



Using Financial Disclosure Management (FDM)

Secure, Professional OGE 278 & OGE 450 Reporting

Office of the General Counsel
Ethics & Fiscal

March 2014



Topics

- Financial Disclosure Report Process
- Using FDM Fundamentals
- Keys for Success
- FDM Web Site & Resources

Software tool to help do job better, easier, faster—streamline the financial disclosure reporting, review, & storage process.

Simple goal—replace paper process with a more efficient, accurate, & secure method.



Financial Disclosure Report (FDR) Process

- **Management/FDR Program Administration**
 - Identify Filers
 - Notify Filers, Supervisors
 - Collect reports (e.g., OGE 278, OGE 450)
 - Due dates, deadlines, extensions
 - Records
- **Report Reviews**
 - Remind Supervisors
 - Ethics Official Technical review – OGE's 60-day rule
 - Report reconciliation review
 - Conflict of interest analysis
 - Certification/signature



Why Use FDM?

- Tool available 24 x 7 to delegate/assign helpers
 - Administration delegation, report monitoring
 - Tools to remind & notify Filers, Supervisors
 - Supplemental information and reporting examples
 - Improved paperless report processing, monitoring
- Reports
 - Comparison view for report reconciliation reviews
 - Screening capability, e.g., paralegal reviewers
 - Complete online, store notes
 - Purge at record retention expiration



FDM is . . .

- Office of Government Ethics (OGE) approved, secure, web-based application that improves the financial disclosure report preparation, filing, and review process:
 - *TurboTax*-like
 - Guides filer through questions about reportable financial information
 - Flags missing and incorrect information
 - Starts each report with prior report information – “prepopulation”
 - Reduces common errors
 - Increases data accuracy
 - Report “*Compare*” for reviewers (when filer has 2 or more reports in FDM)
- Paperless report and online review with eSignature

Software tool . . .



Benefits

OGE recognized – Award for Excellence & Innovation (2011); Best eFiling (2011); an OGE Agency Model Practice (2009)

Efficient

Report wizard leads users through the report form filling and review process. FDM's paperless workflow eliminates the physical hand-offs between filers and reviewers. Existing filers "pre-populate" reports from earlier ones. Reviewers have a report "Compare" function for repeat filers (2 reports in FDM).

Accurate

Incorporates Office of Government Ethics (OGE) business rules ensuring accurate and consistent reports.

Secure

Only a filer and his/her review chain can see the report. All personal information is protected through the use of security features such as SSL 128-bit encryption and user authentication.

Access

Convenient access via Internet

... to assist reviewers get to Conflict of Interest analysis



Vision

- DoD/Agency-wide use
- Improved Financial Disclosure Report (FDR) processing/reviewing/approval
- Extract certain statistics for annual agency report due to OGE (1 Feb), e.g.,
 - Number of Filers required to file
 - Number actually filed
 - Number required to receive training
- Record annual ethics training for Filers



Agencies Using FDM

Department of Defense

- Army (*Executive Agent*)
- Other Military Services
- Armed Services Bd. of Contract Appeals
- Defense Commissary Agency
- Defense Contract Audit Agency
- Defense Finance & Accounting Service
- Defense Information System Agency
- Defense Intelligence Agency
- Defense Logistics Agency
- Defense Security Service
- Defense Threat Reduction Agency
- DoD Inspector General
- National Geospatial Intelligence Agency
- Office of the Secretary of Defense
- Special Inspector General for Afghan. Reconstruction
- Uniformed Svcs Univ. of Health Sciences

Executive Branch

- Dep't of State
- Dep't of Veterans Affairs
- Dep't of Homeland Security
- Office of Gov't Ethics
- Center for Disease Control (SGEs)
- National Credit Union Administration



National Credit Union Administration

OGE 278 Reviewer Guide

https://www.fdm.army.mil/documents/rf278guide_04.pdf

Public Financial Disclosure: A Reviewer's Reference

Second Edition

U.S. Office of Government Ethics

**FDM incorporates the OGE
Financial Disclosure rules (5
CFR § 2634), report
instructions as well as Joint
Ethics Regulation, Chapter 7,
Financial Disclosures**

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Public Financial Disclosure: A Reviewer's Reference

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Public Financial Disclosure: A Reviewer's Reference

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Getting Started in FDM

- Take the short, narrated FDM web site tour:
https://www.fdm.army.mil/PM_Reference_Docs/GCFDMIntro/GCIntro.html
- Scan the Resources area:
<https://www.fdm.army.mil/helpSupport/resources.htm>
 - Read the Quick Starts
 - Scan the SOPs & User Guides
- Ethics roles **How To Guides**:
 - 450 Certifier Frequent Task How to Guide
https://www.fdm.army.mil/PM_Reference_Docs/450CertifierFDMTasks.doc
 - FDM SLC Frequent Task How to Guide,
https://www.fdm.army.mil/PM_Reference_Docs/SLCFDMTasks.doc
 - DAEO Frequent Task How to Guide:
https://www.fdm.army.mil/PM_Reference_Docs/DAEOFDMTasks.doc
- Key Features
 - Filers– https://www.fdm.army.mil/documents/QRC_Key_Features_Filers.pdf
 - Reviewers– https://www.fdm.army.mil/documents/QRC_Key_Features_Reviewers.pdf
- FDM Release Notes <https://www.fdm.army.mil/helpSupport/releaseNotes.htm>



Web Site – Home

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

Narrated tour: https://www.fdm.army.mil/PM_Reference_Docs/GCFDMIntro/GCIntro.html

Financial Disclosure Management
Secure, professional OGE 278, OGE 450 reporting

Home | What is FDM | Learning Center | Help & Support | Agency Contact & Information

Registered Users
[LOG IN](#)
NEED ACCESS ASSISTANCE?
Need to Register as a Filer or Supervisor? Contact your local legal advisor or your [Agency POC](#)

Information for . . .
[New Users](#)
[Filers](#)
[Supervisors \(DoD\) & Report Reviewers](#)
[POCs/Administrators](#)
[Ethics Officials & Staff](#)
[DAEOs](#)
[Other Agencies interested in FDM](#)

DoD only: After Government Employment Advice Repository (AGEAR)
Employees . . .
[Request an Opinion](#)
[Employee Request Tutorial](#)

Ethics Officials (EOs) . . .
[Ethics Officials \(EO\)](#)
[EO Tutorial](#)
[EO AGEAR FAQs](#)
[AGEAR EO Quick Start](#)

Want more information?

- ◆ [Take a tour of the web site](#)
- ◆ Select your user role under "Information for. . ." area (left side) for more information.
- ◆ [Ask FDM](#)
- ◆ [eMail FDM Help Desk](#)

Notices:
FDM may be unavailable Sundays, 5:00 to 7:00 pm Central time due to recurring DISA maintenance

Reminders:
New Entrant reports due 30 days after appointment date

OGE 450s:
-- Annual OGE 450s are due 15 February 2012
-- [FDM 450 Filer Quick Start](#)
-- Contact your Ethics Counselor for assistance or if you need an extension.

OGE 278s:
-- [Stop Trading on Congressional Knowledge \(STOCK\) Act Information Paper - Army](#)
-- Incumbent OGE 278s are due 15 May 2012
-- [FDM 278 Filer Quick Start](#)
-- Contact your Ethics Counselor for assistance or if you need an extension.

Do you need an extension?
Ethics officials may grant an extension for good cause. Contact your Ethics official to request an extension.
[See more information on extensions](#)

FAQs:
[How do I print my report in FDM?](#)
[Will my computer work with FDM?](#)
[How do I access FDM?](#)
[How do I navigate FDM?](#)
[Need help opening PDF or DOC files?](#)
[How can I get pages to load faster?](#)
More FAQs

Home | About FDM | Privacy | Accessibility | Help | Get FDM | Resources | User guide | Feedback | Technology | Site Index | Powered by: CECOM SEC



Help – Resources

Financial Disclosure Management

Help & Support

Home | What is FDM | Learning Center | **Help & Support** | Agency Contact & Information
FAQs | Knowledge Center | Resources

Resources Page

General

- ◆ [Rule: Executive Branch Financial Disclosure, Qualified Trusts, and Certificates of Divestiture, 5 C.F.R. Part 2634](#)
- ◆ [Extensions](#): Check your agency delegations to see who may grant extensions. See [Extensions](#) for general information on extensions including, combat zone and national emergency extensions. (Dec 2010)
- ◆ [Glossary](#)
- ◆ [Useful Internet Resources for Reviewing Financial Disclosure Reports](#) (from OGE) a collection of Internet sites for researching financial holdings when reviewing OGE 278s/OGE 450s.
- ◆ [FDM Filer and Org Unit Registration Spreadsheet](#)
This spreadsheet is for legal office staff and organizational POCs to manage and organize filers for FDM registration. Legal office staff may find it helpful to distribute the spreadsheet so organization POCs can provide the required information on filers and their supervisors. Group filers in a named organization that corresponds to a specific reviewing supervisor. Instructions are included on the Instructions tab of the spreadsheet.
Note: DoD Users Only: Use AKO email addresses for Army. For non-Army personnel you need the CAC-embedded email address. Often you can see that in a digitally signed email from them or in your local directory by checking email properties.
- ◆ [Download Adobe Reader](#)



OGE 278

(OGE renamed the "SF" 278 to "OGE" Form 278 in December 2010. [DAEOgram announcement](#): The DAEOgram includes an attachment listing the (mostly labeling) changes.

- ◆ [OGE Form 278](#) (New blank form and instructions) (Dec 2011)
- ◆ [OGE 278 Instructions only](#) (Dec 2011)
- ◆ [OGE's OGE Form 278 FAQs](#) (OGE website)
- ◆ [FDM 278 Common Questions & Answers](#)

Scroll to see similar OGE 450 resources



Key Dates/Events

- *January* –
 - Annual/Incumbent Report “Assigned” automatically for registered Filers in FDM with an OGE 450 or 278 Filer role on 31 Dec
 - FDM 220 Worksheet available to assist in preparing OGE 220 Report
 - 450 Certifiers/POCs Remind OGE 450 Filers to file (**My Reviews | Remind Filers** tab)
- *February* – Annual OGE 450s due NLT 15 Feb (Filer eSign on/before that date; reviews w/in 60 days of Filer submission)
- *Mid-March* – Notify Incumbent OGE 278 Filers to file (**Admin | Filers** tab)
- *May* – Incumbent OGE 278s due NLT 15 May (Filer eSign on/before that date (or obtain an extension); reviews w/in 60 days of filer submission)
- *November/December* –
 - Move unfinished OGE 278s; OGE 450s toward “*Complete*” status NLT 31 Dec
 - Have Org Unit POCs update their Filer lists in FDM; replace departed Supervisors



Understanding FDM

- Role based – a user has one or more “roles” that determine what that user may do/see in FDM depending on the role selected
- OGE 278/OGE 450 “*Process Flow*” for reported information
- Structure – FDM “connects” reported information to filers & authorized reviewers
- FDM “org units” connect filers, reviewer/supervisors, legal community users, & report certifiers



Key FDM 278 User Roles

- **DAEOs** (& Deputy “DAEO/DAEO EC) – 278 certifying authority
- **SLC** – Senior Legal Counsel (e.g., General Counsel, Staff Judge Advocate) at Command, organization
 - **SLC EC** – Ethics Counselor (e.g., often an additional duty for a member of OSJA)
 - **SLC Assistant** – Assists SLC/SLC EC manage report progress
- **Supervisor** – Filer’s Supervisor - Joint Ethics Regulation (JER) requires Supervisor review the financial disclosure report (except for Termination reports)
- **Filer** – files an OGE 278
 - **Filer Assistant** – optional; may draft Filer’s report; cannot eSign for Filer; cannot amend for Filer



Key FDM 450 User Roles

- **450 Certifier** – local approving authority for OGE 450
 - 450 Certifier EC
 - 450 Assistant – often Ethics paralegal who “screens” reports; assists manage organization use
 - **450 POC** – organization point of contact (POC) for managing organization’s OGE 450 filers/supervisors in FDM; supports 450 Certifier
 - **Supervisor** – Filer’s Supervisor - Joint Ethics Regulation (JER) requires Supervisor review the financial disclosure
 - **Filer** – files an OGE 450
 - **Filer Assistant** – optional; may draft Filer’s report; cannot eSign for Filer; cannot amend for Filer
-

- **SLC** – Senior Legal Counsel (e.g., General Counsel, Staff Judge Advocate) at Command, organization
 - **SLC EC** – Ethics Counselor (e.g., often an additional duty for a member of OSJA)
 - Appoints 450 Certifier for Org Unit (**Admin | 450 Certifier** tab)



Registering Other Users

- SLCs/450 Certifiers/POCs may create new “Org Unit”
- Assign roles to the Org Unit
- Add Filers – **Admin | Filers**
 - SLC Ethics Counselors (SLC ECs) – **My Info | My ECs**
 - SLC Assistants – **My Info | My Assistants**
 - SLCs Assign 450 Certifiers – **Admin | 450 Certifiers**
- See FDM User Guides



Caution

- Filer's personal and financial information is private and sensitive in nature.
- Limits on who may see it (e.g., Privacy Act)
- Supervisors have official purpose
- Pick the right "John Smith" – avoid a Privacy Act violation
- DISA Global Directory Service (GDS), <https://dod411.gds.disa.mil/>, listing email address embedded on DoD CACs

Address  <https://dod411.gds.disa.mil/>  

DoD Global Directory Service

For Official Use Only

Last name
First name
Email address
Where C/S/A is:

[Download CRLs and CA Certificates](#)



Org Unit POCs

- Most organizations with over 20 OGE 450 Filers will assign someone to “manage” Filers and report processing
- Legal Office POC
- Use **Admin | POC** (or **Admin | Org Unit**) tab to add/delete POC
 - POC can then register Filers
 - Assign requirement to file
 - Notify Filers to file
 - Monitor report filing – remind Filers (if needed)



Organization POCs

- Orient New POCs
 - POC User Guide – narrated tutorial:
https://www.fdm.army.mil/documents/POC_Basic_User_Guide_Tutorial_for_Website/POC_Basic_User_Guide_TOC.html
 - POC Quick Start –
<https://www.fdm.army.mil/documents/450POCQuickStart.doc>
- Annual Filing Season Update (FDM Resources tab:
<https://www.fdm.army.mil/helpSupport/resources.htm>)
 - *POC Quick Start*
 - 450 Certifier User Guide (updated annually)
- Remember to thank POCs after successful filing season – Certificate of Appreciation template



Filer Administration

(Admin | Filers *OR* My Reviews | Filers tabs)

- New Filers:
 - Register/add new Filer(s) to the Org Unit of the Filer’s Supervisor
 - Assign the report (likely a New Entrant)
 - Register the Filer-Supervisor user as a Supervisor first to establish the correct SLC then register as a Filer in that Org Unit (FDM will look next level up for the Supervisor on the report)
- Current Filers:
 - Review Filer list (**My Reviews | Filers** or **Admin | Filers** tabs)
 - Remove retired/separated Filer(s)
 - Delete or Move departed to another org unit if PCS’d (move limited to “your” org units based on your role/connection to the org unit(s)) [as *necessary* contact FDM Service Center for move assist]

References/Resources:

- Tutorial – Managing Filers; Managing Org Units
- Quick Reference Cards – Managing Filers; Managing Org Units
- FDM 278 User Guide (updated annually)



Filers

- Login using DoD CAC or Username/Password
- Main work space: My Reports tab; Reports Not Started
- May add Filer Assistant to draft report
- Help available:
 - Filer Quick Start,
<https://www.fdm.army.mil/documents/278FilerQuickStart.doc>
 - Video tutorial/Quick Reference – Filing an OGE 278
 - Legal Advisor for report content
 - FDM Service Center
 - Telephone: 443-861-8247 (8:00 a.m. – 5:00 p.m. Eastern M-F (during filing season))
 - Email: usarmy.APG.cecom.mbx.FDMSpt@mail.mil
 - FDM 450/278 User Guides for Legal Staff

Mention when you notify Filer to File



Returning FDM Incumbent 278 Filer

- Starts on FDM web site, <https://www.fdm.army.mil>
- Quick Start:
<https://www.fdm.army.mil/documents/278FilerQuickStart.doc>
- Many SJAs/staff members serve as Filer Assistant to draft report
- Pre-populate in Getting Started
- Add/Delete Assets prompts for create Transactions (New Entrant Filers do not report Transactions)
- FDM 278 SLC User Guide, chapter 5



Navigating FDM

Tabs
Click to display the first page for the tab and any tab menu items

Report Data | Add Asset
Page Title

Tab Menu Items
Click to display

Log Out
Click to exit FDM

Progress Bar
Use to move to different report section

Instructions
Provide directions on how to enter data

Instructions: Enter a name for the asset, for example, the company name for a stock or bond. Optionally, you can choose the owner. Then choose the type of asset, including providing any indicated additional information (e.g., Publicly traded for a Stock, Bond, Option, or Security). Provide the location. Select the appropriate Asset Value. For Assets that also provide income, choose the type(s) of income (more than one is permitted) and select the appropriate Income Amount. If this asset is an underlying asset to another asset, check the appropriate box and select the parent asset.

Reporting Period: Calendar Year 2003.

Asset Name:

Asset Owner: (optional)
 Self Joint Spouse Dependent Child

Asset Type:

- Checking, Savings, or Money Market Account
- Stock, Bond, Option, or Security
 - Publicly Traded
- Real Estate
- Partnership, LLC, or S Corp
- Mutual Fund, Investment Fund, or Pool
 - Publicly Traded
 - Excepted Investment Fund
- Trust (mm/dd/yyyy)
 - Excepted - Creation Date: / /
 - Qualified
 - Not Excepted or Qualified
- Retirement Plan or Account
- Other

Asset Income Information:

- No Reportable Income (or less than \$201)
- Investment Income
 - Dividends
 - Capital Gains
 - Interest
 - Rent or Royalties
- Amount:
- Other Investment Income
 - Description:
 - Actual Amount: \$

Common Questions

- What should I enter for the "Asset Name"?
- Should I enter a street address for a rental property?
- What is an Excepted Investment Fund?
- What is an Excepted Trust?
- What is a Qualified Trust?
- What are publicly traded stocks or securities?
- What do I report if I own a mutual fund?
- If I have a money market account, how do I report the asset?

Common Questions
Click to display

- When do I report underlying assets?
- How do I report a "529" or similar prepaid tuition plan?
- How do I report a "529" college savings plan?
- What are examples of the other asset type?

Filer eSign

The screenshot shows the top navigation bar with tabs for 'My Reports', 'My Info', and 'Resources'. Below this is a sub-menu with 'Reports List', 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', and 'Review Status'. The main title is 'Draft - Asdi Sec, 2007 New Entrant (01/01/2007) SF 278 Report'. A progress bar below the title contains buttons for 'Getting Started', 'Assets', 'Other Income', 'Liabilities', 'Agreements', 'Positions', 'Compensation', and 'Wrap Up'. The 'Wrap Up' button is highlighted with a red box. Below the progress bar is the text 'eSign Report'.

A sidebar titled 'Common Questions' containing a single link: 'Glossary'.

[View this report](#)

View opens PDF of 278 report

Step 1: By eSigning...

I hereby certify that the report data I have entered and all files I have attached are true, complete, and correct to the best of my knowledge.

I certify that I am aware of the [Annual Post-Employment Certification and Notification to Senior Officials on Post-Government Employment Restrictions](#) under 18 USC § 207, and that I have not knowingly violated those restrictions that apply to Federal personnel while they are in Federal service.

In accordance with the Digital Signature Act of 1999, I recognize (Signature) shall be given the same legal status as a signature. An eSignature may not be denied legal effect, validity, or enforceability here by consent to the use of eSignature.

Link opens post-employment information for DoD users

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

Step 2: Submit my report to...

- Asdj Sec (Senior Legal Counsel)
- Asdh Sec (Supervisor)

Checking one or both names enables the eSign feature (Step 3)

Step 3: eSign your report

[View this report](#)



Key Features - Filers

- Filers can prepare the report themselves or add an assistant who can draft it
- A report Q&A “wizard” & progress bar guides the Filer through with questions and tailored help
- Pre-population simplifies the filing:
 - Filers carry forward previous report data to their next reports
 - edit changes
- FDM flags incomplete items
- Filer eSigns the report securely online
- eMail notifications go to reviewers when Filer eSigns or amends



Key Features - Filers

Transferring or prepopulating the previous year's report data to new report saves time.

Instructions: Report for yourself: (1) all sources of salary, fees, commissions, and other earned income greater than \$200, (2) honoraria greater than \$200, and (3) other non-investment income such as scholarships, prizes, and gambling income greater than \$200. Report for your spouse: (1) all sources of salary, fees, commissions, and other earned income greater than \$1,000, and (2) honoraria greater than \$200.

Reporting Period: 01/01/2009 through 12/31/2009

Source of Income	Type of Income	Recipient	
Mutual Life, Philadelphia, PA, USA	Salary (other than Federal Government)	Spouse	<input type="button" value="Edit Income"/> <input type="button" value="Delete Income"/> <input type="button" value="Add Comment"/>

GPS-like "progress bar" – tracks Filer location in the report.



Key Features - Filers

Financial Disclosure Management

My Reports | My Info | My Reviews | Admin | Ethics Training | Management Reports | Resources | Log Out

Reports Not Started | Reports List

Report Data | Attachments | Comments | **Flags** | Audit Trail | View/Print | Review Status | Compare

Draft - Sue X. Zuki, 2010 Annual OGE 450 Report

Red Flags

Liabilities

- The *Liabilities* section of the report must be filled out by filers with *Annual* reporting status. [Go to Liabilities](#)

Gifts and Travel Reimbursements

- The *Gifts* section of the report must be filled out by filers with *Annual* reporting status. [Go to Gifts](#)

Yellow Flags

Assets and Investment Income

Asset Name	Type of Asset	Owner	No Longer Held	
Putnam 401K	Retirement Plan or Account (e.g., 401(k), IRA)	Self		Edit Delete

You must report the reportable underlying holdings/assets of retirement plans or accounts. Do this by adding another asset for each reportable underlying asset of this retirement plan or account. For example: X retirement plan-Y stock.

Flags alert Filers and Reviewers of any incomplete or missing information. FDM also includes error messages that indicate missing information.

Financial Disclosure Management

My Reports | My Info | **My Reviews** | Admin | Ethics Training | Management Reports | Resources | Log Out

Reports Not Started | Reports List

Report Data | Attachments | Comments | **Flags** | Audit Trail | View/Print | Review Status | Compare

Draft - Sue X. Zuki, 2010 Annual OGE 450 Report

Getting Started | Non-Investment Income | Assets | **Liabilities** | Outside Positions | Agreements | Gifts | Wrap Up

eSign Report

[View this report](#)

Step 1: By eSigning...

I hereby certify that the report data I have entered and all files I have attached are true, complete, and correct to the best of my knowledge.

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

Step 2: eSign your report

[View this report](#)

Common Questions

- What is the FDM e450?
- Are there any penalties for an incomplete or false report?
- How do I review my report's flags?
- Glossary

Security and Privacy Notice | Help | Accessibility | Developed by: CFCOM LCMC

Filers submit their reports online with an electronic signature.



Key Features - Filers

OGE-approved **Common Questions/Answers** show relevant financial disclosure reporting information.

Financial Disclosure Management

My Reports
My Info
My Reviews
Admin
Ethics Training
Management Reports
Resources
Log Out

Reports Not Started
Reports List

Report Data
Attachments
Comments
Flags
Audit Trail
View/Print
Review Status
Compare

Draft - Sue X. Zuki, 2010 Annual OGE 450 Report

Getting Started
Non-Investment Income
Assets
Liabilities
Outside Positions
Agreements
Gifts
Wrap Up

NON-INVESTMENT INCOME

Instructions: Report for yourself: (1) all sources of salary, fees, commissions, and other earned income greater than \$200, (2) honoraria greater than \$200, and (3) other non-investment income such as scholarships, prizes, and gambling income greater than \$200. Report for your spouse: (1) all sources of salary, fees, commissions, and other earned income greater than \$1,000, and (2) honoraria greater than \$200.

Reporting Period: 01/01/2009 through 12/31/2009

Source of Income	Type of Income	Recipient	
Mutual Life, Philadelphia, PA, USA	Salary (other than Federal Government)	Spouse	<input type="button" value="Edit Income"/> <input type="button" value="Delete Income"/> <input type="button" value="Add Comment"/>

Common Questions

- ◆ What are some common mistakes I should avoid?
- ◆ My spouse works outside the home and earned \$75,000 during the reporting period. Do I have to list her employer on the form?
- ◆ I am employed part-time as a professor at a local college. I'm paid only \$500 for teaching one class. Do I have to list the college on my report?
- ◆ What non-investment income can I exclude?



Key Features - Reviewers

(Supervisors and Ethics Counselors)

- e-Mail notices alert reviewers of report review readiness status
- Worklist view shows reports ready for review & tracks in-progress reports
- OGE reporting business rules applied to flagging issues requiring additional information or special attention
- Reviewers can add comments directly to a report
- Reviewer eSigns report securely online
- Audit trail records report status changes
- Compare view shows changes Filers make between reports saving Reviewers report reconciliation time



Key Features - Reviewers

(Supervisors and Ethics Counselors)

Financial Disclosure Management

My Info | My Reviews | Admin | Ethics Training | Management Reports | Resources | Log Out

Files | Remind Filers | Remind Supervisors | Review Reports | Manage Exceptions

Review Reports - Worklist View Mode

Search

My Roles: 450 Certifier | Form Type: OGE 450 | Year: ALL | Reporting Status: ALL | Review Status: ALL | Action: ALL

Last Name Starts With: Last Name: First Name: Search Reset

Printer Friendly

Assigned	Filer	Org Unit	Supervisor	Form Type	Year	Reporting Status	Review Status	Days in Review	My Review/Signature Date	
My Role: 450 Certifier										
No	Dave, Holly X	Central North	Tuesday, Ruby X	OGE450	2010	New Entrant	Under Review (Amendment in Progress)			View Assign
Yes	Dev, Bill X	Central North	Tuesday, Ruby X	OGE450	2009	Annual	Complete	0	03/03/2010	View
Yes	Friday, Gladys X	Central North	Tuesday, Ruby X	OGE450	2010	Annual	Under Review Amended 03/03/2010	0		View Remove Assignment End Review
Yes	Knight, Wednesday X	Central North	Tuesday, Ruby X	OGE450	2009	Annual	Under Review	0		View Remove Assignment End Review

1 to 4 of 4 Items per page: 100 1

Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC

Common Questions

- What does it mean to "Assign"?
- What does "Under Review" mean?
- What does "Amendment in Progress" mean?
- How do I see the reports assigned to me if I have more than one role in FDM?
- What does "Complete Report" mean?
- Glossary

The **Worklist** displays only those disclosures that require review and signature. You can filter the **Worklist** to organize your reports for more efficient review.



Key Features - Reviewers

(Supervisors and Ethics Counselors)

Use the **Audit Trail** to review report events.

Financial Disclosure Management

My Info | My Reviews | Admin | Ethics Training | Management Reports | Resources | Log Out

Filers | Review Reports | Manage Exceptions

Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status | Compare | Previous Reports | Notes

Under Review - Marty Graw, 2009 Incumbent SF 278 Report

Audit Trail

(listed in reverse chronological order)

Date	Role	Name	Event
02/27/2009 16:34	Reviewer	Left, Eleen	Notes closed
02/27/2009 16:33	Reviewer	Peace, Warren	E-Signed
02/27/2009 16:33	Reviewer	Peace, Warren	Ended Review
02/27/2009 16:33	Filer	Graw, Marty	E-Signed
02/27/2009 16:33	Filer	Graw, Marty	Recertified Report
02/27/2009 16:32	Filer	Graw, Marty	Edited Transaction
02/27/2009 16:32	Filer	Graw, Marty	Edited Transaction
02/27/2009 16:32	Filer	Graw, Marty	Amended Report
02/27/2009 16:30	Reviewer	Left, Eleen	Ended Review
02/27/2009 14:56	Reviewer	Left, Eleen	Notes created
02/27/2009 14:03	Reviewer	Left, Eleen	Added Comment
02/27/2009 13:56	Reviewer	Left, Eleen	Added Comment
02/27/2009 13:43	Reviewer	Turner, Paige	Returned to Under Review from Submitted to DAEO
02/27/2009 13:23	Reviewer	Turner, Paige	Submitted to DAEO without required signatures
02/26/2009 09:09	Reviewer	Peace, Warren	E-Signed
02/26/2009 09:09	Reviewer	Peace, Warren	Ended Review

Common Questions

- Who is a DAEO (Designated Agency Ethics Official)?
- Who is an SLC (Senior Legal Counsel)?
- Who is an EC (ethics Counselor)?
- Glossary

Compare View to compare changes/ differences between a prior report and a current report.

Disclosure Report Comparison

Compare-to Report	Under Review 2007 New Entrant
Comparison Date	June 11, 2008 12:46:50

Change Summary

	Changed	Added	Deleted	Unchanged
Assets	0	1	1	2
Income	0	0	0	1
Liabilities	0	1	0	0
Agreements	0	0	0	1
Positions	0	1	0	1

Current to Previous Disclosure Totals

	Current Disclosure Report	Previous Disclosure Report
Gifts	0	1

Legend

& strike through = Change & faded text = Delete & blue text = Added
 - Caution - Unchanged

Assets and Investment Income

Instructions: Report for Yourself, Spouse, and Dependent Child. Assets held for investment with a value greater than \$1,000 at the end of the reporting period OR assets held for investment which produced more than \$20 in income during the reporting period, including but not limited to: Assets such as stocks, bonds, annuities, trust holdings, partnership interests, life insurance, investment real estate, or a privately-held trade or business; Sector mutual funds; those funds invested in a particular industry, business, or location such as ABC Electronics Fund or XYZ Canada Fund (report the full name of the fund, not just the general family fund name); Holdings of retirement plans, such as 401(k)s or IRAs (list each holding except diversified mutual funds); Holdings of investment life insurance; Holdings of variable annuities; Defined benefit pension plans provided by a former employer (include the name of the employer).

Reporting Period: 01/01/2007 through 12/31/2007

Compare Result	Asset Name	Type of Asset	Owner	No Longer Held
	Yahoo Inc.	Stock, bond, option or security	Self	<input type="checkbox"/>
	AIG Lif	Life Insurance (not term)	Self	<input type="checkbox"/>
	Microsoft Inc.	Stock, bond, option or security	Self	<input type="checkbox"/>
	BB&H LLC	BB&H LLC	Spouse	<input type="checkbox"/>

Back to Top

Using FDM 278

- SLC How To Guide,
https://www.fdm.army.mil/PM_Reference_Docs/SLCFDMTasks.doc
- Resources: <https://www.fdm.army.mil/helpSupport/resources.htm>
 - SLC Quick Start
 - SLC FDM 278 User Guide
- View the Using FDM 278 narrated presentation and slides:
 - https://www.fdm.army.mil/PM_Reference_Docs/278/UsingFDM278.html
 - https://www.fdm.army.mil/PM_Reference_Docs/UsingFDM278.ppt
- Monitor 278 progress on the Management Reports tab, Disclosure Report Details (*Using FDM Management Reports*):
 - Slides: https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus.ppt
 - Narrated:
https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus/SLCStatus.html
 - Management Reports Quick Reference:
https://www.fdm.army.mil/documents/QRC_FDM_Management_Reports.pdf



FDM 278 Pre-Filing Season

- Read the updated SLC Quick Start in the FDM Resources area, <https://www.fdm.army.mil/helpSupport/resources.htm>
- Review FDM 278 SOP & Enclosures: <https://www.fdm.army.mil/helpSupport/resources.htm> (a customizable template for legal offices to adapt to use to electronically file (eFile) and manage the OGE 278, Public Financial Disclosure Report, process using FDM. It offers "get ready" type information and a review checklist)
- Early in the year
 - Finish any reviews on your 278s (**My Reviews | Review Reports**)
 - Do you see correct Supervisors (**Admin | Supervisors** tab)?
 - **Admin | Filers** (or **My Reviews | Filers**) tab – right 278 Filers?
 - Do Filers have the right “Assigned” 2013 Incumbent (for CY12)?
 - Presumed “Assign” Incumbent OGE 278 Report (**My Reviews | Review Reports** tab)
 - Remove any unneeded, not started
 - Need to register/move any 278 Filers/Supervisors? (**Admin | Filers**) tab



278 Filing Season Tasks

- Mid-March notify Filer to file (FDM Notify email tool available on the **Admin | Filer** tab; Remind Filer tool on **My Reviews | Remind Filers** tab)
 - Filer Quick Start/Hints link on FDM home page
- Assist Filer (as needed)
- Review reports (**My Reviews | Review Reports – Worklist View**)
 - SLC Quick Start, <https://www.fdm.army.mil/documents/SLCQuickStart.doc>
 - End Initial Review and/or
 - eSign (SLC EC in place of SLC)
 - Submit to DAEO after Supervisor has eSigned
- May assist 278 Supervisor review – when eSigning, Filer will cause FDM to email Supervisor or SLC
 - Supervisor review:
<https://www.fdm.army.mil/documents/SupervisorReviewQuickStart.doc>



Reviewing OGE 278s

- Check the FDM 278 User Guide & SOP for useful *substantive* checklists
<https://www.fdm.army.mil/helpSupport/resources.htm>
- Visit the FDM Learning Center for:
 - Video: Reviewing an OGE 278
<https://www.fdm.army.mil/learningCenter/tutorials.htm>
 - Quick Reference: Reviewing an OGE 278
<https://www.fdm.army.mil/learningCenter/documentation.htm>
- Report “Compare” view when Filer has two or more OGE 278s in FDM – *highlights Filer’s changes*
- OGE 60-day review rule



Review Filer's 278 Report

After picking a Filer's report to review, most SLCs (or SLC ECs or Assistants) first will select **Flags** and **Comment** Tabs to confirm there are no Flags or Comments needing attention/resolution then proceed to **Compare** when available or **Report Data**.



- Watch the short video, *Reviewing an OGE 278*, https://www.fdm.army.mil/documents/FDM_REVIEWING_A_SF_278_FOR_WEBSITE_53/Reviewing_an_SF_278_TOC.html. The FDM Learning Center | Documentation includes a Quick Reference, [QRC Reviewing an SF 278](#).
- Check the FDM 278 SOP on the FDM Resources page, <https://www.fdm.army.mil/helpSupport/resources.htm>, for a review checklist.



Review 278s - Compare

- Compare
 - Summary table, then scrollable page highlighting changes between Filer's reports section-by-section
 - Quick view of what changed to help you focus on Conflict of Interest

Disclosure Report Comparison

Compare-to Report: Submitted to DAEO 2008 Incumbent
 Comparison Date: February 20, 2008 11:01:22

Change Summary

	Changed	Added	Deleted	Unchanged
Assets	0	1	2	0
Income	0	0	1	1
Liabilities	0	1	0	0
Agreements	0	1	0	0
Positions	0	1	0	1

Current to Previous Disclosure Totals

	Current Disclosure Report	Previous Disclosure Report
Transactions	0	2
Gifts	0	1
Compensations	*	*

* Not reported

Assets

Instructions: For you, your spouse, and dependent children, report each asset held for investment or the production of income which had a fair market value exceeding \$1,000 at the close of the reporting period, or which generated more than \$200 in income during the reporting period, together with such income. Report personal savings and/or checking accounts in a single financial institution if they total more than \$5,000. (Note: This is a different requirement than for the OGE 450.)

Compare Result	Seq.#	Asset Name	Type of Asset	Owner	Value	Type of Income	Amount of Income
	1	Comcast	Stock, Bond, Option, or Security	Self	\$100,001-\$250,000		No Income (or less than \$201)
	2	Bank of Jersey	Checking, Savings, or Money Market Account	Spouse	\$100,001-\$250,000	Interest	\$2,501-\$5,000
	3	Investor Capital, Wilmington, DE, USA	Investment Partnership	Self	\$100,001-\$250,000	Dividends, Capital Gains	

Quick Reference, Reviewing an OGE 278, https://www.fdm.army.mil/documents/QRC_Reviewing_SF_278.pdf



Report Options

Report's "Review Status" screen has role-based action buttons:

The screenshot shows the 'Review Status' screen for a report titled 'Under Review - A X. Franken_6, 2010 Incumbent SF 278 Report'. The page has a green header with navigation tabs: 'My Info', 'My Reviews', 'Admin', 'Ethics Training', 'Management Reports', and 'Resources'. A 'Log Out' link is in the top right. Below the header is a sub-header with 'Filers', 'Review Reports', and 'Manage Exceptions'. A secondary navigation bar contains 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', 'Review Status' (highlighted), 'Previous Reports', and 'Notes'. The main content area shows the report title and 'Review Status'. On the left, a box identifies the user as 'Senior Legal Counsel'. On the right, a blue button says '? How Do I...'. Below are two panels: 'Report Progress' and 'Due Date & Extensions'. The 'Report Progress' panel lists: 'Assigned: Yes' with a 'Remove Assignment' button; 'Filer Started: 11/23/2010'; 'Filer eSign and Submitted: 11/23/2010'; 'Amended: Submitted for Certification: Completed:'. The 'Due Date & Extensions' panel shows 'Current Due Date: 05/17/2010', a 'View/Edit Due Date & Extensions' button, and the text 'No extensions have been recorded.'. On the far right, a 'Common Questions' sidebar lists: 'What is the difference between Review Date and Signature Date?', 'What is the Amended date and how does it differ from the Submitted Date?', 'When should an Additional Reviewer be added?', and 'Glossary'.

Admin Close; Request Filer Amend; End Initial Review; eSign



End Initial Review

“Review Status” screen has a new action button: “*End Initial Review*” (formerly called “End Review”)

- The End Initial Review feature helps Ethics Officials demonstrate compliance with OGE’s 60-day report review rule.
- Not necessary to use when report is Complete within 60 days of Filer’s eSign.

450 Certifier

Report Progress

Assigned: No

Filer Started: 10/04/2010

Filer eSign and Submitted: 10/04/2010

Amended:

Completed:

Due Date & Extensions

Due Date: 10/16/2010

Click End Initial Review to signify that you conducted an initial review of a financial disclosure report.

Disclosure Report Reviews

Show Review Chain Controls | Review Chain Audit Trail

Reviewer Role	Currently Assigned Reviewer	Notify	Reviewer Type	End Initial Review Dates	eSigned/Signatures
Supervisor	Stormy X Sea	<input type="checkbox"/>	Organization	10/04/2010 Sea, Stormy X. Supervisor	10/04/2010 Sea, Stormy X. Supervisor
Supervisor SLC	Brock X Lee	<input type="checkbox"/>	Organization		
450 Certifier	Misty X Raine	<input type="checkbox"/>	Organization		

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Using FDM 278 Summary

- My 278 Filers (**Admin | Filers** tab, “Show My Filers”)
 - Incumbents (due in May)
 - Add New Entrants during the year
- Auto assign Reports to eFile
- Remind/Notify Filers to eFile
- Approve Extensions (Record in FDM)
- Remind Supervisors to eReview
- Review Reports
 - Worklist & Org Unit Views
 - Manage Exceptions
 - Notes

SLC How To Guide: https://www.fdm.army.mil/PM_Reference_Docs/SLCFDMTasks.doc

SLC Quick Start: <https://www.fdm.army.mil/documents/SLCQuickStart.doc>



Using FDM 450

- 450 Certifier How To Guide:
https://www.fdm.army.mil/PM_Reference_Docs/450CertifierFDMTasks.doc
- Resources: <https://www.fdm.army.mil/helpSupport/resources.htm>
 - FDM 450 Certifier Quick Start
 - FDM 450 Certifier User Guide
- View the Using FDM 450 narrated presentation and slides:
 - https://www.fdm.army.mil/PM_Reference_Docs/450/UsingFDM450.html
 - https://www.fdm.army.mil/PM_Reference_Docs/UsingFDM450.ppt
- Monitor OGE 450 progress on the Management Reports tab, Disclosure Report Details (*Using FDM Management Reports*):
 - Slides: https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus.ppt
 - Narrated:
https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus/SLCStatus.html
 - Management Reports Quick Reference:
https://www.fdm.army.mil/documents/QRC_FDM_Management_Reports.pdf



My ECs/Assistants

- Add (or remove) SLC Ethics Counselor (EC) (**My Info | My ECs tab**) to assist with 278 review

The screenshot shows the 'My Ethics Counselors' page. At the top, there is a navigation bar with tabs: 'My Info', 'My Reviews', 'Admin', 'Ethics Training', 'Management Reports', and 'Resources'. Below this is a secondary navigation bar with 'Contact Info', 'My ECs', 'My Assistants', and 'My Profile'. The 'My ECs' tab is selected. The main content area is titled 'My Ethics Counselors' and contains a sub-section 'My SLC ECs'. Below this sub-section is a large green button with a right-pointing arrow and the text 'Add SLC EC'.

- Add (or remove) SLC Assistant (**My Info | My Assistants tab**) to assist with input for annual Army report to OGE

The screenshot shows the 'My Assistants' page. It has the same navigation structure as the previous screenshot, but the 'My Assistants' tab is selected. The main content area is titled 'My Assistants' and contains a sub-section 'My SLC Assistants'. Below this sub-section is a large green button with a right-pointing arrow and the text 'Add Assistant'. On the right side of the page, there is a 'Common Questions' sidebar with three items: 'What can an Assistant do?', 'Who are the "Legal Reviewers in my review chain"?' (with a diamond icon), and 'Glossary' (with a diamond icon).



My Reviews | Remind Filers

- Notify to file using FDM (Jan) (**My Reviews | Remind Filers** tab)

Financial Disclosure Management

My Info | My Reviews | Admin | Management Reports | Resources

Remind Filers | Remind Supervisors | Review Reports | Manage Exceptions

Remind OGE 450 Filers

450 Certifier [Change]

How Do I...

Find Filers

Org Unit: My Orgs [-SELECT-Next Level Down]

Show Filers Reports for My Orgs

Show My Filers Include Filers for Org Units assigned to other 450 Certifiers

Find:

- OGE 450 Annual Filers who need an Initial Notification to
- All OGE 450 Filers who have not started their Report
- All OGE 450 Filers who have not submitted their Report
- All OGE 450 Filers who are late

- Initial notice to file Annual OGE 450 in Jan
- Later in Jan, remind those who haven't started by a date you/your POC picks
- After filing deadline, search and ID those who are late and notify them/their Supervisors

https://www.fdm.army.mil/documents/QRC_Remind_Filers.pdf

Unselect any Filer to Exclude	Filer	Filer's e-mail	Report Year	Reporting Status	Supervisor	Supervisor's e-mail
-------------------------------	-------	----------------	-------------	------------------	------------	---------------------

In your notice you might mention the OGE 450 Filer Quick Start,
<https://www.fdm.army.mil/documents/450FilerQuickStart.doc>



My Reviews | Remind Supervisors

- Notify Supervisors to review using FDM (My Reviews | Remind Supervisors tab)

My Reports Assist Filers My Info My Reviews Admin Management Reports Resources Log Out

Filers Remind Filers Remind Supervisors Review Reports Manage Exceptions

Remind Supervisors who have not eSigned 450 Reports

450 Certifier

? How Do I ...

Find Supervisors who have not eSigned

Org Unit: My Orgs > USARMY -SELECT-Next Level Down

Show Filer's Reports for USARMY

Show My Supervisors Include Supervisors for Org Units assigned to USARMY Certifiers

Customary to use regularly starting 1 Feb & after the mid-Feb filing deadline to “Remind” (notify) Supervisors to review using FDM (My Reviews | Remind Supervisors tab). Filer is timely with report if filed on/by the due date.

Confirm Supervisors

Printer Friendly

0 to 0 of 0

Items per page: 20

Unselect any Supervisor to Exclude	Supervisor	Supervisor's Org Unit	Supervisor's e-mail	Filer	Report Year	Reporting Status
------------------------------------	------------	-----------------------	---------------------	-------	-------------	------------------

Quick Reference: https://www.fdm.army.mil/documents/FDM_QRC_Remind_Supervisors.pdf



Reviewing OGE 450s

- Check the FDM 450 User Guide & SOP for *substantive* checklists <https://www.fdm.army.mil/helpSupport/resources.htm>
- Visit the FDM Learning Center for:
 - Video: Reviewing an OGE 450
<https://www.fdm.army.mil/learningCenter/tutorials.htm>
 - Quick Reference: Reviewing an OGE 450
<https://www.fdm.army.mil/learningCenter/documentation.htm>
- Report “Compare” view when Filer has two or more OGE 450s in FDM – *highlights Filer’s changes*
- OGE 60-day review rule



Extensions

- Filers request outside FDM
- Ethics Officials approve outside FDM
- DAEO/SLCs & ECs record 278 extensions in FDM
- 450 Certifiers & ECs record OGE 450 extensions in FDM
- Start on **Review Status** screen of Assigned, Not Started or a Draft report
- Info in FDM will be available for SLC input to annual Agency report to OGE

Extensions information: <https://www.fdm.army.mil/documents/Extensions.pdf>

Quick Reference: https://www.fdm.army.mil/documents/QRC_Managing_Extensions.pdf



Annual Maintenance

Admin Tab



My Reports Assist Filers My Info My Reviews Admin Management Reports Resources Log Out

Filers POCs Supervisors Senior Legal Counsels DAEOs 450 Certifiers Agency Admins Users Org Units

Org Units

DAEO Change

How Do I...

Link to **Quick Reference Cards (QRC)** - step-by-step instructions on admin functions, e.g., add Filers, add Supervisors, . . .

Admin | Org Units tab – add, remove Org Units, edit Org Unit name; *assign or change roles*

Admin | Filers tab – see, add, remove Filers

Admin | POCs tab – see, add, remove POCs

Admin | Supervisors tab – see, add, remove Supervisors

Admin | Senior Legal Counsels – see, add, remove SLCs

Admin | 450 Certifiers tab – see, add, remove 450 Certifiers

Admin | Users tab – search for registered users, view their roles



Admin Changes

Admin | Org Units tab

Financial Disclosure Management

My Info | My Reviews | Admin | Ethics Training | Management Reports | Resources

Filers | POCs | Supervisors | Senior Legal Counsels | DAEOs | 450 Certifiers | Users | Org Units

Edit Org Unit - Mid West Region

? How Do I .

Name:

Description:

Org Unit Location: My Orgs » Confidential Filers

Save Name/Description

Reset

Instructions: Click the "Change" button next to the role assignment. Please note that you cannot assign a role to someone who is already in the "acting" position.

Click Change.

Org Unit Role Assignments		
Roles	Current Assignments	
POC(s):	Not Assigned (<u>Vic, Toree X</u> acting)	<input type="button" value="Change"/>
Supervisor:	Not Assigned (<u>Supervisor, TrainingFDM X</u> acting)	<input type="button" value="Change"/>
450 Certifier:	Not Assigned (<u>Vic, Toree X</u> acting)	<input type="button" value="Change"/>
Senior Legal Counsel:	Not Assigned (<u>Lee, Brock X</u> acting)	<input type="button" value="Change"/>
DAEO:	Not Assigned (<u>Lee, Brock X</u> acting)	<input type="button" value="Change"/>

Return to Admin Org Units List

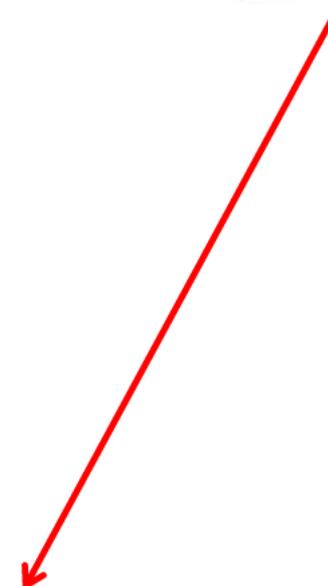


Management Reports



- Disclosure
 - Registered Filers
 - Details
 - Filers with no reports
- Administration (Supervisors)
- Currently Overdue (OGE 450 only)
- SLC-220 Worksheet

? How Do I ...



Quick Reference: https://www.fdm.army.mil/documents/QRC_FDM_Management_Reports.pdf

Using FDM Management Reports:

Slides: https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus.ppt

Narrated: https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus/SLCStatus.html



Management Reports - Disclosures

My Info My Reviews Admin Ethics Training Management Reports Resources

Log Out

Disclosure Administration Currently Overdue SLC-220 Worksheet

Select Disclosure Report

1. [Registered Filers Summary](#)
2. [Disclosure Report Detail](#)
3. [Filers with No Disclosure Reports](#)

Registered Filer Summary

Disclosure tab - Provides a summary of your current Filer's submission status by Form Type and Year. Use this report to track how many Filers for the current year have or have not submitted disclosure reports in FDM.

Disclosure Detail Report

Disclosure tab - Provides disclosure reporting and reviewing status detail by Org Unit, Form Type and Year. Use this report to track review progress of a disclosure report.

Filer's with No Disclosure Report

Disclosure tab - Lists any registered Filers who have not started a report, assigned or not assigned, by the specified year and report type. Use this report to track delinquent filers in FDM.

Note: Some Filers shown on this list who have not been assigned a report are not delinquent (e.g., they filed a New Entrant in last 60 days of prior year and do not owe the Annual or Incumbent until 2010).



Currently Overdue OGE 450s

My Reports Assist Filers My Info My Reviews Admin Ethics Training Management Reports Resources Log Out
Disclosure Administration **Currently Overdue** SLC-220 Worksheet

Currently Overdue OGE 450 Annual Reports as of 03/11/2010

Senior Legal Counsel

Instructions: Generate this report to see a list of assigned Annual OGE 450 Reports that have not been submitted (i.e., e-signed) by the filer as of today's date. The presumptive Annual OGE 450 Report due date is mid-February.

Search
Year:

Currently Overdue OGE 450 Annual Reports

Currently Overdue tab - The Currently Overdue report can be used by DDAEOS, Senior Legal Counsels and 450 Certifiers to view data about late annual reports for the current year. A report will display if it was assigned, has a Review Status of Not Started or draft, and the reporting due date already occurred.

Quick Reference: https://www.fdm.army.mil/documents/QRC_FDM_Management_Reports.pdf



“Success Score”

- **Management Report | Review Metrics** tab
 - Quantitative
 - Measures how well 450 Certifier does against the OGE 60-day review rule
 - A score of 1,000 indicates the Ethics Official has initially reviewed or completed all eligible reports within 60 days of the Filer’s submission (thus meeting the OGE review rule)



Select Review Metrics Report

1. [Success Score for 450 Certifier](#)

“Success Score”

Balance report processing time with quality substantive review



My Info | My Reviews | Admin | Ethics Training | Management Reports | Resources | Log Out

Disclosure | Administration | Currently Overdue | Review Metrics

Review Progress Summary - Success Score for 450 Certifier

450 Certifier [? How Do I...](#)

Set Report Filter

Agency: Demo Agency

Report Results [Printer Friendly](#)

Weekly OGE 450 Reports Success Score for Raine, Misty X (as of)

Click on "Report Help" for more information on how to interpret information on the report and how to improve the success score.

Success Score Summary		
Report Year	Certifier Score	Demo Agency Score
2010	1000	0
2009	1000	0

Note about the Success Score: Office of Government Ethics regulations set a standard of 60 days for Ethics Officials (EOs) to complete or at least preliminarily review financial disclosure reports (e.g., SF 278, OGE 450). The higher the Success Score the more reports reviewed or completed within the standard. (1,000 is the highest possible score indicating EO action on all reports within 60 days of the Filer's eSign.)

Reports by Review Status						
Report Year	Total Reports Assigned (not admin closed)	Not Submitted			Submitted by Filer	
		Not Started	Draft or Amendment In-Progress	Needs Supervisor Signature	Needs Certification	Completed
2010	1	0	0	0	0	1
2009	1	0	0	0	0	1

Report Review Metrics for Submitted Reports (Based on Filer Submission/Amendment Date)						
Report Year	Not Completed No Initial Review		Not Completed With Initial Review		Completed	
	<= 60 Days	>60 Days	<= 60 Days	>60 Days	<= 60 Days	>60 Days (Initial Review <=60 Days)
2010	0	0	0	0	1	0
2009	0	0	0	0	1	0



Ethics Training



- Legal official roles may notify Filers & record Ethics Training for Filers
- Tabs:
 - Not Trained
 - Trained
 - Exceptions
- Use is optional; info in FDM will be available for SLC input to annual Agency report to OGE
- Print 2014 Training Record **BEFORE** 31 Dec 2014
 - Ethics Training | Trained
 - Ethics Training | Not Trained

? How Do I ...

Quick Reference: https://www.fdm.army.mil/documents/QRC_Manage_Ethics_Training.pdf



Annual Ethics Report

- **Management Reports | SLC-220 Worksheet** tab
- Click **Generate Worksheet** to extract FDM info on Filers, reports, & ET for your part of the annual agency ethics report to OGE



Senior Legal Counsel

SLC EC(s), SLC Assistant(s) may also see this report.

Instructions for the Legal Office Senior Legal Counsel (SLC):

1. This worksheet shows information available in FDM on disclosure reports (i.e., SF 278, OGE 450), ethics training recorded for Filers you support, and Filers in the Org Units/Subordinate Org Units where you are the SLC. It should aid you in filling out part of the annual agency report to OGE.
2. You will need to supplement this worksheet when preparing your part of the annual agency ethics report. Army will be using an online submission and separate instructions will include a link to that site.





Conclusion



- Software tool to support FDR process
- Narrated FDM web site tour:
https://www.fdm.army.mil/PM_Reference_Docs/GCFDMIntro/GCIntro.html
- Using FDM 278:
 - Slides: https://www.fdm.army.mil/PM_Reference_Docs/UsingFDM278.ppt
 - Narrated: https://www.fdm.army.mil/PM_Reference_Docs/278/UsingFDM278.html
 - SLC How To Guide: https://www.fdm.army.mil/PM_Reference_Docs/SLCFDMTasks.doc
- Using FDM 450:
 - Slides: https://www.fdm.army.mil/PM_Reference_Docs/UsingFDM450.ppt
 - Narrated: https://www.fdm.army.mil/PM_Reference_Docs/450/UsingFDM450.html
 - 450 Certifier How To Guide:
https://www.fdm.army.mil/PM_Reference_Docs/450CertifierFDMTasks.doc
- POCs Get Started:
 - User Guide: https://www.fdm.army.mil/documents/FDM_POC_Basic_User_Guide.pdf
 - Narrated:
https://www.fdm.army.mil/documents/POC_Basic_User_Guide_Tutorial_for_Website/POC_Basic_User_Guide_TOC.html
- Feedback welcome: usarmy.pentagon.hqda-ogc.list.fdm-webmaster@mail.mil

Financial disclosure report program management made

