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## FM WORKFORCE – GOING FROM GOOD TO GREAT

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visit FM Online or email us at  
[dodfmcertificationprogram@mail.mil](mailto:dodfmcertificationprogram@mail.mil)

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## Comptroller Corner

One year ago, when I wrote that your engagement in the Defense Financial Management Certification Program (DFMCP) would enhance analytical thinking skills and enable better decision making for our leaders, I had only been serving as the Comptroller a few months. Now, having experienced a full year in this position, I know with certainty that the DoD FM Certification Program has made us a better, more cogent workforce. I see sharper analysis, better communication, and a growing understanding of auditability across our DoD financial management organizations. The world around us is constantly evolving and increasing in complexity, as are the challenges we face. We, too, must evolve. The DoD FM Certification Program, and the structure it provides, enables us to grow and evolve. It isn't easy, but it is worthwhile.



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

We completed the Active Component implementation phase of the certification program on 30 September 2014 and the Reserve Component implementation on 27 March 2015. Now, over 53,000 DoD financial managers are officially on the clock to complete their certification by the two-year anniversary of their launch date. In the coming fiscal year, I want to encourage each of you to evaluate your individual development plans, engage with your supervisors, and learn how the DFMCP can make you a better financial manager.

As we close out Fiscal Year 2015, many of you will be focused on effectively managing every last dollar as we ring in the new year on 1 October, and rightly so. But, after the dust settles, I encourage you to turn your focus to earning your DFMCP credential. On page two, you will find an array of strategies provided by members who have earned their certification and are now serving as an encouraging force to those around them. These strategies range from FM members setting up lunch-and-learns to members serving as a Component Administrator for their unit. I hope you will find these stories inspiring and helpful.

To date, over 8,700 DoD financial managers have earned their DFMCP certification. Many others are diligently working to do the same, as evidenced by the fact that there have been over 187,000 OUSD(C)-developed online course completions. These numbers illustrate your motivation to grow, to improve, and to meet challenges head on. The road ahead will be peppered with challenges beyond our control, but what you can control is how you meet those challenges—with preparation, willingness to learn, and by sharing what you know with others. Thank you for the work you do every day to build our credibility with Congress and the American people.



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



## Strategies for Success: Advice from the Field

The DoD FM Certification Program aims to provide the Department with a strong, proficient FM force that meets a consistent standard of training, but ensuring that 100 percent of the population achieves certification within two years of their implementation date can be a daunting challenge. The testimonials below spotlight some of the best practices that are yielding success!

### MacDill Air Force Base: "Sometimes It Takes a Village"

At MacDill Air Force Base, we approach certification as a community, leveraging existing resources to create an environment that mentors and trains its members regardless of unit affiliation. With two Combatant Command Headquarters and one Air Force Wing, MacDill hosts a multitude of FM personnel all needing to achieve FM Certification.

The FM Certification Lab was created to meet this need. Led by unit Program Managers and with off-duty voluntary support from the local American Society of Military Comptrollers (ASMC) chapter, the lab provides an opportunity for all financial managers to complete their certification. It runs smoothly during lunchtime with three certified volunteers, or FM Mentors, providing assistance to attendees.

The FM Mentors alleviate the stress and confusion of navigating the FM Certification Learning Management System by answering questions and presenting demonstrations. While FM Mentors help first-time users log into the system or take an online class, Program Managers are able to focus on showing participants how to organize documentation, understand their scorecards, and make sense of the Academic Matrix.

The results of the program have been impressive. Out of SOCOM's 190 FM personnel, 79 (42 percent) are now certified, which is more than twice the current overall DoD rate of 17 percent. Additionally, in spite of the dual challenges of a high influx of new Airmen and high turnover, the 6th AMW has continued to have all their members engage one-on-one with an FM Mentor, helping their wing make steady progress toward FM Certification.

Bringing the MacDill FM community together has been crucial in overcoming the challenge of FM Certification, and we plan to continue this successful strategy until every last Airman is certified. We hope to expand the Certification Lab in the near future and make it available to additional FM personnel, including reserve units.

Janet Williams, SOCOM Program Manager

Chris Dixon, ASMC Tampa Bay Krew 2014 President

SrA Irina Velonovich, 6th AMW ASMC Vice President

*continues on page 3*

### Defense Civilian Emerging Leader Program (DCELP)

DCELP offers emerging GS 7–11 leaders a competency-based approach to develop their leadership skills. DCELP is aligned to DoD Financial Management Program requirements and fulfills leadership competencies. To learn more about the program and its prerequisites, visit the Defense Civilian Personnel Advisory Service (DCPAS) at <http://go.usa.gov/d3Kj>.

**Pictured here:** Ms. Glenda Scheiner (left), Director of Human Capital & Resource Management OUSD(C), accompanied by Ms Julie Blanks (right), Principal Director to the Deputy Assistant Secretary for Civilian Personnel Policy, presents a DCELP graduation certificate to Mr. Bryant Scott (center) of Washington Headquarters Services, who was one of the 25 FMers to graduate from DCELP on 24 July 2015 in Southbridge, MA.





## Strategies for Success: Advice from the Field

continued from page 2

### TRADOC DCS G-8: "One Person at a Time"

If you had asked me a year ago to quit working execution and start working FM Certification full-time, I'd have laughed. But here I am, the Component Administrator for my command, and in six months our command has gone from 6 percent certified to 27 percent certified. There are several things I attribute to our success:

- **Leadership:** Our command selected me, realizing that they needed a full-time person devoted to FM Certification. Bringing in someone whose sole responsibility is managing the FM Certification Program is key in a large, geographically dispersed command.
- **Time:** Our command set aside time for training. The program is required by DoD policy, and it is not going away. To be FM certified is as much a part of your job as being proficient in Excel or our financial management systems. Reserving specific time out of busy schedules just for training is critical to convey the importance of training and reinforce our dedication to being a highly skilled and competent work force.
- **Get Smart:** Stay persistent. Take the user training. Learn the program. Get together with others who have completed the process. FM Online and the LinkedIn forums are great resources. Support each other and we all succeed.

I became successful by getting into the system and using it. I encourage all FM professionals to read about the program, take the training, and reach out to their colleagues and work together to get certified. One person at a time; one department; one command.

Carolyn Prickett, Component Administrator for TRADOC DCS G-8 in Norfolk, VA

### PACAF 374th CPTS: "Follow Your Roadmap"

One must have a strategy, a game plan, a roadmap to reach one's goal. If earning your FM Certification is your goal, you have to have a roadmap to get there. Here are some tips to help you in your journey:

- **Be Proactive:** The best strategy to earn your FM Certification is to be serious about it. Success is a frame of mind, and the limitations you see are the limitations you set for yourself. If you really want to get certified, nothing can stop you.
- **Collect** all of your relevant course certificates, training records, and college transcripts; digitize them and save them in one location. Make sure to remove any Personally Identifiable Information (PII).
- **Do a gap analysis** for each competency and find out what courses you need to take. Many courses are already available online in the LMS; you can also find courses through the newly redesigned FM myLearn.
- **Log on** to the LMS and start recording your achievements. When you are done, print your scorecard – this is your roadmap forward.
- **Submit** your achievements in the LMS. Continuously assess your progress and stay on track for certification.
- **Get involved** and lead your team to success! Once you earn your certification, help those around you. Leadership is not defined by your position, but by the action you take.

MSgt Ergun Erdogan, DFMCP3, Component Administrator for PACAF 374th CPTS at Yokota Air Base, Japan



### Extra! Extra! Read All About It!

You can now download a list of DFMCP awardees via FM Online! We want to highlight over 8,700 DoD financial managers who have shown initiative and led the way in the Department becoming a fully certified force.

Download the latest list at  
<https://fmonline.ousdc.osd.mil/>



## Policy Updates

### Other Employees Policy

The DoD FM Certification Senior Leader Group recently made the following decisions regarding FM Certification participants:

- **FM Term employees** (non-permanent employee with an appointment between 1-4 years) will not be included in the FM Certification Program, but may complete certification training appropriate for their level and apply for certification if later assigned to an FM Certification-coded billet.
- **FM Temp employees** (non-permanent employee with an appointment less than 1 year) will not be included in the FM Certification Program, but may complete certification training appropriate for their level and apply for certification if later assigned to an FM Certification-coded billet.
- **FM Foreign/Local National employees** will not be included in the FM Certification Program, but may complete certification training appropriate for their level and apply for certification if later assigned to an FM Certification-coded billet.
- **FM Part-time employees** (permanent employee with an “other than full-time” employment schedule, normally between 32-64 hours bi-weekly) may be included in the FM Certification Program at the discretion of each Component. If part-time employees are not included, they may still complete certification training appropriate for their level, report training completion on their resumes and apply for certification if later assigned to an FM Certification-coded billet.
- **NAF employees** will not be included in the FM Certification Program, but may complete certification training appropriate for their level and apply for certification if later assigned to an FM Certification-coded billet.

These policy items will be documented in the next revision of the [DoDI 1300.26](#).

### Dual-Coded Acquisition (DAWIA) and FM Certification Requirements

As we noted in the June newsletter, policy has been updated so that FMers in dual-coded positions requiring DoD FM Certification and Acquisition Certification can use a reduced curriculum if your Acquisition Certification level is equal to or higher than your required FM Certification level. If all required Acquisition training is complete, but you do not have enough experience to obtain Acquisition Certification, a Director of Acquisition Career Management (DACM) may sign a Memorandum for Record (MFR) to use for documentation. The MFR is available [here](#) and on FM Online.

### Review & Approval for Foreign Transcripts

If you attended an academic institution outside the U.S. and its territories, you may use a foreign transcript as documentation of previously completed coursework. Foreign transcripts with credential evaluation must first be reviewed by the Governing Body Secretary to determine which courses may be used to meet FM Certification competency requirements.

For more information and step-by-step instructions, click [here](#).

**Q: Who do I contact if I need to find my LMS user ID or reset my PIN?**

- A. Your supervisor
- B. Your Component Administrator (CA)
- C. Your Component Certification Authority (CCA)

*See page six for the answer.*

Quarterly **Quiz?**



## Changes to the LMS!

On 23 September 2015, the LMS homepage underwent some interface changes that affected users across all LMS platforms. Success Factors, the vendor responsible for the LMS, required all platforms to migrate to the new interface.

Please note that the changes only affected the look and feel of your LMS homepage; once you click beyond it, the way you record learning, record documentation, and process reports remains unchanged. Visit <https://go.usa.gov/3t9hC> for a detailed tour.

### How do I Navigate?

- All of the panels expand to show additional information. Click on any of these icons to expand; click again to minimize.



- You can also move your panels around—just click and drag as needed

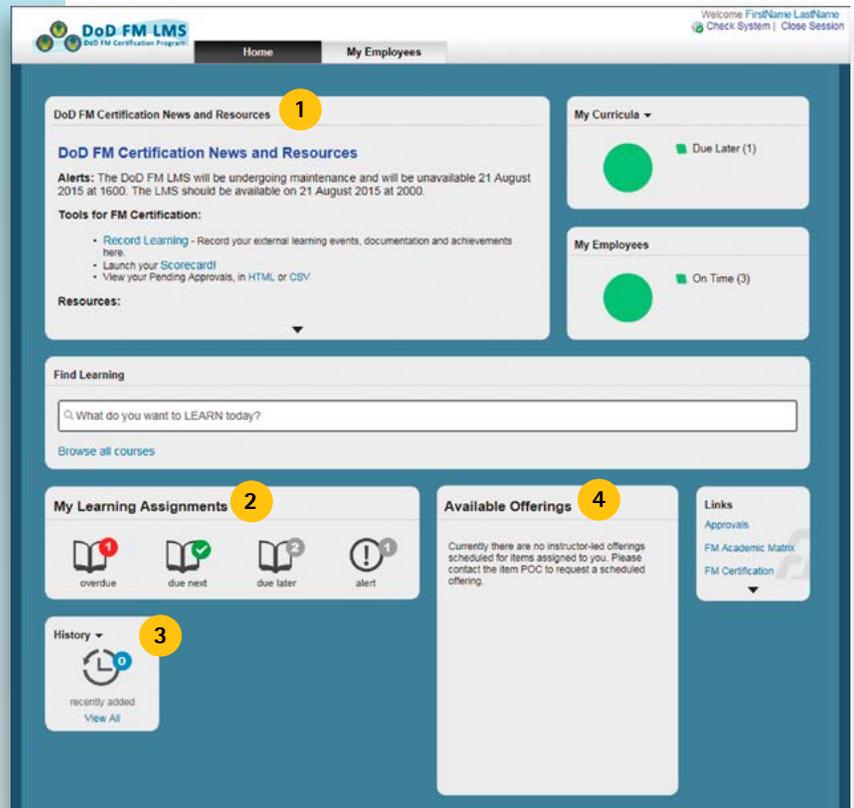
### How am I Affected?

There are four key changes you should know about:

1. There is a new **DoD FM Certification News and Resources** panel. Check here for key FM Certification Program training materials, frequently used LMS reports, and access to FM Online and FM myLearn.
2. Your Learning Plan timeline was replaced by **My Learning Assignments**, which displays notifications and alerts about upcoming and overdue assignments.
3. Your **History, Curricula, and Employees** panels, previously found under My Learning Status, are now displayed separately on your homepage.
4. Finally, a new panel called **Available Offerings** shows any instructor-led courses that have been assigned to you (e.g. CA or CCA training).

**Remember:** All actions within the LMS are unchanged. In other words, you still need to follow the **Three-step Process** to record learning and documentation for all your achievements.

**Questions?** Contact the LMS Help Desk at 1-800-735-1236 for more information.



*An example of how your new LMS homepage might look.*

### Useful Links

DoD FM Certification Handbook  
<http://go.usa.gov/3tP5Q>

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

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

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

Three-Step Process  
<http://go.usa.gov/3H4mW>

Learning History Worksheets  
<http://go.usa.gov/3GJgc>



## Announcements

### Did You Know...?

The FM Certification Team has recorded over 187,000 OUSD(C) web-based course completions in the LMS! Congratulations to all FMers and thank you for your diligence in taking the training required to become certified!

### New Civilian Career Development Roadmaps!

Since the last installment of this newsletter, the career roadmaps for non-MCO positions have been refreshed and are now available on FM Online [here](#). These updated roadmaps for occupational series 503, 505, 525, 530, 540, 544, 545, 561, and 599s provide information to help guide your career development as a financial manager in the Department of Defense.

### 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. Click [here](#) to view an info sheet outlining how to earn and document CETs in the FM LMS. Obtaining the CETs is a requirement of the program. You will record the courses taken in the LMS; but will maintain the course completion documentation off-line. If selected for a random CET audit, you will be required to submit the back-up documentation to support the CET record in the LMS.

### LMS Management Reports

Attention supervisors and managers! We are in the midst of developing a CET management report in the LMS that will help supervisors track their employees' continuous training. It will be made available to you and other supervisors in the coming months - stay tuned on FM Online for more updates!

### 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 certificate, click on the link below to fill out a certificate request form via FM Online. Be aware that the printing process can take up to eight weeks and requests are processed on a monthly basis. Click here to print: <https://fmonline.ousdc.osd.mil/Certification/Certification-Print-Req.aspx>

### Defense Financial Management Course (DFMC) Aligned to FM Certification

The Defense Financial Management & Comptroller School (DFM&CS) is happy to announce the new DoD FM Certification Program alignment of its flagship course, the Defense Financial Management Course (DFMC). This new DFMC alignment comes after the course was re-evaluated, and course content and delivery methods were updated. The revised DFMC curriculum provides a higher level of understanding with more applied learning, assessments with short answer and essay questions, and a group project culminating with an Advocacy Briefing to a senior leader. These modifications allow students to earn 74 of the 81 course hours required for Level 3 FM Certification. Planned updates to the curriculum will fully align DFMC to FM Certification requirements beginning with the January 2016 class. For more information visit the [DFM&CS website](#).

## Quarterly Quiz?

Who do I contact if I need to find my LMS user ID or reset my PIN?

**B.** Your Component Administrator (CA) is your POC for most LMS-related questions, including resetting your PIN.

Although the LMS is CAC enabled, you must electronically sign your requests (e.g. recording or submitting your achievements) with a user ID and PIN. You can find your user ID when you are in the FM LMS, by clicking on your name in the top right corner. Your user ID is case sensitive. To reset your PIN, you must contact your Component Administrator.

Don't know who your CA is? Contact your Component POC, listed here: <https://fmonline.ousdc.osd.mil/Help/FMOnline-POCs.aspx>



## Component

### Administrator Checklist

Component Administrators (CAs) play a crucial role in supporting Component Functional Community Managers (CFCMs) and Component Certification Authorities (CCAs) to administer the DoD FM Certification Program, specifically acting as a system administrator and subject matter expert for the DoD FM LMS. Whether you are a new CA or a seasoned expert, we are counting on you to help uphold the integrity of the FM Certification Program!

#### If you are a new CA

- Get trained on your roles and responsibilities within the FM Certification Program and the LMS
- Obtain [DD Form 2875](#) for LMS system access (instructions available at <https://go.usa.gov/3emdT>)
- Leverage FM Certification resources, including job aids, training videos, and other tools available on FM Online

#### If you are an experienced CA

- Assign, edit, and remove users' learning events as needed
  - Remove/Add attachments to documentation achievement
  - Assign Primary/Alternate Tracks
- Reset user pins as needed
- Run LMS reports (e.g. FM Member Status Change, Certification Status Summary, User Outstanding Requirements, Approvals Pending, Scorecard)
- Watch out for common mistakes:
  - The completion certificate doesn't match the course completed
  - The documentation attachment is added at Step 1 (Record Learning) instead of Step 2 (Record Documentation)
  - More than one documentation attachment is provided for each competency
  - Use of the generic LMS-generated certificate of completion
  - Personally Identifiable Information (PII) is not removed or redacted - Find a slide of common PII mistakes at <https://go.usa.gov/3tPD5>



## Coming Soon: Academic Database!

In October, the DoD FM Certification Team will roll out a searchable Academic Database on FM Online. The database will contain academic courses that have been previously approved for DoD FM Certification requirements.

You will soon be able to access the Academic Database by going to the FM myLearn Course Search and clicking on the Academic Course Search icon. The search fields will be organized by academic institution, course name, course code, or competency. Any course that has been previously approved to meet DoD FM Certification requirements will appear in your search results.

If your course is not listed in the database, you may still submit your course to be considered for approval and addition to the database, by filling out the [Course Submission Template](#) and submitting it to your organization's Course Manager.

**Stay tuned on FM Online for more updates!**

## Got Courses?

The OUSD(C) course development team, partnering with subject matter experts from across DoD, have developed a full slate of courses to help you meet certification

requirements. Browse the [complete list](#) of all 69 OUSD(C) web-based courses, or learn more about each course by going to [FM myLearn](#) and clicking on the "OUSD(C) WBT" tab in the left navigation bar.





## Course Spotlight

We are pleased to spotlight one of our most recently released web-based courses:

### FMF6597 – Financial Statement Analysis for Leaders

- 📎 Certification Level 3
- 📎 Course Hours: 4
- 📎 Accounting Analysis

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 this 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 financial statements to support decision-making
- Articulate the relationship between end-to-end business processes and financial statements

How to access this course:

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.

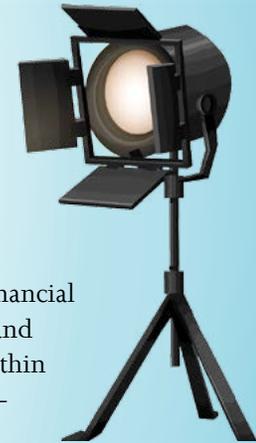
- 📎 DoD FM LMS:  
<https://whs.plateau.com/learning/user/ssoLogin.do>

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 “Take the web-based training course!” link in the top left corner of the course information page.

If you have any questions, please contact the FM Certification Team at [dodfmcertificationprogram@mail.mil](mailto: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>.

### FMF3644–Fundamentals and Operations of Accounting

- 📎 Fundamentals and Operations of Accounting
- 📎 Certification Level 1 / Proficiency Level 1
- 📎 Course Hours: 5

*“I would recommend this course to anyone in the financial field.”*

### FMF3123–Ethics for Supervisors (Ethics 201)

- 📎 Other Required Courses
- 📎 Certification Level 2 / Proficiency Level 3
- 📎 Course Hours: 3

*“Phenomenal course. Best ethics training to date (in more than two decades of federal service).”*

### FMF3076–Budget Execution for Leaders

- 📎 Budget Execution
- 📎 Certification Level 3 / Proficiency Level 5
- 📎 Course Hours: 4

*“This was the best course within FM LMS I've taken to date.”*