

Financial Disclosure Management

FDM Release 5.0
Release Notes

FDM 5.0 Publication 1.0

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Introduction

These Release Notes describe the changes to the FDM system for Release 5.0. The changes in this release are modifications of currently released functionality. Most of the screen and data changes were requirements received from the Office of Government Ethics (OGE). Improvements were made in how data is represented in FDM for release 5.0. Some items were renamed, some were grouped with other items, some were dropped. Because of this, rules were applied to these data items to migrate (convert) them to their new representation.

Also, with the start of the new filing season the FDM web site was augmented with new training materials, including video tutorials.

Training materials on the new features can be found in the FDM Learning Center:

<https://www.fdm.army.mil/learningCenter/learningCenter.htm>

Address questions about FDM to the FDM Help Desk:

(Mail to: monm-secfdmspt@conus.army.mil) or call (732) 532-5566, DSN 992-5566

Handling Pre-5.0 Reports

Release (R) 5.0 includes reporting rules changes that affect reports prepared in FDM after R. 3.0 (Dec 2006) that are not yet in "Complete" status.

Draft Reports & Amendment in Progress Reports

Reports prepared in 2007 (pre-R 5.0) still in "Draft" or "Amendment in Progress" status will display with the data capture changes. The filer and reviewer will see differences between what they had input and what displays after release 5.0 (e.g., some assets no longer require a location, some assets were previously identified as "publicly traded" (no longer captured/required)). The differences are noted below in terms of both screen changes and data changes.

Under review – No Amendment in Progress Reports

Reports prepared in 2007 (pre-R 5.0) in "Under Review," "Submitted to DAEO," or "Complete" status may be processed to completion. These reports may not be seen via the Report Wizard. Instead, the "View" feature leads to the View/Print tab inside the report where the viewer may View/Print the report (SF 278 in PDF; OGE 450 in html rendering). Filers can still pre-populate new reports with the data from these reports. During prepopulation from these reports the data is converted using the R.5.0 data collection changes.

Any report that can normally be amended, can be amended. Amending a report will make the report fully viewable on the Report Data screens (as if in "Draft" status). The amended report will display in the Report Wizard using the new data collection rules. The report will look different than before the amendment.

For unfinished reports prepared in 2007 SF278 and OGE 450 Reports:

Line items comments will not be allowed, report level comments only.

eSign is available from the Review Status page or from the Review Filers | Reports List Pages.

These reports will not include the current/new data changes.

Flags can only be viewed from the View/Print Screen.

Extension information cannot be modified. Extension information will continue to be displayed on the Review Status page and on the SF278 PDF form or the e450 report.

Handling Unfinished Reports Prepared in 2007 (Pre R5.0)

For Supervisors & other reviewing officials:

Access to FDM Filer's reports remains the same. The reports are listed under the Review Filers tab and will have the same array of buttons typically available including eSign etc. See sample screen below:

Note: Filer names omitted.

Reports List

Welcome Robert Fassold

▶ Annual incumbent SF 278 reports are due 15 May.

SLC Assistant To Metcalf, John E.

Org Unit: My Orgs Show Filer's Reports for My Orgs Show My Filer's Reports Include Filer's Reports for Org Units assigned to other SLC Assistants

Search

Form Type: SF 278
Year: ALL
Reporting Status: ALL
Review Status: Under Review

Last Name: First Name:

Common Questions

- What does it mean to "End" a review?
- What does Amended mean?
- What does Amendment in Progress mean?
- How do I see the reports assigned to me if I have more than one role in FDM?
- What does Complete Report mean?
- Glossary

1 to 4 of 4 Items per page: 20 1

My SF 278 Filer's Reports

Filer ▲	Registration Status	Year	Reporting Status	Review Status	Review Date	Signature Date	
	Active	2007	Incumbent	Under Review			<input type="button" value="End Review View"/>
	Active	2007	Incumbent	Under Review			<input type="button" value="End Review View"/>
	Active	2005	Incumbent	Under Review			<input type="button" value="View"/>
	Active	2006	New Entrant	Under Review			<input type="button" value="End Review eSign View"/>

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The eSign feature displays the Review Status page where the user may select eSign (or End Review) to continue processing the report. The View feature displays the View/Print screen (not the (usual) Report Wizard). See screen below:

FDM_PILOT_SYSTEM **Financial Disclosure Management**  **My Reports** **My Info** Review Filers **Admin** Resources Management Reports **Log Out**

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

Under Review -

View/Print

SF 278 and Comments of Record
 Flags
 All Comments

Attachments				
Type	Date Attached	SF 278 of Record	File Name	
Job Description	01/26/2007		W...	<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.

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Please note: The Reports List, Attachments, Comments, Audit, and Review Status menu tab items are still active. To check on extension information, use the Review Status menu tab.

Completed Reports

All SF 278 reports completed before R 5.0 are viewable only as a PDF document (use View/Print). OGE 450s prepared in 2007 before R 5.0 are viewed using View/Print to display in html.

Common Questions Changes/Additions (OGE 450 & SF278)

Over 200 addition and updates were made to Common Questions in this release. Most screens in FDM have a common question box on the right side of the page. For a full listing of common questions please use the following links.

For the SF 278 Common Question list:

<https://www.fdmstaging.army.mil/helpSupport/commonQuestions278.htm>

For the OGE 450 Common Question list:

<https://www.fdmstaging.army.mil/helpSupport/commonQuestions450.htm>

Glossary Updates

The glossary has been updated per OGE request changes. Glossary link can be found at the bottom of each Common Question box on the FDM screens. You may also click the following link:

<https://www.fdm.army.mil/learningCenter/glossary.htm>

OGE 450 Screen and e450 Report Changes

Modified & Removed Instructions

Instructions were changed on the following screens:

- **Non-Investment Income screen (List and Yes/No Screens)**

Instructions: Report for yourself: (1) all sources of salary, fees, commissions, and other earned income greater than \$200, (2) honoraria greater than \$200, and (3) other non-investment income such as scholarships, prizes, and gambling income greater than \$200. Report for your spouse: (1) all sources of salary, fees, commissions, and other earned income greater than \$1,000, and (2) honoraria greater than \$200.

- **Assets and Investment Income screen (List and Yes/No Screens)**

Instructions: Report for Yourself, Spouse, and Dependent Child: Assets held for investment with a value greater than \$1,000 at the end of the reporting period OR assets held for investment which produced more than \$200 in income during the reporting period, including but not limited to: Assets such as stocks, bonds, annuities, trust holdings, partnership interests, life insurance, investment real estate, or a privately-held trade or business; Sector mutual funds: those funds invested in a particular industry, business, or location such as ABC Electronics Fund or XYZ Canada Fund (report the full name of the fund, not just the general family fund name); Holdings of retirement plans, such as 401(k)s or IRAs (list each holding except diversified mutual funds); Holdings of investment life insurance; Holdings of variable annuities; Defined benefit pension plans provided by a former employer (include the name of the employer).

- **Outside Positions screen (List and Yes/No Screens)**

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

– **Agreements or Arrangements (List and Yes/No Screens)**

Instructions: Report Your Agreements or Arrangements for: Continuing participation in an employee pension or benefit plan maintained by a former employer; a leave of absence; future employment, including date you accepted employment offer; and continuation of payment by a former employer (including severance payments).

– **Gifts and Travel Reimbursements screen (list and Yes/No Screens)**

Instructions: Report for Yourself, Spouse, and Dependent Child: Travel-related reimbursements (items such as lodging, transportation, and food) totaling more than \$305* from any one source during the reporting period; include where you traveled, the purpose, and date(s) of the trip; Any other gifts totaling more than \$305* from any one source during the reporting period.

*If you received more than one gift from one source: 1. Determine the value of each item you received from that source 2. Ignore each item valued at \$122 or less 3. Add the value of those items valued at more than \$122; if the total is more than \$305, then you must list those items.

Instructions were removed from these screens

- Add Non-Investment Income screen
- Add Assets and Investment Income screen
- Add Liabilities screen
- Add Outside Positions screen
- Add Agreements or Arrangements screen
- Add Gifts and Travel Reimbursements screen

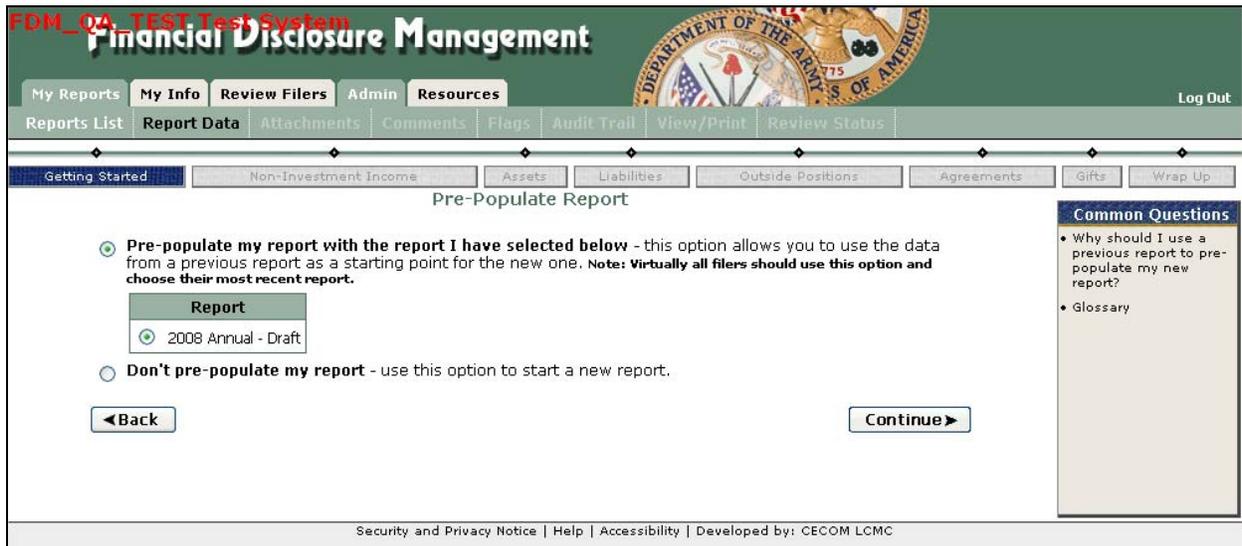
Screen Changes

Getting Organized

"The mortgage statement "(for any properties that are not your principal residence)" was removed.

Pre-Populate Report

The statement "this option allows you to create a report with no data input" was replaced with "use this option to start a new report".



Add Non-Investment Income

The Instructions were removed.

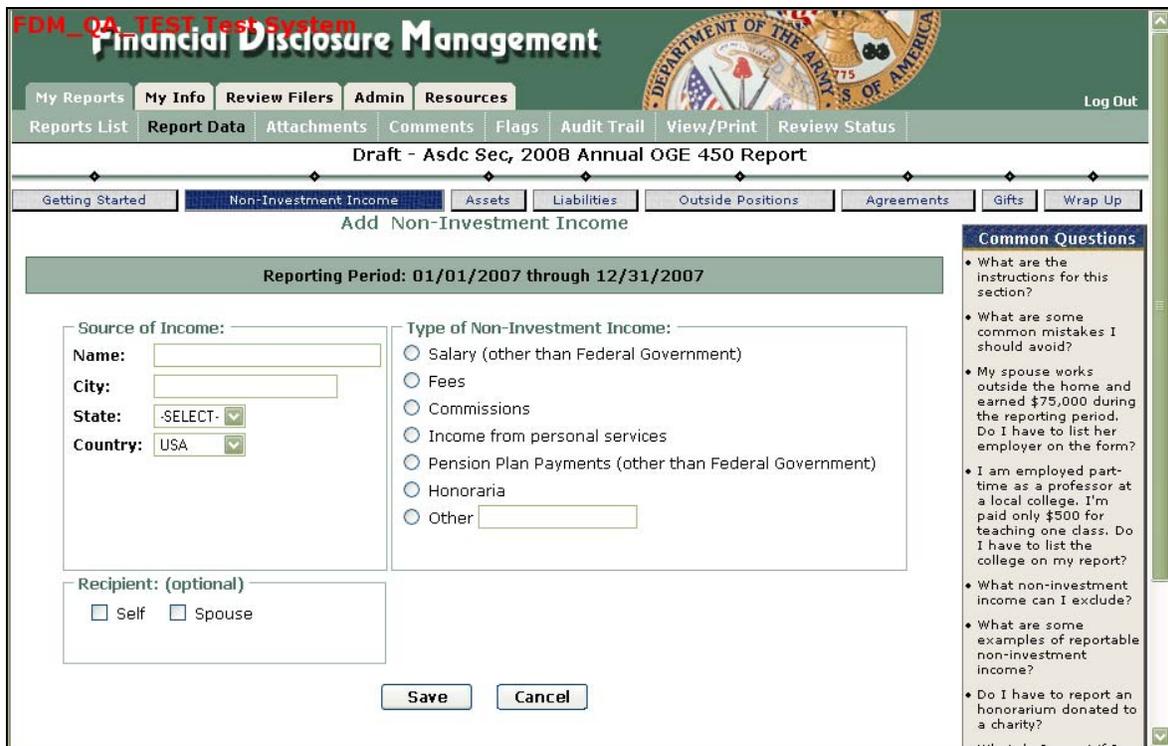
The section label was changed from "owner" to "recipient".

The "retirement plan or account" field label was changed to "Pension Plan Payment".

The honoraria parenthetical text "(if donated to charity provide the charities name)" was removed.

The "Charity Name" input field was removed.

The still receiving section (labels and radio buttons) were removed.



Non-Investment Income List Page

Instructions were modified

No longer receiving column was removed

“Owner” Column was renamed “Recipient”.

Financial Disclosure Management

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

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

Draft - Asdc Sec, 2006 Annual OGE 450 Report

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

Non-Investment Income

Instructions: Report for yourself: (1) all sources of salary, fees, commissions, and other earned income greater than \$200, (2) honoraria greater than \$200, and (3) other non-investment income such as scholarships, prizes, and gambling income greater than \$200. Report for your spouse: (1) all sources of salary, fees, commissions, and other earned income greater than \$1,000, and (2) honoraria greater than \$200.

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

Source of Income	Type of Income	Recipient
ADC, ABC, FL, USA	Other	Self

◀ Back | Add Income | Continue ▶

Common Questions

- What are some common mistakes I should avoid?
- My spouse works outside the home and earned \$75,000 during the reporting period. Do I have to list her employer on the form?
- I am employed part-time as a professor at a local college. I'm paid only \$500 for teaching one class. Do I have to list the

Assets and Investment Income (yes/No) Page

Instructions were modified

Financial Disclosure Management

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

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

Draft - Asdc Sec, 2006 Annual OGE 450 Report

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

Assets

Non-Investment Income

Instructions: Report for yourself: (1) all sources of salary, fees, commissions, and other earned income greater than \$200, (2) honoraria greater than \$200, and (3) other non-investment income such as scholarships, prizes, and gambling income greater than \$200. Report for your spouse: (1) all sources of salary, fees, commissions, and other earned income greater than \$1,000, and (2) honoraria greater than \$200.

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

During the reporting period, did you, or your spouse receive any reportable non-investment income?

Yes No

◀ Back | Continue ▶

Common Questions

- What are some common mistakes I should avoid?
- My spouse works outside the home and earned \$75,000 during the reporting period. Do I have to list her employer on the form?
- I am employed part-time as a professor at a local college. I'm paid only \$500 for teaching one class. Do I have to list the

Add Assets and Investment Income Page

The asset type “Life Insurance (not term)” was added.

The asset type “Annuity” was added.

The asset type “Pension Plan (Employer Name)” was renamed to “Pension”

Add asset type “Retirement Plan or Account (e.g., 401(k), IRA)”

The asset type “Stock, bond or security” was renamed “Stock, bond, option or security”.

The asset type “Sector mutual fund, investment fund or pool” was renamed “Sector mutual fund”.

The name field under “Privately held trade or business” was removed.

“Other” was changed to “Other (Partnership, LLC, S Corp, etc.)” and space was provided for a description. The description is added to the Asset name when displayed on the PDF and any text that does not fit in the space provided on the PDF would be incorporate in a comment called “Extra Explanatory Info”.

The asset types were reordered to the following: “Stock, bond, option, or security”, “Sector mutual fund”, “Real Estate”, “Life Insurance (not Term)”, “Annuity”, “Retirement Plan or Account (e.g., 401(k), IRA)”, “Pension Plan (Employer Name)”, “Trust”, “Other (Partnership, LLC, S Corp, etc.)”

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My Reports My Info Review Filers Admin Resources Log Out

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

Draft - Asdc Sec, 2008 Annual OGE 450 Report

Getting Started Non-Investment Income Assets Liabilities Outside Positions Agreements Gifts Wrap Up

Add Asset and Investment Income

Reporting Period: 01/01/2007 through 12/31/2007

Asset Name:

Asset Owner: (optional)
 Self Joint Spouse Dependent Child

Asset Type:
 Stock, bond, option or security
 Sector mutual fund
 Real Estate
 City:
 State:
 Country: USA
 Privately held trade or business
 Description:
 Life Insurance (not term)
 Annuity
 Retirement Plan or Account (e.g., 401(k), IRA)
 Pension Plan (Employer Name)
 Employer Name:
 Trust
 Other (Partnership, LLC, S Corp, etc.)
 Describe:

Were you still holding this asset?
 Yes No

Save Cancel

Common Questions

- What are the instructions for this section?
- What are some common mistakes I should avoid?
- Do I have to report all assets that I owned during the reporting period and all investment income earned during this period?
- I owned stock in a company this year, but I sold it before the end of the year. When I sold it, the stock was worth \$2,000, and it earned \$500 in capital gains. Because I no longer own it, do I still have to report the name of the company on the OGE Form 450?
- Do I have to report the value of the assets I report on the form or the amount of income that I or my spouse earns?
- Do I have to report IRAs?
- I have only diversified mutual funds in my IRA. Do I have to report the IRA?
- I have a 401(k) with my former employer. Am I required to report

Liabilities "Yes/No" Page

The question "During the reporting period, did you, your spouse, or dependent children have any reportable liabilities?" was changed to "During the reporting period, did you, your spouse, or dependent children have any reportable liabilities (debts)?"

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Financial Disclosure Management
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My Reports My Info Review Filers Admin Resources Log Out

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

Draft - Asdc Sec, 2008 Annual OGE 450 Report

Getting Started Non-Investment Income Assets Liabilities Outside Positions Agreements Gifts Wrap Up

Liabilities

Instructions: Report for yourself, your spouse and dependent children: Liabilities over \$10,000 owed at any time during the reporting period other than a loan from a financial institution or business entity granted on terms made available to the general public; a loan over \$10,000 from an individual such as a friend or business associate. Exclude: Do not report any liability, such as a mortgage, 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 for automobiles, household furniture or appliances, unless the loan exceeds the purchase price of the item it secures; or liabilities that you owe to your spouse or to the parent, sibling, or child of you, your spouse, or your dependent child.

Reporting Period: 01/01/2007 through 12/31/2007

During the reporting period, did you, your spouse, or dependent children have any reportable liabilities (debts)?

Yes No

Back Continue

Common Questions

- What are some common mistakes I should avoid?
- What liabilities can I exclude?
- What are some examples of reportable liabilities?
- Another example of reportable liabilities.
- Do I have to report revolving charge accounts?
- Do I have to report my home mortgage or home equity loan?

Add Liabilities Page

The Type of Liability "Mortgage (not principal residence unless rented)" was removed.

The Type of Liability "Margin Account" was removed.

The section heading "Type of liability:" was changed to "Type of liability (debt):"

The type of liability was changed from "Other" to "Other Debt"

The screenshot displays the 'Financial Disclosure Management' web application. At the top, there is a header with the text 'FDM_0A_TEST Test System' and 'Financial Disclosure Management'. Below this is a navigation menu with tabs for 'My Reports', 'My Info', 'Review Filers', 'Admin', and 'Resources'. A secondary menu includes 'Reports List', 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', and 'Review Status'. The main content area is titled 'Draft - Asdc Sec, 2008 Annual OGE 450 Report' and features a series of tabs: 'Getting Started', 'Non-Investment Income', 'Assets', 'Liabilities', 'Outside Positions', 'Agreements', 'Gifts', and 'Wrap Up'. The 'Liabilities' tab is currently selected. The form is titled 'Add Liability' and shows a 'Reporting Period: 01/01/2007 through 12/31/2007'. It contains two main sections: 'Creditor:' and 'Debtor: (optional)'. The 'Creditor' section has fields for 'Name:', 'City:', 'State:' (a dropdown menu showing '-SELECT-'), and 'Country:' (a dropdown menu showing 'USA'). The 'Debtor' section has four checkboxes: 'Self', 'Joint', 'Spouse', and 'Dependent Child'. Below these is a 'Type of Liability (Debt):' section with two radio buttons: 'Loan' and 'Other Debt:'. The 'Other Debt' radio button is selected, and there is a text input field next to it. At the bottom of the form are 'Save' and 'Cancel' buttons. On the right side of the form, there is a 'Common Questions' sidebar with a list of questions.

Common Questions

- What are the instructions for this section?
- What are some common mistakes I should avoid?
- What liabilities can I exclude?
- What are some examples of reportable liabilities?
- Another example of reportable liabilities.
- Do I have to report revolving charge accounts?
- Do I have to report my home mortgage or home equity loan?
- My spouse and I own a house that we rent out

Add Outside Positions Page

The Type "Labor Organization" was removed.

"Non-Profit Organization" was renamed "Non-Profit or Volunteer Organization"

The Type "Trust or Estate" was added.

In the "Position" section "Partner" was changed to "General Partner".

FDM_OA_TEST Test System
Financial Disclosure Management

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

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

Draft - Asdc Sec, 2008 Annual OGE 450 Report

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

Add Outside Position

Reporting Period: 01/01/2007 through 12/31/2007

Organization:

Name:

City:

State:

Country:

Type:

Business Enterprise (Company, Corporation, Firm, Partnership, etc.)

Educational Institution

Non-Profit or Volunteer Organization

Trust or Estate

Other

Position:

Title:

Employee

Officer

Director

Trustee

General Partner

Proprietor

Representative

Executor

Consultant

Other

No Longer Held:

Did you hold this position at the end of the reporting period?

Yes No

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Common Questions

- What are the instructions for this section?
- I am on the Board of Directors of my condo association. Do I have to report that position even though it couldn't be a conflict with my job?
- My husband is a partner in a local law firm and he is also the President of our son's PTA. Do these positions have to be reported?
- What outside positions can I exclude?
- What are some examples of reportable outside positions?
- Country Code Reference
- Glossary

Add Agreement or Arrangement screen

The Type of Agreement "Continuation of payments by former employer (other than federal government)" was changed to "Continuation of payments by former employer including severance payments (other than Federal government)".

The Type "Severance payments by former employer (other than federal government)" was removed.

The field label "Agreement Date" was changed to "Offer Acceptance Date:"

The text "Status and Terms of the Agreement or Arrangement: (Please be specific)" was changed to "Terms of Agreement or Arrangement"

The text example from "Pursuant to partnership agreement, will receive lump sum payment of capital account & partnership share calculated on service performed through 1/00. " was changed to "Will receive pension benefits (defined benefit plan) (Example of continuing participation in an employee pension or benefit plan by a former employer)".

FDM_QA_TEST Test System
Financial Disclosure Management

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

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

Draft - Asdc Sec, 2008 Annual OGE 450 Report

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

Add Agreement or Arrangement

Reporting Period: 01/01/2007 through 12/31/2007

Other Party: Name: _____ City: _____ State: -SELECT- Country: USA

Type of Agreement:

- Continuing participation in employee pension or benefit plan (other than Federal government)
- Continuation of payments by former employer including severance payments (other than Federal government)
- Leave of absence from non-Federal employment
- Future employment agreement
Offer Acceptance Date: ____/____/____ (mm/yyyy)
- Other _____

Terms of Agreement or Arrangement
 Will receive pension benefits (defined benefit plan) (Example of continuing participation in an employee pension or benefit plan by a former employer)

Save Cancel

Common Questions

- What are the instructions for this section?
- After I retire, I would like to work in a restaurant owned by a friend of mine. We have never talked about it, but I thought I'd approach him as I get closer to my retirement date. Do I have to report this prospective employment?
- Do I report my 401(k)?
- What agreements or arrangements can I exclude?
- What are some examples of reportable agreements and arrangements?
- Do I have to report my TIAA-CREF plan?

Add Gift Page

The Type "Travel Reimbursement" was changed to "Travel Related Reimbursement".

FDM_QA_TEST Test System
Financial Disclosure Management

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

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

Draft - Asdc Sec, 2008 Annual OGE 450 Report

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

Add a Gift or Travel Reimbursement

Reporting Period: 01/01/2007 through 12/31/2007

Source: Name: _____

Recipient: (optional)
 Self Joint Spouse Dependent Child

Type:

- Travel Related Reimbursement
- Other Gift

Description
 (For travel-related items, include itinerary)

Save Cancel

Common Questions

- What are the instructions for this section?
- The instructions say to report gifts and travel-related reimbursements that I, my spouse, and my dependent child received during the reporting period. What does the term "dependent child" mean?
- The instructions inform me to report travel-related reimbursements and gifts totaling more than \$305 (the "aggregation threshold") from any

Add Attachments Page

Explanatory text, "Consult your ethics counselor or ethics official for use of this feature." was added.

The screenshot shows the 'Add Attachment' page in the Financial Disclosure Management system. The page title is 'Draft - Asdc Sec, 2008 Annual OGE 450 Report'. The navigation menu includes 'My Reports', 'My Info', 'Review Filers', 'Admin', and 'Resources'. The main menu includes 'Reports List', 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', and 'Review Status'. The 'Attachments' menu item is highlighted. The page content includes an 'Instructions' box with the text 'Consult your ethics counselor or ethics official for use of this feature.', a 'Date' field with the value '12/07/2007', an 'Originator' field with the value 'Sec, Asdc', and a 'Type' field with radio button options: 'Disqualification [Sample Template](#)', 'Ethics Counselor's cautionary notice [Sample Template](#)', 'Job Description', and 'Other:'. There is also a 'Notes' field with a '(optional, 200 char limit)' label. Below the notes field is a text input for the filename and a 'Browse...' button. At the bottom are 'Upload' and 'Cancel' buttons. A 'Common Questions' sidebar on the right contains a 'Glossary' link. The footer contains 'Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC'.

Instructions: Consult your ethics counselor or ethics official for use of this feature.

Date: 12/07/2007

Originator: Sec, Asdc

Type:

- Disqualification [Sample Template](#)
- Ethics Counselor's cautionary notice [Sample Template](#)
- Job Description
- Other:

Notes: (optional, 200 char limit)

Enter filename to attach or click Browse to select file then click Upload

Filename:

Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC

SF 278 Screen and PDF changes

Screen Changes

Getting Started/Getting Organized

A link to SF 278 Instructions was added .

FDM_QA TEST Test System Financial Disclosure Management

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

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

Draft - Asdc Sec, 2007 Incumbent SF 278 Report

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

Getting Organized

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. TEST

You may find it helpful to have this information to prepare your report:

- ◆ A copy of your previous SF 278 (if you have filed before)
- ◆ A copy of your previous OGE 450 (if you were an OGE 450 filer)
- ◆ Electronic version of your job description (attach to SF 278)
- ◆ Tax return
- ◆ Brokerage and/or mutual fund statements
- ◆ Bank, credit union, or any other financial institutions statements
- ◆ Rental agreements
- ◆ Any agreements or arrangements from past, current or future employers (Schedule C, Part II)
- ◆ Mortgage statement (if a rental)
- ◆ Credit card and any other loan statements
- ◆ [SF 278 Instructions](#) (click on link to view the instructions)

Common Questions

- Do I have to file if I am a "frocked" Brigadier General?
- Do I have to file if I am a Reserve Component officer?
- Do I report my spouses' assets if we are separated?
- How is my financial information protected?
- How long will it take to install Adobe Reader
- **Open a blank SF 278**
- Glossary

Continue >

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Add Asset

The "Publicly Traded" check box under Stock and Mutual Fund asset types was removed.

Asset Location (City and State) is now only required for Real Estate and Other, Partnership, LLC, or S Corp.

A yellow flag will display when "Mutual Fund" is selected and not marked "EIF". The text will be:

You reported an asset type of "Mutual Fund, Investment Fund or Pool" but did not indicate it is an "EIF". You must report the underlying holdings/assets of non-EIF-type assets. Do this by adding another asset for each reportable underlying asset of this Mutual Fund, Investment Fund, or Pool."

When yellow flag exists, continue to Underlying Asset warning screen with the following text: "You reported an asset type of "Mutual Fund, Investment Fund or Pool" but did not indicate it is an "EIF". You must report the underlying holdings/assets of non-EIF-type assets. An EIF is a pooled investment vehicle that is widely held, publicly traded (or available) or widely diversified and independently managed, that is arranged so that you, the filer, have no ability to exercise control over the financial interests held by the fund. See the Common Question for examples. You will be forwarded to the Add page to start entering the underlying assets to the Mutual Fund, Investment Fund, or Pool.

Change the asset type label "Retirement Plan or Account" to "Retirement Plan or Account (e.g., 401(k), IRA)."

A yellow flag was added when Retirement Plan is selected. The Yellow flag text is: "You must report the underlying holdings/assets of retirement plan or accounts. Do this by adding another asset for each reportable underlying asset of this Mutual Fund, Investment Fund, or Pool."

When yellow flag exists, a new warning screen with the following text: "You must report the underlying holdings/assets of retirement plan or accounts. You will be forwarded to the Add page to start entering the underlying assets to the retirement plan or account."

A new Asset Type was added under Retirement Plan with label of "Pension Plan (Employer Name)". A box is available for entry of Term & Amount. The text "If asset value is not known, indicate Terms & Amount:" appears above the box. Type of Asset Income is required when this Asset Type is selected.

A red flag is added when Pension Plan is selected and both Asset Value and Terms and Amount are left blank. The text of the red flag is: "You must report an Asset Value or use the "Terms & Amount" field to explain. See the Common Question, When do I report the "terms" and "amount" of a pension benefit?"

The Asset Types labels: "Partnership, LLC or S Corp" were combined with "Other" under a new label "Other, Partnership, LLC, or S Corp" as the last Asset Type.

A yellow flag was added when Other, Partnership, LLC, or S Corp is selected. The Yellow flag text is: "You may need to identify the reportable underlying holdings/assets of this type asset. Do this by adding another asset for each reportable underlying asset of this asset."

When yellow flag exists, continue to Underlying Asset warning screen with the following text: "You may need to identify the reportable underlying holdings/assets of this type asset. You will be forwarded to the Add page to start entering the underlying assets to this asset."

A text box was added below the Other, Partnership asset type labeled as "Describe:"

When Other, Partnership asset type selected, the "Describe" field is required. A message is displayed: "Please provide a description (e.g., consulting firm, investment portfolio, etc.)"

FDM_04 TEST Test System
Financial Disclosure Management
 DEPARTMENT OF THE TREASURY
 OFFICE OF THE ASSISTANT SECRETARY FOR FINANCIAL INSTITUTIONS

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Draft - Asc Sec, 2007 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 2006.

Asset Name:

Asset Type:
 Checking, Savings, or Money Market Account
 Stock, Bond, Option, or Security
 Real Estate
 Mutual Fund, Investment Fund, or Pool
 Excepted Investment Fund
 Trust (mm/dd/yyyy)
 Excepted - Creation Date: / /
 Qualified
 Not Excepted or Qualified
 Retirement Plan or Account (e.g., 401(k), IRA)
 Pension Plan (Employer Name)
 If asset value is not known, indicate Terms & Amount:

 Other, Partnership, LLC, or S Corp
 Describe:

Asset Owner: (optional)
 Self Joint Spouse Dependent Child

Asset Income Information:
 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: -SELECT-

Asset Location:
 City: State: -SELECT- Country: USA

Underlying Asset:
 This is an underlying asset.

* 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.

Common Questions

- What are examples of reportable assets?
- What should I enter for the "Asset Name"?
- Should I enter a street address for a rental property?
- What is an Excepted Investment Fund (EIF)?
- What is an Excepted Trust?
- What is a Qualified Trust?
- What are underlying assets?
- When do I report underlying assets?
- How do I report an underlying asset?
- What are publicly traded stocks or securities?
- What do I report if I own a mutual fund?
- How do I report a money market account or a money market fund?
- Do I have to report my (401k) and my IRAs?
- How do I report a Real Estate Investment Trust (REIT)?
- How do I report a "529" or similar prepaid tuition plan?
- How do I report a "529" college savings plan?
- What are examples of the other asset types?
- In the Asset Income Information area, what are examples of other investment income?
- What is my Filing Date (for New Entrants)?
- How do I report pooled investment vehicles?

Asset List

“USA” was dropped from the Asset name. If asset is outside USA then the City & Country location is displayed and is appended to asset name.

The Description field value displays in the Type of Asset field when asset type is Other, Partnership, LLC, or S Corp.

If Terms and Amount is entered for asset type Pension Plan, the Terms and Amount field value is appended to the end of the asset name.

When asset type is Retirement Plan or Account (e.g., 401(k), IRA), the portion in parenthesis is dropped when displaying on the Asset list.

The screenshot shows the 'Financial Disclosure Management' system interface. The main title is 'Draft - Asdc Sec, 2007 Incumbent SF 278 Report'. The 'Assets' tab is selected in the navigation bar. The 'Reporting Period: Calendar Year 2006.' is displayed. A table lists one asset with the following details:

Seq.#	Asset Name	Type of Asset	Owner	Asset Value	Type of Income	Asset Income
1	yuyivi	Mutual Fund, Investment Fund, or Pool	Self	\$100,001-\$250,000	Capital Gains	\$2,501-\$5,000

Buttons for 'Edit Asset', 'Delete Asset', 'Add Underlying Asset', and 'Add Comment' are visible next to the asset entry. Navigation buttons include '< Back', 'Add Asset', and 'Continue >'. A 'Common Questions' sidebar is on the right, and a footer contains 'Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC'.

Add Other Income

“City, State, Country,” and “Publicly Traded” check box was removed from the Source of Income area.

Type of Other Income label “Retirement Plan or Account (other than Federal Government)” was changed to “Pension Plan Payments (other than Federal Government)”

FDM_04 TEST Test System
Financial Disclosure Management
 DEPARTMENT OF THE ARMY
 OF AMERICA

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Draft - Asdc Sec, 2007 Incumbent SF 278 Report

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

Add Other Earned or Non-Investment Income

Instructions: Enter the name and address of the source of income. Then choose the recipient and type of income, including providing a date for Honoraria. If you have a type of income that is not listed, choose "Other" and provide a description of that income. Finally, fill in the actual amount of the income (except for non-Honoraria Spousal income, which need not be reported).

Reporting Period: Calendar Year 2006.

Source of Income:
 Name:

Type of Other 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

Recipient: (optional)
 Self Spouse

Amount of Other Income:
 Actual Amount: \$ (Ex: 2500)

Common Questions
 • What are examples of reportable non-investment income?
 • Do I have to report an honorarium donated to a charity?
 • What is my Filing Date (for New Entrants)?
 • What are examples of other income?
 • Country Code Reference
 • Glossary

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Add Transaction

Asset Location City and State is now only required for Real Estate and Other, Partnership, LLC, or S Corp. The asset type label "Retirement Plan or Account" was changed to "Retirement Plan or Account (e.g., 401(k), IRA)."

A yellow flag was added when Retirement Plan is selected. The yellow text flag is: "You must report the specific transactions of underlying holdings/assets of retirement plan or accounts."

Asset Types labels: "Partnership, LLC or S Corp" was combined with "Other" under a new label "Other, Partnership, LLC, or S Corp" as the last Asset Type.

A text box was added below the Other, Partnership asset type labeled: "Describe:"

When Other, Partnership asset type is selected, the "Describe" field is required. The Validation text is: "Please provide a description (e.g., consulting firm, investment portfolio, etc.)"

FDM_OA_TEST Test System
Financial Disclosure Management

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Draft - Asdc Sec, 2007 Incumbent SF 278 Report

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

Add Transaction

Instructions: Enter a name for the Asset, e.g., the company name for a stock or bond. Then choose the owner and type of asset, including providing a City and State for a business partnership, joint venture or rental property. If you have a type of asset that is not listed, choose "Other" and provide a description of the kind of asset. Finally, fill in the date, type (purchase, sale or exchange) and number of transactions (single/multiple), select an amount for the transaction. Lastly, on sales transactions, indicate whether an item was sold pursuant to a certificate of divestiture issued by the Office of Government Ethics.

Reporting Period: Calendar Year 2006.

Asset Name:

Asset Owner: (optional)
 Self Joint Spouse Dependent Child

Type of Asset:
 Checking, Savings, or Money Market Account
 Stock, Bond, Option, or Security
 Real Estate
 Mutual Fund, Investment Fund, or Pool
 Excepted Investment Fund
 Trust
 Excepted
 Qualified
 Not Qualified or Excepted
 Retirement Plan or Account (e.g., 401(k), IRA)
 Pension Plan (Employer Name)
 Other, Partnership, LLC, or S Corp
 Describe:

Transaction Information:
 Type:
 Exchange
 Exchanged Assets (65 Character Max)

 Purchase
 Sale
 Number of Transactions:
 Single
 Date: / /
 (Ex: mm/dd/yyyy)
 Multiple
 Aggregate Amount:
 Certificate of Divestiture:

Asset Location:
 City: State: Country:

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Common Questions

- What is an exchange?
- How do I report an exchange?
- How do I show multiple transactions concerning the same asset during the reporting period?
- What if my transaction amount is less than \$1001?
- When do I need to provide the City, State, and/or Country?
- What is an Excepted Investment Fund?
- What is a Qualified Trust?
- How do I report a transaction related to a "529" or similar prepaid tuition plan?
- How do I report transactions for pooled investment vehicles?
- Country Code Reference
- Glossary

Transactions List

The last sentence of instructions regarding three part test was deleted.

City and Country name is appended to the asset name and the description field value displays in the type of Asset field when asset type is Other, Partnership, LLC, or S Corp.

When asset type is Retirement Plan or Account (e.g., 401(k), IRA), the portion in parenthesis is not shown when displaying on the Transaction list.

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Financial Disclosure Management
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 OFFICE OF THE ARMY SECRETARY
 OFFICE OF FINANCIAL DISCLOSURE

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Draft - Asdc Sec, 2007 Incumbent SF 278 Report

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

Transactions

Instructions: For you, your spouse or dependent child, report any purchase, sale or exchange during the reporting period of real property, stocks, bonds, commodity futures, mutual fund shares, and other securities when the amount involved in the transaction exceeds \$1,000. Don't report: transactions on: a personal residence (not rented out); (2) money market, savings accounts or money market mutual funds; (3) U.S. Treasury bills, notes and bonds; (4) Qualified Blind, Qualified Diversified or Excepted trusts. Also, don't include transactions that occurred: (1) prior to your Federal Government employment; (2) solely by and between you, your spouse or dependent child.

Reporting Period: Calendar Year 2006.

Asset Name	Type of Asset	Owner	Type of Transaction	Date	Amount	Cert. of Divest.	
yulivi	Mutual Fund, Investment Fund, or Pool	Self	Purchase				Edit Transaction Delete Transaction Add Comment

[◀ Back](#)
[Add Transaction](#)
[Continue ▶](#)

Common Questions

- What if I have a purchase or sale that meets the \$1,000 requirement, but the asset was not reportable in the Assets section?
- Do I report sales that were made pursuant to a certificate of divestiture previously issued by OGE?
- What do I have to report about transactions made by a non-public business or commercial enterprise, investment pool, or other entity in which my spouse, my dependent child, or I have a financial interest?
- Country Code Reference
- Glossary

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Add Liabilities

A new Type of Liability was added above "Loan" with label of "Credit Card/Revolving Charge Account" . The Year Incurred, Interest Rate, Term, and Reportable Amount are required when selected.

A new field "Reportable Amount" was added under "Highest Amount Owed", using same values as Highest Amount Owed.

In Type of Liability, under "Mortgage:", a label "Property Location" was inserted as a group label above City, State, and Country

The current Instructions were revised as follows:

Instructions: Enter the creditor's name. Then pick the liability type, including providing any indicated additional information (e.g., the location for mortgaged rental property). Provide the date the liability was incurred, it's annual interest rate (or a formula, if not a fixed rate). Finally, select the range for the amount owed on the liability during the reporting period.

Add Agreement or Arrangements

FDM_04_TEST Test System

Financial Disclosure Management

DEPARTMENT OF THE ARMY
OFFICE OF THE ARMY SECRETARY
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OF AMERICA

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Draft - Asdc Sec, 2007 Incumbent SF 27B Report

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

Add Liability

Instructions: Enter the creditor's name. Then pick the liability type, including providing any indicated additional information (e.g., the location for mortgaged rental property). Provide the date the liability was incurred, it's annual interest rate (or a formula, if not a fixed rate). Finally, select the range for the amount owed on the liability during the reporting period.

Reporting Period: Calendar Year 2006.

<p>Creditor:</p> <p>Name: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="-SELECT-"/> Country: <input type="text" value="USA"/></p>	<p>Owner: (optional)</p> <p><input type="checkbox"/> Self <input type="checkbox"/> Joint <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child</p>
<p>Type of Liability:</p> <p><input type="radio"/> Credit Card/Revolving Charge Account</p> <p><input type="radio"/> Loan</p> <p><input type="radio"/> Mortgage (not principal residence unless rented)</p> <p>Property Location:</p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="-SELECT-"/> Country: <input type="text" value="USA"/></p> <p><input type="radio"/> Other <input type="text"/></p>	<p>Liability Information:</p> <p>Year Incurred: <input type="text"/> (yyyy)</p> <p>Interest Rate:</p> <p><input type="radio"/> Annual Percentage Rate <input type="text"/> x.y %</p> <p><input type="radio"/> Formula <input type="text"/></p> <p>Term: <input type="text"/> (#Yrs. or Phrase, e.g: On Demand)</p> <p>Highest Amount Owed During Reporting Period: <input type="text" value="-SELECT-"/></p> <p>Reportable Amount values are: <input type="text" value="-SELECT-"/></p>

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Common Questions

- What are examples of liabilities?
- What are examples of non-reportable liabilities?
- Do I have to report my home mortgage?
- Do I have to provide the exact address of the creditor?
- Do I have to report credit card debt/revolving charge accounts?
- What is my Filing Date?
- How do I report a variable interest rate?
- Are margin accounts reportable?
- What amount do I report on a liability?
- Country Code Reference
- Glossary

In Status and Terms of the Agreement or Arrangement at the bottom of the screen, the parenthetical instruction - (Please be specific. Include, if applicable, the name and title of the principal organization official responsible for carrying out the agreement) was deleted.

Add Compensation

The check box for "Bona Fide Confidential Relationship" was repositioned to above the "Name:" label in the "Source or Client Name" section.

A yellow flag was added when Bona Fide Confidential Relationship is selected. The yellow flag text is: "Discuss this with your ethics advisor to be sure you are properly completing this section."

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Financial Disclosure Management
 DEPARTMENT OF THE ARMY
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Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Draft - Asdc Sec, 2000 New Entrant (12/12/2000) SF 278 Report

Getting Started | Assets | Other Income | Liabilities | Agreements | Positions | **Compensation** | Wrap Up

Add Compensation in Excess of \$5,000 Paid by One Source

Instructions: Enter the Name, City, and State of your source of compensation (employer, firm or other business affiliation) in excess of \$5,000 during any one year of the reporting period. If you personally provided more than \$5,000 in services to a client or customer of your source of compensation, enter the Name, City, and State of the client or customer. Enter the title or other brief functional description of the services rendered.

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

Source or Client Name: **Bona Fide Confidential Client Relationship**

Name:

City:

State:

Country:

Brief Description of Duties:

Save Cancel

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Common Questions

- How do I report sources of compensation over \$5000?
- How do I report compensation from one source with multiple clients?
- Do I need to report information considered confidential?
- When should I check the "Bona Fide Confidential Relationship" box?
- What is my filing date?
- Country Code Reference
- Glossary

Text of existing reviewer yellow flag for Bona Fide Confidential Relationship was changed from "The filer has a bona fide confidential client relationship" to "Filer has indicated a confidential relationship that you should discuss to ensure Filer is properly completing this section."

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Draft - Asdc Sec, 2000 New Entrant (12/12/2000) SF 278 Report

Red Flags

Overall Report

- ◆ A Position History is required for this report.
- ◆ A Job Description for your current position is required to be attached to this report.

Assets

- ◆ The *Assets* section of the report must be filled out by filers with *New Entrant* reporting status.

Other Income

- ◆ The *Other Income* section of the report must be filled out by filers with *New Entrant* reporting status.

Liabilities

- ◆ The *Liabilities* section of the report must be filled out by filers with *New Entrant* reporting status.

Agreements

- ◆ The *Agreements* section of the report must be filled out by filers with *New Entrant* reporting status.

Positions

- ◆ The *Positions* section of the report must be filled out by filers with *New Entrant* reporting status.

Yellow Flags

Source of Compensation	Brief Description of Duties
Bona Fide, Rome, VEN	sdfsf
◆ Filer has indicated a confidential relationship that you should discuss to ensure Filer is properly completing this section.	

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Common Questions

- What are flags?
- Glossary

Add Attachments

A usage explanation was added below Add Attachment title with the following text: "Use this area to add attachments that should be viewable with the financial disclosure report. Check the appropriate type or use "Other" and describe the attachment. For example: Ethics Counselor advisory on financial interests."

The screenshot shows the 'Financial Disclosure Management' web application. The header includes the text 'FDM_OA_TEST Test System' and 'Financial Disclosure Management' with the Department of the Army logo. A navigation menu contains 'My Reports', 'My Info', 'Review Filers', 'Admin', and 'Resources'. A secondary menu includes 'Reports List', 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', and 'Review Status'. The page title is 'Draft - Asdc Sec, 2000 New Entrant (12/12/2000) SF 278 Report' and the sub-title is 'Add Attachment'. A box contains instructions: 'Instructions: Use this area to add attachments that should be viewable with the financial disclosure report. Check the appropriate type or use "Other" and describe the attachment. For example: Ethics Counselor advisory on financial interests.' The form fields are: 'Date: 12/07/2007', 'Originator: Sec, Asdc', 'Type: Job Description, Disqualification [Sample Template](#), Other: [input]', and 'Notes: [input] (optional, 200 char limit)'. Below the form is the text 'Enter filename to attach or click Browse to select file then click Upload' and a 'Filename: [input] Browse...' field. At the bottom are 'Upload' and 'Cancel' buttons. The footer contains 'Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC'.

Enhancements & Improvements

Org Unit Nav Bar – User Navigation Enhancements

Improvements were made in the Org Unit Nav Bar. The scope drop down allowing the user to select a scope of (Current Org Unit Only, Scope of responsibility, and Scope of Control) was replaced with a new user interface. See below:

Org Unit: My Orgs > OrgUnit KOVACS, STEP -SELECT-Next Level Down ▼

Show POCs for OrgUnit KOVACS, STEP
 Show My POCs Include POCs for Org Units assigned to other DAEOs

It is important to understand that the scope concept has not changed. The thing that has changed is how the different types of scope are selected. Also, when “My Orgs” is clicked it becomes grayed out.

Show POCs for OrgUnit (this is the default setting)	Maps to Current Org Unit Only
Show My	Maps to Scope of Responsibility
Include for Org Units assigned to ...	Checking this box maps to Scope of Control

When the checkbox “Include for Org Units assigned to” is checked, the list may display a “” symbol to indicate that a different person other than the user is assigned to this Org Unit. See below:

FDM_04_TEST Test System

Financial Disclosure Management


Log Out

My Info Review Filers Admin Resources Review Filers Management Reports

POCs Supervisors Senior Legal Counsels DAEOs 450 Certifiers Agency Admins Preferences Agency Preferences Users Org Units

Supervisors

DAEO Change

How Do I...

Org Unit: My Orgs > USARMY > OrgUnit ABIZAID, JOH > OrgUnit CASEY, GEORG -SELECT-Next Level Down ▼

Show Supervisors for OrgUnit CASEY, GEORG
 Show My Supervisors Include Supervisors for Org Units assigned to other DAEOs

Supervisor Search

Last Name: First Name: Search Clear

Org Unit Search  Indicates a different DAEO is assigned to this Supervisor's Org Unit.

1 to 2 of 2 Items per page: 20 1

Notify Show Acting Add Supervisor and New OrgUnit

	Name ▲	Org Unit Name	Org Unit Description	
<input type="checkbox"/>	Vacancy (Miller, Jason, acting)	OrgUnit CASEY, GEORG	USARMY / DEPARTMENT OF THE ARMY / MNE-I	Assign
<input type="checkbox"/>	 Sec, Asdf	OrgUnit HOSSON, MARK	NULL / C-E LCMC SEC	Delete

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FDM Deployment – 5.0 Release Notes

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This new interface appears on the following screens:

My Info | My Filers

FDM_04_TEST Test System
Financial Disclosure Management

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

Contact Info | My ECs | My Assistants | **My Filers** | My Profile | Required Activity

My Filers

DAEO [? How Do I...](#)

Org Unit: My Orgs > OrgUnit KOVACS, STEP | -SELECT-Next Level Down

Show Filers for OrgUnit KOVACS, STEP
 Show My Filers Include Filers for Org Units assigned to other DAEOs

Filer Search

Last Name: First Name: Search Clear

Filer Role: 278 Filer

0 to 0 of 0 Items per page: 20

Add Filers Add Multiple OGE 450 Filers

Name	Filer Role	Org Unit
No Filers found for the criteria selected		

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On Review Filers

FDM_04_TEST Test System
Financial Disclosure Management

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

Reports List

Welcome Asdc Sec

Annual incumbent SF 278 reports are due 15 May.

DAEO

Org Unit: My Orgs > OrgUnit KOVACS, STEP | -SELECT-Next Level Down

Show Filer's Reports for OrgUnit KOVACS, STEP
 Show My Filer's Reports Include Filer's Reports for Org Units assigned to other DAEOs

Search

Year: 2007 Reporting Status: ALL Review Status: Submitted to DAEO

Last Name: First Name: Search Reset

Printer-Friendly Take SF 278 Survey

0 to 0 of 0 Items per page: 20

My SF 278 Filer's Reports

Filer	Registration Status	Year	Reporting Status	Review Status	Review Date	Signature Date
You currently have no reports to review.						

Common Questions

- What does it mean to "End" a review?
- What does Amended mean?
- What does Amendment in Progress mean?
- How do I see the reports assigned to me if I have more than one role in FDM?
- What does Complete Report mean?
- Glossary

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On all Admin Roles Screens

(POCs, Supervisors, Senior Legal Counselors, DAEOs, 450 Certifiers)

Long Asset Name

The SF 278 report form has limited space for required information. Some Asset names far exceed the space provided even if smaller letter fonts are used. Truncating the name leaves some names indistinguishable especially when a list of assets are distinguishable toward the end of the name. FDM has enhanced its ability to handle long asset names by incorporating the whole name into a system generated comment that is linked to the asset name.

When an asset is being added and the name is longer than 50 characters, a line item comment is created for the asset. See comment #1 next to the asset line:

Below is an example of a system generated comment:

Reporting Individual's Name Sec, Asdc		SF 278 of Record Comments		Page Number 8 of 8
Annotation: # 1	Section: Asset	Date: 12/09/2007	Author: ASDC Sec	
C O M M E N T	Qualified mutual benefit life insurance retirement plan			
Annotation:	Section:	Date:	Author:	
C				

Other Changes & Enhancements

- ❖ C-E LCMC was changed to CECOM LCMC in footer.
- ❖ Underlying Assets can now be successfully transferred to a new report through the pre-population feature.

Data Migration

1.1 SF 278 Disclosure

All historical audit trail data associated with the migrated reports (i.e., those prepared in 2007 when displayed in the Report Wizard) had data migrated based on the OGE required changes as follows:

1.1.1 Assets

If Publicly Traded was previously selected for an Asset Type of "Stock, Bond, Option, or Security", or "Mutual Fund, Investment Fund, or Pool", the Publicly Traded indicator was dropped.

If City, State, and/or Country were populated on an Asset Type that no longer exists, the city/state/country data was dropped.

If Asset Type is "Other", the Asset Type was changed to "Other, Partnership, LLC, or S Corp".

If Asset Type is "Partnership, LLC, or S Corp", the Asset Type was changed to "Other, Partnership, LLC, or S Corp".

If Asset Type is "Retirement Plan or Account", the Asset Type was changed to "Retirement Plan or Account (e.g., 401(k), IRA)"

If the name of the Asset is longer than 50 characters, a line item comment was created for the asset as follows:

- Date: Comment Generation Date
- Author: Creator of Report First Name Last Name
- Comment: "Name Overflow: Name of Asset"
- SF278 of Record = Yes

1.1.2 Other Income

If City, State, and/or Country were populated on an Income Type that no longer exists, the city/state/country data was dropped.

If Publicly Traded was previously selected for an item, the Publicly Traded indicator was dropped.

If Type of Income is "Retirement Plan or Account (other than Federal Government)", Type of Income was changed to "Pension Plan Payments (other than Federal Government)".

1.1.3 Transactions

If City, State, and/or Country were populated on an Asset Type that no longer exists, the city/state/country data was dropped.

If Asset Type is "Other", the Asset Type was changed to "Other, Partnership, LLC, or S Corp".

If Asset Type is "Partnership, LLC, or S Corp", the Asset Type was changed to "Other, Partnership, LLC, or S Corp".

If Asset Type is "Retirement Plan or Account", the Asset Type was changed to "Retirement Plan or Account (e.g., 401(k), IRA)".

If the Asset name is longer than 50 characters, a line item comment was created for the asset as follows:

- Date: Comment Generation Date
- Author: Creator of Report First Name, Last Name
- Comment: "Name Overflow: Asset name
- SF278 of Record = Yes

1.2 OGE 450 Disclosure

All historical audit trail data associated with the migrated reports were migrated based on the OGE required changes as follows:

1.2.1 Non-Investment Income

If Type of Non-Investment Income is "Retirement Plan or Account (other than Federal Government)", the Non-Investment Income Type was changed to "Pension Plan Payment".

If Charity Name is populated for an item, the Charity Name data was dropped.

If Receiving Indicator is populated for an item, the Receiving Indicator data was dropped.

1.2.2 Assets and Investment Income

If Privately Held Business Name is populated for an item, the Privately Held Business Name data was dropped.

1.2.3 Liabilities

If Type of Liability is Mortgage, the Liability line item and all audit history was deleted.

If Type of Liability is Margin Account, the Liability line item and all audit history was deleted.

1.2.4 Outside Positions

If Organization Type is "Labor Organization", the Liability line item and all audit history was deleted.

1.2.5 Agreement or Arrangement

If Agreement Type is "Severance payments by former employer", the Agreement Type was changed to "Continuation of payments by employer including severance payments.

If Agreement Type is "Continuation of payments by former employer", the Agreement Type was changed to "Continuation of payments by employer including severance payments.