher certification level than the level required by my current position?**



View more questions at FM Online  
<https://fmonline.ousdc.osd.mil/>





# FM Online

**FM Online**  
Financial Management

HOME | CONTACT US | ABOUT US

Search

**FM Online Home**

**Main Category**

**FM myLearn**

**DoD FM Certification Program**

**DoD FM LMS**

**FM Awards**

**FM Test Based Certification**

**FM Competencies**

**DoD Civilian Leadership Development Model**

**DoD Policy Reference**

**DoD Websites**

**Non-DoD Websites**

**DoD FM Links**

**DoD FM**

**Army FM**

**Navy FM**  
Currently Unavailable

**Air Force FM**

**DCAA**

**DeCA**

**DoD FM Certification Newsletter - Now Available!**

The 4<sup>th</sup> edition of the DoD FM Certification Newsletter is now online. In this newsletter, we are pleased to recognize the first 10 DoD financial managers to earn their certification, along with the following articles:

- Comptroller Corner
- Remembering Janet Mysliwicz

**FM Online**  
Financial Management

**DoD FM Certification Program**

vol 1 issue 4 dec 2013

**FM WORKFORCE - GOING FROM GOOD TO GREAT**

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**Comptroller Corner**

**Robert F. Hale**  
Under Secretary of Defense (Comptroller) and Chief Financial Officer

With this fourth installment we recognize 10 trailblazing FM 6 months from program implementation by these exemplary FMers standing in the DoD FM community, these members as they share I hope their experiences and I success.

Although each individual's path goal is to enable you to achieve resources to help you get there you. Irreplaceable, however, it encourage you to work in lock for achieving certification. As the overarching goals of the p

**The DoD FM Certification Program** provides a framework for DoD FM professional development and through it we are creating a mechanism to ensure training in key areas, such as audit readiness, is provided. Furthermore, we are developing a common language for comptrollership across the Department. The result will be a flexible organization that stands ready to resource our nation's warfighters and stands tall in the eyes of American taxpayers.

Finally, as we mark the passing of an important milestone in the DoD FM Certification Program and recognize members who are leading the way, we also mourn the loss and remember the many

**Print Newsletter**

**FM Online**  
Financial Management

- FM Online Home
- What's New
- OUSD(C) Announcement
- Level 1 Requirements
- Level 2 Requirements
- Level 3 Requirements
- Briefing
- Trifold
- POC
- Component Implementation
- Meetings

**Level 1 Requirements**

FM Competencies	Course Hrs	
Financial Management Systems*	6	Aligned Courses are on FM myLearn
Decision Support*	4	
Fundamentals and Operations of Primary Track* (Accounting or Budget or Finance or Mil & Civ Pay)	6	
<b>Leadership Competencies</b>		Aligned Courses are on FM myLearn
Lead Self Level	6	
<b>Other Required Courses</b>		
DoD FM 101 Course**	24	
<b>Total Course Hours</b>	<b>46</b>	At least two years DoD FM Experience

\*Proficiency Level 1  
\*\*According to DoD policy, the component certification authority may waive up to 6 of the 12 modules (except audit readiness)

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

**FM Certification Level 1**





# FM myLearn

**FM myLearn** Gateway to Professional Development

ABOUT | SUPPORT | FAQs | PRIVACY POLICY

Course Search

Keywords:

GO

Component  Subject Area

Friday, January 03, 2014


- FM myLearn Home
- Academic Matrix
- Proficiency Levels
- OUSDC(C) WBT
- Search by Courses:
  - All DoD
  - OSD
  - Dept of Army
  - Dept of Navy
  - Dept of Air Force
  - Defense Agencies
  - DoD FM Schools
  - Federal Non-DoD
  - Commercial
  - Course Level
  - Delivery Method
  - Subject Area
  - Sub-structure
  - FM Competency**
  - FM Proficiency
- Leadership
- External FM Sites
  - FM Online
  - DoD FM
  - Army FM
  - DON FM
  - Air Force FM

## Welcome to FM myLearn

This site has been developed for you - the DoD FM workforce!

FM myLearn is designed to:

- Be your gateway to professional development opportunities.
- Provide a comprehensive DoD FM Learning catalog.
- Collect your feedback -- community inputs will help guide individual learning decisions and DoD learning management.
- Support your career-long learning & development goals.



FM myLearn is instructions for

**\*\* NEW!! \*\***  
 Web-Based Training (WBT)  
 Course Listing



**Find and launch OUSD (C) courses, including Audit Readiness, Fiscal Law, DoD FM 101 Course Modules, and others.**

FM myLearn

**FM myLearn**

NAVY

Course Title  
 Course Level  
 Delivery Method  
 Course Length  
 Click here to view

## Welcome to FM myLearn

This site has been developed for you - the DoD FM workforce!

FM myLearn is designed to:

- Accounting Analysis
- Accounting Concepts, Policies and Principles
- Advanced Financial Management
- Audit Concepts, Policies and Principles
- Audit Planning and Management
- Audit Reporting
- Budget Concepts, Policies and Principles
- Budget Execution
- Budget Formulation, Justification and Presentation
- Commercial Pay Concepts, Policies and Principles
- Decision Support**
- Decision Support - Audit Execution
- Financial Reporting
- Financial Concepts, Policies and Principles
- Financial Management Analysis
- Financial Management Systems
- Financial Management and Reporting Analysis
- Financial Stewardship
- Fundamentals and Operations of Accounting
- Fundamentals and Operations of Budget
- Fundamentals and Operations of Finance
- Fundamentals and Operations of Military and Civilian
- Payroll Concepts, Policies and Principles

UNCLASSIFIED//FOUO

FM myLearn - Windows Internet Explorer

https://fmonline.ousdc.osd.mil/FMmyLearn/CourseList.aspx?Competency=Accounting Concepts, Policies and Principles

Search by Component

- All DoD
- Dept of Army
- Dept of Navy
- Dept of Air Force
- Defense Agencies
- DoD FM Schools
- Course Level
- Delivery Method
- Subject Area
- FM Competency
- FM Proficiency
- Leadership
- Competency
- External FM Sites
  - FM Online
  - DoD FM
  - Army FM
  - DON FM
  - Air Force FM

Below are all courses listed in FM myLearn that meet your search criteria:

Component: **FM Competency (Accounting Concepts, Policies and Principles)**

Displaying 1 - 6 of 71 total courses

Sort by rating | Sort by name

- E3OAR6SF4 0A1B Financial Management Staff Officer Course** ★★★★★ (2 Reviews)  
 FMF1402 - Trains career officers, senior NCOs, and key civilian employees for positions of greater responsibility in financial management. Input specialties include financial analysis, accounting and... [+show more]
- Navy Working Capital Fund - 101** ★★★★★ (2 Reviews)  
 FMF1107 - This training course will provide an introduction to Navy Working Capital Fund (NWCF) Budget and Accounting Principles.
- Financial Management Concepts Payable** ★★★★★ (0 Reviews)  
 Level 1  
 Level 3  
 Level 5
- Introduction to Financial Phases - Web-Based Training (WBT)** ★★★★★ (0 Reviews)  
 FMF1220 - The Introduction to Financial Phases Web Based Training (WBT) provides an overview of the seven financial phases of the financial cycle. Additionally, the course identifies the office that is... [+show more]
- Defense Business Management System (DBMS) Reimbursable Process in Appropriation Accounting Subsystem (AAS) and Automated Balancing System (ABS) - INACTIVE** ★★★★★ (0 Reviews)  
 FMF1323 - NA
- FBS - Business Intelligence (BI) Navigation** ★★★★★ (0 Reviews)  
 FMF1460 - The purpose of this course is to describe and demonstrate Business Intelligence navigation and functional concepts, and provide participants hands-on training accessing and working reports in... [+show more]

Trusted sites | Protected Mode Off