

## DOD FM CERTIFICATION

- ESTABLISHES A FRAMEWORK TO GUIDE DOD FM PROFESSIONAL DEVELOPMENT
- PROVIDES A MECHANISM TO ENSURE APPROPRIATE TRAINING AND DEVELOPMENT IN KEY AREAS SUCH AS AUDIT READINESS, FISCAL LAW, ETHICS, AND DECISION SUPPORT
- HELPS WITH CAREER BROADENING AND LEADERSHIP DEVELOPMENT

## DOES IT APPLY TO ME?

**YES-** if you are a DoD Civilian employee in the 05XX occupational series assigned to a 05XX occupational series position.

**YES-** if you are a military member with a Finance or Comptroller Specialty in a position coded with that Specialty.

**YES-** if you are a DoD civilian employee or military member in any occupational series performing FM functions, and the Component deems necessary.

## VISIT FM ONLINE TO LEARN MORE ABOUT THE DOD FM CERTIFICATION PROGRAM!

At FM Online you'll find tools and resources such as the FM Certification Handbook, Learning History Worksheets, FAQs, and more!



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

## HOW TO GET STARTED:

**Read** the FM Certification Handbook to understand the program's background, why it's important, and the requirements for each level.

**Talk** to your supervisor to gain an idea of your designated FM certification level and visit FM Online to view your level's requirements.

**Collect** your education and training history documentation, or proof of successfully completed education and training.

**Complete** the Learning History Worksheets to identify which requirements you already satisfy and work with your supervisor to create a pathway for achieving your certification.

**Launch!** When you are officially brought into the program you will be notified by your supervisor and "launched" in the FM LMS. The FM LMS is where you will track your progress toward obtaining and sustaining FM certification. Review the Job Aids for step-by-step instructions on how to navigate the LMS.

## FOR MORE INFORMATION:

For general questions on the program, email [dodfmcertificationprogram@mail.mil](mailto:dodfmcertificationprogram@mail.mil) or visit FM Online at <https://fmonline.ousdc.osd.mil>.

Office of the Under Secretary of Defense (Comptroller)  
Human Capital and Resource Management Directorate  
Financial Workforce Management Division  
Room 3D150

1100 Defense Pentagon  
Washington DC 20301-1100



# DoD FINANCIAL MANAGEMENT CERTIFICATION PROGRAM



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## LEVEL 1 REQUIREMENTS

Financial Management Competencies	Course Hrs
• Financial Management Systems (PL1)	6
• Decision Support (PL1)	4
• Fundamentals and Operations of Primary Track (Accounting or Audit or Budget or Finance or Military & Civilian Pay (PL1))	6
<b>Leadership Competencies</b>	
• Lead Self Level	6
<b>DoD FM 101 Course</b>	24
12 Modules (1-3 course hours each), (Six of the twelve modules may be waived with the exception of Audit Readiness)	
<b>TOTAL</b>	<b>46</b>

- At least 2 years of DoD FM experience.
- 40 CETs required every two years after achieving Certification Level.

**PL** Proficiency Level of the FM Enterprise-wide Competencies  
**CET** Continuing Education and Training



## LEVEL 2 REQUIREMENTS

Financial Management Competencies	Course Hrs
• Financial Management Systems (PL3)	8
• Decision Support (PL3)	8
• Accounting Analysis <i>OR</i> Financial Management Analysis (PL3)	10
• Budget Formulation, Justification and Presentation <i>OR</i> Budget Execution (PL3)	10
• Concepts, Policies and Principles of <i>PrimaryTrack</i> (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll (PL3))	10
• Fundamentals and Operations of <i>Alternate Track</i> (Accounting or Audit or Budget or Finance or Military & Civilian Pay (PL1))	6
<b>Leadership Competencies</b>	
• Lead Teams/Projects Level	10
<b>Other Required Courses:</b> Audit Readiness, Fiscal Law, & Ethics	9
<b>TOTAL</b>	<b>71</b>

- At least 4 years of FM experience; 2 years must be DoD FM experience.
- 60 CETs required every two years after achieving Certification Level.



## LEVEL 3 REQUIREMENTS

Financial Management Competencies	Course Hrs
• Financial Management Systems (PL5)	4
• Decision Support (PL5)	10
• Accounting Analysis <i>AND</i> Financial Management Analysis (PL5)	12
• Budget Formulation, Justification and Presentation <i>AND</i> Budget Execution (PL5)	12
• Advanced Financial Management (PL5)	12
• Concepts, Policies and Principles of <i>Alternate Track</i> (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll (PL3))	10
<b>Leadership Competencies</b>	
• Lead People Level	12
<b>Other Required Courses:</b> Audit Readiness, Fiscal Law, & Ethics	9
<b>TOTAL</b>	<b>81</b>

- At least 8 years of FM experience; 2 years must be DoD FM experience
- At least one 3-month Developmental Assignment
- 80 CETs required every two years after achieving Certification Level.