



FM Competencies	Proficiency Level	Course Hours
Financial Management Systems	1	6
Decision Support	1	4
Fundamentals and Operations of Primary Track <i>(Accounting or Audit or Budget or Finance or Military and Civilian Pay)</i>	1	6

Leadership Competencies			
<i>Lead Self Level</i>			
Flexibility	Integrity/Honesty	Interpersonal Skills	
Continual Learning	Written Communication	Service Motivation	
Computer Literacy	Resilience	Technical Credibility	
Customer Service	Problem Solving		
Oral Communication	Mission Orientation		6

Other Required Courses			
<i>DoD FM 101 Course Modules*</i>			
Introduction to DoD	Audit Readiness	Auditing	
Accounting	Fiscal Law	Analysis/Decision Support	
Finance	Ethics	Acquisition/Contracting	
Budget	PPBE	Cost Analysis	24

Total Course Hours	46
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Experience <i>At least 2 years of DoD FM experience</i>	2 Yrs
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Continuing Education and Training (CETs)	40 Hrs / 2 Yrs
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Flip this sheet over for detailed descriptions of each requirement.

** According to DoD policy, the Component Certification Authority may waive up to 6 of the 12 modules (except audit readiness)*



Financial Management Systems | 6 Course Hours | Proficiency Level 1

Understanding automated processes within FM systems is an important skill for the 21st century workforce. The certification program emphasizes this competency by requiring 6 course hours at Proficiency Level 1. FM Systems training must fall into one of these eight areas: Accounting, Managerial Cost Accounting, Funds Management and Budgetary Resources Management, Funds Balance with U.S. Treasury, Travel, Payroll (military and civilian), Enterprise Resource Planning, Budget Formulation, or Planning, Programming, Budgeting, and Execution (PPBE).

Decision Support | 4 Course Hours | Proficiency Level 1

Stronger analytical thinking and improved decision support results in more thorough, accurate information delivered to our leaders. The certification program requires training in decision support to ensure you have the right tools in your toolkit when it comes to delivering financial information to your supervisors, customers, and commanders. The certification requires you to complete 4 course hours in Decision Support at Proficiency Level 1.

Fundamentals and Operations of Primary Track (Accounting, Audit, Budget, Finance, or Military and Civilian Pay) | 6 Course Hours | Proficiency Level 1

Your Primary Track is normally tied to your occupational series/specialty, or to the subject area in which you are currently working. When you select a Primary Track, you are focusing your development on one facet of financial management to help you grow your expertise in that subject matter. Work with your supervisor to determine which Primary Track is right for you. At this level, you are required to complete 6 course hours at Proficiency Level 1 aligned to one of the following competencies: Accounting, Audit, Budget, Finance, or Military and Civilian Pay.

Leadership Competencies | 6 Course Hours | Lead Self Level

The Department already has an established competency-based leadership development framework through the DoD Civilian Leader Development Continuum. The DoD FM Certification ties its leadership development to this continuum by requiring 6 course hours in competencies that fall under “Lead Self” level as listed on the front side of this document. Visit <http://go.usa.gov/BdQC> for more information.

OTHER REQUIRED COURSE - DoD FM 101 | 24 Course Hours

The DoD FM 101 Course helps establish a common understanding of key concepts present across the DoD financial community. These concepts are reviewed in a series of 12 learning modules, totaling 24 course hours on the following topics:

MODULE	HOURS	MODULE	HOURS	MODULE	HOURS
Introduction to DoD	1	Audit Readiness	3	Auditing	2
Accounting	2	Fiscal Law	2	Analysis/Decision Support	2
Finance	2	Ethics	1	Acquisition/Contracting	2
Budget	3	PPBE	2	Cost Analysis	2

Your organization may already have standard training on some of these topics. Recognizing this, the DoD FM Certification Program allows CCAs to waive up to 6 of the modules, with the exception of Audit Readiness. Check with your supervisor to ensure you’re taking the necessary courses before you begin.

Experience – 2 Years of DoD FM Experience - You are required to have two years of experience in DoD financial management.

Continuous Learning – 40 CETs every two years - After you complete your certification, the journey continues through the program’s requirement to earn Continuing Education and Training hours, or CETs. After earning your FM Certification Level 1, you are required to complete 40 hours of education and training every two years. To learn what counts as a CET, reference the FAQ document available on FM Online.

Key to your success in this program is working with your supervisor to understand what you’ll need to accomplish to earn your certification. FM Online houses a variety of training resources to help you get started. By understanding your requirements, you’ve already taken the first step. If you have questions, please contact your organization’s FM certification program POC.

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