



# Financial Disclosure Management (FDM)



OGE 278e

Screen and Report Changes

March 3, 2016

<https://www.FDM.Army.mil>



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# Introduction



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# OGE 278e

In March 2015 Office of Government Ethics (OGE) released [Program Advisory PA-15-01](#) mandating the use of the newly redesigned public financial disclosure report OGE 278e.

- The goals of the redesign support:
  - Preventing conflicts of interest
  - Promoting transparency
  
- Information on the printed version of the OGE 278e:
  - It segregates financial interests related to employment

This document describes the key changes made in FDM to ensure compliance with OGE's 278e form.



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# Handling Pre-278e Reports in FDM



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# Pre-OGE 278e Reports - Filers

## COMPLETED REPORTS

Reports with a **COMPLETE STATUS** on or before **9/21/2015**:

- Report output (View/Print) displays as the legacy OGE 278 PDF.
- Report Data screens display in the new 278e format.

## DRAFT AND UNDER REVIEW REPORTS

Reports prepared on or before **9/21/2015** with a **DRAFT** or **UNDER REVIEW STATUS** :

- Can be amended
- Display in the Report Wizard using the new 278e format. (The report will look different than before the amendment.)
- Entries for Employment related data, new 278e field, defaults to No.
- Assets and Income with an Employment Related response set to No are placed in section 6 of the new 278e form.



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# Pre-OGE 278e Reports - Reviewers

Access to reports remains the same under the **My Reviews | Review Reports**.

## COMPLETED REPORTS

For reports with a **COMPLETE STATUS** on or before **9/21/2015**, Supervisors and other reviewing officials:

- All OGE 278 reports complete before 278e changes were introduced are viewable as a PDF document, using **View/Print**.

## UNFINISHED REPORTS PREPARED PRE-OGE 278E

- Red and yellow flags pull forward from pre-278e reports.
- Type of Asset on the Report Compare screen defaults to N/A.





# OGE 278e Screen and Report Changes



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# Add/Edit Asset Screen Changes

## ADDED SECTIONS

- **Is this Asset Employment Related?** Default, YES
- **Excepted Investment Fund (EIF)**

## CHANGED SECTION

- **Asset Owner**
  - Requires owner selection if filer answers **Yes** to the **Is this Asset Employment Related?**
  - Optional owner selection if the filer answers **No** to the **Is this Asset Employment Related?**

## REMOVED SECTIONS

- **Asset Type and Asset Location**



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# Add/Edit Asset Screen Changes

**CLASSIFICATION PREVIEW** sure Management

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

Reports Not Started Reports List

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

Under Review - Ford X. Edsel, 2015 Incumbent OGE 278 Report

Getting Started Assets Income Transactions Gifts, etc Liabilities Agreements Positions eSign

**Edit Asset**

Instructions: The filer will only check "Yes" if the Asset is related to the filer's or the filer's spouse's business, employment, or other income-generating activities that ended the reporting period with a value greater than \$1000 (e.g., equity in a business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, deferred compensation, and intellectual property, such as book deals and patents). If the Asset is not employment related, check "no". Do not report assets from US Government employment or assets that were acquired separately from the filer or the spouse's business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account). The type of income for the employment related asset is not required if the amount of income is \$0 - \$200 or if the asset qualifies as an excepted investment fund (EIF).

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

Asset Name:  
(Limit 256 characters)  
OHRP - OHR Pharmaceutical  
(231 Characters Remaining of 256)

**Is This Asset Employment Related?**  
The filer will only check "Yes" if the Asset is related to the filer's or the filer's spouse's business, employment, or other income-generating activities that ended the reporting period with a value greater than \$1000 (e.g., equity in a business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, deferred compensation, and intellectual property, such as book deals and patents). If the Asset is not employment related, check "no". Do not report assets from US Government employment or assets that were acquired separately from the filer or the spouse's business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account). The type of income for the employment related asset is not required if the amount of income is \$0 - \$200 or if the asset qualifies as an excepted investment fund (EIF).

Yes  No

Asset Owner:  
 Self  Joint  Spouse  Dependent Child

**Asset Income Information:**

No Reportable Income (or less than \$201)  
 Investment Income  
Dividends  
Capital Gains

No Reportable Income (or less than \$201)  
 Investment Income  
Dividends  
Capital Gains  
Interest  
Rent or Royalties  
Amount: [SELECT]

Other Investment Income  
Description:  
Actual Amount: \$

Asset Value:  
[\$15,001-\$50,000]

**Underlying Asset:**  
 This is an underlying asset.

**Underlying Asset:**  
 This is an underlying asset.

**Excepted Investment Fund(EIF):**  
[N/A = Not an investment fund]

Common Questions

- What are examples of reportable assets?
- How do I report IRAs or brokerage accounts?
- What is an EIF?
- What Employment Related Assets do I need to report?
- Do I have to report my personal savings or checking accounts?
- Do I need to report a loan that I have made to another person (or a loan that my spouse or dependent child has made to another person)?
- Do I report my spouses' assets if we are separated?
- What is my Filing Date?
- How do I report assets I own as a partner in a partnership?
- What are examples of non-reportable income?
- How do I report the income of my spouse?
- What do I report if my spouse is self-employed?
- What do I need to report about honoraria?
- What is my Filing Date?
- Country Code Reference
- OGE Form 278e FAQs
- Glossary

\* The "Over \$1,000,000" category applies only if the asset/income is solely that of the filer's spouse or dependent children. If the asset/income is either that of the filer or jointly held by the filer with the spouse or dependent children, select the other higher categories of value, as appropriate.

Save Cancel

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## Is this Asset Employment Related?

- If the filer selects, **Yes**, then **Asset Owner** selection is required. *Choices Self and Spouse only.*
- If the filer selects **No**, then the **Asset Owner** is not required. *Choices are Self, Joint, Spouse, Dependent.*

## Removal of Asset Type & Asset Location

- Although Asset Type is no longer required, it is recommended filers add any additional identifying information in the **Asset Name** field.

The following changes have been made to the Add Asset Page:

- **Addition:** Is this Asset Employment Related?
- **Removal:** Asset Type and Asset Location
- **Change:** Excepted Investment Fund (EIF) is now a separate entry



# Asset Line Item Summary

**GLASSFISH ON PREVIEW** **Financial Disclosure Management**

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

Reports Not Started | Reports List

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

**Under Review - Ford X. Edsel, 2015 Incumbent OGE 278 Report**

Getting Started | **Assets** | Income | Transactions | Earnings

**Assets**  
Add Asset

Reporting Period: Consult the ethics counselor for specific periods.

1 to 9 of 9 Items per page: 100 1

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

Seq.# ▲	Asset Name	EIF	Owner	Asset Value	Employment Related	Asset Income	
1	<a href="#">Maryland State Teacher's Retirement Fund</a>	N/A	Spouse	\$250,001-\$500,000	Yes	No Income (or less than \$201)	Edit Asset Delete Asset Add Underlying Asset Add Comment
1.1	<a href="#">Fidelity U.S. Bond Index/Western Asset Core Bond (underlying asset of 1)</a>	N/A	Spouse	\$250,001-\$500,000	Yes	No Income (or less than \$201)	Edit Asset Delete Asset Add Underlying Asset Add Comment
1.2	<a href="#">BlackRock Equity Dividend Fund (underlying asset of 1)</a>	N/A	Spouse	\$250,001-\$500,000	Yes		Edit Asset Delete Asset Add Underlying Asset Add Comment
2	<a href="#">Beach Rental Property</a>	N/A	Joint	\$500,001-\$1,000,000	No	\$15,001-\$50,000	Edit Asset Delete Asset Add Underlying Asset Add Comment
3	<a href="#">Colonial Penn Life Insurance</a>	N/A	Self	\$1,000,001-\$5,000,000	No	No Income (or less than \$201)	Edit Asset Delete Asset Add Underlying Asset Add Comment
4	<a href="#">NFLX ? Netflix Inc</a>	N/A	Spouse	\$1,001-\$15,000	No	\$1,001-\$2,500	Edit Asset Delete Asset Add Underlying Asset Add Comment

1 to 9 of 9 Items per page: 100 1

[Back](#) [Add Asset](#) [Continue](#)

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The following changes have been made to the Asset Line Item Summary:  
- **Addition:** EIF (Excepted Investment Fund)  
- **Addition:** Employment Related?

- Do I need to report a loan that I have made to another person (or a loan that my spouse or dependent child has made to another person)?
- Do I report my spouse's assets if we are separated?
- What is my Filing Date?
- Country Code Reference
- OGE Form 278e FAQs
- Glossary



# Add/Edit Other Earned or Non-Investment Income Screen Changes

## ADDED SECTION

- **Is this Income Employment Related?** Default YES

## RENAMED SECTION

- Source of Income is now **Income Name**
- Recipient is now **Income Owner**
- Amount of Other Income is now **Amount of Income**

## CHANGED SECTION

- Income Owner
  - Requires owner selection if filer answers **Yes** to the **Is this Income Employment Related?**
  - Optional owner selection if the filer answers **No** to the **Is this Income Employment Related?**





# Add/Edit Other Earned or Non-Investment Income Screen Changes

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

Draft - Ford X. Edsel, 2015 Incumbent OGE 278 Report

Getting Started | Assets | **Income** | Transactions | Gifts, etc | Liabilities | Agreements | Positions

### Add Other Earned or Non-Investment Income

**Instructions:** The filer will only check "Yes" if the earned or non-investment income of the filer or the filer's spouse totals more than \$200 during the reporting period (e.g., salary, fees, partnership share, honoraria, scholarships, and prizes), AND The income is related to the filer's or the filer's spouse's business, employment, or other income-generating activities. Check "no" if the income is not related to non-US Government employment. Do not report income from US Government employment.

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

**Income Name:**  
Edsel Family Foundation

**Is This Income Employment Related?**  
The filer will only check "Yes" if the earned or non-investment income of the filer or the filer's spouse totals more than \$200 during the reporting period (e.g., salary, fees, partnership share, honoraria, scholarships, and prizes), AND The income is related to the filer's or the filer's spouse's business, employment, or other income-generating activities related to non-US Government employment. Do not report income from US Government employment.

Yes  No

**Income Owner:**  
 Self  Spouse

**Type of Income:**  
 Salary (other than Federal Government)  
 Fees  
 Commissions  
 Income from personal services  
 Pension Plan Payments (other than Federal Government)  
 Honoraria  
Date of Service: / / (Ex: mm/dd/yyyy)  
 Other

**Amount of Income:**  
Actual Amount: \$ 15000 (Ex: 2500)

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The following changes have been made to the Add Asset Page:  
- **Addition:** Is this Income Employment Related?

### Is this Income Employment Related?

- If the filer selects, **Yes**, then **Income Owner** selection is required. *Choices Self and Spouse only.*
- If the filer selects **No**, then the **Income Owner** is not required. *Choices are Self, Joint, Spouse, Dependent.*



# Other Earned or Non-Investment Income Line Item Summary

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

**Under Review - Ford X. Edsel, 2015 Incumbent OGE 278 Report**

Getting Started | Assets | **Income** | Transactions | Gifts, etc | Liabilities | Agreements | Positions

**Other Earned or Non-Investment Income**

[Add Income](#)

Reporting Period: Consult the ethics council

**Instructions:** For you, report the source and actual amount of earned and non-investment income during the reporting period from any one source. Such income includes: fees, salaries, honoraria, benefits, and honoraria. For your spouse, report the source and amount of honoraria and benefits from any one source and the source, but not the amount, of any other non-investment income that exceeds \$500 during the reporting period. Note: Reporting earned or other non-investment income of your dependent children is not required. Exclude any income from employment by the United States Government and from any retirement system of the United States (including the Thrift Savings Plan) or from social security.

Source of Income	Recipient	Employment Related	Amount of Income	
<a href="#">Edsel Family Foundation</a>	Self	Yes	\$15000	<a href="#">Edit Income</a> <a href="#">Delete Income</a> <a href="#">Add Comment</a>
<a href="#">Monmouth University</a>	Spouse	Yes		<a href="#">Edit Income</a> <a href="#">Delete Income</a> <a href="#">Add Comment</a>
<a href="#">Simon &amp; Schuster</a>	Spouse	Yes		<a href="#">Edit Income</a> <a href="#">Delete Income</a> <a href="#">Add Comment</a>

[← Back](#) | [Add Income](#) | [Continue →](#)

The following changes have been made to the Other Earned or Non Investment Income Line Item Summary:  
- **Addition:** Employment



# Output(View/Print) Comparison 278e and 278 PDF

The OGE Form 278e collects the same information as the Legacy OGE form, however the report format output is reorganized

278e	278 PDF	Additional Information
<b>Cover Page</b>	Cover Page	Collects Filer contact information as well as signatures
<b>Part 1</b>	Schedule D Part I	Filer's Positions Held Outside United States Government
<b>Part 2</b>	Schedule A	Filer's Employment Assets and Income
<b>Part 3</b>	Schedule C Part II	Filer's Employment Agreements and Arrangements
<b>Part 4</b>	Schedule D Part II	Filer's Sources of Compensation Exceeding \$5,000 in a year
<b>Part 5</b>	Schedule A	Spouse's Employment Assets and Income
<b>Part 6</b>	Schedule A	Other Assets and Income
<b>Part 7</b>	Schedule B Part I	Transactions
<b>Part 8</b>	Schedule C Part I	Liabilities
<b>Part 9</b>	Schedule B Part II	Gifts and Travel Reimbursements



# Sample OGE 278e Output from FDM

Incumbent Report 2015 | U.S. Office of Government Ethics; 5 C.F.R. part 2634 | Form Approved: OMB No. (3209-0001) (March 2014)

Print Close

## Executive Branch Personnel Public Financial Disclosure Report (OGE Form 278e)

### Filer's Information

**Edsel, Ford X.**  
Security Analyst, IT - Office of CIO, Demo  
Report Year: 2015

Other Federal Government Positions Held During the Preceding 12 Months: None

Electronic Signature - I certify that the statements I have made in this form are true, complete and correct to the best of my knowledge.

Agency Ethics Official's Opinion - On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations (Subject to any comments below).

Other review conducted by

U.S. Office of Government Ethics Certification

### 1. Filer's Positions Held Outside United States Government

#	NAME	CITY, STATE	OGE TYPE	POSITION	FROM	TO
1	Edsel Family Partnership	Wilmington, DE, USA	Business Enterprise	Officer	01/2001	Present
2	Monmouth University	Long branch, NJ, USA	Educational Institution	Advisor	08/2005	Present

### 2. Filer's Employment Assets and Income

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
1	Edsel Family Foundation	N/A		Salary	\$15000

### 3. Filer Employment Agreements and Arrangements

#	EMPLOYER OR OTHER PARTY TO AGREEMENT/ARRANGEMENT	CITY, STATE	STATUS AND TERMS	DATE
1	1st State Cap Venture	Wilmington, DE, USA	Continuing participation in Employee Benefit Plan: continuing	01/2001

### 3. Filer Employment Agreements and Arrangements

#	EMPLOYER OR OTHER PARTY TO AGREEMENT/ARRANGEMENT	CITY, STATE	STATUS AND TERMS	DATE
1	1st State Cap Venture	Wilmington, DE, USA	Continuing participation in Employee Benefit Plan: continuing	01/2001

### 4. Filer's Sources of Compensation Exceeding \$5,000 in a Year

This report has no reported Compensation Exceeding \$5,000



# Sample OGE 278e Output from FDM

## 5. Spouse's Employment Assets and Income

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
1	Maryland State Teacher's Retirement Fund	N/A	\$250,001 - \$500,000		None (or less than \$201)
1.1	Fidelity U.S. Bond Index/Western Asset Core Bond	N/A	\$250,001 - \$500,000		None (or less than \$201)
1.2	BlackRock Equity Dividend Fund	N/A	\$250,001 - \$500,000		
2	Monmouth University	N/A		Salary	
3	Simon & Schuster	N/A		Commissions	

## 6. Other Assets and Income

#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
1	Beach Rental Property	N/A	\$500,001 - \$1,000,000	Rent and Royalties	\$15,001 - \$50,000
2	Colonial Penn Life Insurance	N/A	\$1,000,001 - \$5,000,000		None (or less than \$201)
3	NFLX ? Netflix Inc	N/A	\$1,001 - \$15,000	Dividends	\$1,001 - \$2,500
4	AMZN ? Amazon.com Inc	N/A	\$15,001 - \$50,000		\$5,001 - \$15,000
5	TSLA - Tesla Motors Inc.	N/A	\$15,001 - \$50,000		None (or less than \$201)
1	Beach Rental Property	N/A	\$500,001 - \$1,000,000	Rent and Royalties	\$15,001 - \$50,000
2	Colonial Penn Life Insurance	N/A	\$1,000,001 - \$5,000,000		None (or less than \$201)
3	NFLX ? Netflix Inc	N/A	\$1,001 - \$15,000	Dividends	\$1,001 - \$2,500
4	AMZN ? Amazon.com Inc	N/A	\$15,001 - \$50,000		\$5,001 - \$15,000
5	TSLA - Tesla Motors Inc.	N/A	\$15,001 - \$50,000		None (or less than \$201)
6	OHRP - OHR Pharmaceutical	N/A	\$15,001 - \$50,000		None (or less than \$201)

## 7. Transactions

#	DESCRIPTION	TYPE	DATE	AMOUNT
1	NSLP - New Source Energy Partners	sale	09/01/2015	\$1,001 - \$15,000
2	YHOO - Yahoo Inc	sale	09/01/2015	\$1,001 - \$15,000

## 8. Liabilities

#	CREDITOR NAME	TYPE OF LIABILITY	AMOUNT	YEAR INCURRED	INTEREST RATE	TERM
1	Central Credit Union of Maryland	Mortgage, Rehoboth, DE, USA	\$15,001 - \$50,000	1998	3.4%	30 years

## 9. Gifts and Travel Reimbursements

#	SOURCE NAME	CITY, STATE	BRIEF DESCRIPTION	VALUE
1	Central Credit Union of Maryland	Wilmington, DE, USA	Other gift: Leather Briefcase	500

## 9. Gifts and Travel Reimbursements

#	SOURCE NAME	CITY, STATE	BRIEF DESCRIPTION	VALUE
1	Jonah Bledso	Wilmington, DE	Other gift: Leather Briefcase	500



# FDM – Where to go for help

- Filers and Filer Assistants should contact local legal community to get answers to FDM related questions.
- Contact local PC support Help Desk to get support on technical issues such as printing or browser issues.

## **FDM SERVICE CENTER**

**Phone:** 443 861 8247, DSN 848-8247

**e-Mail:** [FDM Customer Service](#)



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