



Initial Certification Requirements

	Proficiency Level	Course Hours
FM Competencies		
Financial Management Systems	5	4
Decision Support	5	10
Accounting Analysis AND Financial Management Analysis	5	12
Budget Formulation, Justification and Presentation AND Budget Execution	5	12
Advanced Financial Management	5	12
Concepts, Policies and Principles of Alternate Track <i>(Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)</i>	3	10
Leadership Competencies		
<i>Lead People, Lead Organizations/Programs, or Lead the Institution Level</i>		12
Other Required Courses		
Audit Readiness Ethics Fiscal Law Courses		9
Total Course Hours		81
Experience		
<i>At least 8 years of FM experience, with 2 years in DoD FM</i> <i>At least one 3-month Developmental Assignment</i>		8 Yrs
Continuing Education and Training (CETs)		80 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 | 4 Course Hours | Proficiency Level 5

Understanding financial systems from an enterprise perspective is a critical skill for the 21st century leader. The certification program emphasizes this competency by requiring 4 course hours at Proficiency Level 5. 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 and Planning Programming, Budgeting, and Execution (PPBE).

Decision Support | 10 Course Hours | Proficiency Level 5

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 DoD FM senior leaders. The certification requires you complete 10 course hours in Decision Support at Proficiency Level 5.

Accounting Analysis AND Financial Management Analysis 12 Course Hours | Proficiency Level 5

Certification Level 3 requires you to cultivate expert knowledge in analysis and evaluation of data related to accounting, budget, finance, and program management to create performance metrics and recommendations to improve processes in DoD FM. Training at Certification Level 3 includes 12 total course hours in courses aligned to Accounting Analysis and Financial Management Analysis competencies at Proficiency Level 5. At least one-third of training in this requirement must come from one competency, with the balance in the other.

Budget Formulation, Justification & Presentation AND Budget Execution 12 Course Hours | Proficiency Level 5

Developing a budget, as well as knowing how to properly allocate funds in accordance with regulations is vital to solving constant resource challenges in the DoD. Certification Level 3 requires you to incorporate 12 hours of education and training in a budget-related competency: Budget Formulation, Justification, and Presentation and Budget Execution. These course hours are aligned to Proficiency Level 5. At least one-third of training in this requirement must come from one competency, with the balance in the other.

Advanced Financial Management | 12 Course Hours | Proficiency Level 5

Training in this advanced skillset is only required at Certification Level 3. Courses aligned to this competency serve to hone your ability to interpret and improve standard processes/procedures to ensure transparency and compliance with regulations, legislative statutes, and leadership guidance. The certification requires you complete 12 course hours in Advanced Financial Management at Proficiency Level 5.

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

Your Alternate Track is a subject area that falls outside your occupational series/specialty. At this level, you will move beyond basic knowledge in your selected Alternate Track by taking training in that competency aligned to Proficiency Level 3 (or higher). You are required to complete 10 course hours focused on one of the following competencies: Accounting, Audit, Budget, Finance, Commercial Pay, or Payroll.

Leadership Competencies | 12 Course Hours | Lead People, Lead Organizations/Programs, or Lead the Institution

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 12 course hours in competencies that fall under the "Lead People," "Lead Organizations/Programs," or "Lead the Institution" levels 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 and helps to establish a common understanding of these concepts across the DoD financial community. These courses are automatically populated in your curriculum within the DoD FM LMS.

Experience – 8 Years of FM Experience – 3-month Developmental Assignment - Certification Level 3 requires eight years of total experience in financial management, with at least two years in DoD financial management. Additionally, at this level you are required to complete at least one 3-month developmental assignment. A developmental assignment is generally considered work that is outside your current Primary Track. Previous work in another career track may fulfill this requirement and work within the same track, but at a different organizational level may also fulfill this requirement. Your organization has the flexibility to determine what qualifies as a developmental assignment, so check with your supervisor or your organization's FM Certification POC for specific guidance.

Continuous Learning – 80 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 3, you are required to complete 80 hours of education and training every two years. To learn what counts as a CET, reference the FAQ document available on FM Online.

Recommended Education and Training – Recommended, but not mandatory at this level is work toward a master's degree and completion of one of the DoD-approved test-based certifications.

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>