



COMPTROLLER

UNDER SECRETARY OF DEFENSE
1100 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1100

March 22, 2013

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Directive-type Memorandum (DTM) 13-004 – “Operation of the DoD Financial Management Certification Program”

References: See Attachment 1

Purpose. This DTM:

- In accordance with the authority in DoD Directive (DoDD) 5118.03 (Reference (a)) and section 1599d of Title 10, United States Code (Reference (b)) establishes policy, assigns responsibilities, and prescribes procedures for implementation of the DoD Financial Management (FM) Certification Program (referred to in this DTM as “the Certification Program”).
- This DTM is effective March 22, 2013; it must be converted into a DoD instruction (DoDI). This DTM will expire effective September 22, 2013.

Applicability. This DTM applies to the OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this DTM as the “DoD Components”).

Definitions. See Glossary.

Policy. It is DoD policy that:

- The Certification Program supports the professional development of the FM workforce and provides a framework for a standard body of knowledge across the FM workforce.
- Members of the FM workforce are required to participate in the Certification Program. The FM workforce includes all DoD military and civilian personnel who perform FM work and are assigned to FM positions. FM positions are those civilians in the 05XX series, military in FM occupational specialties, and others designated by DoD Components as appropriated. FM positions include military and civilian positions that perform, supervise, or manage work of a fiscal, financial management, accounting, auditing, cost or budgetary nature, or that require the performance of financial management-

related work.

- Individuals assigned to positions with a DoD FM Certification designation must comply within 2 years from notification.
- The Certification Program requirements will be uniformly applied to all designated FM positions. FM positions will be designated by DoD Components with a specific certification level based on the complexity and level of responsibility of the position. In those cases where positions are coded as both FM and Defense Acquisition Workforce Improvement Act (DAWIA), personnel will be required to complete both certification programs. Approval of DoD FM Certification will be granted provided the applicable requirements in Attachment 8 of this DTM are completed.
- The Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO) is authorized to waive any requirement prescribed in the Certification Program.

Responsibilities. See Attachment 2.

Procedures

- Attachment 3 provides guidance for the identification of FM positions, the designation of certification level by FM position, and the coding of positions in organizational manpower systems and personnel data systems (PDSs).
- Attachment 4 provides procedures for the inclusion of FM members in the Certification Program and the process for achieving and maintaining certification.
- Attachment 5 provides an overview of the DoD FM Learning Management System (LMS).
- Attachment 6 provides the certification requirements for each level.
- Attachment 7 provides the policy details for waivers, substitutions, and exceptions.
- Attachment 8 provides guidance for obtaining certification for FM personnel (05XX series) who are also in an acquisition-coded position.
- Attachment 9 provides an outline of the Certification Program Management Structure.

- Attachment 10 provides roles and responsibilities of the FM community.

Releasability. **Unlimited.** This DTM is approved for public release and is available on the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.



Robert F. Hale
Under Secretary of Defense (Comptroller)/
Chief Financial Officer, Department of Defense

Attachments:
As stated

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DIRECTOR, NET ASSESSMENT
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DIRECTORS OF THE DoD FIELD ACTIVITIES

ATTACHMENT 1

REFERENCES

- (a) DoD Directive 5118.03, “Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (USD(C)/CFO)” April 20, 2012
- (b) Section 1559d of Title 10, United States Code
- (c) DoD Instruction 1400.25. Volume 250, “DoD Civilian Personnel Management System: Civilian Strategic Human Capital Planning (SHCP),” November 18, 2008
- (d) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (e) DoD Directive 5100.01, “Functions of the Department of Defense and Its Major Components,” December 21, 2010
- (f) Executive Order 12333, “United States Intelligence Activities,” December 4, 1981
- (g) FM myLearn, <https://fmonline.ousdc.osd.mil/FMmyLearn/Default.aspx>.
- (h) Under Secretary of Defense (Comptroller) Memorandum, “Department of Defense (DoD) Financial Management (FM) Civilian Enterprise-wide Competencies,” November 16, 2011
- (i) DoD Instruction 1430.16, “Growing Civilian Leaders,” November 19, 2009

ATTACHMENT 2

RESPONSIBILITIES

1. USD(C)/CFO. As authorized by Reference (a) and in addition to the responsibilities in section 5 of this attachment, the USD(C)/CFO:
 - a. Establishes the Certification Program for the FM workforce.
 - b. Carries out all powers, functions, and duties of the Secretary of Defense with respect to the Certification Program.
 - c. Establishes policy, provides oversight, and ensures resourcing for the Certification Program.
 - d. Submits, in the Strategic Workforce Plan of the Department of Defense, a plan for funding improvements in the financial management workforce through the period of the current Future-Years Defense Program, including a description of any continuing shortfalls in funding available for that workforce.
 - e. Develops a methodology to measure the effectiveness of the Certification Program. Continually reviews and updates the Certification Program to ensure it remains relevant and continues to provide the FM workforce with the required training and standard body of knowledge to achieve the goals and meet the future requirements of the DoD.
 - f. In coordination with the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) and the DoD Component heads, establishes and maintains an LMS for the execution and management of the Certification Program across all DoD Components.
 - g. Provides an enterprise-level LMS Help Desk to provide technical support related to the LMS.
 - h. Supports the efforts of the Under Secretary of Defense for Intelligence (USD(I)) to ensure the Intelligence Community's inclusion in the Certification Program.
 - i. Chairs the Certification Program Senior FM Leadership Group.
 - j. Appoints an OSD Functional Community Manager (OFCM) to oversee the development and implementation of the Certification Program. The OFCM will chair the Component Functional Community Manager (CFCM) Advisory Group which provides input to the Senior FM Leadership Group regarding the implementation of the program.
 - k. Appoints a Certification Program Governing Body (referred to in this DTM as the Governing Body) to develop business rules for awarding credit for courses and training not currently aligned to DoD FM and leadership competencies as identified in the LMS.

l. Coordinates with the Office of the USD(P&R), Military Departments, and other organizations who maintain PDSs to document required certification levels and the achievements of certification levels of FM members in applicable PDSs.

m. Provides input to the DoD strategic human capital planning process as it pertains to the FM workforce and the Certification Program in accordance with DoDI 1400.25 (Reference (c)).

n. Monitors the Certification Program for compliance with the provisions of this DTM.

2. USD(P&R). As authorized by DoDD 5124.02 (Reference (d)) and in addition to the responsibilities in section 5 of this attachment, the USD(P&R):

a. Supports the USD(C)/CFO in establishing and maintaining the Certification Program. Provides advice, assistance, and collaborates on the implementation of the Certification Program to ensure compliance with applicable manpower and personnel management statutes, regulations, and policies.

b. Works with DoD Components to ensure all FM workforce civilian position descriptions stipulate that the position is in the Certification Program and include the position's certification level.

c. Maintains the Defense Civilian Personnel Data System or similar civilian personnel systems to accept Certification Program data for processing, storage, and transmitting in support of the Certification Program.

3. INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE (IG DoD). In order to maintain its independence in the DoD in accordance with DoDD 5100.01 (Reference (e)), the IG DoD will determine which members of the Office of the IG DoD FM workforce will participate in the Certification Program.

4. USD(I). As authorized by Executive Order 12333 (Reference (f)), and in addition to the responsibilities in section 5 of this attachment, the USD(I) ensures compliance with this DTM and applicable laws for Defense Security Service and the Defense Intelligence Components, to include the Defense Intelligence Agency, National Geospatial-Intelligence Agency, National Reconnaissance Office, and National Security Agency. Compliance actions involving Defense Intelligence Components must be coordinated with the Office of the Director of National Intelligence's Chief Financial Officer (ODNI/CFO).

5. OSD AND DoD COMPONENT HEADS. In addition to overseeing senior FM leader implementation of the procedures in Attachment 6 of this DTM, the OSD and DoD Component heads:

a. Administer the Certification Program in accordance with this DTM. Components may supplement the requirements of the Certification Program to meet their specific missions. They may not delete or modify any of the minimum Certification Program requirements outlined in Attachment 6 of this DTM.

b. Appoint a Financial Management Component Functional Community Manager (FM CFCM) in accordance with Reference (c) to oversee the implementation of the program and support the Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense (OUSD(C)/CFO) with the administration of the Certification Program by active membership and participation in the CFCM Advisory Board and CFCM Working Group meetings as required as outlined in Attachment 10 paragraph b of this DTM.

c. Appoint individuals to serve as the Certification Program Component Certification Authority (referred to in this DTM as Component Certification Authority (CCA)), through a formal delegation of authority document. Components may designate multiple CCAs as required for their organization. Ensure CCAs are trained in their roles and responsibilities within the Certification Program and in the functionality of the LMS as outlined in Attachment 10 paragraph c of this DTM.

d. Ensure their FM members participate in and meet the Certification Program requirements.

e. Ensure all FM members are provided the opportunity to complete the requirements of the Certification Program coursework and professional development during normal duty hours to the greatest extent possible.

f. Identify each applicable civilian and military FM position with the appropriate certification level (1 – 3). Document FM positions in organizational manpower systems per guidance provided in Attachment 3 paragraph 2 of this DTM.

g. Ensure all FM workforce civilian position descriptions stipulate that the position is in the Certification Program and include the position's certification level.

h. Monitor achievement of required continuing education and training (CET) hours of the FM members, and ensure CET hours are documented in the LMS.

i. Integrate the Certification Program with the Component's career roadmaps, individual development plans (IDP), and personnel policies and procedures.

j. Allocate budget resources for the Component's management and execution of the Certification Program.

k. Ensure coordination between the joint organizations and the DoD Component in respect to coding positions and operation of the Certification Program.

l. Comply with collective bargaining obligations as applicable.

ATTACHMENT 3IDENTIFYING AND DESIGNATING FM POSITIONS1. IDENTIFYING FM POSITIONS

a. DoD FM positions are identified as civilian or military positions that perform, supervise, or manage the work of a fiscal, financial management, accounting, auditing, cost, or budgetary nature, or that require the performance of financial management-related work.

b. FM positions to which this certification applies:

(1) Civilian positions coded with the 05XX Occupational Series listed in Table 1 of this attachment.

Table 1. FM Occupational Specialties

0501*	Financial Administration and Program
0503	Financial Clerical and Assistance
0505	Financial Management
0510*	Accounting
0511*	Auditing
0525	Accounting Technician
0530	Cash Processing
0540	Voucher Examining
0544	Civilian Pay
0545	Military Pay
0560*	Budget Analysis
0561	Budget Clerical and Assistance
0599	Financial Management Student Trainee
* Mission critical FM occupational series	

(2) As determined by the DoD Component, civilian positions not coded with the 05XX Occupational Series that perform, supervise, or manage the work of a fiscal, financial management, accounting, auditing, cost, or budgetary nature.

(3) Military positions coded with an FM/Comptroller/Resource Management Occupational Specialty.

(4) As determined by the DoD Component, military positions not coded with the FM/Comptroller/Resource Management Occupational Series that perform, supervise, or manage FM work of a fiscal, financial management, accounting, auditing, cost, or budgetary nature.

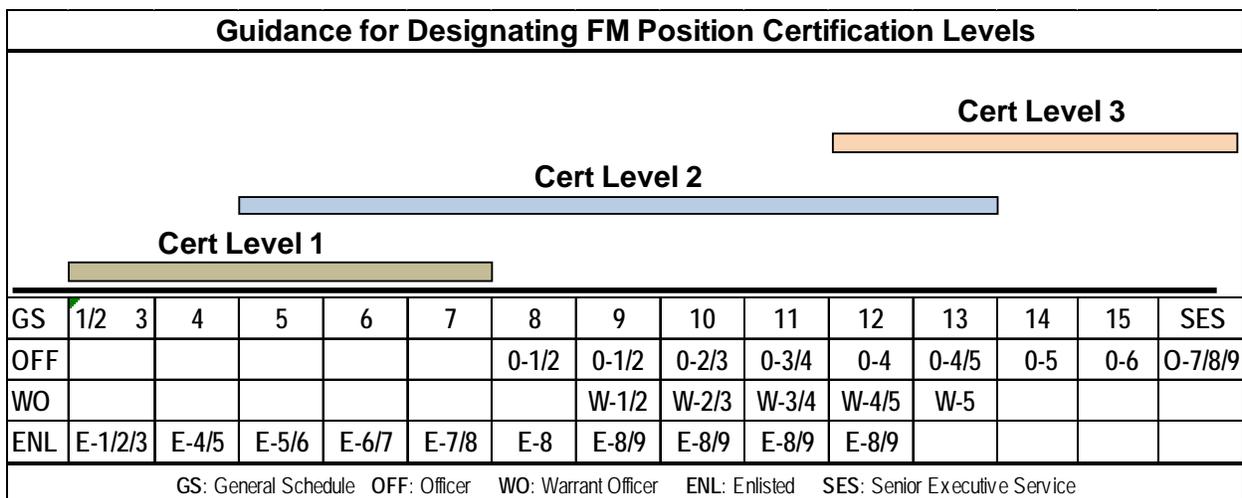
2. DESIGNATING AND CODING FM POSITIONS WITH CERTIFICATION LEVELS

a. DoD Components determine and designate the required certification level for each FM position within the Component. DoD Components with military personnel assigned to joint organizations will designate the certification level of military positions authorized in joint organizations and will coordinate with the Joint Staff to ensure proper coding in joint authorization documents.

b. The three Certification Program certification levels are defined in the Glossary.

c. DoD Components determine the certification level of their DoD FM positions considering the complexity and level of responsibility of the position. The Figure provides general guidance for designating the certification level of positions for General Schedule civilians (or equivalent), commissioned officers, warrant officers, and enlisted members. The Components have discretion in applying the guidance to their respective organizations.

Figure. FM Position Designation Guidance



d. The discretion allowed the DoD Components is intended to provide flexibility rather than a prescriptive crosswalk of grade or rank to certification level. For example, a position of a lower grade or rank such as a supervisor at a field activity or operational unit may have a higher certification level than a position of the same or higher grade or rank in an organization at a higher echelon.

e. DoD Components will code Certification Program positions with a Certification Program certification level of 1, 2, or 3 in the Component’s organizational manpower systems.

ATTACHMENT 4

INCLUSION OF FM MEMBER AND PROCEDURES FOR ACHIEVING AND
MAINTAINING CERTIFICATION

1. INCLUSION OF FM WORKFORCE MEMBERS INTO THE CERTIFICATION
PROGRAM

a. The DoD Components will inform the FM members of the date their positions are designated with a Certification Program certification level; this is considered the start date. The FM members have 2 years from that date to achieve certification at the level specified. New members of the DoD FM workforce are notified via their position description and have 2 years from the date of notification to achieve certification.

b. DoD Components will notify members of the FM workforce of their inclusion in the Certification Program and document that notification within 30 days of the start date. The notification will include a description of certification level requirements and the 2-year deadline for achieving certification.

c. This policy does not mandate a specific consequence if an employee does not achieve the required certification. DoD Components will take action for non-compliance in accordance with their personnel regulations. Personnel policies dictate actions supervisors must take when individuals do not meet the standards of their position descriptions. The DoD Components will take appropriate action for non-compliance based on the guidelines within their personnel policies.

2. ACHIEVEMENT OF DoD FM CERTIFICATION

a. Once an FM workforce member is included in the Certification Program, the member uses the LMS for Certification Program administration. The member assembles documentation of all FM and leadership professional development training and uses the LMS to document achievement of certification requirements, outlined in Attachment 6 of this DTM, and requests supervisor approval. The member provides documentation or verification as required. When the member determines all certification requirements for a specific certification level are completed, the member submits a request for approval of certification to their supervisor. When submitting a request for certification, a member may request a waiver in accordance with the waiver policy outlined in Attachment 7 paragraph 1 of this DTM.

b. The supervisor (or individuals designated as supervisors in the LMS) reviews each request for approval of an achievement of a certification requirement and approves or disapproves it. If the supervisor approves an achievement, the supervisor documents the approval in the LMS and notifies the member of the approval. If disapproved, the supervisor notifies the member of the reason for disapproval.

c. The supervisor (or individuals designated as supervisors in the LMS) reviews each request for approval of certification and either:

(1) Recommends approval and forwards the request, or;

(2) Disapproves the request and notifies the member of the reason for disapproval.

d. The CCA reviews each request for certification.

(1) When a CCA approves certification, including requested waivers, the CCA posts and maintains the member's certification achievement in the LMS. The CCA ensures the member's certification achievement is transferred to and maintained in the supporting personnel data system.

(2) When a CCA disapproves certification, the CCA notifies the supervisor and member of the disapproval, and the reason for the disapproval.

e. Once a CCA approves Certification, then the LMS has the capability for the FM member to print a signed Certification Program certificate.

3. SUSTAINMENT OF DoD FM CERTIFICATION

a. After achievement of Certification, members of the FM workforce will maintain and improve their FM proficiency and skills by taking available professional education and training. To sustain an achieved certification level, a member must earn a specific quantity of CET hours every 2 years. The CET requirements for each FM certification level are:

(1) 40 hours every 2 years for FM Certification Level 1.

(2) 60 hours every 2 years for FM Certification Level 2.

(3) 80 hours every 2 years for FM Certification Level 3.

b. The 2-year time period for CET requirements begins on the first day of the month following the member's FM Certification approval date and extends to the last day of the 24th following month. If an FM member completes continuous training after FM Certification approval date and prior to the first day of the next month it will be accepted for CETs. Each successive 2-year period is defined accordingly, and the CET requirement applies to each 2-year period.

c. Supervisors have a key role in continuous learning. They should provide FM members guidance on which education and training is most valuable for job and mission performance and record it in IDPs. Supervisors should also provide members duty time to complete planned continuous learning activities, within organizational workload and funding constraints.

d. CET hours may be credited in any of the following manners, as long as the education or training is completed within the applicable 2-year time period:

(1) Continuing education or training required to sustain certification in any of the test-based certification programs recognized by DoD can be credited to a member on a unit-to-unit basis. The intent of this policy is that continuing education or training for the Certification Program will not be an additive requirement to other recognized Certification Programs (such as Certified Defense Financial Manager, Certified Public Accountant, etc.). If a test-based certification program uses a CPE or similar unit based on a 50 minute instructional hour (such as the National Association of State Boards of Accountancy), then that CPE or similar unit is equivalent to the CET hour described in this policy, even though the CPE or similar unit is 50-minutes.

(2) Continuing learning points earned under the DoD Acquisition workforce Certification Program can be credited for CET on a unit-to-unit basis.

(3) Course hours from any FM training course included in the DoD FM Course Catalog on FM myLearn, (Reference (g)).

(4) Continuing education units (CEU), as defined by the International Association for Continuing Education and Training, can be credited to a member based on the equation: one CEU equals ten CET.

e. Members are responsible for recording achievement of CET in their respective LMS accounts and for maintaining documentation of CET achievements. FM members are encouraged to retain CET documentation permanently, but required by policy to retain documentation for 5 years. FM members are subject to CET audits where they may be required to provide documentation of CET earned.

ATTACHMENT 5

DoD FM LMS

1. The LMS tracks and records the achievements and maintenance of FM members' certification levels. FM members, unless assigned to Defense Intelligence Components, will use the LMS to complete online courses and to post evidence of external course completion. They will also use LMS to apply for certification when they have met all requirements and to record CET earned. Supervisors will record approvals of certification achievements in the LMS. CCAs will record approved certifications in the LMS. Only certifications approved in the LMS are recognized in the Certification Program. The USD(I), in coordination with the ODNI/CFO, will coordinate with OUSD(C)/CFO to identify LMS capabilities appropriate for FM members in the Intelligence Community.
2. Members are responsible for permanently retaining their personal FM training records. The DoD FM LMS will permanently retain records of FM members' completion of certification requirements and approved certifications.
3. The LMS maintains the available program course inventory with each course alignment to the DoD FM and leadership competency and proficiency levels.
4. The LMS provides an electronic means for review and quality assurance by OUSD(C)/CFO and the DoD Components.
5. Members of the FM workforce have access to the LMS for their respective Certification Program records. Supervisors (or individuals designated as supervisors in the LMS) of FM members have access to the records of their FM member subordinates. Members of the FM workforce are responsible for ensuring their own records are complete and up-to-date. Supervisors assist their FM member subordinates in maintaining their records in the LMS.
6. DoD Component administrators and CCAs have access to all of their respective DoD Component FM members' records in the LMS.
7. DoD Components ensure the position certification level recorded in the DoD FM LMS is consistent with the certification level posted in the servicing military or civilian PDS for the FM position to which each FM member is assigned. DoD Components will also ensure that the position certification levels recorded in the servicing military or civilian personnel systems are consistent with position certification levels coded in the Components' organizational manpower systems.

ATTACHMENT 6CERTIFICATION REQUIREMENTS

1. The Certification Program is a course-based program consisting of three certification levels as outlined in Table 2.

Table 2. Certification Program Requirements by Certification Level

	Level 1	Course Hrs	Level 2	Course Hrs	Level 3	Course Hrs
FM Competencies & Proficiency Levels 1 - 5 (PLs 1 - 5)	Financial Management Systems (PL1)	6	Financial Management Systems (PL3)	8	Financial Management Systems (PL5)	4
	Decision Support (PL1)	4	Decision Support (PL3)	8	Decision Support (PL5)	10
	Fundamentals and Operations of Primary Track (Accounting or Budget or Finance or Mil & Civ Pay) (PL1)	6	Accounting Analysis <u>OR</u> Financial Mgt Analysis (PL3)	10	Accounting Analysis <u>AND</u> Financial Mgt Analysis (PL5)	12
			Budget Formulation, Justification and Presentation <u>OR</u> Budget Execution (PL3)	10	Budget Formulation, Justification and Presentation <u>AND</u> Budget Execution (PL5)	12
			Concepts, Policies and Principles of Primary Track (Accounting, Budget, Finance, Audit, Commercial Pay or Payroll) (PL3)	10	Advanced Financial Management (PL5)	12
			Fundamentals and Operations of Alternate Track (Accounting or Budget or Finance or Mil & Civ Pay) (PL1)	6	Concepts, Policies and Principles of Alternate Track (Accounting, Budget, Finance, Audit, Commercial Pay or Payroll) (PL3)	10
Leadership Competencies	Lead Self Competencies	6	Lead Teams Competencies	10	Lead People Competencies	12
Other Required Courses	Course: DoD FM 101 (12 Modules*)	24	Courses: Audit Readiness, Fiscal Law, & Ethics	9	Courses: Audit Readiness, Fiscal law, & Ethics	9
Total Course Hours		46		71		81
FM Work Experience	2 years in DoD		4 years (2 in DoD)		8 years (2 in DoD)	
Developmental Assignment					At least one 3-month developmental assignment	
Sustainment Training	40 CET Hours every 2 years		60 CET Hours every 2 years		80 CET Hours every 2 years	
* 6 of 12 modules maybe waived – except Audit Readiness				PL - Proficiency Level		

2. Certification requirements are based on:

a. DoD FM Competencies and associated proficiency levels (as defined in USD(C)/CFO Memorandum (Reference (h))) with specific course hour requirements. FM course content aligned with FM Competency and proficiency level combinations satisfies requirements in terms of course hours.

(1) The definition of the Financial Management Systems competency is narrowed in accordance with paragraph 2a(2) for the purposes of the Certification Program. Other mixed or feeder financial systems are not included.

(2) In the context of the Certification Program, “Financial Management Systems” only includes the following systems:

- (a) Accounting.
- (b) Managerial cost accounting.
- (c) Funds management and budgetary resources management.
- (d) Funds balance with U.S. Treasury.
- (e) Travel.
- (f) Payroll (military and civilian).
- (g) Enterprise Resource Planning.
- (h) Budget formulation and Planning Programming, Budgeting, and

Execution (PPBE).

b. Leadership competencies: Lead Self, Lead Teams, and Lead People (as defined in the DoD Leadership Continuum outlined in DoDI 1430.16 (Reference (i))) with specific course hour requirements. Leadership course content aligned with leadership competencies satisfies requirements in terms of course hours.

c. Other required courses, such as DoD FM 101 Course Modules for Certification Level 1 as well as courses in Audit Readiness, Fiscal Law, and Ethics for FM members.

d. Work experience performing financial management-related work in DoD and developmental assignment(s) as defined by certification level.

e. Developmental assignment(s) in terms of months (for Certification Level 3 only).

3. The certification levels of the Certification Program are related to the proficiency levels of the DoD FM enterprise-wide competencies as follows:

- a. Certification Level 1 equates to FM Proficiency Level 1.
 - b. Certification Level 2 equates to FM Proficiency Level 3 (with the exception of Fundamentals and Operations of the Alternate Track, which is at Proficiency Level 1).
 - c. Certification Level 3 equates to FM Proficiency Level 5 (with the exception of Concepts, Policies, and Principles of the Alternate Track, which is at Proficiency Level 3).
4. Certification level requirements are not cumulative. Specifically, an FM member assigned to a Certification Level 2-coded position is not required to complete Certification Level 1 requirements prior to starting Level 2 Certification; an FM member assigned to a Certification Level 3-coded position is not required to complete Certification Level 2 prior to starting Level 3 Certification.
5. FM members certified at a particular certification level remain certified at that level regardless of any new Certification Program requirements made effective at a later date.
6. FM members previously achieving a higher level certification than required by their current position are not required to complete the certification requirements for the lower levels.
7. The requirements for Certification Level 1 are:
- a. The DoD FM workforce member must complete the required course hours for each specified FM competency, at the proficiency level prescribed in Table 3. The available DoD FM courses and other courses aligned to FM competency and proficiency levels can be found at Reference (g).
 - b. An FM member need only select one “Fundamentals and Operations” FM Competency; the subject of this competency establishes the member’s primary track. The choices for the primary track are Accounting, Budget, Finance, or Military and Civilian Pay. The primary track selected normally corresponds to the occupational series or specialty of the position to which the member is assigned.

Table 3. Course Hours by FM Competency Required for Achievement of Certification Level 1

FM COMPETENCY REQUIRED FOR ACHIEVEMENT OF CERTIFICATION LEVEL 1		
FM Competency	Proficiency Level	Course Hours
Financial Management Systems	1	6
Decision Support	1	4
Fundamentals and Operations of Accounting, or Budget, or Finance, or Military and Civilian Pay (primary track)	1	6

c. The member must complete the required leadership course hours for the leadership competency prescribed in Table 4. For additional information regarding the Lead Self competency, refer to the DoD Leadership Continuum found in Reference (i).

Table 4. Course Hours by Leadership Competency Required for Achievement of Certification Level 1

LEADERSHIP COMPETENCY REQUIRED FOR ACHIEVEMENT OF CERTIFICATION LEVEL 1	
Leadership Competency	Course Hours
Lead Self	6

d. The member must complete all the modules of the DoD FM 101 Course prescribed in Table 5. The required coursework may be obtained by taking the available web-based training. In addition, coursework that has been deemed by the CFCM to be a suitable substitute that meets the required learning objectives and is of equivalent length of training or greater may be used to satisfy the requirement. Acceptable substitute courses are listed in FM myLearn. CCAs may waive 6 of the 12 DoD FM 101 modules (with the exception of Audit Readiness, which cannot be waived) IAW their Component’s implementing guidance. See Attachment 7 of this DTM for further information on waivers and substitutions.

Table 5. DoD FM 101 Course Modules Required for Achievement of Certification Level 1

DoD FM 101 COURSE MODULES REQUIRED FOR ACHIEVEMENT OF CERTIFICATION LEVEL 1
Introduction to DoD
Accounting
Acquisition/Contracting
Analysis/Decision Support
Auditing
Audit Readiness
Budget
Cost Analysis
Ethics
Finance
Fiscal Law
PPBE Process

e. The member is required to complete a minimum of 2 years of DoD FM work experience.

8. The requirements for Certification Level 2 are:

a. The DoD FM workforce member must complete the required course hours for each specified FM Competency, at the proficiency level prescribed in Table 6. The available DoD

FM courses and other courses aligned to FM competency and proficiency levels can be found at Reference (g).

(1) The subject of the “Concepts, Policies and Principles” FM Competency should be the primary track of a member if the member established a primary track while assigned to a Certification Level 1 position.

(2) If the member enters the Certification Program at Certification Level 2, then the member may select any subject of the “Concepts, Policies, and Principles” FM Competencies (Accounting, Auditing, Budget, Finance, Payroll, or Commercial Pay). This selection then establishes the primary track for the member.

(3) The subject of the “Fundamentals and Operations of Alternate Track” FM Competency cannot be the same as that of the primary track. The member may select any other subject; this selection establishes the member’s "alternate track" and is intended to provide breadth of experience to the member.

Table 6. Course Hours by FM Competency Required for Achievement of Certification Level 2

FM COMPETENCY REQUIRED FOR ACHIEVEMENT OF CERTIFICATION LEVEL 2		
FM Competency	Proficiency Level	Course Hours
Financial Management Systems	3	8
Decision Support	3	8
Accounting Analysis OR Financial Management Analysis	3	10
Budget Formulation, Justification and Presentation OR Budget Execution (primary track)	3	10
Concepts, Policies and Principles of the Primary Track.	3	10
Fundamentals and Operations of Accounting, or Budget, or Finance, or Military and Civilian Pay (alternate track)	1	6

b. The member is required to complete the required leadership course hours for each specified leadership competency prescribed in Table 7. For additional information regarding the “Lead Teams” competency, refer to the DoD Leadership Continuum found in Reference (i).

Table 7. Course Hours by Leadership Competency Required for Achievement of Certification Level 2

LEADERSHIP COMPETENCY REQUIRED FOR ACHIEVEMENT OF CERTIFICATION LEVEL 2	
Leadership Competency	Course Hours
Lead Teams	10

c. The member must complete the required training in Audit Readiness, Fiscal Law, and Ethics course hours for Level 2 Certification outlined in Table 8.

Table 8. Course Hours by Audit Readiness, Fiscal Law, and Ethics Required for Achievement of Certification Level 2

OTHER REQUIRED COURSES FOR ACHIEVEMENT OF CERTIFICATION LEVEL 2	
	Course Hours
Audit Readiness	3
Fiscal Law	3
Ethics	3

d. Members are required to complete at least 4 years of FM work experience for Certification Level 2, a minimum of 2 years of which must be DoD FM work experience.

e. Members assigned to Level 2 positions are encouraged to have at least one 3-month developmental assignment, work towards a Bachelor’s degree, and to complete one of the DoD-approved test-based certification programs applicable to the financial management community.

9. The requirements for Certification Level 3 are:

a. The DoD FM workforce member must complete the required course hours for each specified FM Competency, at the proficiency level prescribed in Table 9. The available DoD FM courses and other courses aligned to FM Competency and proficiency levels can be found at Reference (g).

(1) The subject of the “Concepts, Policies and Principles of Alternate Track” FM Competency should be the alternate track of a member if the member established an alternate track while assigned to a Certification Level 2 position.

(2) If the member enters the Certification Program at Certification Level 3, then the member may select any subject of the “Concepts, Policies and Principles” FM Competency that is different from the occupation series or specialty of the FM position which the member holds.

Table 9. Course Hours by FM Competency Required for Achievement of Certification Level 3

COURSE HOURS BY FM COMPETENCY REQUIRED FOR ACHIEVEMENT OF CERTIFICATION LEVEL 3		
FM Competency	Proficiency Level	Course Hours
Financial Management Systems	5	4
Decision Support	5	10
Accounting Analysis <u>AND</u> Financial Management Analysis	5	12*
Budget Formulation, Justification and Presentation <u>AND</u> Budget Execution	5	12*
Advanced Financial Management	5	12
Concepts, Policies and Principles of the Alternate Track	3	10
* “When an <u>AND</u> statement is used, at least one-third of required course hours must be satisfied in each competency.”		

b. The member must complete the required leadership course hours for the specified leadership competency prescribed in Table 10. For additional information regarding the “Lead People” competency, refer to the DoD Leadership Continuum found in Reference (i).

Table 10. Course Hours by Leadership Competency Required for Achievement of Certification Level 3

COURSE HOURS BY LEADERSHIP COMPETENCY REQUIRED FOR ACHIEVEMENT OF CERTIFICATION LEVEL 3	
Leadership Competency	Course Hours
Lead People	12

c. The member must complete the other required training in Audit Readiness, Fiscal Law, and Ethics for Certification Level 3 outlined in Table 11. The Level 3 courses for Audit Readiness, Fiscal Law, and Ethics have greater scope and complexity than the courses designated for Level 2.

(1) FM MyLearn has web-based courses available to meet these requirements.

(2) The member can complete approved substitute courses listed in FM myLearn. See Attachment 7 paragraph 2 of this DTM for further information on substitutions.

Table 11. Course Hours by Audit Readiness, Fiscal Law, and Ethics Required for Achievement of Certification Level 3

COURSE HOURS BY AUDIT READINESS, FISCAL LAW, AND ETHICS REQUIRED FOR ACHIEVEMENT OF CERTIFICATION LEVEL 3	
	Course Hours
Audit Readiness	3
Fiscal Law	3
Ethics	3

d. The member is required to complete at least 8 years of FM work experience for Certification Level 3, a minimum of 2 years of which must be DoD FM work experience.

e. The member is required to complete a 3-month developmental assignment that is different from the principal duties performed in previous assignments. A developmental assignment is generally considered work that is outside of the member's current primary track. Previous work in another track will fulfill this requirement. Additionally, work within the same track may also fulfill the requirement if it was accomplished at a different organizational level (e.g., budgetary work accomplished at the base/unit level and budgetary work at a major command or headquarters level). DoD Components have the discretion to determine what qualifies as a developmental assignment.

f. Members assigned to Level 3 positions are strongly encouraged to work towards a Master’s degree and complete one of the DoD-approved test-based certification programs.

ATTACHMENT 7

WAIVER, SUBSTITUTION, AND EXCEPTION POLICY

1. WAIVER POLICY

a. The CCA is authorized to grant time waivers for certification completion in 1 year increments up to 4 additional years.

b. The only other authorized waiver is for the modules of the DoD FM 101 Course in Certification Level 1. CCAs are authorized to waive the requirement of completing all 12 modules to a requirement of completing a minimum of 6 of 12 modules IAW with their Component's implementation guidance. Any of the DoD FM 101 modules (up to the maximum of six) may be waived, with the exception of the Audit Readiness Module.

2. SUBSTITUTION POLICY PROCESS

a. The following course requirements are subject to the "Substitution Process":

(1) Certification Level 1: All Modules of the DoD FM 101 Course

(2) Certification Level 2: Audit Readiness, Fiscal Law and Ethics Courses

(3) Certification Level 3: Audit Readiness, Fiscal Law, and Ethics Courses

b. Many of the modules and courses for DoD FM 101, Audit Readiness, Fiscal Law and Ethics are available for all FM members via the DoD FM LMS. Successful completion of these modules and courses by definition meets each individual course requirement, respectively.

c. FM members may substitute similar courses to meet the course requirements as long as the courses are pre-approved by the CFCM as adequate substitutes in terms of content and length and are included in FM myLearn.

d. OFCM is responsible for developing and maintaining the substitute process which approves substitutes for each required module and course.

3. EXCEPTION POLICY

a. In the case of a member who asserts completion of FM or leadership training required to complete a competency but is unable to provide verification or documentation of such training, the supervisor may sign and submit a memorandum for record (MFR). The MFR must reflect the basis of granting the achievement, including source of third party verification when feasible.

- b. The exception policy is time-limited. Members are permitted to request exceptions only in their initial 2 years in the Certification Program.
- c. Supervisors will identify exceptions for the CCA when forwarding requests for certification to the CCA.
- d. CCAs will record exceptions for approved certification requests in the LMS.

ATTACHMENT 8ADDITIONAL CERTIFICATION GUIDANCE FOR FM MEMBERS WHO ARE ACQUISITION-CODED

1. Members assigned to positions that are coded both DoD FM Certification and DAWIA Business FM, Business Cost Estimating, or Auditing, must complete both the DoD FM Certification and the Acquisition Certification requirements. Such members must complete acquisition certification requirements first, if they choose to use the reduced requirements for achieving FM Certification, and may require a time waiver for completion of FM Certification. Much of the training required to achieve acquisition certification also satisfies training required for the DoD FM certification. The member will be able to obtain the DoD FM certification by completing only the additional training not covered via the acquisition training. The course hours identified below represent the maximum number of hours that will be required for members with DAWIA certification to achieve the FM certification.

a. For FM members with DAWIA Level I, Business FM to achieve DoD FM Certification Level 1, the member must complete the courses outlined in Table 12.

Table 12. Additional Requirements for DAWIA Business Level I

ADDITIONAL REQUIREMENTS	Course Hours
Complete FM Level 1 FM Competency requirements	
Financial Management Systems PL1	6
Fundamentals and Operations of Primary Track PL1	3
Complete DoD FM 101 Modules Except Acquisition/Contracting and Cost Analysis modules	20

b. For members with DAWIA Level II, Business FM to achieve DoD FM Certification Level 2, the member must complete the courses outlined in Table 13.

Table 13. Additional Requirements for DAWIA Business Level II

ADDITIONAL REQUIREMENTS	Course Hours
Complete FM Level 2 FM Competency requirements	
Financial Management Systems	8
Complete FM Level 2 other training requirements	
Audit Readiness	3
Fiscal Law	3
Ethics	3

c. For members with DAWIA Level III, Business FM to achieve DoD FM Certification Level 3, the member must complete the courses outlined in Table 14.

Table 14. Additional Requirements for DAWIA Business Level III

ADDITIONAL REQUIREMENTS	COURSE HOURS
Complete FM Level 3 FM Competency requirements	
Financial Management Systems	4
Accounting Analysis	4
Complete FM Level 3 Leadership requirements	
Lead People	6
Complete FM Level 3 other training requirements	
Audit Readiness	3
Fiscal Law	3
Ethics	3

d. For members with DAWIA Level I, Business Cost Estimating to achieve DoD FM Certification Level 1, the member must complete the courses outlined in Table 15.

Table 15. Additional Requirements for DAWIA Business Cost Estimating Level I

ADDITIONAL REQUIREMENTS	COURSE HOURS
Complete FM Level 1 FM Competency requirements	
Financial Management Systems	6
Fundamentals and Operations of primary track	3
Complete DoD FM 101 Except Acquisition/Contracting and Cost Analysis modules	20

e. For members with DAWIA Level II, Business Cost Estimating to achieve DoD FM Certification Level 2, the member must complete the courses outlined in Table 16.

Table 16. Additional Requirements for DAWIA Business Cost Estimating Level II

ADDITIONAL REQUIREMENTS	COURSE HOURS
Complete FM Level 2 FM Competency requirements	
Financial Management Systems	8
Complete FM Level 2 other training requirements	
Audit Readiness	3
Fiscal Law	3
Ethics	3

f. For members with DAWIA Level III, Business Cost Estimating to achieve DoD FM Certification Level 3, the member must complete the courses outlined in Table 17.

Table 17. Additional Requirements for DAWIA Business Cost Estimating Level III

ADDITIONAL REQUIREMENTS	COURSE HOURS
Complete FM Level 3 FM Competency requirements	
Financial Management Systems	4
Accounting Analysis	5.5
Budget Formulation & Budget Execution	4.5
Complete FM Level 3 Leadership requirements	
Lead People	6
Complete FM Level 3 other training requirements	
Audit Readiness	3
Fiscal Law	3
Ethics	3

g. For members with DAWIA Level I, Auditing to achieve DoD FM Certification Level 1, the member must complete the courses outlined in Table 18.

Table 18. Additional Requirements for DAWIA Acquisition-Audit Level I

ADDITIONAL REQUIREMENTS	COURSE HOURS
Complete FM Level 1 FM Competency requirements	
Financial Management Systems	6
Complete DoD FM 101 Except Acquisition/Contracting and Cost Analysis modules	20

h. For members with DAWIA Level II, Auditing to achieve DoD FM Certification Level 2, the member must complete the courses outlined in Table 19.

Table 19. Additional Requirements for DAWIA Acquisition-Audit Level II

ADDITIONAL REQUIREMENTS	COURSE HOURS
Complete FM Level 2 FM Competency requirements	
Financial Management Systems	8
Fundamentals and Ops of (alternate track)	6
Complete FM Level 2 other training requirements	
Audit Readiness	3
Fiscal Law	3
Ethics	3

i. For members with DAWIA Level III, Auditing to achieve DoD FM Certification Level 3, the member must complete the courses outlined in Table 20.

Table 20. Additional Requirements for DAWIA Acquisition-Audit Level III

ADDITIONAL REQUIREMENTS	COURSE HOURS
Complete FM Level 3 FM Competency requirements	
Financial Management Systems	4
Budget Formulation & Budget Execution	12
Complete FM Level 3 Leadership requirements	
Lead People	12
Complete FM Level 3 other training requirements	
Audit Readiness	3
Fiscal Law	3
Ethics	3

2. The Defense Acquisition University will notify FM OFCM of any DAWIA curriculum changes that impact FM Certification requirements.

ATTACHMENT 9

CERTIFICATION PROGRAM MANAGEMENT STRUCTURE

The Certification Program management structure provides governance and ensures that the objectives of this DTM are met.

a. Certification Program Senior FM Leadership Group. The Certification Program Senior FM Leadership Group will oversee the operation of the Certification Program and will meet at least twice a year and at the call of the Chair. Membership includes:

- (1) USD(C)/CFO, Chair.
- (2) FM OFCM.
- (3) Assistant Secretaries, Financial Management and Comptroller of the Military Departments.
- (4) Senior Financial Leaders of Defense Contract Audit Agency (DCAA) and Defense Finance and Accounting Service (DFAS).
- (5) Others as the USD(C)/CFO considers appropriate.

b. DoD FM CFCM Advisory Board. The DoD FM CFCM Advisory Board will provide input and recommendations to the Certification Program Senior FM Leadership Group. It will be consulted on time-sensitive actions and requirements of the Certification Program. The DoD CFCM Advisory Board will meet quarterly or at the call of the Chair. Membership includes:

- (1) FM OFCM, Chair.
- (2) FM CFCMs of the Military Departments.
- (3) FM CFCMs of DCAA, DFAS, Defense Information Systems Agency (DISA), Defense Logistics Agency (DLA), and Office of the Under Secretary of Defense for Intelligence OUSD(I).
- (4) Others as the Chair considers appropriate.

c. DoD FM CFCM Working Group. The CFCM Working Group oversees the execution of the Certification Program at the DoD Component level and advises the DoD FM OFCM on workforce and program issues. The FM CFCM Working Group will meet quarterly or at the call of the Chair. The DoD FM CFCM Working Group will be chaired by the FM OFCM and will be composed of the DoD Component FM CFCMs and others as the Chair considers appropriate.

d. DoD FM Component Integrators Working Group (FM CIWG). The FM CIWG will support the FM CFCM to assist on human resources (HR) and manpower issues relevant to the Certification Program and will meet at the call of the Chair. The FM CIWG will be chaired by the OFCM and will be composed of the DoD Component Integrators and others as the Chair considers appropriate.

e. Governing Body. The Governing Body will be responsible for establishing business rules for aligning FM and leadership content of courses not currently aligned to DoD FM and leadership competencies as identified in the LMS for awarding credit for courses and training completed by FM members. Membership includes:

- (1) OFCM, Chair.
- (2) A designated representative from the FM CFCMs of the:
 - (a) Military Departments.
 - (b) DCAA.
 - (c) DFAS.
 - (d) DISA.
 - (e) DLA.
- (3) Others as the Chair considers appropriate.

ATTACHMENT 10

ROLES AND RESPONSIBILITIES OF THE FM COMMUNITY

The FM Community consists of FM leaders, managers, and members. Each plays a critical role in the operation of the Certification Program.

a. The FM OFCM:

- (1) Advises and supports the USD(C)/CFO in executing the Certification Program in accordance with this DTM.
- (2) Manages the Certification Program for the USD(C)/CFO.
- (3) Maintains the uniform framework of the Certification Program's certification requirements.
- (4) Assists the DoD Components in their execution of the Certification Program.
- (5) Meets with working or advisory groups as required in support of the Certification Program.
- (6) Provides Certification Program quality assurance, to include review of DoD Component-approved waivers and CET earned by the FM workforce members.
- (7) Chairs the DoD FM CFCM Working Group.
- (8) Chairs the DoD FM CFCM Advisory Board.
- (9) Serves as the Executive Secretary of the Certification Program Senior FM Leadership Group for the USD(C)/CFO.
- (10) Provides analysis of the Certification Program and workforce metrics.
- (11) Provides management and oversight of the LMS.
- (12) Makes the LMS available for use by the DoD Components.
- (13) Chairs the Governing Body and ensures the timely awarding of credit for courses and training not currently aligned to DoD FM and leadership competencies. Ensures the DoD FM LMS course inventory is updated on a periodic basis to include courses approved by the Governing Body.
- (14) Develops and maintains relevancy of the Certification Program's uniform framework of certification requirements and standards.

(15) Provides web-based training and training aids to support the FM members, supervisors, CAs, and CCAs.

b. Service or Defense Agency FM CFCMs:

(1) Manage the execution of the Certification Program for the DoD Component in accordance with this DTM.

(2) Represent the DoD Component on the CFCM Advisory Board, CFCM Working Group and the Governing Body in accordance with this DTM.

(3) Serve as the DoD Component's functional point of contact for the FM OFCM.

c. The CCA:

(1) Is formally appointed by the Assistant Secretary or Principal Deputy of Financial Management and Comptroller for Military Department Components or by the Senior FM for all other Components. Copies of appointment letters will be provided to the OFCM.

(2) Serves as the approval authority for achieving Certification Levels 1 through 3 as required in the Certification Program.

(3) Completes training on Certification Program roles and responsibilities within the Certification Program and the functionality of the DoD FM LMS.

(4) Supports the FM CFCM in the administration of the Certification Program.

(5) Does not further delegate these authorities.

d. The Component Administrators:

(1) Are appointed by their CFCM to manage the administration of the Certification Program with the LMS.

(2) Complete training on the Certification Program roles and responsibilities and the functionality of the LMS.

(3) Manage the organizational hierarchies, to include FM member and supervisor relationships, in the LMS for the Component's respective domain.

e. The FM member's supervisors:

(1) Serve as the approval authority for achievement of competencies and other certification requirements necessary to complete Certification Levels 1 through 3 in the Certification Program.

(2) Notify FM members of their DoD FM Certification requirements, based on their assigned position, to include the certification level. Assist FM members in achieving their certification level within the required time period.

(3) Use the LMS to verify completion of FM members' achievements.

(4) Complete training on the Certification Program roles and responsibilities and the functionality of the LMS.

(5) Work with the Component Administrator to ensure the organizational hierarchy is correct in the LMS.

(6) Monitor and track the progress of the FM members within their approval authority in accordance with this memorandum.

f. Military and civilian members of the FM workforce:

(1) Participate in the Certification Program.

(2) Achieve the required certification level of their positions within two years of notification of their required certification level.

(3) Complete the requisite quantity of CET every two years to sustain the achieved certification level.

(4) Maintain a record in the DoD FM LMS of CET earned and provide that information, with supporting documentation, as required.

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

CCA	Component Certification Authority
CET	continuing education and training
CEU	continuing education units
CFCM	Component Functional Community Manager
CFO	Chief Financial Officer
CIWG	Component Integrators Working Group
CPE	Continuing Professional Education
DAWIA	Defense Acquisition Workforce Improvement Act
DCAA	Defense Contract Audit Agency
DFAS	Defense Finance and Accounting Service
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DoDD	DoD Directive
DoDI	DoD Instruction
DTM	Directive-type Memorandum
FM	financial management
FM CFCM	Financial Management Component Functional Community Manager
FM CIWG	FM Component Integrators Working Group
FM OFCM	FM OSD Functional Community Manager
IDP	individual development plans
GS	General Schedule
HR	human resources
LMS	Learning Management System
MFR	memorandum for record
PDS	personnel data system
PPBE	Planning Programming, Budgeting, and Execution
ODNI/CFO	Office of the Director of National Intelligence's Chief Financial Officer
OUSD(C)/CFO	Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense

USD(I) Under Secretary of Defense for Intelligence
USD(P&R) Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this DTM.

achievement. The completion of the required course hours necessary to satisfy an FM or Leadership competency at a specific certification level as outlined in Attachment 6.

Advisory Board. The DoD FM CFCM Advisory Board.

audit readiness. To ensure financial information most often used by DoD decision makers is accurate, reliable, and relevant, and DoD entities are ready to be audited.

competency. A combination of knowledge, skills, abilities, and behaviors that an individual needs in order to perform work roles or occupational functions successfully.

CFCM. Senior functional leader, responsible for supporting the execution of Civilian Strategic Human Capital Planning in their respective DoD Component career field by working with OSD and command leadership, manpower representatives, OFCMs, and HR consultants.

Competency's Proficiency Levels

Proficiency Level 5: Applies the competency in exceptionally difficult situations; serves as key resource and advises others.

Proficiency Level 4: Applies the competency in considerably difficult situations; requires little or no guidance.

Proficiency Level 3: Applies the competency in difficult situations; requires occasional guidance.

Proficiency Level 2: Applies the competency in somewhat difficult situations; requires frequent guidance.

Proficiency Level 1: Applies the competency in the simplest situations; requires close and extensive guidance.

CET. Education and training required by FM members to maintain professional credentials and to improve their financial management proficiency and skills. 1 CET = 60 minutes of training.

CEU. Unit of credit equal to 10 hours of course contact time in an accredited program designed for professionals with certificates or licenses to practice various professions. Professionals are required to participate in continuing education programs for a certain number of hours every year in order to keep their certifications current. CEU, as defined by the International Association for Continuing Education and Training, can be credited to a member based on the equation: one CEU = ten CET.

CPE. One CPE credit hour is earned from 50 minutes of course contact time in an approved program of learning. CPE is a set of activities that enables workers to maintain and improve their professional competence. An integral part of the lifelong learning required to provide competent service.

course-based certification. Certification based on successful completion of courses, in lieu of certification based on passing a test.

developmental assignment. An assignment of at least 3-months that is different from the principal duties performed in previous assignments. A developmental assignment is generally considered work that is outside the member's current primary track including previous work in another track. Additionally, work within the same track accomplished at a different organizational level (e.g., budgetary work accomplished at the base/unit level and budgetary work at a major command or headquarters level). DoD Components have the discretion to determine what qualifies as a developmental assignment.

DoD FM Certification. Successful achievement of DoD FM Certification requirements as formally approved and documented by the CCA.

DoD FM Certification Alternate Track. A subject (Accounting, Auditing, Budget, Finance, Payroll (Military or Civilian), or Commercial Pay) that is different from a member's primary track. In FM Certification Level 1, the subject that a member selects for the "Fundamentals and Operations of..." FM competency establishes the member's primary track. If that member is later assigned to a FM Certification Level 2 position, the subject that the member selects for the "Fundamentals and Operations of..." FM competency must be different from the subject of the primary track, and thereby establishes the alternate track.

DoD FM Certification Primary Track. A subject (Accounting, Auditing, Budget, Finance, Payroll (Military or Civilian), or Commercial Pay) selected by a member when first entering the Certification Program. If the member enters the Program at Certification Level 1, the primary track is the subject that a member selects for the "Fundamentals and Operations of..." FM competency. If the member enters the Program at Certification Level 2, the primary track is the subject that a member selects for the "Concepts, Policies and Principles of..." FM competency. If the member enters the Program at Certification Level 3, the primary track is the subject that most closely aligns to the member's occupations series or occupational specialty.

DoD FM Certification Level 1. Level 1 work requires a basic understanding of theoretical financial management knowledge, which is generally acquired through experience. Work

involves standard, repetitive tasks and activities with established procedures and guidance or the application of conventional practices to treat a variety of problems in financial management.

DoD FM Certification Level 2. Level 2 work requires the application of comprehensive financial management knowledge and technical proficiency combined with a broad knowledge of professional concepts, policies, and principles. Work also involves expanding skills, knowledge, and leadership abilities of high-potential personnel.

DoD FM Certification Level 3. Level 3 work requires mastery of financial management concepts, theories, and programs. Work also requires integration of major functions and coordination of plans that significantly impact mission performance or support to the warfighter. Work may require confronting the unknown, facing situations with little or no precedent, and originating new concepts or imaginative approaches without guidance from others.

DoD FM positions. DoD FM positions are positions or a group of positions (including civilian and military positions) that perform, supervise, or manage work of a fiscal, financial management, accounting, auditing, cost, or budgetary nature, or that require the performance of financial management-related work.

FM community. The DoD civilian employees and military members who perform, supervise, or manage FM work of a fiscal, financial management, accounting, auditing, cost, or budgetary nature.

FM experience. Serving in position for which the preponderance of the work is performing, supervising, or managing work of a fiscal, financial management, accounting, auditing, cost, or budgetary nature.

FM workforce. The DoD FM workforce includes: all DoD military in financial management occupational specialties and civilian personnel in the 05XX series. DoD civilians not in 05XX Occupational Series and military personnel not in FM coded positions that perform financial management can be included in the FM workforce if designated by their DoD Component.

OFCM. Senior functional leader at the OSD level, responsible for working with the DoD Components to monitor and track the implementation of the Civilian Strategic Human Capital Plan by working with the Program Office, OSD, and command leadership, manpower representatives, CFCMs, and HR professionals.

start date. The date the FM member is notified that his or her position is designated with a Certification Program Certification Level.