To Promote Education, Training and Professional Development in All Aspects of Military Comptrollership

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November 2020

Page

Washington Chapter

President's Message

Mr. Stephen Herrera



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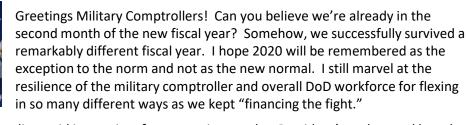
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Our newsletter editor said it was time for me to give another President's update and he asked me to say something thoughtful and profound. That is a big ask for me! Admittedly, I was coming up empty...although I am excited to mention details about our upcoming events. As for having something profound to say, I guess I'll ask you all to continue to be good teammates, wingmen, battle buddies, etc. as we continue to proceed through this pandemic. It is easy to overlook how some of our teammates might be struggling.

I've recently talked to a couple of coworkers with school age children and they described the challenges related to ensuring their children are appropriately covering their academic curriculum at home. Managing the tasks of running a household, performing your duties at work while at home and being responsible for ensuring your children are progressing through their elementary, middle or high school curriculum has to be stressful. I'm very relieved the Herrera kids are out of college. I only bring this up as I want to remind all of you to check in on the well-being of your teammates. Maybe you can offer some advice. Maybe you can link them to a support network that would be helpful. Or maybe you can simply offer some encouragement. I cannot imagine what life would be like if my kids were in elementary or middle school and their education was my responsibility. Teaching is not my strength. I believe my family would make it work but based on conversations with friends and coworkers, it would be a daunting task. Please be a good wingman to your teammates and offer support.

Since I'm on the topic of offering support, the ASMC Washington Chapter has come up with a COVID friendly idea for a community service event. Rather than congregating as a group for a charitable event, we're inviting you to join your fellow ASMC Washington Chapter members as we give back to our local communities through donations of food, toys, goods, time, or money. We are looking for as many volunteers as possible and hope you'll join us in this easy yet meaningful community service event! Please select a local charity that interests you and determine how you can help. We're designating 4-6 December as our "Give Back to Your Community Weekend." You decide what charity you want to support. In December our chapter normally supports Toys for Tots and Capital Area Food Bank. Those are great charities for the season but the decision is up to you. After you complete your donation, please send your name and the organization you helped to jnorris@kpmg.com. If you are willing, we also encourage you to share your donation story and pictures that we can include in a future newsletter article.

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Continued next page



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Upcoming Events

Date / Time	Upcoming Events / Sponsor / Speaker / CPEs	Location
19 Nov 20/ 1200-1300	Chapter Luncheon Meeting / Mr. Cody Ferguson, Washington Chapter Early Careerist Lead will host a panel on this topic / 1 CPE	Virtual Meeting via Zoom
2 Dec 20 / 1100-1330	ASMC Community Service Event: Operation Gratitude Virtual Letter Writing Event	<u>Virtual</u>
4 Dec 20	Give Back to Your Community Weekend	Various locations
10 Dec 20	ASMC Washington Chapter Holiday Social (CANCELLED)	ANCC
21 Jan 21 / 1200-1300	Chapter Luncheon Meeting / TBD	Virtual Meeting via Zoom
31 Jan 21	Chapter Professional Award Scholarships Submission Deadline	
25 Feb 21	Mini-course (F7082) Budgeting and Accounting: Making the Connection	<u>Virtual</u>
22 Apr 21	Mini-course (F3588) Cost-Benefit Analysis	<u>Virtual</u>

President's Message

Continued

Our virtual chapter luncheons continue to be a hit. Last month Doug Glenn from OSD Comptroller provided a great briefing on data and analytics and on 19 November, Mr. Cody Ferguson, the ASMC Washington Chapter Early Careerist Chair will facilitate a panel on the "The Critical Role of the Early Careerist in Financial Management." This will be a great topic and I encourage you all to participate. More importantly, please ensure your early careerist join us. ASMC provides great leadership, training and experience opportunities for our early careerist as well as great exposure. Hope to see you there.

We will not have any Chapter training events in December and January as we have experienced limited attendance during these months in the past. Many of you are focused on finishing your financial statements and preparing the next President's Budget. With the holiday's approaching we find it best to defer training until February. The February training event will be a mini-course titled "Budgeting and Accounting: Making the Connection" and will occur on the 25th. As always, thanks to the many volunteers supporting our Chapter. I would like to see more government personnel supporting the various committees. Reach out to your service Vice President if you would like to serve. The committee chairs will welcome your support. I hope you all have a safe, healthy, and restful 2020 Holiday Season!

Cheers, Steve



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Featured Article

Department of Defense Financial Integrity: An Outside View from Within

by Doug Glenn, OUSD(C) Assistant Deputy Chief Financial Officer

I have enjoyed working within the Federal financial industry for over 25 years and started serving in my current position as Assistant Deputy Chief Financial Officer in the Office of the Under Secretary of Defense (Comptroller) over the last two years. I remember the early days of my career and looking at trial balances that didn't balance and wondering how to deal with something like that since unbalanced trial balances were never discussed in my college text books. Over the years, our industry has made GREAT strides forward in obtaining unmodified (i.e., clean) audit opinions, reducing material weaknesses, advancing transparency and accountability, and looking for new and better ways of conducting our operations. For example, in 1996 (the 1st full year of audits after the Chief Financial Officers Act (CFO Act)), only 6 of the 24 CFO Act agencies achieved unmodified audit opinions and there were approximately 70 material weaknesses (excluding the Department of Defense (DoD). In fiscal year 2019, 22 agencies had unmodified audit opinions and there were 41 material weaknesses, including our 25 within DoD. In addition, our industry has led the way in terms of transparency and accountability (e.g., by implementing the Data Act) and thereby sending a strong message to taxpayers that we are accountable for the tax dollars entrusted to us and showing that we can account for them.

To be blunt, the DoD has lagged behind our Executive Branch counterparts and is currently the 'long pole in the tent' of Federal financial integrity which has had a number of negative impacts. For years our size, culture, number of systems, lack of internal control understanding, and a number of other factors have conspired to hamper our ability to capture, record, and report financial (and other) activity completely, timely, or accurately. For years, we've been forced to accept the totals and balances of our fellow Federal trading partners, because we haven't been able to compile and support our own activity and balances. Further, our lack of an unmodified audit opinion has hampered the achievement of an unmodified U.S. Government audit opinion. It saddens me that our industry has not yet been able to deliver that to the American people. However, I believe the day in which the DoD and our federal government achieve a clean audit opinion is in the not too distant future.

When I began my position as the Assistant Deputy Chief Financial Officer, the DoD Office of the Inspector General identified 20 material weaknesses for the Department. I remember at least a couple of dozen of my peers asked: "Why did you leave the relatively relaxed Department of Interior with only one significant deficiency to come to the DoD which has 20 material weaknesses and a constant supply of email and meetings?" I have to admit, I've asked myself that question a couple of times since I started as well. Fortunately, there are some very good answers to these questions.

First, is the change within the Department over the past several years related to the focus and priority on obtaining a clean opinion and also the potential for continuing change in support of that goal. Anyone connected with the audit or who has even the most rudimentary understanding of internal control knows we have more room to improve but very real progress is being made. I can think of 3,420 reasons off the top of my head (there are 3,420 audit findings currently in the Notice of Finding and Recommendation database). I've been writing or battling audit findings and internal control deficiencies my entire career and I'm happy to note that we have the people, skills, and support needed to drive some real change for the better; however, change does not come easily. There's an inherent distrust of change even when it benefits us.

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Featured Article

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Further, there's a culture within DoD that hasn't been totally supportive of internal control or efficiency improvements. To be fair, I understand there has been a laudable focus on getting the job done and if you look at DoD history, we've certainly met that goal. Nonetheless, our commitment to Congress and taxpayers goes well beyond simply getting the job done. We need to get the job done, do it efficiently, be able to explain and report how we got it done, and be accountable for improvement if warranted. Another hurdle on our path to an unmodified audit opinion and improved fiscal integrity are the number of systems. Each system can involve reconciliation(s), a separate internal control environment subject to audit sampling, different or inconsistent formats, and an opportunity for findings and corrective action plans. Finally, consider the size and scope of our Department. If you looked up #1 on the Fortune Global 100 list of private sector companies, you would find Walmart with revenues of just under \$524billion. For perspective, our Department spent \$735 billion last year and our mission is significantly more complex than Walmart's. There are some very real and significant barriers lying on our path to a clean audit opinion but I know that each can be overcome.

Second, I consider it a 'calling.' I admit this may sound corny. However, I have noted publicly on a number of occasions that one of my biggest professional dreams is to turn on the evening national news and hear the announcer say: "For the first time in the history of the United States, the Federal government received a clean audit opinion on its consolidated financial statements." That dream represents a day where EVERY Federal accountant can be proud of what our industry has delivered to the American people. Despite the Federal bashing and public perception of Federal service that we've all 'enjoyed' over the last couple of decades, I have always remained extremely proud of our industry and our efforts to serve the public. When I have looked up the Federal financial industry cost (roughly \$50 billion) versus the United States budget of roughly \$4.5 trillion, the operating costs related to our industry represent about 1.1% of the budget. When you think of the benefits our industry provides compared to the relatively low cost, I conclude the return on investment for the public is HUGE. How much process efficiency improvements have audits of the Executive Branch financial statements created? How much actual savings have the Executive Branch financial statement audits driven? How much fraud, waste, and abuse has been prevented by the internal control improvements implemented as a result of the Executive Branch financial statement audits? How much has cyber security improved because of information technology findings from Federal financial statement audits? How much national security has been protected by IT controls implemented as a result of Federal audits? How many conference scandals or data breach type events have been prevented by the internal controls implemented as a result of Federal financial statement audits? What is the value of better decisions based on more accurate data in our systems? What is the value of transparency and accountability and sending an implicit message to the public that we take the use of their taxpayer dollars seriously and are accountable for their efficient use? I don't know the exact answer to these questions, but I am HIGHLY confident the real answer is a positive one and our journey on the path to a clean audit opinion is cost effective and worthy of our maximum effort.

Third – our effort to achieve an unmodified audit opinion is noble and just. It may be blasphemous, but I trust we can agree (at least secretly) that not every piece of legislation or requirement is a good one. Authoritative bodies may have been well intentioned when they thought up a new requirement, but when it comes time for implementation, sometimes their ideas or requirements no longer make practical sense. If the logic and reasoning I've used above don't convince you that we are on the value added, honorable, and just path toward financial integrity, please consider asking anyone at a CFO Act agency as to whether they think their efforts in achieving a clean audit opinion were worthwhile. I'm confident they will tell you

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Featured Article

they were. Given the collective support and benefits noted above, I hope you agree the Chief Financial Officers Act and related financial integrity legislation that we support every day are great ideas and worthy of our earnest support.

Fourth – DoD is an amazing place to be. We do some REALLY cool stuff! How many other Federal agencies have strategic plans with the word "lethal" in their mission statement? How many agencies have gold plated AK-47s captured from opposing armies hanging on the wall? We protect America every single day! I've worked with each of the Enterprise Resource Planning systems (Oracle, SAP, and Momentum). Each system was procured and implemented from the top down. We, however, are building one from the bottom up (i.e., Advana). This initiative seems to be driving a major cultural shift within the Department. For example, the DoD culture has historically supported independent silos, distrust of others, and not sharing data and information. However, Advana is highlighting the value of centrally sharing data and discontinued data calls. Advana is ingesting data from over 200 data sources and is standardizing data using a common data taxonomy, which has made DoD level enterprise analytics available to all. For perspective, Advana has more than 16 billion records taking up 200 terabytes of storage with another 100 million records coming in each month. Advana is breaking down the silos I mentioned earlier and is clearly demonstrating that it often makes more sense for the Department to solve a common problem once as opposed to each Service having to create and maintain their own solution (e.g., ICAM for access control). Also, our Department is aggressively pursuing Robotic Process Automation (RPA or robotics) and in many ways is leading other agencies. At my last agency, we were aggressively pursuing robotics but, at the time I left, only had one deployed in a test environment. DoD however, has dozens of robots deployed in production environments across each of the Services.

Fifth – the people. Mark Easton, Deputy CFO, has been a long-time champion of financial 'good' at the Department. While he and many of our senior Financial Management leadership have engaged in this endeavor, I get the impression it's often felt like 'pushing a rope up-hill.' They have been hampered by the hurdles noted above, and also impacted by senior management focus on other high priority DoD requirements. I can see that has changed. Secretary David Norquist, Deputy Secretary of Defense as of this writing, has clearly made the audit a priority. The same is true for Mr. Harker (performing the duties of) our CFO. Mr. Easton, Mr. Harker, and Mr. Norquist are all well respected members of the Federal financial industry for years. Additionally, Mr. Norquist and Mr. Harker put the Department of Homeland Security on the path to an unmodified audit opinion and therefore know what it takes to get there.

After nearly two years at the Pentagon, I am VERY happy to note that the financial staff I met throughout the Department are more than capable in meeting the tasks and challenges before us. I am extremely excited for the DoD financial community who will be in high demand in the years at other agencies as we knock down our 25 five material weaknesses over the years and we/they develop a reputation as agents of positive change.

With our leaders giving us 'air cover' and the 'burning platform' needed to drive positive change, and given the high quality staff we have throughout the Department, I am confident we can all move forward boldly and make the changes needed to resolve the 3,420 audit findings I mentioned earlier and continue down the path to an unmodified audit opinion.

Finally, I'd like to conclude with considering the day when our Department and components all have unmodified audit opinions. We'll make history when that day comes and will have taken a MAJOR step forward in regards to Federal financial integrity. A clean DoD audit opinion has NEVER been done before, but all indicators suggest it is within our grasp. That will be a GREAT day in which we and our other Executive Branch peers will be immensely proud. I am sure there will be trials and tribulations along the way with battles won and lost, but I am optimistic we will see that day. I look forward to seeing that day with you.



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August 2020 Meeting Recap



Speaker:	Ms. Caral Spangler Assistant Deputy Commandant
Time:	12:00 - 1:00 pm
Date:	Wednesday, 19 August 2020
Location:	Virtual

The Washington Chapter held its most widely attended meeting in recent memory, with over 100 Chapter members tuning in via Zoom to hear from Ms. Caral Spangler. Ms. Spangler is concluding a 39-year career in DoD financial management and she spent time reflecting on how far the military comptroller profession has evolved since she started as a Budget Analyst for the Navy in 1981. She graciously answer questions from members in the audience including what her favorite memories were, what advice she would give to early FM careerists, and what will she miss most. On the latter, she didn't hesitate and said, "8am meetings!"

Ms. Spangler had assignments in every military Service. We are all grateful for her leadership and dedication to supporting the DoD mission over her distinguished career. She has touched the lives and careers of many of us, and we will truly miss her.

The Federal Leadership and Professional Development Seminar Series

These seminar series provides no cost "by government/for government" seminars that are provided by federal experts to federal employees across the federal government. Seminar objectives are: share federal leader expertise and lessons learned; disseminate successful strategies for common goals and hurdles; provide free training; bring individuals together from across the federal government and foster intramural-and inter-agency connections, collaborations and sharing.

To receive seminar invitations and resource information government employees may join the seminar series listserv by sending a blank email from the GOVERNMENT email address to: <u>FedLeadershipSeminar-subscribe-request@listserv.gsa.gov</u>



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September 2020 Meeting Recap

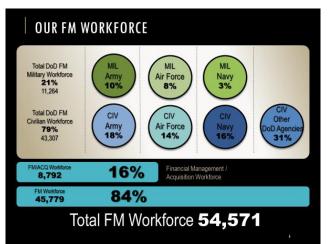


Speaker: Ms. Glenda Scheiner

Education and Training Advisor, ASMC National Executive Council

Ms. Glenda Scheiner provided a very informative update on the state of the DoD FM workforce, including the FM Workforce Development Portfolio's Strategies for Success:

- **Functional Community Management Governance**
- Strategic Workforce Plan
- **Common Language**
- **Enterprise-wide Competencies**
- **Career Roadmaps**
- **Credentialing Program**
- **Tools for Success**



DOD FM CERTIFICATION PROGRAM (CONT.)





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STRATEGIC GOALS



OUSD(C) Web-Based Training Courses



OUSD(C) Web-Based Training (WBT) Updated: 10/02/2019

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

rtification	Level	1
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	Proficiency Level (PL)	Course Title	Course Hours	PA myLearn Course #
Decision Support	PL1	Decision Support Basics	4	FMF6632
DoD FM 101 - Accounting	PL1	DoD FM 101 - Accounting	2	FMF1554
DoD FM 101 - Acquisition and				FMF1559
DoD FM 101 - DoD Audit and 81 t	otal OUSI	D(C) web-based courses: 252.5 hours	3	FMF1557
DoD FM 101 - Auditing				FMF1564
DoD FM 101 - Budget				FMF1556
DoD FM 101 - Cost Analysis				FMF1560
DoD FM 101 - Decision Support	PL1	DoD FM 101 - Decision Support	2	FMF156S
DoD FM 101 - Ethics (Cert Lvl 1)	PL1	DoD FM 101 - Ethics	1	FMF1562
DoD FM 101 - Finance	PL1	DoD FM 101 - Finance	2	FMF1555
DoD FM 101 - Fiscal Law (Cert Lvl 1)	PL1	DoD FM 101 - Fiscal Law	2	FMF1558
DoD FM 101 - Introduction to DoD	PL1	DoD FM 101 - Introduction to DoD	1	FMF1561
DoD FM 101 - PPBE	PL1	DoD FM 101 - PPBE	2	FMF1563
Fundamentals and Operations of Accounting	PL1	DoD Essentials of Accounting	2	FMF6948
Fundamentals and Operations of Accounting	PL1	Fundamentals and Operations of Accounting*	5.0*	FMF3644
Fundamentals and Operations of Audit	PL1	Audit Basics in DoD	1	FMF7440
Fundamentals and Operations of Budget	PI1	DoD Basic Fundamentals and Operations of Budget	3	FME6599

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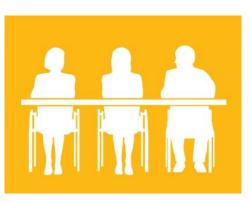
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November 2020 Meeting



Speaker:	Panel Led by Mr. Cody Ferguson ASMC Washington Chapter Early Careerist Chair
Topic:	The Critical Role of the Early Careerist in Financial Management
Time:	12:00 pm – 1:00 pm
Date:	Thursday, 19 November 2020
Location:	Virtual Luncheon via Zoom for Government Access information will be provided upon registration
•	

Cost: Free for members for this virtual luncheon

In order to receive CET credit you must register at <u>WWW.WASHINGTON-ASMC.ORG</u>

CET Credit will not be given without registration, registration will close @ 09:00 a.m. the day of the meeting.

Points Of Contacts

OSD/Defense Agencies – Charles Morse Army – Col Clay Pettit Navy – Jane Roberts Marine Corps – Shari Ritter Air Force – Natalie Osgood Coast Guard – LCDR Mark Sanchez Corporate/Retired Member – Chris Stockel

Register at <u>WWW.WASHINGTON-ASMC.ORG</u> or contact your Service Secretary

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Community Service



ASMC Community Service Event!

Give Back to Your Community Weekend Friday December 4, 2020 through Sunday December 6, 2020

We invite you to join your fellow ASMC Washington Chapter members as we give back to our local communities through donations of food, toys, goods, time, or money.

We are looking for as many volunteers as possible and hope you'll join us in this easy yet meaningful community service event! Please select a local charity that interests you and search their internet site or contact them to determine how you can help.

There are many charities in need of our assistance, including the charities noted in the list below as well as other charities that interest you. The following list includes links for you to explore ways to donate food, toys, goods, time or money.

- •Toys for Tots https://www.toysfortots.org/
- •Capital Area Food Bank https://www.capitalareafoodbank.org/
- •Operation Gratitude https://www.operationgratitude.com/
- •Goodwill https://www.goodwill.org/
- •Washington DC area volunteer opportunities
 - •https://www.thrillist.com/lifestyle/washington-dc/the-best-ways-to-volunteer-and-donate-in-dcright-now
 - •https://www.dcgreens.org/volunteer-opportunities
 - https://volunteer.leadercenter.org/
 - https://volunteer.fairfaxcounty.gov/custom/1380/volunteer_home
 - •https://www.loudouncares.org/volunteer-center/
 - https://montgomerycountymd.galaxydigital.com/need/
 - •https://www.princegeorgescountymd.gov/343/Volunteer-Opportunities
 - •https://www.volunteerprincewilliam.org/need/
 - https://www.volunteeralexandria.org/?layoutViewMode=tablet
- •Virtual and other volunteer opportunities
 - https://www.volunteermatch.org/virtual-volunteering
 - •https://www.pointsoflight.org/virtual-volunteering-opportunities/
 - •https://www.allforgood.org/
 - •https://transcription.si.edu/ (Smithsonian Digital Transcriptions)

Please complete your donations during the weekend of December 4 through 6, 2020. After you complete your donation, please send your name and the organization you helped to <u>inorris@kpmg.com</u>. If you are willing, we also encourage you to share your donation story and pictures that we can include in a future newsletter article.



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Training & Education

The ASMC Washington Chapter is sponsoring the following mini-courses at no cost to our members.

MINI-COURSE (F7082)

Budgeting and Accounting: Making the Connection

This mini-course is designed for junior DoD or contract employees from various backgrounds: accountants who want insight into DoD budgeting, budgeteers who want insight into DoD Accounting, and systems people who want a basic understanding of DoD budgeting and accounting so they can implement new financial systems.

DoD Certification Level 2 COMPETENCY: Concepts, Policies and Principles of Budget - 2.5 hrs (PL3)



Register by February 12, 2021

MINI-COURSE (F3588)

Cost-Benefit Analysis

This mini-course will introduce cost-benefit analysis and how it is used to support decision-making in the organization, thereby increasing public welfare and improving efficiency.

DoD Certification Level 2 COMPETENCY: Financial Management Analysis - 2.5 hrs (PL3)

April 22, 2021

Two Virtual Sessions Available

- AM SESSION 8:30-11:30 AM
- PM SESSION 12:30-3:30 PM
- Register by April 9, 2021

VIRTUAL

Please visit ManagementConcepts.com/pm_elearning_sysreq for the hardware and software requirements.



To register, visit Learn.ManagementConcepts.com/ASMC/Register

Due to high demand, please notify Management Concepts if you are not able to attend after registering.

Check for Updates at WWW.WASHINGTON-ASMC.ORG or contact your Service Secretary

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ASMC National News

American Society of Military Comptrollers

To promote education, training and professional development in all aspects of military comptrollership.

ASMC Value Proposition

ASMC supports	A global community of defense financial managers, military comptrollers, and corporate members
Who need	Convenient, affordable, and collaborative opportunities for leadership and education that further enable the support of warfighters, the National Military Strategy, and the overall federal financial management (FM) profession, while enhancing their career development
By providing	Educational materials, training courses, the Certified Defense Financial Manager (CDFM) certification; leadership opportunities at National and Chapter levels, opportunities to enhance communication skills and contribute to the federal FM body of knowledge; and in-person and virtual access to a global network of peers, and a knowledgeable and customer service-oriented staff
As a result	Financial managers who are members or certificants of ASMC are equipped with the latest innovations, industry knowledge, and best practices; possess a broader understanding of defense FM policies and operations; and differentiate themselves as highly qualified candidates for positions within the DoD, the United States Coast Guard, other federal agencies, and the private sector
Because of	ASMC's status as a premier defense financial management education provider, it is recognized as a prestigious organization for leaders and other individuals serving in or supporting the defense FM community
Unlike	Competitive membership organizations or educational programs that provide products and services to the financial management profession but do not offer ASMC's unique specialization in military comptrollership



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ASMC National News

Congratulations to our Washington Chapter members who took home CY2019 National Individual and Team awards!

Budgeting - Major Command - Distinguished: Major Allen F. Dismuke, Jr.

Comptroller – Distinguished: Denise C. Dennis, CDFM

Resource Management - Distinguished - Dr. Ann M. Tipton, CDFM

Essay Contest

First: Scott W. Bauer, CDFM-A Second: Lt Col John R. Forbes Third: Christopher Babcock, CDFM-A

Small Team – Meritorious – Private Sector Care Shortfall Team Billing Team: Defense Health Headquarters (DHA/J8)

Washington Chapter: Five Star Recognition Award

Washington Chapter: Absolute Membership Growth Award

ASMC Member Community

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Thread Subject	Replies	Last Post
Addressing FY21 NDAA & DOD Budgeting Requirements with CPM	0	23 hours ago by Matthew Kawamoto
Solutions		



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To Promote Education, Training and Professional Development in All Aspects of Military Comptrollership

November 2020

Washington Chapter



ASMC offers the Certified Defense Financial Manager (CDFM) educational program and certification designation to those persons desiring to demonstrate proficiency in the core aspects of Defense Financial Management.

For more information, visit: <u>http://www.asmconline.org/certification/cdfm-information/</u>



Congratulations to our newest CDFMs!

Ian Johnson Brendan McGarry Esteban Velez

While most candidates in the CDFM program are civilian or military/reserve members of the Department of Defense, U.S. Coast Guard, U.S. Army, U.S. Air Force, U.S. Navy, U.S. Marine Corps or employees of defense contractors or suppliers, the CDFM program is open to <u>all candidates</u> who have a high school diploma (or equivalent) and meet the following work experience qualifications:

Have the required number of years of defense-related financial management experience outlined below:

- Two (2) years if you hold an Associate's degree or higher; or
- Three (3) years if you do not have a degree. OR

Do not have defense-related financial management experience, but can meet the following criteria outlined below:

- Four (4) years of Federal government-related financial management experience; and
- An Associate's degree or higher.

There are three steps involved with earning your CDFM:

<u>1. Enroll in the CDFM Program</u>. Your enrollment is valid for two (2) years, during which time you must take, and successfully pass, the three CDFM module examinations.

2. Submit Your Verification of Financial Management Experience Form. This form, which must be signed by a supervisor who can verify your work experience, must be returned to ASMC after enrolling in the CDFM program. You do not have to submit this form prior to taking a CDFM examination, but it is <u>required</u> prior to the awarding of the CDFM designation.

<u>3. Purchase and Schedule the CDFM Examinations</u>. Be sure to carefully – and completely – read the criteria associated with each testing option for the CDFM examinations. Failure to do so can result in the purchase of the wrong CDFM examination and/or the inability to test at your preferred location



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Deb Delmar

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