



CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

NGCA-JSD-MP
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CMDI 1400.03
20 July 2016

DOD FINANCIAL MANAGEMENT CERTIFICATION REQUIREMENTS FOR TECHNICIANS

Reference: Department of Defense Instruction (DoDI) 1300.26, 20 Nov 13

1. Purpose. This California Military Department Issuance (CMDI) establishes Financial Management Certification (FMC) Program procedures for California National Guard Technicians.
 2. Superseded/Canceled. None.
 3. Applicability. This notice specifically applies to all California Army and Air National Guard Dual-Status (DS) and Non-Dual Status (NDS) technicians assigned to 05XX (financial management) series positions.
 4. Background. Department of Defense Instruction (DoDI) 1300.26 was published in response to the National Defense Authorization Act of 2013 (Public Law 112-81). The DoDI established policy, assigned responsibilities, and prescribed procedures for application of the DoD FMC Program. The FMC Program provides for a standard body of knowledge across the technician FM workforce. Compliance is mandatory and is thereby a condition of employment for those affected by this policy.
 5. Policy.
 - a. Technicians designated by NGB as part of the FM workforce (those assigned to 05XX occupational series position descriptions) must obtain and maintain FMC proficiency within two years of notification.
 - b. There are three proficiency level requirements FMC within the program. The National Guard Bureau has designated specific technician FMC proficiency levels based on member's technician grade and position description to which assigned.
 - c. Upon issuance, technician FM workforce supervisors must present notification letters to employees and return to HRO within 30 calendar days. For onboard members, initial notification letters will be issued NLT 30 Aug 16.
- (1) Both the supervisor and employee must sign acknowledgment as a receipt of notification. The publication date of the notification begins the two-year cycle as well as denotes the required FM certification level assigned.

(2) The supervisor must return the signed notification to HRO Staffing at ng.ca.caarng.list.hr-jobstech@mail.mil NLT 30 September 2016 for inclusion in the member's eOPF.

d. Obtaining the appropriate level of FMC within two years is a condition of continued employment and ultimately the technician's responsibility. Failure to achieve FMC may be grounds for separation from technician service. See below for additional information and how to obtain and maintain certification.

6. Supporting Information.

a. DoD Financial Management Certification Trifold:

http://comptroller.defense.gov/Portals/45/documents/FMCertProgram/DoDCert_trifold.pdf

b. Certification may be obtained through the DoD Financial Management Learning Management System (LMS): <https://fmonline.ousdc.osd.mil/LMS/LMS-About.aspx>

c. Requirements by Level:


- (1) <https://fmonline.ousdc.osd.mil/Certification/Certification-Level-1.aspx>
- (2) <https://fmonline.ousdc.osd.mil/Certification/Certification-Level-2.aspx>
- (3) <https://fmonline.ousdc.osd.mil/Certification/Certification-Level-3.aspx>

d. DoD FM Certification Frequently Asked Questions:

http://comptroller.defense.gov/Portals/45/documents/FMCertProgram/DoD_FM_Certification_FAQs.pdf

7. Effective Date. This CMDI is effective upon publication.

8. Point of contact for Army National Guard technicians the comptroller, LTC Tamara Frattalone, tamara.j.frattalone2.mil@mail.mil, 916-369-4390. For Air National Guard technicians, contact your Wing Comptroller. The HRO point of contact is Maj Ken DeCelle, kenneth.r.decelle.mil@mail.mil, 916-854-3214.



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