

Financial Disclosure Management



Department of the Army
Office of the General Counsel

FDM Release 3.0
Release Notes

Financial Disclosure Management

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1. General

This section describes changes implemented in FDM 3.0 that will impact all users of FDM. Depending on assigned FDM roles some users may experience new functions in more than one area.

1.1. Agency

In order to prepare for use of FDM beyond the current Army-only user base, FDM 3.0 includes the ability to search and indicate which Agency a user is associated with. There are eight (8) Agencies included as the initial set in FDM 3.0. Inclusion of a specific Agency in the set is not an authorization to use FDM in that Agency. Authorization for use should be verified with the FDM PMO before initiating any FDM activity. The initial set of Agencies are:

Army	United States Army
Navy	United States Navy
Air Force	United States Air Force
Marine Corps	United States Marine Corps
JCS	Joint Chiefs of Staff
National Guard	National Guard Bureau
OGE	Office of Government Ethics
OSD	Office of the Secretary of Defense

For administrative actions where searching for specific individuals in Agencies other than the Army is used, the FDM system uses the information contained in DISA's Global Directory Service (GDS). (see figure 1.1)

My Info Review Filers Admin Resources Management Reports Log Out

Supervisors Senior Legal Counsels ADAEO Pending User

Search for Current Users

Instructions: Use the criteria below to specify the filtering of the current users in

Last Name: * Starts With []

First Name: Starts With []

Middle Name: Starts With []

e-mail: Starts With []

Agency: *Required []

Army
Air Force
JCS
Marine Corp
National Guard
Navy
OGE
OSD

20 Search

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Figure 1-1 – Name Search

Basic functionality to allow an Agency to customize certain portions of the FDM 3.0 look-and-feel are included. The specifics of the customization are finalized with the FDM Deployment Team during rollout to that Agency. In general, the items that can be

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customized are the screen colors, banner graphic, Agency help phone numbers and e-mail addresses, and the use of Electronic Signature.

1.1.1. Login page

The FDM login page includes a selection for the user to specify their agency when using User ID and Password authentication. FDM only supports User ID and Password authentication via the Army's AKO. See Figure 1-1 for new Login page example.

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Test System

DEPARTMENT OF THE ARMY'S OF AMERICA

Welcome to FDM, your assistant for preparing your SF 278 and OGE 450 Financial Disclosure Reports

Login to FDM

Login using your CAC

Login

Forgot your CAC PIN?

Or

Login using Agency

User Name:

Password:

Agency:

Login

Forgot your AKO password?

New in FDM 3.0
Users with Army AKO Accounts can login by selecting "Army"

Test Your CAC
FDM uses your CAC to complete electronic filing. Test your CAC to ensure it works with FDM even if you have used it with other programs.

Test CAC

Warning - This is a U.S. Government computer system subject to federal law.
Financial Disclosure Management is hosted on a U.S. Government computer system and is intended for authorized U.S. Government use only. Unauthorized attempts to upload or otherwise alter information are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986.

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Figure 1-2 - Login Page

1.1.2. Contact Info

All users have the ability to view and change their Agency affiliation in their My Info-Contact Information page. Changing a user's Agency has no impact on their relationships to Supervisors, Senior Legal Counsel, and ADAEO.

1.2. Limited Support for Existing Reports

Due to funding constraints and reporting rule changes, these limitations are imposed in FDM 3.0:

- Previously created reports can only be viewed as PDF documents.
- Users cannot view the report data in the FDM Report Data screens
- Users can pre-populate new reports with the data for existing reports

1.3. My Info-My Profile

The My Info-Review Chain screen was renamed to My Profile to reflect the inclusion of details for each of the roles users may have within FDM. (see figure 1.3)

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My Reports My Info Resources Log Out

Contact Information My Assistants My Profile

My Profile

Roles: Filer - OGE 450

Supervisor: Sec, Asdh Change

Senior Legal Counsel: Sec, Asdj Change

OGE 450 Filer Assistants

Sec, Asde

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Figure 1-3 – My Profile Page

2. Filer

2.1. General

This section details the changes to FDM 3.0 that impact the Filer's (SF 278 and OGE 450) functionality.

2.1.1. My Info-Contact Information-Filer Category

To allow for creation of compliance reports for submission to OGE, FDM 3.0 includes a mandatory Filer Category as a portion of the information on the Contact Information page. For SF 278 Filers, this information is required in all cases. For OGE 450 Filers, this information is only required if the Filer is a Special Government Employee (SGE). The Filer can change the Filer Category information on the My Info-Contact Information page or during the Getting Started step when creating a new Disclosure Report. (see figure 2.1)

My Reports My Info Resources Log Out

Contact Information My Assistants My Profile

Contact Information

Last Name:

First Name:

Middle Initial:

Agency: Army

Filer Category: Special Government Employee No Selection

A Special Government Employee (SGE) is defined at 18 U.S.C. § 202 as an officer or employee who is retained, designated, appointed, or employed to perform temporary duties, with or without compensation, for not to exceed 130 days during any period of 365 consecutive days, either on a fulltime or intermittent basis.

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Figure 2-1 – Contact Information Page

2.1.2. Getting Started-Checkpoint

Because of some of the OGE required reporting rule changes implemented in FDM 3.0, there are some situations where the data from the existing report needs special attention. FDM detects these and highlights for the Filer on the Getting Started-Checkpoint screen by displaying a summary list of conditions detected and a detailed list for inspection and action by the filer.

2.1.3. Electronic Signature

FDM 3.0 includes the ability to record the Filer and Reviewer's electronic signature. (This is different from the Common Access Card (CAC) Digital Signature capability of FDM 2.0 in that it does not require a CAC to sign the report in FDM.) Each Agency in FDM specifies their policy regarding the use of Electronic or CAC Digital Signature.

2.1.4. Wrap up simplification, no eSign in PDF

The Wrap Up portion of filing a report in FDM has been streamlined to not require the viewing of the PDF document to eSign. The report document can be accessed via the View/Print page as always. Additionally, the Report Wrap Up has been simplified to only require viewing information and certifications on one screen before eSigning the report.

2.2. OGE 450 Reports

2.2.1. FDM e450 Report

FDM 3.0 provides an alternative FDM e450 for the OGE 450 PDF form. The FDM e450 is an OGE approved format for the FDM pilot filers. The FDM e450 view includes all the Report data, flags, comments, and status in navigable single web page format. (see figure 2.2)

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Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

Report Year	2002
Reporting Status	New Entrant
Employee's Name	Sec, Asdi
Position/Title	asf
Grade	G5
Agency	JCS
Branch/Unit and Address	asfd Asdi Street Asdi Street Piscataway,MD,USA,07703
Work Phone	732-555-8888
E-mail Address	asdi.sec@us.army.mil
Date of Appointment	1/1/2002
if Special Government Employee (SGE)	no
If an SGE, Mailing Address (Number, Street, City, State, ZIP Code)	

Table of Contents
Report Data
Non-Investment Income
Assets
Liabilities
Outside Positions
Agreements or Arrangements
Gifts and Travel Reimbursements
Attachments
Comments
Flags
Audit Trail
Review Status

Date Received by Agency	12/15/2006
Employee Signature	eSigned in FDM by: Sec, Asdi User ID:asdi.sec <input checked="" type="checkbox"/> 12/15/2006

Supervisor/Other Intermediate Reviewer Signature	eSigned in FDM by: Sec, Asdh User ID:asdh.sec <input checked="" type="checkbox"/> 12/15/2006
--	--

Supervisor/Other Agency's Final Reviewing Official Signature	eSigned in FDM by: Sec, Asdj User ID:asdj.sec <input checked="" type="checkbox"/>
--	--

Part I: Non-Investment Income			
Source of Income	Type of Income	Owner	No Longer Receiving
1 dfsdfs,WDFC,SD,USA	Salary (other than Federal Government)		X

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

Part II: Liabilities			
Creditor	Type of Liability	Debtor	
1 dvwd,wdw,MD,USA	Loan		

Part III: Outside Positions			
Organization	Type of Organization	Position	No Longer Held
1 wdc,wdec,MN,USA	Educational Institution	Trustee	X

Part IV: Agreements or Arrangements
This report has no reported Agreements or Arrangements

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

Attachments
None

Comments
None

Figure 2-2 – New OGE e450 Report Format

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2.3. SF 278 Reports

2.3.1. OGE Rules

OGE mandated implementation of several reporting changes in FDM. The Filers will be assisted via the FDM validation and flag rules to report details per the OGE rules.

2.3.2. Underlying Assets

FDM 3.0 improves the support for reporting of underlying assets. The filer can now directly represent up to four levels of underlying assets within FDM. (see figure 2.3)

My Reports | **My Info** | **Resources**

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

Draft - Mike Sheridan, 2004 Incumbent SF 278 Report

Getting Started | **Assets** | Other Income | Transactions | Gifts, etc. | Liabilities | Agreements | Positions | Wrap Up

Add Asset

Instructions: Enter a name for the asset, for example, the company name for a stock or bond. Optionally, you can choose the owner. Then choose the type of asset, including providing any indicated additional information (e.g., Publicly traded for a Stock, Bond, Option, or Security). Provide the location. Select the appropriate Asset Value. For Assets that also provide income, choose the type(s) of income (more than one is permitted) and select the appropriate Income Amount. If this asset is an underlying asset to another asset, check the appropriate box and select the parent asset.

Reporting Period: Calendar Year 2003.

Asset Name: _____

Asset Owner:
 Self Joint Spouse Dependent Child

Asset Type:
 Checking, Savings, or Money Market Account
 Stock, Bond, Option, or Security
 Publicly traded
 Real Estate
 Partnership, LLC, S Corp
 Mutual Fund, Investment Fund, or Pool
 Publicly traded
 Excepted Investment Fund
 Trust
 Excepted Creation Date: ____/____/____ (mm/dd/yyyy)
 Qualified
 Not Excepted or Qualified
 Retirement plan or account
 Other _____

Asset Value: _____
[SELECT-]

Asset Location:
City: _____
State: [SELECT-]
Country: [USA]

Asset Income Information:
 No Reportable Income (or less than \$201)
 Investment Income
 Dividends
 Capital Gains
 Interest
 Rent or Royalties
 Amount: [SELECT-]
 Other Investment Income _____
 Actual Amount: \$ _____

Underlying Asset:
 This is an underlying asset. Parent asset: 1.2. ABC [Change]

Common Questions
See requirements documentation for the OGE

New in FDM 3.0
SF 278 Filers may add underlying assets

* 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]

Figure 2-3 – SF 278 Assets Page

3. Reviewers

3.1. Attachment of Record

FDM includes the capability for certain Legal Officials to identify Report attachments that are “Attachment of Record” and would be released with an SF 278. FDM includes the capability for the SLC and SLC EC of an OGE 450 Filer to mark an attachment “Of Record”. For SF 278 Filers, the ADAEO and ADAEO EC have that ability. (see figure 3.1)

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My Info | Review Filers | Admin | Resources | Management Reports | Log Out

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

Draft - Asdg Sec, 2006 New Entrant (02/02/2006) SF 278 Report

View/Print

SF 278 and Comments of Record

Flags

All Comments

Attachments				
Type	Date Attached	SF 278 of Record	File Name	
Job Description	12/15/2006	<input checked="" type="checkbox"/>	Job Description test.doc	<input type="button" value="View/Print"/>

◆ Note: You must have Adobe Reader 6.0 or later installed on your PC to view and print the report.
Click to see what version you have.

Figure 3-1 – View/Print Page

3.2. Extensions

Certifying officials may record a filing extension on Draft SF 278 and OGE 450 Reports via the “Grant Extension” function on the Report’s Review Status screen when a Draft disclosure has been entered. The SLC, SLC EC, and SLC Assistant of an OGE 450 Filer can grant an extension. For SF 278 Filers, the ADAEO and ADAEO EC can grant an extension. (see figure 3.2)

My Info | Review Filers | Admin | Resources | Management Reports | Log Out

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

Draft - Asdg Sec, 2006 New Entrant (02/02/2006) SF 278 Report

Report Progress

Created: 12/15/2006

Submitted: _____

Amended: _____

ADAEO Submitted: _____

Completed: _____

Extension

No Extensions have been granted.

Signoff Progress

Filer: _____

Supervisor: _____

Reviewer: _____

ADAEO: _____

Common Questions

- What is the difference between Review Date and Signature Date?
- What is the Amended date and how does it differ from the Submitted Date?
- Glossary

New in FDM 3.0
Senior Legal Authority may record a filing Extension on FDM

Figure 3-2 – Review Status Page

4. Administration

4.1. Admin-Filers

The Application Administrator role now has the ability to add, edit, and delete Filers in FDM.

4.2. Reassign to Acting Group

The Admin-Supervisors, SLC, and ADAEO Edit function now includes the ability to reassign filers to acting groups rather than requiring the filers to be added to the replacements filer pool. This simplifies the administration when filers need to be reassigned from a departing supervisor, but before a replacement has been appointed.

4.3. Management Reports

FDM 3.0 now includes a select set of Management Reports for the ADAEO, ADAEO EC, and App Admin roles. These reports are intended to replace database reports previously created daily and e-mailed to a select group.

4.4. Admin-User

To improve the support for administrative actions, FDM 3.0 includes access to all users in the system via the Admin-Users screen. The profile of any user is accessible to display all the roles and relationships for a specific user.

5. Known Issues

The FDM website, <https://www.fdm.army.mil/helpSupport/knownIssues.htm>, includes Known Issues and is updated periodically.