ARMY FINANCIAL MANAGEMENT SCHOOL COURSE CATALOG

Published 15 April 2016
Version 3


UNITED STATES ARMY FINANCIAL MANAGEMENT SCHOOL
# Summary of Changes

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<th>Version Number</th>
<th>Date Published</th>
<th>Change Description</th>
<th>Made By</th>
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<td>1</td>
<td>1 January 2016</td>
<td>Original Version</td>
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| 2              | 23 March 2016   | 1. Added QR code to front cover  
2. Added FM Technician ALC Course (pgs 10 - 12)  
3. Added FM Technician SLC Course (pgs 12 - 13)  
4. Added 2 courses to “University of South Carolina Partnership”  
   a. Advanced Business Analytics Course (pgs 21 - 22)  
   b. Cost Management Certificate Course (pgs 22 - 23)  
5. Added 16 courses to “Distributed Learning” (pgs 27 - 39)  
6. Added Ft Knox USAR Budget Manager Course (p 40)  
<p>| 3              | 15 April 2016   | 1. Updated GS grade requirement for PPBE course                                       | J Goerlich, Phacil Inc         |</p>
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## Army Comptroller Professional Training and Development

## Centrally Managed Training Courses

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<td>Developmental Assignments</td>
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<td>Army Congressional Fellowship Program (ACFP)</td>
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<td>House Appropriations Committee (HAC)</td>
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Army Financial Management School Course Catalog

Initial Military Training

Advanced Individual Training (AIT)

Instructors
(803) 734-4059
(803) 751-4757

Course Description
This course is designed to train Advanced Individual Training (AIT) Soldiers to be Financial Management Technicians. The two major areas of instruction consist of combat survivability and technical training, which are designed to prepare junior enlisted Soldiers to support operations in the Contemporary Operational Environment.

Prerequisites
AIT students must:
1. Be Active or Reserve Component military personnel, all services in grade SFC (or comparable E7 grade), and below.
2. Be assigned or projected to be assigned to a 36B position (RC Soldiers only).
3. Possess one of the following minimum qualifying scores in aptitude area CL on the Armed Services vocational Aptitude battery (ASVAB) test:
   a. 101 for tests administered on and after 1 July 2004.
   b. 103 for tests administered on and after 2 January 2002 and prior to 1 Jul 04.
   c. 105 for tests administered prior to 2 January 2002.
4. Meet the requirements of Army Regulations 40-501 with waiver (if applicable), 350-10, and 600-9, DA PAM 611-21, TRADOC Regulations 350-18 and 350-10.

Intended Audience
The intended audience is Active or Reserve Component military personnel in grade SSG or below who will be assigned to a position in a Resource Management or Defense Accounting/Finance Office.

Learning Outcomes
By the end of the course, the student will be able to:
1. Determine Entitlements to Allowances for AC and RC Soldiers
2. Perform Cashier Functions using DDS
3. Identify GFEBs Master Data Elements
4. Record Reimbursable Accounting Data
5. Prepare Miscellaneous Vouchers For Payment
Course Outline/Schedule
This course consists of 270.4 academic hours and is structured as follows:

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Pay Support – Military Pay</td>
<td>63.8</td>
</tr>
<tr>
<td>B</td>
<td>Banking and Disbursing</td>
<td>53.2</td>
</tr>
<tr>
<td>C</td>
<td>Fund the Force</td>
<td>53.2</td>
</tr>
<tr>
<td>D</td>
<td>Accounting Support and Cost Management</td>
<td>52.0</td>
</tr>
<tr>
<td>E</td>
<td>Pay Support – Commercial Vendor Services</td>
<td>48.2</td>
</tr>
<tr>
<td>F</td>
<td>Personal Financial Management Training</td>
<td>8.0</td>
</tr>
<tr>
<td>G</td>
<td>Field Training Exercise (FTX)</td>
<td>96.0</td>
</tr>
<tr>
<td>H</td>
<td>Administrative Time</td>
<td>74.0</td>
</tr>
<tr>
<td>I</td>
<td>Warrior Tasks and Battle Drills</td>
<td>78.0</td>
</tr>
</tbody>
</table>

Basic Officer Leaders Course (BOLC)

Instructor
(803) 751-8670

milBook Community of Interest (COI)

Course Description
This course is designed to provide the attributes and skills required of Financial Management Officers, and civilians. The three major areas of instruction consist of Common Core, Combat Survivability, and Technical Training designed to prepare Financial Management Officers and civilians to support operations in the Contemporary Operational Environment.

Prerequisites
There are no course prerequisites for BOLC.

Intended Audience
The intended audience is Active Army (AA) and Reserve Component (RC) newly Commissioned Officers regardless of source of commissioning.
Learning Outcomes
By the end of the course, the student will be able to:
1. Employ Small Unit Operations and Tactics
2. Conduct Convoy Ops
3. Conduct CVS Operations
4. Process Commitments and Obligations
5. Process Prompt Payment Act Documents
6. Conduct Pay Agent Operations
7. Manage Cash Operations
8. Employ the Deployable Disbursing System (DDS)
9. Conduct FM Planning and Operations
10. Perform Disbursing Operations
11. Conduct Finance Sustainment Operations

Course Outline/Schedule
This course consists of 628.5 academic hours and is structured as follows:

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Common Core Mandated Training</td>
<td>177.1</td>
</tr>
<tr>
<td>B</td>
<td>Leadership and Professional Development</td>
<td>36.3</td>
</tr>
<tr>
<td>C</td>
<td>Fund the Force</td>
<td>94.3</td>
</tr>
<tr>
<td>D</td>
<td>Accounting Support and Cost Management</td>
<td>36.0</td>
</tr>
<tr>
<td>E</td>
<td>Pay Support</td>
<td>74.2</td>
</tr>
<tr>
<td>F</td>
<td>Banking and Disbursing</td>
<td>86.6</td>
</tr>
<tr>
<td>G</td>
<td>FM Planning and Operations</td>
<td>4.0</td>
</tr>
<tr>
<td>H</td>
<td>Field Training Exercise (FTX)</td>
<td>120.0</td>
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</tbody>
</table>

Professional Military Education
Branch Qualification
Instructor
Soldier Support Institute Instructor

Course Description
This course provides officers who are branch transfers to the Finance Corps, and Finance Corps officers who participated in the branch detail program, with a basic understanding and familiarity of the Financial Management (FM) branch to include knowledge of FM doctrine, organization and key tasks on the battlefield. This course also serves as a precursor for the Finance Captains Career Course (FCCC) for those officers not attending or who do not qualify to attend the Finance Basic Officers Leaders Course (BOLC III).
Prerequisites
Students must have a Reservation, or be Attending course: 7D-F27/541-F11 (DL) Resource Management Tactical.

Intended Audience
The intended audience is USAR and ARNG who have satisfactorily completed a branch Basic Officer Leader Course (BOLC) a branch Basic Officer Leader Course (BOLC-B) a branch Basic Officer Leader Course (BOLC-B). Civilian - GS-7 and above assigned to positions which require knowledge of an entire finance office.

Learning Outcomes
This course consists of five major areas of instruction:

1. FM doctrine and organization introduces the student to FM's role in the "Fight" and the force structure that enables the FM branch to accomplish its mission.
2. Disbursing provides the student with a basic familiarity of governing laws, functions, controls, safeguards, operating procedures, automated system inputs and products, and reporting requirements for a disbursing division.
3. Commercial Vendor Services center on the Prompt Payment Act, other governing laws, discounts and interest penalty payments, the procurement process and automated systems.
4. Other Pay Services provides an overview of regulations, processes, and procedures involving pay services such as casual pays and check-cashing.
5. Resource Management Operations introduces the general concepts of resource management to include the coordination and synchronization of resource requirements identification and fulfillment as well as the automated systems that support the resource management function.

Additional Information
For more information about Branch Qualification, please visit https://www.atrrs.army.mil/atrrsc/courseInfo.aspx?fy=2016&sch=805A&crs=7-14-C20+(BQ)&crstitle=FINANCIAL+MANAGEMENT+OFFICER+(BRANCH+QUAL)&phase=-.

Captains Career Course (CCC)
Instructor
(803) 751-8717

milBook Community of Interest (COI)

Course Description
The 20 week FCCC is designed to be graduate level education for the finance company grade officer. Although some instruction is in traditional instructor to student format, much of the course is geared toward group projects to enhance officer development through sharing of ideas with peers under the mentorship and direction of a course director. Additionally, the course is taught in a classroom XXI. All students will have their own computer in a state of the art classroom. Although not all encompassing, the following areas are stressed throughout the course: Leadership, Tactical, Technical, Peers, Briefing and Writing, and Preparation for Detachment Command.
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Prerequisites
Officers must have completed the Financial Management Basic Officer Leader's Course or an equivalent course.

Intended Audience
The intended audience is Active Army or Reserve Component commissioned officers in the grade of First Lieutenant, Captain, or Major whose branch is Financial Management. In accordance with U.S. Army Directive 2012-20, officers must meet height and weight standards of AR 600-9.

Learning Outcomes
By the end of the course, the student will be able to:
1. Determine FM force structure
2. Determine Finance Corps history
3. Identify FM key functions at each echelon
4. Analyze findings and present analysis
5. Determine key financial organizations
6. Determine elements of GFEBS master data
7. Identify purposes and limitations of economic analysis
8. Perform an ABC analysis
9. Perform cost allocation
10. Define the auditing standards and structure
11. Define obligation management
12. Determine flow and receipt of funds procedures
13. Prepare activity and tactical budgets
14. Determine year end preparations and procedures
15. Define fiscal triad
16. Process documents in GFEBS

Course Outline/Schedule
This course consists of 843.9 academic hours and is structured as follows:

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<th>Subject</th>
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<td>A</td>
<td>Common Core</td>
<td>320.0</td>
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<td>B</td>
<td>Leadership and Professional Development</td>
<td>60.2</td>
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<td>C</td>
<td>Fund the Force</td>
<td>120.0</td>
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<td>D</td>
<td>Commander’s Pay Support</td>
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<tr>
<td>E</td>
<td>Disbursing Operations and Management Internal Controls</td>
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<td>F</td>
<td>Accounting Support and Cost Management</td>
<td>44.0</td>
</tr>
<tr>
<td>G</td>
<td>Financial Management Planning and Support Operations</td>
<td>32.0</td>
</tr>
<tr>
<td>H</td>
<td>Financial Management Operations</td>
<td>130.0</td>
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</table>
Pre-command Course

Instructor
Soldier Support Institute Instructor

Course Description
This course provides a branch/specialty update to include Finance Command functions and responsibilities. It includes seminar-type briefings on topics of importance concerning finance wartime doctrine, command responsibilities, and various procedures and relationships encountered in a finance command. Discussions are conducted with subject area experts in the DoD financial management community on current finance and accounting plans, operations, system development and network quality.

Prerequisites
There are no course prerequisites for the Pre-command course.

Intended Audience
This course is intended for Finance Corps Command designees.

Learning Outcomes
By the end of the course, the student will have knowledge of:
1. Support available to finance commanders from the Finance School
2. Decision-making techniques and risk assessments
3. Legal responsibilities of a Finance commander
4. Finance procedures used during recent contingency operations
5. Command relationships
6. Leader development and training

Course Outline/Schedule
This course consists of 116.0 academic hours and is structured as follows:

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<tbody>
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<td>A</td>
<td>Finance Pre-Command</td>
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<tr>
<td>B</td>
<td>Administrative Annex</td>
<td>80.0</td>
</tr>
</tbody>
</table>

Additional Information

Financial Management Technician ALC

Instructor
NCO Academy Instructor
Course Description
This course is designed to train SSGs and selected promotable SGTs in leadership skills, NCO duties, responsibilities and authority, and on how to conduct performance-oriented training. The two major areas of instruction consist of Combat Survivability and Technical Training designed to prepare NCOs to support operations in the Operational Environment. This course produces battle competent NCOs who are qualified squad/section leaders; evaluators; counselors; conductors or participants in individual and collective training; and teachers of leader skills, knowledge, and attitudes. Cadre personnel assess the students' leadership potential and evaluate their ability to apply lessons learned to effectively lead their classmates in a tactical environment. ALC provides an opportunity for education, to learn warfighting skills, and to gain experience.

Prerequisites
1. Qualified in MOS 36B. 2. Have the rank of SSG or SGT(P). Second priority is given to the rank of SGT who, if because of a unit shortage, is performing in a position for which the training is designed. 3. Meet height/weight standards IAW AR 600-9. 4. Have a minimum physical profile (PUHLES) of 323321. 5. No temporary profile (except for shaving or non-performance deterring) upon reporting for the course. The RC Commander has final determination on course enrollment for a student with a temporary profile. 6. If in possession of a temporary profile, it must allow the Soldier to meet all course prerequisites and graduation requirements of all phases (to include performance of FTX requirements). 7. Active Component personnel must have a service remaining obligation of at least six months upon completion of training. 8. Army Reserve and National Guard personnel must have a service-remaining obligation of at least six months upon completion of the last phase of training. 9. Requests for waivers of a prerequisite must be submitted by the Soldier's unit no later than 90 days prior to the Phase 1 class start date. Submit waivers to: Commandant, U.S. Army Financial Management School, ATTN: ATSG-QA (Reserve Component Integration Team), 10000 Hampton Parkway, Fort Jackson, SC 29207-7025. 10. Students must complete the Composite Risk Management (CRM) Commander's Safety Course (dL) on line through the Combat Readiness University at the U.S. Army Combat Readiness.

Intended Audience
This course is intended for selected Junior Noncommissioned Officers (NCOs).

Learning Outcomes
By the end of the course, the student will have knowledge of:
1. Active duty and reserve component military pay
2. Preparing the DD 2657 and verifying the DD 2665
3. Flow and Receipt of Funds
4. Budgeting Procedures
5. Tactical Budget Development
6. Reimbursement Concepts
7. Detailed Expenditure Reports
8. Accounts Payable Vouchers

Course Outline/Schedule
This course consists of 278.7 academic hours and is structured as follows:
### Module | Subject | Hours
--- | --- | ---
A | Pay Support - Military Pay | 6.5
B | Banking and Disbursing | 96.5
C | Fund the Force | 45.2
D | Pay Support - Commercial Vendor Services | 43.0
E | Field Training Exercise | 72.0
F | Administrative Time | 0.0
G | Mandatory Training | 15.5

**Additional Information**

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**Financial Management SLC**

**Instructor**
NCO Academy Instructor

**Course Description**
This course is designed to train selected Noncommissioned Officers (NCOs) to perform duties as Detachment Sergeants or comparable positions at Skill Level 4. The graduate will be able to teach, evaluate, counsel junior leaders, conduct training, and to lead within the Career Management Field. Soldiers will participate in a field training exercise.

**Prerequisites**
1. Be qualified in MOS 36B. 2. Have the rank of SFC or SSG(P). Second priority is given to the rank of SSG who, if because of a unit shortage, is performing in a position for which the training is designed. 3. Be assigned or projected to be assigned to a 36B position (RC Soldiers only). 4. Meet height/weight standards IAW AR 600-9. 5. Pass an Army Physical Fitness Test (APFT) upon arrival or during attendance at SLC. 6. Have a minimum physical profile (PUHLES) of 323321. 7. No temporary profile (except for shaving or non-performance deterring) upon reporting for the AC course. The 4th Brigade Commander has final determination on course enrollment for a student with a temporary profile attending a course at a RC Personnel Services Battalion. 8. If in possession of a temporary profile (RC only), it must allow the Soldier to meet all course prerequisites and graduation requirements of all phases (to include performance of FTX requirements). 9. AC personnel must have a service-remaining obligation of at least six months upon completion of training. Army Reserve and National Guard personnel must have a service-remaining obligation of at least six months upon completion of the last phase of training. 10. Requests for waivers of a prerequisite must be submitted by the Soldier’s unit no later than 90 days prior to the phase 1 class start date. Submit waivers to: Commandant, U.S. Army Financial Management.
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School, ATTN: ATSG-FSP (Proponency), 10000 Hampton Parkway, Fort Jackson, SC 29207-7025. 11. Students must complete the Composite Risk Management (CRM) Operational Course (dL) on line through the Combat Readiness University at the U.S. Army Combat Readiness Center website: https://crc.army.mil. Completion of this course is a prerequisite for graduation from SLC. 12. Students must complete the Structured Self Development Level 3 (SSD-3) (1-250-C49-3 (dL)) a prerequisite for attendance to SLC courses effective 1 Jun 13, IAW ALARACT 216/2012.

Intended Audience
This course is intended for selected Noncommissioned Officers (NCOs).

Learning Outcomes
By the end of the course, the student will have knowledge of:
1. Warriors in Transition
2. Operational Security (OPSEC) Measures
3. GFEBS
4. Detailed Accounting Reports
5. Cost Accounting Procedures
6. Cost Benefit Analysis
7. Activity Based Costing
8. Obligation Management

Course Outline/Schedule
This course consists of 283.6 academic hours and is structured as follows:

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Mandatory Training</td>
<td>35.0</td>
</tr>
<tr>
<td>B</td>
<td>Accounting Support and Cost Management</td>
<td>71.7</td>
</tr>
<tr>
<td>C</td>
<td>Fund the Force</td>
<td>45.6</td>
</tr>
<tr>
<td>D</td>
<td>Banking and Disbursing</td>
<td>43.3</td>
</tr>
<tr>
<td>E</td>
<td>Lessons Learned</td>
<td>16.0</td>
</tr>
<tr>
<td>F</td>
<td>Field Training Exercise</td>
<td>72.0</td>
</tr>
</tbody>
</table>

Additional Information
Functional Courses

Deployed Operations Resource Management Course (DORMC)

Instructor
(803) 751-2016

milBook Community of Interest (COI)

Course Description
Deployed Operations Resource Management Course (DORMC) is 2 weeks in length. It meets a capability gap that was identified by previously deployed Comptrollers. This is a resident course taught at Fort Jackson, SC. This course can be instructed via mobile training team for organizations who need the training and meet the minimum course load requirements. It is comprised of hands-on, scenario-based resource management training. This course focuses on financial systems used in theater, fiscal law, contingency contracting, and theater-specific funding. Training focuses on critical tasks that were selected in conjunction with 3rd US Army. The primary areas of instruction are operational doctrine, financial management operations order development, all aspects of contingency funding, and basic financial management systems. The course simulates an AOR environment focusing on multinational, combined, and joint operations through situational training scenarios.

Prerequisites
All students must complete the Resource Management Budget Course and General Fund Enterprise Business System (GFEBS) Essentials through OES/NCOES courses or via distance learning prior to attending. NCOs will hold grade of E6 to E8 and appropriate ASI, MOS, SDI or rating. Officers will hold grade of O3 to O5 and appropriate Financial Management Branch or rating. Civilians will hold pay grade or equivalent of GS-7 to GS-14, career field CP11, & be in a deployable Resource Management position.

Intended Audience
The course is available to military, Allied Nations, and DA civilians to train personnel in the principles of resource management and ultimately provide certified financial resource managers. The target audience for the course is officers, NCOs, and civilians who are preparing to deploy into theater and conduct resource management operations. This is also a great course for Financial Managers, who are looking to get exposed to Resource Management Operations in theater.

Learning Outcomes
By the end of the course, the student will be able to:
1. Determine Cost Assignment
2. Perform Cost Benefit Analysis
3. Manage Requirements Processing
4. Identify the Spending Chain Process
5. Identify Reimbursable Accounting Data
6. Identify Year End Close Procedures
7. Define Lines of Effort
8. Execute Funding Sources
9. Establish a Manager’s Internal Control Program
Course Outline/Schedule
This course consists of 74.0 academic hours and is structured as follows:

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Build a Base for Financial Management Operations</td>
<td>8.0</td>
</tr>
<tr>
<td>B</td>
<td>Cost Benefit Analysis</td>
<td>10.6</td>
</tr>
<tr>
<td>C</td>
<td>Requirements Outside of GFEBS</td>
<td>8.3</td>
</tr>
<tr>
<td>D</td>
<td>The Execution of Funds in GFEBS</td>
<td>16.7</td>
</tr>
<tr>
<td>E</td>
<td>Analyze Reports</td>
<td>10.5</td>
</tr>
<tr>
<td>F</td>
<td>Finance Operations and Force Structure</td>
<td>5.0</td>
</tr>
<tr>
<td>G</td>
<td>Types of Funding</td>
<td>5.1</td>
</tr>
<tr>
<td>H</td>
<td>Congressional Compliance</td>
<td>9.8</td>
</tr>
</tbody>
</table>

GFEBS Cost Management

Instructor
(803) 751-9088

milBook Community of Interest (COI)

Course Description
GFEBS Cost Management Course is an 80 hour instructor facilitated course that provides in-depth GFEBS instruction within the Functional Area of Cost Management. Cost Management can be defined as managing business operations efficiently and effectively through accurate measurement and understanding the “full cost” of an organization’s business processes, products, and services to provide the best value to customers.

Prerequisites
There are no course prerequisites for GFEBS Cost Management.

Intended Audience
The intended audience is any Soldier or civilian, regardless of military component or grade, who has been command-designated as a new GFEBS user who uses financial data is recommended to take this course. These personnel serve in organizations responsible for utilizing GFEBS to conduct cost management functions. This course is for all components - Active, National Guard, and Reserve.

Learning Outcomes
By the end of the course, the student will be able to:
1. Communicate the Budget/Cost Management Overview
2. Perform Cost Planning
3. Identify Cost Master Data Maintenance
4. Capture Labor Cost Trough Time Tracking
Army Financial Management School Course Catalog

5. Capture Payroll Cost
6. Process Internal Orders
7. Create Activity Types
8. Identify Cost Reporting

Course Outline/Schedule
This course consists of 80.0 academic hours and is structured as follows:

<table>
<thead>
<tr>
<th>Module</th>
<th>Period</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Week 1</td>
<td>Introduction to Cost</td>
<td>23.8</td>
</tr>
<tr>
<td>B</td>
<td>Week 1</td>
<td>Cost Collection and Allocation</td>
<td>10.2</td>
</tr>
<tr>
<td>C</td>
<td>Week 2</td>
<td>Cost Centers</td>
<td>30.6</td>
</tr>
<tr>
<td>D</td>
<td>Week 2</td>
<td>Labor Cost</td>
<td>15.4</td>
</tr>
</tbody>
</table>

GFEBS Financials

Instructor
(803) 751-6645

milBook Community of Interest (COI)

Course Description
GFEBS Financials is a 2-week instructor led training course taught at Ft Jackson, SC. This course can be instructed via mobile training team for organizations who need the training and meet the minimum course load requirements. This course will provide GFEBS in-depth instruction related to the Financials end-to-end process - Funds Management, Spending Chain end to end, IDOC’s, Project Systems, Reimbursable, Creating WBS, Reimbursable Billing, Reports end to end, Period/Year End Close. GFEBS training provides a core financial enterprise resource planning solution that is used to manage the Army’s general fund, dramatically improve financial performance, standardize business processes and ensure the Army can meet future needs for combat operations and day-to-day financial management activities.

Prerequisites
There are no course prerequisites for GFEBS Financials.

Intended Audience
The intended audience is any Soldier or civilian, regardless of military component or grade, who has been command-designated as a new GFEBS user who uses financial data is recommended to take this course. These personnel serve in organizations responsible for utilizing GFEBS to conduct financial management functions. This course is for all components - Active, National Guard, and Reserve.

Learning Outcomes
By the end of the course, the student will be able to:
1. Communicate the Financials Process
Army Financial Management School Course Catalog

2. Perform GFEBS Navigation/Overview
3. Identify the Funds Management Process
4. Identify the Spending Chain Process
5. Identify the Reimbursable Process
6. Identify the Intermediate Documents (IDOC) Process
7. Analyze GFEBS Reporting Process
8. Identify the Period/Year End Close Process

Course Outline/Schedule
This course consists of 80.0 academic hours and is structured as follows:

<table>
<thead>
<tr>
<th>Module</th>
<th>Period</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Week 1</td>
<td>Financials Process</td>
<td>13.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GFEBS Navigation and Overview</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funds Management Process</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Week 1</td>
<td>Spending Chain Process</td>
<td>47.0</td>
</tr>
<tr>
<td></td>
<td>Week 2</td>
<td>Reimbursable Process</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Week 2</td>
<td>Intermediate Documents (IDOCs) Process</td>
<td>20.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Reporting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Period/Year End Closing Process</td>
<td></td>
</tr>
</tbody>
</table>

Principles of Cost Analysis & Management (PCAM)

Instructor
(803) 751-9809

milBook Community of Interest (COI)

Course Description
This course educates military and civilian personnel on fundamental cost analysis and cost management principles, theories, and application. This course is not intended to teach the mechanics of GFEBS, but will provide the knowledge needed to leverage GFEBS to its full potential and develop leaders’ ability to think critically about controlling and managing costs while fully supporting commanders and the mission. Two-thirds of the course focuses on basic cost accounting processes and concepts while one-third is dedicated to the application and reinforcement of the concepts learned through practical exercise and case studies.

Prerequisites
There are no course prerequisites for PCAM.

Intended Audience
The intended audience is any Soldier or civilian, regardless of military component or grade, who needs training in basic principles, concepts, and terminology related to cost analysis and cost management. These personnel serve in organizations responsible for utilizing cost management principles to conduct
Army Financial Management School Course Catalog

effective cost management functions. This course is for all components - Active, National Guard, and Reserve.

Learning Outcomes
By the end of the course, the student will be familiar with:

1. Basic Accounting
2. Military Accounting
3. Financial Accounting
4. Cost Analysis and Managerial Costing
5. Cost Relationships
6. Allocation/ABC
7. Cost Tradeoffs
8. Cost Estimation and Cost Benefit Analysis
9. Cost Explanation

Course Outline/Schedule
This course consists of 120.0 academic hours and is structured as follows:

<table>
<thead>
<tr>
<th>Module</th>
<th>Period</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Week 1</td>
<td>Introduction to Basic Accounting</td>
<td>8.0</td>
</tr>
<tr>
<td>B</td>
<td>Week 1</td>
<td>Military Accounting</td>
<td>8.0</td>
</tr>
<tr>
<td>C</td>
<td>Week 1</td>
<td>Financial Accounting</td>
<td>8.0</td>
</tr>
<tr>
<td>D</td>
<td>Week 1</td>
<td>Cost Analysis and Managerial Costing</td>
<td>13.0</td>
</tr>
<tr>
<td>E</td>
<td>Week 2</td>
<td>Cost Relationships</td>
<td>16.0</td>
</tr>
<tr>
<td>F</td>
<td>Week 2</td>
<td>Allocation/ ABC</td>
<td>8.0</td>
</tr>
<tr>
<td>G</td>
<td>Week 2</td>
<td>Cost Tradeoffs</td>
<td>17.0</td>
</tr>
<tr>
<td>H</td>
<td>Week 3</td>
<td>Cost Elimination and Cost Benefit Analysis</td>
<td>14.0</td>
</tr>
<tr>
<td>I</td>
<td>Week 3</td>
<td>Cost Explanation</td>
<td>28.0</td>
</tr>
</tbody>
</table>

Intermediate Cost Analysis & Management (ICAM)

Instructor
(803) 751-9809

milBook Community of Interest (COI)

Course Description
This course educates military and civilian personnel on advanced cost analysis and cost management principles, theories, and application. This course is not intended to teach the mechanics of GFEBS, but will provide the critical knowledge needed to leverage GFEBS to its full potential and develop leaders’ ability to think critically about controlling and managing costs while fully supporting commanders and the mission.
Army Financial Management School Course Catalog

Prerequisites
There are no course prerequisites for ICAM.

Intended Audience
The intended audience is any Soldier or civilian, regardless of military component or grade, who needs training in advanced concepts, practical exercises and terminology related to cost analysis and cost management. These personnel serve in organizations responsible for utilizing cost management principles to conduct effective cost management functions. This course is for all components - Active, National Guard, and Reserve.

Learning Outcomes
By the end of the course, the student will be familiar with:
1. Basic and Military Fund Accounting
2. Cost and Managerial Accounting
3. Cost Tradeoffs
4. Cost Estimation and Explanation
5. Winning the Cost War
6. Cost Control

Course Outline/Schedule
This course consists of 120.0 academic hours and is structured as follows:

<table>
<thead>
<tr>
<th>Module</th>
<th>Period</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Week 1</td>
<td>Principles to Basic and Military Fund Accounting</td>
<td>8.0</td>
</tr>
<tr>
<td>B</td>
<td>Week 1</td>
<td>Cost and Managerial Accounting</td>
<td>19.0</td>
</tr>
<tr>
<td>C</td>
<td>Week 1</td>
<td>Cost Tradeoffs</td>
<td>8.0</td>
</tr>
<tr>
<td>D</td>
<td>Week 1 &amp; 2</td>
<td>Cost Estimation and Explanation</td>
<td>16.0</td>
</tr>
<tr>
<td>E</td>
<td>Week 2</td>
<td>Winning the Cost War</td>
<td>29.0</td>
</tr>
<tr>
<td>F</td>
<td>Week 3</td>
<td>Cost Control</td>
<td>40.0</td>
</tr>
</tbody>
</table>

Planning, Programming, Budgeting, Execution (PPBE)

Instructor
(803) 751-8640

milBook Community of Interest (COI)

Course Description
The Planning and Programming phases include several Department of Defense (DoD) and Department of the Army (DA) programs including: Introduction to Key Financial Roles, Missions of DoD, DoD/DA Resource Allocation System PPBE, Working Capital Funds, Single Stock Fund, Reserve Component Appropriations, Military Construction, Fiscal Code, Research Development and Acquisition, Activity Based Costing, Economic Analysis, Commercial Activities, Administer Continuous Process Improvement.
(CPI), Cost Analysis, Management Internal Control Program, and Manpower Management Process. The Budgeting Phase consists of developing an installation budget. The final phase, Execution, consists of tools and/or agencies available to the resource manager to assist in monitoring how well they execute their budget. Subject areas in the Execution phase include Flow and Receipt of Funds, Administrative Funds Control, Commitment and Obligation Rules, Obligation Management, Fiscal Law, and Auditing in the Federal Government.

**Prerequisites**
There are no course prerequisites for Planning, Programming, Budgeting, Execution.

**Intended Audience**
This course is for all components - Active, National Guard, Reserve, military and civilian. Enlisted grades should be Staff Sergeant (E6) to Sergeant Major (E9). Enlisted (E5 and below) in MOS 36B may attend with a waiver from the school Commandant. Officers will hold the rank of 2nd Lieutenant (O1) to Lieutenant Colonel (O5). Civilians will hold the pay grade of GS 7 to GS 13 (GS 6 and below with a waiver). Civilian personnel must be on orders or assigned to a position that requires knowledge of PPBE.

**Special Information**
This course serves as Phase 1 of Comptrollership Training for Branch 36 and CP11. Enlisted (E5 and below) in MOS 36B may attend with a waiver from the school Commandant.

**Learning Outcomes**
By the end of the course, the student will be able to:
1. Identify Key Financial Roles and Missions of DoD and DA
2. Identify Master Data Elements
3. Identify Cost Analysis Process
4. Perform Economic Analysis
5. Conduct Activity Based Costing
6. Determine Obligation Principles and Rules
7. Prepare an Activity Level Budget
8. Identify Auditing for the Federal Government
9. Identify the Flow and Receipt of Funds Process
10. Apply Administrative Control of Funds Procedures

**Course Outline/Schedule**
This course consists of 80.4 academic hours and is structured as follows:

<table>
<thead>
<tr>
<th>Module</th>
<th>Period</th>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Week 1</td>
<td>Cost Analysis Process</td>
<td>35.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activity Based Costing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Working Capital Funds</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Week 2</td>
<td>Principles of Fiscal Law</td>
<td>44.9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obligation Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funds Process and Procedures</td>
<td></td>
</tr>
</tbody>
</table>
University of South Carolina Partnership

milBook Community of Interest (COI)

Business Analytics Course

Instructors
University of South Carolina Professors

Course Description
This resident education course is 1 week and provides students a good understanding of the SAP BI capabilities and advanced MS Excel functionality. This program provides intensive education focused on the Decision Support competency. The skills gained will also enhance effectiveness in all competencies that involve data manipulation and analysis, specifically Accounting and Financial Management.

Prerequisites
This course is best suited for Financial Managers/Analysts that work with large amounts of data.

Intended Audience
The intended audience is Army FM Financial Managers with preferably 1 year of GFEBS experience. BC 36 Officers, Noncommissioned Officers, and CP 11 civilians are eligible. Students must have a good understanding of MS Excel. This program is considered very rigorous and extremely fast paced. During the course, students should expect challenging work on a daily basis. Days will consist of 8 instructor contact hours and will require additional evening study/homework.

Learning Outcomes
By the end of the course, the student will have knowledge of:
- SAP Crystal Reports
- Manipulating and Analyzing Data in Excel
- Decision Modeling and Optimization in Excel
- SAP BI1
- SAP NetWeaver Business Warehouse
- SAP Business Explorer

Course Outline/Schedule
Course Length: 5 days / 40 hours
Credit Hours: 40 hours toward DoD FM Certification. Competencies include decision support, accounting analysis, and FM analysis.
Award: Certificate of Completion for Business Analytics
Location: University of South Carolina Campus

Advanced Business Analytics Course

Instructors
University of South Carolina Professors
Course Description

This resident education course is 4 weeks and taught in two Phases (Phase 1 by correspondence and Phase II in class). It provides students a good understanding of the SAP BI capabilities and advanced Microsoft Excel functionality. This program is very rigorous and extremely fast paced.

Prerequisites

It is preferred that all students have 1 year or more experience using the General Fund Enterprise Business System (GFEBS). Additionally, students should have an intermediate skill level proficiency with Microsoft Excel.

Learning Outcomes

By the end of the course, the student will have knowledge of:

- SAP Crystal Reports
- Manipulating and Analyzing Data in Excel
- Decision Modeling and Optimization in Excel
- SAP BI 1
- SAP Net Weaver Business Warehouse
- SAP Business Explorer

Course Outline/Schedule

**Course Length:** 4 weeks
**Credit Hours:** 160 hours toward DoD FM Certification. Competencies include decision support, accounting analysis, and FM analysis.
**Award:** Certificate of Completion for Advanced Business Analytics
**Location:** University of South Carolina Campus

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**Cost Management Certificate Course**

Instructors
University of South Carolina Professors

Course Description

This Cost Management Certificate Course (CMCC) is an intense 4 week resident graduate education course conducted on the campus of The University of South Carolina in Columbia, SC. The CMCC program of instruction is designed to teach the fundamentals of cost management. This is accelerated graduate school level education; students should PLAN TO SPEND A FULL DAY IN CLASS PLUS TIME AFTER HOURS DOING HOMEWORK THAT INCLUDES PRACTICAL EXERCISES, READING, AND RESEARCH. Significant reading and pre-work prior to the start of the first day of class as well as additional reading to do on the weekends are essential for program completion. At the completion of the course, graduates will earn in addition to the Cost Management Certificate, twelve credit hours towards the completion of an MBA. This is a CENTRALLY FUNDED COURSE.

Prerequisites

- Bachelor’s Degree (cannot be waived)
- Three years of government service
Army Financial Management School Course Catalog

- Signed Continued Service Agreement
- Senior Leader Endorsement (SES/GO)

All CMCC application documents and pre-test materials are available at the Army Cost Management Portal (https://acm.army.mil). All Applications must contain the following documents:
- CMCC Application 2016
- Resume
- Statement of Interest
- CMCC Senior Leader Endorsement Form
- Algebra Pre-Test Results

**Intended Audience**

Military (Army Only):
- Officer: Major and Above
- Enlisted: Master Sergeant

Army Civilians:
- GS-13 and above

**Course Outline/Schedule**

**Week 1: Managerial Costing**  
Managerial Costing instruction is in cost concepts and analysis techniques that include cost benefit, break-even, and variance analysis. Methodology for this module will include use of a managerial accounting textbook and consist of lectures, problem assignments, and a final analytical project.

**Week 2: Operations Management**  
Operations Management covers fundamentals of design, management, and control of operational processes for cost management. Methodology for this module will consist of a combination of lectures, case studies, in-class problem solving, and management games.

**Week 3: Cost Control**  
Cost Control covers leadership driven management. Methodology for this module will include case studies, readings, role playing, and discussion, along with a final exam case study. Topics will include control theory, practical examples of control issues and solutions, and Army case studies.

**Week 4: Organizational Effectiveness for Cost Managers**  
Organizational Effectiveness for Cost Managers methodology for this module will include lectures, cases, group exercises, role playing, and readings. There will also be quizzes, response papers, and a final project. Topics will include systems thinking, interpersonal communication, listening, motivation, leadership, message framing, decision making, persuasion, power and social influence, and negotiation. This module will prepare students for the softer side of management, and teach them how to get results through people.

**Additional Information**

For more information on Army Cost Management Training, please visit https://acm.army.mil and click on “Army Cost Management Portal”. 
Enterprise Resource Planning with SAP TERP10 Certification

Instructors
University of South Carolina Professors

Course Description
This program is designed to provide students with an overall understanding and a working knowledge of the function, design, control, and use of ERP systems as implemented by the Federal Government and also by its suppliers. Students will get an understanding of their own technology, as well as the technology of the entities which they interact. The curriculum provides students with the conceptual understanding and applied skills to be able to navigate the complexities of transaction processing and data queries inherent in modern ERP systems. Courses: Financial Accounting, Application of Advanced Databases to Accounting and Business, Accounting Information Systems from a Strategic Perspective, Enterprise Resource Planning (ERP) Systems (TERP10).

Prerequisites
The TERP10 course is a very rigorous and extremely fast paced four week resident graduate education course. Applicants selected to attend the TERP10 course should possess the aptitude to grasp the information and concepts presented during the course. It is especially important that Leaders screen their respective candidates before applications are submitted. During the course, students should expect challenging work on a daily basis. Students will be required to study during the evenings and weekends to keep pace with the program of instruction. Selected candidates must complete approximately 30 hours of preparatory work prior to the first day of class. This is a requirement!

Intended Audience
The intended audience is FM Professionals with completed undergraduate degree. BC 36 Officers and Noncommissioned Officers, and CP 11 Civilians are all eligible.

Learning Outcomes
Students attending this course will earn 12 graduate credit hours and sit for the SAP TERP 10 Certification Exam. By the end of the course, the student will have knowledge of:

- ERP Basics
- ERP SAP NetWeaver
- Sales Order Management
- Business Warehouse
- Material Planning
- Manufacturing Execution
- Procurement Cycle
- Lifecycle Data Management Program
- Project Management Enterprise
- Asset Management
- Human Capital Management
- Financial Accounting
- Management Accounting
- Inventory and Warehouse Management
Course Outline/Schedule

Course Length: 4 Weeks
Credit Hours: 12 graduate hours
Award: SAP TERP10 Certification
Location: University of South Carolina Campus

ACCT 728 – Financial Accounting:
Directs attention to accounting concepts, conventions, and assumptions for an understanding of the content and underlying principles of financial statements. Emphasis will be given to understanding accounting at the federal level as well as the accounting systems of private suppliers and contractors. At the successful conclusion of the course, students will be able to:

- Demonstrate an understanding of the accounting cycle. Analyze, interpret, and record common business transactions using double-entry accounting.
- Demonstrate an understanding of the purpose of end-of-period adjustments and be able to record the more common adjusting entries.
- Describe the federal budget process and the roles of the major agencies involved in federal accounting and financial reporting.
- Describe the major elements of the federal accounting model, including the two-track accounting system (budgetary and proprietary).
- Explain the function of the Federal Accounting Standards Advisory Board and discuss several of its accounting standards.
- Prepare budgetary and proprietary accounting journal entries to record basic transactions of a federal agency.
- Describe and prepare simple financial statements of a federal agency.

ACCT 702 – Application of Advanced Databases to Accounting and Business:
Provides a technology overview focusing on principles of database design for business applications, enterprise database administration and planning, and their design using the latest database management systems software (i.e., SAP) at the successful conclusion of MGSC 596 students will be able to:

- Demonstrate an understanding of principles of database design and structure.
- Document database systems and business process workflow.
- Understand the functionality, base capabilities, and inherent limitations, of an Enterprise Resource Planning (ERP) system.
- Describe and apply the structure and interaction of various ERP system workflows through hands-on exercises.
- Apply computer controls to ensure data integrity and security.

ACCT 737 - Accounting Information Systems from a Strategic Perspective
This course covers the design and implementation of accounting systems with emphasis given to advanced topics related to ERP systems and the strategic use and governance of IT systems. At the successful conclusion of ACCT 737 students will be able to:

- Prepare a strategic IT plan for an organization such as a government agency.
- Model the main business processes of an organization and apply this model to an ERP environment.
Describe the high level issues involved in effective design and governance of the IT function.

Describe the impact that emerging technologies have on the organization as well as the accounting/finance/assurance functions.

Apply the systems development lifecycle and agile methodologies to information systems problems.

**ACCT 739 - Enterprise Resource Planning (ERP) Systems (TERP10)**

TERP 10 Certification prepares students to:

- Explain the organizational structures used in each business process
- Identify the key master data which must be maintained to execute each business process
- Discuss the ERP transactions required to complete each business process cycle
- Identify the key integration points between the different business disciplines supporting each business process cycle
- Register for the C_TERP10_65 certification exam
Distributed Learning Courses (ALMS Web Based Training)

General: All Distributed Learning Courses can be found at: https://www.lms.army.mil.

Accounts Payable Administration

ATRRS Information for Course

This course is managed by ATRRS/CHRTAS and delivered to students via the ALMS. Students must use ATRRS or CHRTAS to register for this course.

**Please note that you may not be able to personally register for some ATRRS/CHRTAS courses, including command-directed training such as Structured Self-Development. As applicable, your unit or training manager will register you, or you will be auto-registered by a rule, such as graduating from another course.

To register for "self-development" courses in ATRRS:
* Go to https://www.atrrs.army.mil
* Click on "Self Development" in the ATRRS Channels Directory
* Put course number or course title in search blocks
* Click "Search"
* Click on the course title
* Click "Register"
* ATRRS registration may take up to 24 hours to confirm
* Once confirmed, return to the ALMS to complete your training! To register for Civilian Education System (CES) courses or the Supervisory Development Course in CHRTAS:
* Go to https://www.atrrs.army.mil/channels/chrtas
* Click on the Category drop down menu
* Select your category
* Follow prompts to register
* Return to the ALMS to complete your training!

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Introduction To Accounts Payable</td>
</tr>
<tr>
<td>002</td>
<td>Introduction to Fiscal Code</td>
</tr>
<tr>
<td>003</td>
<td>Flow and Receipt of Accounts Payable Documents</td>
</tr>
<tr>
<td>004</td>
<td>Implement Prompt Payment Act Provisions</td>
</tr>
<tr>
<td>005</td>
<td>Prepare Routine Vouchers for Payment</td>
</tr>
<tr>
<td>006</td>
<td>Process Miscellaneous Vouchers for Payment</td>
</tr>
<tr>
<td>007</td>
<td>Government Purchase Card (GPC) Program</td>
</tr>
<tr>
<td>008</td>
<td>Process MEPS and AAFES Vouchers for Payment</td>
</tr>
<tr>
<td>009</td>
<td>Examine Pre-Certified Vouchers and Process for Payment</td>
</tr>
<tr>
<td>010</td>
<td>Process Payments for Transportation Accounts</td>
</tr>
</tbody>
</table>
Commander Emergency Response Program (CERP) Resource Managers

Registration Information
https://www.lms.army.mil
Manager approval is not required for this course.

Prerequisites
There are no course prerequisites for Commander Emergency Response Program (CERP).

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>The Resource Manager’s Role In The CERP</td>
</tr>
<tr>
<td>002</td>
<td>Fiscal and Management Controls</td>
</tr>
<tr>
<td>003</td>
<td>CERP Spending Plan</td>
</tr>
<tr>
<td>004</td>
<td>Accounting Processes</td>
</tr>
<tr>
<td>005</td>
<td>CERP Checkbook</td>
</tr>
<tr>
<td>006</td>
<td>CERP Project Modifications</td>
</tr>
<tr>
<td>007</td>
<td>Clear Supporting CERP Documentation</td>
</tr>
<tr>
<td>008</td>
<td>CERP For Resource Managers Review</td>
</tr>
<tr>
<td>009</td>
<td>CERP For Resource Managers Assessment</td>
</tr>
</tbody>
</table>

Disbursing Operations

ATRRS Information for Course
This course is managed by ATRRS/CHRTAS and delivered to students via the ALMS. Students must use ATRRS or CHRTAS to register for this course.

**Please note that you may not be able to personally register for some ATRRS/CHRTAS courses, including command-directed training such as Structured Self-Development. As applicable, your unit or training manager will register you, or you will be auto-registered by a rule, such as graduating from another course.
To register for "self-development" courses in ATRRS:
* Go to https://www.atrrs.army.mil
* Click on "Self Development" in the ATRRS Channels Directory
* Put course number or course title in search blocks
* Click "Search"
* Click on the course title
* Click "Register"
* ATRRS registration may take up to 24 hours to confirm
* Once confirmed, return to the ALMS to complete your training! To register for Civilian Education System (CES) courses or the Supervisory Development Course in CHRTAS:
* Go to https://www.atrrs.army.mil/channels/chrtas
* Click on the Category drop down menu
* Select your category
* Follow prompts to register
* Return to the ALMS to complete your training!

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Lessons</th>
</tr>
</thead>
</table>
| 001    | Introduction to Disbursing Operations  
Cashier Operations  
Paying Agent Operations  
Disbursing Agent Operations  
Disbursing Officer Operations |
| 002    | Check Branch Operations  
Resolve Irregularities  
Counterfeit Currency  
Paper Check Conversion  
Stored Value Card |
| 003    | System Administration Functions  
Disbursing Operations  
Supporting Disbursing Operations  
DDS Accountability Reports  
DDS Data Query |

Planning, Programming, Budgeting, Exec System

ATRRS Information for Course

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* Put course number or course title in search blocks
* Click "Search"
* Click on the course title
* Click "Register" (ATRRS registration may take up to 24 hours to confirm)
* Once confirmed, return to the ALMS to complete your training! To register for Civilian Education System (CES) courses or the Supervisory Development Course in CHRTAS:
* Go to https://www.atrrs.army.mil/channels/chrtas
* Click on the Category drop down menu
* Select your category
* Follow prompts to register
* Return to the ALMS to complete your training!

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Introduction</td>
</tr>
<tr>
<td>002</td>
<td>Installation Model</td>
</tr>
<tr>
<td>003</td>
<td>PPBE</td>
</tr>
<tr>
<td>004</td>
<td>Reserve Component (RC) Appropriations</td>
</tr>
<tr>
<td>005</td>
<td>Military Construction (MILCON) Appropriation</td>
</tr>
<tr>
<td>006</td>
<td>Working Capital Fund (WCF)</td>
</tr>
<tr>
<td>007</td>
<td>Single Stock Fund (SSF)</td>
</tr>
<tr>
<td>008</td>
<td>Fiscal Code</td>
</tr>
<tr>
<td>009</td>
<td>The Army Research, Development, and Acquisition (RDA) Management System</td>
</tr>
<tr>
<td>010</td>
<td>Cost Analysis</td>
</tr>
</tbody>
</table>

Reserve CCC Phase II

Registration Information
https://www.lms.army.mil

Course Description
This course was designed and developed to give Financial Management officers initial training in the skills needed to perform duties as required by Army Regulation (AR) 350-1 and AR 600-106, NCM. The goal of this training is to provide a combat-ready force that can deploy on short notice, fight and win.
Army Financial Management School Course Catalog

Intended Audience
This course is for use by Active and Reserve Component Officers ranked First Lieutenant and Captain. Users may come from a variety of educational backgrounds, from attainment of a high school diploma to a college degree. Users will have a range of computer skills and experience. The Interactive Multimedia Instruction (IMI) is written in US English at a Reading Grade Level (RGL) of 13.

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Lessons</th>
</tr>
</thead>
</table>
| 1      | Cost Management Introduction  
Purpose and Motivation for Cost Benefit Analysis  
Eight Step Cost Benefit Analysis Process |
| 2      | Financial Management Introduction  
Military Decision Making Process (MDMP)  
Financial Management Planning using MDMP  
Financial Management Planning Considerations  
Type and Components of the Operation Order  
Characteristics of an Effective Military Order Running Estimates |

Resource Management Budget

ATRRS Information for Course
This course is managed by ATRRS/CHRTAS and delivered to students via the ALMS. Students must use ATRRS or CHRTAS to register for this course.

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* Put course number or course title in search blocks  
* Click "Search"  
* Click on the course title  
* Click "Register"  
* ATRRS registration may take up to 24 hours to confirm  
* Once confirmed, return to the ALMS to complete your training! To register for Civilian Education System (CES) courses or the Supervisory Development Course in CHRTAS:
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* Click on the Category drop down menu  
* Select your category  
* Follow prompts to register  
* Return to the ALMS to complete your training!
Army Financial Management School Course Catalog

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Getting Started</td>
</tr>
<tr>
<td>002</td>
<td>Army Planning and Programming</td>
</tr>
<tr>
<td>003</td>
<td>Federal Budget</td>
</tr>
<tr>
<td>004</td>
<td>Reimbursement Concepts</td>
</tr>
<tr>
<td>005</td>
<td>Funding Absent Activities</td>
</tr>
<tr>
<td>006</td>
<td>Funded and Unfunded Expenses</td>
</tr>
<tr>
<td>007</td>
<td>Installation Budget Process</td>
</tr>
<tr>
<td>008</td>
<td>Activity Budget Exercise</td>
</tr>
<tr>
<td>009</td>
<td>Unfinanced Requirements (UFR)</td>
</tr>
<tr>
<td>010</td>
<td>Division Budget</td>
</tr>
<tr>
<td>011</td>
<td>JCS Exercise Budget</td>
</tr>
<tr>
<td>012</td>
<td>Budget Adjustments</td>
</tr>
<tr>
<td>013</td>
<td>Execution Management</td>
</tr>
<tr>
<td>014</td>
<td>Fund Control Exercise</td>
</tr>
<tr>
<td>015</td>
<td>Budget Review and Analysis</td>
</tr>
<tr>
<td>016</td>
<td>Program Budget Advisory Committee (PBAC)</td>
</tr>
<tr>
<td>017</td>
<td>Year End Procedures</td>
</tr>
</tbody>
</table>

Resource Management Tactical

ATRRS Information for Course

This course is managed by ATRRS/CHRTAS and delivered to students via the ALMS. Students must use ATRRS or CHRTAS to register for this course.

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* Select your category
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Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Introduction</td>
</tr>
<tr>
<td>002</td>
<td>Comptrollership</td>
</tr>
<tr>
<td>003</td>
<td>Introduction To Mission Funding</td>
</tr>
<tr>
<td>004</td>
<td>Tactical Unit Budget Development</td>
</tr>
<tr>
<td>005</td>
<td>Exercise Budgeting</td>
</tr>
<tr>
<td>006</td>
<td>Tactical Unit Budget Administration</td>
</tr>
<tr>
<td>007</td>
<td>Single Stock Fund</td>
</tr>
<tr>
<td>008</td>
<td>Supply/Financial Interface</td>
</tr>
<tr>
<td>009</td>
<td>Obligating Documentation</td>
</tr>
<tr>
<td>010</td>
<td>STANFINS Reports</td>
</tr>
<tr>
<td>011</td>
<td>Year End Procedures</td>
</tr>
<tr>
<td>012</td>
<td>Introduction To SOF Funds</td>
</tr>
<tr>
<td>013</td>
<td>RM in Joint Operations</td>
</tr>
<tr>
<td>014</td>
<td>Contract Law for Deploying Forces</td>
</tr>
<tr>
<td>015</td>
<td>Resource Management OPORD Planning</td>
</tr>
</tbody>
</table>

**GFEBS Essentials (Subsumes L101E, L201E, L303E)**

Registration Information

https://www.lms.army.mil

Manager approval is not required for this course.

**Prerequisites**

There are no course prerequisites for GFEBS Essentials.

**Equivalents**

- GFEBS Overview (L101E)
- GFEBS Integrated Process Overview (L201E)
- GFEBS Navigation and Reports (L303E)
Course Description

GFEBS Essentials provides initial prerequisite training for personnel who will perform duties in GFEBS. GFEBS is the Army’s web-enabled financial, asset and accounting management system. It standardizes, streamlines and shares critical data across the active Army, the Army National Guard and the Army Reserve. GFEBS has subsumed over 90 legacy stovepipe systems used by the Army. Although this module does not give everyone the tools to perform in every position, it does provide a basic program overview and also introduce some tasks required to understand and navigate through GFEBS.

GFEBS Essentials Business Intelligence (BI) Reporting

Registration Information
https://www.lms.army.mil
Manager approval is not required for this course.

Prerequisites
GFEBS Essentials (subsumes L101E, L201E, L303E)

Equivalents
GFEBS Business Intelligence Reporting Fundamentals (L305E) is an equivalent for this course.

Course Description

The General Fund Enterprise Business System (GFEBS) Business Intelligence Reporting (BI) Course teaches reports used for data management and modeling. These reports are built from transactional data pulled from the ECC system on a pre-determined basis and stored in the Business Intelligence Warehouse. BI provides data warehousing and reporting functionality. Relevant business information is integrated, transformed, and consolidated in BI to provide for the reporting, analysis, and interpretation of data. It enables flexible ad hoc reporting, analysis, and planning capability to support GFEBS users in evaluating and interpreting data, as well as facilitating its distribution.

Business Explorer (BEx) gives users an active web-enabled interface to pull reports in BI when working with content from BI in the portal. BEx provides flexible reporting and analysis tools for strategic analyses, operational reporting, and decision-making support within the Army. These tools include query, reporting, and analysis functions.

Web Intelligence (WebI) is a powerful analytical BI reporting tool used to analyze, query and report from GFEBS data with an alternate graphical interface.

GFEBS Spending Chain

Registration Information
https://www.lms.army.mil
The GFEBS Spending Chain Modules are available to register under ALMS beginning on 1 April 2016.

Course Description

In this course, you will receive a comprehensive understanding of Spending Chain and your role in it as it pertains to the General Fund Enterprise Business System GFEBS. In the Introduction lesson, we provide
an overview of the GFEBS Spending Chain module, its process, coordination, terminology, and information required to understand the Spending Chain process in GFEBS.

**Intended Audience**
The target audience for this course is anyone who is assigned a GFEBS Spending Chain user role according to their activities requirements or organizational needs. Successful completion of the Introduction and all required training tailored to your Spending Chain user role is required before a user is provisioned with Spending Chain user role functions. This course has 49 academic hours.

**Course Outline/Schedule**

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Material &amp; Vendor Master Data</td>
</tr>
<tr>
<td>2</td>
<td>Manage Purchase Requisition</td>
</tr>
<tr>
<td>3</td>
<td>Purchase Orders</td>
</tr>
<tr>
<td>4</td>
<td>Goods Receipt Processing</td>
</tr>
<tr>
<td>5</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>6</td>
<td>Government Purchase Card</td>
</tr>
</tbody>
</table>


**GFEBS Funds Management**

**Registration Information**
[https://www.lms.army.mil](https://www.lms.army.mil)
Manager approval is not required for this course.

**Prerequisites**
GFEBS Essentials (subsumes L101E, L201E, L303E)

**Equivalents**
There are no equivalents for this course.

**Intended Audience**
This course is for all components - Active Army, National Guard, and Reserve.

**Course Description**
GFEBS Funds Management trains selected Soldiers, Officers, Enlisted E-6 and above, and DOD civilians on GFEBS. These personnel serve in organizations responsible for utilizing GFEBS to conduct funds management functions. GFEBS training provides a core financial enterprise resource planning solution that is used to manage the Army’s general funds, dramatically improve financial performance, standardize business processes, and ensure the Army can meet future needs for combat operations and day-to-day financial management activities. This course has 24 academic hours.
Army Financial Management School Course Catalog

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Overview of Funds Management in GFEBs</td>
</tr>
<tr>
<td>002</td>
<td>Funds Control Process Overview</td>
</tr>
<tr>
<td>003</td>
<td>Funds Distribution and Control</td>
</tr>
<tr>
<td>004</td>
<td>Funds Management Reporting</td>
</tr>
</tbody>
</table>

**GFEBS Project Systems**

Registration Information

https://www.lms.army.mil

Manager approval is not required for this course.

**Prerequisites**

GFEBS Essentials (subsumes L101E, L201E, L303E)

**Equivalents**

There are no equivalents for this course.

**Intended Audience**

This course is for all components - Active Army, National Guard, Reserve, and DoD civilian.

**Course Description**

GFEBS Project Systems provides the learner in-depth instructions with hands-on experience to create a project with a Work Breakdown Structure in project building, and creating network activities. Furthermore, this course will teach the learner, how Project Systems is integrated with Enterprise Resource Planning (ERP) and how project closing is used in GFEBS. The learner will put into practice what he or she has learned by utilizing a hands-on simulator to demonstrate learning objectives mastery. Successful completion of this course is required before a user is provisioned for GFEBS Project Systems user-role functions. This course has 11 academic hours.

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Project Systems Overview</td>
</tr>
</tbody>
</table>

**GFEBS Real Property Process**

Registration Information

https://www.lms.army.mil

Manager approval is not required for this course.

**Prerequisites**

GFEBS Essentials (subsumes L101E, L201E, L303E)
Equivalents
There are no equivalents for this course.

Intended Audience
This course is for all components - Active Army, National Guard, Reserve, and DoD civilian.

Course Description
GFEBS PP&E Real Property Management Course is intended to provide the learner the training for the basic Army’s hierarchical structure for Real Property asset. As part of this training personnel will learn the levels or Real Property Management from an installation down to the different real estate objects. Furthermore, the learner will receive training on how to Update Real Property Records, Real Property Management, Real Property Building Under Construction, Accept Real Property Building, and how to Dispose of Real Property Facilities. The learner will put into practice what he or she has learned by utilizing a hands-on simulator to demonstrate learning objectives mastery. Successful completion of the course is paramount before a user is provisioned for GFEBS PP&E Real Property Management user-role functions. This course has 32 academic hours.

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Real Property Management Overview</td>
</tr>
</tbody>
</table>

GFEBS Reimbursable

Registration Information
https://www.lms.army.mil
Manager approval is not required for this course.

Prerequisites
GFEBS Essentials (subsumes L101E, L201E, L303E)

Equivalents
GFEBS Debt Management Process Overview (L241E) is an equivalent for this course.

Intended Audience
This course is for selected Soldiers, Officers, Enlisted E-6 and above, and DOD civilians These personnel serve in organizations responsible for utilizing GFEBS to conduct reimbursable functions.

Course Description
GFEBS Reimbursable is intended to provide essential training for personnel who will perform duties in GFEBS Reimbursable and debt management. GFEBS training provides a core financial enterprise resource planning solution that is used to manage the Army’s general funds, dramatically improve financial performance, standardize business processes, and ensure the Army can meet future needs for combat operations and day-to-day financial management activities. This course has 23 academic hours.
Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Reimbursable Process Overview</td>
</tr>
<tr>
<td>002</td>
<td>Debt Management Process Overview</td>
</tr>
</tbody>
</table>

GFEBS Supply Inventory Management

Registration Information
https://www.lms.army.mil
Manager approval is not required for this course.

Prerequisites
GFEBS Essentials (subsumes L101E, L201E, L303E)

Equivalents
There are no equivalents for this course.

Intended Audience
This course is for all components - Active Army, National Guard, Reserve, and DoD civilian.

Course Description
The GFEBS PP&E Supply Inventory Management Course provides the learner management procedures used to create and edit the Material Master and Vendor Master databases. In addition, this course will teach the learner to create, edit material, and manage supply inventory through functions and reports in GFEBS. Understanding this process is key to maintaining units supply inventory at an operable level and ready to react to all of the Army day-to-day and combat operations. The target audience for this course is all components, Active Army, National Guard, Reserve, and DoD civilian. This course has 5 academic hours.

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Supply Inventory Process Overview</td>
</tr>
</tbody>
</table>

GFEBS Order Management and Execution

Registration Information
https://www.lms.army.mil
Manager approval is not required for this course.

Prerequisites
GFEBS Essentials (subsumes L101E, L201E, L303E)

Equivalents
There are no equivalents for this course.
Intended Audience
This course is for all components - Active Army, National Guard, Reserve, and DoD civilian.

Course Description
GFEBS PP&E Plant Maintenance Order Management and Execution course provides the learner knowledge and skills needed to perform specific work center-related tasks, such as, how work centers create work notification, execute work request, create orders from notification, display and print orders, and settle maintenance orders in GFEBS. To assist the learner to perform these specific tasks in GFEBS, demonstrations and simulations are included. Each demonstration takes the learner through step-by-step procedures while providing supporting instructional guidance along the way. Following the demonstration is a simulation driven process where the learner will put into practice what he or she learned. Successful completion of this training will enable the learner to support the commander and operational forces while either in a support role while deployed in an operating environment. The target audience for this course is all components, Active Army, National Guard, Reserve, and DoD civilian. This course has 8 academic hours.

Course Outline/Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Supply Inventory Process Overview</td>
</tr>
</tbody>
</table>
USAR Budget Manager Course

Instructor
Fort Knox Instructor

ATRRS Information for Course

Course Description
The Budget Management Course (BMC) is designed to train budget personnel to perform Army Reserve unique budget tasks to facilitate forecasting, capturing, analyzing and managing costs; distributing and controlling funds; tracking costs and obligations; and managing prior-year unexpired appropriations through the use of Financial Management Information Systems (FMIS). Systems used to perform Army Reserve budget tasks during the course include: Resource Management Tool (RMT), Regional Level Application Software (RLAS), and General Fund Enterprise Business System (GFEBS). Students will apply foundational knowledge to practical exercise scenarios receiving valuable tools to use on the job.

Prerequisites
Students must possess Logon IDs and Passwords for the following systems: RLAS, RMT, GFEBS
Desired knowledge's are as follows:
  a. Basic knowledge of researching skills using DODFMR 7000.14-R, DFAS-IN Manual 37-100-XX, DFAS-IN Regulation 37-1, JFTR/JTR.
  b. Basic knowledge of Budgeting and accounting terminology
  c. Knowledge of key statues, laws, and fiscal law

Intended Audience
This course is for full-time persons administering budgets. It is mandatory for CP-11 civilians and AGR resource management professionals assigned to budget positions. Newly assigned budget personnel must attend this course within six months after report date to a budget position.

SELECTION CRITERIA: Priority 1: Newly assigned budget analysts or budget managers. Priority 2: Individuals who attended the course 5 or more years ago and need refresher training. Priority 3: TPU Soldiers are authorized to attend this course if assigned to a valid Budget position with a recommendation from the RMO.

Course Length: 5 Days

COURSE POC 1: MAJ Patricia Price/502-626-2445 patricia.a.price40.mil@mail.mil
COURSE POC 2: SFC Eugene Woods/ 502-626-7705/eugene.woods4.mil@mail.mil

Special Information
Earliest Flight Departure Time: Friday - 1630 hrs Quota Management: This course is controlled by USARC G8. Contact MRS. SHARON CLOMAN / 910-570-8444 / SHARON.A.CLOMAN.CIV.@MAIL.MIL for information concerning application process. Funding Management: This course is funded per the ARRTC School Funding Guidelines. Please see the ATRRS School Information.
Army Financial Management School Course Catalog

Army Comptroller Professional Training and Development Opportunities

Centrally Managed Training Courses

Army Comptroller Course (ACC)

Location
Syracuse University NY

Description
This course is a three week resident program held at Syracuse University’s main campus, Syracuse, NY. ACC focuses on federal budget challenges, strategic planning, Planning, Programming, Budgeting and Execution (PPBE), fiscal law, activity and service-based costing, manpower management, contracting, management controls, competitive sourcing, financial operations, the legislative process, and installation and Army command resource management. The course also blends current DoD/Army management and the latest in academic management techniques.

Intended Audience
The targeted audiences are journey-level Civilian CP-11, GS 09-11 (full performance positions) and second year CP-11 ACTEDS interns (mandatory), Officer Branch Code (BC) 36 CPT-MAJ, and Enlisted Military Occupational Specialty (MOS) 36 Sergeant First Class (SFC) and above, and Staff Sergeant with waiver.

Additional Information

Executive Comptroller Course (ECC)

Location
Syracuse University NY

Description
This course is a three week resident program, held at Syracuse University’s main campus, Syracuse, NY. ECC provides a broad perspective of the core competencies of Defense Financial Management and the application of those competencies within DoD. The course also covers the core competencies of resource/financial management and decision making within the U.S. Army. The program critically examines all aspects of the Planning, Programming, Budgeting and Execution (PPBE) from planning to prior year execution funds management and current issues in resource management.

Intended Audience
The targeted audiences are Civilian CP-11, GS 11 and above; midlevel Officer BC 36 MAJ-LTC; Enlisted MOS 36 Master Sergeant (MSG) and above, and SFC with waiver.
Additional Information

Financial Management 101
Location
Syracuse University NY

Description
This course is a two week resident held at Syracuse University’s main campus, Syracuse, NY. FM 101 is the resident alternative for the DoD Financial Management Certification Program Level 1 DoD FM 101 modules.

Prerequisites
FM 101 is specifically designed for personnel in the technical financial management series to increase skills and knowledge in financial and resource management, and basic analytical capabilities.

Intended Audience
The targeted audiences for FM 101 are Civilians GS 03-08.

Additional Information

Defense Financial Management Course (DFMC)
Location
Defense Financial Management & Comptroller School (DFM&CS), Maxwell AFB, Montgomery AL

Description
This course is a three week professional development course taught at the DFM&CS. DFMC combines Air Force faculty lectures, interactive seminars, networking, small group discussions, facilitated exercises and an extensive, prestigious guest-speaker program to reinforce the course with “real world” applications. DFMC also develops decision support skill sets to include critical thinking, analysis, advisory responsibility, strategic orientation, leadership and conflict resolution.

Intended Audience
The targeted audiences are Civilian CP-11, GS 11 and above; Officer BC 36 MAJ and above; and Enlisted MOS 36 MSG and above.

Additional Information
For more information about the DFMC, please visit http://www.au.af.mil/au/ecpd/dfmcs/.
Defense Decision Support Course (DDSC)

Location
Defense Financial Management & Comptroller School (DFM&CS), Maxwell AFB, Montgomery, AL

Description
This course is a four day course taught at the DFM&CS. DDSC complements the DFMC acquainting mid-senior level personnel with the merits of Decision Support instruction, and use by subordinates. The course defines Decision Support, introduces a Decision Support Model, describes various analysis tools and techniques (both qualitative and quantitative), and allows students limited practice in putting the concepts into action through practical exercises.

Prerequisites
To achieve maximum effectiveness, students selected for this course should possess a broad knowledge of the DoD FM environment, a strategic perspective, and above average critical/creative thinking and oral and written communication skills.

Intended Audience
The targeted audiences are Civilian CP-11, GS 12 and above; Officer BC 36 MAJ or above; and Enlisted MOS 36 MSG and above.

Additional Information
For more information about the DDSC, please visit http://www.au.af.mil/au/ecpd/dfmcs/.

Senior Resource Managers Course (SRMC)

Location
Syracuse University NY

Description
This course is a five day course taught at Syracuse University’s Minnowbrook Conference Center in the Adirondack Mountains. SRMC focuses on current issues in the management of resource management. Careerists gain better understandings of the changing resource management environment of the Army and DoD; experiences a venue for senior resource managers to discuss issues and share solutions; and develops solutions for administration of resource management issues.

Prerequisites/ Nomination Procedures
Nominations for the above Short Term Training (STT) should identify the class and date of the requested course. The following document consists of the application packet: Letter of Endorsement, CP-11 Resume, and the SF 181 – Ethnicity and Race Identification. Nomination packages are then submitted through the candidate’s respective Command Junior Executive Council (CJEC) and must be provided to ASA (FM&C) Proponency Office by the respective Suspense date. STT Program Manager will notify the candidates and CJEC member of accepted candidates. Attendees must upload the application packet into the GoArmyEd System (www.goarmyed.com) and initiate the SF 182 Authorization, Agreement and Certification of Training request for G-3/5/7 central and command funded training and professional
development classes 60 days prior to the class start date. Upon course acceptance, applicants will receive official notification from the School Quota Manager.

**Intended Audience**
The targeted audiences are Civilian CP-11 and CP-26 (Manpower and Force Management), GS 14-15; Officer BC 36 Lieutenant Colonel (LTC) and Colonel (COL); and Senior Enlisted MOS 36.

**Additional Information**
Travel, per diem and tuition costs for STT sessions for Civilian CP-11, Officer BC 36, and Enlisted MOS 36 are Centrally Funded. When applicable, cancellation notifications must be made through ASA (FM&C) Proponency Office and Command’s Comptroller Junior Executive Council (CJEC) Member. All STT courses align with DoD FM Certification competencies; please visit FM Online for more information on course alignments. For further information on STT opportunities, please call (703) 695-7655 (DSN 225-7655), email usarmy.pentagon.hqdaas-fm.mbx.proponency@mail.mil, ATTN: Short Term Training, or visit http://www.asafm.army.mil/offices/office.aspx?officecode=1800.

**Enhanced Defense Financial Management Training (EDFMT)**

**Location**
Multiple locations

**Description**
This 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 licensed and copyrighted by the American Society of Military Comptrollers (ASMC). EDFMT is offered at a variety of locations (including overseas locations) throughout the year to make it easier for personnel to attend while minimizing travel expenses.

EDFMT aligns with DoD FM Certification competencies, and awards 40 continuing professional education units. Tuition is centrally funded. Local Travel costs are not supported by central funds.

**Prerequisites/ Nomination Procedures**
1. On the menu (left side of screen), select “Register for EDFMT”
2. Select the “Army” EDFMT class
3. Fill out electronic EDFMT Student Application
4. Submit Application
If selected, an email notification with reporting instructions will be sent.

**Intended Audience**
The targeted audiences are Civilian CP-11, GS 09 and above; Officer BC 36 MAJ and above; and Enlisted MOS 36 MSG and above, and SFC with waiver. ACTEDS Interns within two months of graduation and in good standing are eligible to attend. Attendance is limited to one session only; applicants that have previously attended the course will be declined seat reservation.
Centrally Managed Training Programs

Academic Degree Training (ADT)

Location
Multiple locations

Description
This program is university education and training obtained with the objective of achieving an academic degree. The ADT must relate to the employee’s official duties, and consist of a planned, systematic, and coordinated program of professional development endorsed by the Army. The training should link identified organizational training needs, resolve an identified staffing problem, or accomplish organizational goals in the strategic plan. The employee simultaneously develops full-time or part-time course of studies with nationally recognized, accredited colleges or universities for the purpose to obtain a degree. This CP-11 competitive professional development program emphasizes distribution of limited ACTEDS program funds to the maximum number of qualified nominees.

Although part-time academic programs are encouraged, full-time applications are considered for acceptance. All degree programs, whether funded by ACTEDS or Commands, must be approved by the Assistant Secretary of the Army (Manpower & Reserve Affairs) (ASA [M&RA]).

Prerequisites/ Nomination Procedures
Nominees must complete the documents provided in the Academic Degree Training (ADT) Application Checklist (http://cpol.army.mil/library/train/catalog/pkt_adt.html). CP-11 requires the following information as Career Program unique requirements: last three performance appraisals identifying good standing, academic program curriculum or degree audit documentation reflecting required coursework, and tuition estimates for current and future years. Candidates must submit applications through the appropriate chain of command respective to the approvals notated in their Application Form. CP-11 ADT Centrally funded requests process through the ASA (FM&C) Proponenty Office to the CP-11 FCR. Command funded requests must have command endorsement from the Commander or designated Command Point of Contact (POC) stating funds are available. All applications for Competitive Professional Development Training Programs are due to the CP-11 Program Manager NLT 90 days prior to the start of initial classes. The entire process will require about 120 days contacting the college, assemble applications, obtain chain of command endorsements, finalize staffing, and approval. Check with your CP-11 ACOM, Army Service Component Command (ASCC) or Direct Reporting Unit (DRU) career program manager for internal deadlines. Upon receipt of FCR approval, nominees must access GoArmyEd (GAE) (www.goarmyed.com) to initiate the electronic application for ASA (M&RA) approval. Once ASA (M&RA) approval is received the candidate is officially enrolled in the ADT program. Execution of program requirements will be processed through GAE. SF-182 training requests must be submitted for approval no later than 60 days prior to the class start date.

Intended Audience
The targeted audiences are all employees with three years of permanent, full-time employment. Individuals occupying or seeking to qualify for appointment to positions excepted from competitive service or non-career appointment in the Senior Executive Service (SES) are ineligible. Employees who work for an Army Staff Principal, Headquarters Department of the Army, the Army Staff, or a Program
Executive office must obtain endorsement from the Administrative Assistant to the Secretary of the Army (AASA).

**Additional Information**
Previously executed training cannot be reimbursed by ACTEDS funds.

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**Defense Comptrollership Program (DCP)**

**Location**
Syracuse University NY

**Description**
This program is a 14-month long-term training opportunity at Syracuse University, Syracuse, NY. After successfully completing the 60 hour curriculum, students graduate with a Master of Business Administration (MBA) from the Whitman School of Management and an Executive Masters of Public Administration (EMPA) from the Maxwell School of Citizenship and Public Affairs. This graduate level program of study provides DoD resource managers with the conceptual perspective, practical analytical tools, and management skills required in the increasingly complex resource management environment. Courses and seminars are included in the subject areas of quantitative analysis, management information systems, accounting, economics, marketing, operations management, national defense policies and programs, managerial finance, organizational policy and administration, and DoD Comptrollership. In addition to the academic program, all students will receive training and take the Certified Defense Financial Manager examination.

**Prerequisites**
Applicants must have 5 years of service at time of application.

**Intended Audience**
Army active component and Active Guard and Reserve (AGR) officers (Majors or high-potential Captains), senior enlisted non-commissioned officers and Resource Management careerists in grades GS 09 and above with GMAT scores of 500 and above are eligible to compete. Army civilian selectees transfer to new operational assignments before starting school in May. Military are normally assigned to comptroller positions upon graduation. DCP is open to civilians and military in other Defense agencies and Services.

**Additional Information**
For more information regarding CP-11 Long Term Training (LTT) programs, please contact the ASA (FM&C) Proponency Office ([usarmy.pentagon.hqda-asafm.mbx.proponency@mail.mil](mailto:usarmy.pentagon.hqda-asafm.mbx.proponency@mail.mil)), ATTN: CP-11 LTT.
Career Broadening Opportunities

Civilian Education System (CES)

Location
Distance learning (dL) and residence training

Description
This training is a progressive and sequential leader development program that provides enhanced leader development and education opportunities for Army civilians throughout their careers, which is offered through distance learning (dL) and residence training. CES leadership courses, or designated equivalent courses, are required for all Army Civilians. The CES leader development program includes five courses offered to Army Civilians based on their current General Schedule (GS) level: Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC) and Continuing Education for Senior Leaders (CESL). In addition, CES also includes the Action Officer Development Course (AODC), Supervisor Development Course (SDC), and the Manager Development Course (MDC).

Prerequisites
All Army Civilians hired after September 30, 2006 are required to take the Foundation Course prior to enrolling in BC, IC or AC.

Additional Information
Registration for CES is via The Civilian Human Resources Training Application System (CHRTAS), the online method for submitting your application. CHRTAS is an automated management system that allows you to develop and record your completed training. Registration is completed at https://www.atrss.army.mil/channels/chrtas.

Defense Civilian Emerging Leader Program (DCELP)

Locations
Distance learning (dL) and
DoD Executive Management Training Center, Southbridge MA

Description
This training is a centrally funded program designed to develop the next generation of innovative leaders with technical competence to meet the future leadership needs of the Department of Defense (DoD). The program focuses on developing emerging leaders in the Acquisition, Financial Management, and Human Resources communities. ASA (FM&C) Proponent Office is responsible for monitoring and managing progress of Department of Army participants within the Financial Management community in coordination with G-3/5/7 and OUSD(C). The DCELP is offered annually and consists of residential and online course instruction. All DCELP resident sessions are taught at the DoD Executive Management Training Center in Southbridge, MA. Program curriculum focuses on Leadership Assessment and Team Development, Effective Writing in the Federal Government, Leadership Theories and Principles, Conflict Resolution, and Emotional Intelligence.
Intended Audience
The program is open to permanent (non-temporary/non-term) Army Civilians GS-7 through GS-11 and broadband equivalents who have met their current position certification requirement.

**Senior Enterprise Talent Management (SETM) / Enterprise Talent Management (ETM)**

Location
Multiple locations

Intended Audience
This training is governed by Army Directive 2015-24, designed to afford selected GS-13/15s or equivalent Army Senior Civilians a senior-level educational or experiential learning opportunity and prepared them to assume those duty positions of greatest responsibility across the Department.

Description
The SETM/ETM programs consist of the following nine modules: Enterprise Placement Program (EPP), SETMTDY, Senior Service College (SSC), Defense Senior Leader Development Program (DSLDP), Army Senior Civilian Fellowship (ASCF), ETM Shadowing Assignments, ETM TDY, ETM CGSOC and ETM ELDP. For information on the SETM/ETM programs, please visit:

http://www.civiliantraining.army.mil/professional/Pages/SETM.aspx or https://www.csldo.army.mil/

The SETM/ETM programs operates under the overall supervision and oversight of the Assistant Secretary of the Army Manpower and Reserve Affairs (ASA M&RA) and will be executed by the Civilian Senior Leader Management Office (CSLMO).

**Training With Industry (TWI)**

Location
Multiple locations

Intended Audience
This training is a competitive opportunity in which BC 36 officers and CP-11 careerists in the grades GS-12 through GS-14 seeking further professional growth are selected for and assigned to a TWI assignment.

Description
The Army’s continued partnership with four corporations offers participants assignments to, and rotations through, positions within a private sector corporation for one year. This is a unique opportunity for participants to be immersed within the industry, and understand the internal workings of the industry partners. Participants are exposed to the industry partner’s broad financial management operations; they are not interns nor are they observers. This program benefits the assigned participant, and the government and industry by expanding the participant’s exposure to the private sector’s decision-making processes, financial management operations, and strategic objectives, while also exposing industry to practices of how the government’s financial management operates. Selectees start in the summer and rotate through hands-on, multi-functional corporate learning experiences actively
participating and contributing. AR 621-1, Training of Military Personnel at Civilian Institutions and the Commissioned Officer Development and Career Guide governs the program. TWI officers are assigned to a Ft. Jackson student detachment and serve 2-year obligations in key BC 36 jobs. Army civilian participants return to their home duty stations upon completion of their TWI assignments. The goal of the TWI program is to grow participants into top Army financial management leaders by applying lessons of corporations’ successes and challenges to improve Army performance.

Additional Information
For additional information, please visit the Proponent website at http://www.asafm.army.mil/offices/office.aspx?officecode=1800.

Developmental Assignments
Location
Multiple locations

Description
This training is under construction. In the future, anticipate opportunities for the competitive professional development of CP-11 Financial Managers. Department of Army personnel are provided opportunities to work in field organizations and/or activities and vice versa. Assignments include duties and responsibilities designed to broaden the careerists’ perspectives on issues pertinent to Army financial management policies and practices. Assignments vary in length from three to twelve months with reporting dates determined on a case-by-case basis. Funding for salary and benefits are the responsibility of the parent organization. Subject to the availability of funds, travel and per diem are centrally funded with CP-11 Army Civilian training, Education and Development System (ACTED).

In support of the newly mandated DoD Financial Management Certification Program (FMCP) requirements for Level 3 (FMC3) and recommended for Level 2 (FMC2), the Comptroller Proponent office is currently working to ensure there are ample opportunities for careerists to capitalize on. Please stay on the lookout for policy and process instructions that will be disseminated via our Civilian Junior Executive Council (CJEC) members early FY15.

Additional Information
For more information about Developmental Assignments, please visit http://cpol.army.mil/library/train/catalog/ch03cp16.html.

Other Professional Development Opportunities
Army Civilian Training, Education, and Development System (ACTEDS) Intern Program
Location
Multiple locations

Description
This training is a full-time, 24 month entry-level professional development experience. ACTEDS Interns are allocated throughout 23 Career Programs (CP) within the Department of Army, with each CP holding
specific functional capabilities and training requirements. ASA (FM&C) Proponency Office is the proponent for Comptroller Career Program (CP-11). ACTEDS Intern training, travel, and payroll are Centrally Funded by ACTEDS through the duration of their program. At the end of their program, ACTEDS Interns graduate and are placed non-competitively within Department of Army. All ACTEDS Interns are subject to a Mobility Agreement as a condition of employment. CP-11 (Comptroller) ACTEDS Interns are recruited as GS-07 (target GS-11) within CP-11 Mission Critical Occupations (MCO): Financial Management Analyst (0501), Budget Analyst (0560), Accountant (0510), Auditor (0511), and Operational Research and System Analyst (1515). Through their 24 months, CP-11 ACTEDS Interns complete developmental assignments and on-the-job training to enhance their professional development and understanding of Resource Management within their Command and the Department of Army. CP-11 ACTEDS Intern mandatory coursework directly aligns with the DoD Financial Management Certification Program (DoD FMCP) Level 1 and Level 2 requirements.

Additional Information
ACTEDS Intern program vacancies announcements post on USAJobs (https://www.usajobs.gov/). For available ACTEDS positions, please visit the ACTEDS Recruitment website (https://ncweb.ria.army.mil/dainterns/default.htm). Alternately, CP-11 specific opportunities can be found within USAJobs by conducting an Advanced Search, and filtering by Pay Grade (GS-07) and Occupational Series or Job Category, and selecting the applicable CP-11 MCO listed above.

Army Congressional Fellowship Program (ACFP)

Location
George Washington University (GWU), Washington DC

Description
This training is governed by Army Regulation (AR) 1-202, designed to educate and train selected Army Officers and Department of Army Civilians (DAC) in all aspects of the congressional activities, emphasizing those matters regarding the Department of Defense (DoD). The program provides an understanding of the dimensions and complexities of congressional responsibilities and their relationship to the total process of the government that is of future value to the Army. It is an 18-month career broadening experience that affords selectees the opportunity to: receive a Masters in Legislative Affairs from the George Washington University (GWU), expand their understating by fulfilling a utilization tour and the experience of working on Capitol Hill.

Prerequisites
The following criteria must be met for ACFP eligibility:

Military:

- Must be Majors or Lieutenant Colonel,
- Military education of level-4 or higher,
- Active Duty candidates may not have more than 17 years of active Federal commissioned service (AFCS).
Army Financial Management School Course Catalog

Civilians:

- Must be between the grades of GS-11 and GS-15 with HQDA staff level experience or equivalent, whose current or prospective position may require working knowledge of the operations of congress,
- Have completed or received credit for the appropriate level of Civilian Education System (CES) Civilian Leaders Development training,
- Possess a minimum of a Bachelor’s degree (GPA must be 3.0 unless applicant has previously earned a Master’s degree,
- Be able to complete the full fellowship program, including 8 months preparation, one-year duty in Congress, and 12-month utilization.
- Sign a Continued Service Agreement for a minimum of three times the length of the training.

Additional Information
For more information about ACFP, please visit http://cpol.army.mil/library/train/catalog/acfp.html. Army Civilians may send email inquiries to usarmy.pentagon.hqda-dcs-g-3-5-7.mbx.com-pro-dev-spt@mail.mil.

House Appropriations Committee (HAC)

Location
Multiple locations

Description
Selected participants will be directly involved in activities or individual subcommittees that are focused on completing extensive analytical evaluations and research with House Appropriations Committee members. Individuals will be detailed for the standard length of time associated with the Appropriations Committee of one year or one budget cycle.

Prerequisites
Ideal candidates for this program are individuals in Budget, Policy or related fields or who are eager to learn these areas of expertise.

Intended Audience
This long-term training is targeted to permanent Department of Army Civilians (DAC) in the grade of GS-12 through GS-15 (must have 5 years of service, 3 within the Department of Army) seeking increased knowledge and proficiency in the Federal Budget, the Budget process, investigation techniques, budget policy processes, and policy or programs evaluations. Army Civilians, send email inquiries to: usarmy.pentagon.hqda-dcs-g-3-5-7.mbx.com-pro-dev-spt@mail.mil
Harvard University Program for Senior Executive Fellows (SEF)

Location
Harvard University MA

Description
This training is a four-week program designed to build executive skills in political and public management, negotiation, human resource management, policy-making, organization strategy, communication, ethics and leadership. This program provides participants with a unique opportunity to gain perspectives on public policy and management, to strengthen managerial skills and to interact across agency and executive-legislative branch boundaries.

Intended Audience
Applicants for the SEF program must: be between the grades of GS-14 to GS-15 in a permanent appointment with a minimum of 3 years of full-time Army Civilian service; to include non-appropriated funded (NAF) employees and have successfully passed the CES Advanced Course.

Leadership for a Democratic Society (LDS)

Location
Office of Personnel Management (OPM) Federal Executive Institute (FEI), Charlottesville VA

Description
This training is a four-week program designed to develop career executive competencies, linking individual development to improved agency performance. The program focuses on four themes: Personal leadership, transforming organizations, policy in a Constitutional system and global context for executive action. Training consists of large seminar and small breakout sessions guided by professional facilitators.

Intended Audience
The target audience is GS-15 or equivalent pay band level.