

Those who are required to file an OGE 450 report and already registered in FDM will automatically be assigned an Annual OGE 450 Report December 31.

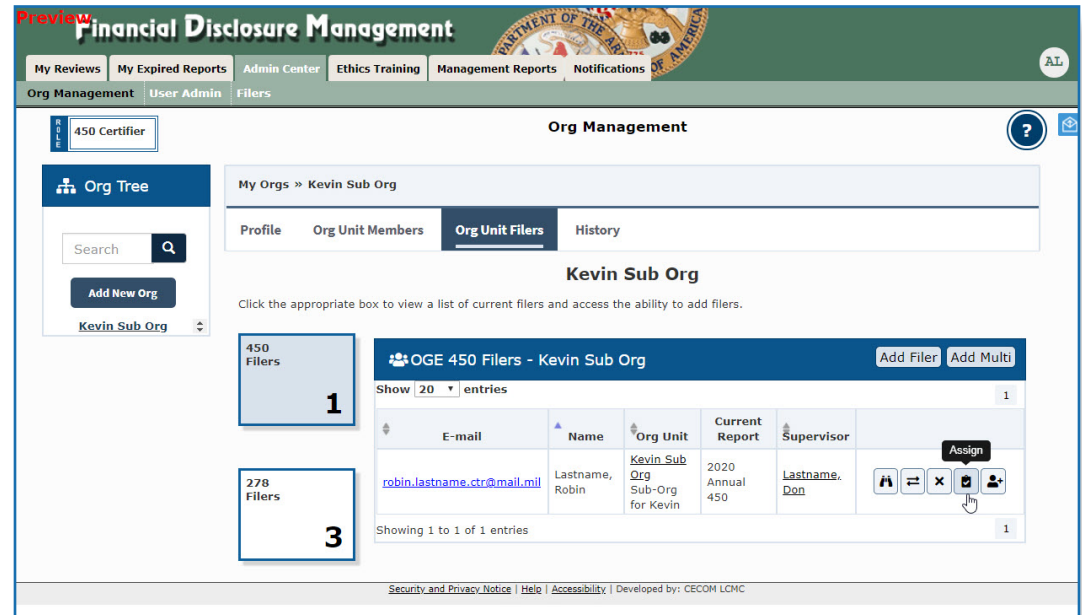
Once the Reports have been automatically assigned to all current Filers in FDM, you can then notify the Filers of their requirement to file. If a Filer has been added to your organization after the initial notification, you will have to assign a report to that Filer manually.

Who can assign reports?

POCs, 450 Certifiers, 450 Certifier ECs, 450 Certifier Assitants, SLCs, SLC ECs, SLC Assistants, DAEOs, and DAEO ECs.

Assigning Reports

1. From any point in FDM, click the **Admin Center** tab then click **Org Management**.
2. Select the Org Unit where the new Filer should be added and then click **Org Unit Filers** tab.
3. Select the OGE 450 Filers Panel.
4. Click the **Assign** button besides the appropriate Filer. The Filer Assignment page is displayed.



The screenshot shows the FDM interface with the following elements:

- Navigation:** My Reviews, My Expired Reports, Admin Center, Ethics Training, Management Reports, Notifications, Org Management, User Admin, Filers.
- Org Management:** My Orgs » Kevin Sub Org. Tabs: Profile, Org Unit Members, **Org Unit Filers**, History.
- Kevin Sub Org:** Click the appropriate box to view a list of current filers and access the ability to add filers.
- 450 Filers Panel:** Labeled '1', contains 'Add Filer' and 'Add Multi' buttons.
- Table:** Labeled '3', titled 'OGE 450 Filers - Kevin Sub Org'. Shows 1 entry with columns: E-mail, Name, Org Unit, Current Report, Supervisor. An 'Assign' button is visible next to the entry.
- 278 Filers Panel:** Labeled '3', located below the table.
- Footer:** Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC

Entering the Report Information

5. Select the appropriate report information then click **OK**.

Field	Description	Field	Description
Year	Report year; the report year defaults to the current year.	Filer Assigned new duties	For New Entrants, indicate if the Filer is an existing employee who assumed new duties that trigger the requirement to file an OGE 450. This selection prompts the required entry of an Assumptions of Duties Date.
Report Status	Indicate the type of report, OGE 450 (New Entrant or Annual) OGE 278 (New Entrant, Incumbent, Incumbent/Termination, or Termination) a filer is required to file in FDM.	Assumption of Duties Date	The date that the Filer assumed the duties that require them to file an OGE 450.
Due Date	The date that the report is due.	Filer is SGE	For New Entrants, indicate if a Filer is a Special Government Employee (SGE). This selection prompts the required entry of a Begin In-Process Date.
Duty to File	Indicate the reason why the Filer is required to file a report.	Begin In-Process Date	The date entered should be calculated to provide for submission at least 30 days prior to the SGE's expected appointment or assumption of duties date.
Filer is New to Org	For New Entrants, indicate if the Filer is a new employee who is required to File an OGE 450. This selection prompts the required entry of an Appointment Date.	Due Date	The date that the report is due.

Notifying a Filer

The Report Assignment Notification page is used to notify a Filer that he/she has been registered. The notification includes report information and instructions on how to file the report in FDM.

6. Click **Send** to notify the Filer of their requirement to file or **Cancel** to notify later.

Removing a Filing Assignment

There may be times when some of your Filers are no longer required to file. In FDM, you can remove the report assignment for your Filers.

1. Locate the name of the Filer on the list and then click **View** beside the name.
2. Go to the Reports tab and click **Unassign**. A message displays confirming that you wish to remove the assignment from the Filer.
3. Click **OK**.

The screenshot displays the Financial Disclosure Management (FDM) system interface. At the top, there is a navigation bar with tabs for My Reviews, My Expired Reports, Admin Center, Ethics Training, Management Reports, and Notifications. Below this, there are sub-tabs for Org Management, User Admin, and Filers. The main content area shows the profile of a user named Robin Lastname, with a profile picture (RL) and contact information. The profile is divided into sections: Assistants, Reports (selected), Roles, Notifications, and History. The Reports section contains a table with the following data:

Report Year	Report Status	Review Status	Assigned	Current Due Date	Assigning Org Unit	
2019	OGE 450 New Entrant	Complete	Yes	05/22/2020	Kevin_Sub Org	
2020	OGE 450 Annual	Under Review - Supervisor Signed	Yes	02/18/2020	Kevin_Sub Org	
2020	OGE 450 New Entrant	Not Started	Yes	05/23/2020	Kevin_Sub Org	

At the bottom of the page, there is a footer with links for Security and Privacy Notice, Help, and Accessibility, and a note that the system was developed by CECOM LCMC.