

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

- ✓ Have I updated my Contact Information? (**My Info | Contact Info**)
- ✓ 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** tab)
- ✓ Have I completed all my 278s? (**Management | Disclosure** tab, choice 2); see unfinished 278s on **My Reviews | Review Reports** (or *Manage Exceptions*) tab
- ✓ 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 2015 if the Filer is registered in FDM on 28 Dec. Note: Filers with New Entrant appointment dates of 2 Nov – 31 Dec do not file an Incumbent report in 2015 because they did not serve in the position over 60 days. FDM does not assign an Incumbent for these 278 Filers.
- ✓ Do I have the correct 450 Certifier(s) assigned? (**Admin | 450 Certifiers; Admin | Org Unit**)
- ✓ Do the right users (e.g., POCs, Supervisor, SLC, 450 Certifier) see the right org units? (**Admin | Org Unit** tab, **Edit**)
- ✓ 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 our OGE 450s reports? (**Management | Disclosure** tab, choice 2) (See *Oversee FDM 450 Processing* in the FDM SLC Task How To Guide)
- ✓ 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?

- FDM SLC Frequent Task How to Guide,
https://www.fdm.army.mil/PM_Reference_Docs/SLCFDMTasks.doc
- Resources: <https://www.fdm.army.mil/helpSupport/resources.htm>



Secure, professional OGE 278 & 450 reporting

<https://www.fdm.army.mil>

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