

Society of Defense Financial Management **Certified Defense Financial Manager Program**

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The Society of Defense Financial Management (previously the American Society of Military Comptrollers) is pleased to provide a summary of the activities that took place between 2023 – 2024 to update the Certified Defense Financial Manager (CDFM) and CDFM with Acquisition Specialty (CDFM-A) certification examinations.

The first major step in the exam update process was to conduct a new Job Task Analysis (JTA), which is a survey of people in the profession to identify the performance domains and associated tasks, knowledge, and/or skills of the profession. The JTA is critical, because it serves as a legally-defensible foundation upon which the exam content is built.

In April and May 2023, HumRRO (the Human Resources Research Organization), SDFM’s partner in exam development, conducted Job Analysis workshops to identify significant changes to the Module 1, 2, 3, & 4 exam blueprint specifications. The updated blueprint knowledge statements were pulled into a Job Task Analysis survey (JTA).

June 21 through July 7, 2023, the JTA was distributed far and wide to capture diverse responses from all DFM stakeholders. HumRRO then updated the Module 1-4 exam blueprint specifications per the survey feedback. In late July, an Exam Blueprint Update Committee was convened to make final adjustments to the blueprints. On August 23, 2023, the SDFM Certification Commission approved the updated blueprints.

Over the course of September and October 2023, almost 60 actively-certified CDFMs and CDFM-As contributed 676 hours to write 330 new exam questions (“items”) and review over 1,100 items (800 in the current item bank plus the new items). In November 2023, new and revised items were pulled into four pilot tests—one for each module. Actively-certified CDFMs and CDFM-As took pilot tests between December 18, 2023, and January 22, 2024. The data gathered from the pilot tests was analyzed to assess item quality. The items that met certification industry performance standards were then assembled into their respective Module 1, 2, 3, & 4 exam forms.

On January 8, 2024, we posted an official announcement that the Mod 1-4 exams will be updated with an expected launch date of late spring 2024.

In February 2024, 50 subject matter experts each spent 9.5 to 14 hours providing feedback to help determine appropriate passing scores for the Mod 1-4 exams. HumRRO applied psychometric best practices to determine recommended passing scores for the exams. On March 11, the SDFM Certification Commission decided on the passing scores for the exams.

In April and May 2024, the exam forms were prepared and uploaded to the Pearson VUE testing platform. Extensive quality assurance tests were conducted to ensure that all aspects of the exams were working properly.

The exams were published May 29, 2024.