



FINANCIAL DISCLOSURE MANAGEMENT

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]

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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

The screenshot shows the Financial Disclosure Management (FDM) login page. The page is divided into two main sections: "PIV or CAC" and "Username & Password".

PIV or CAC Section: This section features a graphic of a PIV/CAC card with a "SAMPLE" label and a "DATE EXPIRES" field. Below the graphic is a blue button labeled "Login with PIV/CAC". A tooltip points to this button with the text "Login using your Smart Card".

Username & Password Section: This section includes a "Login Using:" dropdown menu currently set to "Army-AKO". Below this are input fields for "Username:" and "Password:". A "Forgot Password?" link is located below the password field. A blue button labeled "Login with Username" is positioned at the bottom of this section.

At the bottom of the page, there is a footer with the text: "Do you need assistance? Call 443-861-8247 or DSN: 848-8247 or email usarmy.APG.cecom.mbx.FDMSot@mail.mil

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

Selecting a Certificate

Select a certificate

Select a certificate to authenticate yourself to www.fdm.army.mil:443

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

[Certificate information](#)

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, <https://www.FDM.army.mil/> in the address line and click **Go**. The FDM Website is displayed.
2. Click **Log in to FDM** on the left side of the FDM Home page.

The screenshot shows the FDM login interface. At the top left is the 'Financial Disclosure Management' logo. The main content area is divided into two columns. The left column, titled 'PIV or CAC', features a graphic of a PIV/CAC card with 'SAMPLE' text and a 'Login with PIV/CAC' button. The right column, titled 'Username & Password', includes a 'Login Using:' dropdown menu with 'Army-AKO' selected, a 'Username:' text input field, a 'Password:' text input field, and a 'Forgot Password?' link. A 'Login with Username' button is at the bottom of this column. At the bottom of the page, there is a support contact line: 'Do you need assistance? Call 443-861-8247 or DSN: 848-8247 or email usarmy.APC.cescom.mbx.FDMSPt@mail.mil'.

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 disclosure report	My Reports - can create, view, edit, and amend their own financial disclosure reports. Can delete own draft reports. Account Profile - manage contact information, Filer Assistants and review chain.
Filer's Assistant	Assists Filers in managing their reports	Assist Filers - can create, view and edit reports for a Filer. Can delete draft reports. Account Profile - manage contact information.
POC	A POC helps manage reporting activities in FDM such as when to file and who should file.	Account Profile - manage contact information. Admin - manage Filers, Supervisors and other POCs. My Reviews - Can review the reports progress. Can also send notifications to delinquent Filers.
Supervisor	The FDM Supervisor is the Supervisor who is responsible for reviewing the Filer's financial disclosure report.	Account Profile - manage contact information and Assistants. 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
450 Certifier	<p>The 450 Certifier is the 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.</p> <p>A 450 certifier can eSign and complete a 450 financial disclosure report in FDM.</p>	<p>Account Profile - manage contact information, ECs and Assistants.</p> <p>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 then displays reports that need special attention.</p> <p>Admin - manage Filers, Supervisors, POCs and users.</p> <p>Management Reports - view standard summary reports.</p>
450 Certifier Assistant	<p>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.</p> <p>They can perform the same functions as a 450 Certifier with the exception of eSigning a report.</p>	<p>Account Profile - manage contact information.</p> <p>My Reviews - can review 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.</p> <p>Admin - manage Filers, Supervisors, POCs, and users.</p> <p>Management Reports - view standard summary reports.</p>
450 Certifier Ethics Counselors	<p>450 Certifier Ethics Counselor's are a pool of ethics counselors selected by a 450 Certifier to aid in the review of a report.</p> <p>They can perform the same functions as a 450 Certifier.</p>	<p>Account Profile - manage contact information.</p> <p>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.</p> <p>Admin - Manage Filers, Supervisors, POCs, and users.</p> <p>Management Reports - view standard summary reports.</p>

Role	Description	Functions Within FDM
Senior Legal Counsel (SLC)	Only a DAEO can appoint an SLC in the system.	<p>Account Profile - manage contact information, Assistants and ECs.</p> <p>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.</p> <p>Admin -manage Filers, 450 Certifiers, Supervisors, POCs and users.</p> <p>Management Reports - view standard summary reports.</p>
SLC Assistant	<p>SLC Assistants are generally paralegals 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.</p> <p>They can perform the same functions as a Senior Legal Counsel with the exception of eSigning a report.</p>	<p>Account Profile - manage contact information.</p> <p>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.</p> <p>Admin - manage Filers, 450 Certifiers, Supervisors, POCs, and users.</p> <p>Management Reports - view standard summary reports.</p>
SLC Ethics Counselors	<p>Senior Legal Counsel Ethics Counselor's are a pool of ethics counselors selected by an SLC to aid in the review of a report.</p> <p>They can perform the same functions as a Senior Legal Counsel.</p>	<p>Account Profile - manage contact information.</p> <p>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.</p> <p>Admin - manage Filers, 450 Certifiers, Supervisors, POCs, and users.</p> <p>Management Reports - view standard summary reports.</p>

Role	Description	Functions Within FDM
DAEO	The DAEO is the final legal reviewer who eSigns the OGE 278 in FDM.	<p>Account Profile - manage contact information, Assistants and ECs.</p> <p>My Reviews - can review, eSign and complete their Filer's financial disclosure reports.</p> <p>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.</p> <p>Admin - manage Filers, 450 Certifiers, Supervisors, POCs, SLCs and users.</p> <p>Management Reports - view standard summary reports.</p>
DAEO Ethics Counselors	<p>DAEO Ethics Counselor's are a pool of ethics counselors selected by a DAEO to aid in the review of a report.</p> <p>They can perform the same functions as a DAEO.</p>	<p>Account Profile - manage contact information, Filers and Required Activities.</p> <p>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.</p> <p>Admin - manage 450 Certifiers, Supervisors, POCs, SLCs and users.</p> <p>Management Reports - view standard summary reports.</p>

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 top-level 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

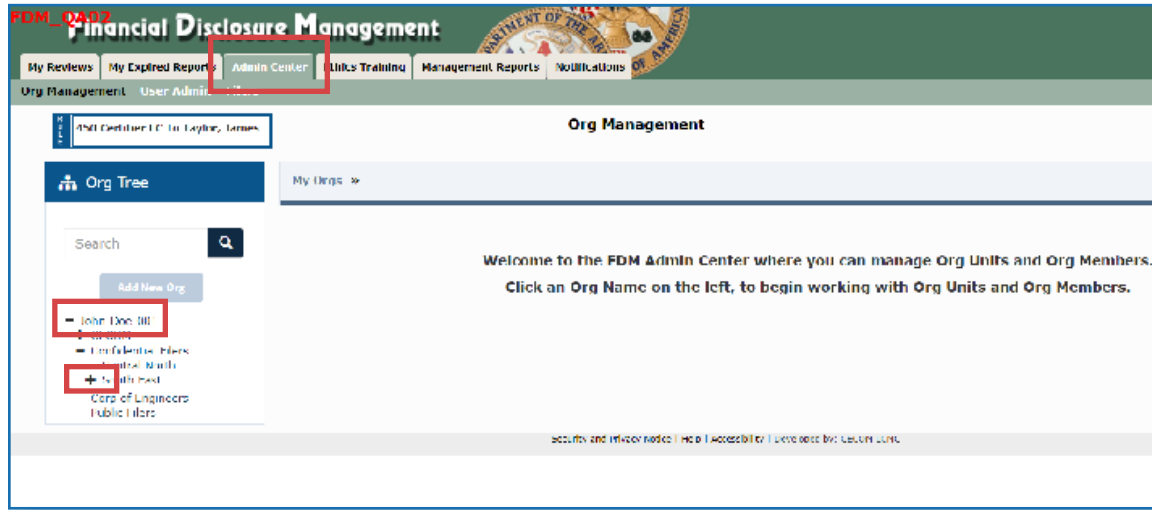
☞ All FDM roles, except Filers and Filer Assistants, can maintain FDM users and Org Units.

FDM Admin Role	Authorizations
Agency Admin	Can add, move or delete a Senior Legal Counsel (SLC), 450 Certifier, Supervisor, POC, and Filer.
DAEO, Ethics Counselors (ECs) and Assistants	Can add, move, or delete all roles.
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

- 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.
- 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**.

The screenshot displays the FDM Admin Center interface. The top navigation bar includes 'My Reviews', 'My Control Reports', 'Admin Center', 'Units Training', 'Management Reports', and 'Notifications'. The 'Admin Center' and 'Org Management' tabs are highlighted with red boxes. The 'Org Management' section is active, showing 'My Orgs > JohnDoe-001 >'. The 'Org Tree' on the left has a search box containing 'Confida' and a dropdown menu with 'JohnDoe001' and 'Confidential Files' highlighted. The main content area shows the 'JohnDoe-001' profile with 'Basic Details' and 'Org Unit Role Assignments' sections.

Roles	Current Assignments
PUC(s)	JohnDoe001, Mark David
Supervisor	Garcia, Maria
450 Certifier	JohnDoe001
Senior Legal Counsel	Not Assigned. (DCR, OAR, 13 D not by)
DAFO	Not Assigned. (DCR, OAR, 13 D not by)

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.

The screenshot shows the FDM system interface. At the top, there is a navigation bar with tabs for 'admin center', 'ethics training', 'management reports', and 'notifications'. Below this is a sub-navigation bar with 'Org Management' and 'User Admin'. The main content area is titled 'Org Management' and shows a breadcrumb trail: 'My Orgs » Total: 001 » CECOM ». There are four tabs: 'Profile', 'Org Unit Members', 'Org Unit Filers', and 'History'. The 'Profile' tab is selected, showing a box labeled 'CECOM'. Below this is a 'Basic Details' section with the following information:

- Name:** CECOM
- Description:** U.S. Army Communications Electronic Command
- Agency:** O&L

To the right of the details is an 'Actions' section with 'Move' and 'Remove' buttons. Below that is an 'Org Unit Role Assignments' table:

Roles	Current Assignments
POC(s)	Not Assigned (Taylor, James acting); (Clerk, David acting)
Supervisor	Not Assigned (James, James acting)
450 Certifier	Not Assigned (Taylor, James acting)
Senior Legal Counsel	Not Assigned (HIGGINS, L. acting)
DALO	Not Assigned (USC, D. acting)

On the left side, there is an 'Org Tree' with a search bar and an 'Add New Org' button. A red box highlights the '450 Certifier' section in the tree. Another red box highlights the 'admin center' tab in the top navigation bar. A third red box highlights the 'CECOM' label in the main content area.

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.

The screenshot shows the FDM system interface. At the top, there is a navigation bar with tabs: "My Filings", "My Required Reports", "Admin Center", "Filer Training", "Management Reports", and "Notifications". The "Admin Center" tab is selected. Below the navigation bar, there is a sub-navigation bar with "Org Management" and "User Administration". The "Org Management" page is displayed, showing the "Org Tree" on the left and the "Org Management" details for the "CECOM" org unit on the right. The "Org Tree" panel has a search box and an "Add New Org" button, which is highlighted with a red box. The "Org Management" panel shows the "Basic Details" for the "CECOM" org unit, including its name, description, and agency. The "Actions" panel has "Move" and "Remove" buttons. The "Org Unit Role Assignments" table shows the current assignments for various roles.

Roles	Current Assignments
POC(s)	Not Assigned (Taylor, James acting); (Clerk, David acting)
Supervisor	Not Assigned (James, Hans acting)
150 Certifier	Not Assigned (Taylor, James acting)
Senior Legal Counsel	Not Assigned (HIGGINS, JILL acting)
DAFO	Not Assigned (HIGGINS, JILL acting)

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

The screenshot shows the 'Add New Org Unit' form in the FDM system. The form is titled 'Org Management - Add New Org Unit' and includes 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.' The form has two main input fields: 'Name' with the value 'New Org Unit Name' and 'Description' with the value 'Description of New Org Unit'. Below the form are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.

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 exist 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.

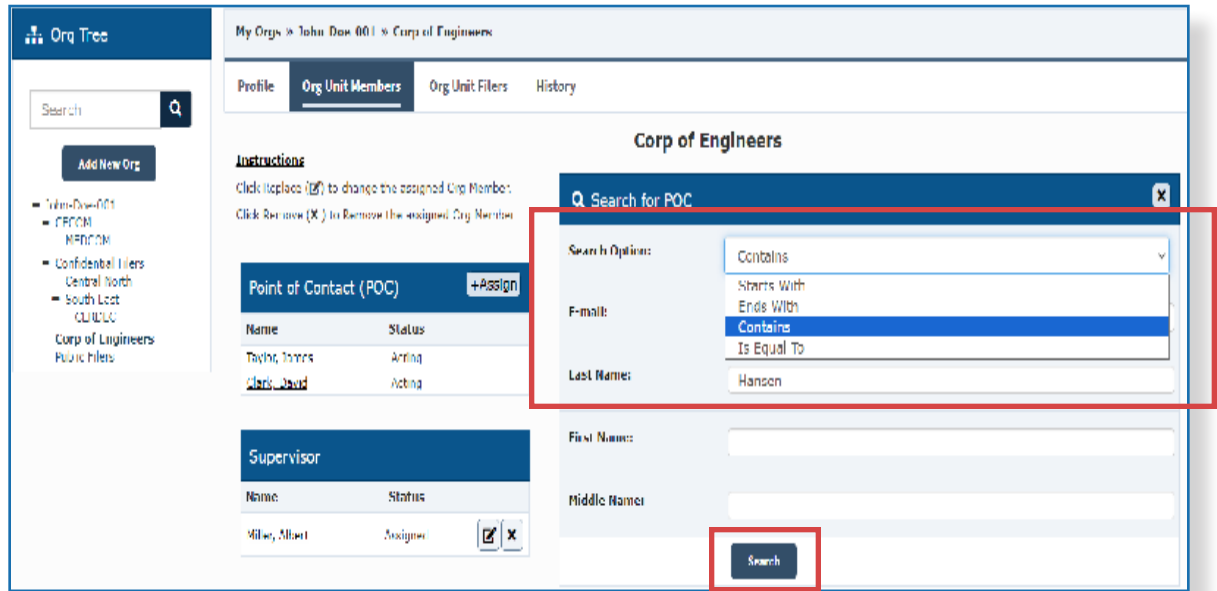
The screenshot displays the 'Org Unit Members' interface for the 'Corp of Engineers' Org Unit. The interface includes a search bar at the top left, a navigation menu on the left, and three main sections: Point of Contact (POC), Supervisor, and 450 Certifier. The 'Org Unit Members' tab is highlighted in the top navigation bar. The 'Corp of Engineers' Org Unit is highlighted in the left navigation menu. The '+Assign' button is highlighted in the POC section. The 'Replace' icon for Albert Miller is highlighted in the Supervisor section.

Name	Status
Taylor, James	Acting
Clark, David	Acting

Name	Status
Miller, Albert	Assigned

4. 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.



5. Select a **portion of a name, whole name, or e-mail address** to search from the dropdown list.
6. Click **Search**.

☞ If searching by e-mail, enter the user's agency specific e-mail address, e.g., suffix@abc.mil or suffix@abc.gov.

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 (R) to change the assigned Org Member.
Click Remove (X) to Remove the assigned Org Member.

Point of Contact (POC) Assign

Name	Status
Jaylor, James	Active
Clark, David	Active

Supervisor

Name	Status
Miller, Albert	Assignment [Assign] [Remove]

450 Certifier

Name	Status
Jaylor, James	Active

Senior Legal Counsel (SLC)

Name	Status
Miller, Albert	Active

Search for POC

Search Options: Contains

E-mail:

Last Name: Hansen

First Name:

Middle Name:

Search

Show 10 entries

In FDM?	Email	Last Name	First Name	Middle Name	Phone
Yes	jaylor.james@ny.gov	Hansen	Mona		718 556 1234

Showing 1 to 1 of 1 entries

- 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.

1. 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.

The screenshot displays the 'Org Management' interface. The breadcrumb trail shows 'My Orgs > John-Doe-001 > Corp of Engineers'. The main content area is titled 'Corp of Engineers' and contains a confirmation dialog: 'Are you sure you want to delete Ferris, Marie as POC to Corp of Engineers?'. The dialog has 'OK' and 'Cancel' buttons. In the background, the 'Point of Contact (POC)' table is visible, with a red box highlighting the 'Remove (X)' button for 'Ferris, Marie'. Below the POC table is a 'Supervisor' table with 'Miller, Albert' listed. The left sidebar shows the 'Org Tree' with 'John-Doe-001' selected.

Name	Status	Actions
Ferris, Marie	Assigned	Remove (X)

Name	Status	Actions
Miller, Albert	Assigned	Remove (X)

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.

The screenshot shows the FDM system interface. At the top, the 'Admin Center' tab is selected. Below it, the 'Org Management' page is displayed. On the left, the 'Org Tree' shows a list of Org Units, with 'CECOM' highlighted. The main content area shows the 'Basic Details' for the selected Org Unit, 'CECOM'. The 'Basic Details' column includes fields for Name, Description, and Agency. An 'Edit' icon (pencil) is highlighted in the 'Basic Details' column. The 'Org Unit Role Assignments' table is also visible, showing various roles and their current assignments.

Rules	Current Assignments
PUC(s)	Not Assigned (Taylor, James editing); (Clark, David editing)
Supervisor	Not Assigned (Garcia, Maria editing)
450 Certifica	Not Assigned (Taylor, James editing)
Senior Legal Counsel	Not Assigned (DCE, SI C. 14 editing)
DAFO	Not Assigned (HBL, JBL, JLL editing)

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 Orgs > John-Doe-001 > CECCOM >

Profile | Org Unit Members | Org Unit Filers | History

Org Management - Edit 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.

EDIT BASIC DETAILS

Name:
Edited Org Unit Name

Description:
Edited Org Unit Description

ACTIONS

Save | Cancel

Org Unit Role Assignments

Roles	Current Assignments
-------	---------------------

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

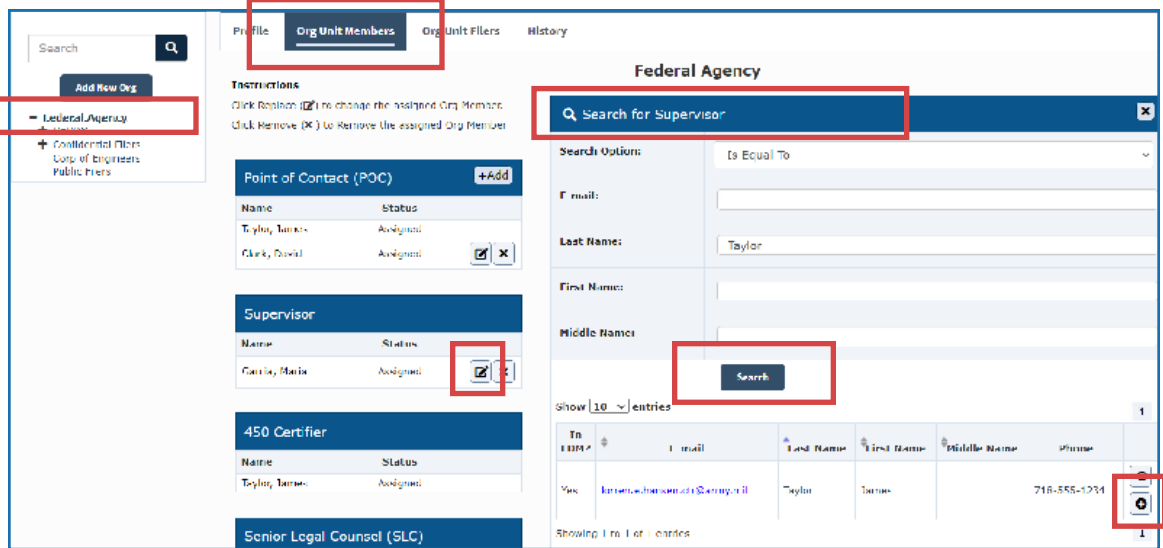
EDITING ORG UNIT MEMBERS

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

➤ An Acting Org Member has the same authority and access as an Assigned Org Unit Member.

Assigning and Replacing Org Members in a specific 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.
3. Click on the **Org Unit Members** tab.



4. 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.

➤ FDM Search searches within the selected Agency's directory.

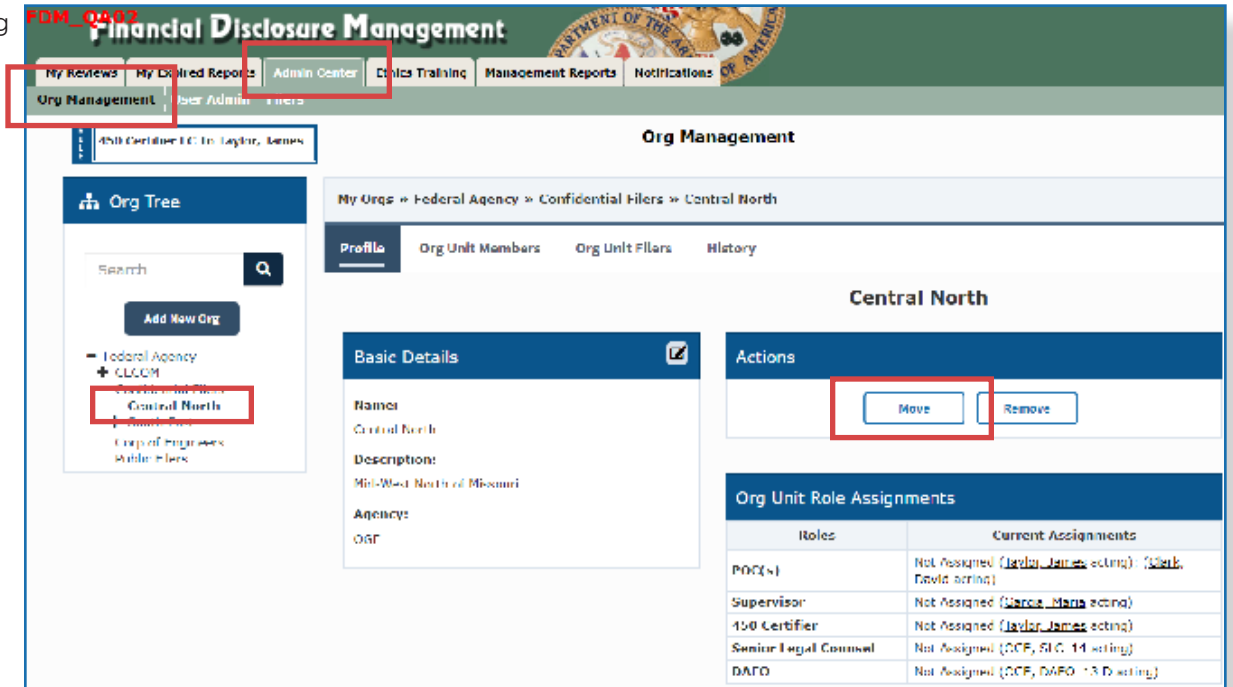
6. Click **Search**.
7. In the search results list, add the individual by clicking the **plus (+) sign** by their name. The new Org Unit Member is listed by the selected role.

MOVING ORG UNITS

- Moving an Org Unit may change the review chain of the Filers located in that Org Unit.
- Only some roles have the permission to move an Org Unit.

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.



3. Click the **Move button** in the Actions column of the Org Unit profile.

- Org Units cannot be moved across agencies.

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.

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

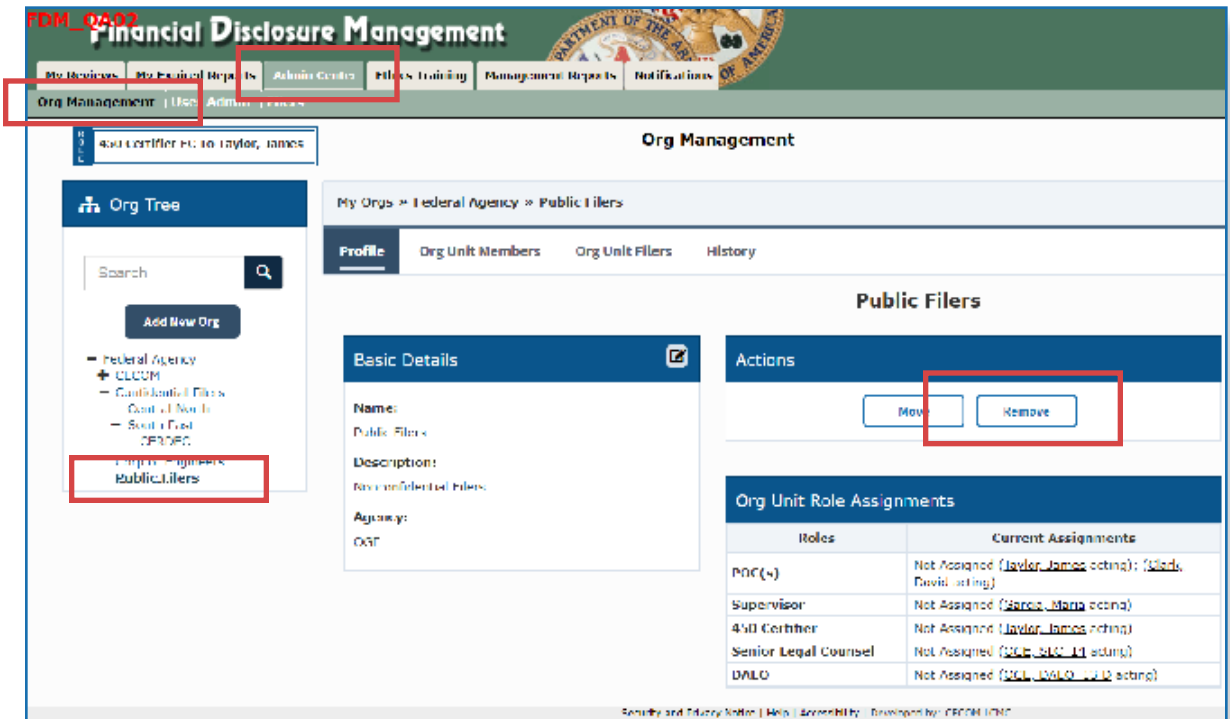
Important Information

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:

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.

Deletions in FDM are permanent.



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?

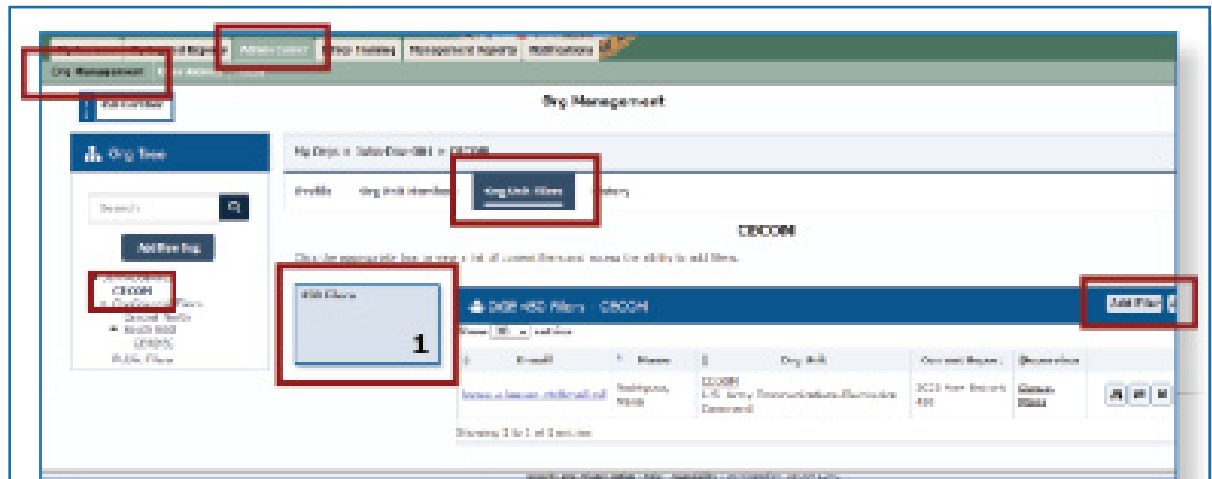
Supervisors, 450 Certifiers, 450 Certifier ECs, 450 Certifier Assistants, POCs and Agency Admins can add and manage OGE 450 Filers.

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.

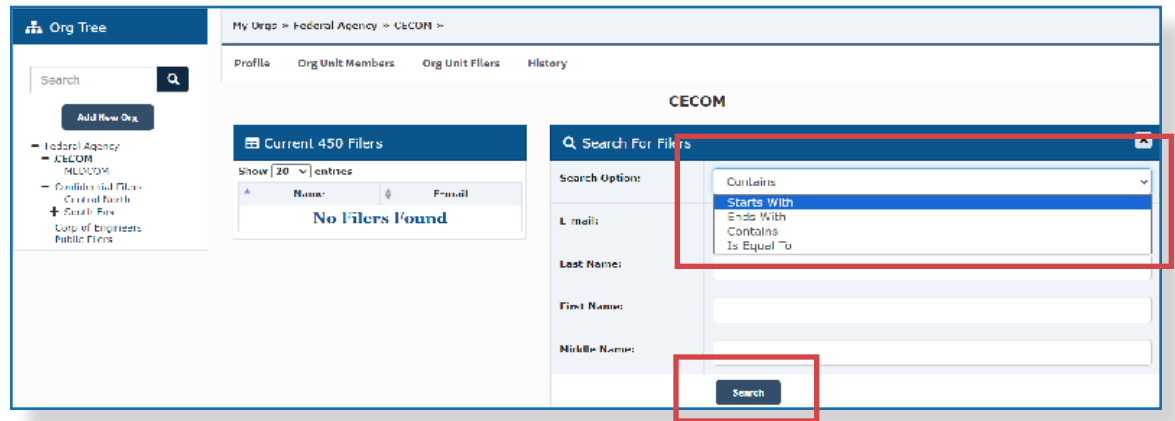


Filer Actions

Icon	Action	Description
	View	View a Filer's profile.
	Move	Move a Filer to a different Org Unit.
	Remove	Remove a Filer's role.
	Assign	Assign a report to a Filer.
	Unassign	Remove a report assignment.
	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.



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'.

- 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.

The screenshot displays the 'Org Management' interface. On the left, there is a 'Org Tree' sidebar with a search bar and a list of organizational units: 'John Doe-001', 'CECOM', 'Excluded Items', 'Central States', 'South East', 'OGEDEC', and 'Public Items'. The main area shows 'My Org: John Doe-001 - CECOM'. A red box highlights the '450 Filer Assignment' button. Below it, the form contains the following fields:

- Assignment report: Report
- year: 2022
- Report Status: Non Estuary
- Date to File: File in New Org, File in Budget, new dates, File in OGE
- Appointment Date: 08/22/2023
- Due Date: 09/21/2023

At the bottom of the form, the 'OK' button is highlighted with a red box, and there is also a 'Cancel' button.

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.

The screenshot displays the FDM Admin Center interface. The navigation menu at the top includes 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. The 'Org Management' section is active, showing a tree view on the left with 'Confidential Filers' selected. The main content area shows the 'Confidential Filers' page for the 'OGE 450 Filers' org unit. A table lists filers with columns for 'e-mail', 'Name', 'Org Unit', 'Current Report', and 'Supervisor'. The 'Add Multi' button is visible in the top right corner of the filers list.

e-mail	Name	Org Unit	Current Report	Supervisor
lunnad@oregon.gov	Milly, Albert	Confidential Filers		Garcia, Maria

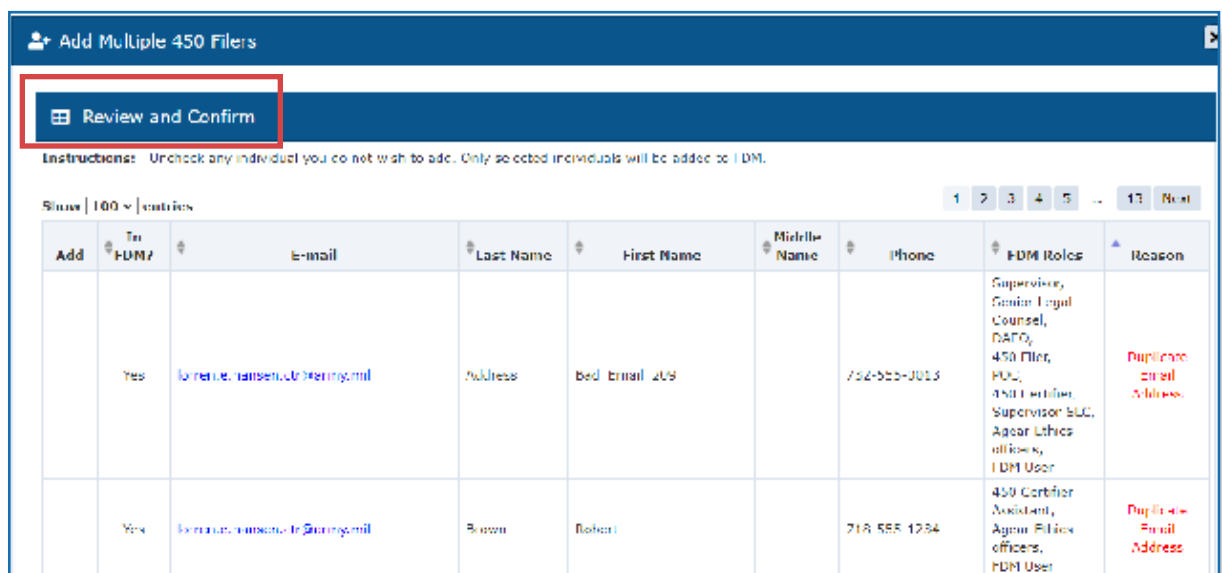
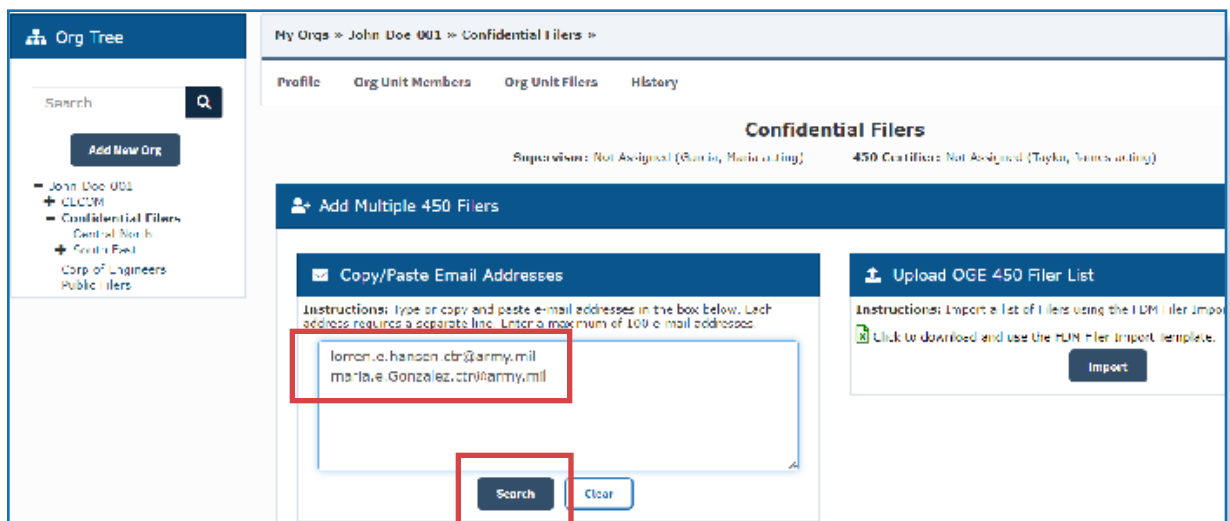
Options for Importing Multiple 450 Filers

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.

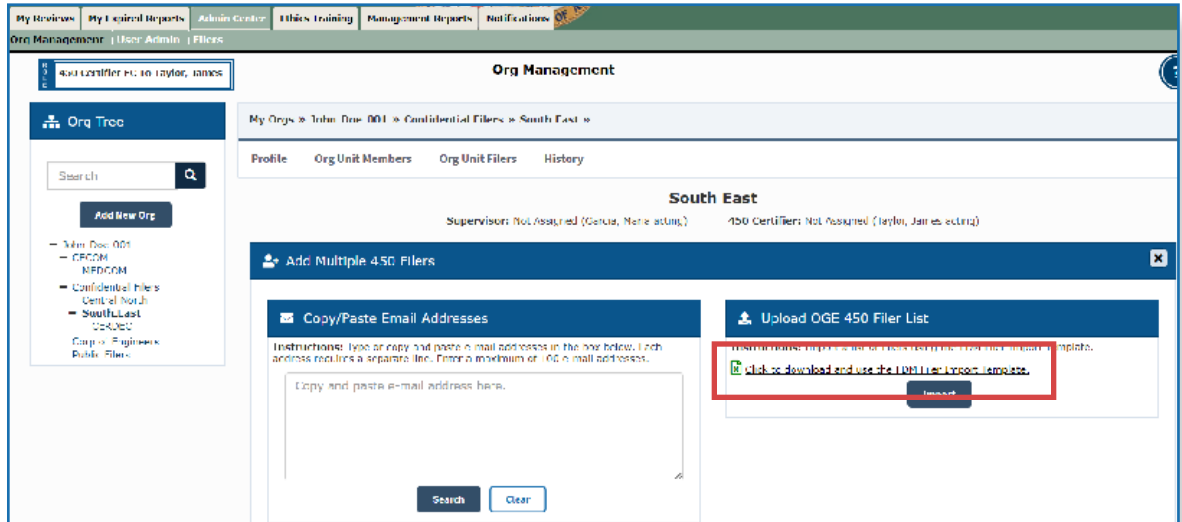
Note: Verify the e-mail address if a required Filer fails to appear in the **Review and Confirm** page.



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.



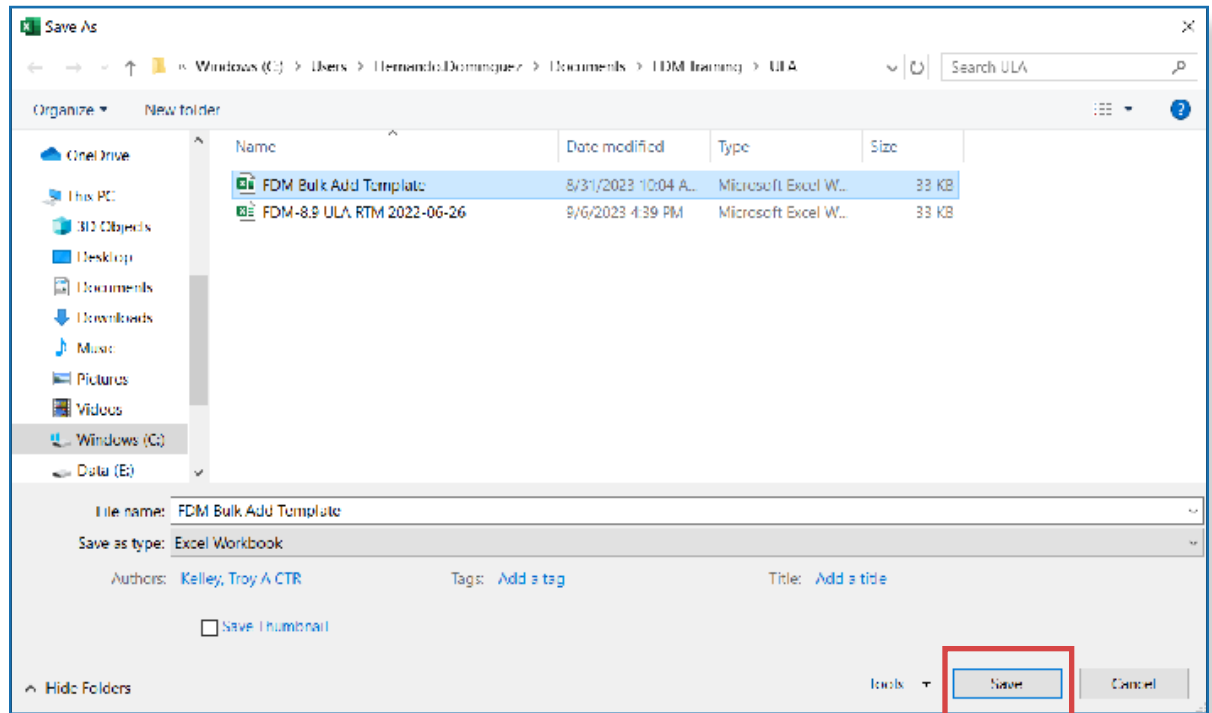
2. Open the Excel template and fill out the required Filer information.

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

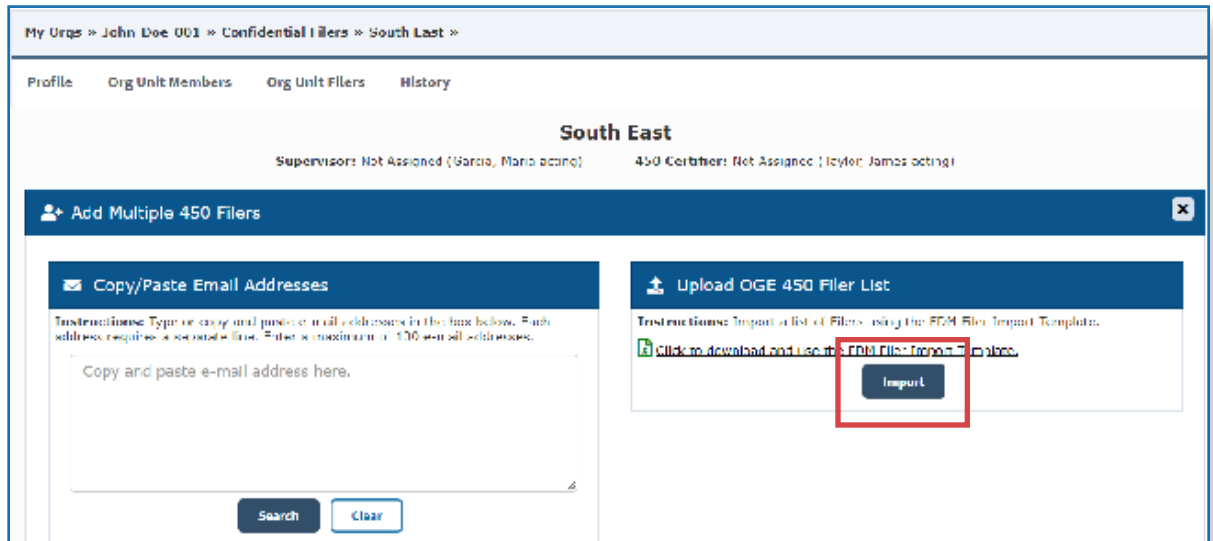
The 'E-mail Valid?' column in the Excel template will display 'TRUE' if the e-mail address entered fits the proper email formula to be located.

A	B	C	D	E
First Name	Last Name	Middle Name (or Middle Initial)	Email Address	Email Valid?
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	TRUE
Training	450_26	X	training_450_26@us.army.mil	TRUE
Training	450_27	X	training_450_27@us.army.mil	TRUE
Training	450_28	X	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	TRUE
Training	450_35	X	training_450_35@us.army.mil	TRUE
				FALSE
				FALSE
				FALSE

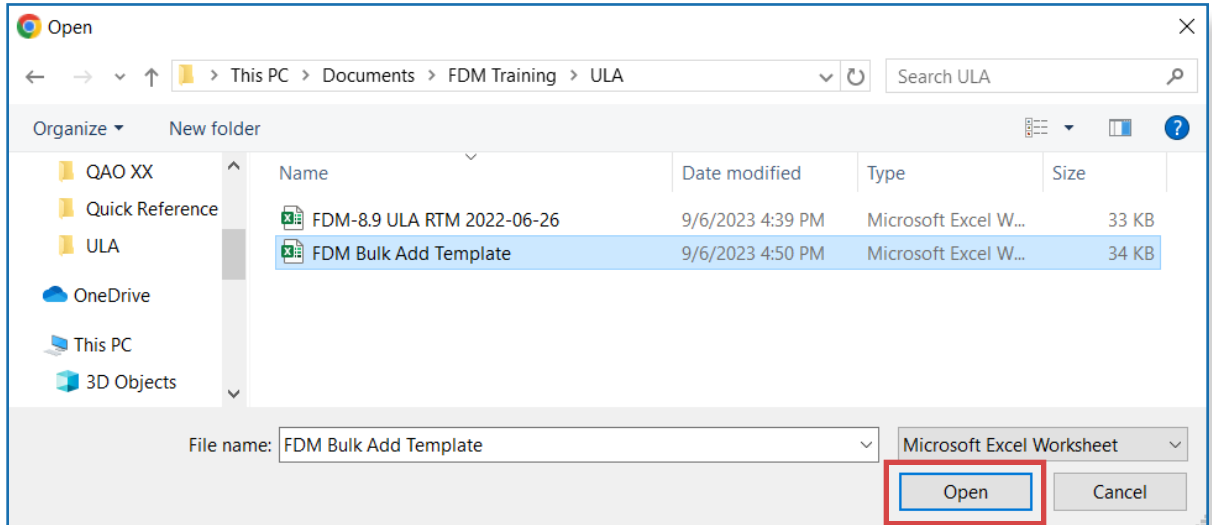
3. **Save** the document to your local drive after entering the Filer information into the template.



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

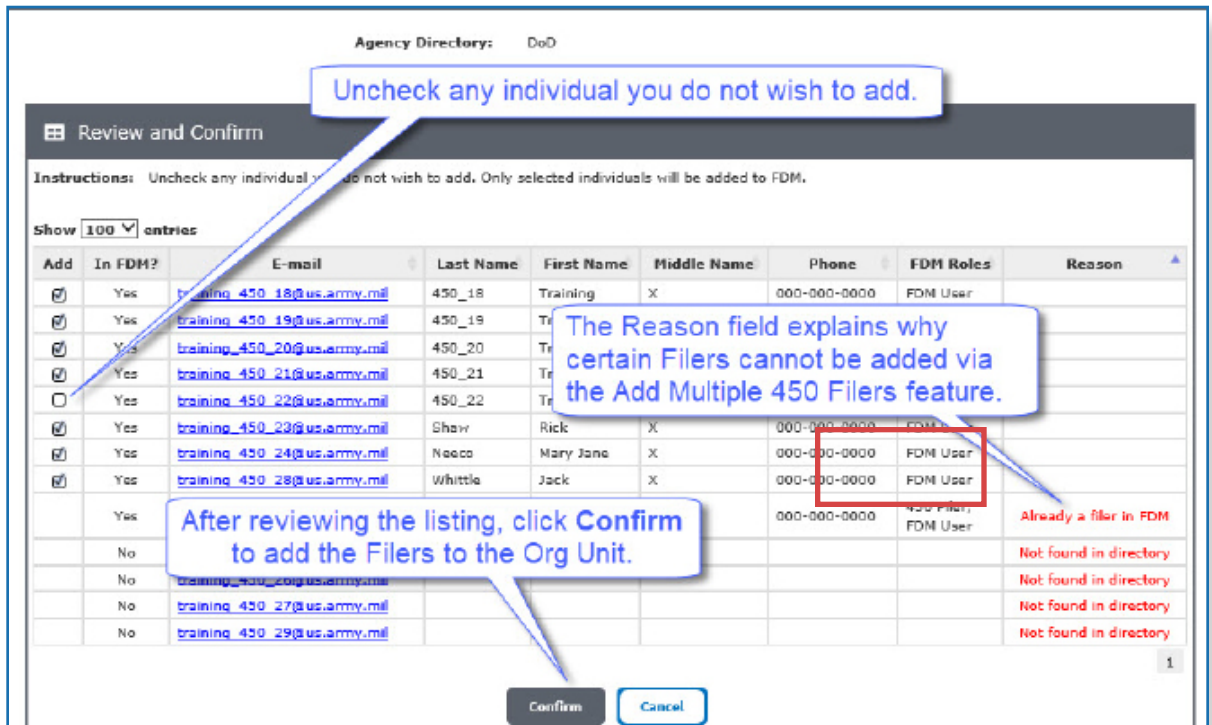


5. **Open** the appropriate file and click **OK** in the Upload OGE 450 Filer List box. The Review and Confirm screen is displayed.



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.



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.

The screenshot shows the 'Financial Disclosure Management' web application. The top navigation bar includes 'My Overview', 'My Current Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. The 'Admin Center' tab is selected. Below the navigation bar, the 'Org Management' section is visible, with 'Org Unit Filers' selected. The 'Confidential Filers' section is active, showing a list of '450 Filers'. A red box highlights the '450 Filers' panel in the left sidebar, and another red box highlights the 'Add Assistant' icon in the table's action column. The table lists filers with columns for E-mail, Name, Org Unit, Current Report, and Supervisor.

E-mail	Name	Org Unit	Current Report	Supervisor
lms@bates.edu	Miles, Michael	Confidential Filers	Personal Information	Carla, Nease

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

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

The screenshot shows the 'Financial Disclosure Management' interface. At the top, there's a navigation bar with tabs like 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below this, the 'Org Management' section is active, with sub-tabs for 'User Admin' and 'Filers'. A search box contains the text '450 Certifier EC To Taylor, James'. The user profile for 'Albert Miller' is displayed, including a search icon. The 'Assistants' section is expanded, showing a table of assistants. A search dropdown is open, displaying '450 Filer Assistant' with a '+Add' button. A red box highlights the '+Add' button, and another red box highlights the 'X' icon in the assistant's profile bar.

- 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.
- 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:

- Select **Admin Center | Org Management**.
- Select the Org Unit in the Org Tree where the Assistant resides.
- Click the **Org Unit Filers** tab.
- A list of Filers associated with the selected Org Unit is displayed.
- Click the **View** icon beside the Filer. The Filer's profile page is displayed.
- Select the **Assistants** tab.
- Click the **X** beside the Filer Assistant to remove. The Filer Assistant is removed.
- 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.

The screenshot displays the FDM system interface. At the top, the navigation menu includes 'Admin Center' and 'Org Management'. The 'Org Management' section is active, showing 'My Orgs = Kevin Sub Org'. The 'Org Unit Filers' tab is selected. The 'OGE 450 Filers - Kevin Sub Org' panel is displayed, showing a list of filers. The 'Assign' button for the first filer is highlighted with a red box and a '4'. The 'Kevin Sub Org' in the Org Tree is highlighted with a red box and a '1'. The table below shows the list of filers:

	E-mail	Name	Org Unit	Current Report	Supervisor	
0	kel.lastname.cto@mail.nl	Lastname, Kel	Kevin Sub-Org Sub-Org for Kevin	2020 New Entrant-450	Lastname, Ron	[Assign] [Edit] [Delete] [Add]
	kevin.lastname.cto@mail.nl	Lastname, Kevin	Kevin Sub-Org Sub-Org for Kevin	2020 New Entrant-450	Lastname, Ron	[Assign] [Edit] [Delete] [Add]
	robin.lastname.cto@mail.nl	Lastname, Robin	Kevin Sub-Org Sub-Org for Kevin	2020 New Entrant-450	Lastname, Ron	[Assign] [Edit] [Delete] [Add]
	ronnie.lastname.cto@mail.nl	Lastname, Ronnie	Kevin Sub-Org Sub-Org for Kevin	2020 New Entrant-450	Lastname, Ron	[Assign] [Edit] [Delete] [Add]

Showing 1 to 4 of 4 entries

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

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

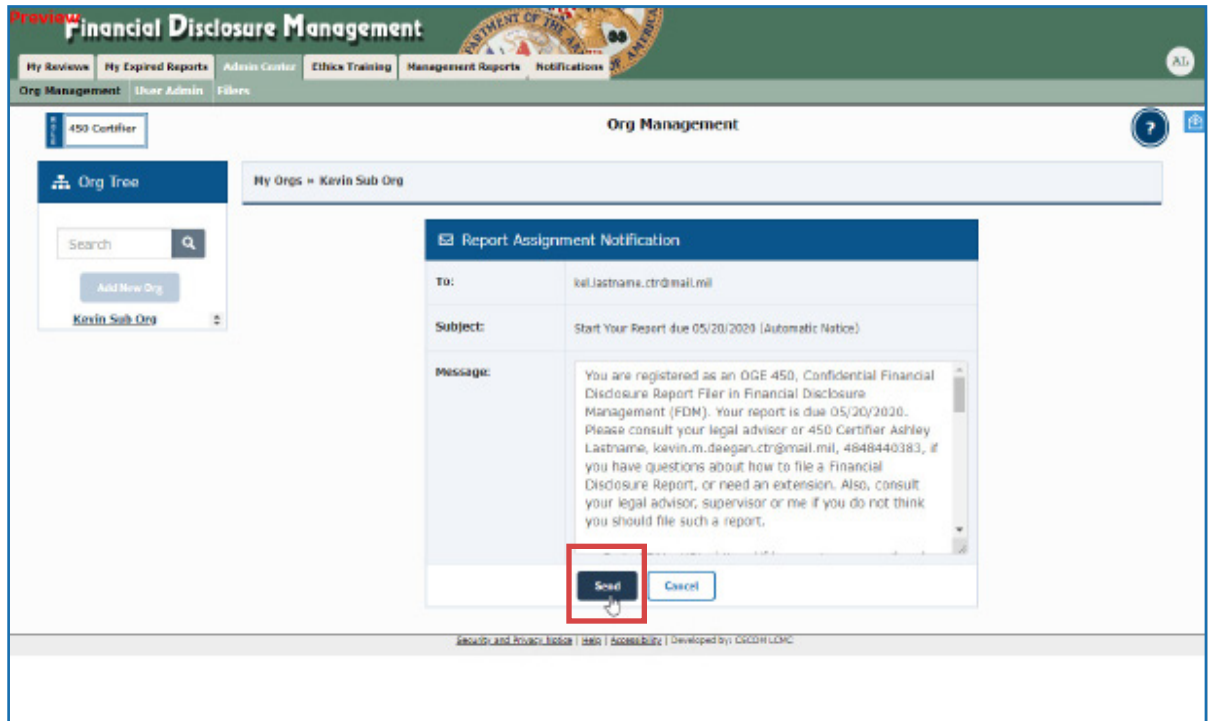
The screenshot shows a dialog box titled "450 Filer Assignment". At the top, it displays "Org Unit: Kevin Sub Org" and "Filer: Kel Lastname". Below this are several fields: "Assignment Type" is set to "Report"; "Year" is set to "2020"; "Report Status" is set to "New Entrant"; "Duty to File" has three radio button options, with "Filer is New to Org" selected; "Appointment Date" is set to "04/16/2020"; and "Due Date" is set to "05/16/2020". At the bottom, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red rectangular box.

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.

Note: Assignment 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.



The screenshot displays the 'Financial Disclosure Management' interface. At the top, there are navigation tabs: 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below these, the 'Org Management' section is active, showing 'My Orgs = Kevin Sub Org'. A 'Report Assignment Notification' form is open, with the following details:

- To:** keil.lastname.ctr@mail.mil
- 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, kevin.m.deegan.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.

At the bottom of the form, there are two buttons: 'Send' and 'Cancel'. The 'Send' button is highlighted with a red box, indicating it should be clicked to notify the filer.

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**.

The screenshot shows the 'Financial Disclosure Management' interface. At the top, there are navigation tabs: 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below these are sub-tabs: 'Org Management', 'User Admin', and 'Filers'. The main content area displays the profile of a '450 Certifier' named 'Kel Lastname'. A sidebar on the left contains a menu with 'Reports' highlighted. The main area shows a 'Reports' table with the following data:

Report Year	Report Status	Review Status	Assigned	Current Due Date	Assigning Org Unit	Unassign
2020	OGE 450 New Entrant	Draft	Yes	05/13/2020	Kevin Sub Org	[Unassign button]

At the bottom of the page, there is a footer with links for 'Security and Privacy Notice', 'Help', 'Accessibility', and 'Developed by: CECOM 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**.

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.

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.

The screenshot shows the 'Report Due Date Info' form with the following fields and values:

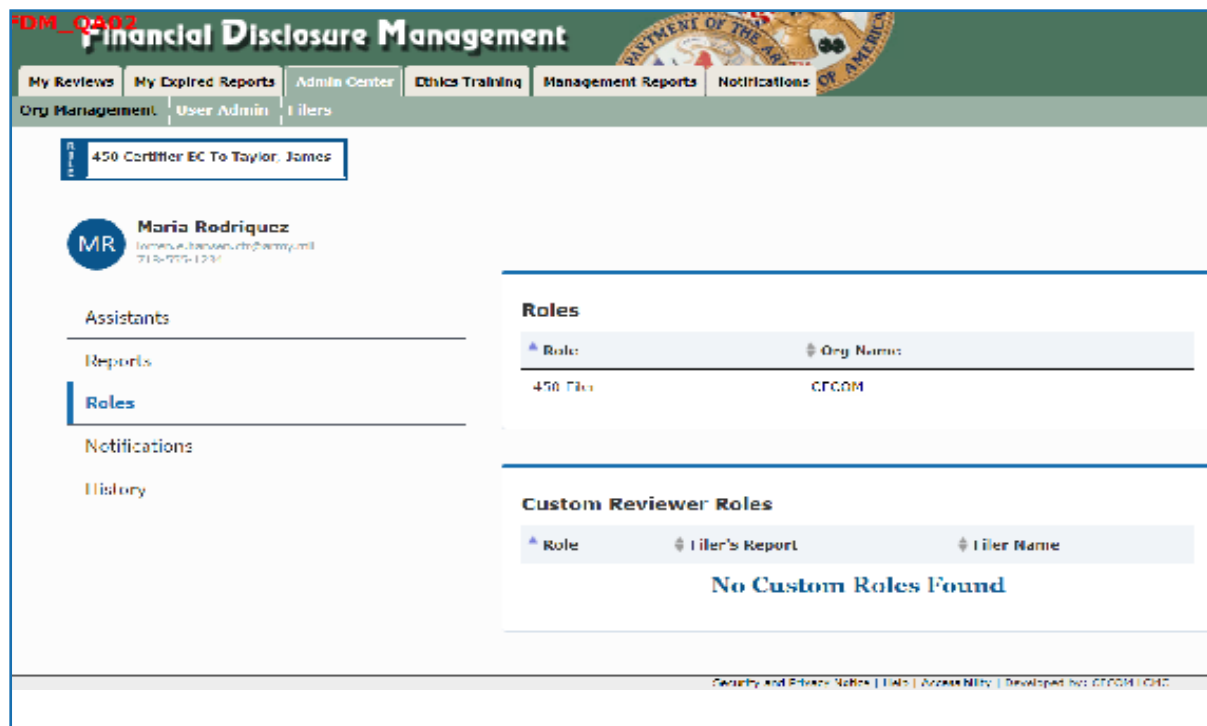
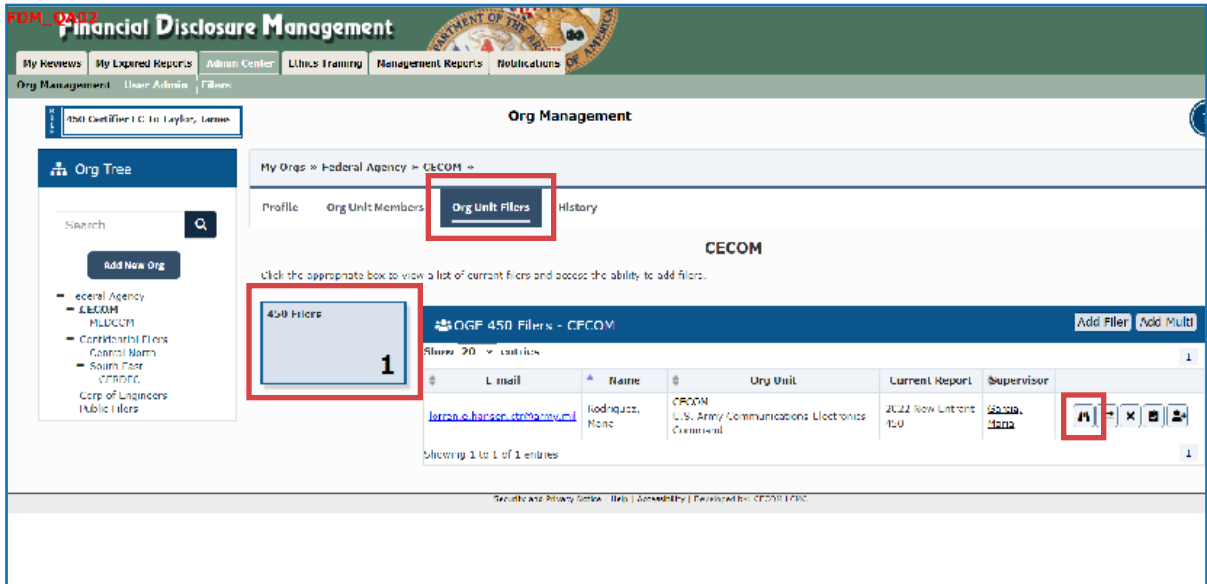
- Year: 2021
- Current Due Date: 02/16/2021
- Total Extension Days: 0
- Due Date: MM 02, DD 16, YYYY 2022
- Override Due Date:
- Reason: Overseas deployment.
- Admin Due Date: MM, DD, YYYY

The 'Save' button is highlighted with a red box. At the bottom of the form, there are 'Audit trail' and 'Cancel' buttons.

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.



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

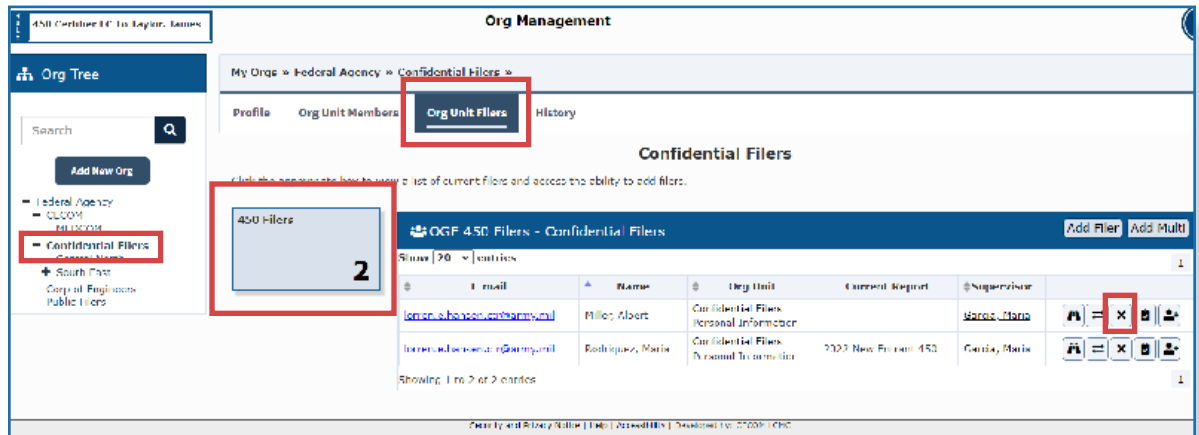
REMOVING A FILER'S ROLE

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.



Deleting a Filer only removes their role in FDM. Deleting does not permanently remove the Filer from FDM.

5. Click the **Remove 450 Filer (X)** icon by the targeted Filer. The Remove Reports Option page displays.

My Orgs » Federal Agency » Confidential Filers »

Confidential Filers

Are you sure you want to remove **Albert Miller** as a **450 Filer** from **Confidential Filers**?

Remove Reports option:
Also remove Not Started **450 Filer** report assignments for **Albert Miller**

Incomplete Reports for Albert Miller

Remove Report?	Year	Reporting Status	Review Status	Assigning Org	Assigned
<input checked="" type="checkbox"/>	2022	OGE 450 Annual	Not Started	Confidential Filers	Yes
<input type="checkbox"/>	2021	OGE 450 New Entrant	Under Review - Filer Signed	Confidential Filers	Yes
<input type="checkbox"/>	2021	OGE 450 Annual	Under Review - Filer Signed	Confidential Filers	Yes

Ok **Cancel**

[Security and Privacy Notice](#) | [Help](#) | [Accessibility](#) | Developed by: CECOM LCMC

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.

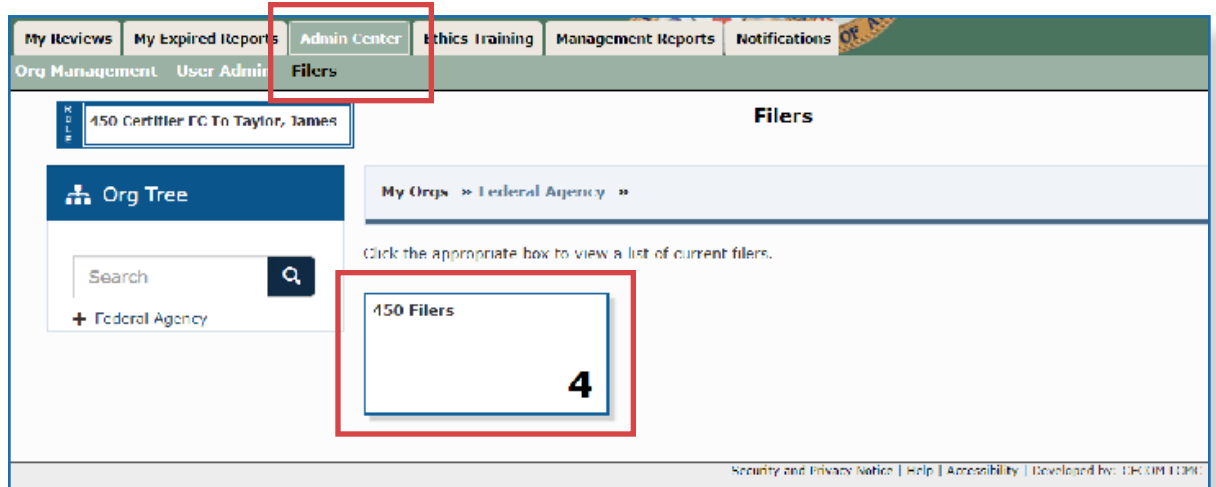
From this page:

- ♦ 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:

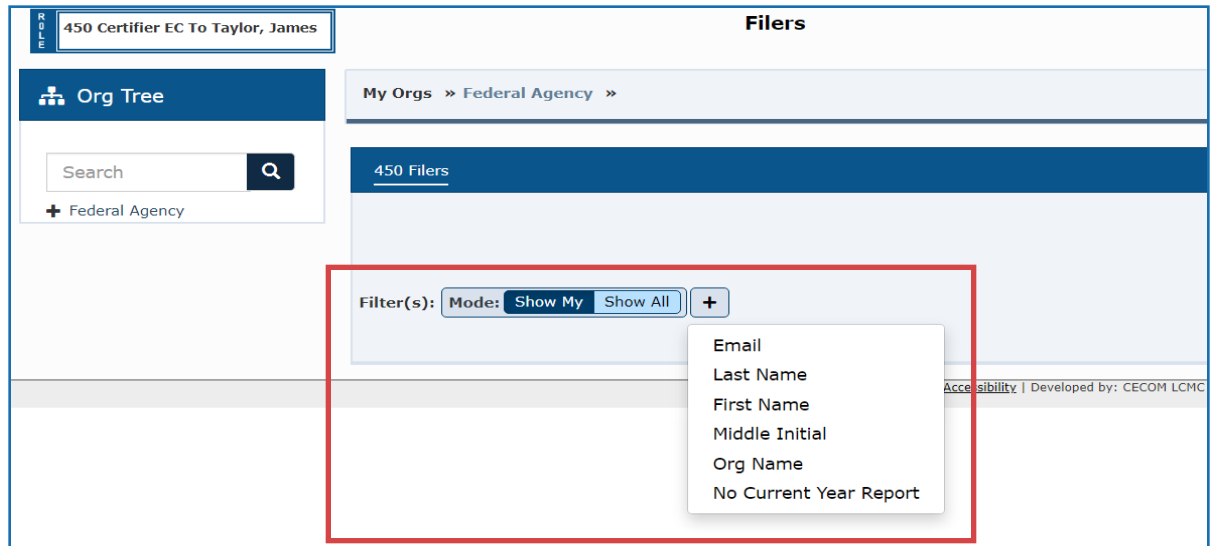
1. Select **Admin Center | Filers** and click the **450 Filers** panel.



Filtering and Sorting

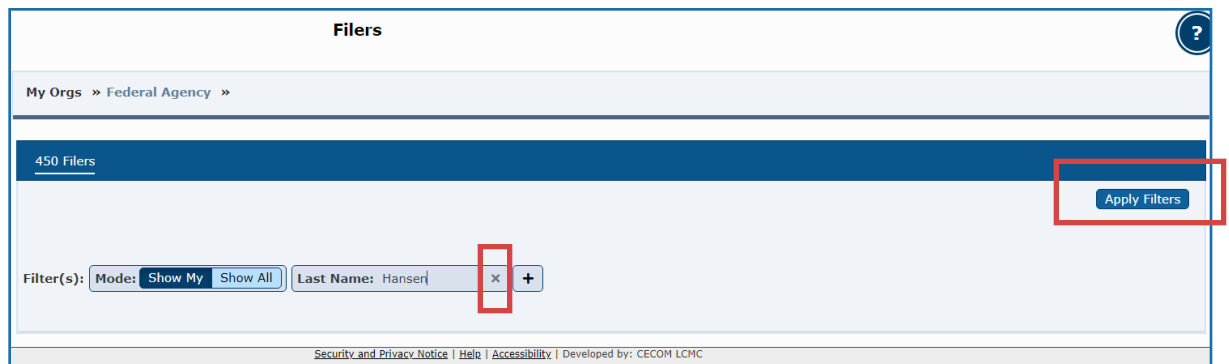
Filtering and sorting allows for quickly viewing and grouping Filers by specific criteria.

2. Select **Show My** or **Show All**.



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.



5. Click the **x** beside the filter to remove.

Sorting

- 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 Email: [x] [+]

Show 20 entries 1

⌵	E-mail	▲	Name	⌵	Org Unit	Current Report	⌵	Supervisor	
	lorren.e.hansen_ctr@army.mil		Miller, Albert		Confidential Filers Personal Information			Garcia, Maria	[Icons]
	lorren.e.hansen_ctr@army.mil		Rodriquez, Maria		Confidential Filers Personal Information	2022 New Entrant 450		Garcia, Maria	[Icons]

Exporting Your Filer List

To export a list of your Filers:

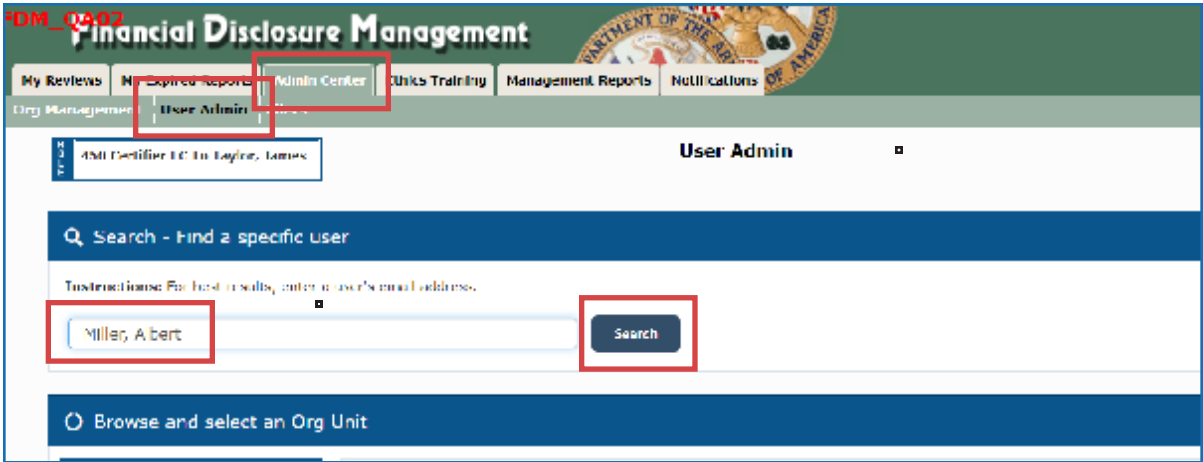
- Click **Export** and select **Excel** or **CSV**.

USER ADMIN

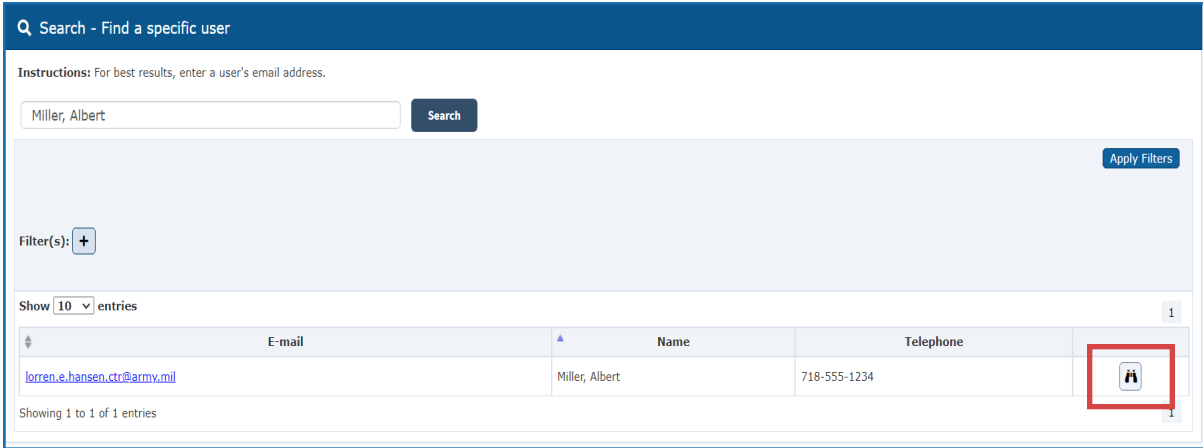
USER SEARCH - FIND A SPECIFIC USER

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**.



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



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.

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

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**.



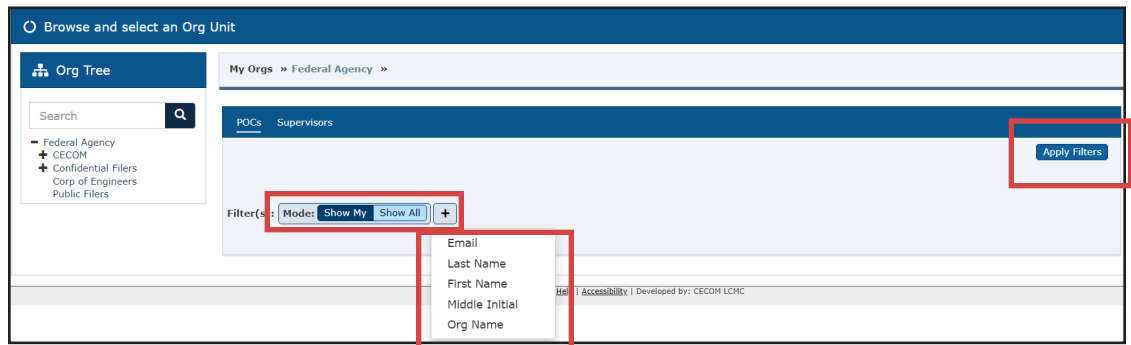
Filtering and Sorting

Filtering and sorting displays and groups filters 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.



POCs Supervisors Export ▾

Filter(s): Mode: Show All +

Show 100 ▾ entries 1

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	
lorren.e.hansen.ctr@army.mil	Acting	Taylor, James	718-555-1234	CECOM U.S. Army Communications-Electronics Command	

Showing 1 to 2 of 2 entries 1

Remove a Filter

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

POCs Supervisors Export ▾

Apply Filters

Filter(s): Mode: Show My Email: X +

Show 100 ▾ entries 1

E-mail		Name	Phone	Org Unit	
lorren.e.hansen.ctr@army.mil	Acting	Clark, David	718-555-1234	Confidential Filers Personal Information	
lorren.e.hansen.ctr@army.mil	Acting	Taylor, James	718-555-1234	Confidential Filers Personal Information	

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 »

POCs Supervisors Export ▾

Filter(s): Mode: Show All +

Show 100 ▾ entries 1

E-mail		Name	Phone	Org Unit	
lorren.e.hansen.ctr@army.mil	Acting	Taylor, James	718-555-1234	Confidential Filers Personal Information	
lorren.e.hansen.ctr@army.mil	Acting	Clark, David	718-555-1234	Confidential Filers Personal Information	

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:

➤ 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.

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.

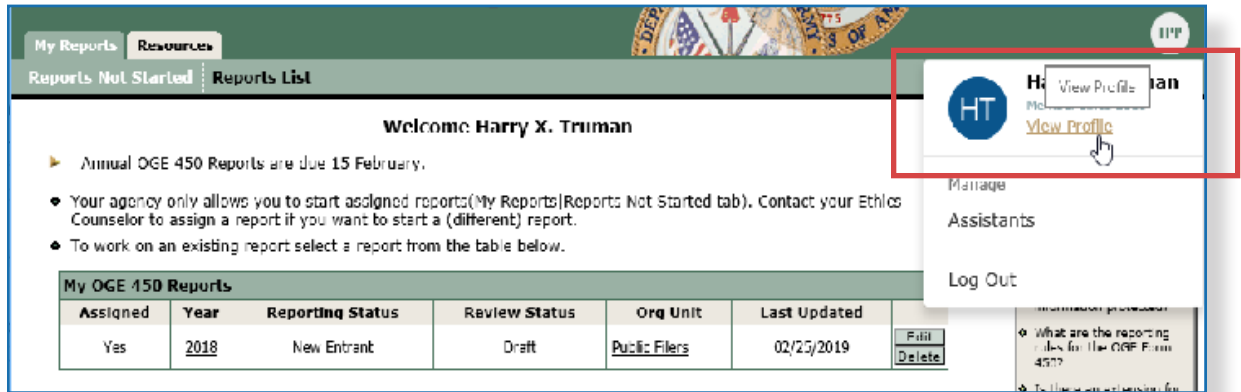
Filers cannot skip any section within the OGE 450 report, even when there is no information to report. Filers must click through all sections being sure to select **No** if they have no information to disclose.

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

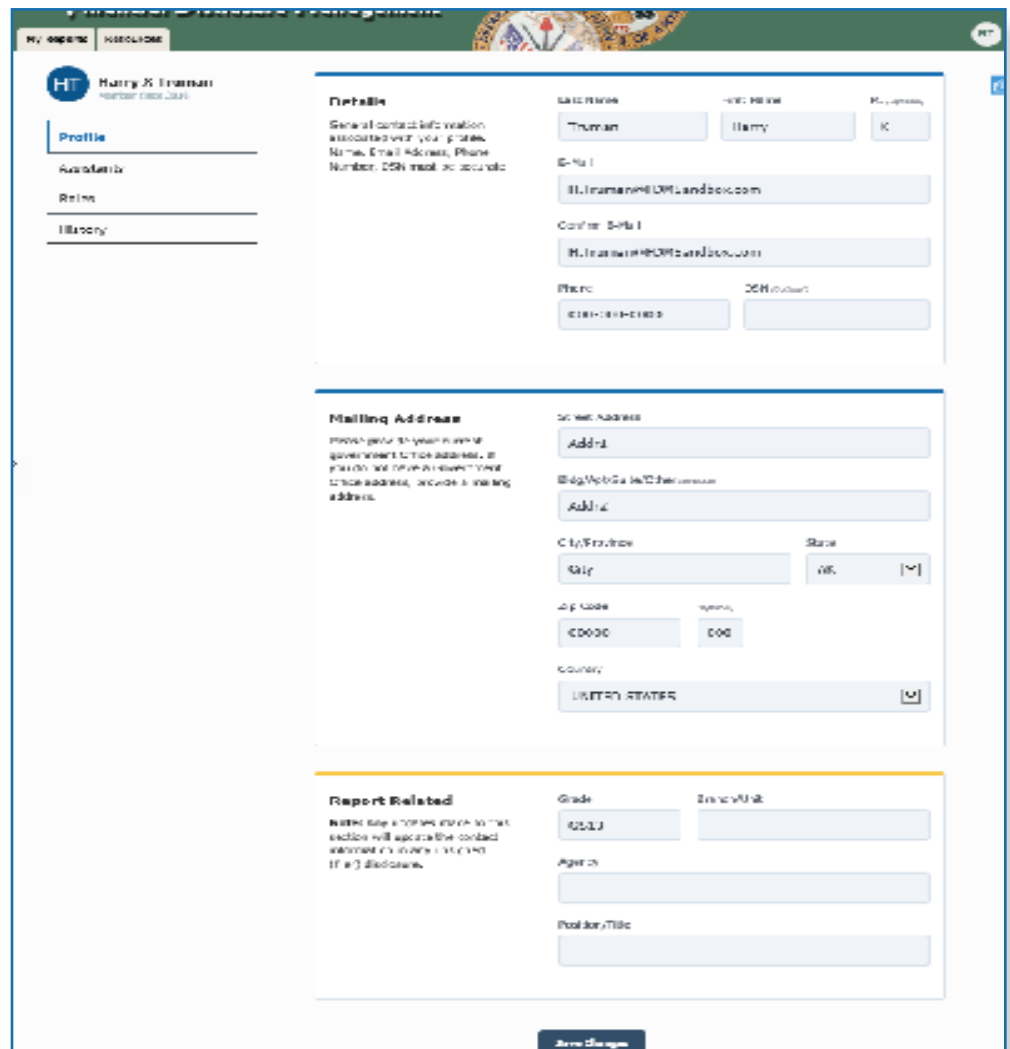
VERIFYING YOUR PROFILE AND REVIEW CHAIN

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**.



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



ADD A NEW REPORT

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.

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.

Financial Disclosure Management

My Reports | My Reviews | Admin Center | Management Reports | Notifications

Reports I list

Welcome 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|Reports Not Started tab). Contact your Ethics Counselor to assign a report if you want to start a (different) report.
To work on an existing report select a report from the table below.

My OGE 450 Reports Not Started			
Assigned Report	Review Status	Org Unit	Current Due Date
2022 Annual Report	Not Started	Confidential Filers	02/15/2022

Start This Report

Filer Assistants manage a Filer's Reports list from the Assist Filers tab.

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 - 450Filer_45 DLA, 2020 New Entrant OGE 450 Report

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | eSign

Special Government Employee

- SGEs are defined at 18 U.S.C. 202(a): Generally, employees performing temporary duty for 130 days or less in any 365 day period, including Reserve and National Guard officers while on active duty solely for training, or while serving involuntarily.
- While section 202(a) does not include enlisted members as SGEs, the Joint Ethics Regulation (JER), at section 1-232, applies the definition to enlisted members the same as it applies to officers. Unless excepted or required to file an OGE 278, all SGEs must file a 450. See 5 C.F.R. 2634.904(b). See exceptions in 7-300a(2) of the JER. One exception is reservists on active duty for less than 30 consecutive days in a calendar year.

Are you a Special Government Employee (SGE)?

Yes No

SGE Category: -SELECT-

Back Continue

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.



Select the most recent or current report from the pre-population 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 pre-populate 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.

List

Not Started - 450Filer_963 M. TestAuto, 2021 New Entrant OGE 450 Report

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | eSign

Pre-Populate Report

Pre-populate my report with the report I have selected below
 - this option allows you to use the data from a previous report as a starting point for the new one. Note: Virtually all filers should use this option and choose their most recent report.

Report(s)

2020 New Entrant - Draft
 2019 Annual - Under Review - Filer Signed

Don't pre-populate my report - use this option to start a new report.

Once your report is pre-populated, 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.

The screenshot displays the 'Checkpoint' page for a draft report titled 'Draft - 450Filer_963 M. TestAuto, 2021 New Entrant OGE 450 Report'. The page features a navigation bar with tabs for 'Getting Started', 'Non-Investment Income', 'Assets', 'Liabilities', 'Outside Positions', 'Agreements', and 'eSign'. The main content area includes a 'Checkpoint' section with the following text:

- Your report information has been saved.
- Report needs to be submitted by 11/19/2021.
- The information contained within this report is based upon your previous report. Please review your current report and make any necessary modifications. You have the final responsibility for ensuring the accuracy of all information in the current report.

Below this message are 'Back' and 'Continue' buttons. A note states: 'Please note the comments from your previous report to guide you in completing this one.' This is followed by a table of comments from a previous report:

Draft - 450Filer_963 M. TestAuto, 2020 New Entrant OGE 450 Report
(listed in reverse chronological order)

Author	Author Role	Date	Comment On	Line Item	Category	Comment Text
450Filer_Assist_964 TestAuto A.	Filer Assistant	10/19/2021	Income	Income 1	undefined	Filer Asset comment

At the bottom of the table, there are 'Back' and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

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

REPORT DATA

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.

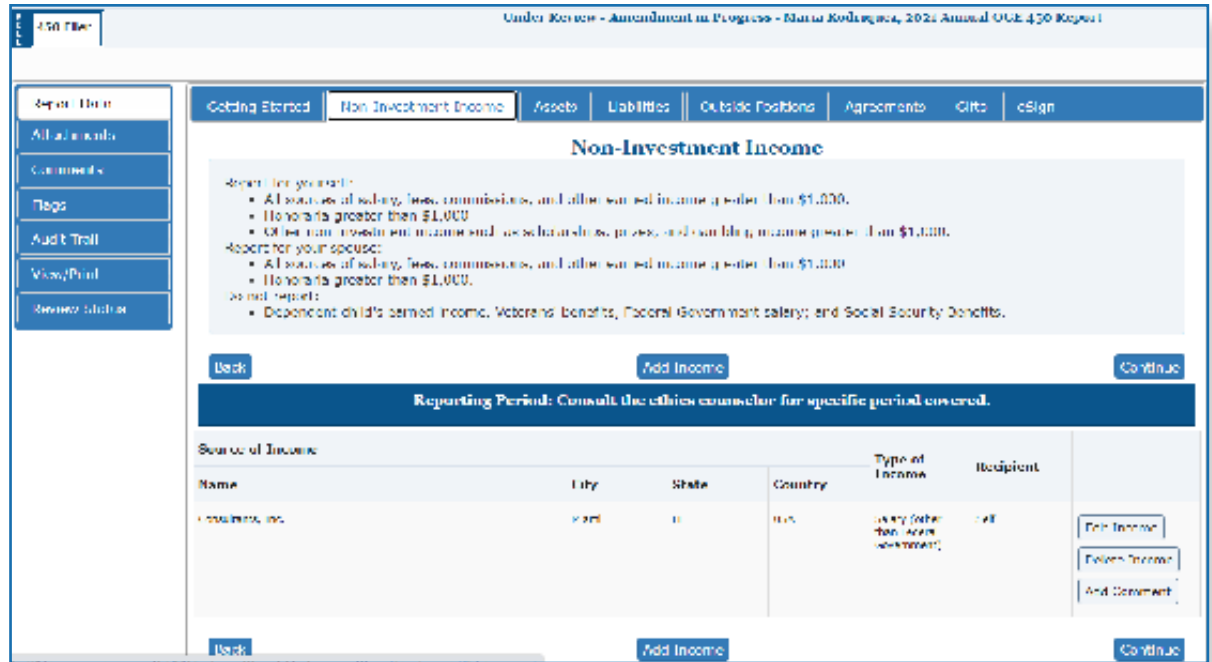
The following Report Data sections are included in an OGE 450 financial disclosure report:

- ◆ 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.

The screenshot shows the Financial Disclosure Management (FDM) web application interface. At the top, there is a header with the text "Financial Disclosure Management" and a logo for the Department of the Army, Office of the Inspector General. Below the header, there is a navigation bar with the following sections: "Getting Started", "Non Investment Income", "Assets", "Liabilities", "Outside Positions", "Agreements", "Gifts", and "eSign". The "Getting Started" section is currently selected and active. The main content area displays a "Getting Organized" message, which states: "You may find it helpful to have the following information to prepare your report". Below this message is a list of items: "A copy of your previous OGE450 (if you have filed before)", "Statements for all bank, brokerage, retirement, or college savings accounts.", "Rental Agreement", "Any agreements or arrangements from past, current or future employers", and "Loan Statements (If over \$10,000)". At the bottom right of the page, there is a "Continue" button.

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.



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 Delete Asset if you wish to remove an asset from your report.
Add Comment	Click Add Comment to add comments to specific line items.

NON-INVESTMENT INCOME

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

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.
2. 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.

The screenshot shows the 'Add Non-Investment Income' page. A red box highlights the 'Non-Investment Income' link in the top navigation bar. The main form area is titled 'Add Non-Investment Income' and includes a warning: 'Reporting Periods Consult the ethics counselor for specific period covered.' The form is divided into three sections: 'SOURCE OF INCOME', 'RECIPIENT (OPTIONAL)', and 'TYPE OF NON-INVESTMENT INCOME'. The 'SOURCE OF INCOME' section has fields for Name (Consultants, Inc.), City (Miami), State (FL), and Country (INTERNATIONAL). The 'RECIPIENT (OPTIONAL)' section has radio buttons for 'Self' and 'Spouse'. The 'TYPE OF NON-INVESTMENT INCOME' section has radio buttons for 'Salary (other than Federal Government)', 'Fees', 'Commissions', 'Income from personal services', 'Pension Plan Payments (other than Federal Government)', 'Honoraria', and 'Other'. The 'Fees' option is selected.

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.

Reporte List

Draft - 450Filer_063 N. TestAuto, 2021 New Entrant OGE 450 Report

Getting Started | Non-Investment Income | **Assets** | Liabilities | Outside Positions | Agreements | eSign

Add Asset and Investment Income

Reporting Period: 12 months preceding the submission of this Report. If you had a National Emergency/Combat Zone Extension, consult your Ethics Official to determine the appropriate reporting period.

ASSET NAME

Name: Asset A

ASSET OWNER (OPTIONAL)

Self
 Joint
 Spouse
 Dependent Child

WERE YOU STILL HOLDING THIS ASSET?

Yes
 No

ASSET TYPE

Stock, bond, option or security
 Sector mutual fund
 Real Estate
 City: Philadelphia
 State: PA
 Country: UNITED STATES
 Privately held trade or business
 Description:
 Life Insurance (not term)
 Whole
 Universal
 Variable
 Other
 Annuity
 Retirement Plan or Account (e.g., 401(k), IRA)*
*Do NOT report diversified Mutual or Exchange Traded Funds.
 Pension Plan (Employer Name)
 Employer Name:
 Trust
 Other (Partnership, LLC, S Corp, etc.)
 Describe:

Save Cancel

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.

Seq. #	Asset Name	City	State	Country	Type of Asset	Owner	No Longer Held	
1	Moola Investments	-	-	-	Brokerage Account / Asset Management Account / Managed Account	Joint	<input type="checkbox"/>	<input type="button" value="Edit Asset"/> <input type="button" value="Add Underlying Asset"/> <input type="button" value="Delete Asset"/> <input type="button" value="Add Comment"/>

ASSET NAME
Name:

ASSET OWNER (OPTIONAL)
 Self
 Joint
 Spouse
 Dependent Child

WERE YOU STILL HOLDING THIS ASSET?
 Yes
 No

ASSET TYPE
 Stock, bond, option or other security
 Private mutual fund or exchange traded fund (ETF)
 Real Estate (e.g. residential rental, farmland, commercial property)
 Privately owned motor or business (small business)
 Description:

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

4. Click **Add Asset** to open the Add Asset and Investment Income page.

Seq. #	Asset Name	City	State	Country	Type of Asset	Owner	No Longer Held	
1	Moola Investments	-	-	-	Brokerage Account / Asset Management Account / Managed Account	Joint		Edit Asset Add Underlying Asset Delete Asset Add Comment
1.1	Big Bucks Buddies(Belt and buckles manufacturer)	-	-	-	Privately owned trade or business (Small Business)	Joint		Edit Asset Add Underlying Asset Delete Asset Add Comment

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.

ASSET OWNER (OPTIONAL)
 Self
 Joint
 Spouse
 Dependent Child

WERE YOU SET UP HOLDING THIS ASSET?
 Yes
 No

UNDERLYING ASSET
 This is an underlying asset
[Choose Parent Asset](#)

ASSET TYPE
 Stock, bond, option or other security
 Sector Mutual Fund or Exchange Traded Fund (ETF)
 Real Estate (e.g. residential rental, farmland, commercial property)
 City: Trenton
 State: NJ
 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 Asset and Investment Income

* Depicts an asset that the Filer has acknowledged does not contain reportable underlying assets.
 ** Depicts a legacy asset. No updates can be made to any fields until the legacy asset is changed to a new asset type.

Choose a Parent for Underlying Asset

Seq. #	Asset				Type of Asset	Owner	No Longer Held	
	Name	City	State	Country				
1	Moola Investments	-	-	-	Brokerage Account / Asset Management Account / Managed Account	Joint		Select Asset
1.1	Big Bucks Buckles, Belt and buckles manufacturer.	-	-	-	Privately owned trade or business (Small Business)	Joint		Select Asset

Cancel and Return

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.

Reporting Period: 12 months preceding the submission of this Report. If you had a National Emergency/Combat Zone Extension, consult your Ethics Official to determine the appropriate reporting period. 37 line item(s)

Seq. #	Asset Name	City	State	Country	Type of Asset	Owner	No Longer Held	
1	Asset-1	-	CO	-	College Savings Plan (529 plan)	Self		Edit Asset Add Underlying Asset Delete Asset Add Comment
1.1	Asset-1.1 (Under-1.1)	-	-	-				Edit Asset Delete Asset Add Comment

Delete Asset?

⚠ "Deleting this asset will not delete any of its underlying assets. All underlying assets will be moved up one level in the hierarchy."

Delete Asset? **Cancel**

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 Underlying Asset								
Seq. #	Asset				Type of Asset	Owner	No Longer Held	
	Name	City	State	Country				
1	Asset-1	-	CO	-	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	CO	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.

The screenshot shows the 'Edit Liability' page. At the top, there is a navigation bar with tabs: 'Getting Started', 'Non-Investment Income', 'Assets', 'Liabilities', 'Outside Positions', 'Agreements', and 'eSign'. The 'Liabilities' tab is highlighted with a red box. Below the navigation bar, the page title is 'Edit Liability'. A blue banner contains the text: 'Reporting Period: 12 months preceding the submission of this Report. If you had a National Emergency/Combat Zone Extension, consult your Ethics Official to determine the appropriate reporting period.' The form is divided into three main sections: 'CREDITOR:', 'DEBTOR (OPTIONAL):', and 'TYPE OF LIABILITY (DEBT):'. The 'CREDITOR' section has input fields for Name (Liability 1), City (City 1), State (ND), and Country (UNITED STATE!). The 'DEBTOR (OPTIONAL)' section has radio buttons for Self (checked), Joint, Spouse, and Dependent Child. The 'TYPE OF LIABILITY (DEBT)' section has radio buttons for Loan (checked) and Other Debt. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

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.

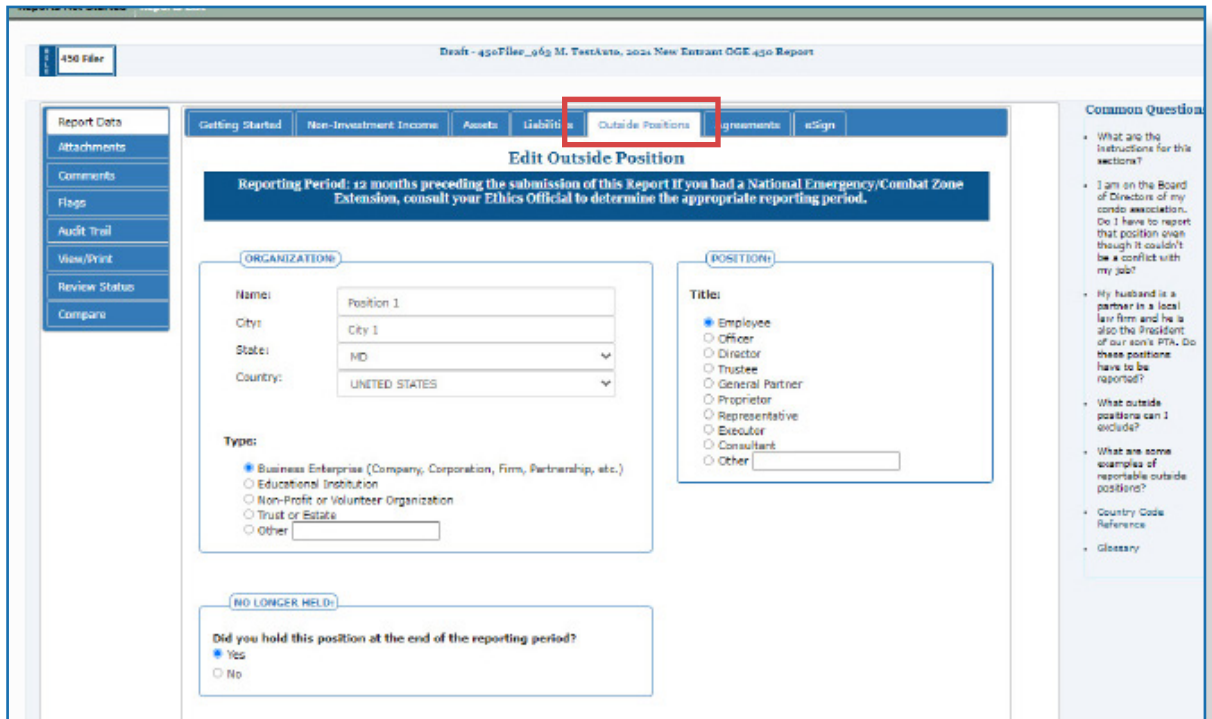
- Positions with a religious, social, fraternal, or political nature; and positions of a solely honorary nature do not have to be reported.

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

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



- 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
- ☞ Do report post-employment plans and severance pay.

AGREEMENTS

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.

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.

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.

Gifts or travel reimbursements entered on a previous report do not carry forward because they are only related to a specific reporting period.

The screenshot shows the 'View A Gift or Travel Reimbursement' form. At the top, there is a navigation bar with tabs: Getting Started, Non-Investment Income, Assets, Liabilities, Outside Positions, Agreements, **Gifts** (highlighted with a red box), and Sign. Below the navigation bar, the form title is 'View A Gift or Travel Reimbursement'. A blue banner indicates 'Reporting Period: Consult the ethics counselor for specific period covered.' The form is divided into four main sections:

- SOURCE:** Name: Gift Source 1
- RECIPIENT: (OPTIONAL):** Radio buttons for Self (checked), Joint, Spouse, and Dependent Child.
- TYPE:** Radio buttons for Travel Related Reimbursement (checked) and Other Gift.
- DESCRIPTION: (FOR TRAVEL-RELATED ITEMS, INCLUDE ITINERARY):** A text area containing 'Gift 1 - Description 1' and a character count '(102 Characters Remaining of 124)'.

 A 'Back' button is located at the bottom left of the form.

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.
Type	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.

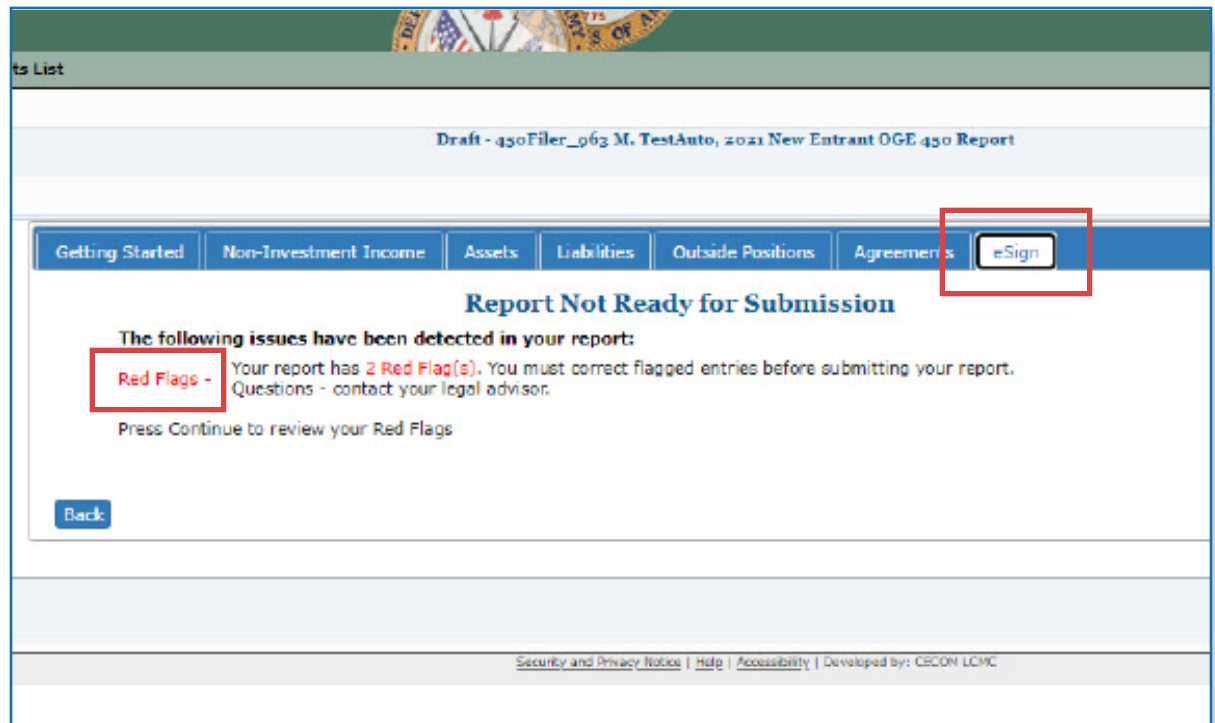
- Filers can submit financial disclosure reports with yellow flags.

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.



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

REVIEWING FLAGS

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

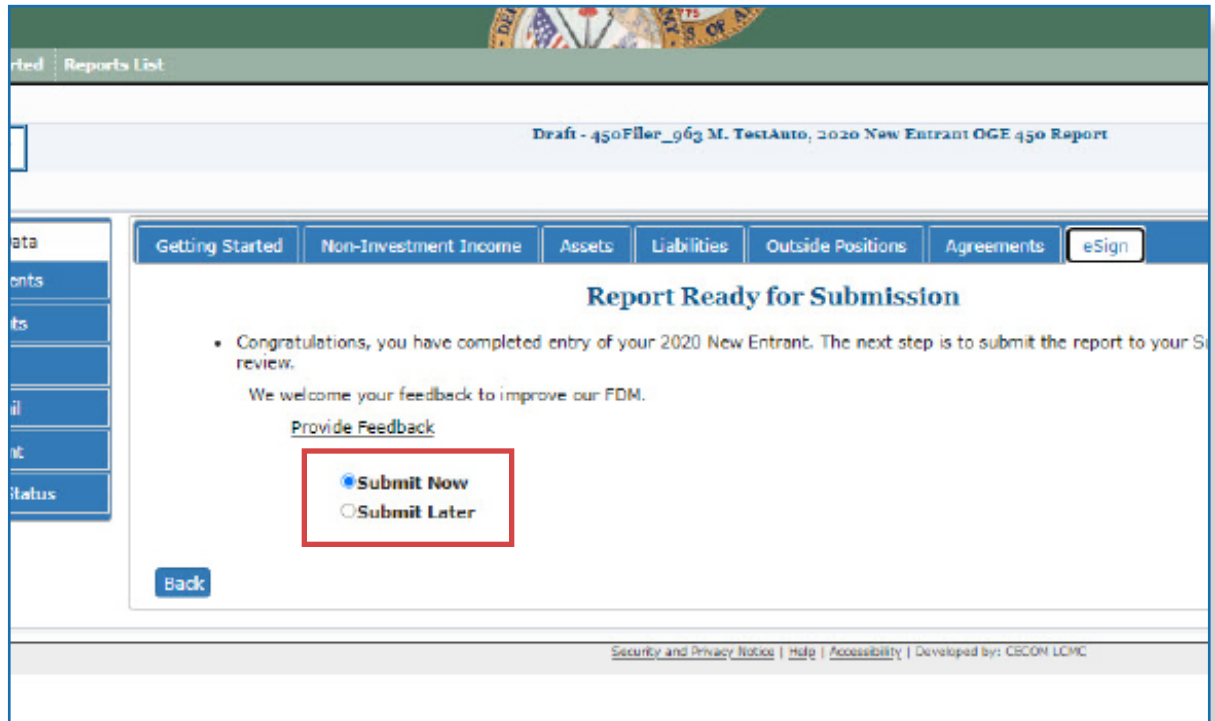
Field	Description
Red Flags	A red flag indicates required information is missing and should be provided before the report is submitted.
Yellow Flags	A yellow flag indicates information is missing but is not required to submit the report.



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



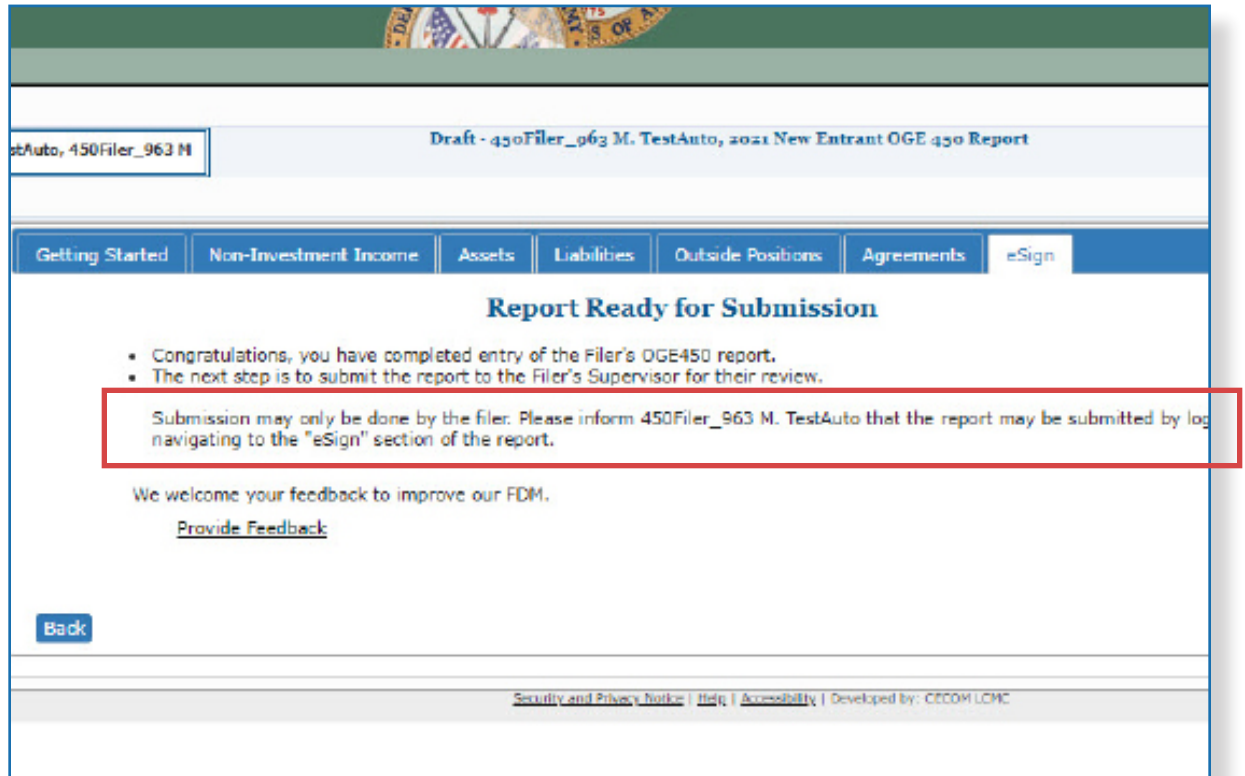
1. On the Report Ready for Submission page, select **Submit Now** or **Submit Later** and click **Continue** to eSign the report.

Field	Description
Submit Now	Select Submit Now to eSign the report and submit for review to the Senior Legal Counsel and Supervisor.
Submit Later	Select Submit Later 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.

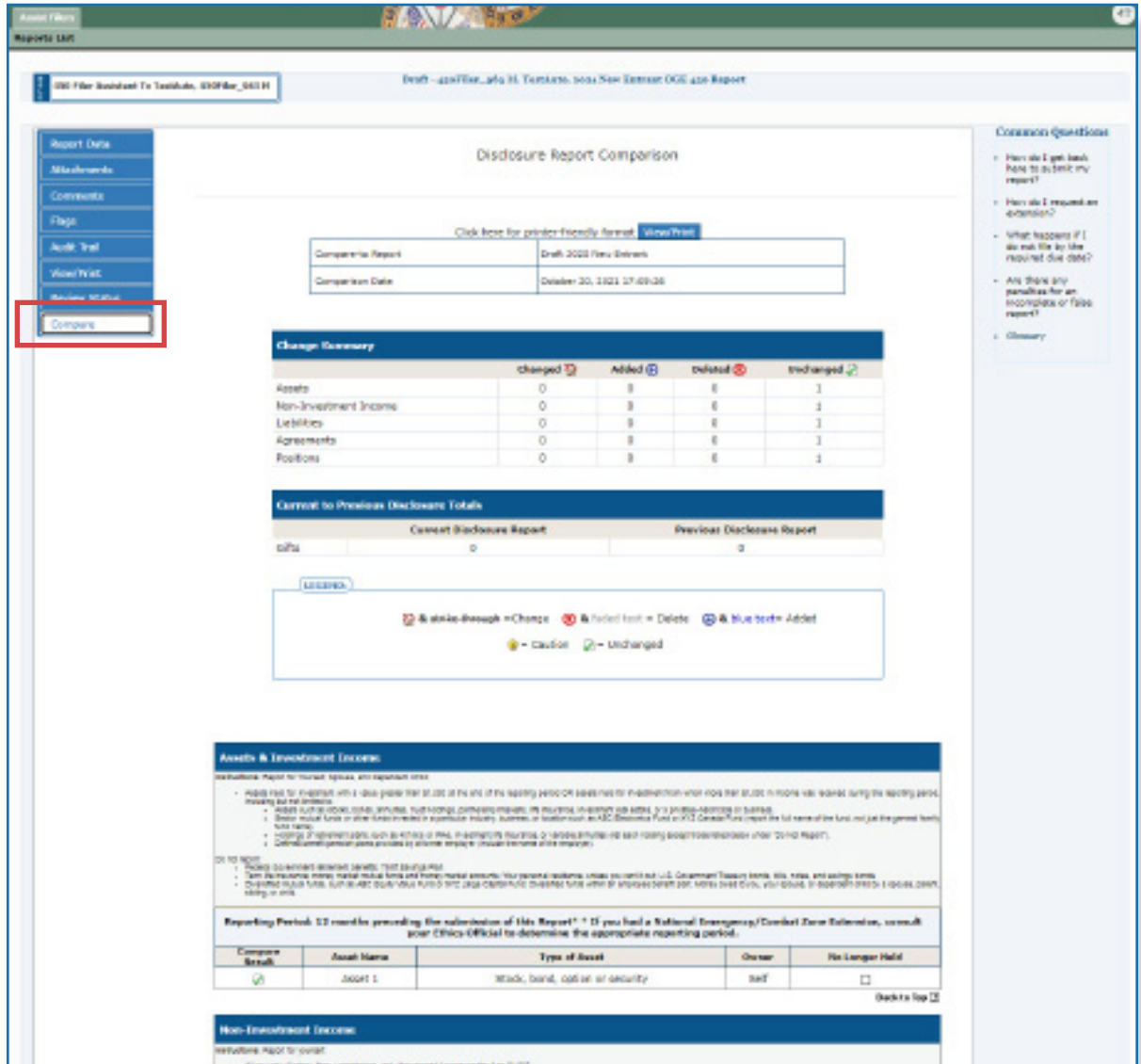


COMPARE A PRE-POPULATED REPORT

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 pre-populated from a previous report.

Comparing Reports in FDM

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

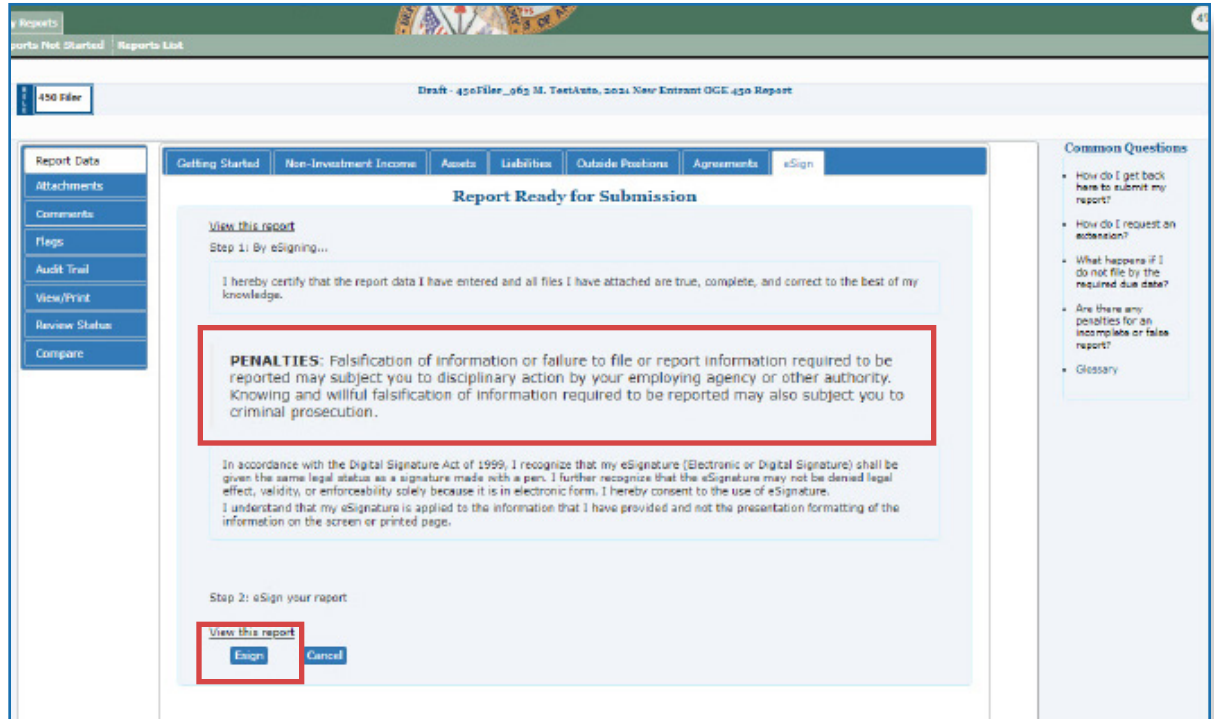


2. Review the report changes.
3. Click **Report Data** to proceed to eSign.

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.

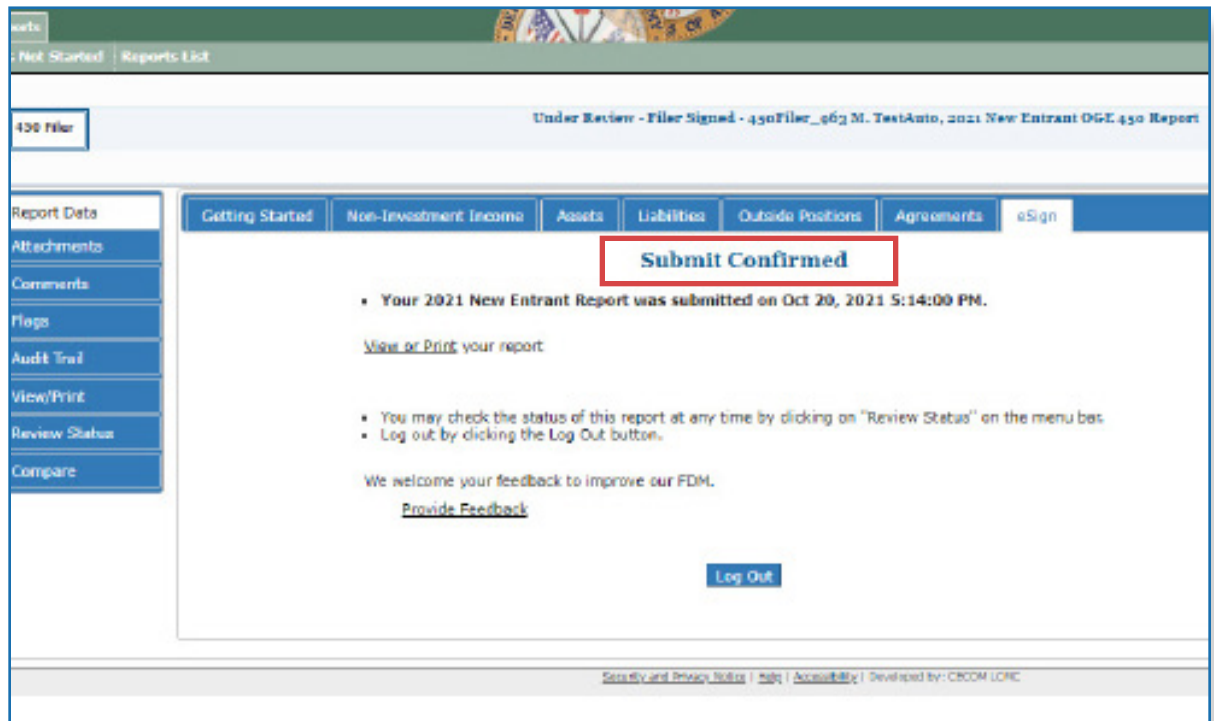


Once the Filer has eSigned the report, FDM sends an e-mail message to the appropriate reviewers indicating the report is awaiting their review.

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.



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.

my reports
Reports List

Welcome Walter Williams

Annual OGE 450 Reports are due 11/15/2022.

Created a new 2022 OGE report (1) 1 of 1 New Report .

Your agency only allows you to start unassigned reports (Reports Not Started tab). Contact your Ethics Counselor to assign a report if you want to start a full OGE report. To work on an assigned report select a report from the table below.

My OGE 450 Reports Not Started				
Assigned Report	Review Status	Org Unit	Current Due Date	
2022 Annual Report	Not Started	Central North	11/15/2022	Start This Report

My OGE 450 Reports				
Assigned Report	Review Status	Org Unit		
2022 Annual Report	Under Review - Eler Signed	Central North		Report Data eSign
2022 New Conflict Report	Under Review - Eler Signed	Central North		Report Data eSign

Search and Filter Tools | Help | Available | Powered by: COACHPOINT

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.

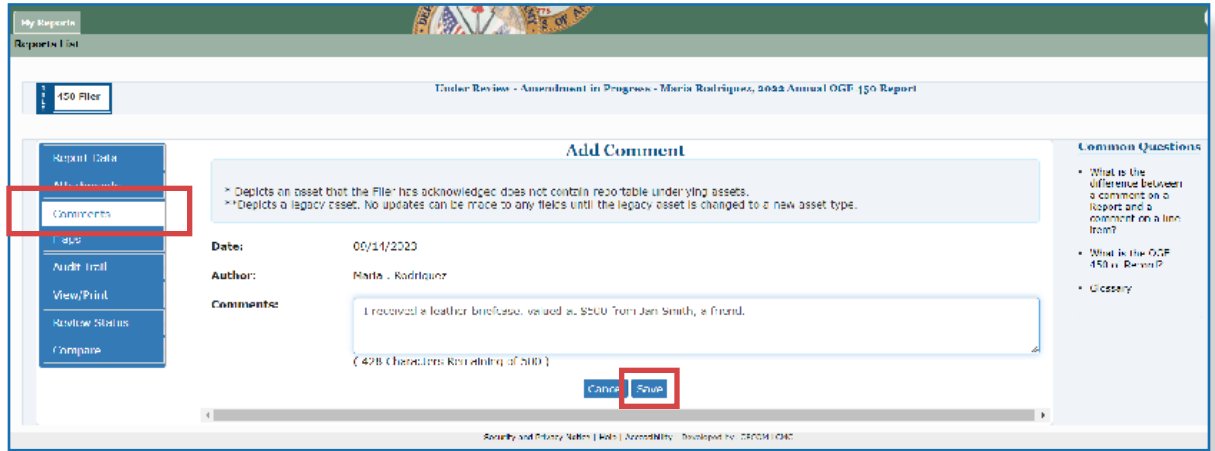
Supplemental Report Comments

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

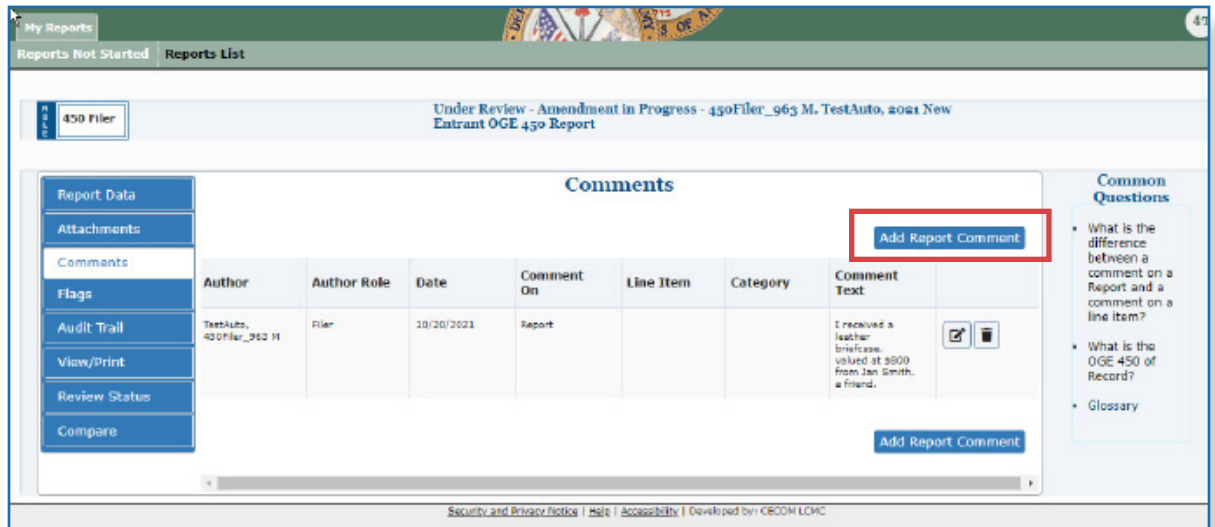
The screenshot shows the 'Comments' page in the FDM system. The page title is 'Under Review - Amendment in Progress - 450Filer_063 M. TestAuto, 2024 New Entrant OGE 450 Report'. The left navigation menu includes 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', 'Review Status', and 'Compare'. The 'Comments' tab is highlighted with a red box. The main content area features a table with the following columns: Author, Author Role, Date, Comment On, Line Item, Category, and Comment Text. Below the table, there is a search bar and a 'no matching records found' message. Two 'Add Report Comment' buttons are visible on the right side of the table. A 'Common Questions' sidebar is located on the right, containing questions like 'What is the difference between a comment on a Report and a comment on a line item?' and 'What is the OGE 450 of Record?'. The footer of the page includes 'Search and Privacy Notice | Help | Accessibility | Developed by: CSCDM LDMC'.

Report comments cannot be deleted.

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

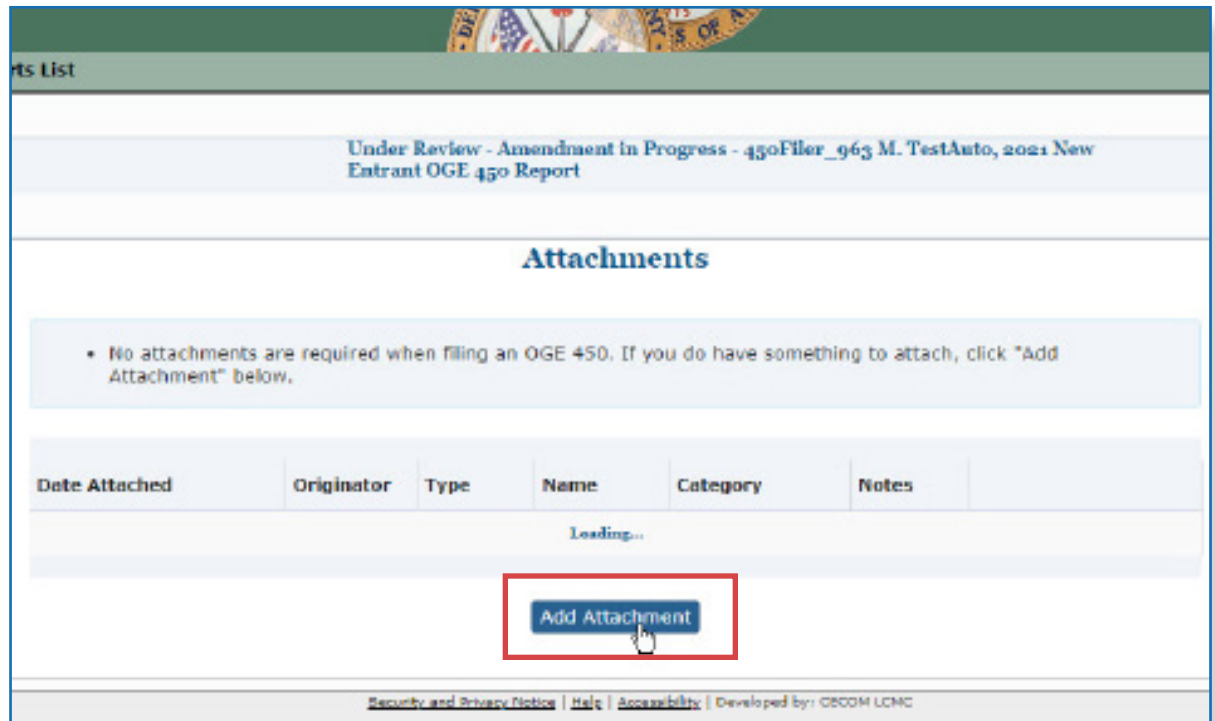


3. Type your comment and then click **Save**. The Comments page is displayed. Filers can edit the comment just added or add additional report comments.

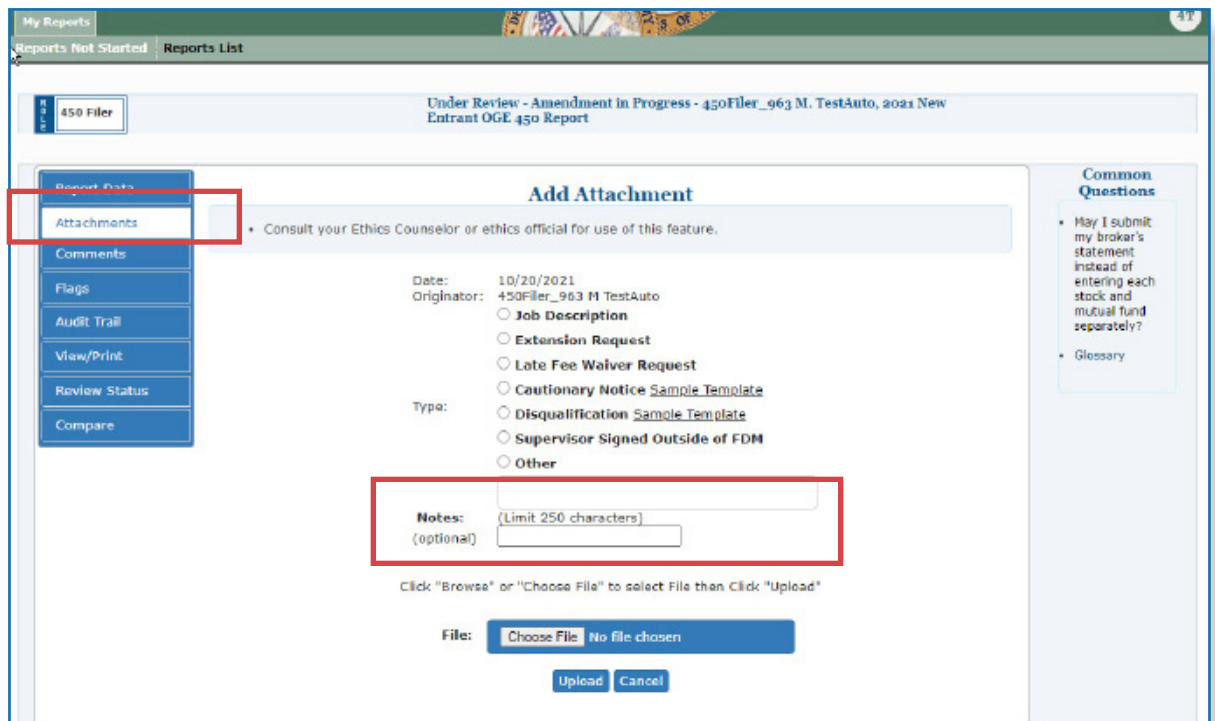


Supplemental Report Attachments

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.

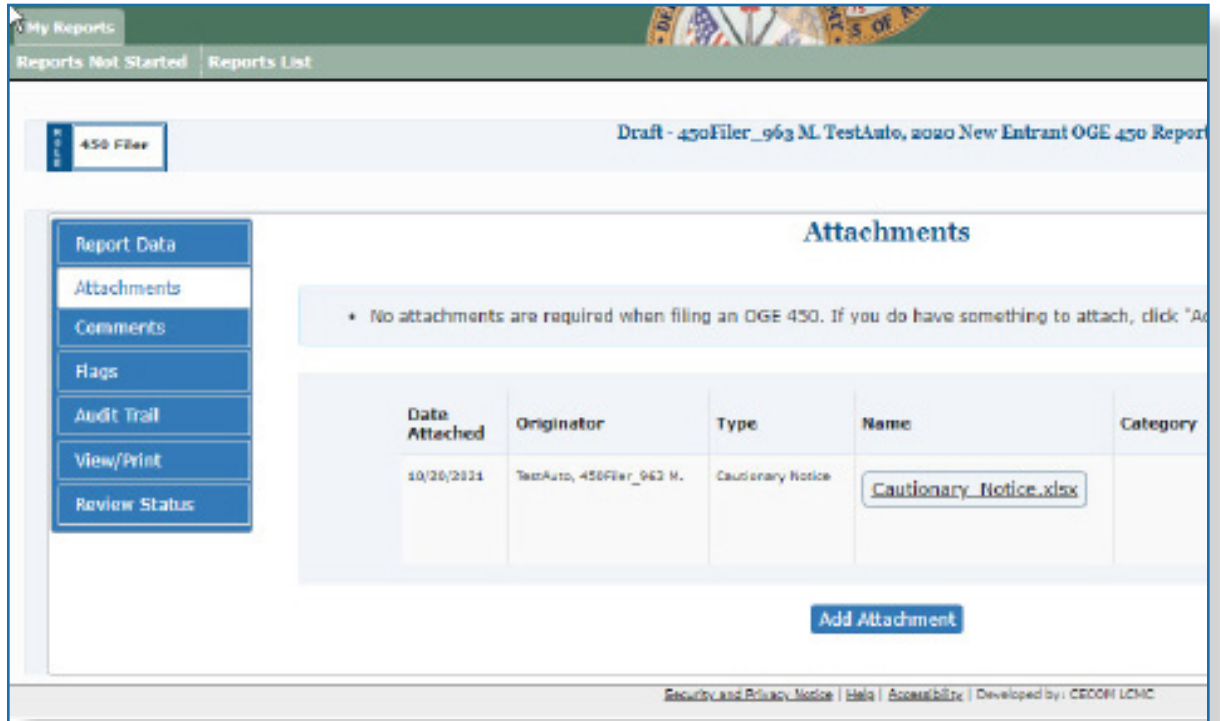


3. Click **Add Attachment**. The Add Attachment page is displayed.



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.



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

Extension requests must be submitted outside of FDM.

EXTENSIONS

Determining if an Extension has Been Recorded

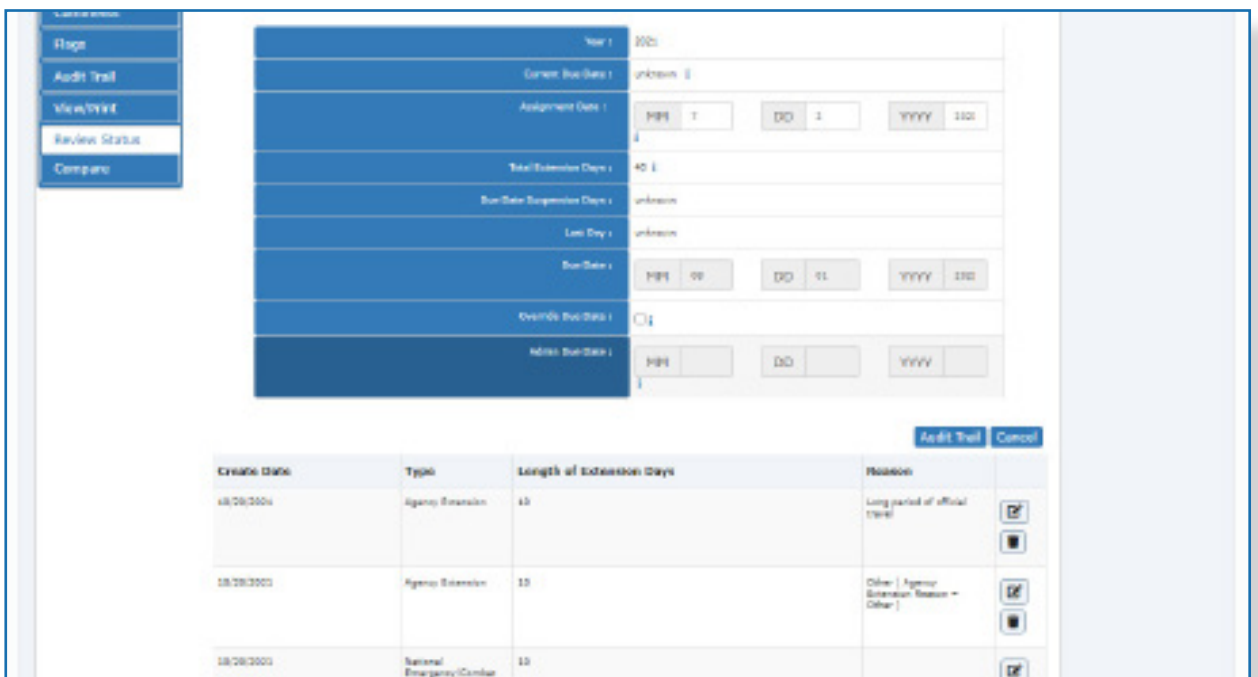
A Filer can determine if an extension has been recorded for a financial disclosure report by selecting **Review Status** or **View/Print** for a financial disclosure report.

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**.



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



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.

The screenshot displays the 'My Reports' interface. At the top, there are tabs for 'Reports Not Started' and 'Reports List'. Below this, a header indicates the user is a '450 Filer' and shows a draft report titled 'Draft - 450Filer_963 M. TestAuto, 2021 New Entrant OGE 45'. A vertical menu on the left contains options: Report Data, Attachments, Comments, Flags, Audit Trail, View/Print (highlighted with a red box), Review Status, and Compare. The main content area shows 'FDM e450 Report' with a 'View/Print' link and the message 'Attachments: No Attachments were Found'. A large 'View/Print' heading is also visible on the right. The footer includes links for 'Security and Privacy Notice', 'Help', 'Accessibility', and 'Developed by: CECOM LLC'.

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**.

To view and print an OGE 450, pop-up blockers must be disabled.

Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

Report Year: 2021
Reporting Status: New Entry
Employee's Name: <ORGAN_362 M. TestAuto
Position/Title: POSITION X
Grade: CTR
Agency: OGE
Branch/Unit and Address: Branch 2
 123 567890 St
 New York City, NY 10001
Work Place: New York City, NY 10001
E-mail Address: 718-555-1234 @example.com
Date of Agreement: 7/2/2021
If an SGE, Holding Address (Number, Street, City, State, ZIP Code): No

Table of Contents

- Report Year
- Non-employment Income
- Assets
- Liabilities
- Outside Positions
- Agreements or Arrangements
- Gifts and Travel Arrangements
- Attachments
- Comments
- Flags
- Audit Trail
- Review Status
- Disclosure Report Reviewers

Part I: Non-employment Income

Source of Income	Type of Income	Recipient
1. Source 1, City 1, MD, USA	Salary (Other than Federal Government)	Self

Part II: Assets

Asset Name	Type of Asset	Owner	No Longer Held
1. Asset 1	Stock, bond, option or security	Self	

Part III: Liabilities

Liability	Type of Liability	Debtor
1. Liability 1, City 1, MD, USA	Loan	Self

Part IV: Outside Positions

Organization	Type of Organization	Position	No Longer Held
1. Position 1, City 1, MD, USA	Business Enterprise	Employee	

Part V: Agreements or Arrangements

Agreement	Type of Agreement or Arrangement	Terms of Agreement or Arrangement
1. Agreement 1, City 1, MD, USA	Continuing participation in employee pension or benefit plan	Agreement 1 - Terms 1

Part VI: Gifts and Travel Arrangements

This report has no reported gifts and travel reimbursements.

Attachments: None

Comments: None

Flags: None

Audit Trail

Date	Role	Name	Event
1. 10/29/2021 17:23	File	4208ar_362 M. TestAuto	Created Report

Review Status

Report Progress

Created:	10/29/2021
File Assign and Submitted:	
Approved:	
Completed:	Yes

Estimates

Required activity: 2021 OGE 450 New Entry
 Due Date: 6/1/2021
 Total Extension: 40
 Current Due Date: _____

Disclosure Report Reviewers

Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signature
Supervisor	Super Org_359 A. TestAuto	Organization		
Supervisor SLC	SLC_Org_351 A. TestAuto	Organization		
SLC Counselor	SLC_EC_363 A. TestAuto			
Assistant	SLC_Assist_054 A. TestAuto			
450 Controller	450C_Org_399 A. TestAuto	Organization		
ETHAG COUNSELOR	450C_EC_367 A. TestAuto			
Assistant	450C_Assist_058 A. TestAuto			

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

The financial disclosure report displays in a separate browser window.

PRINTING A REPORT IN FDM

DOE OIG 450, 5 CFR 951.2024, SUBPART 1
U.S. Office of Government Ethics

Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

<p>Report Year: 2021 Reporting Status: New Entrant Employee's Name: 450Rbr_862 M. TestAuto Position/Title: P05000 X Grade: CTR Agency: OGE Branch/Unit and Address: Branch 2 123 456789 St. New York City, NY 10001 Work Phone: 718-555-1124 E-mail Address: @annymail Date of Appointment: 7/2/2021 If Special Government Employee (SGE): no If an SGE, Mailing Address (Number, Street, City, State, ZIP Code):</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Table of Contents</th> </tr> </thead> <tbody> <tr><td>Report Data</td><td></td></tr> <tr><td>Non-employment Income</td><td></td></tr> <tr><td>Assets</td><td></td></tr> <tr><td>Liabilities</td><td></td></tr> <tr><td>Outside Positions</td><td></td></tr> <tr><td>Agreements or Arrangements</td><td></td></tr> <tr><td>Gifts and Travel Reimbursements</td><td></td></tr> <tr><td>Attachments</td><td></td></tr> <tr><td>Comments</td><td></td></tr> <tr><td>Flags</td><td></td></tr> <tr><td>Asset Trail</td><td></td></tr> </tbody> </table>	Table of Contents		Report Data		Non-employment Income		Assets		Liabilities		Outside Positions		Agreements or Arrangements		Gifts and Travel Reimbursements		Attachments		Comments		Flags		Asset Trail	
Table of Contents																									
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Attachments																									
Comments																									
Flags																									
Asset Trail																									

Part II: Non-Employment Income		
Source of Income	Type of Income	Recipient
1 Income 1, City 1, MD, USA	Salary (other than Federal Government)	Self

Part I: Assets			
Asset Name	Type of Asset	Owner	No Longer Held
1 Asset 1	Stock, bond, option or security	Self	

Part II: Liabilities		
Creditor	Type of Liability	Debtor
1 Liability 1, City 1, MD, USA	Loan	Self

Part III: Outside Positions			
Organization	Type of Organization	Position	No Longer Held
1 Position 1, City 1, MD, USA	Business Enterprise	Employee	

Part IV: Agreements or Arrangements		
Parties	Type of Agreement or Arrangement	Terms of Agreement or Arrangement
1 Agreement 1, City1, MD, USA	Continuing participation in employee pension or benefit plan	Agreement 1 - Terms 1

Part V: Gifts and Travel Reimbursements
 This report has no reported Gifts and Travel Reimbursements.

Attachments	
	None

Comments	
	None

Flags	
	None

Asset Trail			
Date	Ref	Name	Event
1 11/20/2021 17:22	Filer	450Rbr_862 M. TestAuto	Created Report

Review Status	
Report Progress	Created: 10/22/2021 Filer design and Submitted: Approved: Completed: by:
Extensions	Required 401(d): 2021 DOE 450 New Entrant Due Date: 6/1/2021 Total Extensions: 40 Current Due Date:

Disclosure Report Reviewers				
Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures
Supervisor	Super-Org_859 A. TestAuto	Organization		
Supervisor SLC	SLC-Org_953 A. TestAuto	Organization		
Ethics Counselor Assistant	SLC_EC_953 A. TestAuto SLC_Assist_054 A. TestAuto			
450 Certifier	450C-Org_950 A. TestAuto	Organization		
Ethics Counselor Assistant	450C_EC_957 A. TestAuto 450C_Assist_056 A. TestAuto			

4. Select **File | Print** and click **Print**.

RECORDING EXTENSIONS

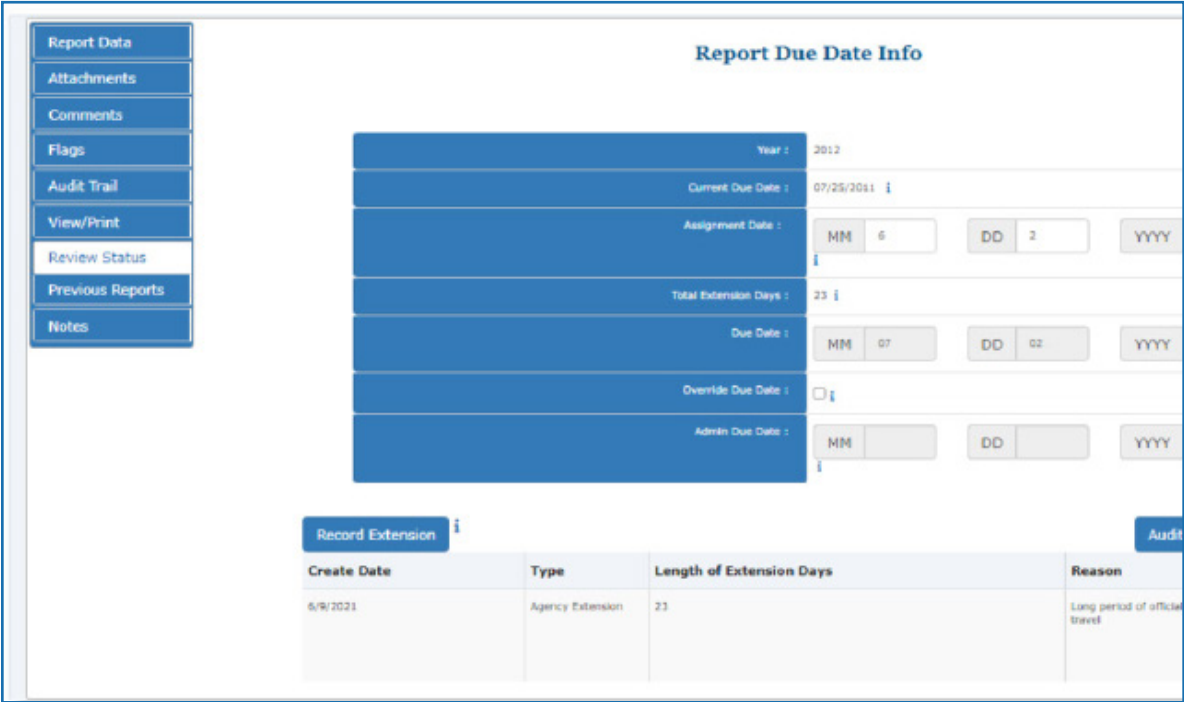
EXTENSIONS

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**.



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 - 450 Filer_328 X. TestMan, 2012 New Entrant OGE 450 Report

Record Extension

Create Date : 06/09/2021

Length Of Extension :

Extension Type :

Agency Extension National Emergency/Combat Zone(Sec 5 CFR 2634.508(d))

--SELECT EXTENSION REASON--

Other Reason :
(Limit 256 characters)

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.
2. Click **View Due Date Information**.

fdm-qa01.sec.c3sys.army.mil says
Are you sure, you want to delete the extension?

Current Due Date :	07/25/2011					
Assignment Date :	MM	<input type="text" value="6"/>	DD	<input type="text" value="2"/>	YYYY	<input type="text" value="2011"/>
Total Extension Days :	23					
Due Date :	MM	<input type="text" value="07"/>	DD	<input type="text" value="02"/>	YYYY	<input type="text" value="2011"/>
Override Due Date :	<input type="checkbox"/>					
Admin Due Date :	MM	<input type="text"/>	DD	<input type="text"/>	YYYY	<input type="text"/>

Create Date	Type	Length of Extension Days	Reason
6/9/2021	Agency Extension	23	Long period of official travel

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 Due Date Info

Year :	2012
Current Due Date :	07/22/2011 <small>i</small>
Assignment Date :	<input type="text" value="MM"/> <input type="text" value="6"/> <input type="text" value="DD"/> <input type="text" value="2"/> <input type="text" value="YYYY"/> <input type="text" value="2011"/> <small>i</small>
Total Extension Days :	20 <small>i</small>
Due Date :	<input type="text" value="MM"/> <input type="text" value="07"/> <input type="text" value="DD"/> <input type="text" value="02"/> <input type="text" value="YYYY"/> <input type="text" value="2011"/>
Override Due Date :	<input type="checkbox"/> <small>i</small>
Admin Due Date :	<input type="text" value="MM"/> <input type="text"/> <input type="text" value="DD"/> <input type="text"/> <input type="text" value="YYYY"/> <input type="text"/> <small>i</small>

Record Extension i
Audit Trail
Cancel

Create Date	Type	Length of Extension Days	Reason	
6/9/2021	Agency Extension	20	Other (Enter extension reason here.)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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**.
7. Click **Edit** beside the extension that you want to modify. The Edit Extension page displays.

Report Due Date Info

Year :	2012
Current Due Date :	07/22/2011
Assignment Date :	<input type="text" value="MM"/> 6 <input type="text" value="DD"/> 2 <input type="text" value="YYYY"/> 2011
Total Extension Days :	20
Due Date :	<input type="text" value="MM"/> 07 <input type="text" value="DD"/> 02 <input type="text" value="YYYY"/> 2011
Override Due Date :	<input type="checkbox"/>
Admin Due Date :	<input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YYYY"/>

[Record Extension](#)

[Audit Trail](#)

[Cancel](#)

Create Date	Type	Length of Extension Days	Reason
6/9/2021	Agency Extension	20	Other (Enter extension reason here.)

[Edit](#)
[Delete](#)

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

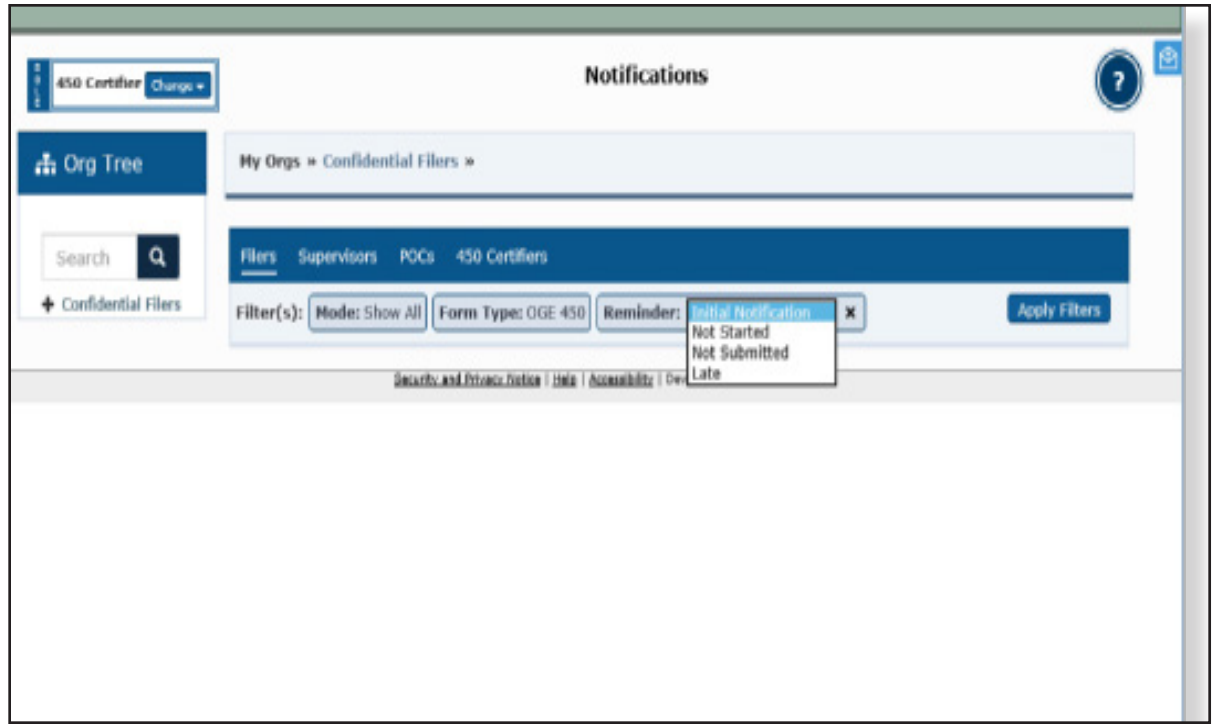
Once your Filers have eSigned their OGE 450 reports, you can use Notifications to monitor and send reminder notifications to Supervisors to begin their review of the Filer's reports in FDM.

- ♦ **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.



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.

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

Sorting

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

The screenshot shows the 'Notifications' page in the Financial Disclosure Management system. The breadcrumb trail is 'My Orgs » Confidential Filers » Central North ». The page has tabs for 'Files', 'Supervisors', 'POCs', and '450 Certifiers', with 'Files' selected. The filter(s) are 'Mode: Show All', 'Form Type: OGE 450', and 'Reminder: Not Submitted'. The list shows 6 entries, with 6 rows selected. The 'Notify Selected' button is located at the bottom right of the list.

<input type="checkbox"/>	E-mail	Name	Assigning Org	Report Status	Review Status	Supervisor
<input checked="" type="checkbox"/>	thomas.a.berens.ctr@mail.mil	FilerAsst_450_1444.G	Central North	2015 Annual OGE 450	Draft	Tuesday, Ruby X
<input checked="" type="checkbox"/>	G.Friday@FDMSandbox.com	Friday, Gladys X	Central North	2018 New Entrant OGE 450	Draft	Tuesday, Ruby X
<input checked="" type="checkbox"/>	W.Knight@FDMSandbox.com	Knight, Wednesday X	Central North	2015 Annual OGE 450	Draft	Tuesday, Ruby X
<input checked="" type="checkbox"/>	stanley.a.kupp@us.army.mil	Kupp, Stanley	Central North	2019 New Entrant OGE 450	Draft	Tuesday, Ruby X
<input checked="" type="checkbox"/>	S.Sea@us.army.mil	Sea, Stormy X	Central North	2018 New Entrant OGE 450	Draft	Tuesday, Ruby X
<input checked="" type="checkbox"/>	S.Sea@us.army.mil	Sea, Stormy X	Central North	2015 Annual OGE 450	Draft	Tuesday, Ruby X

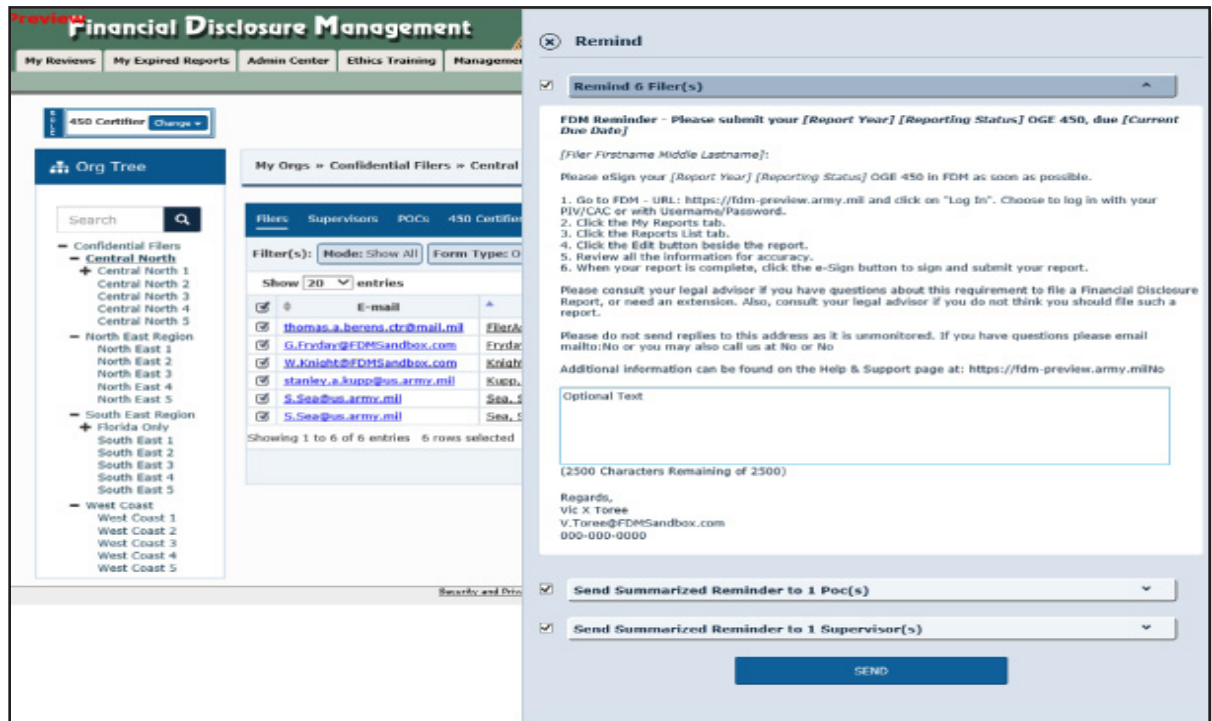
Exporting Your Filer List

To export a list:

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

Review E-Mail Message

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



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

- 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**.

The screenshot shows the 'Notifications' page in the Financial Disclosure Management system. The left sidebar contains an 'Org Tree' with '450 Certifier' selected. The main area shows a list of users under the '450 Certifiers' filter. The list has columns for checkboxes, E-mail, Name, Phone, and Org Unit. Four users are listed: Janine S. Bland, M. Day, and V. Toree. The 'Notify Selected' button is visible at the bottom right of the list.

<input type="checkbox"/>	E-mail	Name	Phone	Org Unit
<input checked="" type="checkbox"/>	janine.s.bland.ctr@mail.mil	Burst, Starr X	000-000-0000	North East Region
<input checked="" type="checkbox"/>	janine.s.bland.ctr@mail.mil	Burst, Starr X	000-000-0000	South East Region
<input checked="" type="checkbox"/>	M.Day@FDMSandbox.com	Day, Manny X	000-000-0000	Central North
<input checked="" type="checkbox"/>	V.Toree@FDMSandbox.com	Toree, Vic X	000-000-0000	Confidential Filers

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.

The screenshot shows the 'Bulk Notification' dialog box. The 'To' field is populated with the email addresses of the selected users: janine.s.bland.ctr@mail.mil;M.Day@FDMSandbox.com;V.Toree@FDMSandbox.com. The 'Subject' and 'Message' fields are empty. The 'Send' and 'Cancel' buttons are at the bottom.

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.

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:

☞ Only 450 Certifiers can access reports on the Manage Exceptions list.

- ◆ 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

The screenshot shows the FDM Dashboard with the following elements:

- Navigation Bar:** My Reports, Assist Filers, My Reviews, My Expired Reports, Admin Center, Ethics Training, Management Reports, Notifications.
- Dashboard Header:** Dashboard, Review Reports.
- Informational Text:**
 - The work list and the manage exceptions counts indicate the number of reports that need an action on your part.
 - The count displayed is for the year 2020.
 - In order to view the reports from previous years, go to [Work List](#) or [Manage Exceptions](#).
- Work List View Mode:**
 - Role: 450 Certifier
 - OGE 450: 4
- Manage Exceptions:**
 - OGE 450: 1
- Buttons:** Go To Org Unit, Next Role.
- Callouts:**
 - "Click here to go to Org Unit View Mode." points to the Go To Org Unit button.
 - "Click the number link to go to Work List View Mode." points to the '4' in the Work List View Mode.
 - "Click the number link to go to Manage Exceptions." points to the '1' in the Manage Exceptions section.

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.

Review Reports - Work List View Mode [Change -](#)

Export -

My Roles: 450 Certifier | Form Type: OGE 450 | YEAR: 2020 | Reporting Status: ALL | Review Status: ALL | Action: Action Required

Blank Reports(s):

Last Name Starts With: | Last Name: | First Name: | [Search](#)

Show 10 entries

Filer	Supervisor	Form Type	Year	Reporting Status	Review Status	Due Date	Days In Review	Initial Review Days	Excess Filer Days	My Review/Signature Date
My Role : 450 Certifier										
Lastname, Casandra	Lastname, Don	OGE 450	2020	New Entrant	Under Review - Supervisor Signed	10/02/2020	0			
Lastname, Ron	OGE Supervisor, 1312	OGE 450	2020	New Entrant	Under Review - Supervisor Signed	10/02/2020	0			
Lastname, Don	Lastname, Don	OGE 450	2020	New Entrant	Under Review - Supervisor Signed	10/02/2020	0			

- 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.

The screenshot shows the 'Review Reports - Org Unit View Mode' interface. At the top, there is a navigation bar with tabs: 'My Reports', 'Assist Filers', 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below this, the main header reads 'Review Reports - Org Unit View Mode' with a 'Change' button. A '450 Certifier' dropdown is set to 'OGE 450'. The 'Org Units' section shows 'My Orgs' with 'Kevin Sub Org' selected. There are two radio buttons: 'Show Filer's Reports for Kevin Sub Org' (unchecked) and 'Show My Filer's Report' (checked). Below this, there are search filters: 'Form Type' (OGE 450), 'YEAR' (2020), 'Reporting Status' (ALL), and 'Review Status' (ALL). There are also input fields for 'Last Name Starts With', 'Last Names', and 'First Name', along with a 'Search' button. At the bottom, there is a 'Show 10 entries' dropdown. The table below has the following columns: Filer, Supervisor, Form Type, Year, Reporting Status, Review Status, Due Date, Days In Review, Initial Review Days, Excess Filer Days, and My Review/Signature Date. Two rows are visible in the table.


Filer	Supervisor	Form Type	Year	Reporting Status	Review Status	Due Date	Days In Review	Initial Review Days	Excess Filer Days	My Review/Signature Date
Lastname, Robin	Lastname, Don	OGE 450	2020	Annual	Under Review - Amendment in Progress	02/18/2020	133	0	92	
Lastname, Rennie	Lastname, Don	OGE 450	2020	New Entrant	Complete	05/13/2020	9	9	1	04/22/2020

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 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 .

☞ 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**.

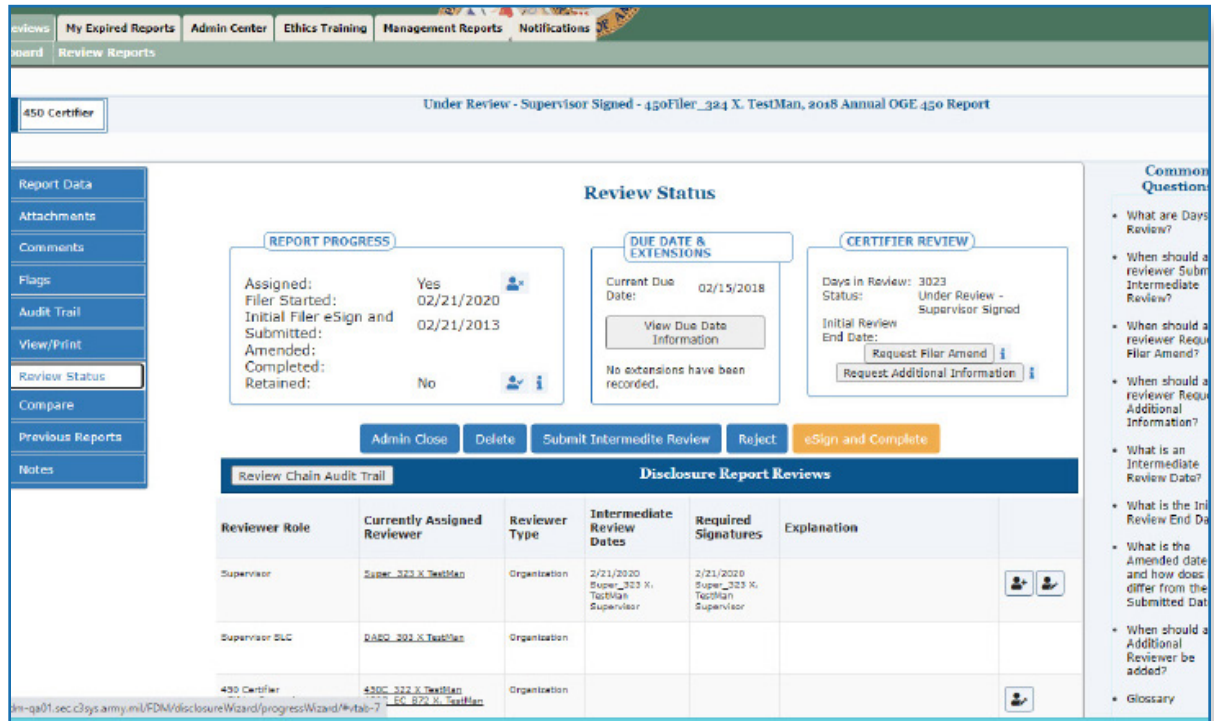
Quickly Locate Disclosures for a Group of Filers

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..



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	Form Type	Year	Reporting Status	Review Status	Due Date	Days In Review	Initial Review Days	Excess Filer Days	My Review/Signature Date
My Role : 450 Certifier											
Lastname, Cassandra	Lastname, Don	Kevin Sub Org	OGE 450	2020	New Entrant	Under Review - Filer Signed	10/02/2020	8	5	4	
Lastname, Don	OGE, Supervisor_1419	Kevin 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	Form Type	Year	Reporting Status	Review Status	Due Date	Days In Review	Initial Review Days	Excess Filer Days	My Review/Signature Date
My Role : 450 Certifier											
Lastname, Cassandra	Lastname, Don	Kevin Sub Org	OGE 450	2020	New Entrant	Under Review - Filer Signed	10/02/2020	8	5	4	
Lastname, Don	OGE, Supervisor_1419	Kevin Sub Org	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	Form Type	Year	Reporting Status	Review Status	Due Date	Days In Review	Initial Review Days	Excess Filer Days	My Review/Signature Date
My Role : 450 Certifier											
Lastname, Cassandra	Lastname, Don	Kevin Sub Org	OGE 450	2020	New Entrant	Under Review - Filer Signed	10/02/2020	8	5	4	
Lastname, Don	OGE, Supervisor_1412	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.

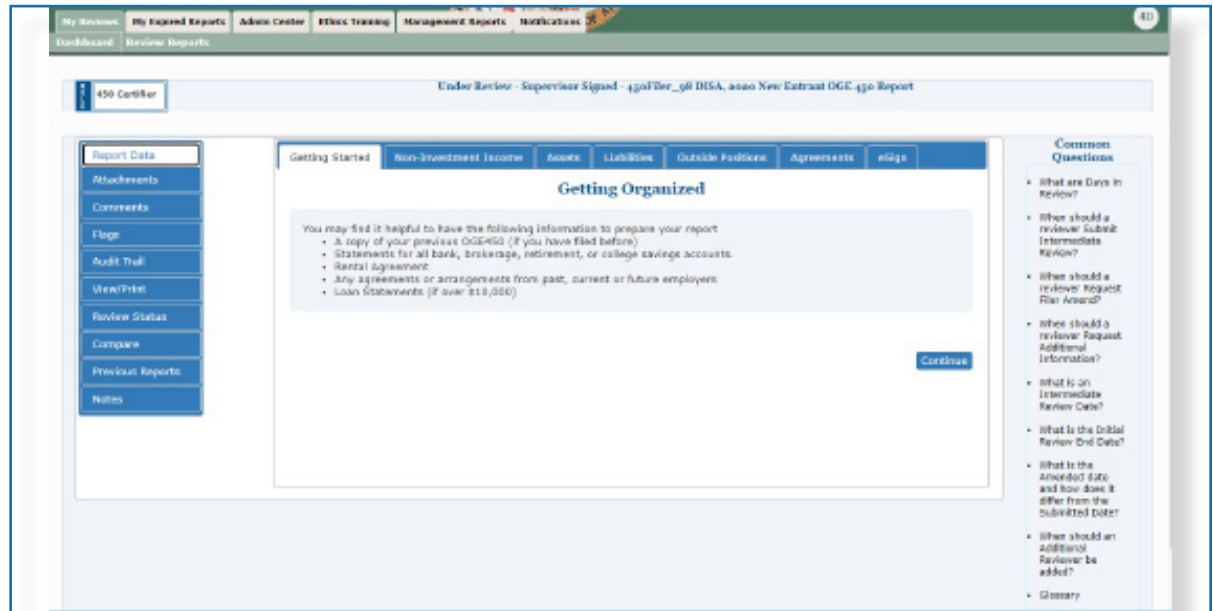
Supervisory Review in FDM

- Not all agencies require supervisory review for the OGE 450.

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.

- 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.



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”

☞ 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.

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.

➤ 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.
2. 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.

The screenshot displays the 'Flags' page in the OGE 450 FDM system. The page title is 'Under Review - Assessment in Progress - Ty Coon, 2018 New Entrant OGE 450 Report'. The left sidebar contains navigation options: Report Data, Attachments, Comments, Flags (selected), Audit Trail, View/Print, Review Status, Compare, Previous Reports, and Notes. The main content area is divided into two sections: 'Red Flags' and 'Yellow Flags', both under the heading 'Assets And Investments Income'.

Red Flags

Asset Name	Type of Asset	Owner	No Longer Held
asdfesdf	Retirement Plan or Account (e.g., 401(k), IRA)	None	

It is required to specify if the asset was still being held.

Yellow Flags

Asset Name	Type of Asset	Owner	No Longer Held
asdfesdf	Retirement Plan or Account (e.g., 401(k), IRA)	None	

Filer may need to identify the underlying holdings/losses of this type of asset.

On the right side, there is a 'Common Questions' section with links for 'What are flags?' and 'Glossary'.

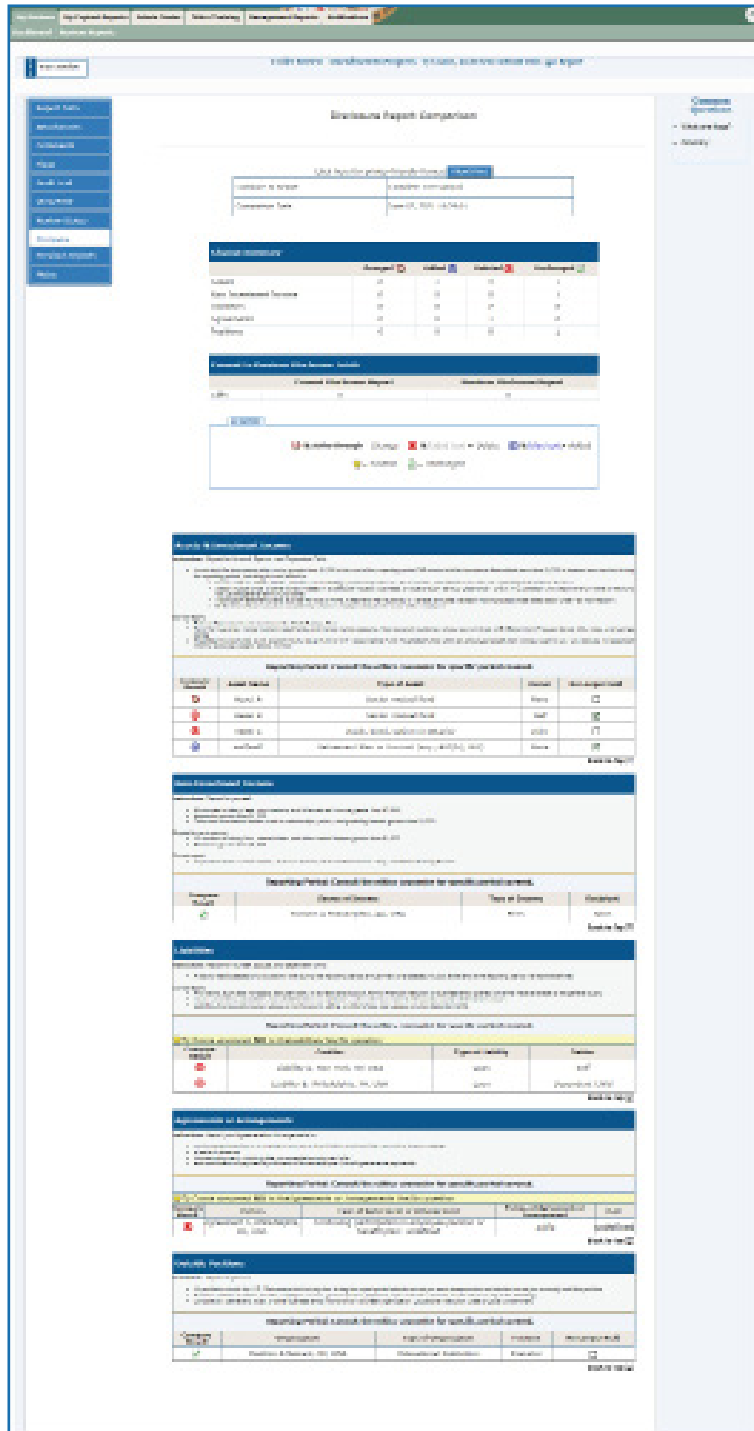
The Compare feature is only available if the Filer pre-populated from a previous report.

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.

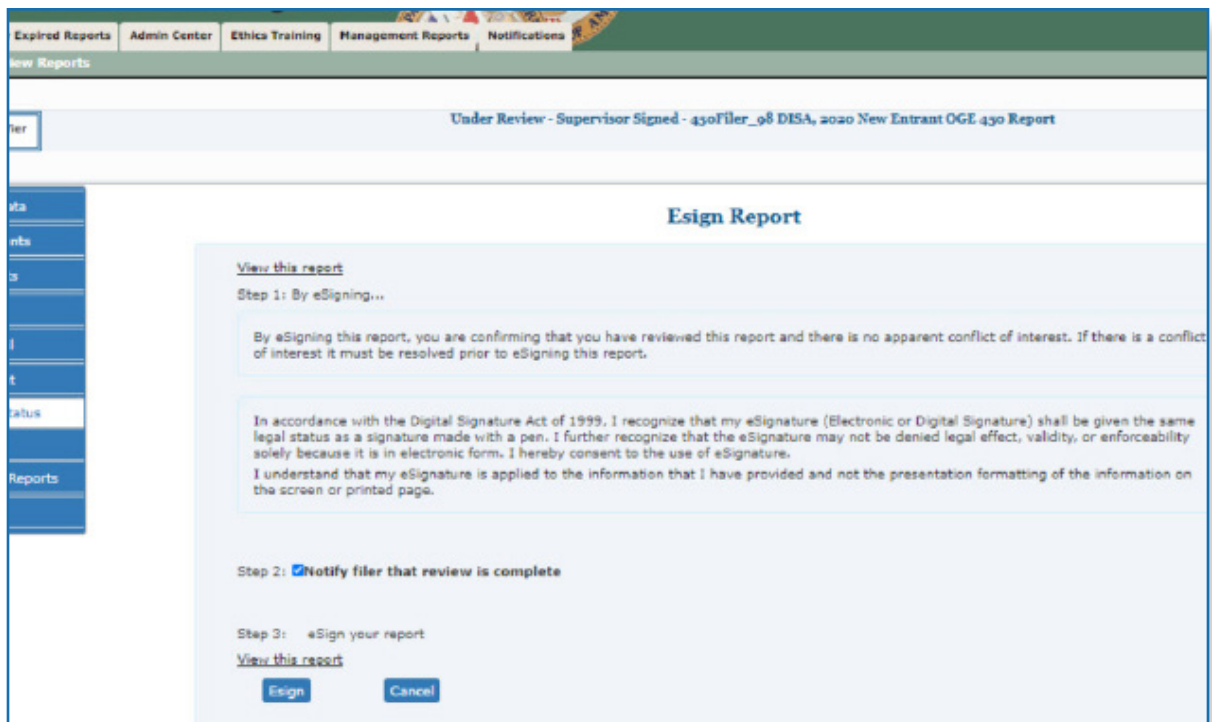
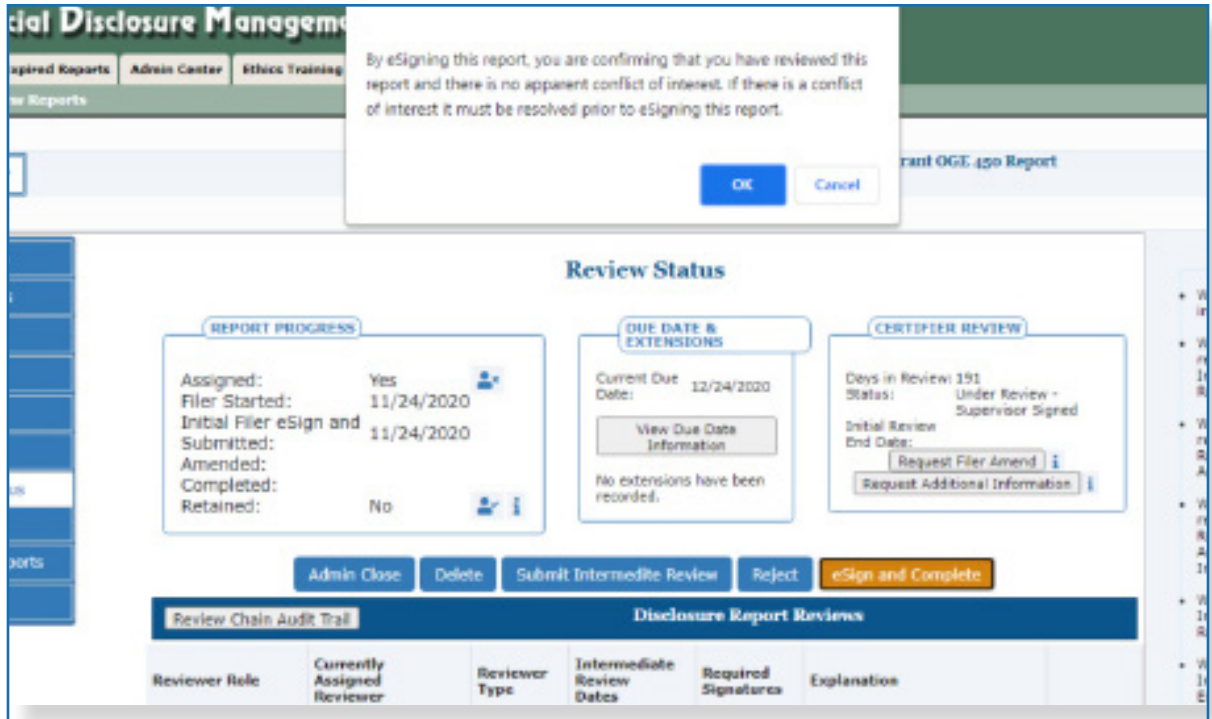
Comparing Reports in FDM

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



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.



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.

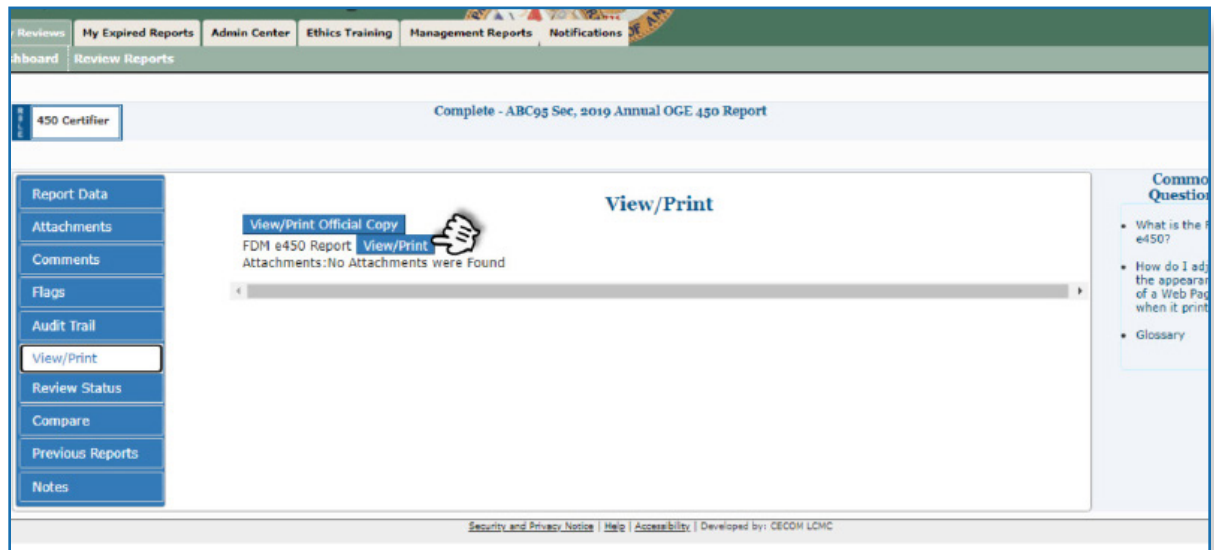
Note: You may open the disclosure report through View/Print and then move to the specific Report Data section of the report to add a comment or check Flags.

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.

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.

The screenshot displays the FDM system interface. At the top, there are navigation tabs: 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below these is a 'Dashboard' and 'Review Reports' section. A 'Help Desk' button is visible. The main content area is titled 'Under Review - Amended - 450 Filer_328 X. TestMan, 2012 New Entrant OGE 450 Report'. A navigation bar includes 'Getting Started', 'Non-Investment Income', 'Assets', 'Liabilities', 'Outside Positions', 'Agreements', and 'eSign'. The 'Outside Positions' section contains the following text:

Report for yourself:

- All positions outside the U.S. Government held at any time during the report period whether or not you were currently hold that position.
- Positions include an officer, director, employee, trustee, general partner, proprietor, representative, executor, or other position of the following:
- Corporation, partnership, trust, or other business entity; Non-profit or volunteer organization; Educational institution; Local Government.

Below this is a 'Back' button and a blue banner with the text: 'Reporting Period: Consult the ethics counselor for specific period covered.'

The 'Organization' table is as follows:

Organization				Type of Organization	Position	No Longer Held
Name	City	State	Country			
sd\sd\sd	sd\sd	AZ	USA	Business Enterprise	General Partner	

A 'Back' button is located below the table.

The same Report Data sections display for Filers and Reviewers.

You can click the **Continue** button to page through the report or go directly to each report section

1. Select the appropriate Report Data sections and click **View** beside any line item to view the detail information.

Under Review - Amended - 450 Filer_328 X. TestMan, 2012 New Entrant OGE 450 Report

Getting Started Non-Investment Income Assets **Liabilities** Outside Positions Agreements eSign

Liabilities

Report for Yourself, Spouse, and Dependent Child:

- A liability that exceeded \$10,000 at any time during the reporting period (annual filer) or exceeded \$10,000 at the reporting period if a new entrant filer.

Do not report:

- Any liability, such as a mortgage, a student loan, or a credit card account, from a financial institution or business on terms made available to the general public.
- Loans secured by automobiles, household furniture, or appliances, unless the loan exceeds the purchase price of the securities.
- Liabilities that you owe to your spouse or to the parent, sibling, or child of you, your spouse, or your dependent child.

Back

Reporting Period: Consult the ethics counselor for specific period covered.

Creditor				Type of Liability	Debtor
Name	City	State	Country		
asd	asd	-	TK	Loan	Spouse

Back

- 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.

Under Review - Amendment in Progress - 450Draft_142 OGE, 2015 Annual OGE 450 Report

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

Liabilities

Report for Yourself, Spouse, and Dependent Child:

- A liability that exceeded \$10,000 at any time during the reporting period (annual filer) or exceeded \$10,000 at the end of the reporting period if a new entrant filer.

Do not report:

- Any liability, such as a mortgage, a student loan, or a credit card account, from a financial institution or business entity granted on terms made available to the general public.
- Loans secured by automobiles, household furniture, or appliances, unless the loan exceeds the purchase price of the item it secures.
- Liabilities that you owe to your spouse or to the parent, sibling, or child of you, your spouse, or your dependent child.

Back Continue

Reporting Period: Consult the ethics counselor for specific period covered.

Creditor				Type of Liability	Debtor
Name	City	State	Country		
Citibank	New York	NY	USA	Other Debt	Joint

View Liability
Add Comment

Continue

The screenshot shows a web application interface for adding a comment to a liability record. The top navigation bar includes tabs for 'Getting Started', 'Non-Investment Income', 'Assets', 'Liabilities', 'Outside Positions', 'Agreements', 'Gifts', and 'eSign'. The 'Liabilities' tab is active. The main content area is titled 'Add Comment' and contains the following elements:

- Eligibility** section (header bar).
- Creditor** table with columns: Name, City, State, Country, Type of Liability, and Debtor.

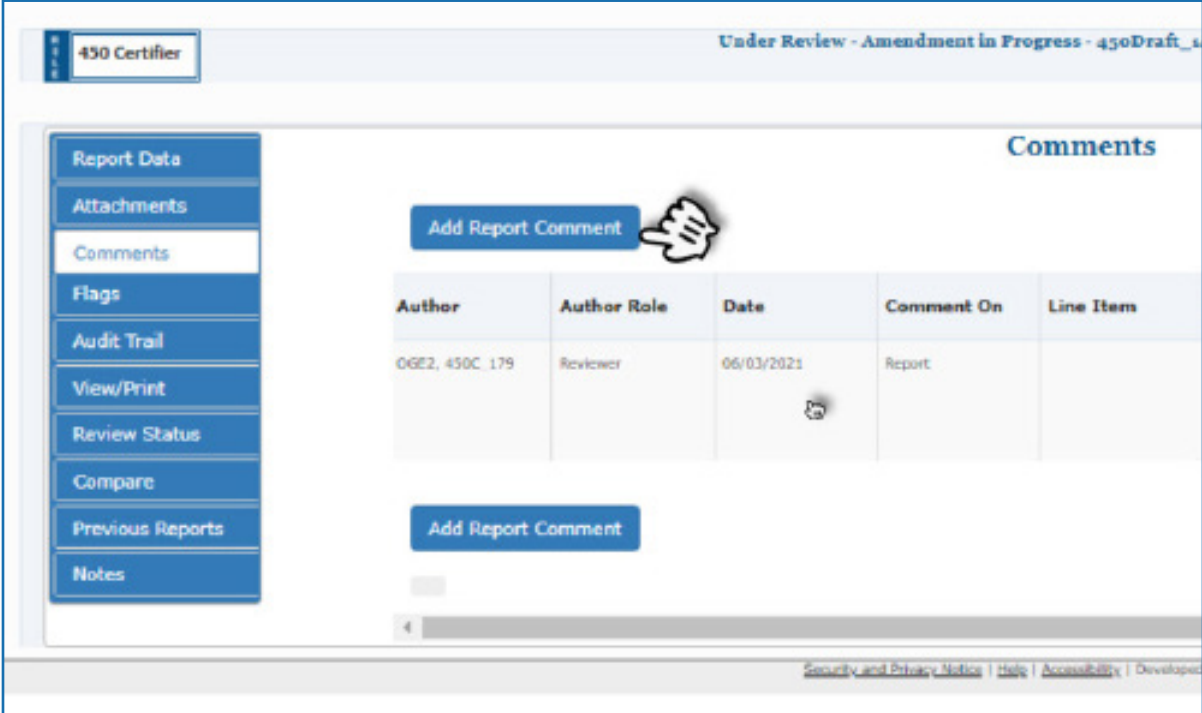
Name	City	State	Country	Type of Liability	Debtor
Citibank	New York	NY	USA	Other Debt	Joint
- Back** button.
- Comments** section (header bar).
- Date:** 06/03/2021
- Author:** 450C_179 , OGE2
- OGE 450 of Record:** (Include as part of OGE 450 of Record)
- Comments:** A text input field with the placeholder text 'Add comments here then click save.'
- Save** button.

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.



The screenshot displays the 'Comments' page for a report under review. The page title is 'Under Review - Amendment in Progress - 450Draft_4'. The left navigation menu includes: Report Data, Attachments, Comments (selected), Flags, Audit Trail, View/Print, Review Status, Compare, Previous Reports, and Notes. The main content area features a table with the following data:

Author	Author Role	Date	Comment On	Line Items
OGE2, 450C 179	Reviewer	06/03/2021	Report	

Below the table, there is a button labeled 'Add Report Comment' and a text input field. A hand cursor is pointing to the 'Add Report Comment' button above the table. At the bottom of the page, there are links for [Security and Privacy Notice](#), [Help](#), [Accessibility](#), and [Developer](#).

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

The screenshot displays the 'Comments' page for a report titled '450 Certifier'. The page is part of a larger application with a navigation bar at the top containing 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below the navigation bar, there are tabs for 'Dashboard' and 'Review Reports'. The main content area is titled '450 Certifier' and shows the report's status as 'Under Review - Amendment in Progress - 450Draft_14 - OGE, 2021'. A sidebar on the left contains a menu with options: 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', 'Review Status', 'Compare', 'Previous Reports', and 'Notes'. The 'Comments' section displays the following information: 'Date: 06/03/2021', 'Author: 450C_179 . OGE2', and 'OGE 450 of Record: (Include as part of OGE 450 of Record)'. The 'Comments' field contains the text 'Please make corrections in the Outside Positions section.' and shows '500 chars left'. A 'Save' button is visible, with a hand cursor pointing to it. At the bottom of the page, there is a footer with links for 'Security and Privacy Notice', 'Help', 'Accessibility', and 'Developed by: OECOM LLC'.

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

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.

REVIEWER'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.

The screenshot displays a web interface for reviewing a report. At the top, there is a navigation bar with tabs: 'Main Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below this, a header indicates the report is 'Under Review - Supervisor Signed - 450Filer_98 DISA, 2020 New Entrant OGE 450 Report'. A secondary navigation bar contains tabs for 'Getting Started', 'Non-Investment Income', 'Assets', 'Liabilities', 'Outside Positions', 'Agreements', and 'eSign'. The main content area is titled 'Reviewer's Wrap Up' and contains the following text:

This report is under review. The next steps to finish the review of this report are:

- Click "Continue" to proceed to the report's Review Status.
 - Complete your review.
 - eSign the report if you are a designated signer.
 - Notify any subsequent reviewers.

At the bottom of the content area, there are two buttons: 'Back' on the left and 'Continue' on the right.

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

The screenshot displays the 'Review Status' page for a report titled 'Under Review - Supervisor Signed - 450Filer_324 X. TestMan, 2018 Annual OGE 450 Report'. The page is divided into several sections:

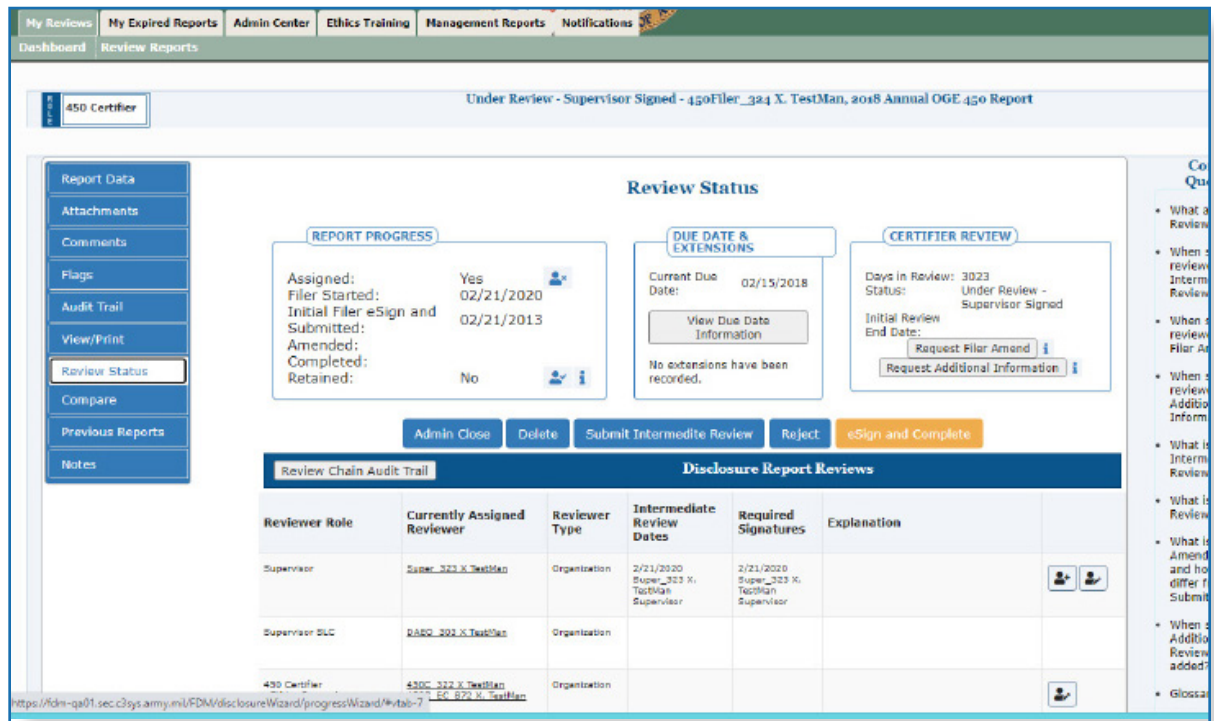
- Navigation Menu (Left):** Includes Report Data, Attachments, Comments, Flags, Audit Trail, View/Print, Review Status (highlighted), Compare, Previous Reports, and Notes.
- REPORT PROGRESS:** Shows 'Assigned: Yes', 'Filer Started: 02/21/2020', 'Initial Filer eSign and Submitted: 02/21/2013', 'Amended: No', 'Completed: No', and 'Retained: No'.
- DUE DATE & EXTENSIONS:** Shows 'Current Due Date: 02/15/2018' and a 'View Due Date Information' button. A note states 'No extensions have been recorded.'
- CERTIFIER REVIEW:** Shows 'Days in Review: 3023', 'Status: Under Review - Supervisor Signed', 'Initial Review End Date:', and buttons for 'Request Filer Amend' and 'Request Additional Information'.
- Actions:** A row of buttons includes 'Admin Close', 'Delete', 'Submit Intermedite Review', 'Reject', and 'eSign and Complete'.
- Disclosure Report Reviews Table:** A table with columns: Reviewer Role, Currently Assigned Reviewer, Reviewer Type, Intermediate Review Dates, Required Signatures, and Explanation. It lists three reviewers: Supervisor, Supervisor SAC, and 450 Certifier.

Do not click eSign if you want the Filer to make changes prior to you completing your review.

- 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

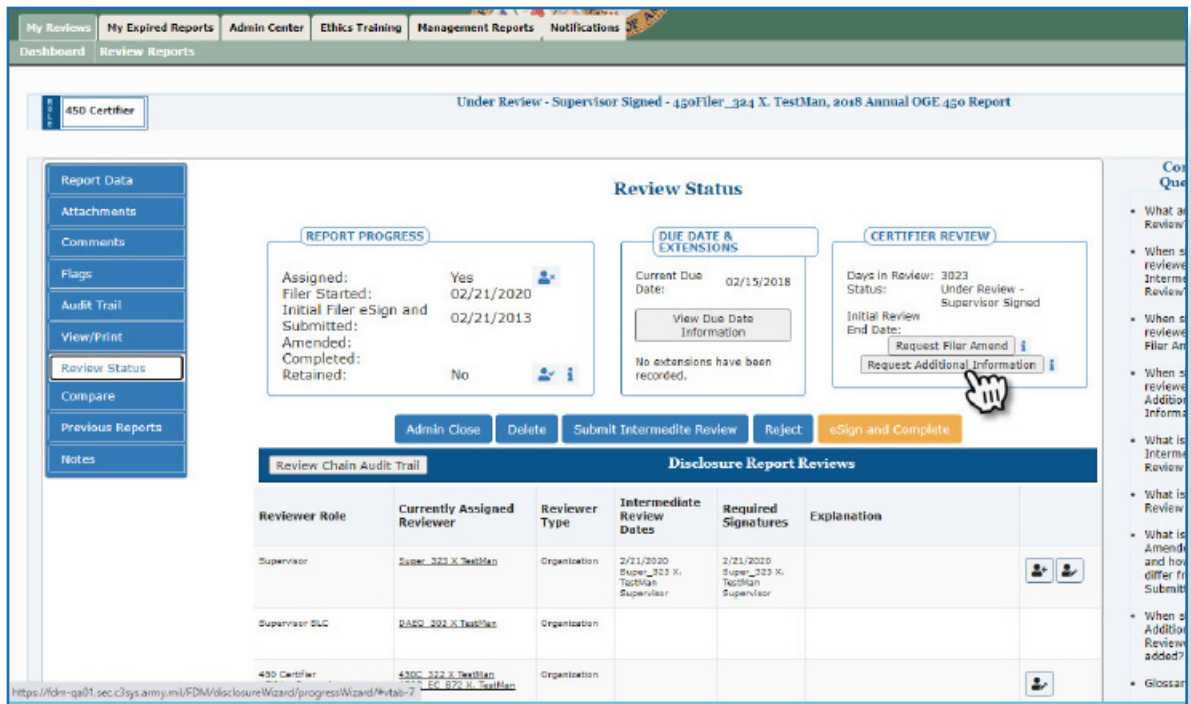
A reviewer can Submit Intermediate Review to mark that they reviewed a report.

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

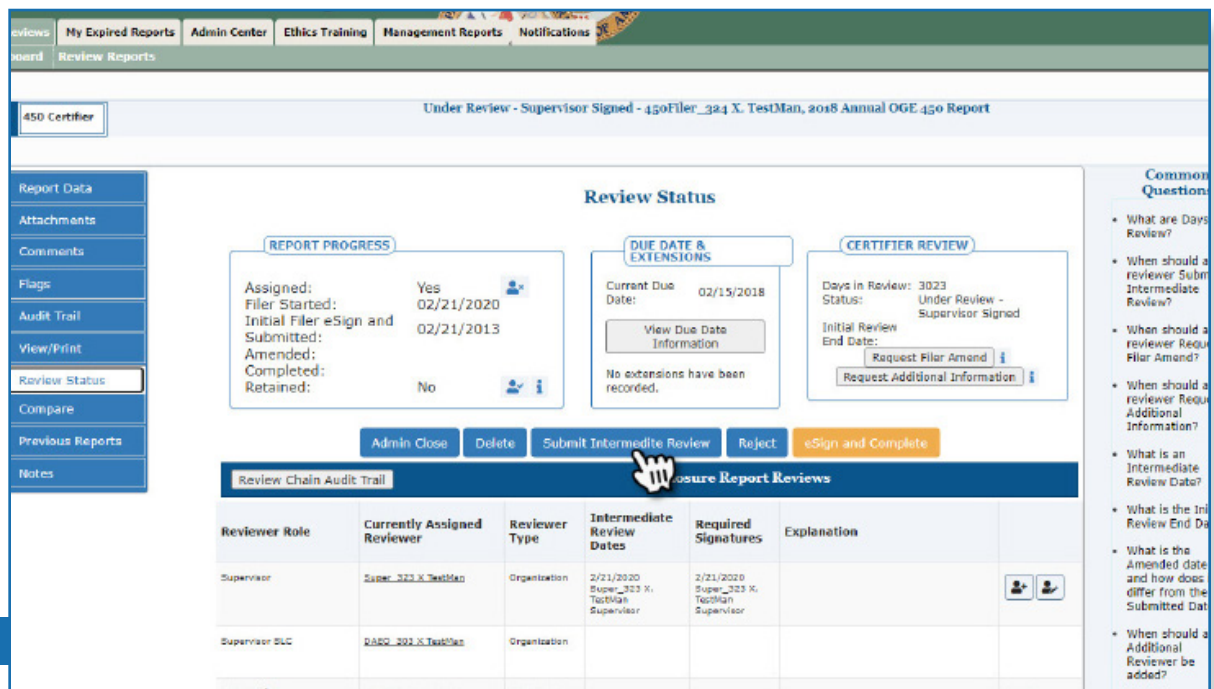
Note: Multiple reviewers can Submit Intermediate Review multiple times for the same report.

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.



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



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.

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

The screenshot shows the 'Esign Report' interface. At the top, there's a navigation bar with tabs for 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below this, a breadcrumb trail shows 'Review Reports'. The main header area indicates the report is 'Under Review - Supervisor Signed - 450Filer_98 DISA, 2020 New Entrant OGE 450 Report'. A sidebar on the left contains a menu with items: Report Data, Attachments, Comments, Flags, Audit Trail, View/Print, Review Status (highlighted), Compare, Previous Reports, and Notes. The main content area is titled 'Esign Report' and contains the following steps:

- View this report**
- Step 1: By eSigning...**

By eSigning this report, you are confirming that you have reviewed this report and there is no apparent conflict of interest. If there is a conflict of interest it must be resolved prior to eSigning this report.

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

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.
- Step 2: Notify filer that review is complete**
- Step 3: eSign your report**

[View this report](#)

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

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

✎ 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.

The screenshot shows the 'Review Status' page for a report titled 'Under Review - Supervisor Signed - 450Filer_324 X. TestMan, 2018 Annual OGE 450 Report'. The page is divided into several sections:

- REPORT PROGRESS:** Shows 'Assigned: Yes', 'Filer Started: 02/21/2020', 'Initial Filer eSign and Submitted: 02/21/2013', 'Amended: No', and 'Completed: No'.
- DUE DATE & EXTENSIONS:** Shows 'Current Due Date: 02/15/2018' and a 'View Due Date Information' button. A note states 'No extensions have been recorded.'
- CERTIFIER REVIEW:** Shows 'Days In Review: 3023', 'Status: Under Review - Supervisor Signed', and 'Initial Review End Date:'. A 'Request Filer Amend' button is highlighted with a hand cursor.

Below these sections are buttons for 'Admin Close', 'Delete', 'Submit Intermediate Review', 'Reject', and 'eSign and Complete'. A 'Review Chain Audit Trail' table is also visible, showing the review history for the report.

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, TestMan Supervisor	2/21/2020 Super_323 X, TestMan Supervisor	
Supervisor ELC	RARC_302 X TestMan	Organization			
450 Certifier	450C_322 X TestMan	Organization			

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

- On the Review Status page, click **Request Filer Amend**. The Add Report Comment and Note page is displayed.
- Type any additional information in the comment about the requested amendment then copy and paste this comment into the Notes text box.
- Click **Continue**. Your email client opens with a default message to the Filer about amending their report in FDM.
- 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:

- Go to **My Reviews | Dashboard**.
- Under **Manage Exceptions**, click the number link next to your reviewer role.
- 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.

eSigning an OGE 450

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

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 notification 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

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.

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.

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.

- In the Search area select the following and click **Search**.

The screenshot shows the 'Review Reports - Work List View Mode' interface. The search filters are: My Roles: 450 Certifier, Form Type: OGE 450, YEAR: 2021, Reporting Status: ALL, Review Status: ALL, Action: eSign, and Blank Reports(s): unchecked. The table below shows columns for Filer, Supervisor, Org Unit, Form Type, Year, Reporting Status, Review Status, Due Date, DIR, IRD, EFD, and Review/Signature Date.

- ◆ 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.
- 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 were made by the Filer. Review the Report's Events to verify if your recommended changes were 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 were made.
5. Click **View Event** to view an event's details.

The screenshot shows the 'Audit Trail' page for a report titled '450 Certifier'. The report status is 'Completed Without Signatures - 450Filer_1147 A. TestAuto, 2015 Annual OGE 450 Report'. The page features a navigation menu on the left with options like 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', 'Review Status', 'Previous Reports', and 'Notes'. The main content area displays a table of events listed in reverse chronological order. A 'View Event' button is visible next to the first event.

Date	Role	Name	Event
May 3, 2021 8:21:02 AM	Reviewer	TestAuto 450C-Org_1139	Added Comment View Event
May 3, 2021 8:21:02 AM	Reviewer	TestAuto 450C-Org_1139	Signed
May 3, 2021 8:20:28 AM	Filer	TestAuto 450Filer_1147	Created Report

Common Questions: Glossary

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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.

The screenshot displays the 'Review Status' page for a report titled 'Under Review - Supervisor Signed - 450Filer_324 X. TestMan, 2018 Annual OGE 450 Report'. The page is divided into three main sections: REPORT PROGRESS, DUE DATE & EXTENSIONS, and CERTIFIER REVIEW. Below these sections are action buttons: Admin Close, Delete, Submit Intermediate Review, Reject, and eSign and Complete. A table titled 'Disclosure Report Reviews' is also present, showing a review chain.

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. TestMan Supervisor	2/21/2020 Super_323 X. TestMan Supervisor	
Supervisor DLC	DAR_302 X TestMan	Organization			
450 Certifier	450C_322 X TestMan	Organization			

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.

The screenshot shows a web interface for reviewing reports. At the top, there are navigation tabs: My Reviews, My Expired Reports, Admin Center, Ethics Training, Management Reports, and Notifications. Below these is a breadcrumb trail: Dashboard > Review Reports. The main content area is titled '450 Certifier' and 'Under Review - Supervisor Signed - 450Filer_328 X. TestMan, 2012 Annual OGE 450 Report'. On the left, there is a sidebar with buttons for Report Data, Attachments, Comments, Flags, Audit Trail, View/Print, Review Status (which is highlighted), Previous Reports, and Notes. The main area displays a 'Confirm Administratively Closing this Report' dialog. It includes a 'Reason:' label, a text input field with the text 'Report Administratively Closed:', and a character count '469 chars left'. There are 'Confirm' and 'Cancel' buttons at the bottom of the dialog.

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.

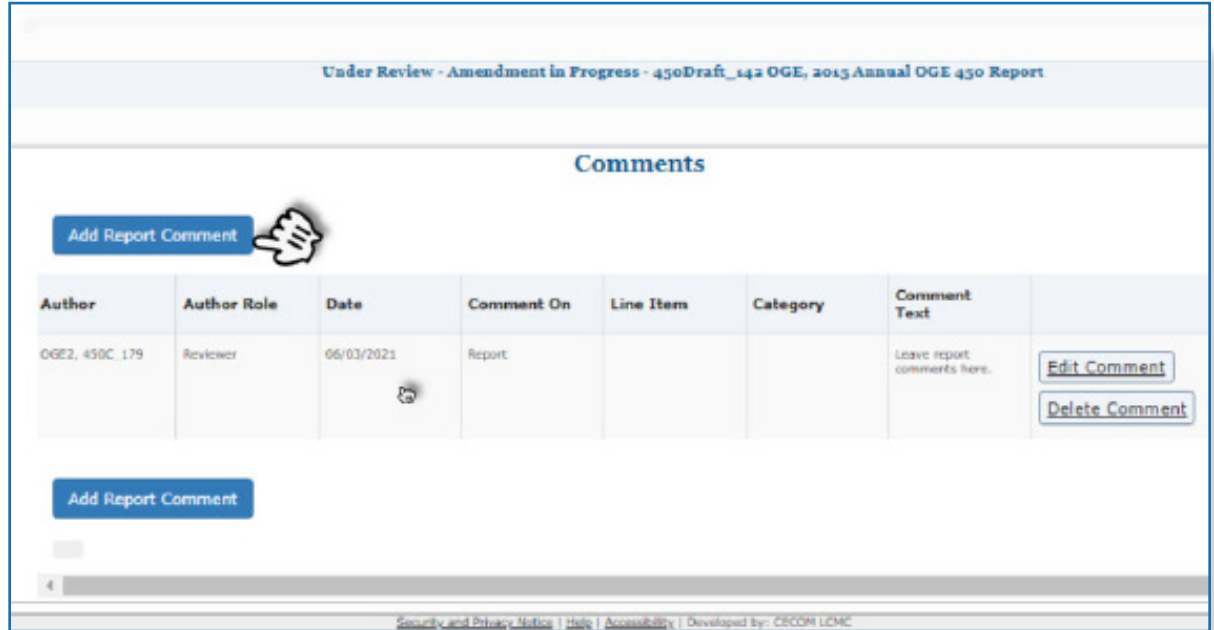
Adding Supplemental Information

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.



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

The screenshot displays a web interface for managing financial disclosures. At the top, there is a navigation menu with tabs for 'red Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below the menu, a header indicates the current status: 'Under Review - Amendment in Progress - 450Draft_142 OGE, 2015 Annual OGE 450 Re'. The main content area is titled 'Comments' and contains the following information:

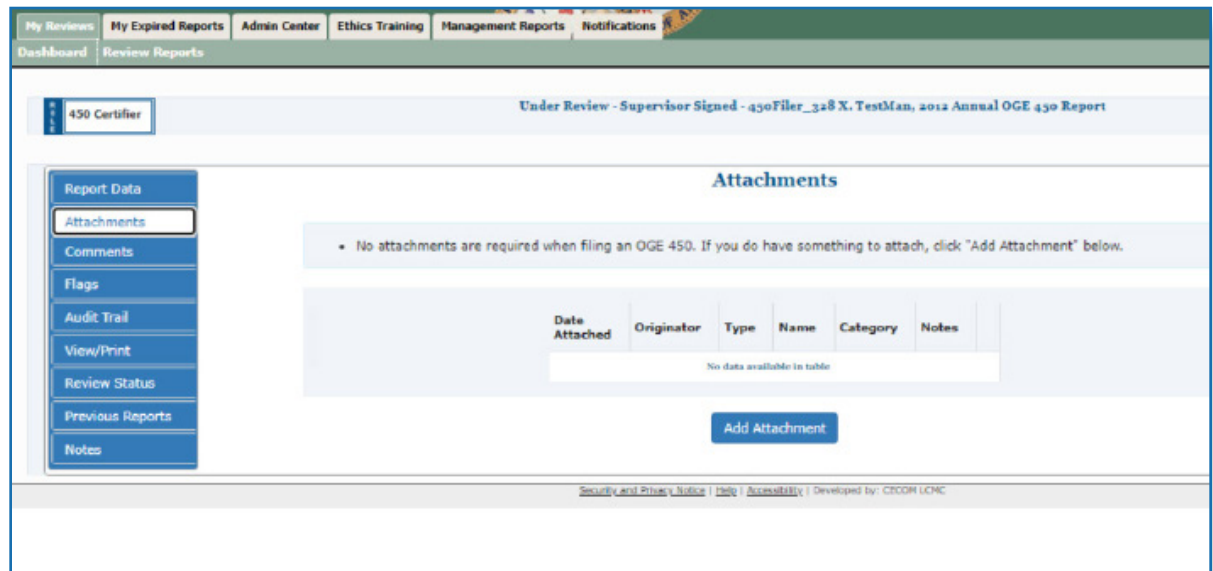
- Date:** 06/03/2021
- Author:** 450C_179 . OGE2
- OGE 450 of Record:** (Include as part of OGE 450 of Record)
- Comments:** Please make corrections in the Outside Positions section.

Below the comment text, it indicates '500 chars left'. A blue 'Save' button is located at the bottom left of the comment form, with a mouse cursor pointing to it.

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

- 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.
- Click **View** beside the appropriate report. The Getting Organized page is displayed for the report you are reviewing.
- Click the **Attachments** sub-tab. The Attachments page is displayed.



- Click **Add Attachment**. The Add Attachment page is displayed.

450 Certifier Order Review - Supervisor signed - 450 Cert_326 A - Testdata, 2012 Annual OGE 450 Report

Add Attachment

- Consult your Ethics Counselor or ethics official for use of this feature.

Date: 06/09/2021
 Originator: 450C_7 FDM_USARMY

Type:

- Job Description
- Extension Request
- Late Fee Waiver Request
- Cautionary Notice [Sample Template](#)
- Disqualification [Sample Template](#)
- Supervisor Signed Outside of FDM
- Other

Notes: (optional)

Click "Browse" or "Choose File" to select File then Click "Upload"

File: No file chosen

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.

Filer	Org Unit	Supervisor	POC(s)	Year	Reporting Status	Review Status	Due Date	Days In Review	Initial Review Days	Excess Filer Days
Lastname, Robin	Kevin Sub Org	Lastname, Don	Lastname, Cassandra	2015	Annual	Under Review - Amendment Requested	02/17/2015	100	43	56
Lastname, Robin	Kevin Sub Org	Lastname, 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			
Lastname, Robin	Kevin Sub Org	Lastname, Don	Lastname, Cassandra	2020	Annual	Under Review - Amendment in Progress	02/18/2020	141	0	100

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

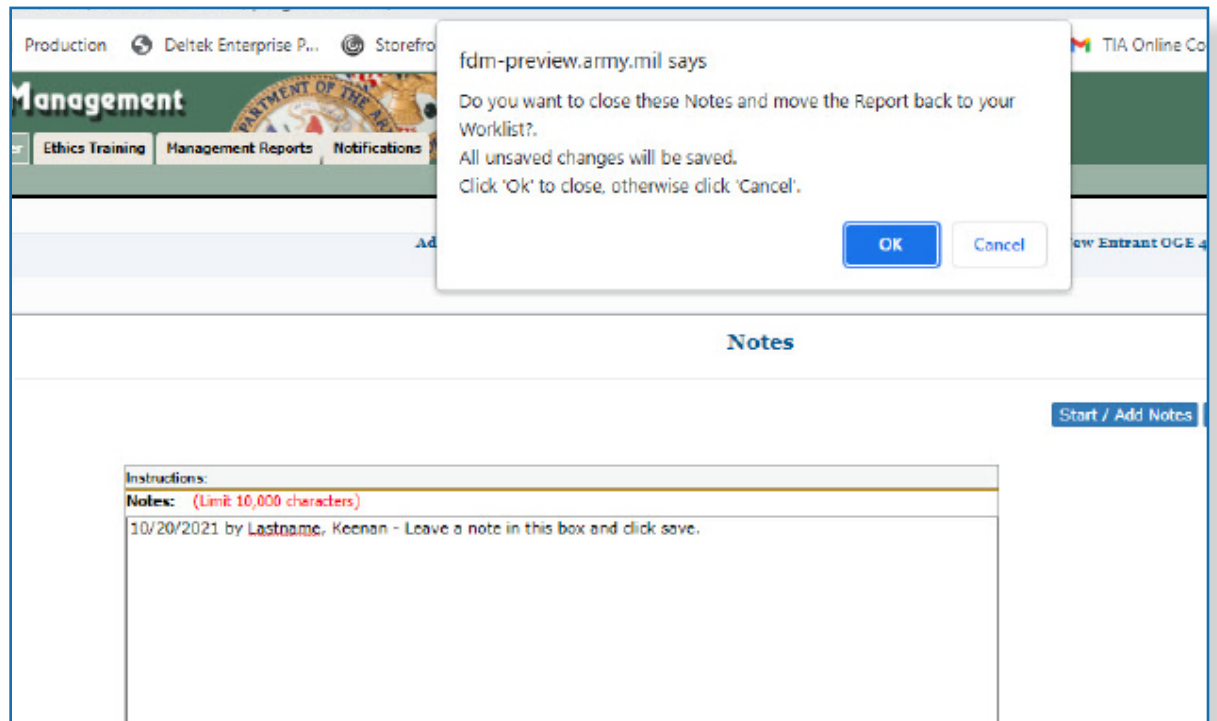
REVIEWING REPORTS WITH NOTES

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.

The screenshot displays the 'Notes' page for a report titled '450 Certifier DC To Lastname, Ashley'. The page includes a sidebar with navigation options: Report Data, Attachments, Comments, Flags, Audit Trail, View/Print, Review Status, Previous Reports, and Notes. The main content area is titled 'Notes' and contains a text input field with the following text: 'Instructions: Notes: (Limit 10,000 characters) 10/20/2021 by Lastname, Keenan - Leave a note in this box and click save.' Below the input field, there is a character count: '(9925 Characters Remaining of 10000)'. At the bottom of the page, there are buttons for 'Close Notes', 'Delete Notes', and 'Undo Admin Close', and a 'Back' button.

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.

The screenshot shows the 'Review Status' page for a report. The report title is 'Under Review - Supervisor Signed - 450Filer_301 X, TestMan, 2018 Annual OGE 450 Report'. The page is divided into several sections:

- REPORT PROGRESS:** Shows 'Assigned: Yes', 'Filer Started: 02/21/2020', 'Initial Filer eSign and Submitted: 02/21/2013', 'Completed: No', and 'Retained: No'.
- DUE DATE & EXTENSIONS:** Shows 'Current Due: 02/15/2018' and a 'View Due Date Information' button.
- CERTIFIER REVIEW:** Shows 'Days in Review: 3633', 'Status: Under Review - Supervisor Signed', 'Initial Review End Date', and buttons for 'Request Filer Amend' and 'Request Additional Information'.

Below these sections are buttons for 'Admin Close', 'Delete', 'Submit Intermediate Review', 'Reject', and 'eSign and Complete'. A 'Review Chain Audit Trail' section is also visible, containing a table of reviewers.

Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation
Supervisor	450Filer_301 X, TestMan	organization	2/11/2018 450Filer_301 X, TestMan Supervisor	2/11/2018 450Filer_301 X, TestMan Supervisor	
Supervisor EIC	450Filer_301 X, TestMan	organization			
450 Certifier	450Filer_301 X, TestMan	Organization			

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:

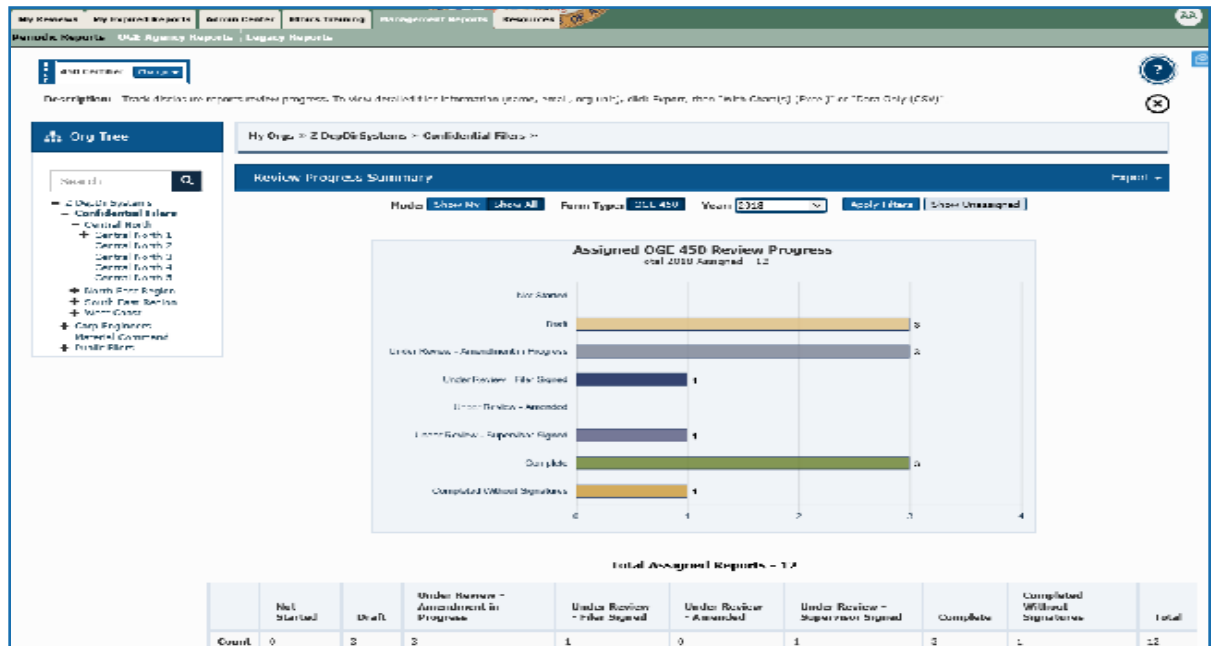
- ◆ Registered Filers Summary
- ◆ Disclosure Report Detail
- ◆ Filers with No Disclosure Reports
- ◆ Supervisors' Org Units
- ◆ Currently Overdue OGE 450 Annual Reports
- ◆ Success Score for 450 Certifier
- ◆ Ethics Training Reports

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

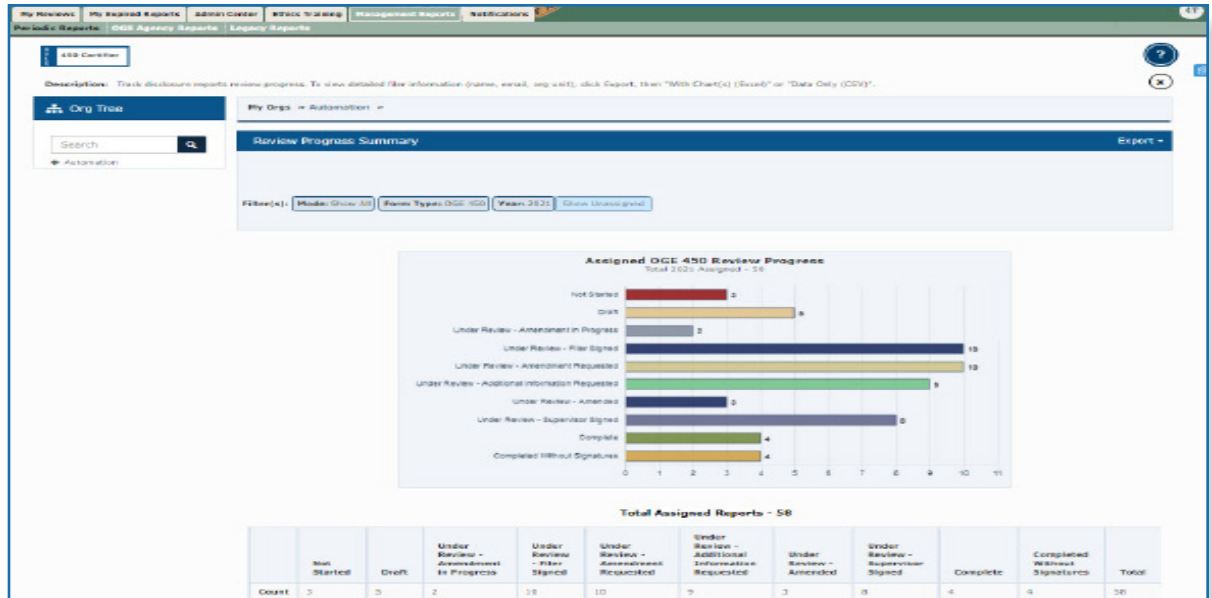
For Legacy Reports:

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.



- ◆ **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.

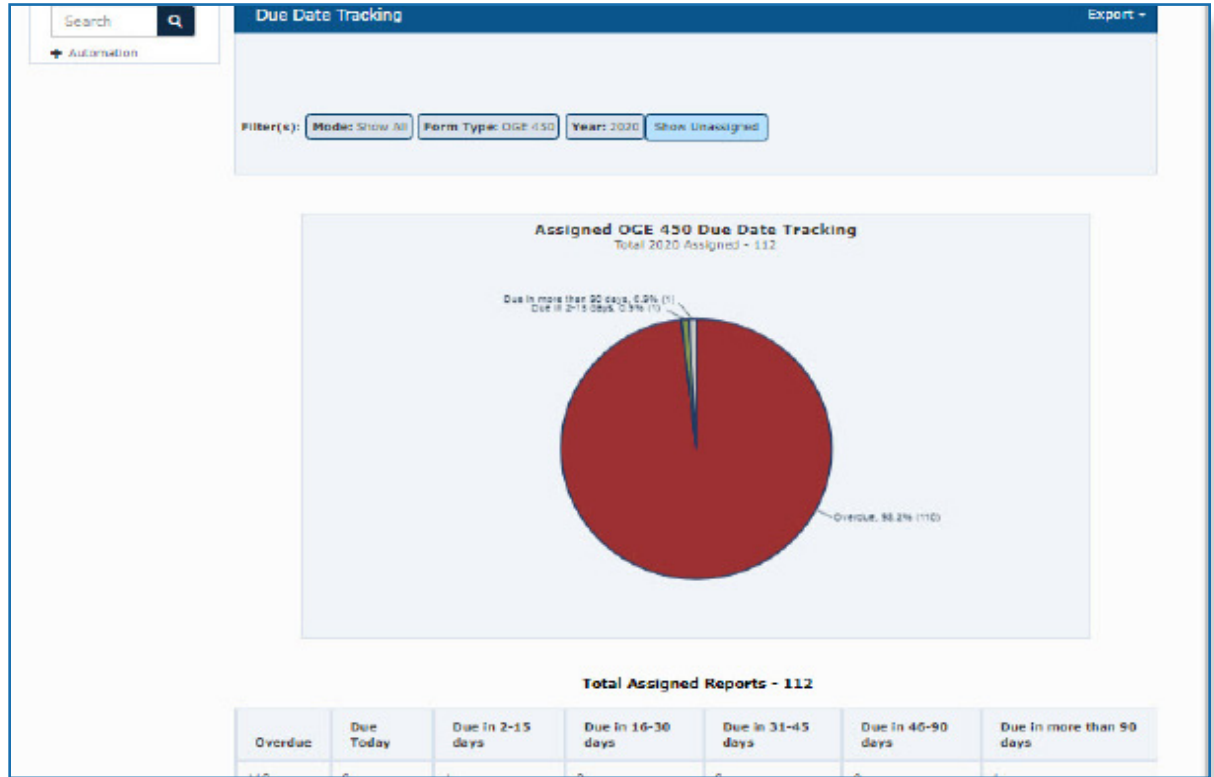
Filter	Description
Not Started	Count of reports that have been assigned but not begun.
Draft	Count of reports that have been started but not yet signed by a Filer.
Under Review Amendment in Progress	Count of reports that were originally submitted and now are having changes made.
Under Review Filer Signed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

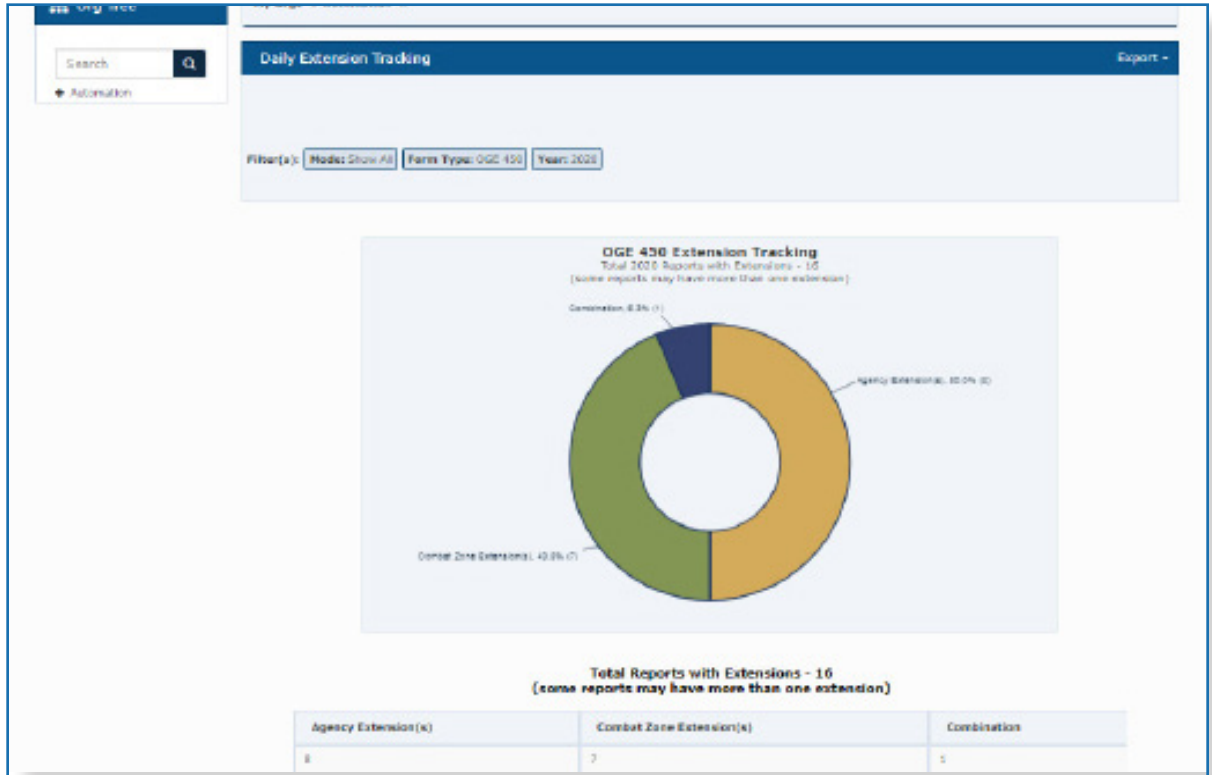


Field	Description
Overdue	Count of reports that have not been completed by its due date.
Due Today	Count of reports due today.
Due in 2-15 days	Count of reports due in 2-15 days.
Due in 16-30 days	Count of reports due in 16-30 days.
Due in 31-45 days	Count of reports due in 31-45 days.
Due in 46-90 days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

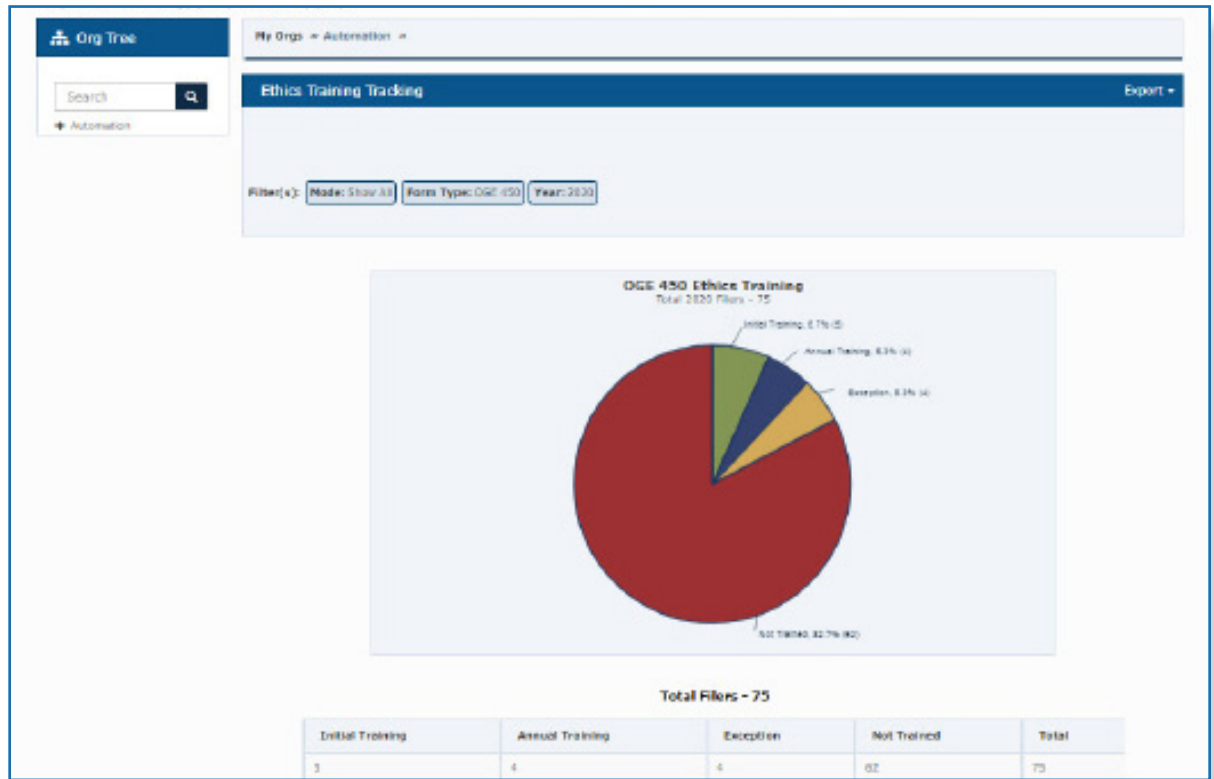
Excel Export Field	Description
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Filer Name	Refers to the name of the Filer.
Filer Email Address	Refers to the Filer's Email address.
Org Unit	The Org Unit where the Filer is a member.
Year	This is the filing year of the report.

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.

Customize Report Display

My Orgs » Kevin Sub Org »

Disclosure Detail Report

Filter(s): Mode: Show My Form Type: OGE 450 Year: 2020 Apply Filters

Show 25 entries

Year	Filer Name	Org Unit	Report Type	Review Status	Assignment Date	Extension Days	Current Due Date	
2020	Lastname, Cassandra	Kevin Sub Org	OGE 450 New Entrant	Under Review - Filer Signed	09/02/2020	0	10/02/2020	09/
2020	Lastname, Doe	Kevin Sub Org	OGE 450 New Entrant	Under Review - 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/
2020	Lastname, Kel	Kevin Sub Org	OGE 450 New Entrant	Under Review - Supervisor Signed	09/02/2020	0	10/02/2020	09/
2020	Lastname, Kevin	Kevin Sub Org	OGE 450 New Entrant	Under Review - Amendment in Progress	04/13/2020	0	05/29/2020	04/
2020	Lastname, Robin	Kevin Sub Org	OGE 450 Annual	Under Review - Amendment in Progress	04/22/2020	40	03/29/2020	04/
2020	Lastname, Robin	Kevin Sub Org	OGE 450 New Entrant	Complete	05/21/2020	0	05/20/2020	05/
2020	Lastname, Ronnie	Kevin Sub Org	OGE 450 New Entrant	Complete	04/13/2020	0	05/13/2020	04/

1

Currently showing page 1 of 1 page(s). 8 Records Found.

Summary Totals										
Reporting Status	Total	Not Started	%	Draft	%	Under Review	%	Complete	%	
New Entrant	7	0	0.00%	0	0.00%	5	71.43%	2	28.57%	
Annual	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	
Total	8	0	0.00%	0	0.00%	6	75.00%	2	25.00%	

Apply and Save

Supervisor Name
 Supervisor Email
 Supervisor Signature Date
 Reviewer Signed Outside FDM
 End Initial Review Date
 Initial Reviewer
 Initial Review Days
 Information Requested
 Information Received
 Amendment Requested
 Amendment Completed
 Certification Date
 Certification Days
 Certifier Name
 Closed without Signatures

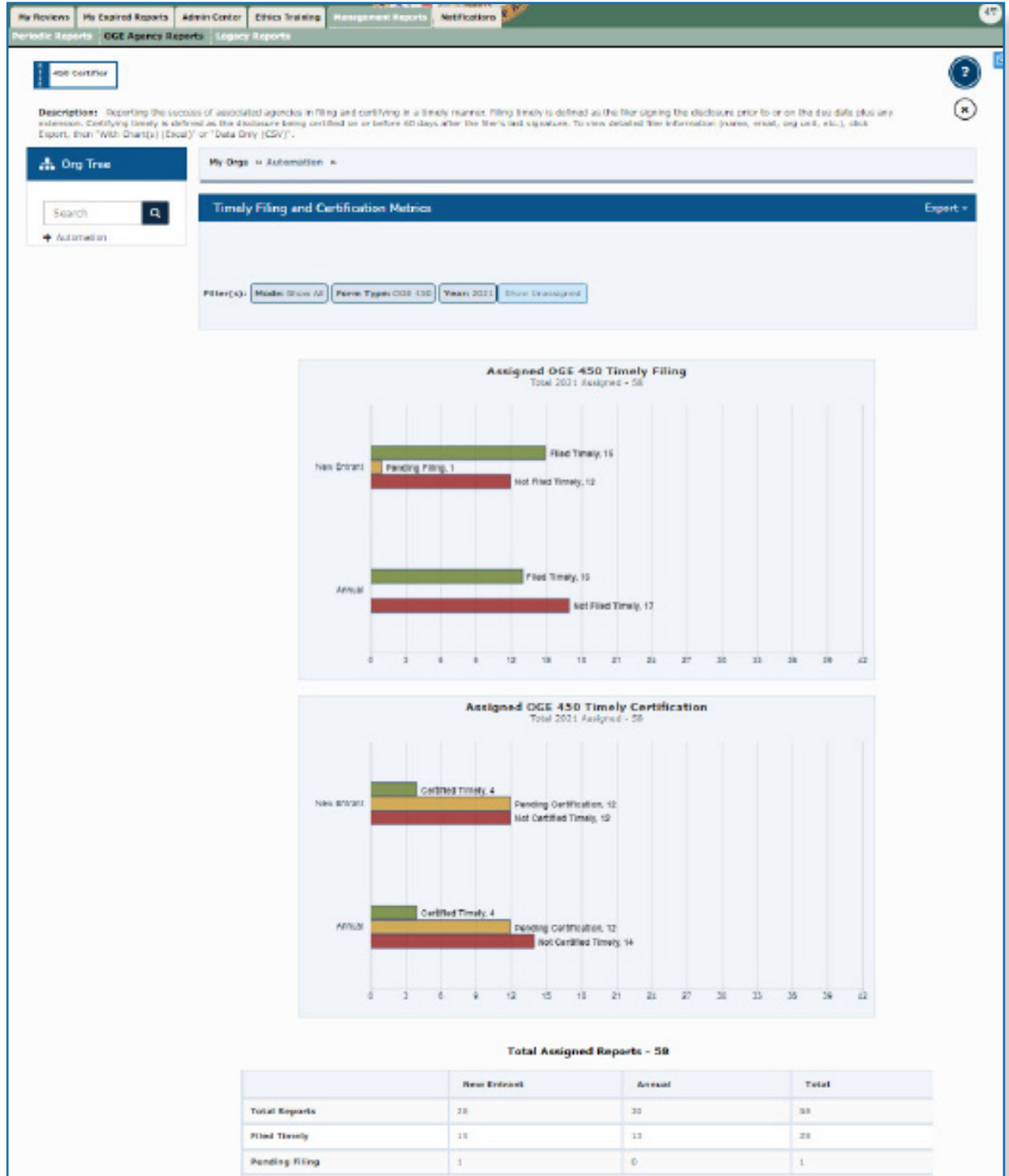
Field	Description
Year	This is the filing year of the report.
Filer Name	Refers to the name of the Filer.
Org Unit	The Org Unit where the Filer is a member.
Report Type	Specifies Annual or New Entrant OGE 450 Report.
Review Status	Shows the review status of a report.
Extension Days	The number of extra 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 disclosure.
Certified Date	The date that an ethics counselor certified a report as Complete.

AGENCY REPORTS

Timely Filing & Certification Metrics

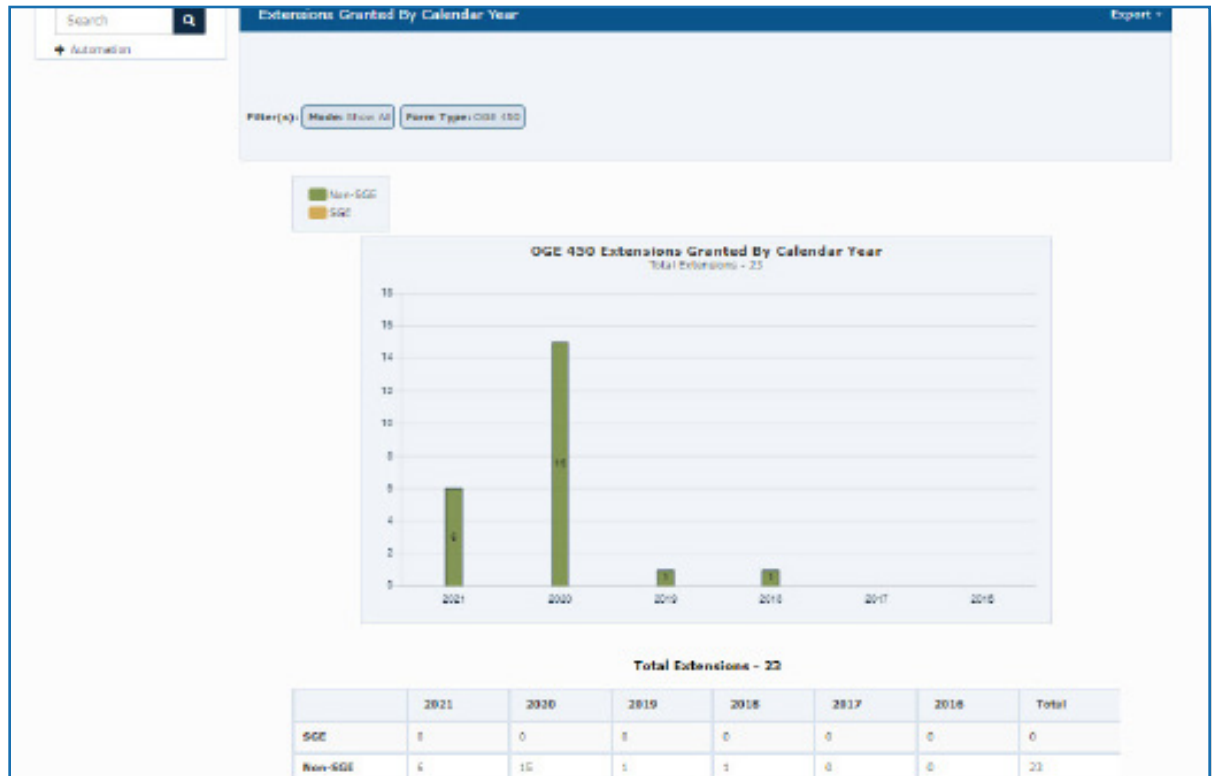
This report updates the *450 Certifier Success Score* report. Use this report to determine the count of reports that were filed and certified in a timely manner in accordance with OGE requirements. Timely filing is defined as the Filer eSigning prior to or on the due date, plus any extension. Timely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



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.



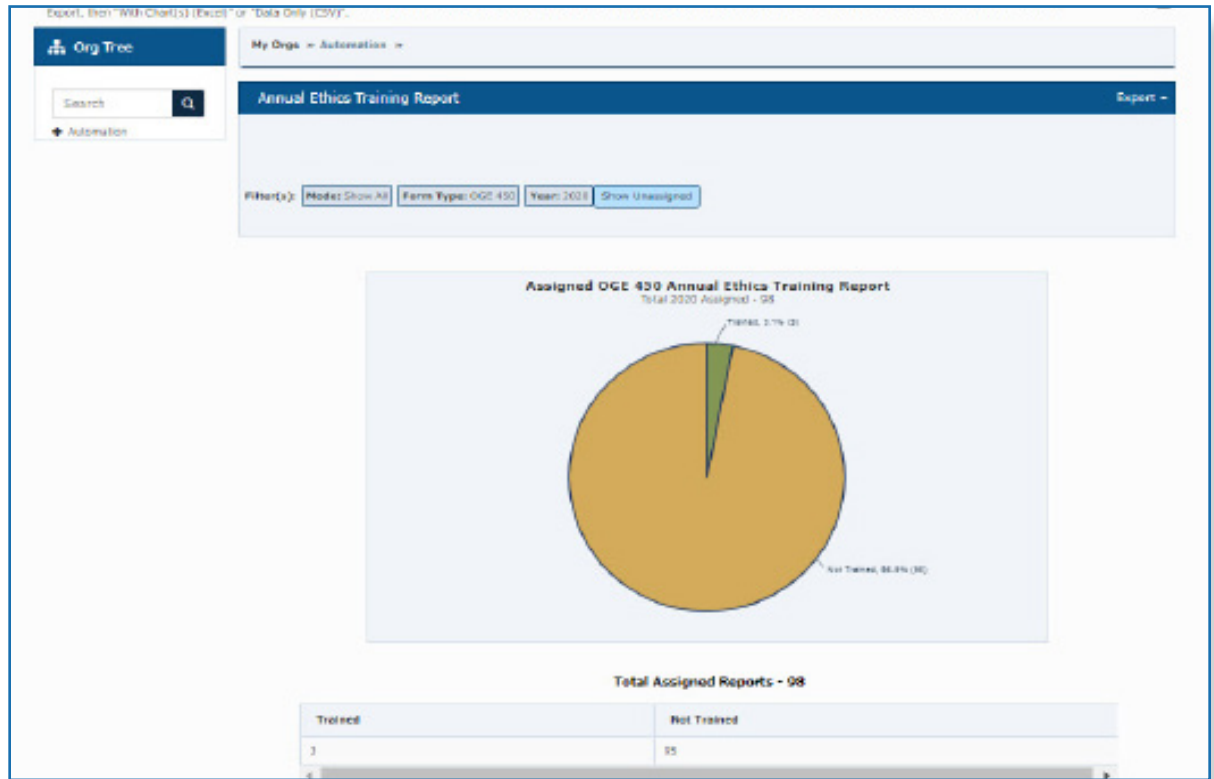
Field	Description
SGE	Count of reports which received an extension and where the filer indicated they are a Special Government Employee.
Non-SEG	Count which received an extension and the filer did not indicate they were a Special Government Employee.

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

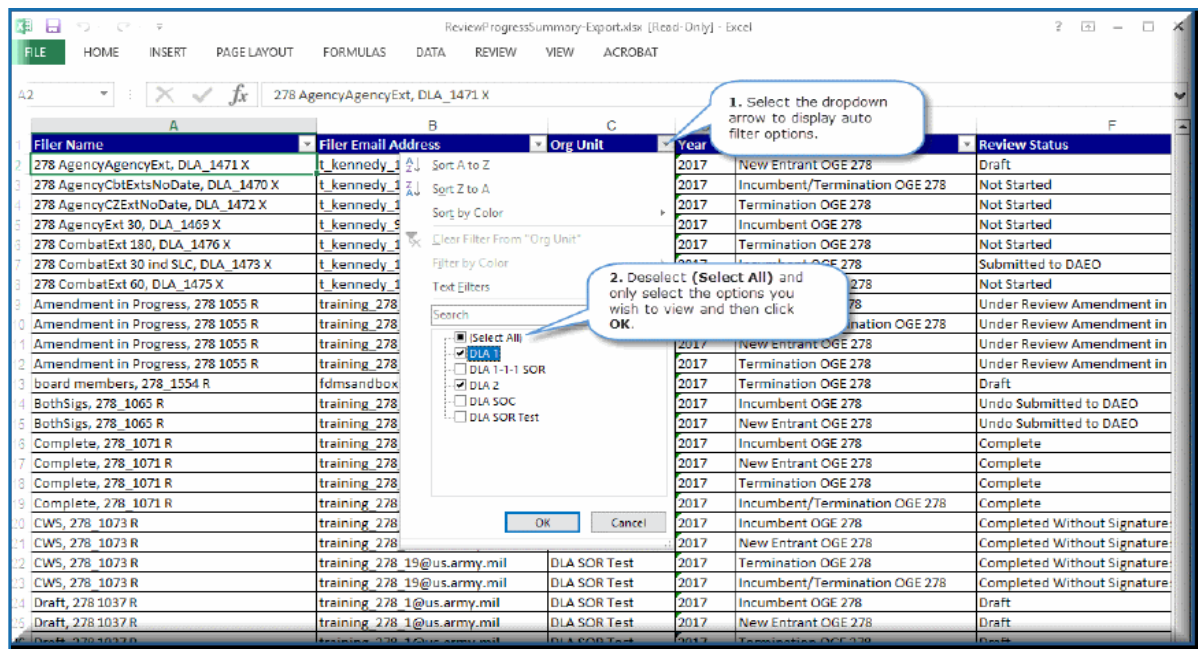
Organize Your Data

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.



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.

	A	B	C	D	E	F
	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

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.

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.

450 Certifier

Select an Org Unit and Scope

Org Unit:

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

Set Report Filter

Form Types: Years: Reporting Status: Review Status:

Legend

- * - Report awaiting Filer eSign
- ** - Reviewer is other than person assigned for the Org Unit
- CWS - Completed without Filer's eSignature
- SO - Reviewer Signed outside of FDM

Report Results

Year	Filer	Filer E-mail	Submission Date	Reporting Status	Review Status	Supervisor	Supvr	450 Certifier	Signed By	450 Certifier EC
2023	450 CompletePurge, DLA_1451 X	ryan.r.raborg.ctr@mail.mil		Annual	Not Started	DLA, Supervisor_1425				
2023	LOBEDA, DONALD G	donald.g.lobeda.civ@army.mil		New Entrant	Not Started	Tobias, Scott				
2023	LOBEDA, DONALD G	donald.g.lobeda.civ@army.mil		Annual	Not Started	Tobias, Scott				
2023	Raborg, Ryan R	ryan.r.raborg.ctr@army.mil		Annual	Draft	Tobias, Scott				
2023	JOHNSON, FLOYD	lorren.hansen@comcast.net	08/11/2023	Annual	Under Review - Supervisor Signed	OGE, Supervisor_1419	08/11/23			
Total:	4			5	eSigned:		1	0	0	

Summary Results (does not include assigned, not started)

	Reporting Status	Total	Draft	Under Review	Complete
New Entrant		1	0	0.00%	0
Annual		4	1	25.00%	1
Total		5	1	20.00%	1

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	Count 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.

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.

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.

Currently Overdue OGE 450 Annual Reports as of 09/18/2023

450 Certifier

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

Search

Year:

Total Number of Overdue Reports: 3

Filer	Filer's Position	Current Due Date	Extension(s) Granted	Last Extension Reason	Open Notes
Filers of 450 Certifier: GATLEY, SCOTT D. and POC(s): Sec, Asdc					
450 CompletePurba_DLA_1451.Y		02/15/2023	N		N
Filers of 450 Certifier: Tobias, Scott M. and POC(s): Tobias, Scott M. ; WALLACE, KATHRYN					
Rabara, Ryan R	The Boss	02/15/2023	N		N
Filers of 450 Certifier: Tobias, Scott M. and POC(s): Vacant					
LOBEDA, DONALD G		02/15/2023	N		N

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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.

Review Progress Summary - Success Score for 450 Certifier

450 Certifier Set Report Filter

Agency:

Report Results

Weekly OGE 450 Reports Success Score for Manella, SaL_16 E (as of)

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

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

Report Year	Certifier Score	DISA Score
2023	0	0
2022	0	0

Reports by Review Status

Report Year	Total Reports Assigned (not admin closed)	Not Submitted			Submitted by Filer	
		Not Started	Draft or Amendment In-Progress	Needs Supervisor Signature	Needs Certification	Completed
2023	0	0	0	0	0	0
2022	1	1	0	0	0	0

Report Review Metrics for Submitted Reports (Based on Filer Submission/Amendment Date)

Report Year	Not Completed No Initial Review		Not Completed With Initial Review		Completed		
	<= 60 Days	>60 Days	<= 60 Days	>60 Days	<= 60 Days	>60 Days (Initial Review <=60 Days)	>60 Days (Initial Review >60 Days)
2023	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0

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**.

The screenshot displays the 'Filers Not Trained' interface. At the top, there are navigation tabs: 'My Review', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'NOTIFICATIONS'. Below these, there are sub-tabs: 'Not Trained', 'Trained', and 'Exceptions'. The main heading is 'Filers Not Trained'. A search box contains '439 Certifiers'. The search criteria include 'Org Unit: My Org - Automation' with a dropdown arrow, and options to 'Show Filers for Automation' (unchecked) and 'Show My Filers' (checked). There are also fields for 'Calendar Year: 2021', 'Last Name Starts With', 'Last Name', and 'First Name'. Below the search box, a table lists filers with columns for Name, Org Unit, Filer Role(s), and a 'Record Exception' button. The table shows 8 rows of data, all with 'Automation' as the Org Unit and '450 Filer' as the role. A 'Notify Filers' button is located at the bottom right of the table area.

Name	Org Unit	Filer Role(s)	Action
TestBldg_450Filer_873.B	Automation	450 Filer	Record Exception
TestBldg_450Filer_874.B	Automation	450 Filer	Record Exception
TestBldg_450Filer_875.B	Automation	450 Filer	Record Exception
TestBldg_450Filer_876.B	Automation	450 Filer	Record Exception
TestBldg_450Filer_877.B	Automation	450 Filer	Record Exception
TestBldg_450Filer_878.B	Automation	450 Filer	Record Exception
TestBldg_450Filer_879.B	Automation	450 Filer	Record Exception
TestBldg_450Filer_880.B	Automation	450 Filer	Record Exception

2. 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					

Notify Filers

To:

CC: (Optional)

Separate each e-mail address with a semicolon(,)

Subject:

Message:

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.

RECORDING 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 Ethics Training Completion

Calendar Year: 2011

Training Type: Initial Annual
(Select Annual for required for all new executive employees, if you are adding a group to the system for the first time or for a new training, mandatory for all new employees.)

Agency: OGE

Org Unit: SubEO's, AETS

Date of Training: 10/15 / 15 / 2011 (mm/dd/yyyy)

Training Method(s):
(Check all that apply.)

- Classroom instruction
- Satellite/Videoconference
- Computer/web-based training
- Individual training
- Written Materials
- Seminars of the Standards of Conduct
- Copies of the Standards of Conduct and/or agency supplemental regulations
- Newsletters
- Sampled or Dictations
- Self-study material
- Hypothetical case studies
- Agency produced videos
- OIG produced videos
- Other

Description:

(Maximum length: 2000 characters)

Record Ethics Training for:	
Name	E-Mail Address
Travis, J. (FDM) for 673 S	FDMTestingQA01@gmail.com
Travis, J. (FDM) for 674 S	FDMTestingQA01@gmail.com
Travis, J. (FDM) for 675 S	forrest.a.hansen.cfo@gmail.com
Travis, J. (FDM) for 676 S	forrest.a.hansen.cfo@gmail.com
Travis, J. (FDM) for 677 S	forrest.a.hansen.cfo@gmail.com
Travis, J. (FDM) for 678 S	forrest.a.hansen.cfo@gmail.com
Travis, J. (FDM) for 679 S	forrest.a.hansen.cfo@gmail.com
Travis, J. (FDM) for 680 S	forrest.a.hansen.cfo@gmail.com

Save Cancel

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.

The screenshot displays the 'Filers Trained' page. At the top, there are navigation tabs: 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below these, there are sub-tabs: 'Not Trained', 'Trained', and 'Exceptions'. The main heading is 'Filers Trained'. A search box is present with the following fields: 'Org Units' (set to 'Automation'), 'Calendar Year' (set to '2021'), 'Last Name Starts With', 'Last Name', and 'First Name'. There are also radio buttons for 'Show Filers for Automation' and 'Show My Filers', and a checkbox for 'Include Filers for Org Units assigned to other 450 Certifiers'. Below the search box, there is a table with the following columns: 'Name', 'Training Type', 'Org Unit', and 'Filer Role(s)'. The table contains four rows of data, each with a 'View/Edit' button next to it.

Name	Training Type	Org Unit	Filer Role(s)
TestAuto_450Filer_873.A	Initial	SUBSO.OI.AETR	450 Filer
TestAuto_450Filer_874.A	Initial	SUBSO.OI.AETR	450 Filer
TestAuto_450Filer_873.B	Initial	SUBSO.OI.AETR	450 Filer
TestAuto_450Filer_873.C	Initial	SUBSO.OI.AETR	450 Filer

2. 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.

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

Record Ethics Training Completion

Calendar Year: 2021

Training Type: Initial Annual
Initial training is required for all new governing employees. If you are an existing employee, you must attend or record ethics training, regardless of agency report status.

Agency: OGE

Org Unit: Sub-02.01.ATTS

Date of Training: 10 / 06 / 2021 (week/over)

Training Method(s):
(Check all that apply)

- Classroom instruction
- Satellite/Videconference
- Computer/web-based training
- Individual training
- Web/Materials
- Seminars of the Standards of Conduct
- Codes of the Standards of Conduct and/or agency supplemental regulations
- Newsletters
- Pamphlets/Brochures
- Self-study manual
- Hypothetical case studies
- Agency produced videos
- OGE produced videos
- Other

Notes:

(100 characters maximum, if any)

Record Ethics Training for:	
Name	E-Mail Address
Test User_45071ac_879_3	FOHTraining001@gmail.com
Test User_45071ac_879_3	FOHTraining001@yahoo.com
Test User_45071ac_879_3	teresa.j.hansen.1@gmail.com
Test User_45071ac_879_3	teresa.j.hansen.1@gmail.com
Test User_45071ac_879_3	teresa.j.hansen.1@gmail.com
Test User_45071ac_879_3	teresa.j.hansen.1@gmail.com
Test User_45071ac_879_3	teresa.j.hansen.1@gmail.com
Test User_45071ac_879_3	teresa.j.hansen.1@gmail.com
Test User_45071ac_879_3	teresa.j.hansen.1@gmail.com

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.

The screenshot shows the Financial Disclosure Management interface. A confirmation dialog box is displayed in the center, with the following text: "You are about to remove Ethics Training record for the selected Filer(s). Click 'OK' to confirm or 'Cancel' to cancel this action." Below the dialog, the "Filers Trained" table is visible, showing three rows of filers. The table has columns for Name, Training Type, Org Unit, and Filer Role(s). The first three rows are selected, and the "Remove Ethics Training" button is visible above the table.

Name	Training Type	Org Unit	Filer Role(s)
TestAuto_450Filer_873 A	Initial	Sub60.01 AETR	450 Filer
TestAuto_450Filer_874 A	Initial	Sub60.01 AETR	450 Filer
TestAuto_450Filer_875 A	Initial	Sub60.01 AETR	450 Filer

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:

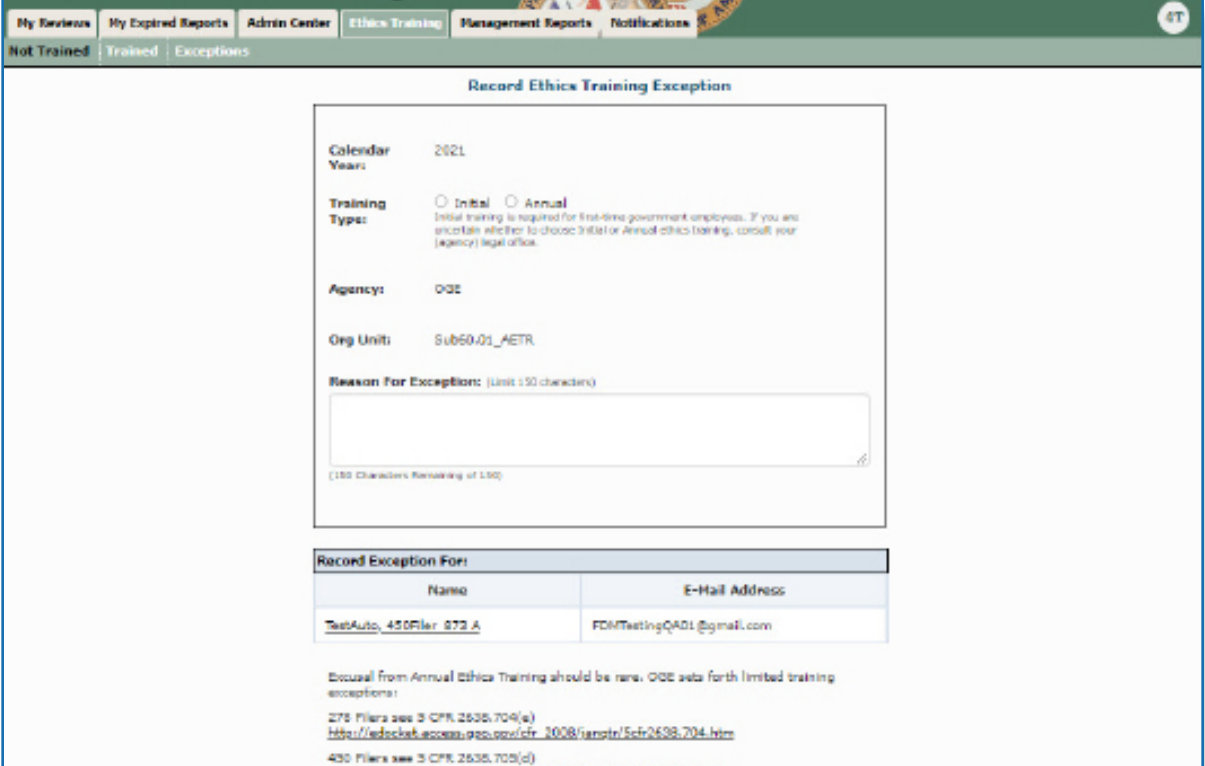
- ◆ Written ethics training prepared by a qualified instructor will satisfy the verbal training requirement for a covered employee (or group of covered employees) if sufficient official duty time is provided for the training; and
- ◆ The designated agency ethics official (or his or her designee) makes 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.



Record Ethics Training Exception

Calendar Year: 2021

Training Type: Initial Annual
Initial training is required for first-time government employees. If you are uncertain whether to choose Initial or Annual ethics training, consult your (agency) legal office.

Agency: OGE

Org Unit: Sub60.01_AETR

Reason For Exception: (Limit 150 characters)

(150 Characters Remaining of 150)

Record Exception For:	
Name	E-Mail Address
TestAuto_450Filer_873_A	FDMTestingQA01@gmail.com

Deviation from Annual Ethics Training should be rare. OGE sets forth limited training exceptions:

275 Filers see 5 CFR 2635.704(a)
https://edocket.access.gpo.gov/cfr_3008/janjan15/cfr2635.704.htm

430 Filers see 5 CFR 2635.705(d)

4. Click **OK**. The Record Ethics Training Exception 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					

Record Ethics Training Exception

Calendar Year: 2018

Training Type: Initial Annual
Initial training is required for first-time government employees. If you are uncertain whether to choose Initial or Annual ethics training, consult your (agency) legal office.

Agency: FDM

Org Unit: FDM

Reason For Exception: (Limit 150 characters)

(150 Characters Remaining of 150)

Record Exception For:	
Name	E-Mail Address
Mouse, Mickey	MMouse@state.gov

Excusal from Annual Ethics Training should be rare. OGE sets forth limited training exceptions:
 278 Filers see 5 CFR 2638.704(e)
http://edocket.access.gpo.gov/cfr_2008/ianqtr/5cfr2638.704.htm
 450 Filers see 5 CFR 2638.705(d)
http://edocket.access.gpo.gov/cfr_2008/ianqtr/5cfr2638.705.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.

The screenshot shows the 'Ethics Training Exceptions' page. At the top, there are tabs for 'Not Trained', 'Trained', and 'Exceptions'. The 'Exceptions' tab is active. Below the tabs, there is a search area with a dropdown for '450 Certifier' and a search box. The search criteria include 'Org Unit: My_Orgs = DLA 1-1-1' and 'Calendar Year: 2021'. Below the search area, there is a table with one row. The row has a checkbox selected, a 'Remove Exception' button above it, and a 'View/Edit' button to the right. The table columns are 'Name', 'Org Unit', 'Filer Role(s)', and 'Reason for Exception'.

Name	Org Unit	Filer Role(s)	Reason for Exception
DLA_450Amended 32	DLA 1-1-1-2-1	450 Filer	Reason for exception.

CHANGING OR VIEWING AN EXCEPTION

1. Select the **Ethics Training / Exception** tabs.
2. 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.

The screenshot shows a web application interface for managing ethics training exceptions. The top navigation bar includes tabs for 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. Below this, there are sub-tabs for 'Not Trained', 'Trained', and 'Exceptions'. The main content area is titled 'Ethics Training for Filer: DLA, 450Amended_32' and 'View/Edit Ethics Training Exception'. The form contains the following fields:

- Calendar Year:** 2021
- Training Type:** Initial Annual. A note below states: 'Initial training is required for first-time government employees. If you are uncertain whether to choose Initial or Annual ethics training, consult your (agency) legal office.'
- Agency:** DLA
- Org Unit:** DLA 1-1-1-2-1
- Reason For Exception:** (Limit 150 characters). A text input field contains 'Reason for exception.' and a character count '(129 Characters Remaining of 150)' is displayed below it.

At the bottom of the form, there is a note: 'Excusal from Annual Ethics Training should be rare. OGE sets forth limited training exceptions: 278 Filers see 5 CFR 2638.704(a) http://efdvkce.access.gpo.gov/cfr_2008/janupr/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 [5 CFR 2634.603 \(g\)](#) Custody of and access to public reports and [5 CFR 2634.604\(a\)](#) and [\(b\)](#) 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.

Note: Once a report is purged, it can no longer be accessed in FDM.

My Expired Reports - Purge

450 Certifier [Change](#)

- Click "Search" to view your expired reports.
- Click "Purge Expired Reports" to purge all reports not retained.

To Preview Expiring Reports:

- Change "Expiration Date" to display reports expired/expiring as of a future date (up to 60 days from today's date).
- Important: You must enter an Expiration Date on or earlier than today's date to activate the "Purge Expired Reports" button.**

Search

Form Type: OGE 450 Expiration Date: 09/18/2023 (MM/DD/YYYY) [Search](#) [Reset](#)

! Before you purge: Make sure you have marked all reports that need to be retained on the report's Review Status screen. Access reports on the My Review|Review Reports tab, Org Unit View mode. View the report, click on its Review Status tab, and click the "Retain" button to keep a specific report and exclude it from the purge.

[Purge Expired Report\(s\)](#)

My Expired Reports as of: 09/18/2023				Total Number of Reports Not Retained: 4
Filer	Report	Status	Expire Date	Retained
Raborg, Ryan R	2016 Annual OGE 450	Draft	10/12/2022	No
Raborg, Ryan R	2016 New Entrant OGE 450	Under Review - Amended	10/19/2022	No
Sec. ASD131	2017 Annual OGE 450	Not Started	08/07/2023	No
Sec. ASD143	2016 Annual OGE 450	Under Review - Filer 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.

The screenshot shows the 'Review Status' page for a report titled 'Under Review - Amended - Ryan R. Raborg, 2016 New Entrant OGE 450 Report'. The page is divided into several sections:

- REPORT PROGRESS:**
 - Assigned: Yes
 - File Started: 10/19/2016
 - Initial Filer eSign and Submitted: 10/19/2016
 - Amended: 10/19/2016
 - Completed: Yes
 - Retained: No** (highlighted in red)
- DUE DATE & EXTENSIONS:**
 - Current Due Date: 11/09/2015
 - No extensions have been recorded.
- CERTIFIER REVIEW:**
 - Days in Review: 2525
 - Status: Under Review - Amended
 - Initial Review End Date: [blank]
 - Buttons: Request Filer Amend, Request Additional Information
- Review Chain Audit Trail:**
 - Buttons: Admin Close, Delete, Submit Intermediate Review, Reject
- Disclosure Report Reviews Table:**

Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation
Supervisor	Scott M. Tobias	Organization			
Supervisor SLC Assistant	BHAVIN MODHA Sal 16 E. Manella	Organization			
450 Certifier Ethics Counselor	Sal 16 E. Manella David M. Ackerman ASD115_68 Chris JASD116_69 In Margaret Markov Mayes ROHAN Y. BANERJEE Scott M. Tobias ASD115_68 Chris POK N. Ojima ASD119_Sas	Organization			
- Common Questions:**
 - What are Days in Review?
 - When should a reviewer Submit Intermediate Review?
 - When should a reviewer Request Filer Amend?
 - When should a reviewer Request Additional Information?
 - When should a reviewer Request Intermediate Review Date?
 - What is the Initial Review End Date?
 - What is the Amended date and how does it differ from the Submitted Date?
 - When should an Additional Reviewer be added?
 - Glossary