



COMPTROLLER

OFFICE OF THE UNDER SECRETARY OF DEFENSE
1100 DEFENSE PENTAGON
WASHINGTON, DC 20301-1100

FEB 25 2014

MEMORANDUM FOR FM COMPONENT FUNCTIONAL COMMUNITY MANAGERS

SUBJECT: Criteria and Process Requirements for Mini-Courses In Support of the Department of Defense (DoD) FM Certification Program

This memorandum describes the criteria and process requirements for developing and requesting approval of mini-courses in support of the DoD FM Certification Program. The current DoD FM Certification Program policy (Department of Defense Instruction (DoDI) 1300.26) does not allow workshops, seminars, or symposia (e.g., professional society events) to count for initial certification; however, this memorandum modifies the policy to allow FM members to earn credit toward initial certification by participating in mini-courses provided in conjunction with training conferences and symposia, if the mini-course meets the definition and criteria as stipulated below.

In the context of the DoD FM Certification Program, a mini-course is defined as a shortened version of a course which has been previously aligned to FM competencies. For future mini-courses taught in conjunction with training conferences, symposia or other training events to count toward initial certification, they must meet the following criteria:

- a. Comply with the definition of a course per DoDI 1300.26.
- b. Be aligned to the FM competencies in accordance with DoDI 1300.26 (applicable to both DoD, non-government DoD, and commercial courses) and loaded into FM myLearn.
- c. Be used for competency-based training requirements; they may not be substitutes used to satisfy "Other Required Training."
- d. Is at least two course hours in length.
- e. Have tightly monitored attendance. Course completion must be properly documented via two methods: 1) course evaluations completed by each learner; and 2) the issuance of a documentation of completion (certificate, continuing professional education (CPE) letter, etc.).
- f. Must be a new mini-course developed after the date of this memorandum. There will be no "grandfathering" of historical mini-courses.
- g. Provided through live instructor-led training. Video-taped or recorded versions of approved mini-courses do not count toward initial certification. However, video-taped or recorded versions of mini-courses may be used to meet continuing education and training requirements.

DoD Components/Organizations will align new mini-courses for which they are the course owners; alignments must be in accordance with DoDI 1300.26. If the mini-course owner is a professional association or commercial vendor, either a DoD entity or a conference/symposium sponsor will submit a request to the Office of the Secretary of Defense (OSD) Financial

Management Functional Community Manager (OFCM) (OUSDC/HCRM) to conduct a mini-course. The request should be submitted approximately 120 days in advance of the event. Requests for commercial mini-courses must include a course syllabus, course hours, and a proposed alignment of hours to competencies. Use the attached Commercial Mini-Course Submission Template to submit mini-courses. The OFCM will approve/disapprove the mini-course submission based on FM Certification Program policy.

Once the mini-course has been approved, the course owner must do the following to ensure course attendance and proper documentation:

- a. Record positive attendance via "scan" or roster at the beginning of the course.
- b. Distribute and collect signed Mini-Course Evaluation forms (attached) at the end of the course from FM members interested in obtaining credit toward initial certification.

Based on receipt of the Mini-Course Evaluation form and positive attendance, the instructor will issue course completion documentation (certificate, CPE letter, etc.).

For further information or clarification on this request or the DoD FM Certification Program, please contact Dr. Pamela Clay at 703-697-0537 or pamela.j.clay6civ@mail.mil. You may also contact me at 703-614-4819 or glenda.h.scheiner.civ@mail.mil.



Glenda H. Scheiner, SES
Director, Human Capital & Resource Management

Attachments:
As stated