

After first couple of sentences telling them they are a filer and when their report is due insert the following:

Please note that failure to timely submit your report may result in the imposition of a \$200 late filing fee. 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.

Important Note: The Stop Trading on Congressional Knowledge (STOCK) Act, requires that OGE Form 278 filers to complete a periodic transaction report, OGE Form 278-T, for any sale, purchase, or exchange of stocks, bonds, or commodities if the transaction exceeds \$1,000. The DoD Standards of Conduct Office offers you the option of receiving monthly email reminders to report these kinds of periodic transactions, which also includes a detailed summary of the reporting requirements. To "opt in" to receive a monthly reminder, simply send a note to OSD.FINANCIALDISCLOSURE@MAIL.MIL. If you prefer not to receive the reminders or do not make periodic transactions, no action is required.

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.

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