

R 241525Z DEC 15

MARADMIN 648/15

MSGID/GENADMIN/CMC WASHINGTON DC PR//

SUBJ/MCBUL 7000. DEPARTMENT OF DEFENSE (DOD) FINANCIAL MANAGEMENT (FM) CERTIFICATION PROGRAM IMPLEMENTATION GUIDANCE//

REF/A/MSGID:DOC/DODINST 1300.26/20NOV13//

REF/B/MSGID:DOC/ASN (FM&C) MEMO/30SEP14//

REF/C/MSGID:DOC/DOD FM CERTIFICATION HANDBOOK//

REF/D/MSGID:DOC/CCA GUIDANCE/08MAR13//

REF/E/MSGID:DOC/MARADMIN 117-13/08MAR13//

REF/F/SECNAV:DOC/SECNAVINST 5210.1/1JAN12//

NARR/REF A IS THE DEPUTY SECRETARY OF DEFENSE INSTRUCTION

ESTABLISHING THE DOD-WIDE FM CERTIFICATION PROGRAM. REF B IS THE ASSISTANT SECRETARY OF THE NAVY (ASN) FINANCIAL MANAGEMENT AND COMPTROLLER (FM&C) MEMO THAT PROVIDES DEPARTMENT OF THE NAVY (DON) IMPLEMENTATION GUIDANCE FOR THE DOD FM CERTIFICATION PROGRAM. REF C IS THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) HANDBOOK THAT EXPLAINS THE FM CERTIFICATION PROGRAM. REF D IS THE GUIDANCE THAT OUTLINES COMPONENT CERTIFYING AUTHORITY DUTIES. REF E IS AN EXAMPLE OF THE ANNUAL ANNOUNCEMENT FOR FINANCIAL MANAGEMENT COURSES THAT ARE OFFERED TO MARINE CORPS FINANCIAL MANAGERS. REF F IS THE SECRETARY OF THE NAVY INSTRUCTION 5210.1, THE DEPARTMENT OF THE NAVY RECORDS MANAGEMENT MANUAL. POC/FM CERTIFICATION PROGRAM MANAGER/PR-RF/TEL: DSN 227-3457/TEL: COMM 703 614-3457 /EMAIL:

HQMC_FM_CERTS_PRGM@USMC.MIL//

GENTEXT/REMARKS/1. Ref A requires members of the FM workforce to participate in the DoD FM Certification Program and attain the appropriate certification level for their position within the prescribed timeline after enrollment into the program. The contents of this bulletin and any updates to the references will be incorporated in a forthcoming Marine Corps Order.

2. Situation

The Fiscal Year 2012 (FY12) National Defense Authorization Act (NDAA) authorized the Secretary of Defense to establish a FM professional certification program that requires DoD employees, both civilian and military, to attain and maintain a DoD FM Certification. This FM Certification provides a framework to ensure that employees within the DoD FM career field are trained and equipped to meet the challenges of both the current and future fiscal environment. As a course-based certification, it is possible many of the program's requirements will be met through previous training and FM experience. The program has three certification levels based on civilian position/job series or military billet/occupational specialty (MOS) coupled with grade level or rank. The levels are not cumulative and individuals can only earn the certification level for the billet they currently hold.

3. Mission

Per Ref A, effective 01Jul14, all full-time 05xx civilian Marines on a permanent appointment and assigned to an FM billet were automatically enrolled in the DoD FM Certification Program and are required to attain the appropriate certification level within two (2) years. All active duty military occupational specialty MOS 34xx, 8041, and 8844 Marines who are assigned to an FM billet, are required

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

PCN: 10209632400

to attain the appropriate certification level under the DoD FM Certification Program within two (2) years of enrollment into the FM Learning Management System (FM LMS). This is a Professional Military Education (PME) requirement for staff noncommissioned officers, officers and warrant officers.

4. Execution

A. Per Ref B, the Marine Corps FM workforce are required to actively participate in the DoD FM Certification Program and attain the appropriate certification level for their billet within the prescribed timeline after enrollment into the program.

B. Civilian Marines in the following 05xx series will be required to meet the following certification levels as a condition of employment:

Series	Occupational Series Title
0501	Financial Administration and Program
0503	Financial Technician
0505	Financial Management
0510	Accounting
0511	Auditing
Grade	FM Certification Level
GS-11/below/equiv	1
GS-12/14/equiv	2
GS-13/14/supervisory/equiv	3
GS-15/above/equiv	3
All 0505 series	3

C. Active duty Marines in the grade and billet/MOS listed below will be required to meet their respective certification level as identified in this bulletin.

Grade	MOS	FM Certification Level
Unrestricted officer		
O-1/O-3	3404 FM Officer	2
O-4/O-5	3404 FM Officer	3
O-6/above	8041 Col, Ground	3
Restricted officer		
WO-1/CWO5*	3402 Finance Officer	2
WO-1/CWO2	3408 FM Resource Officer	2
CWO3/CWO5	3408 FM Resource Officer	3
Enlisted		
E1/E5	3432 Finance Technician	1
E6/E9*	3432 Finance Technician	2
E1/E4	3451 FM Resource Analyst	1
E5/E6	3451 FM Resource Analyst	2
E7/E9	3451 FM Resource Analyst	3

* Marines serving in the senior FM billet in the National Capital Region perform tasks at the service level for both disbursing and FM communities, and are required to obtain level 3 DoD FM certification within one year of assignment to Deputy Commandant, Programs and Resources (DC P&R), at Headquarters Marine Corps.

D. MOS 34xx and MOS 8041 Marines who are not assigned to an FM billet (e.g. drill instructor/recruiting duty/congressional liaison/command appointment) are deferred until they are reassigned to an FM billet in the Fleet Marine Force.

5. Tasks

A. Deputy Commandant, Programs and Resources (DC P&R)

A.1. Delegate the Fiscal Director of the Marine Corps to promulgate policy and manage/administer the FM Certification Program in accordance with this bulletin.

A.2. Appoint an FM Certification Program Component Administrator (CA) at DC P&R, to coordinate all responsibilities for the program with the Special Assistant for Human Capital (FMH) and ASN (FM&C) per Ref B. A copy of the appointment letter must be submitted by P&R (RF) to the FM Office of the Secretary of Defense Functional Community Manager (OFCM).

A.3. Assist with the administration, management and maintenance of organizational hierarchies within the FM Learning Management System (FM LMS), which supports the overall DoD FM Certification Program.

A.4. Provide user support, utilizing the Component Certifying Authority (CCA) chain, by answering questions and solving administrative issues.

A.5. Evaluate requests to credit specific training courses toward one or more DoD FM Certification Program requirements, and forward recommendations to the FM OFCM for approval.

A.6. Appoint senior members from selected commands to serve as the advisory group for the Community of Interest (COI) responsible for the career paths for civilian Marines, similar to the military MOS specialists.

A.7. Coordinate with Training and Education Command (TECOM) to ensure Financial Management School (FMS) training and readiness events (classes) are mapped to FM certification levels.

A.8. Appoint resources evaluation and analysis officers of Marine Corps Major Commands (e.g. MARFORCOM, MARFORPAC, MARFORRES, MCICOM, MARFOREUR, TECOM, MARCORSYSCOM, MEFS) as CCA to coordinate all responsibilities for the program within that command.

A.9. Approve or disapprove requests for extension to the time limit to achieve an FM Certification. (e.g. excused absences such as verifiable worker's compensation, extended tad beyond 60 days, etc.) If active progress is not being made by FM personnel, extensions are likely to be denied.

B. TECOM (FMS)

B.1. Coordinate with DC P&R (CA), regarding curriculum updates affecting DoD certification requirements, to ensure current and future competencies are mapped to FM certification levels.

B.2. Utilize the Course Content Review Board (CCRB) process to provide input on DoD FM Certification Program needs, requirements, and concerns.

C. Deputy Commandants/Commanders. Pursuant to Ref A, Deputy Commandants and Commanders are directed to enforce and promote the FM Certification Program as outlined in the FY12 NDAA.

D. CCA

D.1. Serve as the approval, denial and waiver authority for the FM Certification Program and are the guardians of its integrity within each command hierarchy.

D.2. Meet with FM civilian and active duty Marines to explain the program requirements and identify training and experience needed to achieve certification.

D.3. Coordinate all responsibilities for the FM Certification Program in accordance with formal delegation of authority assignment letter.

D.4. Appoint an alternate FM Certification Program CCA to assist with designated responsibilities for the command for program continuity.

D.5. CCA appointments are position designated and responsibilities must be added to the position description (PD) of that position.

E. Supervisors of 05xx and/or 34xx personnel

E.1. Supervisors of FM personnel will approve all actions in the FM LMS. In cases where FM personnel (both FM civilians and active duty Marines) are under the authority of a non-FM supervisor, supervisors will closely coordinate with the higher comptroller office CCA for guidance and support of this program.

E.2. Active duty Marine supervisors must be E-6 or above. Civilians have no grade restriction as long as they are officially supervisors of the FM employee.

E.3. Ensure FM civilian and active duty Marines participate in and meet the requirements of the DoD FM Certification Program.

E.4. Meet with FM civilian and active duty Marines to explain the program requirements and identify training and experience needed to achieve certification.

E.5. Allow FM civilian and active duty Marines reasonable time during normal duty hours to complete the FM certification education and training requirements necessary to attain and maintain their FM Certification.

E.6. Monitor the progress of FM civilian and active duty Marines toward achieving initial certification and attaining Continuing Education and Training (CET) necessary to maintain their certification.

E.7. Ensure proper documentation is entered into the FM LMS before approving an achievement and verify all items have been completed before the final certification is submitted to the CCA for approval.

E.8. Coordinate with the command human resource officer and CCA when new FM personnel check-in to the command and request appropriate information to research the employee's profile and assess current status in the FM certification program.

F. Subordinate commands

F.1. Appoint an FM certification program coordinator to liaison between the organization and the CCA.

6. Administration

6.a. Additional guidance on FM certification level requirements can be found in Ref D and at the following links; [http://double back slash fmonline.ousdc.osd.mil/default.aspx](http://double%20back%20slash%20fmonline.ousdc.osd.mil/default.aspx)

[https://double back slash fmonline.ousdc.osd.mil/](https://double%20back%20slash%20fmonline.ousdc.osd.mil/)

6.b. Per Ref F, records created as a result of this bulletin shall be managed according to the National Archives and Records Administration (NARA) approved records dispositions per ref f to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6.c. Generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be done in accordance with the Privacy Act of 1974, as amended. Any unauthorized review, use, disclosure or distribution is prohibited.

6.d. This bulletin is not applicable to the Marine Corps Reserve. More information with regard to the time extension process will be

included in the published MCO.

6.e. This bulletin is cancelled one year from date of publication or upon publishing of a MCO for the FM Certification Program, whichever comes first.

6.f. Further information on the FM Certification Program can be attained by contacting DSN 227-3457/tel:comm 703-614-3457 /email: hqmc_fm_certs_prgm@usmc.mil.

7. Command and Signal

7.a. This guidance is effective as of the date of this bulletin.

7.b. Release authorized by LtGen G. M. Walters, Deputy Commandant for Programs and Resources.//