Dee Martin
DoD Mandatory Financial Management Certification Program

Championing a Strong 49er Chapter of ASMC

Presented by: Dee Martin, CDFM
49er Chapter
15 May 2013
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DoD FINANCIAL MANAGEMENT CERTIFICATION PROGRAM
CURRENT FM CERTIFICATIONS

• ASMC - CDFM and CDFM-A – Test Based Certifications

• Defense Acquisition Workforce – Course Based Certifications

• DoD FM – Competency Based Certifications
What Does Competency Based Mean

• Competency is a combination of knowledge, skills, abilities and behaviors that you need to perform work roles or occupational functions successfully.

• Each series has several competencies associated with it
DoD FINANCIAL MANAGEMENT CERTIFICATION PROGRAM

• This is a mandatory program for all DoD military & civilian positions that perform, supervise or manage the work of a fiscal, financial management, accounting, auditing, cost or budgetary nature or related work.

• This includes all 500 occupational series (some other series may be included i.e. 300)

• There are 3 levels of certification
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>0501*</td>
<td>Financial Administration and Program</td>
</tr>
<tr>
<td>0503</td>
<td>Financial Clerical and Assistance</td>
</tr>
<tr>
<td>0505</td>
<td>Financial Management</td>
</tr>
<tr>
<td>0510*</td>
<td>Accounting</td>
</tr>
<tr>
<td>0511*</td>
<td>Auditing</td>
</tr>
<tr>
<td>0525</td>
<td>Accounting Technician</td>
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<tr>
<td>0530</td>
<td>Cash Processing</td>
</tr>
<tr>
<td>0540</td>
<td>Voucher Examining</td>
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<tr>
<td>0544</td>
<td>Civilian Pay</td>
</tr>
<tr>
<td>0545</td>
<td>Military Pay</td>
</tr>
<tr>
<td>0560*</td>
<td>Budget Analysis</td>
</tr>
<tr>
<td>0561</td>
<td>Budget Clerical and Assistance</td>
</tr>
<tr>
<td>0599</td>
<td>Financial Management Student Trainee</td>
</tr>
</tbody>
</table>

* Mission critical FM occupational series
PROFICIENCY LEVELS

• Each position competency has proficiency level (PL) requirements, with specific courses identified at each level

• There are 5 proficiency levels identified
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.
Proficiency level requirements may vary within a certification level, however most follow:

- Level 1 - usually requires PL 1
- Level 2 - usually requires PL 3
- Level 3 - usually requires PL 5
IDENTIFYING POSITIONS

• Each component with their HR Office will identify designated positions based on Position Descriptions and/or Series and identify the required certification level 1, 2 or 3 for each position

• DoD has provided the Components with considerable flexibility in determining position certification levels
IDENTIFYING POSITIONS

• Certification level assigned is based on the complexity and level of responsibility of the position.

• All positions will have an FM Certification designation in the Components Manpower System
IDENTIFYING POSITIONS

• HR data entry will automatically download information into the Learning Management System (LMS)

• The LMS will automatically populate an individuals course curriculum based on the certification level identified
DoD has removed all time limits for equivalent course credit so courses taken years ago will still be valid if they are equivalent.

There is also an Academic Alignment Matrix available by competency and proficiency level showing equivalent undergraduate and graduate courses that can be substituted.
<table>
<thead>
<tr>
<th>Budget Formulation, Justification and Presentation</th>
<th>Parameters</th>
<th>Academic Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PL 1 (FM Certification Level 1)</strong></td>
<td>Describe &amp; Identify Basic Budget Formulation Principles</td>
<td>Lower division - Undergraduate (1XXX – 2XXX level)</td>
</tr>
<tr>
<td></td>
<td>Identify &amp; Prepare Formulation &amp; Justification Documents</td>
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</tr>
<tr>
<td><strong>PL 3 (FM Certification Level 2)</strong></td>
<td>Analyze &amp; Validate Requirements</td>
<td>Upper division - undergraduate (3XXX level)</td>
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<tr>
<td></td>
<td>Prepare Budget Exhibits &amp; Justification Materials</td>
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<td>Assess Programmatic, Budgetary and Appropriation Trends</td>
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<td>Interpret/Explain Budget Formulation Guidance to Stakeholder</td>
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<tr>
<td><strong>PL 5 (FM Certification Level 3)</strong></td>
<td>Develop Budget Formulation Guidance</td>
<td>Senior upper - division undergraduate and graduate (4XXX and higher level)</td>
</tr>
<tr>
<td></td>
<td>Select &amp; Evaluate Budget Formulation Strategies &amp; Policies</td>
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<tr>
<td></td>
<td>Defend Budget Submission to Internal and External Stakeholders</td>
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<tr>
<td></td>
<td>Resolve Budget Conflicts</td>
<td>Public Budgeting</td>
</tr>
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</table>
CERTIFICATION LEVELS

• There is no prescriptive crosswalk of grade or rank to a certification level.

• DoD has only provided the components with guidelines since positions with the same grade level may require different certification levels based on their complexity and responsibility and their placement in the component.
### Guidance for Designating FM Position Certification Levels

<table>
<thead>
<tr>
<th>Cert Level 1</th>
<th>Cert Level 2</th>
<th>Cert Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 1/2 3 4 5 6 7 8 9 10 11 12 13 14 15 SES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFF 0-1/2 0-1/2 0-2/3 0-3/4 0-4 0-4/5 0-5 0-6 O-7/8/9</td>
<td></td>
<td></td>
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<tr>
<td>ENL E-1/2/3 E-4/5 E-5/6 E-6/7 E-7/8 E-8 E-8/9 E-8/9 E-8/9 E-8/9</td>
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<td></td>
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</table>

*GS: General Schedule  OFF: Officer  WO: Warrant Officer  ENL: Enlisted  SES: Senior Executive Service*
CERTIFICATION PROGRAM START

• Individuals must be notified within 30 days of their designation & certification level assigned

• All Components must have positions identified and in the system by the July 2014 official start - some components have already started

• Individuals have 2 years from July 2014 to comply with their certification requirements, all clocks will officially start on that date
FAILURE TO COMPLETE REQUIREMENTS

• The Component Certification Authority (CCA at service level) is the only one authorized to grant a waiver to certification completion

• CCA may authorize a 1 year extension (up to a total of 4 additional years) to meet certification requirements if justification is valid
FAILURE TO COMPLETE REQUIREMENTS

• Failure to meet required certification or obtain a CCA waiver requires DoD Components to take action for non-compliance IAW their personnel regulations.

• Personnel policies dictate actions supervisors must take when individuals do not meet the performance standards of their position descriptions.
FAILURE TO COMPLETE REQUIREMENTS

• Since the DoD FM Certification designation becomes a part of your position description, certification failure would be treated similar to non-performance.

• DoD Components will take appropriate action for non-compliance based on the guidelines within their personnel policies.
CERTIFICATION REQUIREMENTS

• Once your certification level is reached – you must sustain certification and maintain proficiency by completing Continuing Education Training (CETs) units

• CET requirements are completion of 40, 60 or 80 CETs every two years, depending on your certified level
CERTIFICATION REQUIREMENTS

• Each CETs, CPEs, etc. you earn can be fully applied to all 3 certification programs.

• Individuals are responsible for retaining their personal FM training records for the required 5 years but are encouraged to maintain permanently.
CERTIFICATION RESPONSIBILITIES

• Much of the information in LMS is loaded automatically, however, Individuals are also responsible for ensuring their records in LMS are complete and up-to-date.
RESOURCES

Fmonline.ousdc.osd.mil

Fmonlone.ousdc.osd.mil/FMmylearn
Championing a Strong 49er Chapter of ASMC

Presented by: Remona Aden, CDFM-A
49er Chapter
15 May 2013
Email: remona.aden@usace.army.mil
CPE-Based Training Approach

TRAINING SESSIONS VS TRADITIONAL MEETINGS

(Members earn 3 CPEs per Training Session)

CHAPTER EVOLVES TO MEET THE NEEDS OF ITS MEMBERS

Supports the Goal and Vision of a New DoD Financial Management Workforce
• FY13 New 49er Chapter Strategy
• Benefits of New Strategy – Why Evolve??
• No-Cost/Local Training Session Specifics
• Value of CDFM (Relevant or Not in the Future)
• Traditional Meetings – Revamped
• Future Initiatives – National Involvement
FY13 49er Chapter Strategy

• Provide No-Cost/Local Training Sessions for CDFMs & FM Acquisition Workforce to meet annual CPE Requirements
• Deliver valued training options and reduce organizational training costs while supporting education, training and professional development
• Tap into Chapter Expertise and Leadership to Provide a Top-Notch Training Program for Members
• Develop Training Program that Augments Required Training on FMONLINE (not designed to substitute FMONLINE (MyLearn) - Augments Training!
• Some Traditional Chapter Meetings May be Webinars or VTC’s – Work in Progress (Reduces costs and travel time)
• Provide training sessions for members to obtain CPEs for Key DoD FM Competencies: For example, Decision Support, Audit Readiness, Ethics, Budget Formulation, Execution and Leadership

New Strategy Supports the Vision of a New Fiscally Constrained DoD
Benefits of New Strategy

• Provides No-Cost/Local Training Opportunities for Membership
• Reduces Organization’s $$ Requirements for Training Towards CPEs
• Utilizes Internal Chapter Expertise and Leadership to Provide Solutions
• More Benefits Added for ASMC Members (Training, skills, etc.)
• Chapter Meetings/Training Sessions Play Key Role in Future (Test-Based and Competency Based Certifications will always require CPEs Every Two Years) – Chapter there to deliver training options for Membership
• Keep Members current on requirements of new program
• Reduce Stress Factor by Increasing Knowledge base (Eliminate Fear Factor of Unknown)
• Works in conjunction with FMONLINE (MyLearn) training

STRATEGY FRAMEWORK IS A MODEL THAT WORKS: Supports ASMC’s Mission to Promote Training, Education and Professional Development
Decision Support Training Session
Beale AFB Center for Expertise

Date: TBD
Time: 0830-1130 Hrs
CPEs Earned: 3

Location: Beale AFB (Audio Conference or VTC)
(More Details Forthcoming)

Training Initiative Spearheaded by: MAJ Michelle Griffith (CDFM)
USAF (Beale AFB)

Member organizations working together to Provide training and CPEs
Fiscal Law & Ethics

Date: TBD
Time: 0830-1130 Hrs
CPEs Earned: 3
Location: DMEA

Training Initiative Spearheaded by: Legal Team
Defense Microelectronics Activity (DMEA)

Member organizations working together to Provide training and CPEs
Leadership

Date: TBD
Time: 0830-1130 Hrs
CPEs Earned: 3
Location: TBD

Training Initiative Spearheaded by: TBD

Member organizations working together to provide training and CPEs
Budget Formulation, Execution and Accounting Analysis

Date: TBD
Time: 0830-1130 Hrs
CPEs Earned: 3
Location: Corps of Engineers, Sacramento District

Training Initiative Spearheaded by:
Melinda Yee (CDFM)
and
Remona Aden (CDFM-A)

Member organizations working together to Provide training and CPEs
Town Hall Visit FY13: Glenda Scheiner
(Program Manager)
New DoD Financial Management Certification Program
(Works directly for USD, Bob Hale)

Town Hall or VTC Format and Locations

• CPEs Earned: 1.5 – 2
• Question/Answer Session
• Duration: 1 ½ Hour Town Halls
• Locations: USACE, Sacramento; Beale AFB; Travis AFB (Involvement by all Agency Comptroller Shops – Includes Auditing)

Training Initiatives Spearheaded by Dee Martin and Remona Aden
National Visit Spearhead & Coordinated by: Dee Martin
Chapter Strategy Spearheaded by Remona Aden

Support and Assistance Provided by ASMC Top Leadership to DoD Organizations
(Single POC at Each Organization)
ASMC, 49er Chapter Leadership is working diligently to provide added benefits to its ASMC Members and support the ASMC Code of Ethics: Continuous learning through improving skills, knowledge and abilities!

**FY13 49er Chapter Will Provide:**

- No-Cost/Local Training (Saves Money for Organizations)
- Structured Framework for Professional Development
- Opportunities for Members to Obtain CPEs
- Members an Opportunity to Gain Experience and New Skills
- Innovative Solutions to attend Chapter Meetings
- Clear Path to Achieve and Maintain DoD Course-Based and Test-Based Certifications!!!!!
### Draft FM Competencies, as of 9/8/2011

<table>
<thead>
<tr>
<th>Financial Management Systems</th>
<th>Fundamentals &amp; Operations of Accounting</th>
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<tbody>
<tr>
<td>Decision Support</td>
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<tr>
<td>Financial Stewardship</td>
<td>Budget Concepts, Policies and Principles</td>
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<tr>
<td>Financial Management Analysis</td>
<td>Budget Execution</td>
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<td>Financial Reporting</td>
<td>Budget Formulation, Justification &amp; Presentation</td>
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<tr>
<td>Fundamentals &amp; Operations of Finance</td>
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<tr>
<td>Accounting Analysis</td>
<td>Fundamentals &amp; Operations of Military &amp; Civilian Pay</td>
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<tr>
<td></td>
<td>Audit Planning and Management</td>
</tr>
<tr>
<td></td>
<td>Decision Support - Audit Execution</td>
</tr>
<tr>
<td></td>
<td>Audit Reporting</td>
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Melinda Yee
CPE Overview

Championing a Strong 49er Chapter of ASMC

Presented by: Melinda Yee, CDFM
49er Chapter
15 May 2013
Email: Melinda.c.yee@usace.army.mil
CONTINUING EDUCATION CREDIT

CPE

CLU

CET

CEU

CLP
There are numerous no/low cost ways to earn Continuing Professional Education Credit toward your required CPEs every two years.
Creditable Activities (no/low cost)

- Attending/Speaking/Presenting at Professional Seminars/Conferences/Workshops
  - 1 CPE/50 min for attendees (maximum 20 CPEs/Yr)
  - Up to 3 CPEs/50 min for Presenters (maximum 20 CPEs/Yr)
- Comptroller Journal – Read & Test (8 CPEs/Yr)
- Virtual PDI 2011/2012 (50+ CPEs available)
- Free Webinars on ASMC Online (approx. 2 CPEs/session)
- College Courses (15 CPEs per semester hour/10 CPEs per quarter hour)
## CPE/CET Requirement
(Every 2 Years)

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Points</th>
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<tbody>
<tr>
<td>CDFM</td>
<td>80</td>
</tr>
<tr>
<td>DAWIA</td>
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## FM Certification

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>LEVEL 1</td>
<td>40</td>
</tr>
<tr>
<td>LEVEL 2</td>
<td>60</td>
</tr>
<tr>
<td>LEVEL 3</td>
<td>80</td>
</tr>
</tbody>
</table>
Continuing Learning Points/Continuing Learning Units = 60 minutes of instruction

Continuing Education Units = 10 hours of instruction

Continuing Professional Education = 50 minutes of instruction

Continuing Education Training = 60 minutes of instruction

Per Guidance in DTM-13-004:

Continuing Education Training = Continuing Professional Education
“The dogmas of the quiet past, are inadequate to the stormy present. The occasion is piled high with difficulty, and we must rise with the occasion. As our case is new, so we must think anew and act anew. We must disenthral all ourselves, and then we shall save our country.”
Questions?

Championing a Strong 49er Chapter of ASMC

POCs:
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Remona Aden, CDFM-A (916) 557-7617
Melinda Yee, CDFM (916) 557-7577