

**From:** [Gwen Cannon-Jenkins](#)  
**To:** [David J. Apol](#)  
**Subject:** Judy Kaleta - (DAEO) @ Dept of Transportation  
**Date:** Monday, June 10, 2019 4:05:27 PM

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She has some news for you. Please call Judy Kaleta today. (b)(6) Telephone # Thanks

*Gwendolyn Cannon-Jenkins*

US Office of Government Ethics  
Administrative Operations Branch  
1201 New York Avenue NW  
Suite 500  
Washington, DC 20005

(e) [gcannon@oge.gov](mailto:gcannon@oge.gov)

(p)(202) 482-9219

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**From:** [David J. Apol](#)  
**To:** ["Kaleta, Judy \(OST\)"](#)  
**Subject:** Samples  
**Date:** Monday, June 10, 2019 12:51:01 PM  
**Attachments:** [Sample Agency Ltr supplement or amend.docx](#)  
[Sample 278e amendment \(amendment of existing line item\).docx](#)  
[Sample EA correction.docx](#)

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[date]

Mr. Emory A. Rounds, III  
Director  
U.S. Office of Government Ethics  
1201 New York Avenue, NW  
Suite 500  
Washington DC, 20005

Dear. Mr. Rounds:

The purpose of this letter is to forward the attached supplement to Mr. [name]'s Ethics Agreement dated [*sign date*] and to supplement/amend his Public Financial Disclosure Report (278e) dated [*sign date*]. Mr. [name] explains in his letter dated April XX, 2019 the reasons for the supplement are as follows:

As the Designed Agency Ethics official of the [agency], I have reviewed the updated information contained in the supplements and amendment and based upon my review of these and the prior commitments made by Mr. [name] in his previously transmitted Ethic Agreement, I continue to believe that there are no unresolved conflicts of interest under the applicable ethics laws and regulations.

Sincerely,

Sample 278 Supplement

*[Insert Date]*

*[Insert DAEO's name]*  
Designated Agency Ethics Official  
*[insert agency name]*  
*[insert agency address]*

**Re: Addendum to Financial Disclosure Report of [name of nominee]**

Dear Mr./Ms. *[insert DAEO's last name]*:

The purpose of this letter is to correct inadvertent errors in the financial disclosure report that I signed on [date]. *[Insert relevant information. (Example: In my initial disclosure, I disclosed the incorrect value of X Company restricted stock. The entry below reflects the correct value of X Company restricted stock.) ]*

The item(s) identified below are amended, as follows:

**Part 2**

#	Description	EIF	Value	Income Type	Income Amount
	name of company, restricted stock	N/A	\$15,001 - \$50,000		None (or less than \$201)

I understand that this amendment will be attached to my financial disclosure report and released upon request with that report.

Sincerely,

*[insert name of nominee]*

*[Insert Date]*

DAEO Name  
Designated Agency Ethics Official  
Agency Name  
Agency Address

Dear [DAEO Name]:

The purpose of this letter is to supplement my ethics agreement signed on XXX. In a separate document, I also am supplementing my financial disclosure report by reporting adding/correcting [describe circumstances or inadvertent error here].

[Insert relevant EA language here]

I have been advised that this supplement to my ethics agreement will be posted publicly, consistent with 5 U.S.C. § 552, on the website of the U.S. Office of Government Ethics with ethics agreements of other Presidential nominees who file public financial disclosure reports.

Sincerely,

[Nominee Name]

**From:** [Gwen Cannon-Jenkins](#)  
**To:** [David J. Apol](#)  
**Subject:** Judy Kaleta - (DAEO) @ Dept of Transportation  
**Date:** Thursday, June 6, 2019 11:57:38 AM

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Please call Judy Kaleta today. (b)(6) Telephone # ) Thanks

*Gwendolyn Cannon-Jenkins*

US Office of Government Ethics  
Administrative Operations Branch  
1201 New York Avenue NW  
Suite 500  
Washington, DC 20005

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**From:** Gwen Cannon-Jenkins  
**Sent:** Thursday, May 30, 2019 1:55 PM  
**To:** David J. Apol  
**Subject:** Judy Kaleta - (DAEO) @ Dept of Transportation

Hi Dave,  
Judy asked for you to give her a call back (b)(6) Telephone # .

*Gwendolyn Cannon-Jenkins*

US Office of Government Ethics  
Administrative Operations Branch  
1201 New York Avenue NW  
Suite 500  
Washington, DC 20005

(e) [gcannon@oge.gov](mailto:gcannon@oge.gov)  
(p)(202) 482-9219

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**From:** David J. Apol <djapol@oge.gov>  
**Sent:** Wednesday, June 5, 2019 1:17:19 PM  
**To:** Kaleta, Judy (OST)  
**Subject:** RE: Update

Hi Judy,

I'm available anytime after 2:30

Dave

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**From:** Larry Steinberg [[mailto:\(b\)\(6\) email address](mailto:(b)(6) email address)] ]  
**Sent:** Monday, December 26, 2016 11:22 AM  
**To:** Sandra S. Mabry <[ssmabry@oge.gov](mailto:ssmabry@oge.gov)>; Kaleta, Judy (OST) <(b)(6) email address >; Herr, Ellen (OST) <(b)(6) email address >; Carlson, Terence (OST) <(b)(6) email address >  
**Cc:** Keith Labeledz <[klabeledz@oge.gov](mailto:klabeledz@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Subject:** RE: Elaine Chao EA and 278

Hi all, again!

Hope everyone had a great weekend, with lots of family and friends!

(b)(5), (b)(6)  
[Redacted text block]

(b)(5), (b)(6)

I would appreciate your thoughts and reasoning on the current wording for these (b)(5), (b)(6)  
Bear in mind that I'm an accountant, not an attorney, and am not well-versed in conflicts of interest as defined by the Federal government. (But my profession does have a few conflict rules of its own!)

I am leaving tomorrow (Tuesday) (b)(6) personal info a week from Wednesday. My e-mail and phone will work (b)(6) (at least theoretically), so feel free to contact me by either means while I'm away. Thanks for your help!

Have a happy and safe New Years Eve!

Larry

**Larry J. Steinberg, CPA, CGMA** | Senior Manager  
Blue & Co., LLC | phone/fax +(b)(6) telephone # | mobile +(b)(6) telephone  
12800 N. Meridian St., Ste 400 | Carmel, IN 46032



*Currently on Inside Public Accounting Magazine's "Top 100 Firms" list.*

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**From:** Sandra S. Mabry [<mailto:ssmabry@oge.gov>]  
**Sent:** Friday, December 23, 2016 2:23 PM  
**To:** 'Kaleta, Judy (OST)' <(b)(6) email address >; Ellen A. Herr ((b)(6) email address <(b)(6) email address >); Carlson, Terence (OST) <(b)(6) email address >  
**Cc:** Keith Labeledz <[klabeledz@oge.gov](mailto:klabeledz@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Larry Steinberg <(b)(6) email address >  
**Subject:** Elaine Chao EA and 278


Judy, Attached are the draft ethics agreement and the remaining items on the 278. The ethics agreement is based on conversations we've had and entries on the report. Please review today and let me know if you have any concerns or suggested changes. If you and the filer are good with the ethics agreement and the changes to the report, I can submit it for preclearance. Thanks, Sandy  
202-482-9258

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**From:** Deborah J. Bortot [<mailto:djbortot@oge.gov>]  
**Sent:** Thursday, May 30, 2019 12:02 PM  
**To:** Herr, Ellen (OST) <(b)(6) email address >  
**Subject:** (b)(3), (b)(6) [ Message contains CUI ]

CONTROLLED  
Ellen,

Could you send me the (b)(3), (b)(6) related emails?

Thanks,

Deb

Deborah J. Bortot  
Chief, Presidential Nominations Branch  
U.S. Office of Government Ethics  
1201 New York Ave., NW, Suite 500  
Washington, DC 20005-3917  
Telephone: (202) 482-9227

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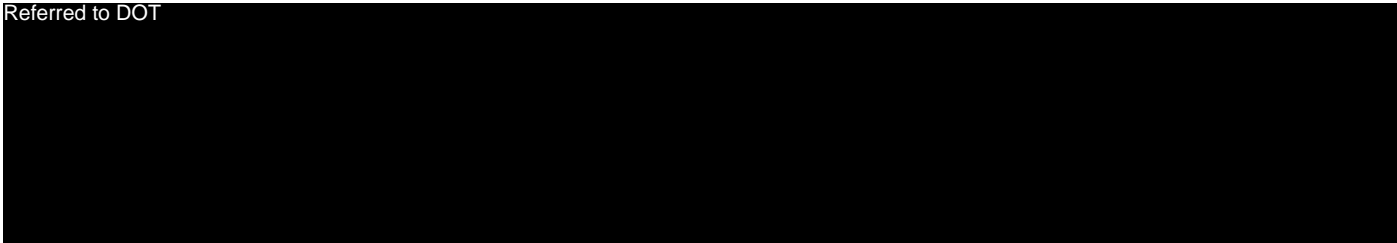
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**From:** [David J. Apol](#)  
**To:** ["Kaleta, Judy \(OST\)"](#)  
**Subject:** RE: Ethics Agreement of Secretary Chao  
**Date:** Wednesday, May 29, 2019 12:22:36 PM

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Yes. Let's talk then.

Referred to DOT



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**From:** Douglas L. Chapman <dlchapma@oge.gov>  
**Sent:** Wednesday, May 29, 2019 11:29:48 AM  
**To:** Herr, Ellen (OST); EA Compliance  
**Cc:** Kaleta, Judy (OST); Carlson, Terence (OST)  
**Subject:** RE: Ethics Agreement of Secretary Chao

Ms. Herr,

After discussing the issues as we currently understand them, it was decided that we should postpone our request for a meeting/teleconference for the time being. Either someone from the Compliance Division or another OGE component will be in touch. I apologize for causing any confusion or scramble to arrange a meeting before we were fully prepared to discuss the issues with you.

Sincerely,

Doug

**Doug Chapman**  
**Chief, Program Review Branch**  
**U.S. Office of Government Ethics**  
**1201 New York Avenue, NW Suite 500**  
**Washington, DC 20005**  
**202-482-9223**

---

Referred to DOT



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**From:** EA Compliance [mailto:ecompliance@oge.gov]

**Sent:** Wednesday, May 29, 2019 9:25 AM

**To:** Herr, Ellen (OST) (b)(6) email address

**Cc:** Kaleta, Judy (OST) (b)(6) email address; Douglas L. Chapman <dlchapma@oge.gov>

**Subject:** Ethics Agreement of Secretary Chao

Hello Ms. Herr,

My Chief of the Program Review Branch, Doug Chapman would like to schedule a teleconference meeting this afternoon to discuss ethics agreement compliance of Secretary Chao's ethics agreement. We would like to schedule the meeting between the time of noon and 1:30pm. Please let us know as soon as possible if you can schedule this time. If you have any questions, please contact Doug Chapman at 202-482-9223.

Sincerely,

The Compliance Division

United States Office of Government Ethics  
1201 New York Avenue NW  
Suite 500  
Washington, DC 20005  
(202) 482-9213  
[mmwalker@oge.gov](mailto:mmwalker@oge.gov)

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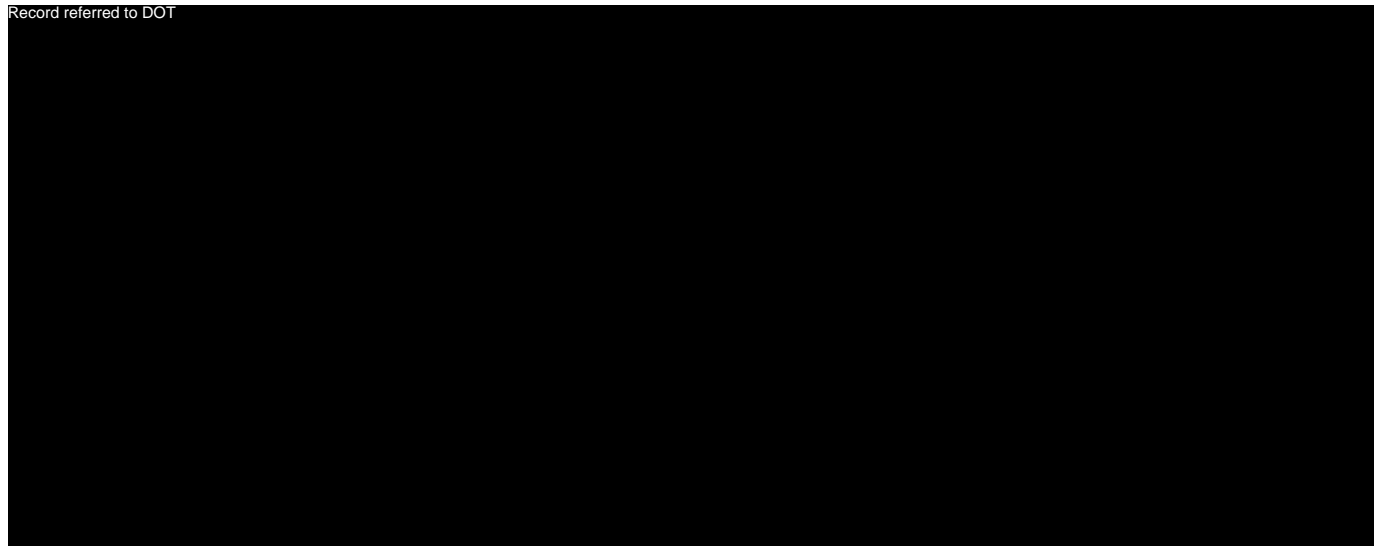
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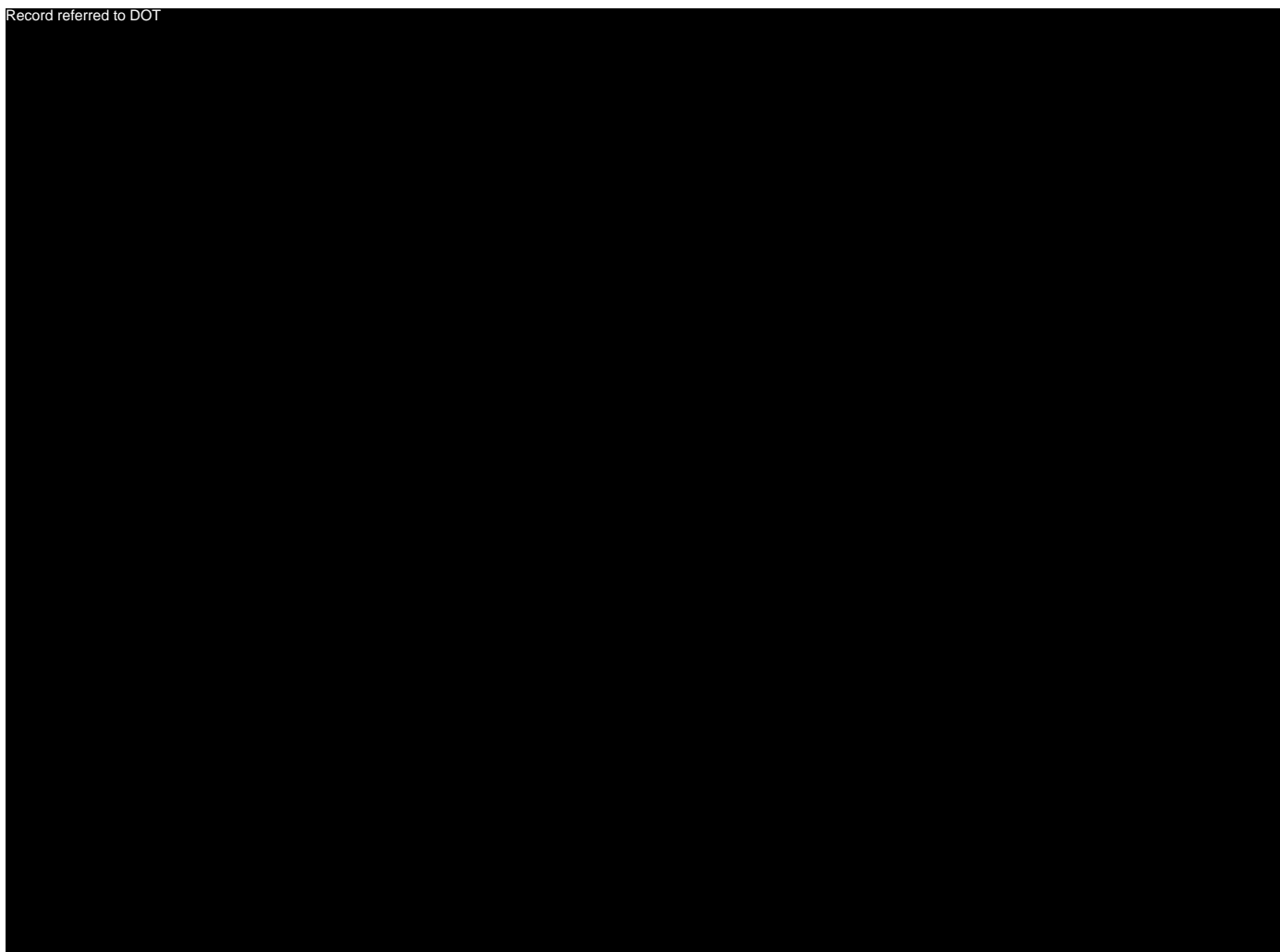
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**From:** EA Compliance [mailto:[ecompliance@oge.gov](mailto:ecompliance@oge.gov)]

**Sent:** Wednesday, May 29, 2019 9:25 AM

**To:** Herr, Ellen (OST) <(b)(6) email address >

**Cc:** Kaleta, Judy (OST) <(b)(6) email address >; Douglas L. Chapman <[dlchapma@oge.gov](mailto:dlchapma@oge.gov)>

**Subject:** Ethics Agreement of Secretary Chao

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Sincerely,

The Compliance Division

United States Office of Government Ethics  
1201 New York Avenue NW  
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Washington, DC 20005  
(202) 482-9213  
[mmwalker@oge.gov](mailto:mmwalker@oge.gov)

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