Department of the Army
Office of the General Counsel

FDM Release 3.0
Release Notes
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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)

![Figure 1-1 – Name Search](image)

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
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.

![Login Page](image)

**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)
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)
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)
**Figure 2-2 – New OGE e450 Report Format**
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)

![Figure 2-3 – SF 278 Assets Page](image)

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)
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)
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