

Checklist: Pre-annual Filing Season (*before 28 Dec*)

- ✓ Do I have the right FDM roles? (**My Info | My Profile** tab shows my roles)
- ✓ Do I have the right people in FDM to help me? (**My Info | My ECs / My Assistants** tabs)
- ✓ Have I completed all my 278s? (**Management | Disclosure** tab, choice 2); see unfinished on **My Reviews | Review Reports** (Manage Exceptions) tab, Org Unit View Mode
- ✓ Do I have the right 278 Filers registered and correctly aligned in FDM 278? (**Admin | Filers** tab, **Show My Filers**)
 - Add Filers who are also Supervisors in the org unit they supervise so you see their report. FDM will automatically look next level up for the Supervisor on their report.
 - FDM will auto assign 278 Filers an Incumbent report due in May of the filing year if the Filer is registered in FDM prior to January 1st of the filing year. Note: Filers with New Entrant appointment dates of 2 Nov – 31 Dec do not file an Incumbent report in following year because they did not serve in the position over 60 days. FDM does not assign an Incumbent for these 278 Filers.
- ✓ Have I asked the SLCs to check to see if they have the correct 450 Certifier(s) assigned? (**Admin | 450 Certifiers; Admin | Org Unit**)
- ✓ Do I have the org units properly aligned in FDM? (**Admin | Org Unit** tab, **Move**)
- ✓ Do I need to add a new org unit for a new (not a replacement/successor Supervisor) (**Admin | Org Unit** tab)
- ✓ Have I checked on OGE 450s reports? (**Management | Disclosure** tab, choice 2) (See *Oversee FDM 450 Processing* in the FDM DAEO Task How To Guide)
- ✓ Do I plan on any orientation/refresher training for users?
- ✓ Have I checked the release notes for recent FDM updates?
(<https://www.fdm.army.mil/helpSupport/releaseNotes.htm>)

Where can I find more information on FDM?

- DAEO Frequent Task How to Guide:
https://www.fdm.army.mil/PM_Reference_Docs/DAEOFDMTasks.doc
- Resources: <https://www.fdm.army.mil/helpSupport/resources.htm>



Secure, professional OGE 278 & 450 reporting
<https://www.fdm.army.mil>

Send suggestions for additions/changes to [FDM Help Desk](#).