



In this issue

- 1-3 Air Force Service Day–
ASMC Professional Development Institute
- 4-5 From Worst to First
- 6-7 Objective 2.1: Provide Accurate and
Auditable Accounting Support
- 8-10 Systems Corner
- 11 FM Incoming

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SPOTLIGHT: AIR FORCE SERVICE DAY–ASMC PROFESSIONAL DEVELOPMENT INSTITUTE

by Ms. Johanna Ogden, SAF/FME

On 31 May-2 June, Department of Defense financial managers from across all Services convened in St. Louis, Missouri, for the annual Professional Development Institute hosted by the American Society of Military Comptrollers. This year's theme, "Meet Us at the Gateway: The Future of Defense Financial Management" guided development of future-focused workshops allowing attendees to earn Continuing Education and Training credits throughout the three-day event.

The first day of the event, known as Service Day, provides an opportunity for each branch to recognize their annual award winners, allows leaders to deliver strategic updates, and allocates the afternoon for branch-specific workshops. Air Force Service Day began with CMSgt Kaci Duhart (Executive for Enlisted Matters) welcoming the audience and asking Mr. Carlos Rodgers (Principal Deputy Assistant Secretary of the Air Force for Financial Management and Comptroller) to provide an overview of the Air Force Strategic Plan. Following his update, CMSgt Duhart welcomed to the stage this year's keynote speakers, Maj Tarah E. Cotton, Commander of the 39th Comptroller Squadron (CPTS), and Lt Col Zachary R. Mason, Commander of the 15 CPTS.

Maj Cotton was first up, bringing to life her experience during the recent earthquakes in Turkey and Syria. As detailed in [this spotlight article](#), she conveyed how her team went beyond expectations to provide financial assistance to enable over 4K sorties delivering 32M pounds of humanitarian aid to 15M displaced people over the course of a 6-week crisis where over 60K people lost their lives. She highlighted her team's flexibility as they excelled in roles they never anticipated taking and leveraged long-standing relationships with contracting to get things done at the speed of need. She emphasized their compassion and work ethic as they clocked hours of their own time sorting supplies, building beds, serving food, all the while fulfilling their daily duties and completing annual budget exercises. When crisis hit, her team was ready, reliable, responsive, and **Larger than Life**.

Lt Col Mason took the stage next to discuss how his team at the 15 CPTS navigated the water crisis at Joint Base (JB) Pearl Harbor-Hickam, Hawaii. During this crisis, over 10K families and service members lost access to potable drinking water due to over 25K gallons of petroleum leaking into



DEPARTMENT OF THE
AIR FORCE
Service Day 2023



SPOTLIGHT: AIR FORCE SERVICE DAY– ASMC PROFESSIONAL DEVELOPMENT INSTITUTE (cont.)

the water distribution system. In response, his team collaborated with JB Pearl Harbor-Hickam, Pacific Air Forces, and Secretary of the Air Force leadership to provide three relief options. Over the course of a weekend, several organizations came together to allow the authorization of various levels of Temporary Lodging Allowance (TLA) and the Air Force was the first service to begin accepting and processing TLA processing claims. Taking over the base theater, the team responded quickly with utmost professionalism as they met with families who feared illness and faced an unknown timeline for returning to their homes. Both keynote speakers inspired attendees to see their everyday work situations as opportunities to solve customer problems with a sense of urgency and pride.

The morning session continued with the Fiscal Year (FY) 2022 Air Force Financial Management and Comptroller

Annual Awards ceremony as Col Jason Corrothers (Secretary of the Air Force for Financial Management Budget Operations) and Mr. Rodgers assumed the stage to recognize winners. Following the awards session, Mr. Todd Camden (Assistant Auditor General of the Air Force) presented the FY22 Air Force Audit Agency Annual Awards and provided a brief audit update. CMSgt Duhart provided closing remarks and dismissed the morning session to lunch followed by afternoon workshops.

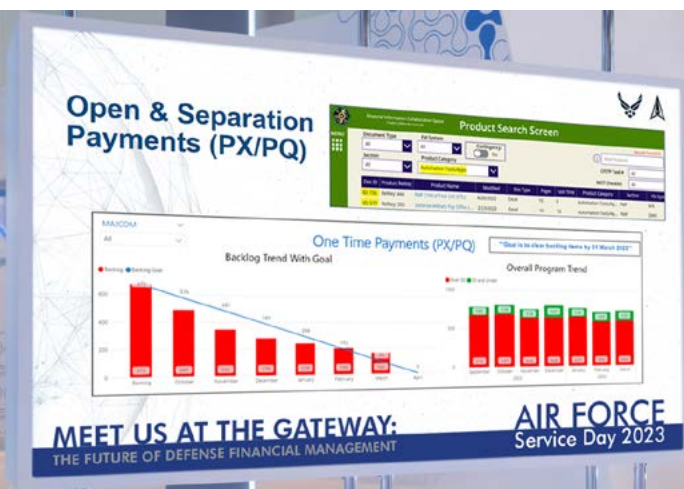


1Lt David Cruz and Capt Matthew McElhany shoot the breeze on their way up the escalator

AIR FORCE SERVICE DAY WORKSHOPS SNAPSHOTS

Afternoon sessions featured a variety of perspectives, tools, and topics relevant to today's FM career field. The following are overviews of just a few of the many workshops that were offered:

CPTS Fundamentals and FICS 2.0



Slide demonstrating various apps developed by the RTC specifically for Comptroller Squadrons

Mr. Eric Cuebas (SAF/FMF), Capt James Manuel (RTC), and MSgt Robert Santamaria (RTC)

In this workshop, Mr. Eric Cuebas (Secretary of the Air Force for Financial Operations), Capt James Manuel, and MSgt Santamaria (Resource Training Center) teamed up discuss the importance of reducing workload by aggressively evaluating and improving processes that have significant 2nd and 3rd order effects in your organization's workflows. The duo then walked attendees through the FICS 2.0 platform including a look at the on-the-job training portfolio and a live demo of key applications developed specifically for comptroller squadron operations.

SPOTLIGHT: AIR FORCE SERVICE DAY– ASMC PROFESSIONAL DEVELOPMENT INSTITUTE *(cont.)*



Air Force Budget Update

Col Jason Corrothers (SAF/FMBO)

The Air Force Budget Update included a recap of FY 2022's activities with a budget summary, an update on the FY23 budget, and an outlook on what FMers can expect next year.

Education with Industry FM Fellows Panel

Ms. Norma Insurriaga (USAA), Capt Carter McElhany (Microsoft), Capt Destinee Elliot (Coca Cola), Capt Christopher Whitehorn (SpaceX), MSgt Luis "DV" De Vazquez Salgado (Apple), and MSgt Samuel Spaethe (Microsoft)

This panel discussion compared what it is like to work in private industry versus the Air Force. Panel members are currently embedded with companies including Microsoft, Apple, SpaceX, Coca Cola, and USAA. Using the Slido application, panelists responded to (sometimes humorous) questions voted on by the live audience providing insights about their individual experiences at each company.


An Essential How-To Guide for Comparative Analysis in a Changing Air Force World

Dr. Andrew Wallen (SAF/FMCE), Mr. Marc Ellis (AFIMSC/RMC), and Mr. Colin Williams (AFMC/FMC)

In this briefing, the presenters walked through real-life examples to describe how comparative analysis is used to identify the best course of action in situations where the obvious answer is not always the best answer.

Leveraging Data Analytics for Business Decisions

Ms. Tara Whitt (AFAA) and Ms. Mary Davis (AFAA)

In this workshop, presenters discussed the value of integrating analytic capabilities across multiple functional areas to deliver real-time support for operational and strategic decision making. The team discussed using tools such as Advana and Envision to augment business processes, tracking, and reporting as well as using them to automate information flow and enhance risk management processes. 



Col Jason Corrothers providing the Budget Update during his afternoon workshop



About the Author

Ms. Johanna Ogden is a Booz Allen Hamilton consultant supporting Workforce Development under the Workforce Management and Executive Services Directorate, Pentagon, Washington D.C.

From Worst to First

by Lt Col Benjamin Wright, USAFE-AFAFRICA



At Aviano Air Base (AB), one thing most people enjoy about living in Italy is traveling. But when the government is paying for that travel, the burden of all the documentation can take the fun out of it. After years of some of the most restrictive COVID-19 precautions in the world, Italy finally opened its doors to tourism and mission-related travel. However, during the pandemic, the basic processes and good business practices for managing travel in mass had been shelved. Natural attrition and turnover throughout the organization had depleted the knowledge needed to support the resurgence of mission-essential travel, especially when Russia invaded Ukraine in February 2022. Some of the most unique and essential units in the entire Combatant Command were called to move east without much clarity about who needed to go, where they needed to be, or even how long they should stay. One unit supporting the joint services was racking up a significant travel bill on several individual government travel card (GTC) accounts. This unit was geographically separated from the host wing, making customer support even more strenuous. This perfect storm fell on the 731st Munitions Squadron (731 MUNS) under the command of Maj Camerand Ersch, his solitary financial manager SSgt Kiara Ellerbe and 1Lt Ethan Gameren, Financial Operations Flight Commander and Agency Program Coordinator (APC) for the 31st Comptroller Squadron.




Lt Col Benjamin Wright, SSgt Phillip Julson, and SSgt Kiara Ellerbe pose for a photo

It would have been easy to justify the urgency of mission requirements over the bureaucratic necessity for auditability or propriety of regulatory guidance. At a minimum, the unit was compliant in mandating their members to use GTCs to make official travel purchases. The organizations were still executing above straight-line obligations for that time of year. However, no one was tracking the significant cost of multiple delinquent accounts or that the delinquencies were drawn out over half a year. If the problem of GTC delinquency is out of sight, then it is out of mind. The problem was simply the lack of oversight. Once our internal controls highlighted the need to engage, we were able to find, fix, and fire at the target. Those perfect storms of complacency produced the change agents needed to drive innovation and problem solving that Air Force Financial Management (AF FM) is known for.

1Lt Gameren was challenged to not only reduce the GTC delinquencies across the installation and geographically separated units (GSUs), but also strived to attain the rebate standard. First, he worked with APCs to establish a new standard of reducing the amount of delinquent dollars below 2% of the total outstanding balances and the quantity of those accounts below 1% of all accounts in the hierarchy by the 22nd of each month. Second, he provided organizations like the 731 MUNS unit-specific training based on trends from that population. A root cause analysis revealed that the main issue was that members were indicating on their travel vouchers that 100% of the reimbursement should flow to their personal accounts, rather than indicating that a split disbursement should flow to their GTC balance as well. As any experienced traveler could guess, this resulted in several accounts passing the delinquency threshold. All too often the APCs had to tell the individuals about the delinquent balance and the funds that needed to be recovered. And all too often the individuals had spent the reimbursement funds, without paying their delinquent travel card balance.



SSgt Kiera Ellerbe and Kathleen DeCuir award a rebate check to the 31st Fighter Vice Wing Commander Col Vince O'Connor

The solution seemed too simple to be effective. Maj Ersch reemphasized the existing policy of split disbursement for travel vouchers to the GTC and ensured persistent follow-up on non-compliance across the unit. SSgt Ellerbe enforced the standard for all new in-processing permanent change of station and temporary duty personnel and worked backward to individually resolve all the previous issues. The results speak for themselves as the tidal wave of delinquencies was reduced to a small ripple on the charts. Lt Gameren's leadership, SSgt Ellerbe's discipline, and Maj Ersch's support provided the 31st Fighter Wing back-to-back quarterly rebate checks totaling nearly half a million dollars for quality-of-life projects benefitting the Airmen across Aviano AB and the GSUs. Less time was wasted arguing over delinquencies and more time was dedicated to the mission-critical support provided to the strategic threats we face in our region daily. **Once again AF FM flexes the muscle that provides the most effective combat power to commanders—money!** 

About the Author

Lt Col Benjamin Wright is the Commander for the 31st Comptroller Squadron located at Aviano AB, Italy.

Understanding Our Pacing Challenge



On 7 June 2023 Secretary of the Air Force Frank Kendall released a memo encouraging the Department to increase our understanding of our pacing challenge—the People's Republic of China (PRC). The PRC's increasingly assertive actions in the Indo-Pacific region combined with its rapid military modernization program

poses a significant challenge to U.S. interests, our homeland, and regional stability. To help shape our understanding of their culture, strategy, and military, the SECAF compiled a **reading list** and encourages us to read it without hesitation. As he stated, "There is no time to lose in responding to this challenge."

"America is in the midst of a strategic competition that's as great of a challenge as we have faced in decades. We are competing with a well-resourced, strategic, authoritarian power that challenges the security, prosperity, and freedom that generations before us fought so hard to build."

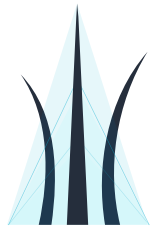
– Frank Kendall, Secretary of the Air Force

Objective 2.1: Provide Accurate and Auditable Accounting Support

by Ms. Tina Pierce, SAF/FMF



GOAL
2
OBJ
2.1



To know where you're going, you first have to understand where you've been. Since Fiscal Year (FY) 2018, an independent public accountant (IPA) has issued an opinion on whether the Department of the Air Force's (DAF) financial statements are free of material misstatement. In its original report, the IPA identified 23 material weaknesses (MWs) across the DAF's General Fund (GF) and Working Capital Fund (WCF). In response, the DAF developed an audit remediation strategy, establishing goals, objectives, and timelines to achieve auditability. Among them is Objective 2.1

Provide Accurate and Auditable Accounting Support and its sub-objectives (2.1.1, 2.1.2, and 2.1.3).

The purpose of Objectives 2.1.1 and 2.1.2 is to obtain a positive audit opinion on the GF by FY26 and the WCF by FY28, respectively. Our teams are making progress by working on three key initiatives:

1) Downgrading IPA-identified MWs

Since establishing Audit Roadmaps for the GF and WCF in FY20, the DAF has downgraded or closed four MWs. The remaining 18 MWs (10 for GF and 8 for WCF) represent the "heavy rocks" that need to be remediated for the DAF to receive a positive audit opinion.

2) Updating the Financial Improvement and Audit Remediation governance framework

The DAF updated and re-issued tone-from-the-top memos from the Secretary of the Air Force and Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM) emphasizing the importance of the audit and outlining challenges, roles and responsibilities, governance processes, and critical objectives for the fiscal year.

3) Creating and refreshing integrated master schedules (IMS)

The DAF has now developed an IMS for all MWs. The IMS clearly track critical path activities and their respective timelines and facilitate direct conversations with leadership by providing increased transparency and the ability to highlight risk areas for early intervention.

Objective 2.1.3 was created to strengthen and standardize financial management (FM) business processes by addressing the DAF's current inability to identify, prioritize, and respond to changes in its internal control environment. This ability is critical for senior leaders to prioritize and reallocate resources to downgrade and prevent MWs that hinder auditability. Key initiatives of Objective 2.1.3 include:

1) Onboarding information technology (IT) controls and Complementary User Entity Controls (CUECs) to a central repository.

The DAF is working to onboard 74 IT and third-party systems in its enterprise Governance, Risk, and Compliance (eGRC) tool to support CUEC IT controls. This will allow the DAF to easily map IT Controls



Mr. Kevin Stevens, left, 23rd Comptroller Squadron (CPTS) budget analyst, and Ms. Lauren Califf, 23 CPTS non-appropriated funds financial analyst, look over a spreadsheet at Moody Air Force Base, Georgia (U.S. Air Force photo by A1C Briana Beavers)


Objective 2.1: Provide Accurate and Auditable Accounting Support (cont.)



and CUECs to applicable end-to-end business process, enabling visibility into risk and compliance of a business process with a system, or vice versa.

2) Enhance the Risk Assessment Template and customize eGRC ServiceNow dashboards with 'real time' data.

These enhancements provide users with a centralized, real-time view into risk and compliance information that directly impacts the overall strength of the DAF's FM business processes. Filterable metrics allow DAF leadership to visualize compliance data from a variety of perspectives and leverage new reporting capabilities to benchmark past performance, pinpoint current progress, and target acceleration areas.

Good financial management remains everyone's responsibility. Most business events that take place in the field result in a financial transaction, which needs to be accounted for every day. As such, all our Airmen and Guardians can help DAF's pursuit of a positive audit opinion by responding to audit requests in a timely manner; ensuring inventories are completed and documented timely; continuing to follow standardized procedures; and sharing any risks/issues with SAF/FM leadership. Finally, our team remains committed to championing these objectives and the critical remediation activities within them to push the Department closer to auditability. 

About the Author

Ms. Tina Pierce, a member of the Senior Executive Service, is the Associate Deputy Assistant Secretary for Financial Operations, Office of the Assistant Secretary of the Air Force for Financial Management and Comptroller, Headquarters U.S. Air Force, the Pentagon, Arlington, Virginia.

Check out the updates from the Resource Training Center below!

Contingency Training App

This Microsoft PowerApp facilitates self-service training on "Contingency Scenarios," with over 100 training scenarios covering the XFFA1, XFFA2, and XFFA7 Unit Type Codes (UTCs). Watch the **tutorial video** for more information.

Government Travel Card Rebate Process

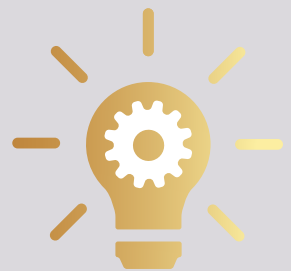
This training covers several aspects to help bases enhance their program to include estimating rebate amounts, calculation process, and the top three Frequently Asked Questions.

FMF Critical Task List Training Videos

Looking for training on how to use the tool? Written instructions are located within the tool, however, if you would like to watch a demo of researching and annotating live data use the two videos below.

- **822; Critical Task List (CTL)#1 - SVT.mp4** – This video covers four reports: Assignment Mismatches, Station Gains, State 98 (Legal Residency), Housing Validation
- **309; SVT- Critical Task List (CTL)#2.mp4** – The video covers four reports: Dependency Discrepancy, Old FL (deployment entitlements), No Pay Status, DROT (daily register of transactions)

Check out additional updates, training, and news on **myFMHub!**





DEAMS Functional Management Office 4-1-1

by Mr. Todd Baker, DEAMS FMO

INTEREST INVOICE CHANGES

In response to a Corrective Action Plan (CAP) to a financial audit Notice of Findings and Recommendation (NFR), the Defense Enterprise Accounting and Management System's (DEAMS) Functional Management Office's (FMO) Development Team installed an update to the system in early April 2023 to change the way interest penalty payments are paid. Payments will now be prorated to the same program as the contract payment for which the penalty was incurred. With this change, the Interest Invoice is linked to the Primary Invoice and will use the same Lines of Accounting (LOA) as the Primary. This improves proper accountability and auditability of payments.

The DEAMS FMO is further evaluating system functionality to reduce the impact of this change to the field through additional development.

For more details on this update, please visit the [Interest Invoice Changes](#) news page on the [DEAMS Outreach Portal](#).



BEHIND THE CURTAIN

The DEAMS FMO is continuously installing system updates (releases) to improve existing functionality or to incorporate new system capabilities. These updates undergo rigorous testing by our Development Teams to ensure the expected performance is achieved prior to implementation into the production environment. Many of these releases are not noticeable to users as they do not change the way the system looks or how transactions are entered, but rather how well the system processes the transaction in terms of accuracy, speed, and security. In these cases, users in the field or at the Defense Accounting and Finance Service (DFAS) can expect to see fewer errors or rejected transactions, and a reduced need for manual intervention to make corrections.

The DEAMS FMO documents all system releases in User Release Notes, whether they have a direct impact to users or not. These notes are published to the [DEAMS Outreach Portal](#) and include accompanying screenshots and links to job aids and training materials, as applicable. Typically, if there is no obvious impact to users, the FMO does not publicize but for all others, the releases are announced on the [DEAMS Users Group](#), in functional publications, via email, in user venues, through major command/field command pipelines, and most recently, added as news pages to the rotating headline on the front page of the [DEAMS Outreach Portal](#). The DEAMS FMO is committed to preparing its users for success, by sharing the most current information using the most effective methods.

LEGACY TO DEAMS IMPLEMENTATIONS

Sunsetting legacy systems, specifically the General Accounting and Finance System (GAFS) and the Integrated Accounts Payable System (IAPS), is a priority for the Department of the Air Force. The DEAMS FMO's Deployment/Training Teams' Legacy to DEAMS (L2D) Implementations are critical to making that priority a reality. Working with each of the major commands (MAJCOMS), field commands (FLDCOMS), and combatant commands (CCMDs) already processing transactions in DEAMS, the Team conducts a review of the Open Document Listings to identify potential lines to move or deobligate. Once that "scrub" is finished, the Deployment/Training Team assists with the actual movement of those transactions from the Legacy system into DEAMS. They completed their L2D scrub for the Air Force Special Operations Command in



DEAMS Functional Management Office 4-1-1 *(cont.)*

April 2023, and are on track to complete the other MAJCOMs scheduled for transition in Fiscal Year (FY) 2023, the Air National Guard and Air Force Reserve Command.

Another L2D initiative currently in progress is with United States Air Forces in Europe Construction Contracts in the United Kingdom and Germany. The Team recently returned from both locations, where they assisted with the transferring of more than \$100M worth of transactions from legacy to DEAMS.

The FY24 schedule calls for Implementations to continue at the United States Air Force Academy, Air Force Global Strike Command, and with Air Mobility Command. Initial preparations for those implementations are already well underway.

UPCOMING DEPLOYMENTS

As an enterprise resource program, DEAMS is open to being the accounting solution for other federal agencies. The National Geospatial-Intelligence Agency is one such agency that has been exploring accounting solution options and recently decided to deploy to DEAMS. Their transition will begin at the start of FY24 (October 2023).

Also in October, we are launching a virtual Civilian Payroll Deployment to transition records that did not transfer, for various reasons, during previous MAJCOM/FLDCOM/CCMD deployments. Planning discussions for this deployment will begin in June 2023 and is expected to affect approximately 20 locations across the USAF and USSF.

FISCAL YEAR END SUPPORT

For the third year in a row, the Deployment/Training Team will conduct a “Clean Slate” operation. Clean Slate III (CSIII), which launches in July 2023, will have the team assisting the field with clearing of Miscellaneous Payments Invoices on Hold (IOH). The team also stays engaged with the FM community throughout closeout by augmenting the Air Force Accounting Operations Center with Fiscal Year End support.

If you have any questions about the contents of this article, please post them to the DEAMS Users Group’s [Ask Question](#) page on milBook or email the [DEAMS Strategic Communications Team](#).

New DEAMS End-Date Access Request Form Coming Soon

by Jeannette “Jenny” Beer, AFAOC

The Air Force Accounting Operations Center (AFAOC) Defense Enterprise Accounting Management Service (DEAMS) Help Desk will soon release a new required form for anyone requesting a user’s access or specific responsibility be end-dated, removed, or terminated. A recent internal control review identified an audit risk associated with the current process and issued a Notice of Findings and Recommendations (NFR). The new DEAMS End-Date Access Request form will meet audit readiness requirements and close out the associated Corrective Action Plan (CAP).





New DEAMS End-Date Access Request Form Coming Soon

One form must be submitted per user. The requestor **MUST** select one (and only one) option per form—OPTION 1: Request entire DEAMS account to be end-dated, or OPTION 2: Request specific DEAMS Role(s)/Responsibility(s) to be end-dated. The form will require the user's DEAMS username, Electronic Data Interchange Personnel Identifier (EDIPI), requestor's digital signature, and the effective end-date (future dates are allowed).

Fully completed Portable Document Format (PDF) forms should be submitted to the DEAMS Help Desk for review/processing by opening a ticket on the **SAF/FM Self Service Portal (SSP)** or emailing the **DEAMS Help Desk org box**. Please note, **incomplete** or **inaccurate** forms will be rejected.

The DEAMS Help Desk will post an announcement on the DEAMS Outreach Portal once the implementation date for the form has been determined. The most current version of the "DEAMS_End-Date_Access_Request_Form" PDF will be posted on the DEAMS Outreach Portal SharePoint once it goes live and shared across AFAOC communication channels including the **DEAMS Users Group** on milBook.

If there are any questions, please contact the DEAMS Help Desk:

Self-Service Portal: <https://c1snow.cce.af.mil/saffm>

Email: deams.helpdesk@us.af.mil

Phone: (937) 257-4377 or DSN 787-4377

New Hours: Effective 29 May 2023—Sun 2100 to Fri 2100 ET

Tick Tock Goes the Clock

There are less than 200 days until the 31 December deadline for Continuing Education and Training (CET) credits! If you are one of the 3,000+ certified in an odd year (2013, 2015, 2017, 2019, 2021) and still need CET credits, check out the options below!

- **myLearning**
- **e-Learning/Percipio**
- **Joint Knowledge Online**
- **Defense Acquisition University**
- **Financial Information Collaboration Site including Money as a Weapon System (MAAWS)**
- **myFMHub Spotlights**
- **Becker CPE**



Learn more about how to record CETs in FM LMS **here** or get with your local component administrators for more assistance.



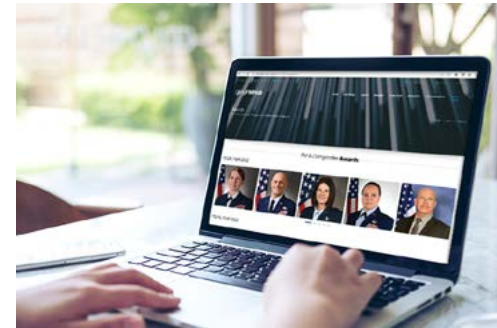
Percipio... Ever Heard of It?

You may have noticed emails about a new training platform, Percipio. This training platform is readily available with courses, audiobooks, videos, and more providing CET credit! Give **Percipio** a spin today!

You Better Recognize...

Visit the **Awards** page to view the Fiscal Year 2022 awards including Aces High winners! While you're on the site, check out FM **promotions and retirements**!

Speaking of promotions and retirements, please review the **FM Directory** to make sure your organization's contacts are up to date!



Need Contingency Training?

We've got you! Check out the new Total Force Comptroller Contingency Familiarization Course suite (TF-CCFC) on myLearning. The TF-CCFC has been redesigned, incorporating and refreshing previous versions of the basic, advanced, and officer courses and expanding content.

This four-course suite is designed to provide financial management personnel with basic contingency and emergency operation knowledge at both home stations and deployed locations. The Foundational course is applicable to all personnel, while the additional tracks align to the specific Unit Type Codes for Financial Analysis, Financial Operations, and Disbursing.

These courses have been mapped for DoD FM Certification credit and are a great source of continuing education and training (CET) credits.

Find the entire suite on **myLearning** today.

FSD201 TF CCFC - Foundational Track (12.0 CETs)

FSD202 TF CCFC - Financial Operations Track (8.0 CETs)

FSD203 TF CCFC - Financial Analysis Track (10.0 CETs)

FSD204 TF CCFC - Disbursing Track (6.0 CETs)

Please note, if you are currently working on the historical FOF 135 Officer CCFC or CCFC versions on myLearning, please complete the course NLT 16 June. After that date, the courses will be retired and no longer accessible; instead, personnel are encouraged to complete the TF-CCFC.