

## **DoD Financial Management Certification Program**

Welcome to the Department of Defense (DoD) Financial Management (FM) Certification Program! This Certification was developed to provide an Enterprise-wide framework to guide the professional development of the Department of Defense's financial management workforce. The FM and Leadership competencies required by the Program ensure the financial management workforce is prepared to meet both current and future challenges.

The DoD FM Certification Program is based on courses and experience, not tests. To earn the certification, you must complete several courses and gain experience in a financial management career field as well as with the DoD to attain proficiency in the competencies required at your assigned level. Once you complete all the training and fulfill the experience requirements you can become certified. There are no tests to take. After attaining certification, you will have a certain number of training hours (CETs) to complete every two years to maintain your certification.

The Program was established to provide a framework to ensure that employees within the Department of Defense Financial Management career field are trained and equipped to meet the challenges of both the current and future fiscal environment. As a course based certification, this Program takes into account training, education or FM experience that you have already completed. It is possible that through prior learning events you will have met many of the Program's requirements.

The Program has three certification levels based on the job series and grade level. The levels are not cumulative, and you are only required to earn the certification level for your position. The images below show the series and grade levels for each certification level, the training and experience requirements, and the CETs required to maintain the certification.

Certain positions at DFAS require the incumbent obtain certification under the DoD Financial Management (FM) Certification Program as a condition of employment. If you are selected for one of these positions you must obtain certification within two (2) years of your entry on duty in the position. If you are unable to obtain the certification in the required timeframe due to circumstances outside of your control, such as not enough time in the position to meet the experience requirements, you can apply for a time-limit waiver. Employees who fail to become certified once all waivers have been exhausted may be removed from the position and/or from Federal service. Once certified, you must obtain the required Continuing Education and Training (CET) units.

## FM Certification Requirements: Level 1

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

Audience: All 503, 525, 530, 540, 544, 545, 561, (599 grades 1-4)

Aligned Courses on FM myLearn

Leadership Competencies	Lead Self	6
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Aligned Courses will be on FM myLearn

DoD FM 101 Course**	24
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Total Course Hours	46
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+ At Least 2 Yrs DoD FM Experience

\* Proficiency Level 1

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

40 CETs every two years

**FM Certification Level 1**

## FM Certification Requirements: Level 2

		Course Hours
FM Competencies	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

Audience: All GS 5-13 in 501, 505, 510, 511, 560, & 599

Aligned Courses on FM myLearn

Leadership Competencies	Lead Teams	10
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Aligned Courses will be on FM myLearn

Audit Readiness + Fiscal Law Course + Ethics Courses	9
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Total Course Hours	71
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+ At Least 4 Yrs FM Experience Required (2 years Must be DoD FM Experience)

\* Proficiency Level 3

\*\* Proficiency Level 1

60 CETs every two years

**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

## FM Certification Requirements: Level 3

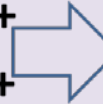
		Course Hours
FM Competencies	Financial Management Systems *	4
	Decision Support *	10
	Accounting Analysis <u>AND</u> Financial Mgt Analysis *	12
	Budget Formulation, Justification and Presentation <u>AND</u> Budget Execution *	12
	Advanced Financial Management *	12
	Concepts Policies and Principles of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

Audience: All GS 14, 15 and SES in 501, 505, 510, 511, & 560



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

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

80 CETs every two years