

Certified Defense Financial Manager (CDFM) and Certified Defense Financial Manager with Acquisition Specialty (CDFM-A) 2024 Exam Blueprints

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Certified Defense Financial Manager (CDFM) and Certified Defense Financial Manager with Acquisition Specialty (CDFM-A) 2024 Exam Blueprints

Overview

This document presents the 2024 updated CDFM and CDFM-A exam blueprints. These blueprints were updated based on the extensive thought and effort from ASMC and HumRRO staff, but especially the input of hundreds of job analysis respondents, scores of subject matter experts who participated in the job analysis committee and blueprint committee workshops, and the members of the ASMC Certification Commission.

For each CDFM and CDFM-A module, we indicate the domains (competencies) included, a description of the domain, and a list of more specific knowledge statements tested. Tables 1 and 2 indicate the relative weights (percentage of exam questions) for each domain and include both the 2018 distribution and the 2024 updated distribution. We also highlight some of the key updates made in the 2024 exam blueprint update. Finally, a list of applicable references (study materials) is included.

Exam Blueprint Domains, Descriptions and Knowledge Statements

Module 1. Resource Management Environment

Government Resource Management Environment (35%). 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 U.S. Constitution
- Knowledge of constitutional principles guiding government resource management
- Knowledge of the preparation and structure of the federal budget, including sources of revenue
- Knowledge of sources and applications of federal funds
- Knowledge of Federal budget terminology
- Knowledge of the relationship between the defense and federal budgets
- Knowledge of the checks and balances among the Federal government branches
- 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 Congressional enactment 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 (20%). 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 determining peacetime manpower requirements
- Knowledge of the process for determining 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 related to manpower resource management, rules, regulations, laws, and development of requirements
- Knowledge of the processes used in estimating, tracking, and reporting manpower for budgetary purposes in a standard manner as required by 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 (25%). 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 ERM key terminology and tools
- 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 related to internal controls (e.g., OMB Circular A-123)

Fiscal Law (20%). 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, and DFAS authorities associated with fiscal law)
- Knowledge of applicable decisions by the Comptroller General
- Knowledge of the availability of appropriations (purpose, time, and amount)
- Knowledge of the legal and illegal augmentation of funds.
- Knowledge of revolving fund activities

- 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

Module 2. Budget and Cost Analysis

Defense Budget Process (43.75%). 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 and uses of appropriations and funds, funds execution status, and 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 overlap of the various PPBE phases
- 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 processes
- 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
- Knowledge of IT budgeting

Cost and Economic Analysis (22.5%). 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 and categories
- Knowledge of the application of cost and economic analysis 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 learning curve theory
- Knowledge of project management techniques (e.g., PERT and Gantt charts)
- Knowledge of Earned Value Management goals and processes
- Knowledge of data visualizations (types of visualizations, use in decision support, etc.)
- Knowledge of incorporating new technologies into the financial management function (e.g. AI, Machine Learning, Robotic Process Automation, blockchain, etc.)

Strategic Planning and Organizational Performance Management (23.7%). 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 Strategic Planning and Organizational Performance Management key terminology and definitions
- Knowledge of the concepts of business process reengineering and process improvement (e.g., Lean 6 Sigma)
- Knowledge of DoD Enterprise Resource Planning (ERP) systems and other key financial management systems
- Knowledge of the Digital Accountability and Transparency Act of 2014 (DATA Act)
- Knowledge of the management, analysis, and security of large data sets (e.g., big data, ADVANA)
- Knowledge of performance assessment techniques (e.g., metric analysis, outcome analysis)
- Knowledge of performance management and change management

Fiscal Law (10%). 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, and DFAS authorities associated with fiscal law)
- Knowledge of applicable decisions by the Comptroller General
- Knowledge of the availability of appropriations (purpose, time, and amount)
- Knowledge of the legal and illegal augmentation of funds.
- Knowledge of revolving fund activities
- 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

Module 3. Accounting and Finance

Finance (31.25%). 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 accountability for and safeguarding of assets
- Knowledge of the major functions of finance
- Knowledge of military/civilian pay, 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 (e.g., purchase card holders)
- 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
- Knowledge of financial systems migration and integration

Accounting (40%). 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 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)
- Knowledge of 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)
- 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
- Knowledge of how to examine, analyze, and interpret accounting data, records, and reports
- Knowledge of federal financial accounting standards
- Knowledge of one or more automated data bases associated with a specific accounting, budget or other financial management function
- Knowledge of the 19 cost accounting standards (CAS)

Auditing (21.25%). This competency area covers knowledge of the legal requirement for DoD to obtain and maintain a favorable audit opinion, 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 requirements for and types of government audits (e.g., financial, performance, attestation)
- Knowledge of the 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 Governance of the audit program including the DoD Financial Improvement and Audit Remediation (FIAR) Program
- Knowledge of audit documentation, field work standards, record management, 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 performance audit
- Knowledge of the requirements and constraints on non-audit services performed by audit organizations
- Knowledge of notice of discrepancies and audit remediation plans
- Knowledge of automated accounting and budget systems to reconcile errors
- Knowledge of the four types of financial audit opinions (e.g., unqualified, qualified, disclaimer, adverse)

Fiscal Law (7.5%). 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, and DFAS authorities associated with fiscal law)
- Knowledge of applicable decisions by the Comptroller General
- Knowledge of the availability of appropriations (purpose, time, and amount)
- Knowledge of the legal and illegal augmentation of funds.
- Knowledge of revolving fund activities
- 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

Module 4. Acquisition

Business Financial Management and Cost Estimating (12%). This competency area covers key topics for advisors to acquisition decision makers responsible for program financial planning, formulation and budgeting, budget analysis and execution, and cost estimating. Includes negotiating the best deal for the warfighter while demonstrating prudent stewardship of taxpayer dollars. Business and contracting professionals instill fairness and integrity in the acquisition process and serve as an overall business advisor to DoD acquisition teams.

- Knowledge of agile contracting
- Knowledge of cost estimating tools and techniques for determining affordability of an acquisition system
- Knowledge of the principles, metrics, and analytic techniques of Earned Value Management (EVM)
- Knowledge of compliance requirements for the application of EVM in the management and oversight of acquisition programs
- Knowledge of the relationship of EVM to the objective evaluation of impacted contracts
- Knowledge of the role of the Director, Cost Assessment and Program Evaluation (D, CAPE)

Engineering and Technical Management (11%). This competency area covers knowledge of human systems integration in their different roles in the system (as operator, maintainer, sustainer, trainer, and designer); Systems, including hardware, software, and processes (including the acquisition process and the design process); and the integration of all of these elements to optimize the effectiveness, suitability, and survivability of the delivered system at the lowest total ownership cost (TOC). This systems integration includes the integrated and comprehensive analysis, design, and assessment of requirements; concepts and resources for system manpower, personnel, training, safety; and occupational health, habitability, personnel survivability, and human-factors engineering. Various aspects of the Engineering & Technical Management discipline related to the DoD acquisition management process. The ETM workforce has a vital role in developing, fielding, and sustaining high-quality, innovative, affordable, supportable, and effective defense systems and ensuring that DoD products are delivered on time, perform as expected, and are cost-effective.

- Knowledge of the definition, principles, processes, and phases of Engineering & Technology Management (ETM)
- Knowledge of the Technical Management Processes and Technical Processes of ETM
- Knowledge of the relationship of ETM to the defense acquisition systems life cycle process
- Knowledge of design considerations inherent to the SE process (e.g., open systems design, interoperability and standardization, reliability, supportability, system security)
- Knowledge of ETMs tools, techniques, and resources

- Knowledge of the concept of human systems integration relative to an acquisition system
- Knowledge of human systems integration domains
- Knowledge of the principles and guidelines for the application of human factors engineering and integration to the systems acquisition process
- Knowledge of the relationship between human factors engineering and integration and the development and fielding of a fully operational system

Information Technology (14%). This competency area covers knowledge of all software applications (SW) and the hardware/firmware those applications run on (IT/SW) as well as applicable statutory and regulatory requirements.

- Knowledge of the definition and function/purpose of Net-Centricity and Global Information Grid (GIG)
- Knowledge of the steps to facilitate compliance with the Defense Acquisition System
- Knowledge of the role and responsibilities of key authorities in the certification and approval of acquisition requests (e.g., Defense Business System Management Committee, Certification Authority, Investment Review Board)
- Knowledge of interoperability and supportability requirements for IT and National Security systems
- Knowledge of the purpose and key elements of the information support plan (ISP)
- Knowledge of the procedures and timing for ISP submission
- Knowledge of electromagnetic spectrum considerations related to the acquisition of systems or equipment
- Knowledge of the procedures and timing for the use of Commercial, Off-the-Shelf (COTS) software solutions throughout the life cycle
- Knowledge of the definitions of Defense Business Systems and the Business Enterprise Architecture (BEA)
- Knowledge of the process for acquiring a Defense Business System
- Knowledge of how to comply with the Clinger-Cohen Act of 1996
- Knowledge of key Technology Protection terminology
- Knowledge of the benefits of technology protection as related to the Defense acquisition process
- Knowledge of the procedures and guidance for implementing technology protection throughout the Defense acquisition process

- Knowledge of the type, purpose, and content of technology protection documentation (e.g., Program Protection Plan, Technology Assessment/Control Plan)
- Knowledge of the program protection planning process steps
- Knowledge of the responsibilities for protecting acquisition-related information
- Knowledge of the statutory and regulatory requirements related to technology protection

Life Cycle Logistics (12%). This competency area covers knowledge of the definition of Life Cycle Logistics, to include the system life cycle, encompassing acquisition and sustainment activities, and includes planning, developing, implementing, and overseeing effective and affordable product-support strategies for weapons, materiel, or information systems.

- Knowledge of the types and purpose of decision points in the Defense acquisition life cycle
- Knowledge of the purpose of exit criteria in the Defense acquisition life cycle and the roles and responsibilities of the individuals and authorities involved in approval of the criteria
- Knowledge of the concept of the Total Life Cycle Logistics as it relates to an acquisition system
- Knowledge of Life Cycle Logistics activities
- Knowledge of Life Cycle Logistics documentation types and purpose
- Knowledge of the concept and methodology of Performance Based Life Cycle Support and its importance to a deployed system
- Knowledge of the concept of Performance Based Agreements
- Knowledge of Life Cycle Logistics considerations (e.g., product support, data management, life cycle cost, life cycle assessment, interoperability)

International Acquisition and Security Cooperation (6%). This competency area covers knowledge of features of the DoD acquisition management process that are not common to all acquisition programs but are extremely critical to those programs impacted by one or more of these unique requirements. International Acquisition/Security Cooperation refers to the entire spectrum of activities that the defense acquisition workforce engages in with allied and friendly nations and other foreign entities.

- Knowledge of the definition of an international cooperative acquisition program
- Knowledge of statutory and regulatory requirements related to international cooperation program
- Knowledge of the authorities and key considerations related to the international cooperative program
- Knowledge of the mechanisms for identifying foreign partners' needs

Program Management (39%). This competency area covers knowledge of the primary functions of the acquisition process (Business Financial Management & Cost Estimating, Contracting, Engineering & Technical Management, Life Cycle Logistics, Program Management, and Test & Evaluation) and the interrelationships of these business and technical acquisition functions involved in the planning and execution of an acquisition program. Key functions of the DoD decision support systems for strategic planning, resource allocation, determination of needed capabilities, acquisition of systems to satisfy those needs, and the statutory and regulatory requirements for specific acquisition-related documentation. The overall discipline of DoD acquisition program management from different approaches. Critical abilities are to define Component, customer, and stakeholder needs and constraints; reduce ambiguity in objectives; develop and manage an efficient project organizational structure; and apply system architecture principles to develop and manage technical requirements in order to achieve the appropriate balance between resources, schedule, and technical requirements. The types of decision points in the Defense acquisition management process, the key players at those decision points, the reports resulting from the decision points, and the importance of the decisions made at those specific points in time.

- Knowledge of the core concepts of the Defense Acquisition System (DAS)
- Knowledge of the phases of the DAS
- Knowledge of statutory and regulatory requirements of the DAS, as well as implementation instructions
- Knowledge of regulatory requirements of an Acquisition Program Baseline (APB)
- Knowledge of the definition of an Acquisition Strategy and how it is managed by the Program Manager (PM)
- Knowledge of the key functions and relationship among DoD decision support systems (e.g., JCIDS, PPBE, DAS) for strategic planning and resource allocation, the determination of capability of needs, and the acquisition of systems
- Knowledge of the acquisition-related goals and strategies
- Knowledge of affordability and its importance in evaluation of acquisition programs
- Knowledge of the type and scope of acquisition system costs (e.g., life-cycle, total ownership)
- Knowledge of the definition and key elements of Analysis of Alternatives (AoA) and how this concept is related to an acquisition system cost
- Knowledge of the types, purpose, and timing of key executive level reviews of an acquisition program
- Knowledge of the identity of applicable entities conducting key executive level reviews
- Knowledge of criteria and decision outcomes related to key executive level reviews
- Knowledge of the type, purpose, and roles and responsibilities of Integrated Product Teams (IPTs)

- Knowledge of the purpose of independent assessments in the Defense acquisition life cycle
- Knowledge of the types, purpose, and timing of major periodic reports resulting from the Defense acquisition life cycle
- Knowledge of the authorities responsible for the preparation and approval of major periodic reports
- Knowledge of the statutory and regulatory requirements governing the generation of periodic reports during the system life cycle
- Knowledge of the concept of a joint acquisition program
- Knowledge of special considerations related to Defense acquisition life cycle phases involving foreign partners, including pre-systems acquisition, engineering and manufacturing development, production and deployment, and operations and support
- Knowledge of the types and purpose of contract management reports (e.g., contract cost data report, work breakdown structure)
- Knowledge of special considerations related to the acquisition of services and service contracts
- Knowledge of statutory and regulatory requirements related to the acquisition of services
- Knowledge of the independent management review phases and associated assessment elements
- Knowledge of the types of acquisition of services data
- Knowledge of key management considerations in the acquisition of joint systems
- Knowledge of statutory and regulatory requirements associated with Defense business systems and business enterprise architecture

Test and Evaluation (6%). This competency area covers knowledge of the different types of test and evaluation actions conducted on Defense acquisition programs and the importance of those test and evaluation actions to ensuring the successful development and fielding of a fully operational system.

- Knowledge of the types, purposes, and principles of test and evaluation models and activities
- Knowledge of the sequence of test and evaluation activities in the Defense acquisition life cycle
- Knowledge of the purpose, content, and format of the Test and Evaluation Strategy and Master Plan
- Knowledge of planning documents for different types of test and evaluation programs
- Knowledge of the procedures governing the designation of management responsibility

Table 1. 2024 and 2018 Blueprint Domains and Weights (CDFM)

Modules and Competencies	2024		2018	
	% Weight within Module	# Items	% Weight within Module	# Items
Module 1. Resource Management Environment				
Government Resource Management Environment	35.00%	28	30.40%	24
Manpower Management	20.00%	16	12.20%	10
Enterprise Risk Management (ERM) and Internal Controls	25.00%	20	20.30%	16
Fiscal Law	20.00%	16	37.10%	30
Module 2. Budget and Cost Analysis				
Defense Budget Process	43.75%	35	33.60%	27
Cost and Economic Analysis	22.50%	18	14.40%	12
Strategic Planning and Organizational Performance Management	23.75%	19	17.10%	14
Fiscal Law	10.00%	8	34.90%	28
Module 3. Accounting and Finance				
Finance	31.25%	25	18.10%	14
Accounting	40.00%	32	25.30%	20
Auditing	21.25%	17	25.40%	20
Fiscal Law	7.50%	6	31.20%	25

Table 2. 2024 and 2018 Blueprint Domains and Weights (CDFM-A)

Module and Competencies	2024		2018		
	% Weight within Module	# Items	Module and Competencies	% Weight within Module	# Items
Module 4. Acquisition			Module 4. Acquisition		
Business Financial Management and Cost Estimating	12.00%	9	Resource Management	10.00%	8
Engineering and Technical Management	11.00%	9	Systems Engineering	15.00%	12
			Human Systems Integration	5.00%	4
Information Technology	14.00%	11	Acquiring Information Technology and National Security Systems	7.00%	6
			Technology Protection	5.00%	4
Life Cycle Logistics	12.00%	10	Life Cycle Sustainment	8.00%	6
International Acquisition and Security Cooperation	6.00%	5			
Program Management	39.00%	31	Special Management Activities	19.00%	15
			Goals, Strategy and Decision Support	11.00%	9
			Decisions, Assessments and Reports	11.00%	9
Test and Evaluation	6.00%	5	Test and Evaluation	9.00%	7

Note. The CDFM-A domains have been updated to better align with the functional areas from the Defense Acquisition University Back-to-Basics initiative. The domains/competencies from the 2018 exam blueprints are presented as nearly as possible alongside their 2024 counterpart.

Description of Changes to Exam Blueprints

The most substantive changes to the exam blueprints based on the 2024 update include:

- Fiscal Law, while remaining a significant CDFM competency/domain, will receive less weight in each module. (Instead of 25-30 Fiscal Law questions in *each* module, there will be 30 Fiscal Law questions in total.)
- In module 1, each of the other domains (Government Resource Management Environment; Manpower Management; Enterprise Risk Management (ERM) and Internal Controls) will receive additional emphasis.
- In module 2, each of the other domains (Defense Budget Process; Cost and Economic Analysis; Strategic Planning and Organizational Performance Management) will receive additional emphasis.
- In module 3, two of the other domains (Accounting; Finance) will receive additional emphasis while Auditing will see a slight decrease in emphasis (from 20 questions to 17 questions).
- Module 4 was restructured significantly to better align with the functional areas of the DAU Back-to-Basics initiative. As a result:
 - Business Financial Management and Cost Estimating encompasses the content domain previously known as Resource Management
 - Engineering and Technical Management encompasses the content domains previously known as Systems Engineering and Human System Integration
 - Information Technology encompasses the content domains previously known as Acquiring Information Technology and National Security Systems, and Technology Protection
 - Life Cycle Logistics encompasses the content domain previously known as Life Cycle Sustainment.
 - International Acquisition and Security Cooperation encompasses some of the content domain previously known as Special Management Activities.
 - Program Management encompasses most of the content domain previously known as Special Management Activities, as well as the content domains previously known as Goals, Strategy and Decision Support; and Decisions, Assessments and Reports

Reference Materials

The updated reference list for the CDFM modules is presented in Table 3. The updated reference list for the CDFM-A module is presented in Table 4.

Table 3. CDFM Exam Reference List

Issuance #	Issuance Subject	Issuance Date (if applicable)	URL
Budget Concepts	New: FY2023 Budget Concepts and Budget Process		https://www.whitehouse.gov/wp-content/uploads/2022/03/ap_8_concepts_fy2023.pdf
CFR-All	Code of Federal Regulations-All		https://www.ecfr.gov/
5 CFR 1315	Prompt Payment		https://www.ecfr.gov/current/title-5/chapter-III/subchapter-B/part-1315
5 CFR 2635	Standards of Ethical Conduct for Employees of the Executive Branch		https://www.ecfr.gov/current/title-5/chapter-XVI/subchapter-B/part-2635?toc=1
DoD FMR/ DoD 7000.14-R	Department of Defense Financial Management Regulation (DoD FMR)		https://comptroller.defense.gov/fmr/
DoD Issuances-All	DoD Issuances-All --Incl. Directives and Instructions		https://www.esd.whs.mil/DD/
DoDD 1404.10	Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees	Apr 1992	
DoDD 5010.42	DoD-Wide Continuous Process Improvement (CPI)/Lean Six Sigma (LSS) Program	May 2008	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/501042p.pdf
DoDD 7045.14	The Planning, Programming, Budgeting, and Execution (PPBE) Process	Aug 2017	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/704514p.pdf?ver=2019-06-06-145814-060
DoDI 1100.19	Wartime Manpower Mobilization Planning Policies and Procedures	Feb 1986	
DoDI 1400.32	DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures	Jan 1987	http://www.dtic.mil/whs/directives/corres/pdf/140032p.pdf
	Financial Report of the U.S. Government	FY 2022	https://www.fiscal.treasury.gov/reports-statements/financial-report/

Issuance #	Issuance Subject	Issuance Date (if applicable)	URL
Green Book	Standards for Internal Control in the Federal Government	Sep 2014	https://www.gao.gov/greenbook
Red Book	Principles of Federal Appropriations Law		https://www.gao.gov/redbook
Yellow Book	Government Auditing Standards	2018 Revision with 2021 Technical Update	https://www.gao.gov/yellowbook
House Document 110-49	How Our Laws Are Made	Jul 2007	https://www.congress.gov/help/learn-about-the-legislative-process/how-our-laws-are-made
OMB Bulletins-All	OMB Bulletins-All		https://www.whitehouse.gov/omb/information-for-agencies/bulletins/
New: OMB Bulletin 22-01 (Old: OMB Bulletin 15-02)	Audit Requirements for Federal Financial Statements	Aug 2022	https://www.whitehouse.gov/sites/default/files/omb/bulletins/2015/15-02.pdf
OMB Circulars-All	OMB Circulars-All		https://www.whitehouse.gov/omb/information-for-agencies/circulars/
OMB Cir A-11	Preparation, Submission, and Execution of the Budget	Aug 2023	https://www.whitehouse.gov/wp-content/uploads/2018/06/a11.pdf
OMB Cir A-94	Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs	Oct 1992	https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/circulars/A94/a094.pdf
OMB Cir A-123	Management's Responsibility for Enterprise Risk Management and Internal Control	Jul 2016	https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/memoranda/2016/m-16-17.pdf Memorandum Update Jun 2017

Issuance #	Issuance Subject	Issuance Date (if applicable)	URL
	(Old: Management's Responsibility for Internal Control)		https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/memoranda/2017/M-17-26.pdf
OMB Cir A-136	Financial Reporting Requirements	May 2023	https://www.archives.gov/federal-register/laws/current.html
Public Laws-All	Public Laws-All		https://www.archives.gov/federal-register/laws/current.html
PL 103-62	Government Performance and Results Act of 1993	Aug 1993	https://www.congress.gov/103/statute/STATUTE-107/STATUTE-107-Pg285.pdf
PL 103-356	Government Management Reform Act of 1994	Oct 1994	https://www.govinfo.gov/content/pkg/STATUTE-108/pdf/STATUTE-108-Pg3410.pdf#page=1
PL 111-204	Improper Payments Elimination and Recovery Act of 2010	Jul 2010	https://www.govinfo.gov/content/pkg/PLAW-111publ204/pdf/PLAW-111publ204.pdf
PL 111-352	GPRA Modernization Act of 2010	Jan 2011	https://www.govinfo.gov/content/pkg/PLAW-111publ352/pdf/PLAW-111publ352.pdf
US Codes-All	US Codes-All		http://uscode.house.gov/ OR https://www.govinfo.gov/app/collection/USCODE
5 USC	Government Organization and Employees		https://www.law.cornell.edu/uscode/text/5
10 USC	Armed Forces		https://www.law.cornell.edu/uscode/text/10
18 USC	Crimes and Criminal Procedure		https://www.law.cornell.edu/uscode/text/18
31 USC	Money and Finance		https://www.law.cornell.edu/uscode/text/31
32 USC	National Guard		https://www.law.cornell.edu/uscode/text/32
37 USC	Pay and Allowances of the Uniformed Services		https://www.law.cornell.edu/uscode/text/37
41 USC	Public Contracts		https://www.law.cornell.edu/uscode/text/41

Issuance #	Issuance Subject	Issuance Date (if applicable)	URL
50 USC	War and National Defense		https://www.law.cornell.edu/uscode/text/50
U.S. Constitution	The Constitution of the United States of America		https://www.law.cornell.edu/constitution

Table 4. CDFM-A Exam Reference List

Issuance #	Issuance Subject	Issuance Date	URL
CJCSI 5123.011	Implementation of the JCIDS	Oct 2021	https://www.jcs.mil/Portals/36/Documents/Library/Instructions/CJCSI%205123.011.pdf
DOD 7000.14-R	DOD Financial Management Regulation	May 2019	https://comptroller.defense.gov/fmr/
DODD 5000.01	The Defense Acquisition System	Jul 2022	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/500001p.pdf?ver=IxP_j399Em4zTd4PqFjuTQ%3d%3d
DODD 7045.14	PPBE Process	Aug/2017	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/704514p.pdf?ver=2019-06-06-145814-060
DODI 5000.02	Operation of the Adaptive Acquisition Framework	Jun 2022	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500002p.pdf
FAR 7.105	Contents of written acquisition plans	Sep 2023	https://www.acquisition.gov/sites/default/files/current/far/pdf/FAR.pdf
DODI 5000.74	Acquisition of Services	Jan 2020	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500074p.pdf
DODI 5000.75	Defense Business Systems	Jan 2020	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500075p.PDF
DODI 5000.80	Middle Tier of Acquisition	Dec 2019	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500080p.PDF
DODI 5000.81	Urgent Capability Acquisition	Dec 2019	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500081p.PDF
DODI 5000.85	Major Capability Acquisition	Nov 2021	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500085p.pdf?
DODI 5000.87	Software Acquisition	Oct 2020	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500087p.PDF

Issuance #	Issuance Subject	Issuance Date	URL
DODI 5000.44	Intellectual Property	Oct 2019	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/501044p.PDF
DODI 5000.71	Rapid Fulfillment of UONs	May 2020	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/500071p.pdf?
DODI 5000.73	Cost Analysis Guidance and Procedures	Mar 2020	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500073p.pdf
DODI 5000.82	Acquisition of Information Technology	Jun 2023	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500082p.pdf
DODI 5000.83	Technology and Program Protection	May 2021	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500083p.pdf
DODI 5000.84	Analysis of Alternatives	Aug 2020	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500084p.pdf
DODI 5000.86	Acquisition Intelligence	Sep 2020	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500086p.pdf
DODI 5000.88	Engineering of Defense Systems	Nov 2020	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500088p.PDF
DODI 5000.89	Test and Evaluation	Nov 2020	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500089p.PDF
DODI 5000.90	Cybersecurity for Acquisition	Dec 2020	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500090p.PDF
DODI 5000.91	Product Support Management	Nov 2021	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500091p.PDF
DODI 5000.95	Human Systems Integration	Apr 2022	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500095p.PDF
	DAU (Defense Acquisition University) Acquisition Policies --Policies and guides into each of the acquisition pathways		https://aaf.dau.edu/aaf/policies/

Issuance #	Issuance Subject	Issuance Date	URL
	DAU Acquisition Guidebooks & References --Set of guidebooks & references that replaced the Defense Acquisition Guidebook in 2021		https://aaf.dau.edu/guidebooks/
	DAU Tools Catalog		https://www.dau.edu/tools
	All DODIs --WHS Executive Services Directorate		https://www.esd.whs.mil/Directives/issuances/dodi/
	FARS (Federal Acquisition Regulations System) --GSA (General Services Administration) hub for FARs and FACs (Federal Acquisition Circulars)		https://www.acquisition.gov/