

Individuals required to file a Disclosure Report are required to attend Ethics Training once per year. FDM provides an “Ethics Training” tab for Ethics Counselors to notify Filers about ethics training and to record attendance. Ethics Counselors who record Filer training in FDM may generate training reports for the annual agency report to OGE.

Note: Ethics training must be recorded in the year presented, i.e., ethics training completed in 2010 must be recorded in FDM on the Ethics Training tab no later than 31 December 2010.

TYPE OF ETHICS TRAINING REPORT

There are two types of ethics training:

- ♦ **Initial Training** – All Filers required to file an OGE 450 New Entrant Report are to receive initial ethics training within 90 days after entering a covered position in a new agency.
- ♦ **Annual Training** – All personnel required to file the OGE 450 Form must receive annual ethics training.

TRAINING RECORDERS

The following roles in FDM can record and report ethics training:

- ♦ DAEO or DAEO EC.
- ♦ Agency Administrator.
- ♦ SLC, SLC EC or SLC Assistants.
- ♦ 450 Certifier, 450 Certifier EC, or 450 Certifier Assistant (for 450 Filers only).
- ♦ POCs

Note: A training recorder may create, view, or update a Filer’s training record only for Filers within their organization.

NOT TRAINED

Ethics Training Notification to Filers

To notify Filers of their requirement to attend ethics training:

1. Select **Ethics Training | Not Trained**.
2. Select the Org Unit of the Filers you wish to notify, or select **Show My Filers / Include Filers for Org Units assigned to other 450 Certifier ECs** to display a list of Filers.
3. Click the checkboxes next to the Filers to be notified.
4. Click the **Notify Filers** button. The Notify Filers screen is displayed.
5. Populate the **Subject** and **Message** fields.
6. Click the **Notify** button and an e-mail informs Filers of their requirement to attend annual Ethics Training.

Note: You can only advise multiple Filers for annual training.

450 Certifier EC To Taylor, James

Search

Org Unit: My Orgs > John-Doe-001 > CECOM

Show My Filers ☒ Include Filers for Org Units assigned to other 450 Certifier ECs ☐

Calendar Year: 2023 Last Name Starts With: Last Name: First Name: Maria

Search Reset

Filers Not Trained

1 to 1 of 1 1 row selected Items per page: 100

Record Ethics Training Notify Filers

	Name	Org Unit	Filer Role(s)
<input checked="" type="checkbox"/>	Rodriguez, Maria	CECOM	450 Filer

1 to 1 of 1 1 row selected Items per page: 100

Ethics Training Notification to Filers

Notify Filers

To:

lorren.e.hansen.ctr@army.mil;

CC: (Optional)

lorren.e.hansen.ctr@army.mil

Separate each e-mail address with a semicolon(;)

Subject:

Annual Ethics Training

Message:

Please be advised your Annual Ethics Training will be held at the Command Training Center on Tuesday, March 16 at 1300. This training is mandatory.

Notify Cancel

Notify Filers

Record Ethics Training

The Ethics Training tab is used to record completed trainings. Ethics training must be recorded in the year presented, i.e., ethics training completed in 2010 must be recorded in FDM no later than 31 December 2010.

1. Select the **Ethics Training | Not Trained** tabs.
2. Click on the checkbox next to each Filer who has received training.
Note: Annual training, occurring on the same day, and using the same training method type is required to enter a group of Filers simultaneously. Initial training must be entered individually for each Filer.
3. Click the **Record Ethics Training** button. The Record Ethics Training Completion screen is displayed.
4. Click the **Training Type** radio button.
5. Select the **Training Method(s)** checkbox. Check all that apply.
6. Click **Save**.

Note: The Not Trained screen is displayed and the Filers' names are removed from this screen and display on the Trained screen.

Ethics Training Notification to Filers

Record Ethics Training Completions

TRAINED

View or Change a Training Record

Recorded training records can be viewed, edited, or removed.

To view or change a training record:

1. Select the **Ethics Training | Trained** tab. The Filers Trained page is displayed.
2. Click the View/Edit button next to the Filer's name.
3. The Filers Trained page is displayed. Edit the date of training, training type, and/or method of training. Click **Save**.

The screenshot shows the 'Filers Trained' page. At the top, the navigation tabs include 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', and 'Notifications'. The 'Ethics Training' and 'Trained' sub-tabs are highlighted with red boxes. Below the tabs, there's a search section with 'Org Unit: My Orgs > John-Doe-001' and a dropdown for '-SELECT-Next Level Down'. There are also fields for 'Calendar Year' (2023), 'Last Name Starts With' (R), 'Last Name', and 'First Name'. A 'Search' button is present. Below the search section, a table titled 'Filers Trained' shows '1 to 1 of 1 1 row selected'. The table has columns for Name, Training Type, Org Unit, and Filer Role(s). The row for 'Rodriguez, Maria' is selected, and a 'View/Edit' button is highlighted with a red box next to it. At the bottom, there's a 'Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCHC' link.

View or Change a Training Record

Remove a Training Record

To remove a training record:

1. Select the **Ethics Training | Trained** tab.
2. Click the checkbox by the training record to be removed. More than one Filer can be selected.
3. Click the **Remove Ethics Training** button. A message confirms the removal of a training record.
4. Click **OK** to confirm removal.

The Filer's name is removed from the Trained List and returned to the Not Trained List.

The screenshot shows the 'Filers Trained' page with a confirmation dialog box. The 'Remove Ethics Training' button is highlighted with a red box. The dialog box has a title bar 'qa04.fdm.app.se2.army.mil says' and a message 'You are about to remove Ethics Training record for the selected Filer(s). Click 'OK' to confirm or 'Cancel' to cancel this action.' The 'OK' button is highlighted with a red box. The background page shows the same search and table as the previous screenshot, but the 'View/Edit' button is no longer visible.

Remove a Training Record

TRAINING EXCEPTION

An exception to annual or initial Ethics Training is extremely rare. However, there are instances where training in a particular year may be waived. The exception is recorded from the Not Trained page, and all exceptions are displayed on the Exceptions page.

Record an Exception to Ethics Training

Ethics training can be delivered in various ways. However, there are circumstances where a Filer's requirement to receive ethics training can be waived.

Exceptions for OGE 450 Filers:

- ♦ Written ethics training prepared by a qualified instructor will satisfy the verbal training requirement for a covered employee (or group of covered employees) if sufficient official duty time is provided for the training.
- ♦ The employee is an officer in the uniformed services serving on active duty for 30 or fewer consecutive days.

NOTE: For more information for OGE 450 Filers, click on the following link:

http://edocket.access.gpo.gov/cfr_2002/janqtr/5cfr2638.705.htm

To record an exception:

1. Select **Ethics Training | Not Trained**.
2. Click the checkbox next to the Filer's name.
3. Click the **Record Exception** button by the Filer's line item.
4. Click **OK** to confirm exception. The **Record Ethics Training Exception** screen is displayed.
5. Select the radio button next to the required type of training.
6. Enter a reason for the exception in the **Reason for Exception** text box.
7. Click **Save**.

The Not Trained screen is displayed and the Filer is removed and now displays on the Exception List.

limited training exceptions:
278 Filers see 5 CFR 2638.704(e)
http://edocket.access.gpo.gov/cfr_2008/janqtr/5cfr2638.704.htm
450 Filers see 5 CFR 2638.705(d)
http://edocket.access.gpo.gov/cfr_2009/janqtr/5cfr2638.705.htm

450 Certifier EC To Taylor, James

Search

Org Unit: My Orgs > John-Doe-001 > Confidential Filers > -SELECT-

☐ Show Filers for Confidential Filers
☒ Show My Filers ☐ Include Filers for Org Units assigned to other 450 Certifier ECs

Calendar Year: 2023 Last Name Starts With: Last Name: Miller First Name:

Search Reset

Filers Not Trained

1 to 1 of 1 1 row selected Items per page: 100

Record Ethics Training Notify Filers

<input checked="" type="checkbox"/>	Name	Org Unit	Filer Role(s)	
<input checked="" type="checkbox"/>	Miller, Albert	Confidential Filers	450 Filer	Record Exception

Record Exception Button

Remove an Exception to Ethics Training

To remove an exception to training:

1. Select **Ethics Training | Exceptions**. The Exceptions page is displayed.
2. Click the checkbox next to the Filer's name. More than one can be selected.
3. Click the **Remove Exception** button. A message displays confirmation to remove the exception from the Filer.
4. Click **OK**. The exception is removed and the Filer is moved back to the Not Trained page.

The screenshot shows the 'Ethics Training Exceptions' page. At the top, the navigation tabs 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', and 'Management Reports' are visible. The 'Ethics Training' tab is selected, and the 'Exceptions' sub-tab is active. A message box at the top right says 'selected Filer(s). Click 'OK' to confirm or 'Cancel' to cancel this action.' with 'OK' and 'Cancel' buttons. Below the message, there's a search section with 'Org Unit: My Orgs > John-Doe-001 > Confidential Filers' and a dropdown for '-SELECT-Next Level Down'. There are radio buttons for 'Show Filers for Confidential Filers' and 'Show My Filers', and a checkbox for 'Include Filers for Org Units assigned to other 450 Certifier ECs'. Below this is a form with 'Calendar Year: 2023', 'Last Name Starts With: [dropdown]', 'Last Name: Miller', and 'First Name: [text box]'. There are 'Search' and 'Reset' buttons. The main section is titled 'Ethics Training Exceptions' and shows '1 to 1 of 1 row selected' and 'Items per page: 100'. A table lists the exception for 'Miller, Albert' with 'Confidential Filers' as the Org Unit and '450 Filer' as the Filer Role(s). A checkbox is checked next to the name. A 'Remove Exception' button is highlighted with a red box.

Remove Exception Button

Change or View an Exception

1. Select **Ethics Training | Exceptions**.
2. Click the checkbox next to the Filer's name.
3. Click the **View|Edit** button. The **View|Edit Ethics Training Exception** screen is displayed.
4. Edit the reason for the change in the **Reason for Exception** text box.
5. Click **Save**. The Exceptions page returns and the edited Reason for Exception appears.

The screenshot shows the 'Ethics Training Exceptions' page. At the top, the navigation tabs 'My Reviews', 'My Expired Reports', 'Admin Center', 'Ethics Training', 'Management Reports', 'Notifications', and 'My Account' are visible. The 'Ethics Training' tab is selected, and the 'Exceptions' sub-tab is active. A message box at the top right says 'selected Filer(s). Click 'OK' to confirm or 'Cancel' to cancel this action.' with 'OK' and 'Cancel' buttons. Below the message, there's a search section with 'Org Unit: My Orgs > John-Doe-001 > Confidential Filers' and a dropdown for '-SELECT-Next Level Down'. There are radio buttons for 'Show Filers for Confidential Filers' and 'Show My Filers', and a checkbox for 'Include Filers for Org Units assigned to other 450 Certifier ECs'. Below this is a form with 'Calendar Year: 2023', 'Last Name Starts With: [dropdown]', 'Last Name: Miller', and 'First Name: [text box]'. There are 'Search' and 'Reset' buttons. The main section is titled 'Ethics Training Exceptions' and shows '1 to 1 of 1 row selected' and 'Items per page: 100'. A table lists the exception for 'Miller, Albert' with 'Confidential Filers' as the Org Unit and '450 Filer' as the Filer Role(s). The 'Reason for Exception' is 'Working OCONUS'. A checkbox is checked next to the name. A 'View/Edit' button is highlighted with a red box.

View Ethics Training Exception Exceptions