

Financial Disclosure Management

Release 8.5.6.7

May 20, 2020

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Introduction

Previous Release Notes are posted on the FDM website:
<https://www.fdm.army.mil/helpSupport/releaseNotes.htm>.

8.5.6.7 ENHANCEMENTS

Defects and Changes

OGE 450 New Entrant Assignment

Preview **Financial Disclosure Management**

My Reviews My Expired Reports Admin Center Ethics Training Management Reports Notifications

Org Management User Admin Filers

450 Certifier

Org Management

My Orgs » Kevin Sub Org

450 Filer Assignment

Org Unit: Kevin Sub Org
Filer: Robin Lastname

Assignment Type: Report

Year: 2020

Report Status: New Entrant

Duty to File:
 Filer is New to Org
 Filer Assigned new duties
 Filer is SGE

Appointment Date: 04/24/2020

Due Date: 05/24/2020

Ok Cancel

The title of this date field is dependent on the Duty to File selection.

- POCs and ethics officials are now required to enter a Duty to File reason and relevant date at the time of assignment.
- The due date of the report will be 30 calendar days from the entered date.
- OGE 450 Filers no longer have the ability to enter an Appointment Date or Notified to File Date in New Entrant reports.

DUTY TO FILE OPTIONS

Option 1: Filer is New to Org

450 Filer Assignment

Org Unit: Kevin Sub Org
Filer: Robin Lastname

Assignment Type: Report

Year: 2020

Report Status: New Entrant

Duty to File:
 Filer is New to Org
 Filer Assigned new duties
 Filer is SGE

Appointment Date: 04/24/2020

Due Date: 05/24/2020

Ok Cancel

If the Filer is new to the Org Unit, an Appointment date must be entered. The Appointment Date is the date that the Filer was appointed to the job that is requiring them to file an OGE 450.

Option 2: Filer Assigned new duties

450 Filer Assignment

Org Unit: Kevin Sub Org
Filer: Robin Lastname

Assignment Type: Report

Year: 2020

Report Status: New Entrant

Duty to File:
 Filer is New to Org
 Filer Assigned new duties
 Filer is SGE

Assigned to Duties Date: 04/24/2020

Due Date: 05/24/2020

Ok Cancel

If the Filer is an existing employee who assumed new duties that trigger the requirement to file an OGE 450, an Assigned to Duties Date must be entered. The Assigned to Duties Date is the date that the Filer assumed the duties that require them to file an OGE 450.

Option 3: Filer is SGE

450 Filer Assignment

Org Unit: Kevin Sub Org
Filer: Robin Lastname

Assignment Type: Report

Year: 2020

Report Status: New Entrant

Duty to File:
 Filer is New to Org
 Filer Assigned new duties
 Filer is SGE

Begin In-Process Date: 04/24/2020

Due Date: 05/24/2020

Ok Cancel

If the Filer is a Special Government Employee (SGE), a Begin In-Process Date must be entered. The Begin In-Process Date is the date that an SGE Filer was notified to submit an OGE 450 report prior to their appointment.

EDITING THE ASSIGNMENT DATE

My Reviews | My Expired Reports | Admin Center | Ethics Training | Management Reports | Notifications

Review Reports | Manage Exceptions

Review Status | Notes

Not Started - Kel Lastname, 2020 New Entrant OGE 450 Report

Report Due Date Info

450 Certifier

Override Due Date: Use ONLY when necessary to record the legal due date (e.g., because the date automatically assigned by FDM is not the correct legal due date). Only Certifying Officials or their EC can override the statutory due date. A reason must be included when overriding a Due Date in FDM, which usually just consists of indicating the appointment or termination date of the filer.

Record Extension: Use this function to record an extension to the legal due date. Report extensions are recorded on the Review Status page of a report.

Note: ECs may need to override a due date and then still record an extension (e.g., Filer appointed 6/1, report assigned 6/15, giving filer only 15 days to file EC may override to record 6/30 due date but extend 15 days to provide filer 30 days to file).

Year: 2020

Current Due Date: 05/20/2020

Assignment Date: 4 / 14 / 2020

Total Extension Days: 0

Due Date: 05 / 14 / 2020

Override Due Date ?

Reason: (Limit 256 characters)

(256 Characters Remaining of 256)

Admin Due Date: / / (mm/dd/yyyy)

Record Extension ?

Create Date	Type	Length of Extension Days	Reason
There are no extensions for this activity.			

Save | Cancel | Audit Trail

javascriptsave(); Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC

The Assignment Date is the collective term for the Appointment Date, Assigned to Duties Date, or Begin In-Process Date. To edit the assignment date:

1. On My Reviews | Review Reports, locate the report that's date you want to edit then click the **Review Status** button next to it in the list. The Review Status page displays.
2. On the Review Status page, click **View Due Date Information**. The Review Due Date Info page displays.
3. Enter the new date in the Assignment Date field and click **Save**.

Enhanced Review Options

SUBMITTING INTERMEDIATE REVIEW

A reviewer can now Submit Intermediate Review to mark that they reviewed a report. Submitting Intermediate Review does not eSign the report.

The screenshot displays the 'Review Status' page for a report titled 'Under Review - Supervisor Signed - Robin Lastname, 2020 Annual OGE 450 Report'. The page includes a navigation bar with tabs like 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below the navigation bar, there are tabs for 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', 'Review Status', 'Compare', 'Previous Reports', and 'Notes'. The main content area is divided into several sections: 'Report Progress', 'Due Date & Extensions', 'Certifier Review', and a 'Common Questions' sidebar. The 'Report Progress' section shows 'Assigned: Yes', 'Filer Started: 04/22/2020', 'Filer eSign and Submitted: 04/22/2020', 'Amended: Completed', and 'Retained: No'. The 'Due Date & Extensions' section shows 'Current Due Date: 02/18/2020' and 'No extensions have been recorded'. The 'Certifier Review' section shows 'Days in Review: 0', 'Status: Under Review - Supervisor Signed', and 'Initial Review End Date:'. The 'Common Questions' sidebar contains links for '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?', 'OGE Form 450e Guide', and 'Glossary'. At the bottom of the page, there is a table titled 'Disclosure Report Reviews' with columns for 'Reviewer Role', 'Currently Assigned Reviewer', 'Reviewer Type', 'Intermediate Review Dates', 'Required Signatures', and 'Explanation'. The table lists three reviewers: 'Supervisor' (Don Lastname), 'Supervisor SLC' (Jason Lastname), and '450 Certifier Ethics Counselor' (Ashley Lastname, Jason Lastname). A blue circle highlights the 'Submit Intermediate Review' button in the action bar above the table.

Under Review - Supervisor Signed - Robin Lastname, 2020 Annual OGE 450 Report

Review Status

450 Certifier

Report Progress

Assigned: Yes [Remove Assignment](#)

Filer Started: 04/22/2020

Filer eSign and Submitted: 04/22/2020

Amended: Completed

Retained: No [Retain](#)

Only click the "Retain" action button to keep this report beyond the 6-year retention period because of a pending investigation.

Due Date & Extensions

Current Due Date: 02/18/2020

[View Due Date Information](#)

No extensions have been recorded.

Certifier Review

Days in Review: 0

Status: Under Review - Supervisor Signed

Initial Review End Date:

[Request Filer Amend](#) ?

[Request Additional Information](#) ?

[How Do I...](#)

Common Questions

- 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?
- OGE Form 450e Guide
- Glossary

Admin Close Delete **Submit Intermediate Review** Reject eSign and Complete

Disclosure Report Reviews

Hide Review Chain Controls Review Chain Audit Trail

Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation	
Supervisor	Don Lastname	Organization		Bypassed	Please provide an explanation for this change.	Change
Supervisor SLC	Jason Lastname	Organization				
450 Certifier Ethics Counselor	Ashley Lastname Jason Lastname	Organization				Change

1. On the Review Status page, click **Submit Intermediate Review**. A message displays indicating that Submitting Intermediate Review is not the same as eSigning.
2. Click **OK** to complete the action.

Note: The Intermediate Reviews will display information for Legacy reports based on Legacy rules (prior to 8.5.6.7).

REQUESTING ADDITIONAL INFORMATION

450 Certifier and their ECs can Request Additional Information about a Filer's report after the Filer has submitted it for review. This allows the D.

1. On the Review Status page, click **Request Additional Information**. The Add Report Comment and Notes page displays.
2. Type any additional information in the comment about the requested information then copy and paste this comment into the Notes text box.
3. Click **Continue**. Your email client opens with a default message to the Filer regarding the request for information.
4. Click **Send**.

After the Filer contacts the certifier regarding the request, the certifier returns to the Review Status page of the report to confirm the receipt of information.

The screenshot shows the 'Review Status' page for a 450 Report. The page is titled 'Under Review - Additional Information Requested - Robin Lastname, 2020 Annual OGE 450 Report'. The 'Certifier Review' section shows 'Information Request Satisfied' circled in blue. The 'Disclosure Report Reviews' table is also visible.

Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation
Supervisor	Don Lastname	Organization		Bypassed	Please provide an explanation for this change. Change
Supervisor SLC	Jason Lastname	Organization			
450 Certifier Ethics Counselor	Ashley Lastname Jason Lastname	Organization			Change

5. On the Review Status page, click **Information Request Satisfied**. The Add Report Comment and Note page displays.
6. Type any additional information in the comment about the requested information then copy and paste this comment into the Notes text box.
7. Click **Continue After Closing Notes** to close the Notes or **Continue Without Closing Notes** to keep the Notes open.

Enhanced Review Clocks

After the Filer eSigns their report, FDM tracks the opening of discretionary reviewing/filing events by recording the number of calendar days that have passed before the event closes. This allows ethics officials to analyze submitted reports as they approach the reviewers' 60 day review window.

My Reviews | Review Reports

Filer	Org Unit	Supervisor	Form Type	Year	Reporting Status	Review Status	Days In Review	Initial Review Days	Excess Filer Days	Review / Signature Date
My Role: 450 Certifier										
Lastname, Kai	Kevin Sub Org	Lastname, Don	OGE 450	2020	New Entrant	Draft				
Lastname, Kevin	Kevin Sub Org	Lastname, Don	OGE 450	2020	New Entrant	Under Review - Supervisor Signed	7			
Lastname, Ronnie	Kevin Sub Org	Lastname, Don	OGE 450	2020	New Entrant	Under Review - Amended	7	6	5	
Lastname, Robin	Kevin Sub Org	Lastname, Don	OGE 450	2020	New Entrant	Under Review - Filer Signed	4	3		

Note: The Days in Review and Initial Review Days numbers for Legacy reports (reports created before 8.5.6.7) reflect the old methods of counting days based on the Legacy rules for ending Initial Reviews. Excess Filer Days will not work for Legacy reports.

Days in Review

The Days in Review clock starts counting days when the Filer eSigns the report for the first time and does not stop incrementing days until the 450 Certifier eSigns the report.

Initial Review Days

The Initial Review Days displays only after the Initial Review has taken place. It counts the number of days from the Filer's first submission until the Initial Review has taken place. The Initial Review is defined as when the certifier requests more input from the Filer, or when the certifier certifies the report - whichever is earlier.

Excess Filer Days

The Excess Filer Days clock will start and stop counting days in the following situations:

- ❖ Clock starts counting days when the certifier Requests Additional Information and stops incrementing when the certifier clicks Information Request Satisfied.
- ❖ Clock starts counting days when the certifier Requests Filer Amendment and stops incrementing when the Filer eSigns the report after amending.
- ❖ Clock starts counting days when the certifier Requests Filer Amendment and stops incrementing if the certifier cancels the request.
- ❖ Clock starts counting when the Filer self-amends their report without a certifier request and stops incrementing when the Filer resubmits the report.

Defects and Changes

FDM 4036 – Notifications Sent entries in the Notifications section of the user profile now display the role that the notification was sent to.

FDM 4195 – Annual Ethics Training report now displays count values in the proper sections.

FDM 4267, 4269 – Instances within the pre-populate and assets screens of OGE 278 reports no longer result in application errors.

FDM 4289 – Two report review statuses were added to FDM: Under Review – Amendment Requested and Under Review – Additional Information Requested.

FDM 4412 – Deleting a Filer Signed report from the Review Status page no longer results in an application error.

FDM 4442 – The Notes and Due Date Comments field were removed from the 450 Filer Assignment page. The Appointment Date field was removed from the 450 Filer Assignment page for Annual reports.

FDM 4444 – The Admin Due Date and Override Due Date features are no longer supported during report assignment.

FDM 4445 – Filers can no longer input assignment dates.

The Notified to File Date is no longer supported.

FDM 4454 – Supervisors can no longer add Filers, assign or unassign reports, nor can they edit report due dates. Supervisors cannot Submit Intermediate Review, but Additional Supervisors can.

FDM 4573- In OGE 450 New Entrant reports, the Appointment Date tab was changed to Assignment Date; both Appointment Date and Notified to File fields on this tab were reduced to one field called Assignment Date. Non-editable Assignment Date, Override Due Date and Admin Due Date fields will be displayed for Legacy reports.

The View/Edit Due Date & Extensions button on the Review Status page was replaced by the View Due Date Information button.

A Certifier Review section that displays the Days in Review and Initial Review End Date was added to the Review Status page.

FDM 4649 – A Review Status button was added to My Reviews | Review Reports | Worklist View Mode and My Reviews | Manage Exceptions that takes the user to the Review Status page of a report. This replaces the Review Status shortcut link.

FDM 4648 – Users can no longer End Initial Review for OGE 450 reports. The End Initial Review Dates section in the table on the Review Status page was replaced with an Intermediate Review Dates section.

FDM 4653 – The My Review/Signature table header in the My Reviews pages was changed to 'Review/Signature'. Review/Signature Date still reflects information based on Legacy rules for Legacy reports.