



# Certified Defense Financial Manager



## Candidate Handbook

AMERICAN SOCIETY OF MILITARY COMPTROLLERS



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# CDFM™ Candidate Handbook

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# CDFM™ Certification Overview

## Introduction

Thank you for your interest in the Certified Defense Financial Manager (CDFM) Certification Program provided by the American Society of Military Comptrollers (ASMC). This candidate handbook is intended to support those interested in pursuing the CDFM or Certified Defense Financial Manager with Acquisition Specialty (CDFM-A) certification. If you have questions about this guide or any other part of the CDFM Certification Program, please contact us at:

Email: [certification@asmconline.org](mailto:certification@asmconline.org)

Phone: (703) 549-0360 / (800) 462-5637

Hours: Mon-Fri 8:30am – 4:30pm ET

It is the CDFM candidate's responsibility to read and understand this entire handbook—including all policies, procedures, and examination rules—prior to pursuing certification. We encourage you to check the CDFM certification section of the ASMC Web site at [www.asmconline.org](http://www.asmconline.org) for the most current policies, procedures, and CDFM Candidate Handbook. Please be advised that ASMC reserves the right to modify its policies and procedures at any time.

## About ASMC

ASMC is the non-profit educational and professional organization for persons, military and civilian, involved in the financial management profession who support the Department of Defense (DoD) and U.S. Coast Guard. ASMC promotes the education, training, and certification of its members and supports the development and advancement of the profession.

ASMC's mission is to promote thought leadership, professional development, and ethical behavior in all aspects of defense financial management. Our Vision is to be the premier organization bringing people together in advancing thought leadership, professionalism, and ethics within the national security financial management community.

ASMC was established as the Society of Military Accountants and Statisticians in 1948 in San Antonio, TX, and was open only to active-duty officers. Since then, ASMC has expanded to extend membership opportunities to all DoD and Coast Guard financial management (FM) personnel, as well as civilian contractors providing FM support to DoD and USCG.

Today, ASMC's National Headquarters in Alexandria, VA, serves a growing professional society of more than 14,000 members and more than 100 Chapters.

## CDFM™ Program Background

The CDFM is a professional, assessment-based certification originally developed by ASMC in partnership with the Department of Defense with the support of the Chauncey Group, a wholly owned subsidiary of the Educational Testing Service. The CDFM exams went live in the year 2000. The CDFM Program is governed by the ASMC Certification Commission, and the ASMC Certification Department runs the day-to-day operations.

## What Is the CDFM™/CDFM-A™ and Who Should Pursue It?

The CDFM is a test-based certification for financial management professionals who are civilian or military members of the Department of Defense, U.S. Coast Guard, or employees of defense contractors and suppliers.

Earning and maintaining the CDFM credential requires meeting education and experience criteria, passing three multiple-choice exams, and recertifying every two years. The certification exams cover three primary areas as defined by the CDFM Competency Model: 1. Resource Management Environment, 2. Budget and Cost Analysis, and 3. Accounting and Finance. Individuals who meet all the requirements earn the right to display the CDFM designation after their names.

CDFMs who also pass the Module 4 exam, which tests defense acquisition competencies, earn the CDFM-A: the CDFM with Acquisition Specialty.

## The Value of CDFM™/CDFM-A™ Certification

- > OUSD(C) accepts actively-maintained CDFM or CDFM-A certification as an alternative to any level of DFMCPC certification
- > The CDFM (to include the CDFM-A) is one of the DoD-approved, professional certifications that the DoD Financial Management Certification Program (DFMCP) “Recommends” at DFMC Level 2 and “Strongly Recommends” at DFMC Level 3
- > Certificants are listed on ASMC’s website registry
- > New certificants are listed in the Armed Forces Comptroller (AFC), ASMC’s quarterly journal
- > Marketable, recognized credential to prospective employers and clients
- > Shows growth and advancement within the profession
- > Pride at being a part of a prestigious organization that supports the profession
- > Earning a voluntary, professional certification indicates your level of initiative and distinguishes you from others in the field
- > A beautiful, high-quality wall certificate displays your accomplishment
- > Possible ASMC Chapter and/or on-the-job recognition
- > Enhances your career and reputation
- > Certification maintenance requirements necessitate your continuing professional development and ensure that you stay current with industry trends and changes

## OUSD(C) Now Accepts the CDFM™ as an Alternative to DFMCPC Certification

In January 2021, the Office of the Under Secretary of Defense released a [Policy Memorandum](#) (see Appendices) announcing the CDFM as one of five professional certifications that can serve as an “Alternative Professional Certification” to any of the three DFMCPC certification levels. This exception to policy means you can now “present and maintain” the CDFM to meet any of the three DFMCPC certification levels—earning the CDFM gives you a transferable, test-based credential that can be used anywhere in Federal service or the private sector!

# General Policies

## Non-Discrimination Policy

ASMC encourages and gives full consideration to all candidates. ASMC does not discriminate on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. Inquiries about compliance should be addressed to the ASMC Director of Certification, 415 N Alfred Street, Alexandria, VA 22314.

## Contact Information Changes

Email is the primary mode of communication between ASMC and certification candidates and credential holders. As such, it is imperative that you provide a current email address that is checked on a regular basis. Failure to update your contact information may prevent you from receiving critical certification-related information. Given issues we are seeing with some organizational network firewalls, please provide your personal address.

Contact information can be updated by logging onto the ASMC account, clicking "Update Profile", making the appropriate changes, and then clicking "Submit".

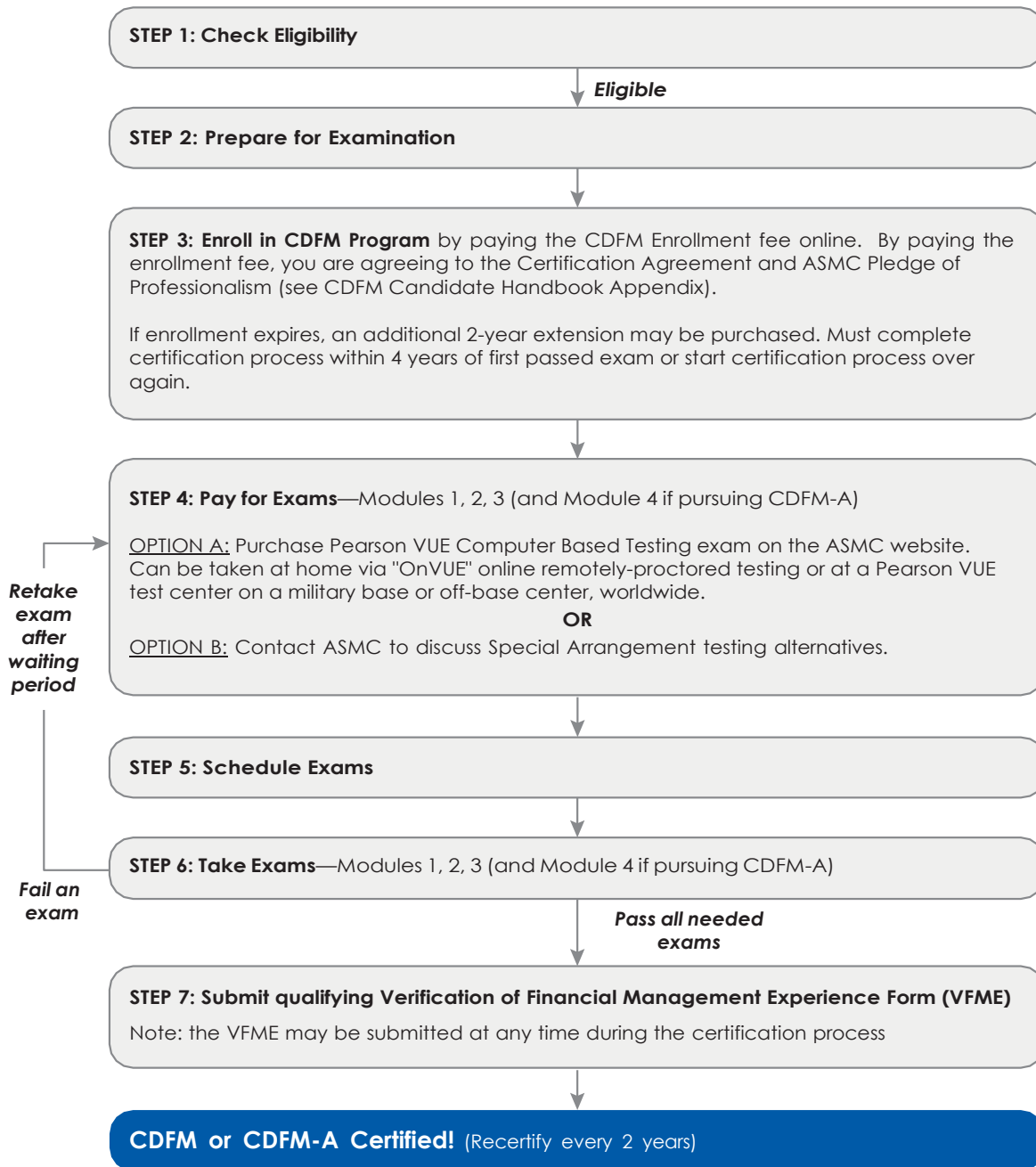
## Name Changes

Candidates and certificants must notify ASMC as soon as possible if their legal name changes or if their name appears incorrectly in their ASMC account. If your name in your ASMC account does not match the name on your identification, you may be denied admission to test and forfeit your exam fee.

For security reasons, name changes cannot be made online. Candidates who have had a legal name change must submit a copy of the original documentation (e.g., marriage license, divorce decree). Candidates who need to correct other inaccuracies (e.g., misspellings) must submit a copy of a valid, government-issued photo ID. Documentation must be received by ASMC at least **10 business days** before a scheduled exam appointment.

**\*\*It is each individual's responsibility to keep ASMC informed of any name and contact information changes.\*\***

# CDFM™ Certification Process Flowchart



# STEP 1: Check Eligibility

## Certification Eligibility

**To be awarded CDFM or CDFM-A certification, a candidate must:**

- > Possess a high school diploma or equivalent
- > Pledge to adhere to the ASMC Pledge of Professionalism (see Appendices)
- > Enroll in the CDFM Program
- > Pass CDFM Modules 1, 2, and 3 within a 4-year timeframe  
(Module 4 can be taken at any time, but the CDFM-A cannot be awarded until all the CDFM Requirements are met)
- > Submit a qualifying VFME form demonstrating the required financial management experience outlined below:
  - An associate degree or higher plus 2 years of defense-related or 4 years of Federal Government-related financial management experience, OR
  - A high school diploma or equivalent plus 3 years of defense-related financial management experience

**\*\*Although education requirements are reported on the honor system, all CDFM Program enrollees and candidates are subject to audit at any time.\*\***

# STEP 2: Prepare for Examination

## Examination Format

The CDFM exams are closed book, proctored exams offered year-round, designed to evaluate candidates seeking professional certification in the field of defense comptrollership. Each of the 4 examination modules contains 80 multiple-choice items, and candidates are allowed 2 hours to complete each exam. The exams may be taken in any order, and a candidate must take and pass Modules 1, 2, and 3 within a 4-year timeframe to earn CDFM certification. Module 4 must also be taken and passed in order to earn the CDFM-A designation.

## Job Task Analysis & Content Validation

A job (task) analysis defines the current knowledge, skills and abilities that must be demonstrated by defense financial managers for successful and competent practice in this role. In accordance with applicable testing industry standards, these competencies have been validated utilizing surveying and focus group methodologies, according to frequency and importance. All decisions regarding the content of the examination are made by appropriate subject matter experts. That is, ASMC upholds stringent guidelines for the construction and implementation of the examination development and administration process, which is governed by the Certification Commission (CC). The CC is comprised of experienced and highly-qualified DoD financial management professionals working in various industry practice settings.



## Exam Specifications (Blueprints)

The design of the examinations is set forth in the examination specifications provided in the Appendix, which define the content/competency areas (domains) and subdomains covered on the examinations, as well as the approximate percentage of examination items covering each competency area.

To become familiar with the content areas on the examinations, candidates are encouraged to review the specifications to assess their level of knowledge in each of the content areas and identify the areas in which they believe they need additional preparation.

## Suggested CDFM Exam Preparation Tools

As a courtesy to individuals interested in taking a certification examination, ASMC has provided a list of suggested reference sources for examination preparation. See Appendix "Suggested Preparation Tools" for detailed information.

# STEP 3: Enroll in the CDFM™ Program

**It is important to complete STEP 1 and verify that you meet the eligibility requirements BEFORE paying the non-refundable enrollment fee.**

## CDFM Certification Agreement

The act of enrolling in the CDFM Program indicates the certificant's agreement to abide by the [ASMC Pledge of Professionalism](#) and the [CDFM Certification Agreement](#). (See Appendices.)

## Initial Enrollment

Enrollment in the CDFM Program provides you with 2 years of testing eligibility (\$40 for ASMC Members / \$75 for Non-members). The non-refundable enrollment fee can be paid online at [www.asmc.org/cdfm/enroll](http://www.asmc.org/cdfm/enroll). **Note: You do not have to become a member of ASMC to enroll or take the CDFM exams, but we encourage you to consider the advantages of membership.**

Your enrollment is active as soon as payment is processed, and you can move forward immediately to purchase the CDFM Module Exams.

## Enrollment Extensions

If your enrollment has expired and you need more time to complete the examination process, you can extend your enrollment for an additional 2 years online at [www.asmc.org/cdfm/enroll](http://www.asmc.org/cdfm/enroll) (\$75 for ASMC Members / \$85 for Non-members).

# STEP 4: Pay for Exams

## TESTING OPTION A: Pearson VUE Online Proctored At-Home Testing (OnVUE)

ASMC's test service provider, Pearson VUE, launched online proctored CDFM testing on June 1, 2020. Online proctored test delivery allows you to take your certification exam securely from your home or office. With just a simple check-in process, involving ID verification, face-matching technology, and a live greeter, you can test without leaving the comfort of home. The delivery platform mirrors the experience at a Pearson VUE testing center, including the same candidate NDA agreement, exam content, survey, and results report.

Go to [www.pearsonvue.com/asmc/onvue](http://www.pearsonvue.com/asmc/onvue) and run the Pearson VUE System Test on the computer on which you want to take the exam to see if your system supports online proctored testing. Learn more about OnVUE online proctored testing at [www.asmconline.org/cdfm/exams](http://www.asmconline.org/cdfm/exams).

If the computer on which you want to take the exam passes the Pearson VUE System Test, purchase a Pearson VUE exam on the ASMC website at [www.asmconline.org/cdfm/exams](http://www.asmconline.org/cdfm/exams). You should receive an email in 24-48 hours with your Pearson VUE candidate ID and scheduling directions. Candidates who have purchased a Pearson VUE CDFM exam can select either "At Home (OnVUE)" or "Test Center Testing" when scheduling their exam. Note: All CDFM exams are \$99 each and NON-REFUNDABLE except in the case of duplicate purchase.

## TESTING OPTION B: Pearson VUE In-Person Test Center

Pearson VUE also administers all of the CDFM exams, year-round, in a computerized format. The exams are available worldwide, both on military bases and at off-base Pearson VUE Professional Testing Centers. Available dates and times vary by testing location. You can search for the nearest testing sites by visiting [www.pearsonvue.com/asmc](http://www.pearsonvue.com/asmc) and clicking on "Find a test center"

If there is a Pearson VUE testing location that works for you, purchase a Pearson VUE exam on the ASMC website at [www.asmconline.org/cdfm/exams](http://www.asmconline.org/cdfm/exams). You should receive an email in 24-48 hours with your Pearson VUE candidate ID and scheduling directions. Candidates who have purchased a Pearson VUE CDFM exam can select either "At Home (OnVUE)" or "Test Center Testing" when scheduling their exam. **Note: All CDFM Exams are \$99 each and NON-REFUNDABLE except in the case of duplicate purchase.**

## TESTING OPTION C: Special Arrangement Testing

In rare instances, if it is not possible or not desirable to take the examination through Pearson VUE, contact ASMC at [certification@asmconline.org](mailto:certification@asmconline.org) to discuss alternatives.

# STEP 5: Schedule Exams

After purchasing a Pearson VUE exam, you should receive an email in 24-48 hours with your Pearson VUE candidate ID and directions on how to proceed with exam scheduling.

Test Center exam appointments may be scheduled up to one business day in advance. Space at testing locations are limited and available on a first-come, first-served basis. **Important:** Before selecting a Pearson VUE test center located on a military base, it is your responsibility to ensure that you have the proper approval to enter that base. **If you schedule an on-base exam and no-show because you are turned away for not having the proper permissions, your exam fees will be forfeited.**

## ADA Accommodations

ASMC complies with the Americans with Disabilities Act (ADA) and wants to ensure that no eligible individual is deprived of the opportunity to take the exam solely by reason of a disability as defined under the ADA (or equivalent), as long as the disability is not one which would render the individual incapable of performing the duties of a certified position.

Candidates must identify their need for special accommodations at least 5 weeks before the desired testing date by making a request in writing to [certification@asmconline.org](mailto:certification@asmconline.org), to include a letter reporting a formally-diagnosed, ADA-recognized disability from a qualified professional who has provided evaluation or treatment to the applicant.

The report must document the following information in order to be considered:

- The specific diagnosis and date of diagnosis
- Specific and current findings that support the diagnosis (e.g., relevant medical history, tests administered, date of most current evaluation within the last 3 years, etc.)
- A description of the candidate's substantial, day-to-day functional limitations resulting from the stated disability
- Specific recommendations for testing accommodations including a detailed explanation of why the accommodations are needed. If the accommodation includes extra time, indicate the amount of time requested (e.g., time and a half, double time, etc.)

## At-Home Online Proctored Testing (OnVUE)

### Before the exam:

- Visit the ASMC Online Proctoring page at [www.pearsonvue.com/asmc/onvue](http://www.pearsonvue.com/asmc/onvue) and review information on exam policies and procedures, system requirements, and the System Test.
- It is very important to complete the required System Test on the same computer, in the same location, and at the same time as your exam appointment so the System Test can accurately read the computer's connectivity in that location and timeframe.
- Corporate, university, and military firewalls often cause issues while trying to take your exam. We strongly recommend taking your exam in a setting without an institutional firewall.
- Review the identification requirements below

## Reschedule Policy

Rescheduling an exam appointment can be done in your [Pearson VUE account](#) 24/7 at [www.pearsonvue.com/asmc](http://www.pearsonvue.com/asmc) or by calling Pearson VUE at **(888) 572-2276 Mon-Fri, 7am-7pm Central**. You can reschedule your exam right up to the scheduled appointment time at no cost. If you do not reschedule your appointment before the scheduled appointment time and do not take the exam, it will be considered a No Show and you will forfeit your entire exam fee. This would require you to purchase another exam on the ASMC website at [www.asmconline.org/cdfm/exams](http://www.asmconline.org/cdfm/exams) in order to proceed with sitting for the exam.

## Cancellation Policy

Canceling an exam appointment can be done in your [Pearson VUE account](#) 24/7 at [www.pearsonvue.com/asmc](http://www.pearsonvue.com/asmc) or by calling Pearson VUE at **(888) 572-2276 Mon-Fri, 7am-7pm Central**. You can cancel your exam right up to the scheduled appointment time at no cost. If you do not cancel your appointment before the scheduled appointment time and do not take the exam, it will be considered a No Show and you will forfeit your entire exam fee. This would require you to purchase another exam on the ASMC website at [www.asmconline.org/cdfm/exams](http://www.asmconline.org/cdfm/exams) in order to proceed with sitting for the exam.

**No Shows:** Failure to appear for an exam forfeits the entire exam fee, unless documentation of extenuating circumstances is provided within 30 days, such as: death in the family, serious illness, or military duty. In such circumstances, the candidate should email the ASMC Certification Department at [certification@asmconline.org](mailto:certification@asmconline.org) as soon as possible, providing documentation and a full description of the situation.

**Exam Canceled by Pearson VUE:** In the event of an unforeseen circumstance occurring on the day of a scheduled exam, candidates will be given as much advance notice as possible and will not be penalized if Pearson VUE cancels their exam appointment.

## Pearson VUE Test Center Testing

### Reschedule Policy

Rescheduling an exam appointment can be done in your Pearson VUE account 24/7 at [www.pearsonvue.com/asmc](http://www.pearsonvue.com/asmc) or by calling Pearson VUE at **(888) 572-2276 Mon-Fri, 7am-7pm Central**. You can reschedule your exam at least four (4) business days prior to the scheduled appointment at no cost. Rescheduling 1-3 business days prior to your appointment will require a \$50 rescheduling fee. Rescheduling less than 24 hours prior to your appointment forfeits the entire exam fee and requires you to purchase another exam on the ASMC website at [www.asmconline.org/cdfm/exams](http://www.asmconline.org/cdfm/exams) in order to proceed with sitting for the exam.

### Cancellation Policy

**Candidate Exam Cancellation:** Canceling an exam appointment within 24 hours of the exam appointment forfeits the entire exam fee and requires you to purchase another exam on the ASMC website at [www.asmconline.org/cdfm/exams](http://www.asmconline.org/cdfm/exams) in order to proceed with sitting for the exam. Exam appointments canceled four (4) or more business days before the exam appointment can be rescheduled at a later time.

**No Shows:** Failure to appear for an exam forfeits the entire exam fee, unless documentation of extenuating circumstances is provided within 30 days, such as: death in the family, serious illness, or military duty. In such circumstances, the candidate should email the ASMC Certification Department at [certification@asmconline.org](mailto:certification@asmconline.org) as soon as possible, providing documentation and a full description of the situation.

**Inclement Weather and Exam Canceled by Pearson VUE:** In the event of hazardous weather or any other unforeseen onsite emergencies occurring on the day of a scheduled exam, Pearson VUE will determine whether circumstances require the cancellation of the exam at a particular location. Every attempt will be made to administer all exams as scheduled. Candidates will be given as much advance notice as possible and will not be penalized if Pearson VUE cancels their exam appointment.

**Candidate Emergencies:** If you need to reschedule or cancel an exam less than three (3) business days prior to your exam appointment (not including the testing day) due to an emergency (death in the family, serious illness, short-notice military duty, etc.), contact the ASMC Certification Department as soon as possible at [certification@asmconline.org](mailto:certification@asmconline.org) or (703) 549-0360 and be prepared to provide supporting documentation.

## Special Arrangement Exam Testing

Contact the Certification Department at [certification@asmconline.org](mailto:certification@asmconline.org) or (703) 549-0360 for information on scheduling Special Arrangement exams.

# STEP 6: Take Exams

## Examination Security Policy

ASMC firmly believes that each candidate deserves a fair and equal opportunity to demonstrate his or her competency in the examination process. Examination security measures are intended to prevent any unfair advantage of one candidate over another.

All exam materials are the property of ASMC. Removal of any material from the exam room by unauthorized persons is prohibited. Copyrights for the CDFM exams are owned by ASMC. Any attempt to reproduce or memorize all or part of the exam is prohibited. Any unauthorized disclosure, publication, copying, reproduction, transmission, distribution, or possession of CDFM exam content or materials in any form may subject the individual to civil liability and/or criminal prosecution, removal of certification, and/or restrictions on future access to CDFM certification examinations. The prohibition of "unauthorized disclosure" means that you may not discuss the contents of the examination with anyone except ASMC.

A proctor may dismiss a candidate from the exam site, halt an examination in progress, or report a candidate to ASMC for any unauthorized behavior, such as any of the following:

- > attempting to gain unauthorized admission to an exam site
- > attempting to use resource materials during the exam
- > attempting to take the examination for someone else
- > creating a disturbance
- > giving, receiving, or attempting to give or receive help from unauthorized sources
- > removing, or attempting to remove, exam materials or notes from the testing room
- > having in his or her possession any item prohibited from the exam site
- > exhibiting behavior consistent with memorization or copying of exam items

Restroom breaks are not permitted. Testers who leave the testing room will not be readmitted to continue testing.

## At-Home Online Proctored Testing (OnVUE)

**Important:** Read the Pearson VUE policies and procedures in the Appendices before scheduling an OnVUE exam

### Before the exam:

- Every candidate needs to thoroughly read the "Pearson VUE policies and procedures" on the ASMC OnVUE online proctored web page at [www.pearsonvue.com/asmc/onvue](http://www.pearsonvue.com/asmc/onvue) and review information on exam policies and procedures, system requirements, and the System Test.
- It is very important to complete the required System Test on the same computer, in the same location, and at the same time as your exam appointment so the System Test can accurately read the computer's connectivity in that location and timeframe.
- Corporate, university, and military firewalls often cause issues while trying to take your exam. We strongly recommend taking your exam in a setting without an institutional firewall.
- Review the identification requirements below

## On exam day:

**Showing Up:** We ask that you log into your Pearson VUE account 30 minutes before your scheduled appointment time to start the check-in process and to allow for any troubleshooting. If you click on the "Begin Exam" button more than 15 minutes after your scheduled exam time, you will be considered a No Show and are unlikely to receive a refund.

**Identification:** Please be prepared to show one (1) valid form of unexpired, Government-issued personal ID. The Government-issued ID must have your signature and must have your photo.

The name on the exam registration in the Pearson VUE system must match the name on the Government issued ID exactly. Please verify that your name listed on your confirmation email matches your identification. **\*If your identification is not considered valid, you will not be permitted to complete your exam and are unlikely to receive a refund.\***

Examples of acceptable identification:

- Passport
- Driver's license
- Identification card (national or local)
- Registration card (such as green card, permanent resident, visa)

Please note that we are **unable** to accept the following IDs for an online proctored exam:

- Military ID (military IDs cannot legally be photographed)
- Renewal forms with expired IDs
- Government-issued name change documents with Government ID

**Personal Belongings:** CDFM exams are closed-book exams. No personal items should be in the testing room. This includes all bags, purses, wallets, reference materials of any kind (books, notes or papers, etc.), electronic devices except for your cell phone (no tablets, PDAs, watches, calculators, etc.), writing instruments, food, beverages, etc.

Please note that you are required to have a clean and clutter-free workstation. During check in, the proctor will ask you to perform a room and desk scan using your phone or webcam and will inspect any materials near your workstation.

## Logging into your Pearson VUE account:

- Click on the Login button at [www.pearsonvue.com/asmc/onvue](http://www.pearsonvue.com/asmc/onvue)
- Click on your scheduled exam under "Purchased Online Exams"
- Click "Begin Exam" and follow the on-screen prompts to complete the check-in process
- Important: the "Begin Exam" button will show up 30 minutes before your exam appointment and will remain available until 15 minutes after your exam appointment. If the "Begin Exam" button is not visible, you are either too early or too late for your exam. Please check your appointment details to make sure you're trying to start at the proper time.
- During the check-in process, you will be asked for your phone number so Pearson VUE staff can communicate with you while you are checking in for your exam. You will be asked to take a

photo on your phone of yourself, your ID, and 4 photos of your room. The check-in process takes approximately 15 minutes for candidates who have previously completed a system test. After you have completed the check-in process, you will be asked to place your phone out of reach, but close enough to be heard.

- Once you have completed the check-in process you will be contacted by a proctor to begin your exam at your appointment time. You may not be contacted by the proctor before your appointment time to start the exam.

## Facial Comparison Policy

You understand and agree that Pearson VUE may use facial comparison technology for the purpose of verifying your identity during the testing process. It will compare your facial image to the one on your identification and to facial images captured during the testing process and help us further develop, upgrade, and improve this application. If you do not agree to the use of facial comparison technology during your testing session, do not accept this term. You will not be able to complete your registration online. Instead, please call the Pearson VUE call center to complete your registration.

## What to Expect During Testing

If you are taking an OnVUE remotely-proctored exam, it is important to carefully review all of the OnVUE Exam Policies and Procedures (see Appendices). Especially important points are:

- **No Study Materials Allowed:** No books, notes, or other study materials are allowed during testing.
- **No Communicating with Anyone Other than Your Proctor:** Once you have started your exam, you may not communicate with others, including any third-parties or others within your home, such as children.
- **No Breaks:** There are no breaks allowed during a CDFM exam unless ASMC has approved ADA Accommodations in advance.
- **No Reading Aloud or Covering Face:** Do not read the questions aloud and do not cover your mouth or attempt to hide your face or move it out of view of the webcam.
- **Report Unusual Circumstances Immediately to Proctor:** Significant and unusual circumstances that occur during the testing process should be reported immediately to the Pearson VUE exam proctor, by clicking on the chat icon, so an incident report can be filed.

## Reschedule Policy

Rescheduling an exam appointment can be done in your Pearson VUE account 24/7 at [www.pearsonvue.com/asmc](http://www.pearsonvue.com/asmc) or by calling Pearson VUE at **(888) 572-2276 Mon-Fri, 7am-7pm Central**. You can reschedule your exam right up to the scheduled appointment time at no cost. If you do not reschedule your appointment before the scheduled appointment time and do not take the exam, it will be considered a No Show and you will forfeit your entire exam fee. This would require you to purchase another exam on the ASMC website at [www.asmconline.org/cdfm/exams](http://www.asmconline.org/cdfm/exams) in order to proceed with sitting for the exam.

## Cancellation Policy

Canceling an exam appointment can be done in your Pearson VUE account 24/7 at [www.pearsonvue.com/asmc](http://www.pearsonvue.com/asmc) or by calling Pearson VUE at **(888) 572-2276 Mon-Fri, 7am-7pm Central**. You can cancel your exam right up to the scheduled appointment time at no cost. If you do



not cancel your appointment before the scheduled appointment time and do not take the exam, it will be considered a No Show and you will forfeit your entire exam fee. This would require you to purchase another exam on the ASMC website at [www.asmcusercontent.com/cdfm/exams](http://www.asmcusercontent.com/cdfm/exams) in order to proceed with sitting for the exam.

**No Shows:** Failure to appear for an exam forfeits the entire exam fee, unless documentation of extenuating circumstances is provided within 30 days, such as: death in the family, serious illness, or military duty. In such circumstances, the candidate should email the ASMC Certification Department at [certification@asmconline.org](mailto:certification@asmconline.org) as soon as possible, providing documentation and a full description of the situation.

**Exam Canceled by Pearson VUE:** In the event of an unforeseen circumstance occurring on the day of a scheduled exam, candidates will be given as much advance notice as possible and will not be penalized if Pearson VUE cancels their exam appointment.

## Pearson VUE Test Center Testing

### Admission Policy

**Showing Up:** We ask that you arrive at the test center 30 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. If you arrive more than 15 minutes late for your appointment, you may be refused admission and exam fees may be forfeited.

**Identification:** Please be prepared to sign in, show a Primary and Secondary ID, and have your photo taken. The first and last name on your exam registration must match exactly the name on both IDs. Any candidate exceptions to the ID policy must be pre-approved by the Pearson VUE customer service center at least three (3) business days before the scheduled exam appointment.

Primary ID (name, photo, and signature, original-no copies, not expired)

- Passport
- Driver's License
- Military ID (including spouse and dependent)
- Identification card (national/state/province identity card)
- Alien registration card (green card, permanent resident, visa)
- School ID
- Employer ID
- Professional License
- Bank
- Insurance Company
- Local language ID (not in Roman characters) – accepted only if issued from the country the candidate is testing in

Secondary ID (name and signature, original-no copies, not expired)

- Any form of ID that displays legal name and signature that matches the Primary ID, including any qualifying Primary ID, credit card, debit card, etc.

**Personal Belongings:** CDFM exams are closed-book exams. No personal items may be taken into the testing room. This includes all bags, purses, wallets, reference materials of any kind (books, notes or papers, etc.), electronic devices of any kind (phones, tablets, PDAs, watches, calculators, etc.), writing instruments, food, beverages, etc. Secure storage will be provided for personal items during the exam administration.

**Reporting Unusual Circumstances:** Significant and unusual circumstances that occur during the testing process should be reported onsite to the Pearson VUE exam proctor so an incident report can be filed.

## Reschedule Policy

Rescheduling an exam appointment can be done in your Pearson VUE account 24/7 at [www.pearsonvue.com/asmc](http://www.pearsonvue.com/asmc) or by calling Pearson VUE at **(888) 572-2276 Mon-Fri, 7-7 Central**. You can reschedule your exam at least four (4) business days prior to the scheduled appointment at no cost. Rescheduling 1-3 business days prior to your appointment will require a \$50 rescheduling fee. Rescheduling less than 24 hours prior to your appointment forfeits the entire exam fee and requires you to purchase another exam on the ASMC website at [www.asmcusercontent.com/cdfm/exams](http://www.asmcusercontent.com/cdfm/exams) in order to proceed with sitting for the exam.

## Cancellation Policy

**Candidate Exam Cancellation:** Canceling an exam appointment within 24 hours of the exam appointment forfeits the entire exam fee and requires you to purchase another exam on the ASMC website at [www.asmcusercontent.com/cdfm/exams](http://www.asmcusercontent.com/cdfm/exams) in order to proceed with sitting for the exam. Exam appointments canceled four (4) or more business days before the exam appointment can be rescheduled at a later time.

**No Shows:** Failure to appear for an exam forfeits the entire exam fee, unless documentation of extenuating circumstances is provided within 30 days, such as: death in the family, serious illness, or military duty. In such circumstances, the candidate should email the ASMC Certification Department at [certification@asmcusercontent.com](mailto:certification@asmcusercontent.com) as soon as possible, providing documentation and a full description of the situation.

**Inclement Weather and Exam Canceled by Pearson VUE:** In the event of hazardous weather or any other unforeseen onsite emergencies occurring on the day of a scheduled exam, Pearson VUE will determine whether circumstances require the cancellation of the exam at a particular location. Every attempt will be made to administer all exams as scheduled. Candidates will be given as much advance notice as possible and will not be penalized if Pearson VUE cancels their exam appointment.

**Candidate Emergencies:** If you need to reschedule or cancel an exam less than three (3) business days prior to your exam appointment (not including the testing day) due to an emergency (death in the family, serious illness, short-notice military duty, etc.), contact the ASMC Certification Department as soon as possible at [certification@asmcusercontent.com](mailto:certification@asmcusercontent.com) or (703) 549-0360 and be prepared to provide supporting documentation.

**Pearson VUE exam results:** You can access your Pearson VUE exam results in your Pearson VUE account 24/7.

## Special Arrangement Exam Testing

Contact the Certification Department at [certification@asmcusercontent.com](mailto:certification@asmcusercontent.com) or (703) 549-0360 for information on scheduling Special Arrangement exams.

## Tester Misconduct

ASMC reserves the right to take any and all remedial and disciplinary action that ASMC deems appropriate in the event of misconduct or suspected misconduct by a tester. Misconduct includes, but is not limited to, seeking an unfair advantage in connection with any CDFM exam, providing assistance to another candidate during an exam, using unauthorized materials during an exam, copying or removal of CDFM exam materials, as well as the disclosure—in writing or orally—of the contents of any individual exam questions and, upon becoming aware of misconduct by others, failing to report it to the Pearson VUE staff and ASMC.

Possible responses of ASMC to misconduct or suspected misconduct include, but are not limited to, cancellation of exam scores, revocation of certified status, disqualification from future examinations, and reporting of misconduct to third parties, including employers and other certifying bodies. If misconduct is discovered after certified status has been achieved, it may be treated as a violation of the ASMC Pledge of Professionalism.

## STEP 7: Submit VFME

A Verification of Financial Management Experience (VFME) form must be signed by a supervisor who can verify your work experience and submitted to ASMC. You do not have to submit this form before taking a CDFM exam, but it is required to earn CDFM certification. The VFME form can be found on the ASMC website at [www.asmconline.org](http://www.asmconline.org).

The VFME Form may be emailed to [certification@asmconline.org](mailto:certification@asmconline.org) at any time during the certification process. The Certification Department will send the candidate a confirmation email within 3 business days.

## Certified!

### What to Expect After Meeting All Certification Requirements

Once the candidate has met all the certification requirements, certification is awarded and the candidate becomes a certificant. The certificant can begin to use the earned credential as soon as his/her name shows on the ASMC website ([www.asmconline.org/cdfm/active-cdfms](http://www.asmconline.org/cdfm/active-cdfms)) as one of our distinguished CDFM or CDFM-A certificants.

ASMC will send the certificant a digital badge ([see ASMC's digital badge webpage](#)) and an official designation letter to the email address showing in the certificant's account in 2-4 weeks. Approximately 8-10 weeks after that, the wall certificate is sent, unless the individual has requested we hold the certificate until CDFM-A certification is achieved.

### Funding & Reimbursement

Most employers have reimbursement programs available based on funding availability. ASMC is an approved provider for all six Credentialing Opportunities On-Line (COOL) programs which may pay for training, materials, and/or exams that lead to industry-recognized civilian credentials. ASMC posts some reimbursement POC information on their website at [www.asmconline.org/cdfm/funding](http://www.asmconline.org/cdfm/funding).

## Recertification

Every credible program of professional certification has a mechanism to ensure that certified members remain current. In many cases, this is the Continuing Professional Education Unit (CPE). One fifty-minute block of learning in a subject related to the financial management field yields one CPE unit. The CDFM Program sets forth the CPE requirements for maintaining certification as follows.

Once designated as a Certified Defense Financial Manager, whether CDFM or CDFM-A, each certificant must complete 80 hours of continuing professional education (CPE) every 24 months in order to maintain the certification. Of the 80 CPEs, 2 CPEs must be in an ethics-related topic, and at least 20 CPEs must be earned per year. CPEs earned before certification was awarded cannot be applied to recertification requirements.

The recertification deadline is two years from the last day of the month the CDFM certification was awarded. For example, if certification was awarded March 17, 2023, then the recertification is due on March 31 of each following ODD numbered year. If certification is awarded September 1, 2022, then recertification is due on September 30 of each following EVEN numbered year.

CDFM certificants who later pass the Module 4 exam, earning the CDFM-A, continue with the same recertification anniversary date. No additional CPE requirements are incurred for CDFM-A certificants. The CPE requirements stated under the CDFM Program apply to all CDFM and CDFM-A certificate holders, regardless of employment status.

CPE requirements for the CDFM Program are not intended to add to the total requirement a certificate holder may have for another approved financial management certification. For example, if you are a Certified Public Accountant (CPA), the CPEs you earn for maintaining your CPA can also be applied to CDFM recertification.

## Certified Retired Status

Active CDFMs who have permanently retired from and are not working in the field of financial management can request an adjustment of their status to Certified Retired by contacting the Certification Department via email at [certification@asmconline.org](mailto:certification@asmconline.org). Those who are Certified Retired do not need to meet the CDFM CPE requirement or pay a recertification fee to maintain their status.

Certified Retired individuals who wish to reactivate their CDFM are required to have at least 80 CPEs earned in the two years preceding the request for reinstatement to be considered. Individuals in this category must pay the current recertification fee.

## Reinstatement of Inactive CDFMs

Individuals whose CDFM has lapsed can have their certification reinstated by submitting proof of meeting the CPE requirement and paying the appropriate fees.

*See the CDFM Recertification Policy in the Appendices for more detailed information.*

## **Appendix A: ASMC Pledge of Professionalism**

# ASMC Pledge of Professionalism

CDFM candidates and certificants are required to adhere to the ASMC Pledge of Professionalism, below.

I will:

- > Be guided in all activities by loyalty to the highest principles always remembering that public office is a public trust.
- > Refrain from activities which are in conflict with the public interest or are discreditable to the Society, and to avoid activities which create the appearance of such conflict.
- > Exercise diligence, objectivity, and integrity in professional activities, ever aware of the responsibility to eliminate improprieties.
- > Refrain from the transmission or usage, for personal gain or advantage, of information obtained in the professional environment.
- > Carefully earn and continuously protect my reputation for good moral character in comptrollership.
- > Recognize that professional example will influence associates and efficiency.
- > Recommend and initiate methods to enhance productivity and efficiency.
- > Continuously strive to increase my professional knowledge and skills to improve service and value to associates and the Society.
- > Extend the same consideration to the rights and interests of others that I seek for myself.
- > Respect the professionalism of fellow members and work with them to promote the goals and programs of the Society.

## **Appendix B: Fees**

<b>Fees*</b>	<b>Member</b>	<b>Non-Member</b>
<b>ASMC Membership*</b>		
1 year for \$50 or 3 years for \$120 <i>*Membership not required to pursue, earn or maintain CDFM certification</i>		
<b>CDFM Practice Test</b>		
Initial 3-month Subscription* <i>*Search on "CDFM" in the Apple or Google Play Store and pay for the subscription in-app</i>	\$59.99	\$59.99
<b>CDFM Program Enrollment</b>		
Initial Enrollment (2 years of testing eligibility)	\$40*	\$75
Enrollment Extensions (2 years of testing eligibility)	\$75*	\$85
<b>Exams (initial exams and retakes cost the same)</b>		
CDFM exam (Module 1, 2, 3, or 4), each	\$99	\$99
<b>Textbooks</b>		
EDFMTTC Textbook (Modules 1-3)	\$125	\$140
Module 4 Textbook	\$75	\$85
<b>Recertification</b>		
<u>Certified Retired Status</u>		
No Fee	\$0	\$0
<u>Active Status</u>		
Recertification fee (required every 2 years)	\$25	\$45
<u>Suspended Status</u> (recertification overdue 1-90 days)		
Recertification fee	\$25	\$45
Late Recertification fee	\$50	\$50
<u>Inactive Status</u> (recertification overdue > 90 days)		
Recertification fee	\$25	\$45
Reactivation fee	\$100	\$100
<b>Wall Certificates (fee includes shipping)</b>		
<b>*ASMC provides one cost-free certificate to each certificant*</b>		
Additional CDFM or CDFM-A wall certificate, each	\$40	\$40
<b>Lapel Pins (fee includes shipping)</b>		
CDFM or CDFM-A logo lapel pin, each	\$5	\$5

\*Fees subject to change at any time



# Appendix C: CDFM™ Program Enrollment Form



# CDFM Program Enrollment Form



American Society of Military Comptrollers **Certified Defense Financial Manager Program**

415 North Alfred Street, Suite 3 • Alexandria, VA 22314 • (800) 462-5637 • (703) 549-0360 • Fax (703) 549-3181

Currently an ASMC Member?  Yes  No Member Number \_\_\_\_\_ Chapter \_\_\_\_\_

Check all that apply:  New Enrollment  Extension of Enrollment  ASMC membership is included with this enrollment

## Identifying Information

Mr.  Ms.

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code/Country \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth (MM/DD/YYYY) \_\_\_\_\_

Name as you wish it to appear on your certificate \_\_\_\_\_

## Professional Information

Service Affiliation  Army  Navy  Air Force  Marine Corps  
 Coast Guard  DFAS  Other DoD  Corporate  None

If None, Other DoD, or Corporate, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employment Status  DoD Civilian  Military  Other Non-DoD  Retired  
If "Other," please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pay Grade/Band or Equivalent: \_\_\_\_\_

Civilian Job Series, Military Occupational Specialty, or Corporate Title: \_\_\_\_\_

Years of Experience in Defense-Related Financial Management: \_\_\_\_\_

Highest Civilian Education Level:

- Below High School  High School Diploma  GED  Some College—No Degree
- Associate Degree  Bachelor's Degree  Master's Degree  Doctorate

### Financial Information

The non-refundable CDFM enrollment fee allows an individual to be eligible to take CDFM exams for two (2) years. If a candidate needs to extend his or her enrollment beyond two years to complete the examinations, an extension of enrollment fee is required. Fees are subject to change. Please check the ASMC website to confirm current fees.

Description of Fees	ASMC Member Rate	Non-Member Rate	Enrollment + 1-Year ASMC Membership (\$50)
Initial Enrollment	<input type="checkbox"/> \$40	<input type="checkbox"/> \$75	<input type="checkbox"/> \$90
Enrollment Extension	<input type="checkbox"/> \$75	<input type="checkbox"/> \$85	<input type="checkbox"/> \$125

If paying by credit card, please provide the following:  American Express  VISA  MasterCard

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration date (MM/YYYY) \_\_\_\_\_

If paying by check, make payable to ASMC. **Do not send cash.**

### Candidate Agreement

- I have read, understand and agree to abide by the ASMC Pledge of Professionalism (see CDFM Candidate Handbook).
- I have read, understand and agree to abide by the Certification Agreement (see CDFM Candidate Handbook).
- I pledge my full cooperation should I be selected for an audit of my assertions regarding education and professional experience qualifications.
- I hereby affirm that I understand, acknowledge and agree to abide by the policies, procedures, and rules contained in the CDFM Candidate Handbook and have completely, honestly and accurately completed this enrollment form to the best of my knowledge. The American Society of Military Comptrollers may, at its sole discretion, make inquiry of individuals and organizations to verify the accuracy and completeness of the information I have provided.
- I understand that providing any information that is fraudulent, failing to completely or accurately disclose facts known to me, or failing to cooperate in any inquiry by ASMC into the information I have provided, may result in the refusal of ASMC to issue CDFM certification to me; revocation of my certification, if already awarded; and/or being permanently barred from attaining a CDFM credential.

MY SIGNATURE BELOW INDICATES ACCEPTANCE OF THIS AGREEMENT

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: If you have an Americans with Disabilities Act (ADA) requirement, please see ASMC's ADA Special Testing Accommodations Policy for directions on requesting testing accommodations (five-weeks' notice is necessary to set up an appointment in this category).**

## **Appendix D: Suggested CDFM™ Exam Preparation Tools**

# 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—GPRRA 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

## CDFM Practice Test Mobile App

The CDFM Practice Test Mobile App (also available on the Web) is a supplemental assessment resource for individuals preparing to take the CDFM exams. This tool is designed to help build your confidence and identify areas in which additional exam preparation may be needed.

**3 Modules—3 Months—Unlimited Access! \$59.99 and gives you 3 months of 24/7 access to:**

- 320+ practice questions in all CDFM exam module 1, 2, and 3 domains.
- 380+ flashcards featuring important acronyms you may encounter on the exams.
- 240+ glossary flashcards to ensure you're familiar with the necessary terminology.
- The CDFM Candidate Handbook and additional resources to help you prepare.
- The ability to create custom quizzes and tailor your learning.
- An advanced progress-tracking tool that indicates how well you are performing on each question and in each domain.
- Mobile App and web access.



View more information at [www.asmcusercontent.com/cdfm/practice-test](http://www.asmcusercontent.com/cdfm/practice-test).

You can also purchase the CDFM Practice Test on the web from <https://asmc.builtbyhlt.com/sign-up>.

Disclaimer: None of the questions on the Practice Test appear on the CDFM exams, but they are written in the same format and style as the live exams. The Practice Test should only be used to gauge your familiarity with concepts. To get a feel for navigating the Pearson VUE testing platform for computerized testing at-home and in a test center, explore the Pearson VUE Demo Test.

A number of study aids are available as preparation for the CDFM exams (see Step 2: Preparing for Examination). No one study tool should be considered the only basis for exam preparation. ASMC strongly recommends a minimum study and review time of three months based on the CDFM exam specifications (blueprints) in a variety of formats, which may include:

- Original Department of Defense guidance documents online
- EDFMTC textbook
- Training courses
- ASMC Chapter study groups

No tools can guarantee you will pass an exam. Passing an exam is not based on the amount of money spent or the number of resources utilized. It is based on successfully applying your knowledge across the spectrum of the field.

Questions or comments about the CDFM Practice Test App? Contact HLT's customer service:

E-mail: [feedback@hltcorp.com](mailto:feedback@hltcorp.com)

Call: 319-246-5271

<https://builtbyhlt.com/contact>

## ASMC Textbooks

The textbook used in ASMC's Enhanced Defense Financial Management Training Course (EDFMTC) provides extensive information on all the competency areas addressed in the Module 1, 2, and 3 CDFM exams. The textbook used in ASMC's Module 4 Acquisition Business Management Course—the "Module 4 Addendum"—provides detailed information on the competency areas addressed in the Module 4 CDFM exam. Both textbooks can be purchased on the ASMC website at [www.asmc.org](http://www.asmc.org).

**Important note: there is fiscal law content on all CDFM exams. In the EDFMTC textbook, the fiscal law content for all three modules is compiled in one Fiscal Law chapter.**

## DoD's Resource Management Universities and Schools

Selected elements of the curriculum at these educational institutions, such as the US Army Finance School at Ft Jackson, the Defense Financial Management and Comptroller School at Maxwell AFB, the Syracuse University Defense Comptrollership Program, the Defense Resource Management Institute, the Defense Acquisition University, and the Naval Postgraduate School, will contribute to preparation for the examinations.

## Group Study at Local ASMC Chapters

Contact your local chapter president or program committee chair for details.

## Courses

**Important Note: Training courses are not meant to be a sole source of preparation for the CDFM exams.**

### ASMC's Enhanced Defense Financial Management Training Course (EDFMTC)

The EDFMTC is a 5-day, 40 hour intensive review of DoD financial management taught virtually and all over the world, typically on U.S. military bases. It was developed in the year 2000 with the goal to broaden the students' overall understanding of defense financial management. The course content is presented in 3 sections that correspond to the 1, 2, and 3 CDFM exam modules and knowledge areas.

The course is highly regarded by DoD and has been aligned to the DoD Financial Management Certification Program. (See Appendices.) Check the [Management Concepts website](#) for course availability and information on hosting an EDFMTC for your group.

### ASMC's Module 4 Acquisition Business Management Course

ASMC provides a 2-day training course emphasizing the Defense Department's approach to acquisition of major systems. The course provides an overview of the defense acquisition system, review and approval procedures, milestones, and program management terms. The course has been aligned to the DoD Financial Management Certification Program. Check the [Management Concepts website](#) for course availability and information on hosting a Module 4 Course for your group.

### ASMC's Module Refresher Courses

ASMC offers 2-day individual module refresher courses that focus on one module area at a time and follow the format of the EDFMTC textbook. These courses have been aligned to the DoD Financial Management Certification Program. Check the [Management website](#) for course availability.



## ASMC's Fiscal Law Courses

ASMC offers 1-, 2-, and 3-day fiscal law courses. Write [education@asmconline.org](mailto:education@asmconline.org) for course availability or to inquire about sponsoring a course for your organization or ASMC Chapter. ASMC's fiscal law courses are aligned to the DoD FM Certification Program. **Note: there is fiscal law content on all three of the CDFM Module 1, 2, and 3 exams.**

## DoD Financial Regulations

In addition to specific, official documented references (these are the source documents for the examination questions), other supplemental study materials are recommended. As you work through the different competency areas, you may find the majority of references are already somewhat familiar to you. Most prevalent are the DoD Financial Regulations, better known as FMRs. Don't forget to review Volume 1 of the FMR for definitions. The FMRs are all downloadable for free at [www.comptroller.defense.gov/fmr](http://www.comptroller.defense.gov/fmr).

## OMB Circulars

Another common reference is the OMB circular. These are also easy to download by going to [www.whitehouse.gov/omb/information-for-agencies/circulars](http://www.whitehouse.gov/omb/information-for-agencies/circulars). All of the original legal citations from 10 US Code and 31 US Code are available through the fiscal law section or by going directly to [uscode.house.gov](http://uscode.house.gov). Simply enter the title (i.e., Title 10 or Title 31) and section number, and the search engine will provide the text.

## DoD Publications

All DoD publications, instructions, directives, manuals, etc., are available at [www.defense.gov/Resources/Forms-Directives-Instructions](http://www.defense.gov/Resources/Forms-Directives-Instructions).

## DoD Green Book, Red Book, and Yellow Book

The DoD Green Book (Standards for Internal Control of the Federal Government), Red Book (Principles of Federal Appropriations Law), and Yellow Book (Generally Accepted Government Auditing Standards) are available at [www.gao.gov/legal/appropriations-law](http://www.gao.gov/legal/appropriations-law).

## Army Cost Analysis Manual

[The Army Cost Analysis Manual](#) covers common cost estimating topics.

# Appendix E: CDFM™ Program Certification Agreement

## **CDFM Program Certification Agreement**

**When an applicant enrolls in the CDFM Program, he or she is legally attesting to the fact that the applicant has read and will abide by the Certification Agreement below.**

I certify that all information provided to the American Society of Military Comptrollers (ASMC) for enrollment in Certified Defense Financial Manager (CDFM) Program is true and accurate to the best of my knowledge. Further, I agree to notify ASMC promptly of any change in name or contact information, or in the event of any occurrence bearing upon my eligibility for certification including, but not limited to, any criminal conviction or disciplinary action by a licensing board or professional organization.

I hereby authorize ASMC and its officers, directors, employees, and agents ("the above-designated parties") to review my application, to contact employers and/or references listed on my application, and to determine my eligibility for examination and certification. I agree to cooperate promptly and fully in this review, including submitting any documents or information deemed necessary to confirm the information in my application. I authorize the above-designated parties to communicate any and all information relating to my application, examination, or certification status, and review thereof, including, but not limited to, the pendency or outcome of disciplinary proceedings, to state and federal authorities, employers, and others.

I have read and I understand ASMC's instructions and policies related to the enrollment and examination process, and I agree to abide by their terms. If any statement supplied to ASMC is false or inaccurate, or if I violate any other rules or regulations of ASMC, I acknowledge and agree that the penalties for doing so include, but are not limited to: denial of certification or suspension of, revocation of, or the placement of limitations upon, my certification (if already granted). I agree to indemnify and hold harmless the above-designated parties for any action taken pursuant to the rules and standards of ASMC with regard to enrollment, the CDFM examinations I take, and/or my certification, except claims based upon gross negligence or lack of good faith by ASMC.

Should my application be accepted and I am allowed to sit for the CDFM examinations, I understand that ASMC and/or its testing agents reserve the right to refuse my admission to test if I do not have the proper photo identification, or if I do not report at the appropriate time. If I am refused admission for any of these reasons or if I fail to appear at the test site as scheduled, I will not receive a refund of the examination fee and there will be no credit transferred to future examinations. I recognize that the proctor(s) at my assigned test site are required to maintain proper and secure test administration conditions (which may include direct observation or closed-circuit cameras), and I will follow their instructions. I will not attempt to communicate in any way with other examinees or any outside parties during the examination. I will not bring any outside materials into the testing site, including reference materials, notes, photographic or communication devices, or calculators. I understand that the content of the CDFM certification examination is copyrighted and is the property of ASMC. Exam materials will be provided to me for the sole purpose of testing my competencies for which I seek certification, and I am prohibited from using or possessing examination content for any other purpose or at any other time. I agree not to disclose, publish, copy, reproduce, transmit, or distribute exam content, in whole or in part, in any form or by any means, for any purpose without express prior written authorization from ASMC. Any unauthorized possession, disclosure, publication, copying, reproduction, transmission, or distribution of CDFM exam content or materials in any form is prohibited and may subject me to civil liability and/or criminal prosecution.

ASMC reserves the rights to cancel any examination score if, in its professional judgment, there is any reason to question the score's validity. Candidate conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee during a testing session; speaking or otherwise communicating with others during a testing session; copying, photographing, transcribing, or otherwise reproducing test materials; removing test materials from the examination room; aiding other examinees or receiving aid from anyone else; or having improper access to CDFM examination content prior to the examination administration. Engaging in such misconduct may disqualify me from all future CDFM tests and from ever being certified by ASMC. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

Should I be granted CDFM certification, I agree that ASMC may release my name and the fact that I have been granted certification. I agree further that ASMC may include my name and ASMC Chapter in a listing of certified individuals available to the public in print and/or electronic format. I understand and agree that it will be my responsibility to maintain my status by complying with all ASMC certification and recertification standards and procedures.

I understand that all notices pertaining to the examination, and to any subsequent certification I may earn, will be sent to my email or mailing address on record. Certificants are required to keep ASMC informed of updates to their contact information as a requirement of certification. Changes to contact information should be submitted to the ASMC Headquarters office. Unless a third party is involved, ASMC will not disclose any contact information (including telephone, email or mailing address), financial information of any type, or any personal information be disclosed other than verifying certification. I understand that ASMC's primary method of communication with its certificants and members is via email, and that should I opt out, block ASMC's email communications, or fail to update my record of changes in email address, I may not receive critical information concerning my examination, certification, continuing education requirements and status, recertification, and related matters. In such instances, I become solely responsible for contacting ASMC to obtain such information that is critical to maintaining my certification in good standing.

I accept full responsibility for maintaining the CDFM credential through recertification, shall remain current in the field, and shall continuously uphold the ASMC Pledge of Professionalism. I acknowledge that "Certified Defense Financial Manager", "Certified Defense Financial Manager with Acquisition Specialty", "CDFM", and "CDFM-A" are registered trademarks of the American Society of Military Comptrollers, and that I am authorized to use these designations only so long as the certification has not expired, been suspended, revoked or voluntarily relinquished, or converted to "Inactive" status. I understand that violating the ASMC Pledge of Professionalism could lead to suspension or revocation of my CDFM certification. I also understand that if my certification lapses or is revoked for any reason, I will no longer be authorized to use the CDFM designation.

BY TAKING A CDFM EXAMINATION, YOU ARE AFFIRMING BY YOUR ACTIONS THAT ASMC HAS YOUR PERMISSION TO CONTACT YOU ON MATTERS RELATING TO YOUR EXAMINATION AND CERTIFICATION, AND YOU UNDERSTAND THE TERMS HEREIN THIS CERTIFICATION AGREEMENT AND YOUR INTENT TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH ABOVE.

# **Appendix F: CDFM™ Candidate Non-Disclosure Agreement**



## American Society of Military Comptrollers Certified Defense Financial Manager Program Non-Disclosure Agreement

This agreement is made between you and ASMC's Certified Defense Financial Manager (CDFM) Program. Please be advised that this is a binding agreement. IF YOU ARE NOT WILLING TO ABIDE BY THESE TERMS, DO NOT ACCEPT THIS AGREEMENT. For legal reasons, if you do not accept this agreement, you will not be allowed to take a CDFM examination.

### **1. Certification Program**

The purpose of the Certification Program is to recognize individuals for certain skills and talents within the Defense Financial Management community solely on certain standardized testing criteria. ASMC makes no representations or warranty regarding your future employment, business opportunities or compensation.

### **2. Certification**

Upon ASMC being satisfied that you have met all of the requirements for certification (passing Exam Modules 1, 2, and 3, and submitting a qualifying Verification of Financial Management Experience Form), you will be awarded the Certified Defense Financial Manager (CDFM) certification. Those who also pass Exam Module 4 are awarded the Certified Defense Financial Manager with Acquisition Specialty (CDFM-A) certification.

### **3. Ethics and Professionalism**

A. Behavior that is dishonest includes cheating; lying; falsifying information; misrepresenting one's educational background, certification status, and/or professional experience; and failure to report misconduct. Individuals exhibiting such behavior with regard to the certification program risk being permanently barred from being a Certified Defense Financial Manager.

B. The CDFM examinations and test questions are the exclusive property of ASMC and are protected by copyright law. No part of a CDFM exam may be copied or reproduced in part or whole by any means whatsoever, including memorization. Such efforts violate federal copyright law.

C. Theft or attempted theft of an examination is punishable as a felony. Any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent analysis, may result in termination of participation in the CDFM Program, invalidation of the results of the exam or other appropriate actions.

D. Cheating includes possession, reproduction or disclosure of materials or other relevant information. Calculators are not permitted while testing.

ASMC shall be entitled to cancel your exam in the event that: you commit any breach of this Agreement; any information provided by you in connection with the Certification Program is determined to be false or misleading; or you are determined to have cheated, or assisted another in cheating, on any exam associated with the Certified Defense Financial Manager Program.

**My signature below indicates acceptance of this Agreement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name

# Appendix G: Pearson VUE Candidate Rules Agreement

## Professional & Regulatory Candidate Rules Agreement

Please review the following test rules agreement. Contact the TA if you have any questions. The term TA will be used in this document to mean test administrator, invigilator, and proctor.

<p>1. <b>No</b> personal items, including but not limited to mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, or pencils, are allowed in the testing room. <b>No</b> barrettes or hair clips that are larger than 1/4 inch (1/2 centimeter) wide and headbands or hairbands that are larger than 1/2 inch (1 centimeter) wide are allowed in the testing room. <b>No</b> jewelry that is removable and larger than 1/4 inch (1/2 centimeter) wide is allowed in the testing room. <b>No</b> books and/or notes are allowed in the testing room unless authorized by the test program sponsor for your use during the test. You must store all personal items in a secure area (a locker) as indicated by the TA or return them to your vehicle. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee. All electronic devices must be turned off before storing them in a locker.</p>
<p>2. You will be asked to empty your pockets for the purpose of allowing the TA to verify that nothing is in them. If you have hair that covers your ears, you may be asked to show them for the purpose of allowing the TA to verify that no Bluetooth devices are present. The TA may also ask you to roll up your sleeves to verify that you have no writing on your arms. Before you enter the testing room, you will be asked to pat yourself down (for example: arms, legs, and waistline) to show there is nothing hidden on your body. The test center is not responsible for lost, stolen, or misplaced personal items. <b>Studying IS NOT allowed in the test center. Visitors, children, spouses, family, or friends ARE NOT allowed in the test center.</b></p>
<p>3. Before you enter the testing room, the TA may collect your digital photograph, digital signature, and/or your palm vein image and may digitally authenticate your ID. This is done to verify your identity and protect the security and integrity of the test. You understand that if there are discrepancies during the check-in process you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and you may forfeit your test application fee.</p> <p>The identification requirements used during the check-in process are defined by the test sponsor, and the TA has no flexibility to add, delete, or alter this process. Upon entering and being seated in the testing room, the TA will provide you with those materials authorized by the test program sponsor for your use during the test to make notes or calculations on, and you will be provided any other material as specified by the test program sponsor. <b>You may not remove any of these materials from the testing room or begin writing on your noteboard until your test has been started.</b> If you need new or additional materials during the test, you must raise your hand. You must return all items and materials to the TA immediately following the test.</p>
<p>4. The TA will log you into your assigned workstation. You will verify that you are taking the intended test that you registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.</p>
<p>5. Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behavior in the testing room may be grounds for terminating your test, invalidating your test results, or disqualifying you from taking the test at a future date.</p>
<p>6. You understand that eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the test.</p>
<p>7. To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.</p>
<p>8. A Non-Disclosure Agreement or other security statement may be presented to you before the test begins. If so presented, you must read, acknowledge, and agree to the terms and conditions of such document within the specified time limit, if applicable, in order to begin your test. Should you not agree, you will not be permitted to proceed with taking the test and you may forfeit your test fee. If you select "DECLINE," your test session will immediately end.</p>



## Professional & Regulatory Candidate Rules Agreement

Please review the following test rules agreement. Contact the TA if you have any questions. The term TA will be used in this document to mean test administrator, invigilator, and proctor.

<p>1. <b>No</b> personal items, including but not limited to mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, or pencils, are allowed in the testing room. <b>No</b> barrettes or hair clips that are larger than 1/4 inch (1/2 centimeter) wide and headbands or hairbands that are larger than 1/2 inch (1 centimeter) wide are allowed in the testing room. <b>No</b> jewelry that is removable and larger than 1/4 inch (1/2 centimeter) wide is allowed in the testing room. <b>No</b> books and/or notes are allowed in the testing room unless authorized by the test program sponsor for your use during the test. You must store all personal items in a secure area (a locker) as indicated by the TA or return them to your vehicle. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee. All electronic devices must be turned off before storing them in a locker.</p>
<p>2. You will be asked to empty your pockets for the purpose of allowing the TA to verify that nothing is in them. If you have hair that covers your ears, you may be asked to show them for the purpose of allowing the TA to verify that no Bluetooth devices are present. The TA may also ask you to roll up your sleeves to verify that you have no writing on your arms. Before you enter the testing room, you will be asked to pat yourself down (for example: arms, legs, and waistline) to show there is nothing hidden on your body. The test center is not responsible for lost, stolen, or misplaced personal items. <b>Studying IS NOT allowed in the test center. Visitors, children, spouses, family, or friends ARE NOT allowed in the test center.</b></p>
<p>3. Before you enter the testing room, the TA may collect your digital photograph, digital signature, and/or your palm vein image and may digitally authenticate your ID. This is done to verify your identity and protect the security and integrity of the test. You understand that if there are discrepancies during the check-in process you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and you may forfeit your test application fee.</p> <p>The identification requirements used during the check-in process are defined by the test sponsor, and the TA has no flexibility to add, delete, or alter this process. Upon entering and being seated in the testing room, the TA will provide you with those materials authorized by the test program sponsor for your use during the test to make notes or calculations on, and you will be provided any other material as specified by the test program sponsor. <b>You may not remove any of these materials from the testing room or begin writing on your noteboard until your test has been started.</b> If you need new or additional materials during the test, you must raise your hand. You must return all items and materials to the TA immediately following the test.</p>
<p>4. The TA will log you into your assigned workstation. You will verify that you are taking the intended test that you registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.</p>
<p>5. Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behavior in the testing room may be grounds for terminating your test, invalidating your test results, or disqualifying you from taking the test at a future date.</p>
<p>6. You understand that eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the test.</p>
<p>7. To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.</p>
<p>8. A Non-Disclosure Agreement or other security statement may be presented to you before the test begins. If so presented, you must read, acknowledge, and agree to the terms and conditions of such document within the specified time limit, if applicable, in order to begin your test. Should you not agree, you will not be permitted to proceed with taking the test and you may forfeit your test fee. If you select "DECLINE," your test session will immediately end.</p>

## **Appendix H: OnVUE Exam Policies and Procedures**

## OnVUE Exam Policies and Procedures

### Before testing

- To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.
- You must store personal items away from your testing space for the duration of your exam. If you refuse to store your personal items, you will be unable to test and you will lose your test fee. Please note that, if you need to use your cell phone during check-in, you may do so. However, prior to starting your exam, you must place your phone out of arm's reach.
  - The following items are not allowed in your testing space:
    - Cell phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, and watches
    - Wallets or purses
    - Firearms or other weapons
    - Hats (and other non-religious head coverings), bags, coats, jackets, or eyeglass cases
    - Barrettes or hair clips larger than ¼ inch (½ centimeter) wide and headbands or hairbands larger than ½ inch (1 centimeter)
    - Jewelry that is removable and larger than ¼ inch (½ centimeter)
    - No books, notes, or other study materials are allowed during testing.
- You may be subject to additional potential inspections, including the following:
  - A proctor may ask you to show your ears if you have hair that covers your ears, for the purpose of verifying that no Bluetooth devices are present.
  - A proctor may ask you to roll up your sleeves to verify that you have no writing on your arms.
  - A proctor may ask you to empty your pockets for the purpose of ensuring nothing is in them.
  - A proctor may ask you to complete a full 360-degree room scan either during check-in or during your exam.
- You must follow all of the appropriate check-in and check-out processes as defined by your exam program. This may include the need to complete a room scan prior to or during your exam. A proctor may intervene if they suspect the presence or use of prohibited items or if a third-party appears.

### During testing

- OnVUE uses a mixture of artificial intelligence and a live greeter to diligently check ID submissions to authenticate your identification. We do this to verify each candidate's identity and to protect the security and integrity of the test.
  - If required, the proctor may ask that you retake a photo of your identification before your exam can start if the image is blurry or illegible. If there are any discrepancies during the check-in process, you may be prohibited from starting your exam. You may not be allowed to reschedule your test appointment, and you may forfeit your test fee. Your exam program defines the specific ID requirements used during the check-in process for your exam and the proctor has no flexibility to add, delete, or alter this process. After starting your exam, a proctor will continue to monitor you, including the use of specially permitted items that your exam program has approved.

## OnVUE Exam Policies and Procedures

- The proctor will start your exam upon verifying that your testing space and ID meet our requirements. You will verify that you are taking the intended test that you registered to take. You must remain in your designated testing space during the duration of your exam unless your exam program specifically allows breaks.
- Once you have started your exam, any disruptive, threatening, or fraudulent behavior — or anything specifically against exam rules — may be grounds for terminating your test, invalidating your test results, or disqualifying you from taking the test at a future date. Once you have started your exam, you may not communicate with others, including any third-parties or others within your home, such as children. Proctors will monitor you for suspicious movement during the duration of your exam. Please do not read the questions aloud and do not cover your mouth or attempt to hide your face or move it out of view of the webcam. If any of those actions occur, a proctor may intervene and remind you of these policies. If the behavior continues, a proctor may be required to revoke your exam session.
- You may not copy/paste or attempt to remember test questions or test answers from the exam, and you may not share or discuss any or all of the test questions or test answers you saw or viewed during the exam with anyone. Appropriate action will be taken, including the possibility of the exam program taking action against you, if you:
  - Do not abide by these rules
  - Tamper with your computer to modify your testing space in a way that does not meet our requirements
  - Are suspected of cheating
- A Non-Disclosure Agreement or other security statement may be presented to you before the test begins. If presented, you must read, acknowledge, and agree to the terms and conditions of the document within the specified time limit, if applicable, in order to begin your test. Should you not agree, you will not be permitted to proceed with taking the test and you may forfeit your test fee. If you select "DECLINE," your test session will immediately end.
- There are no breaks allowed during a CDFM exam unless ASMC has approved ADA Accommodations in advance.
- If you experience any problems or distractions or if you have other questions or concerns, you may click the chat icon, and the proctor will assist you. The proctor cannot answer questions related to test content. If you have concerns about a test question or image, make a mental note of the item (question) number, if available, and share that feedback with the proctor. If you raise your hand and a proctor does not reach out to you, you may be experiencing a connectivity issue that is blocking our system's ability to contact you. We recommend reaching out to your program-specific customer service team for assistance after your testing is completed.
- After you have completed the test, you should be presented information on how to exit out of the application. Your test score will be displayed on the computer screen after you have completed the test and you may be provided with a confirmation notice indicating that you have completed the test. If you do not successfully close out of the program at the end of the exam and leave the view of the camera, an exam proctor may interpret that as a testing violation as they cannot see your exam status or content. Ensure you close out of the OnVUE application (PVproctor) properly to avoid your exam being revoked in error.
- After you finish the test, you may be asked to complete an optional on-screen evaluation.

# **Appendix I: Verification of Financial Management Experience (VFME) Form**



# Verification of Financial Management Experience (VFME)



SEND TO [certification@asmconline.org](mailto:certification@asmconline.org)  
--DO NOT ATTACH SUPPORTING DOCUMENTATION--

PLEASE PRINT CLEARLY TO AVOID PROCESSING DELAYS

## CDFM Candidate's Section

Candidate's ASMC ID \_\_\_\_\_  
Candidate's Name \_\_\_\_\_  
Candidate's Address \_\_\_\_\_  
Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Financial Management Experience Requirement for CDFM Eligibility

- **Associate degree or higher:** 2 years in DoD-related or 4 years in Federal Government-related position
- **High school diploma or equivalent:** 3 years in DoD-related position

Candidate's Position Title \_\_\_\_\_  
Dates of Employment (MM/YY – MM/YY) \_\_\_\_\_  
Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Candidate's Position Title \_\_\_\_\_  
Dates of Employment (MM/YY – MM/YY) \_\_\_\_\_  
Brief Description of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Supervisor's Section

Supervisor's Name \_\_\_\_\_  
Supervisor's Title \_\_\_\_\_  
Supervisor's Phone \_\_\_\_\_ Email \_\_\_\_\_  
My signature below indicates that I have confirmed the accuracy of the candidate's employment experience listed above.  
Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Appendix J: CDFM™ Recertification Policy







## American Society of Military Comptrollers Certification Commission CDFM Recertification Policy



### Recertification Requirements

All Certified Defense Financial Managers (CDFMs), to include CDFMs with the Acquisition Specialty (CDFM-As), must meet all recertification requirements every 24 months to retain certification. The requirements include adhering to the ASMC Pledge of Professionalism, paying a recertification fee, and self-certifying the completion of 80 continuing professional education units (CPEs). The 80 CPEs must include 2 CPEs in ethics, and at least 20 CPEs must be earned per year. A small percentage of recertifications are randomly selected for CPE audit.

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#### **Summary of CDFM Recertification Requirements**

- Adhere to the Pledge of Professionalism
  - Pay recertification fee
  - Earn 80 CPEs and retain documentation  
(2 CPEs in ethics, at least 20 CPEs per year)
- 

### Active Status

Only active CDFMs may use the designation after their name. The names of active CDFMs will show on the ASMC website.

### Recertification Extension

CDFMs who need additional time to complete the recertification requirements can apply for a 90-day extension to their recertification deadline. Certificants who fail to meet the requirements after the 90-day extension may be suspended.

### Suspended Status Reactivation

CDFMs who are one to 90 days past their recertification deadline will have their certification suspended with their names removed from the ASMC web page of active CDFMs. Suspended CDFMs can reactivate their certification within this 90-day period by submitting proof of 80 CPEs and paying the reactivation fee plus a late fee of \$50.

---

#### **Summary of Suspended Status Reactivation Requirements**

- Pay recertification fee
  - Pay \$50 late fee
  - Submit proof of 80 CPEs
-

## CDFM Recertification Policy

### Inactive Status

CDFMs who are more than 90 days beyond the recertification deadline will have their certification inactivated. Inactive CDFMs may not present themselves as CDFMs either in writing or orally, or display the CDFM wall certificate. Inactive CDFMs can reactivate their certification by paying one recertification fee plus a reactivation fee of \$100 and submitting proof of 80 CPEs. The inactive CDFM will receive written notification from ASMC when active certification status is granted.

If a situation, such as deployment or a serious medical condition, interfered with the ability to recertify and the individual wishes to request waiver of some of the reactivation requirements, an email should be sent to [certification@asmconline.org](mailto:certification@asmconline.org) with the waiver request, to include a description and documentation of the situation, for formal review.

---

### **Summary of Inactive Status Reactivation Requirements**

- Pay recertification fee
  - Pay \$100 reactivation fee
  - Submit proof of 80 CPEs
- 

### Revoked CDFM Certification

In the case of ethical violation, including violation of ASMC's Pledge of Professionalism or action discreditable to the CDFM Program, the Certification Commission reserves the right to revoke any certification.

Due process will be taken in accordance with procedures established by the ASMC National Executive Committee and penalties will be set accordingly. It is envisioned that such revocation be permanent, and individuals so cited will not present themselves as CDFMs in any way, will remove any reference to the CDFM designation from their titles, and will not reference CDFM on any statement or document of qualification.

### Effective Date

This policy is effective July 1, 2016.

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## THE CPE REQUIREMENTS

### Background

Every credible program of professional certification has a mechanism to ensure that certified members remain current. In most cases, this is the Continuing Professional Education unit (CPE). One 50-minute block of learning in a subject directly related to the technical field certified yields one CPE.

The CPE requirements stated under the Certified Defense Financial Manager (CDFM) Program apply to all CDFM certificants, whether employed full or part-time by a public or private organization, or self-employed. Eighty CPEs every 24 months is the standard across the area of financial management certification.

CPE requirements for the CDFM Program are not intended to add to the total requirement a certificant may have for another approved financial management certification. For example, if you are a Certified Public Accountant (CPA), the 80 CPEs you take for the CPA will also count fully for the CDFM. Likewise, if you are in the DoD FM Certification Program or maintain any of the financial management certifications listed in the appendix, the CPEs are considered to overlap.

### Compliance

Operating under the umbrella of the ASMC Pledge of Professionalism (see appendices), complying with the CPE requirements of the CDFM is the responsibility of the individual certificant. Carrying out this responsibility requires exercising sound professional judgment.

Individual CDFMs are responsible for: (1) seeking opportunities for appropriate CPE, (2) successfully completing CPE programs and activities, (3) maintaining documentation of the CPEs completed, and (4) monitoring their own progress toward meeting the CPE requirements.

The CPE requirements are based on the premise that all CDFMs should maintain and enhance their professional proficiency in defense financial management. As stated in the ASMC Pledge of Professionalism, we should “continuously strive to increase...professional knowledge and skills.” CDFMs will have wide latitude in selecting suitable CPE.

### Record Keeping and Retention

Individuals are responsible for documenting their own CPEs. ASMC members benefit from a handy CPE tracking tool available in their ASMC account; however, each individual may choose how they keep record of their earned CPEs. Certificants will be asked to self-certify that they have completed the 80 hours in order to complete the recertification process.

CPEs should be recorded and maintained in a log that is readily accessible to the certificant in case of audit. As such, CPE records should be maintained for a minimum of two years after recertification.

## CDFM Recertification Policy

### Recertification Requirements

The CPE requirements stated under the CDFM Program apply to all CDFM certificants, regardless of employment status. Recertification is a personal responsibility. However, ASMC attempts to send a courtesy email reminder to each certificant 3 months before, 2 months before, and the month of certification expiration. Certificants are highly encouraged to use a personal email address in their ASMC account to avoid email server firewall issues.

The Certification Commission (CC) has set forth 80 hours as the minimum number of hours of CPEs that CDFMs must complete every 24 months to maintain their CDFM certification. The 80 CPEs must include 2 CPEs in ethics, and at least 20 CPEs must be earned per year.

CDFMs who later earn the CDFM-A continue with their original recertification cycle timeline and recertification requirements. There are no additional CPE requirements.

### CPE Carryover

Carrying over “extra” CPEs from one 24-month time period to the next is not permitted. The 80-hour requirement is the minimum number of CPEs that CDFMs should complete every 24 months. Extra CPEs are not transferable to a subsequent period.

### Recertification Extensions

CDFMs who need more time to complete the required number of CPEs for any certification cycle can apply for a 90-day extension to make up the deficiency and remit the recertification fee. However, the CPEs earned during this extension period cannot be counted toward the total required for the next certification cycle.

In addition to the 90-day extension period to earn the needed CPEs, an additional 30-day period is allowed for the CDFM to complete and submit the documentation. Furthermore, after the extension and additional 30-day documentation-preparation period has elapsed, the CDFM certification may be suspended if the certificant fails to meet the CDFM Program's CPE requirements. Certification Department staff will work with the individuals to assist them with remaining in the Program.

### Certified Retired Status Exemption

Certificants who have requested and been approved for Certified Retired Status do not need to meet the CDFM CPE requirement or pay a recertification fee to maintain their status.

### Requirement Exceptions

The ASMC Certification Department may grant exceptions to the CPE requirement if a reason such as foreign residency, ill health, maternity leave or military service prevents a certificant from fulfilling the CPE requirement. The certificant should document the reasons for requesting an exception and submit it to the Certification Department for a determination. Situations in which subject matter expertise is needed will be referred to the Certification Commission for review. Documentation will be retained for an appropriate period of time.

The individual requesting an exception must demonstrate that an effort was made to satisfy the CPE requirement before or after the exception situation. For example, if an exception situation arises in the 23rd month of the CDFM's 24 month certification period, the individual must demonstrate that he or she had completed a sufficient number of CPEs that would have allowed the 80-hour requirement to be fulfilled. A CDFM is expected to obtain CPEs throughout the two-year period and not “bunch” the hours in the final few months.

## CDFM Recertification Policy

### Monitoring Compliance with CPE Requirements

To maintain CDFM certification, certificants must pay the recertification fee and complete at least 80 CPEs in defense financial management topics or related subjects every 24 months. The 80 CPEs must include 2 CPEs in ethics, and at least 20 CPEs must be earned per year.

ASMC will audit five to ten percent of CDFM recertifications, selected at random, to verify the CPE documentation. Those CDFMs selected for audit will be required to provide their CPE documentation electronically to the Certification Department. Situations in which subject matter expertise is needed will be referred to the Certification Commission for review. Feedback will be provided to the individual only if the review finds that the documentation does not meet the recertification requirements.

As part of a quality assurance program, ASMC may, on a random audit basis, request CPE documentation for verification. Individuals should maintain records for a minimum of two years after recertification to substantiate their statement of completed CPEs.

### Suspension

A CDFM certification may be suspended if, within three months following the recertification deadline: 1. the recertification fee has not been paid or the certificant has indicated, or 2. the certificant has not earned the required CPEs and has not furnished an adequate explanation.

### Recourse Following Suspension for CDFM Certification

If a CDFM is suspended, the certificant has 30 days in which to file an appeal with the Certification Commission. The Commission shall decide each case on its individual merits. If the Commission votes to revoke the certification, then the certificant will be so notified. The decision of the Certification Commission will be final.

### Revoked CDFM Certification

In the case of ethical violation, including violation of ASMC's Pledge of Professionalism or action discreditable to the CDFM Program, the Certification Commission reserves the right to revoke any certification. Due process will be taken in accordance with procedures established by the ASMC National Executive Committee, and penalties will be set accordingly. It is envisioned that such revocation be permanent and individuals so cited will not present themselves as CDFMs in any way, will remove any reference to the CDFM designation from their titles, and will not reference CDFM on any statement or document of qualification.

### Reinstating a Revoked CDFM Certification

If a certification has been revoked and a period of one year has elapsed, the former certificant may apply to retake the CDFM examinations. From that point, he or she will be treated as if applying for the CDFM Program for the first time.

**APPENDIX A**

**ASMC PLEDGE OF PROFESSIONALISM**

1. Be guided in all activities by loyalty to the highest principles always remembering that public office is a public trust.
2. Refrain from activities which are in conflict with the public interest or are discreditable to the Society, and to avoid activities which create the appearance of such conflict.
3. Exercise diligence, objectivity and integrity in professional activities, ever aware of the responsibility to eliminate improprieties.
4. Refrain from the transmission or usage, for personal gain or advantage, of information obtained in the professional environment.
5. Carefully earn and continuously protect my reputation for good moral character in comptrollership.
6. Recognize that professional example will influence associates and efficiency.
7. Recommend and initiate methods to enhance productivity and efficiency.
8. Continuously strive to increase my professional knowledge and skills to improve service and value to associates and the Society.
9. Extend the same consideration to the rights and interests of others that I seek for myself.
10. Respect the professionalism of fellow-members and work with them to promote the goals and programs of the Society.

**APPENDIX B**

**FINANCIAL MANAGEMENT CERTIFICATIONS  
APPROVED FOR OVERLAPPING CPE COVERAGE**

Accredited Business Accountant (ABA)  
Accredited in Business Valuation (ABV)  
Certified Accounts Payable Professional (CAPP)  
Certified Business Manager (CBM)  
Certified Cost Consultant (CCC)  
Certified Cost Estimator/Analyst (CCE/A)  
Certified Forensic Accountant (Cr.FA)  
Certified Fraud Examiner (CFE)  
Certified Government Financial Manager (CGFM)  
Certified in Financial Forensics (CFF)  
Certified Information Systems Auditor (CISA)  
Certified Internal Auditor (CIA)  
Certified Management Accountant (CMA)  
Certified Payroll Professional (CPP)  
Certified Public Accountant (CPA)  
Certified Quality Auditor (CQA)  
Certified Treasury Professional (CTP)  
DoD Acquisition Corps Certification  
DoD Financial Management Certification  
Forensic Certified Public Accountant (FCPA)

--And others, as appropriate. Please notify Certification Department staff to have your program verified and added to this listing.

**APPENDIX C**

**TOPICS SUGGESTED FOR CDFM CPE CREDIT**

- Accounting Principles & Standards
- Accounting Systems
- Analytical Procedures
- Assessment of Internal Controls
- Assessment of Management Controls
- Asset Management Systems Management
- Audit Methodologies
- Audit of Contract Compliance/Costs
- Audit Risk & Materiality Management
- Audit/Evaluation Standards
- Audit Readiness
- Budgeting
- Business Law
- Business Process Reengineering
- Compliance with Laws & Regulations
- Comptrollership
- Computer Science
- Computer Security
- Contracting and Procurement
- Cost Analysis
- Data Analysis
- Economics
- Electronic Data Processing
- Enterprise Risk Management & Internal Controls
- Evaluation Design
- Financial Auditing
- Financial Management Leadership
- Financial Management/Systems
- Financial Planning or Analysis
- Fiscal Law
- Financial Reporting
- Forecasts and Projections
- Fraud Detection & Prevention
- Industrial Engineering
- Information Resources
- Information Technology
- Interviewing Techniques
- Municipal Level Financial
- Operations Research
- Oral & Written Communications
- Pension Accounting
- Performance Measurement & Reporting
- Principles of Management & Supervision
- Productivity
- Program Planning & Evaluation
- Proposal Evaluation & Award
- Public Administration
- Public Finance
- Public Policy and Structure
- Quality Control
- Report Writing
- State Level Financial Management
- Statistical Methods
- Social Sciences
- Strategic Planning
- Taxation
- Working Capital Funds



**APPENDIX D**

**CRITERIA FOR CPE CREDIT**

**Criteria for CPE Credit for Technical Subjects**

The CDFM Program does not establish detailed criteria for CPE educational events. However, it does require that the CPE educational event contributes to the CDFM's professional proficiency and that CDFMs maintain documentation of the CPEs completed.

To determine if programs contribute to professional proficiency and to facilitate documentation, the following criteria for CPE educational events may be considered, as appropriate.

1. An agenda or outline is prepared in advance and retained by the program sponsor that indicates the name(s) of the instructor(s); the subject(s)/topic(s) covered; the date(s) and length of the program; and, when appropriate, the program's learning objectives and any prerequisites.
2. Individuals qualified or experienced in the topic/subject matter develop the program.
3. The program is presented by an instructor or discussion leader who is qualified or experienced with respect to the program content.
4. Program materials are technically accurate, current, and sufficient to meet the program's learning objectives.
5. The program is reviewed, when appropriate, by other qualified or experienced individuals. The nature and extent of any review may vary depending on characteristics of the program.
6. Participants are required to register for the program.
7. Attendance records are maintained by the sponsoring organization.
8. Evaluations of the program are obtained from instructors and participants, when appropriate.
9. The program sponsor provides evidence of satisfactory completion (a certificate or transcript).

**Topics, Programs & Activities That Qualify for CPE**

***Topics that qualify:***

CPE programs include a wide variety of topics and subjects that may contribute to maintaining or enhancing the professional proficiency of some CDFMs, but not others. Therefore, the CDFM is ultimately responsible for determining whether a topic or subject qualifies as acceptable CPE for him or her.

CPEs that would satisfy the CDFM program's requirement should be in defense or government financial management topics or related technical subjects applicable to defense/government financial management areas. Examples of such topics are in the appendix of this document. Determining what topics and subjects are appropriate for individual CDFMs to satisfy the CPE requirement is a matter of professional judgment to be exercised by the CDFM. Among the considerations in exercising that judgment are the CDFM's experience, the defense financial management area(s) in which they work and the responsibilities they assume in performing comptrollership and defense financial management functions.

***Group programs such as:***

1. Formal training programs (e.g., the Enhanced Defense Financial Management Training Course presented by an ASMC-licensed training provider).
2. Internal training programs (briefings, lectures, courses, seminars and workshops).
3. Financial management organization staff/chapter meetings when a structured educational program is presented (that portion of the meeting where a structured educational program is used to brief staff on an accounting principle, auditing standard or budget function and demonstrate its applicability to their work). Informal discussions of current events in the financial management profession do not qualify for CPEs.
4. University and college courses (credit and non-credit). Audited courses qualify if the course is related to financial management and is audited in full.
5. Education and development programs presented at conferences, conventions, meetings, seminars and workshops of professional organizations. For example, the American Society of Military Comptrollers (ASMC) annual Professional Development Institute (PDI) and education programs presented by ASMC local chapters.
6. Training programs presented by other financial management organizations, educational organizations, foundations and associations.
7. Preparation and delivery of briefings and work-related documents outside the scope of routine business.

***Individual study programs such as:***

1. Correspondence courses, self-study guides and workbooks.
2. Courses given through audiocassette tapes, videotapes and computers.

## CDFM Recertification Policy

### ***Other professional activities:***

Activity such as serving as a speaker, instructor, or discussion leader at group programs (ASMC PDI) that qualify for CPEs, publishing articles and books, or developing CPE courses on topics and subjects that qualify for CPEs and that contribute directly to the author's professional proficiency (e.g., writing an article published in The Armed Forces Comptroller) will all count toward your CPE requirement. Documentation of this type of activity, however, may be a challenge.

### **Programs, Activity Topics & Subjects That DO NOT Qualify for CPE Credit**

1. On-the-job training.
2. Basic or elementary courses in topics and subjects in which the CDFM already has the necessary knowledge and skills and that served as the initial basis for qualification as a CDFM.
3. Programs that are not designed to maintain or enhance CDFMs' professional proficiency, but are designed for the general public, such as resume writing, improving parent-child relations, personal investments and money management and retirement planning.
4. Sales oriented programs that demonstrate office equipment.
5. Programs restricted to the financial management organization's administrative operations, such as how to prepare time and attendance reports or internal administrative reporting responsibilities.
6. Business sessions at professional organization conferences, conventions and meetings.
7. Participation as a member of a committee of a professional organization.
8. Preparation and presentation time for repeated presentations within the two-year period. (You get preparation credit CPEs only once for preparing to teach the same lesson multiple times.)
9. Conducting external quality control reviews.
10. Teaching university or college courses full-time. If the CDFM is a full-time instructor, the routine performance of his or her professional duties will not suffice as the sole source of continuing professional education.

## CDFM Recertification Policy

### University & College Courses

Each semester hour credit equals 15 CPEs and each quarter hour credit equals 10 CPEs.

### Instructing University & College Courses

Instructors for university or college credit courses shall receive CPEs based on the number of credit hours the university/college gives a student for successfully completing the course (one 3-semester-hour credit course x 15 CPEs per semester hour = 45 CPEs). An instructor shall not receive CPEs for teaching a course more than once within the two-year period unless the course was changed significantly. The maximum number of CPEs that may be granted to an individual as an instructor under this paragraph should not exceed 40 CPEs for any two-year period.

### Individual Study Programs

CDFM participants in correspondence or individual study programs shall be granted CPEs when they satisfactorily complete the program. If programs are pretested by the vendor or sponsor CPEs should be granted in an amount equal to the average completion time. For example, a CDFM who takes 800 minutes to complete an individual study program that has been pretested as having a 400-minute average completion time may only be granted 8 CPEs (800 minutes x  $\frac{1}{2}$  = 400 minutes divided by 50 minutes = 8 CPEs).

### Speaking or Instructing

Speakers, instructors (university/college noncredit courses) and discussion leaders at programs that qualify for CPE should receive CPEs for preparation and presentation time to the extent the topic or subject matter contributes directly to their professional proficiency. One CPE should be granted for each 50 minutes of presentation time, and up to two additional CPEs may be granted for advance preparation for each 50-minute segment of the presentation.

For example, a discussion leader could receive up to 21 CPEs for a presentation of 350 minutes (7 hours for presentation and 14 hours for preparation). An individual should not receive CPEs for either preparation or presentation time for repeated presentations they make within the two-year period, unless the topic or subject matter involved was changed significantly. The maximum number of CPEs that may be granted to an individual as a speaker, instructor, or discussion leader under this paragraph shall not exceed 40 hours for any two-year period.

### Authorship

Articles, books, or CPE courses written by CDFMs on topics and subjects related to their expertise and/or work that contribute directly to professional proficiency shall qualify for CPEs in the year they are published. One CPE shall be granted for each hour devoted to writing articles, books, or course materials that are published. However, CPEs for published writings shall not exceed 40 CPEs for any two-year period.

## CDFM Recertification Policy

### Determining CPE Credits

One CPE may be granted for each 50 minutes of participation in programs and activities that qualify. It is common practice for instructors to give students a 10-minute break per hour, so one hour of training is typically one CPE.

Fractional hours may also be granted, if appropriate. At conferences and conventions where individual presentations are less than and/or more than 50 minutes, the sum of the presentations should be considered as one total program. For example, two 90-minute, two 50-minute and three 40-minute presentations equal 400 minutes or 8 CPEs.

Sponsors of CPE programs should monitor their programs to accurately assign the appropriate number of hours. CDFM participants should receive CPEs only for the actual time they attend the program. Preparation time for students participating in a CPE program is not counted.

### CPE Documentation

The CDFM is responsible for maintaining documentation of the CPEs completed. He or she is encouraged to use a personal log in which to maintain the documentation. The records should include the following information for each CPE program or activity attended or completed:

1. The sponsoring organization (e.g., ASMC National Office or local chapter, or other organization),
2. The location at which the program was given (e.g., Holiday Inn, Rosslyn, VA),
3. The title of the program and a brief description of its contents (e.g., 5th Annual Professional Development Institute: Current Issues Affecting Defense Financial Management Operations),
4. The dates attended for group programs or dates completed for individual study programs (e.g., February 13-14, 2016),
5. The number of CPEs (e.g., 14 CPEs), and
6. Evidence of attendance or completion. This might include the following:
  - a. Record of the grade received for a university or college credit course.
  - b. An outline and evidence of attendance or of having been the instructor or discussion leader from the program sponsor.
  - c. Evidence of completion from the program sponsor (e.g., PDI CPE certificate, letter of completion).
  - d. A copy of the published article or training course.

**APPENDIX E**

**CPE CONVERSION**

**CEU Defined**

The International Association for Continuing Education and Training (IACET) defines a Continuing Education Unit (CEU) as “10 contact hours (60-minute hours) of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Instructional hours do not include time involved in coffee breaks, meals, social activities or business and committee meetings. CEUs are not measures of academic credit.”

**CET Defined**

One CEU (see definition above) equals 10 Continuing Education & Training (CET) units. Each course hour credit is equal to one CET hour.

**CLP Defined**

One CEU (see definition above) equals 10 Continuous Learning Points (CLP).  
One CLU equals 60 contact minutes of instruction.

**CLU Defined**

One CEU (see definition above) equals 10 Continuous Learning Units (CLU).  
One CLU equals 60 contact minutes of instruction (not including time involved in breaks, meals, social activities or business and committee meetings).

**CPE Defined**

One CPE equals 50 contact minutes of instruction.

**Conversion to CPE**

1 training hour (50 contact minutes) = 0.1 CEU = 1 CET = 1 CLP = 1 CLU = 1 CPE

To convert CEU to CPE, multiply CEU by 10

$$\underline{\quad} \text{ CEU} \times 10 = \underline{\quad} \text{ CPE}$$

# **Appendix K: ASMC Course Alignment to the DoD FM Certification Program**



## ASMC Courses Aligned to the DoD FM Certification Program

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### Enhanced Defense Financial Management Training Course (v2018)

Course Length: 40 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Cert. Level</u>	<u>Aligned Hours</u>
Advanced Financial Management	PL 5	CL 3	2
Budget Execution	PL 3	CL 2	6
Budget Formulation, Justification, and Presentation	PL 3	CL 2	6
Concepts, Policies, and Principles of Accounting	PL 3	CL 2 or 3 Alt	6
Concepts, Policies, and Principles of Audit	PL 3	CL 2 or 3 Alt	4
Concepts, Policies, and Principles of Budget	PL 3	CL 2 or 3 Alt	8
Decision Support	PL 3	CL 2	4
Fundamentals and Operations of Accounting	PL 1	CL 1 or 2 Alt	2
Fundamentals and Operations of Budget	PL 1	CL 1 or 2 Alt	2

**Proficiency Level 5 Total Aligned Hours: 2**

**Proficiency Level 3 Total Aligned Hours: 34**

**Proficiency Level 1 Total Aligned Hours: 4**

**Total CETs, any Proficiency Level: 40**

FM MyLearn ID: F7640

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### CDFM Module 1 (Resource Management Environment) Mini-Course

Course Length: 8 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Aligned Hours</u>
Advanced Financial Management	PL 5	1.0
Concepts, Policies and Principles of Audit	PL 3	2.0
Concepts, Policies and Principles of Budget	PL 3	3.0
Decision Support	PL 3	2.0

**Proficiency Level 5 Total Aligned Hours: 1**

**Proficiency Level 3 Total Aligned Hours: 7**

**Total CETs, any Proficiency Level: 8**

FM MyLearn ID: F7755

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### CDFM Module 2 (Budget and Cost Analysis) Mini-Course

Course Length: 8 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Aligned Hours</u>
Budget Execution	PL 3	1.0
Budget Formulation, Justification and Presentation	PL 3	4.0
Concepts, Policies and Principles of Budget	PL 3	1.0
Financial Management Analysis	PL 3	2.0

**Proficiency Level 3 Total Aligned Hours: 8**

**Total CETs, any Proficiency Level: 8**

FM MyLearn ID: F7756

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## ASMC Courses Aligned to the DoD FM Certification Program

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### **CDFM Module 3 (Accounting and Finance) Mini-Course**

Course Length: 8 Hours

#### **Competency Alignment**

	<b><u>Prof. Level</u></b>	<b><u>Aligned Hours</u></b>
Budget Execution	PL 3	2
Concepts, Policies and Principles of Accounting	PL 3	2
Concepts, Policies and Principles of Audit	PL 3	2
Concepts, Policies and Principles of Finance	PL 3	2

**Proficiency Level 3 Total Aligned Hours: 8**

**Total CETs, any Proficiency Level: 8**

FM MyLearn ID: F3991

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### **Acquisition Business Management CDFM Module 4**

Course Length: 16 Hours

#### **Competency Alignment**

	<b><u>Prof. Level</u></b>	<b><u>Aligned Hours</u></b>
Budget Formulation, Justification and Presentation	PL 3	1
Decision Support	PL 3	4
Financial Management and Reporting Analysis	PL 3	1

**Proficiency Level 3 Total Aligned Hours: 6**

**Total CETs, any Proficiency Level: 16**

FM MyLearn ID: F2640

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### **Fiscal Law - Purpose, Time and Amount Overview**

Course Length: 24 Hours

#### **Competency Alignment**

	<b><u>Prof. Level</u></b>	<b><u>Aligned Hours</u></b>
Budget Execution	PL 3	10
Concepts, Policies and Principles of Budget	PL 3	10
Concepts, Policies and Principles of Finance	PL 3	4

**Proficiency Level 3 Total Aligned Hours: 24**

**Total CETs, any Proficiency Level: 24**

FM MyLearn ID: F3744

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### **Fiscal Law – Purpose (31 US Code 1301) Overview Course**

Course Length: 16 Hours

#### **Competency Alignment**

	<b><u>Prof. Level</u></b>	<b><u>Aligned Hours</u></b>
Budget Execution	PL 3	16

**Proficiency Level 3 Total Aligned Hours: 16**

**Total CETs, any Proficiency Level: 16**

FM MyLearn ID: F3745

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### **Fiscal Law – Certifying Officials Overview Course**

Course Length: 8 Hours

#### **Competency Alignment**

	<b><u>Prof. Level</u></b>	<b><u>Aligned Hours</u></b>
Concepts, Policies, & Principles of Accounting	PL 3	6

**Proficiency Level 3 Total Aligned Hours: 6**

**Total CETs, any Proficiency Level: 8**

FM MyLearn ID: F3746

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# **Appendix L: DFMCP Certification Requirement Alternatives**



## OFFICE OF THE UNDER SECRETARY OF DEFENSE

1 1 0 0 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1 1 0 0

MEMORANDUM FOR ASSISTANT SECRETARIES OF THE MILITARY DEPARTMENTS  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
UNDER SECRETARIES OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES  
DIRECTORS OF ACQUISITION CAREER MANAGEMENT  
FINANCIAL MANAGEMENT COMPONENT FUNCTIONAL  
COMMUNITY MANAGERS

SUBJECT: Department of Defense Financial Management Certification Program – Certification Requirement Alternatives

Reference: Department of Defense Instruction 1300.26, "Operation of the DoD Financial Management Certification Program," May 2018

In accordance with the reference, Financial Management (FM) coded employees are required to complete the Department of Defense Financial Management Certification Program (DFMCP) certification within two years of assignment, and to maintain continuing education requirements as assigned per level as a condition of employment. As an exception to policy stated in the reference (including, but not limited to sections 3.5, 4.2 and 7.1), FM workforce members may also present and maintain one of the following five professional certifications to meet any of the three DFMCP certification levels:

- **Certified Defense Financial Manager (CDFM)**
  - Continuing education required: 80 hours every 2 years
- **Certified Government Financial Manager (CGFM)**
  - Continuing education required: 80 hours every 2 years
- **Certified Information Systems Auditor (CISA)**
  - Continuing education required: 120 hours every 3 years
- **Certified Management Accountant (CMA)**
  - Continuing education required: 30 hours every year
- **Certified Public Accountant (CPA)**
  - Continuing education required: 120 hours every 3 years

To satisfy the DFMCP certification requirement using one of the five professional certifications listed above, FM workforce members must be in an active and current status.

This exception to policy which permits use of the five professional certifications listed above is consistent with congressional intent, reduces the burden on employees who maintain these professional certifications, and lowers recruitment barriers. These five professional certifications emphasize the certified public accountant concepts necessary to assist the Department in addressing the 45% of audit notice of findings involving systems, and will promote proficiency in all FM competencies.

FM workforce members using one of the five professional certifications in lieu of the DFMCP certification are responsible for presenting proof of a valid and active certification within the two years prescribed by DoDI 1300.26. Thereafter, FM workforce members must maintain their active professional certification by remaining compliant with all continuing education requirements associated with the certification as determined by applicable State, association, or regulatory requirements. FM workforce members are authorized no more than 81 hours of official time to pursue one of the five professional certifications, consistent with the DoDI provisions pertaining to level three DFMCP certification. Additionally, members are authorized official time to complete the continuing education requirements necessary to maintain their certification, as specified above. Reimbursement for professional certification expenses is limited to that authorized in "DoD FM Related Professional Certifications and DoD Civilian Reimbursement for Associated Expenses," December 13, 2018, found at <https://fmonline.ousdc.osd.mil/Organization/Policy-Regulation.aspx>.

FM workforce members with an approved professional certification who fail to obtain or maintain an active status must obtain a DFMCP Certification within the prescribed two year window. The DFMCP due date does not reset upon certification program change/crossover.

This exception to policy is valid for two years or until incorporated into DoDI 1300.26, whichever occurs first. Implementation Operating Instructions are attached. If you have additional questions or comments, please contact Ms. Kimberly Carder at 703-697-0841 or [kimberly.k.carder.civ@mail.mil](mailto:kimberly.k.carder.civ@mail.mil); or Ms. Kirstin Riesbeck at 703-614-4819 or [kirstin.h.riesbeck.civ@mail.mil](mailto:kirstin.h.riesbeck.civ@mail.mil).

GLENN.DOUGLAS.S.A.1550801910  
Digitally signed by  
GLENN.DOUGLAS.A.1550801910  
Date: 2021.01.21 10:22:33 -0500

Douglas A. Glenn  
Performing the Duties of the Under Secretary of  
Defense (Comptroller)/Chief Financial Officer

Attachment:  
As stated

## **OPERATING INSTRUCTIONS:**

### **Department of Defense Financial Management Certification Program (DFMCP) Alternative Professional Certification**

Upon starting a position, all Financial Management (FM) Members will be assigned a Department of Defense Financial Management Certification (DFMCP) curriculum in the Department of Defense (DoD) Washington Headquarters Services (WHS) Financial Management Learning Management System (LMS). Once an FM Member achieves an approved Alternative Professional Certification as outlined in Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) Memo, "Department of Defense Financial Management Certification Program – Certification Requirement Alternatives", dated 21 January 2021, he/she should complete the steps listed below to update his/her account.

*\*NOTE: Human Resources POCs will not be able to update the code within the Defense Civilian Personnel Data System (DCPDS) until the Defense Civilian Human Resources Management System (DCHRMS) migration is complete.*

#### **In the DoD WHS FM Learning Management System (LMS):**

1. The FM Member adds the "Alternative Professional Certification" curriculum to his/her learning plan. This process will mirror the process used for assigning the Primary/Alternate track for the standard certification process.
2. The FM Member records the "FM Alternative Professional Certification Documentation" item and attaches documentation provided by applicable state, association, or regulatory agency indicating the member's CURRENT certification status. The entry date must match the date the certification was awarded or annual sustainment date.
3. The FM Member then records the applicable completion item below:
  - a. Alternative Professional Certification Complete – CPA
  - b. Alternative Professional Certification Complete – CDFM
  - c. Alternative Professional Certification Complete – CGFM
  - d. Alternative Professional Certification Complete – CISA
  - e. Alternative Professional Certification Complete – CMA
4. The member's supervisor for the DFMCP reviews the submission and documentation for completeness and either recommends for approval or denies in accordance with OUSD(C) Memo, "Department of Defense Financial Management Certification Program – Certification Requirement Alternatives", dated 21 January 2021.
5. The member's Component Certification Authority (CCA) reviews the same submission and documentation for completeness and either approves or denies in accordance with

OUSD(C) Memo, “Department of Defense Financial Management Certification Program – Certification Requirement Alternatives”, dated 21 January 2021.

6. Upon completion of the CCA review, an OUSD(C) Quality Assurance Officer performs the final review of the submission and documentation for completeness and either approves or denies the achievement in accordance with OUSD(C) Memo, “Department of Defense Financial Management Certification Program – Certification Requirement Alternatives”, dated 21 January 2021.
7. Upon completion of this process, the DoD WHS FM LMS sends an automated message to the FM Member notifying him/her of “Alternative Professional Certification” approval or denial with comments as applicable.
8. On a weekly basis, DoD WHS FM LMS Administrators remove incomplete FM Certification Curricula and add an indicator of which “Alternative Professional Certification” was approved in a field which will appear on the FM-09A-User-Data\_Ver2.csv report for those FM Members who:
  - a. Have approved “Alternative Professional Certification Complete” items within the previous seven days.
  - b. Have approved “Alternative Professional Certification Complete” items AND have been reactivated within the previous seven days.
  - c. Have approved “Alternative Professional Certification Complete” items AND have had a change in the DFMCP level assigned to the FM Member’s position within the previous seven days.
9. On a monthly basis, DoD WHS FM LMS Administrators add the Continuing Education and Training (CET) curriculum of the appropriate DFMCP level assigned to the position of FM Members who:
  - a. Have obtained approved “Alternative Professional Certification Complete” Items within the previous month.
  - b. Have obtained approved “Alternative Professional Certification Complete” Items AND have been reactivated within the previous month.
  - c. Have obtained approved “Alternative Professional Certification Complete” Items AND have had a change in the DFMCP level assigned to their position within the previous month.
10. The DoD WHS FM LMS sends an automated message to the FM Members notifying them of their CET curriculum assignment.
11. Prior to the completion of the 2-year CET cycle, each FM Member approved for an Alternative Professional Certification will record CETs in the DoD WHS FM LMS following the guidance published in the previous standard operating procedures (SOP) with the following change:
  - The FM Member will complete only one entry for the total number of CET hours required for DFMCP level assigned to his/her position, regardless of the continuing education hours for the “Alternative Professional Certification.” FM

Members must annotate their entry with the following language entered in the comments field: “Continuing education requirements have been met in accordance with the requirements of the selected ‘Alternative Professional Certification.’”

## Frequently Asked Questions (FAQs)

1. If I use a professional certification to meet my requirement, does this mean that I now hold a DoD FM Certification Program credential?
  - No, you are not certified in the DoD FM Certification Program, you have chosen an alternative certification program to meet your FM certification condition of employment.
2. What documentation for my professional certification am I required to provide?
  - Documentation for a professional certification must be a document from the professional certification authority that shows that you are current with the professional certification.
3. Why is the policy limited to only five of the DoD approved professional certifications? I have one of the other 15 DoD approved professional certifications that is not covered by this policy; can I use it instead?
  - No, only the five Professional Certifications listed in the memorandum are accepted per the policy. These five professional certifications are consistent with 2012 National Defense Authorization Act FM Certification Language. Additionally, the CPA was emphasized by Congress for achieving auditability; the CMA and CISA certifications assist in addressing the 45% of audit notice of findings involving systems, and the CDFM and CGFM provide a broad coverage of all FM competencies.
4. If I pursue obtaining a professional certification to meet my DFMCP requirement, will I get reimbursed for getting a professional certification?
  - Reimbursement will be limited to what is already authorized upon assignment to a new position requiring a higher level FM certification per DoD FM Related Professional Certifications and DoD Civilian Reimbursement for Associated Expenses dated Dec 13, 2018 found here:  
<https://fmonline.ousdc.osd.mil/Organization/Policy-Regulation.aspx>.
5. What if I choose to obtain a professional certification and do not complete my professional certification within two years of appointment of my position?
  - If you need additional time to complete your Certification, you may request a time extension from your organization's Component Certification Authority (CCA). CCAs have the discretion to grant time extensions in one-year increments provided there is adequate written justification for the request. Find a Time Extension Request and instructions under the Time Extension Request Tab here:  
<https://fmonline.ousdc.osd.mil/Resources/training-resources.aspx#resource3>

*\*NOTE: Time extensions must be approved in the DoD WHS FM LMS prior to your certification deadline and may be requested no sooner than 90 days prior to your certification deadline.*



6. What if my continuing education cycle for my professional certification is different from the DFMCP CET cycle?
  - You are still required to record your good standing per the DFMCP CET deadline. The DFMCP CET cycle is established based on the date the professional certification is approved in the DoD WHS FM LMS. Prior to the DFMCP CET due date, you will be required to record one entry for CETs in the DoD WHS FM LMS with the required total number of hours required for DFMCP level assigned to your position. While the alternative certification chosen may be different than the DFMCP level assigned to your position, you must record the CETs equivalent to DFMCP level assigned (e.g. 1/2/3 = 40/60/80). This will allow the DoD WHS FM LMS to record completeness. Entry will be annotated with the following language entered in the comments field: “Continuing education requirements have been met in accordance with the requirements of the selected Alternative Professional Certification.”
7. What if I used a professional certification to meet my DFCMP Level 2 requirement and I am promoted to a DFMCP Level 3 position?
  - No additional steps are required. The “Alternative Professional Certification” will continue to meet the certification requirement as a condition of employment, regardless of the level.
8. What if my professional certification expired during my DFMCP CET cycle?
  - You will be required to work with your professional certification organization to reactivate your professional certification prior to your DFMCP CET due date, otherwise you will no longer be considered in “good standing” as a condition of employment. “Good Standing” means you are within the authorized two years to complete a certification, have completed a certification (and if an alternative, it is current), and are current with your current continuing education and training requirements.
9. What if my Position Description has not been updated and I want to use a Professional Certification?
  - The signed policy memorandum allows you to use the “Alternative Professional Certification” process to meet the certification requirement. Time allotted and reimbursement will only be authorized upon assignment to a new position requiring a higher level FM certification.
10. If I use a professional certification to meet my requirement, can I use DFMCP1, DFMCP2, or DFMCP3 in my signature block?
  - No, you are not certified in the DoD FM Certification Program, you have chosen to use an alternative certification program to meet your FM certification as a condition of employment.
11. Am I allowed to record more than 1 professional certification in the LMS?
  - No, you are not allowed to record more than one professional certification in the LMS.

# Appendix M: CDFM™ Exam Specifications (Blueprints)



## Exam Specifications (Blueprints)

The design of the examinations is set forth in the examination specifications provided below, which define the content/competency areas (domains) and subdomains covered on the examinations, as well as the approximate percentage of examination items covering each competency area.

To become familiar with the content areas on the examinations, candidates are encouraged to review the specifications to assess their level of knowledge in each of the content areas and identify the areas in which they believe they need additional preparation.

### **MODULE 1: RESOURCE MANAGEMENT ENVIRONMENT**

#### **Government Resource Management Environment (30.4%)**

This competency area covers knowledge of the government-wide processes involved in obtaining resources necessary to perform the organization's mission.

- > Knowledge of the formation of the United States of America under the U.S. Constitution
- > Knowledge of Federal Government alignment under the Constitution of the United States
- > Knowledge of Constitution principles guiding government resource management
- > Knowledge of the preparation and structure of the federal budget
- > Knowledge of sources and applications of federal funds
- > Knowledge of Federal budget terminology
- > Knowledge of relationship of the defense budget to the federal budget
- > Knowledge of relationships and checks and balances among branches of the Federal government
- > Knowledge of the structure of the Federal budget, including sources of revenue
- > Knowledge of the roles of the President, Congress, the Office of Management and Budget (OMB), Congressional Budget Office, the Department of the Treasury, and other Federal agencies relative to federal level financial management
- > Knowledge of the purpose of requests for program and budget information
- > Knowledge of the timing of the budget process at the federal level
- > Knowledge of the legislative process and timing for legislation
- > Knowledge of how, why and when Congress makes the Budget Resolution, Authorization Acts and Appropriation Acts and their impact upon the federal budget process and federal agency operations
- > Knowledge of the timing and processes involved in allocating and managing resources
- > Knowledge of OMB Circular A-11 (Preparation, Submission, and Execution of the Federal Budget)
- > Knowledge of key legislation impacting the federal budget
- > Knowledge of sequestration of federal funds

## **Manpower Management (12.2%)**

This competency area covers knowledge of the processes for estimating manpower requirements for budgetary purposes and reporting manpower numbers to OMB.

- > Knowledge of the process for determination of peacetime manpower requirements
- > Knowledge of the process for determination of mobilization manpower requirements
- > Knowledge of manpower management terminology
- > Knowledge of laws and statutes related to military manpower management (e.g., 10 USC 12304)
- > Knowledge of circulars and Regulations related to manpower management (e.g., OMB Circular A-11)
- > Knowledge of personnel policies as they relate to resource management, manpower rules, regulations, laws, and development of manpower requirements
- > Knowledge of the processes used in estimating manpower requirements for budgetary purposes, tracking manpower, and reporting manpower in a standard manner as required in OMB guidance
- > Knowledge of the definition, calculation, and estimation of manpower requirements using the formula for FTE (full time equivalent) for both Full-Time Permanent (FTP) and Other Than Full-Time Permanent (OTFTP) personnel
- > Knowledge of manpower reporting schedules required by the Office of Management and Budget
- > Knowledge of the Federal Activity Inventory Reform Act of 1998 regarding commercial activities reporting

## **Enterprise Risk Management and Internal Controls (20.3%)**

This competency area covers knowledge of the identification, evaluation, prioritization, and management of risks to organizations at the enterprise level and the methods used to better ensure federal agencies and programs achieve intended results.

- > Knowledge of the Federal Manager's Financial Integrity Act of 1982
- > Knowledge of the Federal Financial Management Improvement Act of 1996
- > Knowledge of the Committee of Sponsoring Organizations (COSO) and International Organization for Standardization (ISO) Enterprise Risk Management Frameworks
- > Knowledge of the attributes of an ERM Program
- > Knowledge of key terminology and tools associated with ERM
- > Knowledge of the GAO Comptroller General Standards (The Green Book) for internal controls in the Federal Government
- > Knowledge of internal control deficiencies in financial reporting and general internal controls, reportable conditions and material weaknesses
- > Knowledge of applicable Federal Government and Department of Defense (DoD) management control guidance and regulations
- > Knowledge of OMB Circulars and related to internal controls (e.g., OMB Circular A-123)

## **Fiscal Law (37.1%)**

This competency area covers knowledge of the constitutional authority for the obligation and expenditure of funds, the Anti-Deficiency Act, other legal authorities and prohibitions governing

purpose and timing of federal funds, the use of funds under a continuing resolution, and the responsibilities of an accountable officer.

- > Knowledge of fiscal laws and regulations
- > Knowledge of fiscal Law terminology
- > Knowledge of constitutional authorities to obligate and expend funds
- > Knowledge of significant statutory authorities impacting fiscal law and the use of federal funds
- > Knowledge of congressional authorization and appropriation acts including their inter-relationship and respective roles
- > Knowledge of the appropriation life cycle, and purpose and time limitations
- > Knowledge of funding flow, apportionment, allotment, sub-allotment, commitment, obligation and outlay
- > Knowledge of Federal agency authorities (e.g., OMB, GAO Treasury, DFAS authorities associated with fiscal law)
- > Knowledge of Applicable Comptroller General decisions and advance decisions by SECDEF
- > Knowledge of the availability of appropriations (purpose, time and amount)
- > Knowledge of the illegal augmentation of funds
- > Knowledge of revolving fund financing of businesslike activities and management
- > Knowledge of reprogramming and transfer of funds
- > Knowledge of continuing resolutions definition, applicability, scope, similarities and differences between CRAs and regular appropriations
- > Knowledge of Anti-Deficiency Act provisions, reporting and notification, and penalties
- > Knowledge of illegal and Improper Payments, pecuniary liability and relief for improper payments and physical loss of funds
- > Knowledge of fund certifications and certifying officers
- > Knowledge of the augmentation of appropriated fund by a federal agency

## **MODULE 2: BUDGET AND COST ANALYSIS**

### **Defense Budget Process (33.6%)**

This competency area covers knowledge of the Planning, Programming, Budgeting and Execution (PPBE) process used by DoD to allocate scarce resources and budget execution which occurs after Congress appropriates funds.

- > Knowledge of the history and evolution of DoD and the PPBE process
- > Knowledge of the DoD Planning, Programming, Budget and Execution system (PPBE)
- > Knowledge of national and DoD strategic guidance
- > Knowledge of DoD budget formulation, review and execution
- > Knowledge of OMB circulars and DoD guidance related to policy, processes, and requirements involved in the application of the Federal budget process (e.g., OMB Circular A-11, DoD Financial Management Regulation) to achieve a balanced DoD budget estimate
- > Knowledge of the relationships among and use of appropriations and funds, status of funds execution, reimbursable and support agreements

- > Knowledge of the flow of funds
- > Knowledge of the DoD programming process
- > Knowledge of terminology and key products and documents produced during the PPBE process
- > Knowledge of the role of key officials in PPBE
- > Knowledge of the roles of the Joint Chiefs of Staff and Combatant Commands in PPBE
- > Knowledge of the prioritization process in PPBE
- > Knowledge of the Resource Allocation Process
- > Knowledge of funding policies and exceptions
- > Knowledge of the appropriation life cycle and impact on availability of funds
- > Knowledge of the preparation of budget estimates based on type of appropriation
- > Knowledge of the stages of the flow of funds and budget execution at various command levels (e.g., headquarters operating levels)
- > Knowledge of control mechanisms (e.g., authorizations, appropriations, treasury warrants)
- > Knowledge of budget execution by type of contractual payment
- > Knowledge of the apportionment and re-apportionment process
- > Knowledge of intra-agency, inter-agency, inter-service and reimbursable agreements
- > Knowledge of working capital funds
- > Knowledge of reprogramming and transfer of funds
- > Knowledge of miscellaneous sources of funds

#### **Cost and Economic Analysis (14.4%)**

This competency area covers knowledge of the processes and techniques used by DoD to provide individual capabilities required to fill gaps in the military's overall warfighting capability.

- > Knowledge of DoD decision support systems
- > Knowledge of cost analysis policies and procedures
- > Knowledge of the DoD acquisition life cycle
- > Knowledge of the application of cost and economic analytical techniques
- > Knowledge of assembling and organizing data, statistical methods, and cost estimating techniques
- > Knowledge of benefit analysis (including payback, return on investment and present value)
- > Knowledge of terminology surrounding various measures of acquisition cost such as procurement cost and life cycle cost
- > Knowledge of DoD acquisition categories
- > Knowledge of life cycle management policies related to defense acquisition systems
- > Knowledge of Earned Value Management goals and processes

#### **Strategic Planning and Organizational Performance Management (17.1%)**

This competency area covers knowledge of the requirements for and the development of Agency Strategic Plans; analysis of strengths, weaknesses, opportunities, and threats; alignment of organizational goals, objectives, and initiatives, as well as use of organizational performance metrics.

- > Knowledge of the Government Management Reform Act of 1994
- > Knowledge of the Government Performance and Results Act (GPRA) of 1993 and GPRA Modernization Act of 2010
- > Knowledge of key terminology and definitions of Strategic Planning and Organizational Performance Management
- > Knowledge of the concepts of business process reengineering and process improvement (e.g., Lean 6 Sigma)
- > Knowledge of Enterprise Resource Planning (ERP) systems
- > Knowledge of the Digital Accountability and Transparency Act of 2014 (DATA Act)
- > Knowledge of the management, analysis, and security of large data sets (big data)

### **Fiscal Law (34.9%)**

This competency area covers knowledge of the constitutional authority for the obligation and expenditure of funds, the Anti-Deficiency Act, other legal authorities and prohibitions governing purpose and timing of federal funds, the use of funds under a continuing resolution, and the responsibilities of an accountable officer.

- > Knowledge of fiscal laws and regulations
- > Knowledge of fiscal Law terminology
- > Knowledge of constitutional authorities to obligate and expend funds
- > Knowledge of significant statutory authorities impacting fiscal law and the use of federal funds
- > Knowledge of congressional authorization and appropriation acts including their inter-relationship and respective roles
- > Knowledge of the appropriation life cycle, and purpose and time limitations
- > Knowledge of funding flow, apportionment, allotment, sub-allotment, commitment, obligation and outlay
- > Knowledge of Federal agency authorities (e.g., OMB, GAO Treasury, DFAS authorities associated with fiscal law)
- > Knowledge of Applicable Comptroller General decisions and advance decisions by SECDEF
- > Knowledge of the availability of appropriations (purpose, time and amount)
- > Knowledge of the illegal augmentation of funds
- > Knowledge of revolving fund financing of businesslike activities and management
- > Knowledge of reprogramming and transfer of funds
- > Knowledge of continuing resolutions definition, applicability, scope, similarities and differences between CRAs and regular appropriations
- > Knowledge of Anti-Deficiency Act provisions, reporting and notification, and penalties
- > Knowledge of illegal and Improper Payments, pecuniary liability and relief for improper payments and physical loss of funds
- > Knowledge of fund certifications and certifying officers
- > Knowledge of the augmentation of appropriated fund by a federal agency



## **MODULE 3: ACCOUNTING AND FINANCE**

### **Accounting (25.3%)**

This competency area covers knowledge of information, laws, and requirements regarding financial reporting and accounting for appropriations, fixed assets, payables, receivables, disbursements, and cost.

- > Knowledge of basic accounting terms and functions
- > Knowledge of the constitutional and statutory basis for federal accounting
- > Knowledge of Federal Government accounting framework, chart of accounts, terminology and concepts
- > Knowledge of government-wide and DoD Financial Statements
- > Knowledge of managerial cost accounting procedures designed to capture total cost
- > Knowledge of Federal Accounting Standards, Federal Accounting Concepts, and Generally Accepted Accounting Principles (GAAP)
- > Knowledge of the types of government funds and those used by DoD
- > Knowledge of financial statement analysis tools (financial ratios)
- > Accounting and finance practices and procedures for general funds, working capital funds and non-appropriated funds including internal controls
- > Knowledge of the Chief Financial Officers Act of 1990
- > Knowledge of the Office of Management and Budget (OMB) form and content guidance for preparation of financial statements
- > Knowledge of the Government Management Reform Act of 1994
- > Knowledge of the Federal Financial Management Improvement Act of 1996
- > Knowledge of the pronouncements of various government standards-setting organizations (OMB, GAO, FASAB, FASB, GASB, JFMIP)
- > Knowledge of special accounting situations, selected asset accounts and accounting for property, plant and equipment
- > Knowledge of the DoD accounting policy and procedures
- > Knowledge of DoD accounting and finance reports at different organizational levels
- > Knowledge of the United States Standard General Ledger
- > Knowledge of budgetary accounting requirements and reporting
- > Knowledge of Proprietary Accounting requirements and reporting
- > Knowledge of Managerial Accounting requirements and reporting

### **Finance (18.1%)**

This competency area covers knowledge of DoD responsibilities, processes, and requirements, including safeguarding and disbursement of public funds, military and civilian pay, contract pay, travel pay, and management of debt.

- > Knowledge of finance laws and regulations
- > Knowledge of policy and procedures concerning safeguarding of assets
- > Knowledge of the major functions of finance

- > Knowledge of military and civilian pay and allowances and procedures
- > Knowledge of travel pay policy and procedures
- > Knowledge of contract pay policy and procedures
- > Knowledge of Prompt Payment Act policies and procedures
- > Knowledge of debt management policy and procedures
- > Knowledge of certifying policies and functions
- > Knowledge of disbursing and collections policies and functions
- > Knowledge of business practices and government policies and procedures governing military and civilian pay, travel, contract and vendor pay, disbursing and debt management
- > Knowledge of internal controls in the payment process at installations, finance organizations, and disbursing offices
- > Knowledge of the roles, responsibilities, and personal liability of DoD accountable officials Process for entitling and paying entitlements
- > Knowledge of the process for entitling and paying entitlements
- > Knowledge of the roles and responsibilities of DoD disbursing officials and the U.S. Treasury as related to the discharge of fiduciary and pecuniary responsibilities
- > Knowledge of the role of emerging technologies in paying and accounting for entitlements

### **Auditing (25.4%)**

This competency area covers knowledge of the legal requirement for DoD to successfully pass a financial audit, the procedure by which DoD prepares for financial and performance audits, attestation engagements, audit standards, and the audit process.

- > Knowledge of auditing laws and regulations
- > Knowledge of Federal financial audit requirements
- > Knowledge of requirements for and types of government audits (financial and performance)
- > Knowledge of government auditing standards
- > Knowledge of the Comptroller Generally Accepted Government Auditing Standards (GAO Yellow Book)
- > Knowledge of DoD audit policies and procedures
- > Knowledge of the role of the Department of Defense Inspector General and other DoD audit organizations
- > Knowledge of the DoD Financial Improvement and Audit Readiness (FIAR) Program
- > Knowledge of audit documentation, field work standards, and reporting standards
- > Knowledge of the audit planning process
- > Knowledge of the three phases of an audit
- > Knowledge of the content and purpose of an audit report for a financial audit and a program audit
- > Knowledge of the requirements and constraints on non-audit services performed by audit organizations

## **Fiscal Law (31.2%)**

This competency area covers knowledge of the constitutional authority for the obligation and expenditure of funds, the Anti-Deficiency Act, other legal authorities and prohibitions governing purpose and timing of federal funds, the use of funds under a continuing resolution, and the responsibilities of an accountable officer.

- > Knowledge of fiscal laws and regulations
- > Knowledge of fiscal law terminology
- > Knowledge of constitutional authorities to obligate and expend funds
- > Knowledge of significant statutory authorities impacting fiscal law and the use of federal funds
- > Knowledge of congressional authorization and appropriation acts including their inter-relationship and respective roles
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- > Knowledge of Federal agency authorities (e.g., OMB, GAO Treasury, DFAS authorities associated with fiscal law)
- > Knowledge of Applicable Comptroller General decisions and advance decisions by SECDEF
- > Knowledge of the availability of appropriations (purpose, time and amount)
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## **MODULE 4: ACQUISITION (Optional – must pass to achieve CDFM-A™ certification)**

### **Goals, Strategy and Decision Support (11%)**

- > DoD Decision Support Systems
- > Goals and Strategy

### **Systems Engineering (15%)**

- > Overview and Relationship to Defense Acquisition
- > Systems Engineering Processes
- > Systems Engineering — The Systems Life Cycle Process
- > Important Design Considerations
- > Systems Engineering Tools, Techniques and Resources

## **Resource Management (10%)**

- > Affordability
- > Acquisition Systems Cost
- > Analysis of Alternatives (AOA)
- > Cost Analysis

## **Life Cycle Sustainment (8%)**

- > Total Life Cycle Sustainment Overview
- > Performance Based Life-Cycle Support

## **Human Systems Integration (5%)**

- > Domains of Human Systems Integration
- > Human Factors Engineering and Integration

## **Acquiring Information Technology and National Security Systems (7%)**

- > Net-Centricity and the Global Information Grid (GIG)
- > Important Statutory and Regulatory Requirements

## **Technology Protection (5%)**

- > Technology Protection — Planning and Support
- > Putting Technology Protection in Place

## **Test and Evaluation (9%)**

- > Types and Phases of Test and Evaluation
- > T&E Planning and Management Oversight

## **Decisions, Assessments and Reports (11%)**

- > Decision Points
- > Executive Reviews
- > Integrated Product Team (IPTs), Exit Criteria and Independent Assessments
- > Periodic Reports

## **Special Management Activities (19%)**

- > Joint Programs
- > International Cooperation
- > Earned Value Management
- > Contract Management Reporting
- > Acquisition of Services