DoD Financial Management Certification Program

Ms. Glenda Scheiner
Agenda

- Background
- Purpose
- Foundation: Competencies
- Applicability
- Requirements
- Key Players
- Resources
- Learning History Worksheets
- Three-step Process
- Frequently Asked Questions
- Summary
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.


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

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

https://fmonline.ousdc.osd.mil/
- There are 17 DoD FM competencies that apply to the DoD FM Certification Program

<table>
<thead>
<tr>
<th>Competency</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Analysis</td>
<td>✔️</td>
</tr>
<tr>
<td>Accounting Concepts, Policies &amp; Principles</td>
<td>✔️</td>
</tr>
<tr>
<td>Advanced Financial Management</td>
<td>✔️</td>
</tr>
<tr>
<td>Audit Concepts, Policies &amp; Principles</td>
<td>✔️</td>
</tr>
<tr>
<td>Budget Concepts, Policies &amp; Principles</td>
<td>✔️</td>
</tr>
<tr>
<td>Budget Execution</td>
<td>✔️</td>
</tr>
<tr>
<td>Budget Formulation, Justification &amp; Presentation</td>
<td>✔️</td>
</tr>
<tr>
<td>Commercial Pay Concepts, Policies &amp; Principles</td>
<td>✔️</td>
</tr>
<tr>
<td>Decision Support</td>
<td>✔️</td>
</tr>
<tr>
<td>Financial Concepts, Policies &amp; Principles</td>
<td>✔️</td>
</tr>
<tr>
<td>Financial Management Analysis</td>
<td>✔️</td>
</tr>
<tr>
<td>Financial Management Systems</td>
<td>✔️</td>
</tr>
</tbody>
</table>

- Fundamentals & Operations of Accounting ✔️
- Fundamentals & Operations of Budget ✔️
- Fundamentals & Operations of Finance ✔️
- Fundamentals & Operations of Military & Civilian Pay ✔️
- Payroll Concepts, Policies & Principles ✔️

https://fmonline.ousdc.osd.mil/
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)
# FM Certification Equation: Level 1

<table>
<thead>
<tr>
<th>Competency</th>
<th>Course Hrs</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FM Competencies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Management Systems*</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Decision Support*</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Fundamentals and Operations of Primary Track*</td>
<td>6</td>
<td>(Accounting or Budget or Finance or Mil &amp; Civ Pay)</td>
</tr>
<tr>
<td><strong>Leadership Competencies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Self Level</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>Other Required Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DoD FM 101 Course **</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td><strong>Total Course Hours</strong></td>
<td>46</td>
<td></td>
</tr>
</tbody>
</table>

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

At least two years DoD FM Experience

40 Continuing Education & Training Hours every two years

Aligned Courses are on FM myLearn

https://fmonline.ousdc.osd.mil/
## DoD FM 101 Modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to DoD</td>
<td>1</td>
</tr>
<tr>
<td>Accounting</td>
<td>2</td>
</tr>
<tr>
<td>Acquisition/Contracting</td>
<td>2</td>
</tr>
<tr>
<td>Analysis/Decision Support</td>
<td>2</td>
</tr>
<tr>
<td>Audit Readiness</td>
<td>3</td>
</tr>
<tr>
<td>Auditing</td>
<td>2</td>
</tr>
<tr>
<td>Budget</td>
<td>3</td>
</tr>
<tr>
<td>Cost Analysis</td>
<td>2</td>
</tr>
<tr>
<td>Ethics</td>
<td>1</td>
</tr>
<tr>
<td>Finance</td>
<td>2</td>
</tr>
<tr>
<td>Fiscal Law</td>
<td>2</td>
</tr>
<tr>
<td>PPBE</td>
<td>2</td>
</tr>
</tbody>
</table>

*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

### FM Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Course Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Management Systems*</td>
<td>8</td>
</tr>
<tr>
<td>Decision Support*</td>
<td>8</td>
</tr>
<tr>
<td>Accounting Analysis OR Financial Mgt Analysis*</td>
<td>10</td>
</tr>
<tr>
<td>Budget Formulation, Justification and Presentation</td>
<td>10</td>
</tr>
<tr>
<td>OR Budget Execution*</td>
<td></td>
</tr>
<tr>
<td>Concepts, Policies and Principles of Primary Track*</td>
<td>10</td>
</tr>
<tr>
<td>(Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)</td>
<td></td>
</tr>
<tr>
<td>Fundamentals and Operations of Alternate Track**</td>
<td>6</td>
</tr>
<tr>
<td>(Accounting or Budget or Finance or Mil &amp; Civ Pay)</td>
<td></td>
</tr>
</tbody>
</table>

**Aligned Courses are on FM myLearn**

### Leadership Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Course Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Teams/Projects Level</td>
<td>10</td>
</tr>
</tbody>
</table>

**Aligned Courses are on FM myLearn**

### Other Required Courses

<table>
<thead>
<tr>
<th>Competency</th>
<th>Course Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Readiness + Ethics + Fiscal Law Courses</td>
<td>9</td>
</tr>
</tbody>
</table>

### Total Course Hours

- Total Course Hours: 71

### Notes:

- 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

- At least four years FM Experience
- (Two years must be DoD FM Experience)
# DoD Recognized Test-based FM Certifications

<table>
<thead>
<tr>
<th>Accredited Business Accountant (ABA)</th>
<th>Certified Government Financial Manager (CGFM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accredited in Business Valuation (ABV)</td>
<td>Certified in Financial Forensics (CFF)</td>
</tr>
<tr>
<td>Certified Accounts Payable Professional (CAPP)</td>
<td>Certified Information Systems Auditor (CISA)</td>
</tr>
<tr>
<td>Certified Business Manager (CBM)</td>
<td>Certified Internal Auditor (CIA)</td>
</tr>
<tr>
<td>Certified Cost Estimator/Analyst (CCE/A)</td>
<td>Certified Management Accountant (CMA)</td>
</tr>
<tr>
<td>Certified Cost Professional (CCP)</td>
<td>Certified Payroll Professional (CPP)</td>
</tr>
<tr>
<td>Certified Defense Financial Manager (CDFM)</td>
<td>Certified Public Accountant (CPA)</td>
</tr>
<tr>
<td>Certified Forensic Accountant (Cr.FA)</td>
<td>Certified Quality Auditor (CQA)</td>
</tr>
<tr>
<td>Certified Fraud Examiner (CFE)</td>
<td>Certified Treasury Professional (CTP)</td>
</tr>
<tr>
<td>Certified Government Audit Professional (CGAP)</td>
<td>Forensic Certified Public Accountant</td>
</tr>
</tbody>
</table>
## FM Certification Equation: Level 3

### FM Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Course Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Management Systems*</td>
<td>4</td>
</tr>
<tr>
<td>Decision Support*</td>
<td>10</td>
</tr>
<tr>
<td>Accounting Analysis AND Financial Mgt Analysis*</td>
<td>12</td>
</tr>
<tr>
<td>Budget Formulation, Justification and Presentation</td>
<td>12</td>
</tr>
<tr>
<td>AND Budget Execution*</td>
<td></td>
</tr>
<tr>
<td>Advanced Financial Management*</td>
<td>12</td>
</tr>
<tr>
<td>Concepts Policies and Principles of Alternate Track**</td>
<td>10</td>
</tr>
<tr>
<td>(Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)</td>
<td></td>
</tr>
</tbody>
</table>

Aligned Courses are on FM myLearn

### Leadership Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Course Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead People</td>
<td>12</td>
</tr>
</tbody>
</table>

Aligned Courses are on FM myLearn

### Other Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Readiness + Ethics + Fiscal Law Courses ***</td>
<td>9</td>
</tr>
</tbody>
</table>

At least eight years FM Experience Required (Two years must be DoD FM Experience)

At least one 3-month Developmental Assignment

### Total Course Hours

| Hours | 81 |

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

80 Continuing Education & Training Hours every two years

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**Recommended** - Work towards Master’s Degree  
- Completion of one of the DoD-approved Test-Based Certification
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.
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 documented in DoD FM LMS |

| FM/DAWIA Certification Levels Vary |
| Complete DAWIA certification first |
| - New tool in development to identify remaining requirements |

| Prior DAWIA Certification Holders |
| Much of this training also satisfies FM Certification requirements |
| - New tool in development to identify remaining requirements |
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
Three Key Websites

**FM Online**
One stop shop for DoD FM-related News
- Announcements (new courses, policy, awards)
- Senior Leader Messaging
- Links to FM myLearn

**FM myLearn**
E-catalog of all FM-related DoD education & training mapped to FM Certification requirements
- Registration information
- Course descriptions
- Eligibility requirements

**FM LMS**
System of record for the DoD FM Certification Program
- Complete the three-step process
- Document achievements
- Submit certification for supervisor approval

https://fmonline.ousdc.osd.mil/
Using FM myLearn

Two ways to Search:

1) Search Bar:
   - Use key word
   - Title
   - Course Identifier (i.e. F1234 or L1234)

2) Left-hand navigation bar
   - Organization
   - Competency
   - Level

After entering your search word, you must click “GO”
Using FM myLearn

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2) Left-hand navigation bar:
   - Organization
   - Competency
   - Level
   - Delivery method

Results are cumulative!
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
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

Requirements Datasheets
- Outline requirements or each level

Learning History Worksheets
- Organize your prior training using these worksheets

Competencies & Proficiency Levels
- Defines each of the 17 FM competencies and provides examples at each Proficiency Level

Frequently Asked Questions
- Compilation of over 100 questions, organized by category

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

LMS User Quick Start Guide
- Outlines the Three-step Process for achieving certification using the FM LMS

LMS Job Aids
- Provide step-by-step instructions for all FM LMS tasks
Many of you have completed education and training in financial management (FM) or leadership-related subjects from accredited colleges and universities. Using your levels Learning History Worksheet will help you organize the courses you’ve successfully completed and identify where your training gaps are.
My course isn’t there?

Use the Course Submission Template

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 FM myLearn or you will receive approval documentation from OUSD(C)

https://fmonline.ousdc.osd.mil/
I have academic courses?

Use the Academic Matrices

**Collect**
Collect academic transcripts

**Identify**
Identify the appropriate FM Certification Level to which your academic course may apply

**Match**
Compare academic course title to sample course titles in the matrix to identify a match or close match

**Convert**
Use the Course Hour Conversion Chart to determine the course hour value

**Complete**
Complete the three-step process for applicable courses

For a step-by-step overview, watch the Practical Exercise

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

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.

FM Online: https://fmonline.ousdc.osd.mil
Frequently Asked Questions

- Do I still need my CDFM after I get this certification?
- Can I use the FM LMS to document training I'm taking to prepare me for my next job?
- What counts as CPE?
- What does it mean if I don't get my certification?
- I sit in a Defense Acquisition Workforce Improvement Act (DAWIA)-coded position. Am I required to complete both certifications?
- Will my prior FM experience count toward meeting the experience requirement for my certification level?
- I’ve taken FM training that I do not see on FM myLearn. How do I submit a course to be included in the Program?
- Where can I find substitute courses for the “Other Required Courses” requirement?
- 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/
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
Using the FM LMS: The Three-step Process

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