



vol 1 issue 4 dec 2013

## FM WORKFORCE – GOING FROM GOOD TO GREAT

### contents

Comptroller Corner	1
Congratulations!	1
Remembering Janet Mysliwicz	2
Policies and Procedures	2
Take Charge: Tips for Tackling FM Certification	3
DoD FM Certification Program Quarterly Quiz	4
Certification Implementation: An Update	5
Course Spotlight: Enterprise Architecture	5
DoD FM Certification Tools and Resources	6
How to Use the Learning History Worksheet	7
Frequently Asked Questions	8

## Comptroller Corner



**Robert F. Hale**  
Under Secretary of Defense  
(Comptroller) and Chief  
Financial Officer

With this fourth installation of the DoD FM Certification Newsletter, we recognize 10 trailblazing FMers who have achieved certification less than 6 months from program implementation. The commitment demonstrated by these exemplary FMers stands as an example to the ~54,000 members in the DoD FM community. On pages 3-4, you'll hear from a few of these members as they share their experience and journey to certification. I hope their experiences and lessons-learned serve as inspiration for your success.

Although each individual's path to certification will look different, my goal is to enable you to achieve this credential by providing the tools and resources to help you get there. Page 6 highlights resources available to you. Irreplaceable, however, is your initiative and supervisor support. I encourage you to work in lock-step with your supervisor to develop a plan for achieving certification. And, as you begin your journey, keep in mind the overarching goals of the program.

The DoD FM Certification Program provides a framework for DoD FM professional development and through it we are creating a mechanism to ensure training in key areas, such as audit readiness, is provided. Furthermore, we are developing a common language for comptrollership across the Department. The result will be a flexible organization that stands ready to resource our nation's warfighters and stands tall in the eyes of American taxpayers.

Finally, as we mark the passing of an important milestone in the DoD FM Certification Program and recognize members who are leading the way, we also mourn the loss and remember the many contributions of Ms. Janet Mysliwicz whose support, enterprising spirit, and enthusiasm for the program continues to inspire those who knew her.

Thank you as always for your perseverance and commitment to excellence.

## Congratulations!

Mr. Hale recently recognized the first 10 financial managers in the DoD to earn the new DoD FM Certification!

The commitment demonstrated by these FMers stands as an example to the ~54,000 members in the DoD FM community who are just beginning their pathway to FM Certification.



*The Honorable Robert F. Hale, USD(C), recognizes OUSD(C) financial managers earning their FM Certification Level 3. Front Row: Kim Laurance (3)\*, Glenda Scheiner (2), Evelyn Roll (1), The Honorable Robert F. Hale, Donjette Gilmore (4), Mary Kemp (10) Back row: Charlotte Beacham (9), Duane Parsons (5); Not Pictured: Larry Hottot (7) and Steven Birk (6)*



*The Honorable Dr. Jamie Morin, SAF/FM, recognizes SrA Alfredo Marquez<sup>(®)</sup>, 1<sup>st</sup> Special Operations Comptroller Squadron, Hurlburt Field, Fla. for achieving DoD FM Certification Level 1.*

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

The FM Certification  
Program Policy is published!  
Click here to view.

\* The number aside each name indicates the order in which they achieved certification.



## Remembering Janet Mysliwicz

Friend. Colleague. Leader.  
Mentor. Award winner.

On October 13, 2013, we said good-bye to Janet Mysliwicz, an amazing person and an outstanding professional. Janet lost her battle with pancreatic cancer; however, she left a legacy of hard work, determination, excellence, and commitment. Her career was peppered with awards and accolades for her outstanding professional accomplishments and contributions. With over 24 years of federal service, Janet was the consummate professional and strategist. Professionals of varying years of service and experience sought her out for mentoring and coaching. Regardless of the pace of the day or how long her to-do list was, she would make time for those who needed her. She provided comfort through words and presence.



*The OUSD(C) FM Certification team dearly misses the leadership, sincerity, and passion of Janet Mysliwicz. We are deeply grateful for the opportunity to have worked alongside her in the development of this program.*

Janet's stellar career is an example of her commitment to excellence. She spent the last two years of her career diligently and passionately working to implement the DoD FM Certification Program. Her contributions were above and beyond what was required. When the program was in the developmental stage, she was a source of new ideas and breakthroughs. When others in the Financial Management Workforce Office transitioned to other places, Janet provided continuity, guidance, and leadership. She was a historian, a planner, and a stabilizing influence. As the program migrated to the implementation stage, Janet's perseverance, strategic savvy and hard work ensured a successful launch of the DoD FM Certification Program.

Janet will be greatly missed. Her smile and engaging personality left a lasting impression with everyone she met; forever engrained in our consciousness. Her grace is cemented in our minds. She was and still is an inspiration to us all.

---

## Policy and Procedures Update

DoDI 1300.26 Operation of the DoD Financial Management Program is signed and available by clicking [here](#). This Instruction supersedes DTM 13-004. Among other policy updates, you will find new guidance on:

- Official designations awarded for achieving FM Certification
- Identifying substitute courses and aligning courses to FM Certification competencies
- Requirements for FM and Acquisition-coded FM members

If you have any specific policy and/or procedural questions, first contact your organization's FM Certification Point of Contact or you click [here](#) to send us an email\*.

\* [dodfmcertificationprogram@mail.mil](mailto:dodfmcertificationprogram@mail.mil)



## Navigating Your Future with the FM LMS

Learning a new system takes time and experience. The FM Certification team is continuously refining and updating the system to make it easier to use, but there are still a few tricks that will help you learn it faster.

If you are having trouble adding courses to your learning plan, call the help desk. The help desk is available during business hours and will gladly provide the technical support you need to add a course quickly to your plan.

The LMS functions best from your desktop computer at work or remotely from a government laptop. Some have accessed the LMS remotely through other devices such as the MOBIKEY, but have reported a loss of some functionality when attempting to take web-based courses remotely. When possible, we recommend you complete the web-based courses hosted on the LMS from your desktop computer.

### FM LMS HELP DESK

Phone: 1-800-735-1236  
Email: [compasslms@gpstrategies.com](mailto:compasslms@gpstrategies.com)

## Take Charge: Tips for Tackling FM Certification

Your pathway to FM Certification will be unique to you and your career. But there is one thing we all must do to achieve success: Get started! To help, we captured lessons-learned from two financial managers who have already completed their certification requirements. Use these lessons-learned, along with the tools and resources you find on page 6 to get started!

### Having completed your certification already, do you have any advice to those just beginning their certification journey?

Probably, the best piece of advice I can give you is to just get started! Below I put together a few tips that helped me achieve my certification.

1. Prepare for FM Certification by doing your research and presenting your Learning History Worksheet and supporting documents to your supervisor. Gather your certificates, transcripts, syllabus, and supporting documentation and align the required training courses using the Learning History Worksheet. Place all documents in a binder for easy reference.
2. Once you complete the alignment, schedule time with your supervisor and 'walk' your supervisor through your Learning History Worksheet and any identify any courses/credits that you still need to satisfy.
3. Ask questions! As you begin to document your achievements in the Learning Management System you might have a lot of questions – ask them! – and, ask for technical support when you need it. This can save you frustration and help you navigate the FM LMS with ease.
4. Don't put it off; anything worth doing is worth doing well. The journey of a thousand miles begins with the first step (Click!). The financial management certification program signals credibility to the financial management profession. Good luck!

- Ms. Donnette L. Gilmore, DoD FM Certification Level 3

### What can people do now to get started?

I recommend going to FM myLearn to see what has already been aligned in the system under the competency and proficiency level. This will save a lot of time up-front. FM myLearn provides a selection of multiple courses with a break-out for each competency and proficiency level. You may find courses you have already taken will fulfill requirements under multiple areas. The Learning History Worksheet will help you organize your education and training history. Use what you have in your inventory first and then create a plan to complete the training requirements that remain. Again, BEGIN EARLY since it may take more time than you originally anticipated for completing the requirements.

- Ms. Kim Laurance, DoD FM Certification Level 3

### Do you have any tips or advice to help people get comfortable using the FM Learning Management System (LMS)?

One thing I would advise is to ask questions of your supervisor, peers, and the FM



## Take Charge: Tips for Tackling FM Certification (con't)

product, meaning that it is not tailored to the Comptroller's certification program and it is not particularly easy to use or intuitive. For example, there are several clicks you must complete in a certain order to successfully navigate through one action.

I would encourage you to save yourself from stress and understand that it takes time to learn the quirks of the system. Three things I recommend doing are:

1. Always use the "Home" button (instead of the back button) to navigate.
2. Complete requirements at your workstation vice through your home network, whenever possible.
3. Share your experience with the LMS team. I provided them with system recommendations and know that my experience will help my FM colleagues navigate their way to the FM certification.

Lastly, I would advise you to take it all in stride and do what you need to do to reach the finish line. This was very helpful as I earned each "little green check." Remember, the more you use LMS, the easier it is to navigate. Practice makes perfect (even in a less than perfect system).

- Ms. Donjette L. Gilmore, DoD FM Certification Level 3

## What would you have done differently if you were to start the process all over again?

I would begin by requesting college transcripts and obtain copies

of each course syllabus if available. It makes it easier to map/align course objectives with each FM competency if you have them accessible. Also, it was very time consuming gathering past course certificates for credit so begin early!

- Ms. Kim Laurance, DoD FM Certification Level 3

## Do you have any advice for supervisors working with their employees to map out their pathway to certification?

I advise supervisors to navigate through the process to gain an appreciation of the time commitment and investment required to achieve the financial management certification. You will also inspire your staff to move out smartly to achieve certification. You model the way. Try it, it is contagious! A little secret to share, there is something magically inspiring about the green check marks placed in the system after you complete a course. You're driven to 'complete' the certification program.

By achieving my certification early on, I've been able to inspire my staff to begin on theirs. One person has already completed her certification, and I have two others who are very close! It was quite rewarding to provide direction and guidance to my team. They plan to assist other team members as needed. There are some ancillary benefits from this process - communication and team building.

- Ms. Donjette L. Gilmore, DoD FM Certification Level 3

## Quarterly Quiz

The DoD FM Certification Program allows for substitution of specific courses at various levels of the program. Which of the following courses are subject to the "Substitution Process" policy?

- A. Certification Level 1: DoD FM 101 course modules
- B. Certification Level 2: Audit Readiness, Fiscal Law, and Ethics courses
- C. Certification Level 3: Audit Readiness, Fiscal Law, and Ethics courses
- D. All of the above

See page five for the answer.

## New Courses Keep Coming!

New web-based courses are available inside the FM LMS! If you do not have access to the FM LMS yet, these courses will be available via FM Online in early January.

**Level 2 - Principles of Budgeting** - Only a well-defended Budget submission will provide an opportunity for resources to fund DoD missions - take this course to learn about sound budget development practices!

*Competency: Budget Execution; 4 Course Hours*

### Level 2 - Manager's Internal Control Program (MICP) for Senior Stakeholders

Take this course to learn how the MICP fits into FM competencies and its relationship with Financial Improvement and Audit Readiness.

*Competency: Audit - Concepts, Policies, and Principles; 2 Course Hours*

Visit [FM myLearn](#) and use the titles as key words to learn more about these courses!



## Certification Implementation: An Update

Certification implementation is heating up across the DoD. As of 10 December 2013, over 4,000 financial managers from 15 organizations have been officially brought into the program. While this is a substantial number, we are still in the early stages of implementation and working toward the final goal of bringing ~50,000 people into the program by 30 September 2014. In the coming months, we will be moving faster and people will be training harder. Those already in the program are hard at work as evidenced by the fact that over 400 web-based training courses have been successfully completed in the FM Learning Management System. Keep up the good work!

Our biggest month for planned implementations is March 2014 where we expect to see over 10,000 people already in the program.

If you haven't been brought into the program, but would like to get a head start, sit down with your supervisor to identify your certification level and use the Learning History Worksheets to map out your path toward certification.

If you're already a part of the program – congratulations! – be sure to check out the FM LMS Job Aids to help you document your certification achievements.



Answer: D

## Quarterly Quiz

The DoD FM Certification Program policy takes into account that there may be other courses that provide training on topics covered in DoD FM 101 modules, Fiscal Law, Audit Readiness, or Ethics that satisfy mandatory course hour requirements. These courses may be used if they have been identified as approved substitutes. You may search for approved substitute courses on FM myLearn or within the DoD FM LMS course list for that achievement.

## Course Spotlight: Enterprise Architecture – Certification Level 3

Certification Level 3 aims to provide professional development and training to senior leaders working to hone a strategic perspective at the enterprise level. At this level, senior DoD financial managers may take a range of courses at the highest proficiency level that focus on creating a uniform understanding of the Department's strategy, approach and methodology to Defense financial management.

Understanding Enterprise Architecture and how it can support capital planning and acquisition decisions is an important skill for our strategic leaders. To help build common knowledge of this management practice, we are highlighting Enterprise Architecture (EA) web-based training and encouraging members seeking FM Certification Level 3 to complete it via the FM Learning Management System. This 4-hour web-based course satisfies the FM Systems competency requirement for members who sit in a position assigned to FM Certification Level 3.

The course begins with a discussion of the definition of EA that draws on different authoritative sources to highlight the potential value of EA. It then covers EA in DoD, beginning with the legislation, framework, and methodology. The course then reviews two major parts of the DoD EA suite: Business Enterprise Architecture and Information Enterprise Architecture. Finally, the next set of lessons covers ways that financial managers can use EA information to help make decisions in the context of the capital planning and acquisitions processes.

Upon completion, the student will be able to:

- Explain what enterprise architecture (EA) is and why organizations develop EAs;
- List the laws driving EA in DoD and major parts of the DoD EA;
- Summarize how EA information can support capital planning and acquisitions decisions; and,
- Explain how an EA repository fuses and presents information for decision makers.

This course may be taken through the FM Learning Management System and is available to FM members whose position is aligned to Certification Level 3. This course, currently only available in the FM LMS, will be available to those without LMS access via FM Online in January 2014.



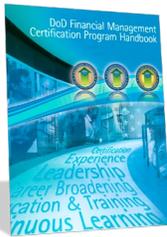
## DoD FM Certification Tools and Resources

FM Online is your one stop shop for tools and training resources to help you navigate the DoD FM Certification Program. Get started on your pathway to success by using the tools below to identify your next steps toward certification.



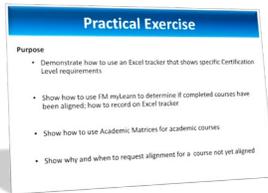
### Overview Videos

This video series provides you with a basic understanding of the DoD FM Certification Program, its requirements, and associated resources to include FM Online, FM myLearn, and the DoD FM Learning Management System (LMS). Begin with the Overview video and at the end of each video, you'll be prompted on what to watch next.



### DoD FM Certification Handbook

This handbook provides a program overview, a detailed description of requirements at each level and a checklist to help you get started – all in one downloadable booklet.



### Practical Exercise

This practical exercise walks you through how to evaluate your education and training history and identify which requirements you have already met and those areas that still require training. This scenario-based video follows “Jane,” a GS-14 accountant, occupying a position designated at Certification Level 3, as she reviews her completed training and applies it to the FM Certification Program requirements. Use the Learning History Worksheets highlighted below to assist you as you view this video.



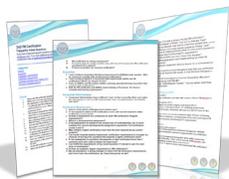
### Learning History Worksheets

These worksheets are introduced in the practical exercise above. They help you identify education and training you already have completed which counts towards initial certification and identify what competencies you still need training to satisfy.



### FM LMS Training – Job Aids

FM LMS training consists of printable Job Aid PDFs that provide step-by-step instructions for all FM LMS tasks. Additionally, there is web-based training available to you in the DoD FM LMS.



### Frequently Asked Questions

FM Certification team compiled over 100 Frequently Asked Questions organized by category and updated frequently. See page 8 for a few the most popular.



## Instructions: How to Use the Learning History Worksheet

Once you are launched in the DoD Financial Management (FM) Learning Management System (LMS), you will have to upload documentation of completed courses or achievements. The purpose of the Learning History Worksheets is to provide insight into what you have already accomplished and areas in which you still need training. This worksheet is not an official record; it simply helps you organize your training history to help identify what documentation you still need to locate before uploading documents in the DoD FM LMS.

### Here is how to use the Learning History Worksheets:

1. Collect your education and training records – this includes academic transcripts, online course completion certificates, or other documentation that confirms successful completion of education and training.
2. Identify your appropriate worksheet for your certification level. Click [here](#) to download the worksheets.



### DoD FM LMS vs FM myLearn

**DoD FM LMS** - the system of record for the DoD FM Certification program. It is where all of your progress toward completing certification is stored. It is also where you will upload your documentation and request approval of your achievements.

**FM myLearn** - an e-catalog of all DoD education and training that has been mapped to certification competencies. It's where you go to find information on how to register for courses, eligibility requirements, and course descriptions.

3. Fill in the fields with information about the education or training courses you have successfully completed and think would be applicable to certification requirements. Use FM myLearn to help you do this. FM myLearn is an e-catalog of FM and leadership courses already loaded in the DoD FM LMS. The competency mappings at the bottom of each course description will help you fill in the fields on this spreadsheet.
4. No courses from accredited academic institutions will be on FM myLearn; however, they may still be used to satisfy certification requirements. Click [here](#) go through a practical exercise to learn how to use the Academic Matrices and align academic education courses to meet certification requirements.
5. If you cannot locate an FM or leadership course on FM myLearn, you'll need to submit the [Course Submission Template](#), along with your syllabus (required for non-DoD courses), and any additional course information to your organization's Course Manager. Course Managers will send the template to the Governing Body to be mapped to certification requirements, if applicable. Once the course has been mapped to FM certification requirements, it will appear in FM myLearn and the DoD FM LMS for you to use.

If you have additional questions on how to apply previous education and training to DoD FM Certification requirements, contact your Component Functional Community Manager.

### SHOW IT OFF!

You've worked hard for it and now your certification is finally approved. Show it off by adding these credentials to your signature block, your business cards -- and heck, why not your holiday cards, too!

### Defense Financial Management Certification Program

- DFMCP3 - Level 3 Awardees
- DFMCP2 - Level 2 Awardees
- DFMCP1 - Level 1 Awardees





## Frequently Asked Questions

Over the past six months, the FM Certification team has been collecting your inquiries and compiling them into a single repository. The FM Certification FAQ is categorized by the following topics for your ease-of-use.

<b>General</b>	<b>Acquisition</b>	<b>Component Administrators</b>
<b>Certification Requirements</b>	<b>Continuing Education and Training (CET)</b>	<b>Education/Training/Experience</b>
<b>Implementation</b>	<b>Financial Management Learning Management System (LMS)</b>	<b>Points of Contact</b>
<b>Test-based Certifications</b>	<b>Waivers</b>	

Here is a snapshot of the over 100 frequently asked questions. Click [here](#) to download your own copy.

### Can I be grandfathered into the program?

No, there is no grandfathering. However, education and training you have successfully completed in the past may satisfy certification requirements and any DoD FM experience may count towards the experience requirement for their level.

### I am a civilian with prior military experience in financial management. Will that experience count toward meeting the experience requirement for my certification level?

Yes. Prior military experience in financial management counts toward your DoD FM experience requirement.

### I have taken prior financial management training that I think satisfies course hour requirements for initial certification. These courses are not in FM myLearn; who should I contact about getting credit for these course hours?

The short answer is that you should contact your organization's **FM Certification POC**. To earn credit for financial management training that isn't already included in FM myLearn, follow the four steps outlined below to have your prior education and training considered for fulfillment.

1. Fill out the LMS Course Submission Template located [here](#).
2. Send the template to your Course Manager, along with the course syllabus.
3. The Course Manager will review it and submit to a Governing Body for review.
4. If your submission is approved, your course will be aligned to competencies and proficiency levels. After the course is properly aligned, it will eventually appear in the LMS for you to select.

### I have a test-based certification in a financial management specialty. Will that training go toward fulfilling the competency requirements?

Yes, as long as you have documentation or proof of completion and the training has been mapped to the FM competency requirements, the education or training you take in preparation for a DoD-approved FM certification (e.g., CDFM, CISA, CFE, etc.) may be counted toward DoD FM Certification requirements – either as CETs or course hours, if the training qualifies as a course.

### What is the FM Learning Management System?

The FM LMS is a web-based system where you will track your progress toward obtaining and sustaining FM Certification. It is also where your organization's leadership will "administer" or monitor the program by approving certification approval requests or printing out reports to track your organization's certification achievements.

### How do I get access to the DoD FM LMS?

Once your supervisor notifies you that you are now included in the DoD FM Certification Program, you will receive an email containing a username and PIN. This will allow you to log on to the LMS for the first time. After that first log on, the system will be CAC-enabled, allowing you to log on without a user name and PIN. However, you need to maintain the user name and PIN as you are required to enter them when you submit achievements to your supervisor for approval. Also, supervisors will need to enter their user name/PIN when they approve your achievements in the LMS.