



Attendee Support Kit

Downloadable Toolkit to garner approval for event attendance

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Why Attend DFMI Orlando 2026



DFMI Orlando 2026 is a premier Defense Financial Management Institute regional conference (May 27–29, 2026, in Orlando) designed to advance the skills and impact of defense financial managers. The Attendance Justification Kit will equip you with a compelling case for approval. Below we outline the core value proposition of attending, highlight a high-level official endorsement, and detail the justification toolkit components (customizable templates) – all grounded in best practices for demonstrating return on investment (ROI) and alignment with mission-critical goals.

Learn more: <https://sdfm.org/dfmi-attendee-support-kit-components/>



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Key Aspects

Attending DFMI Orlando delivers tangible benefits for both the individual and their organization, making it a high-ROI professional development opportunity for the SDFM (Society of Defense Financial Management) community.

Continuing Education & Credentials

Strategic Alignment with Mission Priorities

Networking and Knowledge Sharing

Actionable Insights & ROI for the Organization

Continuing Impact Through Knowledge Transfer



Continuing Education & Credentials

With up to 28 credit-hours of CPE credits, DFMI Orlando enables attendees to fulfill a large portion of annual certification requirements. (For context, many financial professionals must earn 80 CPEs/2-year cycle; this one event can cover a significant share.) This cost-effective training lowers the “cost per credit” of professional education when compared to separate courses.



Strategic Alignment with Mission Priorities

The program is tailored to priority challenges in defense financial management. According to the Under Secretary's review, DFMI's content is explicitly aligned with senior leadership's goals – for example, improving audit readiness, enhancing financial internal controls, enabling digital modernization, and strengthening financial stewardship across the Department. In practice, this means sessions on emerging policies, compliance (e.g. audit requirements), and new technologies will directly help attendees meet statutory requirements and improve their agency's performance. The 2026 DFMI theme, "Mission-Ready FM — Aligning People, Policy, and Technology for Measurable Outcomes," underscores this focus.



Networking and Knowledge Sharing

DFMI Orlando convenes a broad network of defense finance professionals, from peers to top leaders. Senior officials will provide timely updates on critical financial management topics – attendees hear the latest directives and lessons straight from the source. Just as importantly, participants can connect with experts and colleagues facing similar challenges. This cross-pollination of ideas fosters the exchange of best practices and potential partnerships. Networking at such events is widely recognized as a strategic investment: it helps attendees discover new solutions, benchmark against other organizations, and even form collaborations that continue after the conference.



Actionable Insights & ROI for the Organization

The conference is not “time off” – it’s an investment with measurable returns. Attendees will return with concrete takeaways and practical solutions. Topics are chosen for focused impact on current defense financial challenges (e.g. improving audit processes, data analytics for budgeting, leveraging automation to reduce errors). By applying these insights, attendees can drive improvements like reduced cycle times, better audit results, enhanced compliance, or cost savings in their home organizations. In short, DFMI equips participants to make tangible enhancements that justify the expense.



Continuing Impact Through Knowledge Transfer

To maximize ROI, attendees commit to share new knowledge with their teams. This kit includes tools (e.g. post-event report templates) to help attendees turn what they learned into organizational assets – whether it’s a briefing of “Top 5 lessons” or a case study applying a conference insight to solve an internal problem. This ensures the benefits of attendance scale beyond the individual, amplifying the event’s value across the organization.

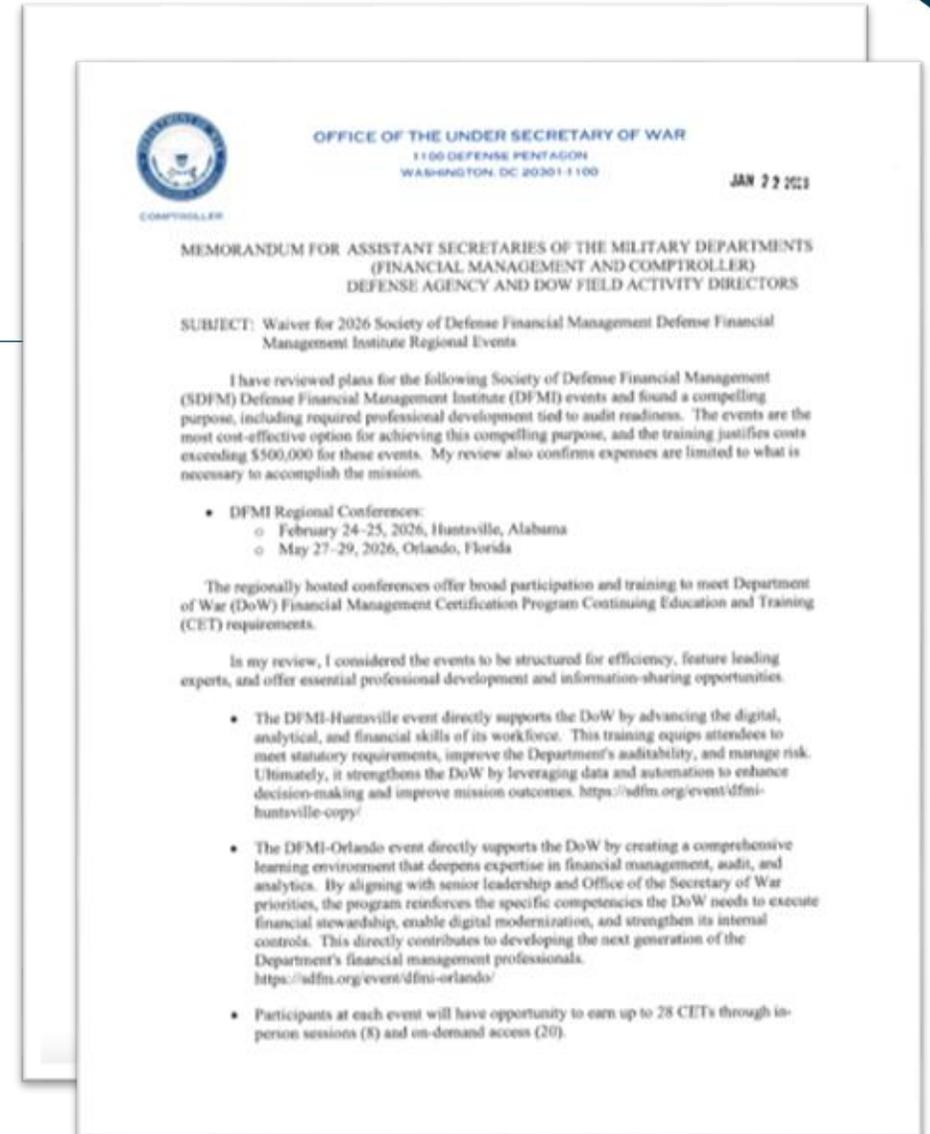


01

Official Endorsement by the Under Secretary (Comptroller)

One of the strongest affirmations of DFMI Orlando's value is its high-level endorsement by the Department of War's financial leadership. In fact, Jules W. Hurst III, the official performing the duties of the Under Secretary of War (Comptroller) and CFO, formally approved the DFMI 2026 regional events (Huntsville and Orlando) via memorandum. This approval wasn't routine; it was granted because the training was deemed mission-critical and cost-effective.

Download
available [here](#)





02

Manager Request Letter

Download available from
the SDFM website [here](#)

Ensures you present a **clear, professional request** addressing all manager questions. Covers the “who/what/when/where/why” of DFMI Orlando, direct links to your organization’s priorities and projects, a cost breakdown, and a commitment to share knowledge gained. This shows you’ve done your homework and are focused on **organizational benefits**.



03

Budget Justification Worksheet

Download available from
the SDFM website [here](#)

Provides a transparent financial plan for the trip. Demonstrates fiscal responsibility by outlining costs (registration, travel, lodging) and offsetting them with tangible benefits – like the low cost per CPE and potential savings or efficiency gains from implementing new ideas. Helps your boss see the investment is reasonable and justified in dollars-and-cents terms.



04

Case Study Outline Template

Download available from
the SDFM website [here](#)

Signals that you intend to apply what you learn. By identifying a problem and mapping insights from DFMI sessions to solve it, you show foresight and proactivity. This template emphasizes measurable outcomes (before-and-after metrics, impact on mission) from attending the event, reinforcing that the conference will drive results, not just provide abstract knowledge.



05

Post-Event Report Template

Download available from
the SDFM website [here](#)

Commits you to deliver a written ROI after the conference. By documenting five key lessons and specific action steps (with owners and deadlines) for the next 30–90 days, you prove that the organization will immediately benefit. Also includes a summary of benefits and ROI (CPEs earned, cost per CPE, anticipated savings, etc.), which closes the loop and provides your boss concrete evidence of value received.