

FILING AN OGE 450 REPORT



Financial Disclosure Management

My Reports | My Info | Resources

Reports Not Started | Reports List

Welcome Alf X. Romeo

Click "Start This Report" button to start the assigned report.

	Year	Reporting Status	Org Unit	Current Due Date
Start This Report	2009	Annual	Baltimore RO	02/15/2009

Go to **Reports List** to start a different report or to work on an existing report.

This guide covers the basic steps for filing, viewing and amending an OGE 450 report in FDM.

ADDING AN OGE 450 REPORT

- To create a new OGE 450 report, go to either:
 - The **Reports Not Started** tab, if you have been assigned a specific report to file in FDM and click **Start This Report**.or
 - The **Reports List** tab, if you need to create a different report than the one assigned and click **Add New Report**.

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Annual OGE 450 Reports are due 15 February.

- To start a new OGE 450 report click "Add New Report".
- To work on an existing report select a report from the table below.

My OGE 450 Reports

Year	Reporting Status	Review Status	Last Updated	
2007	New Entrant	Under Review	09/23/2008	Amend View

Add New Report

Getting Started

- Review the information on the page and then click **Continue**.

Special Government Employee

- Select if you are or are not a Special Government Employee and click **Continue**.

Reporting Status

- Select the appropriate Report Status and click **Continue**.

The following screens vary depending upon the Reporting Status you selected.

- Annual filers select the year covered by this report.
- New Entrant filers enter your appointment date and your notified to file date.

The OGE 450 has two different reporting statuses:

Annual Select **Annual** if you filed a report in the previous year and are still in the same position as when you filed your last disclosure report. An Annual Report is due annually, no later than the February 15th following the covered reporting calendar year.

New Entrant Select **New Entrant** if this is the first time you are filing a disclosure report. The new Entrant report must be filed within 30 days of assuming a new position.

Common Questions

Common Questions contain relevant financial disclosure reporting questions and answers.

Checkpoint

- If you do not have any existing reports in FDM, the Checkpoint page displays a reminder message regarding the date this report is due. Review the information on the screen and then click **Continue**.

FDM - TRAIN Test System

Financial Disclosure Management

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Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

Reporting Status

Common Questions

What is the reporting status for this report?

Annual OGE 450 [Select reporting status "Annual" if you have filed an OGE 450 (or 450-A) before while in your current duty position or you filled an OGE 450 (New Entrant or Annual)(or 450-A) and moved to this position within 30 days of leaving the former position where you filled an OGE 450.]

New Entrant OGE 450 [Select reporting status "New Entrant" if you did not file an OGE Form 450 (or an OGE Form 450-A) last year for this position (or you moved to this position - break in service - more than 30 days after leaving a position where you filed an OGE 450 or 450-A).]

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Checkpoint

Common Questions

Your report information has been saved.

Report needs to be submitted by: 02/15/2009

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Contact Information

If this is the first time you are filing a report in FDM, the Contact Information page is displayed which contains information regarding your name, address, telephone number, position/title, e-mail address, etc. All fields must be filled in before you can continue.

Pre-Populate Report

FDM simplifies the maintenance of financial disclosure reports by allowing you to carry over any previously entered financial disclosure reporting information when creating new reports.

Note: You can only pre-populate from reports created after 12/21/2006. Any reports created before this date, will not be available to be selected for pre-population.

6. Select an existing report to pre-populate this report or select Don't Pre-populate My Report and click **Continue**.
7. Review the Due Date, Contact Information pages and click **Continue**. The Report has a draft Review Status.

Note: "No" does not pre-populate from the previous report.

Report Data

Information in the Report Data sections relate to the Filer, spouse and dependent children. You must click through all sections of the OGE 450 being sure to select **No** even if you do not have any information to disclose for that section.

The process for entering report data is the same no matter what type of information you need to report.

8. Select **Yes** and then click **Continue**.
9. Type the appropriate non-investment income information and click **Save**.
10. Click **Continue** to move to the next Report Data section.

The following Report Data sections are included in an OGE 450 financial disclosure report.

- Non-Investment Income
- Assets
- Liabilities
- Outside Positions
- Agreements
- Gifts

Source of Income	Type of Income	Recipient
Kroll Inc., New York, NY, USA	Pension Plan Payments (other than Federal Government)	Self



Wrap-Up

During Wrap-up, FDM alerts you of any incomplete or missing information.

Review your report flags and correct any errors before submitting your report. A red flag indicates required information is missing and that it must be provided before the report can be submitted. OGE 450 filers cannot submit a report that has red flags. A yellow flag indicates that information is missing but is not required in order to submit your report.

Reviewing Flags

11. Click **Flags** at any time to review a listing of your Red and Yellow flags.
12. Click **Edit** beside any flagged area to adjust that entry.
13. When complete, click **Wrap-Up**. The Report Ready for Submission page is displayed.

Report Ready for Submission

14. On the Report Ready for Submission page, select **Submit Now** to submit your report for review by your Supervisor and 450 Certifier.
15. Click **Continue**.

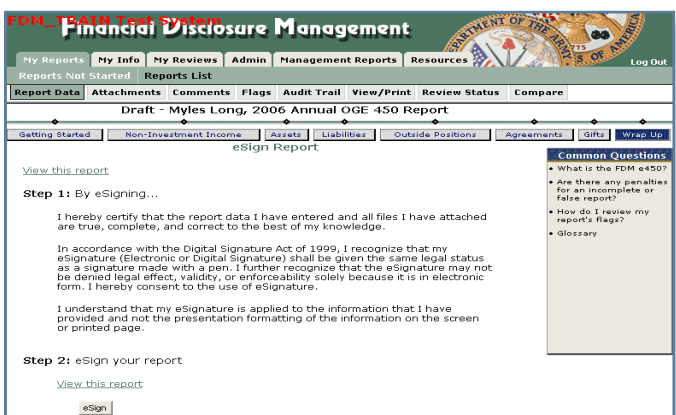
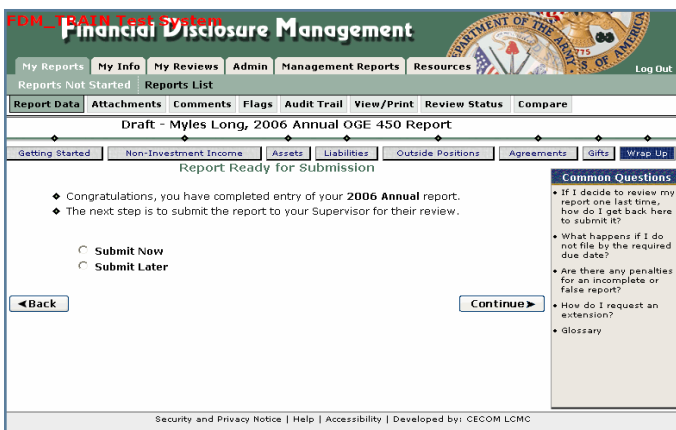
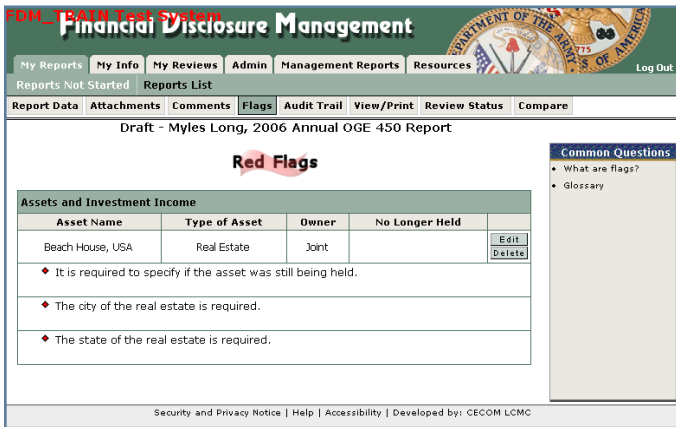
Note: You can also opt to select **Submit Later** if you cannot complete your report at this time.

eSigning an OGE 450

16. Before eSigning your report, review the certification information regarding the DoD Joint Ethics Regulation requirement to acknowledge the annual post-employment certification and notification about post-Government Employment restrictions.
17. Click **eSign**. Your report has been submitted.

Note: Click **View this Report** to view and print your report prior to submission.

An e-mail message is automatically sent to your reviewers indicating that your report is awaiting their review.



VIEW/PRINT YOUR REPORT

At any time, you can view and print your disclosure report.

1. On the **My Reports | Reports List** page, select **View** next to the appropriate report.
2. Click **View/Print** and then click **View/Print** again. The disclosure report displays in a separate browser window.

Printing a Report

3. Select **File | Print** and then click **Print**.

COMPARING REPORTS

You can easily compare changes/differences between last year's report and this year's on one page. The Compare feature is only available if the Filer pre-populated from a previous report.

1. Click **Compare**.
2. Review the report changes.
3. Click **Report Data** and then **Wrap up** to eSign your report.

AMENDING A REPORT

Amending a report voids your last digital signature on the OGE 450 report. You must digitally sign the OGE 450 report again once your amendments are complete. FDM notifies all the reviewers who completed an initial review of your report prior to this amendment informing them that your OGE 450 report has changed since it was last submitted.

As with drafting or editing your OGE 450 report, you must go to Wrap-Up to complete the amendment process. During Wrap-Up, you must Re-certify your changes and re-sign your report.

1. On the Reports List Page, click **Amend** beside the appropriate OGE 450 report.
2. Make the appropriate additions/corrections.
3. When complete, click **Wrap-Up**.
4. Submit and eSign your report.

OGE Form 450, 5 CFR Part 2634, Subpart 1
U.S. Office of Government Ethics

Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

Report Year	2006
Reporting Status	Annual
Employee's Name	Long, Myles
Position/Title	Project Manager
Grade	GS13
Agency	
Branch/Unit and Address	CERDEC Addr 1 Addr 2 City, AK, USA, 00000-0000
Work Phone	000-000-0000
E-mail Address	myles.long@us.army.mil
Date of Appointment	
If Special Government Employee (SGE)	no
If an SGE, Mailing Address (Number, Street, City, State, ZIP Code)	

Date Received by Agency	9/17/2006
Employee Signature	eSigned in FDM by: Myles Long User ID: 62541158BF035ACF 9/17/2006

Part I: Non-Investment Income

Source of Income	Type of Income	Recipient
1 Monmouth University, West Long Branch, NJ, USA	Salary (other than Federal Government)	Self

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Reports: Not Started | **Reports List**

Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status | **Compare**

Under Review - Myles Long, 2008 Annual OGE 450 Report
Disclosure Report Comparison

Printer-Friendly

Compare-to Report	Under Review 2006 Annual
Comparison Date	September 17, 2008 16:23:09

Change Summary				
	Changed	Added	Deleted	Unchanged
Assets	0	0	0	2
Non-Investment Income	0	0	0	1
Liabilities	0	0	0	1
Agreements	0	0	0	1
Positions	0	0	0	1

Current to Previous Disclosure Totals		
	Current Disclosure Report	Previous Disclosure Report
Gifts	0	1

Legend
 & strike-through = Change & faded text = Delete & blue text = Added
 & yellow circle = Caution & green checkmark = Unchanged

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My OGE 450 Reports

➔ Add New Report				
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2008	Annual	Under Review	09/23/2008	Amend View
2007	New Entrant	Complete	09/23/2008	View

ADDING REPORT COMMENTS

Comments can be added to specific line items or to the OGE 450 report itself as substantive or non-substantive comments. Comments (and attachments) can also be added to a report after the report is complete (see next section).

Adding a Line Item Comment

1. Click **Add a Comment** beside the appropriate line item you added. The Add Comment page is displayed
2. Type the appropriate information and click **Save**.

Adding a Report Comment

1. Click **Comments** in the My Reports submenu. The Comments page displays.
2. Click **Add Report Comment**.
3. Type the appropriate information and click **Save**.

Supplemental Report Comments and Attachments

At times, reviewers may request OGE 450 filers to provide additional report information even after the report review is complete (e.g. a disqualification, an ethics agreement.) Consult your ethics counselor for assistance before using this feature.

In FDM, Filers and their assistants can add this supplemental information through report comments and report attachments once the report is complete.

1. On the Reports List Page, click **View** beside the appropriate OGE 450 completed report.

You can add either additional report comments or attachments to your completed report.

Supplemental Report Comments

2. Click the **Comments** sub-tab and then click **Add Report Comment**.
3. Type your comment and then click **Save**.

At this point you can edit the comment you just added or add any additional report comments. Report comments cannot be deleted.

Supplemental Report Attachments

1. Click the **Attachments** sub-tab and then click **Add Attachment**.
2. Select the **Attachment Type** and then type a brief description of your file in the **Notes** field.
3. Click **Browse** to locate the file you wish to upload to your financial disclosure report.
4. Once you have found the file, click **Upload**.

At this point you can Replace and/or Delete any existing attachments or add a new attachment.

Author	Author Role	Date	Comment On	Line Item	Category	Comment Text
Long, Myles	Filer	09/18/2008	Report		Supplemental	This is a supplemental comment entered after the report has been completed.

Date Attached	Originator	Type	Name	Category	Notes
09/18/2008	Long, Myles	Job Description	supplemental_attachment.doc	Supplemental	