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Financial Management

**ADMINISTRATION OF THE
FINANCIAL MANAGEMENT CERTIFICATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements the Air Force program requirements for Department of Defense Instruction (DoDI) 1300.26, *DoD Financial Management (FM) Certification Program*, Air Force Policy Directive (AFPD) 65-1 *Management of Financial Services*, AFPD 65-5, and *Cost and Economics*. It provides Department of the Air Force policy for administration and management of the DoD FM Certification Program. Original DoD text appears in regular font; AF specific text appears as (Added) (DAF).

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SUMMARY OF CHANGES

DAFI 65-117 has been substantially revised and needs to be completely reviewed. Major changes include expansion of designated approval levels; certification levels to grade changes; SEL required access; definition of stagnant approvals; prohibited actions clarification; program exclusion of part-time and non-appropriated funds (NAF) employees; criteria for CET requirements and relief; and minimum CET hours.



DoD INSTRUCTION 1300.26

DoD FINANCIAL MANAGEMENT CERTIFICATION PROGRAM

Originating Component:	Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
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Approved by:	Michael McCord, Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense

Purpose: In accordance with the authority in DoD Directive 5118.03 and Section 1599d of Title 10, United States Code, this issuance:

- Establishes policy and assigns responsibilities for the DoD Financial Management Certification Program (DFMCP).
- Establishes the DoD Financial Management (FM) Senior Leadership Group (SLG), the FM Component Functional Community Manager (CFCM) Stakeholder Group, and their governing structure.

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION.....	4
1.1. Applicability.....	4
1.2. Policy.....	4
SECTION 2: RESPONSIBILITIES.....	5
2.1. Under Secretary of Defense (Comptroller)/Chief Financial Officer(USD(C)/CFO).	5
2.2. USD(P&R).	5
2.3. Inspector General of the Department of Defense (IG DoD).	6
2.4. Under Secretary of Defense for Intelligence and Security (USD(I&S)).	6
2.5. DoD Component Heads and Principal Staff Assistants	6
SECTION 3: GENERAL PROVISIONS.....	9
3.1. DFMCP MANAGEMENT.....	9
a. DoD FM SLG.....	9
b. CFCM Stakeholder Group.....	9
c. FM OFCM.....	10
d. DFMCP GBS.....	11
e. FM CFCMs.....	11
f. CCAs.....	12
g. LCA.....	12
h. CA.....	13
i. CM.....	14
j. Component A2.....	14
3.2. FM WORKFORCE.....	15
a. FM Workforce Members.....	15
b. Supervisors.....	15
SECTION 4: IDENTIFYING AND DESIGNATING FM POSITIONS.....	16
4.1. IDENTIFYING FM POSITIONS.	16
a. Civilian 05XX Series.....	16
Table 1. Civilian FM Occupational Series.....	16
b. Civilian Non 05XX Series.....	17
c. Military Positions.....	17
d. Dual Persona.....	17
4.2. DESIGNATING DFMCP CERTIFICATION LEVELS TO FM POSITIONS.....	17
4.3. INCLUSION OF FM WORKFORCE MEMBERS IN THE DFMCP.	18
SECTION 5: ACHIEVING AND SUSTAINING FM CERTIFICATION.....	20
5.1. ACHIEVING FM CERTIFICATION.....	20
a. FM Certification Requirements.....	20
b. Achievement of FM Certification.....	20
c. FM and Leadership Course Alignment.....	21
d. Certification Requirement Alternatives.....	21
5.2. CET REQUIREMENTS FOR SUSTAINING FM CERTIFICATION.....	22
5.3. WAIVERS AND TIME EXTENSIONS.....	23
a. DoD FM 101 Module Waiver Policy.....	23
b. Initial Certification Time Extension Policy.....	23
c. CET Time Extension Policy.....	23

GLOSSARY24
 G.1. ACRONYMS24
 G.2. DEFINITIONS25
REFERENCES27

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense (OIG DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

b. Nothing in this issuance will infringe on the OIG DoD’s statutory independence and authority as articulated in Chapter 4 of Title 5, United States Code, also known and referred to in this issuance as the “Inspector General Act of 1978,” as amended. In the event of any conflict between this issuance and the OIG DoD’s statutory independence and authority, the Inspector General Act of 1978 takes precedence.

1.2. POLICY.

a. The DFMCP supports the professional development of the FM workforce and provides a framework for a standard body of knowledge across the FM workforce.

b. As a condition of employment, FM employees in a DFMCP-coded position are required to complete the DFMCP certification or an approved alternative certificate within 2 years of assignment and remain current on the associated continuing education and training (CET) requirements.

(1) (Added) (DAF) This policy includes members of the FM workforce (military and civilian).

c. DFMCP requirements will be applied to all designated FM positions. DoD Components will designate the certification-level for FM positions based on the complexity and responsibility of the position.

SECTION 2: RESPONSIBILITIES

2.1. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER (USD(C)/CFO).

In addition to the responsibilities in Paragraph 2.5., the USD(C)/CFO:

- a. Establishes policy, provides oversight, monitors compliance, and directs resourcing for the DFMCP for the FM workforce on behalf of the Secretary of Defense.
- b. Prescribes professional certification and credential standards for FM positions within the DoD in coordination with the Under Secretary of Defense for Personnel and Readiness (USD(P&R)).
- c. Develops a methodology to measure DFMCP effectiveness.
- d. Regularly reviews and updates the DFMCP to ensure the program remains relevant and continues to provide the FM workforce with the required training and standard body of knowledge to achieve the program's purpose and to meet future DoD requirements. Coordinates changes to the DFMCP with all DoD Components.
- e. Establishes and maintains a system of record for the execution and management of the DFMCP in coordination with the USD(P&R) and DoD Component heads and Principal Staff Assistants.
- f. Chairs the DoD FM SLG.
- g. Appoints, in writing, the FM OSD Functional Community Manager (OFCM) to oversee the DFMCP in accordance with Volume 250 of DoD Instruction (DoDI) 1400.25. The OFCM appoints the Governing Body Secretary (GBS) to approve courses for DFMCP alignment on behalf of the FM OFCM.
- h. Waives, in writing, any requirement in writing prescribed in the DFMCP as they determine appropriate. Maintains records of waivers and approvals in accordance with DoDI 5015.02.

2.2. USD(P&R).

In addition to the responsibilities in Paragraph 2.5., the USD(P&R):

- a. Supports the USD(C)/CFO in maintaining the DFMCP in compliance with applicable manpower and personnel management statutes, regulations, and DoD issuances.
- b. Works with DoD Components to ensure all FM civilians and FM positions are coded to specify the required DFMCP certification level in the DoD civilian personnel systems of record.

The DFMCP requirement must be entered in both the person and position areas of the DoD civilian personnel systems.

- c. Provides a weekly feed of current user data to the DFMCP system of record.
- d. Accepts weekly feed of current DFMCP user data for processing and storage in USD(P&R) personnel systems.
- e. Complies with collective bargaining obligations, as applicable, as the DFMCP requirement is a condition of employment.

2.3. INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE (IG DoD).

In accordance with Paragraph 1.1.b. and consistent with the authorities granted to the IG DoD pursuant to DoD Directive 5100.01 and DoDI 7600.02, and in addition to the responsibilities in Paragraph 2.5., the IG DoD:

- a. Maintains independence to conduct and supervise audits, evaluations, inspections, and investigations relating to DoD programs and operations under their purview.
- b. Designates DFMCP positions, as appropriate, for IG DoD and Defense Intelligence Component Offices of the Inspectors General personnel to participate in the DFMCP.

2.4. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE AND SECURITY (USD(I&S)).

Pursuant to Executive Order 12333 and in addition to the responsibilities in Paragraph 2.5., the USD(I&S) designates DFMCP positions, as appropriate, for USD(I&S) personnel to participate in the DFMCP.

2.5. DoD COMPONENT HEADS AND PRINCIPAL STAFF ASSISTANTS

The DoD Component heads and Principal Staff Assistants:

- a. Administer the DFMCP in accordance with this issuance.
 - (1) Components may specify additional requirements to support their specific mission.
 - (2) Components may **not** delete or modify any of the minimum DFMCP requirements outlined in this issuance.
- b. Appoint, in writing, a FM CFCM within 30 days of assignment to the position who will support the Office of the USD(C) (OUSD(C))/CFO with the administration of the DFMCP and participate in the FM CFCM Stakeholder Group meetings, as outlined in Section 3.

c. Appoint, in writing, individuals to serve as the DFMCP Component certification authority (CCA) and ensure CCAs are trained in their roles and responsibilities. Components may delegate appointment authority to FM CFCMs and may designate multiple CCAs, as required for their organization.

(1) (Added) (DAF) Secretary of the Air Force Financial Management and Comptroller (SAF/FM) delegates the CCA to Command Comptrollers, Deputy Comptrollers, Enlisted Functional Managers, and Division Chiefs. Further delegation is prohibited. (T-1)

(2) (Added) (DAF) SAF/FM delegates CCA and alternate CCA authority for the DAF program including Secretariat-level and any field-level GS-15 and O-6 to the Director, Workforce Management and Executive Services (SAF/FME); the Chief, Workforce Development (SAF/FMEW); and the Executive for Enlisted Matters. (T-1)

(3) (Added) (DAF) SAF/FM delegates CCA and alternate CCA authority for non-Command affiliated organizations (e.g. HAF, USAFA, etc.) to each Director, Deputy Director, and Senior Enlisted Leader (SEL). (T-1) For additional information, please refer to Attachment 1, AF CCA Memorandum. (T-1)

(4) (Added) (DAF) SAF/FM delegates the CCA to the Auditors General of the Air Force for personnel in the 0511 series. It is prohibited to delegate below the Assistant Auditor Generals; Director of Operations; or the Chief, Force Development. (T-1)

d. Identify individuals to serve as the DFMCP Component's approver level 2 (A2), if the Component requires an intermediary authority to ensure submissions submitted to the CCA are complete and accurate at the organizational level. Components may designate multiple A2s, as required for their organization. Ensure A2s are trained in their roles and responsibilities.

e. Identify individuals to serve as a lead Component administrator (LCA) and Component administrator (CA) for the DFMCP.

(1) (Added) (DAF) All AF FM SELs will obtain CA access for installation level oversight of the DFMCP. Installations shall have at least a primary and alternate CA appointed for continuity. (T-1)

f. Grant all FM workforce members reasonable duty time to complete the DFMCP coursework and sustain certification to meet DFMCP suspense dates.

g. Assign each applicable civilian and military FM position with the appropriate certification level in accordance with established classification categories. Coordinate with the appropriate human resources office to ensure the person and position are accurately coded in personnel data systems.

(1) (Added) (DAF) AF FM supervisors ensure the positions are updated with FM Certification coding on the UMD. (T-1)

h. Review and validate civilian FM position descriptions, as well as the appropriate Service classification document for military occupational specialties or ratings, stipulate the DFMCP requirement, and identify the specific certification level.

(1) (Added) (DAF) AF FM supervisors ensure the following statement on all AF

FM PDs: “This is a Financial Management Level X (i.e. 1, 2, or 3) certified position in accordance with (IAW) Title 10 United States Code, Section 1599d. (T-0) Incumbent will satisfy the requirements of this certification program.” (T-0)

- i. Appoint, in writing, course managers (CM) to align courses to the DFMCP.
- j. Monitor achievement of required CET hours of FM workforce members and require CET hours be documented in the DFMCP system of record.
- k. Integrate the DFMCP with the Component’s career roadmaps, individual development plans, and personnel policies and procedures.
 - (1) (Added) (DAF) All FM personnel to include all civilian FM personnel participating in the FM Certification Program, may utilize the myVector IDP to document development plans. (T-1)**
- l. Allocate budget resources, within fiscal controls, for the Component’s management and execution of the DFMCP.
- m. Coordinate on DFMCP certification levels of joint- and defense-level positions across the DoD.
- n. Comply with collective bargaining obligations, when applicable, as the DFMCP requirement is a condition of employment.

SECTION 3: GENERAL PROVISIONS

3.1. DFMCP MANAGEMENT.

a. DoD FM SLG.

(1) The DoD FM SLG oversees the operation of the DFMCP and will generally meet once annually and at the call of the Chair.

(2) Membership includes:

(a) USD(C)/CFO, as the Chair.

(b) FM OFCM.

(c) Assistant Secretaries of the Military Departments for Financial Management and Comptrollers.

(d) Directors of the Defense Contract Audit Agency and Defense Finance and Accounting Service.

(e) Others as the USD(C)/CFO considers appropriate.

b. CFCM Stakeholder Group.

(1) Oversees the execution of the DFMCP at the DoD Component-level, advises the SLG through the FM OFCM on workforce and program issues, consults on time-sensitive actions and requirements of the DFMCP, and provides input and recommendations.

(2) Is chaired by the FM OFCM and will be composed of the DoD Component FM CFCMs and others, as the Chair considers appropriate. When meeting to develop and vote on the course alignment business rules, the membership will also include non-voting advisory representation from:

(a) Office of the USD(I&S).

(b) GBS.

(c) Others, as the Chair considers appropriate.

(3) Meets at the call of the Chair.

(4) Assists in the annual validation of the certification framework and curriculum to ensure it reflects the knowledge and skills required to be successful within functional areas, as appropriate.

(5) Establishes business rules to align content of courses not currently aligned in the DFMCP system of record to FM and leadership competencies for FM workforce member credit.

c. FM OFCM.

The FM OFCM:

- (1) Is appointed in writing by the USD(C)/CFO.
- (2) Advises and supports the USD(C)/CFO in workforce development matters for the DoD-wide FM community, including the management and execution of the DFMCP, in accordance with this issuance and Volume 250 of DoDI 1400.25.
- (3) Serves as the Executive Secretary of the DoD FM SLG for the USD(C)/CFO.
- (4) Chairs the DoD FM CFCM Stakeholder Group.
- (5) Establishes and maintains a DoD FM certification framework compliant with competency models. Validates the certification framework and curriculum to ensure it is reflective of the knowledge and skills required to be successful within functional areas.
- (6) Issues supplemental guidance to DoD Components on how to execute the DFMCP and coordinates updates with the FM CFCMs and other stakeholders. Maintains the DFMCP Operations Guide with detailed procedures for the DFMCP. The DFMCP Operations Guide can be found on FM Online.
- (7) Assists DoD Components in executing the DFMCP.
- (8) Provides quality assurance for the DFMCP, including review of DoD Component-approved waivers, certifications, time extensions, and CET submissions.
- (9) Establishes, collects, and reviews DFMCP and workforce metrics.
- (10) Resources, manages, and oversees the DFMCP system of record.
- (11) Appoints the DFMCP GBS in writing.
- (12) Regularly updates the DFMCP system of record course inventory.
- (13) Provides DFMCP user and administrative training, as well as training aids, to support FM workforce members, supervisors, CAs, and CCAs.
- (14) Ensures access to FM courses necessary to support curriculum requirements.
- (15) Develops enterprise FM workforce strategies and guidance in support of recruitment, training, development, and retention of FM personnel, in coordination with the DoD Components.
- (16) Leads and oversees strategic human capital planning efforts within the FM community in accordance with Volume 250 of DoDI 1400.25.

(17) Provides guidance for the development of career models for civilian and military FM personnel regarding education, training, experience, and assignments necessary for career progression.

d. DFMCP GBS.

The DFMCP GBS:

- (1) Is appointed by the FM OFCM.
- (2) Oversees the timely alignment of courses to FM and leadership competencies.

e. FM CFCMs.

FM CFCMs:

(1) Are appointed in writing by the Assistant Secretary or Principal Deputy Assistant Secretary for Financial Management and Comptroller for the Military Departments or by their senior FM representative for all other Components. Copies of appointment letters will be provided to the FM OFCM within 30 days of appointment.

(2) Assist the FM OFCM with establishing and maintaining a certification framework compliant with competency models. Validate the certification framework and curriculum to ensure it is reflective of the knowledge and skills required to be successful within functional areas, as appropriate.

(3) Execute the DFMCP for their Component in accordance with this issuance.

(4) Oversee the timely alignment of their Component courses to FM and leadership competencies.

(5) Represent their Component on the FM CFCM Stakeholder Group in accordance with this issuance.

(6) Serve as their Component's functional point of contact for the FM OFCM.

(7) Appoint LCAs, CAs, A2s, and CMs if delegated authority from their Component head. The FM CFCM may further delegate only the appointment of A2s and CAs based on organizational structure and chain of command.

(8) Help the FM OFCM:

(a) To develop enterprise strategies and guidance in support of recruitment, training, development, and retention of FM personnel.

(b) With strategic human capital planning efforts within the FM community in accordance with Volume 250 of DoDI 1400.25.

(c) With the development of career models for civilian and military FM personnel regarding education, training, experience, and assignments necessary for career progression.

f. CCAs.

The CCAs:

(1) Are appointed in writing by the Assistant Secretary or Principal Deputy Assistant Secretary for Financial Management and Comptroller for the Military Departments, or by their senior FM representative for all other Components, unless delegated to the FM CFCM. Appointment letters must be provided before system access is granted. The CCA and supervisor may not be the same person unless another person is assigned as the A2

(2) Support the FM CFCM in the administration of the DFMCP.

(3) Serve as the approval authority for achieving certification, as required by the DFMCP.

(a) (Added) (DAF) Approval actions should be completed within 14 calendar days from the date of submission. Approvals that remain pending beyond this 14-day period will be classified as aged and stagnant. Additionally, packages that are past due or are due within the next 30 calendar days should receive prioritized attention to ensure timely processing and compliance with established timelines. (T-1)

(4) Monitor and track the progress of the FM workforce members under their approval authority.

(5) Approve or disapprove FM 101 course module waiver requests.

(6) Approve or disapprove time extension requests.

(7) Complete required OUSD(C)/CFO DFMCP training on the roles, responsibilities, and functionality of the system of record before being appointed as a CCA.

(8) May not further delegate these roles and responsibilities.

g. LCA.

The LCA:

(1) Is appointed by the FM CFCM via the system access request form to manage the administration of the DFMCP within the system of record.

(2) Completes required OUSD(C)/CFO DFMCP training on the roles, responsibilities, and functionality of the system of record before being appointed as an LCA.

(3) Assigns their Component's CCA, CA, and A2 approval roles within the Component's organizational hierarchy.

(4) Manages CA, A2, and CCA account creation and deletion, including submitting

appointment letters for CCAs, to the FM OFCM before system access.

(5) Oversees and supports their Component CAs, including ensuring CAs complete system of record training.

(6) Runs their Component DFMCP reports for respective leadership, FM CFCMs, and CCAs, as requested.

(7) (Added) (DAF) Build and manage the organizational hierarchies at the Component level. (T-1)

h. CA.

The CA:

(1) Assists the LCA in managing the administration of the DFMCP within the system of record.

(2) Completes required OUSD(C)/CFO DFMCP training on the roles, responsibilities, and functionality of the system of record before being appointed as a CA.

(3) (Added) (DAF) Designated CAs may assist the Lead CA in identifying changes to organizational hierarchies. It is the Lead CA responsibility to build and manage hierarchies in the FM LMS. (T-1)

(4) (Added) (DAF) Designated CAs may assist the Lead CA in identifying required changes to organization assignment on user profiles. It is the Lead CAs' responsibility to update organization assignments on military user profiles. (T-1) The interface between the personnel system and FM LMS updates the organization assignment for civilian user profiles. (T-0)

(5) (Added) (DAF) Update and maintain user profiles including assign managers, update email addresses, reset user PINs, and edit learning recorded by users to correct mistakes.

(a) (Added) (DAF) It is a prohibited action for designated CAs to change profile activity status (activation or deactivation) or update organization assignment. (T-1) These actions are performed by AF Lead CAs upon verification in the military personnel system or through the civilian interface. (T-1)

(b) (Added) (DAF) It is a prohibited action for designated CAs to assign alternate managers on user profiles. (T-0)

(c) (Added) (DAF) It is a prohibited action for designated CAs to alter or delete courses marked as 'Completed Online', certification award stamps, APC achievement stamps, or approved competencies after certification has been awarded. (T-1)

(d) (Added) (DAF) It is a prohibited action for designated CAs to delete entries on user records that have been recorded or updated by OSD, WHS, or LCAs. (T-1)

(6) (Added) (DAF) Run user management reports and make necessary corrections to user learning events. (T-1)

- (7) **(Added) (DAF) It is a prohibited action for designated CAs to proxy into another user's account and perform approval actions. (T-0)**

i. CM.

The CM:

- (1) Is appointed by the FM CFCM to be their Component point of contact for managing the course database.
- (2) Completes required OUSD(C)/CFO DFMCP training on the roles, responsibilities, and functionality of the system of record before being appointed as a CM.
- (3) Collects, reviews, submits, updates, and tracks their Component course alignment requests.

j. Component A2.

The Component A2:

- (1) Is appointed, at their Component's discretion, to serve as an intermediary authority at the organizational level for approving certification requests.
- (2) Ensures requests for certification are complete before forwarding to the CCA.
- (3) Completes DFMCP training on the roles, responsibilities, and functionality of the system of record.
- (4) Monitors and tracks the progress of the FM workforce members under their approval authority.
 - (a) **(Added) (DAF) Approval actions should be completed within 14 calendar days from the date of submission. Approvals that remain pending beyond this 14-day period will be classified as aged and stagnant. Additionally, packages that are past due or are due within the next 30 calendar days should receive prioritized attention to ensure timely processing and compliance with established timelines. (T-1)**

3.2. FM WORKFORCE.

a. FM Workforce Members.

FM workforce members will:

- (1) Participate in the DFMCP.
- (2) Achieve their required certification level within 2 years of notification of requirements and sustain certification, as required in Paragraph 5.2.
- (3) Record earned CET hours in the DFMCP system of record and provide evidence of the documented courses, as requested, by auditors.
- (4) Complete DFMCP training on the roles, responsibilities, and functionality of the system of record.
- (5) Notify supervisor and human resources personnel of dual persona status, as defined in the Glossary. The FM workforce member must achieve and maintain the highest of the two levels assigned.

b. Supervisors.

- (1) Supervisors:
 - (a) Provide guidance to FM workforce members on which education and training is most valuable for job and mission performance and record this guidance in individual development plans.
 - (b) Serve as the approval authority for DFMCP requirements. If the supervisor in the system of record is not the member's actual supervisor, then coordinate with the non-FM supervisor.
 - i. **(Added) (DAF) Approval actions should be completed within 14 calendar days from the date of submission. Approvals that remain pending beyond this 14-day period will be classified as aged and stagnant. Additionally, packages that are past due or are due within the next 30 calendar days should receive prioritized attention to ensure timely processing and compliance with established timelines. (T-1)**
 - (c) Notify FM workforce members of their DFMCP requirements, in writing, based on their assigned position. Require signed acknowledgement by FM workforce member.
 - (d) Assist FM workforce members in achieving their certification level within the required timeframe by providing the necessary time, resources, and support.
 - (e) Initiate progressive disciplinary action when the FM workforce member is noncompliant with FM certification policy.
- (2) The supervisor and the CCA may not be the same person unless another person is assigned as the A2.

SECTION 4: IDENTIFYING AND DESIGNATING FM POSITIONS

4.1. IDENTIFYING FM POSITIONS.

The DFMCP applies to the following categories of FM positions:

a. Civilian 05XX Series.

(1) Civilian positions coded with the 05XX Occupational Series are listed in Table 1.

Table 1. Civilian FM Occupational Series

Series Number	Series Title
0501	Financial Administration and Program
0503	Financial Clerical and Assistance
0505	Financial Management
0510	Accounting
0511	Auditing
0525	Accounting Technician
0530	Cash Processing
0540	Voucher Examining
0544	Civilian Pay
0545	Military Pay
0560	Budget Analysis
0561	Budget Clerical and Assistance
0599	Financial Management Student Trainee

(a) (Added) (DAF) FM personnel in the Recent Graduates Program are included in the FM Certification Program. (T-1)

(2) Part-time FM civilian employees may be included in the DFMCP at the discretion of each DoD Component.

(a) (Added) (DAF) Part-time FM civilian employees are excluded from the DFMCP under DAF. (T-0)

(3) Non-appropriated fund FM civilian employees may be included in the DFMCP at the discretion of each DoD Component.

(a) (Added) (DAF) Non-appropriated fund FM civilian employees are excluded from the DFMCP under DAF. (T-0)

(4) Temporary and term employees are not subject to the DFMCP.

(5) Foreign national and local national civilian employees are not eligible for participation in the DFMCP.

b. Civilian Non 05XX Series.

(1) DoD Components may designate civilian positions not coded with the 05XX Occupational Series performing, supervising, or managing work of a fiscal, FM, accounting, auditing, cost, or budgetary nature.

(2) **(Added) (DAF) FM positions outside of the 05XX occupational series performing more than 50% FM duties (e.g., Resource Advisors, FM training instructors, program analysts, operations research analyst, etc.). For non-FM series positions, the owning unit must concur on position inclusion and Command CCAs have the final approval authority for program enrollment. (T-1)**

c. Military Positions.

(1) The DFMCP applies to Military positions coded with the FM comptroller or resource management specialty code.

(2) DoD Components may designate military positions that are not coded with the FM comptroller or resource management specialty code, but perform, supervise, or manage FM work of a fiscal, FM, accounting, auditing, cost, or budgetary nature when designated by DoD Components.

(3) **(Added) (DAF) FM positions are defined as those coded with an Air Force Specialty Code (AFSC) of 65FX, 65WX, or 6F0XX, or outside of the 65FX, 65WS, or 6F0XX AFSC performing more than 50% FM duties (e.g., Resource Advisors, Health Administration Resource Management, program analysts, operations research analyst, etc.). For non-FM series positions, the owning unit must concur on position inclusion and Command CCAs have the final approval authority for program enrollment. (T-1)**

d. Dual Persona.

FM members in dual persona status must achieve the higher of the two levels of certification by the date of the higher certification level requirement. If certification levels are the same, then the required by date is the earlier of the two certification requirements. The procedures for handling dual persona FM workforce members enrolled in the DFMCP are contained in the DFMCP Operations Guide.

4.2. DESIGNATING DFMCP CERTIFICATION LEVELS TO FM POSITIONS.

a. DoD Components designate the required certification level for each FM position within their Component and are responsible for updating position descriptions and joint manning documents in accordance with Chairman of the Joint Chiefs of Staff Instruction 1001.01. The DoD Components have discretion in applying the guidance to their respective organizations for all pay plans, including other broadband or pay-band equivalent.

- (1) (Added) (DAF) The designated critical FM positions are AF FM Squadron and ANG FM Flight Commanders (on “G” series orders). These positions are coded at FM Certification Level 3. (T-1)
- (2) (Added) (DAF) The designated critical FM positions are AF Reserve (AFR) Component FM Civilians who are GS-13 Comptrollers. AFR CA codes these positions at FM Certification Level 3. (T-1)
- (3) (Added) (DAF) The designated critical FM positions are vectored SEL E-7s. These positions are coded at FM Certification Level 3. (T-1)
- (4) (Added) (DAF) DAF FM positions that are "growth positions" are coded at the target grade. (T-0)

Figure 1a. (Added) (DAF) FM Certification Level to Grade Mapping

LEVEL	OFFICER	ENLISTED	CIVILIAN	NOTE
1	O-1 & O-2	E-1 through E-4	GS/GG-01 through GS/GG-09 NH-01 through NH-02 NK-01 through NK-30 DO-01, DR-01 DU-01 through DU-03	1, 3
2	O-3 & O-4	E-5 through E-7	GS/GG-10 through GS/GG-13 NH-03, DO-02, DR-02, DU-04	1, 2, 3
3	O-5 & Above	E-8 & Above	GS/GG -14 & Above NH-04, DO-03, DR-03	2, 3

Note 1 Employees in training or growth positions are coded at the target grade, whereas NH-02 employees assigned to excepted Level 2 positions based on the position requirements document. (T-1)

Note 2 SQ/CCs, GS-13 Comptrollers, and E-7’s in vectored SEL positions are coded Level 3. (T-1)

Note 3 Dual Persona are coded at the highest Level of the two positions

- b. DoD Components must ensure the appropriate DFMCP certification level is reflected in the appropriate Service classification document for military occupational specialties or ratings and civilian position descriptions.
- c. DoD Components should designate the appropriate DFMCP certification level in their Component’s organizational manpower systems.

4.3. INCLUSION OF FM WORKFORCE MEMBERS IN THE DFMCP.

a. Within 30 days of appointment to a DFMCP-required position, the DoD Component will inform the FM workforce member, in writing, of the requirement and DFMCP certification level and the employee will be required to acknowledge by signature. The position appointment date is considered the actual start date.

b. The DoD Component will document the employee has satisfied their appropriate certification requirements or establish a plan to meet the requirements within 2 years of certification requirement notification.

c. FM workforce members with a higher-level certification may use it to satisfy lower-level certification requirements, provided they maintain CETs at the higher certification level.

d. If during the initial 2 years before achieving certification the FM workforce member:

(1) Transfers to a new position requiring the same certification level as the previous position, then the DoD Component notifies the FM workforce member, in writing, of the requirement to complete certification within the original 2-year period.

(2) Transfers to a position for which they have already achieved the required certification level, then the DoD Component notifies the member of the requirement to maintain certification by completing CETs.

(3) Transfers to a position requiring a higher certification level than the previous position, then the DoD Component notifies the FM workforce member, in writing, of the requirement to complete the new, higher level within 2 years. The position appointment date is considered the actual start date.

(4) Transfers to a position requiring a lower certification level than the previous position then the DoD Component notifies the FM workforce member, in writing, to complete the new, lower-level certification within 2 years. The position appointment date is considered the actual start date for the lower-level certification. (Additional information regarding transferring to a lower certification level can be found in Paragraphs 4.3.c, 5.1.b.(4), and 5.2.d.)

(a) (Added) (DAF) Personnel certified at a higher level and assigned to a lower certification level will maintain the higher-level CETs. Personnel are not required to obtain a lower-level certification and may use CET relief for any differences in the levels. (T-0)

SECTION 5: ACHIEVING AND SUSTAINING FM CERTIFICATION

5.1. ACHIEVING FM CERTIFICATION.

a. FM Certification Requirements.

- (1) The DFMCP is an FM and leadership course-based certification program.
- (2) The FM workforce member must complete the required course hours for each specified FM competency, at the proficiency level prescribed.
- (3) FM employees are not required to complete lower-level certifications before completing the higher-level certifications.
- (4) **(Added) (DAF) All Level 1 and 2 members of the FM workforce must select one primary track. Civilian employees at these levels are required to align their primary track to their occupational series, while military personnel should base their primary track on their current position assignment. Additionally, personnel may choose an alternate track provided that it is in a different competency area than their primary track. (T-0)**

b. Achievement of FM Certification.

- (1) Members must obtain the FM certification as a condition of employment. In the event a member cannot obtain the FM certification within the initial 2-year period, the member may request a time extension from the CCA for approval.
- (2) Once an FM workforce member is included in the DFMCP, the member uses the system of record to document certification requirements.
- (3) Supervisors are responsible for tracking FM workforce member progress toward certification. If an individual fails to obtain the required certification and was not granted a time extension, then the individual may be subject to progressive disciplinary action.
 - (a) **(Added) (DAF) If an individual fails to obtain the required FM Certification by the required due date (including any CCA approved time extensions), the individual may be subject to adverse actions, up to and including, reassignment to a lower grade, reassignment to a non-FM position, or removal from government service. Supervisors and chains of command are responsible for enforcing standards for the condition of employment. (T-0)**
- (4) Once an FM workforce member completes their certification requirements, the FM workforce member is awarded the appropriate certification level designation. At any time during their career, the FM workforce member may only claim the certification level currently maintained.
 - (a) **(Added) (DAF) Once a military member achieves certification at the level required for the position assigned, the member is awarded the following**

designation and Special Experience Indicator (SEI). (T-0)

- i. Certification Level 1: DoD FM Certification Level 1 (DFMC1), SEI: YDA (Officers), SEI: 096 (Enlisted)**
- ii. Certification Level 2: DoD FM Certification Level 2 (DFMC2), SEI: YDB (Officers), SEI: 097 (Enlisted)**
- iii. Certification Level 3: DoD FM Certification Level 3 (DFMC3) SEI: YDC (Officers), SEI: 098 (Enlisted)**

c. FM and Leadership Course Alignment.

(1) The FM myLearn Course Search (e-Catalog) on FM myLearn contains FM and leadership courses aligned to the DFMCP for initial certifications.

(2) A DFMCP recognized course is defined as a structured learning event with at least one course objective and an agenda or outline, including a syllabus.

(3) The CFCM Stakeholder Group is responsible for the development, discussion, approval, documentation, and modification of business rules for FM and leadership course alignment.

d. Certification Requirement Alternatives.

(1) FM workforce members in an active and current DFMCP status may also present and maintain one of the five professional certifications to meet any of the DFMCP certification levels. The five professional certifications are:

- (a) Certified Defense Financial Manager.
- (b) Certified Government Financial Manager.
- (c) Certified Information Systems Auditor.
- (d) Certified Management Accountant.
- (e) Certified Public Accountant.

(2) FM workforce members are responsible for presenting proof of a valid and active certification within the 2 years prescribed in Paragraph 3.2.a.(2). FM workforce members are authorized no more than 81 hours of official time to pursue one of the five professional certifications.

(3) FM workforce members must remain compliant with all CET requirements associated with the alternative professional certification, as determined by applicable State, association, or regulatory requirements.

(4) FM workforce members are responsible for documenting their alternative professional certification compliance within the DFMCP system of record.

5.2. CET REQUIREMENTS FOR SUSTAINING FM CERTIFICATION.

- a. Upon achieving their FM certification, FM workforce members must maintain their certification by completing CET requirements every 2 years.
- b. CETs must be documented in the DFMCP system of record.
- c. FM workforce members are subject to CET audits and will be required to provide supporting documentation of CETs earned for previous two CET cycles (i.e., 4 years). FM workforce members must comply with the CET audit or will be classified as non-compliant.
 - (1) **(Added) (DAF) Acceptable documentation includes training certificates, transcripts, training completion statements from the host, or a supervisor MFR which reflects the FM subject matter of training, date(s) of training, and number of CETs awarded. (T-0)**
- d. FM workforce members must maintain certification at the assigned level of the position or at a higher level. Unless the FM workforce member completes higher-level CETs to maintain the higher-level certification, the FM workforce member will be regarded as certified at the assigned level of the position.
 - (1) **(Added) (DAF) Personnel certified at a higher-level, assigned to a lower certification level will maintain the higher-level CETs and are regarded as certified at the higher-level. Personnel may use CET relief for any differences in the levels. (T-0)**
- e. Work-equivalency or experience credits, such as on-the-job training, are not creditable for CETs.
- f. The OFCM has the authority to grant CETs, as appropriate.
- g. The USD(C)/CFO may prescribe specific CET requirements for the FM workforce or portions of the FM workforce, within the CET requirements for each certification level.
- h. The DoD Components may prescribe specific CET requirements for their Component or portions of their Component, within the CET requirements for each certification level.
- i. **(Added) (DAF) CET activities are not mapped for certification and may be at any proficiency level. Minimum CETs claimed are 0.25-hour and then in subsequent 0.25-hour increments. (T-0)**
- j. **(Added) (DAF) An FM workforce member who departs, becomes inactive while in a non-FM position, then returns, to an FM-coded position is automatically qualified for CET relief for the period leading up to current position. The relief is granted for the CET cycle the member departed until the month prior to their return to a coded position. CET relief must be documented and signed by the member's supervisor and will be recorded in the LMS. If the FM workforce member does not desire relief from CET requirements and accomplishes CETs, no action is taken by the member or the supervisor to document that election. (T-0)**

5.3. WAIVERS AND TIME EXTENSIONS.

a. DoD FM 101 Module Waiver Policy.

- (1) FM workforce members may request waivers for DoD FM 101 modules.
- (2) CCAs are authorized to waive any of the DoD FM 101 modules (up to the maximum of six), except for the DoD Audit and Remediation module, in accordance with the DoD Component's implementation guidance.
- (3) **(Added) (DAF) DAF personnel are required to complete every DoD FM 101 module unless a mapped course provides substitution credit. (T-0)**

b. Initial Certification Time Extension Policy.

- (1) FM workforce members may request one or more-time extensions, with supporting rationale, if they are unable to complete their certification requirements within the 2-year time period.
- (2) The respective CCA is the approval authority for all time extension requests.
- (3) CCAs may approve time extensions greater than 1 year to complete the FM workforce member's experience requirement. In this case, the FM workforce member is required to complete all competency requirements and mandatory training except experience and developmental assignment within the 2-year window. DoD Components are encouraged to ensure continuing education is occurring for individuals in 2- to 6-year time extensions.
- (4) Time extensions with supporting rationale are subject to audits.

c. CET Time Extension Policy.

- (1) FM workforce members may request a CET time extension in 1-year increments, with supporting rationale, if they are unable to complete their CET requirements within the 2-year time period.
- (2) The respective CCA is the approval authority for all time extension requests.
- (3) Time extensions with supporting rationale are subject to audits.
- (4) A CET time extension does not delay the start date of the FM workforce member's next 2-year CET cycle.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
A2	Approver level 2
CA	Component administrator
CCA	Component certification authority
CET	continuing education and training
CFCM	Component Functional Community Manager
CM	course manager
DAF	Department of the Air Force
DFMCP	DoD Financial Management Certification Program
DoDI	DoD instruction
FLDCOM	Field Command
FM	financial management
GBS	Governing Body Secretary
IG DoD	Inspector General of the Department of Defense
LCA	lead Component administrator
MAJCOM	Major Command
MFR	Memorandum for Record
OFCM	OSD Functional Community Manager
OIG DoD	Office of Inspector General of the Department of Defense
PL	Proficiency Level
SAF/FME	Director, Workforce Management and Executive Services
SAF/FMEW	Chief, Workforce Development
SEI	Special Experience Indicator
SEL	Senior Enlisted Leader
SLG	senior leadership group
UMD	Unit Manpower Document
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(I&S)	Under Secretary of Defense for Intelligence and Security
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
achievement	The completion of the required course hours necessary to satisfy an FM or leadership competency at a specific certification level, as outlined in Section 5 of this issuance.
CET	A unit of FM and leadership continuing education and training required by FM workforce members to maintain professional credentials and to improve their FM proficiency and skills. One CET is equal to 50 minutes of training.
competency	A combination of knowledge, skills, abilities, and behaviors an individual needs to perform work roles or occupational functions successfully.
course	A structured learning event with at least one course objective and an agenda or an outline, including a syllabus. Work-equivalency credits, experience credits, or projects are not creditable for CETs.
course-based certification	Certification based on successful completion of courses, instead of certification based on passing a test.
Defense Intelligence Components	Defined in DoD Directive 5143.01.
dual persona	For the purposes of the DFMCP, Reserve Component FM workforce members who have FM certification requirements for both their military and civilian DoD position.
FM Online	A multi-purpose website developed by OUSD(C)/CFO for the DoD FM workforce to serve as an online catalog of professional training opportunities for FM personnel and support career-long learning objectives.
FM position	Positions or a group of positions (including civilian and military positions) performing, supervising, or managing work of a fiscal, FM, accounting, auditing, cost, or budgetary nature, or that require the performance of FM-related work.

TERM	DEFINITION
FM workforce	A workforce made up of all DoD military in FM occupational specialties and civilian personnel in the 05XX series. DoD civilians not in 05XX Occupational Series and military personnel not in FM-coded positions performing FM can be included in the FM workforce if designated by their DoD Component.
GBS	The individual who approves courses for DFMCP alignment on behalf of the FM OFCM.
proficiency level	The level at which competencies are performed.

REFERENCES

- Chairman of the Joint Chiefs of Staff Instruction 1001.01c, “Joint Manpower and Personnel Program,” 21 February 2024
- DoD Directive 5100.01, “Functions of the Department of Defense and Its Major Components,” September 17, 2020, as amended
- DoD Directive 5118.03, “Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense,” April 4, 2023
- DoD Directive 5143.01, “Under Secretary of Defense for Intelligence and Security (USD(I&S)),” April 6, 2020, as amended
- DoD Instruction 1400.25, Volume 250, “DoD Civilian Personnel Management System: Civilian Strategic Human Capital Planning (SHCP),” June 7, 2016
- DoD Instruction 5015.02, “DoD Records Management Program,” August 17, 2017, as amended
- DoD Instruction 7600.02, “Audit Policies,” October 31, 2023, as amended
- Executive Order 12333, “United States Intelligence Activities,” December 4, 1981, as amended
- Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense, “DoD Financial Management Certification Program Operations Guide,” current edition
- United States Code, Title 5, Chapter 4 (also known as the “Inspector General Act of 1978,” as amended)
- United States Code, Title 10, Section 1599d, **2006 edition**
- (Added) (DAF) AFI 17-130, *Cybersecurity Program Management*, 13 February 2020**
- (Added) (DAF) DAFMAN 17-1301, *Computer Security*, 09 December 2024**
- (Added) (DAF) AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020**
- (Added) (DAF) AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020**
- (Added) (DAF) DAFI 90-160, *Publications and Forms Management*, 14 April 2022**
- (Added) (DAF) Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*, 25 June 2018**
- (Added) (DAF) DAFPD 65-3, *Audit Services*, 23 May 2023**
- (Added) (DAF) AFPD 65-5, *Cost and Economics*, 18 December 2018**
- (Added) (DAF) DAFPD 65-6, *Budget*, 27 September 2023**
- (Added) (DAF) DoD Instruction 5400.11, *Department of Defense Privacy and Civil Liberties Program*, 08 December 2020**