

Tuition Ordering and Payment Process Handbook – Appendix A-3

SUBJECT: Registering for a Command Financial Management System (CFMS) Account

PURPOSE: To inform NROTC Unit Ordering Officers how to register for an account in CFMS.

OVERVIEW: Tuition purchase request and contract documents along with Government Commercial Purchase Card (GCPC) funding requests are processed and generated in the CFMS web based system. The information contained in this Tab provides information about how to request an account in the CFMS system.

ACTION REQUIRED: Fill in the missing information in the table below. Save this document to your computer or network and send it to Mr. David Stevens, david.j.stevens1@navy.mil, (847) 688-6808 Ext 174 and Ms. Kimberly McCollum, kimberlymccollum1@navy.mil, (847) 688-6808 Ext 414.

First name	
Last name	
DoDAAC	
Role required	
Activity name	
Telephone number	
E-mail address	
Executive Officer's Name	
Executive Officers e-mail address	
Executive Officers telephone number	

Please complete the pre-requisite training listed below. Your course completion certificates are accessible by the CFMS admin team and do not be required to be transmitted with your request.

TO REGISTER FOR THE CFMS-C CBTs:

Access Navy eLearning (NeL): <https://learning.nel.navy.mil/> using your email certificate

Click on the "course catalogue" tab, and search for "CFMS" in the title bar. "Enroll" and complete the following courses:

- CFMS 101 "Introduction to CFMS-C" OASN-CFMS-201-INTRO-1.0
- CFMS 201 "Basic Navigation" OASN-CFMS-201-BASNAV-1.0
- CFMS 301 "Basic Functionality" OASN-CFMS-201-BASFUNC-1.0

Your course completion certificates are accessible by the CFMS Access team and do not need to be transmitted with your request.