

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-2602**

24 MARCH 2020

PERSONNEL

**AFRC RESERVE FINANCIAL
TRAINING & MANAGEMENT**



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This instruction implements Air Force Instruction (AFI) 36-2651, *Air Force Training Program*, Air Force Pamphlet (AFPAM) 65-110, *Deployed Agent Operations*, and DoD Instruction (DoDI) 1300.26, *Operation of the DoD Financial Management Certification Program*. It establishes responsibilities, procedures, and relationships of agencies involved in the reserve financial training program. It covers training requirements and establishes procedures and responsibilities for scheduling and conducting training. It provides guidelines for management of the financial reservist training program. The financial reservist training mission is designed for the member to acquire the financial skills needed to augment the active forces and provide financial operations for all funding, accounting, and customer service requirements during deployment. The Career Field Education and Training Plan (CFETP) is the primary training tool for ensuring financial reservists are prepared to meet mission challenges. This publication only applies to the Air Force Reserve Command (AFRC) and its units. Individual Reservists (IRs) should work closely with the Active Duty unit of assignment, Unit Training Manager (UTM) and supervisor to accomplish specific requirements prescribed in this document. This AFRCI may be supplemented at any level, but all supplements that directly implement this publication must be routed to HQ AFRC/FMXX for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the

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SUMMARY OF CHANGES

This instruction has been substantially revised. This review incorporates the procedures in previous versions of AFRCI 36-2202, AFRCGM2019-36-01 and generally updates the text.

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LEVELS**

CHAPTER 1

OBJECTIVE AND REQUIREMENTS

1.1. Training Objective. The goal of this training program is to maintain skills identified in the training standards contained in 6F0X1 CFETP. Training requirements for each skill level are prescribed in the 6F0X1 CFETP and AFI 36-2651. The Senior Rating Officer (SRO) will ensure requirements are accomplished in a timely manner or risk administrative/disciplinary action.

1.1.1. Contingency training is based on SAF/FM and HQ AFRC/FM policy and Unit Type Code (UTC) tasks as defined by the Mission Capabilities Statements (MISCAPs).

1.1.2. The HQ AFRC/FM expectation is for reservists to follow a four-year Annual Tour (AT) training rotation cycle. This cycle will include:

1.1.2.1. Home Station.

1.1.2.2. HQ AFRC/FM Contingency Courses (4C-Basic or 4C-Advanced Course).

1.1.2.2.1. Enlisted: Every 4 years.

1.1.2.2.2. Officer: One-time Requirement, optional thereafter.

1.1.2.3. Active Duty support.

1.1.2.4. Contingency exercises (i.e. Patriot Warrior or Diamond Saber).

1.1.2.5. Any deviation from this cycle will be documented in the unit Monthly After Action Report (MAAR).

1.1.2.5.1. Non-compliance will be reported to HQ AFRC/IG via Management Internal Control Toolset (MICT) and Inspector General Enterprise Management System (IGEMS).

1.1.3. Silver Flag Training will be attended IAW SAF/FM policy memo posted on HQ AFRC/FMXX SharePoint.

1.2. Training Requirement.

1.2.1. Enlisted personnel must complete all skill level training IAW CFETP and AFI 36-2651, and maintain certification on tasks identified in the Joint Qualification Standard (JQS).

1.2.2. Primary training focus for Unit Training Assemblies (UTAs) should be UTC training; guided by MISCAP statements and as functional area training in support of CC initiatives.

1.2.3. Officers new to the career field must attend the Financial Management Officer course (FMOC) prior to being awarded 65F3 AFSC. Waiver authority is Air Force Personnel Center.

1.2.4. Captains/MSgts are encouraged to attend Professional Financial Management Course (PFMC); Enlisted members (AFSC 6F071) must be vectored by the enlisted Development Team (DT); Associate's Degree or higher from accredited academic institution or CCAF Degree is required; minimum 4 years Financial Management (FM) experience is highly desirable.

1.2.5. Majors/SMSGts and above are encouraged to attend Defense Financial Management Course (DFMC); Enlisted personnel will be vetted by Executive for FM Enlisted Matters; minimum 7 years FM experience is highly desirable.

1.2.6. Units will forecast their formal training requirements through their unit training office, as required.

1.2.6.1. Deletions or changes to a member's training slot at Keesler AFB schoolhouse must be accomplished 45 days prior to class start date.

1.2.7. Reserve units will coordinate formal training requirements with their local training office; request assistance from HQ AFRC/FMXX, if needed.

1.2.8. Each unit is responsible for ensuring individual reservists progress in Career Development Courses (CDCs). Monthly reviews of this progress will be documented in Air Force Training Record (AFTR) and provided to HQ AFRC/FMXX in the MAAR.

1.2.9. Each unit will prepare a Master Annual Training Plan (MATP) using the HQ AFRC/FMXX training plan template. The plan for the upcoming FY will be submitted to HQ AFRC/FMXX NLT 30 June (to coincide with the Financial Plan (FinPlan)).

1.2.9.1. Tenant locations will ensure a Memorandum of Agreement (MOA) is in place with the host unit which will include:

1.2.9.1.1. Training requirements IAW 6FOX1 CFETP.

1.2.9.1.2. Support requirements (AFTR, workspace, etc.).

1.2.9.1.3. Communication requirements (system access, computers, etc.)

1.2.9.2. Approved UTC Task List, CFETP, the FM Course list on the Advanced Distributed Learning Service (ADLS) Gateway, and the Combat Comptroller website will be used for lesson plans and tests.

1.2.9.3. Annual Tour requirements will be submitted as part of the MATP.

CHAPTER 2

UNIT RESPONSIBILITIES

2.1. All Comptroller Reservists.

2.1.1. Responsible for meeting satisfactory UTA and AT requirements and other necessary training IAW AFMAN 36-2136, *Reserve Personnel Participation*.

2.1.2. Responsible for completing the initial career brief with the supervisor and meeting upgrade training timelines.

2.1.3. Completes on-the-job training (OJT), career field specific training, formal training, expeditionary skills training, and ancillary training as outlined in AFI 36-2651.

2.1.3.1. Updates OJT and qualification training accomplishments in AFTR with the trainer/supervisor.

2.1.4. Completes DoD FM Certification requirements IAW DoDI 1300.26.

2.1.4.1. Units/Members will address questions with their FM chain of command (Supervisor, Superintendent, Comptroller, and HQ AFRC/FMXX).

2.1.4.2. See [Figure A2.1](#) for appropriate FM Certification levels.

2.1.5. Understands applicable CFETP requirements and career path.

2.1.5.1. Works with supervisor when training materials are needed and/or when training is accomplished.

2.1.6. Notifies FM unit training monitor and supervisor of progress toward completion of CDCs on a monthly basis.

2.1.7. Responsible for maintaining active user ids and passwords.

2.1.8. Plans/coordinates AT training and/or special tours with supervisor.

2.1.9. Performs Annual Tour IAW HQ AFRC/FM training life cycle, see paragraph [1.1.2](#).

2.1.9.1. Works with training manager to transfer AFTR record to training location.

2.1.10. Submits contingency after-action report to the ART or Civilian Comptroller/Budget Officer, when ART is not available, by the end of first UTA upon returning to duty for further submission to HQ AFRC/FMXX via SharePoint.

2.1.11. Will address training performance with supervisor, as needed.

2.1.12. Completes 4C, Silver Flag, FM Certification, and other training, as required.

2.2. Officer In Charge (OIC).

2.2.1. Responsible for overall leadership and management, planning, organization, and readiness of the Comptroller Reserve program. The OIC reports directly to the Wing Commander. Partners with the Civilian Comptroller/ Budget Officer to ensure the success of the program.

2.2.2. Officers new to the career field must attend FMOC prior to being awarded 65F3 AFSC; waiver authority is Air Force Personnel Center.

2.2.3. Encouraged to attend the PPMC and DFMC, as appropriate. See paragraphs 1.2.4 and 1.2.5.

2.2.4. Validates unit financial plan includes scheduled training requirements, equipment, and supplies via Reserve Personnel Appropriation/Operations and Maintenance calls.

2.2.5. Validates MATP is submitted to HQ AFRC/FMXX NLT 30 June.

2.2.5.1. Validates MAAR is submitted to HQ AFRC/FMXX no later than 10 days after the end of UTA.

2.2.5.2. Provides oversight and guidance to Superintendent on all aspects of the training program.

2.2.5.3. Coordinates with unit Civilian Comptroller/Budget Officer and/or ART to ensure civilian training support is provided when required.

2.2.6. Validates civilian trainers and certifiers are assigned/qualified and have an AFTR account for certification of training records.

2.2.6.1. Evaluates reservist training on a periodic basis.

2.2.7. Validates assigned reservists have access to financial management systems, email, and the local area network and maintain active user ids and passwords.

2.2.8. Validates readiness reporting via Air and Space Expeditionary Force (AEF) Reporting Tool (ART) and DoD Readiness Reporting System (DRRS) is submitted IAW AFI 10-201, *Force Readiness Reporting* and AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*.

2.2.9. Coordinates with recruiters to establish criteria and hires recruits properly suited to become successful comptroller reservists.

2.2.10. Validates semi-annual review of Logistics Detail (LogDet) Kit requirements is performed to ensure required mobility items are procured, stored, maintained, and ready for deployment, if XFFAG UTC is assigned.

2.2.11. Attends HQ AFRC/FM 4C once; optional thereafter.

2.2.12. Develops/submit awards to recognize personnel for excellent performance and tracks on MAAR.

2.2.12.1. Validates quarterly and annual award nominations are submitted to Wing POC and annual award nominations are submitted to HQ AFRC/FMXX IAW guidance and suspense dates.

2.2.12.2. Uses vPC to nominate personnel for decorations.

2.2.13. Validates the applicable FM Reserve Self-Inspection Communicator, as required.

2.2.14. Validates/submit performance feedback and evaluations are completed on all Comptroller Reservists.

2.2.14.1. Ensures duty titles on EPRs/OPRs are correct and concurs with Unit Personnel Management Roster, submits corrections to Commander's Support Staff.

2.2.15. Validates training area and necessary equipment are available to conduct training.

2.3. Superintendent.

2.3.1. Plans, conducts, monitors, and evaluates training to meet all Comptroller training requirements.

2.3.1.1. Ensures unit FinPlan includes scheduled training requirements, equipment, and supplies via Reserve Personnel Appropriation/Operations and Maintenance calls.

2.3.1.2. Ensures trainers develop and provide a written MATP outlining monthly training requirements specific to each trainee.

2.3.1.2.1. Training will include HQ AFRC requirements and Resource Training Center's "Qualified Training Packages" (reference Financial Information Collaboration Space link).

2.3.1.2.2. Training must be comprehensive and meet global requirements.

2.3.1.3. Ensures only certified trainers IAW AFI 36-2651 provide official training and training is documented in AFTR.

2.3.1.4. Ensures Comptroller Reservists receive tailored training IAW MATP.

2.3.2. Monitors progress of skill level upgrade training.

2.3.2.1. Manages the reservist CDC study program.

2.3.2.2. Ensures supervisors initiate action to award skill level when the reservist meets all upgrade training requirements.

2.3.3. Leads Comptroller Reservists and establishes internal controls to ensure training meets mission requirements.

2.3.3.1. Ensures cross-trainee initial qualification training is initiated NLT 60 days of assignment to unit.

2.3.3.2. Builds MATP establishing training requirements for each reservist and submits to HQ AFRC/FMXX annually by 30 Jun.

2.3.3.3. Ensures Supervisor submits formal training requirements to the Wing Training Office; request assistance from HQ AFRC/FMXX, if needed.

2.3.4. Ensures readiness reporting via ART and DRRS is submitted IAW AFI 10-201 and AFI 10-244.

2.3.5. Ensures reservists meet the necessary requirements for worldwide qualification IAW MISCAP.

2.3.6. Ensures semi-annual review of LogDet Kit requirements is performed to ensure required mobility items are procured, stored, maintained, and ready for deployment, if XFFAG UTC is assigned.

2.3.7. Completes the Air Force trainer/certifier course, if necessary.

2.3.8. Encouraged to attend PFMC, and/or attend DFMC, as appropriate by grade.

2.3.9. Develops unit awards program to recognize personnel for excellent performance.

2.3.9.1. Ensures quarterly and annual award nominations are submitted to Wing POC and annual award nominations are submitted to HQ AFRC/FMXX IAW guidance and suspense dates.

2.3.9.2. Uses vPC to nominate personnel for decorations.

2.3.10. Ensures MICT Self-Inspection Communicator requirements are incorporated in Comptroller Reservist training program.

2.3.11. Mentors, sets example for, and ensures Reservists comply with military standards.

2.4. Air Reserve Technician (ART).

2.4.1. Serves as liaison between assigned reservists and other full-time staff functions.

2.4.2. Coordinates enrollment or requirements for:

2.4.2.1. Formal training program to include ordering materials (CDC's/PME) and scheduling of tests.

2.4.2.2. Rescheduling of UTAs.

2.4.2.3. Orders preparation, if assigned.

2.4.2.4. Ancillary training.

2.4.2.5. If no ART exists within the unit, the Superintendent or Supervisor will coordinate the above requirements.

2.4.3. Works with Civilian and OIC/Budget Officer to ensure civilian training support is provided when required.

2.4.4. Serves as Unit Training Monitor.

2.4.4.1. Coordinates with Wing Training Manager for education requirements IAW AFI 36-2651.

2.4.4.2. Works with Civilian Comptroller/Budget officer to ensure all civilian trainers/certifiers have the proper certification training IAW AFI 36-2651.

2.4.4.3. Monitors assigned reservist training records in AFTR.

2.4.4.4. Works with the Comptroller/Superintendent to develop MATP.

2.4.4.5. Works with Comptroller/Superintendent to monitor reservist upgrade and proficiency training and ensures timely progression IAW CFETP.

2.4.4.6. Coordinates with Comptroller/Superintendent to maximize formal school tours and ATs training opportunities.

2.4.4.7. Schedules reservists for contingency exercises and training.

2.4.4.8. Coordinates OJT in conjunction with member's supervisor

2.4.4.9. Coordinates with AT site (at least 45 days prior) to identify training requirements for each reservist and transfers AFTR records, as required.

2.4.5. Distributes and responds to manning assistance requests received from HQ AFRC/FMXX.

2.4.5.1. Compiles/submits contingency after-action report to HQ AFRC/FMXX via SharePoint by the end of first UTA upon member returning to duty.

2.4.6. Maintains contact with HQ AFRC/FMXX to secure up-to-date information on contingency missions, deployment locations, and Reserve Component Periods (RCP) taskings.

2.4.6.1. Works with Comptroller/Superintendent and Civilian Comptroller/Budget Officer to formulate plans and operational instructions to assist Comptroller Reservists in responding to applicable taskings.

2.4.7. Disseminates all changes in mobility data to Commander, OIC, Superintendent, and Civilian Comptroller/Budget Officer.

2.4.8. Works with the OIC, Superintendent, and Civilian Comptroller/Budget Officer to ensure Comptroller Reservists meet all requirements for worldwide deployment taskings.

2.4.9. Monitors mobility roster and tasking requirements to ensure qualified members are assigned to mobility positions.

2.4.10. Will inventory LogDet kit, if XFFAG UTC is assigned.

2.4.11. Reviews/approves monthly ART and DRRS IAW AFI 10-201 and AFI 10-244, in the absence of OIC.

2.4.12. Ensures award nominations are submitted to Wing POC and/or HQ AFRC/FMXX IAW guidance and suspense dates.

2.4.13. Completes all other duties, as assigned by leadership.

2.5. Civilian Comptroller/Budget Officer:

2.5.1. Responsible for overall leadership and management, planning and organization, of base-level comptroller operations.

2.5.1.1. Partners with the Comptroller/Superintendent to ensure the success of the Comptroller Reserve program.

2.5.1.2. Collaborates with the OIC to review the financial plan for the Comptroller Reserve program.

2.5.1.3. Serves as FM Certification POC for assigned Comptroller Reservists and Civilians.

2.5.2. Provides guidance, mentoring, support, and training to OIC/Superintendent.

2.5.2.1. Ensures civilian trainers/certifiers are assigned/qualified and have an AFTR account for certification of training records.

2.5.3. Ensures completion of monthly Readiness Reporting, ART and DRRS IAW AFI 10-201 and AFI 10-244, in the absence of Comptroller Reservist team.

2.5.4. Reviews MATP developed by the OIC/Superintendent and schedules civilian support to provide training to reservists, when requested.

2.5.5. Ensures office/storage space, equipment, and supplies are available for Reservists.

2.5.6. Ensures availability and access to financial management systems, email, and the local area network for assigned reservists.

2.5.6.1. Coordinates computer system requirements with the OIC/Superintendent and takes steps to ensure software and hardware updates are completed prior to UTAs.

2.5.7. Removes barriers between civilian workforce and reservists to enhance training and ensure program success.

2.5.8. Attends a minimum of one (1) UTA per quarter to observe training in coordination with OIC/Superintendent.

2.5.9. Coordinates with OIC/Superintendent on FM policy & program changes.

2.5.10. Ensures MOA with the host comptroller squadron includes reservist training requirements (tenant locations).

2.5.11. Ensures applicable reserve training Self-Inspection Communicator is completed, as required.

2.6. HQ AFRC/FMXX.

2.6.1. Serves as the Financial Management Functional Area Manager (FAM), MAJCOM Functional Manager (MFM), and Comptroller Reservist Training Manager.

2.6.2. Manages MAJCOM Comptroller Reservist training program.

2.6.2.1. Identifies, establishes, and coordinates MAJCOM training requirements.

2.6.2.2. Performs Functional Assistance Visits (FAV) to review the overall training program, evaluate the effectiveness of leadership and management, assess the quality of planning, and determine readiness through continuous process improvement and growth.

2.6.2.3. Coordinates/provides guidance and policy interpretation to the units on training initiatives and issues.

2.6.2.4. Oversees and tracks MAAR submissions.

2.6.2.4.1. Identifies concerns to OIC and reports status/trends to HQ AFRC/FM.

2.6.2.4.2. Reports to HQ AFRC/IG for use during UEI events.

2.6.2.5. Reviews AT plans submitted in the Unit MATP; reports concerns to OIC, Superintendent, and ART.

2.6.2.6. Monitors corrective actions for training deficiencies. Reports any problems to OIC, Superintendent, and ART.

2.6.2.7. Attends Utilization and Training Workshops (U&TW), as applicable.

2.6.3. Manages Comptroller Reservist deployments Readiness Reporting requirements.

2.6.3.1. Coordinates AEF and mobilization tasking with HQ AFRC/A5XW, HQ AFRC Force Generation Center (FGC), Headquarters Air Force, Force Providers, and Air National Guard (ANG) FAMS.

2.6.3.2. Oversees Readiness Reporting via ART/DRRS and ensures contingency task training is reported in DRRS.

2.6.3.3. Provides Readiness Reporting guidance and training, as needed.

2.6.4. Oversees Comptroller Reservist Manpower requirements.

2.6.4.1. Serves as HQ AFRC/FM liaison for financial reserve organization structure and the Comptroller Reservist training program.

2.6.4.2. Provides guidance to Unit Leadership, when needed.

2.6.5. Manages HQ AFRC/FM Annual Awards program.

2.6.6. Establishes and oversees HQ AFRC/FMXX working group(s), as applicable, intended to improve overall Comptroller Reserve program to include best practices, feedback, and trends.

2.6.7. DoD FM Certification Program Manager (see [Chapter 4](#)).

CHAPTER 3

DEPLOYMENTS/EXERCISES

3.1. Reserve Component Periods (RCP).

3.1.1. FM units are assigned to one of eight RCPs and unit members are vulnerable for mobilization taskings based on assigned RCP. In some cases, members will be allowed to volunteer for a deployment outside of their assigned RCP but must be approved by their local leadership, including their Wing commander and HQ AFRC/FMXX FAM. Volunteerism under 10 U.S.C. § 12301 (d) does not prevent a reservist from mobilization within their assigned RCP.

3.1.2. Comptroller Reservists must know which Unit Type Code (UTC) they are assigned, be trained, and able to perform those duties during deployment. They must also be current on all ancillary and contingency training.

3.1.3. Deployed reservists must submit after-action reports to their Comptroller, Superintendent or ART by the end of first UTA upon returning to duty for further submission to HQ AFRC/FMXX via SharePoint.

3.2. Contingencies and Backfill Support.

3.2.1. When approved by the unit commander and in coordination with HQ AFRC/FMXX, Comptroller Reservists may perform duties, other than deployments, in support of their unit, an active duty unit during a contingency, or natural disaster relief efforts.

3.2.2. Comptroller Reservists may also and are encouraged to perform backfills and support requests for active duty units. This must be coordinated with their local leadership and HQ AFRC/FMXX.

3.3. Exercises.

3.3.1. Units will provide attendees to HQ AFRC/FMXX approved exercise (i.e. Patriot Warrior or Diamond Saber) 12-18 months prior to unit's RCP.

CHAPTER 4

FM CERTIFICATION PROGRAM

4.1. Purpose.

4.1.1. The DoD Financial Management Certification Program establishes a framework to guide professional development and ensures a consistent, disciplined approach to training in key areas such as audit readiness, fiscal law, and ethics. Additionally, the program emphasizes FM proficiency and leadership development.

4.1.2. Compliance is mandatory for all members assigned to a Financial Management (FM) position or whose non-FM position contains 50% or more FM-related duties.

4.1.3. Failure to comply with the DoD FM Certification directives may result in disciplinary action IAW AFI 36-704, *Discipline and Adverse Action of Civilian Employees*, for civilians, or Article 92 of the UCMJ for military members up to and including removal from FM position.

4.2. Responsibilities.

4.2.1. User/Member (All).

4.2.1.1. Ensures Learning Management System (LMS) profile is current, (i.e. Supervisor, Cert Level, Due Date, Job Series, etc.).

4.2.1.2. Addresses questions with their FM chain of command (Supervisor, Superintendent, Comptroller, and HQ AFRC/FMXX).

4.2.1.3. Completes appropriate level of training; uploads/submits appropriate documentation for certification prior to due date.

4.2.2. Supervisor.

4.2.2.1. Verifies subordinates LMS profile is correct and notifies HQ AFRC/FMXX of discrepancies, (i.e. Supervisor, Cert Level, Due Date, Job Series, etc.).

4.2.2.2. Approves subordinates "Achievement" requests.

4.2.2.3. Explains DoD FM Certification Program requirements to subordinates.

4.2.2.4. Ensures required documentation is completed and filed.

4.2.2.5. Monitors subordinates progress and notifies HQ AFRC/FMXX of issues affecting status of timely completion.

4.2.3. Leadership.

4.2.3.1. Provides oversight of unit DoD FM Certification program.

4.2.3.2. Ensures all subordinates are aware of and comply with DoD FM Certification Program requirements.

RICHARD SCOBEE
Lieutenant General, USAF
Commander

Attachment 1**GLOSSARY OF REFERNCES AND SUPPORTING INFORMATION*****References***

AFI10-201, *Force Readiness Reporting*, 03 March 2016
AFI10-244, *Reporting Status of Air and Space Expeditionary Forces*, 15 June 2012
AFI33-322, *Records Management and Information Governance Program*, 22 March 2020
AFI33-360, *Publications and Forms Management*, 01 December 2015
AFI36-704, *Discipline and Adverse Actions of Civilian Employees*, 03 July 2018
AFI36-2651, *Air Force Training Program*, 03 January 2019
AFMAN36-2136, *Reserve Personnel Participation*, 06 September 2019
AFPAM65-110, *Deployed Agent Operations*, 09 October 2001
DoDI1300.26, *Operation of the DoD Financial Management Certification Program*, 31 January 2017

Prescribed Forms

No Forms Prescribed

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning Service
AEF—Air and Space Expeditionary Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPAM—Air Force Pamphlet
AFRC—Air Force Reserve Command
AFTR—Air Force Training Record
ANG—Air National Guard
ART—AEF Reporting Tool
ART—Air Reserve Technician
AT—Annual Tour
CCCC/4C—Combat Comptroller Contingency Course
CDC—Career Development Course

CFETP—Career Field Education and Training Plan

DFMC—Defense Financial Management Course

DoDI—DoD Instruction

DRRS—DoD Readiness Reporting System

DT—Development Team

FAM—Functional Area Manager

FAV—Functional Assistance Visit

FGC—Force Generation Center

FinPlan—Financial Plan

FM—Financial Management

FMOC—Financial Management Officer Course

IAW—In Accordance With

IR—Individual Reservist

LMS—Learning Management System

LogDet—Logistics Detail

MAAR—Monthly After Action Report

MATP—Master Annual Training Plan

MICT—Management Internal Control Toolset

MISCAP—Mission Capabilities Statement

MFM—MAJCOM Functional Manager

MOA—Memorandum of Agreement

OJT—On-the-Job Training

OPR—Office of Primary Responsibility

PFCM—Professional Financial Management Course

POC—Point of Contact

RCP—Reserve Component Period

SRO—Senior Rating Officer

STP—Seasoning Training Program

U&TW—Utilization and Training Workshop

UTA—Unit Training Assembly


UTC—Unit Type Code

UTM—Unit Training Manager

Attachment 2

DOD FINANCIAL MANAGEMENT CERTIFICATION PROGRAM LEVELS

Figure A2.1. Sample DoD Financial Management Certification Program Levels.



U.S. AIR FORCE

FM Certification Basics

FM Certification Level to Grade Mapping					
Cert Level	PL	Officer	Enlisted	Civilian	CET's
1	1	2 nd Lt – 1 st Lt O1 O2	E1 - E5 AB E1, Amn E2, A1C E3 SrA E4, SSgt E5	GS 1 – GS 9	40 hrs
2	3	Capt & Maj* O3 O4	E6 – E7 TSgt MSgt	GS 10 – GS 13*	60 hrs
3	5	Lt Col & Above O5 Col O6	E8 – E9 SMSgt CMSgt	GS 14 & Above	80 hrs

❖ Military Comptroller & GS-13 Civilian Comptroller at Host locations are Level 3
❖ Dual Persona must achieve higher level required by Mil or Civ position

2 Years to Complete Requirements

- New hires: 2 years from date assigned to FM coded position
- Promotion to grade/rank requiring higher Cert Level: 2 years from effective date of promotion