



# DoD Financial Management Certification Program

Office of the Under Secretary of Defense (Comptroller)





# Agenda

- DoD FM Certification: Purpose
- Competencies
- Applicability
- FM Certification Requirements
- DoD FM Learning Management System (LMS)
- Key Players in the FM LMS
- Using the Academic Matrices
- Getting Started – The Three-step Process
- FM Certification Resources
- Frequently Asked Questions and Q&A
- Summary





# Purpose

- **Establish a framework to guide DoD FM professional development**
- **Intent is to make a good FM workforce even better!**
  - Establish a mechanism to encourage key training in:
    - Audit Readiness
    - Decision Support/Analysis
  - Encourage career broadening and leadership
  - Transition to a more analytic orientation
  - Ensure financial management workforce has knowledge, skills, and abilities necessary to achieve auditable financial statements
- **Develop a course-based rather than test-based certification**

**PROGRAM BUILT ON DoD FM COMPETENCIES**





# Competencies

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

**Accounting Analysis** ✓

**Accounting Concepts, Policies & Principles** ✓

**Advanced Financial Management** ✓

**Audit Concepts, Policies & Principles** ✓

**Budget Concepts, Policies & Principles** ✓

**Budget Execution** ✓

**Budget Formulation, Justification & Presentation** ✓

**Commercial Pay Concepts, Policies & Principles** ✓

**Decision Support** ✓

**Financial Concepts, Policies & Principles** ✓

**Financial Management Analysis** ✓

**Financial Management Systems** ✓

**Fundamentals & Operations of Accounting** ✓

**Fundamentals & Operations of Budget** ✓

**Fundamentals & Operations of Finance** ✓

**Fundamentals & Operations of Military & Civilian Pay** ✓

**Payroll Concepts, Policies & Principles** ✓

**Audit Planning & Management**

**Audit Reporting**

**Decision Support - Audit Execution**

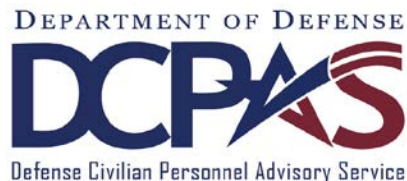
**Financial Management & Reporting Analysis**

**Financial Reporting**

**Financial Stewardship**



# DoD Civilian Leader Development Continuum



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

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

**Cert Level 3**

Lead the Institution

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

**Cert Level 3**

Lead Organizations/  
Programs

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

**Cert Level 3**

Lead People

Team Building  
Accountability  
Decisiveness  
Influencing/Negotiating  
DoD Mission and Culture

**Cert Level 2**

Lead Teams/Projects

Flexibility  
Resilience  
Continual Learning  
Service Motivation  
Computer Literacy

Integrity/Honesty  
Customer Service  
Problem Solving  
Technical Credibility

Interpersonal Skills  
Oral Communication  
Written Communication  
Mission Orientation

**Cert Level 1**

Lead Self



# Applicability

- **Applicable to DoD Civilians and Military in the DoD FM Workforce**
- **All FM positions will be coded Level 1, Level 2, or Level 3**
- **No Grandfathering—no incumbent DoD FM members receive certification “automatically”; all must achieve certification**
- **Two years to achieve certification**

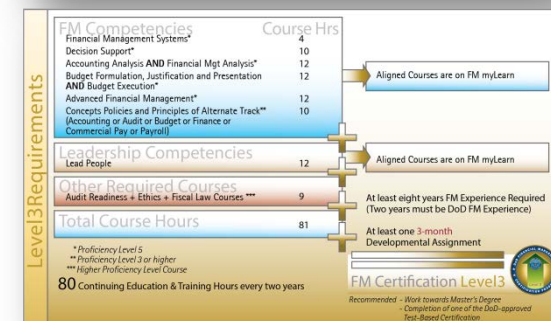
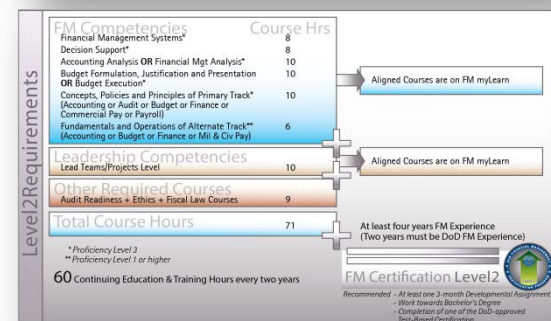
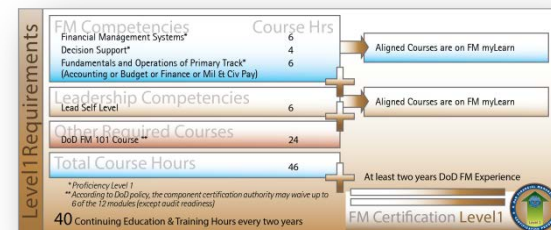




# FM Certification Requirements

- **DoD FM Certification Requirements**
  - Training in FM & Leadership Competencies (course-based)
  - Other Required Courses
  - FM Experience / DoD FM Experience
  - Developmental Assignment (Level 3)
  - Continuing Education and Training (CET)
- **System of Record is the DoD FM Learning Management System**

Find these tools @ FM Online





## Learning Management System

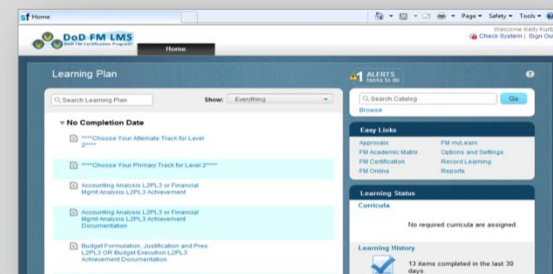
- The LMS is used for administration, oversight, validation, records management, auditability, and to launch OUSD(C)-developed web-based courses
- Basic user information (e.g., name, organization, FM Certification Code) is populated from personnel systems of record
- Maintains the program course inventory aligned to the DoD FM and leadership competency and proficiency levels
- The DoD FM LMS is 508 compliant



Login with Username  
(provided via email)



Create a PIN & Remember It



View Your Personalized Curriculum





# Key Players in the FM LMS

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



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# Complete

Complete the three-step process for applicable courses

- 1 **Revised Learning of Achievement**
  - Admin. supervisor to assign primary, senior achievement
  - Admin. Learning history discussed, to record information Learning history requirement
  - Revised Learning for ALL, courses need to be documented
- 2 **Revised Documentation**
  - Revised Learning for the appropriate achievement documentation
  - Appropriate Learning for the appropriate achievement, for each achievement, the 100 min. PACE, min. less than 500 min.
- 3 **Revised Achievement/Approval**
  - Revised Learning for the appropriate achievement, and required supervisor approval
  - Revised this 3-step process for each achievement documentation, in the 100 min. PACE, all certification requirements are met

## supervisor involvement



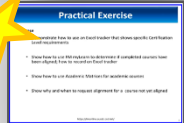


# Getting Started: The Three-step Process

## Get Prepared



Watch Training Videos



Complete Practical Exercise



Collect Documentation



Fill out Learning History Worksheet



Review Learning History Worksheet w/ Supervisor



Develop a Plan for Success!

## Get Certified Using the DoD FM Learning Management System

### Three-step Process

#### 1 Record Learning of Achievement

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

#### 2 Record Documentation

- ☐ Record learning for the appropriate achievement documentation  
Remember: Combine all documents for each achievement into one PDF file, less than 2MB

#### 3 Request Achievement Approval

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



#### Complete Other Required Courses

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

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

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



#### Request Certification Approval

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





# FM Certification Resources

available @FM Online or join us on LinkedIn



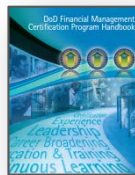
<http://ow.ly/sZfDv>

## Quarterly Newsletter



**Certification Update  
Lessons Learned  
Best Practices**

## DoD FM Certification Handbook



**Program background &  
overview  
Detailed requirement  
descriptions  
Checklist to get started**

## Requirements Datasheets



**Outline requirements  
for each level**

## Practical Exercise



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

## Overview and Training Videos



**Video series introducing  
key elements of program**

## Competencies & Proficiency Levels



**Defines each of the 17  
FM competencies and  
provides examples at  
each Proficiency Level.**

## Learning History Worksheets



**Organize your prior  
training using these  
worksheets**

## FM myLearn



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

## LMS User Quick Start Guide



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

## Frequently Asked Questions



**Compilation of over  
100 questions, organized  
by category**

## LMS Job Aids



**Provide step-by-step  
instructions for all FM LMS  
tasks.**







# Frequently Asked Questions



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



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



**What is the difference between a Primary Track and an Alternate Track?**



**What happens to my training record if I leave DoD and come back?**



**How can I earn CET credits?**



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



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





# Summary

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

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





# Back-up

