

Financial Disclosure Management

5.2 Release Notes

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Introduction

The following enhancements have been implemented in FDM for Release 5.2. They are:

5.2 Enhancements

- ❖ Review Status Page Redesign
- ❖ Review Chain Controls.
- ❖ Complete a draft disclosure for a Filer
- ❖ Assignment of Supervisor SLC
- ❖ Worklist View for Reviewers
- ❖ Management Reports -Disclosure Report Detail Redesign
- ❖ Management Reports - New Supervisor's Org Units
- ❖ Previous Reports

Review Status Page Redesign

The Review Status page has been redesigned so a reviewer can readily see the progress of a disclosure (Figure 1). In addition,

- ❖ POCs can now access the Review Status page to check report review progress and view extension information.
- ❖ DAEOs, 450 Certifiers, and their ECs can administratively close a draft disclosure for a filer.
- ❖ Review Chain Controls are available that allows an authorized user to change the course of a disclosure review by changing the review chain, bypassing a review or completing a report that was signed outside of FDM.

Figure 1. Review Status screen

Financial Disclosure Management

My Info | Review Reports | Admin | Resources | Management Reports

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

Under Review - Barbie Dahl, 2008 Incumbent SF 278 Report
Review Status

DAEO

How Do I...

1 Report Progress
 Created: 06/30/2008
 Filer eSign and Submitted: 07/10/2008
 Amended: 07/10/2008
 Submitted for Certification:
 Completed:

2 Disclosure Due Date
 06/30/2008 [View/Record Extension](#)
 One or more extensions have been recorded.

3 Complete w/o Signature | eSign | End Review | Submit to DAEO

4 Disclosure Report Reviews

Hide Review Chain Controls

| Reviewer Role | Currently Assigned Reviewer | Notify | Reviewer Type | End Reviews | eSigned/Signatures | Explanation | 9 |
|---|-----------------------------|--------------------------|---------------|---|---|---|------------------------|
| Supervisor - individual Add Reviewer | Anne T. Sociale | <input type="checkbox"/> | Individual | 07/11/2008 Sociale, Anne T. Supervisor - individual | 07/11/2008 Sociale, Anne T. Supervisor - individual | Ms. Sociale was the supervisor for Manny Kin for the majority of the reporting period that is covered by this disclosure. | Change |
| Supervisor SLC | E X Pickney | <input type="checkbox"/> | Organization | | | | |
| 5 Senior Legal Counsel Add Reviewer | E X Pickney | <input type="checkbox"/> | Organization | 07/09/2008 Pickney, E X Senior Legal Counsel | | | Change |
| Senior Legal Counsel | B X Ross, 4 | <input type="checkbox"/> | Additional | | | Mr. Ross is a subject matter expert in the type of mutual funds reported in this disclosure. | Change |
| DAEO | B X Ross, 4 | <input type="checkbox"/> | Organization | | | | Change |

- 1** Check Report Progress to track the filing and review progress of a disclosure.
- 2** Click View/Record Extension to record, view, edit or delete an extension. The disclosure due date changes as extensions are recorded. Certifying authorities, Senior Legal Counsels and their Ethics Counselors can record extensions in FDM.
- 3** Click Complete w/o Signature to mark a disclosure as complete that does not have a Filer's signature. Only available to DAEOs, 450 Certifiers, and their ECs. Click eSign when you have completed your review. Click End Review to signify that you have completed your review of the disclosure report. Click Submit to DAEO when both the FDM Supervisor and Senior Legal Counsel have reviewed and eSigned the disclosure. A DAEO or DAEO EC can "pull" a report forward for their review by clicking Submit to DAEO.

- ④ Show/Hide Review Chain Controls toggles (alternates) the display of the Add Reviewer and Change buttons.
- ⑤ Click Add Reviewer to add an additional person to review the disclosure. Additional reviewers cannot eSign
- ⑥ Click the envelope icon to send an automatic message from FDM asking the selected reviewer to review this disclosure.
- ⑦ Reviewer Types:
 - **Organizational** (default) reviewers associated to the Filer's Org Unit.
 - **Individual** indicates Filer's organizational reviewer was replaced.
 - **Additional** indicates an additional person was asked to review this disclosure.
- ⑧ A crossed out Review Date indicates that the report was amended after you eSigned and needs to be reviewed once again.
- ⑨ Click Change to:
 - Change the currently assigned reviewer
 - Record the reviewer signed the disclosure outside of FDM
 - Bypass the reviewer's review of the disclosure.

Complete without Signatures

A new feature has been added to the Review Status page, Complete without Signature, which allows DAEO/EC (for SF 278) and 450 Certifier/EC (for OGE 450) to administratively close a disclosure without a Filer's signatures.

Review Chain Controls

A new feature has been added to the Review Status page, Review Chain Controls, that allows an authorized user to change the course of a disclosure review by changing the review chain, bypassing a reviewer or completing a report that was signed outside of FDM (Figures 2 and 3). Only DAEOs, DAEO ECs, SLCs, SLC ECs, SLC Assts, 450 Certifiers, 450 Certifiers ECs and 450 Certifier Assts can access the functions under the Flexible Review Chain. The following options are available through the Review Chain Control feature:

- ❖ Change an organizationally assigned reviewer for a disclosure to a different (Individual) reviewer. This option allows you to replace a default reviewer with a different user.
- ❖ Bypass a Supervisory or SLC Review of a disclosure
- ❖ Record that a reviewer signed the disclosure outside of FDM.
- ❖ Add additional legal advisors to review a disclosure.

Note: Any individually assigned reviewers (additional or changed) can access report data, comments, attachments, flags, audit trail, view/print, and review status.

Reviewer Types

There are now three different reviewer types available for a disclosure: Organization, Additional and Individual. Individual and Organization reviewers can review and e-sign disclosures. However, Additional reviewers can only End Review not eSign.

Figure 2. Review Status screen

DAEO

Report Progress
 Created: 05/27/2008
 Filer Design and Submitted: 05/27/2008
 Amended:
 Submitted for Certification:
 Completed:

Due Dates & Extensions
 Current Due Date: 05/15/2007
 Disclosure Due Date: 05/15/2007
 View/Record Extension
 No extensions have been recorded.

Click on Show Review Chain Controls to activate buttons.

Submit to DAEO

| Reviewer Role | Currently Assigned Reviewer | Notify | Reviewer Type | End Reviews | eSigned/Signatures |
|----------------------|---|--------------------------|---------------|---|-------------------------------------|
| Supervisor | Shanda Lear | <input type="checkbox"/> | Organization | | Bypassed |
| Supervisor SLC | Anne Teak | <input type="checkbox"/> | Organization | | |
| Senior Legal Counsel | Anne Teak Feathers, Robin Walker, Jay | <input type="checkbox"/> | Organization | 05/28/2008 Walker, Jay SLC EC | 05/28/2008 Walker, Jay SLC EC |
| Ethics Counselor | | <input type="checkbox"/> | | 05/28/2008 Feathers, Robin SLC EC | |
| Senior Legal Counsel | Leigh King | <input type="checkbox"/> | Additional | | |
| DAEO | Page Turner Flowers, Mae Graw, Marty Long, Myles | <input type="checkbox"/> | Organization | | |

Figure 3. Review Status screen after Show Review Chain Controls button is selected

DAEO

Report Progress
 Created: 05/27/2008
 Filer Design and Submitted: 05/27/2008
 Amended:
 Submitted for Certification:
 Completed:

Due Dates & Extensions
 Current Due Date: 05/15/2007
 Disclosure Due Date: 05/15/2007
 View/Record Extension
 No extensions have been recorded.

All reviewer roles are listed

All currently assigned reviewers and reviewer types are listed

Status of report is listed

Change button

Hide Review Chain Controls

| Reviewer Role | Currently Assigned Reviewer | Notify | Reviewer Type | End Reviews | eSigned/Signatures | Explanation | Change |
|----------------------|---|--------------------------|---------------|-------------|-------------------------------------|--|--------|
| Supervisor | Shanda Lear Add Reviewer | <input type="checkbox"/> | Organization | | Bypassed | Please provide an explanation for this change. | Change |
| Supervisor SLC | Anne Teak | <input type="checkbox"/> | Organization | | | | Change |
| Senior Legal Counsel | Anne Teak Feathers, Robin Walker, Jay | <input type="checkbox"/> | Organization | 05/28/2008 | 05/28/2008 Walker, Jay SLC EC | | Change |
| Ethics Counselor | | <input type="checkbox"/> | | 05/28/2008 | Feathers, Robin SLC EC | | Change |
| Senior Legal Counsel | Leigh King | <input type="checkbox"/> | Additional | | | Added reviewer to review this report. | Change |
| DAEO | Page Turner Flowers, Mae Graw, Marty Counselor | <input type="checkbox"/> | Organization | | | | Change |

Changing Organizational Reviewer

FDM now allows a reviewer that is different from the Filer's org unit review chain to be assigned as a reviewer for a disclosure. For example, if a Filer moves to an new Org Unit when one of their disclosures are still under review in FDM, you can allow their previous reviewers access to the disclosure by replacing the current org unit reviewers.

A disclosure reviewer can be changed at any point in the review process until the report is complete. This includes a reviewer who has already eSigned the report, in which case, this signature is removed from the disclosure but the action is retained in the audit trail.

Figure 4. Change Organizational Supervisor option

The screenshot shows the FDM TRAIN Test System interface. The header includes 'FDM TRAIN Test System' and 'Financial Disclosure Management'. The navigation menu has 'My Info', 'Review Reports', 'Admin', 'Management Reports', and 'Resources'. The 'Admin' menu is expanded, showing 'Reports List', 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', 'Review Status', and 'Previous Reports'. The main content area displays 'Under Review - Lou Tenant, 2008 Incumbent SF 278 Report' and 'Change a Review'. The current reviewer information is: 'Reviewer Role: Supervisor', 'Currently Assigned Reviewer: Ranger, Forrest', and 'Reviewer Type: Organizational'. Under the heading 'For this report only, I want to:', there are three radio button options: 'Change the Organizational Supervisor' (which is selected and highlighted in yellow), 'Record that the Supervisor signed outside of FDM', and 'Bypass the Review'. At the bottom of the form are 'Cancel' and 'Continue' buttons. The footer contains 'Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC'.

Once this option is selected (Figure 4), the system takes you through the following screens:

- ❖ Search and Select
- ❖ Explanation to include the reason for the change on the Report Comment section
- ❖ Notification to the Filer and the new reviewer and anyone else of the change.

Bypass an Organizational Reviewer

The Flexible Review Chain gives a reviewer the ability to bypass another reviewer's review or even his own review of a disclosure if necessary.

Figure 5. Bypass Organization Review

The screenshot shows the 'FDM TRAIN Test System' interface for 'Financial Disclosure Management'. The user is logged in as 'Lou Tenant' and is viewing a report titled '2008 Incumbent SF 278 Report'. The report is currently under review by 'Anne Teak', a Senior Legal Counsel. The user is presented with three options for this report: 'Change the Organizational Senior Legal Counsel', 'Record that the Senior Legal Counsel signed outside of FDM', and 'Bypass the Review'. The 'Bypass the Review' option is selected and highlighted in yellow. There are 'Cancel' and 'Continue' buttons at the bottom of the form.

FDM TRAIN Test System
Financial Disclosure Management

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

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

Under Review - Lou Tenant, 2008 Incumbent SF 278 Report
Change a Review

Reviewer Role: Senior Legal Counsel
Currently Assigned Reviewer: [Teak, Anne](#)
Reviewer Type: Organizational

For this report only, I want to:

- Change the Organizational Senior Legal Counsel
- Record that the Senior Legal Counsel signed outside of FDM
- Bypass the Review

Cancel Continue ►

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Once this option is selected (Figure 6), the system takes you through the following screens:

- ❖ Explanation to include the reason for bypassing this review on the Report Comment section
- ❖ Notification to notify the Filer and the reviewers that the selected reviewer's review has been bypassed.

Record that the Reviewer Signed Outside of FDM

FDM now allows authorized user to indicate that a report that was signed by a reviewer outside of FDM. For example, if a Filer created and e-signed a report and the report's Supervisor signed a paper copy of the report you can now record that Supervisor's review and signature in FDM.

Figure 6. Report Signed Outside of FDM

The screenshot shows the 'FDM TRAIN Test System' interface for 'Financial Disclosure Management'. The user is in the 'Admin' section, viewing the 'Management Reports' for a report titled 'Under Review - Lou Tenant, 2008 Incumbent SF 278 Report'. The current reviewer is 'Teak, Anne', a Senior Legal Counsel. The user is presented with three options for this report: 'Change the Organizational Senior Legal Counsel', 'Record that the Senior Legal Counsel signed outside of FDM' (which is selected and highlighted in yellow), and 'Bypass the Review'. There are 'Cancel' and 'Continue' buttons at the bottom.

| My Info | Review Reports | Admin | Management Reports | Resources | Log Out | | | |
|--------------|----------------|-------------|--------------------|-----------|-------------|------------|---------------|------------------|
| Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status | Previous Reports |

Under Review - Lou Tenant, 2008 Incumbent SF 278 Report
Change a Review

Reviewer Role: Senior Legal Counsel
Currently Assigned Reviewer: [Teak, Anne](#)
Reviewer Type: Organizational

For this report only, I want to:

- Change the Organizational Senior Legal Counsel
- Record that the Senior Legal Counsel signed outside of FDM
- Bypass the Review

Cancel Continue ►

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Once this option is selected (Figure 8), the system takes you through the following screens:

- ❖ Signature page you can type the text that will print in the signature box on the disclosure. (Figure 9). You can also opt to attach a scanned copy of the report through the attachment page by checking the "I have a signed document to attach..." checkbox.

Note: You can click the Example link on this page to see where the Signature Box Content will print on the report (Figure 10).

Figure 7. Signature Text fields

FDM_TRAIN Test System
Financial Disclosure Management

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

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

Under Review - Lou Tenant, 2008 Incumbent SF 278 Report
Record that the Senior Legal Counsel signed outside of FDM

Reviewer Role: Senior Legal Counsel
Currently Assigned Reviewer: [Teak, Anne](#)
Reviewer Type: Organizational

You may change the text below as you wish. It will appear in the signature box on the Report.

Signature Box Content: (Maximum 44 Characters)

Line 1 Content: Example of where the Signature Box Text will appear on the Report document

Line 2 Content:

Line 3 Content:

I have a signed document to attach at this time. (You may attach a scanned copy of the signed report.)

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- ❖ Explanation to include the reason why the reviewer signed the disclosure outside of FDM on the Report Comment section
- ❖ Notification to send the Filer and the reviewer that the selected reviewer's review has been signed outside of FDM.

Add an Additional Reviewer

As part of the Flexible Review Chain, a reviewer can add another person to review a disclosure. For example, a Supervisor may want to have another person, perhaps a previous Supervisor, or someone who is an expert in the type of assets that were reported review a report prior to his/her signoff (Figure 14).

Note: Additional Reviewers do not e-sign the report, they End Review to reflect their review.

Figure 8. Add a Reviewer

The screenshot displays the 'Financial Disclosure Management' interface. At the top, there are navigation tabs: My Info, Review Reports, Admin, Management Reports, and Resources. Below these are sub-tabs: Reports List, Report Data, Attachments, Comments, Flags, Audit Trail, View/Print, Review Status, and Compare. The main heading is 'Under Review - Jim Shoe, 2007 Incumbent SF 278 Report' with a 'Review Status' sub-heading. A 'DAEO' button is visible. The 'Report Progress' section shows: Created: 05/27/2008, Filer eSign and Submitted: 05/27/2008, Amended: Submitted for Certification: Completed: (empty). The 'Due Dates & Extensions' section shows: Current Due Date: 05/15/2007, Disclosure Due Date: 05/15/2007, and a 'View/Record Extension' link. A 'Submit to DAFO' button is located below these sections. The 'Disclosure Report Reviews' table is as follows:

| Reviewer Role | Currently Assigned Reviewer | Notify | Reviewer Type | End Reviews | eSigned/Signatures | Explanation | |
|--|--|--|---------------|---|-------------------------------------|--|------------------------|
| Supervisor Add Reviewer | Shanda Lear | <input type="checkbox"/> | Organization | | Bypassed | Please provide an explanation for this change. | Change |
| Supervisor SLC | Anne Teak | <input type="checkbox"/> | Organization | | | | |
| Senior Legal Counsel Ethics Counselor Ethics Counselor Add Reviewer | Anne Teak Feathers, Robin Walker, Jay | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Organization | 05/28/2008 Walker, Jay SLC EC 05/28/2008 | 05/28/2008 Walker, Jay SLC EC | | Change |
| Senior Legal Counsel | Leigh King | <input type="checkbox"/> | Additional | | | Added reviewer to review this report | Change |
| DAEO Ethics Counselor Ethics Counselor | Paige Turner Flowers, Mae Graw, Marty Long, Myles | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Organization | | | | Change |

At the bottom of the page, it says: Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC

Once this option is selected, the system takes you through the following screens:

- ❖ Search and Select
- ❖ Explanation to include the reason for adding this reviewer to the disclosure on the Report Comment section.
- ❖ Notification to send a notification to the Filer and the additional reviewer

Reintroduction of Supervisor SLC

As part of this release, SF 278 Filers who supervise multiple org units, which have different SLCs associated to them, will now have the option to select a specific SLC. A new screen, Select a Senior Legal Counsel, will display during the Getting Started portion of creating their report. (Figure 17):

Figure 9. Supervisor selects SLC to review their report

Instructions: Please select the Senior Legal Counsel to review your report.

| Select One | Name | Organization |
|----------------------------------|-------------------|--------------------------------|
| <input checked="" type="radio"/> | Graw, Marty* | CERDEC 12WD |
| <input type="radio"/> | Barr, Clark | CERDEC SED PRD |
| <input type="radio"/> | Graw, Marty | CERDEC 12WD |
| <input type="radio"/> | Teak, Anne | RDECOM |
| <input type="radio"/> | None of the Above | |

* Denotes the Senior Legal Counsel assigned to the Org Unit where you are a SF 278 Filer

Note: If **None of the Above** is selected, a message displays indicating that the system temporarily assigns the SLC that is the SLC to the Filer’s Org Unit (SLC indicated by asterisk next to the name).

Reports List

The following enhancements were made to the Reports List for reviewers.

- ❖ The Review Filers tab was renamed Review Reports to better describe this feature.
- ❖ There are now two views available: the Worklist View and OrgUnit View.

Worklist View Mode

The Worklist View is the new default view for all reviewers' Report Lists. Use the Worklist as a reminder of the reviewing activities you need to complete. You can filter your Worklist in combination with sorting the column headings to complete your disclosure review quickly and efficiently.

Note: Agency Admins and POCs do not see the disclosure Worklist.

Figure 10. Worklist View Mode

Financial Disclosure Management

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

Reports List | Review Reports - Worklist View Mode | OrgUnit View Mode link

Search

My Roles: ALL | Form Type: ALL | Year: ALL | Reporting Status: ALL | Review Status: ALL | Action: ALL

Last Name Starts With: Last Name: | First Name: | Last Name Starts With search added

Multiple Roles display

OrgUnit View Mode

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

| Filer | Org Unit | Supervisor | Form Type | Year | Reporting Status | Review Status | Submitted | My Review/Signature Date | |
|-------------------------------|----------|------------------|-----------|------|------------------|---------------|------------|--------------------------|-----------------------------|
| My Role: Senior Legal Counsel | | | | | | | | | |
| Left, Eileen | RDECOM | Ranaer, Forrest | SF278 | 2007 | Incumbent | Complete | 05/23/2008 | 05/23/2008 | View |
| Left, Eileen | RDECOM | Ranaer, Forrest | SF278 | 2008 | Incumbent | Complete | 05/23/2008 | 05/28/2008 | View |
| Tenant, Lou | RDECOM | Jefferson 9, M X | SF278 | 2008 | Incumbent | Under Review | 05/28/2008 | 05/30/2008 | View End Review |
| My Role: Supervisor SLC | | | | | | | | | |
| Left, Eileen | RDECOM | Ranaer, Forrest | SF278 | 2007 | Incumbent | Complete | 05/23/2008 | | View |
| Left, Eileen | RDECOM | Ranaer, Forrest | SF278 | 2008 | Incumbent | Complete | 05/23/2008 | | View |
| Tenant, Lou | RDECOM | Jefferson 9, M X | SF278 | 2008 | Incumbent | Under Review | 05/28/2008 | | View End Review |
| My Role: Supervisor | | | | | | | | | |
| Left, Eileen | RDECOM | Ranaer, Forrest | SF278 | 2007 | Incumbent | Complete | 05/23/2008 | 05/23/2008 | View |
| Left, Eileen | RDECOM | Ranaer, Forrest | SF278 | 2008 | Incumbent | Complete | 05/23/2008 | 05/23/2008 | View |
| Tenant, Lou | RDECOM | Jefferson 9, M X | SF278 | 2008 | Incumbent | Under Review | 05/28/2008 | | View eSign End Review |

Printer-Friendly | Take Survey

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OrgUnit View Mode

Use the Org Unit view to list reports by Filer Org Unit. To switch to the OrgUnit View, click on the OrgUnit View Mode link at the top right of the Worklist View Mode. The following changes have been made to this page:

- ❖ The Last Name Starts With filter was added
- ❖ Supervisor, OrgUnit, Form Type and Submitted columns have been added

Figure 11. OrgUnit View Mode

Financial Disclosure Management

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

Reports List

Review Reports - Org Unit View Mode

Senior Legal Counsel [Change](#) [Work List View Mode](#)

Org Unit: My Orgs -SELECT-Next Level Down

Show Filer's Reports for My Orgs
 Show My Filer's Reports Include Filer's Reports for Org Units assigned to other Senior Legal Counsels

Search

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

Last Name Starts With: Last Name: First Name:

[Search](#) [Reset](#)

[Printer-Friendly](#) [Take Survey](#)

| Filer | Org Unit | Supervisor | Form Type | Year | Reporting Status | Review Status | Submitted | My Review/Signature Date | |
|----------------------------------|-------------|----------------------------------|-----------|------|------------------|---------------|------------|--------------------------|----------------------|
| Jefferson 9, M X | CERDEC 12WD | Jefferson 9, M X | SF278 | 2008 | Incumbent | Under Review | 06/03/2008 | | View |
| Left, Eileen | RDECOM | Ranger, Forrest | SF278 | 2007 | Incumbent | Complete | 05/23/2008 | 05/23/2008 | View |
| Left, Eileen | RDECOM | Ranger, Forrest | SF278 | 2008 | Incumbent | Complete | 05/23/2008 | 05/28/2008 | View |
| Tenant, Lou | RDECOM | Jefferson 9, M X | SF278 | 2008 | Incumbent | Under Review | 05/28/2008 | 05/30/2008 | View |

1 to 4 of 4 Items per page: 100 1

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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

Management Reports

Disclosure Report Detail

The Disclosure Report Detail Report has been redesigned to capture details of the new Flexible Review Chain.

Figure 12. Enhancements to Management Reports

Financial Disclosure Management

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

Disclosure | Administration | Disclosure Report Detail

DAEO: [Change]

How Do I...?

Select Organization and Scope

Org Unit: My Orgs > OGC PSG III [-SELECT-Next Level Down]

Show Filters for OGC PSG III

Show My Filters Include Filers for Org Units assigned to other DAEOs

Set Report Filter

Form Type: SF 278 | Year: All | Reporting Status: All | Review Status: All | Generate Report

Legend

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

Report Results Printer Friendly

| Year | Filer | Filer E-mail | Submission Date | Reporting Status | Review Status | Supervisor | Signed By | | | | | |
|---------------|-------------------|------------------------|-----------------|------------------|---------------------------------------|------------|--|----------|----------|----------|----------|----------|
| | | | | | | | Supvr | SLC | SLC EC | DAEO | DAEO EC | |
| 2008 | Dahl, Barbie X | a_adams_2@us.army.mil | 06/05/2008 | New Entrant | Under Review | Pickney, E | | SO | | | | |
| 2008 | Kin, Manny X | a_adams_9@us.army.mil | 06/04/2008 | Incumbent | Under Review - Amendment in Progress* | Pickney, E | | ** | ** | | | |
| 2007 | Lee, Brock X | a_adams_6@us.army.mil | 06/04/2008 | Incumbent | Complete | Pickney, E | 06/04/08 | 06/04/08 | | 06/09/08 | | |
| 2008 | Lyons, Dan D | a_adams_7@us.army.mil | 06/04/2008 | Incumbent | Under Review | Pickney, E | | ** | ** | | | |
| 2008 | O'Funature, Patty | a_adams_8@us.army.mil | | Incumbent | Draft | Pickney, E | | | | | | |
| 2007 | Raffone, Mike X | a_adams_10@us.army.mil | | New Entrant | Complete | Pickney, E | | | | CWS | | |
| 2008 | Sociale, Anne T | a_adams_1@us.army.mil | 06/05/2008 | New Entrant | Under Review | Pickney, E | | | | | | |
| Total: | 7 | | | 7 | eSigned: | | 1 | 1 | 1 | 1 | 0 | |
| | | | | | | | Amendment in Progress: 1 | | | | | |
| | | | | | | | Completed w/o Filer's eSignature: | - | - | - | 1 | - |
| | | | | | | | Reviewer Signed Outside of FDM: | 0 | 0 | 0 | 0 | 0 |

Summary Results

| Reporting Status | Total | Draft | Under Review | Submitted to DAEO | Complete |
|-----------------------|------------|---------------|--------------|-------------------|----------|
| New Entrant | 3 0 | 0.00% | 2 | 66.67% | 0 |
| Incumbent | 4 1 | 25.00% | 2 | 50.00% | 0 |
| Termination | 0 0 | 0.00% | 0 | 0.00% | 0 |
| Incumbent/Termination | 0 0 | 0.00% | 0 | 0.00% | 0 |
| Total | 7 1 | 14.29% | 4 | 57.14% | 0 |

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Administration – Supervisor’s Org Units

A report is now available under the Management Reports | Administration, Supervisor’s Org Units, which will aid Supervisors in managing their OrgUnits. This report gives details about OrgUnits in an OrgUnit hierarchy, such as the Supervisor’s name, their assigned OrgUnit, number of members and Filers, whether the OrgUnit has subordinate OrgUnits and the location of the OrgUnit within the hierarchy.

Figure 13. Supervisor's OrgUnits report

FDM_TRAIN Test System

Financial Disclosure Management

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

Disclosure
Administration

Senior Legal Counsel Change

Select Organization Unit and Scope

Org Unit: My Orgs > RDECOM -SELECT-Next Level Down

Show Supervisors for RDECOM
 Show My Supervisors Include Supervisors for Org Units assigned to other Senior Legal Counsels

Set Report Filter

Last Name Starts With: Last Name: First Name:

Report Results Printer Friendly

| Supervisor's Name | Email | Assigned Org Unit | Org Unit's Senior Legal Counsel | No. of Members | No. of Filers | Org Unit has Sub Org Units? | Org Unit Location |
|-------------------|----------------------------|-------------------|---------------------------------|----------------|---------------|-----------------------------|--|
| Leare, Shanda | shanda.leare@us.army.mil | CERDEC HQS | Teak, Anne | 3 | 1 | Yes | FDM->USARMY ->RDECOM->CERDEC HQS |
| Leare, Shanda | shanda.leare@us.army.mil | CERDEC SED | Teak, Anne | 4 | 3 | Yes | FDM->USARMY ->RDECOM->CERDEC HQS->CERDEC SED |
| Lee, Brock | brock.lee@us.army.mil | CERDEC SED PRD | Teak, Anne | 4 | 3 | No | FDM->USARMY ->RDECOM->CERDEC HQS->CERDEC SED->CERDEC SED PRD |
| Ranger, Forrest | forrest.ranger@us.army.mil | RDECOM | Teak, Anne | 5 | 1 | Yes | FDM->USARMY ->RDECOM |
| Shaw, Rick | rick.shaw@us.army.mil | CERDEC C2D | Teak, Anne | 6 | 4 | No | FDM->USARMY ->RDECOM->CERDEC HQS->CERDEC C2D |
| Teak, Anne | anne.teak@us.army.mil | CERDEC 12WD | Teak, Anne | 6 | 4 | No | FDM->USARMY ->RDECOM->CERDEC HQS->CERDEC 12WD |

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Previous Reports

Select FDM reviewers, i.e., supplemental or additional, without direct access to a Filer's prior report(s) may request a copy of a Filer's previous reports for comparison. On the Reports List page, click on View next to the Filer's report, then click on the Previous Reports tab (Figure 14).

Figure 14. Previous Reports tab



If a Filer has a previous report that was created while in the current organizational hierarchy, the instructions on the page directs the reviewer to go to the Review Reports tab, and set the Filter to the Form Type and Year to access the previous report.

Figure 15. Previous Report instructions.

The screenshot shows the 'FDM TRAIN Test System Financial Disclosure Management' interface. The 'Review Reports' tab is active. The page title is 'Under Review - Eileen Left, 2008 Incumbent SF 278 Report'. Below the title, the section is titled 'Previous Reports'. A table lists the following report:

| Year | Form Type | Reporting Status | Review Status | Last Updated |
|------|-----------|------------------|------------------------|--------------|
| 2007 | SF 278 | Incumbent | Complete 06/05/2008 | 06/05/2008 |

Below the table, the instructions state: 'To view a specific report, go to Reports List in the "Review Reports" tab, Filter on the Filer, Form Type and Report Year, and click the View button to access report.'

The interface also includes a sidebar with 'Common Questions' and 'Glossary' links, and a footer with 'Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC'.

If the Filer has a previous report and the Filer was not in the Reviewer's organizational hierarchy when the report was created, click Request a Copy (Figure 16) beside the appropriate report to send an e-mail request to the Filer's current legal reviewers (Figure 17).

Figure 16. Request for Previous Report

The screenshot shows the 'FDM TRAIN Test System Financial Disclosure Management' interface. The 'Review Reports' tab is active. The page title is 'Under Review - Molly Kuehl, 2008 Incumbent SF 278 Report'. Below the title, the section is titled 'Previous Reports'. A table lists the following report:

| Year | Form Type | Reporting Status | Review Status | Last Updated | |
|------|-----------|------------------|------------------------|--------------|------------------------------|
| 2006 | OGE 450 | Annual | Complete 06/05/2008 | 06/05/2008 | Request Copy |

The interface also includes a sidebar with 'Common Questions' and 'Glossary' links, and a footer with 'Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC'.

Figure 17. Example of e-mail request

| | |
|---|---|
| To... | training_slc_1@us.army.mil; anne.teak@us.army.mil |
| Cc... | molly.kuehl@us.army.mil |
| Subject: | Request copy of Annual Report |
| <p>As a part of my review of Under Review - Molly Kuehl, 2008 Incumbent SF 278 Report, I also need access to Complete - Molly Kuehl, 2006 Annual OGE 450 Report. As I do not have direct access through FDM, I am requesting a View/Print copy be e-mailed to me.</p> <p>V/R</p> <p>Anne Teak</p> | |

Defects & Changes

The following defects were fixed in the 5.2 release of FDM.

- ❖ SCR 3298 – Indication of Extensions not appearing on SF 278 PDF. The checkbox for extensions on the SF 278 PDF is now selected.
- ❖ SCR 3034 – A message now displays telling the user if they have entered an improperly formatted e-mail address when sending a notification from FDM.
- ❖ SCR 3520 – Add SLC New OrgUnit and Add 450 Certifier New OrgUnit failed to create an OrgUnit when selected individual matches role in OrgUnit directly above. This has been corrected.
- ❖ SCR 3653 - FDM prevented moving an org unit to a different organizational structure that had another org unit with the same name as the one being moved at the same level. This has been corrected.
- ❖ SCR 3642 - Notification text cut and pasted from Word documents may have converted standard characters in the receiver's mail message. For example, Characters such as quotes are often converted to question marks. This has been corrected.
- ❖ SCR 3710 – Errant dialog box displayed when Senior Legal Counsel (SLC) signs a Termination report from the Compare screen. This has been corrected.
- ❖ SCR 3786 – Updated 2008 Gift Threshold (\$335) for SF 278 Termination and Incumbent/Termination reports covering 2008 gifts. Common Questions text updated on Gift Threshold (\$335 in 2008).