DoD FM Certification Program

FM WORKFORCE – GOING FROM GOOD TO GREAT

contents

For More Information
visit FM Online or email us at
dodfmcertificationprogram@mail.mil

Email Us Here

Need Training Resources? Click Here

https://fmonline.ousdcosd.mil

Comptroller Corner

Like many of you, I attended the 2016 Professional Development Institute (PDI), hosted by the American Society of Military Comptrollers (ASMC) in Orlando, Florida during the first few days of June. It was refreshing and inspiring to see so many of you actively engaging at the 17 mini-courses and more than 50 workshops, enhancing your financial management skills, sharing best practices with colleagues, and networking with community members from across the Department. From the "Managers Internal Control Program" to "DoD Force of the Future Implications for Civilian Personnel," these workshops allowed attendees to discuss cross-cutting challenges and their possible solutions. I was also proud to acknowledge some outstanding work at the PDI Opening General Session, where I recognized 16 teams and individuals for singular achievements in the financial management field. See pages 3 and 4 for a list of the FM awards for Calendar Year 2015 and their recipients. Keep up the great work!

Mike McCord
Under Secretary of Defense (Comptroller) and Chief Financial Officer

On 30 June, we reach our next milestone in the FM Certification Program – the first major certification deadline for FM members who were launched in the first wave of the Program in 2014. At PDI, participants had many opportunities to earn credit towards their certification with mini-courses aligned to Program requirements. I was also heartened to hear the conversation begin to shift from earning certification to maintaining certification through Continuing Education and Training (CET) hours. I am pleased to say that due to your hard work, we have now surpassed 32,000 FM members certified!

Whether you are still in your initial two years in the program, or have been promoted to a new position with a higher certification level and thus are still working toward your FM certification, or you are now moving on to CETs, I urge you to take advantage of on-going training opportunities like those available at the PDI. Keep an eye on FM Online for the latest leadership programs and other new tools to help you along the way. The FM Certification Team continues to produce web-based training specifically targeted to FM Certification, and you can use any of these courses to satisfy your CET requirement, as long as they are taken after you achieve your certification. On page 9, you will find answers to the most common questions about earning CETs. Users new to the Program should reference pages 6 and 7 to learn how to read the Scorecard Report, which helps track your progress toward certification in the FM Learning Management System (FM LMS). And in other workforce development news, you will also find testimonials from the DoD FM Community's first participants in the CXO Fellows Program on page 5.

Thank you for all your efforts to understand this Program and achieve your certification. It is a crucial step in our path towards auditability and proof of the FM Community's readiness and ability to continue growing and learning. The multi-Service PDI event is an annual reminder of the need for an enterprise-wide approach for professional development, where we can share our lessons learned and coordinate on solutions for upcoming challenges.

Join us on LinkedIn by clicking below!
http://ow.ly/sZfDv

PDI in Review

The American Society of Military Comptrollers' (ASMC) Professional Development Institute (PDI) was held in Orlando, Florida on June 1-3, 2016. The national event provided an annual opportunity for the Department of Defense's financial management workforce to enhance their knowledge and skills, and share best practices on meeting today's fiscal challenges.

Throughout the multi-day event, the DoD Financial Management Certification Team provided support to guide the financial management workforce toward FM certification. Ms. Glenda Scheiner, Director of Human Capital and Resource Management for the Office of the Under Secretary of Defense Comptroller (OUSD(C)), led briefings on DoD FM workforce development and provided status updates on the FM Certification Program. She also led two training sessions for Supervisors and Component Certification Authorities (CCAs) to help them understand their FM Certification responsibilities. Ms. Kellie O'Mara-Gordon twice provided a two-part training series for users in the FM Certification Program, walking them through how to navigate the FM LMS and utilize new tools available to help complete their certification. At Defense-Wide Day, the team was a prominent presence at the roundtable discussions, answering questions and providing additional tools and resources for the FM Certification Program.

Mr. Mike McCord, OUSD(C), speaking at the OUSD(C) Financial Management Annual Awards ceremony in Orlando, FL.

In the Exhibit Hall, FM members stopped by the DoD FM Certification booth to ask questions and collect informational products to take home, including the new MCO and non-MCO civilian career roadmaps. The DoD FM Certification team ran two workstations providing Certification Scorecards and pointing members to resources on FM Online. Many attendees learned about the new comprehensive FM Certification Program User Guide, which provides step-by-step instructions on every action in the FM LMS and how to use new tools like the Academic Course Search and Interactive Learning History Worksheet. Others picked up the recently revised FM Certification Program Handbook, which includes policy updates and tips for new users, including how to read a Scorecard Report.

New to PDI this year, the FM Certification Lab provided one-on-one assistance to FM Certification users, answering questions, getting training recorded, and solving problems ahead of the 30 June deadline. Almost 100 members visited the Lab by appointment or walk-in over the course of the conference.

We look forward to seeing everyone at next year's PDI in San Diego!

If you missed out on the conference, you can view recorded briefings at http://pdi2016.org/virtual-pdi. All FM Certification information and products distributed at PDI are available on FM Online, including the User Guide and revised Handbook.
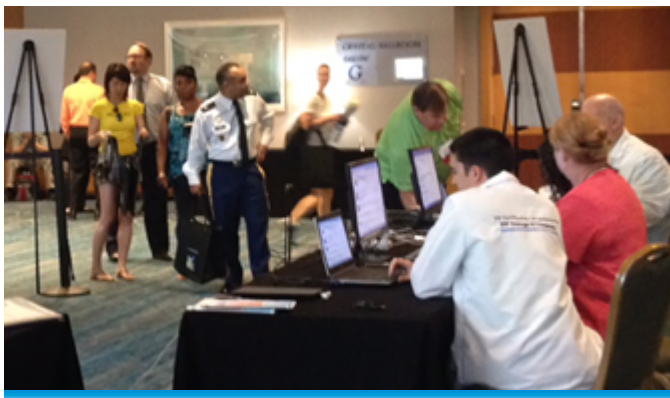
FWM team members helping users at the DoD FM Certification Lab during the Orlando PDI.

Members of the FM Certification Team at the Orlando PDI (from left): Mr. Dan Marchinkoski, Ms. Kellie O'Mara-Gordon, Ms. Georgina Murata, Mr. Dewey George, Mr. Joe Niesen, Mr. Dave Mitolo, Ms. Traci Whiteaker, Mr. Mark Devoll, Mr. Patrick Winkler, and Mr. Troy Moore.

2015 FM Awards Recipients

Contributions in Budget Formulation or Execution

Individual Awards

Headquarters and Major Command

Ms. Tina Vetreno
Defense Contract Management Agency
Planning and Budgeting Center (DCMA-FBAP), Boston, MA

Below Major Command

Mr. Ricky Oliver
Air Force
AFLCMC/AZS, Hanscom AFB, MA

Team Awards

Headquarters and Major Command

Change Control Number Budget Tool Development Team
Air Force
SAF/FMB, Washington, DC

Below Major Command

353rd Special Operations Group Financial Management Team
Air Force
353rd Special Operations Group, Kadena AFB, Okinawa, Japan

Below Major Command

Air Force Installation and Mission Support Center Resource Management Financial Management Analysis Team
Air Force
AFMIMSC/FMA, San Antonio, TX

OUSD(C) 2015 award winners for
Contributions in Financial Management (Excluding Budget)

Contributions in Financial Management (Excluding Budget)

Individual Awards

Headquarters and Major Command

Mr. Brian K. Beltowski
Defense Finance and Accounting Service
Accounts Payable, Indianapolis, IN

Below Major Command

Mr. Vincent J. Papia
Air Force
AFLCMC/HNIF, Hanscom AFB, MA

Team Awards

Headquarters and Major Command

One Pay United States Dollars to Foreign Banks
Defense Finance and Accounting Service
Information and Technology, Columbus, OH

Below Major Command

DFAS Rome Accounts Payable Maintenance – GFEBS UMT Team
Defense Finance and Accounting Service
DFAS Rome Accounts Payable, Rome, NY

OUSD(C) 2015 award winners for
Contributions in Budget Formulation or Execution

2015 FM Awards Recipients (continued)

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Contributions in Financial Management in a Combat Zone

Individual Award

Capt Lisa C. Kempker
Air Force
SAF/FMBI, Washington, DC

Team Award

Combined Joint Forces Land Component Command–Iraq, J8
Army
82nd Airborne Division, Fort Bragg, NC

OUSD(C) 2015 award winners for
Contributions in a Combat Zone

OUSD(C) 2015 award winners for
Contributions in Financial Improvement and Audit Readiness

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Contributions in Financial Improvement and Audit Readiness

Individual Awards

Headquarters and Major Command
Ms. Pamela Diaz
USSOCOM
HQ USSOCOM/SOFM, MacDill AFB, FL

Below Major Command
Mr. Randal D. Bowen
Air Force
AFLCMC/FM, Wright-Patterson AFB, OH

Team Awards

Headquarters and Major Command
Integration, Budget Formulation, and Audit Readiness Team
USEUCOM
HQ USEUCOM Office of the Comptroller, Patch Barracks, Stuttgart-Vaihingen, Germany

Headquarters and Major Command
Statement of Budgetary Assertion Audit Readiness Team / Missile Defense Agency
Missile Defense Agency
MDA/CC, Redstone Arsenal, AL

Below Major Command
Global Combat Support System – Army Wave One Deployment
Defense Finance and Accounting Service
Defense Finance and Accounting Service, Rome, NY

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Spotlight on the CXO Fellows Program

https://cfo.gov/cxo-fellows/

The CXO Fellows Program, formerly known as the Chief Financial Officers Council Finance Fellows Program, was founded in FY 2014. The program provides an opportunity for the next generation of Federal leaders to grow professionally through a unique set of educational seminars and events sponsored by the Chief Financial Officers Council, Chief Information Officers Council, and Chief Acquisition Officers Council. The objective of the Program is to provide a unique perspective on innovative missions led by Federal agencies to individuals at the GS 9-12 level.

The FY 2016 cohort, which is the program's third, is the first to include candidates from the DoD Financial Management Community. Learn more about some of the highlights of their experience as CXO Fellows below.

Whitney Anderson
Budget Analyst, Defense Information Systems Agency (DISA)

"The CXO Fellows have had the opportunity to visit the Amazon Distribution Center in Baltimore, NASA Goddard, and have had many sessions at the General Services Administration and the National Defense University. With the visit to the Amazon Distribution Center, we were able to see how a company can integrate technology as well as continue to hire and care for the human employees. We have also learned important key factors when becoming leaders in our fields, as well as the threats that America faces on a daily basis."

Heather Bailey
Budget Analyst, Defense Threat Reduction Agency (DTRA)

"During the last 8 months I have had the unique opportunity to meet and interact with several government and industry leaders. I have participated in several seminars with NDU, GSA, NASA (and even with Amazon) which featured prominent high-level executives, SESs, and General Officers. Over the past months, I have been able to not only glean useful insights on how these senior leaders manage fiscal and non-fiscal issues in their respective agencies, but I have also been able to discuss these challenges with my peers, many of whom are in separate fields like acquisition, information technology, and accounting. This experience has definitely broadened my financial management acumen!"

Amy Denning
Operations Research Analyst, Air Force

"We were afforded the opportunity to visit NASA and learn about their mission at Greenbelt. Seeing the James Webb telescope and meeting a Nobel Laureate was a once in a lifetime experience. Learning about the project timeline, budget, and lifecycle cost growth of a project outside of the DoD helped put things in perspective."

How do I find out where I stand on my FM certification?
A. Ask my supervisor
B. Run my Scorecard Report in the FM LMS
C. Call the FM LMS help desk

See page nine for the answer.

Quarterly **Quiz?**

How to Read Your 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:

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: Civilian
Status: ACTIVE
Job Series:
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 ①	10					
NO	FM COMPETENCY: FM Systems L2PL3	8	45				②
	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 Systems L2PL3 Achievement			FM Documentation Complete ④	5/5/2015 ③		
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 ✔

DoD FM Certification Program

New Tools!

The FM Certification Program User Guide and Revised Handbook

The DoD FM Certification Team is thrilled to release the comprehensive User Guide, which is your one-stop shop to getting FM certified. It provides step-by-step instructions on every user action in the FM LMS, as well as how to use new tools like the Interactive Learning History Worksheet and the Academic Course Search tool. Download a copy from FM Online at **http://go.usa.gov/373F4** and keep for your reference as you make your way through the FM Certification Program.

The FM Certification Team has also revised the Handbook in accordance with policy updates, with new information about new online tools and how to get new users started in the program.

Policy Update:

Non-Compliance Penalty Deferral

The USD(C) issued a memo this week in reference to the penalty for employees who fail to achieve their required certification or have an approved time extension by their required-by-date. The memo in part reads, "Due to potential inconsistent interpretation of guidance regarding consequences for failure to achieve timely certification under this new program, no action should be taken at this time to reassign to a lower grade or remove employees before 1 July 2017. Progressive disciplinary actions, short of demotion or removal, should be utilized to ensure compliance. Effective 1 July 2017, the full range of discipline, to include reassignment to a lower grade or removal, is authorized."   The full memo is posted on FM Online.

Extra! Extra! Read All About It!

You can now download a list of DFMCP awardees via FM Online! We want to highlight over 32,000 DoD financial managers who have shown initiative and led the way in the Department becoming a fully certified force.

Download the latest list at **https://fmonline.ousdc.osd.mil/**

Top 5 Things to Know About CETs

Earning and recording your Continuing Education and Training (CET) credits is easier than you thought!

1. **There is no Step 2 (Upload Documentation).**
   You are not required to upload documentation for your CET learning. However, you should maintain a personal file with your documentation for a minimum of two CET cycles (four years), in case you are randomly selected for audit.

2. **CETs are not restricted by certification level or competency.**
   Your CETs may be taken at any proficiency level for any area related to leadership or financial management (FM). The training does not need to be aligned to the FM Certification Program – if the training CPEs are acceptable for another certification (e.g., CDFM, CPA), then you may use them for the DoD FM Certification. If you are certified at Level 1 or 2, we encourage you to begin your leadership or FM coursework for the next FM Certification Level, so you can quickly achieve the next level when you are assigned to a position requiring it. If you are at Level 3, consider refreshing your leadership and financial management skills by taking courses at the fundamentals and principles level (Levels 1 and 2).

3. **You won't be penalized for finishing early.**
   CETs work on a 24-month calendar schedule; even if you finish your current requirement early, your next set of CETs will not start until the 24 months have passed.

4. **You don't have to wait for supervisor or CCA approvals.**
   Supervisors and CCAs do not need to approve your CET records, though they should be kept informed on your CET progress. If you are audited, Component representatives will ask you to provide your CET documentation proving you have completed the requirement.

5. **You can record all your CETs in one batch.**
   Unless your Component has advised otherwise, you may wait until you have completed all of your CET hours and then Record Learning for them in one batch – provided they are recorded before your deadline. You may also Record Learning as you go, and the FM LMS will keep track of your CET count. Reference the CETs section in the FM Certification Program User Guide for more information on how to record CETs.

Quarterly Quiz

How do I find out where I stand on my FM certification?

B. Run my Scorecard Report in the FM LMS

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.

If you have accurately completed the Three-step Process for an FM Certification requirement, the top row of that section will show a blue "YES" under the Completion Status column. If you have not completed the requirement, or you have recorded inaccurately, the row will remain a red "NO."

For more tips, read the article on "How to Read Your Scorecard Report" on pages six and seven of this newsletter.

Useful Links

DoD FM Certification Handbook
http://go.usa.gov/3tP5Q

DoD FM Certification Program User Guide
http://go.usa.gov/373F4

Three-Step Process
http://go.usa.gov/3H4mW

FM myLearn
http://go.usa.gov/BbaW

LinkedIn Discussion Group
http://ow.ly/sZfDv

Learning History Worksheets
http://go.usa.gov/3GJgc

Course Spotlight

We are pleased to spotlight one of our most recently released web-based courses:

FMF7092 – PPBE and DoD Budget Formulation

- Certification Level 3
- Course Hours: 4
- Budget Formulation, Justification and Presentation

This course discusses policies supporting formulation and submission of budget requests to the Office of the Secretary of Defense (OSD), to include the presentation and justification of the budget requests to Congress. It also identifies key leadership in the DoD budget formulation process and how each influences the process and strategic plans that lay the foundation for Planning, Programming, Budgeting, and Execution (PPBE). The function of Defense Planning, Programming, Budgeting, and Execution and their relationship are also addressed to help recognize steps for the preparation of justification material for presentation to Congressional committees and for inclusion in the Justification Books. Additionally, the course explores key databases and their roles providing supporting budgetary documentation to Congress, OMB, and the public. Upon completion of this course, you will be able to:

- Identify policies supporting formulation and submission of budget requests to the Office of the Secretary of Defense (OSD) and the presentation and justification of the budget requests to Congress
- Identify key leadership in the DoD budget formulation process and recognize how each influences the process
- Identify strategic plans that lay the foundation for Planning, Programming, Budgeting, and Execution (PPBE)
- Identify the functionality of the Defense Planning, Programming, Budgeting, and Execution process
- Recognize steps for the preparation of justification material for presentation to Congressional committees and for inclusion in the Justification Books
- Identify key databases and their roles providing supporting budgetary documentation to Congress, OMB, and the public

How to access this course:
1) For those of you already participating in the Certification Program with access to the DoD FM LMS, we recommend that you launch and complete OUSD(C) courses in the FM LMS where completion is recorded automatically toward program requirements.
   - DoD FM LMS: https://whs.plateau.com/learning/user/ssoLogin.do
2) For those without DoD FM LMS access, launch the courses from the FM myLearn website, using the exact title as the keyword in the search bar. You will need to record learning and upload the completion certificate into the DoD FM LMS to receive credit toward DoD FM Certification.
   - FM myLearn: https://fmonline.ousdc.osd.mil/FMmyLearn/default.aspx.
   - Click on the "Take the web-based training course!" link in the top left corner of the course information page. Don't forget to print your completion certificate when you are finished.

But Don't Take My Word For It
Course Recommendations from the Field

Looking for courses? Below is a sampling of anonymous comments from courses that have received some of the highest ratings to date. Find these courses at http://go.usa.gov/MTQV.

FMF1565 – DoD FM 101 – Decision Support
- Other Required Courses
- Certification Level 1 / Proficiency Level 1
- Course Hours: 2

"Good information – I gained a better understanding of how my work affects the decisions made by senior decision makers."

FMF6699 – The Core Financial Management System
- Financial Management Systems
- Certification Level 2 / Proficiency Level 3
- Course Hours: 4

"Course was well-organized, and it enhanced my understanding of financial systems and the associated guidance."

FMF6670 – DoD Advanced Financial Management for Leaders
- Advanced Financial Management
- Certification Level 3 / Proficiency Level 5
- Course Hours: 4

"This was by far the best FM online certification class that I've taken so far. The information was useful and easy to understand."

Got Courses? Course Development Summary

The OUSD(C) course development team, partnering with subject matter experts from across the DoD, have developed the following courses to help you meet certification requirements. Visit FM myLearn or the FM LMS to complete these courses!

Certification Level 1

Certification Level	FM myLearn Course #	Course Title	Course Hours	Requirement or Competency
1	FMF1554	DoD FM 101 - Accounting	2.0	DoD FM 101 - Accounting
1	FMF1559	DoD FM 101 - Acquisition & Contracting	2.0	DoD FM 101 - Acquisition & Contracting
1	FMF1557	DoD FM 101 - Audit Readiness (FIAR 101)*	3.0*	DoD FM 101 - Audit Readiness (FIAR 101)
1	FMF1564	DoD FM 101 - Auditing	2.0	DoD FM 101 - Auditing
1	FMF1556	DoD FM 101 - Budget	3.0	DoD FM 101 - Budget
1	FMF1560	DoD FM 101 - Cost Analysis	2.0	DoD FM 101 - Cost Analysis
1	FMF1565	DoD FM 101 - Decision Support	2.0	DoD FM 101 - Decision Support
1	FMF1562	DoD FM 101 - Ethics	1.0	DoD FM 101 - Ethics
1	FMF1555	DoD FM 101 - Finance	2.0	DoD FM 101 - Finance
1	FMF1558	DoD FM 101 - Fiscal Law	2.0	DoD FM 101 - Fiscal Law
1	FMF1561	DoD FM 101 - Introduction to DoD	1.0	DoD FM 101 - Introduction to DoD
1	FMF1563	DoD FM 101 - PPBE	2.0	DoD FM 101 - PPBE
1	FMF3644	Fundamentals and Operations of Accounting*	5.0*	Fundamentals and Operations of Accounting
1	FMF6235	DoD Introduction to Defense Working Capital Funds	3.0	Fundamentals and Operations of Finance
1	FMF6632	The Basics of Making Payments	3.0	Fundamentals and Operations of Finance
1	FMF6543	DoD Introduction to Fundamentals and Operations of Budget	3.0	Fundamentals and Operations of Budget
1	FMF6599	DoD Basic Fundamentals and Operations of Budget	3.0	Fundamentals and Operations of Budget
1	FMF6630	DoD Introduction to Fundamentals and Operations of Military Pay	3.0	Fundamentals and Operations of Military Pay
1	FMF6632	Decision Support Basics	4.0	Decision Support
1	FMF6631	DoD Introduction to Fundamentals and Operations of Civilian Pay	3.0	Fundamentals and Operations of Mil/Civ Pay
1	FMF6948	DoD Essentials of Accounting	2.0	Fundamentals and Operations of Accounting

*The actual course length exceeds the required hours.

Certification Level 2

Certification Level	FM myLearn Course #	Course Title	Course Hours	Requirement or Competency
2	FMF3085	Audit Readiness (FIAR 201)	3.0	Audit Readiness Level 2
2	FMF3123	Ethics for Supervisors (Ethics 201)	3.0	Ethics Level 2
2	FMF3122	Fiscal Law 201	3.0	Fiscal Law Level 2
2	FMF3829	Accounting Concepts, Policies and Principles	4.0	Accounting Concepts, Policies and Principles
2	FMF3211	DoD Accounting Analysis Fundamentals	4.0	Accounting Analysis
2	FMF3079	Budget Execution Process	2.0	Budget Execution
2	FMF3215	Manager's Internal Control Program (MICP) Basic Awareness	2.0	Audit Concepts, Policies, and Principles
2	FMF3214	Manager's Internal Control Program (MICP) for Senior Stakeholders	2.0	Audit Concepts, Policies, and Principles
2	FMF3212	Principles of Budgeting	4.0	Budget Execution
2	FMF3088	Principles of Civilian Payroll	4.0	Payroll Concepts, Policies, and Principles
2	FMF3213	Principles of Commercial Pay	4.0	Commercial Pay Concepts, Policies, and Principles
2	FMF4495	Intermediate Decision Support	4.0	Decision Support
2	FMF4778	Intermediate Financial Management Systems	4.0	Financial Management Systems
2	FMF4835	Intermediate Budget Formulation, Justification and Presentation	4.0	Budget Formulation, Justification and Presentation
2	FMF5255	Intermediate Financial Management Analysis	4.0	Financial Management Analysis
2	FMF4069	Budget Concepts, Policies, and Principles	2.5	Budget Concepts, Policies, and Principles
2	FMF5695	Intermediate Finance Concepts, Policies, and Principles	3.0	Financial Concepts, Policies and Principles
2	FMF5696	DoD Intermediate Budget Principles	3.0	Budget Concepts, Policies and Principles

DoD FM Certification Program

Got Courses? Course Development Summary (continued)

Certification Level 2 *continued from previous page*

Certification Level	FM myLearn Course #	Course Title	Course Hours	Requirement or Competency
2	FMF5995	DoD Intermediate Accounting Principles	3.0	Accounting Concepts, Policies and Principles
2	FMF6055	Revolving Funds and Internal Controls	3.0	Financial Concepts, Policies and Principles
2	FMF6699	The Core Financial Management Systems	4.0	Financial Management Systems
2	FMF6749	DoD Audit Concepts, Policies, and Principles: Performance Audits	3.0	Audit Concepts, Policies, and Principles
2	FMF6723	Applying the United States Standard General Ledger: DoD Accounting Principles	3.0	Accounting Concepts, Policies and Principles
2	FMF6746	DoD Budget Concepts, Policies, and Principles: PPBE and Budget Execution	4.5	Budget Concepts, Policies and Principles
2	FMF6788	Audit Concepts Policies, and Principles: Forensic Audits	3.0	Audit Concepts, Policies, and Principles
2	FMF6789	Structuring Decisions Under Uncertainty	4.0	Decision Support
2	FMF6813	Military Pay: Creditable Service and Basic Pay	3.0	Payroll Concepts, Policies, and Principles
2	FMF6914	Special Pays and Benefits for Military Members	3.0	Payroll Concepts, Policies, and Principles
2	FMF6915	IntraGovernmental Accounting Analysis	4.0	Accounting Analysis
2	FMF6930	Internal Control and Financial Management	4.0	Financial Concepts, Policies, and Principles
2	FMF6988	Processing Commercial Payments Overview	3.0	Commercial Pay Concepts, Policies and Principles
2	FMF6989	DoD Commercial Pay Requirements	3.0	Commercial Pay Concepts, Policies and Principles
2	FMF7111	DoD Financial Management Analysis Policies and Procedures	3.0	Financial Management Analysis
2	FMF7124	DoD Financial Management Analysis Process and Tools	3.0	Financial Management Analysis
2	FMF7125	Accounting Analysis of Civilian Pay	2.0	Accounting Analysis
2	FMF7126	Preparing DoD Budgets	3.0	Budget Formulation, Justification, & Presentation

Certification Level 3

Certification Level	FM myLearn Course #	Course Title	Course Hours	Requirement or Competency
3	FMF3086	Audit Readiness (FIAR 301)*	3.5*	Audit Readiness Level 3
3	FMF3121	Ethics for Senior Management (Ethics 301)	3.0	Ethics Level 3
3	FMF3080	Budget Formulation, Justification, and Presentation	4.0	Budget Formulation, Justification, and Presentation
3	FMF3076	Budget Execution for Leaders	4.0	Budget Execution
3	FMF3082	Enterprise Architecture	4.0	Financial Management Systems
3	FMF3210	Principles of DoD Financial Management Analysis	4.0	Financial Management Analysis
3	FMF3411	Principles of DoD Advanced Financial Management*	5.0*	Advanced Financial Management
3	FMF3564	Advanced Principles of DoD Budget Execution*	4.5*	Budget Execution
3	FMF4496	Decision Support for Leaders	4.0	Decision Support
3	FMF6095	Defense Business Systems Decision Support	2.0	Decision Support
3	FMF6597	Financial Statement Analysis for Leaders	4.0	Accounting Analysis
3	FMF6670	DoD Advanced Financial Management for Leaders	4.0	Advanced Financial Management
3	FMF6676	Auditable Journal Vouchers	2.0	Accounting Analysis
3	FMF6716	Risk and Risk Management	4.0	Decision Support
3	FMF6812	Federal Enterprise Risk Management	3.0	Advanced Financial Management
3	FMF6934	DoD Asset Management	2.0	Financial Management Analysis
3	FMF7040	Fiscal Law 301	4.5	Fiscal Law Level 3
3	FMF7081	Accounting Analysis and Financial Closing Management	2.0	Accounting Analysis
3	FMF7092	PPBE and DoD Budget Formulation	4.0	Budget Formulation, Justification, and Presentation
3	FMF7123	Financial Management Analysis of Service-Based Contracts	2.0	Financial Management Analysis

The actual course length exceeds the required hours.

Course Release Schedule for Remaining FY2016

Certification Level	Quarter Planned	Course Title (Subject to change until course is complete and released.)	Course Hours	Requirement or Competency
2	Q4	DoD Budget Justification	3	Budget Formulation, Justification, & Presentation
2		DoD Budget Execution	4	Budget Execution