



U.S. AIR FORCE



DoD FM Certification Program

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Integrity ★ Service ★ Excellence



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Overview



- **Background**
- **Purpose**
- **Who is Affected**
- **Competencies**
- **Certification Level to Grade Mapping**
- **Certification Level Requirements**
- **Learning Management System**
- **Implementation Schedule**
- **What you can do Today**



Background



- **THE NEED** - To achieve auditable financial statements and provide strong financial management, the Department needs a well-trained financial workforce
- **WHY?** - While we have some good training programs, the Department did not have a framework to guide FM workforce training and emphasize key types of training such as audit readiness and decision support
- **LEADERSHIP ACTION** - In early 2011, senior DoD Financial Management (FM) leadership initiated efforts to develop a DoD FM Certification Program
- **THE LAW** - The National Defense Authorization Act for Fiscal Year 2012 (Public Law 112-81) provided the Secretary of Defense with the Authority to Prescribe Professional Certification and Credentialing Standards
- **THE POLICY** - DoDI 1300.26 Published Nov 2013

Purpose

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



Who is Affected?

➤ DoD Civilians and Military in the DoD FM Workforce

Certification Level to Grade Mapping			
Level	Officer	Enlisted	Civilian
1	2 nd Lt -1 st Lt	E1 – E5	GS 1- GS 9
2	Capt & Maj	E6 – E7	GS 10 – GS 13
3	Lt Col & Above	E8 - E9	GS 14 & Above

*** SQ/CCs positions will be coded Lvl 3 regardless of grade**

- No grandfathering – incumbent DoD FM member must achieve Certification
- All FM positions coded to Certification Level 1, 2, or 3



Competencies

Goal: To implement standardized financial management competencies that describe the knowledge, skills and abilities needed to perform and achieve desired results.

- **Competencies defined by FM Senior Working Group:**
 - Comprised of FM Subject Matter Experts (SMEs) for Services and Defense Agencies
 - 23 competencies that apply to the 05XX Occupational Series
 - Competencies defined and five levels of proficiency identified for each
 - Competencies are mapped to the various Occupational Series
- **DoD Leadership competencies also emphasized**
 - Five Levels of leadership on the DoD Leadership Continuum
 - First three levels used in the Certification Program



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DoD FM Enterprise-wide Competencies



Accounting Analysis

Accounting Concepts, Policies & Principles

Advanced Financial Management

Audit Concepts, Policies & Principles

Audit Planning & Management

Audit Reporting

Budget Concepts, Policies & Principles

Budget Execution

Budget Formulation, Justification & Presentation

Commercial Pay Concepts, Policies & Principles

Decision Support

Decision Support - Audit Execution

Financial Concepts, Policies & Principles

Financial Management Analysis

Financial Management & Reporting Analysis

Financial Management Systems

Financial Reporting

Financial Stewardship

Fundamentals & Operations of Accounting

Fundamentals & Operations of Budget

Fundamentals & Operations of Finance

Fundamentals & Operations of Military & Civilian Pay

Payroll Concepts, Policies & Principles

Competencies = Focus Areas for Professional Development



Basic Certification Equation

$$\begin{aligned} &\text{Competency-based training} + \\ &\text{Leadership Development training} + \\ &\text{Standardized training} + \\ &\text{FM Experience} + \\ &\text{Formal Degrees } (\textit{encouraged at levels 2 \& 3}) + \\ &\text{Developmental Assignment } (\textit{required at level 3}) \\ &= \\ &\text{DoD FM Certification} \end{aligned}$$

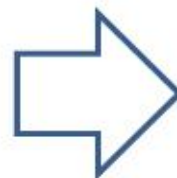


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FM Certification: Level 1

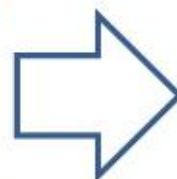
FM Competencies		Course Hours
	Financial Management Systems*	6
	Decision Support*	4
	Fundamentals and Operations of [X] [Accounting, Budget, Finance, or Military and Civilian Pay]*	6



Aligned Courses on FM myLearn

Leadership Competencies	Lead Self	6
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+



Aligned Courses will be on FM myLearn

+

FM 101 Course**	24
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Total Course Hours	46
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+

At Least 2 Yrs DoD FM Experience

FM Certification Level 1

40 CETs every two years

* Proficiency Level 1

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



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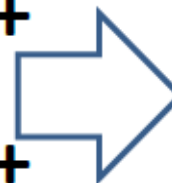
FM Certification Level 2

FM Competencies		Course Hours
	Financial Management Systems*	8
	Decision Support*	8
	Accounting Analysis <u>OR</u> Financial Mgt Analysis*	10
	Budget Formulation, Justification and Presentation <u>OR</u> Budget Execution*	10
	Concepts, Policies and Principles of [X]*	10
	Fundamentals and Operations of [Y] [Accounting, Budget, Finance, etc]**	6
Leadership Competencies	Lead Teams	10
Audit Readiness + Fiscal Law Course + Ethics Courses		9
Total Course Hours		71



Aligned Courses on FM myLearn

+



Aligned Courses will be on FM myLearn

+

+

At Least 4 Yrs FM Experience Required
(2 years Must be DoD FM Experience)

FM Certification Level 2

- + [Recommended] At Least One 3-month Developmental Assignment
- + [Recommended] Work towards Bachelor's Degree
- + [Recommended] Completion of one of the DoD-approved Test-Based Certifications

* Proficiency Level 3
** Proficiency Level 1

60 CETs every two years



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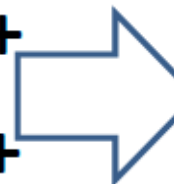
FM Certification Level 3

FM Competencies		Course Hours
	Financial Management Systems *	4
	Decision Support *	10
	Accounting Analysis <u>AND</u> Financial Mgt Analysis *	12
	Budget Formulation, Justification and Presentation <u>AND</u> Budget Execution *	12
	Advanced Financial Management *	12
	Concepts Policies and Principles of [Y] [Accounting, Budget, Finance, etc] **	10
Leadership Competencies	Lead People	12
Audit Readiness + Fiscal Law Course + Ethics Courses ***		9
Total Course Hours		81



Aligned Courses on FM myLearn

+



Aligned Courses will be on FM myLearn

+

+

At Least 8 Yrs FM Experience Required
(2 years Must be DoD FM Experience)

+

At Least One **3-month** Developmental Assignment

* Proficiency Level 5

** Proficiency Level 3

*** Higher Proficiency Level Course

80 CETs every two years

FM Certification Level 3

- + [Strongly Recommended] Work towards Master's Degree
- + [Strongly Recommended] Completion of one of the DoD-approved Test-Based Certifications

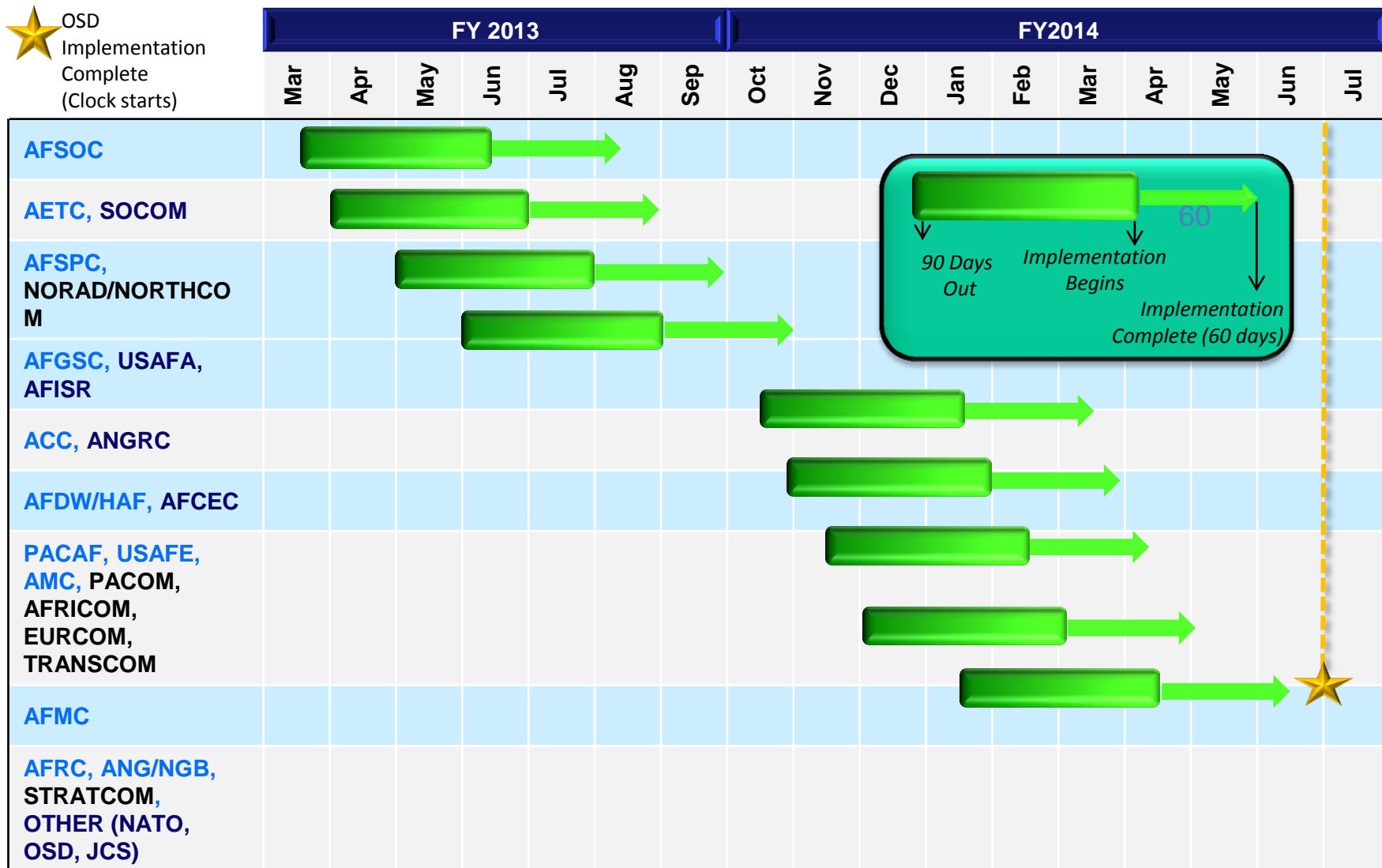


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MAJCOM, MAJCOM-esque and COCOMs Implementation Schedule



★ OSD
Implementation
Complete
(Clock starts)



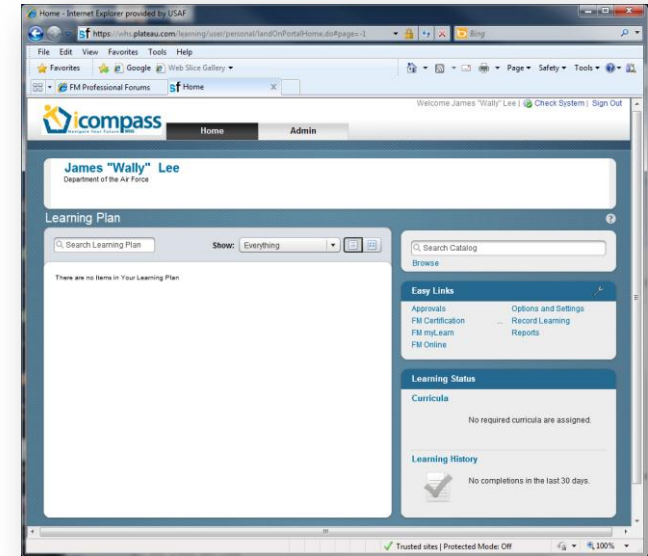


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Learning Management System



- LMS is the system being used to manage the certification process
- Tracks FM Cert Level & Learning Plan
- Manages Requirements, Events, Certificates
- Used by Employees/Supervisors/Leadership



For detailed job aids on accessing and using the LMS, visit:

<https://fmonline.ousdc.osd.mil/LMS/JobAids.aspx>



Still in Work



- **Leadership working to:**
 - Reconcile training documentation requirements for long-time DAWIA certified personnel
 - Addressing LMS systems concerns with DoD before AFMC implementation
- **FM Human Resource Offices are:**
 - Reconciling “Faces and Spaces” to identify personnel requiring certification
 - Adding certification statement to core documents upon any new personnel action
 - Developing Personnel Hierarchies for LMS



What can you do TODAY?



- **Review the training videos on FM Online**
- **Collect all your documented training records**
- **Create an electronic repository of your records**
- **Use all the Job Aids available to compare your courses to the certification training requirements**
- **You will be responsible for uploading your records into your user profile on the new DoD Learning Management System. Review the LMS training videos.**



What can you do TODAY?

all military enlisted civilians all tiers	Website	Reviewed?	Current?	Certificate Printed*?
	Financial Management Distributed Learning Center https://fm.csd.disa.mil/	Yes No	Yes No	
	MyPers https://gum-crm.csd.disa.mil	Yes No	Yes No	
	MyBiz and Defense Civilian Personnel Data System (DCPDS) https://compo.dcpds.cpms.osd.mil	Yes No	Yes No	
	Air Force Virtual Education Center https://www.my.af.mil/afvecprod/afvec/Home.aspx	Yes No	Yes No	
	Air Force Training Record (AFTR) https://golearn.csd.disa.mil/	Yes No	Yes No	
	Virtual MPF http://w11.afpc.randolph.af.mil/vs	Yes No	Yes No	
	MILPDS https://pdscag.afpc.randolph.af.mil/vpn/index.html	Yes No	Yes No	

Also Identify financial management or leadership training not documented in the above systems.

SAF/FM Professional Development Hub <https://cs3.eis.af.mil/sites.26786/>

Additional Helpful Websites

FM Online: <https://fmonline.ousdc.osd.mil/>

FM myLearn:

<https://fmonline.ousdc.osd.mil/FMmyLearn/Default.aspx>

FM Professional Development Hub:

<https://afkm.wpafb.af.mil/fmpd>

FM Distributed Learning Center (DLC):

<https://fm.csd.disa.mil/>



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Backups



What can you do TODAY?



<https://fmonline.ousdc.osd.mil/>

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DoD Civilian Leader Development Continuum

DEPARTMENT OF DEFENSE



Defense Civilian Personnel Advisory Service

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

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

Lead the Institution

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

**Lead Organizations/
Programs**

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

Lead People

Team Building
Accountability
Decisiveness
Influencing/Negotiating
DoD Mission and Culture

Lead Teams/Projects

Flexibility
Resilience
Continual Learning
Service Motivation
Computer Literacy

Integrity/Honesty
Customer Service
Problem Solving
Technical Credibility

Interpersonal Skills
Oral Communication
Written Communication
Mission Orientation

Lead Self