



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
7500
G-8/REA
MAY 23 2016

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 3-16

From: Commander
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND FINANCIAL MANAGEMENT
(FM) CERTIFICATION PROGRAM COMPLIANCE POLICY

Ref: (a) DoDI 1300.26 Operation of the DoD Financial Management
Certification Program
(b) ASN Memo
(c) MARADMIN 249/16 MCBUL 7000. Department of Defense
(DoD) Financial Management (FM) Certification Program
Implementation Guidance

Encl: (1) FM CERTIFICATION TIME EXTENSION REQUEST

1. Per the references, all series 05XX Civilian Marines are required to attain the appropriate certification level within two years of enrollment in the DoD FM Certification Program. All active duty Marines with MOS 34XX, and Marines with Military Occupational Specialty 8041 serving in an FM billet, are required to attain the appropriate certification level within two years of enrollment into the FM Learning Management System (LMS).

2. For Civilian Marines, achieving the appropriate level of FM certification within the prescribed time is a condition of employment. Termination may occur if no extenuating circumstances exist. For active duty 34XX Marines, achieving the proper level of FM certification is a Professional Military Education (PME) requirement and if not completed could impact competitiveness for promotion. 34XX Marines are encouraged to inform their Reporting Senior to annotate on their fitness report when FM certification is achieved or indicate they are on track. Civilian Marines shall have the certification requirement included in their individual development plan and listed within their critical elements.

3. Per reference (a), in the event a member is unable meet the FM Certification requirement within the initial 2-year time period, the member may request a time extension in 1-year

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increments, with supporting rationale, to their Component Certification Authority (CCA) via their immediate supervisor. Approvals are granted at the discretion of the CCA. Time extensions must be approved in the FM LMS prior to your certification deadline. Time extensions may be requested no sooner than 90 days prior to your certification deadline. Time extension categories for consideration of approval are:

- a. Experience Years Not Met.
 - b. DAWIA Requirements Not Met for Members in FM/DAWIA Coded Positions.
 - c. Deployment/Extended Reserve Component Training >180 days.
 - d. Medical Situation for Self and/or Family Members.
 - e. Other (this category requires a detailed explanation).
4. The point of contact at HQ MCICOM is Mr. David Pearson Resource Evaluation and Analysis Branch, AC/S, G-8, phone: (703) 695-7542, email: david.pearson@usmc.mil.
5. This policy is applicable to all organizations within MCICOM.



T. D. WEIDLEY

DISTRIBUTION: C

FM CERTIFICATION TIME EXTENSION REQUEST

AUTHORITY:

- DoD Instruction 1300.26 "Operation of the DoD Financial Management Certification Program," November 20, 2013
- Under Secretary of Defense (Comptroller) DoD FM Certification Policy Updates Memorandum, July 14, 2015

PART I (To be completed by FM Member)

1. NAME (Last, First Middle Initial)		2. ORGANIZATION / COMPONENT	
3. OFFICIAL EMAIL ADDRESS		4. PHONE (DSN or Commercial)	
5. FM CERTIFICATION LEVEL	6. CERTIFICATION DUE DATE	7. NUMBER OF EXTENSION (this certification level)	
		FIRST	SECOND
		THIRD	FOURTH
		<i>(indicate how many)</i>	

8. TIME EXTENSION CATEGORIES (select all that apply)

8A. EXPERIENCE YEARS NOT MET	8B. DAWIA REQUIREMENTS NOT MET FOR MEMBERS IN FM/DAWIA CODED POSITIONS
8C. DEPLOYMENT/EXTENDED RESERVE COMPONENT TRAINING > 180 DAYS	8D. MEDICAL SITUATION FOR SELF AND/OR FAMILY MEMBERS
8E. OTHER (MUST provide explanation in 8F)	

8F. EXPLANATION OF CIRCUMSTANCES PREVENTING THE COMPLETION OF FM CERTIFICATION REQUIREMENTS:

9. USER'S SIGNATURE	10. DATE (YYYYMMDD)
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PART II SUPERVISOR ENDORSEMENT

CONCUR WITH REQUEST	NON-CONCUR WITH REQUEST	
11. SUPERVISOR'S NAME (Last, First Middle Initial)	12. SUPERVISOR'S SIGNATURE	13. DATE (YYYYMMDD)

Instructions for Requesting Time Extension:

1. FM Member completes **PART I**
 - Indicate the number of time extensions for this FM certification level in box 7.
 - Indicate the time extension category and justification is required in box 8.
 - Digitally sign the memorandum in box 9.
2. Submit Time Extension Form to supervisor for endorsement (external to FM LMS)
3. Supervisor completes **PART II**
 - Indicate Concur or Non-concur
 - Insert full name in box 11
 - Digitally sign the memorandum in box 12
4. FM Member submits a time extension request via the FM LMS no earlier than 90 days and no less than 30 days prior to the initial certification suspense date.
 - Record Learning for the appropriate time extension item and upload Time Extension Form as documentation
 - Request approval
5. Certification Component Authority (CCA) reviews the request, using the FM LMS, and approves or disapproves using the same process as certification requests.
6. OSD reviews request for administrative accuracy and approves it for updating personnel systems of record (DCPDS or Intel/Military Personnel Systems of Record).
7. FM Member receives notification of the approved time extension via email from the FM LMS.
8. FM Member prints the FM LMS report "Approved Time Extension Memorandum" and updates their personnel records following the instructions provided by the Component.