

# Hone Your Skills *TRAIN*

Maintaining FM technical proficiency provides a framework for you to address your skills gaps/weaknesses and work towards your goals

- ❖ Achieve your DoD FM Certification
- ❖ Maintain currency by earning CETs
- ❖ Get at least 1 test-based certification



# GET CERTIFIED!



## DoD FM Certification Program

- ❖ Cultivates a culture of continuous learning and professional development
- ❖ Supports readiness
- ❖ Establishes a baseline of knowledge and skills

# Certification Requirements vary by level and are aligned to the FM & leadership competencies

## Level 3 Requirements

FM Competencies		Course Hrs	
Financial Management Systems*		4	
Decision Support*		10	
Accounting Analysis <b>AND</b> Financial Mgt Analysis*		12	
Budget Formulation, Justification and Presentation <b>AND</b> Budget Execution*		12	
Advanced Financial Management*		12	
Concepts Policies and Principles of Alternate Track** (Accounting or Audit or Budget or Finance or Commercial Pay or Payroll)		10	
			Aligned Courses are on FM myLearn
Leadership Competencies			
Lead People		12	Aligned Courses are on FM myLearn
Other Required Courses			
Audit Readiness + Ethics + Fiscal Law Courses ***		9	At least eight years FM Experience Required (Two years must be DoD FM Experience)
Total Course Hours		81	At least one <b>3-month</b> Developmental Assignment

\* Proficiency Level 5

\*\* Proficiency Level 3 or higher

\*\*\* Higher Proficiency Level Course

**80** Continuing Education & Training Hours every two years

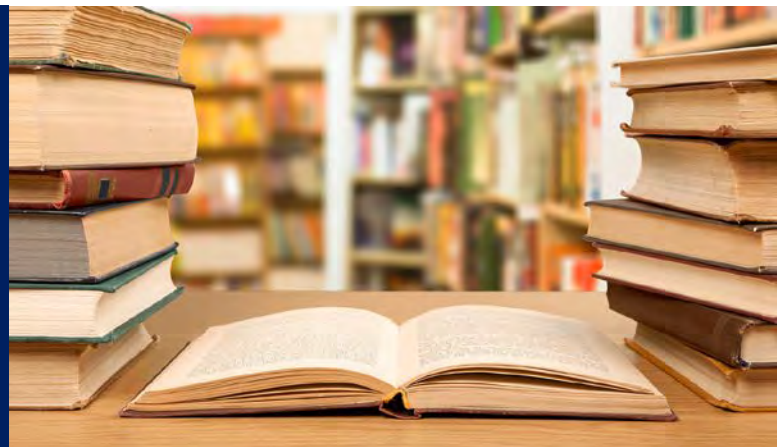
FM Certification **Level 3**

Recommended - Work towards Master's Degree  
- Completion of one of the DoD-approved  
Test-Based Certification





# CETs: What Counts?



## 22 Test-Based Certifications

- |                                                    |                                                   |
|----------------------------------------------------|---------------------------------------------------|
| 1. Accredited Business Accountant (ABA)            | 12. Certified Government Financial Manager (CGFM) |
| 2. Accredited in Business Valuation (ABV)          | 13. Certified Information Systems Auditor (CISA)  |
| 3. Certified Accounts Payable Professional (CAPP)  | 14. Certified Inspector General Auditor (CIGA)*   |
| 4. Certified Business Manager (CBM)                | 15. Certified Internal Auditor (CIA)              |
| 5. Certified Cost Professional (CCP)               | 16. Certified Management Accountant (CMA)         |
| 6. Certified Cost Estimator/Analyst (CCE/A)        | 17. Certified Payroll Professional (CPP)          |
| 7. Certified Defense Financial Manager (CDFM)      | 18. Certified Public Accountant (CPA)             |
| 8. Certified in Financial Forensics (CFF)          | 19. Certified Public Finance Officer (CPFO)*      |
| 9. Certified Forensic Accountant (Cr.FA)           | 20. Certified Quality Auditor (CQA)               |
| 10. Certified Fraud Examiner (CFE)                 | 21. Certified Treasury Professional (CTP)         |
| 11. Certified Government Audit Professional (CGAP) | 22. Forensic Certified Public Accountant          |



# OUSD(C) developed 80 Web-Based Training Courses to support your continuing learning



## OUSD(C) Web-Based Training Updated: 5/4/18

The OUSD(C) course development team, partnering with subject matter experts from across the DoD, have developed the following courses to help you meet certification requirements. Visit FM myLearn or FM LMS to complete these courses!

### Certification Level 1

Certification Level	FM myLearn Course #	Course Title	Course Hours	Requirement or Competency
1	FMF1554	DoD FM 101 - Accounting	2.0	DoD FM 101 - Accounting
1	FMF1559	DoD FM 101 - Acquisition & Contracting	2.0	DoD FM 101 - Acquisition & Contracting
1	FMF1557	DoD FM 101 - Audit Readiness (FIAR 101)*	3.0*	DoD FM 101 - Audit Readiness (FIAR 101)
1	FMF1564	DoD FM 101 - Auditing	2.0	DoD FM 101 - Auditing
1	FMF1556	DoD FM 101 - Budget	3.0	DoD FM 101 - Budget
1	FMF1560	DoD FM 101 - Cost Analysis	2.0	DoD FM 101 - Cost Analysis
1	FMF1565	DoD FM 101 - Decision Support	2.0	DoD FM 101 - Decision Support
1	FMF1562	DoD FM 101 - Ethics	1.0	DoD FM 101 - Ethics
1	FMF1555	DoD FM 101 - Finance	2.0	DoD FM 101 - Finance
1	FMF1558	DoD FM 101 - Fiscal Law	2.0	DoD FM 101 - Fiscal Law
1	FMF1561	DoD FM 101 - Introduction to DoD	1.0	DoD FM 101 - Introduction to DoD
1	FMF1563	DoD FM 101 - PPBE	2.0	DoD FM 101 - PPBE
1	FMF3644	Fundamentals and Operations of Accounting*	5.0*	Fundamentals and Operations of Accounting
1	FMF6235	DoD Introduction to Defense Working Capital Funds	3.0	Fundamentals and Operations of Finance
1	FMF6632	The Basics of Making Payments	3.0	Fundamentals and Operations of Finance
1	FMF6543	DoD Introduction to Fundamentals and Operations of Budget	3.0	Fundamentals and Operations of Budget
1	FMF6599	DoD Basic Fundamentals and Operations of Budget	2.0	Fundamentals and Operations of Budget

# DoD FM Workforce Virtual Training Pilot Program

Learn new techniques • Professional growth • Keep skills sharp



<https://fmonline.ousdc.osd.mil/CET/cet.aspx>

- ❖ Live, virtual classroom that allows direct interaction between participants and instructors
- ❖ Courses in FM and leadership-related topics provide 8-32 CPEs, depending on course
- ❖ **Eligible participants:** Current participants in FM Certification Program
- ❖ Tuition funded by OUSD(C)

# Don't get caught up! Know these key CET policy updates & keep your documentation handy

Hone Your Skills

## ❖ CET Audits

- Records are randomly selected for audit on a monthly basis
- Components contact individuals to collect CET documentation

## ❖ CET Time Extension Policy

- **Prior to your CET deadline**, request a time extension from your CCA and be approved in the FM LMS
- The clock doesn't stop. An extension of current CET cycle, does not delay the start date of the next 2-year CET cycle

## ❖ CET Relief

- Available for individuals who are not in an FM-coded billet for part of their CET cycle







# Grow Yourself & Others *DEVELOP*

Seek FM and leadership development opportunities

# Importance of Ongoing FM & Leadership Development



Improves  
Productivity

Continues  
Organizational  
Success

Facilitates Upward Mobility



Supports Better  
Decision Making

Grows  
Future  
Leaders



# Employee Recognition is a Pillar of Professional Development

## What does employee recognition do?

- ❖ Engenders **trust** in an organization's leadership
- ❖ Stimulates a sense of **ownership** to the organization's mission
- ❖ Increases employee **happiness** and **satisfaction**

*Winners for the CY 2017 USD(C) Awards were announced in April 2018 and presented with awards during 2018 ASMC National PDI.*

<https://fmonline.ousdc.osd.mil/Professional/Awards-Program/Awards.aspx>





# DoD and Additional Leadership Opportunities

- ❖ Defense Civilian Emerging Leader Program  
<https://www.cpms.osd.mil/Subpage/Events/LeaderDevelopment>
- ❖ Executive Leadership Development Program  
<https://www.cpms.osd.mil/Subpage/Events/LeaderDevelopment>
- ❖ Defense Senior Leader Development Program  
<https://www.cpms.osd.mil/Subpage/Events/LeaderDevelopment>
- ❖ CXO Fellows Program  
<https://cfo.gov/cxo-fellows/>
- ❖ Federal Executive Institute  
<https://leadership.opm.gov/>
- ❖ White House Leadership Development Program  
<https://www.cpms.osd.mil/Subpage/Events/LeaderDevelopment>
- ❖ Career broadening / developmental assignments
- ❖ And more!



*Think outside of the box!*

