



vol 3 issue 1 march 2015

FM WORKFORCE – GOING FROM GOOD TO GREAT

contents

Comptroller Corner	1
Round Two: Workforce Competency Assessment Slated to Start in April	2
Course Spotlight	3
Mini-course Guidance	4
Quarterly Quiz	4
Announcements	5
Reporting Live from the FM LMS	5-6
Tick-tock Certification Time	7
Certification Implementation	8
Got Courses?	9

For More Information
visit FM Online or email us at
dodfmcertificationprogram@mail.mil

[Email Us Here](#)

[New User Training:
Click Here](#)

<https://fmonline.ousd.mil>

Comptroller Corner

The last few months have been eventful ones for the DoD Financial Management community. Most recently, we experienced a change of leadership at the top of DoD with the swearing in of Ash Carter as Secretary. In February, we rolled out the budget request for Fiscal Year 2016 which had been in the works for months. And now, we are well into the season of posture hearings to defend and justify that request.

Meanwhile progress continues on audit readiness, looking to the day in the very near future when we will satisfy statutory requirements. No doubt, the FM community is constantly changing, adapting and preparing for the future.

Through this constant change, we have maintained steady progress with the implementation in the DoD FM Certification Program, adding new names to a growing list of certified DoD Financial Managers.

I recognize that in the midst of our daily responsibilities, competing priorities, and pending suspenses, dedicating time to complete FM Certification requirements requires leadership at all levels. Your personal leadership is demonstrated by taking the initiative to analyze your outstanding requirements and then taking steps to satisfy them. If you are in a supervisory position, your daily leadership is displayed by being the first to brave the FM Certification path and model the way. This will add credibility to your leadership credentials and you'll see firsthand the quality, benefits, and satisfaction of completing the certification.

With each new certification, we are demonstrating to the American people our enduring commitment to being a well-trained workforce and embodying part of what Secretary Carter has called "a beacon of quality in the Federal service." This commitment is especially important because our work involves the management of the nation's defense resources. As the Secretary added, "If we're going to convincingly make the case to our people that they need to spend more on their defense – which I believe they do – we need to, at the same time, show them that we know we can do better at spending that money."

That financial mission falls on us, the DoD FM Community. It's our job to manage the nation's defense spending in an effective and efficient manner. I know from experience that we are up to that challenge. We are already performing at that high level. And I am confident we will continue in the same fashion in the weeks and months to come.

For all that you've done and all that you continue to do, thank you and keep up the great work.



Mike McCord
Under Secretary of Defense (Comptroller)
and Chief Financial Officer



Join us on LinkedIn by clicking below!
<http://ow.ly/sZfDv>



Round Two: Workforce Competency Assessment Slated to Start in April

Round two of the FM community workforce competency assessments will be held 6 April - 1 May 2015. This survey helps the DoD Strategic Workforce Planning team to identify gaps in the competencies (i.e., skill sets) and proficiency levels across the DoD FM enterprise. Last year, the tool was utilized to evaluate civilian mission critical occupation series (0501, 0560, 0510 and 0511). This year's focus is on the remaining nine 05XX non-mission critical occupational series.

What does this mean for me?

Some of you will be selected to participate in this survey and we are asking for your support! If you are selected, you will receive an email when the survey opens on April 6, 2015 with a subject line that includes "Financial Management," along with your occupational series number (e.g. 0503, 0505, etc.). In the survey, you will be asked to rate yourself against various competencies and proficiency levels applicable to your position, and supervisors will also be asked to rate employees against the same parameters. This survey is voluntary and confidential; however, your feedback provides critical information needed to help us make informed decisions about how to ensure our workforce is trained and prepared to meet tomorrow's challenges. We strongly encourage your participation! You may complete the survey during duty hours.

Round two of the FM community workforce competency assessments will be held 6 April - 1 May 2015.

Will this be tracked?

No, it will not be tracked. The assessment is anonymous and confidential. The FM OSD Functional Community Manager will only have access to aggregate data. The results of this assessment will help us analyze and plan for FM workforce development across the DoD. The results are not linked to performance appraisals, and your results will only be reported back to you and your supervisor. We encourage you and your supervisor to use these results to help guide your future training and professional development.

If you'd like more information on this process, visit <https://fmonline.ousdc.osd.mil/dcat.htm> to learn more!

NEWS No. 34747/53
March 2015
Only fresh news
founded 2013

Over 3,000 DoD Financial Managers Certified!

Level 1

Janet Rosendick (AF)	Jerrish Canache (AF)	Aranda Ellinger (DFAS)	Kerra Hodder (AF)
Ashley Acosta (AF)	Brittany Carlson (AF)	Rhonda Elliott (DFAS)	Josephine Horton (DFAS)
Margo Adams (AF)	Jan Carlin Camarero (AF)	David Engerking (DFAS)	Ronald Horton (DFAS)
Devi Aditya Jeymal	David Carter (DFAS)	Stephanie Egan (AF)	Stephen Howard (AF)
Leah Adkins (DFAS)	Jessica Carlin (DFAS)	Kevin Fatta (AF)	Sara Howard (AF)
Richard Adamson Jr (DFAS)	Lyle Cavanaugh (AF)	Jonathan Falk (DFAS)	Edie Hubbard (DFAS)
Andrew Alexander (AF)	Michael Chavez (AF)	Cathy Fennell (AF)	Mark Hubbard (DFAS)

Extra! Extra! Read All About It!

You can now download a list of DFMCP awardees via FM Online! We want to highlight over 3,000 DoD Financial Managers who have shown initiative and led the way in the Department becoming a fully certified force. So now you can download the latest list of certified FM members. This document will be updated weekly.

Download yours at <https://fmonline.ousdc.osd.mil/>



Course Spotlight

We are pleased to announce the release of a new web-based course:

Financial Statement Analysis for Leaders

- 🔗 Certification Level 3
- 🔗 Course Hours: 4
- 🔗 Competency: Accounting Analysis
- 🔗 Course Feedback: Excellent overview of the DOD Financial Statement requirements/methodology.

This course explains the objectives of Federal financial reporting; interprets the Federal financial statements; describes recent changes to financial reporting under Office of Management and Budget Circular A-136 (OMB A-136); explains strategic objectives and responsibilities within the DoD financial reporting process; analyzes the financial statements to support decision-making; and articulates the relationship between end-to-end business processes and financial statements.

Upon completing the course, you will be able to:

- Explain the objectives of Federal financial reporting
- Interpret the Federal financial statements
- Describe recent changes to financial reporting under Office of Management and Budget Circular A-136 (OMB A-136)
- Explain strategic objectives and responsibilities within the DoD financial reporting process
- Analyze the financial statements to support decision-making
- Articulate the relationship between end-to-end business processes and financial statements

How to Access these Courses:

- 1) For those of you already participating in the Certification Program with access to the DoD FM LMS, we recommend that you launch and complete OUSD(C) courses in the FM LMS where completion is recorded automatically toward program requirements.

🔗 DoD FM LMS:

<https://whs.plateau.com/learning/user/ssoLogin.do>

- 2) For those without DoD FM LMS access, launch the courses from the FM myLearn website, using the exact title as the keyword in the search bar. You will need to record learning and upload the completion certificate into the DoD FM LMS to receive credit toward DoD FM Certification.

🔗 FM myLearn:

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

🔗 Click on the “My WBT” tab in the top left corner.

If you have any questions, please contact the FM Certification Team at dodfmcertificationprogram@mail.mil.



But Don't Take My Word For It

Course Recommendations from the Field

Looking for courses? Below is sampling of courses that have received some of the highest course ratings to date. Find these courses at <http://go.usa.gov/MTQV>.

DoD FM 101 – Ethics

- 🔗 Other Required Courses
- 🔗 Certification Level 1 / Proficiency Level 1
- 🔗 Course Hour 1

“Outstanding for basic ethics course. Great standardization for DoD FM Certification Program. Long overdue!”

Principles of Civilian Payroll

- 🔗 Competency: Payroll Concepts, Policies and Principles
- 🔗 Certification Level 2 / Proficiency Level 3 – Course Hours 4

“I strongly recommend new hires take this before any other training! It was extremely helpful!”

Decision Support for Leaders

- 🔗 Competency: Decision Support
- 🔗 FM Certification Level 3 / Proficiency Level 5 – Course Hours 4

“Best online course I've taken thus far.”



Mini-course Guidance

As the program continues to mature, many FM members are attending learning events and symposia to earn course hours that satisfy FM Certification requirements. We fully support these learning opportunities and want to provide a refresher for you and the sponsoring organization so that participants may receive credit for these courses.

Participants

If you are attending the learning event as a participant and would like to receive course hour credit for your FM Certification, make sure you abide by the following two parameters:

1. Follow attendance verification rules: To get FM Certification credit for the course, your name must be on the official event roster sent to OSD at the conclusion of the event. Organizations will use a variety of mechanisms to ensure control of attendance; pay attention to the rules and be sure your attendance is recorded by the sponsoring organization.
2. Fill out the evaluation: At the conclusion of each mini-course, fill out the OSD-standardized evaluation form. Completed evaluations will be bumped up against the attendance roster as another way to verify attendance. Following the course, OSD will collect and record your comments for review.

Sponsors

If you are sponsoring a mini-course, adhere to the mini-course guidelines below to ensure your attendees receive credit for attendance.

1. Mini-Course Approval: If you are proposing a newly-developed mini-course, it must be approved by OSD and aligned to FM Certification competencies prior to the event. If the course is owned by a DoD organization, the course must be aligned to the certification program in accordance with DoDI 1300.26. If the course is owned by a commercial entity, the course owner must submit the course to OSD no fewer than 120 days before the event date to be approved, aligned and loaded into the FM LMS.

Forms: [Mini-course Submission Template](#)

2. Verify Attendance: Sponsoring organizations must have a system in place to monitor and verify participant attendance. For example, event sponsors may use monitored sign in/out sheets, scanners, or entrance/exit tickets to validate that an attendee was present for the duration of the event.
3. Course Evaluations: Distribute and collect the standardized OSD mini-course evaluation found at the link below. Organizations may use a hard or soft copy of the OSD mini-course evaluation form to collect feedback about the course.

Forms: [Mini-course Evaluation Form](#)

4. Issue Certificates to Verified Attendees: Use completed surveys and your verified attendance roster to determine who should receive a non-editable (i.e. PDF) course completion certificate. Course completion certificates should include the attendees name, the sponsoring organization, course hours, and the title and date of the mini-course.
5. Send Documentation to OSD: After distributing completion certificates, send OSD soft copies of the course evaluation forms and the verified roster. These items will be used in the quality assurance process when auditing certifications.

Still have questions? Contact us at dodfmcertificationprogram@mail.mil or [click here to review additional guidance](#).

Q Do I have to track my CETs in the FM LMS?

- A. Yes
- B. No
- C. What's a CET?

See page eight for the answer.

Quarterly **Quiz?**



Reporting Live from the FM LMS

Navigating the FM LMS can be challenging, but the DoD FM Certification Team continues to create tools to help you get the most out of this off-the-shelf product. Most recently, the team developed a series of reports available to both users and supervisors to help them track various tasks to completion inside the LMS.

We'd like to highlight three reports available to help you know where you stand in the certification process.

FM Certification Scorecard – A single point of reference for reviewing recorded achievements and supporting documentation

Approvals Pending Report – Users may run this report to display where their submission stands in the approval process; CAs can use this report to manage pending approvals in the organization

FM User Outstanding Requirements – Displays remaining FM Certification Requirements you still need to achieve to complete certification

Log in to the LMS and follow the steps below to access these reports.

Link to LMS: <http://ow.ly/Jlw1y>.

How to Run Reports as a User:

1. Click on “Reports” in the “Easy Links” to the right of your page.



2. Click on name of the report you want to run.



Continued on page 6

Announcements

Already Certified?!

Don't Forget about CETs!

Your Continuing Education and Training credits (CETs) clock will be reset every two years from the day you earned certification. For some of you who have already achieved your certification, this means that you should now be focused on earning the required number of CETs for your level.

Certificate Printing

If you have earned your FM Certification we would like to recognize your hard work by making available a professionally printed certificate for you to frame or otherwise display in your home or work office.

To obtain a printed certification, click on the link below to fill out a certificate request form via FM Online.

Click here to print:

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

Defense Civilian Emerging Leaders Program (DCELP) Nominations

Are you a GS 7 through 11 looking for course hours in the Lead Self Level? If so, the Defense Civilian Emerging Leaders Program may be for you! The DCELP mission is to recruit and develop the next generation of innovative leaders who possess the technical and leadership competence to meet the future leadership needs of the Department. The call for nominations was released on 5 March to CFCMs, so refer to your leadership for additional application guidance.



Reporting Live from the FM LMS (continued)

How to run reports as a Supervisor:

Supervisors have the option to run reports for themselves, direct subordinates as a group, or for an individual subordinate.

1. To run a report for self or direct subordinates as a group follow the steps for running a report as a user above. (If “All Subordinates” or “All” is selected the report will return anyone who is linked through a supervisory chain, includes subordinates of subordinates. If a supervisor needs this type of report they should contact their Component Admin to run it for them.)



2. To run a report for an individual subordinate, select the “My Employee” tab and locate the intended user from the list of employees. Hover over the User and select the reports link. Select the reports from the list provided.



3. You can also click on “Reports” in the “Supervisor Links” on the right hand side of the page to run reports for subordinates.





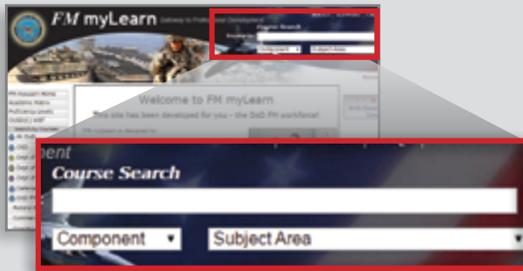
Tick-tock Certification Time

Make your journey to FM Certification easy by following the quick tips below!

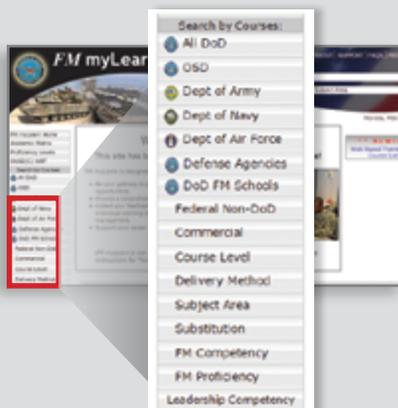
Find Courses in FM myLearn

There are two ways to get the most out of your search on FM myLearn:

1. Use the Search Bar to find courses using:
 - Key words
 - Course Titles
 - Course Identifier (i.e. F1234 or L1234)



2. Use the Navigation Bar on the left to select multiple criteria to help narrow your search results



↑ [View your search criteria here!](#)

Gain Approval in the FM LMS

Follow the DOs and DON'Ts below to get your certification approved the first time!

DON'T - Document Surplus Hours in any given requirement. You only get credit for meeting the minimum number of course hours required, so save yourself the extra effort and only document what is needed.

DON'T - Include documentation with personal information, such as SSN, home addresses, date of birth, or student IDs.

DO - Consider using an MFR to document experience. This reduces the possibility of including personal information such as that cited above.

DO - Attach ONE PDF per competency requirement. If you need to include more than one completion certificate to meet a competency requirement, combine all documents into one PDF and submit for approval.

DO - Track your progress using the following FM LMS reports:

- **FM Certification Scorecard** - A single point of reference for reviewing the courses and documentation recorded
- **Approvals Pending Reports** - Displays where your submitted achievement stands in the approval process
- **FM User Outstanding Requirements** - Displays FM Certification requirements still needed

Find the LMS reports at <http://ow.ly/Jlw1y>

Find the MFRs at <http://go.usa.gov/Fgqj>

Still have Questions?

Check out the FAQ at <http://go.usa.gov/ktBP>
or join us on LinkedIn at <http://ow.ly/sZfDv>



Certification Implementation

An UPDATE: Today marks the target completion date for the implementation of National Guard and Reserve members. We are happy to report that over 6,400 members comprising 97 percent of the Reserve/National Guard population have officially been launched in the program. Evidence of the Program's success mounts as more members earn their certification and experience the benefits of standardized training in key areas like audit. Over 3,000 members are certified to date with over 100,000 web-based courses completed in the FM LMS.

In the winter edition of the FM Certification Newsletter, we noted an issue with members who hold two CAC ID cards (i.e. FM Reserve Component members who are also full-time FM civilians) not being able to log in to the FM LMS. There is a functional work around which will allow these members to access the system by providing a memorandum noting their status as an FM Reserve Component member and a full-time FM civilian. Each service and agency has internal procedures for processing the information in the memorandum to include updating civilian records and providing a copy to OUSD(C) to ensure that a lock out is avoided or resolved if it should happen. With the implementation of the National Guard and Reserve populations behind us, we are grateful for the steady Component leadership during the 6-month long process.



As we work toward certification of the entire force, we invite you to share your secrets to success (and your challenges) with over 450 members of the DoD FM Certification Discussion Group on LinkedIn. This online discussion

group crowd sources answers, getting you the answers you need without delay. Join the group at <https://ow.ly/sZfDv>.

Quarterly Quiz?

Do I have to track my CETs in the FM LMS?

A – Yes

If you answered A, you are correct – The FM Certification program requires that you must record these achievements in the FM LMS. Use the job aid "How to Record CETs in the DoD FM LMS" at <http://go.usa.gov/3CdfH> for step-by-step instructions on this process.

Please note that you do not need to upload completion certificates to document the completion of CETs. Instead, keep a personal file with these certificates on hand in case you are audited.



How to Record CETs in the DoD FM LMS

Audience: FM Certification Users

Overview: The purpose of this job aid is to instruct users on how to complete the CET requirements in the LMS.

Prerequisites: How to Find and Record an External Course in the DoD FM LMS

Additional Support: None

Step	Action	Screen Shot
1	Log into the DoD FM Certification Learning Management System (LMS) URL: https://whs.plateau.com/learning/user/si/Login.do For help with iCompass please contact: FM.LMShelpdesk@opstrategies.com or at 1-800-735-1236.	
2	The Home screen will appear. Selecting the Home tab will return you to the Home screen.	
3	You have two (2) Years from when you complete your Certification to complete your first set of CET requirements.	



Got Courses?

To help you plan your professional development for the next year, here is a list of courses planned for development in each quarter. The green check marks indicate that the course is complete and available in FM myLearn and the FM LMS.

Courses Planned for FY2015

Quarter Planned	Certification Level	Course Title ¹	Course Hours	Competency
Q1	2	Intermediate Finance Concepts, Policies, and Principles ✓	3	Financial Concepts, Policies and Principles
	2	DoD Intermediate Budget Principles ✓	3	Budget Concepts, Policies and Principles
	2	Revolving Funds and Internal Controls ✓	3	Financial Concepts, Policies and Principles
	2	DoD Intermediate Accounting Principles ✓	3	Accounting Concepts, Policies and Principles
	3	Defense Business Systems Decision Support ✓	2	Decision Support
Q2	1	DoD Introduction to Defense Working Capital Funds ✓	3	Fundamentals and Operations of Finance
	1	The Basics of Making Payments ✓	3	Fundamentals and Operations of Finance
	1	DoD Introduction to Fundamentals and Operations of Budget ✓	3	Fundamentals and Operations of Budget
	3	Financial Statement Analysis for Leaders ✓	4	Accounting Analysis
	1	DoD Basic Fundamentals and Operations of Budget ✓	3	Fundamentals and Operations of Budget
	1	DoD Introduction to Fundamentals and Operations of Military Pay ✓	3	Fundamentals and Operations of Mil/Civ Pay
Q3	1	DoD Introduction to Fundamentals and Operations of Civilian Pay ✓	3	Fundamentals and Operations of Mil/Civ Pay
	3	DoD Advanced Financial Management for Leaders	4	Advanced Financial Management
	3	DoD Advanced Accounting Analysis	2	Accounting Analysis
	2	DoD Intermediate Financial Management Systems	4	Financial Management Systems
	1	Decision Support Basics ✓	4	Decision Support
	2	DoD Accounting Concepts, Policies, and Principles	3	Accounting Concepts, Policies, and Principles
	2	DoD Budget Concepts, Policies, and Principles	4.5	Budget Concepts, Policies and Principles
	2	DoD Audit Concepts, Policies, and Principles	3	Audit Concepts, Policies, and Principles
Q4	3	Risk and Risk Management	4	Decision Support
	2	DoD Intermediate Audit Concepts, Policies, and Principles	3	Audit Concepts, Policies, and Principles
	3	DoD Advanced Financial Management	3	Advanced Financial Management
	2	DoD Intermediate Payroll Concepts, Policies, and Principles	3	Payroll Concepts, Policies, and Principles
	2	Accounting Analysis	4	Accounting Analysis
	2	DoD Payroll Concepts, Policies, and Principles	3	Payroll Concepts, Policies, and Principles
	2	Financial Concepts, Policies, and Principles	4	Financial Concepts, Policies and Principles
	3	DoD Financial Management for Leaders	2	Financial Management Analysis
	2	DoD Commercial Pay Concepts, Policies, and Principles	3	Commercial Pay Concepts, Policies, and Principles
	2	DoD Intermediate Commercial Pay Concepts, Policies, and Principles	3	Commercial Pay Concepts, Policies, and Principles
	1	DoD Basic Fundamentals and Operations of Accounting	2	Fundamentals and Operations of Accounting

¹Course title is subject to change and not final until course is complete

Useful Links

DoD FM Certification Handbook - <http://go.usa.gov/FYJF>

FM LMS Job Aids - <http://go.usa.gov/FYSm>

Three-Step Process - <http://go.usa.gov/FYhQ>

FM myLearn - <http://go.usa.gov/BbaW>

LinkedIn Discussion Group - <http://ow.ly/sZfDv>

Learning History Worksheets - <http://go.usa.gov/Fgqj>