

Financial Disclosure Management



POC BASIC USER GUIDE

Release 7.0.1
August 2013

Table of Contents

INTRODUCTION TO FDM	4
Your Role as a Point of Contact (POC)	4
OrgUnit View Options	5
450 Filer Tracking Spreadsheet	5
New Org Units & Supervisors/POCs	5
POC Timeline	6
LOGGING IN	7
LOGGING IN USING YOUR SMART CARD	7
Selecting a Certificate	7
What if I forget my Smart Card PIN?.....	7
What if the Access Denied Page Displays?.....	7
LOGGING IN WITH USER NAME	8
What if I Receive a Message that My User Name or Password is Incorrect?	8
LOGGING OUT	8
Help with FDM	8
ORG UNITS	9
ADDING SUB ORG-UNITS	9
Org Unit Name.....	9
Org Unit Description	9
ASSIGNING SUPERVISORS	10
ASSIGNING A POC	11
User Already has Selected Role with another Org Unit Add [Role] Warning	11
EDITING AN ORG UNIT	12
MOVING AN ORG UNIT	12
Reviewer Relationships Already Exist	13
DELETING AN ORG UNIT	13
Important Information	13
FILERS	14
REGISTERING MULTIPLE FILERS IN FDM	14
Adding Up To 25 OGE 450 Filers at a Time	14
Searching for Filers	14
Confirming Your Selection	15
Adding More Filers.....	15
REGISTERING A SINGLE FILER	16
Searching For a Filer	16
Selecting a Filer’s Role and Org Unit	16
Filer Belongs to Different Org Unit	16
Assign an OGE 450 Report	17
Notifying Filers to File	17
ASSIGNING REPORTS	18
Annual Filers	18
New Entrant Filers.....	18
Entering the Report Information	18

Notifying Filer	18
REMINING ANNUAL FILERS.....	19
Sending an E-mail Reminder.....	19
MANAGE FILER REPORTS	20
REMINING FILERS REPORTS ARE DUE	20
Sending an E-mail Reminder.....	20
REMOVING FILERS FROM YOUR LIST (REMOVING A FILER'S ROLE)	21
MOVING A FILER TO DIFFERENT ORG UNIT	22
Moving a Filer with a Draft or Under Review Report.....	22
Moving a Filer with a Completed Report or No Assigned Reports	23
VIEWING FILER(S) REPORT ASSIGNMENTS AND STATUS	24
View Report Assignments.....	24
View Report Status.....	24
REMIND SUPERVISORS	25
Sending an E-mail Reminder.....	25
MANAGEMENT REPORTS	26
Management Report Types	26
Disclosure Report Summary.....	26
Disclosure Detail Report.....	26
Filers with no Disclosure Report	26
GENERATING A MANAGEMENT REPORT	26
Including/Excluding additional Org Units in your View	27
Printing a Management Report	27

Introduction to FDM

Welcome to the [Financial Disclosure Management \(FDM\)](#) application that allows Filers to fill out their financial disclosure reports online, save draft disclosure reports, and submit the final version of the report. There will no longer be the need to distribute, collect, and deliver thousands of paper forms because everything is done online within FDM.

Given the sensitive nature of information entered into FDM, some users may be concerned about the security of their information. FDM uses a secure Internet connection to guarantee that the transmission of data from the server to you is secure. FDM limits access to individual reports by role and responsibility to the Filer to individuals within the review chain and select System Administrators. System Administrators are required to sign Non-Disclosure Agreements.

Your Role as a Point of Contact (POC)

Many organizations have an established network of POCs who are responsible for managing OGE 450 financial disclosure filing activities. As a POC for an organization, command, or activity, you have very important responsibilities in FDM. Your duties in FDM are similar to how you manage Filers and reporting activities today, except now you can manage them online and in one place.

In FDM, POCs are responsible for a variety of tasks but primarily loading and managing OGE 450 Filers and Organizational data into FDM and keeping OGE 450 Filers and their Supervisors aware of the filing season and deadlines.

Task	In FDM
Identify Organizations and Supervisors	Add Org Unit and their respective Supervisors to FDM
Identify Filers who enter your organization who need to file	Register Filers in FDM
Identify and communicate the type of report that needs to be filed	Assign Filers a report to File in FDM
Track Filer Reporting Activities	Run management reports and send reminder notifications

Your local legal office will initially identify and establish the top level Org Units and POCs for your organization/installation in FDM. The legal office will also assign the DAEO, Senior Legal Counsel (SLC) and 450 Certifier roles for your Org Units. Once you are added as a POC, you can begin managing Filers and their reporting activities in FDM.

POCs have the ability to add or delete subordinate organization units, add new Filers who enter the organization and remove Filers who leave the organization, assign and/or change Supervisors for your subordinate organization units, assign required activities (the requirement for Filers to complete a specific report), and generate management reports. POCs cannot assign DAEOs, SLCs or 450 Certifiers.

All FDM users must be assigned a specific role by an existing FDM user. Some FDM users can have overlapping responsibilities and multiple roles to help expedite the disclosure process. A user's location in the role hierarchy reflects the authority and responsibility they have in FDM.

During your initial year of FDM, POCs may be called upon to do a great deal of work including the front-loading of all Filers and organizations within your agency. This task may be time consuming depending on the size of your organization. During your initial year, it is recommended that you begin executing these steps several months in advance of the filing season to ensure accuracy and completion of all tasks. For each subsequent year, information for Filers need only be modified as appropriate, as the information will already be stored in FDM's database.

OrgUnit View Options

View Option	Description
Show Filers for Org Unit...	Limits your view to Filers in the currently selected Org Unit only.
Show My Filers	Lists the Filers you are responsible for in the selected Org Unit and any subordinate Org Units. For example, if you are responsible for 3 Org Units, CECOM and 2 subordinate Org Units, selecting Show My Filers lists the disclosure status for the Filers in your 3 Org Units.
Include Filers for Org Units assigned to other ...	Allows you to view and manage all Filers listed on the page. For example, a POC can manage Filers within their own Org Units and any subordinate Org Units even if the subordinate Org Unit has a different POC assigned to it.

450 Filer Tracking Spreadsheet

The first step is to identify Filers by organization and group them by reviewing Supervisor. The 450 Tracking Workbook spreadsheet, <https://www.fdm.army.mil/helpSupport/resources.htm> helps with this. This spreadsheet is located on the [FDM Homepage](#) under the Help and Support/Resources tabs under the OGE 450 Section. It includes several tabs, including instructions, and may be used to track and manage ethics training for FDM Filers. Ensure every Filer and their proper Supervisor/reviewer is listed for your organization(s). The Supervisor's position/title is very important as that will assist in naming subordinate Org Units should they need to be created. EVERY Supervisor will have a separate Org Unit for their Filers. A Supervisor who is ALSO a Filer will be added as a Filer to their superior Org Unit. [AKO](#) user names (AKO e-mail addresses) are required to register Army users in FDM and the Workbook includes a column for that information. AKO user IDs are very important, as other e-mail addresses will NOT be recognized by FDM. This requirement does not apply for other Services or federal agencies.

NOTE: If your Organizations have used FDM before, do not include current FDM Filers on your spreadsheet.

New Org Units & Supervisors/POCs

Org Units are simply an electronic version of your agency organization structure. You can create sub-Org Units to complete the organizational structure. The Org Unit tool allows you to group Filers into separate Org Units or Departments, by reviewing Supervisor. Agencies that do not use Supervisory review, assign a paralegal or legal clerk in the Supervisor role to perform a technical screening for completeness.

In the paper filing process, an ethics counselor or administrative assistant routinely groups Filers into organizations or departments based. The Org Units tool simply allows you to do this process online in FDM, eliminating the need to have a paper-tracking system to manage your Filers.

First, determine your organizational structure by using an organization chart or wire diagram. Use this same structure as the model for your Org Unit structure in FDM. To keep Filers grouped together by their reviewing Supervisor, we recommend using the following Org Unit naming convention: Use the abbreviated name of the Directorate/Division/Branch/Section or the Supervisor's position/title or the office symbol. All Filers will have a Supervisor and all Supervisors will be in a specific Org Unit following your organization wire diagram. If you are the POC for the subordinate Org Units, you do not need to assign yourself that role, as the POC role will flow down to the subordinate Org Unit until you assign a different POC to a specific Org Unit.

POC Timeline

When	Who	What	Description
October 1	Ethics Officials	Identify POCs	Ethics Officials should contact their organizational POCs and request a positive response if they are still the financial disclosure form POC. If possible, a POC should provide an alternate name or replacement name when appropriate.
NLT October 15	Ethics Officials	Inform and Train POCs	Ethics Officials should inform and train POCs on their new responsibilities within FDM. Note: During the initial year of FDM, the task of front-loading Filers and org units may be considerably time-consuming. It is recommended that POCs are notified and begin executing their FDM tasks several months in advance of the filing season
NLT October 31	POC	Review/Update Filer Spreadsheet	Gather Filer, Review Chain and Org List information and enter into the <u>Filer Tracking Spreadsheet</u> . Notify Filers and Supervisors that the FDM registration process has begun for upcoming filing season.
NLT November 30	POC	Add New Org Units & POCs/ Supervisors to FDM	Determine Filer to Org Unit Groupings. Categorize Filers into organizations or departments based on their need to file a disclosure report and by their supervisor. Org Units are simply an electronic version of your agency organization structure. You can create sub-Org Units to complete the organizational structure. Large agencies should plan on this task consuming a significant amount of time during its initial year of FDM, as each Org Unit has to be manually entered into FDM. For each subsequent year, information for Org Units need only be modified as appropriate, as the information will already be stored in FDM's database.
NLT December 31	POC	Add New Filers	Once Filers are identified and grouped via the Filer spreadsheet and the Org Unit structure is established in FDM, begin adding Filers to FDM. You can add multiple OGE 450 Filers at the same time.
NLT Jan 2	POC	Notify Filers	Once your Filers are set up in FDM, you can use Remind Filers to monitor and manage filing activities.
NLT than Jan 20	POC	Update Filer Activity	Review filing activity status. Locate Filers who have not started their reports and send reminder notifications.
NLT February 1	POC	Check Delinquent Filers and Supervisor Reviewers	Review Remind Supervisors for any delinquent Supervisor Reviewers Review Remind Filers to send second reminder notification to Filers who have not completed their reports
February 16	POC/Ethics Officials	Send first late notice to delinquent Filers	See sample e-mail in 450 SOP.
NLT March 1	POC/Ethics Officials	Send second late notice to remaining delinquent Filers and Supervisors	Repeat the process every two weeks until there are no remaining delinquent Filers. Elevate to legal advisor to raise with organization leadership as necessary.

Logging In

1. Log onto your computer, connect to the internet, open a web browser, type, <https://www.fdm.army.mil> in the address line and click Go. The FDM Home page displays.
2. Click **Login to FDM** on the left side of the screen.

There are two different log in methods, using your Smart Card(CAC/PIV) or using your Agency User Name and Password for those Agencies not using Smart Cards.

LOGGING IN USING YOUR SMART CARD

1. Click **Login** button under the Login Using your Smart Card section.

Selecting a Certificate

2. Select your certificates and then click **OK**.

You may have several certificates listed. Select any certificate that contains your name; however, be sure to check the expiration date to ensure that the certificate has not expired. Always pick the highest numbered one (or the one that has not expired). To check the certificate expiration, highlight a certificate and then click **View Certificate**. Pick an unexpired certificate.

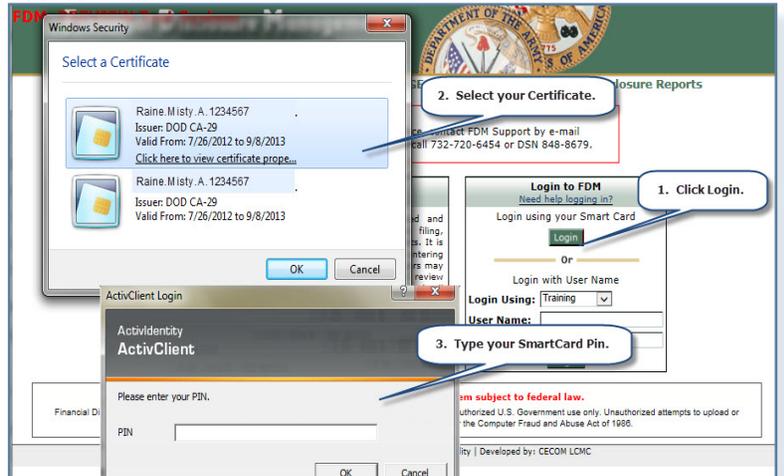
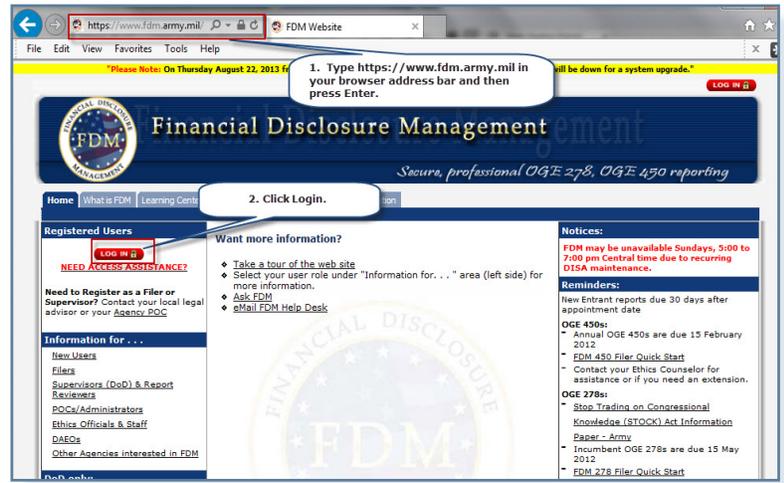
3. Type your **Smart Card PIN** and then click **OK**. The My Contact Info page will display the first time you login.

What if I forget my Smart Card PIN?

If you do not know your Smart Card PIN or if you have locked out your Smart Card PIN, contact the central processing/badge office or Local Registration Authority (LRA) to reset your Smart card PIN.

What if the Access Denied Page Displays?

If the Access Denied page displays after you have tried logging in using your Smart Card, contact your Agency POC or your local legal advisor to check if you are registered in FDM. Have your e-mail address available so they can verify your access to FDM.



LOGGING IN WITH USER NAME

1. In your web browser type, <https://www.fdm.army.mil> in the address line and click **Go**. The FDM Home page displays.
2. Click **Login to FDM** on the left side of the FDM Home page.
3. Select your appropriate authenticating source from the Login Using drop-down.
4. Type your **User Name** and **Password**.
5. Click **Login**.

What if I Receive a Message that My User Name or Password is Incorrect?

If you receive a message that your Username or Password is incorrect, check your Username and Password you entered remembering that Passwords are case sensitive and usernames do not include the suffix@abc.gov. Make sure your cap locks key is not set ON and enter in your credentials again. After 3 unsuccessful attempts, FDM will lock you out for 30 Minutes. If you try entering FDM after the 30 minutes and you continue to fail, please contact the FDM Support Desk at (732) 532-5566 so they can check your username.

If you are still having trouble accessing FDM, please contact your Agency POC or your local legal advisor to check if you are registered in FDM. Have your e-mail address available so they can verify your access to FDM.

LOGGING OUT

You can log out at any time by clicking **Log Out** in the top right corner of any FDM page. Selecting Log Out is your way of concluding your online session and maintains the security and privacy of your financial disclosure report information by closing the connection to FDM.

Help with FDM

To contact the FDM Service Center:

- ◆ Phone: (732) 532-5566 or DSN 992-5566
- ◆ e-mail monm-secfdmspte@conus.army.mil. This office is staffed from 7:00 AM to 5:00 PM Eastern Standard Time. Voicemail is available all other times.

FDMPREVIEW Test System

Financial Disclosure Management

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

Important Message: If you need assistance, contact FDM Support by e-mail usarmy.APG.cecom.mbx.FDMSPT@mail.mil or call 732-720-6454 or DSN 848-8679.

4. Select the appropriate authenticating source.
5. Type your User Name and Password
6. Click Login

Login to FDM
Need help logging in?
Login using your Smart Card
Login
or
Login with User Name
Login Using: Training
User Name:
Password:
Login

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

FDMPREVIEW Test System

Financial Disclosure Management

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

Files | POCs | Supervisors | Users | Org Units

Org Units

Click Logout when finished with FDM to maintain security and privacy.

Org Unit: My Orgs

Org Unit Search
Name: Search Clear

1 to 1 of 1 Items per page: 1

Add New Org Unit

Name	Description		
CERDEC HQS	CERDEC Headquarters	... » RDE	Leare, Shanda

Edit
Move
Delete

Click Help on any page to send an e-mail to the FDM Help Desk.

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

Org Units

ADDING SUB ORG-UNITS

Additional Org Units are necessary when you need different or separate groupings of Filers and review chain participants, such as a new Supervisor for a new Activity.

Note: A New Org Unit is not required when a successor Supervisor replaces an incumbent one. In that case, simply delete the departed Supervisor and assign a new one.

You can add a new Org Unit and any associated Org Unit Members to FDM on the Admin | Org Units page.

Note: A review chain participant can only update those Org Units within their Span of Control.

1. Select the **ADMIN | ORG UNIT** tab. The Org Units page is displayed.

Note: The initial view of the Org Units page displays the top level Org Units for which you are responsible. By clicking on the arrow next to the top level Org Unit, you can drill down to its sub Org Units.

Note: You cannot add an Org Unit with the same name within the same level of the Org Unit hierarchy and you should avoid naming a subordinate Org Unit the same name as its parent Org Unit.

2. On the list, locate the Org Unit you wish to place the sub org unit under and click on the down arrow.
3. Click **Add New Org Unit**. The Add Org Unit page is displayed.

Note: All new Org Units are added as subordinate Org Units to the currently selected Org Unit.

4. Type the appropriate **Name** and **Description** for your Org Unit.

Org Unit Name

- ❖ The Org Unit Name must be unique and is limited to 20 alphanumeric characters. The Org Unit name should accurately reflect the Org Unit of filers supervised. FDM does not prohibit you from naming Org Units whatever you like, however it is recommended that you follow a standardized Org Unit naming convention.

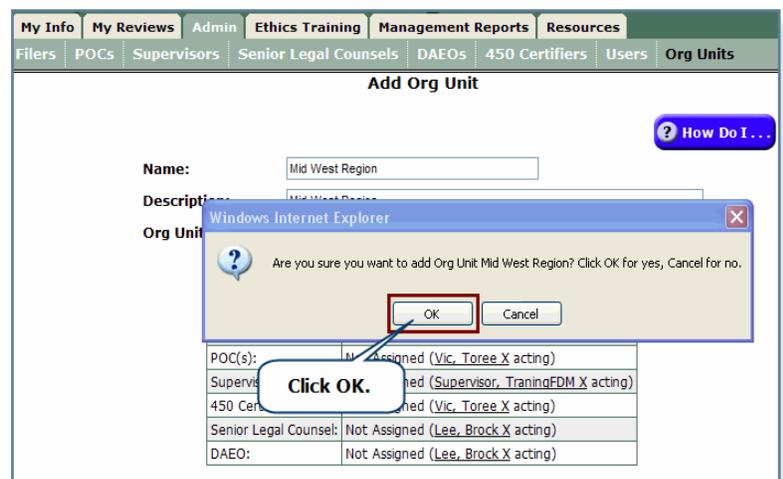
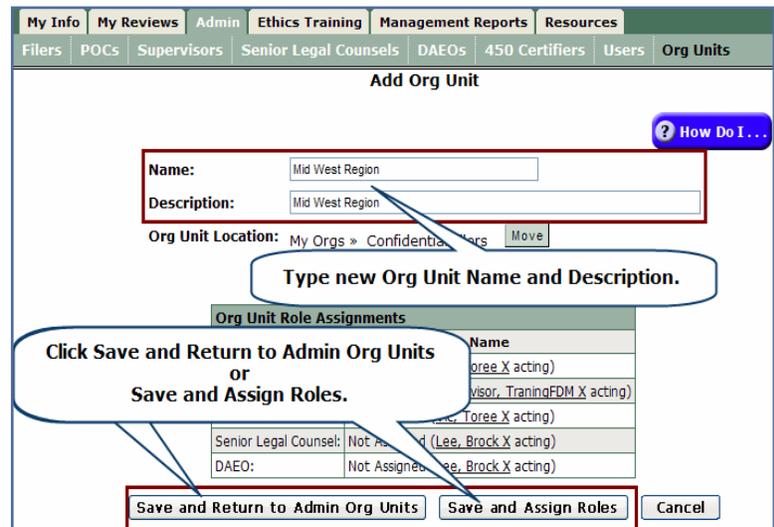
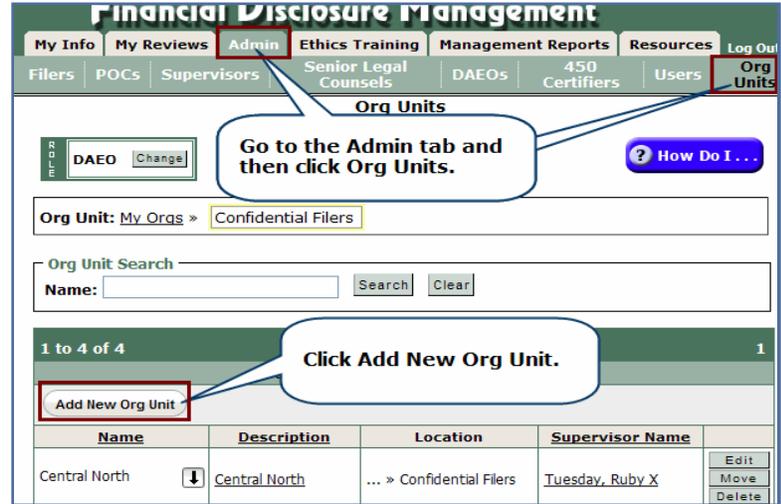
Org Unit Description

- ❖ Use the Description field to describe the Org Unit further so you can easily distinguish the Org Unit from others that may have a similar name. For example, you could type ASD as the Org Unit's name and Application Support Division (SEC/ITED) as the Org Unit Description. The Org Unit Description is limited to 100 alphanumeric characters.

5. Click **SAVE AND ASSIGN ROLES** to assign a Supervisor to the Org Unit.

Note: When an Org Unit does not have an assigned Review Chain Participant or POC, FDM assigns the person in that role in the Org Unit that is the next level up in hierarchy and their name displays as acting.

6. Click **OK** to confirm adding this org unit.



ASSIGNING SUPERVISORS

When editing an org unit you can also replace or remove the currently assigned org unit role.

FDM automatically assigns the org unit role from the superior Org Unit as the acting org unit role until a different org unit role is assigned.

If the person is associated to all of the subordinate org units, there is no need to assign that person to each subordinate org unit. In fact, you may not need the subordinate Org Unit in that case.

The Sub Org Unit that you created now shows the org unit members from the superior org unit as acting for the org unit just added.

1. Click the **CHANGE** button beside any of the listed Supervisor.

Note: Only those roles that you have permission to change will display a Change button.

2. Type the new Supervisor's e-mail address in the e-mail starts with box.

Note: If you don't have the e-mail address, you can search by Last and First Name.

3. Select the appropriate Agency Directory from the drop-down list and then click **SEARCH**.

Note: The Search & Select New (FDM Role) search, searches within the selected agency's directory.

4. Click **SELECT** beside the Supervisor's name.

Note: The Search Results display. If more than one name is listed, be sure to check the e-mail address to ensure you are selecting the correct person.

5. **CONFIRM** your selection. You return to the Edit Org Unit page and your newly added supervisor displays.

Note: If you want to change another role, depending on your permissions, click on the *Change* button for that role and repeat the above process.

6. Click **RETURN TO ADMIN ORG UNITS LIST**.

Edit Org Unit - Mid West Region

Name:

Description:

Org Unit Location: My Orgs » Confidential Filers

Instructions: Click the "Change" button next to the role assignment. You cannot assign a role to someone who is already in the "acting" position. **Click Change.** Please note that you

Roles	Current Assignments	
POC(s):	Not Assigned (Vic, Toree X acting)	<input type="button" value="Change"/>
Supervisor:	Not Assigned (Supervisor, TrainingFDM X acting)	<input type="button" value="Change"/>
450 Certifier:	Not Assigned (Vic, Toree X acting)	<input type="button" value="Change"/>
Senior Legal Counsel:	Not Assigned (Lee, Brock X acting)	<input type="button" value="Change"/>
DAEO:	Not Assigned (Lee, Brock X acting)	<input type="button" value="Change"/>

Assign Supervisor

Instructions: Fill in any combination of fields and click Search.

Last Name: Starts With:

First Name: Starts With:

Middle Name: Starts With:

e-mail: Starts With:

Agency Directories:

Items Per Page:

1 to 1 of 1 Items per page: 1

Last Name	First Name	Middle Name	Grade	E-Mail Address	Phone	
Kin	Manny	X		training_450_26@us.army.mil	000-000-0000	<input type="button" value="Select"/>

ASSIGNING A POC

If you are a POC at the top level of your organization hierarchy, and you have many Org Units and Filers, you can assign a POC to any of your sub Org Units in order to help you manage your Filers.

To add an additional POC to an Org Unit,

1. Click the Edit button beside the appropriate Org Unit on the Admin | Org Units page.
2. Click the **Change** button beside the assigned POC to add an additional POC.

Note: Two or more POCs can be added to the same org Unit.

3. Select the **Add a POC** option and then click Continue.

Note: You can add additional POCs to assist with the administration of this org unit.

4. Type the POC's e-mail address in the e-mail starts with box, select the appropriate Agency Directory and then click **SEARCH**.

5. Click **SELECT** beside the name of the POC you want to add.

Note: The Search Results display. If more than one name is listed, be sure to check the e-mail address to ensure you are selecting the correct person.

User Already has Selected Role with another Org Unit Add [Role] Warning

6. Select the **YES** to allow this person to hold the same role for multiple Org Units and then click **CONFIRM**.
7. **CONFIRM** your changes. You return to the Edit Org Unit page and the newly assigned user appears in the role you changed.
8. Click **SAVE** and then click **RETURN TO ADMIN ORG UNITS LIST**.

The screenshot shows the 'Org Units' page for 'Confidential Filers'. The page has a navigation bar with tabs for 'My Info', 'My Reviews', 'Admin', 'Ethics Training', 'Management Reports', and 'Resources'. Below the navigation bar, there are sections for 'Agency Admin', 'Org Unit Search', and a table of 'Org Units for Confidential Filers'. The table has columns for 'Name', 'Description', 'Location', and 'Supervisor Name'. The 'Mid West Region' entry is highlighted, and a callout points to the 'Edit' button in the 'Action' column.

Name	Description	Location	Supervisor Name	Action
Central North	Central North	... » Confidential Filers	Tuesday, Ruby X	Edit, Move, Delete
Mid West Region	Mid West Region	... » Confidential Filers	Kim, Manny X	Edit, Move, Delete

The screenshot shows the 'Edit Org Unit - Mid West Region' page. The page has a navigation bar with tabs for 'My Info', 'My Reviews', 'Admin', 'Ethics Training', 'Management Reports', and 'Resources'. Below the navigation bar, there are sections for 'Name', 'Description', 'Org Unit Location', and 'Org Unit Role Assignments'. The 'Org Unit Role Assignments' table has columns for 'Roles', 'Current Assignments', and 'Action'. The 'Supervisor' row is highlighted, and a callout points to the 'Change' button in the 'Action' column.

Roles	Current Assignments	Action
Org Unit POC:	Day, Manny X	Change
Supervisor:	Kim, Manny X	Change
450 Certifier:	Not Assigned (Vic, Toree X acting)	Change
Senior Legal Counsel:	Not Assigned (Lee, Brock X acting)	Change
DAEO:	Not Assigned (Lee, Brock X acting)	Change

The screenshot shows the 'Change POC - Manny X Day' dialog box. The dialog box has a title bar and a main area with a question: 'What would you like to do?'. There are three radio button options: 'Replace the current POC', 'Remove the current POC without assigning a replacement', and 'Add a POC'. The 'Add a POC' option is selected. There are 'Cancel' and 'Continue' buttons at the bottom.

Select Add a POC and then click Continue.

What would you like to do?

Replace the current POC

Remove the current POC without assigning a replacement

Add a POC

Cancel Continue

EDITING AN ORG UNIT

If there is a need to rename an Org Unit, possibly due to restructuring within Divisions, you may wish to rename the Org Units for which you are responsible to reflect the name of the new organizations.

To edit an Org Unit:

1. Click on the **ADMIN | ORG UNIT** tab. The Org Units page is displayed.
2. On the list, drill down to the Org Unit you wish to edit.
3. Locate the Org Unit you wish to edit and click on the **Edit** button. The Edit Org Unit page is displayed.
4. Make any changes to the **Name** and **Description** fields.
5. Click on **Save**. You return to the Org Units page and the change is displayed.

The screenshot shows the 'Org Units' page for 'Confidential Filers'. A table lists the following Org Units:

Name	Description	Location	Supervisor Name	Action
Central North	Central North	... > Confidential Filers	Tuesday, Ruby X	Edit, Move, Delete
Mid West Region	Mid West Region	... > Confidential Filers	Kim, Manny X	Edit, Move, Delete

MOVING AN ORG UNIT

Due to changes within your organization, you may find that you need to move an Org Unit from one group to another.

Keep in mind that moving an Org Unit may change the review chain of the Filers in that Org Unit.

Note: Selected user roles may only move org units to another FDM location within their authority. Contact the FDM Help Desk if the desired new org unit location is not available.

To move an Org Unit as a subordinate to a different Org Unit:

1. Click on the **ADMIN | ORG UNIT** tab. The Org Units page is displayed.
2. The highest-level Org Unit to which you are a POC is displayed. To view subordinate Org Units, click on the arrow next to the parent Org Unit.
3. Locate the Org Unit you wish to move, and then click Move beside the Org Unit name.

Note: You may need to drill down or click the down arrow beside the appropriate Org Unit.

4. Click **Select** beside the Org Unit that will be the new superior Org Unit for the Org Unit you are moving..
5. Click **OK** to the message confirming that you wish to make this move.

The screenshot shows the 'Org Units' page for 'North East 1'. A table lists the following Org Units:

Name	Description	Location	Supervisor Name	Action
Systems Directorate	Systems Directorate	... > North East 1	Graw, Marty	Edit, Move, Delete

The screenshot shows the 'Move Org Unit - Systems Directorate' dialog. A table lists the following Org Units for North East Region:

Name	Description	Location	Supervisor Name	Action
North East 1	North East 1	... > North East Region	Winds, Gail X	Select
North East 2	North East 2	... > North East Region	Storm, Gail X	Select
...	Select
...	Select
...	Select
...	Select

Move Org Unit: Systems Directorate under North East 2? Click OK for yes, Cancel for no.

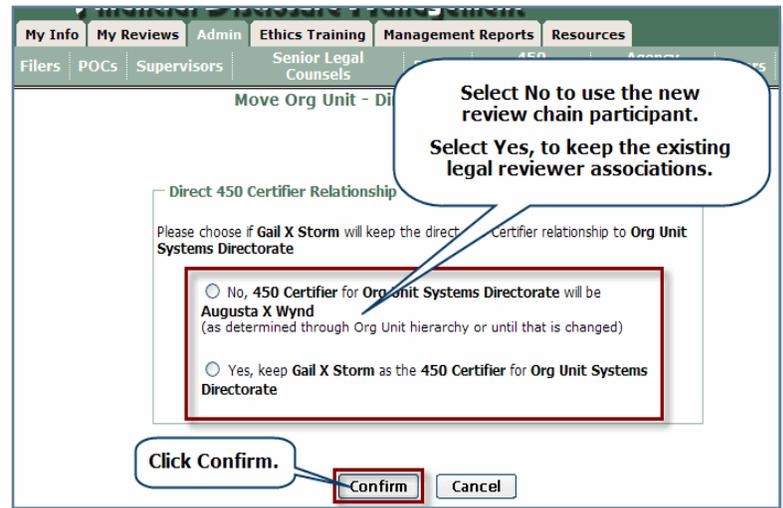
Reviewer Relationships Already Exist

At times, both Org Units, the one you are moving and the Org Unit you are moving to, may have existing review chain participant associations. Choose from the list of legal reviewers that is displayed in FDM. Look closely at the options.

6. Select **No** to use the review chain participants from the new main Org Unit or select **Yes**, to keep the subordinate Org Unit's existing legal reviewer associations.
7. Click **Confirm** when complete.

You may want to check to ensure that the Org Unit you just moved is in the correct location. To do so:

8. Drill down or click on the down arrow beside the superior org unit.



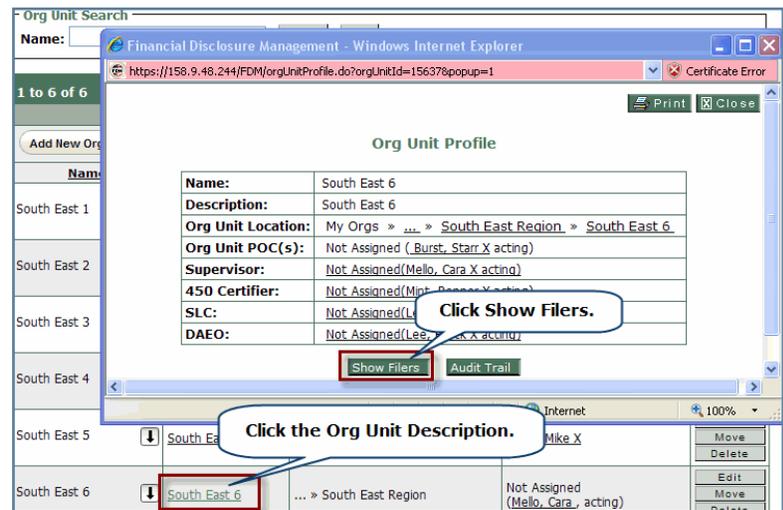
DELETING AN ORG UNIT

Deleting Org Units allows you to remove Org Units when departments become consolidated or no longer exist.

Important Information

Before you can delete an Org Unit, move any associated Filers to another Org Unit or remove the Filer's role if there are no longer Filers. See the [My Filers](#) card for further information. If the Org Unit has subordinate Org Units, move or delete the sub-Org Units.

1. To check if any Filers are located in this Org Unit, click on the Org Unit description link and then click **SHOW FILERS**.



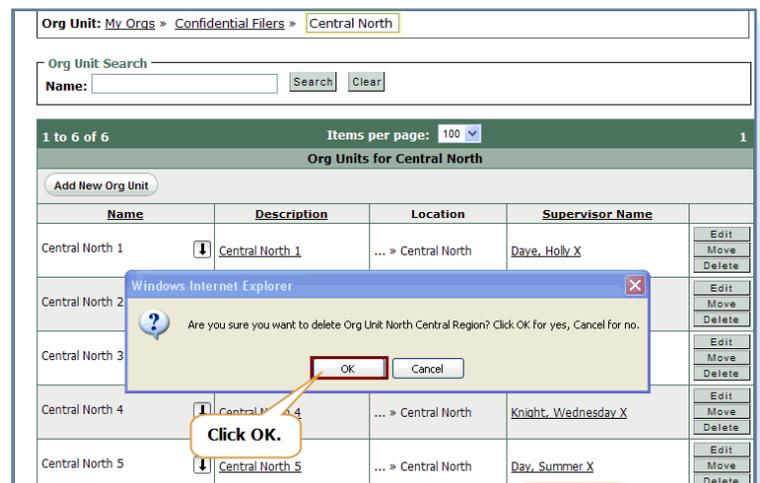
2. Close the Org Unit Profile and then on the Org Units page.

You should also check to be sure that this org unit does not have any subordinate org units.

3. Drill down or click the down arrow beside the org unit you wish to delete.

Once you have removed all of the Filers and sub-Org Units you can delete the Org Unit from FDM.

4. Click **DELETE** beside the Org Unit that no longer exists.
5. Click **OK** to the message confirming the deletion.



Filers

Everyone who is required to file an OGE 450 report and has been registered in FDM will automatically be assigned an Annual Report on December 31.

Because annual reports will now be assigned automatically, it is important that POCs have their Org Units, Supervisors and Filers set up correctly in FDM before the end of the year.

REGISTERING MULTIPLE FILERS IN FDM

FDM allows you to add Filers in groups of up to 25 at the same time. However, you will need the correct e-mail address for each Filer and each Filer grouping will be added to the selected Org Unit.

Note: If a person holds another role in FDM, for example, a Supervisor role, then that person cannot be included within adding a group of filers. This person must be added individually.

Adding Up To 25 OGE 450 Filers at a Time

1. Select ADMIN | FILERS.

Note: The Filers screen can also be accessed by selecting MY REVIEWS / FILERS.

2. Select the Org Unit to which you wish to add the new Filers from the Next Level Down drop-down list.

3. Click ADD MULTIPLE OGE 450 FILERS.

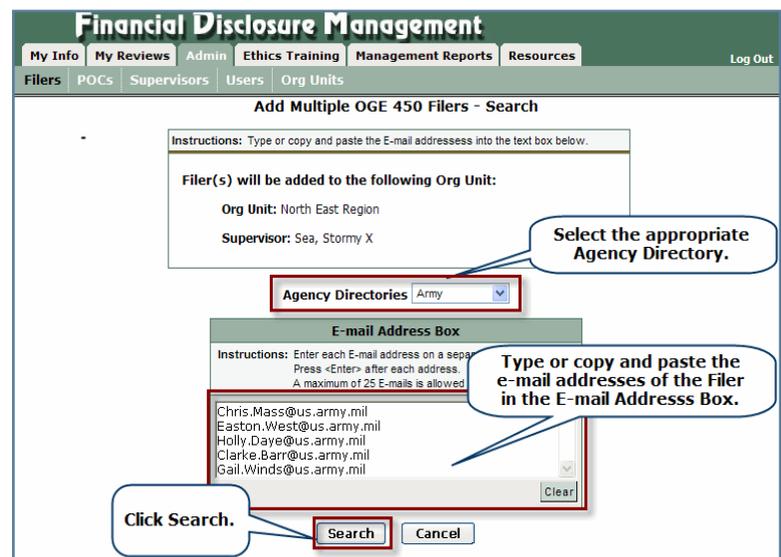
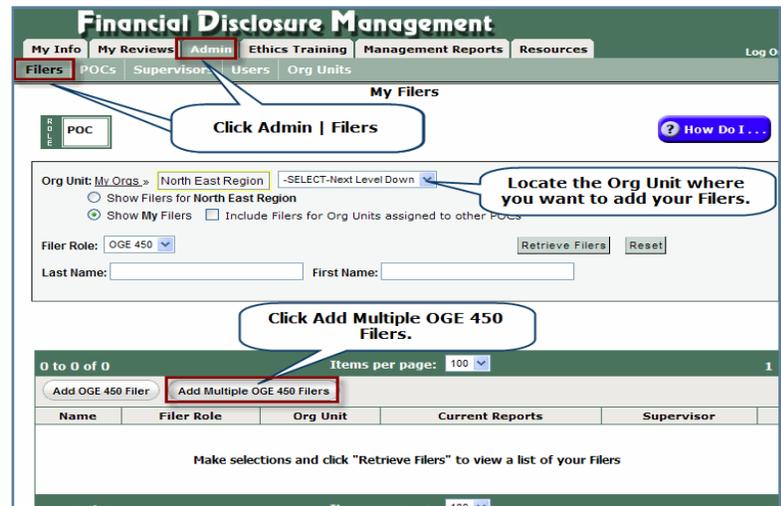
Searching for Filers

4. Select the appropriate AGENCY DIRECTORY from the drop-down list.

5. Type or copy and paste the e-mail addresses of the filers in the E-mail Address Box (up to 25 addresses allowed at a time and only one e-mail address per line).

6. When complete, click SEARCH.

Note: The Search may take longer depending on the number of names being searched.

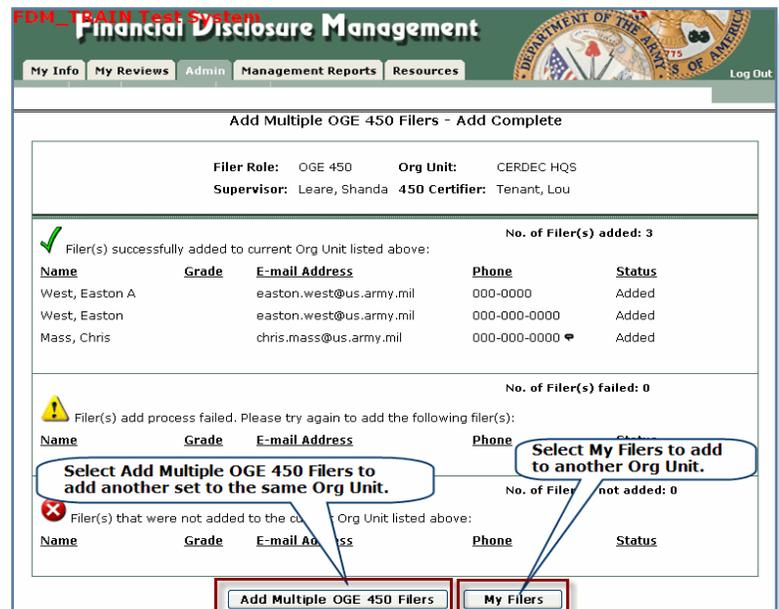
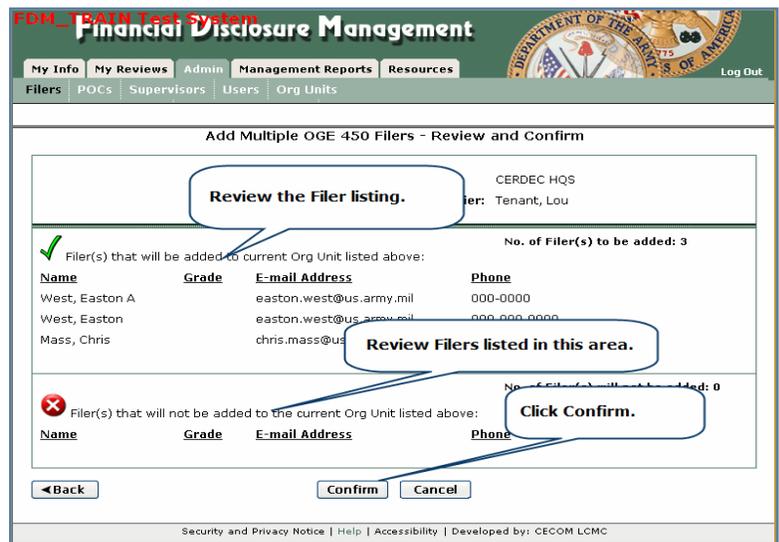


Confirming Your Selection

7. Review the Filer listing. Click **CONFIRM**.
8. If Filers are listed in the “Will not be added” area, click **Cancel**, then update your Filer spreadsheet with their correct e-mail address and try again. However, if there are Filers listed in the “Filers to be Added” box and there are Filers in the “Will not be added” box, click the **Confirm** button to add those Filers and then go back and verify the address for those filers there were listed in the “Will not be added” box.

Adding More Filers

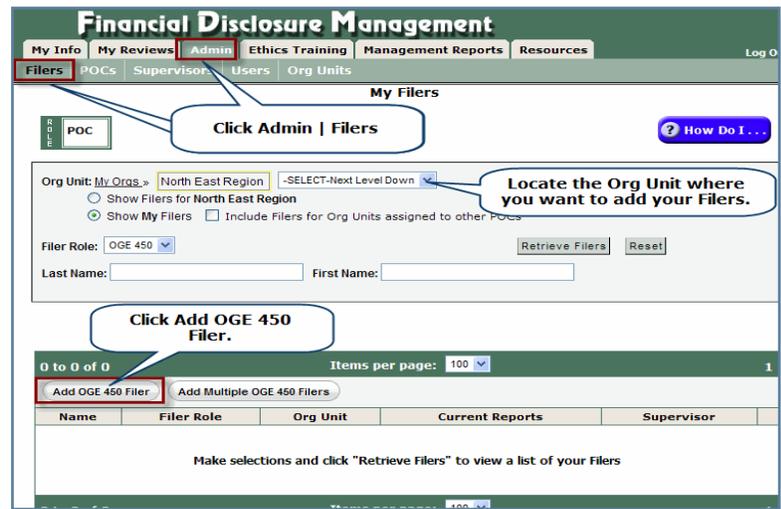
9. Click **ADD MULTIPLE OGE 450 FILERS** to add another set of OGE 450 filers to the same Org Unit.
10. Click **MY FILERS** to add Filers to a different Org Unit.



REGISTERING A SINGLE FILER

If you used the "Add Multiple Filers" button and a Filer came back under the "will not be added" box, you can attempt to add the Filer using the "Add Filer" button. It is also used when you only have one Filer to add to FDM instead of multiple Filers.

1. Select **ADMIN / FILERS**.
2. Select the Org Unit to which you wish to add the new Filers from the Next Level Down drop-down list.
3. Click **ADD OGE 450 FILER**.



Searching For a Filer

4. Type the new Filer's e-mail address in the e-mail starts with box.

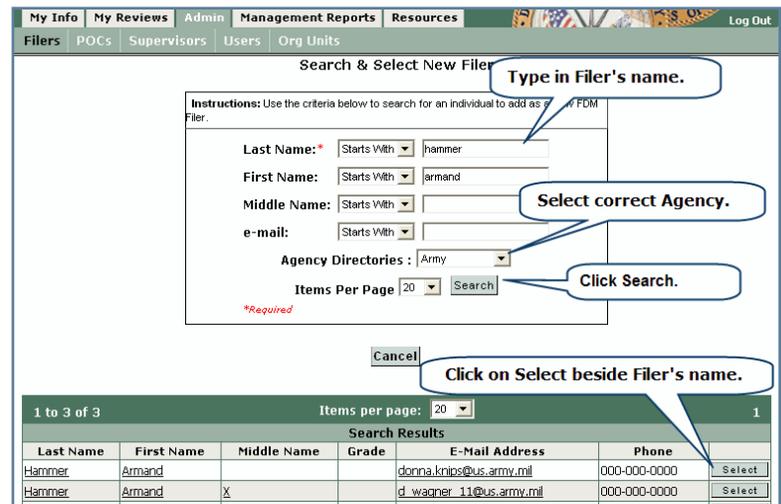
Note: If you don't have the e-mail address, you can search by Last and First Name.

5. Select the appropriate Agency Directory from the drop-down list and then click **SEARCH**.

Note: The Search & Select New (FDM Role) search, searches within the selected agency's directory.

6. Click **SELECT** beside the name of the person you want to add.

Note: The Search Results display. If more than one name is listed, be sure to check the e-mail address to ensure you are selecting the correct person.



Selecting a Filer's Role and Org Unit

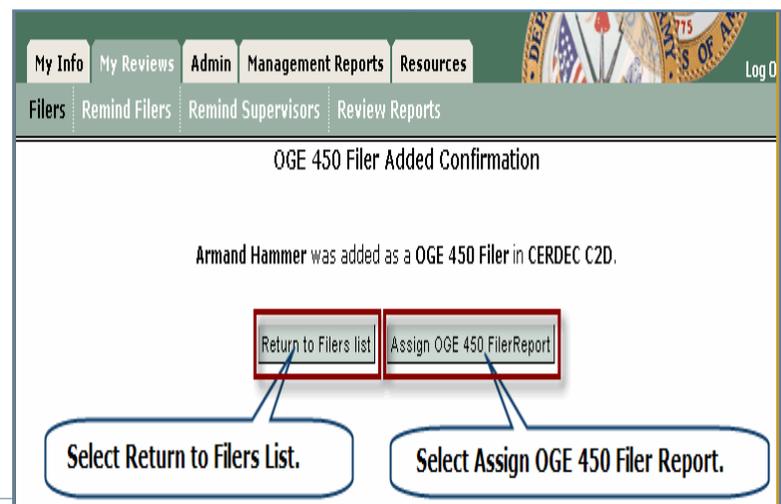
7. Click on **CONFIRM** to confirm the new Filer's role and Org Unit.

Filer Belongs to Different Org Unit

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.

9. Click **RETURN TO FILERS LIST** if you do not want to assign a report to the new Filer and you will return to the Filers page.
10. Click **ASSIGN OGE 450 FILER REPORT** if you want to assign a report to the new Filer.

NOTE: This option is typically used for New Entrant Filers. It is also used if the System Administrator did not initially assign the Filer a current year's report.



Assign an OGE 450 Report

11. Select the **Year** and **Reporting Status**. As a POC, you can enter an Admin Due Date that you want your Filers to complete their report, i.e., you can assign an Admin Due Date of February 1 to give Supervisors ample time to review and eSign reports before the Due Date of February 15.

Note: When assigning a New Entrant activity, you will need to know the Filer's start date or the date the Filer was informed they should file a report. The Due Date defaults to 30 days from the current date for New Entrant reports. This date may change when the Filer enters the Appointment Date. The New Entrant Report will then be due 30 days from the Appointment Date.

12. Click on **SAVE** then click **OK** to the confirmation message that displays.
13. Click **CONTINUE** to notify the Filer(s) of their assigned report.

Assign OGE 450 Report

Reports

Year: 2008

Reporting Status: Annual

Due Date: 02 / 15 / 2008 (mm/dd/yyyy)

Override Due Date

Reason: (Characters)

Admin Due Date: 02 / 01 / 2008 (mm/dd/yyyy)

Assign Report to: Armand Hammer armand.hammer@army.mil

Save Cancel

Notifying Filers to File

14. On the Report Assignment Notification screen, either click on **YES** to notify the person of their requirement to file a report; or click on **NO** to notify at a later date.

Note: The e-mail message can be edited by typing over the default message.

15. Click **CONTINUE** to send e-mail and return to the My Filer's screen.

Report Assignment Notification

Would you like to notify your filer(s) of the Report Assignment?

Yes - Notify Now

No - Do not notify at this time

Subject: Your 2008 OGE 450 report is due 02/15/2008 (Notification)

You are registered in FDM - URL: <https://www.fdm.army.mil>, as an OGE 450, Confidential Financial Disclosure Report Filer. Your OGE 450 report is due 02/15/2008. Please consult your legal advisor or me, Carrie Oakey, carrie.oakey@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 POC and/or legal advisor if you do not think you should file such a report.

1. 5 C.F.R. 2634 and DoD 5500.7-R, Joint Ethics Regulation (JER), require identified individuals to file an annual confidential financial disclosure report, OGE Form 450. First line supervisors identify who must file, using criteria from the U.S. Office of Government Ethics (OGE).

2. Criteria for Filing. The following is the criteria for filing an OGE Form 450 if the employee participates personally and substantially through the decision of the

Reset Continue >

ASSIGNING REPORTS

Annual Filers

Since a System Administrator will now be assigning Annual reports, it is very important that POCs have their organization set up properly before December 31.

Everyone who is required to file a report will be assigned an Annual OGE 450 Report to file in FDM automatically. If a Filer has been added to your organization after the initial notification, the POC will have to assign a report to that Filer.

New Entrant Filers

When a new Filer is added to your organization and they have not previously filed an OGE 450 report, they should be assigned to file a New Entrant report in FDM. When assigning a New Entrant activity, you will need to know the Filer's start date or the date the Filer was informed they should file a report.

1. From any point within FDM, click the **ADMIN|FILERS** tab.
2. Select a Filer's Org Unit from the Next Level Down drop-down list.
3. Click **RETRIEVE FILERS**.
4. Select the check box beside the appropriate Filer(s) and then click **ASSIGN OGE 450 REPORT**.

Entering the Report Information

5. Select the **YEAR** and **NEW ENTRANT** under **REPORTING STATUS**.
6. The **DUE DATE** defaults to 30 days from the current date.

NOTE: This date may change when the Filer enters the Appointment Date. The New Entrant Report will then be due 30 days from the Appointment Date.

7. When complete, click **SAVE**.
8. Click **OK** to the message confirming the report assignment.

Notifying Filer

9. On the Report Assignment Notification screen, either click on **YES** to notify the person of their requirement to file a report; or click on **NO** to notify at a later date.

NOTE: The e-mail message can be edited by typing over the default message.

10. Click **CONTINUE** to send the e-mail and return to the My Filer's screen.

Note: If you need to move a Filer and his/her reports to a new Org Unit in FDM, please see the [Moving a Filer with a Draft or Under Review Report](#) section of this guide.

Financial Disclosure Management

My Info My Reviews **Admin** Ethics Training Management Reports Resources

Filers POCs Supervisors Filers Org Units

My Filers

POC

Org Unit: My Orgs > North East Region -SELECT-Next Level Down

Show Filers for North East Region

Show My Filers Include Filers for Org Units assigned to other

Filer Role: OGE 450

Last Name: First Name:

1 to 2 of 27 Items per page: 100

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

Name	Filer	Reporting Status	Due Date	Supervisor
<input type="checkbox"/> 450Filer1, NorthEast X	OGE 450 Filer	North East Region	2009 Annual OGE 450	Sea, Stormy
<input type="checkbox"/> 450Filer1, SouthEast X	OGE 450 Filer	North East Region	2009 Annual OGE 450	Sea, Stormy
<input type="checkbox"/> 450Filer10, NorthEast X	OGE 450 Filer	North East Region	2009 Annual OGE 450	Sea, Stormy

Financial Disclosure Management

My Info My Reviews Admin Management Reports Resources

Filers POCs Supervisors Users Org Units

Assign OGE 450 Report

Year: 2008

Reporting Status: New Entrant

Due Date: 11 / 20 / 2008 (mm/dd/yyyy)

Override Due Date Reason: (Limit 256 characters)

Microsoft Internet Explorer

Are you sure you want to assign the report to the Filer(s)? Click OK for yes, Cancel for no.

OK Cancel

Assign Report to:

Armand Hammer armand.hammer@us.army.mil

Save Cancel

Financial Disclosure Management

My Info My Reviews Admin Ethics Training Management Reports Resources

Report Assignment Notification

Would you like to notify your filer(s) of the Report Assignment?

Yes - Notify Now

No - Do not notify at this time

Subject: Your 2009 OGE 450 New Entrant report is due 11/07/2009 (Automated Notification)

You are registered in Financial Disclosure Management (FDM) - URL: https://158.9.48.244, as an OGE 450, Confidential Financial Disclosure Report Filer. Your OGE 450 New Entrant report is due 11/07/2009. Please consult your legal advisor or me, POC Starr X Burst, SBurst.POCSE@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.

1. Go to FDM - URL: https://158.9.48.244, click on "Login to FDM" and click "OK" on the DoD banner Popup. On the right side, choose to login with your CAC/PIN (DoD users) or Login with User Name/Password (as appropriate) (non-DoD users (Army may also use AKO user name/password)).

(If this is the first time you are entering FDM, you will see a Contact Information screen to review, update, and complete. Click "Continue".)

(If this is the first time you are entering FDM, you will see a Contact Information screen to review, update, and complete. Click "Continue".)

Reset Continue

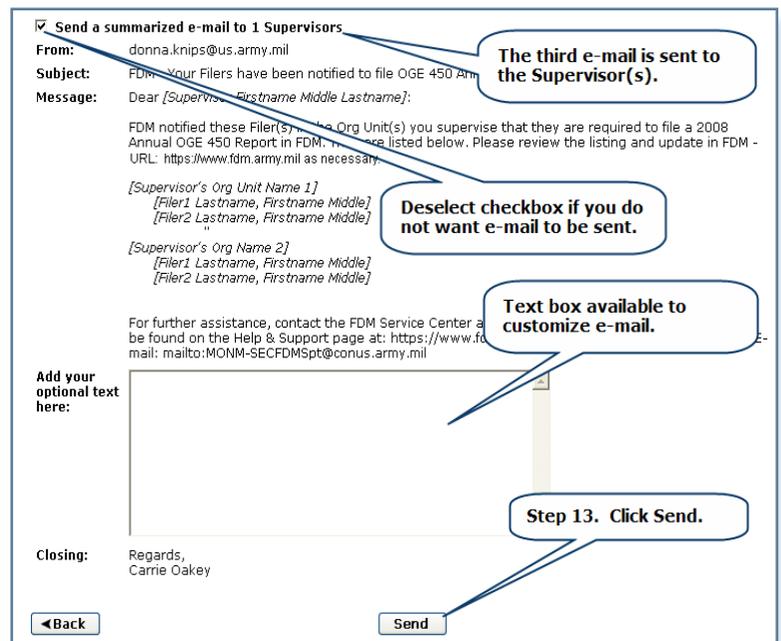
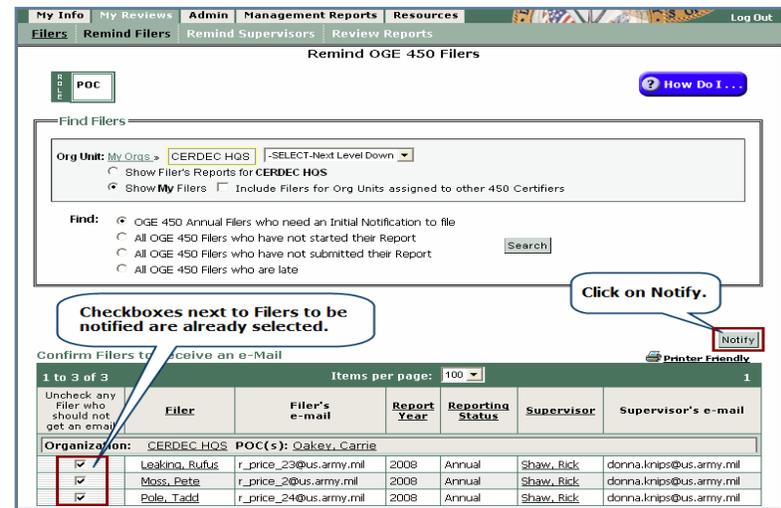
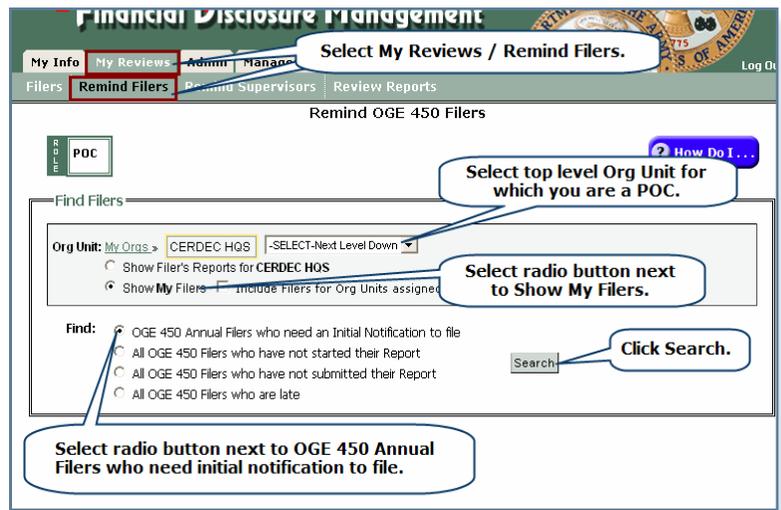
REMINDING ANNUAL FILERS

Once the System Administrator has assigned Annual OGE 450 Reports to all current Filers in FDM, the POC can then notify the Filers in their Org Units of their requirement to file.

1. From any point within FDM, click the **MY REVIEWS / REMIND FILERS** tab.
 2. Select the top-level Org Unit for which you are a POC from the breadcrumb trail.
 3. Select the radio button next to **SHOW MY FILERS**.
 4. Select radio button next to **OGE 450 ANNUAL FILERS WHO NEED AN INITIAL NOTIFICATION TO FILE**.
 5. Click on **SEARCH**. Initial notification is only for those Filers who have been assigned a current year report.
 6. Checkboxes next to Filers to be notified are already selected.
- NOTE: If you do not want a filer to be notified, click on the checkbox next to the name to deselect it.
7. Click on **NOTIFY**.

Sending an E-mail Reminder

8. The Confirm Reminder e-mail page is displayed in three sections. The first section sends an e-mail notification to the Filers.
9. Scroll down to view the second set of e-mails, which are sent to the POC(s)
10. Scroll down to view the third set of e-mails, which are sent to the Supervisor(s) of the Filers.
11. On each set of e-mails, you have the option to deselect the checkbox so an e-mail is not sent.
12. On each set of e-mails, there is also a text box where you can customize your e-mail by adding additional information if needed.
13. Click on **SEND**.
14. You return to the Remind OGE 450 Filers page and a summary displays confirming who received a notification e-mail.



Manage Filer Reports

REMINDING FILERS REPORTS ARE DUE

Several tools are available for POCs to track the progress of Filers who have been assigned reports. POCs can use the Remind Filers tool to identify and then notify Filers who:

- ◆ have not started their reports,
- ◆ have started their reports but have not eSigned,
- ◆ are late in submitting their report.

These options perform in the same manner.

1. From any point within FDM, click the **MY REVIEWS / REMIND FILERS** tab, then select the top-level Org Unit for which you are a POC.
2. Select **SHOW MY FILERS**.
3. Select the radio button next to the option you want to perform. In this example, Filers who have not started their report was chosen.
4. Click **SEARCH**.
5. The checkboxes beside the Filers' names are automatically selected. You can deselect a checkbox if you do not want an e-mail sent to that Filer.
6. Click **NOTIFY** to remind your Filers that their reports are due.

Sending an E-mail Reminder

You can customize the message by adding your own text to the Add Your Optional Text Here box. You can also send a copy of this message to any associated POCs and Supervisors from this page.

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.

7. Select your send options, and then click on **SEND**.
8. You return to the Remind Filers screen and a summary of the e-mails you sent is displayed.

Find Filers

Org Unit: My Orgs > CERDEC HQS -SELECT-Next Level Down

Select top level Org Unit.

Show Filer's Reports for CERDEC HQS

Show My Filers - Include Filers for Org Units assigned to other 450 Certifiers

Select Show My Filers

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

Click Search.

Select option you wish to perform.

Confirm Filers to Receive an e-Mail

Deselect checkboxes if you do not want e-mail to be sent.

Click Notify.

Printer Friendly

show get a not mail	e-mail	Report Year	Reporting Status	Supervisor	Supervisor's e-mail	
Organization: CERDEC HQS POC(s): Oakley, Carrie						
<input checked="" type="checkbox"/>	Kuehl, Molly	donna.knips@us.army.mil	2008	Annual	Ranger, Forrest	forrest.ranger@us.army.mil
<input checked="" type="checkbox"/>	Lee, Brock	donna.knips@us.army.mil	2008	Annual	Ranger, Forrest	forrest.ranger@us.army.mil
<input checked="" type="checkbox"/>	Peace, Warren	donna.knips@us.army.mil	2008	Annual	Ranger, Forrest	forrest.ranger@us.army.mil
<input checked="" type="checkbox"/>	Leaking, Rufus	r_price_23@us.army.mil	2008	Annual	Shaw, Rick	donna.knips@us.army.mil
<input checked="" type="checkbox"/>	Moss, Pete	r_price_2@us.army.mil	2008	Annual	Shaw, Rick	donna.knips@us.army.mil
<input checked="" type="checkbox"/>	Pole, Tadd	r_price_24@us.army.mil	2008	Annual	Shaw, Rick	donna.knips@us.army.mil

Send a summarized e-mail to 0 Supervisors

From: donna.knips@us.army.mil

Subject: FDM - Your Filers have been reminded to start assigned OGE 450 Reports

Message: Dear [Supervisor Firstname Middle Lastname]:

FDM reminded these Filers in the Org Unit(s) you supervise to start their assigned OGE 450 Reports in FDM. They are listed below. Log into FDM - URL: <https://www.fdm.army.mil> at any time to track their filing progress.

[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 Unit Name 2]
 [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 . Additional information can be found on the Help & Support page at: . E-mail: mailto:

Add your optional text here:

Select the e-mails you wish to send, then click Send.

Closing: Regards,
Carrie Oakley

REMOVING FILERS FROM YOUR LIST (Removing a Filer's Role)

In FDM, you can remove multiple Filers from an Org Unit at the same time. Before removing a Filer, you should check that the Filer does not have any assigned or incomplete reports. If the Filer has an incomplete report, the certifier should be notified to either complete the report or Admin Close the report if it was filed erroneously. If a Filer has a draft report, you can remove the Filer and the draft report.

Note: You are not removing the person from the FDM system, but only the role that they hold in the Org Unit.

1. Select **ADMIN | FILERS**.
2. Select the Org Unit to which the Filer belongs.
3. Click on **SHOW MY FILER**.
4. Select the checkboxes next to the Filer(s) name you wish to remove.
5. Click on the **REMOVE OGE 450 FILER ROLE** button.
6. On the Confirmation page, a message is displayed asking if you want to remove the report assignments for the selected Filers. Select the checkbox next to the message if you want to remove the report assignments.

NOTE: If you do not select the checkbox, the Filer role is removed. However, this will appear on a Management Report that the Filer role was removed but the assigned report was not.

7. Click on **CONFIRM**.

The screenshot shows the 'Admin | Filers' page in the Financial Disclosure Management system. The interface includes a navigation menu with 'My Info', 'My Reviews', 'Admin', 'Management Reports', and 'Resources'. The 'Admin' menu is expanded to show 'Filers', 'POCs', 'Supervisors', and 'Org Units'. A callout points to the 'Admin | Filers' link. Below the navigation, there's a 'POC' button and a 'How Do I...' help button. The 'Org Unit' section shows a breadcrumb path: 'My Orgs > CERDEC HQS > CERDEC C2D'. A callout points to the 'CERDEC C2D' dropdown. Below that, there's a 'Filer Search' section with a 'Last Name' field and 'Search' and 'Clear' buttons. A callout points to the 'Show My Filers' checkbox. The main table displays a list of filers with columns for 'Name', 'Filer Role', 'Org Unit', 'Current Reports', and 'Supervisor'. A callout points to the checkboxes in the 'Select/Clear All' column. The table shows three filers: 'Banks, Robin X', 'Dahl, Barbie X', and 'Leaking, Rufus'. The 'Remove OGE 450 Filer Role' button is highlighted with a callout. The table also has 'View' and 'Move' buttons for each row.

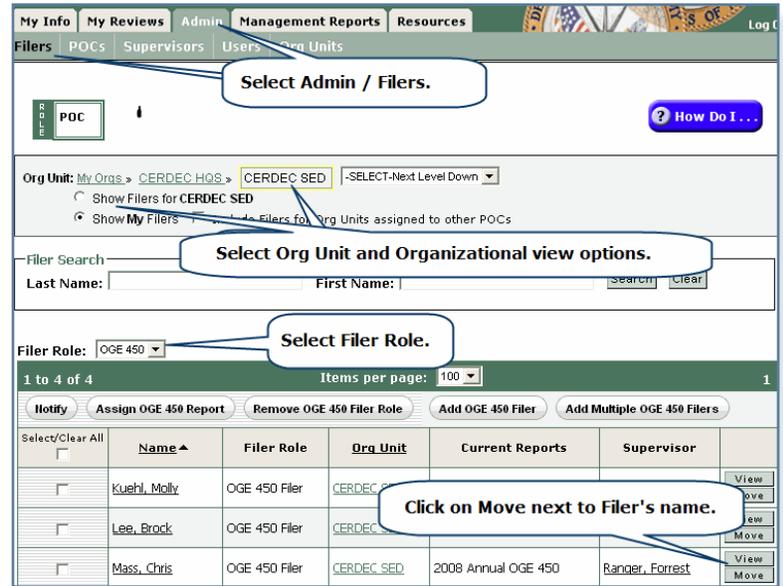
The screenshot shows the 'Confirm Remove OGE 450 Filer(s)' page. The page title is 'Confirm Remove OGE 450 Filer(s)'. The main question is 'Are you sure you want to remove the filer role for the following filers?'. Below this, there are two filers listed: 'Robin X Banks***' and 'Barbie X Dahl***'. A callout points to the checkbox next to the second filer, with the text 'Select checkbox if you want to remove report assignment.'. Below the list, there is a checkbox labeled '*** Also remove Not Started OGE 450 Report assignments for these Filers'. At the bottom, there are 'Confirm' and 'Cancel' buttons. A callout points to the 'Confirm' button with the text 'Click Confirm.'.

MOVING A FILER TO DIFFERENT ORG UNIT

When you are updating your Filer List, some of your Filers may have made lateral transfers and therefore need to be moved to different Org Units within FDM.

If you are trying to move a Filer who has both a 450 and 278 role, you will get a message to contact the Help Desk as only DAEOs, DAEO ECs, SLCs and SLC Assistants have the authority to make this move.

Note: Moving Filers to a new Org Unit may change the Filer's review chain. If the Filer has a disclosure report that is Under Review, you may want to notify the current Review Chain members as they may have already started their review process. To view the review chain members, click the Org Unit name link listed beside the Filer's name.



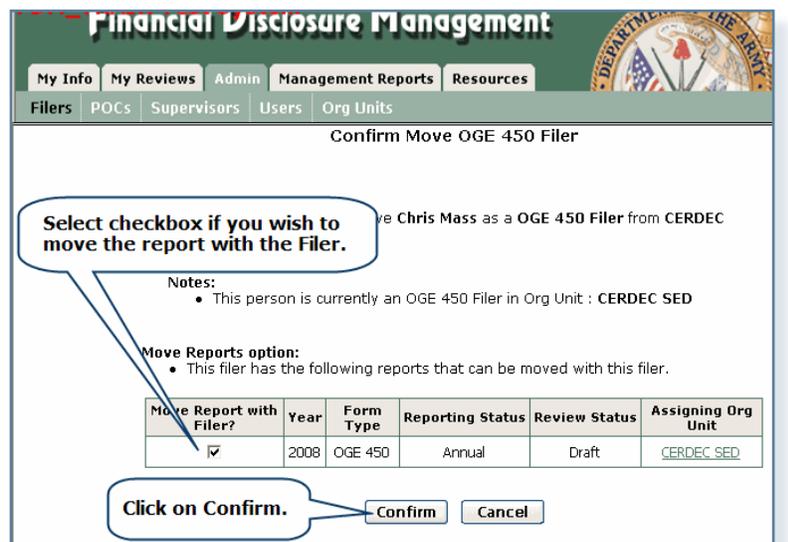
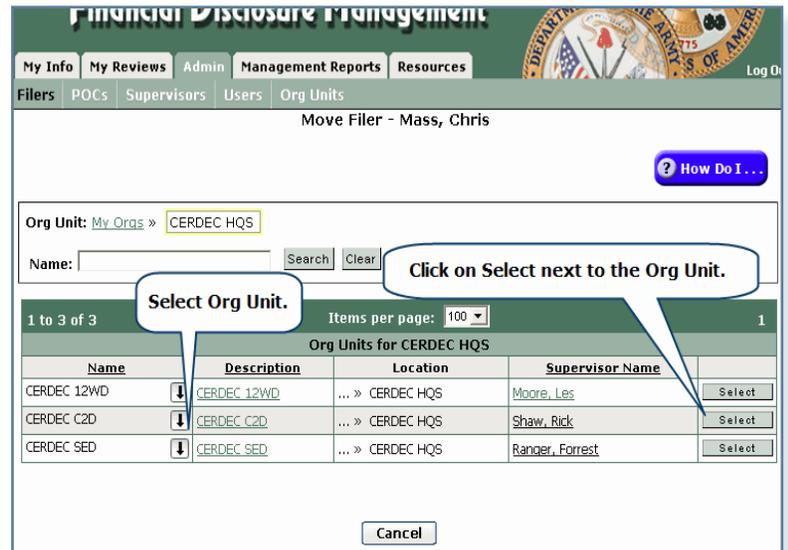
Moving a Filer with a Draft or Under Review Report

To move a Filer to another Org Unit with a different review chain who has a report in Draft or Under Review status:

1. Select the **ADMIN | FILERS** tab (you can also select **MY REVIEWS | FILERS**). The My Filers page is displayed.
2. Select your Org Unit from the breadcrumb trail and select the Organizational view options.
3. Select **450 FILER** under Filer Role.
4. Click the **MOVE** button beside the Filer's name who is now reporting to a different Org Unit. The Move Filer page is displayed.
5. "Drill down" or click the down arrow beside any Org Unit Name to locate the appropriate Org Unit where the Filer is to be added.

Note: The Review chain of this Filer may change as a result of this move.

6. Click on **Select** beside the Org Unit to which you are moving the Filer.
7. A confirmation page is displayed indicating that this Filer has a report that can move with him. 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.
8. Click **CONFIRM**.



Moving a Filer with a Completed Report or No Assigned Reports

To move a Filer with a completed report or no assigned reports is the same with the only difference being the Confirmation page.

1. The Confirmation page on this type of move only confirms the Filer's move to the selected Org Unit

The screenshot shows the 'Financial Disclosure Management' interface. The top navigation bar includes 'My Info', 'My Reviews', 'Admin', 'Management Reports', and 'Resources'. Below this, a secondary navigation bar has 'Filers', 'POCs', 'Supervisors', 'Users', and 'Org Units'. The main content area is titled 'Confirm Move OGE 450 Filer' and contains the following text:

Are you sure you want to move **Mae Flowers** as a **OGE 450 Filer** from **CERDEC 12WD** to **CERDEC C2D**?

Notes:

- This person is currently an OGE 450 Filer in Org Unit : **CERDEC 12WD**

A callout box on the left side of the page contains the instruction: **Confirm the Org Unit and click on Confirm.**

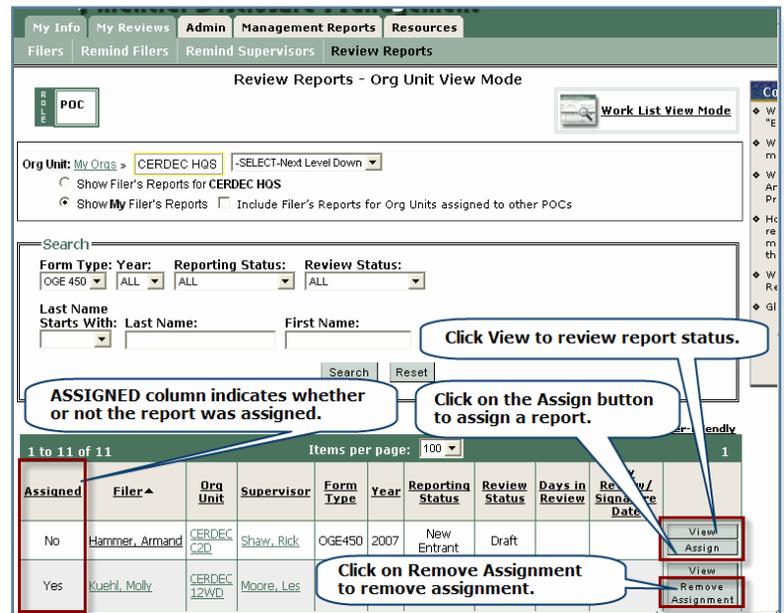
At the bottom right of the main content area, there are two buttons: **Confirm** and **Cancel**.

VIEWING FILER(S) REPORT ASSIGNMENTS AND STATUS

View Report Assignments

1. Under the Assigned column, a POC can see whether or not the Filer has an assigned report.
2. If the Filer's report has not been assigned, click on the **Assign** button next to the Filer's name.
3. To remove a report assignment on any **NOT STARTED** report, click on the **REMOVE ASSIGNMENT** button.

NOTE: You can also remove the Report Assignment from the Review Status screen.



View Report Status

4. To view the report status, click on the **VIEW** button next to Draft, Under Review or Completed reports. This will take you to the Review Status screen.
5. Once you are on the Review Status screen, click on the **Review Reports** tab to return to Review Reports screen.



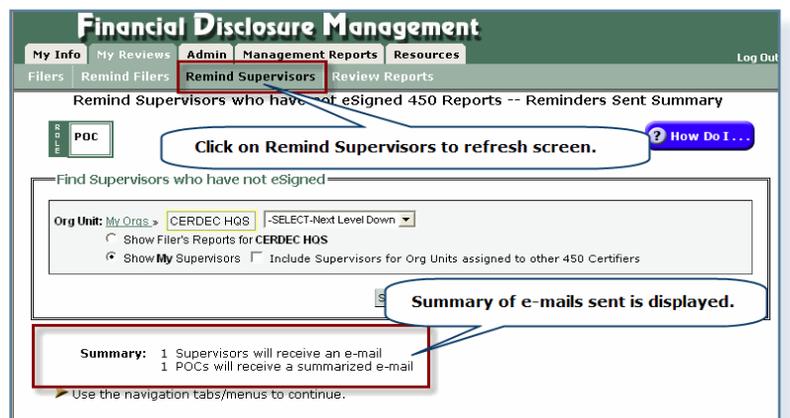
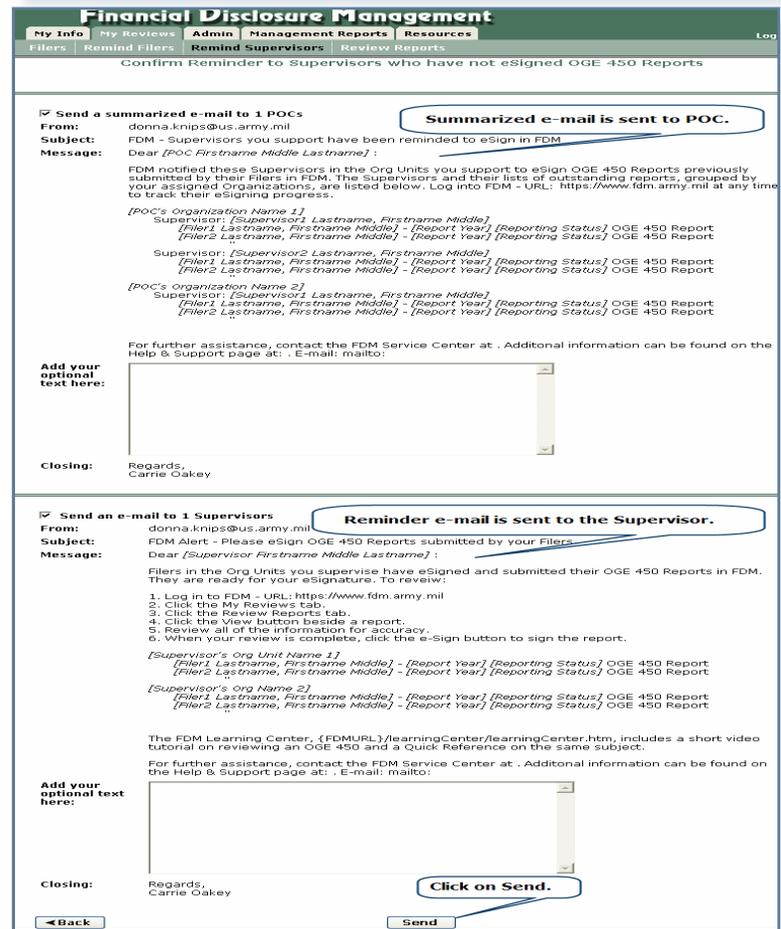
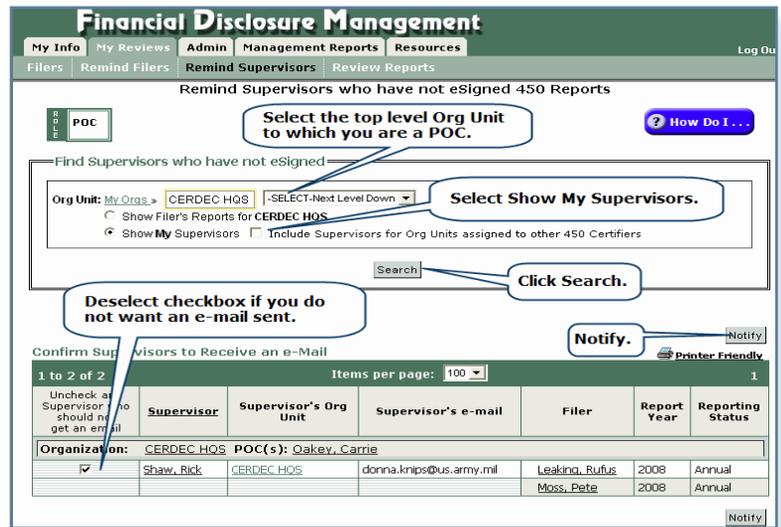
REMININD SUPERVISORS

Another tool available to POCs is the Remind Supervisors function. This enables the POC to remind their Supervisors that they have reports to review and eSign.

1. Click on the **My Reviews / Remind Supervisors** tab, and then select the top-level Org Unit for which you are a POC.
2. Select **Show My Supervisors**.
3. Click **Search**.
4. Results display. The checkbox next to the Supervisor's name is automatically selected. You can deselect a checkbox if you do not want an e-mail sent to that supervisor.
5. Click **Notify** to remind the selected Supervisors that reports need to be reviewed.

Sending an E-mail Reminder

6. The first e-mail that displays is an e-mail to the POC summarizing which supervisors received a reminder e-mail. If the POC does not want to receive this e-mail, the checkbox in the upper left corner should be deselected.
7. The second e-mail that displays is the actual e-mail, which will be sent to each of the Supervisors selected. Click on **Send**.
8. You return to the Remind Supervisors screen and a summary of the e-mails sent is displayed.



Management Reports

FDM Management Reports provide POCs with a tool for monitoring the filing and reviewing progress of disclosure reports.

Management Report Types

You can choose between three standard Management Reports in FDM:

Disclosure Report Summary

The Disclosure Summary Report provides a summary of your current Filer's submission status by Form Type and Year. Use this report to track how many Filers for the current year have or have not submitted disclosure reports in FDM.

Disclosure Detail Report

The Disclosure Detail Report provides disclosure reporting and reviewing status detail by Org Unit, Form Type and Year. Use this report to track review progress of a disclosure report.

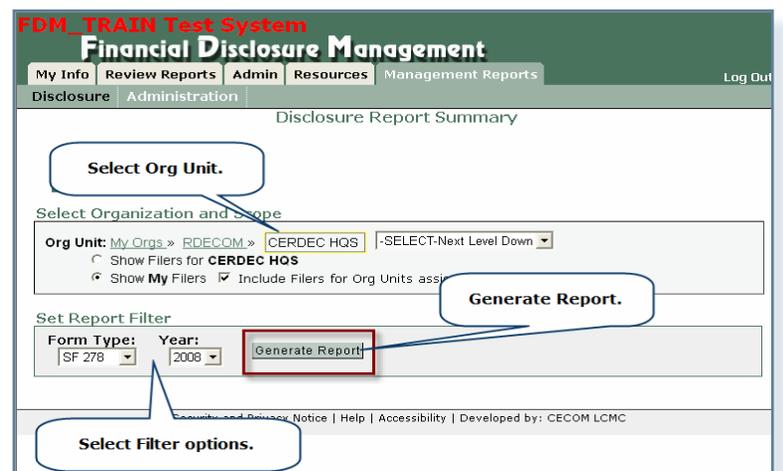
Filers with no Disclosure Report

Filer's with No Disclosure Report provides a detailed listing of Filers who have not filed a report in FDM by Year. Use this report to track delinquent Filers in FDM.

GENERATING A MANAGEMENT REPORT

To access Management Reports:

1. Click on **MANAGEMENT REPORTS | DISCLOSURE**.
2. Select the type of Management Report you wish to generate.
3. Select the Org Unit of the Filers whose disclosure filing or review status you wish to view.



Including/Excluding additional Org Units in your View

You can opt to include or exclude specific Org Units from your Management report by selecting one of the “views” beneath the Org Unit Breadcrumb trail.

4. The Report Filters on each report may differ. Select the appropriate Report Filters as follows:
 - a. **Disclosure Report Summary** - set the Form Type and Year.
 - b. **Disclosure Report Detail** - set the Form Type, Year, Reporting Status and Review Status.
 - c. **Filers with No Disclosure Reports** - set the Form Type and Year.
5. Once you have made your filter selections, click **Generate Report**.

Printing a Management Report

6. Once you have generated your management report, click **Printer Friendly**.
7. Click **Print** to print your report at your local printer.
8. Click on Close to close the report.
9. Click on the **Disclosure** tab to return to the Management Reports main menu.

Financial Disclosure Management

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

Disclosure > Administration

Disclosure Report Summary

POC [How Do I...](#)

Select an Org Unit and Scope

Org Unit: My Orgs > CERDEC HQS [-SELECT-Next Level Down]

Show Filers for CERDEC HQS

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

Set Report Filter

Form Type: OGE 450 Year: 2008 [Generate Report](#)

Click Printer Friendly.

Report Results [Printer Friendly](#)

Current filers that have submitted 2008 OGE 450 reports:	4	80%
Current filers that have drafted 2008 OGE 450 reports:	0	0%
Current filers that have not created 2008 OGE 450 reports:	1	20%
Total OGE 450 Filers for 2008:	5	100%

Financial Disclosure Management

Disclosure Report Summary

Created on: November 12 2008 at 15:11

Created by: Carrie Oakley as POC

Org Unit: My Orgs > CERDEC HQS

Show Filers for CERDEC HQS Show My Filers

Include Supervisors for Org Units assigned to other POC

Form Type: OGE 450

Year: 2008

[Print](#) [Close](#)

Click on Print

Click on Close

Current filers that have submitted 2008 OGE 450 reports:	4	80%
Current filers that have drafted 2008 OGE 450 reports:	0	0%
Current filers that have not created 2008 OGE 450 reports:	1	20%
Total OGE 450 Filers for 2008:	5	100%