

### WHAT'S NEW IN FDM?

New Underlying Assets [8.9]

Adding An Underlying Asset

Modernized OGE 450 Wizard [8.8]

New OGE 450 Display

Modernized OGE 450 Wizard [8.7]

New OGE 450 Display

New Management Report [8.6]

Disclosure Detail Report

#### New OGE 450 Reviewer Features [8.5]

My Reviews | Dashboard

Review Clocks

Submitting Intermediate Review

**Requesting Additional Information** 

#### New OGE 450 Report Assignment Criteria [8.5]

OGE 450 Assignment Criteria

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Financial Disclosure	Management
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## INTRODUCTION TO FDM

### FINANCIAL DISCLOSURE MANAGEMENT

Financial Disclosure Management (FDM) is an online tool that streamlines the financial disclosure reporting and review process. Its unique wizard design walks you through the form filing and review process.

### ACCESSING FDM

Before you can log in to the Financial Disclosure Management system (FDM), you must be a registered FDM user.

- 1. Log onto your computer, open a web browser, type, https://www.FDM.army.mil/ in the address line and click **Go**. The FDM Website is displayed.
- 2. Click **Login** to FDM on the left side of the screen. The Login to FDM page is displayed.

### LOGGING IN

There are two different login methods for FDM, using your CAC/PIV or using your User Name and Password.

#### Logging In Using Your CAC/PIV

Financial Disclosure Management		
	PIV or CAC	Username & Password
	DITCH IN PLE Universe Consume Consu	Username & Password Login Using: Army-ARO Username: Password: Forgot Password? Login with Username uyour Smart Card
Doy	ou need assistance? Call 443-861-8247 or DSN:	: 848-8247 or email <u>usarmy APO cecom mbx FDMSpt@mail.mil</u>

3. On the Login page, click the Login button under Login Using Your CAC section.

#### Selecting a Certificate

Subject	lssuer	Serial	
JOHNSON.LAURA.ASHLEY.0123456789	DOD ID CA-52	12A345	
JOHNSON.LAURA.ASHLEY.0123456789	DOD ID CA-52	12A345	

4. Select your certificate and then click **OK**.

#### What if the Access Denied Page Displays?

If the Access Denied page displays after you have tried logging in using your CAC, contact your Agency POC or your local legal advisor to check if you are registered in FDM. Have your e-mail address available so they can verify your access to FDM.

5. Enter your CAC/PIV PIN and then click **OK**.

#### Logging in with Username

1. In your web browser type, <u>https://www.FDM.army.mil/</u> in the address line and click **Go**. The FDM Website is displayed.

Financial Disclosure Management		
	PIV or CAC	Username & Password
		Login Using: Army-AKO Username:
	Consister Caritalister	Password: Forgot Password?
	Login with PIV/CAC	Login with Username
Doyo	u need assistance? Call 443-861-8247 or DS	SN: 848-8247 or email <u>usarmy.APC.cecom.mbx.EDMSpt@mail.mil</u>

2. Click **Log in to FDM** on the left side of the FDM Home page.

- **3.** Select your appropriate authenticating source (agency) from the Login Using drop-down.
- **4.** Enter your Username and Password. The My Contact Info page will display for new FDM users.

#### What if I Receive a Message that My User Name or Password is Incorrect?

If you receive a message that your Username or Password is incorrect, check your Username and Password you entered remembering that Passwords are case sensitive and user names do not include the suffix@abc.gov. Make sure your cap locks key is not set ON and enter in your credentials again. After 3 unsuccessful attempts, FDM will lock you out for 30 Minutes. If you try entering FDM after the 30 minutes and you continue to fail, please contact the FDM Support Desk FDM Help & Support so they can check your username.

If you are still having trouble accessing FDM, please contact your Agency POC or your local legal advisor to check if you are registered in FDM. Have your e-mail address available so they can verify your access to FDM.

### FINANCIAL DISCLOSURE REPORT TYPES

FDM's wizard design walks you through the OGE 450 and OGE 278 filing and reviewing process quickly and effectively.

#### **Reporting Status**

#### OGE 450

The OGE 450 is a confidential financial disclosure report and has two different Reporting Statuses: Annual and New Entrant.

Annual	Select Annual if you filed a report in the previous year and are still in the same position as when you filed your last disclosure report. An Annual Report is due annually, no later than the February 15th following the covered reporting calendar year.
New Entrant	Select New Entrant if this is the first time you are filing a disclosure report. The New Entrant report must be filed within 30 days of assuming a new position.

#### OGE 278

The OGE 278 is a public financial disclosure report that has four different Report Statuses in FDM: Incumbent, New Entrant, Termination, and Incumbent/Termination.

Incumbent	Select Incumbent if you filed a report in the previous year and are still in the same position as when you filed your last disclosure report. An Incumbent report is due annually, no later than May 15th following the covered reporting calendar year.
New Entrant	Select New Entrant if this is the first time you are filing a disclosure report. The New Entrant report must be filed within 30 days of assuming a new position.
Termination	Select Termination if you are leaving a covered position, which required you to file a OGE 278.
Incumbent/ Termination	Select Incumbent/Termination if you anticipate leaving your covered position within 90 days after the May 15th annual deadline and have requested and received an agency extension.

#### Filing Time Frame

- New Entrant Must be submitted within 30 days of assuming a position designated for filing and covers the preceding 12 months.
- Annual (OGE 450) You must file by Feb. 15 for the previous calendar year (covers Jan. 1 through Dec. 31)
- Incumbent (OGE 278) You must file by May 15 for the previous calendar year (covers Jan. 1 through Dec. 31)
- Termination (OGE 278) On or before the 30th day after departure from a covered position (this includes departing from a public Filer position to a confidential Filer position).

#### Extensions

An Agency Ethics Official grants extensions outside of FDM. In FDM, certifying authorities, Senior Legal Counsel, Ethics Counselors and DAEOs can record if an extension was granted for a financial disclosure report.

Entering an extension in FDM records the new filing due date of the financial disclosure report. See Recording Extensions for more information.

#### Special Government Employees (SGEs)

All SGEs who work in excess of 60 days, must file either an OGE 278 or an OGE 450 upon each appointment and with each reappointment.

Filers should contact one of their review chain participants to alert them that an extension request will be submitted.

### FDM ROLES AND FUNCTIONS

In FDM, users are assigned roles based upon their responsibilities within the financial disclosure process. The roles within FDM can be grouped into four categories: Filer, Assistant, POC and Reviewer.

Some FDM users can have overlapping responsibilities and multiple roles to help expedite the disclosure process. A user's location in the role hierarchy reflects the authority and responsibility they have in FDM. All other FDM users must be assigned specific roles by an existing FDM user. The FDM roles and responsibilities are outlined below.

Role	Description	Functions Within FDM		
Filer	Creates/edits/amends and eSigns a financial	My Reports - can create, view, edit, and amend their own financial disclosure reports. Can delete own draft reports.		
	disclosure report	Account Profile - manage contact information, Filer Assistants and review chain.		
Filer's Assistant	Assists Filers in managing	Assist Filers - can create, view and edit reports for a Filer. Can delete draft reports.		
	their reports	Account Profile - manage contact information.		
	A POC helps manage reporting activities in FDM such as when to file and who should file.	Account Profile - manage contact information.		
POC		Admin - manage Filers, Supervisors and other POCs.		
		My Reviews - Can review the reports progress. Can also send notifications to delinquent Filers.		
		Account Profile - manage contact information and Assistants.		
Supervisor	The FDM Supervisor is the Supervisor who is responsible for reviewing the Filer's financial disclosure report.	My Reviews - can review, eSign their Filer's financial disclosure reports. Can submit OGE 278 financial disclosure reports to DAEO. Can also send notifications to delinquent Filers.		
		Admin - manage Supervisors, POCs and users.		
		Management Reports - view standard summary reports.		

Role Description		Functions Within FDM
	The 450 Certifier is the	Account Profile - manage contact information, ECs and Assistants.
450 Certifier	final reviewing official (e.g., ethics counselor or ethics official) who ensures the OGE 450 is properly completed, checks for conflicts of interest, and certifies the report with their signature.	My Reviews - can review, eSign and complete their Filer's OGE 450 financial disclosure reports. Can send notifications to delinquent Filers and Supervisors. Can use the Notes tool as a reminder that action needs to be taken on a particular report. The Manage Exceptions List
	A 450 certifier can eSign and complete a 450	then displays reports that need special attention.
	financial disclosure report in FDM.	Admin - manage Filers, Supervisors, POCs and users.
		Management Reports - view standard summary reports.
	450 Certifier Assistants are generally paralegals appointed by a Senior Legal Counsel in the system. A 450 Certifier Assistant can add an Ethics Counselor to a 450 Certifier's pool of EC's. They can perform the same functions as a 450 Certifier with the exception of eSigning a report.	Account Profile - manage contact information.
		My Reviews - can review their Filer's OGE 450 financial disclosure reports. Can send notifications to delinquent.
450 Certifier Assistant		Filers and Supervisor reviewers. Can use the Notes tool as a reminder that action needs to be taken on a particular report. The Manage Exceptions List then displays reports that need special attention.
		Admin - manage Filers, Supervisors, POCs, and users.
		Management Reports - view standard summary reports.
		Account Profile - manage contact information.
450 Certifier Ethics Counselors	450 Certifier Ethics Counselor's are a pool of ethics counselors selected by a 450 Certifier to aid in the review of a report. They can perform the same functions as a 450 Certifier.	My Reviews - can review, eSign and complete their Filer's OGE 450 financial disclosure reports. Can send notifications to delinquent Filers and Supervisor reviewers. Can use the Notes tool as a reminder that action needs to be taken on a particular report. The Manage Exceptions List then displays reports that need special attention.
		Admin - Manage Filers, Supervisors, POCs, and users.
		Management Reports - view standard summary reports.

Role Description		Functions Within FDM		
		Account Profile - manage contact information, Assistants and ECs.		
Senior Legal Counsel (SLC)	Only a DAEO can appoint an SLC in the system.	My Reviews - can review, eSign and submit their Filer's OGE 278 financial disclosure reports to DAEO. Can use the Notes tool as a reminder that action needs to be taken on a particular report. The Manage Exceptions List then displays reports that need special attention.		
		Admin -manage Filers, 450 Certifiers, Supervisors, POCs and users.		
		Management Reports - view standard summary reports.		
	SLC Assistants are generally paralegals	Account Profile - manage contact information.		
SLC Assistant	appointed by a Senior Legal Counsel in the system. An SLC Assistant can add an Ethics Counselor to an SLC's pool of EC's. They can perform the same functions as a Senior Legal Counsel with the exception of eSigning a report.	Review Reports - can review their Filers financial disclosure reports. Can use the Notes tool as a reminder that action needs to be taken on a particular report. The Manage Exceptions List then displays reports that need special attention.		
		Admin - manage Filers, 450 Certifiers, Supervisors, POCs, and users.		
		Management Reports - view standard summary reports.		
		Account Profile - manage contact		
		information.		
SLC Ethics Counselors	Senior Legal Counsel Ethics Counselor's are a pool of ethics counselors selected by an SLC to aid in the review of a report. They can perform the same functions as a Senior Legal Counsel.	My Reviews - can review, end review and eSign their Filer's OGE 278 financial disclosure reports. Can use the Notes tool as a reminder that action needs to be taken on a particular report. The Manage Exceptions List then displays reports that need special attention. Admin - manage Filers, 450 Certifiers, Supervisors, POCs, and		
		users.		
		Management Reports - view standard summary reports.		

Role	Description	Functions Within FDM	
		Account Profile - manage contact information, Assistants and ECs.	
	The DAEO is the final legal reviewer who eSigns the OGE 278 in FDM.	My Reviews - can review, eSign and complete their Filer's financial disclosure reports.	
DAEO		Can use the Notes tool as a reminder that action needs to be taken on a particular report. The Manage Exceptions List then displays reports that need special attention.	
		Admin - manage Filers, 450 Certifiers, Supervisors, POCs, SLCs and users.	
		Management Reports - view standard summary reports.	
		Account Profile - manage contact information, Filers and Required Activities.	
DAEO Ethics Counselors	DAEO Ethics Counselor's are a pool of ethics counselors selected by a DAEO to aid in the review of a report. They can perform the same functions as a DAEO.	Review Reports - can review, eSign and complete Filer reports for their Filer's DAEO. Can use the Notes tool as a reminder that action needs to be taken on a particular report. The Manage Exceptions List then displays reports that need special attention.	
		Admin - manage 450 Certifiers, Supervisors, POCs, SLCs and users.	
		Management Reports - view standard summary reports.	

# MANAGING ORG UNITS

An Org Unit is a grouping of Filers, Legal Reviewers and Administrators. Org Units are the organizational building blocks that make up an agency in the Financial Disclosure Management (FDM) application. When managing an org structure in FDM, determine the organizational structure with an organization chart or wire diagram. Use this same structure as the model for the Org Unit structure in FDM.

### **ORG TREE**

The Org Tree is a hierarchical display of Org Unit management and defines the Filer-Reviewer relationship structure; use it to navigate through the Org Unit hierarchy of Org Units to be viewed, edited, and managed. The viewable Org Unit hierarchy is dependent on the selected role. The initial view of the Org Tree displays the toplevel Org Unit and subordinate Org Units.

View and manage Org Units and members within an Org Tree hierarchy. This includes top level Org Units and any subordinate Org Units. For example, a Senior Legal Counsel can manage users and the roles within their Org Units and subordinate Org Units—even if the subordinate Org Unit has a different Senior Legal Counsel.

#### Who can manage Org Units?

Points of Contact (POCs), 450 Certifiers, 450 Certifier Assistants, Senior Legal Counsels, Senior Legal Counsel Ethics Counselors, Senior Legal Counsel Assistants, Designated Agency Ethics Officials (DAEOs), and DAEO Ethics Counselors can add, edit, and manage roles in FDM Org Units.

#### Who can manage specific roles?

Org Unit and Org member management is dependent on the permissions of the Authorized User's role. The Role Authorizations Management table on the following page outlines Role permissions.

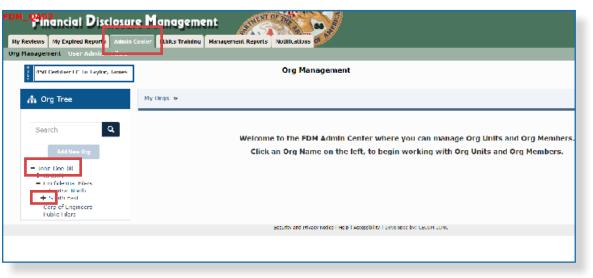
### Role Authorization Management

		FDM Admin Role	Authorizations
ŵ	<ul> <li>All FDM roles, except Filers</li> </ul>	Agency Admin	Can add, move or delete a Senior Legal Counsel (SLC), 450 Certifier, Supervisor, POC, and Filer.
and Filer Assistants, can maintain FDM	DAEO, Ethics Counselors (ECs) and Assistants	Can add, move, or delete all roles.	
	users and Org Units.	Senior Legal Counsel (SLC), ECs and Assistants	Can add, move, or delete a 450 Certifier, Supervisor, POC, or Filer.
		450 Certifier ECs and Assistants	Can add, move, or delete a Supervisor, POC, or Filer.
	Supervisor	Can add, move, or delete a Supervisor, POC, or Filer.	
		POC	Can add, move, or delete a Supervisor, POC, or Filer.

 Authorized Users can change their role in the Role box just above the Org Tree.

### NAVIGATING THE ORG TREE

1. From any point in FDM, click the **Admin Center** tab. The Org Tree will appear on the left side of the web page and automatically populates with the Org Units the user manages.



- Expand the Org Tree by selecting the plus (+) sign beside an Org Unit. The Org Tree expands and lists the selected Org Unit and correspondent sub Org Units. The lowest level of an Org Unit will display a minus (-) sign next to it.
- 3. Click the **minus (-) sign** beside an Org Unit to collapse or hide subordinate Org Units.

#### Searching for an Org Unit:

- 1. From any point in FDM, click the **Admin Center** tab.
- 2. Click Org Management.

Tinancial Disclosure Management						
Ity Reviews Hy Expired Report Admin (						
Ong Management Iser Admin						
3 450 Certifier LC In Laylor, James	AMI Certifier C. In Leylor, Lones Org Management					
🚓 Org Tree	My Orqs × John-Doc-001 ≻					
Confide Q	Profile Org Unit Members Org Unit Filers	listory				
Contidential Filers		:	John-Doe-001			
= Johnstioes001	Basic Details	Actions				
Carl denied Fiers  Carl denied Fiers  Control Field  CFRDFC  Name Name Name Name Name Name Name Nam						
Public filers	Corp of Engineers         Description:           Public fillers         Sub-ting to Prove by Herosola Doctorquez           Agency:         Org Unit Role Assignments					
	OGE	Roles	Current Assignments			
	PUC(s) lavier_James: Usric_David					
	Supervisar Garris, Maria					
450 Certher Izver James						
Senior Legal Counsel Not Assigned ( <u>OCE_SEC_14</u> acting)						
	DAFO Rot Assignment (OCF, DAFO 13 Discring)					
Considerant Private Value   Table   Armeekilly   Developed by: CECCH TONC						

- 3. In the search box at the top of the Org Tree, begin typing the **name of the Org Unit** to locate.
- 4. Click on the **Org Unit name** as it appears in the search results dropdown field.
  - **Note:** When creating a new Org Unit, use the search function to verify the Org Unit does not already exist.

#### Viewing Org Unit Profiles

When viewing an Org Unit profile, perform the following functions:

- Edit the Org Unit name and description.
- Move an Org Unit.
- Delete an Org Unit.
- View and assign Org Unit Roles.
- View and manage associated Filers.
- View the Org Unit history.
- 1. From any point in FDM, click the **Admin Center** tab.
- 2. Click **Org Management** and select an **Org Unit** to view its profile on the right side of the screen.

FDM_Pringincial Disclosure Management					
450 Certifier FC To Taylor, James	Org Mar	agement			
🚓 Org Tree	My Orgs > Tohn Doe 001 > CECOM >				
Search Q	Profile Org Unit Nembers Org Unit Filers F	listory			
Add New Org			CECOM		
	Basic Details	Actions			
<ul> <li>Confidential Lifers Central North</li> </ul>	Name: CECOM		Move Remove		
= South Last	Description:				
Corp of Engineers Public Filers	U.S. Array Communications Flectronic- Command Agency:	Org Unit Role	Assignments		
	CGL	Roles	Current Assignments		
POC(s) Rot Assigned (Taylor, James acting); (Cark, David acting)					
Supervisor Not Assigned ( <u>Garda, Mana</u> actino)					
150 Certifier Not Assigned ( <u>levice, Jernes</u> acting)					
Semior Legal Coursel Not Assigned ( <u>HGL_SLC_14</u> acting)					
DALO Not Assigned ( <u>UCL_DALD_11U</u> asting)					

### Adding New Org Units

 A new Org Unit is not required when a successor Supervisor replaces an incumbent one. In that case, simply delete the departed Supervisor and assign a new one.

Org Units are the organizational building blocks of an agency. Additional Org Units are only necessary when different or separate groupings of Filers are needed and Review Chain participants may have new Filers and/or reviewers who need to be grouped together. For example, this may occur at the beginning of a new filing season.

All new Org Units are added as a subordinate to a current Org Unit within the Org Tree.

#### Adding a new Org Unit:

- 1. From any point in FDM, click the **Admin Center** tab.
- 2. Click **Org Management** and then select the **Org Unit** in the Org Tree where the new Org Unit will be added.

DM-Pinancial Disclosure Management						
Org Management - U er Admin - russe		22°				
450 Certifier FC To Taylor, James Org Management						
🚠 Org Tree	Ny Orys » John Doe 001 » CECOM »					
Search Q	Profile Org Unit Nembers Org Unit Filers H	listory				
Add New Org			CECOM			
- стои	Basic Details	Actions				
Confidential North     South Last	Name: CECOM		Move Remove			
CLIDEC Corp of Engineers	Description: U.S. Arry Communications Flatterics Command					
Public Lifers	Agency:	Org Unit Role	Assignments			
	CGL	Roles	Current Assignments			
POC(s) Rot Assigned (Teylor, Jernes acting); (Cerk, Devid acting)						
Supervisor Not Assigned (Garda, Mana actino)						
450 Certifier Not Assigned ( <u>Tevier, James</u> acting)						
Seminic Legal Rot Assigned ( <u>USE_SEC_14</u> acting)						
	DALO Not Assigned ( <u>BOL, DALO, 13 B</u> acting)					

3. Click **Add New Org**, located above the Org Tree panel. The Org Management - Add New Org Unit page is displayed.

TOM_CADO Financial Disclosure Management By Kevlews By Expired Reports Action Gener Fritics training Ranagement Reports Instituctions					
	Org Management User Admin   Filers 450 Certiller EC To Taylor, James Org Management				
🍰 Org Tree	My Orgs > John Doc 001 > CECON >				
Search Q	Profile Org Unit Members Org Unit Filers History				
Add New Org - John Doe Ool - CECOM MIDOCIN - Control North - Control North - South Fast CERDEC Coup of Doping ons Public, Dias	Org Management - Add New Org Unit Instructions Org Unit name must be unique and no longer than 20 alphanumeric characters. Use the Description field to describe the Org Unit. Description is limited to 100 alphanumeric characters. ADD BASIC DETAILS				
	Name New Org Unit Name				
	Description of New Org Unit				
	ACTIONS Seve ancel				

4. Type the **Name** and an appropriate **Description** for the new Org Unit.

#### **Org Unit Name and Description**

The Org Unit name must be unique; duplicate names are not permitted at the same level within the Org Unit. Strive to keep the Org Unit name short and specific, e.g., use the abbreviation of the organization to which the Filers and legal reviewers belong. FDM does not prohibit particular naming, but advises to follow a standardized Org Unit naming convention.

Use the description field to further describe the Org Unit. Users would thus easily distinguish the Org Unit from others that may have a similar name. The Org Unit description is limited to 100 alphanumeric characters.

5. When complete, click **Save** and **OK** to confirm the addition of the new Org Unit.

#### Verifying if the Org Unit already Exists:

- 1. Prior to adding a new Org Unit to FDM, verify the Org Unit name doesn't already exists in FDM.
- 2. In the Org Tree Search bar, type the **proposed name of the new Org Unit** to prevent an attempt to create an Org Unit with a duplicate name.
- 3. Review the list for matching results.
  - **Note:** Authorized Users cannot add an Org Unit with the same name within the same level of the Org Unit hierarchy.

#### Acting and Assigned Org Unit Roles

Each Org Unit inherits the review chain participants from the Agency Org Unit until a different legal reviewer is associated to the subordinate Org Unit. When an Org Unit does not have an assigned Review Chain Participant or POC, FDM automatically assigns the person as acting in that role from the superior Org Unit.

 After creating an Org Unit, follow the instructions under the Editing an Org Unit section to make changes to the Org Unit.

### Assigning Org Unit Roles

FDM automatically assigns Org Unit roles, reviewers and POCs, from the superior Org Unit as the acting Org Members to the newly added subordinate Org Unit until an Authorized User assigns different individuals.

#### Assigning an Org Unit Member:

- 1. From any point in FDM, click the **Admin Center** tab.
- 2. Click **Org Management** and select an **Org Unit** in the Org Tree where the new Org Member will be added.
- 3. Click the Org Unit Members tab within the selected Org Unit.

Search Q	Profile Org Unit Mer	nbers Org Unit Filers	History	
Add New Org	Instructions Click Replace ( <b>Z</b> ) to chang	e the assigned Grg Member.		Corp of Engineers
John Doe 001     CECOM     MEDCOM     Confidential Filers	Click Remove (X ) to Remo	we the assigned Org Member	-	
Central North - South East CERDEC	Point of Contact (F			
Corp.of Engineers	Name Taylor, James	Status Acting		
	Clark, David	Acting		
	Supervisor			
	Name	Status		
	Miller, Albert	Assigned		
	450 Certifier			
	Name	Status		

- Click the +Assign button or Remove icon to assign or remove someone as an Org Member. The search box on the right of the screen prompts a search for a new Org Member.
  - **Note:** Authorized Users can assign multiple POCs to any Org Unit to help manage Filers.

🏦 Org Tree	My Orgs > John Doe 001 > Corp of Engineers						
Search Q	Profile Org Unit M	Profile Org Unit Members Org Unit Filers History					
Add New Org	Corp of Engineers						
= John-Dos-001 = CECOM		ingo the assigned Org Member move the easigned Org Nembe	Q Search for POC		×		
NEDCOM Confidential Lilers Central North	Point of Contact	(POC) +Assig	Search Option:	Contains Starts With	~		
<ul> <li>South Last CLICLC</li> <li>Corp of Engineers</li> </ul>	Name	Status	F-mail:	Ends With Contains			
Public filers	Taylor, Jones <u>Clark, David</u>	Acting Acting	Last Name:	Is Equal To Hanson			
	Currenting		First Name:				
	Supervisor Name	Status	Middle Namer				
	Miller, Albert	Assigned 🗹	×	Search			

- 5. Select a **portion of a name**, **whole name**, or **e-mail address** to search from the dropdown list.
- If searching by e-mail, enter the user's agency specific e-mail address, e.g., suffix@ abc.mil or suffix@abc.gov.
- 6. Click Search.
  - **Note:** The best way to search is by email address. Searching by last, first, and middle name will most likely return multiple results.

Field	Description
E-mail	Enter an e-mail address to focus the search on a specific Filer.
Last Name	Enter at least three letters of the Filer's last name.
First Name	Enter at least three letters of the Filer's first name.
Middle Name	Enter the first initial of the Filer's middle name.

Click Replace (🕑) to d Click Remove (🛪 ) to f			Q Search for POC	c					×
		Assign	Scarch Option:	Contains	;				×
Point of Contac	Status	Absign	E-mail:						
<u>Javler, James</u> Clark, Davis	Acting Acting		Last Nama:	Hansen					
Supervisor			First Name:						
Name	Status		Niddle Name:						
Niler, Abert	Assigned			Search					
450 Certifier			Show 10 v entries						1
Name	Status		FDM2 + F	-mail	Last Name	<sup>4</sup> First Name	+ Middle Name	Phone:	┢──┤
tavlor, James	Acting		Yes lorren e.hanser	adoğacovanılı	Bancia	Иапа		718 555 1234	00
Senior Legal C	ounsel (SEC)		Showing 1 to 1 of 1 entr	es					1
Name	Status								
CGE, SLC 14	Acting								

- In the search results list, select the individual to add by clicking the plus (+) sign beside their name. The newly added Org Member is listed beside the selected role.
  - **Note:** The *In FDM*? column in the search results displays Yes for individuals who are current FDM users. Search for the user in **Admin Center | User Admin** and view their user profile to view their roles in FDM.
  - **Note:** Click the **Show Directory Details** icon to view that user's contact and organizational information, as well as their Filer category.

#### **Removing an Org Member:**

Deleting an Org Unit role simply removes their association to a selected Org Unit. Once deleted, the screen will show a vacancy for that Org Unit and the next level up role in the acting position.

- Click the **Remove (X)** button next to the Org Member you wish to remove. You will be prompted by the message, "Are you sure you want to delete (Last, First) as (role) to (Org Unit name)?"
- 2. Click **OK** to confirm the Org Member removal.

Org Management     User Admin     Lifers       # 150 Certiller EC To Taylor, James     Org Management       Image: Org Tree     My Orgs * John-Doc-001 * Corp of Engineers
A Org Tree My Drgs > Tohn-Doc-001 > Corp of Engineers
Search Q Lastructions Called Keelose (27) to thenge the assigned Org Member Add New Drg Click Remove (X ) to Benneve the sergered Org Member I table Dec DUI
Confidential Files     Found of Contact (POC)     HAC     LoopustEmpireces
Nume         Status           Sarce         Mana           Sarce         Mana
Supervisor
Name Sitatus
Millor Albers Assigned Z
150 Certifier

### Editing an Org Unit

Org Units can be updated at any time in FDM. Ensure to update an Org Unit while your Agency is undergoing a period of transition or reorganization. Users may need to edit Org Unit's Org Members (Review Chain) immediately after creating an Org Unit to tailor the proper Review Chain to the grouping of Filers.

#### Important Information:

- Changes made to an existing Org Unit affect users associated to that Org Unit and any subordinate Org Units.
- Users can only edit Org Units in their Org Tree list.
- No two Org Units can share the same name within the same Org Unit level.
- An Org Unit's information and location can be updated as needed.

#### To edit the name or description of an Org Unit:

- 1. From any point in FDM, click the Admin Center tab.
- 2. Click Org Management and select the Org Unit in the Org Tree to edit.

<sup>-DM_</sup> Pinancial Disclosure Management								
By Reverses By Pennicel Reports Admin Central Philips Fraining Management Reports Nutifications								
Org Management 1 Iser Admin Litiers								
450 Certifier EC To Taylor, James	Org Mana	agement						
🍰 Org Tree	My Org Tree My Orgs > John Dos 001 > CFCOM >							
Search Q	Profile Org Unit Nembers Org Unit Filers Hi	story						
Add New Drg			CECOM					
- CECON	Basic Details	Actions						
Confident al Ellers     Corp of Loginders	Name: CLCOM	Merve						
Public Lifers	Description:							
	U.S. Army Communications Llectronics Command Agency:	Org Unit Role Assignments						
	OOF	Rules	Current Assignments					
		PUC(s)	Not Assigned ( <u>Taylot, James</u> acting); ( <u>Clark, David</u> acting)					
		Supervisor	Nor Assigned (Garda, Maria acting)					
		450 Certifica	Not Assigned (Taylor, James acting)					
		Senior Legal Counsel	Not Assigned (OCF, SLC 14 acting)					
		DAFO	Not Assigned (OGL_DALO_101D acting)					

**3.** To update the Org Unit's Name and Description, click the **Edit** icon in the Basic Details column. The Edit Basics Details page is displayed.

🚓 Org Tree	My Orqs + John-Doe-001 × CECOM ×
Search Q	Profile Org Unit Members Org Unit Filers History
Search Q Add News Org - John Doc 001 - CECOM MEDCOM + Can fidential Filess Corp of engineers Public Hiers	Instructions   Org flich name must be unique and on larger, than 20 alphanametic characters   Use fire Description field to conclude the Org flich. Description is limited to 100 alphanametic characters.   EDIT BASIC DETAILS   Name:   Edited Org Unit Name   Description:   Edited Org Unit Description   Actrons   Save   Cancel
	Roles Current Assignments

- 4. Update the **Org Unit Name** and/or **Description** as needed.
- 5. Click Save.

An Acting

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### EDITING ORG UNIT MEMBERS

Replace or remove current Org Unit Members when editing an Org Unit.

#### Org Member 1. From any point in FDM, click the **Admin Center** tab. has the same authority and 2. Click Org Management and select the Org Unit in the Org Tree to edit. access as an 3. Click on the Org Unit Members tab. Assigned Org Unit Member. Juit Filers History ۹, Search Federal Agency Add New Org Instructions Click Replace (@) to change the assigned Org Member. Q Search for Supervisor = Lederal Agency Click Remove (X ) to Remove the assigned Org Member + Confidential Filers Search Option: Is Equal To Corp of Engineers Public Filers Point of Contact (POC) +Add E mail Name Status Taylor, Janus Assigno Last Name: Taylor Clock, David Assigned 🛛 🗙 First Name: Supervisor

Marne Status Gauta, Maria Accigned	Show 10 √ entri	Search				
450 Certifier	In +	t mail	Last Name	<sup>‡</sup> Lirst Name	<sup>‡</sup> Piddle Name	Phone
Status James Acsigned	Yes knoen.e.for	naen ad i Qarrinyar il	Taylor	lames		718-555-1231
enior Legal Counsel (SLC)	Showing Lto Lot Lo	ennies				

- Click the +Assign or Remove icon to assign or remove someone as an Org Member. The search box on the right of your screen prompts you to search for a new Org Member.
- 5. Select a **portion of a name**, **whole name**, or **e-mail address** to search from the drop-down list.

**Note:** The best way to search is by email address. Searching by last, first, and middle name will most likely return multiple results.

#### 6. Click Search.

 In the search results list, add the individual by clicking the plus (+) sign by their name. The new Org Unit Member is listed by the selected role.

FDM Search searches within the selected Agency's directory.

### Assigning and Replacing Org Members in a specific Org Unit:

Moving an Org Unit may change the review chain of the Filers located in that Org Unit.

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### MOVING ORG UNITS

Move an Org Unit to align the Filers and review chain participants appropriately after a transformation within an agency. Click **Move** on the Org Unit profile page to move the Org Unit and all Filers in that Org Unit simultaneously to a new location in FDM. Only selected user roles are authorized to move Org Units to other FDM locations.

- 1. From any point in FDM, click the **Admin Center** tab.
- 2. Click **Org Management** and select the **Org Unit** in the Org Tree to move. The Org Unit Profile is displayed.

permission to	Org Unit Profile is displayed.							
move an Org Jnit.	PDM_CONTRACTOR Disclosure My Keylews Hy Divised Reports Admin 0 Ory Nanagement See Admin 1 Hers		ts Notifications					
	450 Cerbber LC In Taylor, James		Org Management	lanagement				
	🚓 Org Tree	Ny Orgs + Federal Agency + Confiden	tial Filers » Central North					
	Search Q	Profile Org Unit Members Org	Unit Filers History					
	Add New Org		Cent	ral North				
	Iederal Agency     CLCOM	Basic Details	Actions					
	Gantral North	Namer Central Net In		Move Remove				
	Corp of Engravers Public Ellers	Description: Mid-West North of Missouri Agency:	Org Unit Role Assig	nments				
		OGE	Roles	Current Assignments				
			POC(s)	Not Assigned ( <u>Taylor, James</u> acting); ( <u>Clark,</u> David acting)				
			Supervisor	Not Assigned (Garcia Maria acting)				
			150 Certifier	Not Assigned ( <u>laylor, James</u> acting)				
			Senior Legal Counsel	Not Assigned (CCF, SLC 14 acting)				
			DALO	Not Assigned (OCE, DAEO 13 Discting)				

- 3. Click the **Move button** in the Actions column of the Org Unit profile.
- Org Units cannot be moved across agencies.

ò	At times, both
	Org Units,
	the one the
	Filer is leaving
	and the Org
	Unit they are
	moving to,
	may have
	existing
	review chain
	participants.
	Choose from
	the list of legal
	reviewers that
	are displayed
	in FDM.

DM_2202	e Managemen	t street	THE TO BO IS	
My Reviews My Expired Reports Admin	Center Ethics Training N	lanagement Reports	Notifications	
Org Management User Admin Filers				
450 Certifier FC To Taylor, Tames			Org Managem	ent
🚠 Org Tree	My Orgs » Federal Ag	ency » Confidential	Filers » Central Nort	h
Search Q Add New Org - Federal Agency + CECOM - Confidential Ellers Central North - Search and Corp of Lingingers Federal Agency			Are y	Central North
			Security and Privacy Notice	Help   Accessibility   Developed by: CECOM LCMC

4. Browse and select an **Org Unit** from the Org Tree where the moving Org Unit will be placed.

**Note:** If a Filer in a moving Org Unit has incomplete assigned reports, they will remain with the Filer's departing Org Unit.

5. Click **OK** to confirm.

### **REMOVING ORG UNITS**

#### **Important Information**

Move an associated Filer to another Org Unit, or remove the Filer's role altogether if no longer a Filer, before deleting an Org Unit. See the Filers section for further information. If the Org Unit has subordinate Org Units, move or delete the sub-Org Units.

#### Removing an Org Unit:

 Deletions in FDM are permanent.

- 1. From any point in FDM, click the **Admin Center** tab.
- 2. Click **Org Management** and select the **Org Unit** in the Org Tree to remove. The Org Unit Profile is displayed.

<sup>FDM_</sup> Pinancial Disclosur	e Management	00	
My Reviews My Expired Repairs Ashning	Center PH es training Management Reports Notification	Of B	
Org Management   Use Admin.   Course			
450 Certifier FC to taylor, James	Org Mai	nagement	
🚠 Org Tree	My Orgs > Lederal Agency > Public Lilers		
Sparch Q	Profile Org Unit Members Org Unit Filers	History	
Add New Org		Pub	lic Filers
<ul> <li>Federal Agency</li> <li>CLCOM</li> </ul>	Basic Details	Actions	
<ul> <li>Confidential Files</li> <li>Control North</li> <li>South of Dast</li> <li>CF3DEC</li> </ul>	Name: Public Films		Mov
Euclidations	Description: Non-confidential files:	Org Unit Role Assign	
	Адлаку:		
	oar	Roles	Current Assignments
		POC(s)	Not Assigned ( <u>Taylor, James</u> acting); ( <u>Clark</u> , David acting)
		Supervisor	Not Assigned ( <u>Barga, Maria</u> acting)
		450 Certifier	Not Assigned (Javior, James acting)
		Senior Legal Counsel	Not Assigned ( <u>OCE, SEC_14</u> acting)
		DALO	Not Assigned ( <u>OCL, DALO_10 D</u> acting)
	Security and Educ	rey Notice   Help   Accessibility   Devel	Input by: CECCH LONG
			• • • • •

- 3. Click on the **Remove** button in the Actions column of the Org Unit profile.
- 4. Click **OK** to confirm.

# MANAGING FILERS

A Filer is a user who is required to file an OGE 450 report in FDM. Filers do not have permission to access the administrative features of FDM. FDM Administrators, POCs, Supervisors, and Ethics Officials are authorized to manage Org Unit information, Org Unit members, and Filers.

All FDM roles, except Filers and Filer Assistants, can use Admin Center with Org Management tabs (**Admin Center** | **Org Management**), or Admin Center with Filers tabs (**Admin Center** | **Filers**), to manage Filers.

On the Org Unit Filers and Admin Center Filers pages you can:

- Verify Filer Profile information roles, reports, assistants, and history.
- Move Filers to a new Org Unit.
- Assign required reports to file.
- Remove Filers who leave an organization.
- Add a Filer Assistant.
- **Note**: The System Administrator assigns annual reports to FDM Filers on December 31.

#### **Org Unit Filers**

Filers are added to specific Org Units in FDM through Org Management. Individual or groups of Filers can be added to any Org Unit by a user with an authorized role. An Org Unit must already exist before Filers are added.

**Note**: Filers can only be added, individually or in bulk, through Org Unit Filers so they can be associated with a specific Org Unit.

#### Admin Center | Filers

Use the **Admin Center | Filers** page to review and update the filer list prior to filing season.

Who Can Add OGE 450 Filers?

Supervisors, 450 Certifiers, 450 Certifier ECs, 450 Certifier Assistants, POCs and Agency Admins can add and manage OGE 450 Filers.

## Adding Org Unit Filers

Group Filers into separate Org Units by Supervisor. Agencies not using a supervisory review assign a paralegal or legal clerk as Supervisor to perform a technical screening of a disclosure report's completeness.

## Registering a Single Filer

- 1. Select Admin Center | Org Management.
- 2. Select the Org Unit where the new Filer is to be added.
- 3. Click the Org Unit Filers tab.
- 4. Select the OGE 450 Filers panel.
- 5. Click the Add Filer button.

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A. Org hee	Hy Dept in Talas-Disertile1 in					
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brends Q			CECON			
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		leaves a language stational and hadding on	1000H 100 http://www.finationalitecturies.	3033 New Reserve	Gamin.	

## Filer Actions

	lcon	Action	Description
	Ä	View	View a Filer's profile.
	<b>=</b>	Move	Move a Filer to a different Org Unit.
	×	Remove	Remove a Filer's role.
-	Ĺ	Assign	Assign a report to a Filer.
		Unassign	Remove a report assignment.
	<b>*</b>	Add Filer Assistant	Assign Filer Assistant to a Filer.

### Searching for a Filer

1. Select a **portion of a name**, **whole name**, or **e-mail address** to search from the drop-down list.

击 Org Tree	My Orgs × Federal Agency × CECON ×		
Search Q	Profile Org Unit Members Org Unit Filers	History	
Add New Orx		CECOM	
<ul> <li>Tedaral Agency</li> <li>CECOM</li> </ul>	🖽 Current 450 Filers	Q. Search For Filers	~
MEDCOM = Confider tial Files Central North	Show 20 v entries	Search Option: Curl	
Control North + South Fos Corp of Engineers Public Flors	No Filers Found	L mail: Ends Cont	
		Last Name:	ual To
		First Name:	
		Niddle Name:	
		Scar	sh

- 2. Type the new Filer's email address and click **Search**.
  - **Note:** Search for a Filer by e-mail address for immediate results. Searching by last, first, or middle name will return all results with identical names.

Field	Description
E-mail	Enter an e-mail address to focus your search on a specific Filer.
Last Name	Enter at least three letters of the Filer's last name.
First Name	Enter at least three letters of the Filer's first name.
Middle Name	Enter the first initial of the Filer's middle name and select either 'Starts With' or 'Contains'.

3. Click the **plus (+) sign** beside the Filer's name and the Current Filers list now displays the newly added Filer.

**Note:** Once a Filer is added, a report can be assigned.

#### Filer Belongs to Different Org Unit

A complete or partial collection of incomplete reports may accompany a moved Filer to the new Org Unit. This may change the originally assigned review chain for those reports.

	Contro Mining Management Separts	Hotiladaya 🕈	
Drg Management Rock Advise Files		Org Management	
AND Contractor		org nanagement	
🚠 Org Tree	Ny Orga = John-Doo-001 + CECON		
Search Q		0 Hiler Assignment	8
Add New Ora		LI CECON	
<ul> <li>John Guer-Bitt</li> <li>CCCOM</li> <li>Control Filmer</li> </ul>	Andges	Report	
Central North = South Save CENDEC miller to exe	r com	2022	•
THE OTHER	Report	Stetur: New Entert	
	Dusty to	Films III: Film in Travelo Org O Frie Assignment mericketers O Film in 555	
	Apprint	08/22/2023	۲
	Due Da	Ae 09/21/2023	

# Adding Multiple 450 Filers

FDM can add Filers in groups of up to 100 at the same time. This function is the most convenient course of action with an influx of 450 Filers. Ensure to secure the correct e-mail address for all Filers.

- 1. Select Admin Center | Org Management.
- 2. Select the **Org Unit** where the Filers are to be added.
- 3. Click the Org Unit Filers tab.
- 4. Select the **450 Filers** panel. A list of Filers associated with the Org Unit is displayed.
- 5. Click the **Add Multi** button. The Add Multiple Filers page is displayed.

Org Management Jser Admin <sup>1</sup> Liers	Center E hics Training Managem	ent Reports Notifications		_	_		
150 Certifier EC To Taylor, James	Taylor, James Org Management						
Search Q	My Orus & John-Doe-001 & Co Profile Org Unit Members Click the appropriate Low to view			dential Filers			
Concord C	450 Files	1⊈0GE 450 Filers - Confide Show <u>20 - v</u> entries	antial Filers				Add ( er (Add Multi)
CERDEC		≑ E-mail	Name	Org Unit	Current Report	\$ Supervisor	
Corp of Engineers Duolic Ellers		har en esher sen stri Øsarnyaril	Milkey Albert	Confidential Lilers Personal follocitation		Gurcin, Muria	ñ≓×ôl≱
	3	Showing 1 to 1 of 1 entries					1
		Security and Provers Motion 1.	leis I Accessibilie I D	easter will be CECON LCPC			

### **Options for Importing Multiple 450 Filers**

Multiple 450 Filers can be uploaded by typing or pasting e-mail addresses, or by uploading an FDM Excel template file.

Option 1: Importing/Adding Filers via Type or Paste of E-mail Addresses

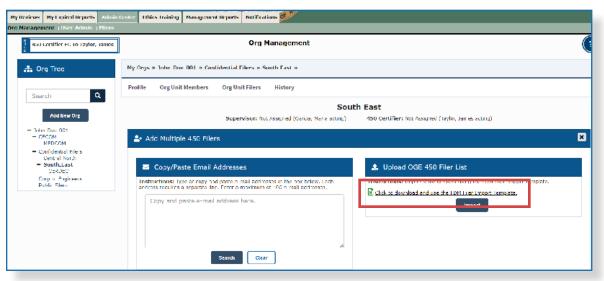
- 1. Type or paste the Filer's **e-mail addresses** in the Copy/Paste E-mail Addresses box. Enter up to 100 e-mail addresses at a time, with only one address per line.
- 2. Click Search and the Review and Confirm screen is displayed.
- **3.** Leave the checkbox beside a Filer checked, and click **Confirm** to add the Filer. Uncheck the box beside any Filer who is not to be added. Only checked Filers will be added.
  - **Note:** Verify the e-mail address if a required Filer fails to appear in the **Review and Confirm** page.

🚠 Org Tree	My Orgs » John Doe 001 » Confidential Filers »					
Search Q	Profile Org Unit Members Org Unit Fliers History					
	Confide	ntial Filers				
Add New Org	Supervisor: Not Assigned (Saria, Maria a ting)	450 Certifica: Not Assigned (Taylor, James acting)				
<ul> <li>John Dec 001</li> <li>+ CLCOM</li> <li>Condition tal Filers</li> <li>Central Nor h</li> <li>+ South Feet</li> </ul>	♣ Add Multiple 450 Filers					
Corp of Engineers Public Lilers	Copy/Paste Email Addresses	1. Upload OGE 450 Filer List				
	Instructions: type or copy and pastele-mail addresses in the box below. Lach address requires a separate line. Enter a maximum of 100 elimail addresses.	Instructions: Import a list of Filers using the FDM Filer Impor Click to download and use the FDN Filer Import Template.				
	lorren.e. hansen.ebr@army.mil maria.e.Gonzalez.etr//army.mil	Import				
	Search					

🖽 R	eview ar	nd Confirm						
nstrud	tions: Ur	check any individual you do not wish to	add. Only selected in	cividuals will be added to I	DM.			
iliuna   1	100 v   ent	ries				1	2 3 4 5	13 No.
Add	€ <mark>FDM2</mark>	e E-mail	<sup>‡</sup> Last Name	+ First Name	♦ <mark>Middle</mark> Name	Phone	• FDM Roles	Reason
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	Yers	lorrane, romano le Juantymil	Brown	Robert		718 555 1234	450 Corbfier Assistant, Ageon Fibics officers, FDM Oser	Duplicate Encol Address

### Option 2: Import a List of Filers (Excel file)

- 1. Click the **Click to Download and use the FDM Filer Import Template** link in the Upload OGE 450 Filer List.
  - **Note:** Only use the FDM Filer Import Template during the upload process. The FDM template already maps the template fields to the appropriate FDM fields.



2. Open the Excel template and fill out the required Filer information.

**Note:** *Do not* change the template as it will not upload properly.

A	B	C	U	L
First Name	Last Name	Middle Name (or Middle Initial)	Email Address	Email Vali
Training	450_17	X	training 450 17@us.army.mil	TRUE
Training	450_18	x	training 450 18@us.army.mil	TRUE
Training	450 19	x	training 450 19@us.army.mil	TRUE
training	450_20	x	training 450 20@us.army.mil	TRUE
Training	450 21	x	training 450 21@us.army.mil	TRUE
Training	450_22	x	training 450 22@us.army.mil	TRUE
Training	450 23	x	training 450 23@us.army.mil	TRUE
Training	450_24	x	training 450 24@us.army.mil	TRUE
training	450 25	x	training 450 25@us.army.mil	IRUI
Training	450_26	x	training 450 26@us.army.mil	TRUE
training	450_27	x	training 450 27@us.army.mil	IRUI
Training	450 28	х	training 450 28@us.army.mil	TRUE
Training	450_29	x	training 450 29@us.army.mil	TRUE
Training	450 30	X	training 450 30@us.army.mil	TRUE
Training	450_31	x	training 450 31@us.army.mil	TRUE
training	450 32	x	training 450 32@us.army.mil	TRUE
Training	450_33	x	training 450 33@us.army.mil	TRUE
Training	450_34	x	training 450 34@us.army.mil	IRUI
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				LATS:

✤ The 'E-mail

Valid?' column in the Excel template will display 'TRUE' if the e-mail address entered fits the proper email formula to be located. **3. Save** the document to your local drive after entering the Filer information into the template.

🗓 Save As											
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∧ Hide Folders							loois 🛨	Save	Cancel		

### 4. In FDM, click **Impor**t and navigate to the file in your local drive.

My Orgs »	My Orgs » John Doe 001 » Confidential Filers » South Last »						
Profile	Org Unit Members	Org Unit Filers Histo	гу				
			Sout	h East			
		Supervisor: Not Assigned	d (Garcia, Maria acting)	450 Certifier: Not Assigned (Taylor, James acting)			
_a+ Add	I Multiple 450 Filer	-5			×		
<b>M</b> 0	Copy/Paste Email A	Addresses		🔹 Upload OGE 450 Filer List			
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Co	py and paste e-mail	address here.					
		Search Clear	<u></u>				

**5. Open** the appropriate file and click **OK** in the Upload OGE 450 Filer List box. The Review and Confirm screen is displayed.

🧿 Open				×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ $\rightarrow$ This	PC > Documents > FDM Training > ULA	~ (	) Search ULA	م
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📜 QAO XX 🔨	Name	Date modified	Туре	Size
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rite name				
			Open	Cancel

- 6. Uncheck boxes by Filers not to be to added and click **Confirm**.
  - **Note:** Verify the e-mail address of Filers which failed to appear with the Add Multi function.

		Agency	Directory:	DoD				
		Unche	ck any in	dividual y	ou do not	wish to ad	d.	
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nstru	ctions: Un	check any individual y do not wis	sh to add. Only s	elected individua	als will be added to	FDM.		
	100 ¥ ent							
Add	In FDM?	E-mail	Last Name	First Name	Middle Name	Phone	FDM Roles	Reason
ø	Yes	y ning 450 18@us.army.mil	450_18	Training	х	000-000-0000	FDM User	
ø	Yes	training 450 19(Bus.army.mil	450_19	The R	Reason fiel	d explains	why	
ø	y s	training_450_20@us.army.mil	450_20			nnot be ad		
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۷	Yes	training_450_23@us.army.mil	Shaw	Rick	х	000-000-0000	TON D	
ø	Yes	training 450 24(dus.army.mil	Neeco	Mary Jane	х	000-000-0000	FDM User	
ø	Yes	training 450 28(Bus.army.mil	Whittle	Jack	х	000-000-0000	FDM User	
	Yes	After reviewing the	e listing, c	firm	000-000-0000	FDM User	Already a filer in FDM	
	No	to add the File	rs to the	Org Unit.				Not found in directory
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	No	training 450 29(Bus.army.mil						Not found in directory
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## **MANAGING FILER ASSISTANTS**

A DAEO/DAEO EC, or a 450 Certifier/450 Certifier EC, can add Filer Assistants from the Org Unit Filer List page.

Adding a Filer Assistant:

- 1. Select Admin Center | Org Management.
- 2. Select the Org Unit where the Filer resides.
- 3. Click the Org Unit Filers tab.
- 4. Click the **450 Filers** panel. A list of Filers associated with the selected Org Unit is displayed.

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My Reviews My Expired Reports Admin	Center thics training Manager	nent Reports Notifications						
Orij Management () ser Admin, (1993)								
4-au conffler FC to taylor, tames		Org Managem	ent					
🏦 Org Tree	My Drijs × John Doe 001 × 0	confidential Lilers »						
Search Q	Profile Org Unit Member	Org Unit Filers History						
Add New Org	Click the appropriate how to view	a list of current filers and access the		dential Filers				
<ul> <li>John-Doe-001</li> <li>CECOM</li> <li>MEDCOM</li> <li>Confidential.tilers</li> </ul>	450 Filers	🖶 OGE 450 Filers - Confic	lential Filers				Add Filer (Add Muit)	
Central North  South East	1	thow 20 m entries					1	
Corp of Engineers	-	F-mail	Name	Org Unit	Current Report	Supervisor		
Public Filers		larren e barsen di (ösnny mi	Miller, Abert	Confidential Lifers Personal Information		Carcia, Naria	ä≓×t ≱	
		Showing 1 to 1 of 1 entries					1	
		Security and Privary Notice	lielp   Accessibility   D	weinped by: CECON LONG				

5. Click the **Add Assistant** icon beside the Filer. The Filer's profile page is displayed.

6. Click **Add Filer Assistant** above the Filer Assistants list. The Search for Filer Assistants box displays.

M Pinancial Disclosure Management								
My Reviews My Expired Reports Admin Center Ethics	Training Management Reports Notifications	of Ar						
Org Management User Admin Lilers								
450 Certifier EC To Taylor, James								
Albert Miller Iorren.e.hansen.ctrgarmy.mll /18-156-1234								
Assistants	Albert Miller's Assistants	+Add -						
Reports	^ Name ≑ E-mail	Ph 450 Filer Assistant						
Roles	450 Liler Assistant							
Notifications	<u>Garcia, Maria</u> lorrentethausen.ch/	<u>@army.ml</u> /18-555-1234						
History								
	Security and Priva	cv Notice   Help   Accessibility   Developed by: CECOM LCMC						

**7.** Type the Filer Assistant's name or e-mail address in the e-mail field and click **Search**.

**Note:** The best way to search is by e-mail address. Searching by name will likely return multiple results.

8. In the search results list, select the assistant to add by clicking the **plus (+) sign** by their name. The selected user is added as a Filer Assistant.

### Removing a Filer Assistant:

- 1. Select Admin Center | Org Management.
- 2. Select the Org Unit in the Org Tree where the Assistant resides.
- 3. Click the Org Unit Filers tab.
- 4. A list of Filers associated with the selected Org Unit is displayed.
- 5. Click the **View** icon beside the Filer. The Filer's profile page is displayed.
- 6. Select the Assistants tab.
- 7. Click the X beside the Filer Assistant to remove. The Filer Assistant is removed.
- 8. Click the X in the Filer profile bar to return to the Org Unit Filers page.
  - **Note:** Only Filers, DAEOs/DAEO ECs, and 450 Certifiers/450 Certifier ECs can remove Filer Assistants in FDM. When removing a Filer Assistant, the person is only removed as the assistant to the Filer. They are not removed from the system.

## Assigning a Report to a Filer

FDM automatically assigns every registered 450 Filer in FDM an Annual Report on December 31. It is imperative that POCs have their Org Units, Supervisors, and Filers set up correctly before the end of the year.

Manual report assignment is typically used for New Entrant Filers. It is also used if a Filer wasn't automatically assigned an Annual report on December 31.

- 1. Select Admin Center | Org Management.
- 2. Locate and select the Filer's Org Unit.
- 3. Click the **Org Unit Filers** tab and select the **OGE 450 Filers** panel. A list of Filers associated with the selected Org Unit is displayed.

lanagement   Lor Admin								
450 Certifier			Org Mana	gement				
🔓 Org Tree	My Orgs = Kevin S	Sub Org						
Search Q	Profile Org U	Org Unit Filers	History					
_			Kevin	Sub Org	9			
Add New Org Kevin Sub Org	click the appropriate	e box to view a list of current filers a	nd access th	e ability to a	dd filers.			
	450 Filers	GE 450 Filers - Ke	win Sub 0	Drg			Add Filer	Add Multi
	4	A Show 20 T entries						
	· ·	¢ E-mail	* Name	Örg Unit	Current Report	Ŝupervisor		
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		rabin.lastname.ctr@mail.mi	Lastname, Nobin	Kevin Sub-Ore Sub-Ore for Kevin	2020 New Entrant 450	Lastname. Rett	n=×	
		ramie lastname.ctr@mail.mil	Lastname, Ronnie	Sub-Org Sub-Org for sevin	2020 New Entrant 450	Lastname, Den	n=x	
		Showing 1 to 4 of 4 entries						1

4. Click Assign by the targeted Filer. The 450 Filer Assignment page is displayed.

5. Select the appropriate criteria and click **OK**.

Org Unit: Kevin Sub Org Filer: Kel Lastname		
Assignment Type:	Report	
Year:	2020	
Report Status:	New Entrant	
Duty to File:	<ul> <li>Filer is New to Org</li> <li>Filer Assigned new duties</li> <li>Filer is SGE</li> </ul>	
Appointment Date:	04/16/2020	
Due Date:	05/16/2020	

Field	Description
Year	Report year; the report year defaults to the current year.
Report Status	Indicate the type of OGE 450 (New Entrant or Annual) report a Filer is required to file in FDM.
Duty to File	Indicate the reason the Filer is required to file a report.
Filer is New to Org	For New Entrants, indicate if the Filer is a new employee and required to File an OGE 450. This selection prompts a required Appointment Date.
Appointment Date	The date the Filer was appointed to the job requiring filing an OGE 450.
Filer Assigned New Duties	For New Entrants, indicate if the Filer is an existing employee who assumed new duties that trigger the requirement to file an OGE 450. This selection prompts the required entry of an Assigned to Duties Date.
Assigned to Duties Date	The date the Filer assumed the duties that require them to file an OGE 450.
Filer is SGE	For New Entrants, indicate if a Filer is a Special Government Employee. This selection prompts the required entry of a Begin In-Process Date.
Begin In-Process Date	The date entered should be calculated to provide for submission at least 30 days prior to the SGE's expected appointment or assumption of duties date.
Due Date	The date the report is due. The due date is not editable at the time of assignment.
-	nt Date is the collective term for the Appointment Date,

Assigned to Duties Date, or Begin In-Process Date. This term is used in subsequent screens and is found on the Report Due Date Information via the Review Status page.

## Notifying a Filer

The Report Assignment Notification page notifies a Filer they have been registered. The notification includes report information and instructions on how to file the report in FDM.

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Hy Reviews Hy Expired Reports Admin Center Ethics Training	Management Reports	Hotifications	
Org Management User Admin Filers			
450 Contilier		Org Management	0
🚓 Org Tree Ny Orgs + Kevin Sub Org	6		
Search Q	Report As	signment Notification	
Add New Drg	то:	kel.lastnane.ctrdimail.mil	
Kevin Sub Org \$	Subject:	Start Your Report due 05/20/2020 (Automatic Notice)	
	Message:	You are registered as an OGE 450, Confidential Financial Disclosure Report Filer in Financial Disclosure Management (FDM). Your report is due 05/20/2020. Please consult your legal advisor or 450 Certifier Ashley Lastname, kavin.m.diegen.ctr@mail.mil, 4848440383, if you have questions about how to file a Financial Disclosure Report, or need an extension. Also, consult your legal advisor, supervisor or me if you do not think you should file such a report.	
	Security and Priv	acriticase   Hels   Accessibility   Developed by: CSCOHILCMC	

6. Click **Send** to notify the Filer of their requirement to file, or **Cancel** and notify later. The Filers page is displayed.

## Removing a Filing Assignment

Under certain circumstances some Filers are no longer required to file. Report assignments for these Filers can be removed.

- **Note:** Only DAEOs, DAEO ECs, SLCs, SLC EC, SLC Assistants, 450 Certifiers, 450 Certifiers ECs, 450 Certifier Assistants, and POCs can remove OGE 450 filing assignments.
- 1. Locate the name of the Filer on the list and click the **View** icon beside the name. The Filer Profile Page displays.
- 2. Click the **Reports** tab.
- **3.** Click the **Unassign** button. A message asks to confirm removal of the assignment from the Filer.
- 4. Click **OK**.

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My Reviews My Expired Reports Admin Cer	ster Ethics Tra	ining Managemen	t Reports Noti	fications			AL
Org Management User Admin Filers			- 50	2.5			
450 Certifier							ß
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Assistanta	Reports						
Reports	Report Year	Report Status	Review Status	Assigned	Current Due Date	Assigning Org Unit	Unassign
Roles	2020	OGE 450 New Entrant	Draft	Yes	05/13/2020	Kevin Sub Org	
Notifications							3
History							
	Sec	urity and Privacy Notice 1	Helo   Accessibility	Developed by: CECOI	H LOMC		

# EDITING A REPORT'S DUE DATE

Due Dates for reports depend on the Reporting Status selected, and calculate as follows:

- **OGE 450 Annual** The Due Date defaults to the statutory Due Date.
- **OGE 450 New Entrant** The Due Date automatically calculates to 30 days from either the Appointment Date, Assigned to Duties Date or Begin In-Process Date (whichever was entered at the time of assignment).

## Editing the Due Date of a Report

### Editing the Assignment Date

The Assignment Date field of the Review Due Date Info page is used to edit an incorrectly entered Appointment Date, Assigned to Duties Date, or Begin In-Process Date. This action effectively corrects the due date of the report.

- 1. Select My Reviews | Review Reports and locate the report to be edited.
- 2. Click the **Review Status** button by the report. The Review Status page displays.
- 3. Click View Due Date Information. The Review Due Date Info page displays.
- 4. Enter the **new date** in the Assignment Date field and click **Save**.

### Overriding the Due Date

Alternatively, a report's due date can be overridden to set the correct legal due date.

- **5.** On the Report Due Date Info page, click the **checkbox** next to Override Due Date.
- 6. Enter the **new date** in the Due Date field.
- 7. Type a **reason** in the Reason field and click **Save**.

Editing Assignment Date versus Overriding the Due Date

Editing the Assignment Date changes the Due Date indirectly. It ensures there are 30 days between Assignment Date and Due Date (excluding extensions).

Overriding the Due Date changes the Due Date directly and should only be used when the 30-day rule is not in effect.

Report Du	e Date Info
Year :	2021
Corrent Due Date :	02/16/2021 i
Total Extension Days :	0 i
Due Date :	MM 02 DD 16 YYYY 2022
Override Due Date :	2 i
Riedour :	Eversons deployment.
Admin Due Date :	
s	nve
rd Extension i	Audit Irail Cancel

The Assignment Date can be viewed by all roles, but can only be edited by 450 Certifiers, 450 Certifier ECs, 450 Assitants, DAEOs, DAEO ECs, SLCs, SLC ECs, SLC Assitants.

# VIEWING FILER PROFILE INFORMATION

A Filer profile shows information like additional FDM roles, Assistants/EC relationships, associated reports, and user history.

- 1. Click the **Org Unit Filers** tab.
- 2. Click the 450 Filers Panel.
- 3. Click the **View** icon beside the Filer. The Filer profile displays.

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My Reviews My Expired Reports Admin Co	enter Lthus Frammy Nanagern	ent Reports Notifications 🕵	<u>Bee</u>				
Ory Management User Admin Filens							
450 Getifier FC to Laylor, James		Org Manag	jeme <b>nt</b>				
🏯 Org Tree	My Orgs » Federal Agency » (	CECOM +					
Search Q	Profile Org Unit Members	Org Unit Filers Histo	агу				
Add New Org	Click the appropriate box to view	a list of current filers and acces	s the ability to	CECOM add filers.			
<ul> <li>Leceral Agency</li> <li>LECOM</li> <li>MLDCOM</li> </ul>	450 Filers	🖶 OGE 450 Filers - CE	сом				Add Filer (Add Multi
Contridential Fliers     Control North     South East		Show 20 × catrics					1
CERDEC.		¢ L mail	<ul> <li>Name</li> </ul>	Org Unit	Current Report	Supervisor	
Corp of Engineers Public Liters		lerran.e.hansen.str@army.mi	Rodinguez, None	CECON U.S. Army Communications Electron Commond	cs 2022 New Entrent 450	Garcia. Maria	/1) = × 8 24
		showing 1 to 1 of 1 entries					1
		Security and Manager N	etica IIalo I Anna	sibility   Developed by: CECON LCHC			
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My Reviews My Expired Reports Admin Center Ethics Trainin	ng Management Reports	Notifications OR	
Org Management   User Admin   Lilers			
450 Certifier EC To Taylor, James			
Maria Rodriquez Incres Adamen.ctr@army.ctll 718-705-1234			
Assistants	Roles		
Reports	* Role	Org Name	
Roles	450 Eler	CECOM	
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		No Custom Roles Fou	nd
		Security and Edwary Notice   Help   Avaeaa N	Ity   Developed by: 600041040

## MOVING A FILER TO A DIFFERENT ORG UNIT

Filers must be moved to different Org Units after lateral transfers. Move these filers when updating the Filer List and only to Org Units within the organizational view of the FDM official.

**Note:** Moving Filers to a new Org Unit may change the Filer's review chain. When a Filer has a disclosure report Under Review, current review chain members may be notified in case their review process has begun. To view the review chain members, click the Org Unit name link listed by the Filer's name.

- 1. Select Admin Center | Org Management.
- 2. Select the **Org Unit** of the Filer to be moved.
- 3. Click the Org Unit Filers tab.
- 4. Select the **OGE 450 Filers** panel. A list of Filers associated with the selected Org Unit is displayed.

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150 Certiller DC To Taylor, James		Org Mana	gement				(
🚓 Org Iree	My Orgs » Federal Agency » Profile Org Unit Member		ory				
Search Q Add New Org	Gick the appropriate base to view	wallst of current lifers are any	s the ability to a	CECOM			
CECOH     CECOH     Central mens     Central mens     Central Moth	450 Fjlers	ABOGE 450 Filers - Cl Show 20 × entries	ECOM				Add Filer Add Multi
- South East CERDEC	1	¢ F-mall	<ul> <li>Name</li> </ul>	Org Unit	Current Report	\$upervisor	
Corp of Engineers Profix Eiters		hmen e hanser drifter ny nit	Rodriguez, Maria	CLCOM U.S. Army Communications-Electronics Command	2022 New Entrant 450	Garcia, Maria	<u>n = × 8 2+</u>
		Showing 1 to 1 of 1 couries					•
		Security and Privacy P	kriise   Liele   Asses	delig   Developed by: CLOUN LCNC			

5. Click the **Move** icon by the targeted Filer.

6. Browse and select an Org Unit where the Filer is to be added and click OK.

	In the second se		agrand Reals	Ludians			
	100 Califier PC Dr.Taylor, Source			rg Hanagement			0
	also Drig Iree	Hy saga in Lederal Agend	у остани о				
	Search 🔍				CECOM		
	FAIR-S Dig	Powr. Reports spiller:	An you	ure you want to move Rodniquez	Naria ana 450 Filer fron 6500N to Confidential File	16	
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•	<ul> <li>Osch Erit</li> </ul>	Move Report?	Year Form Type	Reporting Scools	Review Status	Assigning Crg	Assigned
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a different Org			2002 DCE 450	Annal	Under Sectory - Americanica in Program	CECOM	10
Uni			2000 000 450	Nov Charges	Erste	000004	100
Oni					Yes I		
			Autor	and Server Search Ball, Dama all st	Providencial Control (CAR)		

The Move Reports option screen may display when a Filer has past reports in FDM.

 Move a report with the Filer by leaving the checkbox by a report selected, and click Yes.

ò

8. Keep a report with the review chain of the original Org Unit by deselecting the **checkbox**, **and** Click **Yes**.

The Filer and their selected reports are then moved to the new Org Unit.

 Deleting a Filer's role does not delete reports already started, e.g., Draft, Under Review, and Complete. Draft reports or others that are not required should be "Admin Closed" by the reviewing ethics

# REMOVING A FILER'S ROLE

Filer roles are removed one at a time.

### **Checking for Assigned Reports**

Ensure Filers do not have assigned or incomplete reports before removing them. If an incomplete report exists, the Filer's Ethics Official should be notified to either complete the report or delete the report if it was filed erroneously

- 1. Select Admin Center | Org Management.
- 2. Select an Org Unit with the Filer to remove.
- 3. Click the Org Unit Filers tab.
- 4. Select the **450 Filers** panel. A list of Filers associated with the selected Org Unit is displayed.

450 Certifier FC to Laylor, James		Org Manage	ment				(
🚓 Org Tree	My Orga » Federal Agency » Profile Org Unit Members		·	dential Filers			
Add New Org - Lederal Agency - CLCOM - Contridential Filens - Contridential Filens - South Past	450 Hilers	a list of current filers and access t COF 4.50 Filers - Con Show [20] x Jentifies	Add Filer Add Multi				
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Public Inters		lerren ethansen contrarmy mil	Miller, Albert	Confidential Files Personal Information		<u>Barcia, Maria</u>	[A]≓[×] 8](2-)
		harrenseshansenso r@armysnil	Rodriguez, Maria	Confidential Files Personal Telephonetics	2022 New Enfrant 450	Garcia, Maria	<u> </u>
		Showing 1 to 2 of 2 entries					1
		Centrify and Britany Stati	or ( Telp ) Accessibility ( O	Hankster I for 2000 K I CHC			

- 5. Click the **Remove 450 Filer (X)** icon by the targeted Filer. The Remove Reports Option page displays.
- Deleting a Filer only removes their role in FDM. Deleting does not permanently remove the Filer from FDM.

		Con	fidential Filers		
		Are you sure you want to remove All	bert Miller as a 450 Filer from Confidential Fil	ers?	
ove Reports option:					
remove Not Started 450 Fi	ler report assigm	ents for Albert Miller			
	ter report assign				
complete Reports for	Albert Miller				
Remove Report?	Year	Reporting Status	Review Status	Assigning Org	Assigned
✓	2022	OGE 450 Annual	Not Started	Confidential Filers	Yes
	2021	OGE 450 New Entrant	Under Review - Filer Signed	Confidential Filers	Yes
	2021	OGE 450 Annual	Under Review - Filer Signed	Confidential Filers	Yes
	2021				
	2021				
	2021				
	2021		Dk Cancel		
	2021		Cancel		

- 6. Leave the checkbox beside a report **selected** and click **OK** to remove a report with the Filer role.
- 7. **Deselect** the checkbox and click **OK** to keep a report with the review chain of the original Org Unit.

## VIEWING AND MANAGING A LIST OF ALL OF YOUR FILERS

## Admin Center | Filers

All FDM Users, with the exception of Filers and Filer Assistants, can manage listings of Filers through **Admin Center | Filers.** Use the **Admin Center | Filers** page to review and update filer lists prior to filing season.

From this page:

- View and export a list of 450 Filers.
- Verify Filers' information such as Org Unit, Supervisor, and current year report.
- Verify Filer Profile information Roles, Reports, Assistants and History.
- Move Filers into the appropriate Org Unit.
- Assign reports to Filers.
- Remove Filers who leave an organization.
- Add a Filer Assistant.
  - **Note**: The System Administrator assigns annual reports to FDM filers on December 31.

To view a list of Filers:

1. Select Admin Center | Filers and click the 450 Filers panel.



### Filtering and Sorting

Filtering and sorting allows for quickly viewing and grouping Filers by specific criteria.

2. Select Show My or Show All.

450 Certifier EC To Taylor, James	Filers	
🚓 Org Tree	My Orgs » Federal Agency »	
Search Q + Federal Agency	450 Filers	
	Filter(s): Mode: Show My Show All + Email Last Name First Name Middle Initial	Acce sibility   Developed by: CECOM LCMC
	Org Name No Current Year Report	

#### Filtering Options

- 3. Click **Add Filter(+)** and select the filter options for the list. Repeat to include additional filters.
- 4. Click **Apply Filters** and records containing the selected filter information are displayed.

Filers	?
My Orgs » Federal Agency »	
450 Filers	
	Apply Filters
Filter(s): Mode: Show My Show All Last Name: Hansen × +	
Security and Privacy Notice   Help   Accessibility   Developed by: CECOM LCMC	

5. Click the  $\mathbf{x}$  beside the filter to remove.

Sorting

**6.** Choose a column by which to sort the list and click on the **sort arrows**. The rearranged list is displayed.

450 Filers					Export 🗸
					Apply Filters
Filter(s): Mode: Show My	× (+				
Show 20 v entries					1
E-mail	Name	\$ Org Unit	Current Report	\$ Supervisor	
lorren.e.hansen.ctr@army.mil	Miller, Albert	ridential Filers sonal Information		Garcia, Maria	/*i ≓ × 🖻 ♣+
lorren.e.hansen.ctr@army.mil	Rodriquez, Maria	fidential Filers sonal Information	2022 New Entrant 450	<u>Garcia, Maria</u>	/*i ≓ × 🖻 <b>≗</b> +

**Exporting Your Filer List** 

To export a list of your Filers:

7. Click **Export** and select **Excel** or **CSV**.

# User Admin

## USER SEARCH - FIND A SPECIFIC USER

The User Search tool searches for FDM users and displays their profile information.

To locate a specific user in FDM:

- 1. Select Admin Center | User Admin.
- 2. Enter the user's name or e-mail address in the search field and click Search.

-Pinancial Disclosure M	anagement
Reviews N Expired Reports Admin Center	Unics Training Management Reports Notifications
450 Decifier I C In Laylor, Lanes	User Admin 😐
Q. Search - Find a specific user	
Miller, Albert	Search
O Browse and select an Org Unit	

**3.** Click the **View** icon beside the user to display the user's FDM profile details. The Filer's profile page displays.

Q Search - Find a specific user			
Instructions: For best results, enter a user's email address.			
Miller, Albert Search			
			Apply Filters
Filter(s): +			
Show 10 v entries			1
¢ E-mail	Name	Telephone	
lorren.e.hansen.ctr@army.mil	Miller, Albert	718-555-1234	<i>i</i> ň
Showing 1 to 1 of 1 entries			

# BROWSE A LIST OF USERS BY ROLE

The Browse tool updates or displays a list of POCs, Supervisors, Senior Legal Counsels, 450 Certifiers, or DAEOs in FDM.

To view and manage a list of FDM users by Role:

- 1. Select Admin Center | User Admin.
- 2. Select an Org Unit from the Org Tree where the users are placed.
- 3. Select an FDM Role Panel.

Municipal Disclosure By Review My Particel Reput						
Accularitien FC to taylor, tames	User Admin	2				
	Q Search - Find a specific user Instructions://or post results, onto: a user's and address.					
	5 our de la courte					
<ul> <li>Browse and select an Org L</li> <li>Crg Tree</li> </ul>	Init Ny Orus & Frahad Agency &					
Search  Fritsal Agen y  Contecteal Liters Corp of Lancers Public Liters	Cillek to view a list of users to a specific FDM role.  Points of Contact (POCs) 3 2					

## Filtering and Sorting

Filtering and sorting displays and groups filers by specific criteria.

4. Select Show My or Show All.

### **Filtering Options**

- 5. Click **Add Filter(+)** and select the filter options. Repeat this step to include additional filters.
- 6. Click Apply Filters. The records are displayed.

O Browse and select an Org L	O Browse and select an Org Unit						
🏦 Org Tree	My Orgs » Federal Agency »						
Search Q - Federal Agency + CECOM + Confidential Filers Corp of Engineers	POCs Supervisors				Apply Filters		
Public Filers	Filter(s : Mode: Show My Show A	Email Last Name	H				
		First Name Middle Initial Org Name	He	Táccasability ( Dewiloped by: CECOH LCHC			

All FDM roles, except Filers and Filer Assistants, can maintain FDM users and Org Units. They are designated as Authorized Users.

POCs Supervisors					Export
Filter(s): Mode: Show All +					
E-mail		Name	Phone	Org Unit	
lorren.e.hansen.ctr@army.mil	Acting	Clark, David	718-555-1234	CECOM U.S. Army Communications-Electronics Command	ii 🗹
				CECOM	

### **Remove a Filter**

7. Click the **X** beside the filter to remove.

POCs Supervisors					Export <del>-</del>			
					Apply Filters			
Filter(s): Mode: Show My Email:								
Show 100 v entries		Name	Phone	Org Unit	1			
lorren.e.hansen.ctr@army.mil	Acting	Clark, David	718-555-1234	Confidential Filers Personal Information	Äď			
lorren.e.hansen.ctr@army.mil	Acting	Taylor, James	718-555-1234	Confidential Filers Personal Information	ii C			

### Sorting

Sorting arranges lists alphabetically.

- 8. Choose a **column** to be sorted.
- 9. Click the **sort arrows**. The list is rearranged alphabetically.

My Orgs » John-Doe-001 » Confidential Filers >	<b>&gt;</b>				
POC Currenterer					
POCs Supervisors					Export 🕶
Filter(s): Mode: Show All					
Show 100 v entries		-			1
¢ E-mail		🔻 Name	Phone	🔷 Org Unit	
lorren.e.hansen.ctr@army.mil	Acting	Taylor, James	718-555-1234	Confidential Filers Personal Information	ii Z
lorren.e.hansen.ctr@army.mil	Acting	Clark, David	718-555-1234	Confidential Filers Personal Information	ii Z
Showing 1 to 2 of 2 entries					1

## **Exporting Your List**

To export a list of your users:

10. Click **Export** and select **Excel** or **CSV**.

# FILING AN OGE 450

 Your local POC or legal office can register you as a Filer in FDM.

The purpose of a financial disclosure report is to assist employees and their agencies avoid conflicts between official duties and private interests and affiliations. The primary use of the information is for review by Government officials within agencies and to identify potential conflicts of interest.

### Filing Process Flow

The process for creating an OGE 450 includes the following tasks:

### Filing an OGE 450

The Filer is registered in FDM.

The Supervisor or POC identifies Filers and assigns the filing of an OGE 450.

The Filer receives an e-mail notification with their filing task assignment.

The Filer logs into FDM and verifies their profile and review chain.

The Filer selects to add a financial disclosure report.

The Filer adds report data information.

The Filer reviews report flags and corrects any errors.

The Filer eSigns and submits the OGE 450 for review.

**Note**: An e-mail notification is sent to reviewers indicating they can begin their review process.

## **Helpful Hints**

Many Filers find it helpful to have their information ready when they fill out the form. For example, Filers with stocks find many brokerage firms have online access and provide printouts for the period covered by the form.

Filers cannot skip any section within the OGE 450 report, even when there is no information to report. Filers must click through all sections being sure to select **No** if they have no information to disclose.

The income and assets of spouses, and the assets of dependent children

Once a Filer has eSigned and submitted their report in FDM, the Filer's associated reviewer(s) may receive an e-mail containing a request to review a Filer's financial disclosure report.

# VERIFYING YOUR PROFILE AND REVIEW CHAIN

Filers should update their account profile information prior to starting a new report in FDM. Updates made to account profiles copy into the Report Contact information section of reports not yet signed by a Filer (Review Status of Not Started, Draft, and Amendment in Progress).

1. From any point within FDM, click on the initials or profile image and click **View Profile.** 

My Reports Resu	Resources						
Reports Not Start	led Rep	orts List					Hi View Profile Ian
Annual OGE	Welcome Harry X. Truman Annual OGE 450 Reports are due 15 February.						
Counselor to a	assign a n	s you to start assigned rej eport if you want to start report select a report from	a (different) report.	rts Not Started ta	ib). Contact your Ethi	cs As:	nage sistants
My OGE 450 I	Reports					Log	g Out
Assigned	Year	Reporting Status	Review Status	Org Unit	Last Updated		inclination protection
Yes	<u>2018</u>	New Entrant	Draft	Public Filers	02/25/2019	Fdil Delete	<ul> <li>What are the reporting rules for the OGE Form 4502</li> </ul>
							• To there are extension for

**2.** Enter or update the Profile Details, e.g., name, e-mail and phone number, mailing address and report related information.

IN HOROLADAR						
Harry & Iraman Herber (nos 2004	Details	La C. P. K. H	-INC PRIME		R.,.pass	
roffie	Senaral contract sets mattern associated with your protest	Truman	Barry		к	
and en br	Name, Email Adorest, Phane Number, DSN must be potable	E-Na I				
ri m		II. Instrumented DPIS	andbox.com			
latory		Confirm 5-Mail				
		H. Inaman (HDP):	andboxcom			
		Phone	25Habs	luar'i		
		0101-010-01000				
	Mailing Address	SCHERADORI				
	Previous group 3-4 years to see M	Addra				
	government sitter address, it you do bol brye auswert treat sitte address, provide a malang	Bidg.Vept/Galles/Ctheru				
	a del no cu.	Addre				
		C 1//Fravince		State.		
		GUr		05	1 <b>~</b> 1	
		Log Code	19,000-0,			
		CD000	000			
		country.				
		UNITED STATES			2	
	Report Related	Grade	Server Mark			
	Butter have a context station to that section will approxible contact	6543				
	information in any Los CHO (file) discourse.	Aprila				
		Posidor/Title				

 My Reports is the main workspace for Filer reports in FDM. It is where Filers begin a new report and edit or view existing reports.

ò

Assist Filers

tab.

# ADD A NEW REPORT

Begin the financial disclosure report once profile information has been verified.

### **Reports Not Started**

- 1. Select **My Reports | Start This Report**. The Reports Not Started page is displayed.
- 2. Click the Start This Report button.

Г	DM_Second is a Disclosure Management           My Reports         My Reviews         Admin Center         Management Reports         Notifications							
L	Reports List		We	elcome Albert Miller				
	Annual OGE 450 Reports are due 15 February. To start a new OGE 450 report click "Add New Report". Your agency only allows you to start assigned reports(My Reports Not Started tab). Contact your Ethics Counselor to assign a report if you want to start To work on an existing report solect a report (from the table below.							
Filer Assistants			Ny OGE 450 Reports Not	: Storted				
manage a Filer's Reports list from the	Assigned Report	Review Status	Org Unit Confidential Filers	Current Due Date 02/15/2022	Start This Report			

2. Reports List

FDM Filers can begin their reports before being assigned by clicking the **Reports List** tab and **Add New Report** button.

## OGE 450 FDM Getting Started Screens

The following OGE 450 screens vary depending upon Reporting Status and whether the report was assigned.

- Annual Filers can elect to pre-populate from an existing report or the year covered by an assigned report.
- New Entrant Filers select if they are a Special Government Employee or enter their appointment date.

## **GETTING STARTED**

Before drafting the disclosure report, it is recommended to have the following items on hand:

- Copy of a previous OGE 450.
- Tax return.
- Brokerage and mutual fund statements.
- Rental agreements.
- Agreements or arrangements from past, current, or future employers.
- Mortgage statement.
- Credit card and other loan statements.

	Not	Started - 45	oFiler_45 D	ILA, 2020 New En	trant OGE 450 Report	
Getting Started	Non-Investment Income	Assets	Liabilities	Outside Posit	iona Agreementa	eSign
		Special	Govern	ment Empl	oyee	
	0. See 5 C.F.R. 2634.904(b). consecutive days in a calenda			and a time server	and sensepsibilities rooter	The second sale sale for head
		re vou a Si	necial Gove	mment Employe	SGE12	
	A	ire you a Sp		mment Employe	e (SGE)?	
	A	0 Y			e (SGE)?	

- 3. Answer the Special Government Employee question.
- 4. Click Continue.

**Note**: Few Filers are Special Government Employees. Confirm your status with the local legal office if unsure.

## Assignment Date

4. Click **Continue** on the Assignment Date page.

Reports Not Started Repo	rts tist			
450 Filer	Not Started - 450 File	r_45 DLA, 2020 New Entrant	OGE 450 Report	
Report Data	Getting Started Non-Investment Income Assets Li	abilities Outside Positions	Agreements eSign	Co Que
Attachments	Ass	signment Date		<ul> <li>What re a Speci Govern</li> </ul>
Comments Flags	<ul> <li>Your ethics counselor/ethics POC entered this information please contact your local ethics office if you have que</li> </ul>		nt/assigned to duties/begin in-process date.	Employ
Audit Trall				- I am a entrant
View/Print	Assignmen	t Date: 11/18/2021		my ass date?
Review Status				<ul> <li>Glossar</li> </ul>
	Back		Continue	
				1

 Select the most recent or current report from the prepopulation list to ensure accuracy and consistency in your reporting.

## Pre-Populate Report

FDM simplifies the maintenance of financial disclosure reports by allowing carry over of previously entered financial disclosure reporting information. Selecting to prepopulate a report fills report information from a previous report into the new report.

### Compare a Pre-populated Report

If you pre-populate your report in FDM, you can easily compare changes and differences between the previous and present year's report on a single page.

ist			7.5 01			
	Not Start	ed - 450Filer_	963 M. TestA	uto, 2021 New Entra	int OGE 450 Rep	ort
Getting Started	Non-Investment Income	Assets	Liabilities	Outside Positions	Agreements	eSign
		Pre-Po	pulate Re	eport		
- this option allow	my report with the report vs you to use the data from a nd choose their most recent r	previous rep		ng point for the new	one. Note: Virtu	ally all filers should
Report(s) 2020 New Er 2019 Annual	ntrant - Draft - Under Review - Filer Signe	d				
O Don't pre-pop	pulate my report - use this	option to st	art a new re	port.		
						Continue

 Once your report is prepopulated, review and verify the entries in the Pre-Population Results Summary List. Update where appropriate.

- 5. Select an **existing report** to pre-populate or select **Don't Pre-populate my report**.
- 6. Click Continue.
- 7. Review the **Due Date**, finish filling in the **Contact Information** pages and click **Continue**.

### Checkpoint

The Checkpoint page displays a report due date reminder message. The message cautions Filers who pre-populated to review report information from the existing report.

Getting Started	ion-Investment Income	Assets	Liabilities	Outside Positions	Agreements	eSign
		C	heckpoint			
Back	force note the comment	from your o	radaut meat	to cuide you in com	plating this and	Continue
		_963 M. Testa		Entrant OGE 450 I		
	Draft - 450Filer	_963 M. Testa	Auto, 2020 Nev	e Entrant OGE 450 ( cal order)	Report	

**7.** Review the information on the screen and click **Continue**. The Report is placed in Draft Review Status.

## **R**EPORT **D**ATA

The Report Data wizard is the main area for preparing an OGE 450. Information in the Report Data sections relates to the Filer, spouse, and dependent children.

Click through all sections of the OGE 450 ensuring to select **No** if there is no information to disclose for a section.

The process for entering data is the same regardless of the type of information to report. If the report has been pre-populated, it is only necessary to confirm the data in each Report Data section. Make the necessary corrections, additions, deletions, and click **Continue** to proceed to the following Report Data section.

The following Report Data sections are included in an OGE 450 financial disclosure report:

- Non-Investment Income.
- Assets.
- Liabilities.
- Outside Positions.
- Agreements.
- Gifts New Entrant and SGE Filers do not have to complete the Gifts section of the OGE disclosure report.
- eSign.

M_Pinancial D	isclosure Management	
Reports List		
450 Filer	Under Keview - Amendment in Progress - Maria Kodriquez, 2021 Annual OGE 450 Keport	
Report Data	Cetting Started Non Investment Income Assets Liabilities Outside Positions Agreements Cilts eSign	
Attachments	Getting Organized	
Comments		
Flags	You may find it helpful to have the following information to prepare your report • A copy of your previous OCE450 (if you have filed before)	
Audit Trail	<ul> <li>Statements for all bank, brokerage, retirement, or college savings accounts.</li> <li>Rental Agreement</li> </ul>	
View/Print	<ul> <li>Any agreements or arrangements from past, current or future employers</li> <li>Loan Statements (If over \$10,000)</li> </ul>	
Review Status		
	I	Continue

# MANAGING LINE ITEMS

Filers can add, edit, and delete specific line items in FDM. Reviewers and Filers can add comments to specific line items within a financial disclosure report.

450 Filer		Un	der Kestess - Anto	adment in Pr	ogress - Maria I	toda ng nea, 2021 i	Annual OCE 4)	30 Kepes I
	0							
Report Date	Cotting Storted	Non Investment Income	Assets Llab	ittles 🛛 Oct	side Positions	Agreements	Citto desi	gn
Albadanenba			Non-Ir	ivestmer	t Income			
Comments	Report For your	arti -						
Tags		s of adviry, less, commissions greater than \$1,000	s, and other warn	ed income go	ealer Uran \$1.00	ю.		
Audit Trail	<ul> <li>Other non-investment means such as solutionships, proves, and can bing meaner greater if an \$1,000.</li> <li>Respect for your specuse:</li> <li>At sources of solary, fees, commissions, and other varied meaning enter than \$1,000.</li> <li>Honorants preder then \$1,000.</li> </ul>							
Vices/Print								
Review Stotus	<ul> <li>Dependent child's served income. Veterans' benefits, Federal Government salary; and Social Security Denefits.</li> </ul>							
	_							
	Back			Add Income				Continue
		Reporting Per	fod: Consult th	e ethies cou	nactor for spe	cific period co	vered.	
	Searce of Income Type of the sectors							
	Name		Dity	State	Country	Income	Recipient	
	Consultance, inc.		e ard		0.00	the sty (other then Legens	2 M T	Deb Income
						services.		Delete Income
								And Comment
	Usick		_	Add Income				Continue

FDM provides instructions for each section of the report at the top of each Report Data page. The process for entering report data is the same for all information. For example, on the Assets page you can add another asset, revise or delete an existing asset, or add a comment by following the steps listed below. When complete, click **Continue**.

Field	Description
Edit Asset	Click Edit Asset to make any changes to an existing asset.
Delete Asset	Click <b>Delete Asset</b> if you wish to remove an asset from your report.
Add Comment	Click Add Comment to add comments to specific line items.

Ensure to click through all sections of the OGE 450 and select No when there is no information to disclose for that section.

## NON-INVESTMENT INCOME

OGE 450 Filers must report any earned and other non-investment income exceeding \$200 for the Filer, and exceeding \$1,000 for the spouse. Examples of earned and non-investment income are salary, director's fees, pension annuities, etc.

#### Adding Non-Investment Income

- 1. Click the **Non-Investment Income** section. The Non-Investment Income page is displayed.
- Select Yes to indicate earned income other than U.S. Government salary or retirement benefits and click Continue. The Add Non-Investment Income page is displayed.
- **3.** Enter the non-investment income information and click **Save**. The Non-Investment Income page is displayed with you new entry.

My Reports				<i>¥</i>
Reports List				
Foport Data	Cief ing Starte I	Un Non Linzednient Instance	der Restew - Autonduscat Gesein Fraultries	In Progress - Marta Rodrigory, 2022 Annual OGE ggo Report Unbode Post ons - Agree on ty - Ciffs - eSign -
Altechmenta			Add Non-Inve	stment Income
Commenta				
Flago		Reporting For	iode Consult the ethics	s counselor for specific period covered.
Awiii Tool		исхичі )		
Niew/Print				
Review Status	Normer	Consultanto, Inc.		<ul> <li>Salary (other than Federal Government)</li> <li>Less</li> </ul>
Company	Caty:	Naml		C Commissions
	States	П	~	Income from personal services     Pension Plan Payments (other than Federal
	Channey.	UNITED STATES	~	Government) () Honoraria
	(BECIPIENT ( □ Self □ Spouse	OPTTONAL)		C Other

Field	Description
Source of Income	Enter the name of Employer or Business, which compensates with fees, commissions, or honoraria. Include the city, state and country.
Owner/Recipient	Select Self or Spouse.
Type of Non- Investment Income	Select the appropriate income type.

## ASSETS

FDM requests information about the reporting period and is tailored to whether a Filer is a New Entrant or Annual reporter.

For New Entrant Filers, the Assets and Investment Income section should include all interests and income items received and accrued during the period between January 1 of the preceding calendar year and ending on the date the report is filed.

### Adding an Asset

- 1. Click the **Assets** section. The Assets and Investment Income page is displayed.
- 2. Select **Yes** to indicate reportable assets and/or income and click **Continue**. The Add Asset and Investment Income page is displayed.

Draft - 450Filer_003 )	M. TestAuto, 2021 New Entrant OGE 450 Report
etting Started Non-Investment Incom Assels Liabilit	ies Outside Positions Agreements eSign
	id Investment Income
Reporting Period: 12 months preceding the submiss	ion of this Report If you had a National Emergency/Combat Zone
Extension, consult your Ethics Office	ial to determine the appropriate reporting period.
ASSET NAME	ASSET TYPE
Name: Asset A	<ul> <li>Stock, bond, option or security</li> <li>Sector mutual fund</li> </ul>
(ASSET OWNER (OPTIONAL))	Real Estate     City: Philodelphia
<ul> <li>Sœlf</li> <li>Joint</li> <li>Spouwe</li> <li>Dependent Child</li> </ul>	State: PA  Country: UNITED STATES  Privately held trade or business Descriptions Life Insurance (not term)
(WERE YOU STILL HOLDING THIS ASSET?)	O Whole
⊖Yes ●No	Variable Other Annulty Retirement Plan or Account (e.g., 401(k), IRA)* *Do NOT report diversified Mutual or Exchange Traded Funda. Pension Plan (Employer Name)
	Comployer Name: O Trust Other (Partnership, LLC, S Corp, etc.)

**3.** Enter the asset information and click **Save**. The Assets page is displayed with the new entries.

Field	Description
Asset Name:	Enter the appropriate asset name. For example, type the name of a company, financial institution, educational institution, or non-profit entity. If it is a mutual fund, include the full name of the investment.
Asset Type	Select the appropriate asset type and provide any additional information where necessary.
Asset Owner	Select the person(s) responsible for owning the asset.
Were you Still Holding this Asset?	Select Yes or No. Select No if the asset is no longer held at the end of the reporting period, but which must still be listed because it generated over \$200 in income during the reporting period.

Prior to 2023, Assets and Investment Income were reported in one broad category and without detailing the underlying assets. Reporting now includes the name of the investment account and all assets within. The company holding investment accounts is referred to as a Parent and an individual underlying asset is termed a Child. The Assets and Investment Income section includes all assets received and accrued during the period between January 1 of the preceding calendar year and ending on the date on which the report is filed.

#### Adding an Underlying Asset

Underlying Assets can be added by two methods.

- 1. Click the **Add Underlying Asset** button that corresponds to the Parent account under which it is to be held.
- 2. Click the appropriate **Asset Type** radio button. Enter the information for Asset Name, Asset Owner (optional), Holding Asset question, and click **Save**.
- **3.** The Assets and Investment Income page displays the Underlying Asset under the Parent Asset.

Back									
	Reporting Period: Consult the ethics counselor for specific period covered. 1 line item(s)								
Seq.	Asset				Type of Asset	Owner	No Longer		
#	Name	City	State	Country	Type of Asset	owner	Held		
1	Moola Investments	-	-	-	Brokerage Account / Asset Management Account / Managed Account	Joint	0	Edit Asset Add Underlving Asset Delete Asset Add Comment	

	Period: Consult the eithtra counselur for specific period covered.	z line i
INSELT HAME	UNDERLYEING ASSET	
	Variable UP Breakeness, Variable variables, De Tend Constitution Plane, Tax-Delerred P Accessity, Reckninge Accessity / Acces Management Accessity, Nanaged Accessity, and Management and accessing a second accessing access, where a second set, files must reput that it is war accessing accessing a second set of a second second second second second reput to accessing accessing accessing accessing accessing point of a second second reput to accessing accessing accessing accessing accessing point in a second accessing to accessing reput remember of the second second second second accessing to accessing reput remember of the second second second second accessing to access accessing reput remember of the second second second accessing to access accessing reput remember of the second second second second accessing to access accessing accessing accessing accessing accessing accessing accessing accessing accessing to accessing ac	f College Soviegs Plans ( att cach underlying accer oual filters, the income B iying asset that are
🗆 Set-		
Date:	This is on underlying event     Unove Marani Asset	
Dependent Child	Mode Investments	
	<ul> <li>Enclose example in and over variance and enclosed in and (in it)</li> <li>Recall Enclose (e.g., residential nonital, termionel, commissed at property)</li> </ul>	
	<ul> <li>Edwardy owned made or business (small pusiness)</li> <li>Despitation:</li> </ul>	
	( 171 Characters Perusining of 200 )	

An Underlying Asset can also be added by identifying the Parent Asset after entering the Underlying Asset information.

- Add Asset Hack Reporting Period: Consult the eth n for specific period covered. z line iter Asset Seq. No Longer Held Type of Asset Owner Name city State Country Brokenage Account / Asset Menagement Account / Managed Account Joint Edit Asset Add UnderMino Asset Delete Asset Add Commant 1.1 Privately owned trade or business (Small Business) Bip Bucks Backles(Belt and buckles menufactures) Joint Edit Asset Add Underhing Asset Delete Asset dd cor
- 4. Click Add Asset to open the Add Asset and Investment Income page.

**5.** Click the appropriate **Asset Type** radio button. Enter the information for Asset Name, Asset Owner (optional), and Holding Asset question.

- 6. Click the **checkbox** by "This is an underlying asset"
- 7. Click the Choose Parent Asset button.

ASSET NAME Name: Happy Homes, Inc.	UNDERLYING ASSET
I self Joint Spouse Dependent Child (WERE YOU SUIT HOLDING THIS ASSET?)  Yes No	Stock, bond, option or other security     Sector Mutual Fund or Exchange Traded Fund (ETF)     Real Estate (c.g. residential rental, farmland, commercial property)     City: Trenton     State: Trenton
	Country: UNITED STATES.

**8**. Click the **Select Asset button** by the appropriate Parent Asset when the Choose a Parent for Underlying Asset banner displays.

			Add As	set and Investn	nent Income			
	ts an asset that the Filer cts a legacy asset. No upo							
Depi	cts a legacy asset. No upo	lates can be made	e to any neids until the le	gacy asset is changed	to a new asset type.			
			Choo	ose a Parent for Und	erlying Asset			
<b>C</b> #	Asset				Owner	No. Longon Hold		
Seq. #	Name	City	State	Country	Type of Asset	Owner	No Longer Held	
1	Moola Investments	-	-		Brokerage Account / Asset Management Account / Managed Account	Joint	Se	elect Asset
1.1	Big Bucks Buckles, Belt and buckles manufacturer.	-	-	-	Privately owned trade or business (Small Business)	Joint	Se	elect Assel

9. Click **Save** when the Edit Asset and Investment Income page displays.

Deleting an Underlying Asset

- 1. Click the **Delete Asset** button from the Asset and Investment Income page.
- 2. Click the Delete Asset? pop-up button to confirm.

Back					Add Asset			Continue
					sion of this Report If yo ctermine the appropria			icy/Combat Zone 37 line item(s)
Seq. #	Assot Name	City	State	Country	Type of Asset	Owner	No Longer Held	
1	Acad-1	-	co	-	College Savings Plan (529 plan)	Self		Edit Asset
				Delete Asset	?			Delete Asset
				underlying	this asset will not delete ar assets. All underlying ass	ets will be		Add Comment
1.1	Assat-1.1 ((ickar-1.1)		-	moved up	one level in the hierarchy.	et? [] Cancel [		Edit Asset

#### Moving an Underlying Asset

- 1. Click the **Edit Asset** button from the Asset and Investment Income page.
- 2. Click the **Choose Parent Asset** button from the Edit Asset and Investment Income page.
- 3. Click the **Select Asset** button corresponding to the new Parent Asset.
- 4. Click **Save** when the Add Asset and Investment Income page displays.

			Choose a	Parent for Un	derlying Asset			
Seq.	Asset				Type of Asset	Owner	No Longer	
#	Name	City	State	Country			Held	
1	Asset-1	-	со	-	College Savings Plan (529 plan)	Self		Select Asset
1.1	Asset-1.2	-	-	-	Life Insurance (Variable)	Spouse	-	
1.1.1	Asset-1.2.1	City-1.2.1	со	USA	Real Estate (e.g. residential rental, farmland, commercial property)	Dependent		
1.1.2	Asset-1.2.2	-	-	-	Life Insurance (Whole)	Self, Joint		
1.2	Asset-1.3*	-	-	-	Life Insurance (Variable)	Spouse, Joint		Select Asset
1.3	Asset-1.4	-	-	-	Life Insurance (Other: LIOther- 1.4)	Spouse, Dependent		Select Asset

#### LIABILITIES

Filers, their spouse, or dependent children, must report liabilities over \$10,000 owed to any one creditor, at any time, during the reporting period. Examples include student loans, mortgages on a rental property, business loans, and revolving charge accounts exceeding \$10,000

#### Adding Liabilities

- 1. Click the Liabilities section. The Liabilities page is displayed.
- 2. Select **Yes** to indicate liabilities to report and click **Continue.** The Add Liability page is displayed.

			Entrant OGE 450 Report	
Started	Non-Envestment Encome	Assets Liabilities Outside Pesition	s Agroements eSign	
		Edit Liability		
Reporting	Period: 12 months prece Extension, consult	ding the submission of this Report If your Ethics Official to determine the	you had a National Emergency/Comb appropriate reporting period.	at Zone
CREDIT		ding the submission of this Report If your Ethics Official to determine the OEBTOR: (OPTIONAL)	you had a National Emergency/Comb appropriate reporting period. TYPE OF LIABILITY (DEBT	
		(DEFITOR: (OPTIONAL))	TYPE OF LIABILITY (DEBT	
CREDIT	382)	(DEFITOR: (OPTIONAL))	TYPE OF LIABILITY (DEBT	
CREDIT	uability 1	(DEFITOR: (OPTIONAL))	TYPE OF LIABILITY (DEBT	

**3.** Enter the liability information and click **Save**. The Liabilities page is displayed with the new entry.

Field	Description
Creditor	Enter the creditor's (person or entity to whom the debt is owed) name and location (city, state and country).
Type of Liability	Select the type of liability. If you select Other, include a description.
Debtor	Select the person responsible for the liability.

Positions with a religious, social, fraternal, or political nature; and positions of a solely honorary nature do not have to be reported.

## **OUTSIDE POSITIONS**

List positions held outside the government, whether or not compensated. Report positions held in any for-profit or non-profit organization, at any time during the calendar year up to the date of filing. Ensure to include any partnership or trustee position. Include both paid and unpaid positions.

#### Adding Positions

- 1. Click the **Outside Positions section**. The Positions Held Outside of U.S. Government page is displayed.
- 2. Select **Yes** to indicate positions held outside of the U.S. Government and click **Continue**. The Add Outside Position page is displayed.

Report Data	Getting Started N	en-Investment Income Assets Li	abiliti a Outside Pa	altions greements eSign	Common Questio
ttachments		Edi	it Outside Posi	tion	<ul> <li>What are the instructions for this sections?</li> </ul>
Comments Tags	Reporting Pe	riod: 12 months preceding the sub Extension, consult your Ethics 0	mission of this Repo Efficial to determine	ort If you had a National Emergency/Combat Zone the appropriate reporting period.	<ul> <li>I am on the Board of Directors of my condo execution. Do I have to report</li> </ul>
sudit Trail New/Print	ORGANIZATE	010		(POSITION)	that position even though it couldn't be a conflict with my spb?
Review Status	Namei Cityr Statei Country:	Position 1 City 1 MD UNITED STATES	*	Title: Employee Officer Director Trustee General Partner Orporetor	<ul> <li>Hy husband is a partner is a local law firm and he is also the President of our sovie FFA.</li> <li>these positions have to be reported?</li> <li>What contride</li> </ul>
	O Educational	or Volunteer Organization	Nertnership, etc.)	Representative     Excutor     Consultant     Other	Vinte builde     positive can 1     exclude?     What we across     examples of     responsible outside     positive?     Country Code     Reference     Glassary
	NO LONCER HE Did you hold this Ves	position at the end of the reporting p	period?		

**3.** Enter the position information and click **Save**. The Positions Held Outside of US Government page is displayed with your new entry.

Field	Description						
Organization	Enter the organization or entity's name, location (city, state and country) and the type of organization.						
Positions Held	Select the position's title or nature of activity. If selecting Other, include a functional description of the position and the dates the position was held.						
No Longer Held	Select Yes or No. Select No if the outside position is no longer held at the end of the reporting period.						

Filers do not have to add information concerning agreements or arrangements entered by their spouse or dependent children

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 Do report postemployment plans and severance pay.

#### **A**GREEMENTS

Filers must describe any agreements or arrangements held at the end of the reporting period. Describe all agreements or arrangements concerning future employment, leave of absences, severance payments, continuing payments from a former employer, or continuing participation in employee pension, welfare, or benefit plans, except those with the U.S. Government.

**Note**: Such assets must also be reported within the assets section of your disclosure report.

#### Adding Agreements

- 1. Click the **Agreements section.** The Agreements and Arrangements page is displayed.
- 2. Select **Yes** to indicate agreements and/or arrangements to report and click **Continue**. The Add Agreement or Arrangement page is displayed.

y Reports ports Not Started Repor			
430 fáer	Draft - 450Filer_	gốg M. TestAuto, 2024 New Emirant OGE 450 Report	
Report Data Attachments Comments Plags	Edit Agr Reporting Period: 12 months preceding the sub	abilities Outside Paston Agreements Sign cement or Arrangement mission of this Report If you had a National Emergency/Combat Zone official to determine the appropriate reporting period.	Common Questions • What are the instructions for this sectors? • After I retire, I would like to veric in a restaurant overed by a friend
Audit Trail Vicav/Print Review Status Compare	OTHER PARTY           Name:         Agreement 5           City:         City1           State:         HD           Country:         UNLIED STATES	Continuing participation in employee persion or Dentify planticipation in employee persion or Dentify planticipation in employee persion or Continuation of payments by former employee() is using examine payments Leave of absence from non-Pederal employment Future employment Orter comployment	of mine, Vie here never talked about it, but I thought I'd approach him as I get closer to my retirement date. On I have to report this prospective amployment? • Do I heapt my epoly(b) • What agreements or arrangements
	(TERHS OF ACREEMENT OR ARRANCEMENT)		<ul> <li>can't exclude?</li> <li>What are some examples of reportable aproximation and arrangements and arrangements and arrangements and arrangements and by the to report my TIAA-CREF plan?</li> <li>How do 3 report my TIAA-CREF plan?</li> <li>How do 3 report my TIAA-CREF plan?</li> <li>How do 3 report my disclose severance apresenters?</li> <li>De 1 need to</li> </ul>

**3.** Enter the agreement information and click **Save**. The Agreements and Arrangements page is displayed with your new entry.

Field	Description
Other Party	Enter the organization or entity's name, location (city, state and country) and the agreement date.
Type of Agreement	Select the agreement type.
Terms of Agreement or Arrangement	Describe the basic elements of the agreement or arrangement, such as terms of employment, effective dates, etc. Include the name and title of the official, corporate officer, or principal person responsible for carrying out the terms of the agreement or arrangement.

 Gifts or travel reimbursements do not apply to new entrants and Special Government Employees.

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## GIFTS

Filers must disclose gifts received and travel reimbursements. Information in this report section relates to Filers, spouses, and dependent children.

#### Adding Gifts.

- 1. Click the **Gifts** section. The Gifts and Travel Reimbursements page is displayed.
- 2. Select **Yes** to indicate you have Gifts to report and click **Continue**. The Add Gift or Travel Reimbursements page is displayed.

is Not Started Repe	rts List					
or travel		nder Review - Filer Signed - 430Filer 1967 A. TeviAuto, 2019 Annual OGE 450 Report				
ed on a		nna saraa . Lun ninan . 4200 na "An' van san "nah yanan nan 430 sahar.				
ous report						
Report Data	Getting Started Non-Investment Income	Assets Liabilities Outside Positions Agreemen a Gifts Sign				
ard because	View A Gift or Travel Reimbursement					
are only	Reporting Pe	riod: Consult the ethics counselor for specific period covered.				
ed to a	1 ST-					
fic reporting	(SOURCE)	(RECIPIENT: (OPTIONAL))				
d. Environ Status	Name: Gift Source 1	Self Joint Spouse Dependent Child				
		DESCRIPTION: (FOR TRAVEL-RELATED ITEMS, INCLUDE ITINERARY)				
	Travel Related Reimbursement	(Unvi: 124 Characterii)				
	Other Gift	Gift 1 - Description 1				
		( 102 Characters Remaining of 124 )				

**3.** Enter the gift information and click **Save**. The Gifts, Reimbursements and Travel Expenses page is displayed with your new entry.

Field	Description
Donor/Name	Enter the donor's name and location (city, state and country).
Recipient	Select the recipient.
Туре	Select the type of gift: In Kind Travel Expense, Reimbursement Expense, and Other Gift.
Brief Description	Include a brief description and the date of receipt. For example, Event tickets for seats owned by Amer. History Museum 2/01/06 - 03/31/06.

 Filers can submit financial disclosure reports with yellow flags.

## **REPORT FLAGS**

FDM automatically reviews the report prior to submission and alerts of incomplete or missing items through report flags. Review the report flags and correct errors before submitting the report. OGE 450 Filers cannot submit reports with red flags.

#### Not Ready for Submission

The Report Not Ready for Submission page will display for OGE 450 reports with red flags. FDM automatically flags missing or incomplete information that require further action by the Filer or reviewer. Flags should be resolved before eSigning a report. Consult the legal advisor for assistance. Yellow flags are cautionary items drawing attention to Filers and reviewers to take a closer look.

List			As of			
	1	Draft - 450F	filer_963 M. T	estAuto, 2021 New En	trant OGE 450 I	Report
Getting Started	Non-Investment Income	Assets	Liabilities	Outside Positions	Agreemen s	eSign
Red Flags	Your report has 2 Red Fla Questions - contact your tinue to review your Red Flag	g(s). You m legal advise	nust correct fla	agged entries before s	ubmitting your r	report.
		<u>Se</u>	curity and Privacy In	iotica   Hele   Accessibility   D	eveloped by: CECOM	сис

1. On the Report Not Ready for Submission page, click **Continue** to review reported flags and correct errors before submitting the report.

# **R**EVIEWING **F**LAGS

The Flags page displays the Red or Yellow flags from your report.

Field	Description
Red Flags	A red flag indicates required information is missing and should be provided before the report is submitted.
Yellow Flags	A yellow flag indicates information is missing but is not required to submit the report.

need Reports List	8					
r		Draft - 450Files_062 M. TestAuto.	2024 New Entrant OGE 430 Re	port		
Data		Re	d Plaga			Co:
nenta						
nta		Non-Invest	tment Income			
ai l	Source of Income	Type of Incom	e	Recipient		
int	Name B, City B, USA	A Other		Self	Edit	
Status					Delete	
8	The state of the s	source of income is required.				
		Yelk	ow Flaga			
		Assets And Inv	estments Income			
	Asset Name	Type of Asset	Owner	No Longer Held		
	Name C	Retirement Plan or Account (e.g., 401(k), IRA)	Spouse		Edit	
		the reportable underlying holdings/assets of retirement against of this retirement plan or account. For example		dding another asset for each		
			18			

- Click Flags at any time to review a listing of your Red and Yellow flags.
- 1. Click **Edit** beside a flagged entry.
- 2. The Report Ready for Submission page is displayed.

# REPORT READY FOR SUBMISSION

rted Reports	List			A g Of	7				
]		1	Draft - 450F	iler_963 M. T	estAuto, 2020 New Er	itrant OGE 450 R	eport		
ata	Getting Started	Non-Investment Income	Assets	Liabilities	Outside Positions	Agreements	eSign		
onts ts iil nt itatus	nts  Report Ready for Submission  Congratulations, you have completed entry of your 2020 New Entrant. The next step is to submit the report to you review.  We welcome your feedback to improve our FDM.  Provide Feedback  Submit New								
			<u>Se</u>	curity and Privacy II	latice   Hole   <u>Accessibility</u>   D	leveloped by: CECOM LI	CMC		

1. On the Report Ready for Submission page, select **Submit Now** or **Submit Later** and click **Continue** to eSign the report.

Field	Description
Submit Now	Select <b>Submit Now</b> to eSign the report and submit for review to the Senior Legal Counsel and Supervisor.
Submit Later	Select <b>Submit Later</b> to save the report in FDM and complete the report at a later date.

 Only the Filer can submit a financial disclosure report in FDM.

## FILER ASSISTANT

If a Filer Assistant has prepared the financial disclosure report on behalf of a Filer, the Report is Ready for Submission page is displayed. The page directs the Filer Assistant to inform the Filer the report is ready to be submitted.

Auto, 450Filer_963 M Draft - 450Filer_963 M. TestAuto, 2021 New Entrant OGE 450 Report									
Getting Started	Non-Investment Income	Assets Liabilities	Outside Positions	Agreements	eSign				
The     Sub	Report Ready for Submission     Congratulations, you have completed entry of the Filer's OGE450 report.     The next step is to submit the report to the Filer's Supervisor for their review.     Submission may only be done by the filer. Please inform 450Filer_963 M. TestAuto that the report may be submitted by log								
navigating to the "eSign" section of the report. We welcome your feedback to improve our FDM. <u>Provide Feedback</u> Back									
		Security and Privacy N	otke i Melo i Accessibility i O	eveloped by: CECOM LC	240				

## COMPARE A PRE-POPULATED REPORT

Filers can compare changes and differences between the previous and current year's report on a single page. The Compare feature is only available if the Filer prepopulated from a previous report.

#### Comparing Reports in FDM

1. Click **Compare**. The Disclosure Report Comparison page is displayed.

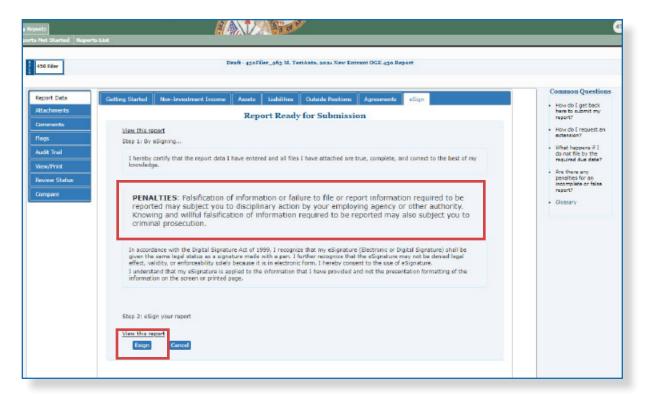
CONTRACT OF CONTRACT.		arey (	and a				
196 Filer Boundant To Taxiblute, UNOPID	e_941H	best - 41	allian_ado II. Tortiano. 200	a New Kennast O	OE and Report		
Report Date Ministerards			Disclosure Repor	t Compariso	n		Common Question Plan de Light land New to submit my
Convents							<ul> <li>Here six 2 requesture extension?</li> </ul>
Page Audit Trail			Click here for printer friend		Tract		- What trappans if I do not file by the
View/Wet		Comparation Report		Teru Eniveria			required due date?
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			Gindosure Report		Previous Disclose	re Report	
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21	- Non town	en energi natis mala lena na terrar e la nergi natis mala lena na terrar e l'una con a dat don nuo no terrar e	the second first points without the	tion promiting of	Comment Tenner March 1997, Million Sweet Color, 4	nile relea privating time. In Doub In Opprofit With Lindcat, per	n
•	Inpurling Paris	al. 1.2 rearding proceeding the s	devication of this Report* * to Official to determine the	Chargence Presid at Mind	Internal Destances (C	invited for a falsenine, second	
	Seculi .	Assah Harra	Type of de		Ours	er Ha Langer Held	
	21	Jacovit 1	stack, band, optice	an executivy	Bell		
						(heckits log)	3
	on-Involme	t Income				(Neckita Rep.)	3

- 2. Review the report changes.
- 3. Click **Report Data** to proceed to eSign.

## SUBMITTING AN OGE 450 REPORT

#### eSigning Report

Before eSigning the report, review the certification information regarding the DoD Joint Ethics Regulation requirement to acknowledge the annual post-employment certification and notification about post-Government Employment restrictions.



Once the Filer has eSigned the report, FDM sends an e-mail message to the appropriate reviewers indicating the report is awaiting their review.

Field	Description
Step 1 Certify	Review the certification passage.
Step 2 View This Report	Click the link to view and print the financial disclosure report prior to submission.
Step 3 eSign	Click eSign to submit the report.

## SUBMIT CONFIRMED

Once the Filer eSigns the financial disclosure report, a page displays confirming the submission.

orts.	
Not Started Repor	
430 Mier	Under Review - Filer Signed - 430Filer_962 M. TestAuto, 2021 New Entrant OGE 430 Report
Report Data	Getting Started Non-Investment Income Assets Liabilities Outside Positions Agreements eSign
Attechments	Submit Confirmed
Commenta	<ul> <li>Your 2021 New Entrant Report was submitted on Oct 20, 2021 5:14:00 PM.</li> </ul>
riegs	
Audit Trail	<u>View or Print</u> your report
View/Print	
Review Stetus	<ul> <li>You may check the status of this report at any time by dicking on "Review Status" on the menu bas</li> <li>Log out by dicking the Log Out button.</li> </ul>
Compare	We welcome your feedback to improve our FDM. Provide Feedback
	Log Out
	Security and Privacy Todice   high   Accessibility   Developed by: CROOM LONC

## AMEND A REPORT IN FDM

Amending an OGE 450 report in FDM voids the last digital signature on the report. Filers must complete the amendment process by digitally re-signing the report once amendments are complete. Only Filers can amend a report. Filer assistants cannot make any changes or amendments to a report once a report has been eSigned.

FDM notifies all reviewers who completed an initial review of the report prior to an amendment, informing them the report has changed since it was last submitted.

The process for creating an OGE 450 includes the following tasks:

#### Filing an Amended OGE 450

The Filer logs into FDM and verifies their profile and review chain.

The Filer selects a submitted financial disclosure report to amend.

The Filer updates the financial disclosure report.

The Filer reviews the report flags, comments, and corrects errors.

The Filer eSigns and submits the OGE 450 for review.

**Note**: An e-mail notification is sent to the reviewers indicating they can begin their review process.

## AMENDING AN OGE 450 REPORT

1. On the Reports List Page, click the **Amend** icon beside the selected OGE 450 report. Make the appropriate additions and corrections.

му корала			đ		
Reports List					
		We	dcome Walter Williams		
Annual OGI 450 Reports are due 1	Leoniary.				
to start a new COP 450 report that	-				
Year agency only allows yea to star to work on an exist init report sets:		opents Not Started (ab), Contact	your Ethics Counseler to assign a repert	tif you want to start.	e (different) report.
		Ny OSE 150 Research N	lat St. at al.		
	Review States		Current Due Date		
Assigned Report	Review States	Org Unit			
2022 Annual Senort	Nor Statted	Central North	02/15/2022	Smit T	Nr Deport
		My OCE 100 Rep	orte .		
Assigned Report	Harves	w Status	Org Unit	•	
2021 Annual Report	Under	Review - Eller Signed	Central B	lomb	
202   New England Report	Under	Peview - Eller Signed	Central B	lomh	
		Soundly and Nile	ev Rodue I Hulo I Accustofille I Developed Let O	DOCH LONG	

- 2. Click the Report Data button
- 3. Submit and eSign the report.

## SUPPLEMENTAL REPORT COMMENTS AND ATTACHMENTS

Occasionally, a Filer or reviewer discovers additional information that should be stored with the report for future reference. In FDM, Filers and their assistants can add supplemental information through report comments and report attachments. Adding supplemental information to a completed report does not remove report signatures or change the report's status in FDM.

#### Important Information

- Report Data cannot be changed or updated once a report is completed in FDM.
- Only the person who attached or added the supplemental item can replace, edit, or delete.
- Supplemental items are not part of the "report of record" and therefore do not print on the e450 report.

## Adding Supplemental Information

1. On the Reports List Page, click **View** beside the appropriate OGE 450 report.

The Filer can add additional report comments, or an attachment that provides additional information, a clarification, or a correction to your completed report.

#### Supplemental Report Comments

1. Click the **Comments** sub-tab. The Comments page is displayed.

450 Filer			Under F 450 Rep	teview - Amendment i ort	n Progress - 450	Filer_963 M. Test	Anto, 2024 New Entr	ant OCE	
Report Data				Com	iments				Common Questions
Comments	/ uthor	Author Role	Date	Comment On	Line Item	Category	Add F Comment Text	Report Comment	<ul> <li>What is the difference between a comment on a Report and a</li> </ul>
Audit Trail				tvo matching	records found				comment on a line item?
View/Print									<ul> <li>What is the OGE 450 of Record?</li> </ul>
Review Status							Add F	Report Comment	Glossary
Compare	*							•	
			Sec	unity and Privacy Natice   Held	Accentibility   Devel	aped by: CECON LONC			

<ul> <li>Report</li> <li>comments</li> </ul>	2. Click Add Report Comment. The Add Comment page is displayed.	
cannot be	Hy Reports	
deleted.	Tinder Review - Amendment in Progress - Maria Rudriquez, 2022 Annual OGF 150 Report	
	Repart Data       Add Comment         Mixed manual <ul> <li>Depicts an basset that the Filer has acknowledged does not contain reportable under ying assets.</li> <li>Depicts a legacy asset has the mode to any filer's until the legacy asset is changed to a new asset type.</li> <li>Date:</li> <li>Op/14/2020</li> <li>Author:</li> <li>National Report</li> <li>Comments:</li> <li>I received a feather biordese, waved at \$200 from Jen Smith, a finend.</li> <li>(428 Characters Remaining of 500 )</li> <li>Conce State</li> <li>Conce State<th>Common Questions • What is the difference between a common to a Report and a common to a line trant • What is the OGE 450 is Remark • Clossery</th></li></ul>	Common Questions • What is the difference between a common to a Report and a common to a line trant • What is the OGE 450 is Remark • Clossery
	Security and Discrep Nation   Kells   Azeroal Nity - Developed No. DRCOM (CHC	

3. Type your comment and then click **Save.** The Comments page is displayed.

Filers can edit the comment just added or add additional report comments.

450 Filer			Under Re Entrant 0	view - Amendme GE 450 Report	ant in Progress -	450Filer_963 M	I. TestAuto, 2021	New	
Report Data Attachments				Con	nments		Add Be	port Comment	Common Question • What is the difference
Comments Flags	Author	Author Role	Date	Comment On	Line Item	Category	Comment Text		difference between a comment or Report and a comment or
Audit Trail View/Print	TestAuto, 430Mier_263 M	Filer	10/20/2021	Report			I received a leather briefcase, valued at \$800 from Jan Emith, a friend,	2	What is the OGE 450 of Record?
Review Status Compare								port Comment	Glossary

#### Supplemental Report Attachments

- 1. On the Reports List Page, click **View** beside the selected OGE 450 report.
- 2. Click the Attachments sub-tab. The Attachments page is displayed.

				3508		
s List		1200300				
	Under Entra	Review - J at OGE 450	Amendment in DReport	Progress - 450Fib	er_963 M. TestAuto	, 2021 New
			Attachn	ients		
<ul> <li>No attachme Attachment*</li> </ul>		hen filling a	in OGE 450. If	you do have some	ething to attach, clic	:k *Add
Date Attached	Originator	Туре	Name	Category	Notes	
			Loading.			
			Add Attacl	ment		
	Secur	ity and Privac	Notice   Hale   Ac	<u>cassibility</u>   Developed by	CBCOM LCMC	

3. Click Add Attachment. The Add Attachment page is displayed.

My Reports		
Reports Not Started Reports List		
450 Filer	Under Review - Amendment in Progress - 450Filer_963 M. TestAuto, 2021 N Entrant OGE 450 Report	ew
Report Data	Add Attachment	Common Questions
	thics Counselor or ethics official for use of this feature.	<ul> <li>May I submit my broker's statement</li> </ul>
Comments Flags Audit Trail View/Print Review Status Compare	Date: 10/20/2021 Originator: 450Filer_963 M TestAuto Job Description Extension Request Catto Fee Waiver Request Cautionary Notice Sample Template Type: Disqualification Sample Template Supervisor Signed Outside of FDM Other	statement instaad of entering each stock and mutual fund separately? - Glossary
	Notes: (Limit 250 characters) (optional) Click "Browse" or "Choose File" to select File then Click "Upload" File: Choose File No file chosen Upload Cancel	

**4.** Select the **Attachment Type** and type a **brief description** of the file in the Notes field.

- 5. Click **Browse** to locate the file to upload to the financial disclosure report.
- 6. Locate the file and click **Upload**. The Attachments page displays.

My Reports				5 01	
Reports Not Started Reports L	ist	Draft - 45	oFiler_963 M. Te	stAuto, 2020 New Entrant OG	E 450 Repor
Report Data				achments	
Attachments	No attachments	are required when film	g an OGE 450. If	you do have something to att	ach, click "A
Flags Audit Trail	Date Attached	Originator	Туре	Name	Category
View/Print Review Status	10/26/2021	TestAuto, 450Filer_962 M.	Cautionary Notice	Cautionary_Notice_xlsx	
			Ad	d Attachment	
		Secu	ity and Privacy Notice	Helg   <u>Accessibility</u>   Developed by: CEO	OH LONC

The Filer can replace and/or delete any existing attachments or add a new attachment.

 Extension requests must be submitted outside of FDM.

# **E**XTENSIONS

### Determining if an Extension has Been Recorded

A Filer can determine if an extension has been recorded for a financial disclosure report by selecting **Review Status** or **View/Print** for a financial disclosure report.

#### **Review Status**

- 1. On the Reports List page, select **View** or **Edit** beside the appropriate final disclosure report.
- 2. Click Review Status.
- 3. Click View Due Date Information.

		Review Status
(REPORT PROGRESS) Assigned: Filer Started: Initial Filer eSign and	Yes 10/20/2021	DUE DATE & EXTENSIONS         CERTIFIER REVIEW           Correct Due Date:         Days in Review: Status:         Days in Review: Days in Review: Status:           View Due Date Information         Oraft
Submitted: Amended: Completed: Retained:	No	have been recorded.

**4.** The Report Due Date Info screen displays. This page will display if the Filer was granted an extension.

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	18/28/2001	Agana Dianatan	15			Oliver   Agency Baterial Research Oliver		
	18/28/2023	National Descriptions (Caroline	10				128	

#### View/Print

- 1. On the Reports List page, select **View** or **Edit** beside the appropriate final disclosure report.
- 2. Click View Print beside the report.
- **3.** For OGE 450 reports, scroll to the Review Status Section of the report to view the extension information.

My Reports	
Reports Not Started Reports	
450 Filer	Draft - 450Filer_963 M. TestAuto, 2021 New Entrant OGE 45
Report Data Attachments Comments Flags	FDM e450 Report View/Print Attachments:No Attachments were Found
Audit Trail View/Print Review Status Compare	
	Security and Privacy Notice   Help   Accessibility   Developed by: CECOM LC

## VIEW OR PRINT A REPORT

Filers can view and print financial disclosure report at any time. View/Print provides Filers the ability to view and print the financial disclosure report, report flags, all comments, and any attachments.

#### Viewing a Report in FDM

- 1. Click **View** beside the selected report on the **My Reports | Reports List** page.
- 2. Click View/Print.

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3. Click View/Print beside the financial disclosure report.

The financial disclosure report displays in a separate browser window.

# PRINTING A REPORT IN FDM

1. Office of Grossment Birlas	Executive Branch CONFIDE	ENTIAL FINANCIAL DD	SCLOSURE REPOR		
sport Year sporting Status entony Title rada pency nexch/Unit and Address Tark Phone 	7/2/2021			Facto of Conte Report Data Non-Invadinged Income Access Unificient Contects Providinged Accessed Accessed Accessed Contents Conte	ana Nationa Sectoreta
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4. Select File | Print and click Print.

# **Recording Extensions**

## **E**XTENSIONS

FDM certifying authorities, 450 Certifier role for OGE 450s and DAEO and SLC roles for OGE 278s, and their appointed ECs (Ethics Counselors) may record an extension until the disclosure report is certified or "complete" in FDM. The Agency DAEO or DAEO determines whether the SLC has the authority to grant the extension and record in FDM. SLCs should contact the Deputy DAEO for guidance.

Entering an extension in FDM records the new filing due date of the financial disclosure report. A Filer or reviewer can determine if an extension has been recorded through Review Status or View Print.

#### **Recording an Extension**

- 1. Go to My Reviews | Review Reports page, select ALL in the Action drop-down.
  - **Note:** If the report has a National Emergency/Combat Zone extension, go to the **My Reviews | Dashboard** and select **Manage Exceptions**.
- 2. Type the Filer's name in the Last Name and/or First Name fields and click Search.
- 3. Click **Review Status** beside the appropriate report.
- 4. Click View Due Date Information.
- 5. Click Record Extension.

Report Data			Report Du	e Date Info		
Attachments						
Comments						
Flags			Year :	2012		
Audit Trail			Ourrent Due Date :	07/25/2011 1		
View/Print			Assignment Date :	MM 6	DD 2	2002
Review Status				1		
Previous Reports			Total Extension Days :	23 i		
Notes			Due Date :	MM 07	DD 02	mm
			Overvide Due Date :	01		
			Admin Due Date :	MM	DD	mm
				1		
	in the second					
	Record Extension 3 Create Date	Туре	Length of Extension (	Days		Reason
	6/9/2021	Agency Extension	23			Long period of offic

- **6.** Make the necessary changes, then click **Save**. You return to the Record/Edit Extension page and the changes made display.
- 7. Click **Save** again.

Under Review - Amended	- 430Filer_328 X. TestMan, 2012 New Entrant OGE 450 Report
	Record Extension
	Creste Date : 06/09/2021
Length	Of Extension : Days
Extension Type :	
Agency Extension	tional Emergency/Combat Zone(Soc 5 CFR 2634.908(d))
SELECT EXTENSION REASON V Other Reason : (Umit 256 Characters)	Save Cancel

# DELETING AN EXTENSION

To delete an extension already recorded in FDM:

1. On either the **My Reviews | Review Reports** page or the **My Reviews | Dashboard | Manage Exceptions** page click **Review Status** beside the appropriate report.

t Data ments vents			c3sys.army.mil says u want to delete the e		Cancel	
Trail			Current Due Date :	07/25/2011		-
Print w Status			Assignment Date :	MM 6	DD 2	YYYY 2011
ius Reports			Total Extension Days :	23 i		
			Due Date I	MM 07	DD 02	YYYY 2011
			Override Due Date :	Di .		
			Admin Due Date :	MM I	DD	YYYY
	Record Extension					Audit Trail
	Create Date	Туре	Length of Extension	Days		Reason
	6/9/2021	Agency Extension	23			Long period of official travel

2. Click View Due Date Information.

**3.** Click **Delete** and then click **OK** to the message confirming that you wish to delete this extension.

- 4. Click Save.
- 5. Click **OK**. You return to the Review Status page and the Current Due Date changes back to the original date.

## DETERMINING IF AN EXTENSION HAS BEEN GRANTED

A Filer or Reviewer can determine if an extension has been granted for a financial disclosure report by selecting **Review Status** or **View/Print** for a financial disclosure report.

#### **Review Status**

- 1. On the Reports List page, select **View** or **Edit** beside the appropriate financial disclosure report.
- 2. Click Review Status.
- 3. Click **View Due Date Information.** Existing extensions are listed at the bottom.

			Report Du	e Date Info		
			Year :	2012		
			Current Due Date :	07/22/2011 1		
			Assignment Date :	MM 6 DD 2	m	2011
			Total Extension Days :	20 i		
			Due Date :	MM 07 DD 02	m	r 2011
			Override Due Date :	Oi		
			Admin Due Date :	MM DD	m	¢
Record	Extension i				Au	dit Trail
Create I	Date	Туре	Length of Extension (	Days	Reason	
6/9/2021		Agency Extension	50		Other ( Enter externation here. )	nsion

## Editing an Extension

To edit an extension in FDM:

- 1. From any point in FDM, click the **Admin Center** tab.
- 2. Click the User Admin tab.
- **3.** Enter a user's name or e-mail address into the search field and then click **Search**.
- 4. Click the **View** button beside the appropriate Filer. The Filer profile page is displayed.
- 5. Select the **Reports** tab then click the **View** button next to the appropriate report. The Review Status for that report is displayed.
- 6. Click View Edit Due Date & Extensions.
- Click Edit beside the extension that you want to modify. The Edit Extension page displays.

		Year :	2012			
		07/22/2011				
		Assignment Date :	MM 6	DD 2		YYYY 201
		Total Extension Days :	20 i			
		Due Dele :	MM 07	DD 02		YYYY 201
		Override Due Date :	01			
		Admin Due Date :	MM	DD		m
Record Extension						Audit Trail
Create Date	Туре	Length of Extension	Days		Reason	4

- 8. Make the necessary changes, then click **Save**. You return to the Record/Edit Extension page and the changes made display.
- 9. Click Save again.

# Notifications

Once your Filers are assigned an OGE 450 or 278 report to file in FDM, you can use Notifications to monitor and manage their filing progress and send reminder notifications. Filers who have completed their filing task will not list on this page.

#### Annual Reminder Notification

- **Initial Notification** Initial notification is only for those Filers who have been assigned a current year report. Use this option to locate Filers who are assigned an Annual OGE 450 Report and send a notification to remind them of their annual requirement to file.
- **Note:** This message can only be sent once for annual assignments. Once sent, filers no longer list under this option.

#### Monitor Report Progress and Notify

- Not Started Use this option to locate Filers who have not started their report.
- Not submitted Use this option to locate Filers who have not eSigned their report.
- Late Use this option to locate Filers who are delinquent in eSigning their report.

#### Monitor Report Review Progress and Notify

Once your Filers have eSigned their OGE 450 reports, you can use Notifications to monitor and send reminder notifications to Supervisors to begin their review of the Filer's reports in FDM.

• **Not eSigned** – Use this option to locate Supervisors who have not eSigned a submitted report.

## SENDING AN E-MAIL REMINDER

To send a notification to a group of Filers, Supervisors reminding them of their need to finish a task in FDM:

1. Go to the Notifications tab and click on Filers or Supervisors.

450 Certifier Ourga •	Notifications
🚠 Org Tree	My Orgs * Confidential Filers *
Search Q	Filers Supervisors POCs 450 Certifiers
Confidential Filers	Filter(s): Mode: Show All Form Type: OGE 450 Reminder: Teltial Notification X Apply Filters Not Started Not Submitted Decarity and Privacy Nation   Hele   Accessibility   Dev
	DECENTAL AND PERSONNEL ( DECENTRAL ( DECENTRAL ( DECENTRAL ) DECENTRAL )

### Filtering and Sorting

Filtering and sorting allows you to quickly view and group your Filers by specific criteria.

2. Select Show My or Show All.

#### Filtering Options

- 3. Click **Add Filter(+)** and select the Reminder filter options you want your list to contain.
- 4. Click **Apply Filters**. Only the records containing the selected filter information are displayed.

4. Review the list and then click **Notify**. The Reminder notification is displayed.

#### Sorting

**5.** Choose a column by which to sort the list and then click on the sort arrows. The list is rearranged.

450 Certifier Change +		Ne	otifications			C
• Org Tree	My Orgs = Confidential	Filers = Central North =				
Search Q	Filers Supervisors PC	Cs 450 Certifiers				Export +
Confidential Filers <u>Central North</u>	Filter(s): Hode: Show A	Form Type: OGE 450 Remind	ler: Not Submitted	×		Notify Selected
<ul> <li>Central North 1 Central North 2</li> </ul>	Show 20 ⊻ entries					1
Central North 3 Central North 4	G ≑ E-mail	<ul> <li>Name</li> </ul>	Assigning Org	0 Report Status	Review Status	Supervisor
Central North 5	G thomas.a.berens.ctrd	mail.ml FlierAsst, 450 1444 G	Central North	2015 Annual OGE 450	Draft	Tuesday, Ruby X
<ul> <li>North East Region North East 1</li> </ul>	G.Fryday@EDMSandt	ox.com Fryday, Gladys X	Central North	2018 New Entrant OGE 450	Draft	Tuesday, Ruby X
North East 2	G W.Knight@FDMSandt	x.com Knight, Wednesday X	Central North	2015 Annual OGE 450	Draft	Tuesday, Ruby X
North East 3 North East 4	Stanley.a.kupp@us.ar	my.mil Kupp, Stanley	Central North	2019 New Entrant OGE 450	Draft	Tuesday, Ruby X
North East 5	S.Seaðus.army.mil	Sea. Stormy X	Central North	2018 New Entrant OGE 450	Draft	Tuesday, Ruby X
= South East Region	S.Sea@us.army.mil	Sea, Stormy X	Central North	2015 Annual OGE 450	Draft	Tuesday, Ruby X
<ul> <li>Florida Only South East 1</li> </ul>	Showing 1 to 6 of 6 entries	6 rows selected				1
South East 2 South East 3 South East 4 South East 5						Notify Selected
= West Coast West Coast 1 West Coast 2 West Coast 3 West Coast 4 West Coast 5						

### **Exporting Your Filer List**

To export a list:

6. Click **Export** then select **Excel** or **CSV**.

### Review E-Mail Message

**7.** From the Remind pop-out, click on a notification's drop down bar to display or add additional text to the message.

Hereicher Management	nagemer	8 Remind
		Remind 6 Filer(s)
450 Centrifier Charges      And Construction      Confidential Filers      Central North      Central N	Certifier	FDM Resolution         Please submit your [Report Year] [Reporting Status] OGE 450, due [Current Due Date]           [Filer Frystname Middle Lastname]:           Rease etilign your [Report Year] [Reporting Status] OGE 450 in FDM as soon as possible.           1. Got 6PM – URL: https://film-preview.army.mil and click on "Log fe". Choose to log in with your PUV/CAC or with Username/Reasoned.           2. Click the Reports List Table.           3. Click the Reports List Table.           3. Click the Reports List Table.           3. Click the Reports List Table.           4. Meet your report is complete, click the e-Sign button to sign and submit your report.           5. Meet your report is complete, click the e-Sign button to sign and submit your report.           Fease consult your legal advisor # you have questions about this requirement to file a Financial Disclooure Report, or need an extension. Also, consult your legal advisor # you do not think you should file such a report.           Rease do not send replies to this address as it is unmonitored. If you have questions please email mallotifu or you may also call us at No or No           Additional information can be found on the Help & Support page at: https://fdm-preview.army.milNo           Optional Test
South East 1 South East 2 South East 2 South East 3 South East 4 South East 4 South East 4 West Coast 1 West Coast 2 West Coast 4 West Coast 5	ty and Prin	(2500 Characters Remaining of 2500) Regards, Vic Toree Vic Toree OD0-000-0000 Send Summarized Reminder to 1 Poc(s) * Send Summarized Reminder to 1 Supervisor(s) *

When sending notifications from FDM, be sure NOT to use special characters such as <,> =, &, :, " " in your message. Italicized items in brackets indicates areas where local revisions of the message need to occur

### Customize Message

- 8. Type any additional text to add to your message and then click **Send.** The Notifications page is displayed with a message summary.
  - Note: You can also send a copy of this message to any associated POCs and Supervisors from this page.

# SENDING BULK NOTIFICATIONS

You can also send a group of users with the same role a notification.

- 1. Go to the Notifications tab and select the role of the users whom you wish to notify.
- 2. Select the appropriate filters and click **Apply Filters**.

			Notifications			-
Certifier Change +			Notifications			C
rg Tree	My	Orgs » Confidential Filers »				
arch Q	Filer	s Supervisors <u>POCs</u> 450 Certifiers				Export +
Central North Central North	Filte	r(s): Mode: Show All			Noti	fy Selected
Central North 2 Central North 3	She	ow 20 V entries				1
Central North 4	đ	# E-mail	Name	Phone	Org Unit	
Central North S North East Region	G	janine.s.bland.ctr@mail.mil	Burst, Starr X	000-000-0000	North East Region	
North East 1	ত	janine.s.bland.ctr@mail.mil	Burst, Starr X	000-000-0000	South East Region	
North East 2 North East 3	_	M.Day@FDMSandbox.com	Day, Manny X	000-000-0000	Central North	
North East 4	C	V.Toree@FDMSandbox.com	Toree, Vic X	000-000-0000	Confidential Filers	
North East 5	Show	ing 1 to 4 of 4 entries 4 rows selected				1
South East Region Florida Only South East 1 South East 2					Noti	fy Selected
South East 3 South East 4 South East 5						
West Coast West Coast 1 West Coast 2						
West Coast 3 West Coast 4						

Note: You can deselect any of the users listed whom you do not wish to send a notification to.

**3.** Review your list to ensure that you have the appropriate users selected then click Notify Selected.

y Reviews My Expired Repo	ts Admin Center Ethics Training Hanagemen		
		To:	janine.s.bland.ctr@mail.mil;M.Day@FDMSandbox.com;V.Toree@FDMSa ndbox.com
450 Certifier Change •		cc:	0
🚓 Org Tree	My Orgs » Confidential Filers »		Separate each e-mail address with a semicolon(;)
		Subject:	
Search Q	Filers Supervisors POCs 450 Certifier	Message:	Enter bulk notification message here.
<ul> <li>Confidential Filers</li> <li>Central North</li> <li>Central North 1</li> </ul>	Filter(s): Mode: Show All	resseger	chter buik noulication message nere.
Central North 2 Central North 3	Show 20 Y entries		
Central North 4 Central North 5			
<ul> <li>North East Region North East 1</li> </ul>	G janine.s.bland.ctr@mail.mil		
North East 2 North East 3	M.Dav@FDHSandbox.com		
North East 4	V.Toree@FDMSandbox.com		Regards,
North East 5 - South East Region	Showing 1 to 4 of 4 entries 4 rows selected		Vic X Toree
+ Florida Only South East 1 South East 2			V.Tore@JFDMSandbox.com 000-000-0000
South East 3 South East 4 South East 5			Sred Cancel
- West Coast			
West Coast 1 West Coast 2			
West Coast 3 West Coast 4			

5. Enter a subject and message then click Send to notify the users via e-mail.

# REVIEWING AN OGE 450

The review process begins in FDM when the reviewer receives an automated email message indicating that they can begin their review process. In the Department of Defense (DoD), the Joint Ethics Regulation (JER) 7-306 requires Supervisors review OGE 450s. Non-DoD agencies using FDM need not use the Supervisor role in FDM 450. FDM requires both the Filer's Supervisor and 450 Certifier to review and eSign a report before the review is considered complete.

Supervisors use FDM to review financial disclosure reports online checking the reported financial interests for completeness, to identify any financial interests that may conflict with the Filer's official duties, and that the report is administratively accurate and complete. Once a Supervisor has eSigned a report, the 450 Certifier receives an automatic notification that the report is ready for review.

FDM's Compare feature highlights changes when a filer prepopulated the current report from a prior one in FDM. In addition, reviewers can check that a report is administratively accurate and complete. The "Flags" tool helps prevent many common mistakes before the Filer submits his/her report saving time for the Filer and reviewers.

# FDM REVIEWER TOOLS

FDM's reviewer tools help reviewers track or "watch" Filer and reviewer (technical and legal) compliance. In FDM, reviewers can:

- quickly see a snapshot of those reports that require their attention through Manage Exceptions.
- monitor the filing progress using reminder Notifications.
- monitor the Supervisor's review progress using reminder Notifications.
- manage Filers and their assigned reports using Review Reports.
- Note: In FDM, a Supervisor or Intermediate reviewer must review and eSign a Filer's report before it can be certified.

Late Filing - Remind Filers & Remind Supervisors Notifications

#### **Remind Filer Notifications**

Once your Filers are set up in FDM, you can use reminder Notifications to monitor and manage filing activities. Org unit POCs, Supervisors and 450 Certifiers may use the Notifications tool to track the progress of Filers who have been assigned reports and remind Supervisors that they have reports to review and e-Sign in FDM.

A report that is listed on the Manage Exceptions list will not be available on the Worklist.

 Only 450
 Certifiers can access reports on the Manage Exceptions list. Use Notifications to:

- Initially notify Filers of their report assignment in FDM.
- Locate Filers who have not started their reports and send reminder notifications.
- Send second reminder notification to Filers who have not completed their reports.

### Manage Exceptions

The Manage Exceptions tool allows 450 Certifiers to track Filer and Supervisor Reviewer compliance and to manage reports that require any special action(s). Reports remain in the Manage Exceptions list until the report issue is resolved.

Reports display on the Manage Exceptions list if:

• OPEN NOTES - The Report has existing Notes that are not closed.

Note: Both the Request Additional Information and Request Filer Amendment reviewer actions create an open Note on the Filer's report.

- CZ/NECZ Extension A National Emergency/Combat Zone extension has been recorded for the report.
- Filer not eSigned The Filer has not submitted the report in FDM by the report's due date.
- Supv not eSigned More than 30 days have passed since the Filer has submitted (or re-submitted if their report in FDM) and the Supervisor has not eSigned.
- Filer not Started The Filer has not started entering data into their report by the report's due date.

### **Review Process Flow**

The process for reviewing an OGE 450 includes the following tasks:

### Reviewing Tasks for OGE 450 Reports in FDM

The Reviewer identifies the Filers who need their report reviewed in FDM.

The Reviewer gathers any review aids for reference such as the Filer's previous financial disclosure report, ethics agreements, agency list of contractors, etc.

The Reviewer logs in to FDM.

The Reviewer tracks Filer reporting activities.

Reviewer reviews their Review Reports list.

Reviewer selects a report to review.

Reviewer checks the report's flags

Reviewer selects the appropriate Report Data section(s) to review

Reviewer makes/adds comments where necessary.

Reviewer eSigns and ends their review.

Note: You must click **Notify** to send an email to the next reviewer indicating that they can begin their review process.

# **REVIEW AN OGE 450**

You can select different combinations in the Search Filter to see only those disclosures you wish to review.

## Locating My Filer's Reports

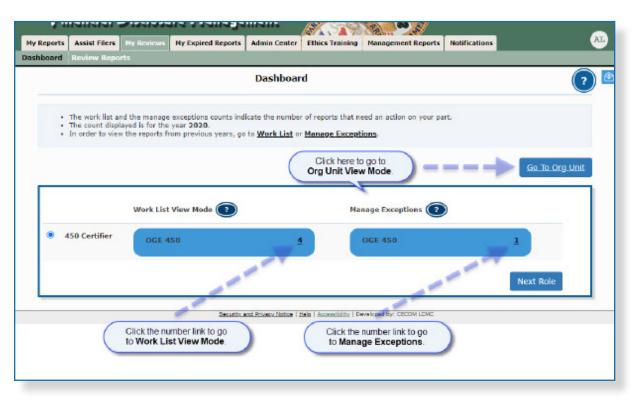
FDM has three report list views: the Work List view mode, Org Unit view mode and Manage Exceptions.

- The Work List displays a list of reports that require reviewer action.
- Org Unit View Mode lists disclosures by Org Unit.
- Manage Exceptions displays a list of reports that need special attention.

## **Report's Worklist**

Use the Worklist as a reminder of the reviewing activities you need to complete.

## List Disclosures that you need to eSign



- 1. Go to My Reviews | Dashboard.
- 2. Under Work List View Mode, click the number link next to your reviewer role.

**Note:** Click the **Next Role** button to view results in another FDM role that you may have.

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Hy Rol 450 Co Blank P	%S! entRier ❤ Reports(s): □		tTyper 450 ♥]	YEAR	Reportir	g Statura Re	oview Status:	4ode Ch				Export +
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-					22	the day Barris						A 2-
Lastn		GE upervisor 1412	OGE 430	2020	New Entrant	Under Review - Supervisor Signed	10/02/2020	0				
	-		12.00		10000							
O Ren						Under Review -						6 4-

- **3.** The report list displays. You can use the provided filter columns to narrow your search:
  - My Roles Supervisor or 450 Certifier
  - Form Type OGE 450
  - Year the report year
  - Reporting Status All
  - Review Status Under Review
  - Action eSign
  - Blank Reports(s) -click the checkbox to display reports that contain no reviewable data. Use this option to expedite the reviewing process of reports that require minimum time to certify.

#### Viewing Blank Reports Only

Blank reports are filed reports with no asset, gift, agreement, liability, income, outside position, transaction or compensation reported by the Filer.

Continue to the Reviewing a Report section.

### Report's Org Unit View

Use the Org Unit view to list reports by Filer Org Unit.

	te Assist File	NTE My Rest	Ny Expl	red Repo	rte Admin C	enter Ethics Training	Hanagement Rep	orts Notif	cations			
ar	d Review R	eports										
		-		1	Review R	eports - Org Ur	it View Mo	de Char	nge •			
43	0 Certifier 💽	enge -										
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	006 450 V	2020 V	Last Nomes		Reporting	me:	(Search)	Daye In	Review		Review/Signature	A
	ast Name Sta	arts Withs	Last Names	Year	Reporting Status	Review Status	Due Date	Days In Review	Review		Review/Signature	
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	ast Name Sta	arts Withs	Last Names	Year	Reporting Status	Review Status	Due Date	Days In Review	Review Days	Filer Days	Review/Signature	

- 1. Go to My Reviews | Dashboard.
- 2. Click on the Go to Org Unit link.
- 3. Select a reviewer role in the **Role** box.
- 4. Select the Org Unit from the Next Level Down drop-down list.
- 5. Select **Show My Filer's Reports** to see a listing of all of the reports you are responsible for reviewing.
- 6. Under the Search area, select the following and click Search.
  - Form Type OGE 450
  - Year The report year
  - Reporting Status All
  - Review Status All

Continue to the Reviewing a Report section.

You can use the ò column sorting to display your results in a particular order by clicking the specific column heading. For example if you wanted to bring all of your Annual disclosure to the top of the list, click the Reporting Status column heading and an arrow displays to sort by ascending or descending.

#### View a Listing of Reports Assigned to Different Reviewers

To view a listing of disclosure reports that includes Filers assigned to different reviewers but within your organizational hierarchy, select **Include Filer's Reports for Org Unit's assigned to other** (Supervisors, 450 Certifiers etc.) You can identify disclosures that have a different reviewers assigned by the triangle icon  $\bigstar$ .

 If a report you are looking for is not listed on your Worklist, click Org Unit View or if you are a 450 Certifier, Manage Exceptions.

You may view and work with these disclosures; however, you cannot eSign as a different FDM user as the ultimate responsibility.

#### Locating a Specific Report

To locate a specific report, be sure to select **Show My Filer's Reports** and **Include Filer's Reports for Org Unit's assigned to other (SLCs, Supervisors, etc.)** and then type at least the first three letters of the Filer's last name in the Last Name field and click **Search**.

### Locate Disclosures for a Specific Filer

- 1. Leave the default filter settings in either the Worklist or Org Unit view.
- 2. Type the Filer's last name and first name in the search fields.
- 3. Click Search.

### Quickly Locate Disclosures for a Group of Filers

- 1. Leave the default filter settings in either the Worklist or Org Unit view.
- 2. Click Search.

# **REVIEWING A REPORT**

## **Reviewing Options**

Depending on your role and the report's status, you can complete report actions on the Review Status page. Here, a 450 Certifier can Admin Close, Delete, Submit Intermediate Review, Reject, Request Filer Amend, Request Additional Information or eSign the report.

Ny Expired Reports	Admin Center Ethics Trai		s Notificatio				
Review Reports			,				
rtifier		Under Revie	w - Supervis	or Signed - 450Fil	er_324 X. Test	Man, 2018 Annual OGE 450 R	eport
t Data				Review Sta	itus		
nments							
ments	REPORT PR	OGRESS		DUE DAT	E & ONS	CERTIFIER REVIE	w)
	Assigned:	Yes	2.	Current Due		Days in Review: 3023	
Trail	Filer Started: Initial Filer eS	02/21/2020		Date:	02/15/2018		Review - isor Signed
/Print	Submitted:	02/21/2013			ue Date mation	Initial Review End Date:	
aw Status	Amended: Completed:			No extensions	have been	Request Filer Ar Request Additional In	
pare	Retained:	No	≗ i	recorded.			
ious Reports							
i seports		Admin Close Del	ete Subn	iit Intermedite Re			
	Review Chain Au	dit Trail		Diselo	sure Report l	Reviews	
	Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation	
	Supervisor	Super 323 X TestMan	Organization	2/21/2020 Super_323 X. TastMan Supervisor	2/21/2020 Super_323 X. TestMan Supervisor		2.
	Supervisor SLC	DABO 202 X TestMan	Organization				
	430 Certifier	430C 322 X TestMan	Organization				2
1.sec.c3sys.army.miUFDM/dis	sclosureWizard/progressWizard/	/#vtab-7					<b>•</b>

Field	Description
eSign & Complete	when you have completed your review and are confident there are no conflicts of interest
View	allows you to review the financial disclosure report
Review Status	allows you to view the Review Status page of a financial disclosure report
Assign	allows you to assign a report that the Filer has already started
Remove Assignment	allows you to remove the report assignment if it was assigned erroneously; if the report Review Status is Not Started or Draft, the report is removed from FDM when the assignment is removed

Note: Supervisors cannot assign reports or remove assignments.

### **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.

#### Days in Review

\$ Filer	\$ Supervisor	‡ Org Unit	<b>≸orm</b> Type	≑ Year	Reporting Status	Review Status	Due Date	⊅ays In Review	Initial \$Review Days	Excess \$ Filer Days	My Review/Signature Date	
My Role : 4	50 Certifier											
<u>Lastname,</u> Cassandra	Lastname, Don	<u>Kevin</u> Sub Org	OGE 450	2020	New Entrant	Under Review - Filer Signed	10/02/2020	8	5	4		# •
<u>Lastname,</u> Don	OGE, Supervisor 1419	<u>Kevin</u> Sub Org	OGE 450	2020	New Entrant	Under Review - Supervisor Signed	10/02/2020	8	1			#

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**

\$ Filer	\$ Supervisor	\$ Org Unit	<b>≸orm</b> Type	≑ Year	Reporting Status	Review Status	▲ Due Date	⊅ays In Review	Initial \$Review Days	Excess \$ Filer Days	My Review/Signature Date	
My Role : 4	50 Certifier											
<u>Lastname,</u> Cassandra	Lastname, Don	<u>Kevin</u> Sub Org	OGE 450	2020	New Entrant	Under Review - Filer Signed	10/02/2020	8	5	4		# •
<u>Lastname,</u> Don	OGE, Supervisor 1419	<u>Kevin</u> Sub Ora	OGE 450	2020	New Entrant	Under Review - Supervisor Signed	10/02/2020	8	1			

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**

\$ Filer	\$ Supervisor	‡ Org Unit	<b>Form</b> Type	≑ Year	Reporting Status	* Review Status	▲ Due Date	Days In Review	Initial \$Review Days	Excess Filer Days	My Review/Signature Date	
My Role : 4	50 Certifier											
<u>Lastname,</u> Cassandra	Lastname, Don	<u>Kevin</u> Sub Org	OGE 450	2020	New Entrant	Under Review - Filer Signed	10/02/2020	8	5	4		# *
<u>Lastname,</u> Don	OGE, Supervisor 1419	Kevin Sub Org	OGE 450	2020	New Entrant	Under Review - Supervisor Signed	10/02/2020	8	1			

The Review/
 Signature Date

displays the date that the report was certified Complete. It will also display the Initial Review Date until the report is Complete. 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.
- Note: Excess Filers Days displays the cumulative total of days calculated from the four situations listed above.

 Not all agencies require supervisory review for the OGE 450.

#### Supervisory Review in FDM

FDM currently requires both the Filer's Supervisor and 450 Certifier to review and eSign a report before the review is considered complete.

Supervisors receive an automatic notification from FDM once the Filer has submitted a report. Once a Supervisor has eSigned a report, the 450 Certifier receives an automatic notification that the report is ready for review.

1. On either the Worklist or Org Unit View, click **View** beside the appropriate report to open the report and view its contents. The Getting Organized page is displayed for the OGE 450 report you are reviewing.

450 Certifier		Under Review - So	pervisar Sij	gned - 450File	r_98 DISA, asao Nee	Entrant OGE 4	jo Report	
Report Data	Getting Started	Non-Investment Income	Acosta	Listifies	Outside Positions	Agreements	efigs	Common
Attachments								• What are Days in
Convenients			Getti	ing Orga	nzea			Review?
Flage	<ul> <li>A copy of</li> </ul>	helpful to have the following your previous OGE450 (if yo	u have filed	t before)				<ul> <li>When should a reviewer Submit Intermediata Review?</li> </ul>
Nudit Trali	<ul> <li>Rental Aq</li> </ul>				5			• When should a
Acad Frint	<ul> <li>Any sque</li> <li>Loan Stat</li> </ul>	ements or arrangements from ements (if over \$18,000)	s past, curri	ent or future i	employees			reviewer Request Riter Americ?
leview Status								<ul> <li>when should a reviewer Request</li> </ul>
Compane Previous Reports							Continue	Additional Information?
Notes )								<ul> <li>what is an Intermediate Raview Cate?</li> </ul>
								What is the Initial Review End Date?
								<ul> <li>What is the Amended date and how does it</li> </ul>
								differ from the submitted pater

## Compare/View/Report Data

There are three different ways to review disclosure in FDM:

- By using Compare, if the current disclosure was pre-populated from a previous disclosure
- By clicking View/Print to view and print the disclosure report
- By clicking through the Report Data "wizard"

#### Compare

Reviewers can easily compare changes/differences between last year's report and this year's on one page if the Filer pre-populated from a previous report.

#### **View/Print Reports**

Reviewers may prefer to quickly review report contents by using the View/Print feature.

#### Report Data "Wizard"

Reviewers may find it easier to view the contents of a Filer's report through the Report Data "wizard" if the report is lengthy or complex.

### **Previous Reports**

FDM reviewers (i.e., supplemental or additional) can request a copy of a Filer's previous report for comparison.

- 1. While reviewing a report in FDM, click the **Previous Reports** tab. A listing of the Filer's disclosure reports that were created in FDM displays.
- 2. Click **View/Print** beside the appropriate report to view a copy of the Filer's previous report.
  - Note: You can also view a Filer's previous reports by clicking Reports List. Select all in the Search Filter and then click Search.

You may open the disclosure report through View/Print and then move to the specific Report Data section of the report to add a comment or check Flags. An OGE 450 Filer cannot submit a disclosure with a red flag in FDM.

# **REVIEWING THE REPORT'S FLAGS**

Review any report flags to be sure all errors and omissions are addressed.

A red flag indicates required information is missing and that it should be provided before the report is submitted. A yellow flag indicates that information is missing but is not required in order to submit a report.

- 1. Click **Flags**. The Flags page is displayed listing any Red or Yellow flags the Filer may have on their financial disclosure report.
- Review the report's flags. When complete, click either **Report Data** to return to the details of the disclosure you are reviewing or **View/Print** to view and print the financial disclosure report form.

50 Certifier		Under Retieur - Amendment in Progress - Ty Coone	, 2018 New Entrant OGI	1400 Report	
port Data		Red Flags			Common Questions
rantenta		Assets And Investments I	ncome		<ul> <li>What are flags?</li> <li>O mostly</li> </ul>
and a second sec	Asset Name	Type of Asset	Owner	No Longer Held	
dit trali	asdfasdf	Refirement Plan or Account (e.g., 401(k), IRA)	Nane		
W/Print	P It is required to	specify if the asset was still being held.			
view Status					
reported		Yellow Flags			
two Reports		Assets And Investments I	ncome		
nes.	Asset Name	Type of Assat	Owner	No Longer Held	
	asdfasdf	Retirement Plan or Account (e.g., 401(k), IRA)	None		

 The Compare feature is only available if the Filer prepopulated from a previous report.

# COMPARE A PREPOPULATED REPORT

Reviewers can easily compare changes/differences between last year's report and this year's on one page if the Filer prepopulated from a previous report in FDM.

## Comparing Reports in FDM

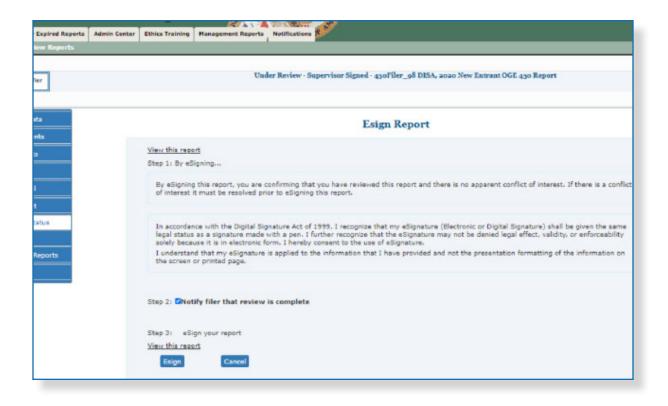
- **1.** Click **View** beside the appropriate report on the Review Filers | Reports List page.
- 2. Click **Compare**. The Disclosure Report Comparison page is displayed.

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Name Andread Constanting Reduction (Constanting)	Contract of Sciences	Apartine printpolitication formula Instantion conserva- Instantion (III, 101) (A	-	7	
No.	Anna maratary tana Tana Inanana Inana				
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		50500198000			
Acada II	Reporter.				
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	Particular Solution of the second sec		an ton and		
: :		Association and the second second	and an internet	analyzed.	
	Paditys (Charles) (B)	INS Decision is	diffetiers Finisher	in an	

 Transactions, Gifts and Compensations are not compared from the prepopulated report to the current report.

- 3. Review the report changes.
- 4. Navigate to the **Review Status** page and click **eSign and Complete** to signify you have completed your review and are confident there are no conflicts of interest. A confirmation message displays.

al Disclosure Manageme area Reports Admin Canter Ethics Training Reports	By eSigning this report, you are co report and there is no apparent co of interest it must be resolved prio	onflict of interest. If there is a co or to eSigning this report.	
Assigned: Filer Started: Initial Filer eSign and Submitted: Amended: Completed: Retained:	Yes 200 11/24/2020 11/24/2020	DUE DATE & EXTENSIONS Current Due 12/24/2020 View Due Date Information to extensions have been econded.	CERTIFIER REVIEW Devs in Review 191 Status: Under Review - Supervisor Signed Dritial Review End Date: Request Filer Amend i Request Additional Information i
Admin Review Chain Audit Trail	and the second s	smedite Review Reject	eSign and Complete
Reviewer Role Assig Revie	ed Reviewer Revi		glanation



- 5. Click **OK**. The eSign Report page is displayed.
- 6. Click eSign again.

# VIEW OR PRINT A REPORT

At any time, you can view and print a financial disclosure report. View/Print provides Filers and Reviewers the ability to view and print the financial disclosure report, report flags, all comments, and any attachments.

Note: You may open the disclosure report through View/Print and then move to the specific Report Data section of the report to add a comment or check Flags.

## Viewing a Report in FDM

- 1. Click **View** beside the appropriate report on the Review Filers | Reports List page.
- 2. Click View/Print.
- **3.** Click **View/Print** again. The financial disclosure report displays in a separate browser window.

			and the second se		A TOMATT AND	
Reviews	My Expired Reports	Admin Center	Ethics Training	Management Reports	s Notifications 🕵	
hboard	Review Reports					
450 (	lertifier			Complete - ABCg	C95 Sec, 2019 Annual OGE 450 Report	
-	rt Data	FDM e45	rint Official Copy i0 Report View/ ents:No Attachm		View/Print	Commo Question • What is the F e450? • How do I adj
Flags Audit		<				the appearan of a Web Pag when it print
View/						<ul> <li>Glossary</li> </ul>
Comp	bare					
<u> </u>	ous Reports					
Notes						
				Security and Pr	Privacy Notice   Help   Accessibility   Developed by: CECOM LCMC	
-						

- To view and print an OGE 450, pop-up blockers must be disabled.
- The OGE 450 displays as a single web page.

# **REPORT DATA**

Report Data is the main area used for viewing OGE 450 line items in FDM.

The process for viewing report data is the same no matter what type of information you need to review.

## Viewing Line Items

Select the appropriate Report Data sections to view detail information and add comments to specific line items.

			Under Review	- Amended -	- 430Filer_328 X	. TestMan, 2012 Ne	w Entrant OGE 4	130 Report
Report Data	Getting Start	ted Non-	-Investment Income	Assets	Liabilities	Outside Positions	Agreements	eSign
Attachments					Outside Po	sitions		
Audit Trail	<ul> <li>Posit</li> <li>of th</li> <li>Corp</li> </ul>	tions include the following: poration, par	rtnership, trust, or of	employee, t				
View/Print Review Status Compare	<ul> <li>Posit</li> <li>of th</li> <li>Corp</li> </ul>	tions include te following:	e an officer, director, thership, trust, or of int.	employee, t	is entity; Non-pro	ofit or volunteer org	ganization; Educa	itional insti
Audit Trail View/Print Review Status Compare Previous Reports Notes	Posit of th Corp Loca Back	tions include the following: poration, par	e an officer, director, thership, trust, or of int.	employee, t	is entity; Non-pro		ganization; Educa	itional insti
View/Print Review Status Compare Previous Reports	Posit     of th     Corp     Loca	tions include the following: poration, par	e an officer, director, treeship, trust, or of nt. Reporting Peri	employee, t	is entity; Non-pro	ofit or volunteer org anselor for speci	ganization; Educa	itional inst

- The same
   Report Data
   sections display
   for Filers and
   Reviewers.
- 1. Select the appropriate Report Data sections and click **View** beside any line item to view the detail information.
- You can click the Continue button to page through the report or go directly to each report section

	Admin Center Ethics Training	Managemen	t Reports Notif	ications		
hboard Review Reports						
Help Desk			Under Review	Amended - 45	oFiler_328 X. TestMan, 2012 New I	Entrant OGE 450 Report
Hep Desk						
		1				1
Report Data	Getting Started	Non-Inve	stment Income	Assets	Liabilities Outside Positions	Agreements eSign
Attachments					Liabilities	
Comments	Report for You	self. Spouse	, and Dependent	Child-		
Flags	<ul> <li>A liability</li> </ul>	that exceed		ny time during	the reporting period (annual filer)	or exceeded \$10,000 at
Audit Trail	Do not report:				a credit card account, from a finan	cial institution or husines
View/Print	on terms	made availa	able to the gener	al public.	or appliances, unless the loan exce	
Review Status	secures.				ent, sibling, or child of you, your sp	
Compare						
Previous Reports	Back					
Notes		R	eporting Perio	od: Consult th	e ethics counselor for specific	period covered.
	Creditor					100200
	Name	City	State	Country	Type of Liability	Debtor
	sadī	asdf	•	тэк	Loan	Spouse
	Back					

2. Review the information. Click **Back** when complete to add a line item comment or click through the other Report Data sections to review.

# **REPORT COMMENTS**

## Adding Line Item Comments

Comments can be added to specific line items or to the OGE 450 report overall. A comment should be included as part of the OGE 450 of record, if it is a substantive comment that provides additional information, a clarification, or a correction that materially affects the data reported on the OGE 450.

- 1. Select the appropriate Report Data section.
- 2. Click **Add Comment** beside the appropriate line item in the Report Data. The Add Comment page is displayed.

	τ	Juder Review - ;	Amendment i	n Progress	450Draft_143 OGE, 3	015 Annual OGE	450 Repo	rt
Getting Started	Non-Invest	ment Income	Assets	Liabilities	Outside Positions	Agreements	Gifts	eSign
				Liabil	ities			
<ul> <li>Any list</li> </ul>	pility, such as a	mortgage, a stu	udent loan, op	a credit car	rd account, from a fina	incial institution	or busines	s entity granted
<ul> <li>Loans s</li> <li>secures</li> </ul>	is made availab lecured by autor i. es that you owe	le to the genera mobiles, housel to your spouse	al public. Sa hold furniture, e or to the par	or applianc	ounselor for specifi	ceeds the purcha spouse, or your o	ase price o dependent	f the item it child.
<ul> <li>Loans s</li> <li>secures</li> <li>Liabilitio</li> </ul>	is made availab lecured by autor i. es that you owe	le to the genera mobiles, housel to your spouse	al public. Sa hold furniture, e or to the par	or applianc ent, sibling, ne ethics c	es, unless the loan ex or child of you, your ounselor for specif	ceeds the purcha spouse, or your o ic period cover	ase price o dependent red.	f the item it child.
on term • Loans s secures • Liabiliti Back	is made availab lecured by autor i. es that you owe	le to the genera mobiles, housel to your spouse	al public. Sa hold furniture, e or to the par	or applianc ent, sibling, ne ethics c	es, unless the loan ex	ceeds the purcha spouse, or your o ic period cover	ase price o dependent	f the item it

Add Comment	
Hability	
Creditor	202
Name City State Country	Debl
Citibank New York NY USA Other Debt	Joint
Comments	
0.100/0004	
Date: 06/03/2021	
Date:         06/03/2021           Author:         450C_179 . OGE2	

 Only select, Include as part of the OGE 450 of Record if you want to include permanently with the report. **3.** Review any existing Reviewer or Filer comments, type your comment and then click **Save.** 

## Adding a Report Comment

1. From anywhere within the Report Data, click **Comments** at the top of the page. The Comments page is displayed.

Report Data Attachments	Add Report	Comment		C	omment
Comments		5	3		
Flags	Author	Author Role	Date	Comment On	Line Item
Audit Trail	0GE2, 450C 179	Reviewer	06/03/2021	Report	
View/Print			89		
Review Status			(a)		
Compare					
Previous Reports	Add Report	Comment			
Notes					

2. Click Add Report Comment. The Add Comment page is displayed.

Reviews My Expired Reports	Admin Center Ethics Training	Management Reports Notifications
450 Certifier		Under Review - Amendment in Progress - 450Draft_142 OG
Report Data Attachments Comments Flags Audit Trail	Date: Author: OGE 450 of Record: Comments:	Comments 06/03/2021 450C_179 . OGE2 (Include as part of OGE 450 of Record) Please make corrections in the Outside Positions section.
View/Print Review Status Compare Previous Reports Notes	Save 🕎	500 chars left
		Security and Privacy Notice   Help   Accessibility   Developed by: CB

3. Type your comment and then click **Save**. The Comments page is displayed.

# Notes

These "Reviewer" notes do not appear on the Filer's report. The Notes tool allows 450 certifiers to attach an electronic "post-it" note to a report to indicate that there are items within the Filers report that require a follow up before the report can be certified. Notes can be added at any time within the report review process.

Once a Note is added, the report is moved from the 450 Certifier's Worklist to the Manage Exceptions list. Reports with Notes remain on the Manage Exceptions list until the report Note is Closed or Deleted. Supervisors will still see the report within their Worklist and can still conduct their review and eSign reports that have report Notes.

## Adding a Note to a Filer's Report

	Notes
	Start / Add Notes Cancel Cha
	uctions:
	es: (Umit 10,000 characters)
- 06	5/03/2021 by OGE2, 450C_179 - Notified to contact me about Liabilities section.
1.00	917 Characters Remaining of 10000 )
(33	1) Characters Kemaning to 10000 /
	Close Notes Delete Notes

1. Select the **Notes** tab.

- 2. Click **Start/Add More Notes** to add a note with a timestamp. A new section is added to the Notes box, displaying your user name and the current date.
- **3.** Type your note and then click **Save.** The report is now moved from your Worklist to the Manage Exceptions list.
- 4. To add more report notes, click Start/Add More Notes again.

#### **Editing Report Notes**

You can edit any report Notes text at any time by clicking within the Notes text box.

### Close and Delete Report Notes

To remove a report from the Manage Exceptions list that has a report Note, a 450 certifier can:

- Close the existing Notes
- Delete the existing report notes

Closing and/or deleting report notes moves the report back to the 450 Certifiers Report Worklist.

#### **Closing Report Notes**

Close a report Note to indicate that the report is not ready for final review. Closing report Notes retains any notes that were added to the report for historical purposes.

#### **Deleting Report Notes**

Deleting report Notes removes all report Note text. You can view the report's audit trail to determine if a report note was deleted.

# **R**EVIEWER'S WRAP UP

## eSign, Submit Intermediate Review, Request Filer Amend and Request Additional Information

As a Reviewer, when you "sign off" on a report it indicates you determined the Filer has no conflict of interest, or that conflicts of interests are resolved by the means authorized in the appropriate ethics rules. Before signing off on a report, you must take the appropriate steps to resolve any apparent conflicts of interest.

enter Ethics Training Management Reports Notifications Under Review - Supervisor Signed - 450Filer_98 DISA, 2020 New Entrant OGE 450 Report									
Getting Started	Non-Investment Income	Assets	Liabilities	Outside Positions	Agreements	eSign			
<ul> <li>Click "Cor</li> <li>Cor</li> <li>eSi</li> </ul>	nder review. The next steps to ntinue" to proceed to the rep mplete your review. gn the report if you are a des ify any subsequent reviewers	to finish the ort's Reviev signated sig	v Status.						
Back						Continu			

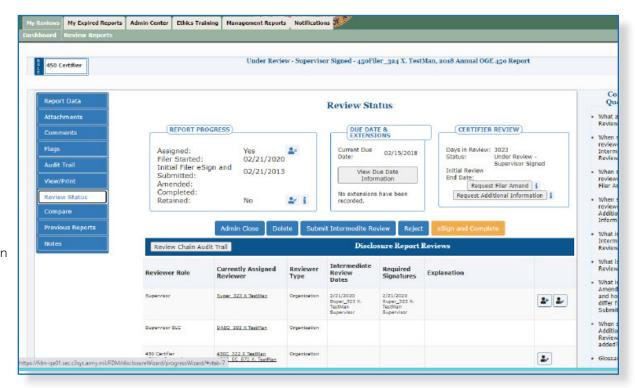
1. If there are no flags to review, click **Continue** on the eSign page. The Review Status page displays.

450 Certifier			Under Revie	ew - Supervis	or Signed - 450Fil	er_324 X. Test	Man, 2018 Annual OGE 450	Report
Report Data					Review Sta	itus		
Comments	REPORT PR	OGRESS			DUE DAT	E &	CERTIFIER REV	IEW)
Flags Audit Trail	Assigned: Filer Started: Initial Filer et	ion and	Yes 02/21/2020 02/21/2013		Current Due Date:	02/15/2018		a er Review - arvisor Signed
View/Print Review Status	Submitted: Amended: Completed: Retained:		No	21		nation	End Date: Request Filer Request Additiona	
Compare								
Previous Reports		Admin 0	Close Del	ete Subr	nit Intermedite Re	view Reject	eSign and Complete	
Notes	Review Chain A	idit Trail			Disclo	sure Report	Reviews	
	Reviewer Role	Currently Reviewer	Assigned	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation	
	Supervisor	Super 323 X TestMan		Organization	2/21/2020 Super_323 X. TestVan	2/21/2020 Super_323 X. TestMan		2+ 2/
					Supervisor	Supervisor		

- Do not click
   eSign if you
   want the Filer to
   make changes
   prior to you
   completing
   your review.
- **2.** At this point depending on your role, you can perform various review actions. See the next section for details on what these actions do to a report.

# **REVIEW OPTIONS**

FDM currently requires both the Filer's Supervisor and 450 Certifier to review and eSign a report before the review is considered complete.



 A certifier can immediately cancel a Request for Additional Information by clicking Information Request Satisfied.

Button	Description
Submit Intermediate Review	To signify that you have conducted an initial review of a report.
Request Additional Information	To request that a Filer provide you with information about their report.
Request Filer Amend	To notify a filer to amend their report directly from FDM.
eSign & Complete	To indicate that the report is complete, the certifying authority certifies the OGE 450.
Delete	Deletes the assignment permanently.
Reject	Returns report to Draft; all signatures are undone.
Admin Close	Removes the report from the Worklist when a report cannot or should not be certified.

## Submitting Intermediate Review

A reviewer can Submit Intermediate Review to mark that they reviewed a report.

Filing an OGE 450

Submitting Intermediate Review does not eSign the report. You can still add comments to the report after you have Submitted Intermediate Review.

- **Note:** Multiple reviewers can Submit Intermediate Review multiple times for the same report.
- 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 Days in Review counter does not stop when a reviewer clicks the Submit Intermediate Review button, nor does it impact any clock in FDM.

450 Certifier		Under Revie	ew - Supervis	or Signed - 450Fi	ler_324 X. TestM	lan, 2018 Annual OGE 450 Rep	oort
Report Data				Review Sta	atus		
Attachments							
Comments	REPORT PR	OGRESS	DUE DATE &			CERTIFIER REVIEW	
Flags	Assigned:	Yes	4-	Current Due Date: 02/15/2018 View Due Date Information		Days in Review: 3023 Status: Under Re	wiew -
Audit Trail	Filer Started: Initial Filer et					Initial Review End Date: Request Filer Amend	
View/Print	Submitted: Amended:	04/21/201	-				
Review Status	Completed: Retained:	No	2/ i	No extension recorded.	s have been	Request Additional Info	
Compare						Ci.	2
Previous Reports		Admin Close Del	ete Subr	it Intermedite Re	wiew Reject	eSign and Complete	-
Notes	Review Chain A	udit Trail		Disck	sure Report R	eviews	
	Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation	
	Supervisor	Super 323 X TextMan	Organization	2/21/2020 Boper_323 X. TastMan Supervisor	2/21/2020 Super_323 X. TestMan Supervisor		<b>2</b>

Days in Review only stops after a certifying authority eSigns and Completes a report.

450 Certifier		Under Revie	ew - Supervis	or Signed - 450Fi	ler_324 X. Test	Man, 2018 Annual OGE 450 Repo	art	
teport Data ttachments comments tags udit Trail tew/Print ceview Status compare revious Reports	REPORT PR Assigned: Filer Started: Initial Filer es Submitted: Amended: Completed: Retained:	Yes 02/21/2020	≜∕i		02/15/2018 02/15/2018 iue Date mation	CERTIFIER REVIEW Days in Raview: 3023 Status: Under Rev Suparviso Initial Review End Date: Request Filer Amer Request Additional Infor	r Signed	Co Que • What a Review • When s review Hilar Ar • When s review Additio Inform. • What is
lotes	Review Chain Au	dit Trail	Reviewer	Intermediate	sure Report	Reviews		Interm Review • What is Review
	Reviewer Role	Reviewer	Туре	Review Dates	Signatures	Explanation		<ul> <li>What is Amend</li> </ul>
	Supervisor	Super 323 X TestMan	Organization	2/21/2020 Buper_323 X. TastVan Supervisor	2/21/2020 Super_323 X, TestMan Supervisor		2+ 2/	and ho differ f Submit
	Supervisor SLC	DADO 303 X TestMan	Organization					• When Addition

## **Request 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 certifier to communicate any questions, concerns or needed clarification via an email to the Filer and prevents anyone from taking any action on the report until the certifier verifies that the request for information was completed.

FDM adds a Comment to the report once an amendment is requested. The reviewer can also add this Comment as a Note for the report. FDM generates an email that the reviewer sends to the Filer through their email application. When the report is in a state of Under Review - Additional Information Requested, the report is only accessible via Manage Exceptions and Org Unit View Mode pages.

riena	<b>Hy Expired Reports</b>	Admin Center Ethics Training Hanagement Reports Notifications
vard	Review Reports	
450 (	ertifier	Under Review - Supervisor Signed - 430Filer_98 DISA, 2020 New Entrant OGE 430 Report
	rt Data	Esign Report
Come	nents	View this report
Flags		Step 1: By eSigning
Audit	Trail	By eSigning this report, you are confirming that you have reviewed this report and there is no apparent conflict of interest. If there of interest it must be resolved prior to eSigning this report.
View/	Print	
Revie	w Status	In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given
Comp	sare	legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enfo solely because it is in electronic form. I hereby consent to the use of eSignature.
Previ	ous Reports	I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the infor the screen or printed page.
Notes	•	
		Step 2: Notify filer that review is complete Step 3: eSign your report <u>View this report</u> Esign Cancel

- 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 reguarding the request for information.
- 4. Click Send.

#### Verifying that the request was satisfied

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.

- **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

 You can cancel the Request for Information by clicking Information Request Satisfied on the Review Status page.

 A Filer cannot amend the report when it is in a status of Under Review

 Additional Information Requested.

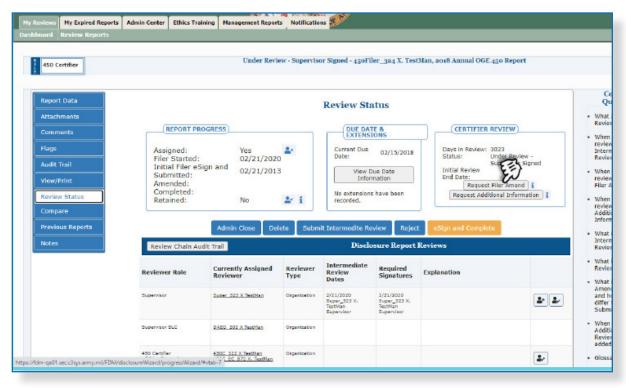
 then copy and paste this comment into the Notes text box.

7. Click **Continue After Closing Notes** to close the Notes or **Continue Without Closing Notes** to keep the Notes open.

## Request Filer Amend a Report

 You can click Cancel Amendment Request on the Review Status page to cancel the original request. 450 Certifiers and their ECs can request that a Filer amend their report directly from FDM. FDM adds a report comment to the report once an amendment is requested. The reviewer can also add this comment as a Note for the report. The amendment request information then generates an email that the reviewer sends to the Filer through the reviewer's email application. When the report is in a state of Under Review - Amendment Requested, the report is only accessible via Manage Exceptions page.

Note: Certifiers can only request an amendment if the report has a status of Under Review.



All reviewers, including the Supervisor, will need to eSign the report after a Filer amends.

- 1. On the Review Status page, click **Request Filer Amend**. The Add Report Comment and Note page is displayed.
- **2.** Type any additional information in the comment about the requested amendment 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 about amending their report in FDM.
- 4. Click Send.

#### Determining if Additional Information or an Amendment was Requested

The Notes column on the Manage Exceptions display of reports will reflect the most recent Note on a report. To determine if additional information or an amendment was requested for a specific report:

- 5. Go to My Reviews | Dashboard.
- 6. Under Manage Exceptions, click the number link next to your reviewer role.
- 7. Under Search, select your Role (if you hold more than one role in FDM), the

**Year**, and then click on the **Search** button. You also have the option of selecting **ALL** under both Search options to see all roles and all years. Your search results display.

Do not click eSign if you want the Filer to make changes before you finish your review.

## eSigning an OGE 450

Although you can eSign the report from the Review Report page, it is recommended that you view the report to ensure that the corrections were made.

- 1. On the Review Status page, click eSign and Complete.
- 2. Click **OK** to confirm the section. The eSign Report page is displayed.
- **3.** Click **eSign** at the bottom of the page to signify you have completed your review and are confident there are no conflicts of interest. A message confirming that you have reviewed this report and there are no conflicts of interest is displayed.

Note: Click the checkbox if you want the Filer to receive an email notifcation confirming that their report was certified.

**4.** Click **eSign**. Your review has been recorded. The Review Status page is displayed indicating that you have eSigned the report and it is ready for another reviewer's action.

**REVIEW AN AMENDED REPORT** 

If you have reviewed an OGE 450 report and requested an amendment, you will receive an email notifying you of when the Filer has made the necessary corrections, signed and resubmitted his/her report for your approval.

The Supervisor must eSign the report again when a Filer amends a financial disclosure report in FDM.

#### **Review Process Flow**

The process for reviewing an Amended OGE 450 includes the following tasks:

## Reviewing an Amended OGE 450

The Reviewer identifies the Filers who need their report reviewed in FDM.

The Reviewer gathers any review aids for reference such as, the Filer's previous financial disclosure report, ethics agreements, agency list of contractors, etc.

The Reviewer logs in to FDM.

The Reviewer tracks Filer reporting activities.

Reviewer reviews their Review Reports list.

Reviewer selects a report to review.

Reviewer checks the report's Audit Trail

Reviewer eSigns and ends their review.

Reviewer makes/adds comments where necessary.

Reviewer eSigns and ends their review.

Note: An email notification is sent to the selected reviewers indicating that they can begin their review process.

The reviewer may receive an email containing a request to review a Filer's financial disclosure report in FDM once a Filer has eSigned and submitted their report in FDM.

ò

### List Only Disclosures that you need to eSign

 Disclosures are grouped by your
 FDM role.

> If you have multiple FDM roles you may see that same disclosure listed two or more times on the Worklist page until you have completed your reviewing activity for that disclosure in one of your FDM roles.

#### 1. In the Search area select the following and click Search.

iews	My Expired Reports	Admin Center	Ethics Training	Management Re		Notifications %	<b>X</b>					
ard	Review Reports	1	-	-				_				
			F	eview Repo	orts -	Work List	View Mode	Change -				
												Export +
						Review Statu	91	~	)	Action Reg	uired 💊	Blank Reports(s):
					_				(	eSign	Review	
		Last Name:		st Name:								
						Se	arch					
			"Note: If sel once you go	ecting "All" under t into the specific re	he "Yea cord wit	r" drop down, you thin your search re	r search will not be a sults and click the "B	utomatically g lack" button yo	enerated. ou will be	To minimi required to	ze system o click "Sea	load, arch" again.
Show	10 Y entries											
φ	Filer Ø Su	¢	Ora Ilait	e	lear	Reporting     Status	Periow Status	A Due Date	0 DTP	0 TRD	÷	Øy Review/Signature
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Work List View Mode Change •         My Reless       •         450 Cartoller •       •         Stock at Name       •         Image Starts With:       Last Name:         Image Starts With:       Last Name:         **Cote:       Free Interes         **Cote:       Free Interes         Show 10 •       entries</td> <td>and Review Reports         Review Reports - Work List View Mode Change -         My Reless:         450 Cartoller V       Form Type:       YEAR:       Reporting Status:       Action:         41L       V       Action Required VALL       Action Required VALL       Action Required VALL         1 ast Name       First Name:       First Name:       Status       East name:       East name:         1 ast Name       First Name:       First Name:       Status       East name:       East name:         1 ast Name       First Name:       First Name:       Status       East name:       East name:         1 ast Name       First Name:       First Name:       Status       Status       Status         1 ast Name       First Name:       First Name:       Status       Status       Status         1 ast Name       First Name:       First Name:       Status       Status       Status         1 ast Name       First Name:       First Name:       Status       Status       Status       Status         1 ast Name:       First Name:       First Name:       Status       Status       Status       Status       Status       Status       Status       Status       Status       Statu</td>	and       Review Reports         Review Reports - Work List         My Roles:       OGE 450 V         450 Certifier V       OGE 450 V         2021 V       ALL         Last Name Starts With:       Last Name:         Vertifier V       First Name:         Second of the specific record within your search restrict the specific rec	and       Review Reports         Review Reports - Work List View Mode         My Roles:       Form Type:         1000 Cartular V       Code 450 V         Code 450 V         Isat Name Starts With:       Isat Name:         Image: Ima	and       Review Reports         Review Reports - Work List View Mode Change -         Mathematical Status:       -         Mathematical Status:       -         Stat Name Starts With:       Last Name:         First Name:       First Name:         Search         "Note: If selecting "All" under the "Year" drop down, your search will not be automatically gonce you go into the specific record within your search results and click the "Back" button your search results and click the	and       Review Reports         Review Reports - Work List View Mode Change •         My Reless       Form Type:         Ide to the specific status:       Ide view Status:         Ide to the specific record within your search will not be automatically generated, once you go into the specific record within your search results and click the "Back" button you will be         Show 10 ventries       Reporting	and       Review Reports         Review Reports - Work List View Mode Change •         My Reless       •         450 Cartoller •       •         Stock at Name       •         Image Starts With:       Last Name:         Image Starts With:       Last Name:         **Cote:       Free Interes         **Cote:       Free Interes         Show 10 •       entries	and Review Reports         Review Reports - Work List View Mode Change -         My Reless:         450 Cartoller V       Form Type:       YEAR:       Reporting Status:       Action:         41L       V       Action Required VALL       Action Required VALL       Action Required VALL         1 ast Name       First Name:       First Name:       Status       East name:       East name:         1 ast Name       First Name:       First Name:       Status       East name:       East name:         1 ast Name       First Name:       First Name:       Status       East name:       East name:         1 ast Name       First Name:       First Name:       Status       Status       Status         1 ast Name       First Name:       First Name:       Status       Status       Status         1 ast Name       First Name:       First Name:       Status       Status       Status         1 ast Name       First Name:       First Name:       Status       Status       Status       Status         1 ast Name:       First Name:       First Name:       Status       Status       Status       Status       Status       Status       Status       Status       Status       Statu

- My Roles Supervisor or 450 Certifier
- Form Type OGE 450
- Year the report year
- Reporting Status All
- Review Status ALL
- Action eSign
- Blank Reports(s) -click the checkbox to display reports that contain no reviewable data. Use this option to expedite the reviewing process of reports that require minimum time to certify.
- 2. Click **View** beside the appropriate report. The Getting Organized page is displayed for the report you are reviewing.

# **REVIEWING A REPORT'S EVENTS**

### Audit Trail

In FDM, the Audit Trail time stamps report activities. Review the Report's Events to verify if your recommended changes where made by the Filer. Review the Report's Events to verify if your recommended changes where made by the Filer.

- 3. Click Audit Trail. The Audit Trail page is displayed.
- 4. Review the Report's Events to verify if your recommended changes where made.
- 5. Click **View Event** to view an event's details.

My Reviews My Expired Report	rts Admin Center Ethics T		nt Reports Notifications			4
Dashboard Review Reports						
450 Certifier		Completed W Report	'ithout Signatures - 450Filer_114	7 A. TestAuto, 2015 Ann	nual OGE 450	
Report Data			Audit Trail			Common Questions
Attachments			(Listed in reverse chronological o	rder)		Glossary
Comments	Date	Role	Name	Event		
Flags Audit Trail	May 3, 2021 8;21:02 AM	Reviewer	TestAuto 450C-Org_1139	Added Comment	View Event	
View/Print	May 3, 2021 8:21:02 AM	Reviewer	TestAuto 450C-Org_1139	Signed		
Review Status	May 3, 2021 8:20:28 AM	Filer	TestAuto 450Filer_1147	Created Report		
Previous Reports	4				•	
Notes						
		Security and Pr	ivacy Notice   Help   Accessibility   Developed	H BYI CECOM LOMC		

### Reviewer's Wrap-Up

- 6. Click **Report Data** and then **eSign**. The Reviewer's Wrap Up page is displayed.
- 7. Click **Continue**. The Review Status page is displayed.

xpired Reports /	Admin Center Ethics Tra	ining Management Report	s Notificatio	ms 🕺			
w Reports		Under Revie	ew - Supervis	or Signed - 450Fi	er_324 X. Test	Man, 2018 Annual OGE 450 N	eport
	REPORT P	Yes	±-	Review Sta	F.B.	CERTIFIER REVIE	
15	Filer Started: Initial Filer ed: Submitted: Amended: Completed: Retained:	Sign and 02/21/2013	≛r i	Infor No extensions recorded.	_	Super Initial Review End Date: Request Filer A Request Additional 1	
orts	Review Chain A	Admin Close Del	ete Subri	nit Intermedite Re Disclo	view Reject		
	Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation	
	Supervisor	Super 323 X TestMan	Organization	2/21/2020 Boper_323 X. TestMan Supervisor	2/21/2020 Super_323 X. TestMan Supervisor		2.2
	Supervisor SLC	DADO 303 X TeatMen	Organization				
	430 Certifier	450C 322 X TestMan	Organization				2

- 8. Click eSign and Complete.
- 9. Click **OK**. The eSign Report page is displayed.
- 10. Click eSign again.

# Administratively Closing a Report

Administratively closing a report will reduce the effort in managing the OGE 450 filing process by 'hiding' reports which should not or cannot be certified. Only 450 Certifiers, 450 Certifier ECs, 450 Certifier Assistants, can perform this function.

#### **Incomplete or Not Started Reports**

When a Filer is assigned a report, the expected outcome is a certified report. However, there are instances where the Filer does not start or complete the report. For example, the Filer has moved out of that organization where the report was originally assigned or has started a report that has not been assigned and should not be filing a report.

There are also instances where a reviewer has not signed off on a submitted report, and the report never progresses to final legal certification.

#### Using Manage Exceptions to Locate Reports

The majority of these reports will appear on the Manage Exceptions List. However, some reports that may have to be administratively closed can appear on the Reports Worklist (a report assigned or started erroneously that is not 30 days past due). This functionality enables certain reviewers to remove these reports from their worklist. However, this report *WILL* display on the Review Reports - Org Unit View mode.

When a report is administratively closed, the following applies:

- All Reviewer actions (excluding "Complete Without Signature") are enabled for a report based on its review status.
- The Filer of a report that is administratively closed will still have the capability to take action (edit, submit, amend, and recertify) on the report.
- Administratively closed reports will appear on the Filer's list of their reports and can be used to prepopulate.
- If an administratively closed report with a status of "Draft" or "Amendment in Progress" does get submitted/recertified by the Filer, the report will no longer be marked as administratively closed.
- If the certifying official certifies an administratively closed report, the report will no longer be marked as administratively closed.

# Administratively Close a Report

To close a report:

- 1. Go to My Reviews | Dashboard.
- 2. Under Manage Exceptions, click the number link next to your reviewer role.
- **3.** Set the search criteria to the appropriate Role and Year, and then click on the **Search** button. Results of the search criteria are displayed.
- 4. Click on **View** next to the report you wish to close. The Getting Organized page is displayed.
- 5. Click on the **Review Status** tab.
- 6. On the Review Status page, click on the **Admin Close** button. The Confirm Administratively Closing this Report page is displayed.

15	ty Reviews My Expired Report	Admin Center Ethics Traini	Management Reports Notifications	
	shboard Review Reports	S Marinin Center   Editos Iranin		
1	450 Certifier		Under Review - Supervisor Signed - 450Filer_328 X. TestMan, 2012 Annual OGE 430 Report	
	Report Data			Ce
	Attachments	Reason:	Confirm Administratively Closing this Report	•
	Comments	Reason:	Report Administratively Closed:	•
	Flags		469 chars left	
	Audit Trail		Confirm	
	View/Print		Cancel	
	Review Status		Carros	•
	Previous Reports			
	Notes			

- 7. Enter a reason for closing the report in the **Reason** text box.
- 8. Click on the **Confirm** button. A message displays confirming that you wish to close this report.
- **9.** Click **OK**. You return to the Review Status page. The report has been administratively closed.

# SUPPLEMENTAL REPORT COMMENTS AND ATTACHMENTS

At times, reviewers may want to include additional report information after a report review is complete (e.g., a disqualification, an ethics agreement). In FDM, Supervisor reviewers, 450 Certifiers, 450 Certifier ECs and 450 Certifier Assistants can add this supplemental information through report comments and report attachments.

#### **Important Information**

- Adding supplemental information to a completed report does not remove any of the report signatures or change the report's status in FDM.
- Only the person who attached or added the supplemental item can replace/edit or delete it.
- Supplemental items are not part of the "report of record" and therefore do not print on the e450 report.

### Adding Supplemental Information

- 1. In the Search area select the following and click **Search**.
  - ROLE Supervisor, 450 Certifier, 450 Certifier EC, 450 Certifier Assistant
  - FORM TYPE OGE 450
  - YEAR The report year
  - REPORTING STATUS- All
  - REVIEW STATUS Complete
  - ACTION All
  - BLANK REPORT(s) -click the checkbox to display reports that contain no reviewable data. Use this option to expedite the reviewing process of reports that require minimum time to certify.
- 2. Click **View** beside the appropriate report. The Getting Organized page is displayed for the report you are reviewing.

At this point, you can add either additional report comments or attachment that provides additional information, a clarification, or a correction to your completed report.

## Supplemental Report Comments

1. Click the **Comments** sub-tab. The Comments page is displayed.

Add Report	Comment	2	C	omments			
Author	Author Role	Date	Comment On	Line Item	Category	Comment Text	
662, 450C_179	Reviewer	06/03/2021 ©	Report			Leave report comments here.	Edit Comment

2. Click Add Report Comment. The Add Comment page is displayed.

red Reports	Admin Center Ethics Training	Management Reports Notifications
leports		
		Under Review - Amendment in Progress - 450Draft_142 OGE, 2015 Annual OGE 450 Re
	Date:	Comments 06/03/2021
	Author:	450C_179 . OGE2
	OGE 450 of Record:	Include as part of OGE 450 of Record)
	Comments:	Please make corrections in the Outside Positions section.
	0	500 chars left
	Save (Save	
rts		

**3.** Type your comment and then click **Save.** The Comments page is displayed. At this point you can edit the comment you just added or add any additional report comments. Report comments cannot be deleted.

### Supplemental Report Attachments

- 1. In the Search area select the following and click **Search.** 
  - ROLE Supervisor, 450 Certifier, 450 Certifier EC, 450 Certifier Assistant
  - FORM TYPE OGE 450
  - YEAR The report year
  - REPORTING STATUS- All
  - REVIEW STATUS Complete
  - ACTION All
  - BLANK REPORT(s) -click the checkbox to display reports that contain no reviewable data. Use this option to expedite the reviewing process of reports that require minimum time to certify.
- 2. Click **View** beside the appropriate report. The Getting Organized page is displayed for the report you are reviewing.
- 3. Click the **Attachments** sub-tab. The Attachments page is displayed.

Hy Reviews	My Expired Reports	Admin Center	Ethics Training	Management Reports	Notificat		2						
shboard	Review Reports												
450 (	Gertifier			Under )	Review - 5	apervisor Si	gned - 45	oFiler_32	8 X. TestMar	a, 2012 An	inual	OGE 450 Repor	4
	rt Data						Attac	hment	5				
	ments		No attachm	ents are required who	en filing an	OGE 450. I	f you do l	nave some	thing to atta	ch, click '	'Add	Attachment" be	low.
Flags	( ) ( )												
Audit	: Trail				ate	Originator	Type	Name	Category	Notes			
View	/Print			~	tacheo			lable in table					
Revie	w Status						No data ava	lable in table					
Previ	ous Reports						Add At	tachment					
Notes	\$												
					Security an	d Privacy Notice	Helg   Acc	essibility   Dev	veloped by: CECC	IN LCMC			

4. Click Add Attachment. The Add Attachment page is displayed.

Report Data		Add Attachment	
Attachments	Consult your Ethics Counse	lor or ethics official for use of this feature.	
Comments			
Flags	Date:	06/09/2021 450C_7 FDM_USARMY	
Audit Trail		O Job Description	
		O Extension Request	
View/Print		C Late Fee Waiver Request	
Review Status		Cautionary Notice Sample Template	
Den farm Den este	Type:	O Disqualification Sample Template	
Previous Reports		Supervisor Signed Outside of FDM	
Notes		Other	
	Notes:	(Limit 250 characters)	
	(optional)	(Umit 250 characters)	
		Click "Browse" or "Choose File" to select File then Click "Upload"	

- **5.** Select the Attachment Type and then type a brief description of your file in the Notes field.
- 6. Click **Browse** to locate the file you wish to upload to your financial disclosure report.
- 7. Once you have found the file, click **Upload**. The Attachments page displays.

At this point, you can Replace, Delete any existing attachments or add a new attachment.

8. Click **Continue** and then click **Save.** The Comments page is displayed.

At this point, you can edit the attachment you just added or add any additional report attachment.

# MANAGE EXCEPTIONS

The Manage Exceptions List is a tool in FDM used by Certifying Officials to manage disclosures for compliance or disclosures that require special attention. In this way, the Certifying Official's Worklist displays only those disclosures that require their review and signature. Disclosures remain on the Manage Exceptions List until the issue is resolved and the note is either closed or deleted, or the Certifying Official e-signs the report.

Legal officials (450 Certifiers, SLCs and DAEOs) under the Manage Exceptions tab when any of the following actions occur:

- **Open Notes** The disclosure has existing or open note that has not been closed.
- **CZ/NECZ Extension** A National Emergency/Combat Zone extension has been recorded for the disclosure.
- Filer Has Not e-Signed The Filer has started the disclosure but has not e-signed it by the disclosure's due date.
- **Supervisor or SLC not e-Signed** More than 30 days have passed since the Filer has submitted the disclosure (or the Filer has resubmitted the report) and the Supervisor or SLC has not e-signed.
- Filer has not Started the Report The Filer has not started entering data into their disclosure report.
- 1. Go to My Reviews | Dashboard.
- 2. Under Manage Exceptions, click the number link next to your reviewer role.
- 3. Under Search, select your **Role** (if you hold more than one role in FDM), the **Year**, and then click on the **Search** button. You also have the option of selecting **ALL** under both Search options to see all roles and all years. Your search results display.

**Note:** Click the **Next Role** button to view results in another FDM role that you may have.

				Rev	iew R	eports -	Manage Exception	ONS Chang	e -			
												Export +
	<b>Ay Roles:</b> 450 Certifier	×	YEAR:									
				-			See	rch				
Sh	ow 10 ¥	entries										
	0 Filer	0 Org Unit	¢ Supervisor	POC(s)	0 Year	Reporting	0 Review Status	A Due Date	(Days In Review	Enttial Review Days	# Excess Filer Days	
H	ly Role : 45	0 Certifier										
0	Lastname, Robin	Kevin Sub Org	Lastname. Don	Lastname, Cassandra	2015	Annual	Under Review - Amendment Requested	02/17/2015	100	43	56	**
0	Lastname, Robin	Kevin Sub Org	<u>Lastname.</u> Don	Lastname. Cassandra	2017	Annual	Under Review - Supervisor Signed	02/15/2017	13	0	0	
•	Lastname, Robin	Kevin Sub Org	Lastname. Don	Lastname. Cassandra	2018	Annual	Not Started	02/15/2018				
0	Lastname, Robin	Kevin Sub Ora	Lastname. Don	Lastname. Cassandra	2020	Annual	Under Review - Amendment in Progress	02/18/2020	141	0	100	# <b>*</b>

## Reviewing Options for Reports that Need Special Action

From the Reports that Need Special Action page you can:

Field	Description
eSign & Complete	when you have completed your review and are confident there are no conflicts of interest
View	allows you to review the financial disclosure report
Review Status	allows you to view the Review Status page of a financial disclosure report
Assign	allows you to assign a report that the Filer has already started
Remove Assignment	allows you to remove the report assignment if it was assigned erroneously; iff the report Review Status is Not Started or Draft, the report is removed from FDM when the assignment is removed

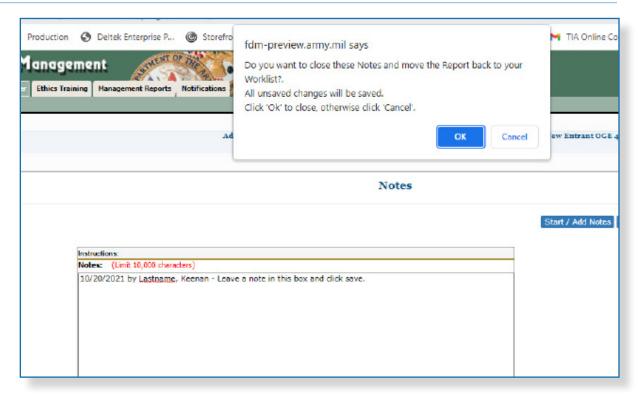
# **REVIEWING REPORTS WITH NOTES**

To complete your review of a report with notes on the Manage Exceptions list:

1. If a Note exists for the report, click **Notes** beside the appropriate report. The Notes page is displayed.

Reviews My Expired Reports Admin Center Ethics Trail	ning Hanagement Reports Notifications
Contraction of the second seco	
450 Certifier EC To Lastname, Ashley	Admin Closed - Under Review - Amendment in Progress - Cassandra Lastname, 2020 New Entrant OGE 450 Report
Report Data	Notes
Attachments	
Commonts	Start / Add Notes Cancel Changes Save
rlags	
Audit Trail	Instructions: Notes: (Linst 10.000 characters)
View/Print	10/20/2021 by Lastnerme, Kesnen - Leave a note in this box and click seve.
Review Status	
Previous Reports	
Notes	
	( 9925 Characters Remaining of 10100 )
	Clase Notes Delete Notes Undo Admin Close
	Beck

2. Review the notes. When complete, you can click either **Close** or **Delete Notes** to indicate that the report review can now be completed. A confirmation message is displayed indicating the report will now move back to your Reports Worklist.



#### 3. Click OK.

If the report is ready for certification, i.e., the Filer and Supervisor have eSigned:

- 4. Select the **Review Status** tab. The Review Status page is displayed.
- 5. Click **eSign and Complete.** Your review has been recorded and the Note is closed for the report.

# DELETING A REPORT

450 Certifiers and their ECs can delete or remove OGE 450 reports that are unneeded, erroneous, and/or "Admin Closed." This feature allows you to get rid of abandoned Draft reports left in FDM after a Filer was deleted, as well as incomplete reports that will never be completed and those reports that are "Admin Closed."

A report is eligible for deletion if:

- the report has a Review Status of Certified Complete and the date is six years after the last Filer eSign date.
- the report has a Review Status of Completed without signature and the date is six years after the report completion date.
- the report has a Review Status of Draft.
- the report has a Review Status of Under Review.

**Note:** Once a report is deleted from FDM, it cannot be recovered.

To delete a report from the Reports Worklist View or Org Unit view:

- 1. Click My Reviews | Review Reports.
- 2. In the Search area select the appropriate filers and click Search.
- 3. Click on **Review Status** beside the report you wish to delete.

	Under Rev	dew - Supervis	or Signed - 450Fil	er_324 X. Tes	Man, 2018 Annual OGE 45	o Report	
			Review Sta	itus			-
(REPORT PROGRESS) Assigned: Filer Started: Initial Filer eSign and Submitted: Amended: Completed: Rataned:		Inte			C2/15/2018     C2/15/2018     Days in Review: 2003     Status: Under     Days     Constant     Constant		- vit field - vit Re - vit re Re - vit re Re - vit re Re - vit re Re - vit
 Review Chain Au	dit trali	2.00	Diselo	oure Report	Reviews		D/4 Ref
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BORVER'	Bullet, 323 3 Teldhan	cigandation	2/31/2018 Super_233.5.X. TestMat Supervisor	alatifatan Ruper_323 at Sectors Ruperdan		<u>2</u> * <u>2</u> *	An an difi Su
		organization					- VI
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**4.** On the Review Status page, click on the **Delete** button. The Delete Confirmation page is displayed.

5. Select **Yes, permanently delete this report** check box and then click the **Confirm** button. The report is now permanently removed from FDM.

# MANAGEMENT REPORTS

FDM administrative and legal users can now easily:

- Monitor the daily and annual filing/reviewing of filers' reports
- Generate charts that allow you to instantly see report status and filing/ reviewing trends
- Download/export report data for reference and creation of your own customized report(s) Periodic Management Reports

## PERIODIC REPORTS

The Periodic Management Reports can be accessed via the Periodic Management Reports tab:

- Review Progress Summary
- Due Date Tracking
- Daily Extension Tracking
- Ethics Training Tracking
- Reports Ready to be Purged
- Disclosure Detail Report

## **OGE AGENCY MANAGEMENT REPORTS**

The following Program Management Reports can be accessed via the OGE Agency Reports tab:

- Timely Filing & Certification Metrics
- Annual Extension Tracking
- Annual Ethics Training Report

## LEGACY MANAGEMENT REPORTS

The following Legacy Management reports can be accessed via the Management Reports | Legacy Reports tab:

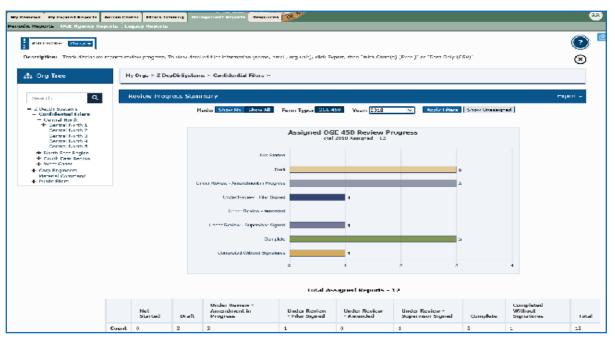
- Registered Filers Summary
- Disclosure Report Detail
- Filers with No Disclosure Reports
- Supervisors' Org Units
- Currently Overdue OGE 450 Annual Reports
- Success Score for 450 Certifier
- Ethics Training Reports

Each standard report can be run by selecting filter options and then clicking 'Generate Report.'

# GENERATING A MANAGEMENT REPORT

To generate a Management Report:

- 1. Go to **Management Reports** and then select one of the Management Report tabs.
- 2. Select an Org Unit in the Org Tree.
- **3.** Select the appropriate report filter(s) and click **Apply Filters** to generate a report.



Filter	Description
Show My	Limits your report information to org units for which you are responsible.
Show All	Allows you to view all of the relevant information for the org units assigned to you and other FDM users with the same role.
Form Type	Select either OGE 278 or OGE 450.
Year	Limits the data in your report to the selected year.

# EXPORTING (DOWNLOADING) A REPORT TO EXCEL

(Does not apply to Legacy Reports)

To Export data:

1. After generating a report, click Export then select Export to Excel or Export to .csv.

Export to .csv Select Export to .csv (comma-separated value) to work with the management report data in an application other than Excel such as Numbers, LibreOffice or Google Spreadsheets.

Select Export to Excel to work with the management report data in Excel.

Export to Excel Exporting a report graph into Excel allows you to filter data by Filer name, Filer Email address, org unit, report status, review status, assigned or unassigned status as well as report amendment status.

- 2. Click **Open** to open the file in Excel or your default database program or click **Save** to save to your local network drive.
- **3.** Once the Excel page generates, click the **Enable Editing** button at the top of the page.
- 4. Select the **DATA** tab to sort and filter the data.
- 5. You can use any of Excel's features/tools to sort and filter your data.

### Filtering and Sorting Data in Excel

(Does not apply to Legacy Reports)

To filter data:

- 1. Click the arrow in the table header of the column you wish to filter.
- 2. In the list of text below the search bar, uncheck the **Select All** box at the top of the list, then check the boxes of the items that you wish to display in your table.
- **3.** Click **OK**. The data will be filtered, temporarily hiding the content that does not match the selected criteria.

To sort data:

- 1. Select the column header drop-down arrow that you wish to sort on. The Filter menu displays.
- 2. Select **Sort A to Z** and then click **OK**. The data is sorted by the selected column.

# PRINTING A REPORT

#### For Periodic and Agency reports:

- 1. Generate a report.
- 2. Click Export and select With Chart(s) (Excel).
- 3. Click **Open** after prompted.
- 4. Select File then Print.
- **5.** Below where it says "Printer," find the drop-down menu and select which printer you plan on using.
- 6. Click **Print** to print the report.

#### For Legacy Reports:

- 1. Generate a report.
- 2. Click on the **Printer Friendly** link directly right to the text that says "Report Result." A new window will emerge.
- 3. Select **Print** in the upper right corner.
- 4. In the General tab, choose which printer you plan to use under "Select a Printer."
- 5. Click **Print** to print the report.

# SAVING A REPORT

#### For Periodic and Agency reports:

- 1. Generate a report.
- 2. Click Export then select Export to Excel or Export to .csv.
- 3. Click the down arrow next to the 'Save' button.
- **4.** Select **Save and Open** and the document will automatically save to your local network drive before Excel opens with the report.

#### For Legacy Reports:

- **1.** Generate a report.
- **2.** Click on the **Printer Friendly** link directly right to the text that says "Report Result." A new window will emerge.
- **3.** Find the Tools button (or, hold down the 'alt' key and press 'x') at the top of the page and click on it.
- 4. Scroll down and click where it says File.
- 5. Select Save As...
- 6. Navigate to the folder where you intend to save your report, name your document in the 'File Name' field and click **Save**.

# PERIODIC REPORTS

### **Review Progress Summary**

The Review Progress Summary provides a single report that displays submission and review status metrics for reports in FDM. Use this report to track how many reports for the selected year have or have not been submitted, along with their review progress.

459 Certifier															(2
															G
scription: Track disclosure reports re-				constitue (name, ee	nail, org unit),	click Export, then "N	Rh Chart(s) (6s	celly" or "Do	ta Cely ()	cevo.					œ
Org Tree	My Orgs	* Automotio													
iserch Q	Review	Progress S	ummary												Export -
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			U	inder Review - Addition	nal information PA	equestes					,				
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						à 1	2 3	4 3				10	-		
												10	-		
							igned Repor					10	n		
				Under Period	Under	Total Ass	igned Repor	ts - 58		unde		10	n	formulated	
		Mari Silaried	Greft	Under Bevärst - Anteretrieren In Progress	Under Review - Filer Signed	Total Aas	igned Repor	ta - 58	der view -	Undu Rayin Signo	W -		plete	Completed Willows	Totol

- **Export** Use this to export data to an Excel spreadsheet where you can filter and modify.
- **Show Unassigned** Use this to view the status of any "self-started" unassigned reports.

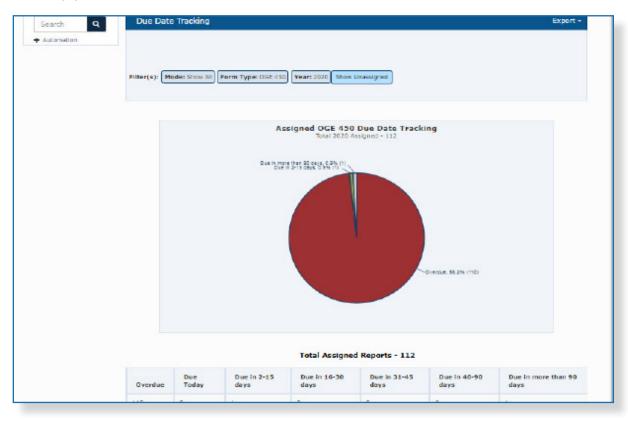
Filter	Description
Not Started	Count of reports that have been assigned but not begun.
Draft	Count of reports that have been started but not yet signed by a Filer.
Under Review Amendment in Progress	Count of reports that were originally submitted and now are having changes made.
Under Review Filer Signed	Count of reports that have been signed by a filer.
Under Review Supervisor Signed	Count of reports that have been signed by a Filer and the supervisor reviewer.
Under Review SLC Signed	Count of reports that have been signed by the filer and the SLC reviewer.

Undo Submitted to DAEO	Count of reports where a reviewer undid the action of submitting to DAEO.
Submitted to DAEO	Count of reports that have both an SLC and Supervisor signature.
Complete	Count of reports that have completed the submission and review process
Completed without Signatures	All reviews of the report are complete, however the report does not have a Filer's signature.

Excel Export Field	Description
Filer Name	Refers to the name of the Filer.
Filer Email Address	Refers to the Filer's Email address.
Org Unit	The Org Unit where the Filer is a member.
Year	This is the filing year of the report.
Reporting Status	The report type: New Entrant, Annual, Incumbent, Incumbent/Termination or Termination report.
Review Status	Lists the current review state of the report.
Assigned	Assigned = $Y$ = Assigned; N = Unassigned. Unassigned Report Assignments are initiated by the filer or filer assistant.
Amended	Indicates if report has been amended by the Filer. $Y =$ amended and $N =$ not amended.

### Due Date Tracking

The Due Date Tracking report consolidates Filers with No Disclosures and Currently Overdue reports. Use this report to track reports as they near the due date or are simply overdue.



Field	Description
Overdue	Count of reports that have not been completed by its due date.
Due Today	Count of reports due today.
Due in 2-15 days	Count of reports due in 2-15 days.
Due in 16-30 days	Count of reports due in 16-30 days.
Due in 31-45 days	Count of reports due in 31-45 days.
Due in 46-90 days	Count of reports due in 46-90 days.
Due in more than 90 days	Count of reports due in more than 90 days.

Excel Export Field	Description
Filer Name	Refers to the name of the Filer.
Filer Email Address	Refers to the Filer's Email address.
Org Unit	The Org Unit where the Filer is a member.
Year	This is the filing year of the report.
Reporting Status	The report type: New Entrant, Annual, Incumbent, Incumbent/Termination or Termination report.
Assigned	Assigned = $Y$ = Assigned; $N$ = Unassigned. Unassigned Report Assignments are initiated by the filer or filer assistant.
Due Date	The date on which the report should be completed.
# of Days until Due/ # of Days Past Due	The number of days until a report is due OR the number of days that have passed since the report was due. If the number is in parentheses, this indicates the number of days the report is past due.
	Example: $47 = due$ in $47 days$ . $(47) = report$ was due $47 days$ ago.
Overdue	'Yes' if report has not been submitted by the Filer's Due Date.
Due Today	'Yes' if report is due the same day that the report was exported.
Due in 2-15 days	'Yes' if report is due in 2-15 calendar days.
Due in 16-30 days	'Yes' if report is due in 16-30 calendar days.
Due in 31-45 Days	'Yes' if report is due in 31-45 calendar days.
Due in 46-90 Days	'Yes' if report is due in 46-90 calendar days.
# of Extension Due Days	The number of extension days granted to a report.
Extension Type	The type extension that was granted. There are two types of Extensions: Agency Extension and National Emergency/Combat Zone.

## Daily Extension Tracking

This report tracks the number of reports that have extensions. Some reports may have more than one extension granted to them.



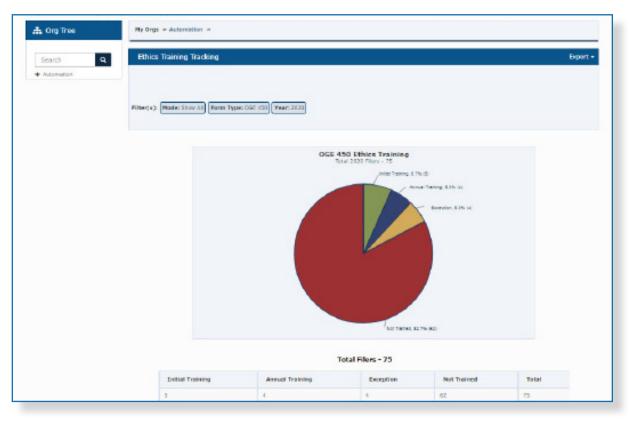
Field	Description
Agency Extension (s)	Count of reports with agency extensions.
Combat Zone Extension(s)	Count of reports with combat zone extensions.
Combination	Count of reports with both agency and combat zone extensions.

Excel Export Field	Description
Filer Name	Refers to the name of the Filer.
Filer Email Address	Refers to the Filer's Email address.
Org Unit	The Org Unit where the Filer is a member.
Year	This is the filing year of the report.

Reporting Status	The report type: New Entrant, Annual, Incumbent, Incumbent/Termination or Termination report.
Assigned	Assigned = $Y$ = Assigned; $N$ = Unassigned. Unassigned Report Assignments are initiated by the filer or filer assistant.
Review Status	Lists the current review state of the report.
Original Due Date	The original due date of the report. Specifically: February 15th for Annual Filers and May 15th for Incumbent and for New Entrant and Termination Filers, the due date automatically calculates to 30 days from the date of assignment.
Extension Create Date	The date that the report extension was granted in FDM.
# of Extension Days	The number of extra days a Filer was given if granted a report extension by an SLC, Ethics Counselor or DAEO.
Current Due Date	The due date of the Filer's initial submittal of the report, extensions included. Specifically, February 15th for Annual filers and May 15th for Incumbent. For New Entrant and Termination filers, the due date automatically calculates to 30 days from the date of assignment.
Extension Type	The type extension that was granted. There are two types of Extensions: Agency Extension and National Emergency/Combat Zone.
Extension Reason	The reason for granting the extension. Extension reasons include: Convenience of filing combined reports, extremely pressing assignments, long period of official travel, significant illness and other.
Original Filer Submit Date	The original due date of the report. Specifically: February 15th for Annual Filers and May 15th for Incumbent and for New Entrant and Termination Filers, the due date automatically calculates to 30 days from the date of assignment.

## Ethics Training Tracking

This report counts the specific Ethics Training types, (Annual or Initial) recorded for Filers that are currently in the Org Units you administer during the selected calendar year.



Field	Description
Initial Training	Count of Filers who received initial training.
Annual Training	Count of Filers who received annual training.
Exception	Count of Filers who were granted a training exception.
Not Trained	Count of Filers who have not received ethics training.
Total	Count of all Filers included within the generated management report
Excel Export Field	Description
Filer Name	Refers to the name of the Filer.
Filer Email Address	Refers to the Filer's Email address.
Org Unit	The Org Unit where the Filer is a member.
Agency	The FDM agency in which the org unit is under.

Year	This is the filing year of the report.
Training Type	The type of training Filer underwent: either Annual (repeat user in that Org Unit) or Initial (first time training).
Training Date	Displays the recorded date of when Filer received ethics training.
SGE	Displays "Yes" if Filer indicated in their report that they are a Special Government Employee.
PAS	Displays 'Yes' if Filer indicated on their report that they are a Presidential Appointees-Senate Confirm Filer.
Filer currently in Reviewer Org	Displays 'Yes' if the Filer has a Filer role in the org unit that has assigned the corresponding report, as of the day that the Excel document was generated.

### Reports Ready to be Purged

This report tracks reports that are ready to be purged (have passed or are about to pass their required retention period). Show All lists the ten ethics official with the highest counts of reports that are past their retention period within their Span of Responsibility or Span of Control.

**Note:** Reports expire six years after the Filer submitted (eSigned by the Filer) the report.

Field	Description
Expired more than 60 Days ago	Count of reports that expired more than 60 days ago.
Expired in past 60 Days	Count of reports that expired within the past 60 days.
Expires in 60 Days	Count of reports that expire in 60 days.
Total Expired Reports	Count of reports that have passed the period of retention. The retention period of a report is six years after the Filer submitted (eSigned by the Filer) the report.
Excel Export Field	Description
Ethics Official Name	Refers to the Ethics Official who has expired reports or expiring reports that need to be purged.
Ethics Official Email Address	Refers to the Ethics Official's email address.
Expired more than 60 days ago	Count of reports that have exceeded the retention period more than 60 days ago.
Expired in 60 days	Count of reports that have expired within the past 60 days, at the time that this report was generated.
Expires in 60 days	Count of reports that expire in 60 days.
Retained	Count of reports that have been selected to be retained in FDM.
Total Expired Reports	Count of reports that have passed the period of retention.

### Disclosure Detail Report

The enhanced Disclosure Detail Report provides reporting and reviewing status details by Org Unit, form type, year and various other customizable filters.

Click **Customize Report Display** to display additional filter selections on the right side of the page. Check/uncheck any of the optional filters.

	nize Report Display									Supervisor Name	
My Orgs » Kevin Sub Org »						Supervisor Email					
	osure Detail Repo Modes Show My		450) <b>Year:</b> 2020 At	oply filtera						Supervisor Signature Date Reviewer Signed Outside Fl End Initial Review Date	
how 2	5 V entries									Initial Review Days     Information Requested	
* Vear	Filer Name	0 Org Unit	Report Type	0 Rev	view Status	# Assignment Date	Extension Days	Current Due Da	te †s	D Information Requested	
2020	Lastname, Cassandra	Kevin Sub Org	OGE 450 New Entrant	Under Review - F	Filer Signed	09/02/2020	0	10/02/2020	09/	Information Received	
2020	Lastname, Don	Kevin Sub Org	OGE 450 New Entrant	Under Review - S	Supervisor Signed	09/02/2020	0	10/02/2020	09/		
2020	Lastname, Jason	Kevin Sub Org	OGE 450 New Entrant	Under Review - :	Supervisor Signed	09/02/2020	0	10/02/2020	09/	0.1	
2020	Lastname, Kel	Kevin Sub Org	OGE 450 New Entrant	Under Review - S	Supervisor Signed	09/02/2020	0	10/02/2020	09/	Amendment Requested	
2020	Lastname, Kevin	Kevin Sub Org	OGE 450 New Entrant	Under Review - /	Amendment in Progress	04/13/2020	0	05/29/2020	04/	Contraction and Contraction	
2020	Lastname, Robin	Kevin Sub Org	OGE 450 Annual	Under Review - /	Amendment in Progress	04/22/2020	40	03/29/2020	04,	Amendment Completed	
	Lastname, Robin	Kevin Sub Org	OGE 450 New Entrant	Complete		05/21/2020	0	05/28/2020	05/		
2020		Kevin Sub Oro	OGE 450 New Entrant	Complete		04/13/2020	0	05/13/2020	04/	Certification Date	
2020	Lastname, Ronnie								04		
2020	Lastname, Ronnie showing page 1 of 1 pa		8 Re	cords Found.			1			Certification Days	
2020 Currently	showing page 1 of 1 pa nary Totals	ge(s).	30.6475		95.			Complete			
2020 Jurrently Summ R	showing page 1 of 1 pa hary Totals eporting Status	ge(s). Total	Not Started	% Draft		Under Review	46	Complete	9%	Certifier Name	
2020 Summity	showing page 1 of 1 pa hary Totals eporting Status	ge(s).	30.6475	% Draft 1% 0	- %6 0.00% 5 0.00% 1	Under Review 7		Complete 28.9	<b>9</b> /5	Certifier Name	

Field	Description		
Year	This is the filing year of the report.		
Filer Name	Refers to the name of the Filer.		
Org Unit	The Org Unit where the Filer is a member.		
Report Type	Specififies Annual or New Entrant OGE 450 Report.		
Review Status	Shows the review status of a report.		
Extension Days	The number of extra days a Filer was given if granted a report extension by an SLC, Ethics Counselor or DAEO.		
Current Due Date	The due date of the Filer's initial submittal of the report, extensions included. Specifically, February 15th for Annual filers and May 15th for Incumbent. For New Entrant and Termination filers, the due date automatically calculates to 30 days from the date of assignment.		

Submission Date	Date report was submitted.		
Supervisor Signature Date	The date that the Supervisor signed the report.		
End Initial Review Date	The date that a reviewer recorded that they conducted an initial review of a financial diclosure.		
Certified Date	The date that an ethics counselor certified a report as Complete.		

# AGENCY REPORTS

### Timely Filing & Certification Metrics

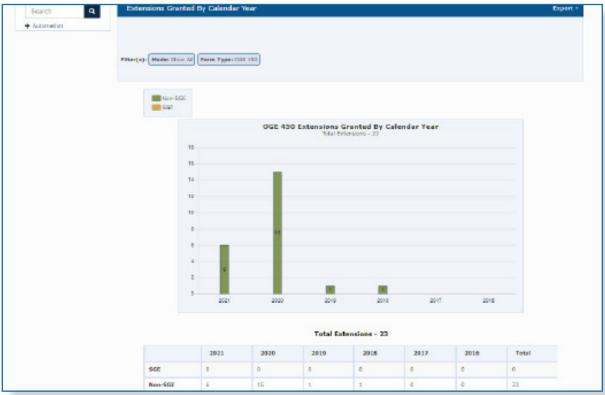
This report updates the *450 Certifier Success Score* report. Use this report to determine the count of reports that were filed and certified in a timely manner in accordance with OGE requirements. Timely filing is defined as the Filer eSigning prior to or on the due date, plus any extension. Timely certification occurs when the report is certified on or before 60 days after the Filer's last signature.

Hy Reviews Hy Expired Reports Admin Cente	Chics Training Hampsman Associa	etifications 🦉		<u></u>
Periodic Reports OGE Agency Reports Lego	ch gribouri			
450 Certifice				r The face data place any 🔹
Description: Reporting the success of assoc extension: CellBying Denty is defined as the s Export, then "With Chart(s) (Excel)" or "Date	Sated agencies in filling and certifying in a timely lindescription of the set of before 40 days a Drivy (CSV)".	manner, filling timety is defined as the flow the Meris test signature. To view det	Nor signing the disclosure prior to or o sated filer information (stares, ernal, o	n the doc data plus any R
A Org Tree My Dr	gs - Automation -			
Search Q Time	ly Filing and Certification Metrics			Export +
+ Autometion				
Piler(s	). Mindes Show All) Pierce Types COB 438	Mari 2022 Show Svanskyred		
		Assigned OGE 450 Tin Total 2021 Assigned	mely Filing I - 58	
	New Entrant Prending Printy			
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	Arrus	Filed Timety, 15 Ket Filed Ti		
		0 12 10 13 21		38 39 42
		Assigned OGE 450 Timely Total 2021 Assigned	- 50	
	New entrant	Panding Certification, 12 Not Certified Timely, 12		
	Arnuar	ed Timely, 4 Periong Certification, 12 Not Certified Timely		
	6 2 6	9 12 15 18 21	R1 R7 38 33	35 39 42
		Total Assigned Rep	orts - 59	
		Rea Erdrani	Americal	Total
	Tutal Reports	28	30	88
	Plied Tendy	18	13 0	28
	Pending Filing	4	v	1 million 1

Excel Export Field	Description
Filer Name	Refers to the name of the Filer.
Filer Email Address	Refers to the Filer's Email address.
Org Unit	The Org Unit where the Filer is a member.
Year	This is the filing year of the report.
Reporting Status	The report type: New Entrant, Annual, Incumbent, Incumbent/Termination or Termination report.
Review Status	Lists the current review state of the report.
Assigned	Assigned = Y; $N$ = Unassigned. Indicates whether or not the report is assigned or unassigned.
# Of Extension Days	The number of extra days a Filer was given if granted a report extension by an SLC, Ethics Counselor or DAEO.
Current Due Date	The due date of the filer's initial submittal of the report, extensions included.
Last Filer Submit Date	The date in which the Filer submitted their most recent report.
Completion Date	This is the date that the office of the 450 Certifier (for 450s) or Office of the DAEO (for 278s) eSigned the report.
Filed On Time	Indicates if filer has submitted his or her report before or on the Current Due Date.
Certified On Time	Indicates if the report has been eSigned by the 450 Certifier (for 450s) or Office of the DAEO (for 278s) on or before 60 days after the Filer's last signature
Pending Completion Date	The date on which the report must be signed by the 450 Certifier (for 450s) or Office of the DAEO (for 278s).

## Extensions Granted by Calendar Year

This report tracks the total number of extensions provided for OGE 450 and OGE 278 reports in FDM over the past six years in FDM.

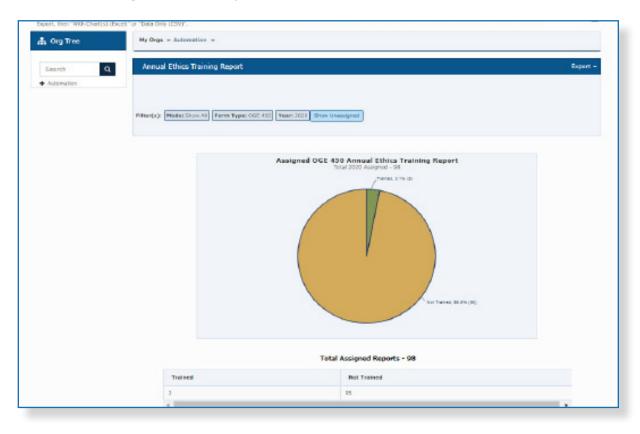


Field	Description			
SGE	Count of reports which received an extension and where the filer indicated they are a Special Government Employee.			
Non-SEG	Count which received an extension and the filer did not indicate they were a Special Government Employee.			
Excel Export Field	Description			
Filer Name	Refers to the name of the Filer.			
Filer Email Address	Refers to the Filer's Email address.			
Org Unit	The Org Unit where the Filer is a member.			
Year	This is the filing year of the report.			

Reporting Status	The report type: New Entrant, Annual, Incumbent, Incumbent/Termination or Termination report.
Assigned	Assigned = $Y$ = Assigned; N = Unassigned. Unassigned Report Assignments are initiated by the filer or filer assistant.
Review Status	This is the current review state of the report.
Original Due Date	The original due date of the report.
Extension Create Date	The date that the report extension was granted in FDM.
# of Extension Days	The number of extra days a Filer was given if granted a report extension by an SLC, Ethics Counselor or DAEO.
Current Due Date	The due date of the Filer's initial submittal of the report, extensions included.
Extension Type	The type of extension that was granted.
Extension Reason	The reason for granting the extension.
Original Filer Submit	The date of the filer's initial submittal or eSign.
SGE	Displays "Yes" if Filer indicated in their report that they are a Special Government Employee.

### Annual Ethics Training Report

This report tracks ethics training recorded for Filers that were in your Org Units during the selected calendar year. The Excel export of this report ties the Filer's ethics training record to a report in FDM.



Field	Description
Trained	Count of Filers who have received annual ethics training.
Not Trained	Count of Filers who have not received annual ethics training.

### WORKING IN EXCEL

#### Exporting Data into Excel or .csv file

Use the Export feature to view the underlying detailed information of any FDM Management report. You can export the management report data into an Excel Spreadsheet or a .csv (Comma Separated Value) file. Exporting a report into Excel allows you to filter data by Filer name, Filer Email address, Org Unit, report status, review status, assigned or unassigned status as well as report amendment status.

- Note: Exports to Excel include information for both assigned and unassigned reports on the Data tab for some management reports.
- Note: The .csv files, or comma separated values files, can be used in Excel or other data management application

#### Organize Your Data

You can easily reorganize exported data by using the filtering and sorting functions in Excel. Sorting data rearranges your data based on particular defined criteria. You can filter exported management reports in Excel to see the data the way you want and to find information quickly. Each FDM Data tab is organized into different columns identified by header cells with drop-down arrows beside each column header.

**Note:** Filtered results can be cleared at any time to re-display all rows that the filtering temporarily suppressed.

To filter an exported report:

- 1. Click Enable Editing button at the top of the Excel page.
- **2.** Select the column header drop-down arrow you wish to filter on. The Filter menu displays.

	ReviewProgressSu	ummary-Export.xlsx [Rei	sd-Only] -	Excel	? 🛧 🗕 🗆
LE HOME INSERT PAGE LAYOUT	FORMULAS DATA REVIEW	VIEW ACROBAT			
$\cdot$ $\cdot$ $\times$ $\checkmark$ $f_x$ 278	AgencyAgencyExt, DLA_1471 X		(	1. Select the dropdown	
0	В	с		arrow to display auto	F
Filer Name	Filer Email Address	-	Year	filter options.	Review Status
278 AgencyAgencyExt, DLA_1471 X	t_kennedy_1 2 Sort A to Z	orgonit	2017	New Entrant OGE 278	Draft
278 AgencyCbtExtsNoDate, DLA 1470 X	t_kennedy_1 ZJ Sort Z to A		2017	Incumbent/Termination OGE 278	Not Started
278 AgencyCZExtNoDate, DLA 1472 X	t kennedy 1		2017	Termination OGE 278	Not Started
278 AgencyExt 30, DLA 1469 X	t kennedy Sort by Color	► F	2017	Incumbent OGE 278	Not Started
278 CombatExt 180, DLA 1476 X	t kennedy 1 🕵 Elear Filter From "O	rg Unit"	2017	Termination OGE 278	Not Started
278 CombatExt 30 ind SLC, DLA 1473 X	t kennedy 1 Filter by Color		0047	1 0 CE 278	Submitted to DAEO
278 CombatExt 60, DLA 1475 X	t_kennedy_1 Text Filters			ect All) and 278	Not Started
Amendment in Progress, 278 1055 R	training 278			ptions you 78	Under Review Amendment in
Amendment in Progress, 278 1055 R	training_278 Search	OK.		Ination OGE 278	Under Review Amendment in
Amendment in Progress, 278 1055 R	training_278		2017	INew Entrant OGE 278	Under Review Amendment in
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board members, 278_1554 R	fdmsandbox I DLA 2		2017	Termination OGE 278	Draft
BothSigs, 278_1065 R	training_278 DLA SOC		2017	Incumbent OGE 278	Undo Submitted to DAEO
BothSigs, 278_1065 R	training_278 DLA SOR Test		2017	New Entrant OGE 278	Undo Submitted to DAEO
Complete, 278_1071 R	training_278		2017	Incumbent OGE 278	Complete
Complete, 278_1071 R	training_278		2017	New Entrant OGE 278	Complete
Complete, 278_1071 R	training_278		2017	Termination OGE 278	Complete
Complete, 278_1071 R	training_278		2017	Incumbent/Termination OGE 278	Complete
CWS, 278_1073 R	training_278 (	OK Cancel	2017	Incumbent OGE 278	Completed Without Signature
CWS, 278_1073 R	training_278_		2017	New Entrant OGE 278	Completed Without Signature
CWS, 278_1073 R	training_278_19@us.army.mil	DLA SOR Test	2017	Termination OGE 278	Completed Without Signature
CWS, 278_1073 R	training_278_19@us.army.mil	DLA SOR Test	2017	Incumbent/Termination OGE 278	Completed Without Signature
Draft, 278 1037 R	training_278_1@us.armγ.mil	DLA SOR Test	2017	Incumbent OGE 278	Draft
Draft, 278 1037 R	training_278_1@us.armγ.mil	DLA SOR Test	2017	New Entrant OGE 278	Draft
Des# 9701097.0	training 270 1/2us army mil	DI A COD Tart	0017	Termination OCE 179	0m#

- **3.** Uncheck the box beside Select All to quickly deselect all data.
- **4.** Check the boxes beside the data you want to filter and then click OK. The data will be filtered, temporarily hiding any content that does not match the selected criteria.

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А	В	С	D	E	F
1 Filer Name 💌	Filer Email Address 🛛 👻	Org Unit 🍡 🛃	Year 💌	Reporting Status	Review Status
2 278 AgencyAgencyExt, DLA_1471 X	t_kennedy_11@us.army.mil	DLA 2	2017	New Entrant OGE 278	Draft
3 278 AgencyCbtExtsNoDate, DLA_1470 X	t_kennedy_10@us.army.mil	DLA 2	2017	Incumbent/Termination OGE 278	Not Started
4 278 AgencyCZExtNoDate, DLA_1472 X	t_kennedy_12@us.army.mil	DLA 2	2017	Termination OGE 278	Not Started
5 278 AgencyExt 30, DLA_1469 X	t_kennedy_9@us.army.mil	DLA 2	2017	Incumbent OGE 278	Not Started
6 278 CombatExt 180, DLA_1476 X	t_kennedy_16@us.army.mil	DLA 2	2017	Termination OGE 278	Not Started
7 278 CombatExt 30 ind SLC, DLA_1473 X	t_kennedy_13@us.army.mil	DLA 2	2017	Incumbent OGE 278	Submitted to DAEO
8 278 CombatExt 60, DLA_1475 X	t_kennedy_15@us.army.mil	DLA 2	2017	New Entrant OGE 278	Not Started
13 board members, 278_1554 R	fdmsandbox@test.com	DLA 1	2017	Termination OGE 278	Draft
33 military, 278_20	john.r.fredericks.ctr@mail.mil	DLA 1	2017	New Entrant OGE 278	Submitted to DAEO
51					
52					
53					-

**Note:** You can also access filtering options from the Sort & Filter command on the Home tab in Excel.

You can apply multiple filters by selecting the drop-down arrow in multiple columns and deselecting/selecting specific data in the column to display.

To clear a filter:

**5.** Click the drop-down arrow for the filter you wish to clear and select Clear Filter from in the Filter menu. The previously hidden data will redisplay.

### LEGACY REPORTS

#### **Registered Filer Summary**

The Registered Filer Summary 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 reports in FDM.

• **Printer Friendly** To print Management Reports into a convenient, easy-to-read format, locate the 'Printer Friendly link after generating a report.

Periodic Reports OGE Agency Reports Legacy Reports Registered Filers Summary
450 Certifier Change
Select an Org Unit and Scope
Org Unit: My Orgs SELECT-Vert Level Down V
○ Show Filers for My Orgs Show My Filers   Include Filers for Org Units assigned to other 450 Certifiers
Set Report Filter
Form Type:     Year:       OGE 480     2022       Generate Report
Report Results Brinter Friendly
Total OGE 450 Filers: 325
OGE 450 Filers not yet assigned a 2022 report : 312 Submitted 2022 OGE 450 reports : 9
Drafted 2022 OGE 450 reports : 8
Not Started, assigned 2022 OGE 450 reports : 14

Field	Description
Total OGE Filers	Count of Filers with specified form type role.
OGE Filers Not Yet Assigned a report	Count of Filers without a report assignment for the specified form type.
Submitted OGE reports	Count of reports with a status of Under Review, Submitted to DAEO or Complete.
Drafted OGE Reports	Count of reports with a status of draft.
Not Started, assigned reports	Count of reports that are assigned with a status of Not Started.

### Disclosure Report Detail

The Disclosure Detail Report provides reporting and reviewing status detail by org unit, form type and year. Use this report to track review progress of Filers' reports.

My Reports Assist Filers My Revie	ws My Expired Reports Admin Cente	r Ethics Training	anagemer		lotifications						SM
Periodic Reports OGE Agency Re	ports Legacy Reports										
			Disclo	sure Repor	t Detail						
450 Certifier Change	e										<b>8</b> How Do I
O Show Filers for My Orgs											
Set Report Filter											
Form Type:         Year:         I           OGE 450 ♥         2023 ♥	Reporting Status: Review Status:		*	Generate Rep	port						
					** - R CWS - C	aport awaiting Filer eSig eviewer is other than pe ompleted without Filer's eviewer Signed outside (	rson assigned eSignature	for the Org U	Jnit	\$	
Report Results									Export t	o Excel	Printer Friendly
Year Filer	Filer E-mail	Submission Date	Repor	ting Status	Re	view Status	Sup	ervisor	Supvr	Signed E 450 Certifier	
2023 450 CompletePurge, DLA_14	51 X ryan.r.raborg.ctr@mail.mil			Annual		Not Started	DLA, Super	visor_1425			
2023 LOBEDA, DONALD G	donald.g.lobeda.civ@army.mil			w Entrant		Not Started	Tobias, Sco				
2023 LOBEDA, DONALD G	donald.g.lobeda.civ@army.mil			Annual		Not Started	Tobias, Sco				
2023 Raborg, Ryan R 2023 JOHNSON, FLOYD	ryan.r.raborg.ctr@army.mil lorren.hansen@comcast.net	08/11/2023		Annual Annual	Under Devi	Draft ew - Supervisor Signed	Tobias, Sco OGE, Super		08/11/23		
Total: 4	Ionenthansengcomcastinet	06/11/2025			eSigned:	ew - Supervisor Signed	OGE, Super	VISOI_1419	1	0	0
10tai. 7				5	A	nendment in Progress: 0				Ū	v
						Completed w/o Filer's				0	-
						Reviewer Signed Out	side of FDM:		0	0	0
	Summary Results (does not include	assigned, not started)									
	Reporting Status	Total		Draft		Under Review		Comp	lete		
	New Entrant		1 0	0.0	00% 0		0.00%	0	0.00%		
	Annual		4 1	25.0	00% 1		25.00%	0	0.00%		
	Total		5 1	20.0	00% 1		20.00%	0	0.00%		

Field	Description
Year	This is the filing year of the report.
Filer	Displays the first and last name of the Filer.
Filer E-mail	Refers to the Filer's Email address.
Submission Date	Date report was submitted.
Reporting Status	The report type: New Entrant, Annual, Incumbent, Incumbent/Termination or Termination report.
Review Status	Current review state of the report: Not Started, Draft, Under Review, Under Review Amendment in Progress, Submitted to DAEO (for 278s only) or Complete.
Supervisor	Lists the Filer's Supervisor.
Signed by (Suprv, SLC, ect.)	Displays the date that a reviewer has signed a report, if applicable; field remains blank if reviewer has not signed.

Amendment in Progress	Count of reports in which corresponding Filers are currently making amendments (adjustments or corrections).
Completed w/o Filer's eSignature	Count of reports that were certified without a Filer's eSignature.
Reviewer Signed Outside of FDM	Count of reports certified outside of the FDM website.
Total	Count of reports by type.
Draft	Count and percentage of total reports that are currently in progress without signatures or certifications.
Under Review	Court and percentage of total reports that were signed and submitted for review.
Submitted to DAEO	Count and percentage of total reports in which Filer's SLC has eSigned and submitted the report to the DAEO for review.
Complete	Count and percentage of completed report reviews.

### Filers with No Disclosure Reports

Filers with No Disclosure Report lists any registered Filers who have not started a report, assigned or not assigned, by the specified year and report type. This report facilitates the annual data cleanup process prior to the upcoming filing season. Use this report to track delinquent filers and manage Filer-org unit associations.

			Filers with No Disclo	sure Report			
450 Certifi	er Change						<b>?</b> How Do I
Select an Org	Unit and Scope						
	v Filers for DISA 1-1	T-Next Level Down ♥ r Org Units assigned to other 450 Certif	ers				
Form Type:	Year:						
Form Type: OGE 450 V	Year: 2023 V Generate F	Report	Reporting Status	Current Due Date	"Assianed?	450 Certifier	Printer Friend
Form Type: OGE 450 V Report Resul	Year: 2023 V Generate F		Reporting Status Unknown	<u>Current Due Date</u>	PAssigned?	<b>450 Certifier</b> Manella, Sal <u></u> 16	
Form Type: OGE 450 V Report Resul Org Unit SA 1-1	Year: 2023 V Generate F ts <u>Filer</u>	Filer E-mail		<u>Current Due Date</u>  	-		450 CERTIFIER E-mail
Form Type: OGE 450 V Report Resul Org Unit SA 1-1 SA 1-1-2	Year: 2023 V Generate F ts Filer Abu-Laban, Mohammad	Filer E-mail AbulabanM@state.gov	Unknown		L N	Manella, Sal_16	450 CERTIFIER E-mail scott.m.tobias.civ@army.mil
Form Type: OGE 450 V Report Resul SA 1-1 SA 1-1 SA 1-1-2 SA 1-1-2	Year: 2023 Generate F Its Filer Abu-Laban, Mohammad Alito, Samuel	Filer E-mail AbulabanM@state.gov S.Alito@FDMSandbox.com	Unknown Unknown		L N N	Manella, Sal_16 Sec, ASD166	450 CERTIFIER E-mail scott.m.tobias.civ@army.mil ASD166.sec@us.army.mil
Form Type: OGE 450 ✓ Coge 450 ✓ Coge Unit SA 1-1 SA 1-1-2 SA 1-1-2 SA 1-1-2-1	Year: 2023 V Generate F ts Filer Abu-Laban, Mohammad Alito, Samuel Peace, John_76	Filer E-mail AbulabanM@state.gov S.Alito@FDMSandbox.com ASD123.sec@us.army.mil	Unknown Unknown Unknown	-	N N	Manella, Sal_16 Sec, ASD166 Sec, ASD166	450 CERTIFIER E-mail scott.m.tobias.civ@army.mil ASD166.sec@us.army.mil ASD166.sec@us.army.mil
Form Type: OGE 450 ▼ Report Resul Org Unit ISA 1-1 ISA 1-1-2 ISA 1-1-2 ISA 1-1-2-1 ISA 1-1-2-1 ISA 1-1-2	Year: [2023 ] Generate F S Filer Abu-Laban, Mohammad Alto, Samuel Peace, John, 76 Sec, ASD122	Filer E-mail AbulabanM@state.gov S.Alito@FDMSandbox.com ASD123.see@us.army.mil ASD132.see@us.army.mil	Unknown Unknown Unknown Unknown		N N N	Manella, Sal_16 Sec, ASD166 Sec, ASD166 Sec, ASD165	450 CERTIFIER E-mail scott.m.tobias.civ@army.mil ASD166.sec@us.army.mil ASD166.sec@us.army.mil ASD165.sec@us.army.mil
Form Type: OGE 450 ▼ Report Result ISA 1-1 ISA 1-1-2 ISA 1-1-2 ISA 1-1-2-1 ISA 1-1-2-1 ISA 1-1-2 ISA 1-1 ISA 1-1	Year: 2023 Cenerate F S Filer Abu-Laban, Mohammad Alto, Samuel Peace, John, 76 Sec, ASD132 Sec, ASD132	Filer E-mail AbulabanM@state.gov S.Alto@FDMSandbox.com ASD123.sec@us.army.mil ASD123.sec@us.army.mil ASD139.sec@us.army.mil	Unknown Unknown Unknown Unknown Unknown		N N N N	Manella, Sal_16 Sec, ASD166 Sec, ASD166 Sec, ASD165 Sec, ASD166	450 CERTIFIER E-mail scott.m.tobias.civ@army.mil ASD166.sec@us.army.mil ASD166.sec@us.army.mil ASD165.sec@us.army.mil
Form Type: OGE 450 ▼ Report Resul Org Unit ISA 1-1 ISA 1-1-2 ISA 1-1-2 ISA 1-1-2-1 ISA 1-1-2-1 ISA 1-1-2 ISA 1-1-2 ISA 1-1-2	Vear: 2023 Cenerate F Cenerate F Abu-Laban, Mohammad Alto, Samuel Peace, John, 76 Sec, ASD139 Sec, ASD139 Sec, ASD144	Filer E-mail AbulabanM@state.gov S.Alito@FDMSandbox.com ASD123.sec@us.army.mil ASD132.sec@us.army.mil ASD139.sec@us.army.mil ASD139.sec@us.army.mil	Unknown Unknown Unknown Unknown Unknown Unknown		N N N N N	Manella, Sal_16 Sec, ASD166 Sec, ASD166 Sec, ASD165 Sec, ASD166 Manella, Sal_16	450 CERTIFIER E-mail scott.m.tobias.civ@army.ml ASD166.sec@us.army.ml ASD165.sec@us.army.ml ASD165.sec@us.army.ml scott.m.tobias.civ@army.ml
OGE 450 ♥           Report Result           0rg Unit           DISA 1-1           DISA 1-1           DISA 1-1           DISA 1-1           DISA 1-1-2           DISA 1-1-2           DISA 1-1-2-1           DISA 1-1-2           DISA 1-1-2           DISA 1-1-2           DISA 1-1-2           DISA 1-1-1	Year: 2023 ✓ Generate F Its Filer Abu-Laban, Mohammad Alto, Samuel Peace, John,76 Sec, ASD122 Sec, ASD129 Sec, ASD139 Sec, ASD144 Sec, ASD145	Filer E-mail Abulaban/I@stata.gov S.Allto@EDMSandbox.com ASD123.sec@us.army.mil ASD139.sec@us.army.mil ASD149.sec@us.army.mil ASD145.sec@us.army.mil	Unknown Unknown Unknown Unknown Unknown Unknown Unknown		N N N N N N	Manella, Sal_16 Sec, ASD166 Sec, ASD166 Sec, ASD165 Sec, ASD165 Manella, Sal_16 Sec, ASD165	450 CERTIFIER E-mail scott.m.tobias.ctv@army.mi ASD166.sec@us.army.mil ASD165.sec@us.army.mil ASD165.sec@us.army.mil scott.m.tobias.ctv@army.mi ASD165.sec@us.army.mil

Field	Description
Org Unit	The Org Unit where the Filer is a member.
Filer	Displays the first and last name of the Filer.
Filer Email	Refers to the Filer's Email address.
Reporting Status	The report type: New Entrant, Annual, Incumbent, Incumbent/Termination or Termination report.
Current Due Date	The due date of the Filer's initial submittal of the report, extensions included. Specifically, February 15th for Annual filers and May 15th for Incumbent. For New Entrant and Termination filers, the due date automatically calculates to 30 days from the date of assignment.

Assigned	Indicates whether the report is assigned or unassigned. Assigned reports are assigned during the automatic assignment process or are manually assigned. Unassigned Report Assignments are initiated by the filer or filer assistant. Assigned = Y = Assigned; N = Unassigned.
SLC	Displays the Filer's SLC.
SLC Email	Displays the Email of the Filer's SLC.
DAEO	Displays the Filer's DAEO.

### Supervisor's Org Units

The Supervisor's Org Unit report provides a listing of Supervisors and the org units they are assigned to in FDM. This report facilitates the annual data cleanup process prior to the upcoming filing season. Use this report to manage Supervisor to org unit associations. You should consider deleting an org unit if a Supervisor is listed for an org unit that has no Filers.

When deleting org units from FDM, check the Subordinate Org Units for Assigned Org Unit column first. If the assigned org unit has sub org units listed, then you must first delete or move the sub org units before deleting the Supervisor's Org Unit.

My Reports Assist Filers My Reviews My Expired Reports Admin Center Ethics Training Management Reports Notifications	SM
Periodic Reports OGE Agency Reports Legacy Reports	
Supervisor's Org Units	
450 Certifier Change	
Select Organization Unit and Scope	
Org Unit: Beta Org	
Show Supervisors for My Orgs     Show My Supervisors <sup>1</sup> Include Supervisors for Org Units assigned to other Supervisors	
Set Report Filter	
Last Name Starts With: Last Name: First Name:	
Reset Generate Report	
Report Results	dlv
Supervisor's Name         Email         Assigned Org Unit         Org Unit's Senior Legal Counsel         No.         Org Unit           Supervisor's Name         Email         Assigned Org Unit         Org Unit's Senior Legal Counsel         of         Nas Sub         Org Unit Location           Members         Filers         Org Units2         Org Units2         Org Units2	
Manella, Sal_16 E scott.m.tobias.civ@army.mil Beta Org OGE, SLC_1412 7 6 No FDM->OGE ->Beta Org	
Security and Privacy Notice   Help   Accessibility   Developed by: CECOM LCMC	
access and success to the Lancessman Lancesca as access to the	

Field	Description
Supervisor's Name	Displays the first and last name of the Supervisor.
Email	Displays the Supervisor's Email address.
Assigned Org Unit	Displays the org unit in which the Supervisor supervises.
Org Unit's Senior Legal Counsel	Displays the SLC of the org unit in which the corresponding Supervisor supervises.
No. of Members	Displays the unique number of reviewers in the org unit.
No. of Filers	Displays the number of Filers in the org unit.
Org Unit has Sub Org Units?	Displays 'Yes' if the org unit has subordinate org units in same hierarchy.
Org Unit Location	Displays the hierarchical location of the org unit and following subordinate org units within FDM.

### Currently Overdue OGE 450 Annual Reports

The Currently Overdue OGE 450 Annual Reports can be used by DAEOs, SLCs 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, or the reporting due date has already passed.

My Reports Assist Filers My Review Periodic Reports OGE Agency Repo		r Ethics Training Management Repor	ts Notifications		SM
		Currently Overdue OGE 450 Ar	nnual Reports as of 09/18/2	023	
Search	ist of assigned Annual OGE 450 Reports that hav erate Report	e not been submitted (i.e., e-signed) by the filer as		460 Report due date is mid-Petruary.	
		Total Number of	Overdue Reports: 3		
Report Results Filer	Filer's Position	Current Due Date	Extension(s) Granted	Last Extension Reason	Open Notes
Filers of 450 Certifier: GAITLEY	(, SCOTT D_ and POC(s): Sec, Asdc				
450 CompletePurge, DLA 1451 X		02/15/2023	N		N
Filers of 450 Certifier: Tobias, S	Scott M and POC(s): Tobias, Scott M	; WALLACE, KATHRYN			
Raborg, Ryan R	The Boss	02/15/2023	N		N
Filers of 450 Certifier: Tobias, S	Scott M and POC(s): Vacant				
LOBEDA, DONALD G		02/15/2023	Ν		N
		Security and Privacy Notice   Help   /	Accessibility   Developed by: CECOM LCMC		

Field	Description
Total Number of Overdue Reports	Count of all overdue OGE 450 reports.
Filer	Displays the first and last name of the Filer.
OGE 450 Certifier	Displays the name of the Filer's 450 Certifier.
Filer's Position	Displays the Filer's job title.
Current Due Date	The due date of the Filer's initial submittal of the report, extensions included. Specifically, February 15th for Annual filers and May 15th for Incumbent. For New Entrant and Termination filers, the due date automatically calculates to 30 days from the date of assignment.
Extension(s) Granted	Displays 'Y' (yes) if Filer has been granted an extension and displays 'N' (no) if Filer has not.

Last Extension Reason	Displays the reason for latest extension.
Open Notes	Displays 'Y' (yes) if Filer has open notes in their report and displays 'N' (no) if Filer does not.

### Score for 450 Certifier

This report shows 450 Certifiers their review progress with regards to the Office of Government Ethics' 60-day review rule. FDM displays for 450 Certifiers a summary table and a Success Score. The Review Progress Summary is available under Management Reports | Review Metrics.

ic Reports OGE Agency		mepones						
ic Reports OGE Agency	Reports cegacy i		Davis Davis	C C		Castifica		
			Review Progr	ess Summary - Su	ccess Score for 450	Certifier		
450 Certifier Change	Set Report Filter							Report H
Agency: DISA 🗸	Generate Report							
port Results								
			Weekly OGE 45	0 Reports Success Sc	ore for Manella, Sal_1	бЕ (as of )		
		Click on "Report Help"	for more information	on how to interpret inf	ormation on the report a	and how to improve the succes	s score.	
•	e DISA Score EO a		278, OGE 450). Th	e higher the Success Sc		days for Ethics Officials (EOs) t viewed or completed within the		
	e DISA Score EO a	losure reports (e.g., OGE	278, OGE 450). Th	e higher the Success Sc er's eSign.)	ore the more reports re			
eport Year Certifier Score	e DISA Score EO a	losure reports (e.g., OGE	278, OGE 450). Th in 60 days of the File	e higher the Success Sc er's eSign.) Reports by Revi	ore the more reports re	riewed or completed within the	standard. (1,000 is the high	
eport Year Certifier Score	a DISA Score DISA Score D 0 D 0 Total Report	losure reports (e.g., OGE	278, OGE 450). Th in 60 days of the File	e higher the Success Sc er's eSign.)	iore the more reports re iew Status endment In-	viewed or completed within the		
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Field	Description
Report Year	The filing year of the reports.
Certifier Score	Refers to the OGE's set standard of 60 days suspense time for ethics officials to complete a review. The higher the score (1,000 being the highest), the more reports which were reviewed and completed.
'Org Unit' Score	Displays the average combined Certifier Score for the agency you are in.
Total Reports Assigned	Count of reports assigned to Filers in your org unit.
Not Started	Count of reports not started by Filers in your org unit.
Draft or Amendment In-Progress	Count of reports that are started but not submitted as well as disclosures that are in the midst of Filer edits or corrections.
Needs Supervisor Signature	Count of reports that have not been signed by Filer's Supervisor.

Needs Certification	Court of reports needing a 450 Certifier signature.
Completed (by Review Status)	Count of reports eSigned by the 450 Certifier.
Not Completed No Initial Review	Count of reports that were not completed without initial review within the 60 days suspense time for reviewers.
Not Completed With Initial Review	Count of reports that were not completed with initial review within the 60 days suspense time for reviewers.
Completed	Count of reports that were completed with initial review within the 60 days suspense time for reviewers.

# ETHICS TRAINING TRACKING

Any individual who is required to file a Financial Disclosure Report is required to attend annual ethics training. New department employees receive Initial ethics training when (or within 90 days of) assuming a position that requires filing either an OGE 278 (Public Financial Disclosure Report) or an OGE 450 (Confidential Financial Disclosure Report).

FDM provides an "Ethics Training" tab for Ethics Counselors to notify Filers about ethics training and to record who attended training. The recorded information can later be compiled for the agency's annual ethics report to OGE.

Note: Ethics training must be recorded in the year presented, i.e., ethics training completed in 2018 must be recorded in FDM on the Ethics Training tab NLT 31 Dec 2018.

#### Type of Ethics Training

There are two types of ethics training:

- Initial Training -- All Filers who are required to file an OGE 450 or OGE 278 New Entrant Report are to receive initial ethics training within 90 days after entering a covered position in a new agency.
- Annual Training -- All personnel required to file the OGE 278 or an OGE Form 450 must receive annual ethics training.

#### **Training Recorders**

The following roles in FDM can record and report ethics training:

- DAEO or DAEO EC
- Agency Administrator
- SLC, SLC EC or SLC Assistants
- 450 Certifier, 450 Certifier EC or 450 Certifier Assistant (for 450 Filers only)
- POCs (for 450 Filers only)
- Note: A training recorder may create, view or update a Filer's training record only for Filers within their organization.

### NOTIFYING FILERS OF ETHICS TRAINING REQUIREMENT

On the Filers Not Trained page, you can notify Filers of where and when ethics training will be held and record that a Filer has completed their ethics training. You can send out an e-mail to multiple Filers if they are to attend the same ethics training. In addition, if multiple Filers took the same ethics training course, you can enter the information for all the Filers at one time. If a Filer's ethics training is waived for a calendar year, and this is generally very rare, the exception can also be recorded from this page.

To notify Filers of their requirement to attend ethics training:

1. In FDM, select Ethics Training | Not Trained.

and in case		Management Reports , Notifications		
44 110	lined Exceptions			
_		Pilers Not Train	ed .	
497	tertifier			
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- On the breadcrumb trail, select the Org Unit of the Filers you wish to notify, or select Show My Filers /Include Filers for Org Units assigned to other to display a list of all Filers.
- 3. Click on the checkboxes beside the Filers you wish to notify.
- 4. Click on the **Notify Filers** button. The Notify Filers screen is displayed.

My Reports	My Info	My Reviews	My Expired Reports	Admin Center	Ethics Training	Management Reports	Resources	Log Out
Not Trained	Trained	Exceptions	Training Reports		1000			
				Notify Fi	lers			
			To:					
			S.Alito@FDMSar	idbox.com;				
			CC: (Optional)					
			Stanley.a.kupp@	)us.army.mil		0		
			Separate each e-mai	address with a s	semicolon(;)			
						$\circ$		
			Message:					
		L						
				Notify Ca	ncel			

- 5. Enter a **Subject** in the Subject field and type a **message** in the Message field.
- 6. When all information is entered, click on the **Notify** button. An e-mail message is sent to all selected Filers of their requirement to attend annual Ethics Training.

NOTE: You can only advise multiple Filers for annual training.

# **R**ECORDING ETHICS TRAINING COMPLETION

Once your Filers have taken their Ethics Training, you can record this in FDM.

- 1. Select the Ethics Training / Not Trained tabs.
- 2. Click on the check box next to each Filer who has received training
  - NOTE: In order to enter a group of Filers at one time, training would have to be Annual training occurring on the same day, and using the same training method type. Initial training has to be entered for one Filer at a time.
- **3.** Click on the **Record Ethics Training** button. The Record Ethics Training Completion screen is displayed.

	Record 6	Ethics Training Completion
Coloniar Years	2021	
Training Type:	O Snitlat O Armoa Induit califies to recurso i present present affice.	It is first done party must be equipped in the set of a set of
Agency	DGE	
Org Unit:	Sub60.01 AETR	
Date of Training	10 / 20 / 3	1021 Second Livery
Training Network (2)		Hencon and Training I Issuedants of Conduct Indents of Conduct and/or against susplemental regulations on a intervention of contents intervention intervention intervention
Record Ethics Tra		
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- 4. Enter the date of training.
- 5. Select the method of training (more than one check box can be selected.
- **6.** When complete, click on **Save**. You return to the Not Trained screen and the Filers' names are removed from this screen and display on the Trained screen.

### TRAINED

### View or Change a Training Record

Once you have recorded training for your Filers, you can view, edit or remove a training record on a Filer.

To view or change a training record:

1. Select the **Ethics Training / Trained** tab. The Filers Trained page is displayed.

	Ny Expired Reports Admin	Center Ethics Training	Nanagement Report	ts Notifications		4
ained	Trained Exceptions					
			Filers	Trained		
1 4	30 Certifier					
Searc	ch					
Org	Units <u>My Orga</u> > Automatic	on -SELECT-Next Level	Dovin 👻			
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 Locate the Filer on the list and click on the View/Edit button located next to the Filer's name. The Filers Trained page is displayed. You can change the date, the training type and method of training.

	Admin Contor Colling Mana	genient Reports   Notificar	ion 200	
frained Trained Exceptions				
		Record Ethi	s Training Completion	
	1000000000			
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3. When complete, click on **Save**.

# **REMOVING A TRAINING RECORD**

To remove a training record:

- 1. Select the **Ethics Training / Trained** tabs.
- 2. Click on the check box next to the Filer whose training record you wish to remove (more than one can be selected at a time).
- **3.** Click on the **Remove Ethics Training** button. A message displays confirming that you wish to remove this training record.

M_0402 Financial Disclosure				
Ny Reviews Ny Expired Reports Admin Cen	You are about to remove Ethics	Training record for the selected	d Filer(s).	47
ot Trained Trained Exceptions	Click 'OK' to confirm or 'Cancel'	to cancel this action.		
430 Cartifiar		ок	Cancel	
Search				
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1 to 8 of 8 8 rows selected	Items pe	r page: 100 V		1
Remove Ethics Training				Export to Excel
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TestAuto, 450Filer 874 A	Initial	Sub60.01 AETR	450 Filer	View/Edit
TestAuto, 450Filer 875 A	Initial	Sub60.01 AETR	450 Filer	View/Edit

**4.** Click **OK.** The Filer's name is removed from the Trained List and returned to the Not Trained List.

### TRAINING EXCEPTIONS

An exception to annual or initial Ethics Training is extremely rare. However, there are instances where training in a particular year may be waived. As shown above, the exception is recorded from the Not Trained page, and all exceptions recorded are displayed on the Exceptions page.

#### Recording an Exception to Ethics Training

It is extremely rare for a Filer to be excused from ethics training since this training can be delivered in many different ways. However, there are some circumstances where a Filer's requirement to receive ethics training can be waived:

#### **Exceptions for OGE278 Filers:**

- Verbal training without a qualified instructor available or written training prepared by a qualified instructor will satisfy the verbal training requirement for a public filer (or group of public filers) if one hour of official duty time is provided for the training; and
- The designated agency ethics official (or his or her designee) makes a written determination that it would be impractical to provide verbal training with a qualified instructor available; or
- The employee is a special Government employee.

#### Exceptions for OGE 450 Filers:

- Written ethics training prepared by a qualified instructor will satisfy the verbal training requirement for a covered employee (or group of covered employees) if sufficient official duty time is provided for the training; and
- The designated agency ethics official (or his or her designee) makes a written determination that verbal training would be impractical;
- The employee is a special Government employee expected to work 60 or fewer days in a calendar year; or
- The employee is an officer in the uniformed services serving on active duty for 30 or fewer consecutive days.
- NOTE: For more information for OGE 278 Filers, click on the following link: http://edocket.access.gpo.gov/cfr\_2002/janqtr/5cfr2638.704.htm
- NOTE: For more information for OGE 450 Filers, click on the following link: http://edocket.access.gpo.gov/cfr\_2002/janqtr/5cfr2638.705.htm

To record an exception:

- 1. Select the **Ethics Training / Not Trained** tabs.
- **2.** Click on the check box next to the Filer's name to which an exception will be issued.
- **3.** Click on the **Record Exception** button next to the Filer's line item. A message displays citing the links giving more detailed information regarding exceptions.

Ny Reviews Ny Expired Reports Admin Center Ethe		t Reports Notifications	<b>a</b>						
Not Trained Trained Exceptions									
Record Ethics Training Exception									
Calend Yeari	av 2021								
Trainin Type:	Training O Initial O Annual								
Agency	s 0:35								
Org Un	its Sub60-01_AETR								
	For Exception: (Linit 150 addres Remaining of 150)	(chandlers)							
Record E	xception For:								
	Name	E-Hail Address							
TestAuto	450Filer 973 A	FDMTestingQAD1 @gmail.com							
excepte	161	g should be rare. OOD sets forth limited training							
	rs see 3 CPR 2635.704(e) dockat.eccess.goo.cov/cfr	2008/janptr/5cfr2638.704.htm							
430 Tik	s see 3 CPR 2638.705(d)								

**4.** Click **OK**. The Record Ethics Training Exception screen is displayed.

						10 Patrice						
My Reports	My Info	My Reviews	My Expired Reports	Admin Center		Management Reports	Resources	Log Out				
Not Trained	Trained	Exceptions	<b>Training Reports</b>									
Record Ethics Training Exception												
			Calendar 20 Year:	18								
			Type: Ini are un vo	e certain whether to cho		ment employees. If you thics training, consult						
			Agency: FD	эм								
			Org Unit: FC	0M								
			Reason For Exc		characters)							
			Record Exception	For:			]					
			Nam	e	E-Mai	l Address						
			Mouse, Mickey		MMouse@state.go	v						
			limited training e	xceptions:	g should be rare.	OGE sets forth						
		278 Filers see 5 CFR 2638.704(e) http://edocket.access.gpo.gov/cfr_2008/jangtr/5cfr2638.704.htm										
			450 Filers see 5 ( http://edocket.ac		2008/jangtr/5cfr	2638.705.htm						
				Save	Cancel							

- 5. Select the radio button next to the type of training the Filer was to receive.
- 6. Enter a reason for the exception in the **Reason for Exception** text box.
- 7. Click on **Save**. You return to the Not Trained screen and the Filer who received the exception is removed from this list and now displays on the Exception List.

### **REMOVING AN EXCEPTION TO TRAINING**

To remove an exception to training:

- 1. Select the **Ethics Training / Exceptions** tabs. The Exceptions page is displayed.
- **2.** Click on the check box next to the Filer whose exception you wish to remove (more than one can be selected at a time).
- **3.** Click on the **Remove Exception** button. A message displays confirming that you wish to remove the exception from this Filer.
- **4.** Click **OK**. The exception is removed and the Filer is moved back to the Not Trained page.

rained Tra	ained Exceptions									
	Ethics Training Exceptions									
450	0 Certifier									
i										
Search										
Org U	Init: My Oros * DLA 1-1-1 -SELEC	CT-Next Level Down								
1000										
	Show Filers for DLA 1-1-1									
	Show My Filers Include File	lers for Org Units assigned to other 450 Cer	tifiers							
Calence Year:		First Name:								
2021										
			Search Reset							
			Based a							
Ethics	Training Exceptions									
	of 1 1 row selected		Items per page: 100 ¥							
Remov	re Exception				Expert to Ex					
	Latine Jose (1)									
0	Name	0 Org Unit	Filer Role(s)	Reason for Exception						
đ	DLA, 450Amended 32	DLA 1-1-1-2-1	450 Filer	Reason for exception.	View/Edit					

# CHANGING OR VIEWING AN EXCEPTION

- 1. Select the Ethics Training / Exception tabs.
- Locate the Filer whose record you wish to view/change, and then click on the View/Edit button located next to the Filer's name.
- 3. You can change the Reason for Exception.
- 4. If changes were made, click on the **Save** button. You return to the Exceptions page and any changes made are saved.

Ny Reviews Hy Expired Reports Admin Center Eth	ics Training Hanagement Reports Notifications	4D
Not Trained Trained Exceptions		
	Ethics Training for Filer: DLA, 450Amended_32	
	View/Edit Ethics Training Exception	
	Calendar Year: 2021	
	Training Type:         Initial C Annual           Initial training is required for first-time government employees. If you are userstain whether to scheme Initial or Annual ethics training, consult year (spercy) legal effice.	
	Agency: DLA	
	Org Unit: DLA 1-1-1-2-1	
	Reason For Exception: (Livit 150 characters)	
	Reason for exception.	
	(129 Charactere Remaining of 130)	
	Excusal from Annual Ethics Training should be rare. OGE sets forth limited training exceptions:	
	278 Filars see 5 CFR 2638.704(e) http://edocket.access.gop.gov/cfr 2008/langtr/5cfr2638.704.htm	

# EXPIRED REPORTS (PURGE)

In FDM, DAEOs, 450 Certifiers and their ECs can manage and permanently delete OGE 450 and OGE 278 reports that are expired. Per the record retention rules in the Code of Federal Regulations, reports expire six years after the Filer filed (eSigned by the Filer) the report.

**Note:** Go to <u>5 CFR2634.603 (g)</u> Custody of and access to public reports and <u>5 CFR 2634.604(a) and (b)</u> Custody of and denial of public access to confidential reports for the Code of Federal Regulations directives regarding deleting reports.

#### IMPORTANT INFORMATION: Once a report is Purged (deleted) from FDM, it cannot be recovered. Review the Expired Reports list first to determine if any report should be retained.

A report displays on the Expired Reports page if it is:

- An OGE 278 or OGE 450 report and does not include a Qualified Trust Agreement, and six (6) years have passed since the report was filed.
- An OGE 278 report that contains a Qualified Trust Agreements (QTA) and assets related to the trust agreement and six (6) years have passed since the Filer's final 278 submission with the agency.

### PURGE REPORTS

To remove expired reports:

- 1. Click on the My Expired Reports tab.
- 2. The Expiration Date defaults to the current date.
  - **Note:** You can change the Expiration date to a future date, up to 60 days after the current date to view a list of reports that will be expiring.
- **3.** Click **Purge Expired Reports**. All reports that did not have a Yes in the Retained column are removed from FDM.



My Reports	Assist Filers	My Reviews	My Expired Report	Admin Center	Ethics Training	Management Report	5 Notifications	SM			
Purge Report	ts View Exp	oired									
My Expired Reports - Purge											
450 Certifier Change      Click "Search" to view your expired reports.											
			ge all reports not ret	ained.							
To Previe	w Expiring R	eports:									
-				-		ys from today's date). <b>ivate the "Purge Exp</b>	ired Reports" but	tton.			
Search											
Form Ty	pe: OGE 450	) Ex	piration Date: 09/	18/2023 (MM	/DD/YYYY) Se	earch Reset					
								s on the My Review Review Reports exclude it from the purge.			
Purge Eyn	ired Report(s)										
		of: 09/18/20						Number of Reports Not Retained: 4			
File	er	Rep	oort	Stat	:05	Expire	Date	Retained			
Raborg, R	yan R 2	016 Annual OGE	450	Draft		10/12/	2022	No			
<u>Raborg, R</u>	yan R 2	016 New Entran	t OGE 450	Under Review - Ar	mended	10/19/	2022	No			
Sec, ASD:	<u>131</u> 2	017 Annual OGE	450	Not Started		08/07/	2023	No			
Sec, ASD:	<u>143</u> 2	016 Annual OGE	E 450	Under Review - Fi	ler Signed	08/02/	2022	No			
_	_			_							

# **RETAIN REPORTS**

A DAEO, 450 Certifier and their ECs can select to retain a report due to an investigation or a Qualified Trust Attachment on the Review Status page of a report. If a report has a Yes in the Retained column, it will not be included in the purge process.

To retain any reports you do not want to delete:

- 1. Review and then print the Expired Reports list.
- 2. Once you determine which report to retain, go to **My Reviews | Review Reports** and search for the specific report.
- 3. Click **View** beside the report and then go to the **Review Status** page.
- 4. Click **Retain** in the Report Progress box. The report will be retained in FDM.

	Assist Filers	My Reviews	- ly Expired Reports			Management Report	s Notification			SM
My Reports Org Manage		My Reviews	ty Expired Reports	Admin Center	Ethics Training	Management Report	s Notification	15		
	Certifier			Unde	er Review - Amer	aded - Ryan R. Rab	org, 2016 New	7 Entrant OGE 450 Report		
	ort Data	=				Review Stat	tus			Common Questions
Com Flags	chments ments s t Trail	Assig Filer	EPORT PROGRESS ned: Started: I Filer eSign an	Yes 10/19/20		Current Due Date:	& EXTENSION 11/09/2015	Days in Review: 2525 Status: Under Revi Amended	ew -	<ul> <li>What are Days in Review?</li> <li>When should a reviewer Submit Intermediate Review?</li> </ul>
Revie	i/Print ew Status pare ious Reports	Subm Amer	nitted: nded: <del>sleted:</del>	10/19/20 10/19/20 No		View Due Date No extensions h recorded.	ave been	Initial Review End Date: Request Filer Amend Request Additional Informa		When should a reviewer Request Filer Amend?     When should a reviewer Request Additional Information?
Note		Review	Chain Audit Trail				ure Report I			<ul> <li>What is an Intermediate Review Date?</li> </ul>
		Reviewer		urrently Assigned aviewer	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation		<ul> <li>What is the Initial Review End Date?</li> <li>What is the</li> </ul>
		Supervisor	<u>Sc</u>	ott M Tobias	Organization				<b>*</b>	Amended date and how does it differ from the Submitted Date?
		Supervisor S Assistant	Sa	IAVIN MODHA	Organization					<ul> <li>When should an Additional Reviewer be added?</li> </ul>
		450 Certifier Ethics Coun Ethics Coun Ethics Coun Ethics Coun Ethics Coun Assistant Assistant Assistant	selor Da selor AS selor Mi selor Mi selor BR selor Sc PO	L 16 E Manella vid M. Ackerman D115 68 Chris SD116 69 1. Margaret1 key Mouse IAN J. RAMSEL OU M. Toblas D115 68 Chris C X. Demo D39 Sec	Organization				2.	• Glossary