

From: [Shelley K. Finlayson](#)
To: [Deborah J. Bortot](#)
Cc: [David J. Apol](#)
Subject: FW: Follow up
Date: Monday, February 3, 2020 11:31:43 AM
Attachments: [Referral to GSA](#)
[ATT00001.htm](#)
[Referral to GSA](#)
[ATT00002.htm](#)

5 page attachment referred to GSA; 2 page attachment referred to GSA

FYI

Referred to GSA



From: [Keith Labedz](#)
To: [Deborah J. Bortot](#); [Heather A. Jones](#)
Cc: [Seth Jaffe](#)
Subject: S. 394
Date: Monday, March 2, 2020 9:30:58 AM

S.394 — 116th Congress (2019-2020)
Presidential Transition Enhancement Act of 2019

Date Actions Overview

02/20/2020 Presented to President.

02/05/2020 Passed/agreed to in House: On motion to suspend the rules and pass the bill
Agreed to by voice vote.

08/01/2019 Passed/agreed to in Senate: Passed Senate with amendments by Unanimous
Consent.(consideration: CR S5318-5320; text: CR S5319-5320)

03/25/2019 Committee on Homeland Security and Governmental Affairs. Reported by Senator
Johnson with amendments. With written report No. 116-13.

02/07/2019 Introduced in Senate

[https://www.congress.gov/bill/116th-congress/senate-bill/394?
q=%7B%22search%22%3A%5B%22s.+394%22%5D%7D&s=4&r=1](https://www.congress.gov/bill/116th-congress/senate-bill/394?q=%7B%22search%22%3A%5B%22s.+394%22%5D%7D&s=4&r=1)

Referred to GSA



From: Shelley K. Finlayson <skfinlay@oge.gov>

Sent: Tuesday, March 3, 2020 7:33 AM

To: Chantelle Renn <(b) (6)>

Subject: RE: Next Chief of Staff Roundtable, Friday March 20

Good morning, Chantelle –

Thanks so much for reaching out. I would be pleased to attend the roundtable.

I look forward to receiving the agenda and seeing you at the event.

Best,

Shelley

Referred to GSA



Referred to GSA



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From: [George Hancock](#)
To: [Shelley K. Finlayson](#)
Subject: RE: PPS Briefing - Draft Slides w/Integrity Nominee Aspects, Other
Date: Tuesday, March 24, 2020 10:58:37 AM
Attachments: [2020 OMB Powerpoint - PPS Integrity Nom.pptx](#)

(b)(5) - 58 page draft powerpoint slides withheld in full

Shelley:

I added slides starting at 36 that you might find useful:

- 36-40 and 48 are from Tiffany's Integrity slide deck
- 41-47 and 49-52 are from Keith's Summit Nominee slide deck
- 53 is from the 2019 budget brief (slide 11 there).
- 44-end are screen captures of Presidential Transition items on the current OGE website.

Let me know if you need more help on this.

Thank you.

From: Shelley K. Finlayson

Sent: Tuesday, March 24, 2020 7:50 AM

To: George Hancock

Subject: PPS Briefing.docx

From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: outline
Date: Wednesday, March 25, 2020 9:58:05 AM
Attachments: [PPS Briefing 3.24.20.docx](#)

(b)(5) - 12 page attachment withheld in full

Shelley,

I made some changes to the briefing script. I've attached the tracked changes version, but I don't think I will be using the script. After looking at the slides, I think it will be easier to talk from the slides and have notes on a notepad to reference as we go through the slides.

Thanks,

Deb

From: [Shelley K. Finlayson](#)
To: [Deborah J. Bortot](#)
Subject: PPS Nom Briefing (v4).pptx
Date: Wednesday, March 25, 2020 12:20:59 PM
Attachments: [PPS Nom Briefing \(v4\).pptx](#)

(b)(5) - 32 page draft powerpoint slides withheld
in full

Revised slides

From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: slides
Date: Wednesday, March 25, 2020 1:18:56 PM
Attachments: [PPS Nom Briefing \(v5\).pptx](#)

(b)(5) - 32 page draft
powerpoint slides withheld in full

I made a change to slide 13.

From: [Shelley K. Finlayson](#)
To: [Deborah J. Bortot](#)
Subject: PPS Nom Briefing (v5).pptx
Date: Wednesday, March 25, 2020 4:59:25 PM
Attachments: [PPS Nom Briefing \(v5\).pptx](#)

(b)(5) - 31 page attachment withheld in full

From: [Shelley K. Finlayson](#)
To: [Deborah J. Bortot](#)
Subject: PPS Nom Briefing (v5).pptx
Date: Wednesday, March 25, 2020 5:45:17 PM
Attachments: [PPS Nom Briefing \(v5\).pptx](#)

(b)(5) - 33 page draft powerpoint slides
withheld in full

I added two slides at the end. If you're nearly done or have difficulty adding them, I can add them after you send your revisions back to me. Thanks

From: [Nicole Stein](#)
To: [Supervisor MailGroup](#)
Subject: Election Readiness Tracking
Date: Wednesday, March 25, 2020 5:52:39 PM

Good evening,

As you may recall, Deb and I, put together with the help of all of you [OGE's Election Readiness plan](#).

To help track and record all of our activities on the plan, I converted the word document into a workbook. There are separate worksheets for each of the work streams.

Prior to your program meeting, please update the worksheet (if applicable).

(b)(5) internal
network address

Thanks. Any questions, let me know.

From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: slides
Date: Wednesday, March 25, 2020 6:23:02 PM
Attachments: [PPS Nom Briefing \(v7\).pptx](#)

(b)(5) - 34 page draft powerpoint slides
withheld in full

This version includes the two slides you added at the end. I went into slide show setup and clicked show without animation. I don't know if it will keep that setting for you. If it doesn't you will have to select that box.

Thanks,
Deb

From: [Shelley K. Finlayson](#)
To: [Emory A. Rounds III](#)
Subject: Input for 6 Month Election Readiness Report to Congress
Date: Monday, March 30, 2020 8:55:05 AM
Attachments: [Presidential Transition - 6 Month Report to Congress 5 5 16 4pm Horne FINAL.pdf](#)

12 page attachment
referred to GSA

Good morning, Emory –

As part of the executive branchwide election readiness team, OGE contributes to the report due to Congress six months prior to the election that GSA prepares. We have been asked to provide text for this year's report. In response, we have put together a revised draft for your review here [\(b\)\(5\) internal network address](#)

[\(b\)\(5\) internal network address](#). Please let me know whether there are additional activities that you would like to highlight, edits to tone, etc. The prior OGE text is included above the proposed text for comparison and the full report sent to Congress in 2016 is attached for your reference.

Thanks,
Shelley

From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: RE: slides for Partnership
Date: Monday, March 30, 2020 5:24:47 PM

Shelley,

Thanks for passing feedback along to Dave. I did see the questions and agree that we should discuss how to address them. Please let me know when you would like to talk.

Thanks,
Deb

From: Shelley K. Finlayson
Sent: Monday, March 30, 2020 5:02 PM
To: Deborah J. Bortot <djbortot@oge.gov>
Subject: RE: slides for Partnership

Thanks so much, Deb.

1. (b) (5) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

2. I don't know either, but it's fine to leave it.

3. I think it is okay because it is from 2016 and is accurate as to what is posted on our website. I will send the slides out to Kristine. I am not sure if you saw the questions she sent, but we should probably discuss and decide how best to address them.
Thanks again for all your great work on the presentation and finalizing the slides. I told Dave what an outstanding job you did.

Shelley

From: Deborah J. Bortot
Sent: Monday, March 30, 2020 4:05 PM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Cc: David J. Apol <djapol@oge.gov>
Subject: RE: slides for Partnership

34 pp attachment labelled "PPS Nom Briefing (v8)" withheld in full (b)(5)

Shelley,

I had PNB staff proofread the slides. I made a number of changes and have three items for you to consider. The latest version is attached.

Items for you to consider:

1. (b) (5) [REDACTED]

(b) (5)

2. Slide 18: I'm not sure what the "*" designates for parts 2, 5, and 6, but I was unable to remove it.
3. Slide 32: Is it ok that it has Walt's name and contact information on the top on the document?

I changed the following items:

- Slide 4: Added period after S in U.S.
- (b)(5)
- (b)(5)
- Slide 15: First bullet: changed "efiling" to "e-filing"
- Slide 15: Third bullet: added a comma after "complete" and period after "analysis"
- Slide 15: Third bullet: changed "Nominee" to "nominee"
- Slide 25: Inserted section symbol "§" before "208"
- Slide 25: Deleted period to be consistent with other slides
- (b)(5)
- (b)(5)
- Slide 27: changed your/your to filer/filer's
- Slide 28: Deleted periods to be consistent with other slides
- Slide 32: Third bullet: added semicolon ";" after word "nominees"
- Slide 32: Sixth bullet: changed "efiling" to "e-filing"

Thanks,
Deb

From: Shelley K. Finlayson
Sent: Monday, March 30, 2020 8:16 AM
To: Deborah J. Bortot <djbortot@oge.gov>
Subject: RE: slides for Partnership

Hi Deb –
Just checking status on this - were these proofed and sent or are they still in process?
Thanks,
Shelley

From: Deborah J. Bortot
Sent: Friday, March 27, 2020 2:08 PM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: slides for Partnership

Shelley,

The version I have was before you added our photos. Do you care or do you want our photos in it?

Thanks,
De

From: Shelley K. Finlayson
Sent: Friday, March 27, 2020 1:40 PM
To: Deborah J. Bortot <djbortot@oge.gov>
Subject: RE: slides for Partnership

Hi Deb -
I agree with both if those suggestions. (b) (5) and please have them proofread.
Thanks,
Shelley

----- Original message -----
From: "Deborah J. Bortot" <djbortot@oge.gov>
Date: 3/27/20 11:17 AM (GMT-05:00)
To: "Shelley K. Finlayson" <skfinlay@oge.gov>
Subject: slides for Partnership

Shelley,

I have a couple thoughts on the request for sharing the slides.

1. (b) (5)
2. Do you want me to assign someone in PNB to proofread it for typos?

Thanks,
Deb

From: [Shelley K. Finlayson](#)
To: [Deborah J. Bortot](#)
Subject: RE: GSA 6 Month Report to Congress on Election Readiness
Date: Wednesday, April 1, 2020 8:23:58 AM

Thanks

From: Deborah J. Bortot
Sent: Wednesday, April 1, 2020 8:24 AM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: GSA 6 Month Report to Congress on Election Readiness

Then I'm fine with it.

From: Shelley K. Finlayson
Sent: Wednesday, April 1, 2020 8:21 AM
To: Deborah J. Bortot <djbortot@oge.gov>
Subject: RE: GSA 6 Month Report to Congress on Election Readiness

Yes

From: Deborah J. Bortot
Sent: Wednesday, April 1, 2020 8:21 AM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: GSA 6 Month Report to Congress on Election Readiness

Shelley,

I have one question.

(b) (5)

[REDACTED]

[REDACTED]

I just want to make sure this is something we are doing.

Thanks,
Deb

From: Shelley K. Finlayson
Sent: Wednesday, April 1, 2020 8:07 AM
To: Deborah J. Bortot <djbortot@oge.gov>
Cc: David J. Apol <djapol@oge.gov>
Subject: GSA 6 Month Report to Congress on Election Readiness

Hi Deb –

We've been asked to update the language that we included in the 6 month election readiness report to Congress in 2016 for submission this year. GSA is the lead and has asked us to provide similar

content. The language has already been revised and approved by Emory, but wanted to give you the opportunity to take a quick look and make sure you don't have anything else that you would like us to mention before I send it off to GSA. The previous language and the revised language are in one document for comparison available here: (b)(5) Internal OGE network address

Feel free to give me a call, if it's easier/you'd like to discuss.

Thanks,
Shelley

From: [Shelley K. Finlayson](#)
To: [Supervisor MailGroup](#)
Subject: Thank you/Inspiring podcacst
Date: Thursday, April 2, 2020 9:08:10 AM

Good morning –

Thank you all for all you are doing to lead during this difficult time. Keeping mission work happening and ensuring employees feel connected, are vital to our collective success. I hope that you are also taking care of yourselves and your families during this time. Please don't hesitate to reach out to me if you have concerns about your own circumstances or just want to connect.

I wanted to share a resource that a colleague recently recommended to me. It is a short podcast featuring Adm. Than Allen, who led our nation through some of its biggest crises in our lifetimes. He discusses maintaining morale during a crisis. It is worth a listen. You can find it on this page and don't have to download a player to listen: <https://presidentialtransition.org/transition-lab/>

Stay well,
Shelley

From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: RE: Thank you!
Date: Thursday, April 9, 2020 8:21:38 AM

Sounds good. Talk to you then.

From: Shelley K. Finlayson
Sent: Thursday, April 9, 2020 8:08 AM
To: Deborah J. Bortot
Subject: RE: Thank you!

Great and yes, just use the call in number. (b)(5) deliberative discussion

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: Deborah J. Bortot
Sent: Thursday, April 9, 2020 8:03 AM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: FW: Thank you!

I can do 11:00. They sent a Skype invite, but we don't have the app for that on our OGE laptops or our phones and I think we would need to download it in order to do it. If it's just two of them, we can just do a conference call.

Referred to GSA

[REDACTED]

Referred to GSA



From: Shelley K. Finlayson [<mailto:skfinlay@oge.gov>]

Sent: Tuesday, April 07, 2020 9:51 AM

To: Kristine Simmons <(b)(6)>

Cc: Shannon Carroll <(b)(6)>; Dara Carney-Nedelman <(b)(6)>
<(b)(6)>; Deborah J. Bortot <djbortot@oge.gov>

Subject: RE: Thank you!

Good morning, Kristine –

We would be happy to do that. Deb and I are the best people to answer the remaining questions (question 1 – Deb, questions 3 & 4 – me). We both appear to have availability on Thursday at 11. We could do the questions separately or together. Please let us know if that works.

Thanks,
Shelley

Referred to GSA



Referred to GSA



Referred to GSA



Referred to GSA



From: Shelley K. Finlayson <skfinlay@oge.gov>

Sent: Monday, March 30, 2020 5:40 PM

To: Kristine Simmons <(b) (6)>; Deborah J. Bortot <djbortot@oge.gov>

Cc: Shannon Carroll <(b) (6)>; Dara Carney-Nedelman <(b) (6)>
<(b) (6)>

Subject: RE: Thank you!

Good evening, Kristine –

Thanks so much for the thoughtful questions. We will circle back once we have conferred on the best method to provide responses. In the meantime, please find attached the slides from our briefing last week. We look forward to continuing the conversation.

Best,
Shelley

34 pp attachment
labelled "OGE Briefing
(final)" released below.

Referred to GSA



Referred to GSA



From: Shelley K. Finlayson <skfinlay@oge.gov>

Sent: Friday, March 27, 2020 1:51 PM

To: Kristine Simmons (b) (6) >; Deborah J. Bortot <djbortot@oge.gov>

Cc: Shannon Carroll (b) (6) >; David Marchick

(b) (6) >

Subject: RE: Thank you!

Thank you so much inviting us. We appreciate the opportunity, interest in our work, and ongoing collaboration.

The slides should be ready to share soon. We welcome additional questions via email. Depending on the nature of the questions, a mix of email and additional conversation may work best for our responses.

Thanks again,

Shelley

----- Original message -----

Referred to GSA



Referred to GSA




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MARCH
2020

UNITED STATES OFFICE OF GOVERNMENT ETHICS

BRIEFING



***“THE ISSUE OF ETHICS
IN GOVERNMENT IS
VIEWED AS A SERIOUS
PROBLEM BY ABOUT AS
MANY PEOPLE (67%) AS
DRUG ADDICTION – THE
TOP ISSUE, AT 70%.”***

Pew Research Center
Report on Trust and
Distrust in America,
July 2019

OGE MISSION

Providing leadership and oversight to prevent and resolve conflicts of interest in the executive branch is essential to the integrity of executive branch programs and operations.

PUBLIC SERVICE IS A PUBLIC TRUST

1978

*ETHICS IN GOVERNMENT ACT IS
SIGNED BY PRESIDENT CARTER*

92 STAT. 1824

PUBLIC LAW 95-521--OCT. 26, 1978

Public Law 95-521
95th Congress

An Act

Oct. 26, 1978
[S. 555]

To establish certain Federal agencies, effect certain reorganizations of the Federal Government, to implement certain reforms in the operation of the Federal Government and to preserve and promote the integrity of public officials and institutions and for other purposes.

OGE'S MISSION AND MANDATE

“Provide overall leadership and oversight of the executive branch ethics program designed to prevent and resolve conflicts of interest.”

ALSO ENACTED AFTER WATERGATE:

- Government in the Sunshine Act of 1976
- Inspector General Act of 1978



1974

PRESIDENT NIXON RESIGNS



EXECUTIVE BRANCH *INTEGRITY* SYSTEMS

U.S. OFFICE OF PERSONNEL MANAGEMENT

Merit-based Civil Service

GENERAL SERVICES ADMINISTRATION

Competitive/Open Procurement

Travel

Training

U.S. OFFICE OF SPECIAL COUNSEL

Whistleblower Protection

Hatch Act

Nepotism

U.S. OFFICE OF GOVERNMENT ETHICS

Preventing Conflicts of Interest

DEPARTMENT OF JUSTICE

Freedom of Information

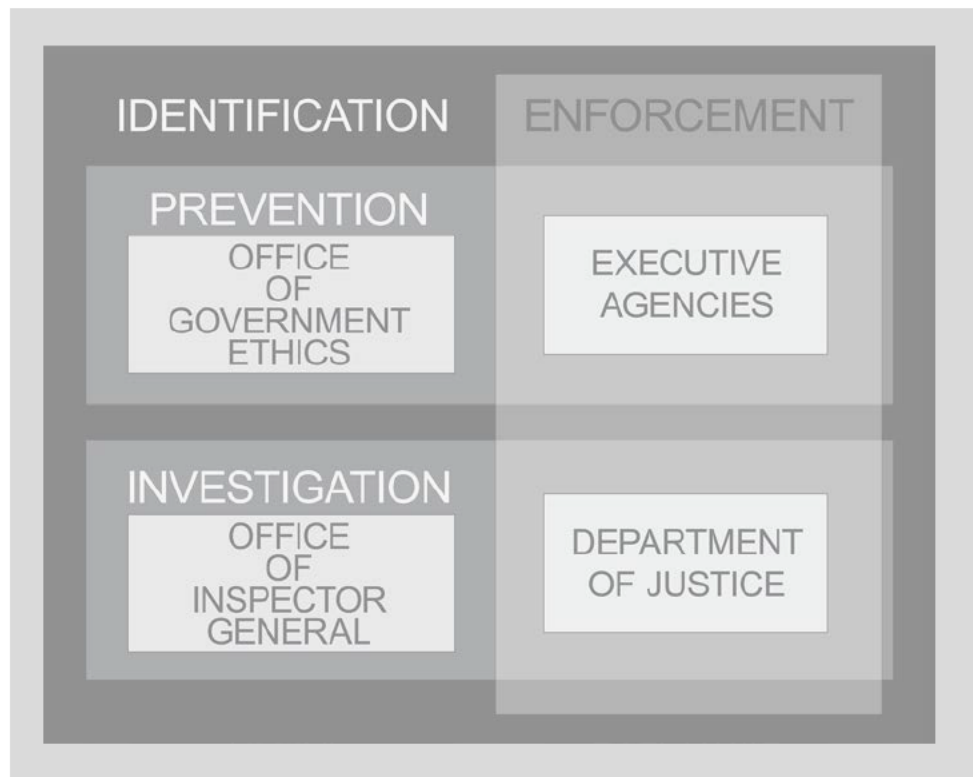
Emoluments

Enforcement

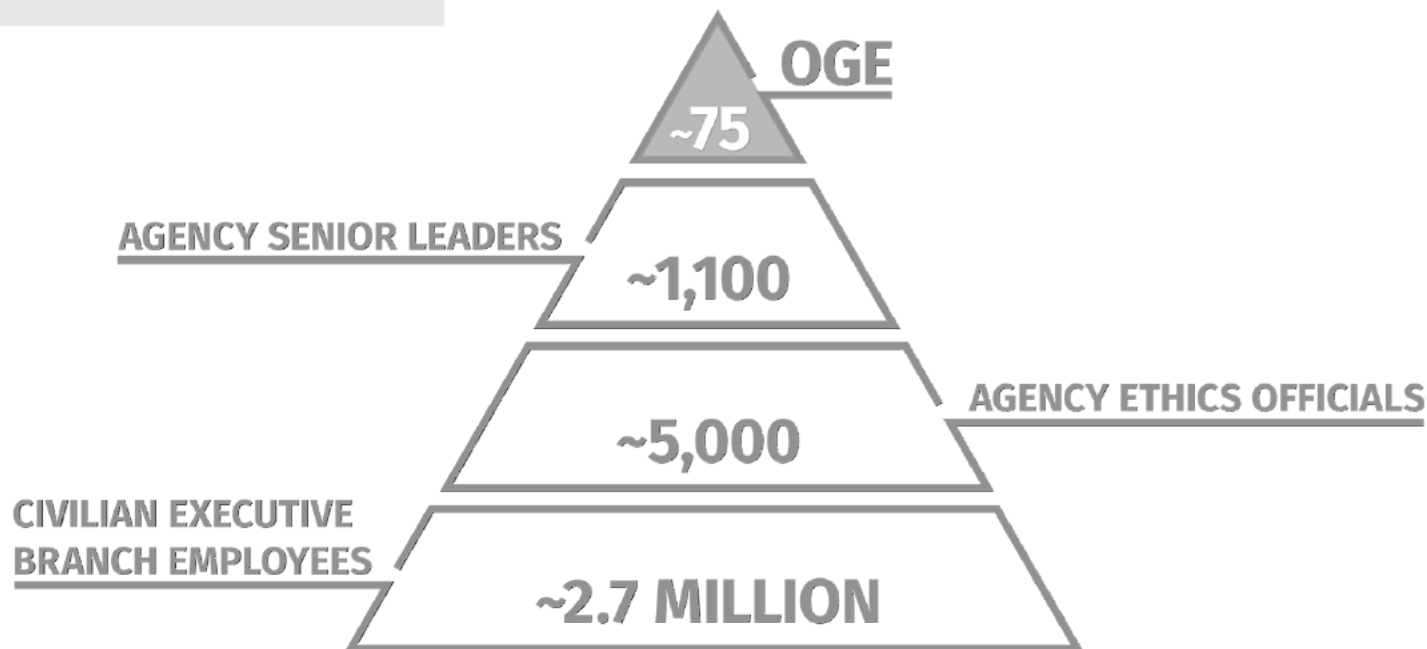
INTEGRITY



WHAT ARE THE
INSTITUTIONAL
INTEGRITY
MECHANISMS IN THE
EXECUTIVE BRANCH
ETHICS PROGRAM?



THE DECENTRALIZED EXECUTIVE BRANCH **ETHICS** PROGRAM

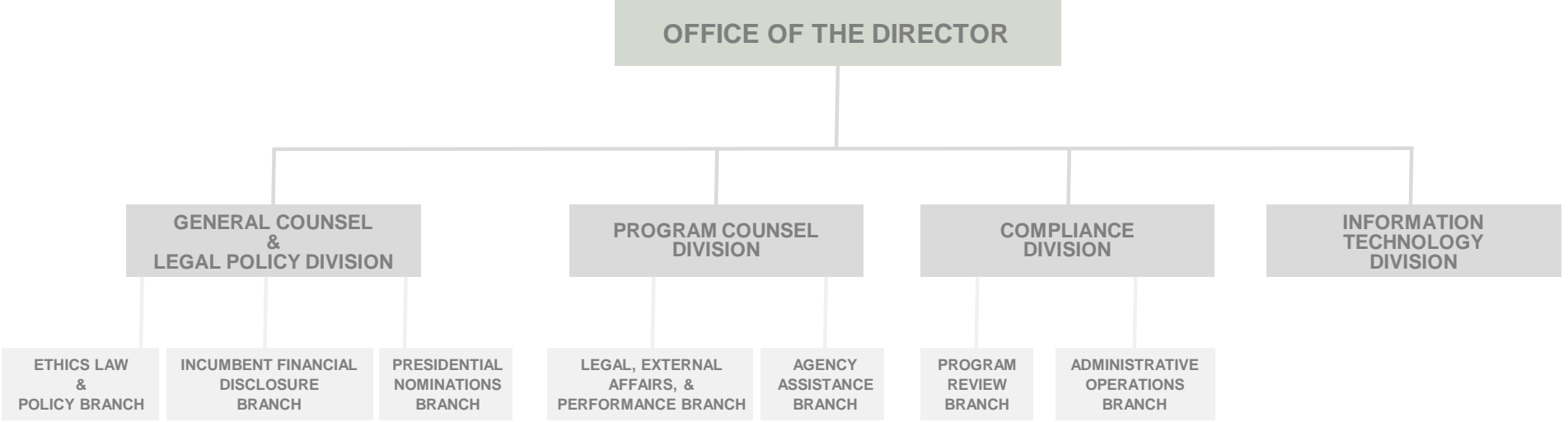


CORRECTING COMMON MISAPPREHENSIONS ABOUT **OGE/THE ETHICS PROGRAM**

- OGE is not “independent” (no legislative & budget by-pass, protections for Director)
- OGE does not direct agency officials, discipline their employees, investigate misconduct at agencies
- OGE does not select Presidential appointees
- OGE cannot require IGs to investigate, DOJ to prosecute, agencies to discipline
- OGE cannot opine on whether past conduct was criminal
- OGE does not audit financial disclosure reports, collect tax information
- OGE does not review, collect all ethics documents issued throughout the executive branch; have authority to post all ethics documents

U.S. OFFICE OF GOVERNMENT ETHICS ORGANIZATIONAL CHART

FY21: \$18,576,000



OGE STAFF ARE HIGHLY CROSS-FUNCTIONAL

PCD ATTORNEY									
GC ATTORNEY									
PROGRAM REVIEWER									
ETHICS SPECIALIST									

LEGISLATIVE

NOMINEE FINANCIAL
DISCLOSURE REVIEW

ANNUAL FINANCIAL
DISCLOSURE REVIEW

INTERNATIONAL OUTREACH

DOMESTIC OUTREACH

TRAINING/TRAINING SUPPORT

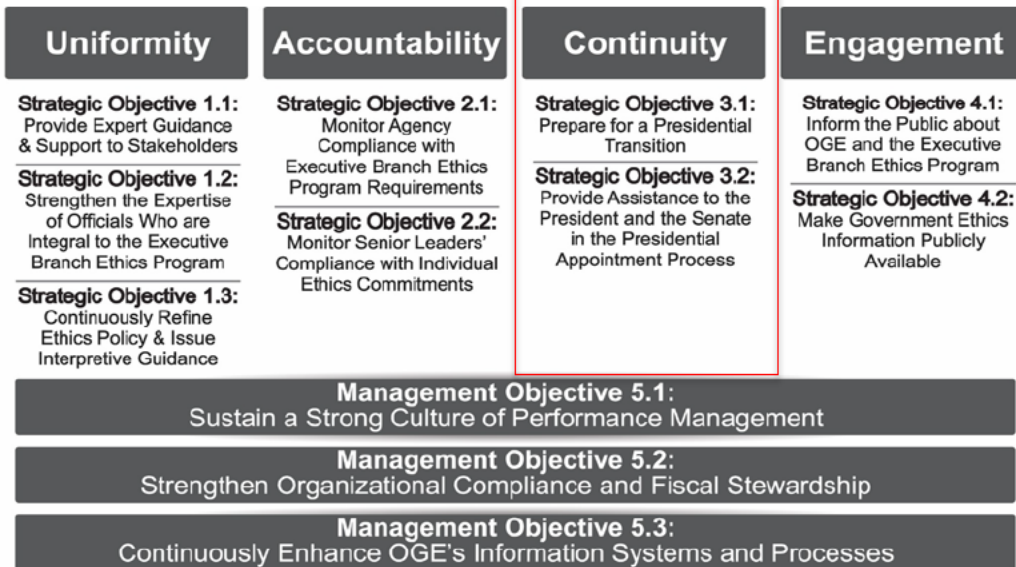
LEGAL POLICY AND ADVICE

AGENCY DESK OFFICER

PROGRAM REVIEW AND
COMPLIANCE

AGENCY COMPLIANCE AND
INTERNAL OPERATIONS

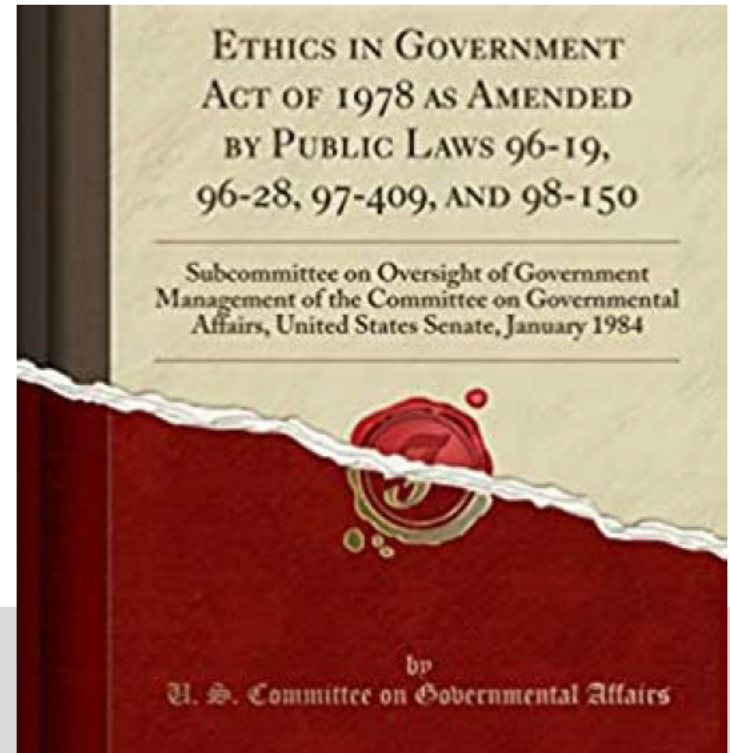




U.S. OFFICE OF GOVERNMENT ETHICS

STRATEGIC PLAN 2018-2022

ETHICS IN GOVERNMENT ACT SOURCE OF FINANCIAL DISCLOSURE REQUIREMENTS



FINANCIAL DISCLOSURE IN THE EXECUTIVE BRANCH

2.7 MILLION
CIVILIAN
EXECUTIVE
BRANCH
EMPLOYEES

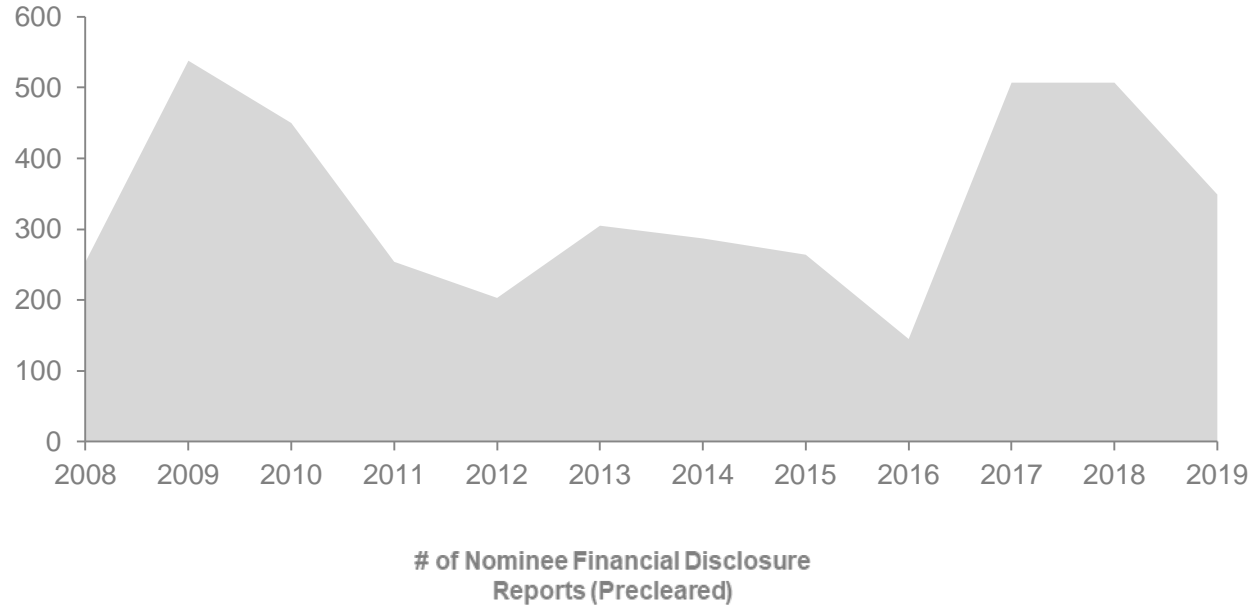
380,000 CONFIDENTIAL FILERS

26,000 PUBLIC FILERS

AGENCY ETHICS
OFFICIALS REVIEW ALL
FINANCIAL DISCLOSURES

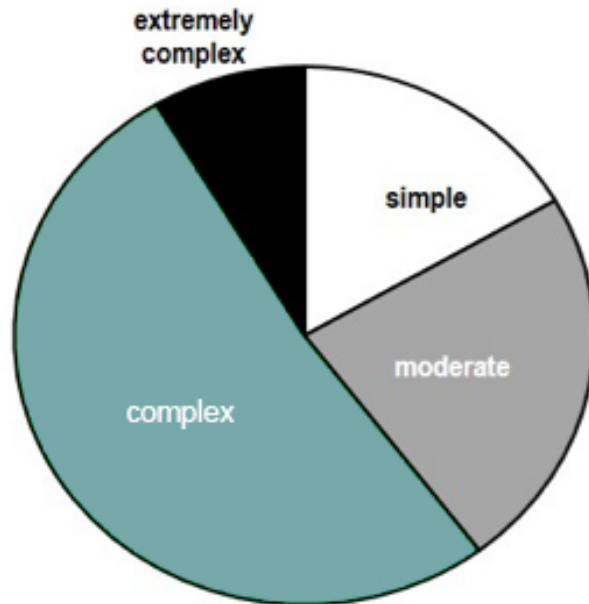
**OGE CONDUCTS A SECOND-
LEVEL REVIEW OF THE
HIGHEST-LEVEL OFFICIALS
(APPROX. 1,100)**

NOMINEE FINANCIAL DISCLOSURE VOLUME

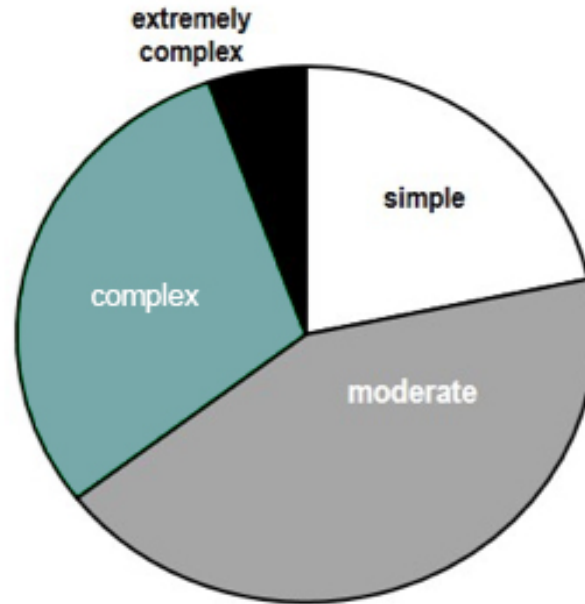


PRESIDENTIAL APPOINTMENTS: COMPLEXITY

**Complexity: First Year of 2016
Transition**



**Complexity: First Year of 2008
Transition**



Nominee Financial Disclosure

- Multi-part form to collect reportable financial information: collected via *Integrity*, an executive branch-wide e-filing system
- Online collaborative review process that involves the White House, the nominee, the intended agency where the nominee will serve, & OGE
- Once form complete, begin conflicts analysis. OGE and agency work to resolve conflicts so the nominee can do the job
- Ethics agreement for resolvable conflicts

INTEGRITY

INTEGRITY^{.gov}
Play your part.

Login to Integrity (using MAX.gov)

What is MAX.gov? ⓘ

Make sure your Internet browser works with Integrity.

Clear your browser cache if you clear your Internet browser cache. Read how here. Integrity will be unavailable from 2 to 3:15 am ET. Please log off and save your work before this time. In addition, there may be some intermittent login issues Sundays from 2 to 8 am ET during the Integrity authentication provider's weekly maintenance window, and Sunday evenings from 5 pm to 3 am ET Monday mornings, during the Integrity hosting provider's weekly maintenance window.

Please report any issues to integrity@oge.gov.

Click on the [Help](#) link at the bottom of the screen for login assistance information.

Integrity

and re

OGE's

individ

278e o

INTEGRITY
Play your part

INTEGRITY

CONFLICTS OF INTEREST TOOL

ELECTRONIC RECORDS

**PROGRAM SUCCESS &
ACCOUNTABILITY**

SECURE, WEB-BASED

NOMINEE REPORTING (ELECTION READINESS)

OGE Public Financial Disclosure Form

OGE Form 278e Sections

Cover Page

Part 1: Filer's Positions Held Outside United States Government

Part 2: Filer's Employment Assets & Income and Retirement Accounts*

Part 3: Filer's Employment Agreements and Arrangements

Part 4: Filer's Sources of Compensation Exceeding \$5,000 in a Year

Part 5: Spouse's Employment Assets & Income and Retirement Accounts*

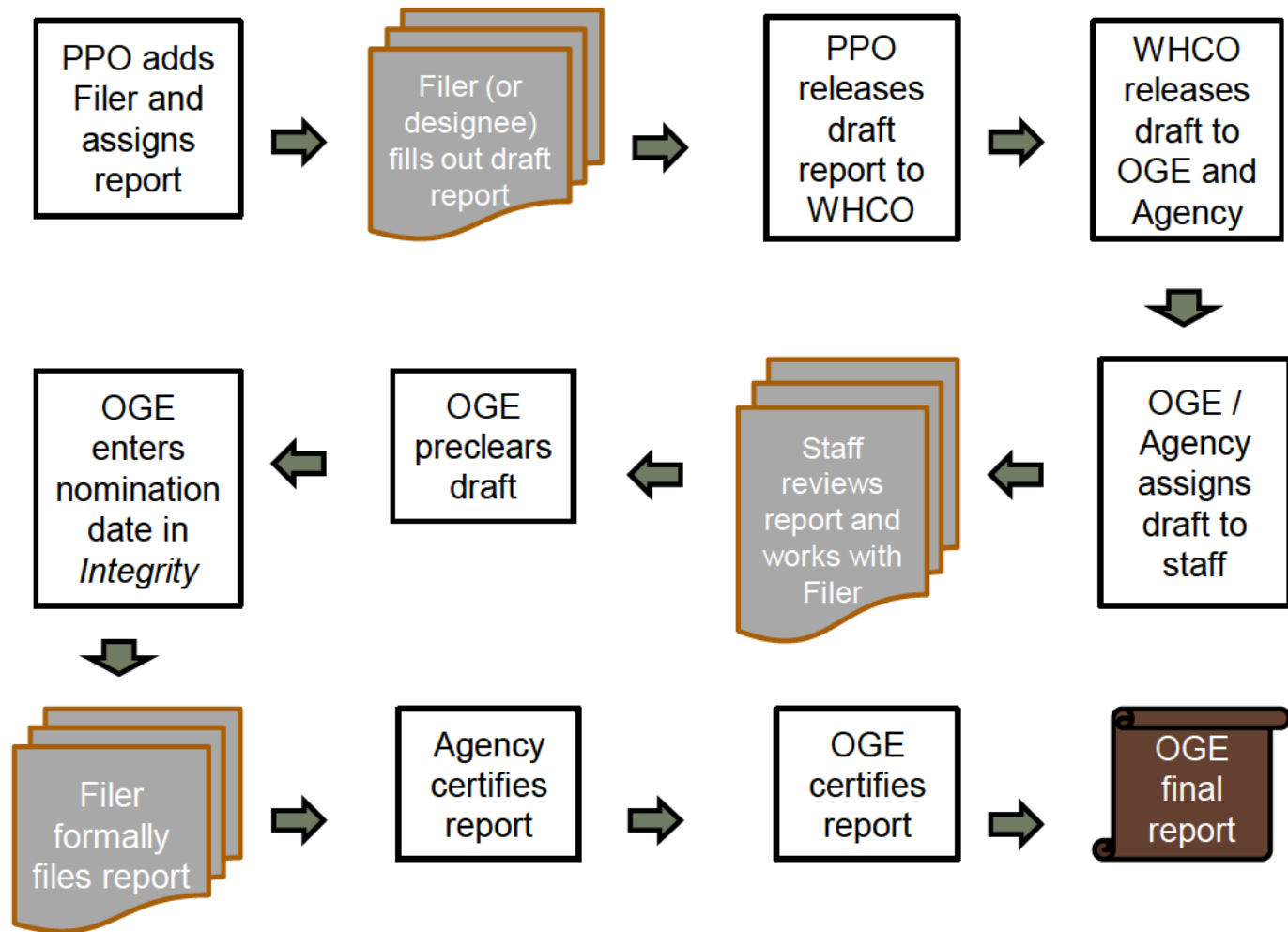
Part 6: Other Assets and Income*

Part 7: Transactions

Part 8: Liabilities

Part 9: Gifts and Travel Reimbursements

PROCESS FLOWCHART



GETTING STARTED

TR_OGE_0584, testFirst Mi

MY FILINGS

Getting Started

Printable View

HELP

CLOSE WINDOW

Getting Started: Nominee Report 278

Reset Filing

GENERAL INFORMATION

YOUR NAME

As it will appear in your public financial disclosure report.

LAST NAME ⓘ

FIRST NAME ⓘ

MIDDLE INITIAL ⓘ

TR_OGE_0584

testFirst

Mi

If your name is not shown correctly above, please contact PPO for assistance before you submit your report.

POSITION & AGENCY

Provide the title and agency of the position for which you are filing.

AGENCY

Summit Agency 2020

GROUP

Summit Agency 2020, Nominee

POSITION TITLE

Sample Nominee Report 1

DUE DATE

Please enter your Answer

FILER CATEGORY

Please select a filer category.

PAS

SPOUSE

If you are married, you will need to report your spouse's assets and income. Select the one answer that best describes the application of the disclosure rules to your marital status. This question is required to proceed to the next question.

☐ I have a spouse ⓘ and the spousal disclosure requirement applies.

☐ This requirement does not apply.

Tip about reporting periods: Different parts of your financial disclosure report will need to cover different periods of time. Click the "P" icon on a page to see the reporting period applicable to the questions being asked.

Save

Next



WIZARDS & GRIDS

INTEGRITY
Play your part

- Prior Federal positions
- Non-Federal positions
- Wizard questions about assets/income related to those positions
- Wizard questions about retirement plans/accounts
- Data-entry tables for Filer's employment-related assets/income, agreements/arrangements, and sources of compensation
- Wizard questions about assets/income related to spouse's employment
- Wizard questions about spouse's retirement plans/accounts
- Remaining data-entry tables

SUBMIT DRAFT

TR_OGE_0584, testFirst Mj

MY FILINGS

Getting Started

Federal Positions

Positions

Employment Assets & Income

Employment Arrangements

Sources of Compensation

Spouse's Employment Assets & Income

Other Assets & Income

Liabilities

Report Data (Summary)

Submit

Printable View

Submit OGE Form 278e.

TO SUBMIT YOUR OGE FORM 278E, CHECK THE BOX AT THE BOTTOM OF THIS PAGE AND SELECT THE "SUBMIT OGE FORM 278E" BUTTON.

Nominee Report | U.S. Office of Government Ethics; 5 C.F.R. part 2634 | Form Approved: OMB No. (3209-0001) (Updated Nov. 2019)

Executive Branch Personnel

Public Financial Disclosure Report (OGE Form 278e)

Electronic Signature - I certify that the statements I have made in this form are true, complete and correct to the best of my knowledge.

Agency Ethics Official's Opinion - On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations (subject to any comments below).

Other review conducted by

Public Burden Information

This collection of information is estimated to take an average of ten hours per response, including time for reviewing the instructions, gathering the data needed, and completing the form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Program Counsel, U.S. Office of Government Ethics (OGE), Suite 500, 1201 New York Avenue, N.W., Washington, DC 20005-3917.

Pursuant to the Paperwork Reduction Act, as amended, an agency may not conduct or sponsor, and no person is required to respond to, a collection of information unless it displays a currently valid OMB control number (that number, 3209-0001, is displayed here and at the top of the first page of this OGE Form 278e).

Your Nominee Report has been signed. You may now close this window.



ONLINE REVIEW

INTEGRITY
Play your part

- Multiple layers of review:
 - Nominee submits draft report
 - White House, target agency ethics officials & OGE review
- Submitted and managed electronically

Review is a process that usually requires multiple rounds of questions and answers

Nominee responsiveness is vital



ANALYZING AND RESOLVING CONFLICTS

- Primary criminal conflict of interest statute 18 U.S.C. § 208
- The Ethics in Government Act
- The Principles and Standards of Ethical Conduct: Employees shall not hold financial interests that conflict with the conscientious performance of duty

U.S. OFFICE OF GOVERNMENT ETHICS

**GUIDE TO DRAFTING ETHICS
AGREEMENTS FOR PAS NOMINEES**

ETHICS AGREEMENTS

NOTICE: This guide does not contain legal advice. It is intended solely for educational purposes for ethics officials in the Federal executive branch.



COMMON ACTIONS TO MITIGATE POTENTIAL **CONFLICTS OF INTEREST**

- Resign from all paid positions and most unpaid positions
- Frequently sell (or otherwise divest) stocks, sector mutual funds, and private investment funds owned by filer, filer's spouse, or minor children
- Frequently forfeit unvested equity interests granted by filer's current employer
- Frequently divest assets from family (or other closely held) partnerships owned by filer, filer's spouse, or minor children
- Frequently resign from trustee positions and divest assets in trusts of which filer, filer's spouse, or minor children are the beneficiary or for which filer, filer's spouse, or minor child is paying the taxes
- Divest from managed accounts if potential conflicts of interest cannot be resolved

PRECLEARANCE

- OGE preclears (i.e., tentatively approves) the financial disclosure report and ethics agreement
- The filer signs the precleared ethics agreement

NOMINATION

- **NOMINATION**
- **OGE ACTIONS**



COMPLIANCE

- Agency certification/report to OGE of Nominee's compliance with Ethics Agreement

- Posted on OGE website:
<https://extapps2.oge.gov/201/Presiden.nsf/PAS%20Index?OpenView>

U.S. Office of Government Ethics
 Certification of Ethics Agreement Compliance
 (Form 2017-2020)

CERTIFICATION OF ETHICS AGREEMENT COMPLIANCE State Governor/Political Appointee		
1. Appointee's Information	a. Appointee's Name:	to be completed by OGE
	b. Federal Title:	to be completed by OGE
	c. Agent:	to be completed by OGE
	d. Date Ethics Agreement Signed:	to be completed by OGE
	e. Date Confirmed:	to be completed by OGE
2. Recusation	I completed all of the recusation indicated in my ethics agreement signed at the date of my current government position.	
	Yes No NA	to be completed by OGE
3. Disclosures	a. I have complied all of the disclosures indicated in my ethics agreement. I also understand that I may not republish these items during my government without OGE's prior approval.	
	Yes No NA	to be completed by OGE
4. Manager Approval	b. I have filed a paid manuscript report or periodic manuscript report. (OGE Form 27-2) to disclose the completion of this report upon disclosure.	
	Yes No NA	to be completed by OGE
5. Financial Recusation	c. I have a financial interest or in the interest of my spouse or dependent child, as applicable, that I am disclosing to my ethics agreement.	
	Yes No NA	to be completed by OGE

THIS CERTIFICATION WILL BE POSTED FOR PUBLIC VIEWING ON OGE'S WEBSITE. 1

U.S. Office of Government Ethics
 Certification of Ethics Agreement Compliance
 (Form 2017-2020)

6. Recusation	a. I am missing from particular matters in which I have a personal or potential financial interest directly and personally affected by the matter, unless I have received a waiver or qualify for a regulatory exemption.	
	Yes No NA	to be completed by OGE
7. Financial Interest	b. I am missing from particular matters in which any former employer or client I served in the past year or a party or representative of a party, unless I have been authorized under 5 C.F.R. § 2635.202(d).	
	Yes No NA	to be completed by OGE
8. Financial Interest	c. I am missing from particular matters in which any former employer or client I served in the two years prior to my appointment is a party or representative of a party, unless I have received a waiver under E.O. Order 13770.	
	Yes No NA	to be completed by OGE
9. Financial Interest	d. I received a waiver pursuant to 5 U.S.C. § 204.	
	Yes No NA	to be completed by OGE
10. Financial Interest	e. If you, indicate the date of the waiver and submit the financial interest covered by the waiver.	
	Yes No NA	to be completed by OGE
11. Financial Interest	f. I received a waiver pursuant to Executive Order 13770.	
	Yes No NA	to be completed by OGE
12. Financial Interest	g. If you, indicate the date of the waiver and the nature of the waiver (i.e., applicable paragraph of the ethics rules, parties, potential conflict, specific case name, as applicable).	
	Yes No NA	to be completed by OGE
13. Financial Interest	h. I received an authorization pursuant to 5 C.F.R. § 2635.202(d).	
	Yes No NA	to be completed by OGE
14. Financial Interest	i. If you, indicate date of authorization and identify the interest (person) to whom you have been authorized (e.g., former employer, former client, spouse's employer, spouse's former client, etc.).	
	Yes No NA	to be completed by OGE
15. Financial Interest	j. I received a waiver pursuant to 5 C.F.R. § 2635.202(d).	
	Yes No NA	to be completed by OGE
16. Financial Interest	k. If you, indicate the date of the waiver and identify the interest (person) to whom you have been authorized (e.g., former employer, former client, spouse's employer, spouse's former client, etc.).	
	Yes No NA	to be completed by OGE

THIS CERTIFICATION WILL BE POSTED FOR PUBLIC VIEWING ON OGE'S WEBSITE. 2

U.S. Office of Government Ethics
 Certification of Ethics Agreement Compliance
 (Form 2017-2020)

17. Financial Interest	a. I received a waiver pursuant to 5 C.F.R. § 2635.202(d).	
	Yes No NA	to be completed by OGE
18. Financial Interest	b. I received a waiver pursuant to Executive Order 13770.	
	Yes No NA	to be completed by OGE
19. Financial Interest	c. If you, indicate the date of the waiver and the nature of the waiver (i.e., applicable paragraph of the ethics rules, parties, potential conflict, specific case name, as applicable).	
	Yes No NA	to be completed by OGE
20. Financial Interest	d. I received an authorization pursuant to 5 C.F.R. § 2635.202(d).	
	Yes No NA	to be completed by OGE
21. Financial Interest	e. If you, indicate date of authorization and identify the interest (person) to whom you have been authorized (e.g., former employer, former client, spouse's employer, spouse's former client, etc.).	
	Yes No NA	to be completed by OGE
22. Financial Interest	f. I received a waiver pursuant to 5 C.F.R. § 2635.202(d).	
	Yes No NA	to be completed by OGE
23. Financial Interest	g. If you, indicate the date of the waiver and identify the interest (person) to whom you have been authorized (e.g., former employer, former client, spouse's employer, spouse's former client, etc.).	
	Yes No NA	to be completed by OGE

Justifiably, this is an ongoing process to ensure provided in this certification is a statement of law applicable to the date of signature, to both, under 5 U.S.C. § 105.

I certify that the information I have provided is complete and accurate.

Appointee's Signature: _____ Date: _____

THIS CERTIFICATION WILL BE POSTED FOR PUBLIC VIEWING ON OGE'S WEBSITE. 3

OGE PRESIDENTIAL TRANSITION RESOURCES

UNITED STATES OFFICE OF
GOVERNMENT ETHICS

Preventing Conflicts of Interest
in the Executive Branch

Resources

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PRESIDENTIAL TRANSITION

November 7, 2019

The Office of Government Ethics (OGE) plays a vital role in Presidential transitions, reviewing the financial disclosure reports of prospective Presidential nominees and resolving their potential conflicts of interest so they can serve with integrity. This nominee work becomes OGE's primary focus during a transition, when most of the top political leadership in the executive branch turns over. OGE will work in partnership with any Presidential Transition Team to make sure that prospective nominees are free of conflicts of interest, so that top leadership positions can be filled quickly.

OGE Transition Materials - many of these materials will be updated throughout the next year.

Resources for Candidates and Transition Teams

About OGE and Contact Information

- ◆ **Ways OGE Can Help in the Presidential Transition (1-page graphic) (2016)**
 - OGE is ready to assist a Presidential Transition Team in navigating the transition and laying the groundwork for a strong ethical culture in the new administration. OGE is also ready to assist in establishing a strong White House ethics program. [Click here >](#)
- ◆ **OGE Agency Profile (2016)**
 - This profile provides an overview of the executive branch ethics program and OGE. It also includes detailed information about OGE's leadership, structure, and components; major functional areas; and critical management practices. ([print version](#), [page version](#))
- ◆ **OGE Senior Leadership**
 - Follow this link to learn more about OGE's Senior Leadership. [Click here >](#)
- ◆ **OGE Staff Contact Information**
 - Follow this link for an OGE staff listing and contact information. [Click here >](#)

Guides and Other Guidance

- ◆ **GAO-17-615R Presidential Transition: Information on Ethics, Funding, and Agency Services (2017) (PDF)**
- ◆ **OGE's Guide for the Presidential Transition Team (2016)**



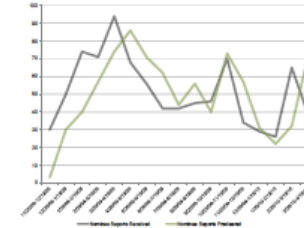
HOW OGE HELPS

- Briefings to campaigns before & after the election;
- Review of financial disclosure reports;
- Consultations on prospective nominees;
- Technical assistance with ethics initiatives;
- Training & guidance on government ethics; and
- Training on Integrity (e-filing system)

UNITED STATES OFFICE OF
GOVERNMENT ETHICS
★
Preventing Conflicts of Interest
in the Executive Branch

WAYS OGE CAN HELP

- Briefings before and after the election
- Review of financial disclosure reports
- Consultations on prospective nominees
- "Blind" reviews of certain nominee reports
- Technical assistance with ethics initiatives
- Training and guidance on government ethics
- Training on *Integrity* (e-filing system)



PROCESS

- Provide Nominee Ethics Guide to nominee
- Initiate financial disclosure report in *Integrity*
- Release report to OGE and the agency
- OGE/agency work on report with nominee (multiple rounds over several weeks)
- OGE and agency draft ethics agreement
- OGE "preclears" report
- Senate holds hearings before Inauguration

ADDRESSING RISK FACTORS

- **Risk: Too little time**
Send OGE as many reports as possible in November and early December
- **Risk: Slow responses from nominees**
Emphasize the importance of responding promptly to questions about their reports
- **Risk: Nominees' resistance to resolving conflicts of interest**
Advise nominees early in the process that they and their spouses may be required to make changes to their financial interests

- Walter M. Shaub, Jr., Director, 202.482.9302, walter.shaub@oge.gov
- Shelley K. Finlayson, Chief of Staff, 202.482.9314 shelley.finlayson@oge.gov
- David J. Apol, General Counsel, 202.482.9205 david.apol@oge.gov
- Deborah J. Bortot, Chief, Presidential Nominations Branch, 202.482.9227, deborah.bortot@oge.gov

TIMELINE

- August**
SCHEDULE AN OGE BRIEFING
- September**
Receive training on *Integrity*
- October**
Recruit ethics official
- November**
Collect financial disclosure reports
- December**
Increase volume of reports

NEXT STEPS

- Update resources
- Increase staff and systems capacity
- Collaborate/participate
- Brief/train campaign staff



Thank you

UNITED STATES OFFICE OF GOVERNMENT ETHICS

Shelley Finlayson, Chief of Staff & Program Counsel
Deb Bortot, Chief of Presidential Nominations Branch

From: [Emory A. Rounds III](#)
To: [Shelley K. Finlayson](#)
Subject: RE: Presidential transition conference
Date: Thursday, April 9, 2020 12:32:44 PM

Yes. Thank you.

From: Shelley K. Finlayson
Sent: Thursday, April 9, 2020 12:29 PM
To: Emory A. Rounds III <earounds@oge.gov>
Subject: Presidential transition conference

FYSA

I have tentatively agreed to participate. My portion is 10-15 minutes.

Referred to GSA



From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: I was able to make slide 3 darker
Date: Wednesday, April 22, 2020 2:31:01 PM
Attachments: [OGE Slides for Partnership Transition Conference.pptx](#)

(b)(5) - 3 page draft powerpoint slides withheld in full

Shelley,

As a follow on to my prior email, I was able to make slide 3 darker and sharper. See attached.

Thanks,
Deb

From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: RE: OGE Slides for Partnership Transition Conference.pptx
Date: Wednesday, April 22, 2020 4:23:15 PM

One more thought. (b) (5) ? For example

(b) (5)
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Thanks,
Deb

From: Shelley K. Finlayson
Sent: Wednesday, April 22, 2020 2:43 PM
To: Deborah J. Bortot <djbortot@oge.gov>
Subject: RE: OGE Slides for Partnership Transition Conference.pptx

Thanks, Deb!

From: Deborah J. Bortot
Sent: Wednesday, April 22, 2020 2:34 PM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: OGE Slides for Partnership Transition Conference.pptx

That works. I can make it darker for you when you are done if you'd like. Let me know.

From: Shelley K. Finlayson
Sent: Wednesday, April 22, 2020 2:29 PM
To: Deborah J. Bortot <djbortot@oge.gov>
Subject: RE: OGE Slides for Partnership Transition Conference.pptx

Thanks – do these corrections work on the 1 pager that appears on the 3rd slide?

From: Deborah J. Bortot
Sent: Wednesday, April 22, 2020 2:03 PM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: OGE Slides for Partnership Transition Conference.pptx

Shelley,

I have a few comments.

1. Slide 2 – The numbering is off. You have 2 number 3s.
2. (b)(5) [REDACTED]
3. (b)(5) [REDACTED]
[REDACTED]
[REDACTED]
4. Some of the same points are made on slide 2 and 3. I think the idea is that slide 2 are the main points and you aren't going to go through them a second time on slide 3.
5. (b)(5) [REDACTED]
[REDACTED]
6. (b)(5) [REDACTED]
[REDACTED]
7. Slide 3 -- If there is a way to make the font darker/sharper on the 3rd slide, I would do that. I wasn't able to manipulate it.

Let me know if you need anything else from me.

Thanks,
Deb

From: Shelley K. Finlayson

Sent: Tuesday, April 21, 2020 2:29 PM

To: Deborah J. Bortot <djbortot@oge.gov>

Subject: OGE Slides for Partnership Transition Conference.pptx

(b)(5) - 3 page draft powerpoint slides withheld in full

For our call

From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: RE: Ways OGE Can Help In The Presidential Transition 2020.pdf
Date: Thursday, April 23, 2020 8:40:57 AM

Shelley,

It's easier to change it on the PowerPoint. If you insert it in the PowerPoint, I can make it darker. Changing the pdf requires changing each box.

Thanks,
Deb

From: Shelley K. Finlayson
Sent: Thursday, April 23, 2020 8:34 AM
To: Deborah J. Bortot <djbortot@oge.gov>
Subject: Ways OGE Can Help In The Presidential Transition 2020.pdf

(b)(5) - 1 page attachment withheld in full

Hi Deb –

I caught a few errors and corrected them on the one pager, which is attached. (b)(5)

[REDACTED]. I will cover it verbally.

Can you please tell me how you made it darker? I agree that it is easier to see.

Thanks,
Shelley

From: [Shelley K. Finlayson](#)
To: [Deborah J. Bortot](#)
Subject: OGE Slides for Partnership Transition Conference (1).pptx
Date: Thursday, April 23, 2020 8:48:13 AM
Attachments: [OGE Slides for Partnership Transition Conference \(1\).pptx](#)

(b)(5) - 3 page draft powerpoint slides withheld
in full

Here are the revised slides. Thanks for your help

From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: darker slides
Date: Thursday, April 23, 2020 9:21:15 AM
Attachments: [OGE Slides for Partnership Transition Conference \(1\).pptx](#)

(b)(5) - 3 page draft powepoint slides withheld in full

Shelley,

If you think it is too dark, I can make it lighter, but there is a tension between darkness and readability.

Thanks,
Deb

From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: slides -- try this one
Date: Thursday, April 23, 2020 9:25:02 AM
Attachments: [OGE Slides for Partnership Transition Conference \(1\).pptx](#)

(b)(5) - 3 page draft powerpoint slides
withheld in full

I lightened it up

From: Shelley K. Finlayson
Sent: Thursday, April 23, 2020 9:22 AM
To: Deborah J. Bortot <djbortot@oge.gov>
Subject: RE: darker slides

Thanks, Deb, but yes, I think that is too dark

From: Deborah J. Bortot
Sent: Thursday, April 23, 2020 9:21 AM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: darker slides

Shelley,

If you think it is too dark, I can make it lighter, but there is a tension between darkness and readability.

Thanks,
Deb

From: [Tiffany M. Fenix](#)
To: [Nicole Stein](#)
Cc: [Shelley K. Finlayson](#)
Subject: RE: Help with a slide Shelley is working on.
Date: Thursday, April 23, 2020 11:44:55 AM
Attachments: [Fixed-OGE Slides for Partnership Transition Conference PDS \(2\).pptx.pptx](#)
[Fixed-Ways OGE Can Help In The Presidential Transition 2020.jpg](#)
[Fixed-Ways OGE Can Help In The Presidential Transition 2020.pdf](#)

(b)(5) - 3 page draft powerpoint slides withheld in full; (b)(5) - 1 page attachment withheld in full; (b)(5) - 1 page attachment withheld in full

Sorry try these.

From: Nicole Stein
Sent: Thursday, April 23, 2020 10:47 AM
To: Tiffany M. Fenix <tmfenix@oge.gov>
Subject: Help with a slide Shelley is working on.

The third slide is an image of the attached PDF. Any suggestions for how to improve the sharpness. Deb tried to darken the image because they think it is easier to read but that messed up the sharpness. (OGE Slides for Partnership Transition Conference (1))

Shelley needs this later today so there isn't time to rebuild but do you have suggestions for how to change it in PDF or how to modify the image in the slide.

From: Shelley K. Finlayson
Sent: Thursday, April 23, 2020 10:38 AM
To: Nicole Stein <nstein@oge.gov>
Subject: RE: OGE Slides for Partnership Transition Conference (1).pptx

Yes, please on the slides – I think you can see it better if it is darker or should could modify the text to make it darker, but that may take much longer.

Gil just mentioned on our budget call that he'd been asked by the NIH contact whether there was progress and he said no, but made it sound like the ball is in someone else's court and I am unsure who.

From: Nicole Stein
Sent: Thursday, April 23, 2020 10:28 AM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: OGE Slides for Partnership Transition Conference (1).pptx

I think that is the issue, she is modifying the image and not the PDF. It messed with the sharpness when changing the color.

Do you want her to try and make it darker? I can send Tiffany the PDF and the slide.

The last I saw was an email from NIH to Gil asking if the Branch Chief had contacted us. Gil responded No (b)(5) unrelated issue. Do you want me to ask Gil to reach out to the individual mentioned in the email?

From: Shelley K. Finlayson
Sent: Thursday, April 23, 2020 10:23 AM
To: Nicole Stein <nstein@oge.gov>
Subject: RE: OGE Slides for Partnership Transition Conference (1).pptx

She did it on the slide. And yes, might be easier for Tiffany to fix these issues.

Unrelated question: who is the NIH refund issue with at this point?

From: Nicole Stein
Sent: Thursday, April 23, 2020 9:56 AM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: OGE Slides for Partnership Transition Conference (1).pptx

Umm, did she make it darker in the PDF and then add it to the slide or did she make the image on the slide darker?

Tiffany is back in today – we could ask for her help.

From: Shelley K. Finlayson
Sent: Thursday, April 23, 2020 9:51 AM
To: Nicole Stein <nstein@oge.gov>
Subject: OGE Slides for Partnership Transition Conference (1).pptx

Deb was somehow able to make the one pager darker – can it also be sharpened after that? By converting to jpeg?

From: [Shelley K. Finlayson](#)
To: [Emory A. Rounds III](#)
Subject: RE: OGE Slides for Partnership Transition Conference (3).pptx
Date: Thursday, April 23, 2020 2:02:50 PM

Yes – makes it more clear why (b) (5)

From: Emory A. Rounds III
Sent: Thursday, April 23, 2020 1:49 PM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: OGE Slides for Partnership Transition Conference (3).pptx

Perhaps this?

(b)(5)

[Redacted text block containing multiple lines of blacked-out content]

Thanks!

From: Shelley K. Finlayson
Sent: Thursday, April 23, 2020 1:26 PM
To: Emory A. Rounds III <earounds@oge.gov>
Subject: OGE Slides for Partnership Transition Conference (3).pptx

No attachment found in search

Hi Emory –

These are the slides that I have prepared with input from Deb to present at the Partnership presidential transition conference with the campaign and administration attendees. Please let me know your thoughts.

Thanks,
Shelley

(b)(5) Footnote from draft text above

From: [Deborah J. Bortot](#)
To: [Shelley K. Finlayson](#)
Subject: RE: transmittal letter
Date: Friday, April 24, 2020 4:37:15 PM
Attachments: [Presentation at PPS Transition Conference \(002\)djb edits.docx](#)

(b)(5) - 5 page attachment withheld in full

I ran through it. It's under 10 minutes. I think they are all important points, so I wouldn't cut anything. I made a few changes.

From: Shelley K. Finlayson
Sent: Thursday, April 23, 2020 4:16 PM
To: Deborah J. Bortot <djbortot@oge.gov>
Subject: RE: transmittal letter

(b)(5) 4 page attachment withheld in full, document name "Presentation at PPS Transition Conference.docx"

Thanks, Deb.

Attached are my talking points for the presentation. I really appreciate your input.

From: Deborah J. Bortot
Sent: Thursday, April 23, 2020 3:33 PM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: transmittal letter

I've attached the basic transmittal letter template.

No attachment found

From: [Shelley K. Finlayson](#)
To: [Emory A. Rounds III](#)
Subject: RE: M-20-24 Implementing the Presidential Transition Act
Date: Tuesday, April 28, 2020 12:19:16 PM

Success! Thank you

From: Emory A. Rounds III
Sent: Tuesday, April 28, 2020 12:17 PM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: M-20-24 Implementing the Presidential Transition Act

Well, I think again that I've done this . . .

From: Shelley K. Finlayson
Sent: Tuesday, April 28, 2020 12:12 PM
To: Emory A. Rounds III <earounds@oge.gov>
Subject: RE: M-20-24 Implementing the Presidential Transition Act

Your signature doesn't show up on the document, I think because it is a Word document. I have saved it as a pdf and now you should be able to go in to the pdf version and use certificates to draw a signature box next to your name and sign and save.

From: Emory A. Rounds III
Sent: Tuesday, April 28, 2020 12:07 PM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: M-20-24 Implementing the Presidential Transition Act

I think that this has been accomplished . . . I think . . .

Thanks!

From: Shelley K. Finlayson
Sent: Tuesday, April 28, 2020 12:05 PM
To: Emory A. Rounds III <earounds@oge.gov>
Subject: RE: M-20-24 Implementing the Presidential Transition Act

Great. Will you please electronically sign next to your name at the top of the memo and save it/or send it to me? Thanks

From: Emory A. Rounds III
Sent: Tuesday, April 28, 2020 12:00 PM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Subject: RE: M-20-24 Implementing the Presidential Transition Act

Looks fine, all around. Thanks!

From: Shelley K. Finlayson

Sent: Tuesday, April 28, 2020 11:58 AM
To: Emory A. Rounds III <earounds@oge.gov>
Subject: FW: M-20-24 Implementing the Presidential Transition Act

Hi Emory –

Please see Liz's draft designation below. (b) (5)

I am not sure whether that's our preferred alternative or if we don't want to include one or consider someone else. Please let me know your thoughts.

Thanks,
Shelley

From: Elizabeth D. Horton
Sent: Tuesday, April 28, 2020 11:36 AM
To: Shelley K. Finlayson <skfinlay@oge.gov>; Dale A. Christopher <dachrist@oge.gov>
Subject: RE: M-20-24 Implementing the Presidential Transition Act

Good morning.

Please find the draft Agency Transition Director designation here: (b)(5) Internal OGE network address

If you have any revisions or questions, please let me know. Thank you.

From: Shelley K. Finlayson
Sent: Tuesday, April 28, 2020 8:54 AM
To: Elizabeth D. Horton <edhorton@oge.gov>; Dale A. Christopher <dachrist@oge.gov>
Subject: FW: M-20-24 Implementing the Presidential Transition Act

Good morning, Liz –

Will you please prepare a designation for Emory's signature (designating me) and respond to the requests for information contained in the guidance? We will need to calendar a reminder to provide assurance regarding our succession plan by the due date in September (including any associated documentation).

Thanks,
Shelley

From: OMB Correspondence to Agencies (b)(5) Internal govt listserv address
On Behalf Of White, Arnette C. EOP/OMB
Sent: Monday, April 27, 2020 4:56 PM
To: (b)(5) Internal govt listserv address
Subject: M-20-24 Implementing the Presidential Transition Act

This Memorandum provides guidance to all Executive departments and agencies ("agencies") on agencies' statutory obligations under the Presidential Transition Act of 1963, as amended (3 U.S.C. § 102 note).

To view this memo, please click <https://www.whitehouse.gov/wp-content/uploads/2020/04/M-20-24.pdf>

This email list is maintained by Arnette White at the Office of Management and Budget (OMB). If you should be removed or need someone added, please send a request to

(b)(6) A White email

Referred to GSA



On Wed, Apr 29, 2020 at 8:11 AM Shelley K. Finlayson <skfinlay@oge.gov> wrote:

Good morning, Dorsy –

I am happy to present at the first meeting. Depending on what you'd like me to cover anywhere between 5-15 minutes should suffice.

In addition, will you please send me the final 6 month report to Congress for our records?

Thanks,
Shelley

Referred to GSA



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From: [Deborah J. Bortot](#)
To: [Keith Labedz](#)
Subject: OGE transition director
Date: Tuesday, May 5, 2020 1:52:14 PM

Keith,

On a supervisors call, but wanted to pass along that Shelley is the designated transition director for OGE. It came up in the meeting and I thought you would be interested.

Thanks,

Deb

From: [Shelley K. Finlayson](#)
To: [Heather A. Jones](#)
Cc: [David J. Apol](#); [Deborah J. Bortot](#)
Subject: RE: Guide for Transition Team working draft May 6 2020.docx
Date: Wednesday, May 6, 2020 5:04:36 PM
Attachments: [Guide for Transition Team working draft May 6 2020\(skf\).docx](#)

(b)(5) - 43 page attachment withheld in full

Thanks, Heather. Please find attached my comments on the document.
I am happy to discuss section IV when you are working the draft if that is easier.
Shelley

From: Heather A. Jones
Sent: Wednesday, May 6, 2020 11:32 AM
To: Shelley K. Finlayson <skfinlay@oge.gov>
Cc: David J. Apol <djapol@oge.gov>; Deborah J. Bortot <djbortot@oge.gov>
Subject: Guide for Transition Team working draft May 6 2020.docx

No attachment found in search

Shelley-


Attached is the most recent draft of the Transition Guide for your review. Let me know if you would also like me to place it in the 00Director folder. I tried to implement some of the guidance from the Nominee Guide in this guide as well. Please let me know if you have questions or edits.

Thanks,
Heather

From: [Heather A. Jones](#)
To: [Deborah J. Bortot](#)
Subject: Transition Guide
Date: Monday, May 11, 2020 12:52:03 PM

Here is the latest draft for your review:

(b)(5) internal network address



Heather Jones
Senior Counsel
(202) 482-9316
U.S. Office of Government Ethics
Visit OGE's website: www.oge.gov
Follow OGE on Twitter: @OfficeGovEthics

From: [Shelley K. Finlayson](#)

To: "(b)(6) Mary Gibert" -

Subject: Accepted: Updated invitation: Agency Transition Directors Council Meeting May 27th, 2020 @ Wed May 27, 2020
2pm - 3pm (EDT) (skfinlay@oge.gov)
