



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

JUL 19 2016

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Mandatory Electronic Filing of Confidential Financial Disclosure Reports

Effective January 1, 2017, all Confidential Financial Disclosure Report (Office of Government Ethics Form 450) filers within the DoD must file these reports electronically using the Army Financial Disclosure Management (FDM) system, at <https://www.fdm.army.mil/>. FDM is a Government owned and operated web-based program and is the DoD-wide enterprise system for electronic filing and management of financial disclosure reports.

Financial disclosure reporting is crucial to identifying potential conflicts of interest and protecting the integrity of decision-making. DoD must ensure that reports are prepared with accuracy and completeness and properly reviewed by supervisors and ethics officials. The use of FDM will improve this process.

Use of FDM for financial disclosure report filing provides significant benefits. FDM is a secure, on-line system that permits access to the disclosure report only to the filer, the listed supervisor, and ethics staff. FDM provides a single, secure repository for financial disclosure reports, with filer, supervisor, and reviewer comments and relevant attachments. System-driven prompts and a "Common Questions" feature ensure filing accuracy and completeness of data. Once an initial filing has been submitted in the system, FDM permits filers to pre-populate financial data for future disclosure reports, which will significantly reduce reporting errors and preparation time for the filer in succeeding years. Supervisors and ethics officials can use a single screen to compare current year report data and comments to those of the previous year to ensure accuracy and consistency.

For questions related to this requirement or for more information on FDM, contact your component ethics official.

R. J. [Signature]



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