

Defense Logistics Agency

INSTRUCTION

DLAI 7045.01 Effective December 9, 2014

DLAHQ J8

SUBJECT: Department of Defense (DoD) Financial Management (FM) Certification Program

- References: (a) Title 10, United States Code, Section 1599d.
 - (b) FY 2012 National Defense Authorization Act which granted DoD the authority to prescribe professional certification and credential standards for Defense Financial Management positions.
 - (c) DODI 1300.26. "Operation of the DoD Financial Management Certification Program."
- 1. <u>PURPOSE</u>. The purpose of this document is to outline the official DLA Enterprise procedures for implementation of the DoD FM Certification program within DLA.
- 2. <u>APPLICABILITY</u>. These procedures are applicable to all DLA employees assigned to positions requiring FM certification. DLA positions requiring FM certification include all DLA Finance and DLA Office of Inspector General (OIG) positions coded with the 05XX Occupational Series and positions not coded with the 05XX Occupational Series that perform, supervise, or manage the work of a fiscal, FM, accounting, auditing, cost, or budgetary nature as designated by the Director, DLA Finance (J8), Chief Financial Officer. The assigned certification level, for FM positions in the Certification Program, is reflected in the appropriate FM Position Description.
- 3. DEFINITIONS. See Glossary.
- 4. <u>POLICY</u>. It is DLA policy that:
- a. The DoD FM Certification Program supports the professional development of the FM workforce and provides a framework for a standard body of knowledge across the FM workforce.

- b. All designated members of the DLA FM workforce are required to participate in the Certification Program.
- 5. <u>RESPONSIBILITIES</u>. See Enclosure 1.
- 6. PROCEDURES. See Enclosure 2.
- 7. <u>INFORMATION REQUIREMENTS</u>. DoD FM Learning Management System (LMS) will be used to track employee achievement of DoD FM certification requirements.

8. <u>INTERNAL CONTROLS.</u>

- a. DLA Human Resources Services will perform a management review of all actions covered by this Instruction. The review will verify that all events actually occurred, are properly documented, and are in accordance with (IAW) applicable rules, regulations, and procedures.
- b. System Access Controls only allow authorized users access to certain areas, fields, table authorizations, and certifications based upon their access rights. This preventive measure helps ensure all authorized users have access to personnel data. (See Enclosure 2: Responsibilities for Component Certification Authority (CCA) and Component Administrator (CA).
- c. DLA CCA, FM Managers and Supervisors will review monthly activity reports, generated from the DoD FM LMS, to track FM Certification achievements for FM members.
- 9. <u>RELEASEABILITY</u>. Unlimited. This Instruction is approved for public release and is available on the Internet from the DLA Issuances Internet Website.
- 10. EFFECTIVE DATE. This instruction:
 - a. Is effective on December 9, 2014.
- b. Must be reissued, cancelled, or certified current within five years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective December 9, 2024 and be removed from the DLA Issuances Website.

PHYLLISA S. GOLDENBERG Director, DLA Strategic Plans and Policy Enclosure(s)

 $Enclosure \ 1-Responsibilities$

Enclosure 2 – Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: RESPONSIBILITIES	5
ENCLOSURE 2: PROCEDURES	8
APPENDIXES 1. Statement of Understanding	
2. Reminder Memo to Employees	12
GLOSSARY	13

ENCLOSURE 1

RESPONSIBILITIES

1. <u>DIRECTOR, DLA</u>. Oversee senior FM leader implementation of the procedures of the Certification Program.

2. DIRECTOR, DLA FINANCE (J8).

- a. Administer the Certification Program in accordance with this instruction.
- b. Appoint individual to serve as the Certification Program Component Certification Authority (CCA), through a formal delegation of authority document. The CCA will oversee the implementation of the program. Ensure CCA is trained in their roles and responsibilities within the Certification Program and in the functionality of the FM LMS. The Deputy Inspector General for Auditing will serve as the CCA for the DLA OIG.
- c. Identify individuals to serve as Component Administrators (CAs) for the FM LMS who are able to manage the organizational and user information within the FM LMS and provide first response support for FM LMS specific questions.

3. SITE/STAFF FINANCE DIRECTORS (J8)

- a. Ensure timely development of their FM members to ensure they meet Certification Program requirements.
- b. Allow all FM members reasonable duty time to complete the Certification Program coursework and sustain certification within organizational workload and funding constraints.
- c. Identify each applicable civilian and military FM position with the appropriate certification level (1-3) in accordance with established classification categories. Ensure documentation of FM positions in organizational manpower systems according to the guidance provided in Procedures (Enclosure 3) of this instruction.
- d. Ensure that FM workforce civilian PDs stipulate that position is in the Certification Program and include the position's certification level.
- e. Monitor achievement of required continuing education and training (CET) hours of the FM members and ensure CET hours are documented in the FM LMS.

4. DIRECTOR, DLA HUMAN RESOURCES (J1).

a. The Staff Director, DLA Labor Relations will identify labor organizations for employees affected by proposed policy in accordance with the procedures specified in the collective bargaining agreements if labor obligations are identified.

b. DLA Human Resources Services (DHRS) will create and maintain documents including position descriptions, job announcements and notifications, and provide advisory services to supervisors and managers in relation to the FM Certification Program.

5. FM COMPONENT FUNCTIONAL COMMUNITY MANAGER (FM CFCM):

- a. Execute the Certification Program for their DoD Component in accordance with this instruction.
- b. Represent the DoD Component on the FM CFCM Advisory Board, FM CFCM Working Group and the Governing Body in accordance with this instruction.
 - c. Serve as the DoD Component's functional point of contact for the FM OFCM.

6. COMPONENT CERTIFICATION AUTHORITY (CCA):

- a. Is formally appointed by the Assistant Secretary or Principal Deputy of Financial Management and Comptroller for the Military Departments or by the Senior FM for all other DoD Components. Copies of appointment letters will be provided to the FM OSD Functional Community Manager (OFCM).
- b. Serves as the approval authority for achieving Certification Levels 1 through 3, as required in the Certification Program.
 - c. Approves or disapproves waiver requests.
- d. Completes training on Certification Program roles and responsibilities and the functionality of the FM LMS.
- e. Provides user training for DoD FM Certification Program requirements and DoD LMS procedures.
 - f. Supports the FM CFCM in the administration of the Certification Program.
 - g. Does not further delegate these authorities.

7. COMPONENT ADMINISTRATOR (CA):

a. Appointed by their FM CFCM to manage the administration of the Certification Program with the FM LMS.

6

- b. Complete training on the Certification Program roles and responsibilities and the functionality of the FM LMS.
- c. Manage the organizational hierarchies, including FM member and supervisor relationships, in the FM LMS for the DoD Component's respective domain.

- d. Provides user training for DoD FM Certification Program requirements and DoD LMS procedures.
- e. Provide copy of the employee's DoD FM Certification certificate to DLA HR to upload into the employee's eOPF.

8. MEMBERS OF THE FM CERTIFICATION PROGRAM:

- a. Participate in the Certification Program.
- b. Achieve the required certification level of their positions within 2 years of notification of their certification requirements.
 - c. Verify personnel records are updated with certification information.
- d. Complete the requisite quantity of CET every 2 years to sustain the achieved certification level.
- e. Maintain a record of CET hours earned in the DoD FM LMS and provide that information, with supporting documentation, as required.

ENCLOSURE 2

PROCEDURES

- 1. The DoD FM Certification Program was implemented in DLA from June 2013 to July 2014 through several deployments. During the implementation phase, employees assigned to positions that were designated as requiring FM certification received a notification letter 30 days prior to the effective date. The certification start date for all employees involved in the implementation phase as well as any employees entering into a position designated as FM on or before July 1, 2014 was July 1, 2014. For those employees who entered a FM designated position after July 1, 2014 the certification start date will begin on the effective date of assignment into the FM position. A copy of the signed notification letter will be electronically forwarded to the employee's first level supervisor and the original will be retained on the left side of the employee's Electronic Official Personnel File (EOPF).
- 2. Employees entering a position requiring FM certification outside of the implementation process will be required to sign a Statement of Understanding (SOU) (Appendix 1) during the tentative job offer for new hires, and prior to the effective date for internal reassignments, promotions, etc. For new hires, the SOU will be sent to the employee with the tentative offer letter. The actual date that certification must be met (i.e., 24 months from entry into the position) will be added by the HR Specialist once an Entrance On Duty (EOD) has been established. At that time, the HR Specialist must include the "Date Due" on the original signed SOU, have the employee initial where the "Date Due" was added, and input the data into Defense Civilian Personnel Data System (DCPDS). Certification date due is 24 months from the effective date of assignment to the position. A copy of the SOU will be electronically forwarded to the employee's first level supervisor and the original will be retained on the left side of the employee's EOPF.
- 3. Within 90 days of entry into the FM position, the supervisor and employee will develop an Individual Development Plan (IDP) which provides an action plan to meet the 24 month requirement. Employees are responsible for ensuring they complete the necessary requirements for certification. Supervisors must monitor progress towards meeting the timeline, to include a quarterly discussion with the employee, and when necessary address delays in attending required training. All FM members will be allowed reasonable duty time to complete the Certification Program coursework and sustain certification within organizational workload and funding constraints.
- 4. At 18 months into the 24 month timeline, an official reminder letter (Appendix 2) will be issued by the supervisor and acknowledged by the employee. This letter reiterates that certification is a requirement of the employee's assigned position; addresses the requirement to submit a waiver if applicable; and the consequences for not achieving FM certification requirements.
- 5. At 21 months if it is determined the employee will not meet certification requirements within the required 24 months, an extension/waiver is initiated by the employee via the DoD Learning Management System and submitted to the supervisor. The waiver request must definitively state reasons for not obtaining the certification, the FM Certification requirements

remaining, and a proposed completion date for certification. The waiver should be reviewed by Finance Staff/Site Director and forwarded to the CCA for review/approval. If it is determined that the employee diligently attempted to receive the required training and circumstances were beyond their his/her control making an extension necessary, the waiver will be approved. Waiver approvals are based on impact to the mission or personal hardship.

- 6. Submission of a waiver request does not mean that the waiver is guaranteed to be granted and it does not grant certification. Certification can only be achieved by meeting mandatory certification standards. Additionally, waivers are position-specific and do not carry over to the person's subsequent assignments or to future incumbents of the position. There is no waiver that grants DoD FM Certification.
- 7. If the DLA Finance Director/Chief Financial Officer (CFO) finds that the waiver documentation does not support a valid reason for an extension and therefore disapproves the request, the supervisor will work with DLA Human Resources to either:
- a. Initiate permanent management-directed reassignment to a vacant position, if available, for which the employee is qualified, or;
- b. Initiate an action to remove the employee from Federal Service for failure to meet conditions of employment.
- 8. Position descriptions of designated positions will be annotated with the following statement:

"This position requires DoD Financial Management Level __ certification. Employees are allotted 2 years in which to achieve the Financial Management certification requirements in accordance with DoD Directive 5118.03 and section 1599d of Title 10, United States Code. Once certified, members of the Financial Management workforce have a continuing requirement for professional education and training in order to maintain and improve their Financial Management proficiency and skills."

9. Job Announcements. For positions requiring FM certification (both J8 and OIG), job announcements will include the following language:

"This position requires DoD Financial Management Level (Insert Level) certification. Employees are allotted 2 years in which to achieve the Financial Management certification requirements in accordance with DoD Instruction 1300.26, DoD Directive 5118.03 and section 1599d of Title 10, United States Code. Once certified, members of the Financial Management workforce have a continuing requirement for professional education and training in order to maintain and improve their Financial Management proficiency and skills."

"CERTIFICATION REQUIREMENT: You will be required to complete the Department of Defense (DoD) Financial Management (FM) Certification Program. You are required to achieve the applicable DoD FM Certification Program requirements for the position to which you are assigned, within two years of notification."

APPENDIX 1 TO ENCLOSURE 2

Statement of Understanding

DoD Financial Management Certification

Department of Defense Instruction 1300.26 requires individuals assigned to a Financial Management (FM) workforce position to meet the DoD FM Certification requirements. Incumbents will sign the Statement of Understanding when the position is designated to be in the Certification Program. Newly assigned civilian employees assigned to FM positions will sign the Statement of Understanding prior to entry into the position.

Your position has been designated as an FM position as follows:

Certification Level (NOTE: Only one level can be designated to a position)
 I understand I must obtain and maintain the appropriate FM certification. I understand I have 2-months from the date I am officially notified to obtain the appropriate certification. During the Certification Program phased implementation, my two-year time period will begin July 1, 2014 and end June 30, 2016. The FM Certification Program phased implementation plan will be complete by July 1, 2014. If I am assigned to an FM designated position after July 1, 2014, my two-year time period to achieve certification will begin on the effective date of my assignment to the FM designated position. I understand my Supervisor will discuss all certification requirements, to include level of certification required for the position and the date the required certification is expected to be obtained. I understand once advised of the deadline for certification, will make good use of my time to complete any on-line training as well as timely registration for requested resident courses. I understand once the training requirements have been determined, I will be allowed reasonable duty time to complete the Certification Program coursework and sustain certification within organizational workload and funding constraints. I understand that after achievement of Certification, I must earn Continuing Education and Training units every two years.
Receipt acknowledged. Employee signature does not indicate agreement or disagreement.
Employee Printed Name
Employee Signature and Date

APPENDIX 2 TO ENCLOSURE 2

REMINDER MEMO TO EMPLOYEES

MEMORANDUM FOR		
SUBJECT: DoD Financial Management Certificat	ion Requirements – Reminder	
certification in FM based on Department of Defens months in which to complete this requirement. Em	ng FM designated positions are required to obtain Dote Instruction 1300.26. Employees are allotted 24 aployee records indicate your employment under PD letter is to remind you of the requirement to obtain the	
you must complete a waiver/extension request with explanation as to why you have not completed the target date for meeting the requirements. Submissi	uired certification level within the allotted 24 months ain the DoD LMS. You will be required to provide a certification level required for your position and a on of a waiver does not mean the waiver is guarantee ertification can only be achieved by meeting mandator	n ed
If a waiver is not approved, management will init to another position for which you are qualified, if s accept a permanent reassignment, management wil Resources to initiate an action to remove you from employment.	l work with Defense Logistics Agency Human	t
Should you have any questions regarding the about	ove, please let me know.	
Employee Printed Name	Supervisor Printed Name	
Employee Signature and Date	Supervisor Signature and Date	

GLOSSARY

DEFINITIONS

<u>FM Certification</u>. Successful achievement of FM Certification requirements, as formally approved and documented.

<u>FM Certification Level 1</u>. Level 1 work requires a basic understanding of theoretical financial management knowledge, which is generally acquired through experience. Work involves standard, repetitive tasks and activities with established procedures and guidance or the application of conventional practices to treat a variety of problems in financial management.

<u>FM Certification Level 2</u>. Level 2 work requires the application of comprehensive financial management knowledge and technical proficiency combined with a broad knowledge of professional concepts, policies, and principles. Work also involves expanding skills, knowledge, and leadership abilities of high-potential personnel.

<u>FM Certification Level 3.</u> Level 3 work requires mastery of financial management concepts, theories, and programs. Work also requires integration of major functions and coordination of plans that significantly impact mission performance or support to the warfighter. Work may require confronting the unknown, facing situations with little or no precedent, and originating new concepts or imaginative approaches without guidance from others.

<u>FM positions</u>. Positions or a group of positions (including civilian and military positions) that perform, supervise, or manage work of a fiscal, financial management, accounting, auditing, cost, or budgetary nature, or that require the performance of financial management-related work.

<u>FM work experience</u>. Serving in position for which the majority of the work is performing, supervising, or managing work of a fiscal, financial management, accounting, auditing, cost, or budgetary nature.

<u>Individual Development Plan (IDP)</u>. An IDP is a tool to assist employees in career and personal development. Its primary purpose is to help employees reach short and long-term career goals, as well as improve current job performance. An IDP is not a performance evaluation tool or a one-time activity. It should be looked at like a partnership between the employee and the supervisor. It involves preparation and continuous feedback.

<u>Start date</u>. The date the FM member is notified that his or her position is designated with a Certification Program Certification Level.

12 GLOSSARY