



Human Resources-Related Professional Certifications

**Researched and Compiled by the
HR Development Board of Directors**

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Human Resources-Related Professional Certifications Overview

Introduction

Since 2002, the Human Resources (HR) Community has encouraged its officers to attain certification as a Professional in Human Resources (PHR) or as a Senior Professional in Human Resources (SPHR).

During 2012, the HR Development Board of Directors (BOD) undertook a research effort focused on the identification, review, and recommendation of additional selected industry-recognized certifications for HR specialists that support the mission and tasks of Navy HR specialists. The context against which the certifications were reviewed and considered included the Core Competency Areas (CCAs) of the Navy's HR community: Development, Management, Recruiting, and Requirements.

The recommended certifications presented here follow a brief description of the CCAs and the charter that guided the research effort. The presentation of the certifications is organized to relate the recommended certification with the corresponding CCA.

Recognizing the fiscal challenges faced by DoD, now and for the foreseeable future, funds to implement this additional training may be severely limited. Yet, for those funds that are or may become available, these recommended certifications are presented for consideration.

Note: Costs are current as of January 2013.



Core Competency Areas

Development (DEV)

Encompasses the training and education functions of the MPTE Enterprise. CVN Training Officer and NETC-focused; includes schoolhouses, NSTC, RTC, OTC, N7/J7.

Management (MGT)

Focuses on personnel management. OPNAV N13, Naval Personnel Command (NPC), Fleet/TYCOM N1 and CNRF-focused; includes TPUs, NOSCs, NPC MOB DETs, and PSDs.

Recruiting (RCT)

Centers on the recruitment of personnel into the AC and RC of the Navy. CNRC-focused; includes NRDs, MEPS, and Recruiting Regions.

Requirements (RQT)

Traditional manpower work with a more analytical focus (including HSI, FM, and IT). N1/J1, OPNAV N10 and N12-focused; includes NAVMAC and OPNAV N8/9.



Charter

- Establish a working group to identify professional civilian certifications as they relate to the four HR Core Competency Areas (CCAs), Subspecialty Codes, and billets assigned.
- Develop a list of recommended HR certifications relevant to specific Navy HR mission areas to supplement the established generalist PHR/SPHR certification program and establish a standardized foundation for all HR officers.
- Evaluate effectiveness of these HR certifications and if feasible, examine ways to fund for all officers seeking certification.

Project supports 2010 HR Strategic Plan – Objective 3.1.1: “Evaluate effectiveness of the HR certification and if valuable, examine ways to fund for all officers seeking certification. Add/modify HR certification to be more relevant to Navy HR Mission Areas to establish a standardized foundation for all HR officers.” [The *Navy Human Resources Community Strategic Plan 2013-2017* continues to support this direction and movement through Strategic Objective 3.3, “Foster and develop an optimized HR community workforce.” The 2013 Action Plan supports this objective with the action item, 3.3.4 “Publish additional credentials paper.”]

Purpose

To strengthen the HR officer cadre by providing opportunities that support further skill development, career enhancement, and continuous learning.

Background

While it has already been determined PHR/SPHR certifications are valuable to the Navy HR Officer, the content of the certifications does not cover all aspects of the HR billet base. Several HR officers hold professional certifications other than PHR/SPHR. These officers have found the skills and information resulting from these additional certifications valuable to their billet and/or career track. For example, some officers assigned to a Financial Management billet have obtained the CDFM-A certification (Certified Defense Financial Manager with Acquisition), while other officers filling IT billets have acquired IT-related certifications. Based on the inputs and recommendations of such officers, the HR Development BOD undertook this research effort.



Deliverables

1. Produce a concise list of recommended HR-related professional certifications
2. Identify associated costs and means of obtaining certification
3. Recommend a trial group of HR officers to obtain certifications

Limitations

No direct limitations to the completion of the charter were noted or found during charter execution.

Working Group Composition

Working Group Lead – CDR John Hazlett
CNRF N1C1/formerly CO NOSC Toledo

Working Group Member – CDR Eric Johnson
CO NOSC Akron

Working Group Member – LCDR Noah Bellringer
Training Officer /LSO CPPD Learning Sites-West

Working Group Supervisor – CAPT Caroline Nielson
HR Development BOD Lead



List of Recommended HR-Related Certifications

<u>Certification</u>	<u>CCA</u>
Professional in Human Resources/Senior Professional in Human Resources (PHR/SPHR)	ALL
Certified Professional in Learning and Performance (CPLP)	DEV
Joint Professional Military Education (JPME Phase 1)	DEV
Master Training Specialist (MTS)	DEV
Fundamentals of Supply Chain Management	MGT
Project Management Professional (PMP)	MGT
Certified Staffing Professional	RCT
CDFM - Certified Defense Financial Manager	RQT
CDFM-A Certified Defense Financial Manager with Acquisition Sub-Specialty	RQT
Proposed DoD Financial Management Certification Program	RQT
Certified Information System Security Professional (CISSP)	RQT
GIAC Security Leadership Certification (GSLC) for IT Managers	RQT



Core Competency Area - Development



Certified Professional in Learning and Performance (CPLP)

The ASTD Certification Institute built the CPLP credential to provide a way for workplace learning and performance professionals to prove their value to employers and to be confident about their knowledge of the field. (www.astd.org)

Organizing Body

American Society of Training and Development (ASTD) Certification Institute

Costs

National ASTD Member: \$799

Non-member: \$999

Preparation/Testing

Requires 3 years of industry-related work experience, passing a knowledge exam, and submission of a work product.

The Knowledge Exam consists of 150 multiple-choice questions that cover the nine areas of expertise outlined in the ASTD Competency Model. A minimum 90-day study period is recommended.

You must submit a sample of your work that illustrates how you put knowledge into action. You can choose to submit a Work Product in one of five areas: training delivery, designing learning, measuring and evaluating, improving human performance, or managing the learning function. Your Work Product is typically submitted 8-12 weeks after completing and passing the Knowledge Exam.

Exact details and deadlines will be provided to each candidate as they take and pass the Knowledge Exam. You will receive a score report approximately eight weeks after submitting your Work Product. Your assessment will indicate if you have passed or failed the Work Product submission.

ASTD does offer a "learning system" with 9 modules covering the 9 competency areas, a sample test question data base, and flashcards for sale at their website.

Learn more at: www.astd.org/cplpprep



The Department of the Navy Civilian Human Resources Office has offered an opportunity called the Civilian Workforce Development Training Program (CWDTP), as a no-cost means to study for this certification. CWDTP is based on the ASTD learning system and provides program topics to participants in the following formats:

- **Electronic reference materials** - Includes an introduction to the program and 8 areas of expertise (AOEs) for self-paced study
- **Computer-based Training (CBT) courses** - Each course is between 60 and 90 minutes in length. Each course is designed to reinforce one or more key topics from the reference materials and includes practical exercises, job aids and self-assessments. The courses are housed on Navy Knowledge Online (NKO) in the Navy e-learning section allowing completion of the courses to be tracked in DCPDS.
- **Monthly Defense Connect Online (DCO) sessions** - These sessions provide opportunities to ask questions of the program facilitators or other participants and to share application experiences. The sessions also provide group activities focused on the month's topic to ensure a full understanding of the topic.
- **Discussion Boards** – The boards encourage discussion of the month's topics and available for participants to discuss the topic and share information.

This program does not administer the Certified Professional in Learning and Performance® (CPLP) exam but can be used as a prep program for the exam.

Recertification Details

NA

Connection to HR Community

No Associated AQD

Recommended for those who work in or support the Human Resources (HR) community, the training is designed in a blended-learning format. The goal of the training is to build competencies related to both learning in the workplace and performance improvement.



Additional Information

www.asted.org

<http://www.public.navy.mil/donhr/TrainingDevelopment/developmentalresource/Pages/CivilianWorkforceDevelopment.aspx>



Joint Professional Military Education (JPME) Phase 1

JPME is that portion of Professional Military Education concentrating on the instruction of joint matters in order to develop officers skilled in obtaining unity of efforts across Services, interagency, non-governmental and multinational lines, among other things. The Goldwater-Nichols Act, which became law in 1986, requires the completion of a joint duty assignment for promotion to O-7. JPME is that portion of Professional Military Education that supports fulfillment of the educational requirements for joint officer management. (www.usnwc.edu)

Organizing Body

US Navy War College, College of Distance Education (Non-resident)

Costs

No tuition or travel costs

Preparation/Testing

JPME is offered in three different formats: CD-ROM, web-enabled, and Fleet Seminar.

- CD-ROM

The CD-ROM JPME program is open to eligible naval officer and civilian applicants who, at the time of study, are or will be on sea duty or assigned to a remote duty station with no internet access. Eligibility consideration is limited to O-3 to O-6 Navy Officers, Active and Reserve, and DoN civilians in the grade of GS-11 or above.

The program is designed to be completed in 12 months or less, and is accredited for award of a College of Distance Education (CDE) Command and Staff diploma noting completion of JPME Phase I, JPME Phase I credit, and a JS7 additional qualification designation. The program consists of three courses: 1) Strategy and War (S&W), 2) Joint Military Operations (JMO), and 3) National Security Decision Making (NSDM).

Each course in the program is divided into modules or blocks. Completion of one module/block is a prerequisite to commencing study of the next module/block. Written requirements for modules/blocks vary. Some may require an essay, some require multiple-choice tests, and some require a combination of essays, point papers, and multiple-choice tests.



- Web Enabled

The web-enabled program is a diploma program designed to be completed in 18-24 months by eligible naval officer and civilian applicants, who, at the time of study, are or will be on sea duty or assigned to a duty station where internet access is available.

This program is accredited for award of a CDE Command and Staff diploma noting completion of JPME Phase I, JPME Phase I credit, and a JS7 additional qualification designation. Because of the substantial amount of time required for each course, a request for enrollment constitutes the commitment on the part of the student of a minimum of two study periods of three or more hours each week. Eligibility consideration is limited to all O-3 to O-6 Sea Service Officers, Active and Reserve.

The course consists of three courses: 1. Strategy and War, 2. Joint Military Operations, and 3. Theater Security and Decision Making. Just as with the CD-ROM format, each course has its unique format and completion requirements.

- Fleet Seminar

The Fleet Seminar Program is offered on an academic year basis, commencing in early September and ending in early May at Fleet Concentration Areas. The face-to-face format is also divided into three courses: 1) Theater Security Decision Making (TSDM), 2) Strategy and War (S&W), and 3) Joint Maritime Operations (JMO), although not all courses are offered at all locations every year.

NOTE: Theater Security Decision Making (TSDM) is the course name for the intermediate course formerly titled National Security Decision Making (NSDM). For JPME-I and NWC degree purposes, the two courses are equivalent.

Eligibility consideration is limited to Sea Service Active and Reserve Officers O-3 and above.

Seminars meet one evening per week (34 times per year) for 3 hours per night from nominally the first week in September through the second week in May, under the direction of a Naval War College adjunct faculty member.

Successful completion of the program is followed by the award of a CDE Command and Staff diploma noting completion of JPME Phase I, JPME Phase I credit, and a JS7 additional qualification designation.



Recertification Details

NA

Connection to HR Community

AQD – JS7

JPME Phase 1 is a requirement for URL Commander Command and is highly desirable for all HR officers to obtain.

Additional Information

For further information, visit <http://www.usnwc.edu/Students/College-of-Distance-Education.aspx>. There are no costs so there is no associated need for tuition assistance, GI Bill, etc.

Related Comments

I am the CO for NOSC and I have JPME Phase I under my belt accomplished through the AF. JPME does not directly relate to NOSC work. However, the education I obtained through JPME has been invaluable because now I have the perspective of not only operational support to the Navy but also to the COCOMs.

CDR Jon Montilla
CO, NOSC Guam

I can tell you as CO of a Navy site here on a USAF base the JPME is paramount to my ability to perform my duties in a purple environment.

CDR Ross "Rusty" Orvik, CPT/PHR, USN
Commanding Officer, NOSC Tucson



Master Training Specialist (MTS)

The MTS qualification provides recognition for outstanding individual effort and fosters greater command training professionalism. The MTS designee will have demonstrated highly effective teaching skills and a comprehensive understanding of learning management, training administration, and curriculum management.

(www.netc.navy.mil)

Organizing Body

Naval Education and Training Command (NETC)

- Model Manager: Center for Personal and Professional Development (CPPD)

Costs

No cost for active and reserve military as well as DoN civilians

Preparation/Testing

Certification requires successful completion of PQS (NAVEDTRA 43100-7), a written test, and oral examination board review. [Most training commands conduct weekly or bi-weekly MTS training.]

Recertification Details

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to complete NAVEDTRA 43100-7, 302, per NETCINST 1500.2 (series) as follows to qualify as a command MTS mentor and/or qualifier:

The following items regardless of qualifications achieved in previous versions, shall be completed. A Core Competency Qualification Requirements (CCQR) designated MTS shall complete 302 within NAVEDTRA 43100-7 prior to being designated a command MTS mentor and/or qualifier. Current MTS personnel on board who are not mentor qualified shall complete 302 prior to MTS mentor qualification. A pre-Core Competency Qualification Requirements (CCQR) designated MTS shall complete NAVEDTRA 43100-7 MTS PQS, 301 prior to being a command MTS mentor and/or qualifier.



Once the MTS designation has been achieved, and the requirements above have been met, transfer to another Command will not necessitate re-qualification.

Connection to HR Community

No Associated AQDs

MTS-qualified individuals are considered Subject Matter Experts (SMEs) in training and development

Not a billet requirement for HR Officers on any AMD; it is an enlisted NEC (9502)

Would be helpful for those HR Officers in NETC/Training Command billets

Additional Information

The MTS qualification provides recognition for outstanding individual effort and fosters greater command training professionalism. The MTS designee will have demonstrated highly effective teaching skills and a comprehensive understanding of school management, training administration, and curriculum management. The MTS Program is designed to develop and qualify those individuals who possess advanced knowledge, skills, and abilities that will enhance the delivery of quality education and training in the Navy. Individuals who are designated MTS will be expected to take a leadership role mentoring, instructing, and evaluating instructors and curricula products.

The ACE recommendations for MTS are:

- 3 semester hours in learning framework (lower division)
- 3 semester hours in instructional methodology (upper division)
- 3 semester hours in educational leadership (upper division)

Lower division credits can be applied toward an associate or bachelor's degree and upper division credits can be applied toward a bachelor's degree.



Related Comments

I obtained my MTS while assigned to Recruit Training Command as a division officer and department head. There is a PQS and board process required to obtain this designation. For those in the Training and Education CCAs, this qualification is great in understanding how instructors present material and develop lesson plans as well as understanding how training plans are developed, curriculum standards, etc.

CDR Melanie Ha'o, USN, SPHR
Commanding Officer
NRSW TPU, San Diego

If you are in the training world this is valuable as it covers the management/conduct of instruction, development of curriculum, student management and NETC interface. High relative value of the certification to the HR community-as we are in key training management billets.

CDR James V. Walsh, USN
Commanding Officer
USMEPCOM 7th BN/ MEPS San Diego



Core Competency Area - Management



Fundamentals of Supply Chain Management

Supply Chain Online, LLC offers an online course for supply chain management education and training and a personalized certificate of completion, available to both individuals and corporations. (www.supplychainonline.com)

Organizing Body

Supply Chain Online, LLC

Costs

\$320 total – Introduction (\$20) and all five modules (\$60 each)

Online modules vary from \$20 to \$60

Preparation/Testing

The preparation course is divided into 5 modules plus a brief course introduction and is designed for readers of all experience levels. Total study time for the complete course is approximately 8 to 10 hours. Buying a *seat license* of a module provides the license holder with unlimited online access for one year and the ability to print the material for individual use. Upon successful completion of all five full-length modules, readers will be able to download and print a personalized certificate of completion. For corporate training, a group enrollment plan is also available, with volume discounts, centralized billing, and reporting. Students must pass a test at the end of each module with a minimum 70% before continuing.

Recertification Details

NA

Connection to HR Community

No Associated AQD

Allows HR Officers to gain greater understanding of the principals and fundamentals of supply chain management while obtaining a certificate.



A supply chain is a system of organization activities and resources (people, technology and information) involved in transforming raw materials into a finished product and moving that product from the supplier to the end customer.

Supply chain management (SCM) is process-oriented. More traditional definitions and applications of SCM principles are found in the logistics and distribution areas. Within Navy Manpower, Personnel, Training, & Education (MPTE), we use SCM to highlight the complexity of the MPTE domain and our many customer organizations. We must understand and work to improve this network of integrated business processes and functions involved in providing trained Sailors to fill Fleet billets.

HR officers are serving in key billets that plan for, select, train and distribute the human resources within the SCM organizations. Therefore, they need a clear understanding of strategic and tactical concepts such as relationship management, requirements determination, community management, performance measures, process improvement, risk management, scheduling, and ultimately the integration of push and pull demand signals.

Additional Information

Tuition assistance is not available for certification programs at this time, but Montgomery and Post 911 GI Bills are available to fund certification programs.

For more information visit <https://www.supplychainonline.com/>



Project Management Professional (PMP)

The PMP credential is the most important industry-recognized certification for project managers. Globally recognized and demanded, the PMP designation demonstrates that you have the experience, education, and competency to lead and direct projects. (www.pmi.org)

Organizing Body

Project Management Institute (PMI)

Costs

Initial PMI Membership - \$139

Annual Membership Renewal - \$129

Test Fees

- Member - \$405
- Non-member - \$555

Recertification Fee

- Member - \$60 every 3 years
- Non-member - \$150 every 3 years

Preparation/Testing

PM Body of Knowledge (PMBOK) self-study materials or formal classes range in cost from \$300 to over \$3000 based on how many sections of the PMBOK are covered.

Many universities offer online courses that provide both college credit and test preparation.

Recertification Details

60 Professional Development Units (PDUs) completed and approved by PMI in each 3-year cycle.



Connection to HR Community

No Associated AQD

No billet connection or requirements, though an HR officer could obtain this certification prior to retirement as it is valued in the civilian sector.

Additional Information

This certification is very similar to PHR/SPHR in manner of obtaining and testing.

Tuition assistance is not available for certification programs at this time, but Montgomery and Post-911 GI Bills are available to fund certification programs.

The application to test for the PMP® certification requires the following as a minimum:

- Bachelor's degree or the global equivalent and
 - At least 3 years of documented project management experience which includes 4,500 hours leading and directing projects and 35 hours of project management education
- or
- A secondary diploma (high school or the global equivalent) and
 - At least 5 years of documented project management experience including 7,500 hours leading and directing projects and 35 hours of project management education

The recertification fee required every 3 years is in addition to the annual membership renewal fee.

During each recertification cycle, audits are made of random certification holders. Certification is not renewed unless the audit is completed successfully.

Full information and some study aids may be found at www.pmi.org



Core Competency Area - Recruiting



Certified Staffing Professional

American Staffing Association (ASA) certification programs can help you learn what you need to know, increase your earning potential, and further your career goals. ASA provides the only staffing certification program that includes both federal and state employment law, up-to-date curriculum, and exams.

Organizing Body

American Staffing Association (ASA)

Costs

ASA membership is limited to organizations only.

Non-members - \$298 for the online exam

Study materials are additional. All recommended study materials are about \$1600 for non-members.

Preparation/Testing

Preparation ranges from 4 to 6 weeks if spending about 2 hours per week in study.

The test consists of 80 federal questions and 20 state-specific questions for the state in which you conduct most of your business.

Sample exam topics include: pre-employment, candidate screening, immigration, substance abuse, family and medical leave, equal employment opportunity, wage and hour laws, workplace safety, and co-employment issues.

Recertification Details

Recertification requires participation in 30 hours of approved continuing education every three years. Of those 30 hours, at least 6 hours must pertain to employment law.

Each recertification cycle, an application and appropriate fee is required.



Connection to HR Community

No associated AQD

Navy HR Officers with previous experience in the Recruiting CCA or currently serving as a recruiter are eligible for the professional certification from ASA.

Additional Information

No documented work experience required.

Tuition assistance is not available for certification programs at this time, but Montgomery and Post 9/11 GI Bills are available to fund certification programs.

For further information contact Deborah Repasy, Education Assistant at 703-253-2020 or csp.tsc@americanstaffing.net or visit https://americanstaffing.net/education/cert_about.cfm



Core Competency Area - Requirements



Certified Defense Financial Manager (CDFM)

"The American Society of Military Comptrollers (ASMC) offers the Certified Defense Financial Manager (CDFM) educational program and certification designation to those persons desiring to demonstrate proficiency in the core aspects of defense financial management. The DoD Authorization Act FY2012 signed by President Obama empowers the Secretary of Defense to '... prescribe professional certification and credential standards' for the financial management community. The CDFM is one of the professional certification programs recognized by the DoD." (www.asmonline.org)

Organizing Body

The American Society of Military Comptrollers (ASMC)

Costs

Annual Membership in ASMC - \$26

\$35 Member / \$70 Non-member Enrollment Fee into the CDFM Program

Each exam module is \$95 whether ASMC member or not

Preparation/Testing

In order to obtain this certification, three CDFM-A modules must be passed:

- Module 1 – Resource Management Environment
- Module 2 – Budget and Cost Analysis
- Module 3 – Accounting and Finance

Shrink-wrapped textbook for Modules 1-3 - \$100.00 Member / \$110.00 Non-member

Binder-format textbook for Modules 1-3 - \$110.00 Member / \$120.00 Non-Member

Each exam is 80 questions, Member only has 2 hours to take the exam and must score 80% or higher on the exam in order to be successful.

Recertification Details

80 hours of Continuing Professional Education (CPE) are required every 24 months.

Renewal costs - \$20.00 Member / \$40.00 for Non-member



Connection to HR Community

AQD – NR1

FTS officers in N8 billets are encouraged to attain this certification (or CDFM-A).

Additional Information

www.asmconline.org

Process for certification includes:

1. Enrollment in the CDFM Program
2. Submission of Verification of Financial Management Experience Form
3. Purchase and scheduling of the CDFM module examinations

Tuition assistance is not available for certification programs at this time, but Montgomery and Post-9/11 GI Bills are available to fund certification programs.

The required number of years of defense-related financial management experience:

- 2 years with an Associate's degree or higher

or

- 3 years with no degree

or

- 4 years of Federal government-related (non-DoD) financial management experience; and an Associate's degree or higher.

Preparation for the exams is self-study.

Related Comments

CDFM was very enlightening and proved very insightful as it's directly correlated to my billet here...

LT Christopher Schmid
COMNAVREFORCOM N841



Certified Defense Financial Manager with Acquisition Sub-Specialty (CDFM-A)

"The American Society of Military Comptrollers (ASMC) offers the Certified Defense Financial Manager (CDFM) educational program and certification designation to those persons desiring to demonstrate proficiency in the core aspects of defense financial management. The DoD Authorization Act FY2012 signed by President Obama empowers the Secretary of Defense to '... prescribe professional certification and credential standards' for the financial management community. The CDFM is one of the professional certification programs recognized by the DoD." (www.asmconline.org)

Organizing Body

The American Society of Military Comptrollers (ASMC)

Costs

Annual Membership in ASMC - \$26

\$35 Member / \$70 Non-member Enrollment Fee into the CDFM Program

Each exam module is \$95 whether ASMC member or not

Preparation/Testing

In order to obtain this certification, all 4 CDFM-A modules must be passed successfully:

- Module 1 – Resource Management Environment
- Module 2 – Budget and Cost Analysis
- Module 3 – Accounting and Finance
- Module 4 – Acquisition

Modules 1-3 & Module 4 Addendum - \$175.00 Member / \$195 Non-member

Each module exam is 80 questions, Member only has 2 hours to take the exam and must score 80% or higher on the exam in order to be successful.

Recertification Details

80 hours of Continuing Professional Education (CPE) are required every 24 months.



Renewal costs - \$20.00 Member / \$40.00 for Non-member

Connection to HR Community

AQD – NR2

FTS officers in N8 billets are encouraged to attain this certification (or CDFM).

Additional Information

www.asmconline.org

Process for certification includes:

1. Enrollment in the CDFM Program
2. Submission of Verification of Financial Management Experience Form
3. Purchase and scheduling of the CDFM module examinations

Tuition assistance is not available for certification programs at this time. Montgomery and Post 9/11 GI Bills are available to fund certification programs.

The required number of years of defense-related financial management experience includes:

2 years with an Associate's degree or higher

or

- 3 years with no degree

or

- 4 years of Federal government-related (non-DoD) financial management experience; and an Associate's degree or higher.

Preparation for the exams is self-study.



Related Comments

I am CDFM-A certified. The CDFM and CDFM-A certifications are encouraged but not required for 1207s with the FM subspecialty...The certification was helpful when I performed the IT/Investment Budget Officer position. I often had to determine the correct appropriation (OMNR, RDT&E, OPN or NGREA) to be used for a new pilot/project in order to avoid an Anti-Deficiency Act (ADA) violation. The CDFM-A certification was also helpful with obtaining goods/services via acquisition/contracting processes and directly impacts financial execution.

LT Mike Chinn
COMNAVRESFORCOM N82



Proposed DoD Financial Management Certification Program

The proposed DoD Financial Management Certification Program will provide HR Officers a professional credential in FM while increasing the credibility of the HR Community. (<http://comptroller.defense.gov>)

Organizing Body

Department of Defense

Costs

NA

Preparation/Testing

For Certification Level 1, DoD is developing “DoD FM 101” course with multiple modules (introduction to DoD, finance, accounting, budget, audit readiness, analysis/decision support, PPBE, auditing, fiscal law, cost analysis, contracting and ethics). This course will be modular and all modules will be web-based and available online to all DoD FM personnel. Level 1 Certification requires two years of DoD FM experience. Level 2 requires four years of FM experience of which two years must be DoD FM experience. Level 3 requires eight years of FM experience of which six years must be DoD FM experience.

Recertification Details

As with most certification programs, the proposed DoD FM Certification Program will require continuing professional education (CPE) or training on a periodic basis, after certification is achieved. Currently the proposed program requires 40 CPE every two years for Level 1; 60 CPE every two years for Level 2; and 80 CPE every two years for Level 3.

Connection to HR Community

No Associated AQD



Additional Information

The approved program will be competency-based, using the 23 FM enterprise-wide competencies and associated proficiency levels. The certification effort is course and competency-based, rather than test-based. DoD will, however, continue to encourage the achievement of the FM-related test-based certifications such as Certified Public Accountant (CPA), Certified Management Associate (CMA), Certified Defense Financial Manager (CDFM), and Certified Government Financial Manager (CGFM).

OSD Comptroller office is currently working on a Draft DoD Directive (DoDD) and DoD Instruction (DoDI) to add the necessary substance and detail to transform the proposed program into an approved program

DoD created and implemented successful pilot versions of several program components during FY12. Large-scale implementation is expected during FY 13.

Costs, if any, associated with certification not available.



Certified Information System Security Professional (CISSP)

The certification is an IT Security Management certification and is one of two certifications that meet the certification requirement of the DoD Information Assurance Workforce Management (DoD IAWF) Levels 1-4 as per DoDINST 8570.

(<https://www.isc2.org/CISSP/Default.aspx>)

Organizing Body

International Information Systems Security Certification Consortium, Inc., (ISC)²[®]

Costs

Course and materials vary

Exam cost \$599 (6 hours)

Preparation/Testing

Unlike the GSLC, there are a myriad of companies that offer boot camps and other prep-courses for the CISSP, so the cost to prepare for the exam can reach both ends of the spectrum as a Google search will indicate. [Review of several of the boot camp descriptions showed, however, that you get what you pay for.]

Recertification Details

Members must recertify every three years. Recertification requires completion of 120 CPEs and all members must also pay an annual maintenance fee of \$85/year.

Connection to HR Community

No Associated AQD

Most FTS N6 (IA Workforce) billets require this certification or the GSLC, and either certification is paid for by the command.

Additional Information

Commands are required to budget for the course for any members assigned to the DoD IAWF. Navy COOL will fund the test for all members assigned to the IAWF. Navy COOL will also pay for the test for any member choosing this option to recertify.



Five years of professional experience required.

Related Comments

I hold the CISSP certification. It is one of the required certifications to meet the Cyber Security Workforce requirement for accessing business systems, infrastructure, and desktop systems with more than user privileges. We have several jobs within Navy Reserve IT billet structure that require either CISSP or GSLC. If a member isn't certified within 6 months of taking the job, they are required to be removed from the billet or directly supervised in all work by someone who is certified.

CAPT Scott Langley
CNRFC N6 / Navy Reserve CTO



Global Information Assurance Certification (GIAC) Security Leadership Certification (GSLC)

The certification is an IT Security Management certification and is one of two certifications that meet the certification requirement of the DoD Information Assurance Workforce Management (DoD IAWF) Levels 1-4 as per DoDINST 8570.

(<http://www.giac.org/certification/security-leadership-gslc>)

Organizing Body

SANS (SysAdmin, Audit, Network, Security) Institute

Costs

\$4200 – \$4775 for a 1-week course and associated study materials

Exam cost ~ \$600

Preparation/Testing

Certification requires completion of the 1-week of course lecture sponsored by SANS and acceptable completion of the 4-hour proctored exam.

Recertification Details

The certification is good for 4 years. All members must recertify by either retesting or by completing 36 Certification Maintenance Units (CMUs) within the last 2 years of certification. As an alternative, successfully passing the current version of the certification exam will provide the required 36 CMUs and renew the certification for another four years. The cost for this alternative is currently \$399 at the time of registration for the test.

Connection to HR Community

No associated AQD

Most FTS N6 (IA Workforce) billets require this certification or the CISSP, and either certification is paid for by the command.



Additional Information

<http://www.sans.org/sansfire-2012/tuition.php>

Commands are required to budget for the course for any members assigned to the DoD IAWF. Navy COOL will fund the test for all members assigned to the IAWF. Navy COOL will also pay for the test for any member choosing this option to recertify. No documented work experience is required to gain the certification.

No documented work experience required.