



### Initial Certification Requirements

	Proficiency Level	Course Hours
<b>FM Competencies</b>		
Financial Management Systems	3	8
Decision Support	3	8
Accounting Analysis <b>OR</b> Financial Management Analysis	3	10
Budget Formulation, Justification and Presentation <b>OR</b> Budget Execution	3	10
Concepts, Policies and Principles of Primary Track <i>(Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)</i>	3	10
Fundamentals and Operations of Alternate Track <i>(Accounting or Audit or Budget or Finance or Military and Civilian Pay)</i>	1	6
<b>Leadership Competencies</b> <i>Lead Teams/Projects Level</i>		
Team Building    Accountability    Decisiveness Influencing/Negotiating    DoD Mission and Culture		10
<b>Other Required Courses</b>		
Audit Readiness    Ethics    Fiscal Law		9
<b>Total Course Hours</b>		71
<b>Experience</b> <i>At least 4 years of FM experience, with 2 years in DoD FM</i>		4 Yrs
<b>Continuing Education and Training (CETs)</b>		60 Hrs / 2 Yrs

Flip this sheet over for detailed descriptions of each requirement.  
Search for courses on FM myLearn at <https://fmonline.ousdc.osd.mil/FMmyLearn/Default.aspx>



## **Financial Management Systems | 8 Course Hours | Proficiency Level 3**

Understanding automated processes within FM systems is an important skill for the 21st century workforce. This program requires 8 course hours at Proficiency Level 3. FM Systems training must fall into one of eight areas: Accounting, Managerial Cost Accounting, Funds Management and Budgetary Resources Management, Funds Balance with U.S. Treasury, Travel, Payroll (Mil & Civ), Enterprise Resource Planning, Budget Formulation and Planning Programming, Budgeting, and Execution.

## **Decision Support | 8 Course Hours | Proficiency Level 3**

Stronger analytical thinking and improved decision support results in more thorough, accurate information delivered to our leaders. This program requires training in decision support to ensure you have the skills you need to deliver financial information to your supervisors, customers, and commanders. Level 2 Certification requires 8 course hours in Decision Support at Proficiency Level 3.

## **Accounting Analysis OR Financial Management Analysis | 10 Course Hours | Proficiency Level 3**

Certification Level 2 requires you to enhance your analysis of FM information using business tools and applications to provide recommendations on FM issues. Training at this level includes 10 course hours aligned to Accounting Analysis or Financial Management Analysis competencies at Proficiency Level 3.

## **Budget Formulation, Justification & Presentation OR Budget Execution | 10 Course Hours | Proficiency Level 3**

Developing a budget and knowing how to properly allocate funds according to regulations is vital to solving constant resource challenges. Certification Level 2 requires you to complete 10 course hours at Proficiency Level 3 in the following budget-related competencies: Budget Formulation, Justification and Presentation or Budget Execution.

## **Concepts, Policies & Principles of Primary Track (Accounting, Audit, Budget, Finance, Commercial Pay, or Payroll) | 10 Course Hours | Proficiency Level 3**

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 level 2, you are required to complete 10 course hours at Proficiency Level 3 aligned to one of the following competencies: Accounting, Audit, Budget, Finance, Commercial Pay, or Payroll.

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

Your Alternate Track is a subject area other than your Primary Track. When you select an Alternate Track, you gain a basic understanding of the fundamentals of a subject area outside your realm of expertise. Work with your supervisor to determine which Alternate Track is right for you. At level 2, you are required to complete 6 course hours at Proficiency Level 1 (or higher) aligned to one of the following competencies: Accounting, Audit, Budget, Finance, or Mil & Civ Pay.

## **Leadership Competencies | 10 Course Hours | Lead Teams/Projects**

The DoD 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 10 course hours in competencies that fall under "Lead Teams/Projects" level on the continuum as listed on the front of this document. Visit <http://go.usa.gov/BdQC> for more information.

## **OTHER REQUIRED COURSES - Audit Readiness, Ethics, and Fiscal Law | 9 Course Hours**

The certification provides a mechanism for consistent training and development in the key areas of audit readiness, ethics, and fiscal law to help establish a common understanding across the DoD financial community. These courses are automatically populated in your curriculum within the DoD FM LMS.

**Experience – 4 Years of FM Experience** – You are required to have four years of total experience in FM, with at least two years in DoD financial management.

**Continuous Learning – 60 CETs every two years** – After earning your FM Certification Level 2, you are required to complete 60 hours of Continuing Education and Training (CETs) every two years. To learn what counts as a CET, reference the FAQ documents available on FM Online.

**Recommended Experience, Education, and Training** – Recommended, but not mandatory at this level is a 3-month developmental assignment, work toward a bachelor's degree, and completion of one of the DoD approved test-based certifications. A developmental assignment is generally considered work outside your current Primary Track. Previous work in another career track may fulfill this requirement and work performed within the same Primary Track, but at a different organizational level may also fulfill this requirement.

**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>