Comptroller Corner

Like many of you, I attended the 2016 Professional Development Institute (PDI), hosted by the American Society of Military Comptrollers (ASMC) in Orlando, Florida during the first few days of June. It was refreshing and inspiring to see so many of you actively engaging at the 17 mini-courses and more than 50 workshops, enhancing your financial management skills, sharing best practices with colleagues, and networking with community members from across the Department. From the “Managers Internal Control Program” to “DoD Force of the Future Implications for Civilian Personnel,” these workshops allowed attendees to discuss cross-cutting challenges and their possible solutions. I was also proud to acknowledge some outstanding work at the PDI Opening General Session, where I recognized 16 teams and individuals for singular achievements in the financial management field. See pages 3 and 4 for a list of the FM awards for Calendar Year 2015 and their recipients. Keep up the great work!

On 30 June, we reach our next milestone in the FM Certification Program – the first major certification deadline for FM members who were launched in the first wave of the Program in 2014. At PDI, participants had many opportunities to earn credit towards their certification with mini-courses aligned to Program requirements. I was also heartened to hear the conversation begin to shift from earning certification to maintaining certification through Continuing Education and Training (CET) hours. I am pleased to say that due to your hard work, we have now surpassed 32,000 FM members certified!

Whether you are still in your initial two years in the program, or have been promoted to a new position with a higher certification level and thus are still working toward your FM certification, or you are now moving on to CETs, I urge you to take advantage of on-going training opportunities like those available at the PDI. Keep an eye on FM Online for the latest leadership programs and other new tools to help you along the way. The FM Certification team continues to produce web-based training specifically targeted to FM Certification, and you can use any of these courses to satisfy your CET requirement, as long as they are taken after you achieve your certification. On page 9, you will find answers to the most common questions about earning CETs. Users new to the Program should reference pages 6 and 7 to learn how to read the Scorecard Report, which helps track your progress toward certification in the FM Learning Management System (FM LMS). And in other workforce development news, you will also find testimonials from the DoD FM Community’s first participants in the CXO Fellows Program on page 5.

Thank you for all your efforts to understand this Program and achieve your certification. It is a crucial step in our path towards auditability and proof of the FM Community’s readiness and ability to continue growing and learning. The multi-Service PDI event is an annual reminder of the need for an enterprise-wide approach for professional development, where we can share our lessons learned and coordinate on solutions for upcoming challenges.

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

Join us on LinkedIn by clicking below!
http://ow.ly/sZfDv
PDI in Review

The American Society of Military Comptrollers’ (ASMC) Professional Development Institute (PDI) was held in Orlando, Florida on June 1-3, 2016. The national event provided an annual opportunity for the Department of Defense’s financial management workforce to enhance their knowledge and skills, and share best practices on meeting today’s fiscal challenges.

Throughout the multi-day event, the DoD Financial Management Certification Team provided support to guide the financial management workforce toward FM certification. Ms. Glenda Scheiner, Director of Human Capital and Resource Management for the Office of the Under Secretary of Defense Comptroller (OUSD(C)), led briefings on DoD FM workforce development and provided status updates on the FM Certification Program. She also led two training sessions for Supervisors and Component Certification Authorities (CCAs) to help them understand their FM Certification responsibilities. Ms. Kellie O’Mara-Gordon twice provided a two-part training series for users in the FM Certification Program, walking them through how to navigate the FM LMS and utilize new tools available to help complete their certification. At Defense-Wide Day, the team was a prominent presence at the roundtable discussions, answering questions and providing additional tools and resources for the FM Certification Program.

In the Exhibit Hall, FM members stopped by the DoD FM Certification booth to ask questions and collect informational products to take home, including the new MCO and non-MCO civilian career roadmaps. The DoD FM Certification team ran two workstations providing Certification Scorecards and pointing members to resources on FM Online. Many attendees learned about the new comprehensive FM Certification Program User Guide, which provides step-by-step instructions on every action in the FM LMS and how to use new tools like the Academic Course Search and Interactive Learning History Worksheet. Others picked up the recently revised FM Certification Program Handbook, which includes policy updates and tips for new users, including how to read a Scorecard Report.

New to PDI this year, the FM Certification Lab provided one-on-one assistance to FM Certification users, answering questions, getting training recorded, and solving problems ahead of the 30 June deadline. Almost 100 members visited the Lab by appointment or walk-in over the course of the conference.

We look forward to seeing everyone at next year’s PDI in San Diego!

If you missed out on the conference, you can view recorded briefings at http://pdi2016.org/virtual-pdi. All FM Certification information and products distributed at PDI are available on FM Online, including the User Guide and revised Handbook.
2015 FM Awards Recipients

Contributions in Budget Formulation or Execution

**Individual Awards**

*Headquarters and Major Command*

**Ms. Tina Vetreno**

Defense Contract Management Agency
Planning and Budgeting Center (DCMA-FBAP), Boston, MA

*Below Major Command*

**Mr. Ricky Oliver**

Air Force
AFLCMC/AZS, Hanscom AFB, MA

**Team Awards**

*Headquarters and Major Command*

**Change Control Number Budget Tool Development Team**

Air Force
SAF/FMB, Washington, DC

*Below Major Command*

**353rd Special Operations Group Financial Management Team**

Air Force
353rd Special Operations Group, Kadena AFB, Okinawa, Japan

*Below Major Command*

**Air Force Installation and Mission Support Center Resource Management Financial Management Analysis Team**

Air Force
AFMIMSC/FMA, San Antonio, TX

Contributions in Financial Management (Excluding Budget)

**Individual Awards**

*Headquarters and Major Command*

**Mr. Brian K. Beltowski**

Defense Finance and Accounting Service
Accounts Payable, Indianapolis, IN

*Below Major Command*

**Mr. Vincent J. Papia**

Air Force
AFLCMC/HNIF, Hanscom AFB, MA

**Team Awards**

*Headquarters and Major Command*

**One Pay United States Dollars to Foreign Banks**

Defense Finance and Accounting Service
Information and Technology, Columbus, OH

*Below Major Command*

**DFAS Rome Accounts Payable Maintenance – GFEBS UMT Team**

Defense Finance and Accounting Service
DFAS Rome Accounts Payable, Rome, NY
Contributions in Financial Management in a Combat Zone

**Individual Award**

Capt Lisa C. Kempker  
Air Force  
SAF/FMBI, Washington, DC

**Team Award**

Combined Joint Forces Land Component  
Command–Iraq, J8  
Army  
82nd Airborne Division, Fort Bragg, NC

Contributions in Financial Improvement and Audit Readiness

**Individual Awards**

*Headquarters and Major Command*

Ms. Pamela Diaz  
USSOCOM  
HQ USSOCOM/SOFM, MacDill AFB, FL

*Below Major Command*

Mr. Randal D. Bowen  
Air Force  
AFLCMC/FM, Wright-Patterson AFB, OH

**Team Awards**

*Headquarters and Major Command*

Integration, Budget Formulation, and Audit Readiness Team  
USEUCOM  
HQ USEUCOM Office of the Comptroller, Patch Barracks, Stuttgart–Vaihingen, Germany

*Headquarters and Major Command*

Statement of Budgetary Assertion Audit Readiness Team / Missile Defense Agency  
Missile Defense Agency  
MDA/CC, Redstone Arsenal, AL

*Below Major Command*

Global Combat Support System – Army Wave One Deployment  
Defense Finance and Accounting Service  
Defense Finance and Accounting Service, Rome, NY
Spotlight on the CXO Fellows Program

https://cfo.gov/cxo-fellows/

The CXO Fellows Program, formerly known as the Chief Financial Officers Council Finance Fellows Program, was founded in FY 2014. The program provides an opportunity for the next generation of Federal leaders to grow professionally through a unique set of educational seminars and events sponsored by the Chief Financial Officers Council, Chief Information Officers Council, and Chief Acquisition Officers Council. The objective of the Program is to provide a unique perspective on innovative missions led by Federal agencies to individuals at the GS 9-12 level.

The FY 2016 cohort, which is the program’s third, is the first to include candidates from the DoD Financial Management Community. Learn more about some of the highlights of their experience as CXO Fellows below.

Whitney Anderson
Budget Analyst, Defense Information Systems Agency (DISA)

“The CXO Fellows have had the opportunity to visit the Amazon Distribution Center in Baltimore, NASA Goddard, and have had many sessions at the General Services Administration and the National Defense University. With the visit to the Amazon Distribution Center, we were able to see how a company can integrate technology as well as continue to hire and care for the human employees. We have also learned important key factors when becoming leaders in our fields, as well as the threats that America faces on a daily basis.”

Heather Bailey
Budget Analyst, Defense Threat Reduction Agency (DTRA)

“During the last 8 months I have had the unique opportunity to meet and interact with several government and industry leaders. I have participated in several seminars with NDU, GSA, NASA (and even with Amazon) which featured prominent high-level executives, SESs, and General Officers. Over the past months, I have been able to not only glean useful insights on how these senior leaders manage fiscal and non-fiscal issues in their respective agencies, but I have also been able to discuss these challenges with my peers, many of whom are in separate fields like acquisition, information technology, and accounting. This experience has definitely broadened my financial management acumen!”

Amy Denning
Operations Research Analyst, Air Force

“We were afforded the opportunity to visit NASA and learn about their mission at Greenbelt. Seeing the James Webb telescope and meeting a Nobel Laureate was a once in a lifetime experience. Learning about the project timeline, budget, and lifecycle cost growth of a project outside of the DoD helped put things in perspective.”

How do I find out where I stand on my FM certification?
A. Ask my supervisor
B. Run my Scorecard Report in the FM LMS
C. Call the FM LMS help desk

See page nine for the answer.

https://fmonline.ousdc.osd.mil
How to Read Your Scorecard Report

The Certification Scorecard Report in the FM LMS is your single point of reference for tracking which FM Certification requirements you have completed, recorded, and documented, and whether your achievements have been approved by your supervisor. You can access your Scorecard Report by clicking on the Scorecard link from the FM Certification News and Resources window on your FM LMS homepage.

Sample FM Achievement: Complete and Accurate

Here is a sample of a typical completed learning achievement for a Level 2 FM member in the FM Certification Program. For each learning achievement, there are some key things to watch out for:

The top row with the blue YES indicates that you have recorded learning for a course or FM Experience, uploaded documentation, and requested achievement approval; and your supervisor has approved the achievement.

The completed training hours for this requirement meet the required number of hours. In this example, two courses were taken to meet the required eight minimum hours of training for the Decision Support competency. **NOTE:** For Primary and Alternate Tracks, your Hours Complete will not appear in the blue row, but you should ensure that you have met the Hours Required for your Track. The hours you earn for your Primary/Alternate Tracks will also not be included in the total hours of training at the bottom of your Scorecard, but will count toward your certification. If you are recording FM Experience or a Developmental Assignment, there will be no hours in the Hours Required or Hours Complete columns.

This column shows the three items needed for each learning requirement: Course Completed (or Complete Online), FM Documentation Complete, and FM Achievement Approved. If you are missing one of these three actions, your requirement will not be approved. “Complete Online” indicates you have taken a course within the FM LMS, while “Course Completed” indicates that you have taken a course outside the FM LMS – such as an academic course or training taken via FM myLearn.

Documentation has been correctly uploaded under “Achievement Documentation” in a single PDF document. Remember to remove all PII from your documentation!
What's Next?

After you have completed the Three-step Process for all certification requirements and submitted your certification for approval, it will then need to be reviewed and approved by your supervisor, A2 (if applicable), CCA, and the OUSD(C) quality assurance team. If you receive an email informing you that your certification has been rejected, refer to the User Guide’s Appendix on “How to Read the Competency Acronym & Denial Comments in the DoD FM LMS” to find out why your certification is incomplete. Contact your CA to make any necessary changes in the FM LMS.

Once your certification has passed all approval levels, the top of your Scorecard will say “All Requirements Met.” This means your certification is complete. Congratulations!

Sample FM Achievement: Incomplete and Inaccurate

Here are some common errors FM members might see on their Scorecards:

1. In the first row, “Fundamentals and Operations of Y,” this Level 2 user has failed to identify an Alternate Track. Without an Alternate Track chosen, the Scorecard will remain blank and will not be approved.

2. This user correctly added the academic course title in the User Comments column; however, the course level does not meet the minimum requirements for satisfying a Level 2 requirement. Academic courses used to meet Level 2 requirements must be equivalent to 300 level or above.

3. No documentation has been attached to this achievement. To request approval, the FM member will need to attach documentation – in this case an academic transcript – to complete the Three-step Process.

4. This requirement has no supervisor approval. Once the user fixes the above mistakes with support from the CA, he/she can submit the achievement for approval. Once the supervisor approves the achievement, the red NO row will turn to a blue YES.
New Tools!

The FM Certification Program User Guide and Revised Handbook

The DoD FM Certification Team is thrilled to release the comprehensive User Guide, which is your one-stop shop to getting FM certified. It provides step-by-step instructions on every user action in the FM LMS, as well as how to use new tools like the Interactive Learning History Worksheet and the Academic Course Search tool. Download a copy from FM Online at [http://go.usa.gov/373F4](http://go.usa.gov/373F4) and keep for your reference as you make your way through the FM Certification Program.

The FM Certification Team has also revised the Handbook in accordance with policy updates, with new information about new online tools and how to get new users started in the program.

Policy Update:

Non-Compliance Penalty Deferral

The USD(C) issued a memo this week in reference to the penalty for employees who fail to achieve their required certification or have an approved time extension by their required-by-date. The memo in part reads, “Due to potential inconsistent interpretation of guidance regarding consequences for failure to achieve timely certification under this new program, no action should be taken at this time to reassign to a lower grade or remove employees before 1 July 2017. Progressive disciplinary actions, short of demotion or removal, should be utilized to ensure compliance. Effective 1 July 2017, the full range of discipline, to include reassignment to a lower grade or removal, is authorized.” The full memo is posted on FM Online.
Top 5 Things to Know About CETs

Earning and recording your Continuing Education and Training (CET) credits is easier than you thought!

1. There is no Step 2 (Upload Documentation).
   You are not required to upload documentation for your CET learning. However, you should maintain a personal file with your documentation for a minimum of two CET cycles (four years), in case you are randomly selected for audit.

2. CETs are not restricted by certification level or competency.
   Your CETs may be taken at any proficiency level for any area related to leadership or financial management (FM). The training does not need to be aligned to the FM Certification Program – if the training CPEs are acceptable for another certification (e.g., CDFM, CPA), then you may use them for the DoD FM Certification. If you are certified at Level 1 or 2, we encourage you to begin your leadership or FM coursework for the next FM Certification Level, so you can quickly achieve the next level when you are assigned to a position requiring it. If you are at Level 3, consider refreshing your leadership and financial management skills by taking courses at the fundamentals and principles level (Levels 1 and 2).

3. You won’t be penalized for finishing early.
   CETs work on a 24-month calendar schedule; even if you finish your current requirement early, your next set of CETs will not start until the 24 months have passed.

4. You don’t have to wait for supervisor or CCA approvals.
   Supervisors and CCAs do not need to approve your CET records, though they should be kept informed on your CET progress. If you are audited, Component representatives will ask you to provide your CET documentation proving you have completed the requirement.

5. You can record all your CETs in one batch.
   Unless your Component has advised otherwise, you may wait until you have completed all of your CET hours and then Record Learning for them in one batch – provided they are recorded before your deadline. You may also Record Learning as you go, and the FM LMS will keep track of your CET count. Reference the CETs section in the FM Certification Program User Guide for more information on how to record CETs.

How do I find out where I stand on my FM certification?

B. Run my Scorecard Report in the FM LMS
   The Certification Scorecard Report in the FM LMS is your single point of reference for tracking which FM Certification requirements you have completed, recorded, and documented, and whether your achievements have been approved by your supervisor. You can access your Scorecard Report by clicking on the Scorecard link from the FM Certification News and Resources window on your FM LMS homepage.

   If you have accurately completed the Three-step Process for an FM Certification requirement, the top row of that section will show a blue “YES” under the Completion Status column. If you have not completed the requirement, or you have recorded inaccurately, the row will remain a red “NO.”

   For more tips, read the article on “How to Read Your Scorecard Report” on pages six and seven of this newsletter.

Useful Links

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

DoD FM Certification Program User Guide
http://go.usa.gov/373F4

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

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

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

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

https://fmonline.ousdc.osd.mil
Course Spotlight

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

**FMF7092 – PPBE and DoD Budget Formulation**
- Certification Level 3
- Course Hours: 4
- **Budget Formulation, Justification and Presentation**

This course discusses policies supporting formulation and submission of budget requests to the Office of the Secretary of Defense (OSD), to include the presentation and justification of the budget requests to Congress. It also identifies key leadership in the DoD budget formulation process and how each influences the process and strategic plans that lay the foundation for Planning, Programming, Budgeting, and Execution (PPBE). The function of Defense Planning, Programming, Budgeting, and Execution and their relationship are also addressed to help recognize steps for the preparation of justification material for presentation to Congressional committees and for inclusion in the Justification Books.

Additionally, the course explores key databases and their roles providing budgetary documentation to Congress, OMB, and the public. Upon completion of this course, you will be able to:

- Identify policies supporting formulation and submission of budget requests to the Office of the Secretary of Defense (OSD) and the presentation and justification of the budget requests to Congress
- Identify key leadership in the DoD budget formulation process and recognize how each influences the process
- Identify strategic plans that lay the foundation for Planning, Programming, Budgeting, and Execution (PPBE)
- Identify the functionality of the Defense Planning, Programming, Budgeting, and Execution process
- Recognize steps for the preparation of justification material for presentation to Congressional committees and for inclusion in the Justification Books
- Identify key databases and their roles providing budgetary documentation to Congress, OMB, and the public

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](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.
   - Click on the “Take the web-based training course!” link in the top left corner of the course information page. Don’t forget to print your completion certificate when you are finished.

But Don’t Take My Word For It

Course Recommendations from the Field

Looking for courses? Below is a sampling of anonymous comments from courses that have received some of the highest ratings to date. Find these courses at [http://go.usa.gov/MTQV](http://go.usa.gov/MTQV).

**FMF1565 – DoD FM 101 – Decision Support**
- Other Required Courses
- Certification Level 1 / Proficiency Level 1
- Course Hours: 2

“Good information – I gained a better understanding of how my work affects the decisions made by senior decision makers.”

**FMF6699 – The Core Financial Management System**
- Financial Management Systems
- Certification Level 2 / Proficiency Level 3
- Course Hours: 4

“Course was well-organized, and it enhanced my understanding of financial systems and the associated guidance.”

**FMF6670 – DoD Advanced Financial Management for Leaders**
- Advanced Financial Management
- Certification Level 3 / Proficiency Level 5
- Course Hours: 4

“This was by far the best FM online certification class that I’ve taken so far. The information was useful and easy to understand.”
# Got Courses? Course Development Summary

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 the FM LMS to complete these courses!

## Certification Level 1

<table>
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<th>Certification Level</th>
<th>FM myLearn Course #</th>
<th>Course Title</th>
<th>Course Hours</th>
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*The actual course length exceeds the required hours.

## Certification Level 2

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Got Courses? Course Development Summary (continued)

### Certification Level 2 (continued from previous page)

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*The actual course length exceeds the required hours.*

### Course Release Schedule for Remaining FY2016

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