



ARMY FINANCIAL MANAGEMENT SCHOOL COURSE CATALOG

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UNITED STATES ARMY FINANCIAL MANAGEMENT SCHOOL

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Initial Military Training

Advanced Individual Training (AIT)

Instructors

(803) 734-4059

(803) 751-4757

Course Description

This course is designed to train Advanced Individual Training (AIT) Soldiers to be Financial Management Technicians. The two major areas of instruction consist of combat survivability and technical training, which are designed to prepare junior enlisted Soldiers to support operations in the Contemporary Operational Environment.

Prerequisites

AIT students must:

1. Be Active or Reserve Component military personnel, all services in grade SFC (or comparable E7 grade), and below.
2. Be assigned or projected to be assigned to a 36B position (RC Soldiers only).
3. Possess one of the following minimum qualifying scores in aptitude area CL on the Armed Services vocational Aptitude battery (ASVAB) test:
 - a. 101 for tests administered on and after 1 July 2004.
 - b. 103 for tests administered on and after 2 January 2002 and prior to 1 Jul 04.
 - c. 105 for tests administered prior to 2 January 2002.
4. Meet the requirements of Army Regulations 40-501 with waiver (if applicable), 350-10, and 600-9, DA PAM 611-21, TRADOC Regulations 350-18 and 350-10.

Intended Audience

The intended audience is Active or Reserve Component military personnel in grade SSG or below who will be assigned to a position in a Resource Management or Defense Accounting/Finance Office.

Learning Outcomes

By the end of the course, the student will be able to:

1. Determine Entitlements to Allowances for AC and RC Soldiers
2. Perform Cashier Functions using DDS
3. Identify GFEBs Master Data Elements
4. Record Reimbursable Accounting Data
5. Prepare Miscellaneous Vouchers For Payment

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Course Outline/Schedule

This course consists of 270.4 academic hours and is structured as follows:

Module	Subject	Hours
A	Pay Support – Military Pay	63.8
B	Banking and Disbursing	53.2
C	Fund the Force	53.2
D	Accounting Support and Cost Management	52.0
E	Pay Support – Commercial Vendor Services	48.2
F	Personal Financial Management Training	8.0
G	Field Training Exercise (FTX)	96.0
H	Administrative Time	74.0
I	Warrior Tasks and Battle Drills	78.0

Basic Officer Leaders Course (BOLC)

Instructor

(803) 751-8670

milBook Community of Interest (COI)

<https://www.milsuite.mil/book/community/spaces/afms/fm-basic-officer-leadership-course-bolc>

Course Description

This course is designed to provide the attributes and skills required of Financial Management Officers, and civilians. The three major areas of instruction consist of Common Core, Combat Survivability, and Technical Training designed to prepare Financial Management Officers and civilians to support operations in the Contemporary Operational Environment.

Prerequisites

There are no course prerequisites for BOLC.

Intended Audience

The intended audience is Active Army (AA) and Reserve Component (RC) newly Commissioned Officers regardless of source of commissioning.

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Learning Outcomes

By the end of the course, the student will be able to:

1. Employ Small Unit Operations and Tactics
2. Conduct Convoy Ops
3. Conduct CVS Operations
4. Process Commitments and Obligations
5. Process Prompt Payment Act Documents
6. Conduct Pay Agent Operations
7. Manage Cash Operations
8. Employ the Deployable Disbursing System (DDS)
9. Conduct FM Planning and Operations
10. Perform Disbursing Operations
11. Conduct Finance Sustainment Operations

Course Outline/Schedule

This course consists of 628.5 academic hours and is structured as follows:

Module	Subject	Hours
A	Common Core Mandated Training	177.1
B	Leadership and Professional Development	36.3
C	Fund the Force	94.3
D	Accounting Support and Cost Management	36.0
E	Pay Support	74.2
F	Banking and Disbursing	86.6
G	FM Planning and Operations	4.0
H	Field Training Exercise (FTX)	120.0

Professional Military Education

Branch Qualification

Instructor

Soldier Support Institute Instructor

Course Description

This course provides officers who are branch transfers to the Finance Corps, and Finance Corps officers who participated in the branch detail program, with a basic understanding and familiarity of the Financial Management (FM) branch to include knowledge of FM doctrine, organization and key tasks on the battlefield. This course also serves as a precursor for the Finance Captains Career Course (FCCC) for those officers not attending or who do not qualify to attend the Finance Basic Officers Leaders Course (BOLC III).

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Prerequisites

Students must have a Reservation, or be Attending course: 7D-F27/541-F11 (DL) Resource Management Tactical.

Intended Audience

The intended audience is USAR and ARNG who have satisfactorily completed a branch Basic Officer Leader Course (BOLC) a branch Basic Officer Leader Course (BOLC-B) a branch Basic Officer Leader Course (BOLC-B). Civilian - GS-7 and above assigned to positions which require knowledge of an entire finance office.

Learning Outcomes

This course consists of five major areas of instruction:

1. FM doctrine and organization introduces the student to FM's role in the "Fight" and the force structure that enables the FM branch to accomplish its mission.
2. Disbursing provides the student with a basic familiarity of governing laws, functions, controls, safeguards, operating procedures, automated system inputs and products, and reporting requirements for a disbursing division.
3. Commercial Vendor Services center on the Prompt Payment Act, other governing laws, discounts and interest penalty payments, the procurement process and automated systems.
4. Other Pay Services provides an overview of regulations, processes, and procedures involving pay services such as casual pays and check-cashing.
5. Resource Management Operations introduces the general concepts of resource management to include the coordination and synchronization of resource requirements identification and fulfillment as well as the automated systems that support the resource management function.

Captains Career Course (CCC)

Instructor

(803) 751-8717

milBook Community of Interest (COI)

<https://www.milsuite.mil/book/community/spaces/afms/fm-captains-career-course-fmccc>

Course Description

The 20 week FCCC is designed to be graduate level education for the finance company grade officer. Although some instruction is in traditional instructor to student format, much of the course is geared toward group projects to enhance officer development through sharing of ideas with peers under the mentorship and direction of a course director. Additionally, the course is taught in a classroom XXI. All students will have their own computer in a state of the art classroom. Although not all encompassing, the following areas are stressed throughout the course: Leadership, Tactical, Technical, Peers, Briefing and Writing, and Preparation for Detachment Command.

Prerequisites

Officers must have completed the Financial Management Basic Officer Leader's Course or an equivalent course.

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Intended Audience

The intended audience is Active Army or Reserve Component commissioned officers in the grade of First Lieutenant, Captain, or Major whose branch is Financial Management. In accordance with U.S. Army Directive 2012-20, officers must meet height and weight standards of AR 600-9.

Learning Outcomes

By the end of the course, the student will be able to:

1. Determine FM force structure
2. Determine Finance Corps history
3. Identify FM key functions at each echelon
4. Analyze findings and present analysis
5. Determine key financial organizations
6. Determine elements of GFEBS master data
7. Identify purposes and limitations of economic analysis
8. Perform an ABC analysis
9. Perform cost allocation
10. Define the auditing standards and structure
11. Define obligation management
12. Determine flow and receipt of funds procedures
13. Prepare activity and tactical budgets
14. Determine year end preparations and procedures
15. Define fiscal triad
16. Process documents in GFEBS

Course Outline/Schedule

This course consists of 843.9 academic hours and is structured as follows:

Module	Subject	Hours
A	Common Core	320.0
B	Leadership and Professional Development	60.2
C	Fund the Force	120.0
D	Commander's Pay Support	68.7
E	Disbursing Operations and Management Internal Controls	69.0
F	Accounting Support and Cost Management	44.0
G	Financial Management Planning and Support Operations	32.0
H	Financial Management Operations	130.0

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Pre-command Course

Instructor

Soldier Support Institute Instructor

Course Description

This course provides a branch/specialty update to include Finance Command functions and responsibilities. It includes seminar-type briefings on topics of importance concerning finance wartime doctrine, command responsibilities, and various procedures and relationships encountered in a finance command. Discussions are conducted with subject area experts in the DoD financial management community on current finance and accounting plans, operations, system development and network quality.

Prerequisites

There are no course prerequisites for the Pre-command course.

Intended Audience

This course is intended for Finance Corps Command designees.

Learning Outcomes

By the end of the course, the student will have knowledge of:

1. Support available to finance commanders from the Finance School
2. Decision-making techniques and risk assessments
3. Legal responsibilities of a Finance commander
4. Finance procedures used during recent contingency operations
5. Command relationships
6. Leader development and training

Course Outline/Schedule

This course consists of 116.0 academic hours and is structured as follows:

Module	Subject	Hours
A	Finance Pre-Command	36.0
B	Administrative Annex	80.0

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Functional Courses

Deployed Operations Resource Management Course (DORMC)

Instructor

(803) 751-2016

milBook Community of Interest (COI)

<https://www.milsuite.mil/book/community/spaces/afms/functional-courses/dormc>

Course Description

Deployed Operations Resource Management Course (DORMC) is 2 weeks in length. It meets a capability gap that was identified by previously deployed Comptrollers. This is a resident course taught at Fort Jackson, SC. This course can be instructed via mobile training team for organizations who need the training and meet the minimum course load requirements. It is comprised of hands-on, scenario-based resource management training. This course focuses on financial systems used in theater, fiscal law, contingency contracting, and theater-specific funding. Training focuses on critical tasks that were selected in conjunction with 3rd US Army. The primary areas of instruction are operational doctrine, financial management operations order development, all aspects of contingency funding, and basic financial management systems. The course simulates an AOR environment focusing on multinational, combined, and joint operations through situational training scenarios.

Prerequisites

All students must complete the Resource Management Budget Course and General Fund Enterprise Business System (GFEBs) Essentials through OES/NCOES courses or via distance learning prior to attending. NCOs will hold grade of E6 to E8 and appropriate ASI, MOS, SDI or rating. Officers will hold grade of O3 to O5 and appropriate Financial Management Branch or rating. Civilians will hold pay grade or equivalent of GS-7 to GS-14, career field CP11, & be in a deployable Resource Management position.

Intended Audience

The course is available to military, Allied Nations, and DA civilians to train personnel in the principles of resource management and ultimately provide certified financial resource managers. The target audience for the course is officers, NCOs, and civilians who are preparing to deploy into theater and conduct resource management operations. This is also a great course for Financial Managers, who are looking to get exposed to Resource Management Operations in theater.

Learning Outcomes

By the end of the course, the student will be able to:

1. Determine Cost Assignment
2. Perform Cost Benefit Analysis
3. Manage Requirements Processing
4. Identify the Spending Chain Process
5. Identify Reimbursable Accounting Data
6. Identify Year End Close Procedures
7. Define Lines of Effort
8. Execute Funding Sources
9. Establish a Manager's Internal Control Program

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Course Outline/Schedule

This course consists of 74.0 academic hours and is structured as follows:

Module	Subject	Hours
A	Build a Base for Financial Management Operations	8.0
B	Cost Benefit Analysis	10.6
C	Requirements Outside of GFEBS	8.3
D	The Execution of Funds in GFEBS	16.7
E	Analyze Reports	10.5
F	Finance Operations and Force Structure	5.0
G	Types of Funding	5.1
H	Congressional Compliance	9.8

GFEBs Cost Management

Instructor

(803) 751-9088

milBook Community of Interest (COI)

<https://www.milsuite.mil/book/community/spaces/afms/functional-courses/gfebs-cost>

Course Description

GFEBs Cost Management Course is an 80 hour instructor facilitated course that provides in-depth GFEBs instruction within the Functional Area of Cost Management. Cost Management can be defined as managing business operations efficiently and effectively through accurate measurement and understanding the “full cost” of an organization’s business processes, products, and services to provide the best value to customers.

Prerequisites

There are no course prerequisites for GFEBs Cost Management.

Intended Audience

The intended audience is any Soldier or civilian, regardless of military component or grade, who has been command-designated as a new GFEBs user who uses financial data is recommended to take this course. These personnel serve in organizations responsible for utilizing GFEBs to conduct cost management functions. This course is for all components - Active, National Guard, and Reserve.

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Learning Outcomes

By the end of the course, the student will be able to:

1. Communicate the Budget/Cost Management Overview
2. Perform Cost Planning
3. Identify Cost Master Data Maintenance
4. Capture Labor Cost Trough Time Tracking
5. Capture Payroll Cost
6. Process Internal Orders
7. Create Activity Types
8. Identify Cost Reporting

Course Outline/Schedule

This course consists of 80.0 academic hours and is structured as follows:

Module	Period	Subject	Hours
A	Week 1	Introduction to Cost	23.8
B	Week 1	Cost Collection and Allocation	10.2
C	Week 2	Cost Centers	30.6
D	Week 2	Labor Cost	15.4

GFEBs Financials

Instructor

(803) 751-6645

milBook Community of Interest (COI)

<https://www.milsuite.mil/book/community/spaces/afms/functional-courses/gfebs-financials>

Course Description

GFEBs Financials is a 2-week instructor led training course taught at Ft Jackson, SC. This course can be instructed via mobile training team for organizations who need the training and meet the minimum course load requirements. This course will provide GFEBs in-depth instruction related to the Financials end-to-end process - Funds Management, Spending Chain end to end, IDOC's, Project Systems, Reimbursables, Creating WBS, Reimbursable Billing, Reports end to end, Period/Year End Close. GFEBs training provides a core financial enterprise resource planning solution that is used to manage the Army's general fund, dramatically improve financial performance, standardize business processes and ensure the Army can meet future needs for combat operations and day-to-day financial management activities.

Prerequisites

There are no course prerequisites for GFEBs Financials.

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Intended Audience

The intended audience is any Soldier or civilian, regardless of military component or grade, who has been command-designated as a new GFEBS user who uses financial data is recommended to take this course. These personnel serve in organizations responsible for utilizing GFEBS to conduct financial management functions. This course is for all components - Active, National Guard, and Reserve.

Learning Outcomes

By the end of the course, the student will be able to:

1. Communicate the Financials Process
2. Perform GFEBS Navigation/ Overview
3. Identify the Funds Management Process
4. Identify the Spending Chain Process
5. Identify the Reimbursable Process
6. Identify the Intermediate Documents (IDOC) Process
7. Analyze GFEBS Reporting Process
8. Identify the Period/ Year End Close Process

Course Outline/Schedule

This course consists of 80.0 academic hours and is structured as follows:

Module	Period	Subject	Hours
A	Week 1	Financials Process GFEBS Navigation and Overview Funds Management Process	13.0
B	Week 1 Week 2	Spending Chain Process Reimbursable Process	47.0
C	Week 2	Intermediate Documents (IDOCs) Process Financial Reporting Period/ Year End Closing Process	20.0

Principles of Cost Analysis & Management (PCAM)

Instructor

(803) 751-9809

milBook Community of Interest (COI)

<https://www.milsuite.mil/book/community/spaces/afms/functional-courses/pcam>

Course Description

This course educates military and civilian personnel on fundamental cost analysis and cost management principles, theories, and application. This course is not intended to teach the mechanics of GFEBS, but will provide the knowledge needed to leverage GFEBS to its full potential and develop leaders' ability to think critically about controlling and managing costs while fully supporting commanders and the

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mission. Two-thirds of the course focuses on basic cost accounting processes and concepts while one-third is dedicated to the application and reinforcement of the concepts learned through practical exercise and case studies.

Prerequisites

There are no course prerequisites for PCAM.

Intended Audience

The intended audience is any Soldier or civilian, regardless of military component or grade, who needs training in basic principles, concepts, and terminology related to cost analysis and cost management. These personnel serve in organizations responsible for utilizing cost management principles to conduct effective cost management functions. This course is for all components - Active, National Guard, and Reserve.

Learning Outcomes

By the end of the course, the student will be familiar with:

1. Basic Accounting
2. Military Accounting
3. Financial Accounting
4. Cost Analysis and Managerial Costing
5. Cost Relationships
6. Allocation/ABC
7. Cost Tradeoffs
8. Cost Estimation and Cost Benefit Analysis
9. Cost Explanation

Course Outline/Schedule

This course consists of 120.0 academic hours and is structured as follows:

Module	Period	Subject	Hours
A	Week 1	Introduction to Basic Accounting	8.0
B	Week 1	Military Accounting	8.0
C	Week 1	Financial Accounting	8.0
D	Week 1	Cost Analysis and Managerial Costing	13.0
E	Week 2	Cost Relationships	16.0
F	Week 2	Allocation/ ABC	8.0
G	Week 2	Cost Tradeoffs	17.0
H	Week 3	Cost Elimination and Cost Benefit Analysis	14.0
I	Week 3	Cost Explanation	28.0

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Intermediate Cost Analysis & Management (ICAM)

Instructor

(803) 751-9809

milBook Community of Interest (COI)

<https://www.milsuite.mil/book/community/spaces/afms/functional-courses/icam>

Course Description

This course educates military and civilian personnel on advanced cost analysis and cost management principles, theories, and application. This course is not intended to teach the mechanics of GFEBS, but will provide the critical knowledge needed to leverage GFEBS to its full potential and develop leaders' ability to think critically about controlling and managing costs while fully supporting commanders and the mission.

Prerequisites

There are no course prerequisites for ICAM.

Intended Audience

The intended audience is any Soldier or civilian, regardless of military component or grade, who needs training in advanced concepts, practical exercises and terminology related to cost analysis and cost management. These personnel serve in organizations responsible for utilizing cost management principles to conduct effective cost management functions. This course is for all components - Active, National Guard, and Reserve.

Learning Outcomes

By the end of the course, the student will be familiar with:

1. Basic and Military Fund Accounting
2. Cost and Managerial Accounting
3. Cost Tradeoffs
4. Cost Estimation and Explanation
5. Winning the Cost War
6. Cost Control

Course Outline/Schedule

This course consists of 120.0 academic hours and is structured as follows:

Module	Period	Subject	Hours
A	Week 1	Principles to Basic and Military Fund Accounting	8.0
B	Week 1	Cost and Managerial Accounting	19.0
C	Week 1	Cost Tradeoffs	8.0
D	Week 1 & 2	Cost Estimation and Explanation	16.0
E	Week 2	Winning the Cost War	29.0
F	Week 3	Cost Control	40.0

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Planning, Programming, Budgeting, Execution (PPBE)

Instructor

(803) 751-8640

milBook Community of Interest (COI)

<https://www.milsuite.mil/book/community/spaces/afms/functional-courses/ppbe>

Course Description

The Planning and Programming phases include several Department of Defense (DoD) and Department of the Army (DA) programs including: Introduction to Key Financial Roles, Missions of DoD, DoD/DA Resource Allocation System PPBE, Working Capital Funds, Single Stock Fund, Reserve Component Appropriations, Military Construction, Fiscal Code, Research Development and Acquisition, Activity Based Costing, Economic Analysis, Commercial Activities, Administer Continuous Process Improvement (CPI), Cost Analysis, Management Internal Control Program, and Manpower Management Process. The Budgeting Phase consists of developing an installation budget. The final phase, Execution, consists of tools and/or agencies available to the resource manager to assist in monitoring how well they execute their budget. Subject areas in the Execution phase include Flow and Receipt of Funds, Administrative Funds Control, Commitment and Obligation Rules, Obligation Management, Fiscal Law, and Auditing in the Federal Government.

Prerequisites

There are no course prerequisites for Planning, Programming, Budgeting, Execution.

Intended Audience

This course is for all components - Active, National Guard, Reserve, military and civilian. Enlisted grades should be Staff Sergeant (E6) to Sergeant Major (E9). Enlisted (E5 and below) in MOS 36B may attend with a waiver from the school Commandant. Officers will hold the rank of 2nd Lieutenant (O1) to Lieutenant Colonel (O5). Civilians will hold the pay grade of GS 5 to GS 13. Civilian personnel must be on orders or assigned to a position that requires knowledge of PPBE.

Special Information

This course serves as Phase 1 of Comptrollership Training for Branch 36 and CP11. Enlisted (E5 and below) in MOS 36B may attend with a waiver from the school Commandant.

Learning Outcomes

By the end of the course, the student will be able to:

1. Identify Key Financial Roles and Missions of DoD and DA
2. Identify Master Data Elements
3. Identify Cost Analysis Process
4. Perform Economic Analysis
5. Conduct Activity Based Costing
6. Determine Obligation Principles and Rules
7. Prepare an Activity Level Budget
8. Identify Auditing for the Federal Government
9. Identify the Flow and Receipt of Funds Process
10. Apply Administrative Control of Funds Procedures

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Course Outline/Schedule

This course consists of 80.4 academic hours and is structured as follows:

Module	Period	Subject	Hours
A	Week 1	Cost Analysis Process Activity Based Costing Working Capital Funds	35.5
B	Week 2	Principles of Fiscal Law Obligation Management Funds Process and Procedures	44.9

University of South Carolina Partnership

milBook Community of Interest (COI)

<https://www.milsuite.mil/book/community/spaces/afms/usc>

Business Analytics Course

Instructors

University of South Carolina Professors

Course Description

This resident education course is 1 week and provides students a good understanding of the SAP BI capabilities and advanced MS Excel functionality. This program provides intensive education focused on the Decision Support competency. The skills gained will also enhance effectiveness in all competencies that involve data manipulation and analysis, specifically Accounting and Financial Management.

Prerequisites

This course is best suited for Financial Managers/ Analysts that work with large amounts of data.

Intended Audience

The intended audience is Army FM Financial Managers with preferably 1 year of GFEBs experience. BC 36 Officers, Noncommissioned Officers, and CP 11 civilians are eligible. Students must have a good understanding of MS Excel. This program is considered very rigorous and extremely fast paced. During the course, students should expect challenging work on a daily basis. Days will consist of 8 instructor contact hours and will require additional evening study/homework.

Learning Outcomes

By the end of the course, the student will have knowledge of:

- SAP Crystal Reports
- Manipulating and Analyzing Data in Excel
- Decision Modeling and Optimization in Excel
- SAP BI1
- SAP NetWeaver Business Warehouse
- SAP Business Explorer

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Course Outline/Schedule

Course Length: 5 days / 40 hours

Credit Hours: 40 hours toward DoD FM Certification. Competencies include decision support, accounting analysis, and FM analysis.

Award: Certificate of Completion for Business Analytics

Location: University of South Carolina Campus

Advanced Business Analytics Course

Instructors

University of South Carolina Professors

Course Description

This resident education course is 4 weeks and taught in two Phases (Phase 1 by correspondence and Phase II in class). It provides students a good understanding of the SAP BI capabilities and advanced Microsoft Excel functionality. This program is very rigorous and extremely fast paced.

Prerequisites

It is preferred that all students have 1 year or more experience using the General Fund Enterprise Business System (GFEBs). Additionally, students should have an intermediate skill level proficiency with Microsoft Excel.

Learning Outcomes

By the end of the course, the student will have knowledge of:

- SAP Crystal Reports
- Manipulating and Analyzing Data in Excel
- Decision Modeling and Optimization in Excel
- SAP BI 1
- SAP Net Weaver Business Warehouse
- SAP Business Explorer

Course Outline/Schedule

Course Length: 4 weeks

Credit Hours: 160 hours toward DoD FM Certification. Competencies include decision support, accounting analysis, and FM analysis.

Award: Certificate of Completion for Advanced Business Analytics

Location: University of South Carolina Campus

Cost Management Certificate Course

Instructors

University of South Carolina Professors

Course Description

This Cost Management Certificate Course (CMCC) is an intense 4 week resident graduate education course conducted on the campus of The University of South Carolina in Columbia, SC. The CMCC

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program of instruction is designed to teach the fundamentals of cost management. This is accelerated graduate school level education; students should PLAN TO SPEND A FULL DAY IN CLASS PLUS TIME AFTER HOURS DOING HOMEWORK THAT INCLUDES PRACTICAL EXERCISES, READING, AND RESEARCH. Significant reading and pre-work prior to the start of the first day of class as well as additional reading to do on the weekends are essential for program completion. At the completion of the course, graduates will earn in addition to the Cost Management Certificate, twelve credit hours towards the completion of an MBA. This is a CENTRALLY FUNDED COURSE.

Prerequisites

- Bachelor's Degree (cannot be waived)
- Three years of government service
- Signed Continued Service Agreement
- Senior Leader Endorsement (SES/GO)

All CMCC application documents and pre-test materials are available at the Army Cost Management Portal (<https://acm.army.mil>). All Applications must contain the following documents:

- CMCC Application 2016
- Resume
- Statement of Interest
- CMCC Senior Leader Endorsement Form
- Algebra Pre-Test Results

Intended Audience

Military (Army Only):

- Officer: Major and Above
- Enlisted: Master Sergeant

Army Civilians:

- GS-13 and above

Course Outline/Schedule

Week 1: Managerial Costing

Managerial Costing instruction is in cost concepts and analysis techniques that include cost benefit, break-even, and variance analysis. Methodology for this module will include use of a managerial accounting textbook and consist of lectures, problem assignments, and a final analytical project.

Week 2: Operations Management

Operations Management covers fundamentals of design, management, and control of operational processes for cost management. Methodology for this module will consist of a combination of lectures, case studies, in-class problem solving, and management games.

Week 3: Cost Control

Cost Control covers leadership driven management. Methodology for this module will include case studies, readings, role playing, and discussion, along with a final exam case study. Topics will include control theory, practical examples of control issues and solutions, and Army case studies.

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Week 4: Organizational Effectiveness for Cost Managers

Organizational Effectiveness for Cost Managers methodology for this module will include lectures, cases, group exercises, role playing, and readings. There will also be quizzes, response papers, and a final project. Topics will include systems thinking, interpersonal communication, listening, motivation, leadership, message framing, decision making, persuasion, power and social influence, and negotiation. This module will prepare students for the softer side of management, and teach them how to get results through people.

Additional Information

For more information on Army Cost Management Training, please visit <https://acm.army.mil> and click on “Army Cost Management Portal”.

Enterprise Resource Planning with SAP TERP10 Certification

Instructors

University of South Carolina Professors

Course Description

This program is designed to provide students with an overall understanding and a working knowledge of the function, design, control, and use of ERP systems as implemented by the Federal Government and also by its suppliers. Students will get an understanding of their own technology, as well as the technology of the entities which they interact. The curriculum provides students with the conceptual understanding and applied skills to be able to navigate the complexities of transaction processing and data queries inherent in modern ERP systems. Courses: Financial Accounting, Application of Advanced Databases to Accounting and Business, Accounting Information Systems from a Strategic Perspective, Enterprise Resource Planning (ERP) Systems (TERP10).

Prerequisites

The TERP10 course is a very rigorous and extremely fast paced four week resident graduate education course. Applicants selected to attend the TERP10 course should possess the aptitude to grasp the information and concepts presented during the course. It is especially important that Leaders screen their respective candidates before applications are submitted. During the course, students should expect challenging work on a daily basis. Students will be required to study during the evenings and weekends to keep pace with the program of instruction. ***Selected candidates must complete approximately 30 hours of preparatory work prior to the first day of class. This is a requirement!***

Intended Audience

The intended audience is FM Professionals ***with completed undergraduate degree***. BC 36 Officers and Noncommissioned Officers, and CP 11 Civilians are all eligible.

Learning Outcomes

Students attending this course will earn 12 graduate credit hours and sit for the SAP TERP 10 Certification Exam. By the end of the course, the student will have knowledge of:

- ERP Basics
- ERP SAP NetWeaver
- Sales Order Management

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- Business Warehouse
- Material Planning
- Manufacturing Execution
- Procurement Cycle
- Lifecycle Data Management Program
- Project Management Enterprise
- Asset Management
- Human Capital Management
- Financial Accounting
- Management Accounting
- Inventory and Warehouse Management

Course Outline/Schedule

Course Length: 4 Weeks

Credit Hours: 12 graduate hours

Award: SAP TERP10 Certification

Location: University of South Carolina Campus

ACCT 728 – Financial Accounting:

Directs attention to accounting concepts, conventions, and assumptions for an understanding of the content and underlying principles of financial statements. Emphasis will be given to understanding accounting at the federal level as well as the accounting systems of private suppliers and contractors. At the successful conclusion of the course, students will be able to:

- Demonstrate an understanding of the accounting cycle. Analyze, interpret, and record common business transactions using double-entry accounting.
- Demonstrate an understanding of the purpose of end-of-period adjustments and be able to record the more common adjusting entries.
- Describe the federal budget process and the roles of the major agencies involved in federal accounting and financial reporting
- Describe the major elements of the federal accounting model, including the two-track accounting system (budgetary and proprietary)
- Explain the function of the Federal Accounting Standards Advisory Board and discuss several of its accounting standards
- Prepare budgetary and proprietary accounting journal entries to record basic transactions of a federal agency
- Describe and prepare simple financial statements of a federal agency

ACCT 702 – Application of Advanced Databases to Accounting and Business:

Provides a technology overview focusing on principles of database design for business applications, enterprise database administration and planning, and their design using the latest database management systems software (i.e., SAP) at the successful conclusion of MGSC 596 students will be able to:

- Demonstrate an understanding of principles of database design and structure.
- Document database systems and business process workflow.
- Understand the functionality, base capabilities, and inherent limitations, of an Enterprise Resource Planning (ERP) system.

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- Describe and apply the structure and interaction of various ERP system workflows through hands-on exercises.
- Apply computer controls to ensure data integrity and security.

ACCT 737 - Accounting Information Systems from a Strategic Perspective

This course covers the design and implementation of accounting systems with emphasis given to advanced topics related to ERP systems and the strategic use and governance of IT systems. At the successful conclusion of ACCT 737 students

will be able to:

- Prepare a strategic IT plan for an organization such as a government agency.
- Model the main business processes of an organization and apply this model to an ERP environment.
- Describe the high level issues involved in effective design and governance of the IT function.
- Describe the impact that emerging technologies have on the organization as well as the accounting/finance/assurance functions.
- Apply the systems development lifecycle and agile methodologies to information systems problems.

ACCT 739 - Enterprise Resource Planning (ERP) Systems (TERP10)

TERP 10 Certification prepares students to:

- Explain the organizational structures used in each business process
- Identify the key master data which must be maintained to execute each business process
- Discuss the ERP transactions required to complete each business process cycle
- Identify the key integration points between the different business disciplines supporting each business process cycle
- Register for the C_TERP10_65 certification exam

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Army Comptroller Professional Training and Development Opportunities

Centrally Managed Training Courses

Army Comptroller Course (ACC)

Location

Syracuse University NY

Description

This course is a three week resident program held at Syracuse University's main campus, Syracuse, NY. ACC focuses on federal budget challenges, strategic planning, Planning, Programming, Budgeting and Execution (PPBE), fiscal law, activity and service-based costing, manpower management, contracting, management controls, competitive sourcing, financial operations, the legislative process, and installation and Army command resource management. The course also blends current DoD/Army management and the latest in academic management techniques.

Intended Audience

The targeted audiences are journey-level Civilian CP-11, GS 09-11 (full performance positions) and second year CP-11 ACTEDS interns (mandatory), Officer Branch Code (BC) 36 CPT-MAJ, and Enlisted Military Occupational Specialty (MOS) 36 Sergeant First Class (SFC) and above, and Staff Sergeant with waiver.

Additional Information

For more information about the nomination process, please visit <http://whitman.syr.edu/programs-and-academics/programs/defense-programs/defense-programs/army-comptroller-course/index.aspx>.

Executive Comptroller Course (ECC)

Location

Syracuse University NY

Description

This course is a three week resident program, held at Syracuse University's main campus, Syracuse, NY. ECC provides a broad perspective of the core competencies of Defense Financial Management and the application of those competencies within DoD. The course also covers the core competencies of resource/financial management and decision making within the U.S. Army. The program critically examines all aspects of the Planning, Programming, Budgeting and Execution (PPBE) from planning to prior year execution funds management and current issues in resource management.

Intended Audience

The targeted audiences are Civilian CP-11, GS 11 and above; midlevel Officer BC 36 MAJ-LTC; Enlisted MOS 36 Master Sergeant (MSG) and above, and SFC with waiver.

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Additional Information

For more information about the nomination process, please visit <http://whitman.syr.edu/programs-and-academics/programs/defense-programs/defense-programs/executive-comptroller-course/index.aspx>.

Financial Management 101

Location

Syracuse University NY

Description

This course is a two week resident held at Syracuse University's main campus, Syracuse, NY. FM 101 is the resident alternative for the DoD Financial Management Certification Program Level 1 DoD FM 101 modules.

Prerequisites

FM 101 is specifically designed for personnel in the technical financial management series to increase skills and knowledge in financial and resource management, and basic analytical capabilities.

Intended Audience

The targeted audiences for FM 101 are Civilians GS 03-08.

Additional Information

For more information about the nomination process, please visit <http://whitman.syr.edu/programs-and-academics/programs/defense-programs/defense-programs/fm-101/index.aspx>.

Defense Financial Management Course (DFMC)

Location

Defense Financial Management & Comptroller School (DFM&CS), Maxwell AFB, Montgomery AL

Description

This course is a three week professional development course taught at the DFM&CS. DFMC combines Air Force faculty lectures, interactive seminars, networking, small group discussions, facilitated exercises and an extensive, prestigious guest-speaker program to reinforce the course with "real world" applications. DFMC also develops decision support skill sets to include critical thinking, analysis, advisory responsibility, strategic orientation, leadership and conflict resolution.

Intended Audience

The targeted audiences are Civilian CP-11, GS 11 and above; Officer BC 36 MAJ and above; and Enlisted MOS 36 MSG and above.

Additional Information

For more information about the DFMC, please visit <http://www.au.af.mil/au/ecpd/dfmcs/>.

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Defense Decision Support Course (DDSC)

Location

Defense Financial Management & Comptroller School (DFM&CS), Maxwell AFB, Montgomery, AL

Description

This course is a four day course taught at the DFM&CS. DDSC complements the DFMC acquainting mid-senior level personnel with the merits of Decision Support instruction, and use by subordinates. The course defines Decision Support, introduces a Decision Support Model, describes various analysis tools and techniques (both qualitative and quantitative), and allows students limited practice in putting the concepts into action through practical exercises.

Prerequisites

To achieve maximum effectiveness, students selected for this course should possess a broad knowledge of the DoD FM environment, a strategic perspective, and above average critical/creative thinking and oral and written communication skills.

Intended Audience

The targeted audiences are Civilian CP-11, GS 12 and above; Officer BC 36 MAJ or above; and Enlisted MOS 36 MSG and above.

Additional Information

For more information about the DDSC, please visit <http://www.au.af.mil/au/ecpd/dfmcs/>.

Senior Resource Managers Course (SRMC)

Location

Syracuse University NY

Description

This course is a five day course taught at Syracuse University's Minnowbrook Conference Center in the Adirondack Mountains. SRMC focuses on current issues in the management of resource management. Careerists gain better understandings of the changing resource management environment of the Army and DoD; experiences a venue for senior resource managers to discuss issues and share solutions; and develops solutions for administration of resource management issues.

Prerequisites/ Nomination Procedures

Nominations for the above Short Term Training (STT) should identify the class and date of the requested course. The following document consists of the application packet: Letter of Endorsement, CP-11 Resume, and the SF 181 – Ethnicity and Race Identification. Nomination packages are then submitted through the candidate's respective Command Junior Executive Council (CJEC) and must be provided to ASA (FM&C) Proponency Office by the respective Suspense date. STT Program Manager will notify the candidates and CJEC member of accepted candidates. Attendees must upload the application packet into the GoArmyEd System (www.goarmyed.com) and initiate the SF 182 Authorization, Agreement and Certification of Training request for G-3/5/7 central and command funded training and professional

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development classes 60 days prior to the class start date. Upon course acceptance, applicants will receive official notification from the School Quota Manager.

Intended Audience

The targeted audiences are Civilian CP-11 and CP-26 (Manpower and Force Management), GS 14-15; Officer BC 36 Lieutenant Colonel (LTC) and Colonel (COL); and Senior Enlisted MOS 36.

Additional Information

Travel, per diem and tuition costs for STT sessions for Civilian CP-11, Officer BC 36, and Enlisted MOS 36 are Centrally Funded. When applicable, cancellation notifications must be made through ASA (FM&C) Proponency Office and Command's Comptroller Junior Executive Council (CJEC) Member. All STT courses align with DoD FM Certification competencies; please visit FM Online for more information on course alignments. For further information on STT opportunities, please call (703) 695-7655 (DSN 225-7655), email usarmy.pentagon.hqdaasa-fm.mbx.proponency@mail.mil, ATTN: Short Term Training, or visit <http://www.asafm.army.mil/offices/office.aspx?officecode=1800>.

Enhanced Defense Financial Management Training (EDFMT)

Location

Multiple locations

Description

This course is a five day, intensive financial management review course taught in three modules: resource management environment, budgeting and cost analysis, and accounting and finance. The course is provided by the Department of Defense, and licensed and copyrighted by the American Society of Military Comptrollers (ASMC). EDFMT is offered at a variety of locations (including overseas locations) throughout the year to make it easier for personnel to attend while minimizing travel expenses.

EDFMT aligns with DoD FM Certification competencies, and awards 40 continuing professional education units. Tuition is centrally funded. Local Travel costs are not supported by central funds.

Prerequisites/ Nomination Procedures

Applicants must submit an electronic nominations for supervisory approval through the ATRRS EDFMT Portal <https://atrrs.army.mil/edfmt/main.asp>

1. On the menu (left side of screen), select "Register for EDFMT"
2. Select the "Army" EDFMT class
3. Fill out electronic EDFMT Student Application
4. Submit Application

If selected, an email notification with reporting instructions will be sent.

Intended Audience

The targeted audiences are Civilian CP-11, GS 09 and above; Officer BC 36 MAJ and above; and Enlisted MOS 36 MSG and above, and SFC with waiver. ACTEDS Interns within two months of graduation and in good standing are eligible to attend. Attendance is limited to one session only; applicants that have previously attended the course will be declined seat reservation.

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Centrally Managed Training Programs

Academic Degree Training (ADT)

Location

Multiple locations

Description

This program is university education and training obtained with the objective of achieving an academic degree. The ADT must relate to the employee's official duties, and consist of a planned, systematic, and coordinated program of professional development endorsed by the Army. The training should link identified organizational training needs, resolve an identified staffing problem, or accomplish organizational goals in the strategic plan. The employee simultaneously develops full-time or part-time course of studies with nationally recognized, accredited colleges or universities for the purpose to obtain a degree. This CP-11 competitive professional development program emphasizes distribution of limited ACTEDS program funds to the maximum number of qualified nominees.

Although part-time academic programs are encouraged, full-time applications are considered for acceptance. All degree programs, whether funded by ACTEDS or Commands, must be approved by the Assistant Secretary of the Army (Manpower & Reserve Affairs) (ASA [M&RA]).

Prerequisites/ Nomination Procedures

Nominees must complete the documents provided in the Academic Degree Training (ADT) Application Checklist (http://cpol.army.mil/library/train/catalog/pkt_adt.html). CP-11 requires the following information as Career Program unique requirements: last three performance appraisals identifying good standing, academic program curriculum or degree audit documentation reflecting required coursework, and tuition estimates for current and future years. Candidates must submit applications through the appropriate chain of command respective to the approvals notated in their Application Form. CP-11 ADT Centrally funded requests process through the ASA (FM&C) Proponency Office to the CP-11 FCR. Command funded requests must have command endorsement from the Commander or designated Command Point of Contact (POC) stating funds are available. All applications for Competitive Professional Development Training Programs are due to the CP-11 Program Manager NLT 90 days prior to the start of initial classes. The entire process will require about 120 days contacting the college, assemble applications, obtain chain of command endorsements, finalize staffing, and approval. Check with your CP-11 ACOM, Army Service Component Command (ASCC) or Direct Reporting Unit (DRU) career program manager for internal deadlines. Upon receipt of FCR approval, nominees must access GoArmyEd (GAE) (www.goarmyed.com) to initiate the electronic application for ASA (M&RA) approval. Once ASA (M&RA) approval is received the candidate is officially enrolled in the ADT program. Execution of program requirements will be processed through GAE. SF-182 training requests must be submitted for approval no later than 60 days prior to the class start date.

Intended Audience

The targeted audiences are all employees with three years of permanent, full-time employment. Individuals occupying or seeking to qualify for appointment to positions excepted from competitive service or non-career appointment in the Senior Executive Service (SES) are ineligible. Employees who work for an Army Staff Principal, Headquarters Department of the Army, the Army Staff, or a Program

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Executive office must obtain endorsement from the Administrative Assistant to the Secretary of the Army (AASA).

Additional Information

Previously executed training cannot be reimbursed by ACTEDS funds.

Defense Comptrollership Program (DCP)

Location

Syracuse University NY

Description

This program is a 14-month long-term training opportunity at Syracuse University, Syracuse, NY. After successfully completing the 60 hour curriculum, students graduate with a Master of Business Administration (MBA) from the Whitman School of Management and an Executive Masters of Public Administration (EMPA) from the Maxwell School of Citizenship and Public Affairs. This graduate level program of study provides DoD resource managers with the conceptual perspective, practical analytical tools, and management skills required in the increasingly complex resource management environment. Courses and seminars are included in the subject areas of quantitative analysis, management information systems, accounting, economics, marketing, operations management, national defense policies and programs, managerial finance, organizational policy and administration, and DoD Comptrollership. In addition to the academic program, all students will receive training and take the Certified Defense Financial Manager examination.

Prerequisites

Applicants must have 5 years of service at time of application.

Intended Audience

Army active component and Active Guard and Reserve (AGR) officers (Majors or high-potential Captains), senior enlisted non-commissioned officers and Resource Management careerists in grades GS 09 and above with GMAT scores of 500 and above are eligible to compete. Army civilian selectees transfer to new operational assignments before starting school in May. Military are normally assigned to comptroller positions upon graduation. DCP is open to civilians and military in other Defense agencies and Services.

Additional Information

For more information regarding CP-11 Long Term Training (LTT) programs, please contact the ASA (FM&C) Proponency Office (usarmy.pentagon.hqda-asafm.mbx.proponency@mail.mil), ATTN: CP-11 LTT.

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Career Broadening Opportunities

Civilian Education System (CES)

Location

Distance learning (dL) and residence training

Description

This training is a progressive and sequential leader development program that provides enhanced leader development and education opportunities for Army civilians throughout their careers, which is offered through distance learning (dL) and residence training. CES leadership courses, or designated equivalent courses, are required for all Army Civilians. The CES leader development program includes five courses offered to Army Civilians based on their current General Schedule (GS) level: Foundation Course (FC),

Basic Course (BC), Intermediate Course (IC), Advanced Course (AC) and Continuing Education for Senior Leaders (CESL). In addition, CES also includes the Action Officer Development Course (AODC), Supervisor Development Course (SDC), and the Manager Development Course (MDC).

Prerequisites

All Army Civilians hired after September 30, 2006 are required to take the Foundation Course prior to enrolling in BC, IC or AC.

Additional Information

Registration for CES is via The Civilian Human Resources Training Application System (CHRTAS), the online method for submitting your application. CHRTAS is an automated management system that allows you to develop and record your completed training. Registration is completed at

<https://www.atrrs.army.mil/channels/chrtas>.

Defense Civilian Emerging Leader Program (DCELP)

Locations

Distance learning (dL) and
DoD Executive Management Training Center, Southbridge MA

Description

This training is a centrally funded program designed to develop the next generation of innovative leaders with technical competence to meet the future leadership needs of the Department of Defense (DoD). The program focuses on developing emerging leaders in the Acquisition, Financial Management, and Human Resources communities. ASA (FM&C) Proponency Office is responsible for monitoring and managing progress of Department of Army participants within the Financial Management community in coordination with G-3/5/7 and OUSD(C). The DCELP is offered annually and consists of residential and online course instruction. All DCELP resident sessions are taught at the DoD Executive Management Training Center in Southbridge, MA. Program curriculum focuses on Leadership Assessment and Team Development, Effective Writing in the Federal Government, Leadership Theories and Principles, Conflict Resolution, and Emotional Intelligence.

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Intended Audience

The program is open to permanent (non-temporary/non-term) Army Civilians GS-7 through GS-11 and broadband equivalents who have met their current position certification requirement.

Senior Enterprise Talent Management (SETM) / Enterprise Talent Management (ETM)

Location

Multiple locations

Intended Audience

This training is governed by Army Directive 2015-24, designed to afford selected GS-13/15s or equivalent Army Senior Civilians a senior-level educational or experiential learning opportunity and prepared them to assume those duty positions of greatest responsibility across the Department.

Description

The SETM/ETM programs consist of the following nine modules: Enterprise Placement Program (EPP), SETMTDY, Senior Service College (SSC), Defense Senior Leader Development Program (DSLDP), Army Senior Civilian Fellowship (ASCF), ETM Shadowing Assignments, ETM TDY, ETM CGSOC and ETM ELDP. For information on the SETM/ETM programs, please visit:

<http://www.civiliantraining.army.mil/professional/Pages/SETM.aspx> or <https://www.csldo.army.mil/>.

The SETM/ETM programs operates under the overall supervision and oversight of the Assistant Secretary of the Army Manpower and Reserve Affairs (ASA M&RA) and will be executed by the Civilian Senior Leader Management Office (CSLMO).

Training With Industry (TWI)

Location

Multiple locations

Intended Audience

This training is a competitive opportunity in which BC 36 officers and CP-11 careerists in the grades GS-12 through GS-14 seeking further professional growth are selected for and assigned to a TWI assignment.

Description

The Army's continued partnership with four corporations offers participants assignments to, and rotations through, positions within a private sector corporation for one year. This is a unique opportunity for participants to be immersed within the industry, and understand the internal workings of the industry partners. Participants are exposed to the industry partner's broad financial management operations; they are not interns nor are they observers. This program benefits the assigned participant, and the government and industry by expanding the participant's exposure to the private sector's decision-making processes, financial management operations, and strategic objectives, while also exposing industry to practices of how the government's financial management operates. Selectees start in the summer and rotate through hands-on, multi-functional corporate learning experiences actively

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participating and contributing. AR 621-1, Training of Military Personnel at Civilian Institutions and the Commissioned Officer Development and Career Guide governs the program. TWI officers are assigned to a Ft. Jackson student detachment and serve 2-year obligations in key BC 36 jobs. Army civilian participants return to their home duty stations upon completion of their TWI assignments. The goal of the TWI program is to grow participants into top Army financial management leaders by applying lessons of corporations' successes and challenges to improve Army performance.

Additional Information

For additional information, please visit the Proponency website at <http://www.asafm.army.mil/offices/office.aspx?officecode=1800>.

Developmental Assignments

Location

Multiple locations

Description

This training is under construction. In the future, anticipate opportunities for the competitive professional development of CP-11 Financial Managers. Department of Army personnel are provided opportunities to work in field organizations and/or activities and vice versa. Assignments include duties and responsibilities designed to broaden the careerists' perspectives on issues pertinent to Army financial management policies and practices. Assignments vary in length from three to twelve months with reporting dates determined on a case-by-case basis. Funding for salary and benefits are the responsibility of the parent organization. Subject to the availability of funds, travel and per diem are centrally funded with CP-11 Army Civilian training, Education and Development System (ACTED).

In support of the newly mandated DoD Financial Management Certification Program (FMCP) requirements for Level 3 (FMC3) and recommended for Level 2 (FMC2), the Comptroller Proponency office is currently working to ensure there are ample opportunities for careerists to capitalize on. Please stay on the lookout for policy and process instructions that will be disseminated via our Civilian Junior Executive Council (CJEC) members early FY15.

Additional Information

For more information about Developmental Assignments, please visit <http://cpol.army.mil/library/train/catalog/ch03cp16.html>.

Other Professional Development Opportunities

Army Civilian Training, Education, and Development System (ACTEDS) Intern Program

Location

Multiple locations

Description

This training is a full-time, 24 month entry-level professional development experience. ACTEDS Interns are allocated throughout 23 Career Programs (CP) within the Department of Army, with each CP holding

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specific functional capabilities and training requirements. ASA (FM&C) Proponency Office is the proponent for Comptroller Career Program (CP-11). ACTEDS Intern training, travel, and payroll are Centrally Funded by ACTEDS through the duration of their program. At the end of their program, ACTEDS Interns graduate and are placed non-competitively within Department of Army. All ACTEDS Interns are subject to a Mobility Agreement as a condition of employment. CP-11 (Comptroller) ACTEDS Interns are recruited as GS-07 (target GS-11) within CP-11 Mission Critical Occupations (MCO): Financial Management Analyst (0501), Budget Analyst (0560), Accountant (0510), Auditor (0511), and Operational Research and System Analyst (1515). Through their 24 months, CP-11 ACTEDS Interns complete developmental assignments and on-the-job training to enhance their professional development and understanding of Resource Management within their Command and the Department of Army. CP-11 ACTEDS Intern mandatory coursework directly aligns with the DoD Financial Management Certification Program (DoD FMCP) Level 1 and Level 2 requirements.

Additional Information

ACTEDS Intern program vacancies announcements post on USAJobs (<https://www.usajobs.gov/>). For available ACTEDS positions, please visit the ACTEDS Recruitment website (<https://ncweb.ria.army.mil/dainterns/default.htm>). Alternately, CP-11 specific opportunities can be found within USAJobs by conducting an Advanced Search, and filtering by Pay Grade (GS-07) and Occupational Series or Job Category, and selecting the applicable CP-11 MCO listed above.

Army Congressional Fellowship Program (ACFP)

Location

George Washington University (GWU), Washington DC

Description

This training is governed by Army Regulation (AR) 1-202, designed to educate and train selected Army Officers and Department of Army Civilians (DAC) in all aspects of the congressional activities, emphasizing those matters regarding the Department of Defense (DoD). The program provides an understanding of the dimensions and complexities of congressional responsibilities and their relationship to the total process of the government that is of future value to the Army. It is an 18-month career broadening experience that affords selectees the opportunity to: receive a Masters in Legislative Affairs from the George Washington University (GWU), expand their understating by fulfilling a utilization tour and the experience of working on Capitol Hill.

Prerequisites

The following criteria must be met for ACFP eligibility:

Military:

- Must be Majors or Lieutenant Colonel,
- Military education of level-4 or higher,
- Active Duty candidates may not have more than 17 years of active Federal commissioned service (AFCS).

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Civilians:

- Must be between the grades of GS-11 and GS-15 with HQDA staff level experience or equivalent, whose current or prospective position may require working knowledge of the operations of congress,
- Have completed or received credit for the appropriate level of Civilian Education System (CES) Civilian Leaders Development training,
- Possess a minimum of a Bachelor's degree (GPA must be 3.0 unless applicant has previously earned a Master's degree,
- Be able to complete the full fellowship program, including 8 months preparation, one-year duty in Congress, and 12-month utilization.
- Sign a Continued Service Agreement for a minimum of three times the length of the training.

Additional Information

For more information about ACFP, please visit <http://cpol.army.mil/library/train/catalog/acfp.html>. Army Civilians may send email inquiries to usarmy.pentagon.hqda-dcs-g-3-5-7.mbx.comp-pro-dev-spt@mail.mil.

House Appropriations Committee (HAC)

Location

Multiple locations

Description

Selected participants will be directly involved in activities or individual subcommittees that are focused on completing extensive analytical evaluations and research with House Appropriations Committee members. Individuals will be detailed for the standard length of time associated with the Appropriations Committee of one year or one budget cycle.

Prerequisites

Ideal candidates for this program are individuals in Budget, Policy or related fields or who are eager to learn these areas of expertise.

Intended Audience

This long-term training is targeted to permanent Department of Army Civilians (DAC) in the grade of GS-12 through GS-15 (must have 5 years of service, 3 within the Department of Army) seeking increased knowledge and proficiency in the Federal Budget, the Budget process, investigation techniques, budget policy processes, and policy or programs evaluations. Army Civilians, send email inquiries to: usarmy.pentagon.hqda-dcs-g-3-5-7.mbx.comp-pro-dev-spt@mail.mil

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Harvard University Program for Senior Executive Fellows (SEF)

Location

Harvard University MA

Description

This training is a four-week program designed to build executive skills in political and public management, negotiation, human resource management, policy-making, organization strategy, communication, ethics and leadership. This program provides participants with a unique opportunity to gain perspectives on public policy and management, to strengthen managerial skills and to interact across agency and executive-legislative branch boundaries.

Intended Audience

Applicants for the SEF program must: be between the grades of GS-14 to GS-15 in a permanent appointment with a minimum of 3 years of full-time Army Civilian service; to include non-appropriated funded (NAF) employees and have successfully passed the CES Advanced Course.

Leadership for a Democratic Society (LDS)

Location

Office of Personnel Management (OPM) Federal Executive Institute (FEI), Charlottesville VA

Description

This training is a four-week program designed to develop career executive competencies, linking individual development to improved agency performance. The program focuses on four themes: Personal leadership, transforming organizations, policy in a Constitutional system and global context for executive action. Training consists of large seminar and small breakout sessions guided by professional facilitators.

Intended Audience

The target audience is GS-15 or equivalent pay band level.