

## 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-16U 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, Senior Enlisted Leader (SEL), or Command for review
  - Component Certifying Authority (CCA) – Command FM, Deputy, or Chief Enlisted Manager (CEM)
  - 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