## FM Competencies

<table>
<thead>
<tr>
<th>Financial Management Systems</th>
<th>Proficiency Level</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Support</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals and Operations of Primary Track</td>
<td>1</td>
<td>6</td>
</tr>
</tbody>
</table>

(Accounting or Audit or Budget or Finance or Military and Civilian Pay)

## Leadership Competencies

**Lead Self Level**

<table>
<thead>
<tr>
<th>Flexibility</th>
<th>Integrity/Honesty</th>
<th>Interpersonal Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continual Learning</td>
<td>Written Communication</td>
<td>Service Motivation</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>Resilience</td>
<td>Technical Credibility</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Problem Solving</td>
<td></td>
</tr>
<tr>
<td>Oral Communication</td>
<td>Mission Orientation</td>
<td></td>
</tr>
</tbody>
</table>

6

## Other Required Courses

**DoD FM 101 Course Modules**

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

24

## Total Course Hours

46

## Experience

At least 2 years of DoD FM experience

2 Yrs

## Continuing Education and Training (CETs)

40 Hrs / 2 Yrs

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

*Updated October 2016*
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:

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

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](https://fmonline.ousdc.osd.mil)

Updated October 2016