

# Comptroller Accreditation Program Handbook



SUMMER 2003

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## **CHAPTER 1 – OVERVIEW OF THE PROGRAM**

### **A. Introduction**

The Comptroller Accreditation Program guides the career development of Army financial management military and civilian professionals. Accreditation assesses comptroller careerists' credentials by identifying achievement levels in education, training, and experience requirements. The program formally recognizes an individual's demonstrated performance and capabilities. The Accreditation Program ensures that financial management professionals possess and maintain identified core competencies in financial stewardship, financial decision support, and leadership and organizational management.

There are five components of the Comptroller Accreditation Program: formal education, training, professional development, performance enhancing job experience, and certification. These components will develop the skills needed for expert stewardship of Army resources in the dynamic environment of a transforming land force. All financial management practitioners are encouraged to earn professional certification and thereby demonstrate their competence to our customers and stakeholders.

The Comptroller Accreditation Program and the 3-Year Individual Development Plan are key enablers to better manage professional development and prepare our career members for positions of greater responsibility and authority. The applicable forms are on the ASA FM Web site under "Proponency." Supervisors, managers, and rated individuals are expected to work in partnership to reach career goals.

### **B. Applicability**

Civilian and military financial management professionals are required to participate in the Comptroller Accreditation Program. Multi-Disciplined Financial Analysts (501) and FA 45 officers will maintain proficiency in the broad areas of financial stewardship, financial decision support, and leadership and organizational management. The matrix in Figure 1 lists Comptroller career field accreditation requirements by occupations. Comptroller Civilian Career Program (CP) 11 members in the Auditing (511), Accounting (510), and Cost Analysis (Operations Research Analysis, 1515) series will also maintain proficiency mandated by their series' positive education requirements. These requirements complement but do not duplicate series-unique or other certification requirements (e.g., Accountants, Acquisition Corps) for financial management professionals.

### **C. Objectives**

The Comptroller Accreditation Program is a systematic approach to develop and sustain among Army financial management personnel the knowledge, skills, and

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abilities of established core competencies as outlined in Annex A of the Army Civilian Training, Education, and Development System (ACTEDS) CP 11 Comptroller Plan, DA Pam 600-3, Army Personnel Proponent System, and the FA 45 Professional Development Guide. It includes these strategies:

- **Competency Maintenance** – Document professional development quality levels through mandatory and recommended courses for financial management personnel.
- **Continuous Improvement** – Establish criteria for continued career development, by requiring skills training, education, and experience in the three broad competency groups: Financial Stewardship (FS), Financial Decision Support (FDS), and Leadership and Organizational Management (LOM) for four sequential competency levels.
- **Evaluation** – Provide individuals and supervisors a systematic method (3-Year IDP) for assessing requirements and accomplishments against standard accreditation levels.
- **Peer Awareness** – Require program participation by all financial management professionals and provide comparative data.
- **Counseling and Career Planning** – Formalize long-range counseling requirements, and document members' professional development contracts with supervisors.

## D. Resource Requirements

Coordination with resource management personnel is essential to ensure funding for training, education, and competitive professional development programs.

## E. References

- AR 600-3, Army Personnel Proponent System
- DA Pam 600-3, Commissioned Officer Development and Career Management
- AR 690-950, Civilian Personnel, Career Management
- FA 45 Professional Development Guide
- CP 11 Army Civilian Training, Education, and Development System (ACTEDS) Plan

## **F. Timeline**

The Comptroller Accreditation Program was implemented in FY 2001. The projected time frame for completing each level of accreditation is three to five years. This timeline may vary based on individual needs and credentials.

## **G. Proponent and Suggested Improvements**

The proponent of this handbook and the Comptroller Accreditation Program is the ASA(FM&C). Comments and suggested improvements should be e-mailed to [proponency@hqda.army.mil](mailto:proponency@hqda.army.mil). Changes will be incorporated and updates issued periodically.

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## CHAPTER 2 – LEVELS OF ACCREDITATION

The Comptroller Accreditation Program has four levels, and progression from one level to the next will not be a specific requirement for particular positions or grades. Rather, the process will serve as a career program life cycle guide for professional and personal development. For instance, careerists who reach Level IV are required to continue their professional development at the rate of 40 continuing professional education (CPE) units per year. See Annex A. Training requirements at all four levels will be documented on a 3-Year Individual Development Plan (3yIDP), which all careerists must have. See the Accreditation Matrix (Figure 1) for an illustration of the following accreditation levels.

- **Level I** – Performs fundamental, basic, and routine activities while gaining subject matter expertise. Generally works in close relation with a team leader or supervisor.
- **Level II** – Functions independently and applies knowledge and experience to a variety of complex situations. Works with minimal guidance and direction from a team leader or supervisor.
- **Level III** – Serves as senior specialist/analyst, team leader, or supervisor. A recognized expert with broad scope of responsibility and high visibility.
- **Level IV** – Has executive responsibility for installation, and directorate and/or agency-level policy and implementation.

**FIGURE 1. ACCREDITATION MATRIX**

<b>FINANCIAL ANALYST/FA 45</b>	<b>ACCOUNTANT</b>	<b>AUDITOR</b>	<b>COST ANALYST</b>	<b>ACQUISITION CORPS</b>
<b>LEVEL I</b> – Bachelors Degree – Recommended – Planning, Programming, Budgeting, and Execution System (PPBES)* – Fiscal Law Course* – 1 Analysis Course* – 1 course in Financial Stewardship – 1 course in Financial Decision Support – 2 courses in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL I</b> – Bachelors Degree – Recommended – Planning, Programming, Budgeting, and Execution System (PPBES)* – Fiscal Law Course* – 1 Analysis Course* – 1 Accounting Course – 1 Non-Accounting Course – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL I</b> – Bachelors Degree – Recommended – Planning, Programming, Budgeting, and Execution System (PPBES)* – Fiscal Law Course* – 1 Analysis Course* – 1 Auditing Course – 1 Non-Auditing Course – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL I</b> – Bachelors Degree – Recommended – Planning, Programming, Budgeting, and Execution System (PPBES)* – Fiscal Law Course* – 1 Analysis Course* – 1 Cost Analysis Course – 1 Non-Cost Analysis Course – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL I</b> – Bachelors Degree – Recommended – Planning, Programming, Budgeting, and Execution System (PPBES)* – Fiscal Law Course* – 1 Analysis Course* – 2 Mandatory Acquisition Courses – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences
<b>LEVEL II</b> – Bachelors Degree – Recommended – Masters Degree (Enrolled in Program) – Recommended – Professional Certification (Working Toward) – Recommended – 2 courses in Financial Stewardship – 2 courses in Financial Decision Support – 2 courses in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL II</b> – Bachelors Degree – Recommended – Masters Degree (Enrolled in Program) – Recommended – Professional Certification (Working Toward) – Recommended – 1 Accounting Course – 1 Non-Accounting Course – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL II</b> – Bachelors Degree – Recommended – Masters Degree (Enrolled in Program) – Recommended – Professional Certification (Working Toward) – Recommended – 1 Auditing Course – 1 Non-Auditing Course – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL II</b> – Bachelors Degree – Recommended – Masters Degree (Enrolled in Program) – Recommended – Professional Certification (Working Toward) – Recommended – 1 Cost Analysis Course – 1 Non-Cost Analysis Course – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL II</b> – Bachelors Degree – Recommended – Masters Degree (Enrolled in Program) – Recommended – Professional Certification (Working Toward) – Recommended – 2 Mandatory Acquisition Courses – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences
<b>LEVEL III</b> – Bachelors Degree – Recommended – Masters Degree – Recommended – Professional Certification – Recommended – 2 courses in Financial Stewardship – 2 courses in Financial Decision Support – 2 courses in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL III</b> – Bachelors Degree – Recommended – Masters Degree – Recommended – Professional Certification – Recommended – 1 Accounting Course – 1 Non-Accounting Course – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL III</b> – Bachelors Degree – Recommended – Masters Degree – Recommended – Professional Certification – Recommended – 1 Auditing Course – 1 Non-Auditing Course – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL III</b> – Bachelors Degree – Recommended – Masters Degree – Recommended – Professional Certification – Recommended – 1 Cost Analysis Course – 1 Non-Cost Analysis Course – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences	<b>LEVEL III</b> – Bachelors Degree – Recommended – Masters Degree – Recommended – Professional Certification – Recommended – 2 Mandatory Acquisition Courses – 1 course in Leadership and Organizational Management – 2 Performance Enhancing Job Experiences
<b>LEVEL IV</b> – Bachelors Degree – Recommended – Masters Degree – Recommended – Professional Certification – Recommended – 1 course in Financial Stewardship – 1 course in Financial Decision Support – 2 courses in Leadership and Organizational Management – 1 Performance Enhancing Job Experience	<b>LEVEL IV</b> – Bachelors Degree – Recommended – Masters Degree – Recommended – Professional Certification – Recommended – 2 courses in Leadership and Organizational Management – 1 Performance Enhancing Job Experience	<b>LEVEL IV</b> – Bachelors Degree – Recommended – Masters Degree – Recommended – Professional Certification – Recommended – 2 courses in Leadership and Organizational Management – 1 Performance Enhancing Job Experience	<b>LEVEL IV</b> – Bachelors Degree – Recommended – Masters Degree – Recommended – Professional Certification – Recommended – 2 courses in Leadership and Organizational Management – 1 Performance Enhancing Job Experience	<b>LEVEL IV</b> – Bachelors Degree – Recommended – Masters Degree – Recommended – Professional Certification – Recommended – 2 mandatory courses in Acquisition Corps Leadership and Organizational Management – 1 Performance Enhancing Job Experience

\*Mandatory for all Comptroller career field military and civilian careerists.

## CHAPTER 3 – THE PIECES OF ACCREDITATION

### A. Five Key Components

The Accreditation Process establishes requirements for continual career development. Process components include education, training, professional development, performance enhancing job experiences, and certification. CP 11 and FA 45 members are encouraged to pursue accreditation requirements in all of these components.

- 1. Formal Education** aims to provide CP 11 and FA 45 members with the knowledge to competently perform their positions' functional requirements. Recommended formal education requirements for CP 11 and FA 45 members are shown by level in Figure 1. The rated person and supervisor/rater should use this information in reaching an appropriate accreditation level determination. Title 10, U.S. Code, states that officers must hold undergraduate degrees before promotion to rank of captain (O-3). Additionally, DA Pam 600-3 specifies that FA 45 officers should hold Master's Degrees for functional area qualification at the grade of lieutenant colonel.
- 2. Training** strives to equip CP 11 and FA 45 members with job-related skills to competently perform required duties of their positions. Competency training focuses on the immediate application of financial management functions and practices, and strengthens Multi-Disciplined Financial Analysts' various specific expertise areas. Training emphasizes practical applications (e.g., what to do and how to do it) and aims to meet specific organizational goals. Training should be tailored to the level of accreditation being pursued. Many training courses are available through distance learning and computer-based training.

**For Comptroller career financial management professionals, three courses are mandatory:**

- **Planning, Programming, Budgeting, and Execution System, PPBES (resident or correspondence)**
- **Fiscal Law**
- **Analysis course – selected by agreement between the rated person and the supervisor/rater and based on the person's professional needs**

The Army Comptroller Course (ACC), the Professional Resource Management Course (PRMC) or its predecessor the Advanced Resource Management Course (ARMC), and the Professional Military Comptroller School (PMCS) may be substituted for PPBES. Courses that can be substituted for Fiscal Law are the

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USDA Appropriation Law course, and the Federal Appropriation Law Seminar offered by Management Concepts, Inc. (<http://www.managementconcepts.com/>) and the Learning Curve (1-800-529-8110).

The Accreditation Matrix (Figure 1) shows training requirements for each accreditation level. The numbers of training events by level are applicable only to that level and cannot be applied again. For example, if one applies the Cost and Price Analysis course to Level I Financial Decision Support (FDS) requirements, that course cannot be applied again to meet the Level II FDS requirement. To maintain their competency, financial management careerists at Level IV must continue professional development at the rate of 40 Continuing Professional Education (CPE) units a year.

- 3. Professional Development** affords CP 11 and FA 45 career members the opportunity to gain enriched professional perspective outside their regular assignments by participating in Army-wide competitive development programs, many of which are centrally funded. Examples of these are listed below and in the FA 45 Professional Development Guide and Annex B of the CP 11 ACTEDS Plan. In addition, developmental assignments provide opportunities to gain on-the-job experience for extended periods away from one's permanent position.
- **Career Program/Functional Area Competitive Development Programs**
    - Army Comptroller Course (Syracuse University) – Military/Civilian
    - Professional Resource Management Course (Syracuse University) – Military/Civilian
    - Professional Military Comptroller School (Air University) – Military/Civilian
    - University/College Long-Term Training Program – Military/Civilian
    - Army Comptrollership Program – Military/Civilian
    - Degree Completion/Cooperative Programs – Military/Civilian
    - Training With Industry Programs – Military/Civilian
    - OMB Opportunity – Military
  - **Army-Wide Competitive Development Programs**
    - Sustaining Base Leadership and Management Program (AMSC) – Military/Civilian
    - Congressional Fellowship Programs – Civilian
    - Defense Leadership and Management Program (DLAMP) – Civilian
    - Senior Service Colleges – Military/Civilian
    - White House Fellowship Program – Military/Civilian
    - Command and General Staff – Military/Civilian

- **Executive Leadership Programs**

- Organizational Leadership for Executives – Military/Civilian
- Personnel Management for Executives (PME) I and II – Military/Civilian
- Federal Executive Institute Courses – Civilian
- National Security Management Course – Military/Civilian

These professional development programs may be applied against the training requirements for Financial Stewardship (FS), Financial Decision Support (FDS), and Leadership and Organizational Management (LOM). See CP 11 ACTEDS Plan page 5-3.

- 4. Performance Enhancing Job Experiences** are short-term job assignments that reinforce CP 11 and FA 45 members' training and professional development through specialized and/or managerial experience. A civilian or officer who has held assignments of more than one year in two or more CP 11 job series or FA 45 assignments can credit all assignments or experiences after the first one as performance enhancing job experiences. Full-time participation on task forces, special projects, study groups, process action teams, and details are also defined as performance enhancing job experiences.

Also included are developmental assignments, intern rotational assignments, and exchange programs within the Army; exchange programs between the Army and other federal government departments; and exchange programs with the private sector, such as Training With Industry. Job exchanges normally are on a one-for-one basis and are a minimum of 90 days in length. Requirements for a planned job exchange should be outlined in the rated person's performance objectives on the evaluation report support form and 3yIDP.

- 5. Certification** is an external process that formally recognizes and validates competency in one or more specialized areas of expertise. Certification requirements may include formal education, continuing education, specialized experience, character references, and examination. There are several different certifications a careerist may pursue. See CP 11 ACTEDS Plan, Annex J. The Army may fund training, but the individual careerist is responsible for any costs associated with certification exams.

### **B. The 3-Year Individual Development Plan (3yIDP)**

The 3yIDP identifies professional development, education, training, and work assignments to enhance job performance. The 3yIDP process emphasizes discussion and joint decisions by the ratee, the rater, or supervisor, and FA assignments officer or career program manager, and may also involve input from a career member's mentor. Every 3yIDP is tailored to individual and organization needs. There is no set pattern – the term "individual" is basic to the concept –

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especially as it applies to one's willingness and capacity to learn and grow. The life cycle of professional growth and continual learning comprises the four accreditation levels earlier described. Parties to each person's 3yIDP focus on specific developmental experiences that will reach mutual goals of individual career development and organizational enhancement over three-year periods. CP 11 and FA 45 members are responsible for creating career development plans and initiating actions to pursue their career goals. To optimize current and future financial management personnel contributions, supervisors and managers must stay actively involved in developing, reviewing, and assessing these individual development plans.

## CHAPTER 4 – HOW ACCREDITATION WORKS

### A. Getting Started

The supervisor determines the ratee's level of accreditation annually in conjunction with the 3yIDP and the performance appraisal rating cycle. The ratee provides the supervisor documentation of achievements in formal education, training, professional development, and performance enhancing job experience (the four components discussed above), and applies them against requirements in the Accreditation Matrix, Figure 1. The next step is to summarize the achievements on an Accreditation Worksheet. Ratees record desired training and professional development events on the 3yIDP that will help get them to the next higher accreditation level. Diplomas and official transcripts will be needed to establish formal education. The CP 11 ACTEDS Plan Annex E contains a partial list of representative courses that may be used. This annex may also be used to assist in determining if specific courses meet training and professional development requirements in the Accreditation Matrix.

Course	Type Training
Federal Government Accounting I	Financial Stewardship (FS)
Activity Based Costing	Financial Decision Support (FDS)
Sustaining Base Leadership and Management Program	Leadership and Organizational Management (LOM)

### B. Forms

These three forms document a CP 11 or an FA 45 career member's accreditation:

- **Comptroller Accreditation Evaluation Form** – Completed by each military and civilian career member in the Comptroller Career Field.
- **Supervisor Accreditation Evaluation Worksheet** – Completed by the supervisor.
- **3-Year Individual Development Plan** – Completed by each military and civilian career member in consultation with the supervisor on an annual basis.

### C. Accreditation Process Steps

Accreditation Process Steps vary slightly between CP 11 and FA 45 career members.

- **CP 11 Careerists:**

1. Collect all professional documentation.
2. Download from <http://www.asafm.army.mil/proponency/acpo.asp> an Accreditation Evaluation Form (AEF), and review information on the accreditation components. Enter on the AEF, field by field, the data gathered in the previous step.
3. Retain a copy of the AEF for record, and forward a copy to your supervisor.
4. Set up an appointment with your supervisor to conduct an initial accreditation level evaluation session using the Supervisor Accreditation Evaluation Worksheet. This normally happens at the start of the performance appraisal rating cycle.
5. Download from <http://www.asafm.army.mil/proponency/acpo.asp> a 3-Year Individual Development Plan (3yIDP) form, and fill it out on the computer.
6. Set up an appointment with your supervisor to conduct an initial review of the draft 3yIDP at the beginning of the Total Army Performance Evaluation System (TAPES) performance rating cycle. Complete “draft” 3yIDP in accordance with supervisor’s guidance; sign, and submit.
7. Maintain a copy of the following:
  - Current signed/dated supervisor’s accreditation worksheet
  - Current signed/dated careerist’s Accreditation Evaluation Form (AEF)
  - Current signed/dated careerist’s 3yIDP

- **FA 45 Officers:**

1. Collect all professional documentation.
2. Download from <http://www.asafm.army.mil/proponency/acpo.asp> an Accreditation Evaluation Form (AEF), and review information on the accreditation components. Enter on the AEF, field by field, the data gathered in the previous step.
3. Set up an appointment with your rater or mentor to conduct an initial accreditation level evaluation session using the Supervisor Accreditation

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Evaluation Worksheet. This normally happens at the start of an Officer Evaluation Report (OER) performance rating cycle.

4. Download from <http://www.asafm.army.mil/proponency/acpo.asp>, a 3-Year Individual Development Plan (3yIDP) form, and fill it out on the computer.
  5. Set up an appointment with your rater to conduct an initial review of the draft 3yIDP at the beginning of the OER performance rating cycle. Complete "draft" 3yIDP in accordance with the rater's guidance; sign, and submit.
  6. Forward a copy of the 3yIDP resulting from this session to the FA 45 assignments officer in PERSCOM. The assignments officer will use it as an additional resource to identify and meet your developmental needs and interests.
  7. Maintain a copy of the following:
    - Current signed/dated rater's accreditation worksheet
    - Current signed/dated ratee's Accreditation Evaluation Form (AEF)
    - Current signed/dated ratee's 3yIDP
- **Supervisors/Raters** review ratees' AEF and supporting documents and enter results on a Supervisor's Accreditation Worksheet. A supervisor unable to make a determination on a specific accreditation component should get help from the activity or command CP 11 manager or senior Functional Area 45 Officer. Upon completion of the review, the supervisor and ratee meet to plan a 3yIDP-based course of action to attain the targeted level of accreditation. Supervisors should follow these steps:
    1. Collect the AEF and supporting documents from the ratee. Download and review from ASA(FM&C) Web site, <http://www.asafm.army.mil/proponency/acpo.asp>, the Supervisor Accreditation Evaluation Worksheet.
    2. Use the Accreditation Matrix in the CP 11 ACTEDS Plan and information on the ratee's AEF to fill in appropriate component areas on the Supervisor Accreditation Evaluation Worksheet.
    3. Meet with the ratee to discuss accreditation evaluation process results, and explain how each component of the Supervisor Accreditation Evaluation Worksheet was completed.
    4. Review the ratee's draft 3yIDP after the current accreditation level is established. The 3yIDP is the vehicle for tracking advancement toward the next accreditation level. The 3yIDP is a good-faith contract identifying professional development opportunities for the next three annual rating cycles that the rater, ratee, and senior leadership have all agreed to support. (Sometimes it will take an individual more than three years to advance to the

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- next accreditation level; however, the 3yIDP is updated annually, usually at formal TAPES or OER evaluation time, and it extends two years beyond the current rating cycle.)
5. Sign and return the approved 3yIDP to the ratee.
  6. Process is repeated yearly to verify progress toward accreditation goals in the 3yIDP.
  7. Maintain a copy of the following forms for every rated person:
    - Current signed/dated supervisor's accreditation worksheet
    - Current signed/dated careerist's AEF
    - Current signed/dated ratee's 3yIDP
- **Major Command Career Program Managers** and Senior Functional Area 45 Officers help get training quotas and funding that enable ratees to implement and execute their 3yIDPs. They will help resolve ratee/supervisor accreditation issues and provide clarification and advice on the process. They will interview ratees and supervisors when/if necessary and review:
    - Individual's Accreditation Evaluation Form
    - Supervisor's Accreditation Evaluation Worksheet for individual in question
    - Individual's proposed 3yIDP
    - Information and resolve disputes

### D. Accreditation Review

Supervisors should review Accreditation Evaluation Forms with the five accreditation components in mind as a checklist:

1. **Formal Education:** Pen-and-ink changes by the ratee indicate the present and the desired Accreditation Levels.
2. **Training:** Refer to the Accreditation Matrix (Figure 1), the CP 11 ACTEDS Plan, and the FA 45 Professional Development Guide to determine which mandatory and recommended courses are required for the requested level documented on the Accreditation Evaluation Form.
  - a. For course descriptions and guidance, see ACTEDS Plan Annexes B, E, and F – Master Training Plans.
  - b. For review of interns' Accreditation Evaluation Forms, see Annexes C (Master Intern Training Plans), E, and F.

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- c. For review of PMIs' Accreditation Evaluation Forms, see Annexes D (Presidential Management Interns), E, and F.
  - d. FA 45 Officers should review their Officer Records Brief (ORB) for currency of completed training.
- 3. Professional Development:** CP 11 professional development opportunities are listed in CP 11 ACTEDS Plan Annexes B and E; FA 45 professional development opportunities appear in the FA 45 Professional Development Guide and in DA Pam 600-3, Chapter 31.
- 4. Performance Enhancing Job Experiences:** Duration of these experiences may vary among career members; however, each FA 45 and CP 11 member needs a minimum number of days of direct experience for each level being sought. Each experience must be documented on an Accreditation Evaluation Form and supported by a Standard Form 50, an Officer Record Brief (ORB) entry, or other documentation.
- 5. Certification:** To maintain required competencies, financial management careerists may have an annual or biennial requirement to acquire Continuing Education Professional Units. This requirement may include formal education, continuing education, or specialized experience.

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## **ANNEX A – DETERMINING CONTINUING PROFESSIONAL EDUCATION UNITS**

In an environment of increasingly complex financial management work and accelerating change, professional financial managers have recognized the need to make a strong commitment to their Continuing Professional Education (CPE). The CPE concept is a valuable tool for professionals to maintain skills and gain knowledge of new developments in their field. CP 11 careerists and FA 45 officers familiar with CPE may be unsure as to how the system works, may wish advice on tracking CPE units, or may have questions about the kinds of courses or activities that earn individual CPE unit. In those respects, this annex may prove helpful.

After obtaining Level IV accreditation, financial management careerists are required to continue their professional development by completing 40 hours of Continuing Professional Education (CPE) each year. The date for measuring CPE qualification is one year from the signed date of the Supervisor's Evaluation Worksheet where the rated person was first recognized at Level IV.

Individuals are responsible for documenting their own CPE. An easy way to do that is to record continuing professional education units in a readily accessible log, such as the 3yIDP form. Ratees will be asked during the review of their 3yIDP to provide evidence of CPE units to the supervisor/rater for Level IV renewal.

One unit of CPE is awarded for each 50 minutes of contact time in the activities below:

- Attendance at relevant formal training courses.
- Attendance at relevant college courses – unless the course is a part of one's degree-seeking program.
- Attendance at briefings or lectures on relevant subjects. Usually the sponsor – e.g., Association of Government Accountants (AGA), <http://www.agacgfm.org>, American Society of Military Comptrollers (ASMC), <http://www.asmconline.org>, American Institute of Certified Public Accountants (AICPA), <http://www.aicpa.org/index.htm> – provides certificates to attendees at a luncheon with a presentation by an eligible speaker.
- Attendance at classes and workshops of professional conferences. The sponsors will normally provide certificates of CPE units to attendees.
- Teaching and course preparation for relevant subject matter.
- Preparation and delivery of briefing and work-related documents outside of the scope of your primary/routine business (both for teaching and for preparing to teach or deliver special briefings). Your supervisor must clearly identify these tasks or assignments as separate, unique, and outside your normal duties.

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- Reading of articles in professional journals. Both AGA and AICPA give CPE units for reading articles in their journals. In order to get these units, you will need to take a short test at their Web sites.
- Preparing and publishing articles in professional journals. Again, it is important that your supervisor identify the time required and that the article be done separately from your normal duties.

Examples of activities that do **not** qualify for CPE units:

- On-the-job training.
- Basic or elementary courses in topics and subjects in which the careerist already has the necessary knowledge and skills and that served as the initial basis for qualification for Level IV accreditation.
- Programs restricted to the financial management organization's administrative operations, such as time and attendance report preparation or internal administrative reporting responsibilities. Security management courses and basic training in computer software such as Microsoft Word or Microsoft Excel do not count toward CPE.
- Business sessions at professional organization conferences, conventions, and meetings. (Networking is valuable for professional development but doesn't yield CPE units.)
- Preparation and presentation time for repeat deliveries of presentations within a given one-year period for which the first was creditable.
- Teaching university or college courses full-time or part-time.

**ANNEX B – ACCREDITATION FORMS**

1. Accreditation Evaluation Form
2. Supervisor Accreditation Evaluation Worksheet
3. 3-Year Individual Development Plan

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# COMPTROLLER ACCREDITATION EVALUATION FORM (AEF)

10/24/00

## PRIVACY ACT STATEMENT

Section 4103 of Title 5 to U.S. Code permits the collection of this information. Supervisors, careerists, and civilian personnel officials to plan will use this information and/or schedule training, education, and other accreditation related activities. If your activity uses the information on this form for purposes other than indicated above, they will provide you with additional statements reflecting those purposes.

## CAREERIST'S INFORMATION

Name <i>First Name / MI / Last Name</i>					ID No.	
Grade	Series	Rank	FA	Date of Last Promotion MM/YY	Yrs of Service <i>(In Yrs)</i>	Position Title
Registered In Resumix <i>(Y or N)</i>	Sex <i>(M or F)</i>	Office Phone (COMM)		Office Phone (DSN)		E-mail Address:
MACOM	Organization			Current Accreditation Level	Objective Accreditation Level	
Organization Address	INTERN INFORMATION Are You An Intern? <i>(Y or N)</i>		Were You An Intern? <i>(Y or N)</i>	If you were an Intern then where (Circle one) and identify? PMI – MACOM – HQDA – LOCAL – OTHER	Completed Internship in:  <i>Year</i>	

## FORMAL EDUCATION

(List formal education beyond high school)

From	To	COLLEGE/UNIVERSITY	LOCATION	ACADEMIC MAJOR	HOURS	DEGREE

## TRAINING

There are three types or categories of training: (1) Mandatory Training; (2) Other – Elective Training; and (3) Professional Development Programs. All training helps the Careerist/Officer develop skills and abilities and gain knowledge in one of three competencies groups. The Competency Groups (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS), and Leadership and Organizational Management (LOM).

### (1) MANDATORY TRAINING

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CPE/CEU	COMPLETED MM/YY

### (2) OTHER – ELECTIVE TRAINING

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CPE/CEU	COMPLETED MM/YY



# Supervisor's Accreditation Evaluation Worksheet

10/24/00

<b>NAME</b> <i>First Name / MI / Last Name</i>		<b>SUPERVISOR'S NAME</b>	
<b>ID No.</b>	<b>TITLE</b>		
<b>DATE:</b> <i>MM/DD/YY</i>		<b>DATE:</b> <i>MM/DD/YY</i>	
Competency Group (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM)			

ACCREDITATION COMPONENT	ACCREDITATION LEVEL 1		ACCREDITATION LEVEL 2		ACCREDITATION LEVEL 3		ACCREDITATION LEVEL 4	
	Title or Type	Req- met Y/N						
<b>Formal Education</b>								
Mandatory								
• PPBES								
• FISCAL LAW								
• ANALYSIS								
Other – Electives								
Professional Development Programs								
<b>Performance Enhancing Job Experiences</b>								
<b>Certification</b>								

Req-met = Requirement Met, CG = Competency Group, (FS = Financial Stewardship, FDS = Financial Decision Support, LOM = Leadership & Organizational Management)  
AEW

# COMPTROLLER 3-YEAR INDIVIDUAL DEVELOPMENT PLAN (3YIDP)

10/24/00

## PRIVACY ACT STATEMENT

Section 4103 of Title 5 to U.S. Code permits the collection of this information. Supervisors, careerists, and civilian personnel officials to plan and/or schedule training, education, and other career development activities use this information. If your activity uses the information on this form for purposes other than those indicated above, it will provide you with additional statements reflecting those purposes.

<b>NAME</b> <i>(First Name / MI / Last Name)</i>		<b>POSITION TITLE</b>		<b>ID No.</b>	
<b>MACOM</b>	<b>SERIES &amp; GRADE</b>	<b>RANK &amp; FA</b>	<b>ORGANIZATION</b>		
<b>3yidp PERIOD</b> <i>(From - To)</i>	<b>CURRENT ACCREDITATION LEVEL</b>	<b>OBJECTIVE ACCREDITATION LEVEL</b>	<b>E-MAIL ADDRESS</b>		
<b>Comm Phone Number</b>	<b>DSN Phone Number</b>	<b>Comm FAX Number</b>	<b>DSN FAX Number</b>		
<b>DEVELOPMENTAL OBJECTIVES</b>					
<b>SHORT-TERM OBJECTIVES (YEAR 1) (NARRATIVE)</b>		<b>LONG-TERM OBJECTIVES (YEAR 2 &amp; 3) (NARRATIVE)</b>			
<b>FORMAL EDUCATION</b>					
<b>YEAR</b>	<b>INSTITUTION(S)</b>	<b>COURSE TITLE(S)</b>	<b>COURSE DATES</b>	<b>ARE YOU PURSUING A DEGREE?</b> <i>(Yes or No)</i>	<b>DEGREE TYPE</b>
YEAR 1					
YEAR 2					
YEAR 3					

NAME (First Name / MI / Last Name) ID Number

**TRAINING**  
 There are three types or categories of training: (1) Mandatory Training; (2) Other – Elective Training; and (3) Professional Development Programs. All training helps the Careerist/Officer develop skills and abilities and gain knowledge in one of three competencies groups. The Competency Groups (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM).

YEAR	COURSE TITLE(S)	INSTITUTION(S)	CG	LENGTH
YEAR 1				
YEAR 2				
YEAR 3				

<b>(2) OTHER – ELECTIVE TRAINING</b>				
YEAR	COURSE TITLE(S)	INSTITUTION(S)	CG	LENGTH
YEAR 1				
YEAR 2				
YEAR 3				

<b>(3) PROFESSIONAL DEVELOPMENT PROGRAMS</b>				
YEAR	COURSE TITLE(S)	INSTITUTION(S)	CG	LENGTH
YEAR 1				
YEAR 2				
YEAR 3				

## COMPTROLLER 3-YEAR INDIVIDUAL DEVELOPMENT PLAN (3yIDP)

<b>NAME</b> <i>(First Name / MI / Last Name)</i>		<b>ID Number</b>		
<b>PERFORMANCE ENHANCING JOB EXPERIENCES</b>				
Competency Group (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM)				
YEAR	DESCRIPTION OF ACTIVITY	ORGANIZATION(S)	ASSIGNMENT LENGTH	COMPETENCY GROUP
YEAR 1				
YEAR 2				
YEAR 3				
PROFESSIONAL CERTIFICATION				
YEAR	CERTIFICATION AWARDED	ORGANIZATION(S)	TARGET DATE	RENEWAL DATE
YEAR 1				
YEAR 2				
YEAR 3				
I certify that I have conducted a counseling session to identify the formal education, training, professional development, and performance enhancing job experiences that will support the goals outlined in the careerist's 3yIDP.		I certify that I have validated the information contained on this form and will support careerist's pursuit of the necessary training need.		
<b>SUPERVISOR'S SIGNATURE</b>		<b>SUPERVISOR'S SIGNATURE</b>		
<b>TITLE</b>		<b>TITLE</b>		
<b>DATE</b>		<b>DATE</b>		
<b>CAREERIST'S SIGNATURE</b>		<b>DATE</b>		

**ANNEX C – SAMPLE ACCREDITATION FORMS**

1. Accreditation Evaluation Form Level – I (Civilian)
2. Supervisor Accreditation Evaluation Worksheet Level – I (Civilian)
3. 3-Year Individual Development Plan Level – I (Civilian)
4. Accreditation Evaluation Form Level – I (Military)
5. Supervisor Accreditation Evaluation Worksheet Level – I (Military)
6. 3-Year Individual Development Plan Level – I (Military)
7. Accreditation Evaluation Form Level – II (Military)
8. Accreditation Evaluation Form Level – III (Civilian)

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**SAMPLE – “ACCREDITATION LEVEL – I” (Civilian)**

**COMPTROLLER ACCREDITATION EVALUATION FORM (AEF)**

10/24/00

**PRIVACY ACT STATEMENT**

Section 4103 of Title 5 to U.S. Code permits the collection of this information. Supervisors, careerists, and civilian personnel officials to plan will use this information and/or schedule training, education, and other accreditation related activities. If your activity uses the information on this form for purposes other than indicated above, they will provide you with additional statements reflecting those purposes.

**CAREERIST’S INFORMATION**

**Name** **SALLY SILVER** **ID No. 00002**  
*First Name / MI / Last Name*

Grade	Series	Rank	FA	Date of Last Promotion MM/YY	Yrs of Service	Position Title
12	501			01/98	(In Yrs) 17	FINANCIAL ANALYST

Registered In Resumix	Sex	Office Phone (COMM)	Office Phone (DSN)	E-mail Address:
Y (Y or N)	F (M or F)	(910) 396-4362	231-4362	<a href="mailto:Sally.silver@bragg.army.mil">Sally.silver@bragg.army.mil</a>

MACOM	Organization	Current Accreditation Level	Objective Accreditation Level
FORSOM	IBO	NONE	LEVEL – II

Organization Address	INTERN INFORMATION	Were You An Intern?	If you were an Intern then where (Circle one) and identify?	Completed Internship in:
Installation Business Office Ft. Bragg, NC	Are You An Intern?  N (Y or N)	N (Y or N)	PMI – MACOM – HQDA – LOCAL – OTHER	Year

**FORMAL EDUCATION**

(List formal education beyond high school)

From	To	COLLEGE/UNIVERSITY	LOCATION	ACADEMIC MAJOR	HOURS	DEGREE
9/97	PRES	University of North Carolina	Chapel Hill	ACCTG	134	B.S.
9/79	5/83	Fayetteville State University	Fayetteville, NC	Business Adm.	24	

**TRAINING**

There are three types or categories of training: (1) Mandatory Training; (2) Other – Elective Training; and (3) Professional Development Programs. All training helps the Careerist/Officer develop skills and abilities and gain knowledge in one of three competencies groups. The Competency Groups (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM).

**(1) MANDATORY TRAINING**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CPE/CEU	COMPLETED MM/YY
Advance Management Analysis	FDS	USDA	5 Days	40	02/91
Fiscal Law	FS	USA JAG School	5 Days	40	11/90
Planning, Programming, Budget, and Execution System	FDS	Finance School – Ft. Ben Harrison	2 Wks	80	05/88

**(2) OTHER – ELECTIVE TRAINING**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CPE/CEU	COMPLETED MM/YY
Team Leadership Essentials	LOM	USDA	3 Days	24	10/98
Supervisor Development Course	LOM	AIPD	Corresp	12	05/97
Statistics for Management	FDS	USDA	5 Days	40	05/93
NAF Procurement	FDS	Fort Benning, GA.	5 Days	40	05/86

**SAMPLE – “ACCREDITATION LEVEL – I” (Civilian)**

**COMPTROLLER ACCREDITATION EVALUATION FORM (AEF)**

<b>NAME</b> <b>SALLY SILVER</b> <i>First Name / MI / Last Name</i>	<b>TITLE</b> <b>FINANCIAL ANALYST</b>	<b>ID No.</b> <b>00002</b>
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**(2) OTHER – ELECTIVE TRAINING (Continued)**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CDR/CEU	COMPLETED MM/YY
Central Accounting Officer Course	FS	Ft. Ben Harrison, IN	2 Wks	80	05/85

**(3) PROFESSIONAL DEVELOPMENT PROGRAMS**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CDR/CEU	COMPLETED MM/YY
Professional Recourse Mgmt Crs	FS	Syracuse University	2 Wks	80	03/97

**PERFORMANCE ENHANCING JOB EXPERIENCE(S)**

*(Include length and type of job)*

ORGANIZATION	POSITION TITLE	DESCRIPTION OF DUTIES	DATES (FROM/TO)
FORSOM TASK FORCE Aging of the Workforce	Resource Management Advisor	Evaluated impact of aging workforce development initiative	10/15/98 06/30/99
Detailed to XVIII Airborne Corps Reengineering Team	Finance Project Officer	Evaluated program disbursements and reconciliations	03/01/96 06/30/96

**PROFESSIONAL CERTIFICATION**

ORGANIZATION	CERTIFICATE GRANTED	DATE GRANTED	RENEWAL DATE

**PREVIOUS POSITIONS HELD**

SERIES/GRADE/RANK	DATES (FROM/TO)	POSITION TITLE	ORGANIZATION
GS-501-12	10/97 – Pres	Financial Analyst	Director Resource Management (DRM) Ft. Bragg
GS-560-12	06/94 – 09/97	Budget Analyst	DRM, Ft. Bragg
GS-510-11	07/89 – 05/94	Management Accountant	DRM, Ft. Bragg
GS-343-11	10/86 – 06/89	Management Analyst	Dir. Public Works, Ft. Bragg
GS-511-09	08/84 – 10/86	Auditor	Internal Review, Ft. Bragg
GS-510-07	07/83 – 07/84	Accountant	DRM, Ft. Bragg

<b>SIGNATURE:</b> <b>Sally Silver</b>	<b>DATE:</b> <b>04/23/03</b>
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# SAMPLE – “ACCREDITATION LEVEL – I” (Civilian) Supervisor’s Accreditation Evaluation Worksheet

10/24/00

<b>NAME</b>		<b>SUPERVISOR'S NAME</b>						
<i>First Name / MI / Last Name</i>		<i>First Name / MI / Last Name</i>						
Sally Silver		Michael Caine						
<b>ID No.</b>	<b>TITLE</b>							
000002	Director of Resource Management							
<b>DATE</b>	<b>DATE:</b>							
11/16/00	11/16/00							
<i>MM/DD/YY</i>								
Competency Group (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM)								
ACCREDITATION COMPONENT	ACCREDITATION LEVEL 1		ACCREDITATION LEVEL 2		ACCREDITATION LEVEL 3		ACCREDITATION LEVEL 4	
	Title or Type	Req- met Y/N	CG	Title or Type	Req- met Y/N	CG	Title or Type	Req- met Y/N
Formal Education	B.S Degree	Y		B.S. Degree Working on MS				
Mandatory • PPBES • FISCAL LAW ANALYSIS Other – Electives	05/88	Y	FS					
	11/90	Y	FS					
	02/91	Y	FS					
	1 (85)	Y	FS					
	2 (86/93)	Y	FDS					
Professional Development Programs	2(97/98)	Y	LOM					
	PRMC 03/94	Y	FS					
Performance Enhancing Job Experiences	2 - PEJE	Y	FS					
Certification			N/A			N/A		N/A

Req-met = Requirement Met, CG = Competency Group, (FS = Financial Stewardship, FDS = Financial Decision Support, LOM = Leadership & Organizational Management)  
AEW

**SAMPLE – “ACCREDITATION LEVEL – I” (Civilian)  
COMPTROLLER 3-YEAR INDIVIDUAL DEVELOPMENT PLAN (3YIDP)**

10/24/00

**PRIVACY ACT STATEMENT**

Section 4103 of Title 5 to U.S. Code permits the collection of this information. Supervisors, careerists, and civilian personnel officials to plan and/or schedule training, education, and other career development activities use this information. If your activity uses the information on this form for purposes other than those indicated above, it will provide you with additional statements reflecting those purposes.

<b>NAME</b> (First Name / MI / Last Name) <b>SALLY SILVER</b>		<b>POSITION TITLE</b> <b>Financial Analyst</b>		<b>ID No.</b> <b>00002</b>
<b>MACOM</b> <b>FORSCOM</b>	<b>SERIES &amp; GRADE</b> <b>0501 GS-12</b>	<b>RANK &amp; FA</b>	<b>ORGANIZATION</b> <b>IBO</b>	
<b>3YIDP PERIOD</b> (From-To) <b>Nov 2000 - Nov 2003</b>	<b>CURRENT ACCREDITATION LEVEL</b> <b>LEVEL I</b>	<b>OBJECTIVE ACCREDITATION LEVEL</b> <b>LEVEL II</b>	<b>E-MAIL ADDRESS</b> <a href="mailto:Sally.silver@forscom.army.mil">Sally.silver@forscom.army.mil</a>	
<b>Comm Phone Number</b> <b>(910) 396-4362</b>	<b>DSN Phone Number</b> <b>231-4362</b>	<b>Comm FAX Number</b> <b>(910) 396-4361</b>	<b>DSN FAX Number</b> <b>231-4361</b>	

**DEVELOPMENTAL OBJECTIVES**

**SHORT-TERM OBJECTIVES (YEAR 1) (NARRATIVE)**  
To obtain 75% of Accreditation Level II requirements

**LONG-TERM OBJECTIVES (YEAR 2 & 3) (NARRATIVE)**  
To complete Master's Degree in Business Administration

FORMAL EDUCATION					
YEAR	INSTITUTION(S)	COURSE TITLE(S)	COURSE DATES	ARE YOU PURSUING A DEGREE? (Yes or No)	DEGREE TYPE
YEAR 1					
YEAR 2	Syracuse University	Army Comptrollership Program	06/01 – 08/02	YES	MBA
YEAR 3					

## SAMPLE – “ACCREDITATION LEVEL – I” (Civilian)

NAME (First Name / MI / Last Name) <b>SALLY SILVER</b>		ID Number: <b>00002</b>		
<b>TRAINING</b>				
There are three types or categories of training: (1) Mandatory Training; (2) Other – Elective Training; and (3) Professional Development Programs. All training helps the Careerist/Officer develop skills and abilities and gain knowledge in one of three competencies groups. The Competency Groups (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS), and Leadership and Organizational Management (LOM).				
<b>(1) MANDATORY TRAINING</b>				
YEAR	COURSE TITLE(S)	INSTITUTION(S)	CG	LENGTH
YEAR 1				
YEAR 2				
YEAR 3				
<b>(2) OTHER – ELECTIVE TRAINING</b>				
YEAR	COURSE TITLE(S)	INSTITUTION(S)	CG	LENGTH
YEAR 1	Computer Based Training (CBT)	Microsoft Excel	FDS	Self-Paced
YEAR 2				
YEAR 3	USDA	Enhanced Defense Financial Mgmt Training	FDS	5 Days
<b>(3) PROFESSIONAL DEVELOPMENT PROGRAMS</b>				
YEAR	COURSE TITLE(S)	INSTITUTION(S)	CG	LENGTH
YEAR 1	Maxwell Air Force Base	Professional Military Comptroller School	FS	6 Wks
YEAR 2				
YEAR 3	Center for Army Leadership, Fort Leavenworth	Organizational Leadership for Executives (OLE)	LOM	2 Wks

**SAMPLE – “ACCREDITATION LEVEL – I” (Civilian)  
COMPTROLLER 3-YEAR INDIVIDUAL DEVELOPMENT PLAN (3yIDP)**

<b>NAME</b> (First Name / MI / Last Name) <b>SALLY SILVER</b>		<b>ID Number</b> <b>00002</b>	
<p align="center"><b>PERFORMANCE ENHANCING JOB EXPERIENCES</b></p> <p>Competency Group (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM)</p>			
<b>YEAR</b>	<b>DESCRIPTION OF ACTIVITY</b>	<b>ORGANIZATION(S)</b>	<b>ASSIGNMENT LENGTH</b>
YEAR 1	<b>FORSCOM, Strategic Planning Task Force</b>	<b>FORSCOM Headquarters Atlanta, GA</b>	<b>90 Days</b>
YEAR 2			
YEAR 3			
<b>PROFESSIONAL CERTIFICATION</b>			
<b>YEAR</b>	<b>CERTIFICATION AWARDED</b>	<b>ORGANIZATION(S)</b>	<b>TARGET DATE</b>
YEAR 1			
YEAR 2			
YEAR 3	<b>ASMC</b>	<b>CDFM</b>	
<p>I certify that I have conducted a counseling session to identify the formal education, training, professional development, and performance enhancing job experiences that will support the goals outlined in the careerist's 3yIDP.</p>			
<b>SUPERVISOR'S SIGNATURE</b>		<b>SUPERVISOR'S SIGNATURE</b>	
<b>Michael Caine</b>		<b>Michael Caine</b>	
<b>TITLE</b>		<b>TITLE</b>	
<b>DATE</b>	<b>04/24/03</b>	<b>DATE</b>	<b>04/24/03</b>
<b>CAREERIST'S SIGNATURE</b>		<b>DATE</b>	
<b>Sally Silver</b>		<b>04/24/03</b>	

**SAMPLE – “ACCREDITATION LEVEL – I” (Military)**

**COMPTROLLER ACCREDITATION EVALUATION FORM (AEF)**

10/24/00

**PRIVACY ACT STATEMENT**

Section 4103 of Title 5 to U.S. Code permits the collection of this information. Supervisors, careerists, and civilian personnel officials to plan will use this information and/or schedule training, education, and other accreditation related activities. If your activity uses the information on this form for purposes other than indicated above, they will provide you with additional statements reflecting those purposes.

**CAREERIST’S INFORMATION**

Name **JOHN R. PETERS** ID No. **000003**  
*First Name / MI / Last Name*

Grade	Series	Rank	FA	Date of Last Promotion MM/YY	Yrs of Service	Position Title
		<b>CPT</b>	<b>45</b>	<b>01/95</b>	<b>10</b> <i>(In Yrs)</i>	<b>RESOURCE MANAGER</b>

Registered In Resumix <b>N</b> <i>(Y or N)</i>	Sex <b>M</b> <i>(M or F)</i>	Office Phone (COMM)	Office Phone (DSN)	E-mail Address: <a href="mailto:JP@FORSCOM.MIL">JP@FORSCOM.MIL</a>
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MACOM <b>FORSCOM</b>	Organization <b>DCSRM</b>	Current Accreditation Level <b>NONE</b>	Objective Accreditation Level <b>LEVEL – II</b>
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Organization Address <b>DCSRM, FORSCOM FORT MCPHERSON, GA</b>	INTERN INFORMATION Are You An Intern? <b>N</b> <i>(Y or N)</i>	Were You An Intern? <b>N</b> <i>(Y or N)</i>	If you were an Intern then where (Circle one) and identify? <b>PMI – MACOM – HQDA – LOCAL – OTHER</b>	Completed Internship in:  <b>Year</b>
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**FORMAL EDUCATION**

*(List formal education beyond high school)*

From	To	COLLEGE/UNIVERSITY	LOCATION	ACADEMIC MAJOR	HOURS	DEGREE
9/86	5/90	STANFORD UNIVERSITY	PALO ALTO, CA	BUSINESS	140 S	B.A.
9/97	9/98	SYRACUSE UNIVERSITY	SYRACUSE, NY	MBA	60 S	MBA

**TRAINING**

There are three types or categories of training: (1) Mandatory Training; (2) Other – Elective Training; and (3) Professional Development Programs. All training helps the Careerist/Officer develop skills and abilities and gain knowledge in one of three competencies groups. The Competency Groups (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM).

**(1) MANDATORY TRAINING**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CPE/CEU	COMPLETED MM/YY
Fiscal Law	FS	USA JAG School	5 Days	40	5/99
Financial Analysis	FDS	USDA	3 Days	24	4/99
PPEBS	FS	USA Finance School	2 Wks	80	1/99

**(2) OTHER – ELECTIVE TRAINING**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CPE/CEU	COMPLETED MM/YY
CAS 3	LOM	FT Leavenworth, KS	6 Wks	NA	5/97
Microsoft Office for Mgrs.	FDS	Sylvan Learning	4 Days	NA	4/97
INF Officers Adv. Course	LOM	FT Benning, GA	6 Months	NA	2/95
Ranger School	LOM	FT Benning, GA	4 Months	NA	7/93
Airborne School	LOM	FT Benning, GA	3 Wks	NA	2/92

**SAMPLE – “ACCREDITATION LEVEL – I” (Military)**

**COMPTROLLER ACCREDITATION EVALUATION FORM (AEF)**

<b>NAME</b> <i>John R. Peters</i> <i>First Name / MI / Last Name</i>	<b>TITLE</b> <i>Resource Manager</i>	<b>ID No.</b> <i>000003</i>
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**(2) OTHER – ELECTIVE TRAINING (Continued)**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CDR/CEU	COMPLETED MM/YY
<i>INF Officer Basic Course</i>	<i>LOM</i>	<i>FT Benning, GA</i>	<i>6 Months</i>		<i>4/91</i>

**(3) PROFESSIONAL DEVELOPMENT PROGRAMS**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CDR/CEU	COMPLETED MM/YY
<i>Army Comptroller Course</i>	<i>FS</i>	<i>Syracuse University</i>	<i>4 Wks</i>	<i>160</i>	<i>3/99</i>

**PERFORMANCE ENHANCING JOB EXPERIENCE(S)**

*(Include length and type of job)*

ORGANIZATION	POSITION TITLE	DESCRIPTION OF DUTIES	DATES (FROM/TO)
<i>FORSCOM</i>	<i>Resource Manger</i>	<i>Managed new weapons programs</i>	<i>8/97 – Pres</i>
<i>Fort Ord</i>	<i>Company Commander</i>	<i>Managed 142 soldiers</i>	<i>5/96 – 8/97</i>
<i>Fort Ord</i>	<i>Battalion S4</i>	<i>Responsible for Overall admin</i>	<i>3/95 – 5/96</i>
<i>Kirchgoens, GE</i>	<i>Company Exec. Officer</i>	<i>Deputy Commander</i>	<i>9/92 – 1/94</i>

**PROFESSIONAL CERTIFICATION**

ORGANIZATION	CERTIFICATE GRANTED	DATE GRANTED	RENEWAL DATE

**PREVIOUS POSITIONS HELD**

SERIES/GRADE/RANK	DATES (FROM/TO)	POSITION TITLE	ORGANIZATION
<i>CPT</i>	<i>8/98 – Pres.</i>	<i>Resource Manager</i>	<i>FORSCOM</i>
<i>CPT</i>	<i>5/96 – 8/98</i>	<i>Company Commander</i>	<i>Fort Ord, CA</i>
<i>CPT</i>	<i>3/95 – 5/96</i>	<i>Battalion S4</i>	<i>Fort Ord, CA</i>
<i>1LT</i>	<i>9/92 – 1/94</i>	<i>Company Executive Officer</i>	<i>Kirchgoens, GE</i>
<i>2LT</i>	<i>4/91 – 9/92</i>	<i>Platoon Leader</i>	<i>Kirchgoens, GE</i>

**SIGNATURE:** *John R. Peters*

**DATE:** *25 Oct 2000*

# SAMPLE – “ACCREDITATION LEVEL – I” (Military) Supervisor’s Accreditation Evaluation Worksheet

10/24/00

<b>NAME</b>	<b>SUPERVISOR'S NAME</b>									
<b>John R. Peters, CPT</b> <i>First Name / MI / Last Name</i>	<b>Robert R. Carter, COL</b> <i>First Name / MI / Last Name</i>									
<b>ID No.</b>	<b>000003</b>		<b>TITLE</b>		<b>Director of Management</b>					
<b>DATE</b>	<b>10/25/00</b>		<b>DATE:</b>		<b>10/25/00</b>					
<i>MM/DD/YY</i>										
Competency Group (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM)										
ACCREDITATION COMPONENT	ACCREDITATION LEVEL 1		ACCREDITATION LEVEL 2		ACCREDITATION LEVEL 3		ACCREDITATION LEVEL 4		Req- met Y/N	CG
	Title or Type	Req- met Y/N	Title or Type	Req- met Y/N	Title or Type	Req- met Y/N	Title or Type	Req- met Y/N		
<b>Formal Education</b>	<b>B.A. Degree</b>	<b>Y</b>		<b>Y</b>		<b>Y</b>		<b>Y</b>		
	<b>MBA</b>	<b>Y</b>		<b>Y</b>		<b>Y</b>		<b>Y</b>		
<b>Mandatory</b>		<b>Y</b>								
• <b>PPBES</b>		<b>Y</b>								
• <b>FISCAL LAW</b>		<b>Y</b>								
• <b>ANALYSIS</b>		<b>Y</b>								
<b>Other – Electives</b>										
<b>Professional Development Programs</b>	<b>ACC 3/99</b>	<b>Y</b>								
<b>Performance Enhancing Job Experiences</b>	<b>2 PEJE</b>	<b>Y</b>	<b>FDS</b>	<b>2 PEJE</b>	<b>Y</b>	<b>FDS</b>				
<b>Certification</b>			<b>N/A</b>			<b>N/A</b>				<b>N/A</b>

Req-met = Requirement Met, CG = Competency Group, (FS = Financial Stewardship, FDS = Financial Decision Support, LOM = Leadership & Organizational Management)  
AEW

**SAMPLE – “ACCREDITATION LEVEL – I” (Military)  
COMPTROLLER 3-YEAR INDIVIDUAL DEVELOPMENT PLAN (3yIDP)**

10/24/00

**PRIVACY ACT STATEMENT**

Section 4103 of Title 5 to U.S. Code permits the collection of this information. Supervisors, careerists, and civilian personnel officials to plan and/or schedule training, education, and other career development activities use this information. If your activity uses the information on this form for purposes other than those indicated above, it will provide you with additional statements reflecting those purposes.

<b>NAME</b> <i>(First Name / MI / Last Name)</i> John R. Peters		<b>POSITION TITLE</b> Resource Manager		<b>ID No.</b> 000003
<b>MACOM</b> FORSCOM	<b>SERIES &amp; GRADE</b>	<b>RANK &amp; FA</b> CPT / FA 45	<b>ORGANIZATION</b> DCSRM	
<b>3yIDP PERIOD</b> <i>(From-To)</i> 10/00 – 10/03	<b>CURRENT ACCREDITATION LEVEL</b> I	<b>OBJECTIVE ACCREDITATION LEVEL</b> II	<b>E-MAIL ADDRESS</b> jp@forscom.mil	
<b>Comm Phone Number</b> (703) 697-6588	<b>DSN Phone Number</b> 622-6588	<b>Comm FAX Number</b> (404) 621-6300	<b>DSN FAX Number</b> 622-6300	

<b>SHORT-TERM OBJECTIVES (YEAR 1) (NARRATIVE)</b> EDFMT and work toward Level II	<b>LONG-TERM OBJECTIVES (YEAR 2 &amp; 3) (NARRATIVE)</b> Certification and Level II
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DEVELOPMENTAL OBJECTIVES					
FORMAL EDUCATION					
YEAR	INSTITUTION (S)	COURSE TITLE (S)	COURSE DATES	ARE YOU PURSUING A DEGREE? <i>(Yes or No)</i>	DEGREE TYPE
YEAR 1	N/A				
YEAR 2					
YEAR 3					

**SAMPLE – “ACCREDITATION LEVEL – I” (Military)**

NAME (First Name / MI / Last Name) John R. Peters		ID Number 000003		
<b>TRAINING</b>				
There are three types or categories of training: (1) Mandatory Training; (2) Other – Elective Training; and (3) Professional Development Programs. All training helps the Careerist/Officer develop skills and abilities and gain knowledge in one of three competencies groups. The Competency Groups (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM).				
<b>(1) MANDATORY TRAINING</b>				
YEAR	COURSE TITLE(S)	INSTITUTION(S)	CG	LENGTH
YEAR 1				
YEAR 2				
YEAR 3				
<b>(2) OTHER – ELECTIVE TRAINING</b>				
YEAR	COURSE TITLE(S)	INSTITUTION(S)	CG	LENGTH
YEAR 1	EDFMT Activity Based Costing	USDA Graduate School DA Computer Based	FS FDS	1 Week 1 Month
YEAR 2	Federal Accounting Standards	USDA Graduate School	FS	1 Week
YEAR 3	Budget Formulation	USDA Graduate School	FDS	1 Week
<b>(3) PROFESSIONAL DEVELOPMENT PROGRAMS</b>				
YEAR	COURSE TITLE(S)	INSTITUTION(S)	CG	LENGTH
YEAR 1				
YEAR 2	PRMC	Syracuse University	FDS	4 Weeks
YEAR 3				



**SAMPLE – “ACCREDITATION LEVEL – II” (Military)**

**COMPTROLLER ACCREDITATION EVALUATION FORM (AEF)**

10/24/00

**PRIVACY ACT STATEMENT**

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**CAREERIST’S INFORMATION**

<b>Name</b> <b>Martha Roe</b> <i>First Name / MI / Last Name</i>				<b>ID No.</b> <b>000005</b>		
<b>Grade</b>	<b>Series</b>	<b>Rank</b>	<b>FA</b>	<b>Date of Last Promotion</b> MM/YY	<b>Yrs of Service</b> <i>(In Yrs)</i> <b>14</b>	<b>Position Title</b> <b>Budget Officer</b>
		<b>MAJ</b>	<b>45</b>	<b>06/98</b>		
<b>Registered In Resumix</b>		<b>Sex</b>	<b>Office Phone (COMM)</b>		<b>Office Phone (DSN)</b>	<b>E-mail Address:</b>
<b>N</b> <i>(Y or N)</i>		<b>F</b> <i>(M or F)</i>				<a href="mailto:Martha.Roe@hqda.army.mil">Martha.Roe@hqda.army.mil</a>
<b>MACOM</b> <b>HQDA</b>		<b>Organization</b> <b>ASA(FM&amp;C)</b>		<b>Current Accreditation Level</b> <b>II</b>		<b>Objective Accreditation Level</b> <b>Level III</b>
<b>Organization Address</b> <b>ASA(FM&amp;C)</b> <b>Pentagon, DC</b>		<b>INTERN INFORMATION</b> <b>Are You An Intern?</b> <b>N</b> <i>(Y or N)</i>		<b>Were You An Intern?</b> <b>N</b> <i>(Y or N)</i>	<b>If you were an Intern then where (Circle one) and identify?</b> <b>PMI – MACOM – HQDA – LOCAL – OTHER</b>	<b>Completed Internship in:</b>  <b>Year</b>

**FORMAL EDUCATION**

*(List formal education beyond high school)*

From	To	COLLEGE/UNIVERSITY	LOCATION	ACADEMIC MAJOR	HOURS	DEGREE
07/98	07/00	Com. General Staff College	Ft. Leavenworth, KS	Military Science	42 S	MA
09/76	05/80	Boston University	Boston, MA	Business Adm.	120 S	B.S.

**TRAINING**

There are three types or categories of training: (1) Mandatory Training; (2) Other – Elective Training; and (3) Professional Development Programs. All training helps the Careerist/Officer develop skills and abilities and gain knowledge in one of three competencies groups. The Competency Groups (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM).

**(1) MANDATORY TRAINING**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CPE/CEU	COMPLETED MM/YY
Financial Analysis	FDS	USDA	3 Days	24	03/98
Fiscal Law	FS	USA JAG School	5 Days	40	05/97

**(2) OTHER – ELECTIVE TRAINING**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CPE/CEU	COMPLETED MM/YY
Enhanced Defense Financial Mgt. Tng.	FS	USDA	5 Days	40	06/00
Command and General Staff College	LOM	Ft. Leavenworth, KS	10 Months	N/A	04/99
Organizational Leadership for Executives	LOM	Ctr for Army Leadership	2 Weeks	80	12/98
Microsoft Excel	FDS	Computer Based Tng.	CBT	N/A	06/98
Activity Based Costing	FDS	Fort Bragg	5 Days	40	12/97

**SAMPLE – “ACCREDITATION LEVEL – II” (Military)**

**COMPTROLLER ACCREDITATION EVALUATION FORM (AEF)**

<b>NAME</b> <b>Martha Roe</b> <i>First Name / MI / Last Name</i>	<b>TITLE</b> <b>Budget Officer</b>	<b>ID No.</b> <b>000005</b>
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**(2) OTHER – ELECTIVE TRAINING (Continued)**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CDR/CEU	COMPLETED MM/YY
Budget Analysis Workshop	FDS	Management Concepts	5 Days	40	04/96
Military Accounting Course	FS	AIPD	Corresp.	N/A	01/95
CAS3	LOM	Fort Leavenworth, KS	6 Weeks	N/A	04/94
FA Officer Advanced Course	LOM	Fort Sill, OK	6 Months	N/A	03/91
FA Officer Basic Course	LOM	Fort Sill, OK	6 Months	N/A	11/88
Airborne Tng.	LOM	Fort Benning, GA	3 Weeks	N/A	07/88
FA Cannon Bty	LOM	Fort Sill, OK	30 Days	N/A	03/88

**(3) PROFESSIONAL DEVELOPMENT PROGRAMS**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CDR/CEU	COMPLETED MM/YY
Pro. Mil. Comptroller School	FDS	Maxwell AFB, AL	6 Weeks	240	07/97
Pro. Resource Management Course	FS	Syracuse University	4 Weeks	160	05/96

**PERFORMANCE ENHANCING JOB EXPERIENCE(S)**

(Include length and type of job)

ORGANIZATION	POSITION TITLE	DESCRIPTION OF DUTIES	DATES (FROM/TO)
Fort Bragg	Budget Officer	18 <sup>th</sup> ABC Budget Officer	03/99 – Pres.
Fort Monroe	Program Analyst	TRADOC OMA Analyst	01/97 – 03/99
Fort Bragg	Battery Commander	Artillery Battery Commander	02/94 – 11/95
Fort Bragg	Battalion S4	Logistic and Resource Mgmt.	03/92 – 07/93

**PROFESSIONAL CERTIFICATION**

ORGANIZATION	CERTIFICATE GRANTED	DATE GRANTED	RENEWAL DATE
ASMC	CDFM	14 Oct 00	14 Oct 01

**PREVIOUS POSITIONS HELD**

SERIES/GRADE/RANK	DATES (FROM/TO)	POSITION TITLE	ORGANIZATION
MAJ	03/99 – Pres.	Budget Officer	Fort Bragg
CPT	01/97 – 03/99	Program Analyst	Fort Monroe
CPT	11/95 – 01/97	Field Artillery Advisor	Royal Yemen Army
CPT	02/94 – 11/95	Battery Commander	Fort Bragg
1LT	03/92 – 07/93	Battalion S4	Fort Bragg
1LT	02/90 – 03/92	Battalion Special Weapons Officer	2/75 <sup>th</sup> FA
1LT	08/89 – 02/90	Battalion Executive Officer	2/75 <sup>th</sup> FA

<b>SIGNATURE:</b>  <b>Martha Roe</b>	<b>DATE:</b>  <b>29 Oct 00</b>
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**SAMPLE – “ACCREDITATION LEVEL – III” (Civilian)**

**COMPTROLLER ACCREDITATION EVALUATION FORM (AEF)**

10/24/00

**PRIVACY ACT STATEMENT**

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**CAREERIST’S INFORMATION**

Name <b>JEFF QUARTERS</b> <i>First Name / MI / Last Name</i>				ID No. <b>00004</b>		
Grade <b>14</b>	Series <b>501</b>	Rank	FA	Date of Last Promotion MM/YY <b>05/95</b>	Yrs of Service (In Yrs) <b>18</b>	Position Title <b>AUDITOR</b>
Registered In Resumix <b>Y</b> (Y or N)	Sex <b>M</b> (M or F)	Office Phone (COMM) <b>(404) 464-9100</b>		Office Phone (DSN) <b>367-9100</b>		E-mail Address: <a href="mailto:Jeff.quarters@amc.army.mil">Jeff.quarters@amc.army.mil</a>
MACOM <b>AMC</b>	Organization <b>DRM</b>		Current Accreditation Level <b>LEVEL – III</b>		Objective Accreditation Level <b>LEVEL – IV</b>	
Organization Address <b>HQ FORSCOM MCPHERSON, GA 30330</b>		INTERN INFORMATION Are You An Intern? <b>N</b> (Y or N)	Were You An Intern? <b>Y</b> (Y or N)	If you were an Intern then where (Circle one) and identify? PMI – MACOM – HQDA – LOCAL – OTHER <b>AAA</b>	Completed Internship in: <b>1985</b> Year	

**FORMAL EDUCATION**

(List formal education beyond high school)

From	To	COLLEGE/UNIVERSITY	LOCATION	ACADEMIC MAJOR	HOURS	DEGREE
<b>09/81</b>	<b>5/83</b>	<b>University of Georgia</b>	<b>Athens, GA</b>	<b>Business Adm.</b>	<b>45 S</b>	<b>MBA</b>
<b>09/77</b>	<b>5/81</b>	<b>Moorehouse State Georgia</b>	<b>Atlanta, GA</b>	<b>Accounting</b>	<b>125 S</b>	<b>B.S.</b>

**TRAINING**

There are three types or categories of training: (1) Mandatory Training; (2) Other – Elective Training; and (3) Professional Development Programs. All training helps the Careerist/Officer develop skills and abilities and gain knowledge in one of three competencies groups. The Competency Groups (CG) includes: Financial Stewardship (FS), Financial Decision Support (FDS) and Leadership and Organizational Management (LOM).

**(1) MANDATORY TRAINING**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CPE/CEU	COMPLETED MM/YY
<b>Management Analysis: Advanced Applications</b>	<b>FDS</b>	<b>USDA</b>	<b>4 Days</b>	<b>32</b>	<b>03/84</b>
<b>Fiscal Law</b>	<b>FS</b>	<b>USA JAG School</b>	<b>5 Days</b>	<b>40</b>	<b>01/84</b>
<b>Planning, Programming, Budget, and Execution System</b>	<b>FS</b>	<b>Finance School – Ft. Ben Harrison</b>	<b>2 Wks</b>	<b>80</b>	<b>10/83</b>

**(2) OTHER – ELECTIVE TRAINING**

COURSE OR PROGRAM TITLE	CG	INSTITUTION	DURATION	CPE/CEU	COMPLETED MM/YY
<b>Supervisor &amp; Group Performance</b>	<b>LOM</b>	<b>USDA</b>	<b>4 Days</b>	<b>32</b>	<b>07/95</b>
<b>Basic Statistics</b>	<b>FDS</b>	<b>USDA</b>	<b>4 Days</b>	<b>32</b>	<b>08/93</b>
<b>Intermediate Auditor Tracks</b>	<b>FS</b>	<b>USAAA</b>	<b>5 Days</b>	<b>40</b>	<b>05/93</b>
<b>Management Accountability &amp; Control</b>	<b>FDS</b>	<b>USDA</b>	<b>5 Days</b>	<b>40</b>	<b>03/90</b>

**SAMPLE – “ACCREDITATION LEVEL – III” (Civilian)**

**COMPTROLLER ACCREDITATION EVALUATION FORM (AEF)**

<b>NAME</b> <b>JEFF QUARTERS</b> <i>First Name / MI / Last Name</i>	<b>TITLE</b> <b>AUDITOR</b>	<b>ID No.</b> <b>00004</b>
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**(2) OTHER – ELECTIVE TRAINING (Continued)**

<b>COURSE OR PROGRAM TITLE</b>	<b>CG</b>	<b>INSTITUTION</b>	<b>DURATION</b>	<b>CDR/CEU</b>	<b>COMPLETED MM/YY</b>
Team Leadership Essentials	LOM	USDA	2 Wks	80	03/89
Activity Based Costing	FDS	USDA	5 Days	40	06/88
Communication Skills	LOM	USAAA	4 Days	32	03/85
CPA Review Course	FS	Becker	3 Months	60	04/84
Audit Process Basic	FS	USAAA	2 Wks	80	08/83
Intern Leadership Development Course	LOM	Ctr for Army Leadership	5 Days	40	07/83

**(3) PROFESSIONAL DEVELOPMENT PROGRAMS**

<b>COURSE OR PROGRAM TITLE</b>	<b>CG</b>	<b>INSTITUTION</b>	<b>DURATION</b>	<b>CDR/CEU</b>	<b>COMPLETED MM/YY</b>
Professional Military Comptroller Crs	FDS	Air Univ. Maxwell AFB	2 Wks	80	01/98
Professional Resource Mgmt Crs	LOM	Syracuse University	2 Wks	80	10/96

**PERFORMANCE ENHANCING JOB EXPERIENCE(S)**

*(Include length and type of job)*

<b>ORGANIZATION</b>	<b>POSITION TITLE</b>	<b>DESCRIPTION OF DUTIES</b>	<b>DATES (FROM/TO)</b>
Defense Contract Audit Agency (Closed Appropriations TF)	Audit Examiner	Audits Contracts	08/99    10/99
HQ FORSCOM – DCSLOG	Financial Cost Analyst	Reviews SSF Transactions	04/97    07/97
HQ FORSCOM's Olympics Committee	Audit Liaison	Coordinate between Activities and Organizations.	02/96    07/96
Fort McPherson Internal Review	Auditor	Internal Auditor	01/92    12/92
USA Reserve Command	Internal Auditor	Internal Auditor	08/90    02/91
University of Georgia	Visiting Auditing Instructor	College Instructor	05/85    07/86

**PROFESSIONAL CERTIFICATION**

<b>ORGANIZATION</b>	<b>CERTIFICATE GRANTED</b>	<b>DATE GRANTED</b>	<b>RENEWAL DATE</b>
State of Georgia	CPA	09/85	08/01

**PREVIOUS POSITIONS HELD**

<b>SERIES/GRADE/RANK</b>	<b>DATES (FROM/TO)</b>	<b>POSITION TITLE</b>	<b>ORGANIZATION</b>
GS-511-13	10/97 – Pres	Supervisory Auditor	HQ, FORSCOM, Atlanta, GA
GS-511-13	06/94 – 09/97	Supervisory Auditor	US ARCOM, Atlanta, GA
GS-511-12	07/89 – 05/94	Lead Auditor	Ft. McPherson, GA
GS-511-12	10/86 – 06/89	Auditor	Ft. McPherson, GA
GS-511-12	08/84 – 10/86	Auditor	USAAA, Atlanta, GA
GS-511-11	07/83 – 07/84	Auditor	USAAA, Atlanta, GA
GS-511-09	06/82 – 07/83	Auditor	USAAA, Atlanta, GA

**SIGNATURE:**

*Jeff Quarters*

**DATE:**

*11/15/00*