

# Suggested CDFM™ Exam Preparation Tools

As a courtesy to individuals interested in taking a CDFM certification examination, ASMC provides a list of suggested tools for exam preparation; however, this list is not exhaustive and ASMC does not endorse any specific person, product, resource, or service as a means of preparing for or achieving certification.

ASMC strongly recommends a minimum of three months of study and review, including the original DoD guidance listed in the CDFM Module 1-3 Exam Reference List as well as any of the resources listed below. Candidates should use the CDFM Examination Blueprints—not the EDFMTC textbook—to identify any areas of weakness and secure the necessary resources to adequately prepare for examination.

**Important Note: No one study tool should be considered the only basis for exam preparation.**

## CDFM™ Module 1-3 Exam Reference List

The following list of references that ASMC's CDFM™ exam subject matter experts used to develop the exam items.

- Budget Concepts and Budget Process (FY 2016)
- CFR—Code of Federal Regulations (All)
- 5 CFR 1315—Prompt Payment (1 Jan 2002)
- 5 CFR 2635—Standards of Ethical Conduct for Employees of the Executive Branch (1 Jan 2011)
- DoD FMR / DoD 7000.14-R—Department of Defense Financial Management Regulation (DoD FMR Volumes)
- DoD Issuances (All, including Directives and Instructions)
- DoDD 1404.10—Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees (10 Apr 1992)
- DoDD 5010.42—DoD-Wide Continuous Process Improvement (CPI)/Lean Six Sigma (LSS) Program (15 May 2008)
- DoDD 7045.14—The Planning, Programming, Budgeting, and Execution (PPBE) Process (25 Jan 2013)
- DoDI 1100.19—Wartime Manpower Mobilization Planning Policies and Procedures (20 Feb 1986)
- DoDI 1400.32—DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures (15 Jan 1987)
- Financial Report of the U.S. Government (2015)
- GAO Comptroller General Reports and Decisions (All)
- GAO-14-704G / The Green Book—Standards for Internal Control in the Federal Government (10 Sep 2014)
- GAO-16-464SP / The Red Book—Principles of Federal Appropriation Law, Third Edition & 1st two Chapters of Fourth Edition
- GAO-12-331G / The Yellow Book—Generally Accepted Government Audit Standards (GAGAS) and Annual Updates (1 Dec 2011)
- How Our Laws Are Made found on congress.gov website (Google key phrase: “How Our Laws Are Made congress.gov”)

- OMB Bulletins (All)
- OMB Bull 15-02—Audit Requirements for Federal Financial Statements (4 Aug 2015)
- OMB Circulars (All)
- OMB Cir A-11—Preparation, Submission, and Execution of the Budget (30 Jun 2015)
- OMB Cir A-94—Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs (29 Oct 1992)
- OMB Cir A-123—Management’s Responsibility for Internal Control (21 Dec 2004)
- OMB Cir A-136—Financial Reporting Requirements (4 Aug 2015)
- Public Laws (All)
- PL 103-62—Government Performance and Results Act of 1993 (3 Aug 1993)
- PL 103-356—Government Management Reform Act of 1994 (14 Oct 1994)
- PL 111-204—Improper Payments Elimination and Recovery Act of 2010 (22 Jul 2010)
- PL 111-352—GPRM Modernization Act of 2010 (4 Jan 2011)
- US Codes (All)
- 5 USC—Government Organization and Employees
- 10 USC—Armed Forces
- 18 USC—Crimes and Criminal Procedure
- 31 USC—Money and Finance
- 32 USC—National Guard
- 37 USC—Pay and Allowances of the Uniformed Services
- 41 USC—Public Contracts
- 50 USC—War and National Defense
- U.S. Constitution—The Constitution of the United States of America