

United States Army

DoD FINANCIAL MANAGEMENT

CERTIFICATION PROGRAM

IMPLEMENTATION

ASA(FM&C) PO

SUBJECT: The U.S Army Implementation of the DoD Financial Management Certification Program

1. REFERENCES.

- (a) Department of Defense Instruction (DoDI) 1300.26, “Operation of the DoD Financial Management (FM) Certification Program (referred to in this guidance as the “FM Certification Program”)”, November 20, 2013
- (b) National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2012 (Public Law 112-81, Section 1559d of Title 10, United States Code), December 31, 2011
- (c) FY15 Command Plan Guidance Update, John P. McLaurin, Deputy Director, Force Management, 30 July 2013
- (d) Department of Defense (DoD) FM Certification Program Handbook
- (e) The U.S. Army Financial Management (FM) Certification Implementation Plan for Military Personnel, December 2, 2013
- (f) DoD Instruction 5000.66, “Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program,” December 21, 2005

2. PURPOSE.

This document provides Department of the Army guidance on the implementation and use of the FM Certification Program for military and civilian FM personnel. The U.S. Army Financial Management School (FMS) released the U.S Army Financial Management Certification Implementation Plan for Military FM Personnel on December 2, 2013, which supplements this document and DoDI 1300.26, (Reference (a)).

3. AUTHORITY.

- a. In an effort to guide FM professional development, adapt to future requirements, achieve auditable financial statements, and provide a well-trained FM workforce, the FY 2012 NDAA (Reference (b)) authorized the implementation of the FM Certification Program that would prescribe professional certification and credentialing standards for FM positions, and provide an FM workforce competency plan that included performance objectives, milestones, and roles and responsibilities for responsible officials. Pursuant to this certification program, members of the FM workforce are required to participate in the Certification Program; therefore, achieving certification is a condition of employment in that members of the FM workforce must be able to obtain the appropriate certification level for their position within 2 years after their assignment to a specific covered position.

- b. The DoDI establishes policy, assigns responsibilities, prescribes procedures for implementation of the FM Certification Program, and establishes the FM Certification Program Management Structure.

4. SCOPE.

Members of the Army FM workforce (hereafter referred to as “FM members”) are required to participate in the FM Certification Program. The FM workforce includes DoD military and civilian personnel who perform FM work and are assigned to FM positions. FM positions include:

- a. Civilian positions with a 05XX series and military positions with FM occupational specialties (military branch code 36A, 36B, or 70C).
- b. Army CP-11 positions not coded 05XX occupational series who perform, supervise, or manage work of a fiscal, FM, accounting, auditing, cost, or budgetary nature, or that require the performance of FM-related work, when designated by Army Organization/Command¹ leaders.

5. APPLICABILITY.

- a. Army FM positions will be assigned an FM Certification Level 1, 2, or 3 by Organization/Command leaders by considering the complexity and level of responsibility of the position. Army’s recommended level assignments are shown in the table below. The official program *start date* is July 1, 2014. Incumbents of FM coded positions must achieve the required FM certification within two years of their *start date*. The *start date* of FM members enrolled prior to July 1, 2014 will default to the official program *start date* of July 1, 2014. FM members will not be required to achieve a lower certification level, even if subsequently assigned to a position coded to a lower certification level.

Figure 1. Army Recommended Certification Levels (CP-11, BC 36, 70C)

Certification Level	Officer	Enlisted	Civilian *
1	O1-O2	E1-E4	GS1-GS8
2	O3-O4	E5-E6	GS9-GS13
3	O5 and above	E7-E9	GS14 and above
* GS and equivalent pay plans			

- b. Army CP-11 Intern positions will be assigned FM Certification Level 1 for the duration of the Internship. Level 1 Certification is a condition for graduation from the Internship Program. Upon graduation interns should be placed in a culminating position coded Level 2.

¹ “Organization/Command” is defined as Army Commands, Army Service Component Commands, Direct Reporting Units, Field Operating Agencies, HQDA Secretarial and Army Staff Principals, and COCOMs/Joint Commands where Army is the Executive Agent.

c. FM and Acquisition-coded Positions.

- (1) FM members assigned to positions in civilian 05XX series or military branch codes 36A, 36B, or 70C that are also coded Defense Acquisition Workforce Improvement Act (DAWIA) are required to achieve and maintain both the Acquisition Certification and the FM Certification.
- (2) Organizations/Commands must obtain approval from USD(AT&L) to require FM certification for DAWIA positions outside the civilian 05XX series or military branch codes 36A, 36B, or 70C.
- (3) FM members who are required to earn both certifications will be dual-coded as such in the personnel data systems and the LMS.
- (4) Dual-coded members must complete the Acquisition Certification requirements first. Much of the required acquisition training also satisfies FM Certification requirements. Dual-coded members only need to complete the additional training not covered via the acquisition training. Course hours required for dual-coded members are outlined in Appendix 4 to Enclosure 3 of the DoDI. Dual coded members will be given consideration for time waivers if required.

d. Manning Documents. OSD guidance requires the designation of FM certification level by FM positions in military and civilian organizational manpower and personnel data systems (PDSs). Organizations/Commands will ensure positions within the FM Certification Program are coded according to Command Plan Guidance reflecting the codes and levels below:

- (1) Remarks Code: DW = DoD Financial Management Certification Level 1
- (2) Remarks Code: DX = DoD Financial Management Certification Level 2
- (3) Remarks Code: DY = DoD Financial Management Certification Level 3

e. Position Descriptions. Army will ensure position descriptions (PDs) stipulate that the position is in the FM Certification Program and the position's required FM certification level. The following language will be inserted:

- (1) Position descriptions at Certification Level 1:
"ADDITIONAL REQUIREMENT: THIS IS A FINANCIAL MANAGEMENT Level 1 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code, section 1599d. Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position. Failure to obtain this certification within the required time may subject the incumbent to adverse action."
- (2) Position descriptions at Certification Level 2:
"ADDITIONAL REQUIREMENT: THIS IS A FINANCIAL MANAGEMENT Level 2 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code, section 1599d."

Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position. Failure to obtain this certification within the required time may subject the incumbent to adverse action."

(3) Position descriptions at Certification Level 3:

"ADDITIONAL REQUIREMENT: THIS IS A FINANCIAL MANAGEMENT Level 3 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code, section 1599d.

Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position. Failure to obtain this certification within the required time may subject the incumbent to adverse action."

6. DEPLOYMENT.

- a. The Assistant Secretary of the Army Financial Management & Comptroller (ASA(FM&C)) Proponency Office (PO) will schedule time with Organizations/Commands per the implementation timeline below to conduct an On-Boarding briefing and assist in the execution of the implementation plan via Defense Connect On-Line (DCO), teleconference or on-site visits.
- b. The current Deployment timelines for HQDA Organizations and Army Commands are shown below. Organizations/Commands will receive notification of any changes in the schedules.

Figure 2a. HQDA DoD FM Certification Deployment Schedule

Headquarters, Department of the Army													
	DONE	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14
HQDA OCAR	END												
HQDA RSW	END												
ANC		END											
HQDA AAA		START		END									
AASA FOA AHS		START		END									
AASA FOA CMH		START		END									
AASA FOA ITA		START		END									
ASA(FM&C)			START		END								
ASA(IE&E)			START		END								
SA EPI			START		END								
G-1 FOA CHRA			START		END								
ACSIM			START		END								
ASA(ALT)				START		END							
G-2				START		END							
G-1				START		END							
ASA(M&RA)				START		END							
G-357					START		END						
FOA USAFMSA					START		END						
G-8					START		END						
FOA CAA					START		END						
OTJAG						START		END					
FOA LC&S						START		END					
FOA LSA						START		END					
G-4						START		END					
CCH							START		END				
G-6							START		END				
PubAff							START		END				
OTIG FOA IGA							START		END				
USA-BT								START		END			
FOA M&RG								START		END			
HQDA FOA FMCOM								START		END			
AAG								START		END			
G-1 FOA HRC									START		END		
G-1 FOA ACTEDST									START		END		
OTSG									START		END		
NMC									START		END		
COSA										START		END	
Provost										START		END	
FOA ACC										START		END	
FOA DF&BA										START		END	
DRU ASB											START		END
FOA D&L											START		END
DAS FOA CR/SC											START		END
DUSA											START		END
	DONE	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14

Figure 2b. Commands DoD FM Certification Deployment Schedule

Commands													
	DONE	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14
USACE	START		END										
MEDCOM		START		END									
USASOC			START		END								
ARSOUTH			START		END								
FORSCOM				START		END							
ARCYBER				START		END							
ARNORTH				START		END							
ATEC					START		END						
CIDC					START		END						
TRADOC					START		END						
NETCOM					START		END						
SOCE						START		END					
AMC						START		END					
USMA						START		END					
MEPCOM							START		END				
SMDC							START		END				
IMCOM							START		END				
USAASC								START		END			
ARCENT								START		END			
USARPAC								START		END			
MDW									START		END		
INSCOM									START		END		
JIEDDO									START		END		
USARAF									START		END		
SOUTHCOM										START		END	
EUCOM										START		END	
AFRICOM										START		END	
USAREUR										START		END	
JSOC											START		END
SOCA											START		END
SOCK											START		END
NGB HQ											START		END
USARC											START		END
	DONE	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14

- a. Implementing guidance for Reserve Component (RC) and National Guard (NG) Service members will be provided at a later date. Based on their unique situations, they may require time waivers for completion of FM certification.
- b. Part-time and temporary DoD civilian participation in the FM Certification Program will be considered after full implementation of all other civilian and military FM members.

7. ROLES AND RESPONSIBILITIES.

- a. **Undersecretary of Defense (Comptroller) (USD(C)/CFO)** – Establishes policy, provides oversight, and ensures resourcing for the FM Certification Program.
- b. **Assistant Secretary of the Army (Financial Management & Comptroller (ASA(FM&C)))** – Oversees implementation and administration of the FM Certification Program, provides supplemental requirements for the Army, and supports USD(C)/CFO.
- c. **Chief of Army Comptroller Propensity Office.**
 - (1) Is responsible for implementation and management of the FM Certification Program for all Army organizations and combatant commands for which Army is the combatant command support agent (CCSA).
 - (2) Ensures all statutory labor relations obligations are met in the implementation of the FM Certification Program.

- (3) Serves as the FM Component Functional Community Manager (CFCM). Manages Army's execution of the FM Certification Program. Represents the Army on the CFCM Advisory Board, CFCM Working Group, and Governing Body. Serves as the Army's functional point of contact (POC) to the Office of the Secretary of Defense (OSD) Functional Community Manager.

c. ASA(FM&C) Proponency Office (PO).

- (1) Prepares the Army's implementation guidance, schedule, and timeline for the FM Certification Program.
- (2) Coordinates the Army's implementation of the FM Certification Program.
- (3) Ensures FM certification levels are assigned to FM positions and personnel records in the personnel data systems.
- (4) Coordinates the on-boarding process, provides implementation assistance, and answers questions about the DoD FM Learning Management System (LMS).
- (5) Provides notification letter templates to supervisors, who must send notification letters to FM members and obtain written signatures acknowledging member enrollment in the FM Certification program.
- (6) Coordinates Component Certification Authority (CCA) appointments, and OSD System Authorization Access requests.
- (7) Provides advice and assistance to Army Organizations/Commands on developing their LMS macro structures (organizational hierarchy within the LMS). Reviews and provides recommendations on all proposed LMS macro structures from Organizations/Commands.
- (8) Ensures position descriptions (PDs) of each FM member stipulate that the position is in the FM Certification Program and the position's required FM certification level. PDs will state that the incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program, and that this certification requirement is a condition of employment for this position.

d. Army Organization/Command.

- (1) Designates the points of contact (POCs) who will coordinate implementation of the FM Certification Program with PO.
- (2) Designates POCs who will monitor compliance with the FM Certification Program.
- (3) Monitors and codes the manning documents in accordance with DoDI 1300.26 for FM member positions. Provides PO with Organization's/Command's UICs containing FM positions and documents manning errors.
- (4) Identifies its FM members participating in the FM Certification Program. Assigns FM members to Certification Levels 1 – 3.
- (5) Develops the Organization's/Command's LMS macro structure, including the designation for each LMS role provided for in paragraph 8, below, as appropriate. Identifies FM members to serve in LMS leadership roles. Ensures all are trained and

brought into the LMS successfully. Ensures LMS Access Requests (DD2875s) are submitted to PO. Leadership roles are as follows:

- a) Component Administrator (CA) provides LMS subject matter expert (SME) support and administrative support.
 - b) Component Certification Authority (CCA) – Army CFCM officially appoints CCA. CCA approves/denies certification requests; relies on the S1 and A2 (optional) pre-screening. Organizations/Commands may have more than one CCA.
 - c) Approver Level 2 (A2) optional – offers a second level of review of the certification request before forwarding to CCA for final approval.
 - d) Supervisor Level 1 (S1) – provides the first level of review of the certification request. The S1 approves/denies LMS user achievement requests. It is preferred, but not required, that the S1 be the member's supervisor of record
- (6) Reviews the LMS organizational hierarchy and personnel organization codes in the personnel data system (PDS). Works with Human Resources (HR) to correct inaccuracies.
 - (7) Implements the accepted LMS macro structure.
 - (8) Provides timely *written* notification to FM members of their inclusion in the FM Certification Program. Obtains signatures acknowledging FM members' enrollment. For FM members whose positions have been designated for certification coverage and who will not or cannot sign, the supervisor who ensured the letter was distributed to that subject FM member will sign to reflect that written notification was provided to that FM member and will annotate whether the subject FM member will not or cannot sign, as applicable. Signed notification letters are required to move forward with the implementation.
 - (9) The FM member assembles documentation of all FM and leadership professional development training/courses taken and uses the DoD FM LMS to document achievement of certification requirements, by uploading the substantiating documentation to the system.
 - (10) Allows FM members reasonable duty time to complete the FM Certification Program coursework and sustain certification within organizational workload and funding constraints.
 - (11) Determines when actions will be taken for FM members who fail to meet FM Certification requirements. Recommends appropriate course of action for non-compliance in accordance with Federal Regulations.

e. FM Member.

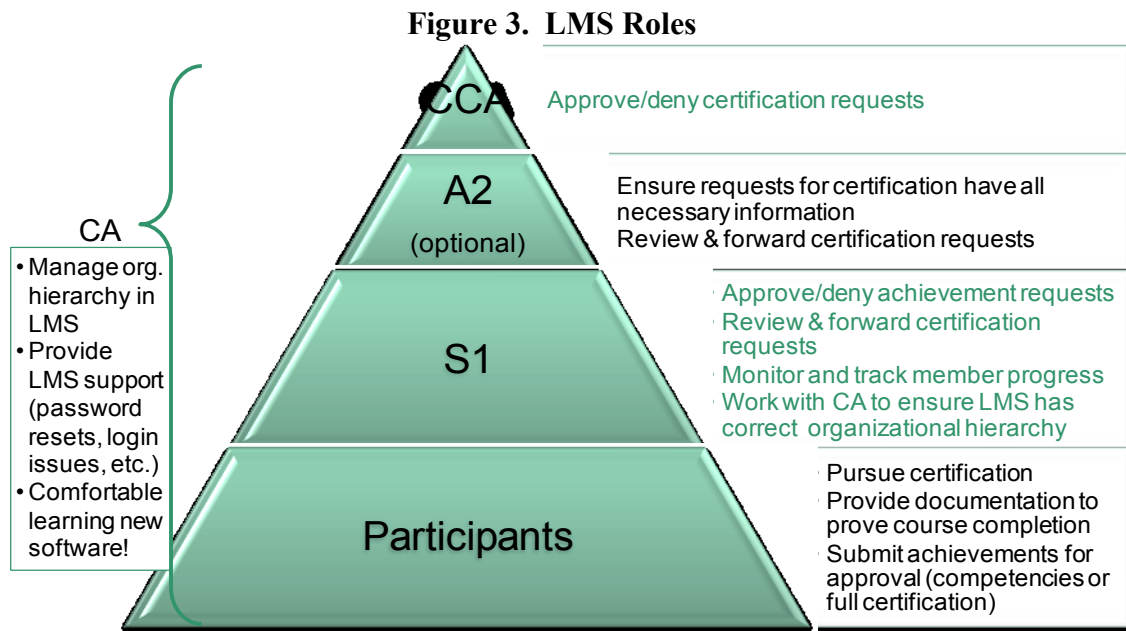
- (1) Achieves FM Certification appropriate to their certification level within two years of their *start date* as outlined in Appendix 1.²

² For ease of reference, Table 2 of Enclosure 3 of DoDI 1300.26 has been incorporated into this Army Guidance as Appendix 1.

- (2) Signs and submits their notification letter to indicate they received written notification that their position is now enrolled in the FM Certification Program. The signature indicates receipt, not agreement.
- (3) Uses the DoD FM LMS for FM Certification Program administrative actions accessed from the FM Online.
- (4) May hold one or more [LMS](#) leadership roles.
- (5) Selects a Primary and Alternate Track once access to DoD FM LMS is granted. FM Certification Level 1 does not require an Alternate Track; Certification Level 3 does not require a Primary Track.
- (6) Ensures their Individual Development Plan reflects FM Certification Program requirements, as applicable.
- (7) Completes the new user training modules within the LMS and becomes familiar with the [Job Aids](#) and [LMS Forms](#) web pages.
- (8) Uses the [LMS](#) to review and document prior training and courses applicable to FM Certification. In LMS (the FM member sees only the requirements for their FM certification level.)
- (9) Uses [FM myLearn](#) to determine competencies achieved for courses taken.
- (10) Submits a [Course-to-Competency \(C2C\) template](#) to request alignment of courses not in FM myLearn.
- (11) Uses the [Academic Matrix](#) in FM myLearn to assess credit for academic courses. Each semester course credit hour aligns to 15 course hours; each quarter course credit hour aligns to 10 course hours.
- (12) Uploads substantiating documentation into the [LMS](#) and submits requests for achievement credit toward FM Certification via the LMS. *All documentation uploaded into the DOD FM Certification Learning Management System (LMS) should be able to stand the rigor of an audit, as it will be audited periodically by OSD.*
- (13) Is responsible for permanently retaining personal FM training records.
- (14) **Dual-coded member.**
 - a) Achieves both certifications, DAWIA certification first, and FM Certification within two years of their FM Certification *start date*.
 - b) Sees a modified FM Certification curriculum in LMS of reduced requirements if their DAWIA Certification Level 1, 2, or 3 matches the required FM certification level. Completes the modified curriculum to achieve FM Certification
 - c) Sees a baseline LMS FM Certification curriculum if their DAWIA certification level does not match the required FM certification level (e.g., DAWIA Level 2 and FM Level 1). Completes the requirements as outlined in the LMS and uploads documentation for review to receive credit for the DAWIA courses as applicable.

8. LMS ROLES

- a. **The FM LMS has five roles** – Four leadership roles (CA, CCA, A2 [optional] and S1) and the Participant role (FM members). The leadership roles share responsibility for managing the program at the LMS organizational level (see Figure 3 below).



- b. **CA – Component Administrator – the LMS macro structure may have one, more than one, or none.**
- (1) Assists with the FM Certification Program implementation: initial launch, on-boarding process and steady state operations. The CA is not involved with certification activities.
 - (2) Completes the FM Certification Program training and LMS training. CA authority is not granted until this training is completed.
 - (3) Completes the DD-2875; acquires supervisor's signature; and submits to PO.
 - (4) Maintains the accuracy of the Organization's/Command's LMS macro structure (organizational hierarchy within the LMS) as new FM positions are added, and personnel move in and out of FM positions in the Organization/Command, ensuring that the TDA (paragraph/line#) and DCPDS (position # and sequence #) are coded properly.
 - (5) Ensures new FM members are on-boarded properly (notification letters sent, DCPDS records coded properly, brought into LMS, emails assigned, and S1s assigned).
 - (6) Manages the day-to-day administration of the FM Certification Program within the FM LMS providing overarching support to the Organization/Command to include updating S1s for users, resetting passwords, resolving login issues, and maintaining user emails.

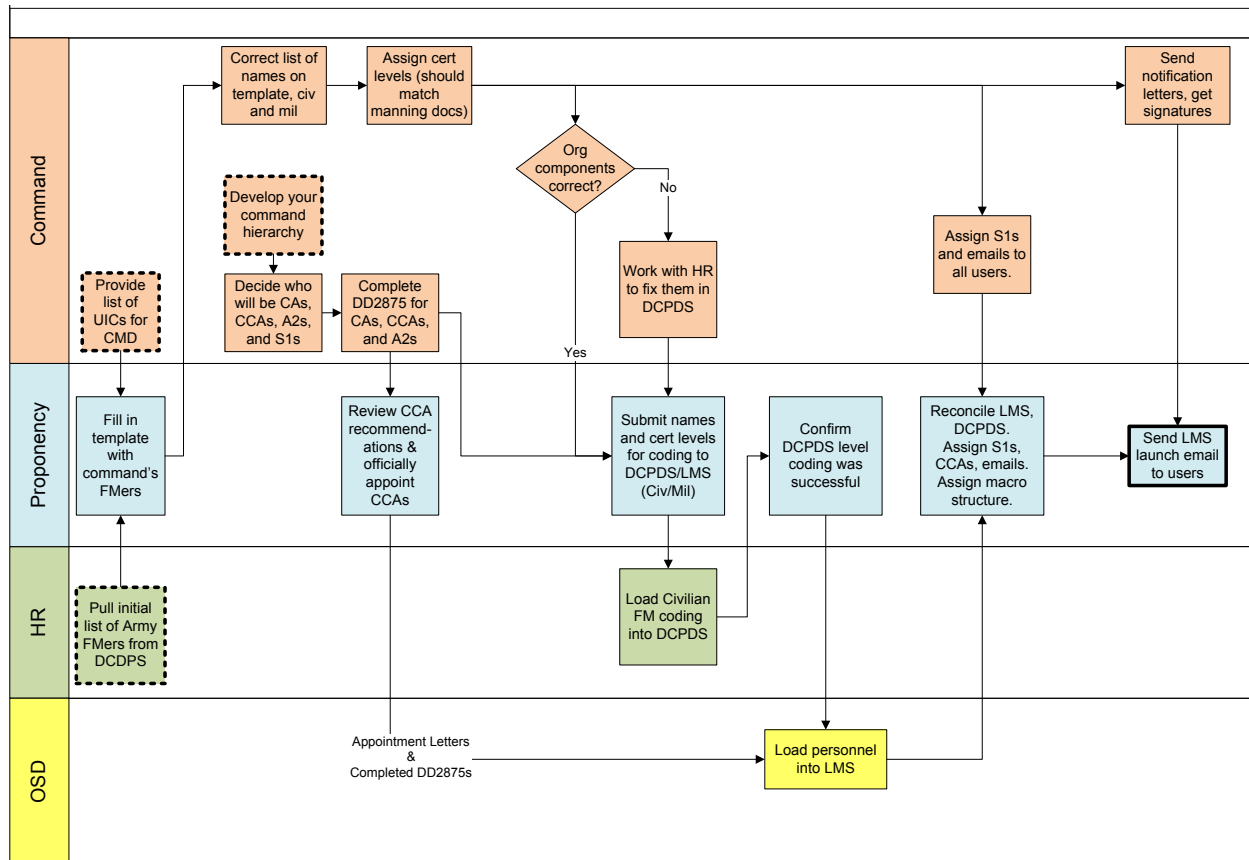
- (7) Provides the first level of support for users experiencing difficulty with the LMS, providing the LMS subject matter expert (SME) support to the Organization/Command, troubleshooting with the Lead CA (PO) when LMS problems cannot be solved. FM members should bring LMS issues to their Organization's/Command's CA prior to contacting the Army's Lead CA.
 - (8) **Lead CA in PO, formally appointed by Army's CFCM.** Serves as SME to Organization/Command CAs. Troubleshoots LMS problems that the local CA can't resolve. Interfaces with OSD when necessary.
- c. CCA –Certification Program Component Certification Authority. The CCA is formally appointed in writing by the ASA(FM&C) or the Principal Deputy (FM&C). Multiple CCAs may be appointed.**
- (1) Completes the FM Certification Program training and LMS training.
 - (2) Completes and signs DD-2875, acquires supervisor's signature, and submits to PO.
 - (3) Serves as the approval authority for achieving FM certification: reviews certification requests to determine if the requirements are met and the supporting documentation is accurate and sufficient. If yes, approves the request in LMS. If no, denies the request and explains reasons in the Comments section.
 - (4) Approves or disapproves waiver requests.
 - (5) CCAs may not delegate their certification authority to others.
- d. Lead CCA – The Lead CCA in PO is formally appointed by the ASA(FM&C) or the Principal Deputy (FM&C).**
- (1) Approves HQDA certification requests if the requirements are met and the supporting documentation is accurate and sufficient. If not, denies the request and explains reasons in the Comments section.
 - (2) Interfaces with OSD when necessary.
- e. A2 – Approver Level 2. Optional role that provides an extra level of review (usually used by large Organizations/Commands). LMS macro structure may have more than one A2.**
- (1) Completes the FM Certification Program training and LMS training.
 - (2) Completes and signs DD-2875, acquire supervisor's signature, and submits to PO.
 - (3) Serves as an intermediary approval authority, at the organizational level, for Certification. Ensures certification requests are complete prior to forwarding to the CCA.
 - (4) Supports the CCA in the administration of the FM Certification Program.
 - (5) Monitors and tracks the progress of the FM member within his or her approval authority in accordance with this Implementing Guidance.

f. S1 – LMS Supervisor.

- (1) Completes the FM Certification Program training and LMS training.
- (2) Provides guidance to FM workforce members on which education and training is most valuable for job and mission performance and records it in each FM member's IDPs.
- (3) Serves as the approval authority for achievement of competencies and other certification requirements necessary to complete Certification.
- (4) Notifies FM members, in writing, of their FM certification level and requirements, based on the FM certification level assigned to their position. Assists FM members in achieving their FM certification level within the required time period.
- (5) Uses the LMS to verify completion of FM members' individual achievements to meet certification requirements. Monitors and tracks the progress of the FM members within their approval authority.
- (6) Reviews and determines whether the provided LMS documentation supports the FM member request for FM certification level achievement. If the supporting documents meet the program certification requirements for designated position, the S1 forwards the request to the next level (A2 or CCA) for approval.
- (7) Possesses the authority to deny achievement requests with notification to the FM members.
- (8) Coordinates with the CA to ensure the organizational hierarchy (command macro structure) is correct in the LMS.
- (9) Executes administrative duties only within the LMS.

9. ON-BOARDING

Figure 4. The On-Boarding Process



- Initial phase** – PO provides the briefing to the Organization/Command describing the FM Certification Program, the On-Boarding process, and process for obtaining and maintaining FM Certification. The On-Boarding briefing will provide an understanding of the implementation process, prerequisites, DoD FM Learning Management System (LMS) and leadership roles. PO will provide notional position FM certification level assignments, Organization/Command LMS macro structure guidance, and initial on-boarding support. The implementation is usually a 75-90 day process. The clock starts when Organizations/Commands receive the On-Boarding briefing.
- Personnel to Implement.** PO provides a list of the Organization's/Command's FM members with recommended FM certification levels. The Organization/Command will compare this list to the TDA coding and make necessary updates, make supervisor assignments, and record members' email addresses.
- Data System and Document Coding.** The Organization/Command provides the FM certification levels for each position in the program, and codes the manning document, personnel data system (DCPDS/MILPDS), and position description (PD) for each position. Entries on all three locations should match for each person. Vacant positions are coded when

they become occupied. If the Organization/Command wishes to change the code in the PDS and PD to a different level from the code in the manning document, and the manning document code is a mistake, the Organization/Command will sign a Memorandum for Record (MFR) stating the manning document will be corrected as soon as possible.

d. LMS Leadership Roles.

- (1) The Organization/Command decides the best structure for its LMS leadership role hierarchy and who should fill those roles, with the exception that CCA recommendations must be vetted through PO and formally appointed by the CFCM.
- (2) A2s, CAs, and CCAs complete and submit the DD-2875s to PO and complete the FM Certification Program training and LMS training.

e. LMS Organizational Macro Structure.

- (1) The CA updates the LMS with the parent-child relationships for the LMS “organizations” represented by their people. Authority of A2s, CAs, and CCAs is defined at the LMS “organization” level.
 - a) The LMS “organization” field for civilian FM members is the member’s “org component” field from the civilian personnel data systems (same as position organization address (POA) that includes a concatenation of the SOID/CCPO ID, sub-agency code, UIC, and org structure/functional account code).
 - b) The LMS “organization” field for military FM members is the UIC from the military personnel data system.
- (2) The Organization/Command reviews its LMS macro structure and works with its Human Resources (HR) department to correct any inaccuracies prior to implementing members.

f. Implementation Training.

- (1) Key initial go-live training, including roles and responsibilities and the functionalities of the LMS, is provided by PO to the local CAs.
- (2) Web-based training on navigating the LMS and details of the software and FM Certification Program are provided as members are launched in the program.
- (3) CAs must complete training (DCO or web-based in the LMS) prior to gaining access to their LMS administrative rights.
- (4) OSD provides excellent LMS job aids LMS available at the FM Online web site: <https://fmonline.ousdc.osd.mil/LMS/JobAids.aspx>.

10. DoD FM CERTIFICATION PROGRAM EXECUTION PROCEDURES

a. Achieving Certification.

- (1) Figure 4. Certification Process, Roles, and Requirements shows the process flow for achieving FM certification, including completing and documenting the three types of LMS achievements—training hours, years of experience, and developmental

assignments. Sample documents are provided in Appendices 2 and 3. The LMS provides the administration of education and training records, tracking and reporting, training programs, courses, certifications, and documentation.

- (2) FM members can use the FM LMS to complete OUSD(C)-developed web-based courses and to post evidence of external course completion
 - (3) The FM member must complete the required course hours for each specified FM competency at the PL prescribed in the DoDI. Credit is allowed for prior courses, years of experience, and developmental assignments.
 - (4) The LMS maintains the available program course inventory with each course alignment to the DoD FM and leadership competency and proficiency levels. Members will achieve credit in the LMS only for the specific competency and proficiency levels outlined in Table 2 of Enclosure 3 of the DoDI. Credit toward certification requirements is not downwards compatible from higher PLs to lower PL requirements.
 - (a) For example, a member in a Certification Level 2 position who takes a course with competencies aligned to Certification Level 2 and Level 3 will not achieve credit toward their certification for the Level 3 hours (e.g., Budget Execution PL 5 hours cannot be credited to the Budget Execution PL 3 requirement.)
 - (b) The member will receive credit for those Level 3 hours when that member moves into a Certification Level 3 position; will reflected in the LMS training history (e.g., those Budget Execution PL5 hours may now be credited toward achievement of the Certification Level 3 requirement for Budget Execution.)
 - (5) **The FM member must achieve their assigned FM certification level *within 2 years of their program start date.***
- b. **Recording Achievements.**
- (1) The FM member documents (uploads) and records courses, developmental assignments, and years of experience in the LMS.
 - (2) When an achievement in LMS is completed the FM member requests S1 approval in the LMS.
 - (3) The FM member documents achievements completed prior to the start of the FM Certification Program and requests supervisor approval in the LMS.
 - (4) The FM member can submit courses that are not in FM myLearn, such as university courses and commercial courses not already aligned to FM competencies, through the Army Course Manager to the DoD FM Certification Tiger Team for approval.
 - (5) The FM member may receive credit for a course without documentation of course contents and verification of attendance on an exception basis. Credit is received upon approval only.
 - a) The FM member submits a memorandum for record (MFR) to their Supervisor of Record reflecting the basis of the achievement (i.e., course was attended, content that fulfilled competency requirements). Their Supervisor must sign the MFR, and a third party must verify it.

b) An FM member may only request exceptions in their *initial 2 years in the FM Certification Program.*

c. Time Waivers.

- (1) In the event an FM member cannot obtain the required FM Certification in the initial 2-year time period, the CCA may grant a time waiver (s) in 1-year increments to remain in the position.
- (2) If an FM member fails to obtain the required FM Certification and the CCA approved time waiver(s) have expired, the FM member may be subject to the appropriate course of adverse action for failure to meet a condition of employment in accordance with procedures in 5 Code of Federal Regulations Part 752.
- (3) If after two (2) one year waiver extensions have been granted, and the FM member still has not achieved the required certification level for their encumbered position, any future requests for extensions will be elevated to the ASA(FM&C), with appropriate rationale as to the facts and circumstances requiring an additional extension of time to meet the certification requirement. The ASA(FM&C) will determine whether to grant the request, on a case-by-case basis.

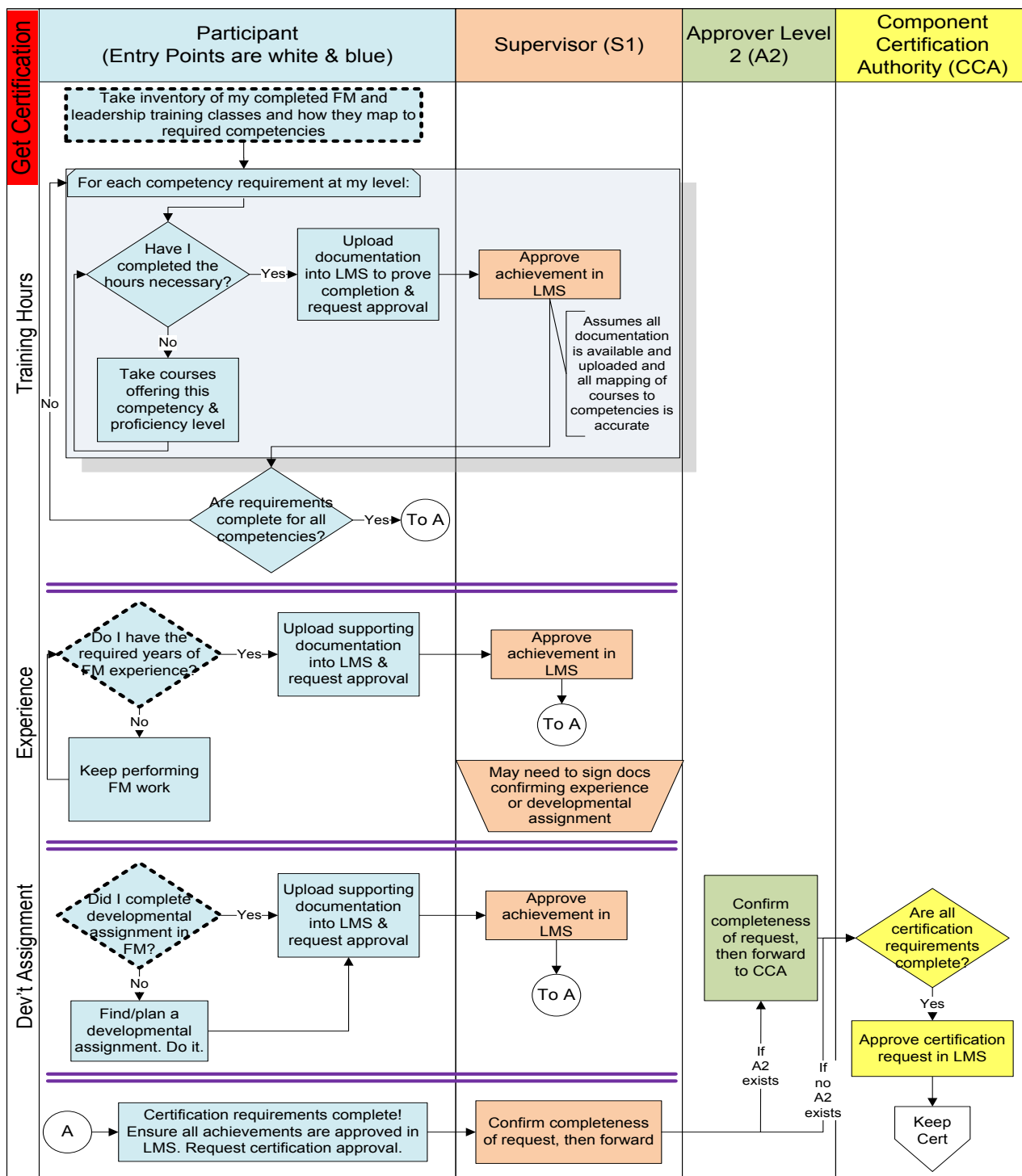
d. Maintaining Certification.

- (1) Once certification is achieved, FM members are required to maintain their certification and improve their FM proficiency and skills by taking the required number of continuing education training hours (CETs) within 2 years of the date of certification. Table 2 of Enclosure 3 of DoDI 1300.26 identifies the number of CETs required for each certification level to be completed every 2 years.
- (2) Continuing professional education units or other similar units of professional education units based on a 50-minute instructional hour used as credit toward other financial-related certifications may double as credit toward FM certification requirements as well.

e. Using the LMS to Track Certification Progress.

- (1) LMS will reflect FM members' certification requirements that have been met and not met, and courses available for meeting the requirements of their FM certification level.
- (2) S1s and A2s will see FM members' requests for achievement approval, and use LMS to approve or deny the requests and to review and approve certification requests.
- (3) CCAs will see FM members' certification approval requests forwarded by S1s and A2s. CCAs will use LMS to approve or deny the requests.

Figure 5. Certification Process, Roles, and Requirements



11. ACQUISITION AND FM DUAL CERTIFICATION

- a. Some positions within Army FM community are dual-coded to require certification in both the DoD FM Certification Program and the DAWIA program. Incumbents of those positions are required to earn and maintain both certifications.
- b. Dual-coded FM members will achieve DAWIA certification first, and then obtain FM Certification by completing only the additional training not covered via the acquisition training. Appendix 4 to Enclosure 3 of DoDI 1300.26, FM and Acquisition-Coded Positions, details the maximum number of course hours required to satisfy these requirements for FM and DAWIA FM Certification.
- c. For FM members whose DAWIA Certification Level 1, 2, or 3 matches the required FM certification level, the member will see in LMS only the DoD FM requirements not covered by the acquisition training once the DAWIA certificate is uploaded into LMS.
- d. FM members whose DAWIA certification level does not match their FM certification level (e.g., DAWIA Level 2 and FM Level 1) will be assigned the baseline FM certification curriculum for their level in the LMS. The member will provide documentation and receive credit for the DAWIA courses as they are aligned to the FM competencies on the FM myLearn Website. They must complete any additional requirements outlined in the LMS.

12. ONLINE REFERENCES. Online references and videos to assist in this implementation follow:

- a. [Training Videos](#): orientation, practical exercise scenario mapping training to requirements, and LMS navigation
- b. [Form DD2875](#) and instructions, [How to fill out form DD2875](#)
- c. [LMS instructions](#) (under Component Learning History, Instructions) and [template](#) show how to request credit for a private provider's class not listed in FM myLearn (undergraduate and graduate courses are handled separately)
- d. [Matrices](#) to guide you in requesting credit for FM-related undergraduate or graduate courses are available on FM myLearn: Academic Alignment Matrix and Leadership Alignment Matrix
- e. [Job Aids](#):
 - (1) Users learn how to navigate the LMS, record courses taken, request achievement credit for course competencies, request certification, and more.
 - (2) S1s, A2s, and CCAs learn how to navigate the tabs for supervisory duties, approving and denying requests for certification or achievement credit, and more.
 - (3) CAs learn how to modify user profiles, edit organizations, run reports, assign approval roles, send notifications to users, and more.

13. POINT OF CONTACT. The Army point of contact for questions regarding the DoD FM Certification Program and implementing guidance is the Chief, PO. Questions may be sent to mailbox USARMY Pentagon HQDA ASA FM Mailbox DOD Certification at usarmy.pentagon.hqda-asa-fm.mbx.dod-certification@mail.mil.

APPENDIX 1

TABLE 2 – CERTIFICATION PROGRAM REQUIREMENTS BY CERTIFICATION LEVEL

DoDI 1300.26, November 20, 2013

Table 2. Certification Program Requirements by Certification Level

	Level 1	Course Hours	Level 2	Course Hours	Level 3	Course Hours
FM Competencies & Proficiency Levels 1 - 5 (PLs 1 - 5)	Financial Management Systems (PL1)	6	Financial Management Systems (PL3)	8	Financial Management Systems (PL5)	4
	Decision Support (PL1)	4	Decision Support (PL3)	8	Decision Support (PL5)	10
	Fundamentals and Operations of Primary Track (Accounting or Budget or Finance or Mil & Civ Pay) (PL1)	6	Accounting Analysis <u>OR</u> Financial Management Analysis (PL3)	10	Accounting Analysis <u>AND</u> Financial Mgt Analysis (PL5)	12
			Budget Formulation, Justification and Presentation <u>OR</u> Budget Execution (PL3)	10	Budget Formulation, Justification and Presentation <u>AND</u> Budget Execution (PL5)	12
			Concepts, Policies and Principles of Primary Track (Accounting, Budget, Finance, Audit, Commercial Pay or Payroll) (PL3)	10	Advanced Financial Management (PL5)	12
			Fundamentals and Operations of Alternate Track (Accounting or Budget or Finance or Mil and Civ Pay) (PL1)	6	Concepts, Policies and Principles of Alternate Track (Accounting, Budget, Finance, Audit, Commercial Pay or Payroll) (PL3)	10
Leadership Competencies Levels	Lead Self Competencies	6	Lead Teams/Projects Competencies	10	Lead People Competencies	12
Other Required Courses	Course: DoD FM 101 (12 Modules*)	24	Courses: Audit Readiness, Fiscal Law, and Ethics	9	Courses: Audit Readiness, Fiscal Law, and Ethics	9
Total Course Hours		46		71		81
FM Work Experience	2 years in DoD		4 years (2 in DoD)		8 years (2 in DoD)	
Developmental Assignment					At least one 3-month developmental assignment	
Sustainment Training	40 CET Hours every 2 years		60 CET Hours every 2 years		80 CET Hours every 2 years	
* 6 of 12 modules may be waived – except Audit Readiness				PL - Proficiency Level		

APPENDIX 2

FM EXPERIENCE VERIFICATION

Sample MFR Template (Use Component Letterhead)

OFFICE SYMBOL

Date

MEMORANDUM FOR RECORD

SUBJECT: FM Experience Verification for (Employee Name)

1. This memorandum verifies that (Employee: Last, First, MI), currently a (Position title, series and grade) in (Organization/Component), has completed (Number of Years) total years of FM work experience, including (Number of Years) years within the Department of Defense.
2. The experience was verified by reviewing (Employee: Last Name's) *(resume, SF50, career brief/military career record)*.
3. I am the point of contact for this memorandum (Supervisor: Last, First, MI), (Position) of (Organization) in (Component), and can be reached at XXX-XXX-XXXX or email address.

FIRST MI LAST

RANK, ORG

Position

APPENDIX 3

DEVELOPMENTAL ASSIGNMENT (PERFORMANCE ENHANCING EXPERIENCE)

Recommended Documentation Template

1. DEFINITION.

a. Financial Manager (FM) coded Level 3 is required to complete a 3-month consecutive Developmental Assignment outside the FM's current primary track.

b. The Developmental Assignment will satisfy the requirement for Certification Level 3 as long as it is (1) an assignment in a financial management area outside the current primary track, (2) within the same track but at a different organizational level and (3) is performed at grade GS12 (or equivalent) or higher.

c. Developmental assignments performed while in the HQDA CP-11 ACTEDS Internship Program do not qualify as a developmental assignment for Certification Level 3.

4. SENIOR LEADER/DIVISION CHIEF. To satisfy the Certification Level 3 requirement, it is appropriate for your Senior Leader/Division Chief to arrange and document the 3-month developmental assignment. Approval from the Army PO is not required. It is recommended that the assignment be documented on official letterhead with your Division Chief's or Senior Leader's signature. `

5. COMPONENT CERTIFICATION AUTHORITY (CCA). Your Component Certification Authority (CCA) will have the discretion to determine if a past job meets the criteria. All documentation uploaded into the DOD FM Certification Learning Management System (LMS) should be able to stand the rigor of an audit, as it will be audited periodically by OSD.

6. TEMPLATE. It is recommended that the document, on official letterhead, include the following:

Date:

Subject: Documentation of 3-Month Developmental Assignment

Name:

Developmental Assignment Position Title:

Rank/Grade (Military or Civilian):

Dates(s) of assignment – From: To:

Number of Months:

Organization/Command during assignment (state the Division):

Location/Duty Station:

Duties actually performed (must be different from the primary track)

Verifying Official Name:

Verifying Official e-mail

Senior Leader Signature