

# Financial Disclosure Management

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## 5.3 Release Notes

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# Introduction

Previous Release Notes are posted on the FDM website:

<https://www.fdm.army.mil/helpSupport/releaseNotes.htm>.

The primary focus of Release 5.3 is to improve the OGE 450 filing and reviewing user experience. Unless otherwise indicated, the changes in this document relate to FDM 450 and not to FDM 278. Release 5.3 makes these major enhancements and changes:

## 5.3 Enhancements

### OGE 450 Filers

- ❖ Reports Not Started
- ❖ Reporting Status
- ❖ Appointment Date
- ❖ Supplement Comments and Attachments

### OGE 450 Certifiers

- ❖ Report Notes
- ❖ Manage Exceptions
- ❖ Supplemental Comments and Attachments

### POCS, Supervisors and 450 Certifiers

- ❖ Remind Filers
- ❖ Remind Supervisors
- ❖ My Filers

# OGE 450

## Reports Not Started

A new sub-tab, Reports Not Started, has been added to the Filer's My Reports tab. Filers and Filer Assistants will be directed to this tab when they have been assigned to create a disclosure report in FDM. ([Assigning a Report \(Formerly Required Activity\)](#) is explained in detail in a separate section of these Release Notes. Briefly, all OGE 450 filers in FDM on 31 December will be "automatically assigned" an Annual OGE 450 due the following February 15<sup>th</sup>.) When a Filer logs in to FDM and goes to the My Reports tab the Filer/Filer Assistant will see any assigned, not started reports on the "Reports Not Started" tab.

Once a Filer or Filer Assistant starts an assigned report, the report will move from the Reports Not Started page to the Filer's Reports List page.

Filers and Filer Assistants can also opt to create a different report than the one assigned, by clicking **Reports List** and then **Add New Report**.

**Figure 1. Reports Not Started**

The screenshot shows the 'Reports Not Started' page in the FDM TRAIN Test System. The page header includes 'FDM\_TRAIN Test System' and 'Financial Disclosure Management'. Navigation tabs include 'My Reports', 'My Info', and 'Resources'. The current page is 'Reports Not Started', with a 'Log Out' link in the top right. The main content area displays a welcome message for 'Alf X. Romeo' and a instruction: 'Click "Start This Report" button to start the assigned report.' Below this is a table with the following data:

	Year	Reporting Status	Org Unit	Current Due Date
<a href="#">Start This Report</a>	2009	Annual	Baltimore RO	02/15/2009

Below the table, another instruction reads: 'Go to **Reports List** to start a different report or to work on an existing report.' On the right side, there is a 'Common Questions' sidebar with a 'Glossary' link. The footer contains 'Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC'.

1. Click **Start This Report** to begin the assigned report in FDM.

For Annual Filers

- ❖ If the Filer does not have any pre-existing reports in FDM, the Checkpoint page will display.
- ❖ If the Filer does have reports in FDM, the Pre-populate page will display.

For New Entrant Filers

- ❖ The Special Government Employee page will display.

**Note:** The Filer must select Continue on the Checkpoint page for FDM to move the report from the Not Started List to the Filer's Report List.

## Reporting Status

To help new, first-time FDM users pick the correct reporting status, the Reporting Status page now includes detailed instructions regarding the different report options in FDM.

Figure 2. Reporting Status

The screenshot shows the 'Financial Disclosure Management' interface. At the top, there are tabs for 'My Info' and 'Resources', and a 'Log Out' link. Below this is a navigation bar with 'Reports Not Started' and 'Reports List'. A secondary navigation bar includes 'Report Data', 'Attachments', 'Comments', 'Flags', 'Audit Trail', 'View/Print', and 'Review Status'. The main content area is titled 'Reporting Status' and features a progress bar with steps: 'Getting Started', 'Non-Investment Income', 'Assets', 'Liabilities', 'Outside Positions', 'Agreements', 'Gifts', and 'Wrap Up'. The 'Getting Started' step is currently active. The main text asks 'What is the reporting status for this report?' and provides two radio button options: 'Annual OGE 450' and 'New Entrant OGE 450'. A 'Common Questions' sidebar on the right lists 'How do I know if I am an annual filer or a new entrant?' and 'Glossary'. At the bottom, there are 'Back' and 'Continue' buttons.

**Financial Disclosure Management**

My Info Resources Log Out

Reports Not Started Reports List

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

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

**Reporting Status**

**What is the reporting status for this report?**

- Annual OGE 450** [Select reporting status "Annual" if you have filed an OGE 450 (or 450-A) before while in your current duty position or you filed an OGE 450 (New Entrant or Annual)(or 450-A) and moved to this position within 30 days of leaving the former position where you filed an OGE 450.]
- New Entrant OGE 450** [Select reporting status "New Entrant" if you did not file an OGE Form 450 (or an OGE Form 450-A) last year for this position (or you moved to this position - break in service - more than 30 days after leaving a position where you filed an OGE 450 or 450-A).]

**Common Questions**

- How do I know if I am an annual filer or a new entrant?
- Glossary

◀ Back Continue ▶

## Appointment Date (Non SGE)

For FDM OGE 450 Filers with reporting status of New Entrant: The Appointment Date page now includes a field called Notified to File Date. New Entrant OGE 450 Filer's are required to enter the date they were notified to file this report in FDM. The report's due date is determined from the Notified to File Date if it is later than the Filer's Appointment Date. (The report due date is 30 days due from the later of the appointment to the position date or the date the filer was notified to file. The Notified to File Date is most useful for those Filers who have been in the same position for years, but were only recently informed that they should file an OGE 450, perhaps because of a change in responsibilities or a new Supervisor's decision.) FDM calculates the New Entrant report due date based on the later of the two dates.

Figure 3. Appointment Date

**FDM\_TRAIN Test System**  
**Financial Disclosure Management**

My Info Resources Log Out

Reports Not Started Reports List

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

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

### Appointment Date

**Instructions:**  
Your "Appointment Date" is the date that you began working in the position that requires you to file the OGE Form 450. It is not the date that you first began working for the Federal Government unless you started working in a position that required you to file.  
Your "Notified to File Date" is the date that your Supervisor or Legal Advisor first notified you that you must file this OGE 450.

**Appointment Date:**  /  /  (mm/dd/yyyy)

**Notified to File Date:**  /  /  (mm/dd/yyyy)

[← Back](#) [Continue →](#)

**Common Questions**

- I am a new entrant. What is my date of appointment?
- How will the ethics official use my appointment date?
- What if I have a break in service?
- Glossary

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

## Supplemental Items

Normally, once a report is approved or “Complete” no changes may be made in FDM. Occasionally, a Filer or Reviewer discovers additional information that should be stored with the report for future reference. FDM now allows this via “Supplemental Items.”

Report Reviewers, Filers, and Filer Assistants may add supplemental information to a report using the Comment and/or Attachments tabs inside a completed report.

**Note:** The Supplemental Items capability is also available in FDM 278 for Filers and report reviewers.

Adding supplemental information to a completed report does not remove any of the report signatures or change the report’s status in FDM.

### Important Information

- ❖ Report Data cannot be changed or updated once a report is completed in FDM. For example, a reported asset may not be deleted from a complete report.
- ❖ Only the person who attached or added the supplemental item can replace/edit or delete it.
- ❖ Supplemental items are not part of the “report of record” and are not included on the e450 report.

Figure 4. Supplemental Comments

The screenshot displays the 'Financial Disclosure Management' interface. At the top, there is a navigation bar with 'My Reports', 'My Info', and 'Resources' tabs, and a 'Log Out' link. Below this is a sub-menu with 'Reports Not Started' and 'Reports List'. The main content area is titled 'Complete - Winnie X. Bago, 2006 Annual OGE 450 Report' and 'Comments'. A table lists comments in reverse chronological order. The table has columns for Author, Author Role, Date, Comment On, Line Item, Category, and Comment Text. A single comment is shown, with an 'Edit Comment' button next to it. To the right of the table is a 'Common Questions' sidebar with three bullet points. At the bottom of the main content area is an 'Add Report Comment' button.

Author	Author Role	Date	Comment On	Line Item	Category	Comment Text
Bago, Winnie X.	Filer	09/16/2008	Report		Supplemental	Reviewer requested further clarification for gift listed in report. Gift donor was John Smith and is a colleague at work.

[Edit Comment](#)

[Add Report Comment](#)

**Common Questions**

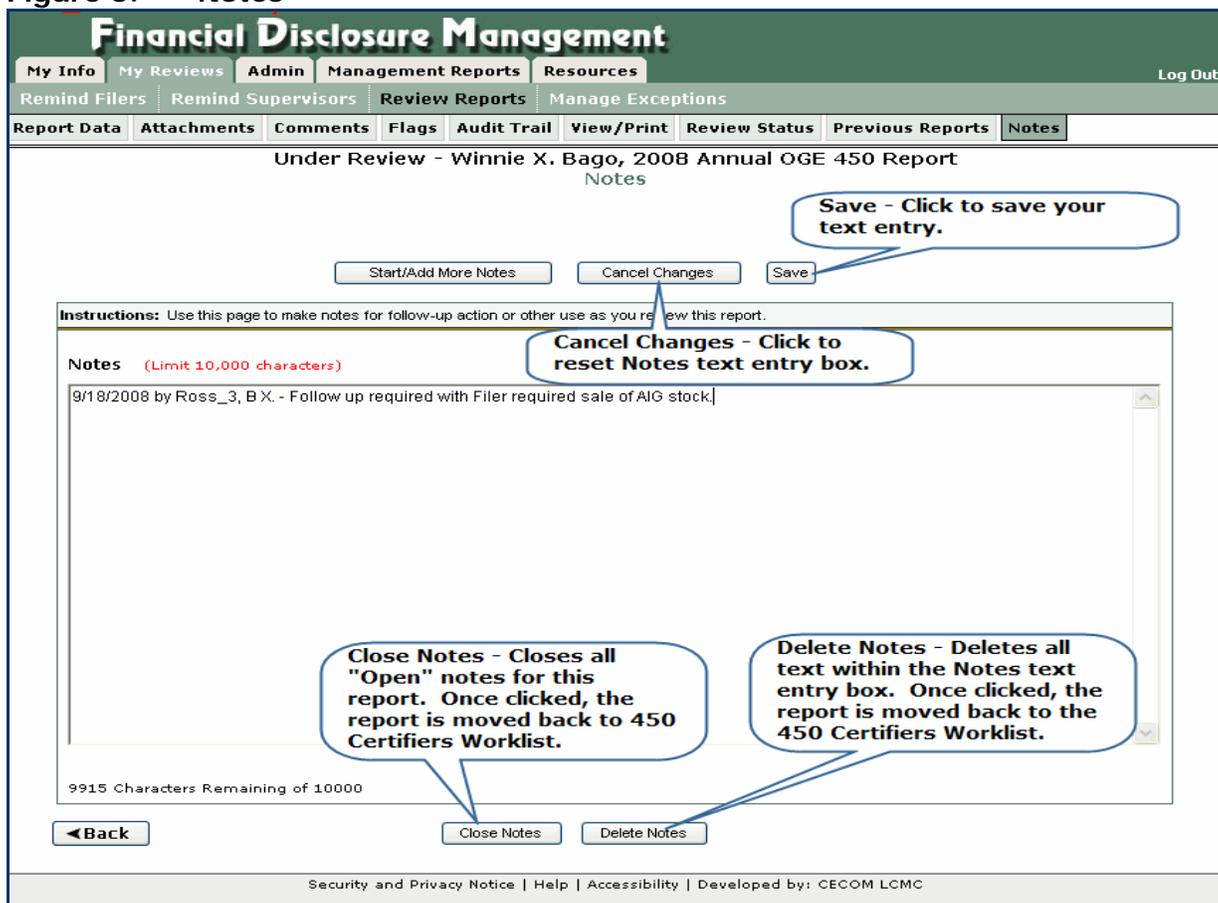
- What is the difference between a comment on a Report and a comment on a line item?
- What is the OGE 450 of Record?
- Glossary

# Notes

FDM now offers 450 Certifiers, 450 Certifier ECs, and 450 Certifier Assistants Notes, an online, electronic “post-it” note to indicate that there are items within the Filer’s report that require a follow up before the report can be certified. A 450 certifier can add a report Note at any time within the report review process.

Once a Note is added, FDM shifts the report from the 450 Certifier’s My Reviews | Worklist view to the Manage Exceptions (Watch list). Reports with Notes will remain on the Manage Exceptions list until the report Note is Closed or Deleted. Supervisors will still see the report within their My Reviews | Review Reports - Worklist and can still review and eSign reports that have report Notes.

Figure 5. Notes



## Important Information

- ❖ The Notes feature is intended to help 450 Certifiers/Certifier ECs & Assistants share information on a particular report’s readiness for approval, jog a memory of why it was not approved upon initial review, and eliminate the need to keep a paper record for processing purposes. Notes opened within 60 days of report submission also satisfy the OGE “60-day” review rule.
- ❖ Notes are not considered “official comments” and do not print on the e450.
- ❖ Other legal reviewers, such as Senior Legal Counsels, DAEOs can only view the Note(s) associated with the report.
- ❖ Once the report is eSigned by the 450 Certifier, any outstanding Notes are automatically closed.
- ❖ Filers do not see report Notes.

# Manage Exceptions (Watch List)

A new 450 Certifier reviewing tool, Manage Exceptions, helps 450 Certifiers track (or watch) Filer and Supervisor Reviewer compliance and manage reports that require any special action(s) or more information in one convenient location without cluttering the Worklist view of reports that are ready for approval. Reports remain in the Manage Exceptions list until the report issue is resolved.

Reports display on the Manage Exceptions list if:

- ❖ **OPEN NOTES** - The **Report** has existing **Notes** that are not "Closed" or a National Emergency/Combat Zone extension has been recorded for the report.
- ❖ **LATE** - The Filer has not submitted the report in FDM by the report's due date.
- ❖ **LATE** - More than 30 days have passed since the Filer has submitted (or re-submitted if their report in FDM) and the Supervisor has not eSigned.

Figure 6. Manage Exceptions

**Financial Disclosure Management**

My Info | My Reviews | Admin | Management Reports | Resources

Remind Filers | Remind Supervisors | Review Reports | Manage Exceptions

Reports that Need Special Action

Search

My Roles: ALL | Year: ALL

Search | Reset

**A National Emergency/Combat Zone extension has been recorded for this report.**

**This indicates the 450 certifier added a note indicating that there are items within the report that require follow up before the report can be certified.**

1 to 4 of 4 | Items per page: 100 | 1

Assigned	Filer	Org Unit	Supervisor	POC	Year	Reporting Status	Exception Reason	Days In Review	Notes Description (partial)	
Yes	Bago, Winnie X	Baltimore RO	Lyons, Dan D	Ross 29, B X, Ross 28, B X	2008	Annual	Open Notes Late		2/21/2008 - by Ross_3, B X. - Follow-up required wit	View Notes
Yes	Coone, Ty X	Baltimore RO	Lyons, Dan D	Ross 29, B X, Ross 28, B X	2008	Annual	Open Notes		2/21/2008 - by Ross_3, B X. - National Emergency/C	View
No	Romeo, Alf X	Baltimore RO	Lyons, Dan D	Ross 29, B X, Ross 28, B X	2007	New Entrant	Late			View Assign
Yes	Beache, Sandy X	Baltimore RO	Lyons, Dan D	Ross 29, B X, Ross 28, B X	2008	Annual	Open Notes	32	2/21/2008 - by Ross_3, B X. - Follow up with Filer	View End Review eSign & Complete Notes

100 | 1

**Late indicates either the Filer has not submitted (eSigned) their report by its due date or the Supervisor has not completed their review of this report within 30 days since the Filer submitted the report.**

**This indicates both the Filer and Supervisor have signed but the 450 Certifier has added a note that requires a follow up.**

# Remind Filers

A new tool, Remind Filers (on the My Reviews tab), helps org unit POCs, Supervisors and 450 Certifiers remind Filers to file. Org unit POCs, Supervisors and 450 Certifiers may use this tool to have FDM e-mail a reminder to file to the selected OGE 450 Filers. The following reminder options are available:

- ❖ Initially notify OGE 450 Annual Filers of their report assignment.

**Note:** The Initial Notification option is for those Filers “automatically” assigned an OGE 450 Annual report in FDM and it is the currently assigned reporting year. For example, if your Agency auto assigned in December 2008 your OGE 450 Filers the task of Filing a 2009 OGE 450 Annual report, you could notify them using the Remind Filers page in January 2009. Most OGE 450 Filers who are registered as an OGE 450 Filer will automatically be assigned to file an OGE 450 Annual report on December 31 of the current year. OGE 450 Filers appointed to a position that requires a New Entrant report on/after 2 November are not required to file an Annual OGE 450 for the CY in the year appointed. Annual Filers must have been in the covered position for over 60 days during the reporting period.

- ❖ Remind Filers to begin the filing process.
- ❖ Remind Filers to submit their reports.
- ❖ Remind Filers to submit their overdue/late report.

Figure 7. Remind Filers

## Financial Disclosure Management

My Info
My Reviews
Admin
Management Reports
Resources
Log Out

Remind Filers
Remind Supervisors
Review Reports
Manage Exceptions

### Remind OGE 450 Filers

450 Certifier Change

? How Do I...

**Find Filers**

Org Unit: My Orgs > RC 3 > Baltimore VAMC -SELECT-Next Level Down v

Show Filer's Reports for **Baltimore VAMC**  
 Show **My Filers**  Include Filers for Org Units assigned to other 450 Certifiers

**Find:**

OGE 450 Annual Filers who need an Initial Notification to file  
 All OGE 450 Filers who have not started their Report  
 All OGE 450 Filers who have not submitted their Report  
 All OGE 450 Filers who are late

Search

**Confirm Filers**

Printer Friendly

1 to 5 of 5

Items per page: 100 v

1

Unselect any Filer to Exclude	Filer	Filer's e-mail	Report Year	Reporting Status	Supervisor	Supervisor's e-mail
<b>Organization:</b> <span style="font-size: x-small;">RC 3 POCs Ross 28, B X Ross 29, B X</span>						
✓	<a href="#">Chopes, Buster X</a>	training_450_6@us.army.mil	2008	Annual	Pickney, E	e_pickney@us.army.mil
✓	<a href="#">Dinge, Bill X</a>	training_450_8@us.army.mil	2008	Annual	Pickney, E	e_pickney@us.army.mil
✓	<a href="#">Freyday, Gladys X</a>	training_450_7@us.army.mil	2008	Annual	Pickney, E	e_pickney@us.army.mil
✓	<a href="#">Kane, Candie X</a>	training_450_9@us.army.mil	2008	Annual	Pickney, E	e_pickney@us.army.mil
✓	<a href="#">Vader, Ella X</a>	training_450_10@us.army.mil	2008	Annual	Pickney, E	e_pickney@us.army.mil

Notify

1. Search for the appropriate recipients for this message and then click **Notify**.

Figure 8. Confirm Reminder to OGE 450 Filers

**Financial Disclosure Management**

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

Remind Filers | Remind Supervisors | Review Reports | Manage Exceptions

### Confirm Reminder to OGE 450 Annual Filers who need an Initial Notification to File

**Send an e-mail to 4 Filers**

**From:** b\_ross\_3@us.army.mil  
**Subject:** FDM Notification - Your 2008 Annual OGE 450 Report is due *[Current Due Date]*  
**Message:** Dear *[Filer Firstname Middle Lastname]*:

The 2008 Annual OGE 450 Report filing season has begun. You are registered in Financial Disclosure Management (FDM) - URL: <https://158.9.48.244>, as an OGE 450, Confidential Financial Disclosure Report Filer. Your 2008 Annual OGE 450 Report is due *[Current Due Date]*.

1. Log in to FDM - URL: <https://158.9.48.244>.
2. Click the My Reports tab.
3. Click the Reports Not Started tab.
4. Click the Start this Report button beside the 2008 Annual OGE 450 Report.
5. FDM will guide you in entering your information.
6. When your report is complete, click the e-Sign button to sign and submit your report.

Please consult your legal advisor or me, 450 Certifier - B X. Ross\_3, b\_ross\_3@us.army.mil, 000-000-0000, if you have questions about this requirement to file a Financial Disclosure Report, or need an extension. Also, consult your legal advisor or me if you do not think you should file such a report.

For further assistance, contact the FDM Service Center at 732-222-1234 or 732-222-5678. Additional information can be found on the Help & Support page at: <http://fdmhelpurl.mil>. E-mail: <mailto:fdm.help@us.af.mil>

**Add your optional text here:**

**Closing:** Regards  
B X. Ross\_3

**Send a summarized e-mail to 2 POCs**

**From:** b\_ross\_3@us.army.mil  
**Subject:** FDM - Your Filers have been notified to file  
**Message:** Dear *[POC Firstname Middle Lastname]*:

FDM sent the Filer(s) in the Org Unit(s) you support an initial notification notice to file a 2008 Annual OGE 450 Report in FDM. The Filers and their respective Supervisors, grouped by your assigned Organizations, are listed below. Please review the listing and update in FDM - URL: <https://158.9.48.244> as necessary.

2. You can customize the message by adding your own text to the Add Your Optional Text Here box and then click Send.

**Note:** Be careful when pasting text copied from an MS Word document, as the text may not appear as you intended if special characters are used.

You can also send a copy of this message to any associated POCs and Supervisors from this page.

# Remind Supervisor

A new tool, Remind Supervisors (on the My Reviews tab), helps Org unit POCs, Supervisors and 450 Certifiers (450 Certifier ECs & Assistants) monitor Supervisor's review progress. This tool displays those reports pending Supervisor review.

Any associated POCs and Supervisors can be copied on Filer notification.

**Figure 9. Remind Supervisors**

**Financial Disclosure Management**

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

Remind Filers | Remind Supervisors | Review Reports | Manage Exceptions

Remind Supervisors who have not eSigned 450 Reports

450 Certifier: RC 3 [Change]

[?] How Do I ...

Find Supervisors who have not eSigned

Org Unit: My Orgs > RC 3 [-SELECT-Next Level Down]

Show Filer's Reports for RC 3

Show My Supervisors  Include Supervisors for Org Units assigned to other 450 Certifiers

[Search]

Confirm Supervisors [Printer Friendly]

1 to 3 of 3 Items per page: 100 1

Unselect any Supervisor to Exclude	Supervisor	Supervisor's Org Unit	Supervisor's e-mail	Filer	Report Year	Reporting Status
<input checked="" type="checkbox"/>	Pickney, E	RC 3	e_pickney@us.army.mil	Chopes, Buster X	2008	Annual
<input type="checkbox"/>				Dinge, Bill X	2008	Annual
<input type="checkbox"/>				Freyday, Gladys X	2008	Annual

[Notify]

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1. Search for the appropriate recipients for this message and then click **Notify**.

Figure 10. Confirm Reminder to Supervisors

FDM\_TRAIN Test System

## Financial Disclosure Management

Log Out

My Info | My Reviews | Admin | Management Reports | Resources

Remind Filers | Remind Supervisors | Review Reports | Manage Exceptions

Confirm Reminder to Supervisors who have not eSigned OGE 450 Reports

---

**Send a summarized e-mail to 2 POCs**

**From:** b\_ross\_3@us.army.mil  
**Subject:** FDM - Supervisors you support have been reminded to eSign in FDM  
**Message:** Dear [POC Firstname Middle Lastname] :

FDM notified these Supervisors in the Org Units you support to eSign OGE 450 Reports previously submitted by their Filers in FDM. The Supervisors and their lists of outstanding reports, grouped by your assigned Organizations, are listed below. Log into FDM - URL: <https://158.9.48.244> at any time to track their eSigning progress.

[POC's Organization Name 1]  
 Supervisor: [Supervisor1 Lastname, Firstname Middle]  
 [Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report  
 [Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report  
 ..

Supervisor: [Supervisor2 Lastname, Firstname Middle]  
 [Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report  
 [Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report  
 ..

[POC's Organization Name 2]  
 Supervisor: [Supervisor1 Lastname, Firstname Middle]  
 [Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report  
 [Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report  
 ..

For further assistance, contact the FDM Service Center at 732-532-5666. Additional information can be found on the Help & Support page at: <https://www.fdm.army.mil/helpSupport/helpSupport.htm>. E-mail: <mailto:MONM-SECFDMSpt@conus.army.mil>

**Add your optional text here:**

**Closing:** Regards  
B X. Ross\_3

---

**Send a summarized e-mail to 2 Supervisors**

**From:** b\_ross\_3@us.army.mil  
**Subject:** FDM Alert - Please eSign OGE 450 Reports submitted by your Filers  
**Message:** Dear [Supervisor Firstname Middle Lastname] :

Filers in the Org Units you supervise have eSigned and submitted their OGE 450 Reports in FDM. They are ready for your eSignature. To review:

1. Log in to FDM - URL: <https://158.9.48.244>.
2. Click the My Reviews tab.
3. Click the Review Reports tab.
4. Click the View button beside a report.
5. Review all of the information for accuracy.
6. When your review is complete, click the e-Sign button to sign the report.

[Supervisor's Org Unit Name 1]  
 [Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report  
 [Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report  
 ..

[Supervisor's Org Name 2]  
 [Filer1 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report  
 [Filer2 Lastname, Firstname Middle] - [Report Year] [Reporting Status] OGE 450 Report  
 ..

The FDM Learning Center, {FDMURL}/learningCenter/LearningCenter.htm, includes a short video tutorial on reviewing an OGE 450 and a Quick Reference on the same subject.

For further assistance, contact the FDM Service Center at 732-532-5666. Additional information can be found on the Help & Support page at: <https://www.fdm.army.mil/helpSupport/helpSupport.htm>. E-mail: <mailto:MONM-SECFDMSpt@conus.army.mil>

**Add your optional text here:**

**Closing:** Regards  
B X. Ross\_3

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2. You can customize the message by adding your own text to the Add Your Optional Text Here box and then click **Send**.

**Note:** Be careful when pasting text copied from an MS Word document, as the text may not appear as you intended if special characters are used.

You can also send a copy of this message to any associated POCs from this page.

# Filers (My Reviews | Filers)

The Filers function allows you to manage Filers and assign reports that need to be filed, e.g. OGE 450 and SF 278 in one place. The following changes have occurred in the My Filers tool:

- ❖ The My Filers tab has been renamed to Filers.
- ❖ The My Filers tab (formerly My Info | My Filers) is now under the My Reviews tab and the Admin tab.
- ❖ A new column, **Current Reports** has been added listing the currently assigned reports for a Filer.
- ❖ A new function, **View** has been added that allows you to view a Filer's contact information and a listing of their reports in FDM.
- ❖ The button function Assign Activity has been renamed to **Assign a Report**. FDM counts Assigned Reports for statistical purposes to prepare the Annual report to OGE on the number of reports required to be filed, the number actually filed, etc.
- ❖ When moving a Filer from one Org Unit to another Org Unit you now have the option to select specific reports to transfer/move with the Filer to the new Org Unit if necessary.

Figure 11. My Reviews | My Filers

**Financial Disclosure Management**

My Reports Assist Filers My Info My Reviews Admin Management Reports Resources Log Out

Filers Remind Filers Remind Supervisors Review Reports

My Filers

Supervisor [?] How Do I ...

Org Unit: My Orgs > Baltimore RO -SELECT-Next Level Down

Show Filers for Baltimore RO

Show My Filers  Include Filers for Org Units assigned to other Supervisors

Filer Search

Last Name: [ ] First Name: [ ] Search Clear

Filer Role: 450 Filer

Assign (OGE 450/SF278) Report - Click to indicate the type of form your Filers are required to file in FDM.

1 to 5 of 5

Notify Assign OGE 450 Report Remove OGE 450 Filer Role Add OGE 450 Filer Add Multiple OGE 450 Filers

<input type="checkbox"/>	Name ▲	Filer Role	Org Unit	Current Reports	Supervisor	
<input type="checkbox"/>	Bago, Winnie X	SF 278 Filer; OGE 450 Filer	Baltimore RO		Lyons, Dan	View Move
<input type="checkbox"/>	Beache, Sandy X	OGE 450 Filer	Baltimore RO	2009 Annual OGE 450	Lyons, Dan	View Move
<input type="checkbox"/>	Coone, Ty X	OGE 450 Filer	Baltimore RO		Lyons, Dan	View Move
<input type="checkbox"/>	O'Drille, Ben X	OGE 450 Filer	Baltimore RO		Lyons, Dan	View Move
<input type="checkbox"/>	Romeo, Alf X	OGE 450 Filer	Baltimore RO		Lyons, Dan	View Move

Current Reports Column - Lists the currently assigned reports for the Filer.

View - Allows you to View a Filer's contact information, see a listing of the Filer's reports in FDM.

## Adding Filers who are already registered in FDM

If you are trying to add a Filer who is already a Filer in another Org Unit in FDM, you will see the Move Filer page. When this occurs, if the Filer is in an Org Unit that is assigned to you, you will have the option to select specific reports to move with the Filer to the new Org Unit if necessary. If the Filer you are adding is not in an Org Unit that is assigned to you, you will still be able to add/move that filer into your Org Unit but any assigned reports will remain with the original org unit.

Figure 12. Confirm Move Filer

**FDM\_TRAIN Test System**  
**Financial Disclosure Management**

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

Filers | Remind Filers | Remind Supervisors | Review Reports | Manage Exceptions

### Confirm Move OGE 450 Filer

Are you sure you want to move **Winnie X. Bago** as a **OGE 450 Filer** from **Baltimore RO** to **Baltimore VAMC**?

**Notes:**

- This person is currently an OGE 450 Filer in Org Unit : **Baltimore RO**

**Move Reports option:**

- This filer has the following reports that can be moved with this filer.

Move Report with Filer?	Year	Form Type	Reporting Status	Review Status	Assigning Org Unit
<input type="checkbox"/>	2007	OGE 450	New Entrant	Under Review	<a href="#">Baltimore RO</a>
<input type="checkbox"/>	2008	OGE 450	Annual	Not Started	<a href="#">Baltimore RO</a>

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## Moving a Filer

When moving a Filer from one Org Unit to another Org Unit you now have the option to select specific reports to move with the Filer to the new Org Unit if necessary.

Moving Filers to a new Org Unit may change the Filer's review chain. When moving the Filer, a confirmation page is displayed indicating that this Filer has a report that can move with him/her. To move the report, select the checkbox. If you want the report to stay with the review chain of the original Org Unit, do not select the checkbox.

**Figure 13. Confirm Move Filer**

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**Move Reports option:**

- This filer has the following reports that can be moved with this filer.

Move Report with Filer?	Year	Form Type	Reporting Status	Review Status	Assigning Org Unit
<input type="checkbox"/>	2007	OGE 450	New Entrant	Under Review	<a href="#">Baltimore RO</a>
<input type="checkbox"/>	2008	OGE 450	Annual	Not Started	<a href="#">Baltimore RO</a>

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1. Select the checkbox beside a report to have that report move with the Filer to their new Org Unit.

## Assigning a Report (formerly Required Activity)

The Assign Reports function replaces/improves the former Required Activity tool by allowing you to indicate to your Filers the type of report, OGE 450 (New Entrant or Annual) or SF 278 (New Entrant, Incumbent, Incumbent/Termination, or Termination); they are required to file in FDM.

OGE 450 Annual reports will now be automatically assigned to FDM OGE 450 Filers registered as OGE 450 Filers in FDM as of 31 December of the year before the report is due. However, you can still manually assign reports to one or more Filers through the My Filers page or when registering a new FDM user who is a Filer.

You no longer have to enter an Appointment Date when assigning New Entrant reports. The Due Date for New Entrant reports automatically defaults to 30 days from the day the report is assigned. The Due Date will automatically re-calculate appropriately once the Filer enters their Appointment Date and Notify to File Date on their report.

Figure 14. Assign Report

**Financial Disclosure Management**

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### Assign OGE 450 Report

**Reports**

Year: 2008

Reporting Status: New Entrant

Due Date: 11 / 16 / 2008 (mm/dd/yyyy)

Override Due Date

Reason:(Characters)

(Characters)

Admin Due Date: / / (mm/dd/yyyy)

**Assign Report to:**

Ty X. Coone training\_450\_3@us.army.mil

Save Cancel

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**Due Date - The OGE prescribed due date for filing the report.**

**Override Due Date - Only the Certifying Official or their EC can override a Due Date. Typically used when assigning New Entrant reports.**

## Viewing Filer Information

View replaces the Edit Filer function from previous releases and now includes the ability to see a listing of the Filer's current reports.

**Figure 15. View Filers**

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

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### View Filer - Coone, Ty X

Attribute	Value
Last Name	Coone
First Name	Ty
Middle Name	X
e-Mail	training_450_3@us.army.mil
Organization	RC 3 - Baltimore Regional Office (RO) CFD filers
Phone	000-000-0000
Agency	VA
Filer Roles	OGE 450

### Filer's Reports

Started	Assigned	Year	Form Type	Reporting Status	Review Status	Assigning Org Unit	
	Yes	2008	OGE 450	Annual	Under Review	<a href="#">Baltimore RO</a>	View Remove Assignment
	Yes	2006	OGE 450	Annual	Under Review	<a href="#">Baltimore RO</a>	View Remove Assignment

[Return To My Filers](#)

**Click View to see report detail.**

**Remove Assignment only displays for reports that are not complete.**

# Defects & Changes

The following defects were fixed in the 5.3 release of FDM.

**SCR 4354, 4355, 4356** - OGE required text changes for instructions on OGE 450 Add Asset page.

**SCR 4357** – OGE required text changes for OGE 450 Add/edit Agreement Screen

**SCR 4352** –OGE required changed. OGE 450 Gift Page instruction text now matches what is on the OGE 450 form

**SCR 4359** - OGE required changes to various OGE 450 Common Questions

**SCR 4116** – Users with Individual Reviewer role will now default to the My Reviews tab after logging in to FDM.

**SCR 4207** - The Audit Trail now displays the correct text, "Added/Deleted as a 450 Certifier Assistant to 450 <Role, Name>."

**SCR 4138** – The Filer's profile now shows both Filer roles when user has both SF 278 and OGE 450 Filer roles in FDM.

**SCR 4217** – The User Audit Trial events are now listed in reverse chronological order.

**SCR 3833** –FDM now prevents users from adding more than 4 levels of underlying assets.

**SCR 3975** –The Comparison page now lists Assets in the correct sequence order.

**SCR 4200** - The word "Common" is no longer misspelled on the Asset warning page.

**SCR 3745** - A comma now displays between city/State and country on the e450 in the Assets section.

**SCR 3675** – On the Compare screen "Income" has been changed to "Other Income" for 278 and "Non Investment Income for 450"

**SCR 4220** – An application error no longer occurs when the Complete without Signature button is clicked for a report that has a Review Status of Under Review (Amendment in Progress).

**SCR 4059** – The Extra space was removed that was between first and last names of the Currently Assigned Reviewer on "Complete without Signature" page, Line 2.

**SCR 4133** –The Explanation text is now removed when changing from an Individual reviewer to an Organizational Reviewer.

**SCR 4198** - Reviewer Category is now correct in send e-mail notification page when changing back or Organization reviewer.

**SCR 4260** – A validation message no longer displays if report is signed and end reviewed by Individual reviewer and then changed back to Organization Reviewer.

**SCR 4261** –The Undo Submit to DAEO button is now available for SF 278 reports that have a Review Status of Submitted to DAEO.

- SCR 4276** – End Review button is now available for Additional Supervisors on the Review Status page.
- SCR 3707** –The printer Friendly button continues to display on Disclosure Report Detail and Filers with No disclosure reports pages.
- SCR 4153** – The printer Friendly view now shows the correct Reporting Status.
- SCR 2482** – The Glossary definition for Special Government Employee (SGE) now has the correct text.
- SCR 2944** – Only the original author can edit his or her own report comments. Users can no longer edit other users report comments.
- SCR 2981** - E-mail addresses are no longer cleared from the Add Multiple OGE 450 Filers - Search when a user clicks the Back button on the Add Multiple OGE 450 Filers - Review and Confirm.
- SCR 3031** – Login Credential Error page title now reads Error Adding Credential.
- SCR 3279** – Previously, the Filer role was not removed from the User Profile page when the Filer had a Filer Assistant. This has been corrected.
- SCR 3480** – Telephone field can now hold 40 characters on the Contact Info page.
- SCR 3627** – The Gifts page instructions have been updated to show the increase in the Gifts Threshold from \$305 to \$335
- SCR 3702** - Search Results and filter settings are preserved when the Cancel button is clicked on the Change My Role page.
- SCR 3909** - Currently assigned reviewers are now listed on the e450 along with any individual and additional reviewers.
- SCR 3986** - Make of Record button no longer displays when SLC signed outside of FDM.
- SCR 4012** –Reviewers who have signed outside of FDM cannot End Review or eSign.
- SCR 4022** –Automatic notifications are now sent out when filer eSigns after making a report amendment.
- SCR 4049** – Additional instructional text is now available on SF278 wizard in reporting status choice on the FDM 278 Reporting Status screen for incumbent/termination.
- SCR 4070** – Implement Review Chain Audit Events can now be seen.
- SCR 4104** – Worklist view: Reset button should clear the First Name and Last Name fields. First and Last name fields clear when Reset is clicked on the My Reviews - Worklist.
- SCR 4148** –To field now has the correct default e-mail addresses when an Individual Reviewer is changed back to an Organizational Reviewer.
- SCR 4162** – The strike through is no longer present on the Review Status page when endorsement is made.
- SCR 4173** –The End Review button is no longer available for SLC ECs once the SLC has eSigned.

**SCR 4181** – FDM now shows OGE 450 Filers who are reporting mutual funds a popup warning to report only Sector Mutual Funds and not diversified mutual funds.

**SCR 4186** –Submit to DAEO button is now available for Supervisor, SLC and Supervisor SLC EC on the Review Reports/Report List Worklist View.

**SCR 4190** –All roles except filers can now access the Administrative Management reports.

**SCR 4196** –Instructional text has been updated to refer to the Review Reports page.

**SCR 4197** –The Disclosure Detail Management report data results are now based on disclosure

**SCR 4280** –View/Record Extension button is available for Agency Admins.

**SCR 4210** – Underlying Asset number has number of primary asset and not name of primary asset.

**SCR 4251** –CQ Spelling Error in Getting Started for SF 278 has been corrected.

**SCR 4259** – Popup warning now displays when user cuts & pastes text is translated on input.

**SCR 4264** – Request a Copy button is no longer available for Org DAEOS on the Previous Reports page.

**SCR 4269** –Complete without Signature button is no longer available for 450 Certifier Assistants.

**SCR 3012** –Reviewers can now add report comments and attachments as supplemental items even after the report is complete.

**SCR 3836** - Common Questions were revised on Review Reports Worklist.

**SCR 4315**- Changes have been made to the Review Reports Worklist to accommodate new functionality. A new OGE 450 Certifier tool, manage Exceptions was added to the system.

**SCR 4247** – Various FDM Notifications have been updated to make the content more user-friendly text and help desk contact parameters

**SCR 2405, and 3663** - –Changes have been made to the Reporting Status and Appointment Date pages to clarify selections for New Entrant

**SCR 2507** – FDM session now ends when "Log Out" link is clicked.

**SCR 2562** - Recording a 450 Combat Zone / National Emergency Extension –creates a Note (open action) so that the report can be moved to the Exception List item

**SCR 3941** -Add Watermark to SF 278 Mapping for Complete w/o Signatures.

**SCR 4050** –The eSign button has been repositioned on the SF278 on eSign screen to make it more easily accessible.

**SCR 4061** -Filter validation error message when Form Type OGE 450 and Review Status – Submitted to DAEO is selected has been corrected.

**SCR 4278** – A popup message now displays warning the report was signed outside of FDM when user tries to change a review chain member.

**SCR 4290**-- OGE 450 Notification Tool – Remind Filers has been added to FDM

**SCR 4290**-- OGE 450 Notification Tool – Remind Supervisors has been added to FDM.

**SCR 4296 & 4303** – FDM Report reviewers (e.g., Supervisors, OGE 450 Certifiers, Certifier ECs, SLCs, SLC ECs, DAEOs, DAEO ECs) now must select the appropriate filtering criteria and then click Search when on the My Reviews | Review Reports -- Worklist to display filer

**SCR 4353** – When asset name is longer than 50 characters the overflow text now displays as a comment of record as underlying asset of <asset number>SF 278 Asset Name Overflow to Comment of Record

**SCR 4324** – The My Filers page has been improved to allow for easier assignment of reports and management of Filers.