

Your Annual OGE 278e Financial Disclosure Report is Due in FDM on May 15, 2018

You are listed as an annual OGE 278 Filer in the Financial Disclosure Management (FDM) System. Your annual OGE 278e is due in FDM on May 15, 2018.

Please be aware that failure to timely submit your report may result in the imposition of a \$200 late filing fee. Filing extensions may be granted, but only for good cause shown. Requests for extensions must:

- * Be in writing (an email suffices); and
- * Detail the specific circumstances existing during the March through May timeframe that prevented timely completion of the report (e.g., prolonged sick leave, extended TDY, deployment, etc.).

You should also know that under federal statute, willful failure to file or falsification of report data triggers mandatory referral to DOJ and carries civil penalties that may be more than \$50,000.

If you are a first time "Annual" report filer, please note that you are now required to identify transactions (buy, sell, exchange assets) that exceed \$1,000 during the previous calendar year. As a New Entrant filer, were not required to identify transactions on your report. Year-end statements often contain this information, but you may need to refer to monthly/quarterly statements or consult with your financial advisor if not.

Instructions:

1. Go to FDM - URL: <https://www.fdm.army.mil>, 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 (non-DoD or AKO users).
2. All filers should be sure to verify their contact information in the "My Info" tab as FDM does not automatically update e-mail addresses and only the filer can change their personal contact information. If this is the first time you are entering FDM, you will see a Contact Information screen to review, update, and complete. Click Save when finished.
3. You should land on the My Reports | Report List page. (The list will be empty if you do not have any previous reports.)
4. Click "Add New Report" button at top right corner of the Reports List. FDM's report wizard will guide you through the report. If you have prior reports, you can choose to populate the new report with information from a prior report.
5. FDM provides instructions and information concerning reporting periods and coverage on each data entry page. In addition, OGE provides an extremely helpful online interactive Public Financial Disclosure Guide at:

<https://www.oge.gov/Web/278eGuide.nsf/Chapters/Public%20Financial%20Disclosure%20Guide?opendocument>

Please note that the Guide does not follow the FDM data entry screens – you must use the FDM View/Print feature to view your Report in a format aligned with the OGE Guide.

If you have concerns about how to report certain information, you can contact your ethics counselor prior to signing for assistance.

6. When your report is complete, click the e-Sign button to sign and submit your report. Your report will be automatically routed to your supervisor for signature.

Additional Information:

The FDM web site has several resources to assist users:

1. Short video, Filing an OGE278:

https://www.fdm.army.mil/documents/FDM_278_Filing_for_Website/Filing_a_SF_278_Main_Menu.html (self-playing or use Playback controls at the bottom right)

2. Printable Quick Reference on filing an OGE 278 that shows screen shots:

https://www.fdm.army.mil/documents/QRC_Filing_A_278.pdf.

3. For further assistance with any technical FDM issues, contact the FDM Service Center using the "Help" link at the bottom of each FDM page or via e-mail to:

usarmy.APG.cecom.mbx.FDMSpt@mail.mil. For assistance with report content issues, please contact your ethics counselor.

Your prompt attention to each of these requirements is greatly appreciated.