She has some news for you. Please call Judy Kaleta today. Thanks.
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 278a amendment (amendment of existing line item).docx
Sample EA correction.docx
[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,
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

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>EIF</th>
<th>Value</th>
<th>Income Type</th>
<th>Income Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>name of company, restricted stock</td>
<td>N/A</td>
<td>$15,001 - $50,000</td>
<td>None</td>
<td>None (or less than $201)</td>
</tr>
</tbody>
</table>

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]
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]
Please call Judy Kaleta today. 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
(p)(202) 482-9219

Visit OGE's website: www.oge.gov
Follow OGE on Twitter: @OfficeGovEthics
Hi Judy,

I’m available anytime after 2:30

Dave
that any dissemination, distribution, copying or use of this email or its contents is strictly prohibited. If you have received this email in error, please notify the sender by responding to the email and then immediately delete the email.
Hi all, again!

Hope everyone had a great weekend, with lots of family and friends!
I would appreciate your thoughts and reasoning on the current wording for these. 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) a week from Wednesday. My e-mail and phone will work (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  |  mobile  
12800 N. Meridian St., Ste 400  |  Carmel, IN  46032

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

From: Sandra S. Mabry [mailto:ssmabry@oge.gov]  
Sent: Friday, December 23, 2016 2:23 PM  
To: 'Kaleta, Judy (OST)'; Ellen A. Herr; Carlson, Terence (OST)  
Cc: Keith Labedz; Deborah J. Bortot; Heather A. Jones; Larry Steinberg  
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
CONTROLLED

Ellen,
Could you send me the 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
Yes. Let’s talk then.

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*
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
Visit OGE's website: www.oge.gov
Follow OGE on Twitter: @OfficeGovEthics

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From: EA Compliance [mailto:eacompliance@oge.gov]
Sent: Wednesday, May 29, 2019 9:25 AM
To: Herr, Ellen (OST) < >
Cc: Kaleta, Judy (OST) < >; 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
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