

## INFORMATION PAPER

**Subject:** Financial Disclosure Management (FDM)

1. **Purpose.** Provide Information on how to use FDM.
2. **Facts.**

a. System Requirements. FDM users should consult their information technology (IT) support staff to ensure FDM will work on their system. The FDM system requirements are:

- Operating System: Windows 2000 Pro (Service Pack (SP) 2) or XP Pro (SP1 or SP2)
- Browser: Internet Explorer (IE) 6.0 (128 bit encryption)
- Adobe Acrobat Reader 6.0 (or 7.0 IE plug-in)
- JRE: Microsoft JVM or Sun JRE 1.5 or greater
- Common Access Card (CAC) reader & any of this middleware: Activcard 3.0 or Litronic Inc. Netsign CAC 4.2

b. Trouble Shooting CAC Issues. This step verifies your ability to digitally sign documents in the FDM System. This process will check your CAC, Card Reader, and associated software along with verifying your certificates for issues such as Certificate expiration or revocation. Even if there is a problem with your CAC, you may still use FDM to prepare your report. You may be able to log in with your CAC or Army personnel may log in using your AKO Userid and Password. Once logged into FDM you can start preparing your report. However, digital signing may be unavailable until CAC issues are resolved. Certificate validation is a point in time validation. For example, a day after this test your certificate could expire. Therefore, resolution of these issues may not guarantee a problem free digital signing experience but will help identify issues regarding CAC hardware and software before using your CAC in FDM.

c. SOCO Registration. If you are not already registered, email the following information to [SOCO@hqda.army.mil](mailto:SOCO@hqda.army.mil) and put "Registration for FDM" in the subject line. Provide:

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- (1) your AKO email address,
- (2) your Staff Judge Advocate's name (COL Donald G. Curry, Jr.), and
- (3) your supervisor's name.

You will receive an email notification when your registration has been accepted.

d. Self Registration. Users must be registered in FDM prior to logging in. To self register, you will need your CAC, CAC Pin Number, Supervisor's Name, and Senior Legal Counsel's name. (See Slide 1.)

e. Access FDM online (<https://www.fdm.army.mil/FDM>). At the FDM login page, click FDM Login. Enter your AKO username and password. (See Slide 2.) If you are logging into FDM for the first time, FDM displays your Contact Information Page. Click on the "My Info" tab and enter your contact information. Enter your work address and phone number. (See slide 2.)

f. Adding Assistants. It is helpful to appoint an **assistant** to help you complete the SF 278. Click the "My Assistants" tab and enter their AKO email address. Then click the "Add" button. (See slide 3.) You may add as many assistants as you wish and at any time. An assistant may be anyone who has an AKO account and email address (your spouse, your aide, your administrative assistant, etc.) You must, however, appoint a judge advocate or DA civilian attorney as an assistant. **To find out who in the OSJA you should appoint as your assistant, see the OSJA Memorandum dated \_\_\_\_\_.** Please note that assistants may not make the final submission, which is the digital signature, of the SF 278 for you; you must log on and do that personally.

g. Start the SF 278. Click the "My Reports" tab. You will receive a screen showing reports currently on file in FDM, if any. Click "Add Report" and then "Continue". Enter the type of report you wish to file. (Note: If you have reports on file in FDM, you will be asked whether you wish to **pre-populate** your new report. We highly recommend using this feature if you already have a report on file in FDM. If you do not, you will need to enter all of the data for your report. You may then pre-populate subsequent

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reports.) Enter the data for all sections - assets, liabilities, etc.

h. Submission of the SF 278. See Slide 4. After completing the report, go to the "Wrap Up" section. FDM will tell you whether you have "Red Flags" or errors in the report. Fix the flag or submit the report with the flagged items. When you submit, you must certify the contents of the report, just as in the paper process. If you submit and your registration in the system has been processed, you will receive a screen directing you to submit your report to either your Supervisor or Senior Legal Counsel - or to both. **Submit the report to your Senior Legal Counsel. Once the Senior Legal Counsel reviews the report, he will then notify your Supervisor that there are no actual or potential conflicts of interests and that the Supervisor may digitally sign the report and submit it to the ADAEO.** You will also receive confirmation that your report has been submitted. If your registration has not been processed in FDM, the system will inform you that you may not submit until your registration is complete. **Please note that the SF 278 has not been submitted until it is either digitally signed by the filer or manually signed by the filer and submitted to the OSJA.**

i. You must have an electronic copy of your duty description that you can attach to your SF 278 before you can submit.

j. If you have any questions, contact our office at 2302, the FDM Help Desk at (703) 588-2560 (DSN 425) or via email at [Help\\_FDM@jagc-smtp.army.mil](mailto:Help_FDM@jagc-smtp.army.mil) or the AKO Help Desk (703) 704-4357 (DSN 654) or via email at help@us.army.mil

CPT Ellis-Ramsey/ATJA/2302  
APPROVED BY \_\_\_\_\_