

Three-Step Process AF User Guide to FM LMS

GET PREPARED

Determine your Certification Level

The Air Force levels are defined below:

Level	Officer	Enlisted	Civilian
1	O1 – O2	E1 – E5	GS 1 – GS 9
2	O3 – O4*	E6 – E7	GS 10 – GS 13
3	O5 & Above	E8 – E9	GS 14 & Above

* Sq/CCs and GS 13 AFRC Comptroller positions are coded Level 3

Need help? Visit the Training Resources on DAF FM Certification SharePoint site for more information.

Collect Documentation

Compile your education, training, and experience records (vMET, Career Brief, Transcripts).

Redact all PII before submitting for review.

Fill out AF Automated Learning History Worksheet (LHW)

Use this tool to identify where you need more training to fill in any gaps in certification requirements.

Develop a Plan to Achieve Certification

Work with your supervisor to discuss your position's requirements and training needs.

GET CERTIFIED IN THE DoD FM LEARNING MANAGEMENT SYSTEM (LMS)

Follow the steps below to document certification requirements or achievements, and submit them for approval in the DoD FM LMS.

THREE-STEP PROCESS

1 RECORD LEARNING FOR ACHIEVEMENT

- Using the information from your Automated Learning History Worksheet, Record Learning* for the **Course(s)** needed to satisfy the requirement.
- Do not attach document or change hours.

2 RECORD LEARNING FOR ACHIEVEMENT DOCUMENTATION

- Record Learning* for the appropriate **Achievement Documentation**.
- Remember:** Combine all documents for each achievement into **one PDF file**. This is the only time you will need to upload documentation.
- Make sure your documentation is PII free (see reverse).

3 REQUEST ACHIEVEMENT APPROVAL

- Record Learning* for the appropriate **Achievement** or **Experience** item to request supervisor approval.
- Repeat the Three-Step Process for each Achievement in the FM LMS until you meet all certification requirements.
- You must have your DoDI number and PIN for this step.

COMPLETE OTHER REQUIRED COURSES

- Level 1: DoD FM 101 Courses
 - Levels 2 and 3: Audit Remediation, Ethics, and Fiscal Law
- These courses are available within the FM LMS and via FM myLearn.**

Approved substitution courses are listed on FM myLearn.

REQUEST CERTIFICATION APPROVAL

- Check that the Three-Step Process is complete for each certification requirement.
- Record Learning for **FM Certification Level [1, 2, or 3] Complete**. Once complete, you will see "All Requirements Met."

* To accomplish this task, use the "Record Learning" link located under Links within the FM LMS.

** If completing a course via FM myLearn, you must follow the Three-Step Process to document course completion inside the FM LMS.

FM Online: <https://fmonline.ousdc.osd.mil>

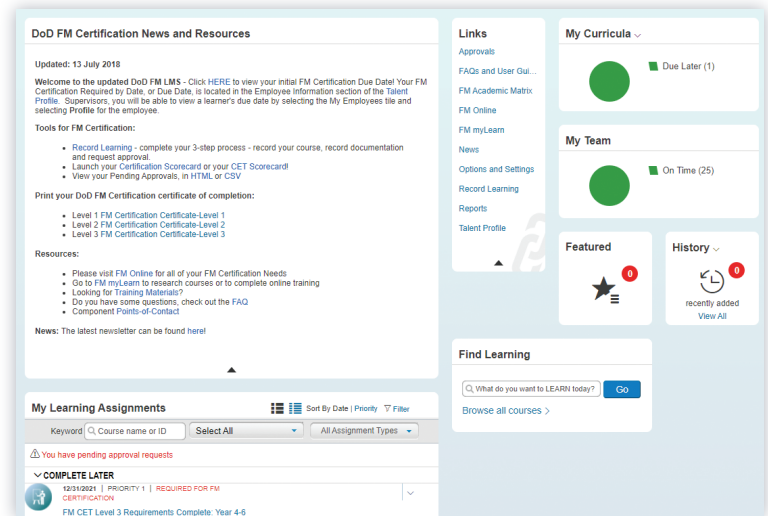
DAF FM Certification site: <https://go.usa.gov/xAs9r>

Ready, Set, Certify!

Ready to Record in the FM LMS?

Congratulations, you're almost certified! Pay attention to the tips below to get your request for certification approved the first time.

- 1) Be careful with PII.** Do not include any Personally Identifiable Information (PII) when submitting your certification for review. PII includes:
 - Social Security Number – (full and truncated)
 - Other identification numbers (includes student IDs)
 - Citizenship, legal status, gender, and race/ethnicity
 - Birth date, place of birth, and age
 - Home and personal cell telephone numbers
 - Personal email address, mailing, and home address
 - Religious preference
 - Security clearance and investigation date
 - Family information and marital status
 - Financial and salary information
 - Disability information



- 2) One PDF.** If you have taken more than one course to meet a competency requirement, combine all course documentation into **one multipage PDF** file for the achievement (Step 2 of the Three-Step Process).
- 3) No Extras.** Only record the number of course hours needed to fulfill the specific requirements. You only have to document your courses once per requirement during the Three-Step Process. To learn more about the Three-Step Process, visit: <https://go.usa.gov/xsPb5>

Alternative Professional Certification (APC) Policy: Personnel with a current, active certification as a CDFM, CGFM, CISA, CMA, or CPA may be able to use it towards their initial award for the DoD FM Certification. Details at <https://go.usa.gov/xHEKS>

Need More Help?

DAF FM Certification site: <https://go.usa.gov/xAs9r>

Supervisor Checklist and Other Slick Sheets: <https://go.usa.gov/xsPb5>

SAF/FMEW Workflow: SAF.FMEW.Workflow@us.af.mil

Made an Error in the FM LMS?

Please work with your **local unit Component Administrator** or reach out to your **Command FM Certification POCs**.