

Hosting a Course

Prior to the start of the fiscal year (FY), ACOMs, ASCCs and DRUs will be asked to submit the locations and the number of seats per location they require for the following FY. They will also indicate if they would host a class at any of the locations. Each class will have 32 seats. The host typically receives the majority of seats. ACOM, ASCC, and DRU input will be coordinated with ASMC and the other services, and a list of classes, hosts, and seats per class will be distributed to the ASCCs and DRUs in June preceding the start of the FY.

The following is a list of requirements for the hosting organization. Information must be forwarded to the Comptroller Proponency Office POC 90 days prior to the class start date:

- Point of contact's name and phone number at each training location.
- Student roster and instructor name provided to building guard to allow easy access to classroom.
- Computer with CD-ROM drive and LCD with PowerPoint 97 software loaded.
- Overhead projector and screen as backup.
- List of hotel recommendations at each training location in a Word file.
- Training location address, including classroom number for delivery of materials (please do not use Post Office Box #s).
- Directions, including a map for each training location in a Word file.
- All course materials should be distributed on tables before course starts, if possible.
- Classroom set up based on prescribed room configuration provided by training vendor.
- Two flip charts and stands (including markers) in each classroom.

CPE Credits

The EDFMT course is a five-day course that awards 40 CPE credits.

If you have not received your CPE credit from the course, contact the American Society of Military Comptrollers at 1-800-462-5637, extension 102.

For More Information Contact:

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Enhanced Defense Financial Management Training



Assistant Secretary of the Army
 (Financial Management & Comptroller)
Comptroller Proponency Office
 Washington, DC
 SPRING 2011

Enhanced Defense Financial Management Training

The Enhanced Defense Financial Management Training 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 is licensed and copyrighted by the American Society of Military Comptrollers (ASMC). The course is offered at a variety of locations (including overseas locations) throughout the year to make it easier for personnel to attend and minimize travel expenses.

The training is provided for a variety of reasons. First, the departmental leadership is interested in improving the overall technical and managerial capabilities of the financial management workforce. Secondly, the program is designed to broaden the perspective of financial managers by introducing them to areas of expertise outside their daily responsibilities. Finally, the course assists in preparation for a stringent examination, the Certified Defense Financial Manager (CDFM). However, the course is only partial preparation, and you should undertake a considerable amount of additional study prior to registering for the CDFM examination.

Funding

Tuition is centrally funded for all classes. Travel, lodging and other per diem costs are typically not required since students are in the local area of the classes. However, if there is a requirement to send a student to a class outside of the local area, the student's organization is responsible for funding these costs.

TARGET AUDIENCE

Military:

- BC 36 Active Duty Officer (Major & Above)
- BC 70 C Active Duty Officer (Major & Above)
- Military Occupational Specialty 36

(Master Sergeant & Above; Sergeant 1st Class with waiver)

Civilian:

- GS 9 or higher
- In one of these occupational series: 343, 501, 505, 510, 511, 560 and 1515
- At least 160 duty hours of FM training or professional development
- At least an Associate's degree or at least five years of FM experience.
- EDFMT is not for interns

First eligibility will be for those personnel in the local area of the class location. If the local ACOM, ASCC, and DRU agency, or unit cannot fill the seats, the seats will be open on a first come basis.

Submitting An Application

- In most instances, ACOM, ASCC, DRU CP 11 coordinators will facilitate this process.
- The CP 11 coordinator will distribute the Army allocations to the subordinate and tenant commands in the geographic area where the course is being held.
- CP 11 coordinators will collect, rank order the applications, and forward them to the Comptroller Proponency Office.
- The Comptroller Proponency Office will coordinate the seats for the classes held in Washington, DC. These seats will be made available to personnel within HQDA, and also the various ACOMs, ASCCs and DRUs within the National Capital Region. The process will remain the same for organizations with CP 11 coordinators; however, for those organizations without coordinators, those personnel will forward their applications directly to the Comptroller Proponency Office.
- Civilian and Military personnel are required to have the Government Travel Card prior to training.

Contact the Comptroller Proponency Office for more details.