DoD Financial Management Certification Program

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Agenda

- Background
- Purpose
- Foundation: Competencies
- Applicability
- Requirements
- Key Players
- Resources
- Learning History Worksheets
- Three-step Process
- Frequently Asked Questions
- Summary

Background

- To achieve auditable financial statements and provide strong financial management (FM), the Department needs a well-trained financial workforce

- While we have some good training programs, the Department did not have a framework to guide FM workforce training and emphasize key types of training such as audit readiness and decision support

- In early 2011, senior DoD FM leadership initiated efforts to develop a DoD FM Certification Program

- The National Defense Authorization Act for Fiscal Year 2012 (Public Law 112-81) provided the Secretary of Defense with the Authority to Prescribe Professional Certification and Credentialing Standards

- Nov 2013 - DoDI 1300.26 Operations of the DoD FM Certification Program published

- **Establish a framework to guide DoD FM professional development**

- **Intent is to make a good FM workforce even better!**
  - Establish a mechanism to encourage key training in:
    - Audit Readiness
    - Decision Support/Analysis
  - Encourage career broadening and leadership
  - Transition to a more analytic orientation
  - Ensure financial management workforce has knowledge, skills, and abilities necessary to achieve auditable financial statements

- **Develop a course-based rather than test-based certification**
  - Based on FM and Leadership competencies

Foundation: Competencies

- **Goal:** To implement standardized FM competencies that describe knowledge, skills, and abilities needed to perform and achieve desired results

- **23 FM competencies are mapped to 05XX Occupational Series. FM competencies are:**
  - Functional skill sets against which DoD FMers can shape their professional development
  - Rated across five different proficiency levels that reflect increasing responsibility and greater expertise as knowledge, skills, and experience is gained
  - Defined by DoD FM Certification Senior Leadership Group

- **DoD Leadership competencies are also emphasized:**
  - The five levels of competencies are outlined in the DoD Leader Development Continuum

- **There are 23 DoD FM competencies**
  - 17 of the 23 apply to the DoD FM Certification Program

Accounting Analysis	✔	**Fundamentals & Operations of Accounting**	✔
Accounting Concepts, Policies & Principles	✔	**Fundamentals & Operations of Budget**	✔
Advanced Financial Management	✔	**Fundamentals & Operations of Finance**	✔
Audit Concepts, Policies & Principles	✔	**Fundamentals & Operations of Military & Civilian Pay**	✔
Budget Concepts, Policies & Principles	✔		
Budget Execution	✔	**Payroll Concepts, Policies & Principles**	✔
Budget Formulation, Justification & Presentation	✔	**Audit Planning & Management**	
Commercial Pay Concepts, Policies & Principles	✔	**Audit Reporting**	
Decision Support	✔	**Decision Support - Audit Execution**	
Financial Concepts, Policies & Principles	✔	**Financial Management & Reporting Analysis**	
Financial Management Analysis	✔	**Financial Reporting**	
Financial Management Systems	✔	**Financial Stewardship**	

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

DoD Civilian Leader Development Continuum

DEPARTMENT OF DEFENSE

DCPAS
Defense Civilian Personnel Advisory Service

Deliberate development through progressive learning opportunities (education, training, self-development, assignments) that broaden experience and increase responsibility

Vision
External Awareness
Strategic Thinking
Political Savvy
Global Perspective
National Security Strategy

Cert Level 3

Lead the Institution

Technology Management
Financial Management
Creativity and Innovation
Partnering
Entrepreneurship
National Defense Integration
National Security Environment

Cert Level 3

Lead Organizations/ Programs

Human Capital Management
Leveraging Diversity
Conflict Management
Developing Others
DoD Corporate Perspective
National Security Foundation

Cert Level 3

Lead People

Team Building
Accountability
Decisiveness
Influencing/Negotiating
DoD Mission and Culture

Cert Level 2

Lead Teams/Projects

Flexibility
Resilience
Continual Learning
Service Motivation
Computer Literacy

Integrity/Honesty
Customer Service
Problem Solving
Technical Credibility

Interpersonal Skills
Oral Communication
Written Communication
Mission Orientation

Cert Level 1

Lead Self

Applicability

- **Applicable to DoD Civilians and Military in the DoD FM Workforce**
  - DoD FM Workforce includes personnel who are assigned to FM designated positions:
    - Civilians in the 05XX Occupational Series;
    - Civilians who perform financial management tasks, but are not in the 05XX Occupational Series;
    - Military members in FM Occupational Specialties;
    - Military members who perform financial management tasks, but are not in FM Occupational Specialties.
- **All FM positions will be coded Level 1, Level 2, or Level 3**
- **No Grandfathering—no incumbent DoD FM members receive certification "automatically"; all must achieve certification**
- **Two years to achieve certification**

FM Certification Requirements

- **DoD FM Certification Requirements at each of three levels:**
  - Training in FM Competencies (course-based)
  - Training in Leadership Competencies (course-based)
  - Other Required Courses
  - FM Experience / DoD FM Experience
  - Developmental Assignment (Level 3)
 - Continuing Education and Training (CET)

- **Encourages:**
  - Formal Education and FM Test-based Certification (Levels 2 and 3)

PROGRAM BUILT ON DoD FM COMPETENCIES

FM Certification Equation: Level 1

FM Competencies	Course Hrs
Financial Management Systems*	6
Decision Support*	4
Fundamentals and Operations of Primary Track* (Accounting or Budget or Finance or Mil & Civ Pay)	6

Aligned Courses are on FM myLearn

Leadership Competencies	
Lead Self Level	6

Aligned Courses are on FM myLearn

Other Required Courses	
DoD FM 101 Course **	24

Total Course Hours	
	46

At least two years DoD FM Experience

Level 1 Requirements

*Proficiency Level 1
**According to DoD policy, the component certification authority may waive up to 6 of the 12 modules (except audit readiness)

40 Continuing Education & Training Hours every two years

FM Certification Level 1

DoD FM 101 Modules

DoD FM 101 for Level 1 Modules*	Course Hours
Introduction to DoD	1
Accounting	2
Acquisition/Contracting	2
Analysis/Decision Support	2
Audit Readiness	3
Auditing	2
Budget	3
Cost Analysis	2
Ethics	1
Finance	2
Fiscal Law	2
PPBE	2

*CCA may choose to waive 6 of the 12 modules, except Audit Readiness

Available on FM myLearn

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

FM Certification Equation: Level 2

Level 2 Requirements

FM Competencies	Course Hrs
Financial Management Systems*	8
Decision Support*	8
Accounting Analysis **OR** Financial Mgt Analysis*	10
Budget Formulation, Justification and Presentation **OR** Budget Execution*	10
Concepts, Policies and Principles of Primary Track* (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)	10
Fundamentals and Operations of Alternate Track** (Accounting or Budget or Finance or Mil & Civ Pay)	6

Aligned Courses are on FM myLearn

Leadership Competencies	
Lead Teams/Projects Level	10

Aligned Courses are on FM myLearn

Other Required Courses	
Audit Readiness + Ethics + Fiscal Law Courses	9

Total Course Hours	
	71

At least four years FM Experience
(Two years must be DoD FM Experience)

Proficiency Level 3
**Proficiency Level 1 or higher*

60 Continuing Education & Training Hours every two years

FM Certification Level2

Recommended – At least one 3-month Developmental Assignment
– Work towards Bachelor's Degree
– Completion of one of the DoD-approved Test-Based Certification

DoD Recognized Test-based FM Certifications

Accredited Business Accountant (ABA)	Certified Government Financial Manager (CGFM)
Accredited in Business Valuation (ABV)	Certified in Financial Forensics (CFF)
Certified Accounts Payable Professional (CAPP)	Certified Information Systems Auditor (CISA)
Certified Business Manager (CBM)	Certified Internal Auditor (CIA)
Certified Cost Estimator/Analyst (CCE/A)	Certified Management Accountant (CMA)
Certified Cost Professional (CCP)	Certified Payroll Professional (CPP)
Certified Defense Financial Manager (CDFM)	Certified Public Accountant (CPA)
Certified Forensic Accountant (Cr.FA)	Certified Quality Auditor (CQA)
Certified Fraud Examiner (CFE)	Certified Treasury Professional (CTP)
Certified Government Audit Professional (CGAP)	Forensic Certified Public Accountant

FM Certification Equation: Level 3

Level3Requirements

FM Competencies

	Course Hrs
Financial Management Systems*	4
Decision Support*	10
Accounting Analysis **AND** Financial Mgt Analysis*	12
Budget Formulation, Justification and Presentation **AND** Budget Execution*	12
Advanced Financial Management*	12
Concepts Policies and Principles of Alternate Track** (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)	10

→ Aligned Courses are on FM myLearn

Leadership Competencies

Lead People	12

→ Aligned Courses are on FM myLearn

Other Required Courses

Audit Readiness + Ethics + Fiscal Law Courses ***	9

Total Course Hours

	81

At least eight years FM Experience Required (Two years must be DoD FM Experience)

At least one 3-month Developmental Assignment

* Proficiency Level 5
** Proficiency Level 3 or higher
*** Higher Proficiency Level Course

80 Continuing Education & Training Hours every two years

FM Certification Level3

Recommended - Work towards Master's Degree
- Completion of one of the DoD-approved
Test-Based Certification

FM & Acquisition Certifications

- **The FM and Acquisition communities developed a pathway to certification that gives credit for acquisition courses with FM and Leadership content requirements for DAWIA-certified personnel in Business-Financial Management, Business-Cost Estimating, and Acquisition-Audit**
  - Much of acquisition training counts toward FM Certification and years of experience can be applied to both certifications
  - Table outlining reduced requirements for DAWIA-coded financial managers to achieve FM Certification is available at FM Online
    - Must complete DAWIA training first to use the reduced requirements
  - Continuous Learning Points are accepted as CETs

FM Certification Requirements
Defense Acquisition Workforce Improvement Act (DAWIA)

- **DoD FM Certification Requirements for DAWIA-coded Positions (BUS-FM, BUS-CE, Audit)**
  - Members sitting in dual-coded positions are required to attain both certifications
  - Completing both certifications may require a time waiver for meeting FM Certification requirements

FM/DAWIA Certification Levels Match
& currently in a dual-coded position

Complete DAWIA certification first
- *Much of this training also satisfies FM Certification requirements*
- *Completed DAWIA requirements are automatically documented in DoD FM LMS*

FM/DAWIA Certification Levels Vary
Complete DAWIA certification first
- *New tool in development to identify remaining requirements*

Prior DAWIA Certification Holders
Much of this training also satisfies FM Certification requirements
- *New tool in development to identify remaining requirements*

DAWIA Certification Holders

- **FM Member (user):**
  - Required to complete FM Certification within 2 years after official notification
- **FM Member's Supervisor:**
  - Acts as approval authority for achievement of competencies and other certification requirements necessary
- **Approver Level 2 (A2) –** *Optional position:*
  - An intermediary authority, at the organizational level, for reviewing requests for certification already approved by the supervisor prior to forwarding to the Component Certification Authority
- **Component Certification Authority (CCA):**
  - Appointed to serve as the approval authority for achieving Certification
- **Component Administrator (CA):**
  - LMS system administrator who manages organizational hierarchies (to include FM member and supervisor) and provides first response support for answering questions and solving problems specific to the LMS

Three Key Websites

Information

FM Online

One stop shop for DoD FM-related News
- *Announcements (new courses, policy, awards)*
- *Senior Leader Messaging*
- *Links to FM myLearn*

FM myLearn

E-catalog of all FM-related DoD education & training mapped to FM Certification requirements
- *Registration information*
- *Course descriptions*
- *Eligibility requirements*

Process

FM LMS

System of record for the DoD FM Certification Program
- *Complete the Three-Step Process*
- *Document achievements*
- *Submit certification for supervisor approval*
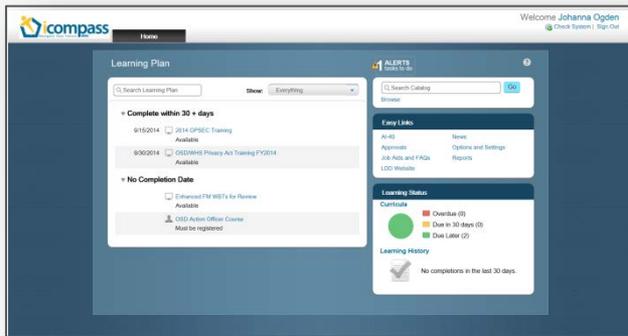
The DoD FM LMS, hosted on iCompass, is the system of record for the DoD FM Certification Program

- View Your Personalized Curriculum
- Get FM Certification Program Updates
- Find Learning
- Run Scorecard and Other Reports

https://whs.plateau.com/learning/user/ssoLogin.do
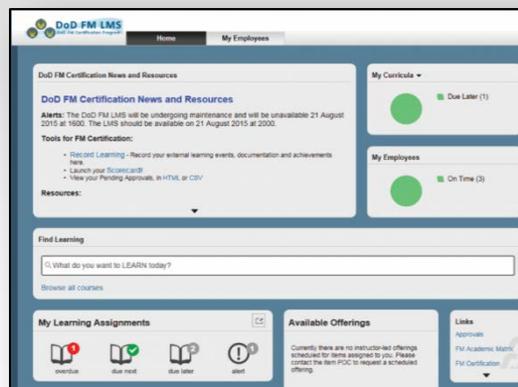
LMS Tools and Resources

Job Aids - http://go.usa.gov/3GdMC

Step-by-step instructions for action you can take in the FM LMS

LMS User Quick Guide - http://go.usa.gov/3GdMF

Outlines the Three-step Process for achieving certification using the FM LMS

FM Certification Resources
available @FM Online or join us on LinkedIn

Quarterly Newsletter
Certification Update
Lessons Learned
Best Practices

DoD FM Certification Handbook
Program background & overview
Detailed requirement descriptions
Checklist to get started
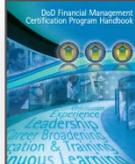
Requirements Datasheets
Outline requirements or each level

Practical Exercise
Follow "Kelly," a GS-14 through each step of certification

Overview and Training Videos
Video series introducing key elements of program

Competencies & Proficiency Levels
Defines each of the 17 FM competencies and provides examples at each Proficiency Level

Learning History Worksheets
Organize your prior training using these worksheets

FM myLearn
E-catalog of FM courses aligned to FM and leadership competencies.

LMS User Quick Start Guide
Outlines the Three-step Process for achieving certification using the FM LMS

Frequently Asked Questions
Compilation of over 100 questions, organized by category

LMS Job Aids
Provide step-by-step instructions for all FM LMS tasks

Getting Started: Learning History Worksheets

Many of you have completed education and training in financial management (FM) or leadership-related subjects from accredited colleges and universities. Using your levels Learning History Worksheet will help you organize the courses you've successfully completed and identify where your training gaps are.
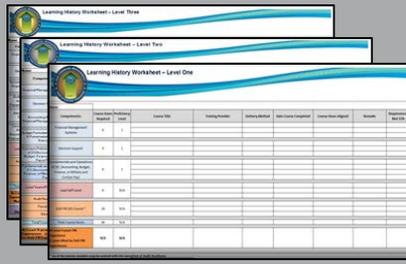
Download	Collect	Research	Fill Out	Identify Gaps
Download LHW for your FM Certification Level	Collect education and training completion certificates & academic transcripts	Look up education and training courses in FM myLearn to identify competency alignment	Plug in the information fields	Identify training gaps and search for courses to take on FM myLearn
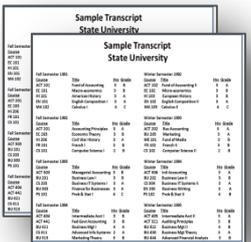
s u p e r v i s o r   i n v o l v e m e n t

My course isn't there?

Use the Course Submission Template

FM Online>DoD FM LMS>Forms

1) Submit a "**Course Submission Template**" and syllabus to your organization's Course Manager.

2) Course Manager will route course through approval process

3) If approved, will be added to FM myLearn or you will receive approval documentation from OUSD(C)

What If…

I have academic courses?

Use the Academic Matrices

FMOnline>
FM myLearn >
Academic Matrices

For a step-by-step overview, watch the Practical Exercise
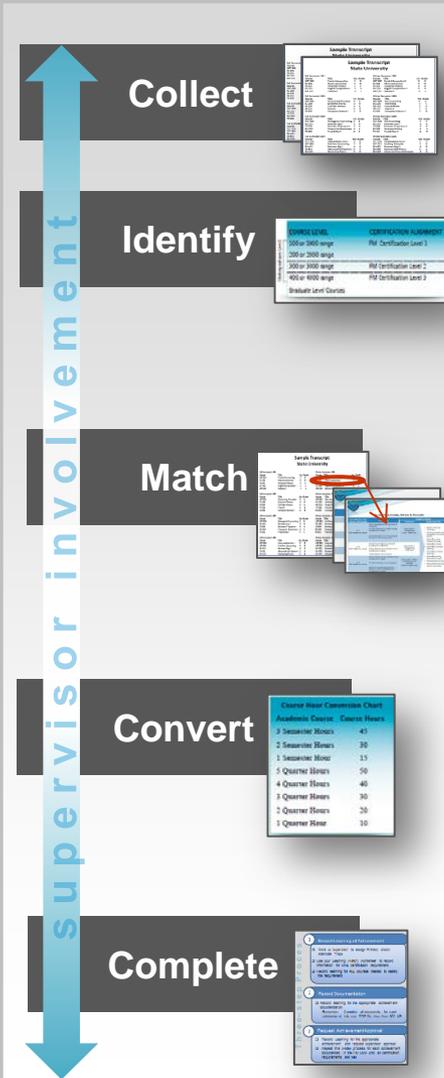
Collect	Collect academic transcripts
Identify	Identify the appropriate FM Certification Level to which your academic course may apply
Match	Compare academic course title to sample course titles in the matrix to identify a match or close match
Convert	Use the Course Hour Conversion Chart to determine the course hour value
Complete	Complete the three-step process for applicable courses

supervisor involvement

Achieve your Certification using the
Three-step Process

You're almost there.... Get Certified Using the DoD FM Learning Management System

- Watch Training Videos
- Complete Practical Exercise
- Collect Documentation
- Fill out Learning History Worksheet
- Review Learning History Worksheet w/ Supervisor
- Develop a Plan for Success!

Three–step Process

1 Record Learning of Achievement

- ❑ Work w/ supervisor to assign Primary and/or Alternate Track
- ❑ Use your Learning History Worksheet to record information for ONE certification requirement
- ❑ Record learning for ALL courses needed to satisfy the requirement

2 Record Documentation

- ❑ Record learning for the appropriate achievement documentation
  Remember: Combine all documents for each achievement into one PDF file, less than 800 KB

3 Request Achievement Approval

- ❑ Record Learning for the appropriate achievement and request supervisor approval
- ❑ Repeat this 3-step process for each achievement documented in the FM LMS until all certification requirements are met

+ Complete Other Required Courses

- ❑ Level 1: DoD FM 101 Course
- ❑ Levels 2&3: Audit Readiness, Ethics & Fiscal Law

These courses are available w/in the FM LMS and via FM myLearn*. Approved substitution courses are available on FM myLearn*.

* If completing a course via FM myLearn, you must follow the 3-step process to document course completion inside FM LMS.

Request Certification Approval

1. Check that the three-step process is complete for each certification requirement
2. Record learning for your Certification Level and request CCA Approval.

FM Online: https://fmonline.ousdc.osd.mil

Frequently Asked Questions

Do I still need my CDFM after I get this certification?

Can I use the FM LMS to document training I'm taking to prepare me for my next job?

What counts as CPE?

What does it mean if I don't get my certification?

I sit in a Defense Acquisition Workforce Improvement Act (DAWIA)-coded position. Am I required to complete both certifications?

Will my prior FM experience count toward meeting the experience requirement for my certification level?

I've taken FM training that I do not see on FM myLearn. How do I submit a course to be included in the Program?

Where can I find substitute courses for the "Other Required Courses" requirement?

May I obtain a higher certification level than the level required by my current position?

View more questions at FM Online
https://fmonline.ousdc.osd.mil/

- **The DoD FM Certification Program:**
  - Provides a certification framework for DoD FM Community
  - Gives the FM Workforce a standard body of knowledge
    - o Focuses on Analytics and DoD Audit Readiness, to include internal controls and accountability
  - Develops expertise standards using DoD FM Competencies
  - Coded Level 1, 2, or 3 based on scope and complexity of position
  - FM experience requirement at Level 1, 2, or 3
  - Promotes use of DoD FM existing courses
  - Encourages college degrees and FM test-based certifications

Makes a Good FM Workforce Better… Adding More Credibility to What We Do

Maintain your DFMCP by accruing a certain number of Continuing Education and Training (CET) credits every two years.

The number of CETs required is based on your level:

FM Certification Level 1 – 40 CETs
FM Certification Level 2 – 60 CETs
FM Certification Level 3 – 80 CETs

CETs must be recorded in the FM LMS – see the job aid "How to Record CETs in the DoD FM LMS" for step-by-step instructions.
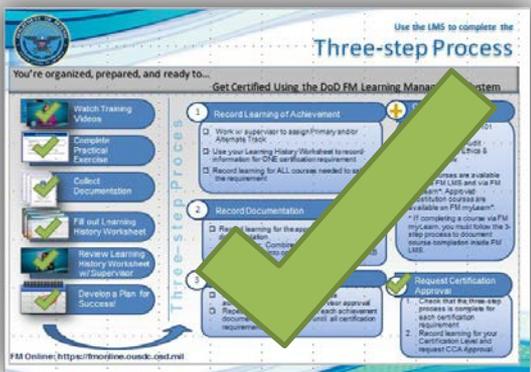
DoD FM Certification Program... Making a Good Workforce Better!

Back-up

Using the FM LMS: The Three-step Process

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