



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE CHIEF OF CHAPLAINS**  
2700 ARMY PENTAGON  
WASHINGTON DC 20310-2700

S: 31 October 2017

DACH-ISZ

2 October 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DoD Financial Management (FM) Certification Program

1. References:

a. Department of Defense Instruction (DoDI) 1300.26, "Operation of the DoD Financial Management (FM) Certification Program, January 31, 2017.

b. U.S. Army DoD Financial Management Certification Program Implementation, ASA(FM&C)PO, 05 June 2014.

2. In June 2014, the Department of Defense (DoD) Financial Management (FM) Certification Program was implemented by the Department of the Army for the professional development of the FM workforce. All Chaplain Corps personnel who perform resource management (RM) activities are considered a part of the FM workforce and are required to enroll in the FM Certification Program. Required personnel include Comptrollers, Fund Managers, Fund Technicians, Credit Card Holders, series 05XX civilian employees, and others as deemed necessary by the Office of the Chief of Chaplains (OCCH). Identified personnel are required to attain the appropriate certification level within two years of enrollment into the FM Learning Management System (LMS) which can be accessed via the FM Online website (<https://fmonline.ousdc.osd.mil/default.aspx>).

3. Achieving the proper level of FM certification is a professional military education requirement and could result in being more competitive for promotion. Soldiers are encouraged to inform their supervisor to annotate on their Officer Record Brief (ORB)/Enlisted Record Brief (ERB) when FM Certification is achieved or indicate that they are on track. Achieving the appropriate level of FM certification within the prescribed time is a condition of employment for all series 05XX personnel. Civilian personnel shall have their certification requirement included in their individual development plan and listed within their critical elements.

4. When a member is unable to meet the FM Certification requirement within the initial 2-year time period (reference A), the member may request a time extension in 1-year increments, with supporting rationale, to their Component Certification Authority (CCA) via their immediate supervisor. Approvals are granted at the discretion of the CCA.

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Time extensions must be approved in the FM LMS prior to your certification deadline. Time extensions may be requested no sooner than 90 days prior to your certification deadline. Categories for consideration of approval are:

- a. Experience Years Not Met.
- b. Deployment/Extended Reserve Component Training >180 days.
- c. Medical situation for self and/or family members.
- d. Other (this category requires a detailed explanation).

5. Each ACOM/ASCC/DRU Command Chaplains Office shall notify the point of contact identified in paragraph #6 below of the person(s) required to achieve FM Certification NLT 31 October 2017 utilizing the format in Enclosure 1.

6. The point of contact at OCCH S&I for FM Certification is Mr. Timothy D. Lucas at (571) 256-8757 or [timothy.d.lucas.civ@mail.mil](mailto:timothy.d.lucas.civ@mail.mil).

FOR THE CHIEF OF CHAPLAINS:

Encl

KEVIN L. GUTHRIE  
Chaplain (LTC) U.S. Army  
Director, Sustainment and Information

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SUBJECT: DoD Financial Management (FM) Certification Program

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