



AMERICAN SOCIETY OF MILITARY COMPTROLLERS

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

May 2021

Washington Chapter



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President's Message

Mr. Stephen Herrera



Greetings Military Comptrollers. I hope you are all well. This past year has been an interesting time for the Department of Defense (DoD) and the Department of the Air Force (DAF). While we were challenged by the pandemic, we continued to accomplish our missions. This is my last President's message to you so I thought I would provide some insight on a critical DAF priority.

Despite the pandemic, the DAF continued to support Air and Space operations across the globe. One thing COVID has taught us is that we need to continue to modernize and invest in future capabilities. Air Force Chief of Staff General Charles Q. Brown, Jr. has said "the military needs to rethink the way it develops and approves strikes in combat and possibly restructure component commands as the Air Force-led joint all-domain command and control effort to connect sensors and shooters in real time takes root." Modern warfare is increasingly all-domain, and to prevail, any future force must move beyond 'deconflicted' operations. We need to be able to employ true joint all-domain operations, creating simultaneous dilemmas that overwhelm an adversary.

The foundation to successfully executing joint all-domain operations is the ability to network ALL forces into an effective whole or connect the Joint Force. The key to this is Combined Joint All-Domain Command and Control (or CJADC2), a DoD effort to digitally connect all elements of the U.S. military. CJADC2 will bring together sensors, systems, and weapons from all services to allow the seamless sharing of information and the convergence of combat power, from sensors to shooters, across all five warfighting domains: air, land, sea, space and cyberspace. The Department of the Air Force's contribution to CJADC2 is to field the Air Battle Management System (ABMS). ABMS is a family of systems that will share real-time data connecting the right sensor to the right shooter in any domain.

What is the role of Financial Management in this new technology? Comptrollers are supporting this effort by ensuring the cost estimates and schedules for this program are accurate, working with our counterparts in Plans and Programs during the Program Objective Memorandum (POM) process to source funding, and robustly justifying ABMS requirements in the President's Budget (PB) request. Whether at the program office or at the Air Staff level, financial managers are working closely with program managers, architects, and engineers to ensure budget exhibits articulate the capabilities and technology being developed while ensuring requirements captured in the POM and PB are justified and defensible. ABMS technology will revolutionize joint operations, as we know them today and Financial Managers have a role to play in ensuring success. The appropriated funds being budgeted and executed in support of ABMS are reflected in our financial statements.

I think it's important to link what we do as financial managers and comptrollers to the important missions of the DoD, so hopefully this helps all of you appreciate why the DAF continues to message on the importance of CJADC2. Finally, I have to say I found this opportunity to be your chapter president humbling and rewarding. I have a much greater appreciation for the amount of work being accomplished by the ASMC Washington Chapter to deliver consistent benefits to our members. We do so by having a very dedicated group of volunteers. These volunteers are

President's Message Continued Next Page

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Upcoming Events

Date / Time	Upcoming Events / Sponsor / Speaker / CPEs	Location
20 May 21/1200-1300	Chapter Luncheon Meeting / USAF / Ms Tina Pierce / 1 CPE	Virtual - Register here
25 May 21/0730-0830	Early Careerist Virtual Coffee Chat with Corporate Executive	Email Cody Ferguson to sign up
26 May 21	Virtual Community Service Event, Cardz for Kidz	Virtual Register here
2-4 June 21	National Virtual PDI	Virtual - Register here
17 Jun 21/1200-1300	Chapter Luncheon Meeting / New Officer Induction / 1 CPE	Virtual Meeting via Zoom
15 Sept 21/0800-1400	Chapter Golf Tournament (Tentative)	Ft Belvoir Golf Course

President's Message Continued

delivering training opportunities, providing newsletters and other communications, managing our finances, establishing networking forums for early careerist, ensuring chapter involvement in charitable events, facilitating monthly speakers, and of course putting on the NCR PDI. At our April Monthly Meeting we recognized one of our true unsung heroes - Webmaster and Chapter Technologist Wayne Whiten with the 2020 ASMC Washington Chapter Distinguished Service Award. Wayne competently stepped in to seamlessly move all our events virtual after COVID to include our virtual NCR PDI. He exemplifies the best of mission and service for ASMC for 15+ years. Words cannot express how grateful I am to our many volunteers and the executive committee. Your efforts make a huge difference. To the incoming Chapter leadership, I wish you the best of luck. You have a great team supporting you!

Cheers,

Steve

Featured Articles



Data Analytics for Leaders

Author – MSG David Harris III, PhD(c), DBA, MPA, Budget Manager & NCOIC – Military Intelligence Readiness Command, Fort Belvoir, VA.

Data analytics offers a distinct advantage for leaders to accomplish risk evaluations, effectiveness of internal controls, and internal audits. The advancement in technology along with data availability has created a rich environment for data analytics. Moreover, the Sarbanes-Oxley Act of 2002, the Dodd-Frank act of 2010, and the current Public Company Accounting Oversight Board standards highlight the importance of the role of internal audits. Specifically, for federal government entities the Office of Management and Budget Circular- 123 incorporates Management's Responsibility for Internal Control for this purpose.

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Featured Articles

Continued

According to the Army's Annual Financial Report (AFR), in FY 2020, leaders of the Army were responsible for \$316 billion in assets with a net operating cost of over \$171 billion. The report also highlighted the Army's fund balance with treasury (FBWT), representing over \$134 billion of unliquidated obligations. Due to these factors, KPMG, the independent auditor, provided a pronounced case for effective implementation strategies to manage the Army's resources. The Independent Auditors' Report improvement areas fell within the following categories:

- Beginning Year Balances
- Inventory
- General Property, Plant & Equipment
- Environment and Disposal Liabilities
- Revenue
- Evidential Matter
- Information Technology Controls
- General Ledger Adjustments
- Accruals
- Financials
- Fund Balance with Treasury
- Completeness
- Entity Level Controls

As a result, significant opportunities exist for data analytics to support leaders to manage the billions of dollars of appropriated funds and assets.

Data analytics offers both opportunities and obstacles. Specifically, leaders and managers will have to either train or acquire expertise specific to this field. In addition, if IT infrastructure or automation is deficient, leaders would also have to incorporate or upgrade this framework. Therefore, data analytics adoption is both subjective and complex. Nevertheless, automation has created success with the Army Reserve by streamlining multiple processes and reducing redundancy. In comparison, big data analytics offer the opportunity to cover 100 percent of data and provide greater assurance to the organization. As technological advances continue to emerge, such as blockchain, additional IT platforms will also offer solutions for leaders to effectively manage government resources. For example, blockchain offers contractual obligations to closed out accurately and error-free, which is a solution to reduce the \$134 billion of unliquidated obligations previously mentioned. Moreover, blockchain can also contribute to full audit attestation in real-time, providing reasonable assurance and full assurance because all of the data is analyzed. (see <https://real-time-attest.trustexplorer.io/trusttoken>)

Data analytics is a skill that requires an understanding of how the data is obtained, the data sets, and statistical analysis of the results obtained. In many cases, the statistical analysis can be simplified using tools currently on the market. Therefore, training personnel is essential for the success of the implementation of the data analytics model. Currently, as a solution to trim the training gap, leaders should aggressively push for individuals to take advantage of the Finance and Comptroller School Business Analytics Courses, which will pay dividends and contribute to the overall mission of achieving audibility.

Note: The author is also a contributing Faculty at Walden University for the Doctor of Business Administration Program



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Featured Articles



Army Joint Reconciliation Program

Authors

- Ms. Myrna Medina, HQDA - Director, Financial Opns and Accounting Oversight
- Mr. Mark Michalski, HQDA – Director of Human Resources, St. Michael's Inc

What does an organization as large as the Army do when faced with sweeping changes to Department of Defense (DoD) regulations? It adapts. It complies. And, in some cases, it discovers new, more efficient ways of performing back-office operations. In February 2020, the Office of the Undersecretary of Defense (Comptroller) (OUSD(C)) updated DoD Financial Management Regulation Volume 3, Chapter 8. This update required Army to re-think how to conduct the then Tri-Annual Review (TAR) and replace it with a more system-centric Dormant Account Review – Quarterly (DAR-Q). In the sections that follow, we'll examine how Army was able to adapt and satisfy challenging DAR-Q requirements and deadlines.

What is the "JRP"?

Army complies with OUSD(C) DAR-Q requirements through the Joint Reconciliation Program (JRP). The goal in performing JRP is to track the dormancy and validity of Army's transactions enabling proper corrective actions and timely execution of appropriated funds. JRP is Army's primary internal control for monitoring accuracy and completeness of General Ledger (GL) account balances at the detailed transactional level. It provides oversight to financial metrics deemed high audit risk by senior leadership and provides a quality control mechanism for Command-level internal control activities. JRP improves Army's ability to execute available appropriations before expiration/cancellation and provides confirmation that remaining open obligations are valid and supports accurate budget execution and financial reporting.

Why the JRP?

Army's quarterly process encapsulates more than just DAR-Q requirements. DAR-Q is centered on budgetary General Ledger Account Codes (GLACs) that impact budget execution; however, JRP goes beyond this to frequently track other areas of fiduciary responsibility that impact Army's overall posture. JRP incorporates monitoring of high-visibility metrics such as Prompt Payment Act (PPA) interest outlays, New Obligations with Prior Year Funds, Miscellaneous Obligor Documents (MODs), and Acquisition Cross-Servicing Agreements (ACSA). These metrics represent areas of great audit risk and senior leadership has prioritized their regular review. This is why Army refers to its quarterly process as "JRP" vice "DAR-Q."

Robotics Process Automation (RPA)

Let's take a walk back to the not-so-distant past: December 2019. Prior to that time, Army's JRP process was manually-intensive with end users running GFEBS queries, downloading reports, writing Excel formulas, and aggregating totals for submission. The process was time-consuming and ripe for human error. Today's review is enabled by a complement of automated solutions. OUSD(C)'s ADVANA platform automatically populates an online web portal called the "DAR-Q Tool" with Enterprise Resource Planning (ERP) data. This, coupled with Army's investment in Robotics Process Automation (RPA), which pulls together data sets in the Legacy environment while still maintaining security protocols, has enabled a more efficient JRP process with less vulnerability to mistakes.



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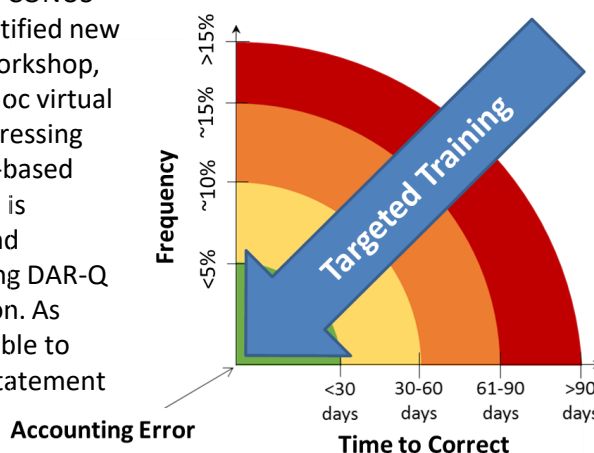


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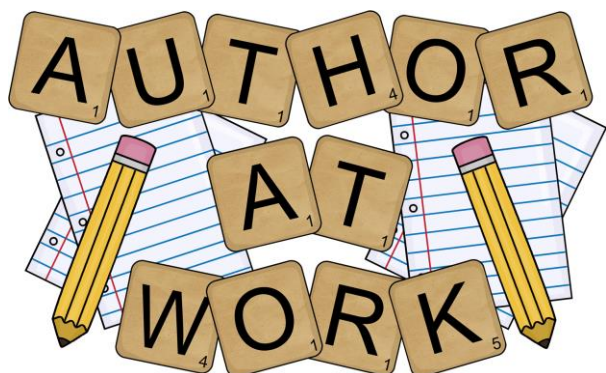
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Training. Training. Training!

Any new process involves a steep learning curve. Prior to COVID-19, Army HQ personnel regularly traveled to Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) in CONUS and OCONUS. Since early 2020, however, Army has adapted and identified new ways to reach end users. Through the DFAS/Army virtual Year-End Workshop, leveraging Defense Collaboration Services (DCS) capabilities, and ad hoc virtual training events, Army has been able to lessen the learning curve. Addressing accounting-related training gaps in the field facilitates general ledger-based reporting in a more accounting vice budget-centric environment. This is complemented and reinforced with additional training during year-end workshops. Training topics include basic accounting principles, defining DAR-Q sub-populations, and DAR-Q Tool click-throughs for program execution. As shown in Figure 1, by providing this level of training, Army has been able to proactively avoid accounting errors, enable more accurate financial statement reporting, and lessen the need for time-consuming rework.



Call for Articles



If you would like to write an article for the ASMC Washington Chapter newsletter, please contact your Service representative or the newsletter editor.



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April Meeting Recap



Speaker: *LTG Thomas A. Horlander*

Military Deputy, ASA (FM&C)

Time: *1200-1300*


Date: *Thursday, 15 April 2021*

Location: *Virtual via Zoom*




LTG Horlander provided an update on Army budget operations in an “unpredictable environment.” He also shared some of Army FM&C’s talent management and professional development initiatives, focusing on the “individual domain” including assessing yourself and assessing your FM workforce.

Zoom Meeting You are viewing Wayne Whiten's screen View Options

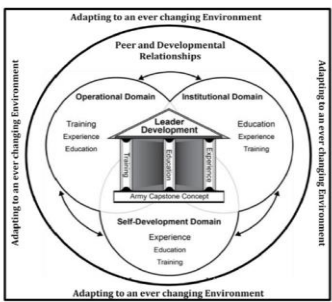


Effective Talent Management and Professional Development requires structure.


- Institutional
- Organizational
- Individual



Are we doing the right things?
Are we doing things right?
What are we missing?



ASA (FM&C) 4



LTG Thomas Horlander

Leave



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May Meeting



Speaker: Ms. Tina Pierce

Associate Deputy Assistant Secretary for Financial Operations,
Office of the Assistant Secretary of the Air Force for Financial
Management and Comptroller

Time: 1200-1300

Date: Thursday, 20 May 2021

Location: Virtual via Zoom; [click here to register](#)

Ms. Pierce assists the Deputy Assistant Secretary in implementing provisions of the amended Chief Financial Officers Act of 1990 and related financial management reforms. She is responsible for ensuring the timely and accurate submission of Air Force financial statements and managing, at the executive level, the Air Force's Financial Improvement and Audit Remediation program to progress the Department to an unqualified audit opinion.

Ms. Pierce, an Idaho native, began her career as a U.S. Marine Corps commissioned officer serving in a variety of operational and staff financial management assignments. She subsequently joined the private sector, holding finance and accounting roles within the information technology, energy, and consulting services industries. In 2018, her federal career began as an accountant in the Defense Health Agency. Prior to assuming her current position, Ms. Pierce was the Chief of Financial Reporting & Compliance for the Defense Health Agency where her responsibilities included preparation of the Defense Health Program financial statements and Agency Financial Report, oversight of Military Health System accounting policy, statutory and regulatory requirements, the Risk Management Internal Control Program, and principle support for audit remediation efforts.

<https://www.af.mil/About-Us/Biographies/Display/Article/2404588/tina-m-pierce/>

[Register here NLT 19 May](#)



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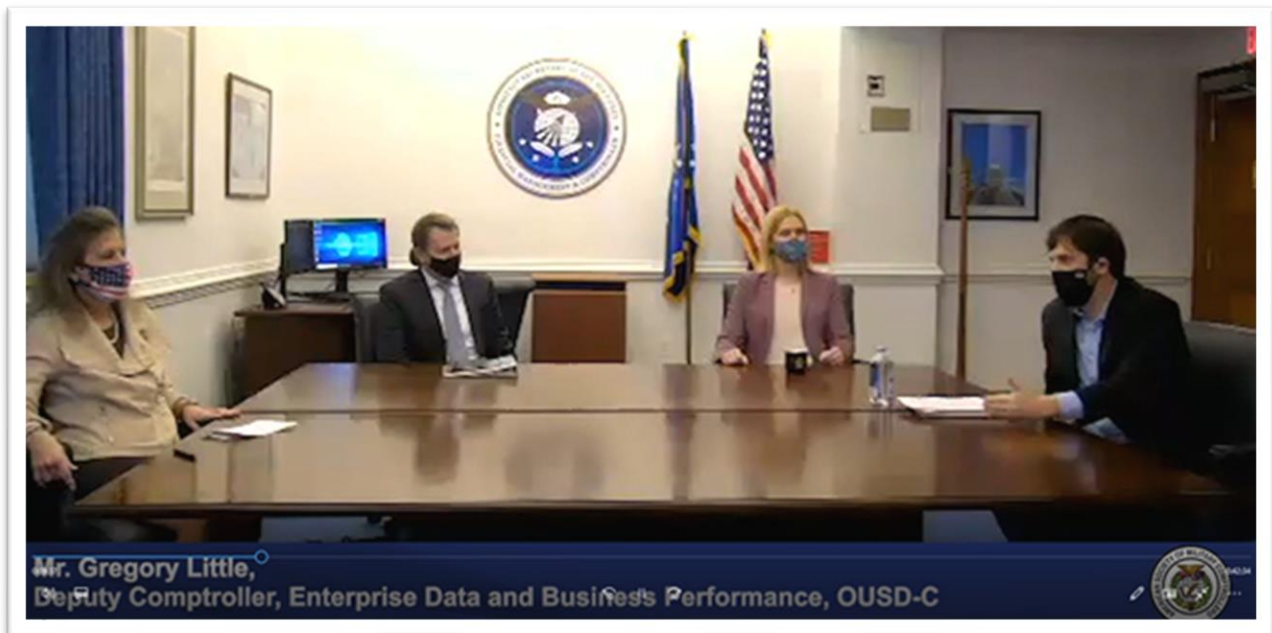
Washington Chapter



2021 ASMC Virtual National Capital Region PDI
Transformation & Technology: Push Your Limits!



Our ASMC Washington Chapter hosted a virtual 2021 Professional Development Institute (PDI) on 11 March 2021 for the National Capital Region and beyond. We had over 2,000 attendees from across the United States tune in to hear from a line-up of distinguished speakers including the Honorable David Norquist, former Deputy Secretary of Defense. Attendees earned up to 7 CPEs for the full day of over 20 speakers on FM-related transformation and technology. Below is a screen shot of the morning's CIO panel discussion led by Ms. Debra Del Mar, 2021 NCR PDI Chair.



Left to right:

Ms. Debra Del Mar, Chairperson, 2021 ASMC NCR PDI

Mr. Aaron Weis, Chief Information Officer, US Navy

Ms. Lauren Knausenberger, Chief Information Officer, US Air Force

Mr. Greg Little, Deputy Comptroller, Enterprise Data and Business Performance Office of the DCFO, OUSDC



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Transformation & Technology: Push Your Limits!



Thank you to all our all-volunteer NCR PDI Committee!

Debra Del Mar	NCR PDI Chair
Mike Monson	NCR PDI Vice-Chair
Wayne Whiten	NCR PDI Technology Chair
Susannah Kiehl	Communications Chair
Rita Finney	Finance & Registration Chair
Betty Ann Linegang	Corp Sponsorship Chair
Robert Cook	Protocol Chair
Chris Stockel	Chair Assistant and Early Career Coordinator
Kyle Richards	Secretary
Mary Ahern	Corp Sponsor Virtual Exhibit Coordinator
Kianna Hayes	Website/Digitell Coordinator
Dominick Iacobucci	Website/Digitell Assistant
Marilyn Spille	Technology Vice
John Writer	Washington Chapter Awards Chair
Pritchett, Chris	Communications Vice
Matt Kawamoto	Digital Transformation (DT) Sessions Chair
Leslie Casson Stevens	DT Session Coordinator
Sarah Taylor	DT Session Coordinator
Keith Igyarto	DT Session Coordinator
Amy Colucci	DT Session Coordinator
Pat Riley	FM Transformation (FMT) Sessions Chair
Rene Rodriguez	FMT Session Coordinator
Megan Kobuck	FMT Session Coordinator
Kimberly Stickney	FMT Session Coordinator
Raymond Urias-Rivera	FMT Session Coordinator
Lou Crenshaw	Service Update Sessions - Co-Chair
Roger Searce	Service Update Sessions - Co-Chair

If you would like to volunteer for the 2022 NCR PDI committee, please email [Chris Stockel](mailto:Chris.Stockel@ASMC.org)



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ASMC Virtual Community Service Event!



Wednesday, May 26th, 2021

11:30 AM – 1:00 PM

Virtual Card Making Session (via Microsoft Teams)



Let's get together this Spring and celebrate joy! A wonderful opportunity is here, and it consists of thoughtfulness, creativity, and hope. Please donate your time and participate in a virtual event for Cardz for Kidz!

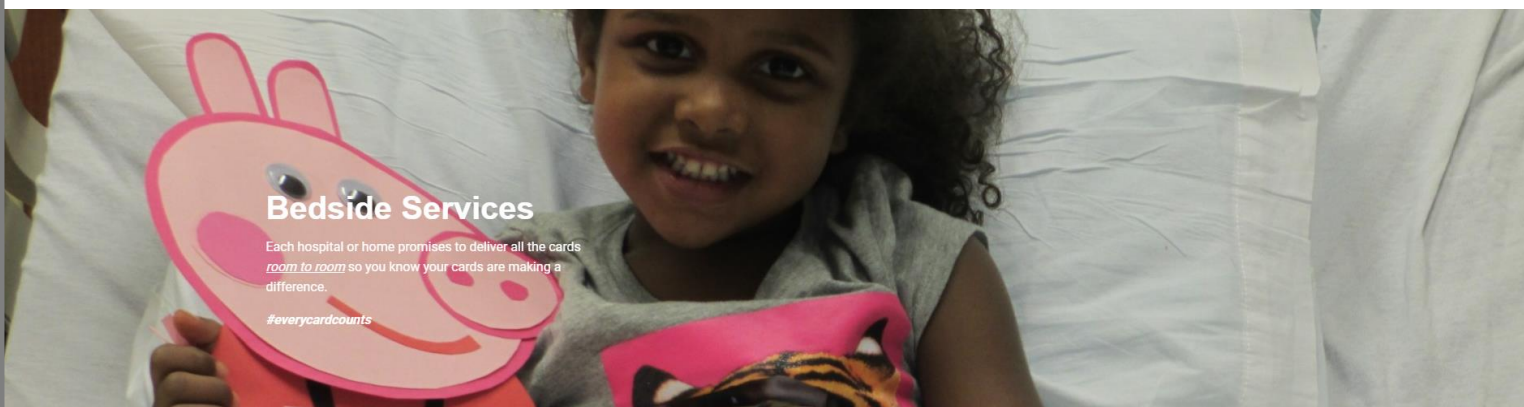
We invite you to join your fellow ASMC Washington Chapter members as we create handmade cards for sick, recovering, or traumatized children, seniors, and families around the world. Cardz for Kidz is a non-profit organization whose mission is to hand deliver cards to those individuals who need of a reminder of hope. The organization started in 2010 with one location but has grown to over 400 locations in over 40 countries, including all 50 U.S. states. Their motto is #TooSmallNoSuchThing.

Please join us to create handmade cards for individuals who will appreciate your thoughtful designs and messages. **We are looking for as many volunteers as possible** and hope you'll join us in this relaxing yet meaningful community service event! We encourage you to include your family and friends in this fun event.

Please come prepared with paper/construction paper, pens, markers, and any child safe decorations that you would like to use to decorate. As we are holding the event virtually, you will also need to cover the cost of mailing the handmade letters from your location to Cardz for Kidz.

To sign up for this wonderful opportunity, please send an email to Jeff Norris (jnorris@kpmg.com) and Wendy Schiffman (wschiffman@kpmg.com), who are both ASMC Washington Chapter members, by **May 22**.

Additional information about Cardz for Kidz can be found at
<https://cardzforkidz.org/>



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Early Careerist News

Calling All ASMC Early Careerists

ELIGIBILITY:

Anyone with less than ten years of experience in their current profession may join.

Why You Should Join:

As a future government or industry leader in Defense or US Coast Guard FM, ensure your training needs are met with:

- ❖ Social and Networking Events with other Early Careerists, as well as Senior Leaders
- ❖ The opportunity to correspond and collaborate with a Senior Mentor/Coach
- ❖ Cost-effective training and education to obtain CPEs and highly valued Certified Defense Financial Manager test-based credential
- ❖ In-person ASMC Monthly Luncheons at a discounted rate (when they resume)
- ❖ An active community of cohorts within the ASMC National Engage Platform - Early Careerist Forum (details to follow)

The Washington Chapter Early Careerist Initiative held their first ever Monthly Coffee Chat on April 28th! The event was a success with great participation and an amazing guest speaker in Ms. Jane Roberts, Lead for ERM in the Office of the Management Officer within the Department of the Navy and ASMC Washington Chapter VP! Our next Coffee Chat will take place May 25th where we will hear from an Industry/Corporate leader, Mr. Ed Cody, Financial Management Practice Director at Definitive Logic. If you are an interested Early Careerist and did not already receive an email invitation, please reach out to Cody Ferguson or Matt Ledder at cody.a.ferguson9.civ@mail.mil or mledder@definitivelogic.com. We look forward to seeing you there!

Bios/Contact Information:

Cody Ferguson, Chairman of Early Careerists

cody.a.ferguson9.civ@mail.mil

Cody Ferguson is a Staff Accountant and Executive Analytics Portfolio lead on the Advana program with 6 years of experience working in DoD. He started his career in DoD as a Trainee in the DON's FM Career Program before moving to the DON Budget Office and ultimately OUSD(C) after completing his Master's Degree in Forensic Accounting.

Matt Ledder, Vice Chairman of Early Careerists

mledder@definitivelogic.com

Matt Ledder is a Financial Consultant/System Engineer with two years of experience at Definitive Logic. He has a strong academic background, including a Bachelor's Degree in Finance and a Master's Degree in Information Technology Management. He has worked on agile financial reporting and management solution implementations for both federal and commercial organizations, including DHS, ARC, HUD, DAI, and ICF.

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Training & Education

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essions Available

ON 8:30-11:30 AM

ON 12:30-3:30 PM

bruary 12, 2021

MINI-COURSE (15500)

Cost-Benefit Analysis

This mini-course will introduce cost-benefit analysis and how it is used to support

need to do so. It will also cover the process of creating a cost-benefit analysis and

improving efficiency.

DoD Certification Level 2

COMPETENCY: Financial Management Analysis – 2.5 hrs (PL3)

April 22, 2021

• AM SESSION 8:30-11:30 AM

• PM SESSION 12:30-3:30 PM

Register by April 9, 2021

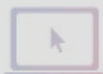
for ASMC Members!

For upcoming training opportunities!

Keep checking the Chapter website [here](http://www.WASHINGTON-ASMC.ORG).

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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AMERICAN SOCIETY OF MILITARY COMPTROLLERS

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

May 2021

Washington Chapter



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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**adapt,
evolve &
transform.**
at all times ready

PDI 2021

JUNE 2-4, 2021

Welcome to ASMC's Professional Development Institute (PDI) 2021!

[American Society of Military Comptrollers \(ASMC\)](#) is happy to open our first ever **all virtual** Professional Development Institute (PDI) 2021! While we wish that we could meet in person, we are thankful that we are able to provide what we think will be an engaging and enlightening virtual meeting.

The PDI is ASMC's premier training event and it will take place 2-4 June 2021. This year you will be able to attend PDI 2021 from the convenience of your office or home office while taking advantage of over 53 workshops and mini-courses taught by the leaders and experts in the field of Financial Management. [REGISTER TODAY](#)

Defense financial managers and private sector experts will converge for this three-day event to enhance their financial management knowledge and skills, as well as share best practices toward meeting the complex challenges of DoD's fiscal environment.

The PDI 2021 program will include general and Service Day sessions, mini-courses, and workshops that will focus on multiple defense financial management competency areas. Our workshop speakers will discuss current issues in DoD and US Coast Guard financial management operations, and mini-courses will provide participants the opportunity to obtain direct credit toward meeting certain DoD FM Certification requirements at Levels 2 and 3 of the program. Our platform allows our speakers to utilize polling and Q&A as well as monitor the chat in real time.

Beyond the 50+ CPE credits available to attendees, join ASMC for this fantastic opportunity to learn and interact with participants from Service HQs, major commands and installations and to collaborate with leadership, peers, vendors, and clients through our online platform. This event also showcases individuals and teams who have been recognized by ASMC for their excellent contributions to the field of defense financial management in 2021.

Network and engage with all attendees by utilizing the chat feature on the platform, video chat with our Sponsors in the virtual Exhibit Booth, attend interactive networking sessions on June 3rd and 4th.

For questions about registration please email: ASMC@support.eventPower.com



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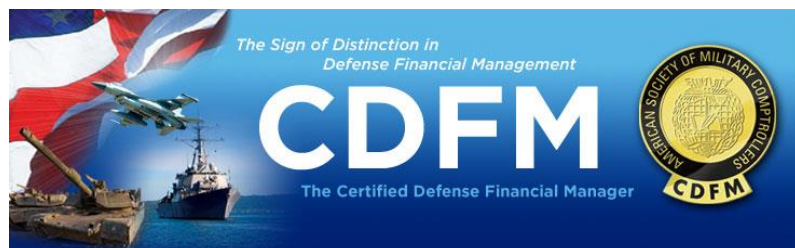
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ASMC offers the Certified Defense Financial Manager (CDFM) educational program and certification designation to those persons desiring to demonstrate proficiency in the core aspects of Defense Financial Management.



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

Congratulations to our newest CDFMs!

Esther Ansah
Samuel Beauchamp
Kevin Bloomfield
Jacob Bradley
Jian Chi
Juan Conde
Meredith Crafford
Roxanne Goldman
Nicholas Jokela
Jillian Keyes
Rolando Mari
Joshua Merrell

Tchriyah Napier
Francis O'Brien
Dale Oldham
Christina Quash
Shawn Rabold
Terry Sauer
Detavious Smith
Runnold Spence
Katherine Van Straaten
Emiliano Vasquez
Kurt Walker

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 all candidates 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:

1. Enroll in the CDFM Program. 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 required prior to the awarding of the CDFM designation.

3. Purchase and Schedule the CDFM Examinations. 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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John Writer	Awards/Essay Chair	703-931-5600
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PDI

Chair: Deb Delmar

Deb Delmar	NCR PDI & PDI Silent Auction	703-593-6667
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