

DoD Financial Management Certification Program Handbook



*Certification
Experience
Leadership
Career Broadening
Education & Training
Continuous Learning*



Revised October 2016



As the Department of Defense (DoD) Comptroller, I have the pleasure of introducing the second edition of the DoD Financial Management (FM) Certification Handbook, which provides you a user-friendly guide for understanding, participating, and succeeding in the FM Certification Program.

This handbook delves into the program's background and purpose, and explains the elements of the Certification Program in detail. Now that the entire DoD FM workforce has been incorporated into the program, I hope this handbook will serve as a useful guide as you plan your career development.

The FM Certification Program is a hallmark in the development of our FM workforce as we adapt and prepare for future challenges. This program helps ensure the FM workforce has the knowledge, skills, and abilities necessary to achieve auditable financial statements and become a more analytic workforce. As we move toward our goal of enterprise-wide auditability, it is essential that we ensure our people understand critical concepts and their role in achieving a clean audit. The certification helps us do that by providing standardized, verifiable audit training. We owe our best to the American taxpayers -- supporting the nation's security with as few of their resources as possible, and accounting for those resources with a high level of professional skill.

This professional development framework helps new and more seasoned people alike in determining what they should be learning at each step of their careers. So, I appreciate your interest in getting to know more about the FM Certification Program and using this handbook to help you along this new standardized path for becoming the best financial managers.

In the midst of your daily responsibilities and competing priorities, dedicating time to complete FM Certification requirements requires leadership at all levels. I congratulate those of you who have already achieved certification. Thank you for setting a positive example for others and taking steps to satisfy your certification requirements. With every new person who earns their certification credential, our workforce gains credibility and demonstrates responsibility to be faithful stewards of taxpayer dollars.

As always, thank you for your continued service to our nation and for helping to build a stronger, more empowered FM workforce. Keep up the great work.

Mike McCord

Under Secretary of Defense (Comptroller)/

Chief Financial Officer, Department of Defense



Why It Matters

Today's financial managers are highly skilled professionals entrusted by the American people to responsibly manage hundreds of billions of dollars each year for the defense of our country. This responsibility is not taken lightly and only increases the commitment to our citizens to handle taxpayer money with care.

It was apparent in the late 1980s that financial management needed attention, so Congress passed the Chief Financial Officer's (CFO) Act of 1990. This act provides tight financial control over agency operations and the central coordination of financial management functions to support an efficient administration of the executive branch. It centralizes organization of federal financial management, requires long-term strategic planning to sustain modernization, and develops projects to produce auditable financial statements for the federal government. Just as auditable financial statements validate responsible spending to the public, the FM Certification Program, with its comprehensive framework across relevant competencies, validates the skills of our FM workforce.

After more than 20 years, the act is seen as a major improvement to management of government funds and spurred increased DoD efforts to achieve audit readiness in 2005 with the introduction of Financial Improvement and Audit Readiness (FIAR). The DoD FIAR plan was developed to improve financial information and auditability of financial statements. It requires departments to improve processes, internal controls, and systems supporting information most often used to manage assets. The Under Secretary of Defense (Comptroller) implemented the DoD FM Certification Program in 2011. This program is the blueprint for ensuring that the DoD FM workforce is properly trained to meet current and future FM challenges and to support the warfighter.

With the nation struggling to control spending, the debates over national priorities have put every program across the federal government in the crosshairs of our national leaders, and the DoD is no exception. Our challenge is to continue to meet our national security objectives in an increasingly dynamic national security environment, and to do it with significantly fewer resources. This evolving picture will place greater demands on the FM workforce to provide guidance using its understanding of the budget process, financial management, and decision support skills.

We know we have a highly skilled workforce. This Certification Program instills confidence in our taxpayers that the DoD FM workforce is properly trained to tackle the challenges ahead and to provide outstanding decision support to leadership, enabling them to make tough decisions for the good of the country.

Now that you have an understanding of how this Certification Program was born and why it is important, let's take a look at it in more detail.

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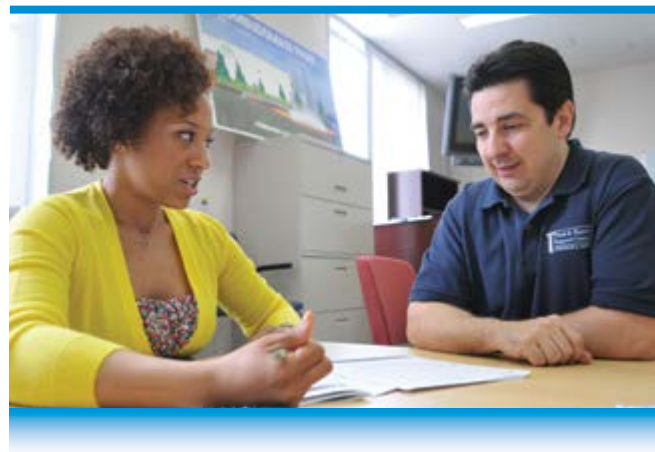
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DoD FM Certification Program Background

The Fiscal Year (FY) 2012 National Defense Authorization Act (NDAA) authorized the Secretary of Defense to establish a financial management professional certification program that requires DoD employees who perform financial management functions, both civilian and military, to attain and maintain an FM Certification. For the first time ever, the FM workforce across all the Services and the Defense Agencies has a standard training framework to make sure we're being trained on the right things at the right time. One of the primary goals of the FM Certification Program is to encourage continuous learning and professional growth across all levels of the DoD FM workforce. Unlike test-based certifications, the FM Certification credential does not depend on passing a test. Instead, it is a course-based certification based on completing required courses in specific areas, or competencies, of financial management and leadership.

Competencies are a combination of knowledge, skills, and abilities that an individual needs to perform work roles or occupational functions successfully. Your progress depends on completing courses aligned with certain competencies according to the position you occupy. The Under Secretary of Defense (Comptroller) convened a Senior Working Group composed of representatives from across the Department to develop a framework for the FM Certification Program, identifying 24 competencies important to financial managers. Eighteen of these FM competencies are the fundamental building blocks of the FM Certification Program.



For each competency, five proficiency levels have been identified, with the first representing the basic level of knowledge and the fifth representing expert knowledge. FM competencies have been aligned to each of the various occupational series/specialties within FM. So when you read that the program is competency-based, it just means that experts identified skill sets DoD FM members need to know given their job responsibilities. These FM competencies are periodically reviewed and revalidated to ensure the skill sets of the DoD FM workforce match the demands of their professions. While there are 24 FM competencies, there typically are only three or four that align to a particular occupational series/specialty – so don't be alarmed that you will have to become proficient in all 24 competencies. However, there is one additional area, separate from the DoD FM competencies, which all FM members will be required to develop: Leadership. By linking the FM Certification Program to the DoD Civilian Leader Development Continuum, the FM Certification Program emphasizes leadership development.

The goal of the FM Certification Program is to improve the functional and leadership capabilities of the DoD FM workforce. This program is designed to foster continuous learning across DoD FM to show the American people and our national lawmakers that we are honest brokers of taxpayer dollars.

DoD FM Certification Program Governance Structure

The FM Certification Program's management structure provides overarching governance to ensure that the program is synchronized and managed consistently across the Department. The governance structure provides stability for you, while ensuring each Component has enough flexibility to carry out the program to best fit its needs. Four groups comprise the governance structure, each with varying roles and responsibilities.

The DoD FM Certification Senior FM Leadership Group oversees the operation of the FM Certification Program and meets at least twice a year to provide strategic-level oversight and guidance for the program. They make strategic decisions to ensure the program remains relevant in the changing DoD environment. Membership includes:

- Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO), Chair
- Financial Management (FM) Office of the Secretary of Defense (OSD) Functional Community Manager (FM OFCM)
- Assistant Secretaries, Financial Management and Comptroller of the Military Departments
- Directors of Defense Contract Audit Agency (DCAA) and Defense Finance and Accounting Service (DFAS)
- Director, Acquisition Resources and Analysis, Office of the Under Secretary of Defense (OUSD), Acquisition, Technology, and Logistics (AT&L)
- Others, as the Chair considers appropriate

The DoD FM Component Functional Community Manager (CFCM) Advisory Board plays an important governance role by providing certification oversight and addressing time sensitive policy matters. They provide input and recommendations to the Senior FM Leadership Group. The advisory board meets quarterly, or as needed, to address certification matters. They work your issues to a satisfactory conclusion and make recommendations to the Senior FM Leadership Group on your behalf. Membership includes:

- FM OFCM, Chair
- FM Component Functional Community Managers (CFCMs) of the Military Departments
- FM CFCMs of DCAA, DFAS, Defense Information Systems Agency (DISA), Defense Logistics Agency (DLA)
- Others, as the Chair considers appropriate
- Non-voting members include FM CFCMs from the Office of the Under Secretary of Defense for Intelligence (OUSD(I)) and Defense Acquisition University.

The DoD FM CFCM Working Group oversees the day-to-day execution of the FM Certification Program at the Component level and advises the FM OFCM on workforce and program issues. This group, chaired by the FM OFCM, meets quarterly, or as needed, and is composed of the DoD Military Department and Defense Agency FM CFCMs and others, as appropriate.

The Governing Body is responsible for developing the rules to align courses to applicable FM and Leadership competencies via the course alignment process (see Appendix A). They work with each organization's Course Managers to align FM and Leadership courses and enter them into the FM myLearn e-catalog and the FM Learning Management System (FM LMS). Organizational Course Managers work with you to gather required information to properly align any courses not currently in the FM myLearn e-catalog and submit them to the Governing Body.

The Governing Body consists of the FM OFCM (Chair) and representatives from the Military Departments, DCAA, DFAS, DISA, DLA, and other non-voting members.



The Building Blocks of FM Certification: FM Competencies

So far, we've talked about the FM Certification Program, how it came to fruition, and its governance structure. Now, let's take a moment to review in more detail the DoD enterprise-wide FM competencies, the building blocks of the FM Certification Program. These competencies reflect the FM skills you use every day at work. For the current list of FM competencies, please visit <http://go.usa.gov/3GuFP>.

FM Competencies Included in the Program

18 of the 24 FM competencies are used in the FM Certification Program. As you'll see below, each FM competency consists of a set of key words followed by a definition. Each definition begins with an action verb and identifies a process that impacts a related activity.

Accounting Analysis – Analyze, evaluate, and review accounting data and reports using business tools and applications, and performance metrics to provide recommendations

Advanced Financial Management – Develop, monitor, interpret, and report standardized processes/operations to ensure transparency and compliance with financial statutory, regulatory, and leadership guidance with the intent of promoting effectiveness and accountability

Budget Execution – Manage budget requirements by allocating, monitoring, and analyzing budgets in compliance with statutory/regulatory guidance

Budget Formulation, Justification & Presentation – Manage budget requirements by forecasting, developing, and justifying budgets in compliance with statutory/regulatory guidance

Concepts, Policies & Principles of Accounting – Apply federal accounting standards, fiscal law, policies, regulations, principles, standards, internal controls, and procedures to financial management activities

Concepts, Policies & Principles of Audit – Apply the Generally Accepted Government Auditing Standards (GAGAS), Generally Accepted Auditing Standards (GAAS), fiscal law, internal controls, policies, standards, procedures, regulations, and/or principles to complete audit objectives.

Concepts, Policies & Principles of Budget– Apply the DoD Planning, Programming, Budgeting, and Execution (PPBE), fiscal law, policies, regulations, principles, standards, and procedures to financial management activities

Concepts, Policies & Principles of Commercial Pay – Apply commercial pay legislation, administrative and regulatory requirements, laws, and policies governing commercial pay activities and processes

Concepts, Policies & Principles of Finance – Apply fiscal law, policies, regulations, principles, standards, and procedures to financial management activities

Concepts, Policies & Principles of Payroll – Apply military and civilian pay legislation, administrative and regulatory requirements, laws and policies governing military and civilian pay activities and processes

Decision Support – Conduct financial, economic and/or accounting analysis in order to make decisions, or provide information to decision-makers, to better utilize resources and improve mission effectiveness

Financial Management Analysis – Analyze, evaluate, and review budget and program issues and financial data and reports using business tools and applications, cost and economic analysis, and performance metrics to provide recommendations

Financial Management Systems – Utilize integrated federal financial management systems and sub-systems to extract data, identify and resolve system problems, and maintain data integrity

Fundamentals & Operations of Accounting – Perform research and analysis of relevant data to ensure completeness and accuracy of accounting transactions

Fundamentals & Operations of Audit – Research and examine information related to auditing to ensure compliance with laws, regulations, or audit readiness, and to promote operational effectiveness and efficiency of programs, processes and policies

Fundamentals & Operations of Budget – Research and analyze information related to the federal budget process to support budget formulation and execution

Fundamentals & Operations of Finance – Research and analyze information related to finance activities to ensure the accuracy of finance transactions and to support financial policies and procedures

Fundamentals & Operations of Military & Civilian Pay – Research and analyze legislative and regulatory guidance related to entitlements to ensure proper payments

Other FM Competencies

Senior FM Leaders selected the FM competencies (above) that were most applicable to the entire FM workforce to be incorporated into the FM Certification Program. As stated before, not every member of the FM workforce is expected to be proficient in every competency. Below are other FM competencies for which training is not required by the FM Certification Program, but which provide additional valued FM skills. Your position and your areas of expertise will determine the competencies on which you will continue to focus your professional development.

Audit Planning and Management – Develop and/or evaluate audit programs to ensure an appropriate risk-based audit approach, monitor audit progress, and review working papers and audit reports to ensure audits are properly documented and accomplished in accordance with Generally Accepted Government Auditing Standards and Generally Accepted Auditing Standards or other applicable guidance

Audit Reporting – Analyze, reconcile, and prepare audit information to produce required audit reports, statements, and other documentation in accordance with Generally Accepted Government Auditing Standards or Generally Accepted Auditing Standards

Decision Support - Audit Execution – Conduct audits in accordance with Generally Accepted Government Auditing Standards or Generally Accepted Auditing Standards to provide value-added recommendations that enable better utilization of resources and improvement of mission effectiveness

Financial Management & Reporting Analysis – Apply financial analysis, forecasting and planning methods, techniques and products sufficient to ensure financial aspects of command forecasts, reports, plans, and strategies are consistent with DoD-wide goals and strategic initiatives

Financial Reporting – Prepare, review, and reconcile financial statements and financial reports to meet reporting requirements and to support management decisions

Financial Stewardship – Manage, allocate, and monitor financial resources in compliance with laws, regulations, and policies, with sufficient transparency and appropriate internal controls to ensure these resources are efficiently applied to meet organizational goals and objectives, while considering the federal government's fiduciary duty to the nation



The Building Blocks of FM Certification: Leadership Competencies

As noted previously, one of the certification's primary goals is leadership development across the FM workforce. The FM Certification Program incorporates the established DoD Civilian Leader Development Continuum into the program's requirements, using all levels of leadership development as shown below. Each level of the certification requires a certain number of hours dedicated to leadership development.



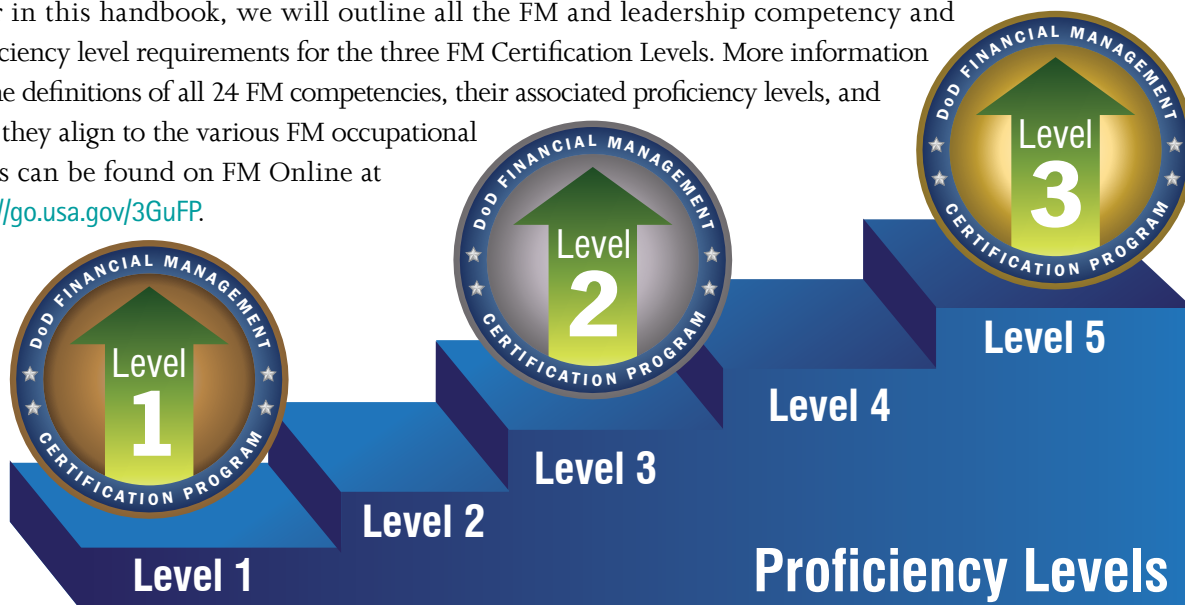
Translating FM Proficiency Levels to Certification Levels

DoD FM competencies are rated across five different skill levels from beginner (level 1) to expert (level 5). The table below conveys the responsibilities and expectations at each proficiency level. As you continue in your career you will become skilled in various FM competencies at different proficiency levels based on the requirements of your position.

Proficiency Level	
level 1	Applies the competency in the simplest situations; can name parts, tools, and simple facts/terms about the task; requires close/extensive guidance, and needs to be told or shown how to do most of the task
level 2	Applies the competency in somewhat difficult situations; can do most parts of the task but requires frequent guidance and oversight
level 3	Applies the competency in difficult situations, needing only spot checks; can determine step-by-step procedures for the task; only requires occasional guidance
level 4	Applies the competency in considerably difficult situations and is able to do all parts of the task; requires little or no guidance; able to analyze facts and principles and draw conclusions about the subject/situation
level 5	Applies the competency in exceptionally difficult situations; evaluates conditions and can predict, isolate, and resolve problems; serves as key resource and advises others on how to complete task quickly and accurately

You might be asking how these FM competencies and proficiency levels connect with the FM Certification Program. The 18 competencies in blue on pages 6 and 7 are the building blocks of the FM Certification Program and proficiency levels 1, 3, and 5 correlate to Certification Levels 1, 2, and 3, respectively.

Later in this handbook, we will outline all the FM and leadership competency and proficiency level requirements for the three FM Certification Levels. More information on the definitions of all 24 FM competencies, their associated proficiency levels, and how they align to the various FM occupational series can be found on FM Online at <http://go.usa.gov/3GuFP>.





Certification Requirements Snapshot

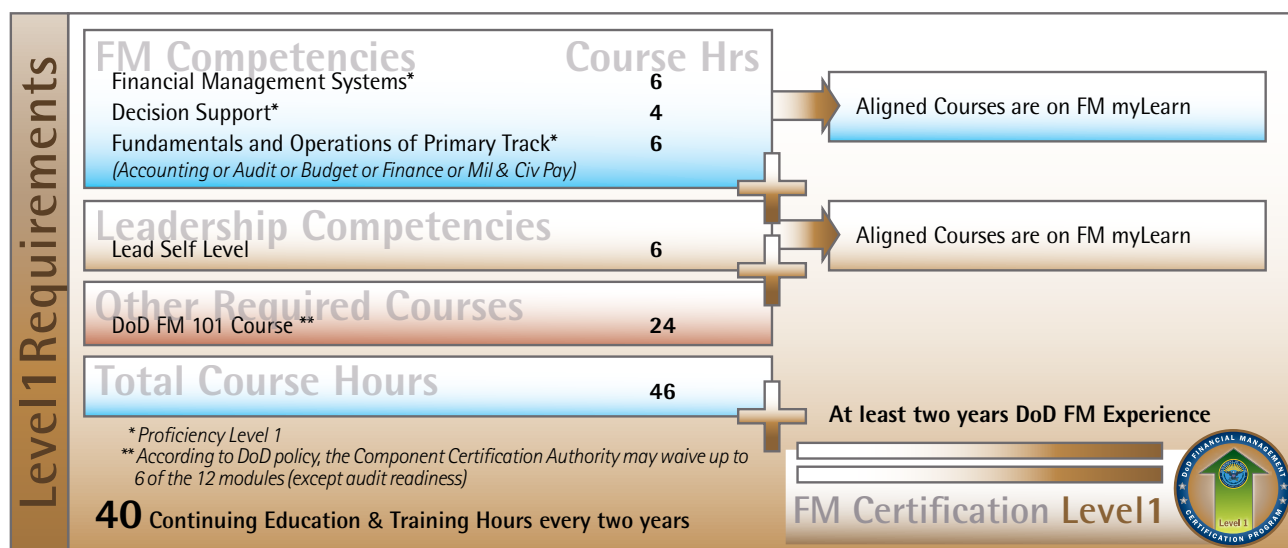
Before we dive into the detailed requirements for each level, let's look at the overarching framework of each certification level. Each level requires a certain number of course hours in financial management and leadership development training, specified years of FM experience, and standardized training in the key areas of Ethics, Audit Readiness, and Fiscal Law. At Level 3, one three-month Developmental Assignment is required. A Developmental Assignment is generally considered work that is outside of your area of expertise. Additionally, work within the same area of primary expertise may also fulfill the requirement, if it was accomplished at a different organizational level (e.g., budgetary work accomplished at the base/unit level and budgetary work at a headquarters level).

At every certification level, you are required to have specific number of years of FM Experience, of which two years must be in the DoD. This includes work performing, supervising, or managing a series of a fiscal, financial management, accounting, auditing, cost, or budgetary nature.

Once you are assigned to a position that requires FM Certification, you are included in the FM Certification Program and will have two years to complete the requirements of your certification level. After you have achieved the appropriate certification level assigned to your position, you are required to maintain your certification by completing a certain number of continuing education and training (CET) hours every two years (see page 17 for more information).



FM Certification Level 1 Requirements



FM and Leadership Competency-Based Training

The FM competency-based training required for this level includes training in FM Systems (6 hours), Decision Support (4 hours), and Fundamentals and Operations of your Primary Track (6 hours). Your Primary Track varies depending on your current field—accounting, audit, budget, finance, or civilian and military pay. You can find aligned courses that satisfy these requirements on FM myLearn.

Certification requirements in leadership competencies include 6 hours of training in the first level on the DoD Civilian Leader Development Continuum: Lead Self. This leadership level includes training in competencies such as oral and/or written communication, interpersonal skills, customer service, and problem solving (see page 8 for more information).

Other Required Courses

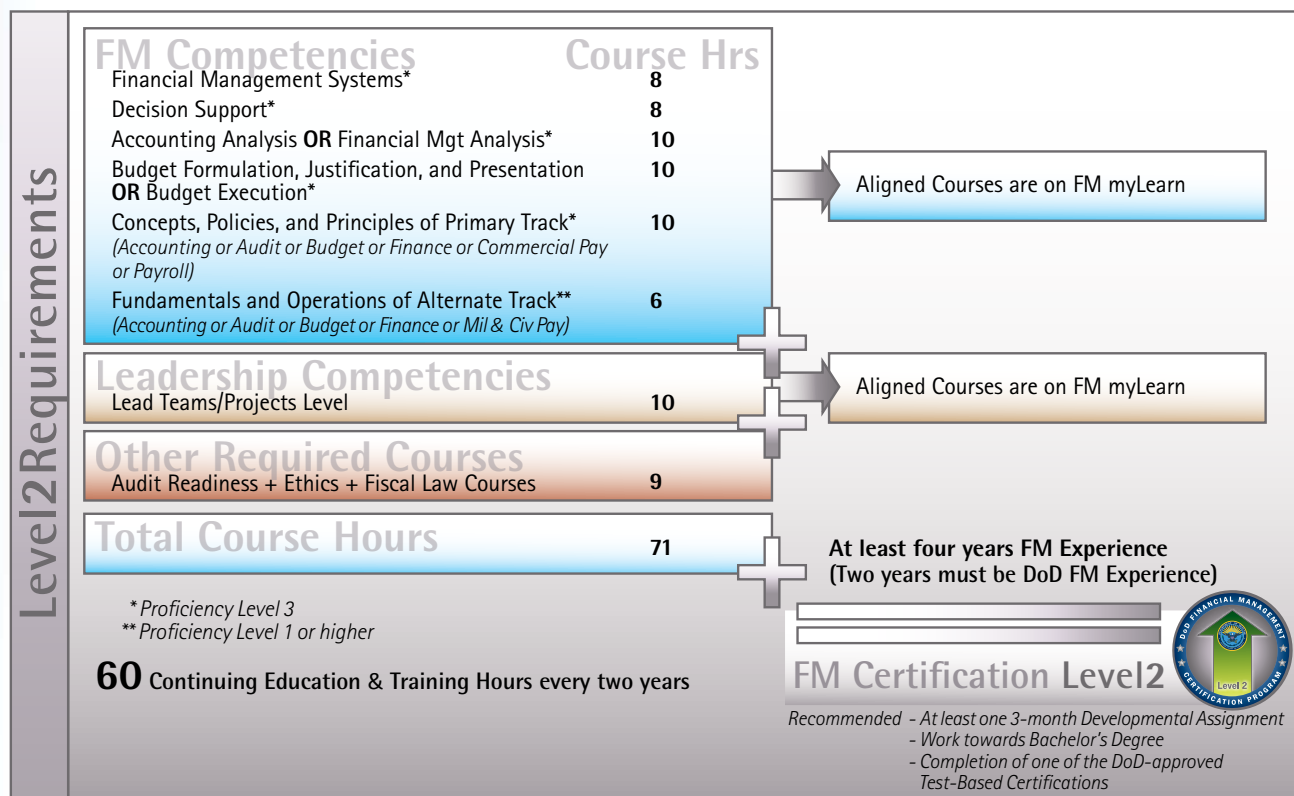
In addition to FM and leadership competencies, the Other Required Courses for Certification Level 1 is the DoD FM 101 course consisting of 12 web-based modules. Components may opt to waive up to 6 of the 12 modules; however, the Audit Readiness module is mandatory. Moreover, some Components have recommended internal courses that their personnel may substitute to satisfy some of the modules. If approved by the FM OFCM, the authorized substitution courses can be found on FM myLearn.

Experience and Continuing Education and Training

Lastly, two years of DoD FM experience are required. Individuals have two years to complete the requirements of Certification Level 1, once they are included in the program. Upon achieving certification at this level, personnel must complete 40 hours of CETs every two years.



FM Certification Level 2 Requirements



FM and Leadership Competency-Based Training

The FM competency-based training required for this level includes training in FM Systems (8 hours); Decision Support (8 hours); Accounting Analysis OR Financial Management Analysis (10 hours); Budget Formulation, Justification and Presentation OR Budget Execution (10 hours); Concepts, Policies, and Principles of Primary Track (10 hours); and Fundamentals and Operations of Alternate Track (6 hours), where the Alternate Track* represents an area outside of the individual's Primary Track. For the competencies joined by "OR," the 10 required hours can be satisfied by training in any combination of the two competencies. All required FM training at Certification Level 2 must be aligned at proficiency level 3, except for the training in the Alternate Track, which must be at proficiency level 1 or higher.

Certification requirements in leadership competencies include 10 hours of training in the second level on the DoD Civilian Leader Development Continuum: Lead Teams/Projects. This leadership level includes training in team building, accountability, decisiveness, influencing/negotiating, and DoD Mission and Culture (see page 8 for more information).

* For example, if your Primary Track is Accounting, then your Alternate Track could be Budget or Finance.

FM Certification Level 2 Requirements

Other Required Courses

In addition to FM and leadership competencies, Other Required Courses for Certification Level 2 include Audit Readiness, Fiscal Law, and Ethics. These are offered in three web-based courses for a total of nine hours of training located on FM myLearn and via the FM LMS. Some Components have recommended internal courses that their personnel may substitute to satisfy some of the courses. If approved by the FM OFCM, the authorized substitution courses can be found on FM myLearn.

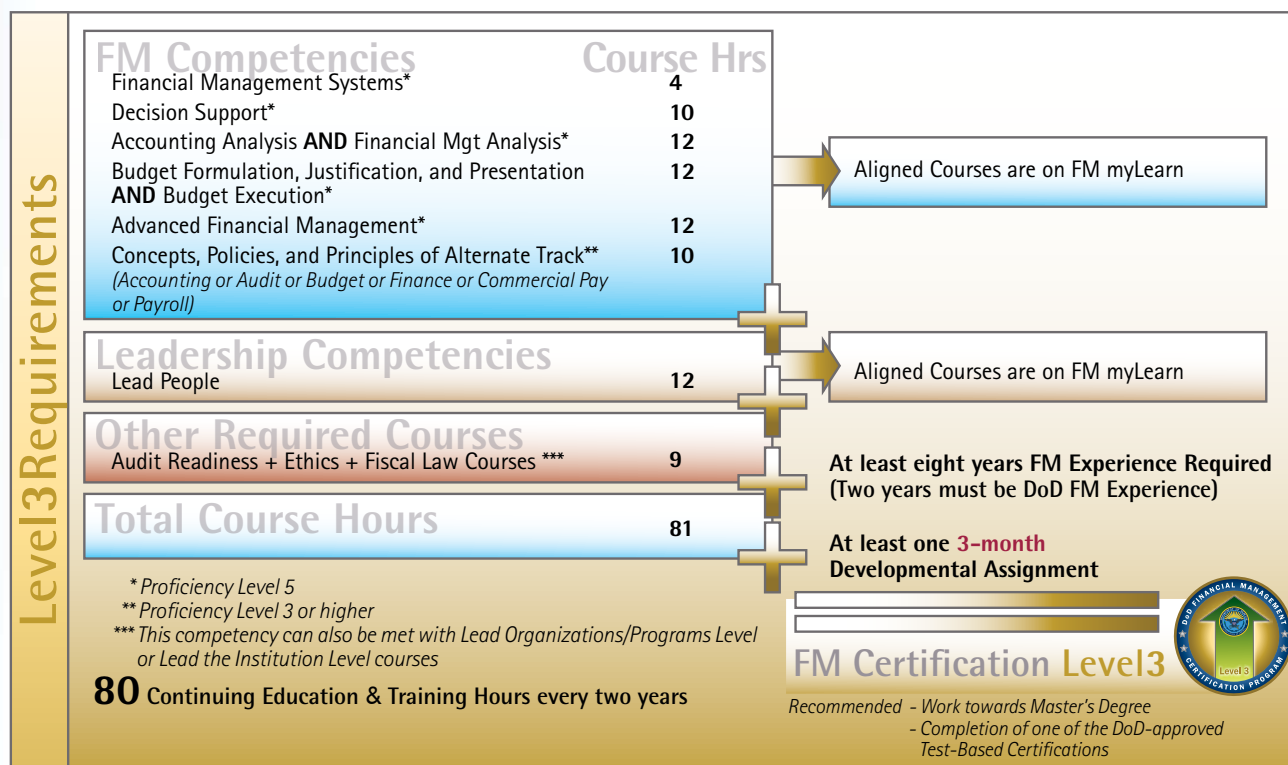
Experience and Continuing Education and Training

Lastly, four years of FM experience are required, of which at least two years must be in DoD FM. For civilians, prior military experience in financial management counts toward meeting the experience requirement. Upon achieving Certification Level 2, individuals are required to achieve 60 hours of CETs every two years. Also recommended at this level, but not mandatory, are a three-month Developmental Assignment, work toward a Bachelor's degree, and completion of a DoD-approved FM certification.





FM Certification Level 3 Requirements



FM and Leadership Competency-Based Training

The FM competency-based training required for this level includes training in FM Systems (4 hours); Decision Support (10 hours); Accounting Analysis AND Financial Management Analysis (12 hours); Budget Formulation, Justification and Presentation AND Budget Execution (12 hours); Advanced Financial Management (12 hours); and Concepts, Policies, and Principles of Alternate Track (10 hours). Unlike Certification Level 2's "OR" competencies, Certification Level 3 requires training in each of the competencies listed. If the competencies are joined by "AND," at least one-third of the required training in that category must be in one of those competencies, with the balance in the other. Certification Level 3 does not require training in the Primary Track. Individuals at this level are assumed to have sufficient expertise in their Primary Track. Also, all of the FM training required at Certification Level 3 must be aligned at proficiency level 5, except for training in the Alternate Track, which may be at the proficiency level 3 or higher.

Certification requirements in leadership development include 12 hours of training in any of the top three levels on the DoD Civilian Leader Development Continuum: Lead People, Lead Organizations/Programs, or Lead the Institution. Leadership development at these levels includes training in competencies such as human capital management, leveraging diversity, conflict management, developing others, the DoD Corporate Perspective, and National Security Foundation (see page 8 for more information).

FM Certification Level 3 Requirements

Other Required Courses

In addition to the FM and leadership competency-based training, Other Required Courses for Certification Level 3 include Audit Readiness, Fiscal Law, and Ethics. These courses are taught at a higher level of learning than the courses in the same topics at Certification Level 2. Some Components have recommended internal courses that their personnel may substitute to satisfy some of the courses. If approved by the FM OFCM, the authorized substitution courses can be found on FM myLearn.

Experience and Continuing Education and Training

Additionally, eight years of FM experience are required, of which at least two must be in DoD FM. Certification Level 3 also requires completion of a Developmental Assignment of at least three months. Previous work may be used to satisfy this requirement. For example, if someone is currently working in the budget discipline, but previously worked in accounting, financial services, or in another field outside of FM (e.g., program management, manpower, personnel, contracting, logistics), then he or she will be deemed to have met the intent of the developmental requirement. Additionally, even if someone has worked in one area for an entire career but has experience at multiple organizational levels such as installation, major command, or headquarters, he or she likely will have met the Developmental Assignment requirement. The Department has developed overarching guidance regarding the kind of experience that constitutes a Developmental Assignment, and organizations may choose to develop supplemental guidance that further defines what Developmental Assignments mean for their organization.

Upon achieving Certification Level 3, individuals are required to achieve 80 hours of CETs every two years. Strongly recommended at this level, but not mandatory, are work toward a Master's degree and completion of a DoD-approved FM certification.



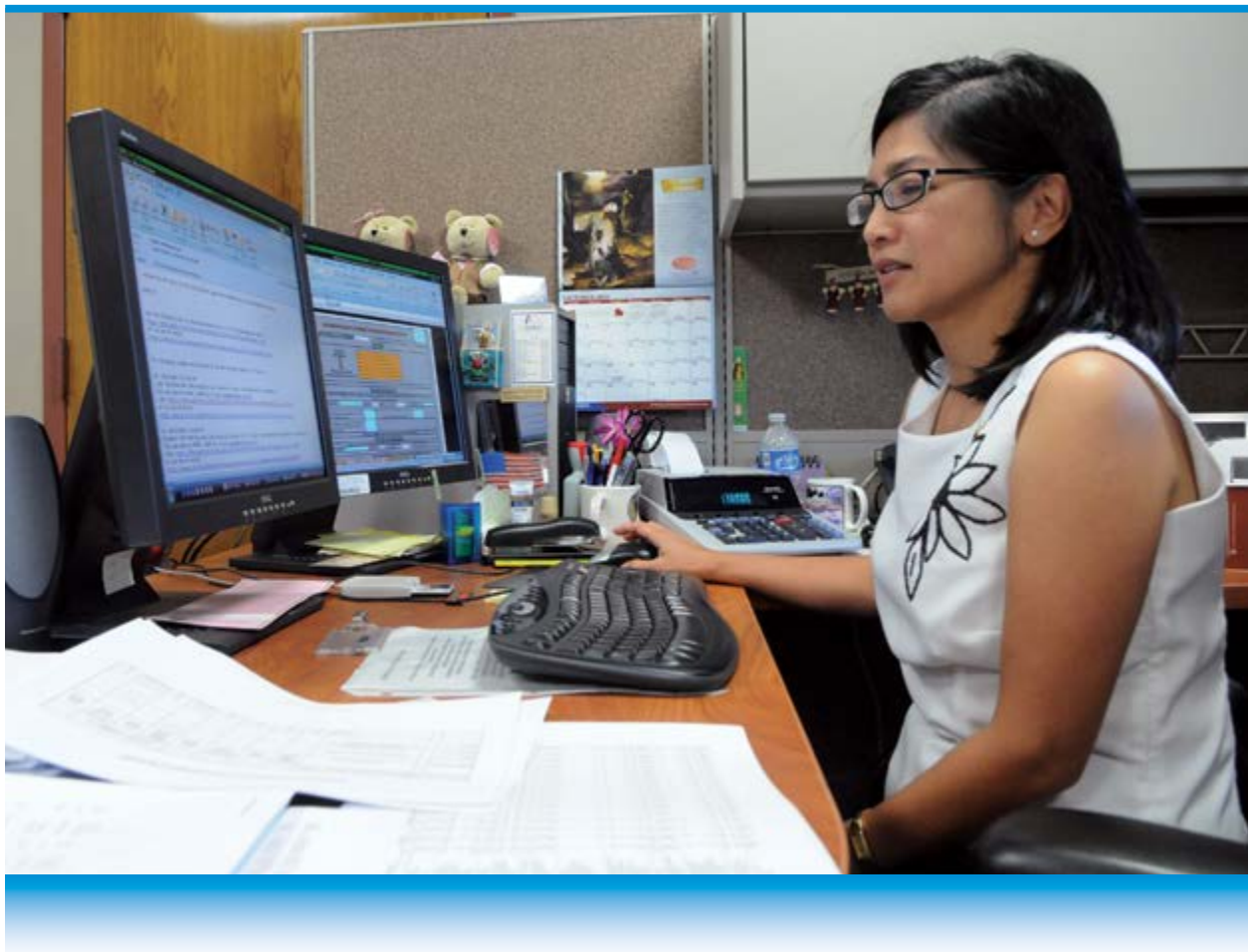


What About DAWIA?: FM and Acquisition Certifications

If you've already completed your Defense Acquisition Workforce Improvement Act (DAWIA) Certification, congratulations! We recognize your hard work in becoming credentialed in the Acquisition Community and although the FM and Acquisition Certifications are not fully reciprocal, we've teamed with the Acquisition Community to create a curriculum that leverages FM training taken for the Acquisition Certification.

If you are assigned a position that requires FM Certification and DAWIA Business-FM, Business-Cost Estimating, or Auditing, you'll need to complete both the FM Certification and the Acquisition Certification requirements. The good news is that many of the requirements for the Acquisition Certification will fulfill FM Certification Program requirements.

You will be able to obtain the FM Certification by completing only the additional training not covered in Acquisition training. Some members requiring both FM and Acquisition Certifications will have the opportunity to use a reduced curriculum to complete their requirements. All members will need to first complete their Acquisition Certification. You may apply for a time extension for the FM Certification while you are completing DAWIA requirements, if applicable. For more information about requirements for positions coded for FM and Acquisition Certification, refer to DoD Instruction (DoDI) 1300.26 Operation of the DoD Financial Management Certification Program online at <http://go.usa.gov/3tEMk>.



Continuing Education and Training (CETs)

Once you earn your FM Certification, you will be assigned a required number of CETs that you must complete every two years from the date of your initial certification. CETs help you sharpen your skills, learn new techniques, and stand ready for the fiscal challenges of the future.

Level 1	40 CETs
Level 2	60 CETs
Level 3	80 CETs

What Counts

- 1 There are several ways to earn CET credits once you have achieved certification. The first way to earn CETs is through FM and leadership courses, symposiums, or training events. You may earn CETs in accordance with the total hours of the course/symposium/training event. For example, attending a speaker briefing at a local Association of Government Accountants (AGA) meeting for one hour will earn you one CET credit.
- 2 The second way to earn CETs is through the education and training you complete to sustain certification in any of the DoD-recognized FM test-based certification programs. These credits can be simultaneously credited to your CET and Continuing Professional Education (CPE) requirements, on a unit-to-unit basis. In other words, if you are a CDFM or CGFM, etc. and you earn continuing education credit through these programs, those CPEs can also be counted for CETs on a unit-to-unit basis (i.e., 1 CPE = 1 CET)
- 3 This same policy goes towards those included in the Acquisition (DAWIA) program. Your Continuous Learning Points (CLPs) will count as CETs on a unit-for-unit basis (i.e., 1 CLP = 1 CET).
- 4 The fourth way you can earn CETs is by completing any course listed in the FM myLearn e-catalog. Each aligned course hour as shown in FM myLearn is equal to one CET hour.
- 5 Lastly, if you are taking academic courses in the FM or leadership fields, you may count them towards your CET requirements the same way you did for initial certification. One semester hour course is equivalent to 15 CETs, one quarter hour course is equivalent to 10 CETs, and 1 CEU is equivalent to 10 CETs (if applicable).

Recording CETs

You can record your CETs as you complete training, annually, or biennially, as long as you have them recorded prior to your due date. You do not upload documentation for CETs in the FM LMS, but you should maintain a personal file of all of your training documentation for a minimum of two CET cycles (four years). If you are randomly selected for audit, you will be contacted by your Component and asked to provide documentation of your completed CETs. For more information on recording CETs, reference the DoD FM Certification Program User Guide on FM Online.



Key Players

Within each Component, there are key players who are pivotal to your success in the FM Certification Program. You may not interact with them every day, but the work they are doing keeps the Certification Program moving forward.

Supervisor

Your supervisor is designated to approve your achievements in the FM LMS. Keep in mind that your FM Certification Program supervisor may not be the same person as your day-to-day supervisor. Work with your certification supervisor closely as you move through the certification process – this person will be your primary point of contact for helping you choose Primary/Alternate Tracks, signing Memoranda for Record (MFRs), and approving your FM LMS actions.



Approver Level 2 (A2)

Components may choose to appoint A2s to serve at the organizational level to ensure requests for certification are complete and accurate before sending them forward for final approval by the Component Certification Authority (CCA).

Component Certification Authority (CCA)

The final approval authority for each organization is the CCA. Depending on your Component, there may be more than one CCA. The CCA is ultimately responsible for the final approval of a request for certification and will ensure the validity of all information provided by the user for certification. CCAs use the Scorecard Report available through the FM LMS to review certification approval requests for completeness and accuracy. Use the step-by-step Job Aid entitled “CCA Guidance for Using Scorecard Reports” at <http://go.usa.gov/373F4> to learn how to use the Scorecard Report effectively.

Component Administrator (CA)

CAs are selected by each Component to provide administrative support within the FM LMS. CAs will be available to assist users in navigating and troubleshooting technical issues in the FM LMS, to include resetting PINs.

Course Manager

As new financial management or leadership courses are identified or developed, each Component has designated a Course Manager responsible for requesting courses are aligned to the FM Certification Program. The Course Managers are responsible for collecting, reviewing, submitting, and tracking their Component’s course alignment requests sent to the Governing Body.

How to Get Started in the DoD FM Certification Program

If you're new to the program and you're not sure where to start, read the checklist below to begin your first steps toward certification. In the following pages, you'll also learn about all the other tools and resources available to you on your certification journey. Visit FM Online at <https://fmonline.ousdc.osd.mil> to take the following quick steps and get ready.

☒ Choose Your Primary and/or Alternate Track

Schedule a meeting with your supervisor to go over any questions you may have and to identify your Primary and/or Alternate Track. Your Primary Track should reflect your main job responsibilities (e.g., Civilians in the 510 Occupational Series should choose Accounting for their Primary Track). At Level 2, you must pick an Alternate Track that is different than your Primary Track.

☒ Collect Documentation

As you complete your certification requirements, you are required to upload a number of documents (e.g., transcripts, training completion certificates, or other training forms) into the FM LMS. Save time by collecting all relevant paperwork from past FM and leadership training at the outset. Combine your paperwork into a single PDF file for each requirement. Make sure to remove all **Personally Identifiable Information (PII)**!

☒ Fill Out Your Learning History Worksheet (LHW) or Interactive Learning History Worksheet (iLHW)

Use these tools – on paper (LHW) or online (iLHW) – to record your training history and identify where you need more training to fill in any gaps in certification requirements (more on page 21). As you review your training, look

through the FM myLearn course catalog on FM Online to find how your previous courses and training align to FM Certification requirements; the aligned course hours are what count towards your certification.

☒ Develop a Plan to Achieve Certification

Sit down with your supervisor to review your LHW/iLHW; work in lock-step together to develop a plan for completing certification requirements.

☒ Download the User Guide

Download a copy of the DoD FM Certification Program User Guide from FM Online's Training Resources page. This comprehensive guide provides step-by-step instructions on how to complete, record, document, and gain approval for your FM Certification Program requirements.

Once you've taken these steps, you're ready to go! In the following pages, learn more about the tools at your disposal to get yourself certified.



Your FM Certification Toolbox

Familiarize yourself with the tools that the FM Certification Team has developed to help you complete your certification.

FM Online

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

The FM Online website is your gateway to professional development in the DoD FM community, offering easy access to a variety of DoD FM resources.

On the home page, you'll find important announcements in the rotating banner, including the quarterly FM Certification newsletter, policy updates, highlighted web-based courses, and more.

Across the top toolbar, you'll see categories of other information you might be interested in. Under the [FM Certification Program](#) tab, you can find detailed information about the three FM Certification Program levels and requirements, and get access to your Learning History Worksheet (iLHW). The [FM myLearn](#) tab will lead you to the e-catalog of aligned DoD, Federal, and Commercial courses, as well as the [Academic Course Search](#) tool, so you can find out how your training history matches FM Certification Program requirements. From the [FM LMS](#) tab, you can learn more about the Three-step Process for recording your training history and log in to the FM LMS. In the [Training Resources](#) tab, you can access downloadable resources, including templates and forms, job aids, and other information sheets you may need.

If you can't find the information you're looking for, visit the [Help](#) tab to find your Component's point of contact information or review our list of Frequently Asked Questions. Alternatively, visit our LinkedIn group to ask questions and have discussions with fellow FM members.



Your FM Certification Toolbox

Interactive Learning History Worksheet (iLHW)

<https://fmonline.ousdc.osd.mil/FMmyLearn/LearningHistoryWorksheet.aspx>

The Interactive Learning History Worksheet (iLHW) is a tool you can find on FM Online that enables you to track your training history in the financial management and leadership fields, and identify the areas in which you still need training in order to earn your FM Certification. Your iLHW will prepopulate with the FM Certification requirements for your specific level.

From your iLHW, you can visit the FM myLearn e-catalog and Academic Course Search tool (see page 22 for more information) to find and add the courses you've completed. Your iLHW will populate with the appropriate hours for each competency. Once you've fulfilled the required hours for a competency, the iLHW allows you to export that competency's recorded courses to the FM LMS and automatically complete Step 1 of the Three-step Process (see page 24 for more information)

For step-by-step instructions on how to use the iLHW, see the related section(s) of the DoD FM Certification User Guide: [Interactive Learning History Worksheet \(iLHW\)](#)

Requirements	Course Hours Required	PL	Course Title	Course Hours Aligned	Training Complete	Step 1 (in LMS)	Steps 2 & 3 (in LMS)
FM Competencies							
Decision Support	4	1	PHF6834 - 1002 Processing for Civilian Pay	1.5			LMS Export
Fundamentals and Operations of Accounting	6	2	Fundamentals and Operations of Accounting PHF3648	6			LMS Export
Financial Management System	8	1	SYS 100 Financial Management (FM) Commander's Resource Integration Systems (CRIS) WBT	3			LMS Export
	1		SYS 102 FM Suite ODA & TAR	3			
Leadership Competencies							
Lead Self Level	6	1	AFIT FPM 101 Fundamentals of Project Management	10			LMS Export
Other Required Courses							

Learning History Worksheet (LHW)

The LHW is the hard copy (paper) version of the iLHW, which you can download from FM Online's Training Resources page at <http://go.usa.gov/3GJgc>.

Competencies	Course Hours (Required/Used)	Course Title	Training Provider	Delivery Method	Date Course Completed	Course Hours Aligned	Remarks	Signature Date
Financial Management System	8 / 0							
Decision Support	4 / 0							
Fundamentals and Operations of Accounting	6 / 0							
Lead Self Level	6 / 0							
AFIT FPM 101 Fundamentals of Project Management	10 / 0							
SYS 100 Financial Management (FM) Commander's Resource Integration Systems (CRIS) WBT	3 / 0							
SYS 102 FM Suite ODA & TAR	3 / 0							



Your FM Certification Toolbox

FM myLearn

<https://fmonline.ousdc.osd.mil/FMmyLearn/FMmyLearn-Search-Start.aspx>

FM myLearn is a comprehensive, searchable course e-catalog found on FM Online that contains all active and inactive DoD, Federal Non-DoD, and Commercial courses aligned to FM Certification requirements.

You may search for courses you have taken or for courses you would like to take. The keyword search field allows you to search for all or part of the course title. You may also utilize the search filters on the left side of the page. Search by Service or Component, FM or Leadership Competency, what level the course is given, how the course is taught, and more. Each course has a brief description, the aligned hours



for each competency and certification level, learning objectives, and other important information. These courses may fulfill one or more competencies that might apply to your FM Certification requirements.

For step-by-step instructions on how to use FM myLearn, see the related section(s) of the DoD FM Certification User Guide: ▶ [FM myLearn \(e-catalog\)](#).

Academic Course Search

<https://fmonline.ousdc.osd.mil/FMmyLearn/Academic-Course-Search.aspx>



From FM myLearn, you can access the Academic Course Search tool, which contains academic (undergraduate and graduate) courses aligned to FM Certification requirements. See if your course matches a sample course title in the Academic Matrix, or if it is listed under the Academic Institution search. If you can find your course in this tool, you may use your course for FM Certification credit. Make sure that your course meets the minimum requirements for your level (i.e., for Level 1, academic courses must be

equivalent to 100 level or above; for Level 2, 300 level or above; for Level 3, 400 level or above).

For step-by-step instructions on how to use the Academic Course Search Tool, see the related section(s) of the DoD FM Certification User Guide: ▶ [Academic Course Search Tool](#).

Your FM Certification Toolbox

The FM Learning Management System (FM LMS)

<https://whs.plateau.com/learning/user/ssologin.do>

The FM LMS is the system of record for the FM Certification Program. It is a web-based application used by the FM workforce to record and track accomplishments against the overarching FM Certification requirements. All FM personnel will use the FM LMS to document satisfied certification requirements; then supervisors, A2s, and CCAs will use it to validate the information provided and award certification.

As you're learning to navigate the FM LMS, you will need to follow the Three-step Process to gain approval for each completed FM Certification requirement, or achievement (see pages 24-25 for more information).

The Scorecard Report, available in the FM LMS, will help you track your progress toward certification. Run this report to verify that you've correctly recorded your training history and identify your remaining training gaps (see pages 26-27 for more information).

To learn more about using the FM LMS or running your Scorecard, read the DoD FM Certification Program User Guide on FM Online.



Three-step Process

1

RECORD LEARNING FOR ACHIEVEMENT

- ☐ Using the information from your Learning History Worksheet, Record Learning* for all items 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. This is the only time you should upload documentation.

3

REQUEST ACHIEVEMENT APPROVAL

- ☐ Record Learning* for the appropriate achievement item to request supervisor approval.

4

REPEAT THE THREE-STEP PROCESS

- ☐ Repeat this Three-step Process for each achievement 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
- Approved substitution courses are listed on FM myLearn.*
- These courses are available within the FM LMS and via FM myLearn.***

✓

REQUEST CERTIFICATION APPROVAL

- ☐ Check that the Three-step Process is complete for each certification requirement.
- ☐ Record Learning* for your certification level to request approval from your Component Certification Authority.

* To accomplish this task, use the "Record Learning" link located under Easy Links within the FM LMS.

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



Get Certified with the Three-step Process

Follow the Three-step Process below to document your completed certification requirements, or achievements, and submit them for approval in the FM LMS. Feel free to record each of your achievements as you go along, or complete all your training and upload everything at once.

1

Record Learning *option A*

If you are using the iLHW, Step 1 (Record Learning) is automatically completed once you complete the training hours for a certification requirement and you click on the Record icon in the iLHW. When you click Record, you are sending your course completion data to the FM LMS to be recorded. This data is uploaded to the FM LMS on a weekly basis, so it may spend a few days in a pending status before displaying as completed.

NOTE: If you completed any web-based training developed by the Office of the Undersecretary of Defense Comptroller (OUSDC) in the FM LMS, that course information will not populate in your iLHW. However, your course information was automatically recorded in the FM LMS, and you will receive credit toward your certification accordingly. If you require additional training to meet that requirement, use Option B to record learning directly in the FM LMS.

For step-by-step instructions, see the related section(s) of the DoD FM Certification User Guide:

► [Interactive Learning History Worksheet \(iLHW\)](#)

Record Learning *option B*

If you're not using the iLHW, Record Learning for your completed requirement directly in the FM LMS by clicking on the Record Learning link located on your FM LMS homepage. Do not upload documentation in this step.

NOTE: If you've taken a course within the FM LMS, it is automatically recorded in the FM LMS. If you completed your requirement with a single FM LMS course (e.g., Fiscal Law 201), Steps 2 and 3 are automatically completed.

For step-by-step instructions, see the related section(s) of the DoD FM Certification User Guide:

► [Step 1: Record Learning](#)

Step 2 on next page



Repeat the Three-step Process Repeat the Three-step Process for each certification requirement - this includes your Other Required Courses (e.g., DoD FM 101 Module, Fiscal Law, Ethics, and Audit Readiness), your FM and DoD FM Experience, and your Developmental Assignment (Level 3 only). For Experience and Developmental Assignments, it is recommended that you use Memoranda for Record (MFRs), which can be found on FM Online's Training Resources under Tools/Templates/Forms. One MFR may be used as documentation for your FM Experience, DoD FM Experience, and Developmental Assignment (Level 3 only), if applicable.

2

Upload Documentation

Use the Record Learning link to submit the appropriate documentation (completion certificates, academic transcripts, or other official forms) for the course(s) recorded in Step 1. You must combine all completion documentation into one PDF file for each requirement, and ensure that the PDF file is no larger than 2MB. If you are using a course to meet multiple certification requirements, you must upload your course documentation for each competency or requirement.

TIP: To avoid certification rejection during the quality assurance process, remove all of your **Personally Identifiable Information (PII) from your documentation – including full or partial Social Security Numbers, phone numbers, or past or present home addresses.**

For step-by-step instructions, see the related section(s) of the DoD FM Certification User Guide:

► Step 2: Upload Documentation

3

Request Achievement Approval

Once you have fulfilled the certification requirement and uploaded the corresponding documentation, submit your achievement for supervisor approval. To accomplish this task, use the Record Learning link on your FM LMS homepage.

TIP: After you have submitted your achievement for approval, you can check on the status of your pending approvals by running the Approvals Pending report in the FM LMS. Click on the HTML option from your FM LMS homepage to see whether your supervisor has approved your achievements.

For step-by-step instructions, see the related section(s) of the DoD FM Certification User Guide:

► Step 3: Request Approval

Request Certification Approval

Formally request approval for your FM Certification after you have completed all your certification requirements using the Three-step Process. You will need to click Record Learning once again to request final approval. The request is routed through your supervisor and A2 (if applicable) to your CCA for approval. OUSD(C) may provide a quality review before you receive your certification.

For step-by-step instructions, see the related section(s) of the DoD FM Certification User Guide:

► Request Certification Approval



Check Your Certification Progress with the Scorecard Report

The Certification Scorecard Report in the FM LMS is your single point of reference for tracking which FM Certification requirements you have completed, recorded, and documented, and whether your achievements have been approved by your supervisor. You can access your Scorecard Report by clicking on the Scorecard link from the FM Certification News and Resources window on your FM LMS homepage.

Sample FM Achievement: Complete and Accurate

Here is a sample of a typical completed learning achievement for a Level 2 FM member in the FM Certification Program. For each learning achievement, there are some key things to watch out for:

FM Certification Scorecard

Student ID

123456

Student Name

User, Test

E-mail Address

tuser@mail.mil

Component

COMPTROLLER

Organization

OSD Comptroller

Supervisor

Jane Doe

Employee Type

Status

Job Series

Civilian

ACTIVE

Run Date:

01/01/2016

Certification

FM Certification Level 2

Due Date:

12/31/2015

All Requirements Met

Completion Status	Achievements	Hours Required	Hours Complete	Completion Status	Completion Date	Achievement Documentation	User Comments
YES	FM COMPETENCY: Decision Support L2PL3	8	8				
	FM myLearn-Intermediate Decision Support-DS-PL3		4	Course Completed	6/12/2015		
	Structuring Decisions Under Uncertainty		4	Complete Online	6/20/2015		
	Decision Support L2PL3 Achievement Documentation			FM Documentation Complete	6/20/2015	Attachment	
	Decision Support L2PL3 Achievement			FM Achievement Approved	6/20/2015		
YES	FM COMPETENCY:Accounting Analysis L2PL3 OR	10	13				
	Financial Management Analysis L2PL3						
	Enhanced Defense Financial Management Training		2	Course Completed	12/10/2015		

- 1 The top row with the blue YES indicates that you have recorded learning for a course or FM Experience, uploaded documentation, and requested achievement approval; and your supervisor has approved the achievement.
- 2 The completed training hours for this requirement meet the required number of hours. In this example, two courses were taken to meet the required eight minimum hours of training for the Decision Support competency. **NOTE: For Primary and Alternate Tracks, your Hours Complete will not appear in the blue row, but you should ensure that you have met the Hours Required for your Track. The hours you earn for your Primary/Alternate Tracks will also not be included in the total hours of training at the bottom of your Scorecard, but will count toward your certification. If you are recording FM Experience or a Developmental Assignment, there will be no hours in the Hours Required or Hours Complete columns.**
- 3 This column shows the three items needed for each learning requirement: Course Completed (or Complete Online), FM Documentation Complete, and FM Achievement Approved. If you are missing one of these three actions, your requirement will not be approved. "Complete Online" indicates you have taken a course within the FM LMS, while "Course Completed" indicates that you have taken a course outside the FM LMS – such as an academic course or training taken via FM myLearn.
- 4 Documentation has been correctly uploaded under "Achievement Documentation" in a single PDF document. Remember to remove all PII from your documentation!

Sample FM Achievement: Incomplete and Inaccurate

Here are some common errors FM members might see on their Scorecards:

FM Certification Scorecard

Student ID

123456

Student Name

User, Test

E-mail Address

tuser@mail.mil

Component

COMPTROLLER

Organization

OSD Comptroller

Supervisor

Jane Doe

Employee Type

Status

Job Series

Civilian

ACTIVE

Run Date: 01/01/2016

Certification

FM Certification Level 2

Due Date:

12/31/2015

Completion Status	Achievements	Hours Required	Hours Complete	Completion Status	Completion Date	Achievement Documentation	User Comments
NO	Fundamentals and Operations of Y	10					
NO	FM COMPETENCY: FM Systems L2PL3	8	45				
	Academic Course - 3 Semester Hours - FM Systems - FMS - PL3		45	Course Completed	5/5/2015		FMS121 Introduction to Financial Management Systems
	FM Systems L2PL3 Achievement Documentation			FM Documentation Complete	5/5/2015		
	FM Systems L2PL3 Achievement						
NO	FM COMPETENCY: Decision Support L2PL3	8	8				
	FM myLearn - Intermediate Decision Support - DS - PL3		4	Course Completed	6/12/2015		

- 1 In the first row, “Fundamentals and Operations of Y,” this Level 2 user has failed to identify an Alternate Track. Without an Alternate Track chosen, the Scorecard will remain blank and will not be approved.
- 2 This user correctly added the academic course title in the User Comments column; however, the course level does not meet the minimum requirements for satisfying a Level 2 requirement. Academic courses used to meet Level 2 requirements must be equivalent to 300 level or above.
- 3 No documentation has been attached to this achievement. To request approval, the FM member will need to attach documentation – in this case an academic transcript – to complete the Three-step Process.
- 4 This requirement has no supervisor approval. Once the user fixes the above mistakes with support from the CA, he/she can submit the achievement for approval. Once the supervisor approves the achievement, the red NO row will turn to a blue YES.

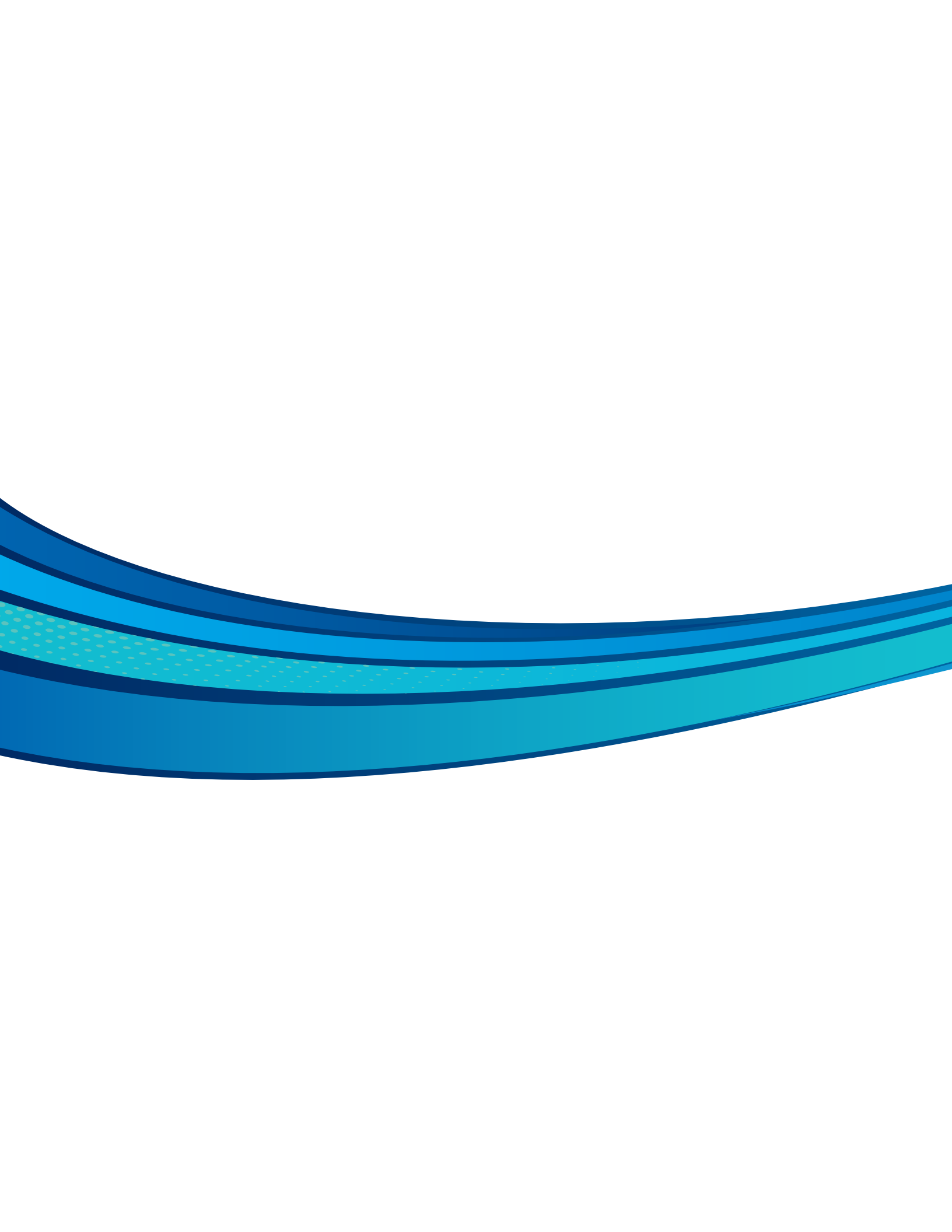
What's Next?

After you have completed the Three-step Process for all certification requirements and submitted your certification for approval, it will then need to be reviewed and approved by your supervisor, A2 (if applicable), CCA, and the OUSD(C) quality assurance team. If you receive an email informing you that your certification has been rejected, refer to the User Guide’s Appendix on “How to Read the Competency Acronym & Denial Comments in the DoD FM LMS” to find out why your certification is incomplete. Contact your CA to make any necessary changes in the FM LMS.

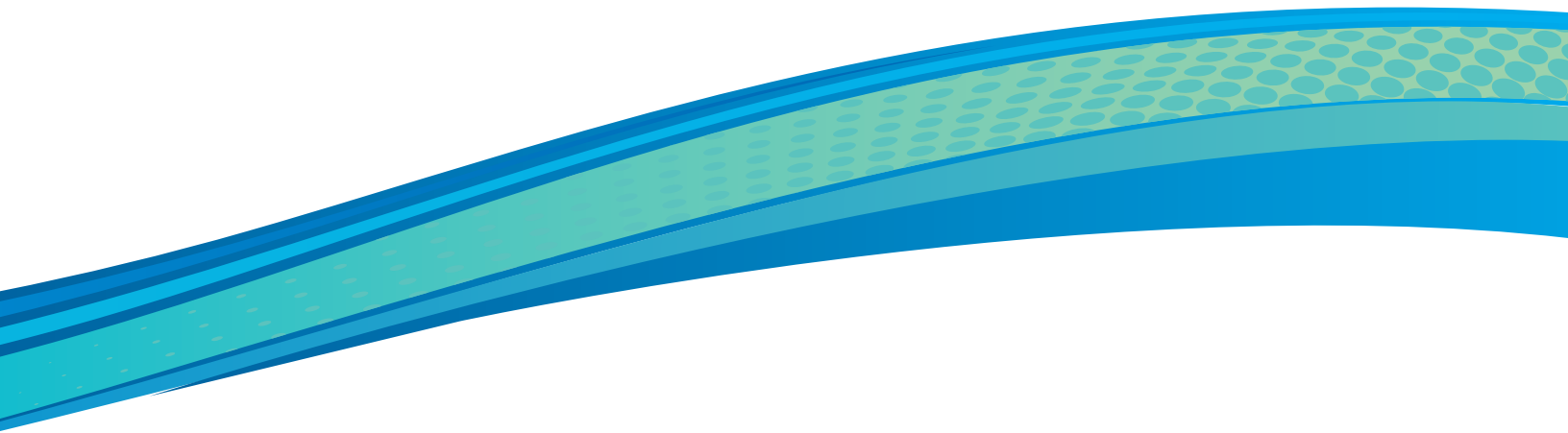
Once your certification has passed all approval levels, the top of your Scorecard will say “All Requirements Met.” This means your certification is complete. Congratulations!

All Requirements Met





Appendices





Appendix A: Courses Used in the DoD FM Certification Program

Over 6,500 courses in the government and private sectors have been vetted and approved for earning credit in the FM Certification Program. We call this process “alignment” – i.e., these courses have been aligned to the FM and leadership competencies used in the FM Certification Program.

Courses aligned include:

- Active and Inactive DoD and non-DoD Federal Courses
- FM- and Leadership-related Academic Courses
- Active and Inactive Commercial Courses

Aligned courses can be found either in FM myLearn or in the Academic Course Search tool.

The Course Alignment Process

According to DoDI 1300.26 Operation of the DoD Financial Management Certification Program, Components are responsible for aligning Component-developed courses to the FM competencies. The FM OFCM oversees the alignment of all courses (DoD, non-DoD federal, commercial, and academic).

If you have successfully completed education or training that you cannot find listed on FM myLearn or in the Academic Course Search tool, you may follow the below process to see if you can earn credit for this training toward your FM Certification Program requirements:

1. Fill out the Course Submission Template found at <http://go.usa.gov/3GJgc>
2. Submit it to your Component’s Course Manager, along with a course description or syllabus

Your Course Manager will submit your request to the Governing Body for review. Once the Governing Body has reviewed the course information, it will determine whether the course is applicable to FM Certification requirements and, if so, align it to the FM or leadership competencies and proficiency levels.



Appendix B: Additional Resources

If I need help with...

Understanding the Certification Program

- How does the FM Certification Program affect me?
 - Work with your supervisor to identify which FM Certification Level you've been assigned, and visit FM Online to learn about your specific program requirements.
- If I have a question about the program, whom should I ask?
 - Contact your supervisor or local CA.
 - Check our list of Frequently Asked Questions at <http://go.usa.gov/cyZ4K>.
 - Ask your Component POC for the FM Certification Program. Find yours at <http://go.usa.gov/37xdf>.
- Where can I review the DoD Policy for the program?
 - DoDI 1300.26 Operation of the DoD Financial Management Certification Program is available at <http://go.usa.gov/3tEMk>.

Finding or Aligning Courses to my Certification Requirements

- Where can I find courses that meet FM Certification requirements?
 - Log in to FM myLearn and search by competency or course level.
- How can I determine if a course on my transcript applies to the FM Certification Program?
 - Visit the Academic Course Search tool under the FM myLearn tab on FM Online and follow the instructions.
- I took a course that is not listed in FM myLearn. How do I know if it applies to certification requirements?
 - Contact your Course Manager to determine if it is applicable to the FM Certification Program (see Appendix A for more information).

The FM LMS

- I need help understanding how to navigate the FM LMS.
 - Reference the DoD FM Certification Program User Guide on FM Online at <http://go.usa.gov/373F4>.
- I forgot my PIN.
 - Contact your local CA to reset your PIN.
- I need to fix or correct an item in my FM LMS record.
 - For any changes to your record in the FM LMS, contact your local CA.
- I'm having technical issues.
 - Contact your local CA first, then contact the FM LMS Helpdesk.

Additional Questions?

- If your Component can't answer your question, contact the FM Certification mailbox at DoDFMCertificationProgram@mail.mil.
- Visit FM Online to view more Frequently Asked Questions at <http://go.usa.gov/cyZ4k>.
- Join the DoD Financial Management Certification Program discussion group on LinkedIn to ask questions of peers and the DoD FM Certification Team.



Acronyms/Index

Acronyms

A2 – Approver Level 2

AT&L – Acquisition, Technology, & Logistics

CA – Component Administrator

CCA – Component Certification Authority

CET – Continuing Education and Training

CFCM – Component Functional Community Manager

CFO – Chief Financial Officer

CLP – Continuous Learning Point

CM – Course Manager

CPE – Continuing Professional Education

DAWIA – Defense Acquisition Workforce Improvement Act

DCAA – Defense Contract Audit Agency

DFAS – Defense Finance & Accounting Service

DISA – Defense Information Systems Agency

DLA – Defense Logistics Agency

DoD – Department of Defense

FIAR – Financial Improvement and Audit Readiness

FM – Financial Management

FM LMS – Financial Management Learning Management System

FY – Fiscal Year

NDAA – National Defense Authorization Act

OFCM – Office of the Secretary of Defense Functional Community Manager

OSD – Office of the Secretary of Defense

OUSD – Office of the Under Secretary of Defense

OUSD(C) – Office of the Under Secretary of Defense (Comptroller)

PDS – Personnel Data System

OUSD(I) – Office of the Under Secretary of Defense for Intelligence

USD(C) – Under Secretary of Defense (Comptroller)

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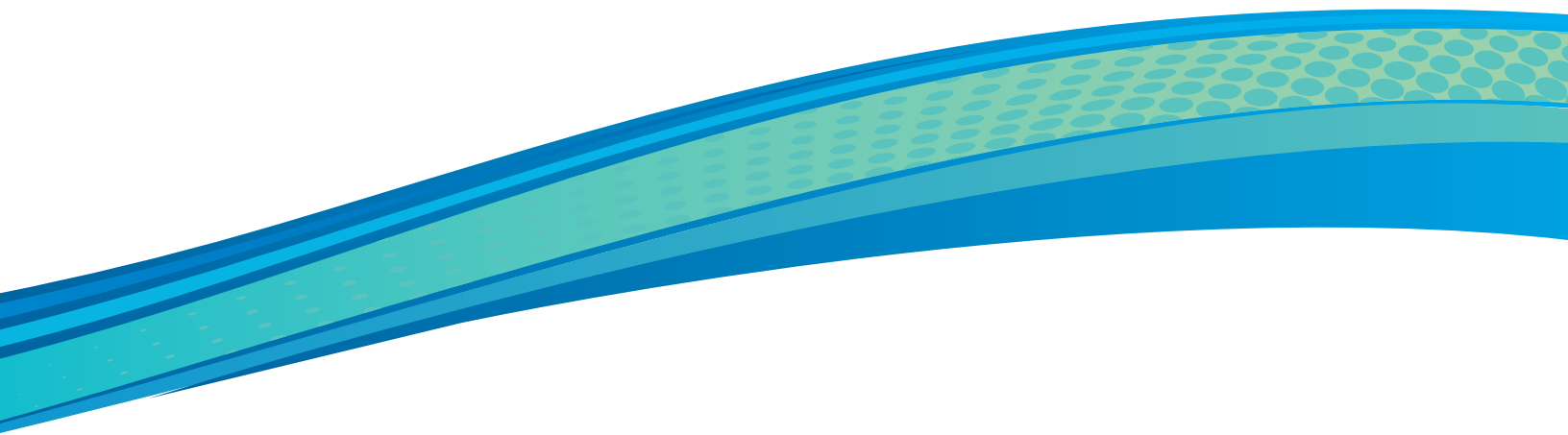
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Supervisor 18

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Points of Contact

Click on the link below to identify your DoD FM Certification primary point of contact:
<https://fmonline.ousdc.osd.mil/Certification/Certification-POCs.aspx>

*U.S. Army
Education
Continuity*