

# 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.

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### 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.

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### 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.

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### 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>

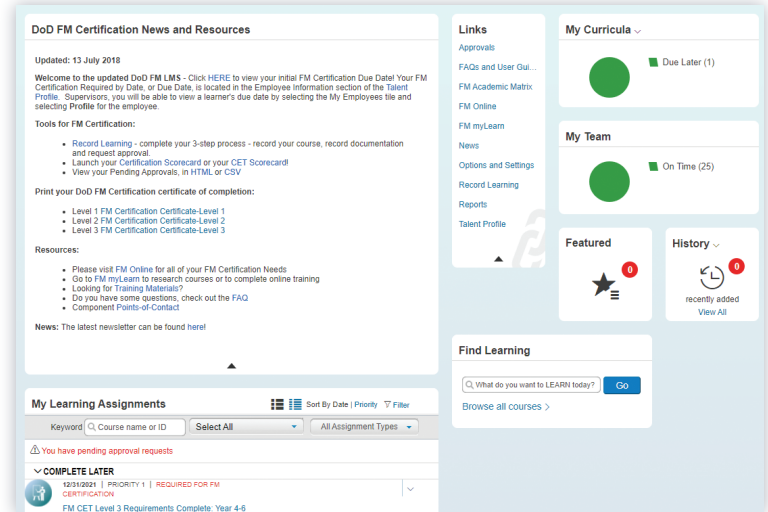
# Ready, Set, Certify!

## 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](mailto: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**.