

Supervisor Checklist

Supervisor Review Area 1: User Information

- ☐ Is the correct certification level assigned?
- ☐ Does the job series/AFSC align with the Primary/Alternate Track?

Enlisted Track

E1 – E5 Finance (Pri)
E6 – E7 Finance (Pri);
Accounting (Alt)
E8 – E9 Accounting (Alt)

Civilian Track

0510/0525 Accounting (Pri)
0530/0540 Finance (Pri)
0544/0545 Civ/Mil Pay (Pri)
0560/0561 Budget (Pri)

* All others, tracks must align to duties/position

Supervisor Review Area 2: Course Completion

- ☐ Under the User Three-Step Process, does each Step have a Completion Status?
Look for Course Complete (Step 1) or FM Documentation Achievement (Step 2)
- ☐ Do the hours meet or exceed the hours required?
Look for changed hours on the FM-I8U Course Hour Overwrite report
- ☐ Does each User Step 1 have authorized Completion Status stamps? Accepted stamps:
 - Course Completed
 - Course Online

Supervisor Review Area 3: Documentation

- ☐ Does the Documentation match the course claimed?
 - No documentation required if it states “Complete Online” (taken through FM LMS)
 - If it is an academic course, check the **Academic Database or Academic Matrix**
 - Is it the correct version of the course? (Active vs. Inactive)
- ☐ Is the Documentation PII-free?
 - Social Security Number – full and truncated
 - Citizenship, legal status, gender, and race/ethnicity
 - Personal telephone numbers
 - Religious preference
 - Family information and marital status
 - Disability information
 - Other identification numbers (e.g., student IDs)
 - Birth date, place of birth, and age
 - Personal email, mailing, and home address
 - Security clearance and investigation date
 - Financial and salary information

Common Errors

- Documents attached under User Step 1 (Course Complete)
- Failed to redact PII
- Multiple files uploaded under each competency vs. one multipage PDF
- Generic certificates
- Attachments not in PDF format

Note: Errors must be corrected by Component Administrator (CA)

Resources

- Job Aids:
<https://fmonline.ousdc.osd.mil>
- DAF FM Certification site:
<https://go.usa.gov/xAs9r>
- Training Materials:
<https://go.usa.gov/xsPb5>
- Academic Database:
<https://go.usa.gov/xsP8J>
- Email the **SAF/FMEW Workflow** for more information

Supervisor Checklist Responsibilities

New Users/Employees

- ☐ **Account Establishment**
 - Civilians – ensure position is coded, update core document, and complete **Statement of Understanding**
 - Military – work with local **Component Administrator (CA)** to request account
- ☐ **Account Updates**
 - Ensure CA updates FM LMS profile to include email and supervisor information
 - Once updated, Users will reflect under My Team
- ☐ **Develop User Certification Plan**
 - Discuss certification requirements and available resources
 - Develop a training plan for initial award or Continuing Education and Training (CET) maintenance with due dates
 - Ensure Individual Development Plan (IDP) is updated

Achievement Requests

- ☐ **Review Achievement Requests**
 - Check FM LMS for approvals at least once a week
 - Supervisors will have 5-17 competency achievements to approve depending on the user's level and track
 - Click on Approvals under Links or pull a FM-I6U Pending Approvals report
 - Requests are considered stagnant when they are at any one level for 30 days or more
 - Stagnant approvals impede user progress
 - Review the Scorecard and documentation (See Supervisor Checklist Scorecard Review – reverse side)
- ☐ **Approve or Deny Requests**
 - Click on Approvals link to access items
 - Approval will change the Completion Status to YES
 - Denials should include a reason why
 - Discuss with the user and establish corrective actions
 - Deny duplicate requests – don't leave them hanging

**Remember to check
FM LMS for approvals at
least once a week!**

Final Package Requests

- ☐ **Review Entire Package**
 - Once all competencies reflect a YES, the user will submit their final package
 - Supervisor must review the entire package – including attachments
 - When approved, the package must clear three more levels of review/approval before the certification is awarded. The additional levels are:
 - Approver 2 (A2) – Sq CC, Superintendent, or Command for review
 - Component Certifying Authority (CCA) – Command FM, Deputy, or Chief Enlisted Manager
 - OSD Quality Assurance Office (QAO) – OSD auditors

Post Certification

- ☐ **Monitor CET Progress**
 - Users must record their CETs in FM LMS
 - Supervisors do not have an approval requirement in FM LMS
 - Users must also maintain a separate file with certificates to substantiate CET records in FM LMS

40 CETs

60 CETs

80 CETs