Financial Disclosure Management

Deployment – Agency Custom Preferences

Agency Custom Preferences

The table below lists the available agency configuration. It also contains recommendations on how to use these configurable items to the agency's best advantage.

Item	Options	Description and Location In FDM	Selected Option
Error Notifications Email	Supply Agency E-mail address to receive error notifications **(RECOMMENDED)** Use the FDM Service Center's Email address	This option will post the agency's email address on the Access Denied page for follow-up. An email notification is automatically triggered when an unregistered person attempts to login to FDM.	Default
Help Desk Phone Numbers	Use the FDM Service Center's phone number **(RECOMMENDED)** Use an agency technical call center phone number.	A listing of help desk phone numbers to be used to request help directly. FDM Website Help & Support tab.	Default
Help Desk Email	Use the FDM Service Center's Email Address **(RECOMMENDED)** Use an agency technical call center email address	An email link that allows users to request help directly. FDM Website Help & Support tab.	Default
Help Page URL	Use the FDM Default Help & Support page Supply an Agency's FDM Support page URL	Your portal to help and support for FDM related issues. Contains links to Agency's FDM Help center. Help link at bottom of FDM application page.	Default
Resources Page URL	Supply an Agency's FDM support page URL **(RECOMMENDED)** Use the FDM default help page	The Agency's FDM or Ethics Support page Separate tab within FDM Application.	Default
Senior Legal Counsels Record OGE 278 Extensions	Use the FDM default, Yes. Supply an Agency preference of False	Enables an Agency to specify whether all Senior Legal Counsels can record extensions for OGE 278 Reports within that Agency.	Yes
Send Supervisor/Filer Notification	Use the FDM default, Yes. Supply an Agency preference of False	Enables an Agency to specify whether Supervisor/Filers within an Org Unit receive e-mail notifications when the eSigning Supervisor is determined by FDM to be the next level up.	No
Send Submitted to DAEO Notification	Use the FDM default, Yes. Supply an Agency preference of False	Enables an Agency to specify whether the DAEO and their ECs receive e-mail notifications when a report has been Submitted to DAEO in FDM.	No
Auto Reminder Notices to 278 Filers	Use the FDM default, Yes. Supply an Agency preference of False	Enables an Agency to specify whether OGE 278 Filers receive e-mail notifications to ensure Filers submit reports on time.	No
Auto Reminder Notices to 450 Filers	Use the FDM default, Yes. Supply an Agency preference of False	Enables an Agency to specify whether OGE 450 Filers receive e-mail notifications to ensure Filers submit reports on time.	No
Auto Reminder Notices to SLCS	Use the FDM default, Yes. Supply an Agency preference of False	Enables an Agency to specify whether the Senior Legal Counsel and their ECs receive e-mail notifications when one or more reports await their review.	Yes
Auto Reminder Notices to 450 Certifiers	Use the FDM default, Yes. Supply an Agency preference of False	Enables an Agency to specify whether 450 Certifiers and their ECs receive e-mail notifications when one or more reports await their review.	Yes
Send 278 Intermediate Reviewer notifications	Use the FDM default, Yes. Supply an Agency preference of False	Enables an Agency to specify whether OGE 278 Intermediate Reviewers (Senior Legal Counsel, Supervisor Senior Legal Counsel and their ECs) receive e-mail notifications when an intermediate review is complete.	No
Allow Filer to Add New Reports	Use the FDM default, Yes. Supply an Agency preference of False	Enables the Agency to specify whether OGE 450 and OGE 278 Filers can create/add unassigned reports in addition to the assigned ones.	

Agency Org Unit Set Up

The table below lists the Agency Org Unit roles and associated descriptions. Each Agency will need a person assigned as a DAEO (Designated Agency Ethics Official), Senior Legal Ethics Counselor (SLC), 450 Certifier, Supervisor and Agency Administrator (POC) to reside at the Agency level. One person can serve in all five roles at the Agency level. The FDM PMO System Administrator will update FDM with your Agency configuration choices.

ACTION ITEM

The Agency Action Officer should review the Agency Org Unit Roles and Descriptions listed below, note your selections in the tables below, and submit to FDM Project Team.

Agency Org Unit Roles and Descriptions

Item	Options	Description and Location In FDM	Selected Option
Agency Short Name	Supply an Agency Short Name	An abbreviated name of the agency (e.g., USARMY) used in drop down selection boxes etc The Agency short must be approved by the FDM PMO to avoid duplication with another agency.	Dept of State
Agency Long Name/Description	Supply an Agency Long Name	A fully described name of the agency (e.g., "Department of Army") Although 100 characters are available, it is recommended that the Agency Long Name be kept as short as possible so that items such as output lines in management reports do not wrap or are truncated because of a long name. The agency Long name is required.	Department of State
Default DAEO	Supply an Agency Senior Legal Counsel Name	Your agency's top ethics official or senior legal official is responsible for the overall electronic filing process, just as he or she was for the paper filing process. This is the person will be the agency reviewer for at OGE 278 Public Financial Disclosure forms. The default or acting DAEO of any sub-org units for the Agency in FDM.	Katy Youel Page
Default 450 Certifier	Supply an Agency 450 Certifier	The default or acting 450 Certifier of any sub-org units for the Agency in FDM.	Katy Youel Page
Default Senior Legal Counsel	Supply an Agency Senior Legal Counsel Name	In FDM, your agency's senior legal advisor or ethics official is called the Senior Legal Counsel (SLC). Most organizations will only have one SLC; however, it is permissible to have more than one SLC for an organization. The default or acting SLC of any sub-org units for the Agency in FDM.	MJ Alexander
Default Supervisor	Supply an Agency Supervisor Name	The default or acting Supervisor of any sub-org units for the Agency in FDM.	Sarah E taylor
Default Agency Admin/POC	Supply an Agency POC	The default or acting POC of any sub-org units for the Agency in FDM.	Sharon Andrews

Data Setup in FDM

1. Entering your Org Unit Data into FDM

Once you have familiarized your POCs with FDM, you will need them to begin entering in your Org Unit (Organization Unit) data into FDM. Your Org Units are simply an electronic version of your agency organization structure with required information regarding each organization – including a Supervisor, POC, SLC, and 450 Certifier.

The FDM team has developed a simple form for each organization POC to complete prior to entering in the data in FDM. The form collects the information the POC will be required to enter into FDM when the POC sets-up the Org Unit structure for your agency. Once the required data is collected, the POC (or ethics officials for those agencies without POCs) will create Org Units in FDM through the Org Unit tool. The POC can create sub-Org Units until a complete agency organizational structure has been established. The FDM team has several hand-outs and guides to assist the POC in using the Org Unit and accomplishing this task. Large agencies should plan on this task consuming a significant amount of time during its initial year of FDM, as each Org Unit has to be manually entered into FDM. For each subsequent year, information for Org Units need only be modified as appropriate, as the information will already be stored in FDM's database.

2. Entering your Filers into FDM

Once the Org Unit structure has been entered into FDM, the POC will then begin to enter in the filers into each Org Unit. During your initial year, this task may take a significant period of time depending on the size of your agency. It is recommended that you begin informing, training, and executing these steps with your POC several months in advance of the filing season to ensure accuracy and completion of all tasks A bulk registration tool is available that allows up to 25 OGE 450 filers to be entered at one time to a particular Org Unit. During subsequent years, the POC will simply need to maintain a current list of filers by adding and removing filers as appropriate.

Sample FDM Filer and Org Unit Registration Spreadsheet