Certified Defense
Financial Manager Program

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Agenda

• About the American Society of Military Comptrollers
• CDFM: What is it and what’s in it for me?
• Big Changes Ahead
• How ASMC can help…
• Becoming a CDFM
• Maintaining the CDFM
About the ASMC

• A private, non-profit association founded in 1948
• Approximately 20,000 members in 140+ chapters around the world
  – Represented by all armed services, including the U.S. Coast Guard
  – Multiple defense agencies

Mission: To promote education, training and professional development in all aspects of military comptrollership.
What is a CDFM?

• CDFM = Certified Defense Financial Manager
• The predominant certification that demonstrates an individuals proficiency in the core aspects of defense financial management.”

Open to military and civilian members of the DoD, the U.S. Coast Guard and employees of defense contractors and suppliers.
Who are CDFMs?

Grade Rank Level

- 39% Senior
- 35% Mid
- 17% Entry
- 4% Private Sector
- 5% Retired

Information as of December 2011
Who are CDFMs?

Employment Status

Information as of December 2011
What do our leaders say?

“This certification … is fundamental to establishing a broad set of financial management skills. Acquiring CDFM/CDFM-A … plays an important part of a fruitful career in defense financial management.”

– Charlie Cook, CDFM-A; Principle Deputy Assistant Secretary of the Navy, FM&C

“The test-based certification process, followed by mandatory CPEs, are keystones of demonstrating professionalism and commitment to high standards.”

– Sandra A. Gregory, CDFM, Special Assistant to the USD(C)
What do our leaders say?

“… our DoD business model is changing. The CDFM designation provides the type of recognized credential that will become increasingly important. I strongly recommend that our FMers pursue the CDFM … in the years ahead.”

– Mark Easton, CDFM, Deputy CFO, OUSD(C)

“CDFM is a hallmark of professionalism in our community; it shows that a person made a commitment to excellence.”

– Alvin Tucker, CDFM-A, ASMC Executive Director, former Deputy CFO, OUSD(C)

“Having the CDFM certification builds immediate credibility around the table.”

– James Short, CDFM, former Deputy CFO, OUSD(C) and CDFM Commission Chair
What do candidates say?

• Provides me a level of assurance of capability
• Credibility as a decision-maker
• Helps in job searches, especially with tough, stagnant market
• My increased knowledge is very beneficial
• It’s an important credential and discriminator
• It increased my marketability
What’s in it for me?

- Become a key player in DoD’s efforts to maintain a trained and educated workforce.
- Reflection of professional credibility
- Stand out for promotional opportunities

DoD requirements are changing! Be prepared by being certified before the changes occur.
Sec 1599d of title 10, USC, amended:

- Authority: “The Secretary of Defense may prescribe professional certification and credential standards for financial management positions within the Department of Defense, including requirements for formal education and requirements for certifications that individuals have met predetermined qualifications set by an agency of Government or by an industry or professional group.”

- “Furthermore, the committee notes that this program should ensure that FMers are able to fully understand total force management issues, and the impact of budget decisions on manpower requirements”
Certifications Recommended

- Certified Defense Financial Manager
- Accredited Business Accountant (ABA)
- Certified AP Professional
- Certified Payroll Professional
- Accredited in Business Valuation
- Certified Business Manager
- Certified Forensic Accountant
- Certified Quality Auditor
- Forensic CPA
- Certified in Financial Forensics

- Certified Cost Estimator/Analyst
- Certified Fraud Examiner
- Certified Government Audit Professional
- Certified Government Financial Manager
- Certified Information Systems Auditor
- Certified Internal Auditor
- Certified Management Accountant
- Certified Public Accountant
- Certified Treasury Professional
- Certified Cost Consultant
CDFM Requirements:

Minimum Experience & Education:

- Two years defense financial experience with AA degree OR
- Three years defense financial experience without degree OR
- Four years of federal financial experience with AA degree or higher.
CDFM Requirements (cont.)

• Pass three exams
  – Resource Management Environment
  – Budget and Cost Analysis
  – Accounting and Finance
    • Sample questions are available at www.asmconline.org
    • Can be taken in any order

• Accept the ASMC Pledge of Professionalism
Becoming a CDFM-A: Details and Process

• CDFM-A is an optional addition to CDFM training
• Involves a fourth test to measure major acquisition program knowledge
• Process:
  – Become a CDFM first, then take and pass the fourth exam
  – You become a Certified Defense Financial Manager with Acquisition Specialty (CDFM-A)
What does the fourth module cover?

- Mod 4: Acquisition Business Management
  - Goals, Strategy and the three major DoD Support Systems
  - Systems Engineering
  - Resource Management
  - Life Cycle Logistics
  - Human Systems Integration
  - Acquiring Information Technology
  - Technology Protection
  - Test & Evaluation
  - Decisions, Assessments & Reports
  - Special Management Activities
Preparing for CDFM & CDFM-A

IDEAL*: Enroll in the Enhanced Defense Financial Management Training Course (EDFMTC)

- Five-day course:
  - Government-funded
  - Open enrollment

The EDFMTC covers 11 of the 23 FM competencies
What does EDFMTC cover?

• Mod 1: Resource Management Environment
  • Government Resource Management Environment
  • Manpower Management
  • Personnel Management
  • Managements Responsibility for Internal Control

• Mod 2: Budget & Cost Analysis
  • Defense Budget Process
  • Cost and Economic Analysis
  • Business Management Process Improvement
What does EDFMTC cover?

• Mod 3: Accounting & Finance
  • Fiscal Law
  • Finance
  • Accounting
  • Auditing
Local EDFMTC opportunities

Upcoming sessions:

– February 27 to March 2: Las Vegas, NV and Mountain Home, ID
– March 19 to 23: Los Angeles AFB, CA
– April 2 to 6: San Diego and Edwards AFB, CA
– April 23 to 27: March AFB, CA
Preparing for CDFM & CDFM-A, cont.

• Monthly audio training (CDFM only)
  – Tops Off 1 week EDFMTC training
  – Two, four-hour sessions on consecutive days
  – One module per session
  – Sessions begin at 12 pm ET
  – Fee is $99 per line for each module; no limit to number of participants
  – Register online: www.asmconline.org

• PDI 2012 – Anaheim, CA; May 28 – June 1

• Self-study
  – Become a CDFM in eight weeks (ASMC site and PDI)
  – Purchase a textbook
  – Form study group(s) with chapter members in your area
CDFM-A training

• Two-day Acquisition Business Management course (a.k.a. “Mod 4”)

• Self-study
  – Purchase a Mod 4 textbook
  – Form study group(s) with chapter members in your area

To Register: cdfmamod4@asmconline.org

Schedule: www.asmconline.org
Federal Appropriations Law

New Fiscal Law Course offerings:

- 1 day: Certifying Officers/Departmental Accountable Officials
- 2 days: Purpose Overview
- 3 days: Purpose, Time, Amount Overview
- Students receive a copy of the GAO Annual Update to the Red Book, copies of applicable case studies and more!

To register: ArchwayTraining@asmconline.org

Schedule: www.asmconline.org
Certification Awardees receive:

- 16 X 20 CDFM Certificate
- CDFM or CDFM-A lapel pin
- The right to use “CDFM” or “CDFM-A” after your name/title
- Letter acknowledging your achievement
- Recognition on the ASMC Web site and in other publications
What is the CDFM process? What are the fees?

- Enroll in the CDFM program
  - Fee: $35 for ASMC members; $70 for non-members
- Take the exams (paper or web-based)
  - Fee: $95 per exam or repeat
  - Available at Prometrics and DANTES Centers
  - Some chapters also serve as testing sites
- Complete the Experience/Education background form

The DoD reimburses for CDFM/CDFM-A exams!
How do I maintain a CDFM designation?

- Complete 80 hours of CPE every two years
- Receive one CPE credit for each 50 minutes of instruction
- ASMC accepts self-certification
  - Documentation required
  - Random audits conducted
- Renew your certification every two years
  - Renewal is $20
- Keep your contact information current!
Recent updates to CDFM requirements

- New emphasis on ethics training
- Two of your CPE’s must now be ethics-related
- Existing training requirement may be used
- ASMC members can take ethics workshops for free through PDI 2011 online.
What qualifies as CPE?

- Material that contributes to a CDFM’s professional development
  - CPE Guide outlines what is/is not acceptable
    - Certification > CDFM Information > Policies
- You must track your CPE using an entry log or the ASMC CPE Management Tool (available at www.asmconline.org)
ASMC-based CPE Sources

• Professional Development Institute (PDI)
  – Annual training conference; held each May
  – Dozens of topics, all CPE-qualifiers

• Virtual PDI
  – Available online, 24/7
  – Some sessions include a test

• Audio Conferences
  – Average seven conferences each year

• Armed Forces Comptroller Journal
  – Quizzes included
www.ASMCOnline.org

- Official Web site of the ASMC
- Become a member, register for the CDFM, EDFMTC, Fiscal Law, Acquisition programs and more
- Read *Defense Financial Highlights*
- Track your CPE development
- Access chapter Web sites
- Contact ASMC National Headquarters staff
Summary

• Becoming a CDFM or CDFM-A:
  – Increases your value and marketability;
  – Prepares for mandatory DoD requirements coming down the pipeline; and
  – Connects you with thousands of other CDFMs/CDFM-As, offering an invaluable and exclusive networking opportunity.
Contact Information

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