



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1 000 NAVY PENTAGON
WASHINGTON DC 20350-1000

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MEMORANDUM FOR DISTRIBUTION

From: Special Assistant for Human Capital, Office of the Assistant Secretary of the Navy (Financial Management & Comptroller)

Subj: DEPARTMENT OF THE NAVY IMPLEMENTATION GUIDANCE FOR THE DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT CERTIFICATION PROGRAM

Ref: See Enclosure 1

Encl: (1) References
(2) Administration
(3) Additional Guidance on Certification Level Requirements
(4) Other Resources

1. PURPOSE. The purpose of this memorandum is to provide Department of the Navy (DON) implementation guidance for the Department of Defense (DoD) Financial Management (FM) Certification Program. Unless otherwise stated in this memorandum, reference (a) applies. Should additional DON guidance become necessary, this memorandum will be amended accordingly.
2. APPLICABILITY. Reference (a) requires members of the FM workforce to participate in the DoD FM Certification Program and obtain the appropriate certification level for their position within the prescribed timeline after appointment into the program. For civilians, the attainment of the certification is a condition of employment. There is no 'grandfathering' of any position or person to the program. The DON FM Workforce is defined as follows:
 - a. CIVILIANS. All DON FM civilian workforce members in the 05XX series, unless otherwise noted in this memorandum. Bargaining unit positions will enter the Certification Program once local labor union notification requirements are completed.

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- i. DON 0500 SERIES DESIGNATIONS. Per references (b) through (d) the Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN(FM&C)), as Functional Community Manager of the DON FM Workforce, has designated the use of only the following 0500 series FM designations within DON:

- 0501 Financial Management Analyst
- 0503 Financial Technician
- 0505 Financial Management
- 0510 Accountant
- 0511 Auditor
- 0599 Financial Management Students and Trainees

In preparations for the DoD FM Certification Program, each Budget Submitting Office (BSO) was asked to review and ensure all 0500 positions were properly classified throughout the BSO. In accordance with references (b) through (d) and DON implementation of the FM Certification Program, this guidance also establishes policy that no other 0500 series designations will be used for DON FM positions, regardless of whether the position is located within or outside the Comptroller office. This is necessary as all DON FM training has and will continue to be focused on only the above series.

In addition, all GS-0501 and GS-0503 positions must use the standard Position Description (PD) - see Enclosure 2 for additional details on the standard PD. It is incumbent upon the supervisor to ensure that 0501 and 0503 employees are on standard PDs. If not, the supervisor must correct as the Component Certification Authority (CCA) cannot approve a request for certification until the proper PD is in place. The standard PDs have been provided to all BSO Component Administrators to ensure accurate verification.

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ii. EXCEPTIONS. 0599 positions (used to classify FM student positions), as well as nonappropriated fund (NAF) and foreign national employees in a 5XX series, will not enter the DoD FM Certification program at this time per reference (a). Additionally, non-5XX DON employees who may perform some financial management functions will not enter the program.

b. MILITARY SERVICE MEMBERS. Military positions that perform, supervise, or manage a substantive portion of work of a fiscal, financial management, accounting, auditing or budgetary nature, or that require the performance of substantive FM-related work will participate in the DoD FM Certification Program.

i. NAVY MILITARY SERVICE MEMBERS. The DoD FM Certification Program applies to Naval Officers only. As there is no central FM coordinator for Navy military positions, nor a primary Mission Occupational Specialty (MOS) (FM is a subspecialty only), the Special Assistant for Human Capital (FMH) will work with the Bureau of Naval Personnel to attain a potential list of billets and will then work with each BSO to review the list. FMH will arbitrate the billets to enter the program for consistency across the Service. The military manning system must state that the service member is in a FM position, such as 'Comptroller' or 'Financial Management Officer' positions. Positions without clear FM titles will not be considered.

1. EXCEPTION. The Bureau of Naval Medicine (BUMED) is responsible for making the determination for inclusion of Navy Medical Service Corps Officers.

ii. USMC MILITARY SERVICE MEMBERS. The DoD FM Certification Program applies to the following FM MOSS for Marine Corps service members:

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1. OFFICERS:

a. 3404 Financial Management Officer (2NDLT-
LTCOL)

2. ENLISTED:

- a. 3402 Finance Officer (WO-CWO5)
- b. 3408 Financial Management Resource Officer
(WO-CWO5)
- c. 3432 Finance Technician (PVT-MGYSGT)
- d. 3451 Financial Management Resource Analyst
(PVT-MGYSGT)

- 3. ADMINISTRATION. See Enclosure 2.
- 4. ADDITIONAL GUIDANCE ON FM CERTIFICATION LEVEL REQUIREMENTS.
See Enclosure 3.
- 5. OTHER RESOURCES. See Enclosure 4.
- 6. IMPLEMENTATION. All DON requests for DoD FM Certification
are governed by this guidance.



Gaye L. Evans
Special Assistant for Human Capital

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ENCLOSURE 1

REFERENCES

- (a) Department of Defense Instruction 1300.26 of 20 November 2013
- (b) Assistant Secretary of the Navy (Financial Management and Comptroller) Memorandum of 28 February 2006
- (c) Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) Memorandum of 3 April 2008
- (d) Assistant Secretary of the Navy (Financial Management and Comptroller) Memorandum of 12 January 2009
- (e) Memorandum for Department of Defense Financial Management Certification Component Certification Authorities of 2 December 2013
- (f) Department of Navy Budget Submitting Offices Department of Defense Certification Program Component Administrators
- (g) Assistant Secretary of the Navy (Financial Management and Comptroller) Memorandum of 23 October 2013

ENCLOSURE 2

ADMINISTRATION

1. The Special Assistant for Human Capital (FMH) will administer the DoD FM Certification Program on behalf of the ASN(FM&C). BSO Comptrollers are responsible for administering within their BSO for positions located within and outside of the Comptroller Office. All questions are to be collected and fielded at the BSO level. Each BSO has a designated representative called the BSO Component Administrator (CA). Additional information on the CA role is provided in paragraph 1.b.ii. Only questions that the BSO CA cannot answer are to be coordinated up to FMH for further assistance.
 - a. LEARNING MANAGEMENT SYSTEM (LMS). The LMS serves as the tool to administer the DoD FM Certification Program. It will track each requirement of the program by individual, including individual course requirements, work experience, developmental assignments, the individual's ultimate achievement of the DoD FM Certification and follow-on Continuing Education Training credits (CETs). It will also allow individuals to register and launch for select courses within the LMS and allow BSO CAs to run reports and monitor how many of the staff have successfully achieved certification.
 - i. DON is organized in one domain for the entire Department.
 - ii. United States Pacific Command (USPACOM) will be organized in a separate domain. DON serves as Executive Agent of USPACOM, and as such, FMH will serve as the overall administrator of the USPACOM domain, however, USPACOM will have a CA.
 - iii. MILITARY SERVICE MEMBERS ASSIGNED TO UNITED STATES COMBATANT COMMANDERS OR 4TH ESTATE AGENCIES. Military service members assigned to other United States Combatant Commands (COCOMs) or 4th Estate Agencies will be captured in the associated COCOM/4th Estate domain.
 - iv. ORGANIZATIONAL STRUCTURE. The DON organizational structure in the LMS is based upon Position

Organizational Addresses (POAs)/Organization Component Codes from the Defense Civilian Personnel Data System (DCPDS). If a BSO updates the POAs/Organization Component Codes (this includes making additions to their structure) in DCPDS, it is incumbent upon the BSO CA to notify and work with FMH to ensure the organizational structure in the LMS is updated to retain the hierarchy.

- v. LMS INTERFACE FOR CIVILIANS. Civilian positions are loaded into the LMS through a weekly interface with DCPDS (typically on Monday evenings, providing refreshed data on Tuesday mornings).
- vi. LMS INTERFACE FOR MILITARY. Planning is underway to ultimately interface the LMS with Navy and USMC military personnel manning systems. However, the interfaces are not complete and DON military service members will be entered into the LMS manually prior to the end of calendar year 2014. Once entered and until the interface is complete, it will become incumbent on the BSO CA to inform FMH when Navy military member turnover occurs; USMC military member turnover will be reported to the USMC lead Component Administrator.
- vii. CERTIFICATION LEVELS. Individuals may only achieve certification for the level required for the billet they are currently assigned. Although individuals cannot attain a higher level certification, they may strive to complete coursework towards a higher requirement should funds and training class space be available. However, first priority should always be placed on completing the required level of certification for the assigned position.

b. ROLES.

- i. COMPONENT CERTIFICATION AUTHORITY (CCA). In accordance with references (a) and (e), CCAs serve as the approval and denial authority for the Certification Program and are the guardians of its integrity.

1. This appointment is officially made in writing by the ASN(FM&C), to include the completion of a DD 2875 System Authorization Access Request form (Figure (1)).
2. It is position-specific and continues through the CCA's tenure in that position. To ensure continuity of the CCA role for each organization, if this position is vacated please provide FMH with advanced notice two weeks prior to the last day in office. If the appointment of a new CCA (by position) is required, one month advanced notice to FMH is required.
3. FMH will review CCA assignments periodically to ensure they are up-to-date.
4. CCAs serve as the approval, denial and waiver authority within their appointed area of responsibility. This authority cannot be delegated. If a CCA disapproves a request, it shall be submitted to the next highest CCA in the chain of command (BSO HQ CCAs will submit to FMH) for final adjudication. Supervisors may disapprove a request, as well, but it shall be submitted to the CCA for final adjudication. This process of additional review will ensure the integrity of the program and consistency across DON.
5. FMH will serve as the CCA for all Navy military service members (except Navy Medical Service Corps members, for which BUMED will serve as the CCA), including service members assigned to COCOM and 4th Estate billets.
6. USMC CCAs will approve USMC service members within their area of responsibility), including service members assigned to COCOM and 4th Estate billets.
7. A CCA must be a government employee within the Comptroller Office.

8. The Certification Scorecard Report, or "Scorecard", is available to assist the CCA's review of requests for certifications for completeness and accuracy. Additional guidance on the Scorecard Report can be found at:
<https://fmonline.ousdc.osd.mil/docs/LMS/JobAids/Supervisor/FM%20Certification%20CCA%20Guidance.pdf>
 9. If, during Quality Control Checks, it is determined that a CCA is not administering this program with the utmost rigor and compliance to reference (a) and this memorandum, the CCA role may be revoked. Reference (e), provided with each CCA appointment letter, and paragraph 1.e. provide further details.
- ii. COMPONENT ADMINISTRATOR (CA). Each BSO will designate a CA to coordinate all responsibilities for the Certification Program with FMH.
1. All CA appointments include the completion of a DD 2875 System Authorization Access Request form (Figure (1)).
 2. The BSO CA must be a government employee, although contractors may assist the government CA. Further, each BSO may have more than one CA, but must designate one lead CA to coordinate with FMH.
 3. A listing of current CAs is provided as reference (f).
 4. The CA is not required to be in a 05XX series position, but it would help to be familiar with the requirements of the DoD FM Certification Program. Further, it is recommended that the individual be very comfortable with database administration work.
 5. The CA will be loaded into the LMS via the DCPDS interface with all BSO employees. The CA must then complete the web-based training

module in the LMS in order to have their CA role activated. If the CA is not in the 05XX series or is a 5XX employee in a bargaining unit position, please highlight to FMH as different steps may be required before the individual can be successfully loaded into the LMS.

6. The lead BSO CA is the first line for fielding all questions at the BSO level and corresponding with FMH on the BSO's behalf. This includes collecting all non-academic courses that can be mapped to FM and Leadership competencies. CAs will provide requests to FMH in accordance with the Figure (2) Template for DON-Sponsored Training Courses and the Figure (3) Template for Non DON-Sponsored Courses. All requested documentation, including syllabi, must be submitted. Incomplete documentation will directly impact the mapping process. It is suggested that the CA require individuals to submit a completed Learning History Worksheet (Figure (4) for Level 1, Figure (5) for Level 2 and Figure (6) for Level 3) with mapping requests in order to substantiate the need for requesting a course to be mapped.

a. The Office of the Undersecretary of Defense (Comptroller) (OUSD(C)) has developed a new system, the FM Course Management System (CMS), which will allow lead BSO CAs to input requests for course mapping to improve the efficiency of the process. For each unmapped course submission, the process is as follows:

- i. DON Courses. FMH will review and if approved for a FM or Leadership competency(ies), map the course to the DoD FM Certification Program.
- ii. Non-DON Courses. FMH will review and if a link to a FM or Leadership competency(ies) can be

established, forward the course within CMS to OUSD(C) for mapping to the DoD FM Certification Program.

iii. CMS will also allow for real-time tracking of all submitted courses.

iv. FMH will contact each lead CA directly to provide access to CMS.

7. FMH is currently running LMS reports, reviewing for issues with new/dropped employees and notifying the lead CAs for correction. Starting 1 October 2014, lead CAs will ultimately be responsible for running these reports. Lead CAs are also encouraged to review data weekly to identify issues. The CA is to research and correct the issue at the BSO level. Should the issue require higher resolution, the lead CA may contact FMH for assistance.

iii. SUPERVISORS. Each individual in the Certification Program should be mapped to a supervisor, whether civilian or military. In those instances where supervisors are non-05XX civilians or military service members, the BSO CA must identify them to FMH as they will be brought in to the system as a non-participating user. Further, BSOs are directed to only include a first line supervisor. The DON has decided not to use the second line supervisor feature of the LMS as it creates an administrative burden of system upkeep for the CA. The first line supervisor and the CCA should not be the same individual.

1. Supervisors shall review and approve (or disapprove) requests for certification and waivers. As referenced in paragraph 1.b.i.4., should a supervisor disapprove a request for certification or waiver, it will be submitted to the CCA for final review to ensure consistency in application of the policy.

- iv. USERS. Users will receive a 'Welcome to the DoD FM Certification Program' email once 'launched' (i.e. once the employee gains access to the LMS). It will contain a User ID - PLEASE SAVE this email. While the LMS is CAC-enabled, User IDs and PINs (individuals will be prompted to create a PIN) are required by all users. Individuals will use User IDs and PINs to submit achievements for approval to the supervisor and supervisors and CCAs will use User IDs and PINs to approve the individual's achievements in the LMS. If an individual loses their User ID, they may locate it by right clicking on their name in the upper right hand corner of the LMS screen. The CA can also look up the User ID and provide it to the individual. The CA cannot look up the PIN, but can reset it for the individual.

- c. EMPLOYEE NOTIFICATION LETTERS. In advance of the BSOs initial launch into the Certification Program, FMH provided each BSO CA with sample civilian employee notification letter templates for all three levels of the DoD FM Certification Program. The letters serve as official notification of the changing condition of employment.
 - i. BSOs may make slight modifications to the templates to suit their own internal policies and procedures. It is recommended that civilian employees be notified in advance of being brought into the system 30 days prior to launch.
 - ii. Supervisors and employees are asked to sign the letter - signing merely acknowledges receipt, not agreement nor disagreement. If an employee refuses to sign, supervisors are asked to sign and date, indicating as such.
 - iii. The CA (or someone as designated by the BSO) is responsible for collecting and maintaining a copy of each employee notification letter (FMH does not require a copy). It is also recommended that each employee and supervisor keep a copy for their personnel records. CAs are requested to retain the copies when people are initially brought into the Certification Program so that

there is documentation should an employee later indicate that they were not notified.

iv. Once a BSO has officially launched, all civilian vacancy announcements for impacted positions shall be coded appropriately by the preparer of the Requests for Personnel Action (see paragraph 1.d. for more information). Therefore, notification letters will not be required for new employees or employees who change positions, as their Position Descriptions will include the certification requirement. However, see paragraph 1.d.iv. to ensure all DCPDS coding requirements are satisfied for impacted billets and persons. Should an employee not be notified of the condition of employment, for whatever reason, a notification letter should be provided as soon as possible.

v. For military members, a notification letter or email notification providing the details of the program will suffice.

d. RECODING OF POSITION DESCRIPTIONS (PDs). Per reference (g), when a BSO enters the Certification Program, the following statement will be included on all 05XX PDs of that BSO and any future vacancy announcements of the 05XX positions (level X refers to the FM Certification Level assigned):

"Special Requirements: This is a Financial Management Level X Certified position per the National Defense Authorization Act (NDAA) 2012, Section 1599d. This certification level must be achieved within prescribed timelines."

Reference (g) was provided to all BSO comptrollers and the Office of Civilian Human Resources (OCHR). The letter can be found on the ASN(FM&C) website at: <http://www.finance.hq.navy.mil/fmc/>. It is requested that BSO CAs promulgate to those who will be part of this process so that they are aware of the requirements and can plan workload accordingly. Per references (b) through (d) and this implementation guidance, all DON GS-0501 and GS-0503 positions are on standard PDs, whether the positions are located within Comptroller or not. Standard PDs for these two series

were classified by OCHR and are not to be changed. Addendum pages may be added to reflect details of the organization of the position but duties and functions are not to be added if it will change the classification of the position. As part of the implementation of the Certification Program, if it is discovered that an individual is not on a standard PD or on a standard PD with addendums that distort the classification, the situation should be rectified when the standard statement is incorporated into the PD.

- i. VACANY ANNOUNCEMENTS. RPAs should include the mandatory certification program statement provided in paragraph 1.d. It is incumbent on the preparer of the RPA to contact the hiring manager and confirm whether the position requires the statement and at which Certification Level. Hiring managers are highly encouraged to follow up with the preparer of the RPA. These efforts will help ensure that when the RPA arrives at the appropriate OCHR Operations Center, the Center is aware that the BSO has launched into the Certification Program and the requirement for the appropriate Certification Level is included in the vacancy announcement.
- ii. DON CROSSWALK FOR FM POSITION CERTIFICATION LEVELS. Reference (a) provides a notional crosswalk of civilian and military positions to the DoD FM Certification Program. However, discretion is left to the Military Departments to make a final determination. DON's official guidance is provided below and cannot be deviated from.

- 1. Civilian GS-Grade positions will be coded as follows:

GS-GRADE	FM Cert Level
GS 11 and below	1
GS 12-14	2
GS 13-14 (Supervisory)	3
GS 15 and above	3
All 0505 Series	3

2. Pay Band positions will be coded as follows:

Pay Band	FM Cert Level	Pay Band	FM Cert Level	Pay Band	FM Cert Level
NK I	1	DG 1	1	NG 1	1
NK II	1	DG 2	1	NG 2	1
NK III	1	DG 3	1	NG 3	1
		DG 4	1	NG 4	1
NH I	1	DG 5	1	NG 5	1
NH II	1	DG 6	1		
NH III	2			NT I	1
NH III Supervisors	3	DA	1	NT II	1
NH IV	3	DA II	1	NT III	1
		DA III	1	NT IV	1
NC I	1	DA IV	2	NT V	2
NC II	1	DA V	2	NT V Supervisors	3
NC III	1	DA VI	3	NT VI	3
NO I	1	NM 2	1	DP I	1
NO II	1	NM 3	2	DP II	1
NO III	2	NM 4	3	DP III	2
NO IV	2	NM 5	3	DP III Supervisors	3
NO IV Supervisors	3	NM 6	3	DP IV	3
NO V	3				
NO VI	3				

3. Unless otherwise provided for, military positions will be coded as:

	FM Cert Level
NAVAL OFFICER	
01-03	1
04-05	2
06 and Above	3
USMC OFFICER	
01-02	1
03-04	2
05 and Above	3
USMC WARRANT OFFICER	
WO1-CWO2	2
CWO3 and Above	3
USMC ENLISTED	
E1-E4	1
E5-E6	2
E7-E9	3

iii. Civilian supervisory positions are determined based upon their position level in DCPDS (not the position title). Further, only the position level will transfer to the LMS from DCPDS (position titles will not). Only position levels 2 and 4 are considered to be supervisory. DCPDS position levels are as follows:

- 2 = Supervisor
- 4 = Supervisor
- 5 = Management Leader
- 6 = Leader
- 7 = Team Lead
- 8 = Non-Supervisor

iv. OTHER HR INFORMATION. For civilian positions there is a weekly interface between DCPDS and the LMS. If a billet has been coded for the DoD FM Certification Program, when individuals are hired into these billets, the appropriate Certification Level should be included in DCPDS and transfer to the LMS during the interface. To the extent that this does not occur (for instance, if the

individual accepts a new billet that has not previously been coded in DCPDS), supervisors must work with the activity's HR staff to ensure both the individual and the billet are properly coded in DCPDS. Internal BSO processes will need to be developed to address this requirement. Once an individual achieves certification in the LMS, the certification records will transfer with the individual, should they move to another DoD Certification Program designated billet within DoD.

Official coding for the Certification Program in DCPDS is as follows (it is a shared field with the Defense Acquisition Workforce Improvement Act (DAWIA) Certification Program):

DCPDS CODE	FM CERTIFICATION/DAWIA DESIGNATIONS
FMC0	No FM Certification Required (Code to be used for non-FM supervisor positions of employees requiring FM Certification. The code supports supervisor's access to the LMS)
FMC01	FM Certification Level 1
FMC02	FM Certification Level 2
FMC03	FM Certification Level 3
FMAA11	FM Cert Level 1 and ACQ Audit Level I
FMAA12	FM Cert Level 1 and ACQ Audit Level II
FMAA13	FM Cert Level 1 and ACQ Audit Level III
FMAA21	FM Cert Level 2 and ACQ Audit Level I
FMAA22	FM Cert Level 2 and ACQ Audit Level II
FMAA23	FM Cert Level 2 and ACQ Audit Level III
FMAA31	FM Cert Level 3 and ACQ Audit Level I
FMAA32	FM Cert Level 3 and ACQ Audit Level II
FMAA33	FM Cert Level 3 and ACQ Audit Level III
FMAB11	FM Cert Level 1 and ACQ BUS FM Level I
FMAB12	FM Cert Level 1 and ACQ BUS FM Level II
FMAB13	FM Cert Level 1 and ACQ BUS FM Level III
FMAB21	FM Cert Level 2 and ACQ BUS FM Level I
FMAB22	FM Cert Level 2 and ACQ BUS FM Level II
FMAB23	FM Cert Level 2 and ACQ BUS FM Level III
FMAB31	FM Cert Level 3 and ACQ BUS FM Level I
FMAB32	FM Cert Level 3 and ACQ BUS FM Level II
FMAB33	FM Cert Level 3 and ACQ BUS FM Level III
FMAC11	FM Cert Level 1 and ACQ BUS Cost EST (CE) Level

	I
FMAC12	FM Cert Level 1 and ACQ BUS Cost EST (CE) Level II
FMAC13	FM Cert Level 1 and ACQ BUS Cost EST (CE) Level III
FMAC21	FM Cert Level 2 and ACQ BUS Cost EST (CE) Level I
FMAC22	FM Cert Level 2 and ACQ BUS Cost EST (CE) Level II
FMAC23	FM Cert Level 2 and ACQ BUS Cost EST (CE) Level III
FMAC31	FM Cert Level 3 and ACQ BUS Cost EST (CE) Level I
FMAC32	FM Cert Level 3 and ACQ BUS Cost EST (CE) Level II
FMAC33	FM Cert Level 3 and ACQ BUS Cost EST (CE) Level III

e. QUALITY CONTROL. FMH will periodically access samplings of data from the LMS, by Command and CCA, to ensure consistency of application of the requirements and enforcement across the DON. Because the program is less than a year old, OSD is conducting audits of all requests for certification; it is anticipated this will change when the volume of DoD requests increases. If it is discovered that an employee was certified and did not complete all the requirements in accordance with guidance, the certification will be revoked and the employee must continue to work on the remaining requirements within the prescribed timeline.

ENCLOSURE 3

ADDITIONAL GUIDANCE ON FM CERTIFICATION LEVEL REQUIREMENTS

1. FM Certification Requirements, by Certification Level, can be found in reference (a) (enclosure 3 beginning on page 24). Additional DON guidance is as follows:

a. CERTIFICATION LEVELS.

i. LEVEL 1 CERTIFICATION.

1. DOD FM 101 COURSE. Completion of the DoD FM 101 Course is required to attain Level 1 Certification. The course consists of 12 modules. Of the 12 modules, for all Level 1 employees that are not FM Trainees or FM Associates, DON ONLY requires completion of the following 6 modules:

- Accounting
- Audit Readiness
- Fiscal Law
- Ethics
- PPBE
- Acquisition/Contracting

Commands may mandate that employees complete more modules (up to all 12) as part of their Individual Development Plans (IDPs).

However, only these 6 modules are required to achieve Level 1 Certification within DON - the remaining 6 modules may be waived. As part of the development program, FM Trainees and FM Associates are required to take all 12 modules.

ii. LEVEL 2 CERTIFICATION.

1. OR STATEMENT. Note the 'OR' is included in two FM Competencies at Level 2:

- a. 10 hours of Accounting Analysis OR Financial Management Analysis and

- b. 10 hours of Budget Formulation, Justification and Presentation OR Budget Execution.

An individual can take any combination of coursework within the competency, so long as the number of total hours is met (for example: all 10 hours could be in Accounting Analysis; 5 hours could be in Accounting Analysis and 5 hours in Financial Management Analysis, etc.).

iii. LEVEL 3 CERTIFICATION.

- 1. AND STATEMENT. Note the 'AND' is included in two FM Competencies at Level 3:

- a. 12 hours of Accounting Analysis AND Financial Management Analysis and

- b. 12 hours of Budget Formulation, Justification and Presentation AND Budget Execution.

An individual must take at least one third (or 4 hours) of required hours within an aspect of the competency (for example: 4 hours could be in Accounting Analysis and 8 hours could be in Financial Management Analysis or vice versus).

- 2. DEVELOPMENTAL ASSIGNMENT. At least a 3-month developmental assignment is required for Level 3 Certification. The goal is to ensure that the individual's perspective is broadened. As with other aspects of the program, this requirement can have been done at any time during a person's career. Multiple assignments, while each may have been less than 3 months, but add up to at least 3 months total will satisfy the requirement. Previous work experience also satisfies the requirement. Possible examples of satisfying assignments include:

- a. The completion of multiple 2-month rotations for the Department of the Navy FM Trainee Program.
 - b. Rotations to different Echelons or areas of expertise (example: movement from Headquarters to a Field Activity or to a USCOCOM; movement from the Comptroller Office to a Program Office or Logistics; movement from Budget to Accounting; movement within Budget to different appropriations, etc.).
 - c. Time at another Federal Agency, but it must be as a federal employee or military service member (contractor time will not count toward the developmental rotation).
 - d. If after considering the above guidance a Level 3 individual still needs a rotational assignment, it is incumbent upon the individual to work with their chain of command to set up an appropriate rotational assignment. DON does not maintain an active list of rotational assignments at this time.
- b. TRACKS. The selection of primary (sometimes labeled X track) and alternate track (sometimes labeled Y track) is at the discretion of the individual.
- c. PROFICIENCY LEVEL. Guidance regarding the required Proficiency Level (PL) for each Certification Level is provided in reference (a). Generally PL 1 is required for Level 1 requirements, PL 3 for Level 2 requirements and PL 5 for Level 3 requirements.
- i. EXCEPTIONS.
 1. LEVEL 2. Coursework toward the alternate track or 'Fundamentals and Operations of Y' can be completed at PL 1 or higher.
 2. LEVEL 3. Coursework toward the alternate track or 'Fundamentals and Operations of Y' can be completed at PL 3 or higher.

3. LEADERSHIP COURSEWORK. The leadership competency does not use PLs. Leadership uses 'Lead Self' for Certification Level 1 (or for academic courses, this currently means level 100 or 200 level leadership courses) and 'Lead Teams/Projects' for Certification Level 2 (or for academic courses, this currently means level 300 leadership courses). However, 'Lead People,' 'Lead Organizations/Programs,' 'Lead the Institution' or currently level 400 and above academic leadership courses may be used for Certification Level 3 leadership requirements.

- d. EXCEPTION TO POLICY. Per reference (a) (enclosure 3, paragraph 6.c. or page 30), "(1) In the case an FM member who asserts completion of FM or leadership courses required to complete a competency, but is unable to provide verification or documentation of such cause, the supervisor may sign a Memorandum for the Record (MFR) for the FM member to use as documentation in the FM LMS. The MFR must reflect the basis of granting the achievement, including source of third-party verification when feasible. (2) This exception policy is time-limited. FM members are permitted to request exceptions only in the initial 2 years of the Certification Program." Although reference (a) currently allows for 2 years from entering the program, BSOs should be aware that OUSD(C) is considering implementing a sunset date for the MFR provision.
2. WHERE TO FIND TRAINING COURSES. Training courses that have been mapped to competencies can be found at the following site:
<https://fmonline.ousdc.osd.mil/FMmyLearn/Default.aspx>. Additionally, individuals may know of other training courses that may be beneficial to satisfy FM or Leadership competencies. These courses may be taken, but will require mapping, as outlined in enclosure (2) of this memorandum, before achievement can be recorded.
3. DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA). Per reference (a) (appendix 4 to enclosure 3 on page 38), FM members assigned to positions that are coded FM Certification and DAWIA Business FM, Business Cost

Estimating, or Auditing Certifications, must complete acquisition certification requirements first, if they choose to use the reduced requirements for the FM Certification Program.

- i. For individuals that complete their DAWIA requirements, but are awaiting DAWIA certification due to experience requirements, those individuals shall continue to work on their DoD FM Certification requirements.
4. TEACHING. Time spent teaching cannot be used to satisfy requirements for attainment of the DoD FM Certification Program. However, it can be used for Continuing Education and Training Hours - see paragraph 9.a.iii for more details.
5. FM WORK EXPERIENCE.
 - a. TWO YEARS OF DOD FM EXPERIENCE. The requirement of two years of DoD FM experience must be as a government civilian or military service member in an FM position(s) within a DoD Component; contractor experience does not count.
 - i. Non 05XX EXPERIENCE. Other job series may perform FM work functions as part of the normal job duties. Credit towards DoD FM experience may be granted at 25% if the PD is silent on the percent of time spent on FM duties. If the PD clearly states a larger percent (than 25%) of FM duties are required, the higher percent will be accepted. If the PD clearly states a lower percent (than 25%) of FM duties are required, the lower percent will be accepted. In all cases, the justifying PD must be loaded into LMS with the MFR documenting experience. Without the PD, supervisors and CCAs may not approve the experience.
 - b. OTHER YEARS OF FM EXPERIENCE. Relevant FM experience within DoD, within another government agency or as a contractor can count towards the remaining years of experience (i.e. other than the two years of DoD specific FM experience). The key is that the experience has to be relevant. For instance, audit readiness work performed as a contractor or government

employee is relevant; being a bank teller is not. Additionally, time spent as a full-time student, and not performing FM work, will not count as FM experience.

- i. NAVY MILITARY FM WORK EXPERIENCE. Navy military service members in pre-determined FM positions, such as 'Comptroller' or 'Financial Management Officer' positions, will receive 100% credit for such experience. Credit for some FM experience in a billet without such a title may be granted on a case-by-case basis. Supervisors and CCAs are required to review submissions of documented duties. If a sufficient description is provided to document FM experience in a non-FM billet, Navy military service members may be granted up to 25% credit for such experience in a non-FM billet.
 - ii. USMC MILITARY FM WORK EXPERIENCE. USMC military members in the MOSSs identified in paragraph 2.b.ii. of the memorandum will receive 100% credit for those assignments served in their FM billets.
 - iii. ACCEPTABLE DOCUMENTATION. Individuals are encouraged to discuss details of FM work experience with supervisors in advance of requesting approval, including review of appropriate documentation such as SF-50s and resumes. It is recommended that a MFR documenting work experience be submitted in the LMS.
 - iv. EXPERIENCE WAIVERS. Should FM work experience requirements not be met within the prescribed timelines, individuals may apply for one-time, one-year waivers as outlined in reference (a).
6. NAVAL POSTGRADUATE SCHOOL (NPS) PROGRAMS. FMH is in the process of mapping the NPS Master of Business Administration (MBA) and Executive Master of Business Administration (EMBA) programs to the DoD FM Certification Program. For consistency across the Department, DON-specific guidance for recording in the LMS will be provided under separate correspondence.

7. RECOMMENDED METHOD FOR RECORDING COURSEWORK IN THE LMS. It is recommended that individuals first take credit for DAWIA Certifications, then academic courses and finally other training (such as those courses provide by DON, other Agencies or commercial vendors). This method has proven to be the most effective approach to gaining maximum credit for existing coursework.
8. ACCEPTABLE DOCUMENTATION FOR COURSEWORK. Acceptable documentation to verify completed coursework includes course completion certificates, unofficial academic transcripts, signed SF-182s indicating the course was completed, personnel data system training records, such as Navy Knowledge OnLine (NKO), Total Workforce Management System (TWMS) or other Department/Service Training/learning Management Systems. If none of these are available, a MFR may be used in accordance with guidelines provided in paragraph 1.d. above.
9. CONTINUING EDUCATION AND TRAINING (CET) HOURS. The time period of two years to attain CETs begins immediately upon an individual achieving the appropriate level of certification. Successful completion of the CETs sooner than two years restarts the requirement. CETs maintained for other certifications can also be used for the DoD FM Certification Program. It is recommended that individuals carefully plan out training plans to take advantage of this flexibility.
 - a. The definition for CETs for purposes of the DoD FM Certification Program includes FM technical and leadership learning opportunities that enhance the ability for an employee to do their job.
 - i. Almost any learning opportunity that is above and beyond doing one's job is eligible for CET credit, to include, but not limited to: writing an article; teaching/presenting at a forum that is not part of an employee's daily job duties; brown bag information sessions (not to include staff meetings); taking a leadership course or participating in a leadership seminar; attending or presenting at a Professional Development Institute workshop; etc.
 - ii. What is NOT considered CET credit: teaching a course if it is part of an employee's daily job

duties; daily mentoring and educating of staff (this is a regular, supervisory job duty); and staff meetings.

- iii. Once certification is achieved, the two year window for satisfying CET requirements begins, even if the certification is earned prior to the official start of the program (1 July 2014). CETs must be earned during the two year window. The LMS is configured to assign the next batch of CET requirements upon completion of the 'FM CET Requirements Complete' step in the LMS. Thus, an individual can complete all of their CETs in less than 2 years, but so long as they do not check the final box ('FM CET Requirements Complete') prior to their 2-year due date, they will have the full 2 years. If they click the final box, the 2-year window begins again.
10. All Personally Identifiable Information (PII) should be removed before loading any documentation into the LMS. Certifications will be cancelled by OUSD(C) if PII is included - FMH will staff the action back to the appropriate BSO Lead CA for correction.

ENCLOSURE 4

OTHER RESOURCES

1. OVERARCHING DOD FM CERTIFICATION PROGRAM GUIDANCE. The Office of the Under Secretary of Defense (Comptroller) maintains the FM Online website at: <https://fmonline.ousdc.osd.mil/>. It provides many tools, such as a current list of all courses mapped to the Certification Program and sample Memorandums for the Record (MFRs). Users should be aware that OSD's FM Online is for informational purposes only and does not interface with the LMS (i.e. launching courses from FM Online does not record learning in LMS).
2. DON SPECIFIC DOD FM CERTIFICATION GUIDANCE. DON specific guidance may be found at the OASN(FM&C) public website under the Human Capital Tab: <http://www.finance.hq.navy.mil/fmc/>.
3. TECHNICAL ISSUES. For technical issues, such as difficulties logging into the LMS, please contact the LMS Helpdesk at: icompasslms@gpstrategies.com or 1-800-735-1236.
4. NON-TECHNCIAL ISSUES. Non-technical issues should be directed to your BSO CA for resolution, which is listed on your employee notification letter. If they cannot resolve, the CA will elevate the request. CAs are requested to take note of emerging trends and keep FMH informed so that issues can be resolved with Office of the Under Secretary of Defence (Comptroller).

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST

INITIAL MODIFICATION DEACTIVATE USER ID _____ **DATE (YYYYMMDD)** _____

SYSTEM NAME (Platform or Applications)
DoD FM LMS, LEARNING MANAGEMENT SYSTEM (LMS) **LOCATION (Physical Location of System)** _____

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle Initial)	2. ORGANIZATION						
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)						
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK						
7. OFFICIAL MAILING ADDRESS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">8. CITIZENSHIP</td> <td style="width: 50%;">9. DESIGNATION OF PERSON</td> </tr> <tr> <td><input type="checkbox"/> US <input type="checkbox"/> FN</td> <td><input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN</td> </tr> <tr> <td><input type="checkbox"/> OTHER</td> <td><input type="checkbox"/> CONTRACTOR</td> </tr> </table>	8. CITIZENSHIP	9. DESIGNATION OF PERSON	<input type="checkbox"/> US <input type="checkbox"/> FN	<input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN	<input type="checkbox"/> OTHER	<input type="checkbox"/> CONTRACTOR
8. CITIZENSHIP	9. DESIGNATION OF PERSON						
<input type="checkbox"/> US <input type="checkbox"/> FN	<input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN						
<input type="checkbox"/> OTHER	<input type="checkbox"/> CONTRACTOR						
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD) _____							

11. USER SIGNATURE _____ **12. DATE (YYYYMMDD)** _____

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS

14. TYPE OF ACCESS REQUIRED:
 AUTHORIZED PRIVILEGED

15. USER REQUIRES ACCESS TO: UNCLASSIFIED CLASSIFIED (Specify category)
 OTHER _____

16. VERIFICATION OF NEED TO KNOW **16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)**
 I certify that this user requires access as requested. _____

17. SUPERVISOR'S NAME (Print Name) **18. SUPERVISOR'S SIGNATURE** **19. DATE (YYYYMMDD)**

20. SUPERVISOR'S ORGANIZATION/DEPARTMENT **20a. SUPERVISOR'S E-MAIL ADDRESS** **20b. PHONE NUMBER**

21. SIGNATURE OF INFORMATION OWNER/OPR **21a. PHONE NUMBER** **21b. DATE (YYYYMMDD)**

22. SIGNATURE OF IAO OR APPOINTEE **23. ORGANIZATION/DEPARTMENT** **24. PHONE NUMBER** **25. DATE (YYYYMMDD)**

26. NAME (Last, First, Middle Initial)

27. OPTIONAL INFORMATION (Additional information)

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

TITLE:	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

INSTRUCTIONS

The prescribing document is as issued by using DoD Component.

A. PART I: The following information is provided by the user when establishing or modifying their USER ID.

- (1) Name. The last name, first name, and middle initial of the user.
- (2) Organization. The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).
- (3) Office Symbol/Department. The office symbol within the current organization (i.e. SDI).
- (4) Telephone Number/DSN. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- (5) Official E-mail Address. The user's official e-mail address.
- (6) Job Title/Grade/Rank. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CONT" if user is a contractor.
- (7) Official Mailing Address. The user's official mailing address.
- (8) Citizenship (US, Foreign National, or Other).
- (9) Designation of Person (Military, Civilian, Contractor).
- (10) IA Training and Awareness Certification Requirements. User must indicate if he/she has completed the Annual Information Awareness Training and the date.
- (11) User's Signature. User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s).
- (12) Date. The date that the user signs the form.

B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor.

- (13) Justification for Access. A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.
- (14) Type of Access Required: Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)
- (15) User Requires Access To: Place an "X" in the appropriate box. Specify category.
- (16) Verification of Need to Know. To verify that the user requires access as requested.
- (16a) Expiration Date for Access. The user must specify expiration date if less than 1 year.
- (17) Supervisor's Name (Print Name). The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required.
- (18) Supervisor's Signature. Supervisor's signature is required by the endorser or his/her representative.
- (19) Date. Date supervisor signs the form.
- (20) Supervisor's Organization/Department. Supervisor's organization and department.
- (20a) E-mail Address. Supervisor's e-mail address.
- (20b) Phone Number. Supervisor's telephone number.

(21) Signature of Information Owner/OPR. Signature of the functional appointee responsible for approving access to the system being requested.

(21a) Phone Number. Functional appointee telephone number.

(21b) Date. The date the functional appointee signs the DD Form 2875.

(22) Signature of Information Assurance Officer (IAO) or Appointee. Signature of the IAO or Appointee of the office responsible for approving access to the system being requested.

(23) Organization/Department. IAO's organization and department.

(24) Phone Number. IAO's telephone number.

(25) Date. The date IAO signs the DD Form 2875.

(27) Optional Information. This item is intended to add additional information, as required.

C. PART III: Certification of Background Investigation or Clearance.

(28) Type of Investigation. The user's last type of background investigation (i.e., NAC, NACI, or SSBI).

(28a) Date of Investigation. Date of last investigation.

(28b) Clearance Level. The user's current security clearance level (Secret or Top Secret).

(28c) IT Level Designation. The user's IT designation (Level I, Level II, or Level III).

(29) Verified By. The Security Manager or representative prints his/her name to indicate that the above clearance and investigation information has been verified.

(30) Security Manager Telephone Number. The telephone number of the Security Manager or his/her representative.

(31) Security Manager Signature. The Security Manager or his/her representative indicates that the above clearance and investigation information has been verified.

(32) Date. The date that the form was signed by the Security Manager or his/her representative.

D. PART IV: This information is site specific and can be customized by either the DoD, functional activity, or the customer with approval of the DoD. This information will specifically identify the access required by the user.

E. DISPOSITION OF FORM:

TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be protected as such.

FILING: Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DoD or by the Customer's IAO. Recommend file be maintained by IAO adding the user to the system.

Figure 2. Template for DON-Sponsored Courses

Course Title [text] **required**

Course Description [text] **required**

Component [Army, Navy, AF, etc] **required**

Provider [Office or organization sponsoring the course] **required**

Course Location [Geographic location of classroom, otherwise N/A] [address], [city], [state], [zip code]

Learning Objective [text]

Course running date [start mm/yyyy – end mm/yyyy]

Course Level [Entry, Intermediate, Advanced]

Course Length [must be in half hour increments]

Credit Type [CEU, CPE, None, or Other (multiple types are allowed)]

Number of credits [#]

Delivery Method [Classroom, Correspondence, Virtual Classroom, Web-based Training, Blended]

Target Audience [text]

Eligibility Restrictions [text]

Prerequisites [text]

How to enroll [text]

Enrollment website [text]

Subject [Accounting, Auditing, Budgeting, Cost Analysis, Decision Support, Deployed Operations, Finance, Fiscal Law, Leadership/Professional Development]

POC Contact [name], [email], [address], [phone number (DSN and Commercial)]

Keywords [user may search for course under the keywords]

Competencies are added one at a time. You can skip or add multiple competencies for each course. The same applies for Substitution.

FM Competencies

Competency (choose one)

Accounting Analysis, [Accounting Concepts, Policies and Principles], Advanced Financial Management, [Audit Concepts, Policies and Principles], Audit Planning and Management, Audit Reporting, [Budget Concepts, Policies and Principles], Budget Execution, [Budget Formulation, Justification and Presentation], [Commercial Pay Concepts, Policies and Principles], Decision Support, Decision Support – Audit Execution, Financial Reporting, [Financial Concepts, Policies and Principles], Financial Management Analysis, Financial Management Systems, Financial Management Systems (Narrowed), Financial Management and Reporting Analysis, Financial Stewardship, Fundamentals and Operations of Accounting, Fundamentals and Operations of Budget, Fundamentals and Operations of Finance, Fundamentals and Operations of Military and Civilian Pay, [Payroll Concepts, Policies and Principles]

Proficiency [1, 3, 5]

Hours of Instruction [must be in half hour increments]

Supported by Test Questions [Y/N]

Relevant Learning Objectives

Example: Audit Reporting, 3, 10, Y, "The relevant learning objectives"

Leadership Competencies

Level - Lead Self	Level - Lead Teams	Level - Lead People	Level - Lead Organizations/Programs	Level - Lead Institutions
<i>Competency (choose one)</i>	<i>Competency (choose one)</i>	<i>Competency (choose one)</i>	<i>Competency (choose one)</i>	<i>Competency (choose one)</i>
Flexibility	Team Building	Human Capital Management	Technology Management	Vision
Resilience	Accountability	Leveraging Diversity	Financial Management	External Awareness
Continual Learning	Decisiveness	Conflict Management	Creativity and Innovation	Strategic Thinking
Service Motivation	Influencing/ Negotiating	Developing Others	Partnering	Political Savvy
Computer Literacy	DoD Mission and Culture	DoD Corporate Perspective	Entrepreneurship	Global Perspective
Integrity/Honesty		National Security Foundation	National Defense Integration	National Security Strategy
Customer Service			National Security Environment	
Problem Solving				
Technical Credibility				
Interpersonal				

Skills				
Oral Communication				
Written Communication				
Mission Orientation				

Hours of Instruction [must be in half hour increments]

Supported by Test Questions [Y/N]

Relevant Learning Objectives

Example: Lead Self, Flexibility, 1.5, Y, "The relevant learning objectives"

Substitutions

Substitution Courses

FM 101 - Accounting Module

FM 101 - Acquisition/Contracting Module

FM 101 - Audit Readiness (FIAR 101)

FM 101 - Auditing Module

FM 101 - Budget Module

FM 101 - Cost Analysis Module

FM 101 - Decision Support Module

FM 101 - Ethics Module

FM 101 - Finance Module

FM 101 - Fiscal Law Module

FM 101 - Intro to the Department of Defense Module

FM 101 - Planning, Programming, Budget, and Execution Module

Audit Readiness 201

Ethics 201

Fiscal Law 201

Audit Readiness (FIAR 301)

Ethics 301

Fiscal Law 301

Hours of Instruction [must be in half hour increments]

Supported by Test Questions [Y/N]

Relevant Learning Objectives

Example: FM 101 – Accounting Module, 1.5, Y, "The relevant learning objectives"

Learning History Worksheet for DoD FM Certification Level 1



Name	Competencies	Course Hours Required	Proficiency Level	Course Title	Training Provider	Delivery Method	Date Course Completed	Course Hours Aligned	Remarks	Requirement Met Y/N
	Financial Management Systems	6	1							
	Decision Support	4	1							
	Fundamentals and Operations of [X] [Accounting, Budget, Finance, or Military and Civilian Pay]	6	1							
	Lead Self Level	6	N/A							
	DoD FM 101 Course *	24	N/A							
	Total Course Hours	46	N/A							
	At Least 2 years DoD FM Experience	N/A	N/A							

* Six of the twelve modules may be waived with the exception of Audit Readiness



Learning History Worksheet for DoD FM Certification Level 2

Name		Competencies	Course Hours Required	Proficiency Level	Course Title	Training Provider	Delivery Method	Date Course Completed	Course Hours Aligned	Remarks	Requirement Met Y/N
		Financial Management Systems	8	3							
		Decision Support	8	3							
		Accounting Analysis <u>OR</u> Financial Management Analysis	10	3							
		Budget Formulation, Justification & Presentation <u>OR</u> Budget Execution	10	3							
		Concepts Policies and Principles of [X] [Accounting, Audit, Budget, Finance, Commercial Pay or Payroll]	10	3							
		Fundamentals and Operations of [Y] [Accounting, Budget, Finance, or Military and Civilian Pay]	6	1							
		Lead Teams/Projects Level	10	N/A							
		Audit Readiness	3	N/A							
		Fiscal Law	3	N/A							
		Ethics	3	N/A							
		Total Course Hours	71	N/A							
		At Least 4 years FM Experience (2 years Must be DoD FM Experience)	N/A	N/A							



Learning History Worksheet for DoD FM Certification Level 3

Name	Competencies	Course Hours Required	Proficiency Level	Course Title	Training Provider	Delivery Method	Date Course Completed	Course Hours Aligned	Remarks	Requirement Met Y/N
	Financial Management Systems	4	5							
	Decision Support	10	5							
	Accounting Analysis AND Financial Management Analysis	12	5							
	Budget Formulation, Justification and Presentation AND Budget Execution	12	5							
	Advanced Financial Management	12	5							
	Concepts Policies and Principles of [Y] [Accounting, Audit, Budget Finance, Commercial Pay or Payroll]	10	3							
	Lead People Level	12	N/A							
	Audit Readiness	3	N/A							
	Fiscal Law	3	N/A							
	Ethics	3	N/A							
	Total Course Hours	81	N/A							
	At Least 8 years FM Experience (2 years Must be DoD FM Experience)	N/A	N/A							
	3-Month Developmental Assignment	N/A	N/A							