NATIONAL GOVERNMENT ETHICS

SUMMIT

MARCH 8-10 2016

Integrity Nominee Functionality

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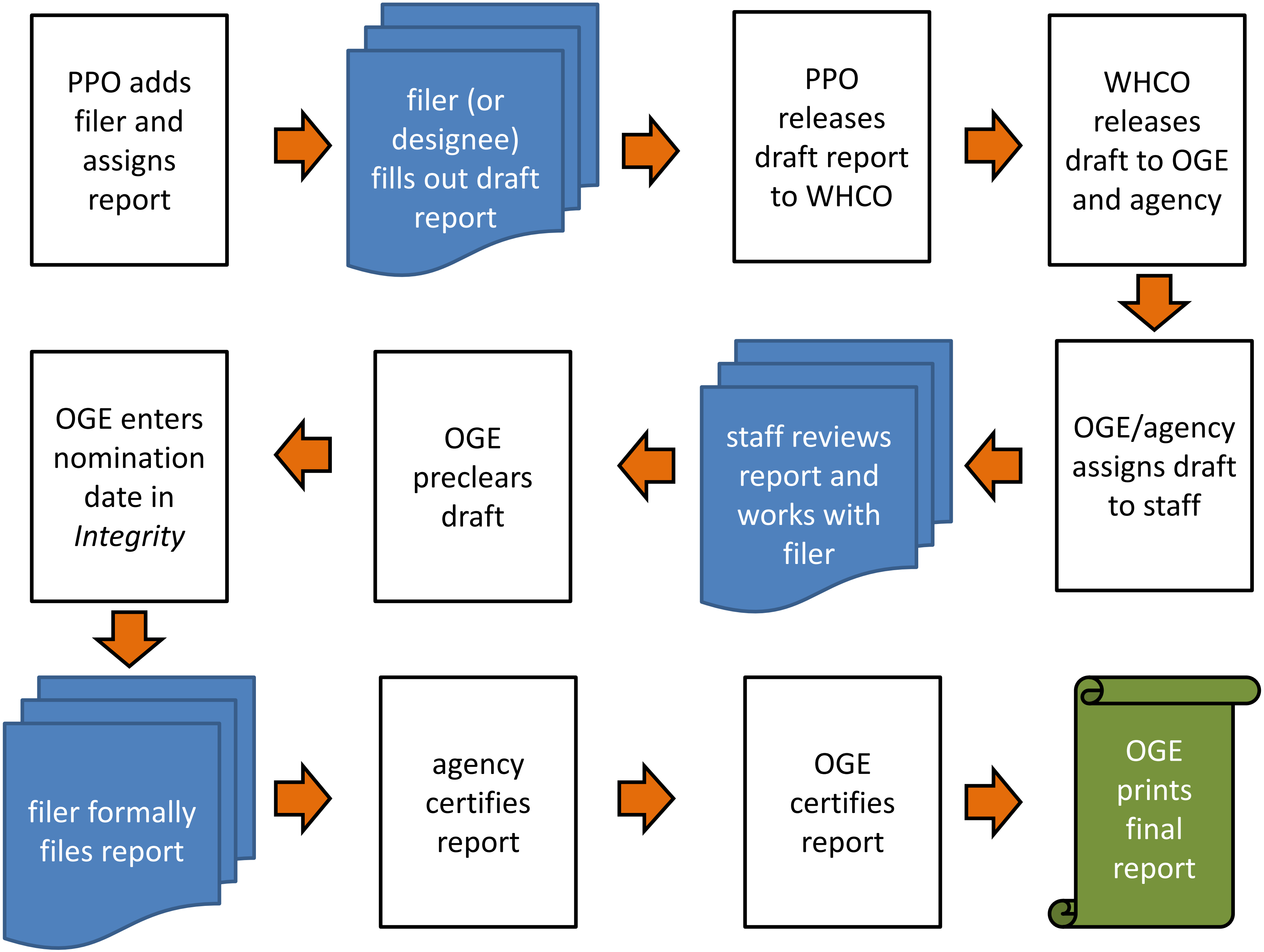
U.S. Office of Government Ethics

Agenda

1. Overview of the Nominee workflow
2. Assigning a Nominee Report
3. Completing the initial draft
4. Releasing the initial draft
5. OGE and agency review of the draft
6. Preclearance to certification
7. After certification

Nominee workflow


PPO adds filer and assigns report
filer (or designee) fills out draft report
PPO releases draft report to WHCO
WHCO releases draft to OGE and agency
OGE/agency assigns draft to staff
staff reviews report and works with filer
OGE preclears draft
OGE enters nomination date in *Integrity*
filer formally files report
agency certifies report
OGE certifies report
OGE prints final report

Assigning a report

Assignment steps

PPO adds the Nominee as a filer to the PPO Group.

- If the filer is an existing *Integrity* user, the Nominee is added using the filer's existing MAX ID.
- If the filer is not an existing *Integrity* user, the Nominee is added using a cloaked ID.

PPO then makes the assignment through the Manage Assigned Reports page.

- Only the filer and PPO can see the draft report at this point.

Completing the initial draft

Login

Existing *Integrity* user:

- Filer logs in using his/her existing MAX ID and password.

Cloaked ID:

- Filer will receive an email notice with the cloaked ID.
- To set a password for this ID, filer should:
  - Click the link in this email notice from *Integrity*.
  - On the MAX.gov password page, click the request reset button.
  - Wait for an email from MAX.gov.
  - Click the link in this email notice from MAX.gov.
  - On the password page, enter a password.

The Presidential Personnel Office (PPO) has registered you in Integrity, which is the electronic filing system that you will use to file your public financial disclosure r

Before you can use Integrity, you will need to create a password. This email provides you with instructions for creating your password. It is very important that you

In the near future, you will receive another email from this address. That email will advise you that the Presidential Personnel Office has set up a blank financial dis important that you begin working on your financial disclosure report as soon as possible, in order to avoid delaying your nomination.

INSTRUCTIONS:

1. USER ID: To ensure the security of the nominations process, your identity will be "cloaked" in Integrity in order to limit the number of individuals who know tha is not your real name. Your unique User ID is listed immediately below. You must use this User ID each time you log into Integrity.

User ID: F94BA480-3737-4BF8-966A-30044186948F@oge.tcg.com

2. PASSWORD: To set up your password, click on the link immediately below, which will take you to Integrity's password reset page:

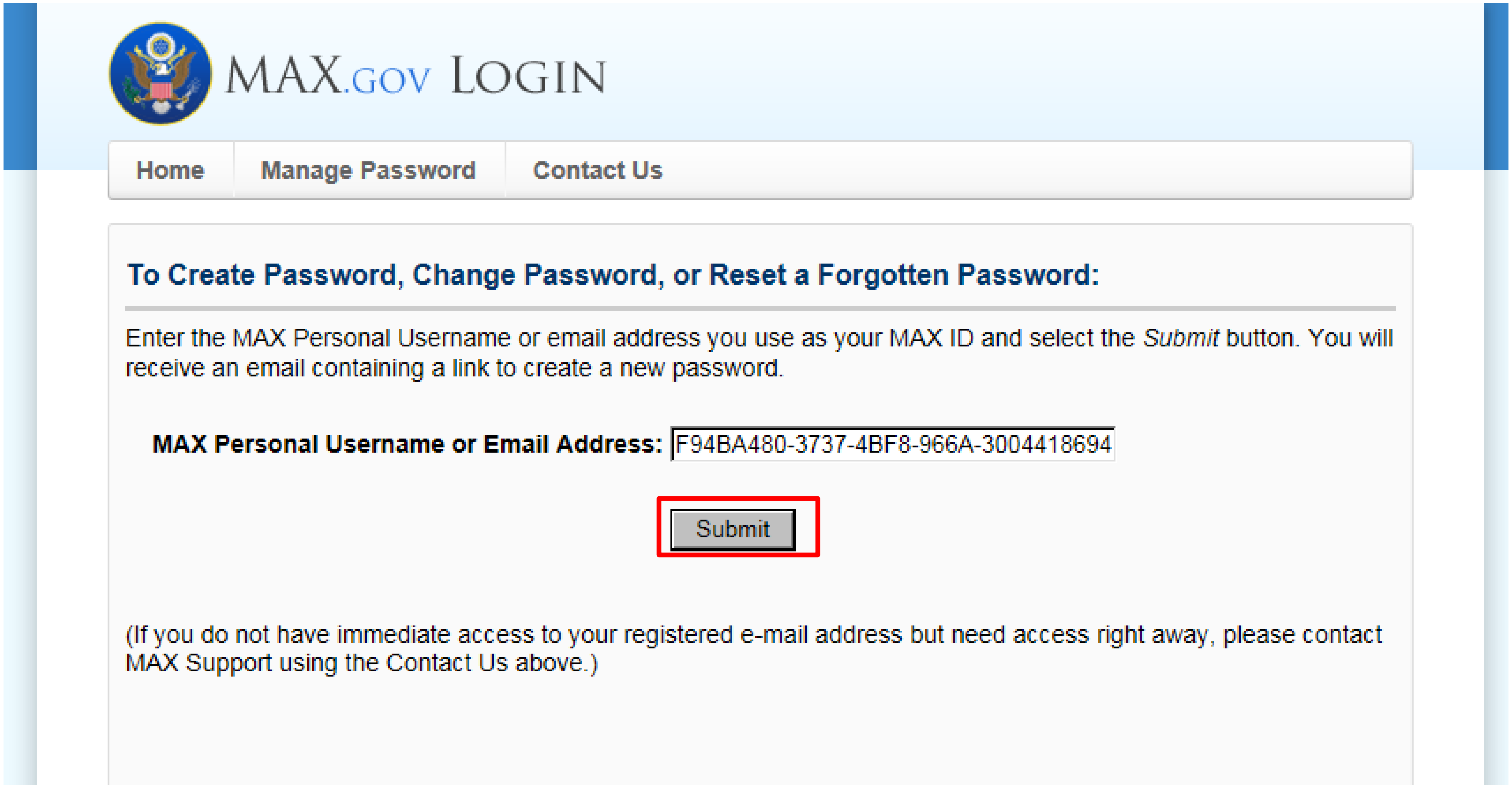
https://test.max.gov/maxportal/resetPasswordForm.action?email=F94BA480-3737-4BF8-966A-30044186948F@oge.tcg.com

3. LOGGING INTO INTEGRITY: Be sure to make a note of your User ID and password. You will need them each time you log into Integrity. To log into Integrity, typ

https://integrity.gov

4. NEXT STEPS: As indicated above, the Presidential Personnel Office will set up a blank form for you in Integrity. You will receive an email notice letting you know that report as soon as possible. Please contact the Presidential Personnel Office if you have any questions along the way.

5. PROVIDING ACCESS TO AN ATTORNEY OR OTHER ASSISTANT: After you have set up your own password, you can log into Integrity if you also want to register on the "Manage My Designees" link (under the header "MY TOOLS" in the middle of the page) to register your designee by providing your designee's contact info designee a copy of this same email with one important difference: Your designee will receive a different User ID. ****Please be sure to let your designee know in a password**** Your designee may be confused by receiving this email if you don't explain it to him/her in advance. (Do not provide your designee with your own p User ID and password.)


MAX.GOV LOGIN
Home
Manage Password
Contact Us
To Create Password, Change Password, or Reset a Forgotten Password:
Enter the MAX Personal Username or email address you use as your MAX ID and select the *Submit* button. You will receive an email containing a link to create a new password.
MAX Personal Username or Email Address: F94BA480-3737-4BF8-966A-3004418694
Submit
(If you do not have immediate access to your registered e-mail address but need access right away, please contact MAX Support using the Contact Us above.)

Dear Integrity User Integrity User,

You have requested the setting/resetting of your MAX.gov account password on the MAX.gov Manage Password page.

To set your password, click on the Password Reset Link below within 2 hours (i.e. by 07:06 PM, February 02, 2016).

PASSWORD RESET LINK (you may need to copy and paste this link into your browser):
https://test.max.gov/chpw?token=4cb26d52&email=F94BA480-3737-4BF8-966A-30044186948F@oge.tcg.com

Then follow the instructions on the webpage.

Notes:
- If it is already past 07:06 PM, February 02, 2016, you can click on https://test.max.gov/maxportal/resetPasswordForm.action?email=F94BA480-3737-4BF8-96

- If your email system has removed the above Password Reset Link, please follow the instructions in the Alternative Password Reset Service Section below.

For assistance please contact the MAX Support team at maxsupport@omb.eop.gov or 202-395-6860.

Thank you
The MAX Support Team

---- Alternative Password Reset Service Section ----

If your Email system has completely removed the MAX Password Reset Link referenced above from this Email, you may still set your password using the followi

1. Copy (ctrl+c) the following Alternate Password Reset Key into your clipboard:

Alternate Password Reset Key: 4cb26d52

2. Paste it into the appropriate place on the Alternate Password Reset form.

MAX.gov Login

Home | Manage Password | Contact Us

MAX User Agreement Required

Our records indicate that you have not yet accepted the MAX user agreement. You are required to accept the MAX user agreement before you are provided access to MAX applications. Please indicate your acceptance by clicking on the "I Agree" button below.

This agreement is issued under the authority of the Federal Information Security Management Act of 2002 (Pub. L. No. 107-347, Title III).

By checking the "I ACCEPT" check boxes and clicking on the "REGISTER" button, I signify my understanding and acceptance of these policies and practices concerning access to the MAX systems and that I will be held accountable for any breach of these policies and practices.

MAX is a U.S. Government computer system used to conduct official government business. Business conducted on MAX shall be conducted in a manner above reproach and in accordance with the highest ethical standards to ensure the public's confidence in the integrity of the Government, its employees, and systems.

1. I understand that the MAX systems are U.S. Government systems for the purposes of conducting official Government business, and that the MAX User ID and any other information related to access and use of the MAX systems are considered sensitive and critical.
2. I will NOT enter classified information into the MAX systems.
3. I will protect my personal password from disclosure.
4. I will log off of or otherwise restrict access to any MAX System session when I am not personally attending to it.
5. Upon completion of my government-related duties that involve using the MAX systems, I will contact the MAX Data Management Team to ensure my User ID is properly disabled.
6. If I suspect someone else has tried to learn my password or fraudulently gain access to the MAX systems I will immediately report the incident to a MAX representative.

I acknowledge that with my MAX ID I may have access to government information of a sensitive or critical nature that is the sole property of the U.S. Government and I hereby agree to protect that information in the strictest confidence and to use it only to support Government purposes.

I Agree

MAX.gov Login

Home | Manage Password | Contact Us

Change Password

Please complete the form below and select the *Submit* button. When creating your password please note the following password requirements.

NOTE: You cannot re-use any of the last 16 passwords.

- Password must contain at least 8 characters (minimum) and no more than 32 characters (maximum)
- Password must contain at least one each of the following four character types:
  1. Uppercase alpha (A-Z),
  2. Lowercase alpha (a-z),
  3. Numeric (0-9), and
  4. Special non-alphanumeric characters (i.e., !@#$%^*()-=+[]{};:'",.|/?~\).
- Password must not include greater than (>) or less than (<) characters

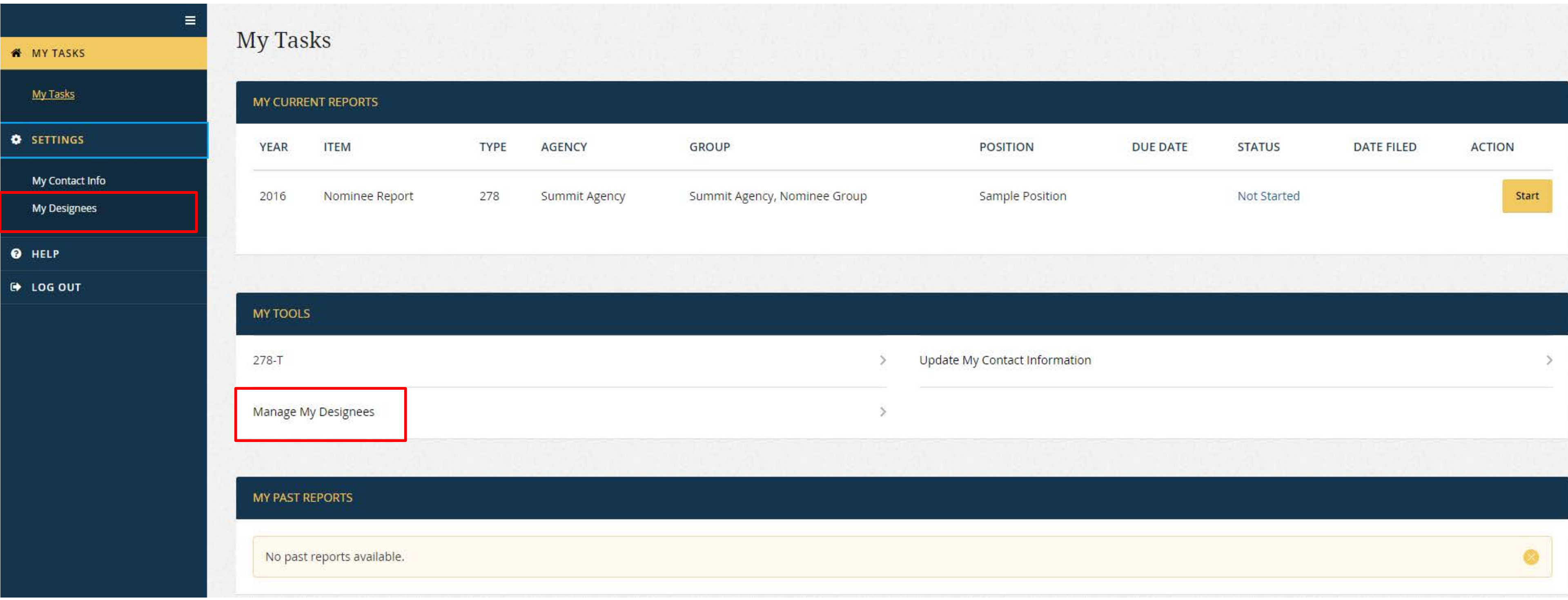
Email Address: F94BA480-3737-4BF8-966A-30044186948F@oge.tcg.com

New Password: ••••••••••••••

Confirm New Password:

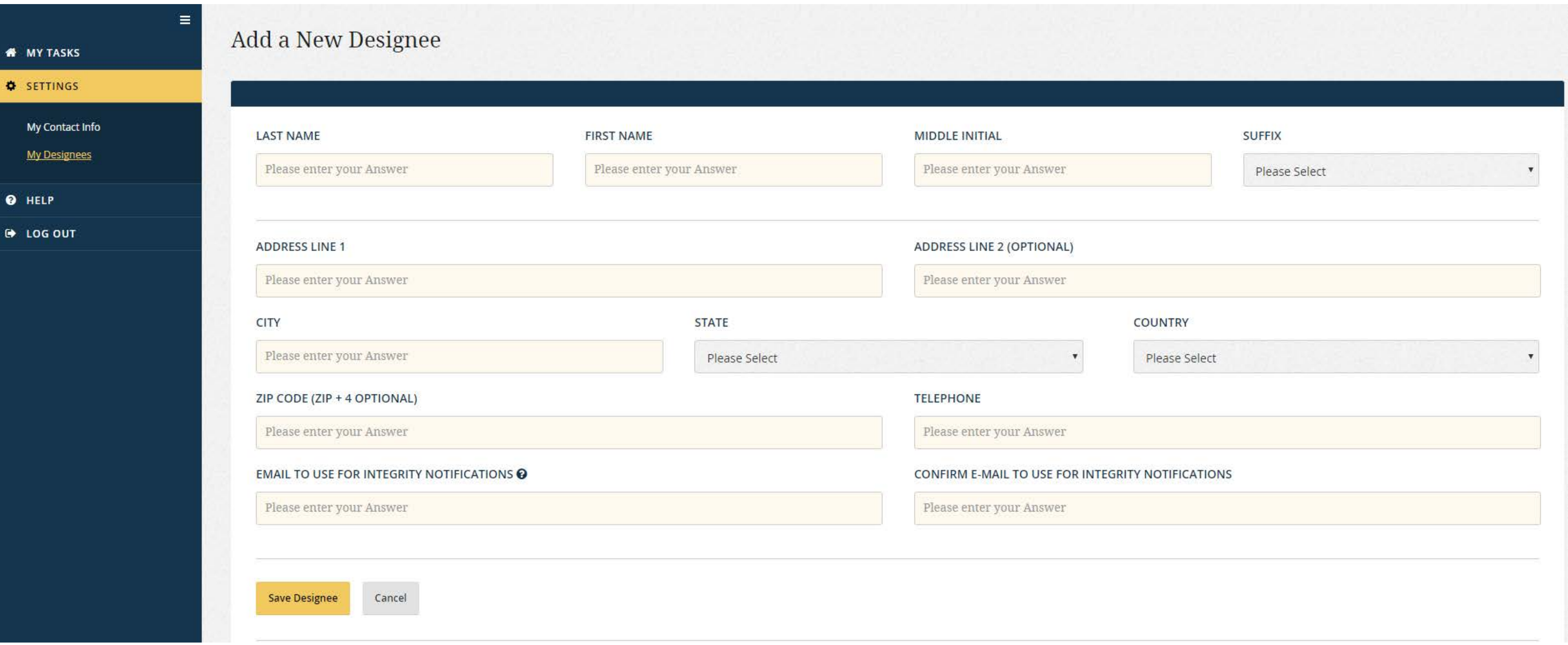
Submit

Adding a designee 1

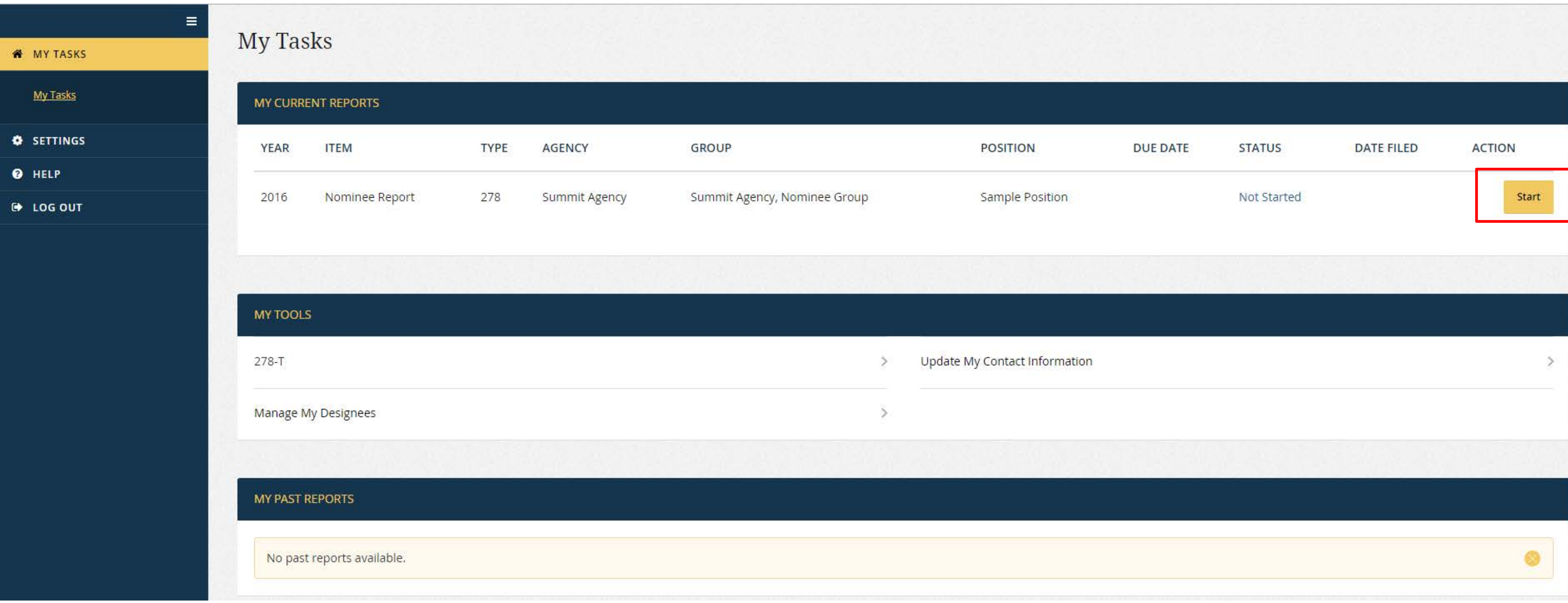


Adding a designee 2

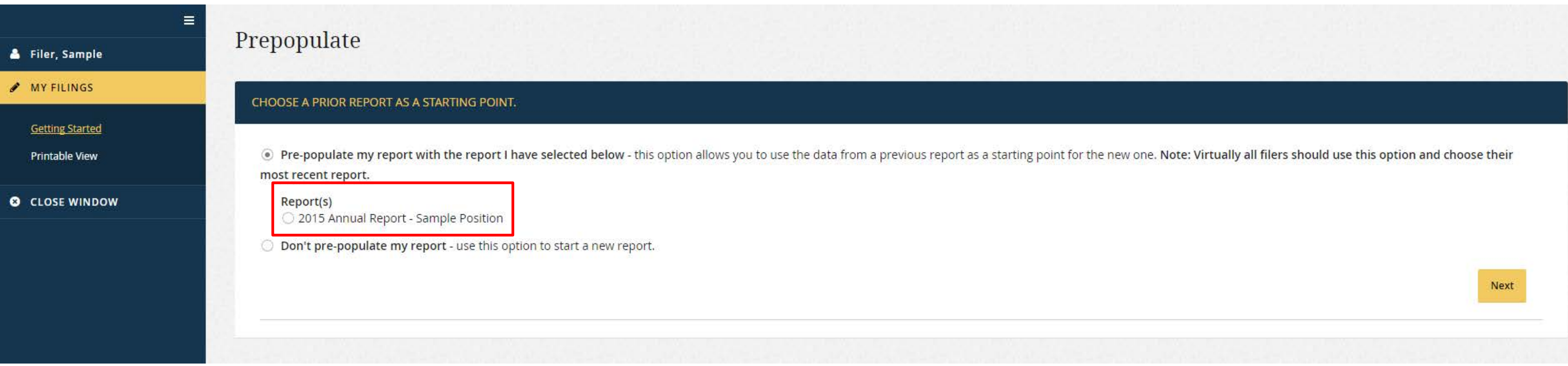
Adding a designee 3



Opening the draft

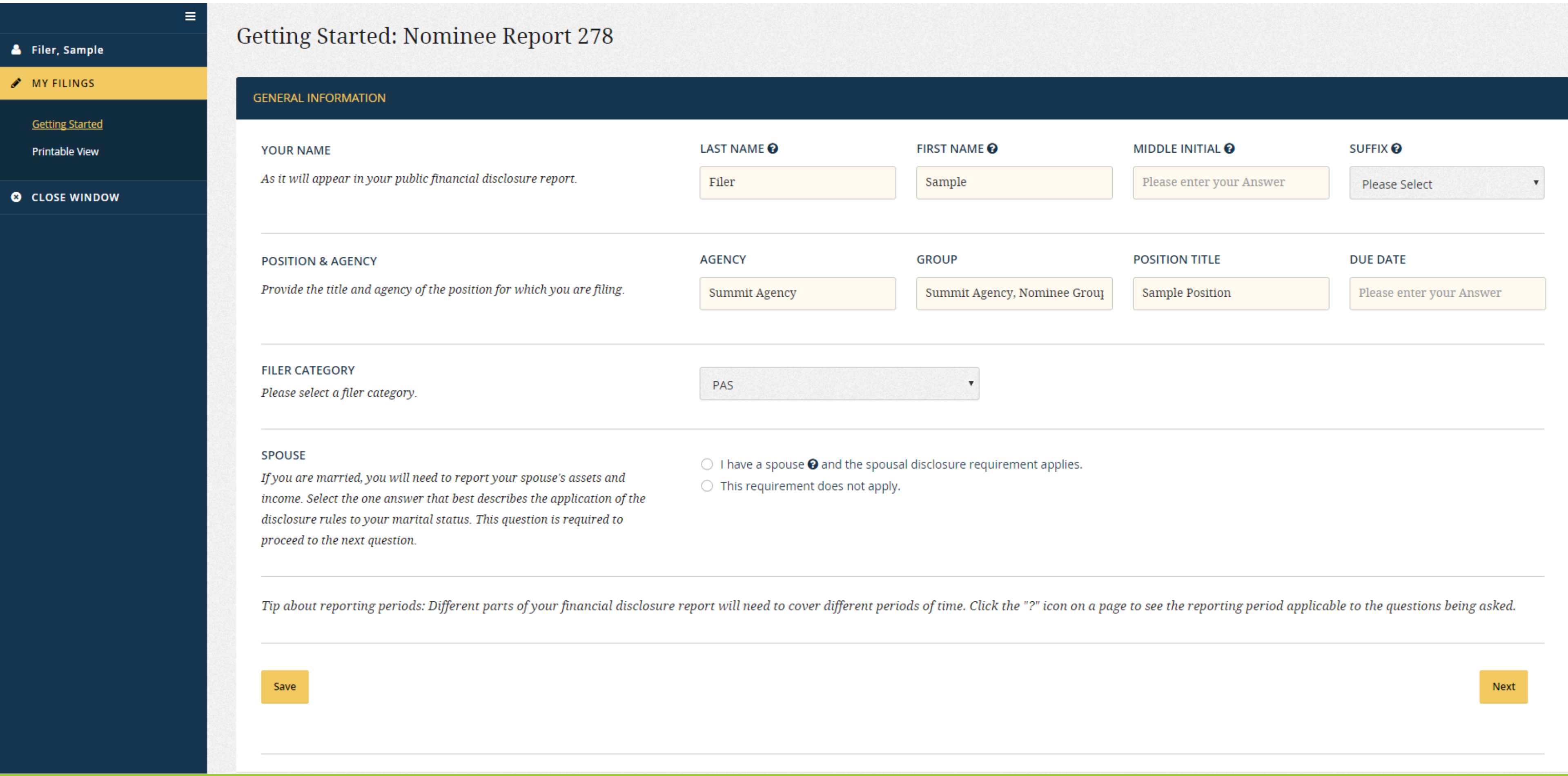


Pre-population?



SUMMIT

Getting started

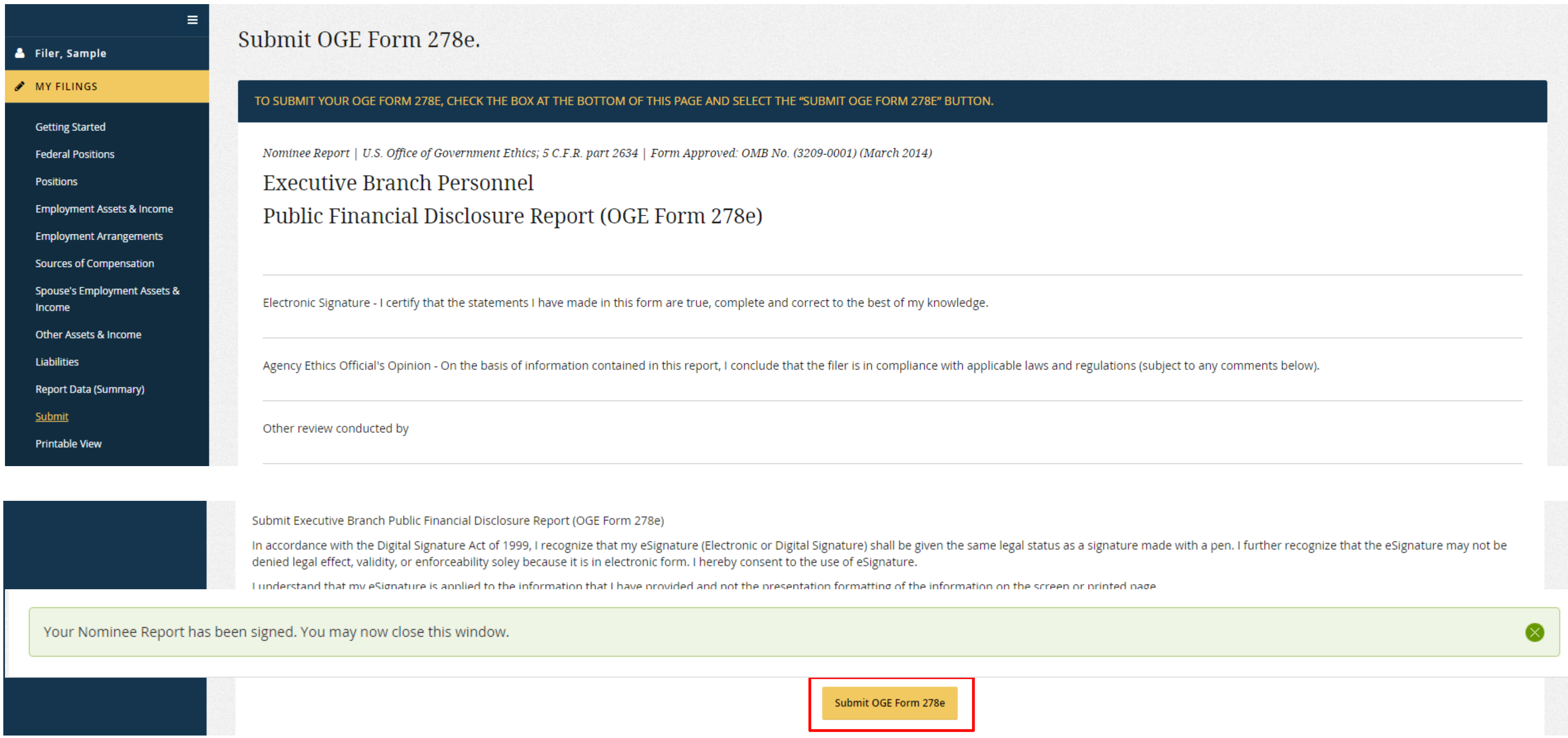


Wizards and grids

Filers complete Nominee drafts in the same manner as a New Entrant report:

- 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



Releasing the initial draft

Release steps

PPO releases the draft to WHCO.

WHCO releases the draft to the agency and OGE at the same time.

Access rules:

- Prior to PPO release: Only the filer and PPO can see the draft. Only the filer can edit the draft.
- Prior to WHCO release, only the filer, PPO, and WHCO can see the draft. Only the filer can edit the draft.

OGE and agency review of the draft

Agency Nominee Group

Each agency within *Integrity* has 1 Nominee Group.

Roles for drafts:

- Router (Primary): Receives notice of a released draft.
- Router (Alternates): Can see a released draft.
- Reviewers: Can see a draft after it is routed by a Router.
- Records Manager: Can delete Nominee drafts/reports.

Roles for reports (after formal submission):

- Depends on the agency's PAS workflow.

Reviewer Admin

ADMINISTRATION

Manage Agencies & Groups

Find Users

Management Reports

Provision Users Status

SETTINGS

HELP

LOG OUT

Group Setup

SUMMIT AGENCY, NOMINEE GROUP, SUMMIT AGENCY, NOMINEE GROUP

Save Cancel

Basic Information | Group Staff | Nominees

GROUP INFORMATION

GROUP NAME

Summit Agency, Nominee Group

GROUP DESCRIPTION

Summit Agency, Nominee Group

GROUP IDENTIFIER

EB37FC171171408A8A8A3A103EA904DD

PARENT GROUP OR AGENCY

Each group has a parent (the larger organizational unit to which it belongs).

Child groups help to organize filings so that they can be properly routed for review.

Summit Agency

FILING TYPES

What types of filings will members of this group complete?

☑ Nominee 278 Filings

SUMMIT AGENCY, NOMINEE GROUP, SUMMIT AGENCY, NOMINEE GROUP

Basic Information | Group Staff | Nominees

GROUP CONTACTS

POINT OF CONTACT

Not Assigned

Assign

POINT OF CONTACT (ALTERNATES)

Not Assigned

Add an Alternate

NOMINEE REVIEWER

TR_OGE_0415, testFirst Mi

Change Remove

NOMINEE REVIEWER (ALTERNATES)

Not Assigned

Add an Alternate

RECORDS MANAGER

TR_OGE_0413, testFirst Mi

Change Remove

RECORDS MANAGER (ALTERNATES)

Not Assigned

Add an Alternate

NOMINEE 278 REVIEWERS

ROUTER	TR_OGE_0414, testFirst Mi Change Remove
ROUTER (ALTERNATES) Add an Alternate	TR_OGE_0419, testFirst Mi Remove
ETHICS OFFICIAL	TR_OGE_0416, testFirst Mi Change Remove
ETHICS OFFICIAL (ALTERNATES) Add an Alternate	Not Assigned
CERTIFYING OFFICIAL	TR_OGE_0417, testFirst Mi Change Remove
CERTIFYING OFFICIAL (ALTERNATES) Add an Alternate	Not Assigned

Receipt by router

Notice received by the Primary Router will follow the format of the agency's "Report Pending Your Action" notice template.

Draft is "Assigned To" the Primary Router.

Alternate Routers must turn off the "Assigned To" filter to find the draft on the My Queue page.

Reviewer Admin

MY QUEUE

My Queue

SEARCH

SETTINGS

HELP

LOG OUT

My Queue

ITEMS: All

TYPE: All

YEAR: All

AGENCY: All

GROUP: All

STATUS: All

ASSIGNED TO: TR_OGE_0414, testFirst Mi

PENDING ACTION: All

Go Reset

Manage Reviewer

Customize Display

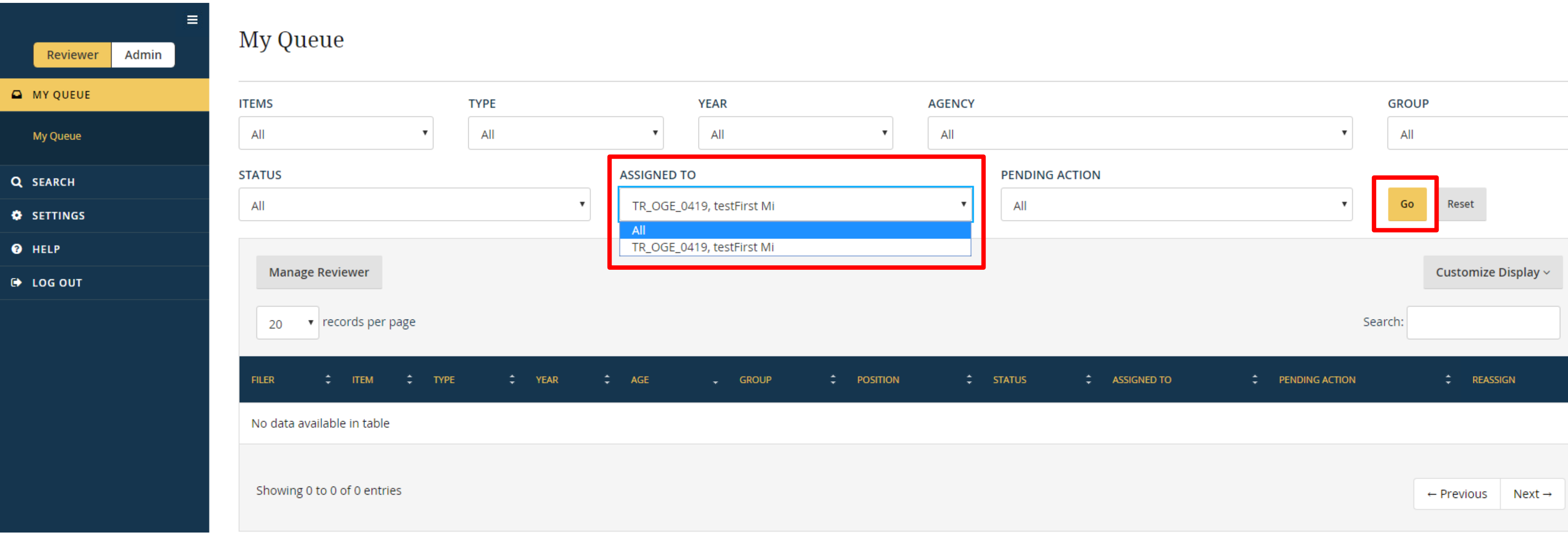
20 records per page

Search:

FILER	ITEM	TYPE	YEAR	AGE	GROUP	POSITION	STATUS	ASSIGNED TO	PENDING ACTION	REASSIGN
Filer, Sample	Nominee	278	2016	1 Day	Summit Agency, Nominee Group	Sample Position	Draft, Under Review	TR_OGE_0414, testFirst Mi	Router	Route

Showing 1 to 1 of 1 entries

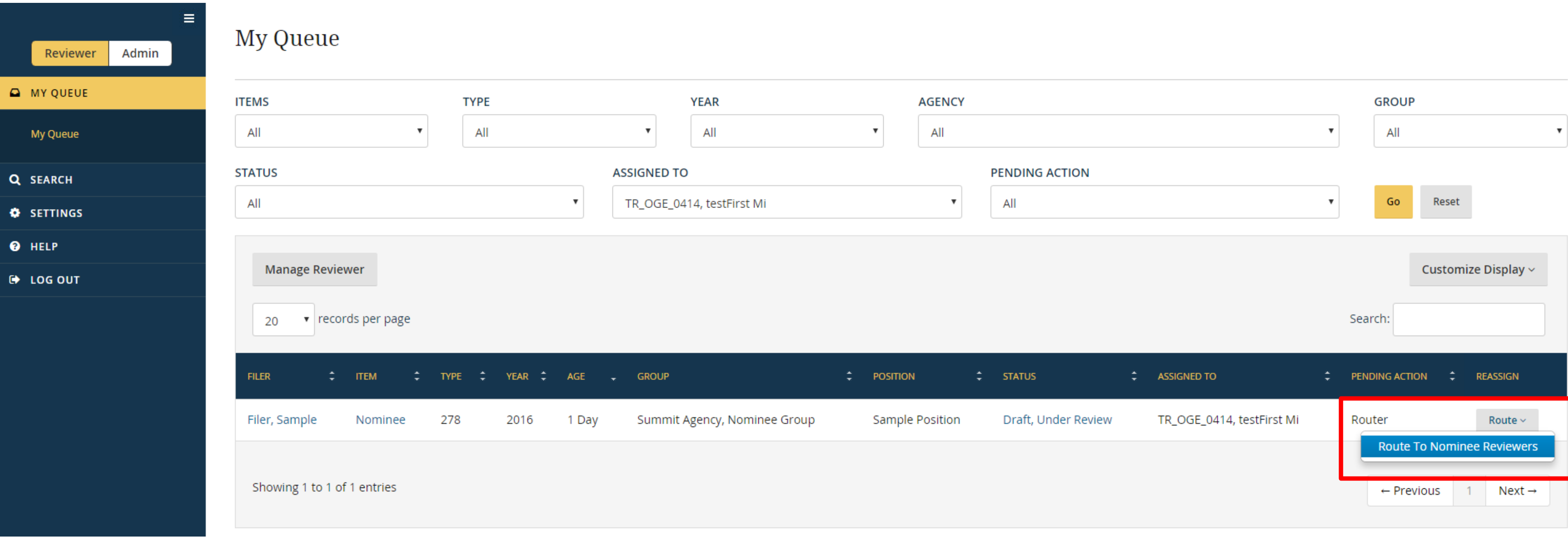
← Previous 1 Next →

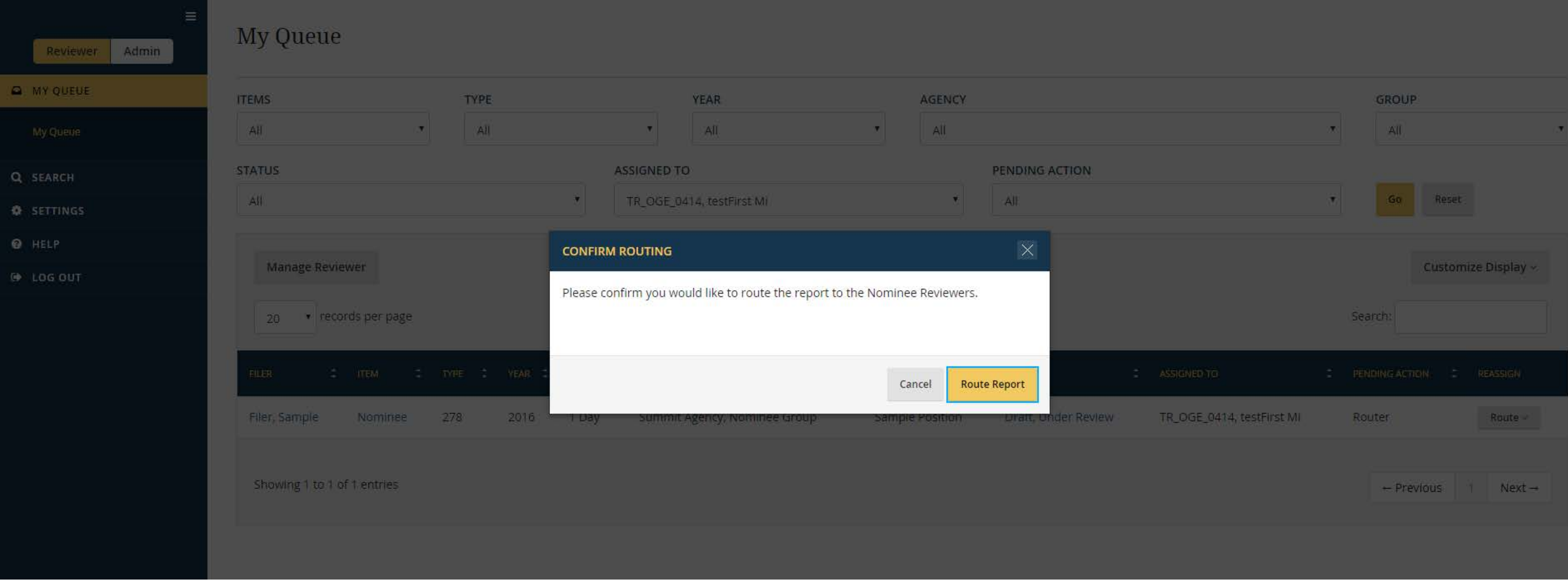

Reviewer
Admin
MY QUEUE
My Queue
SEARCH
SETTINGS
HELP
LOG OUT
My Queue
ITEMS
All
TYPE
All
YEAR
All
AGENCY
All
GROUP
All
STATUS
All
ASSIGNED TO
TR_OGE_0419, testFirst Mi
All
TR_OGE_0419, testFirst Mi
PENDING ACTION
All
Go
Reset
Manage Reviewer
Customize Display
20
records per page
Search:
FILER
ITEM
TYPE
YEAR
AGE
GROUP
POSITION
STATUS
ASSIGNED TO
PENDING ACTION
REASSIGN
No data available in table
Showing 0 to 0 of 0 entries
← Previous
Next →

Route to reviewers

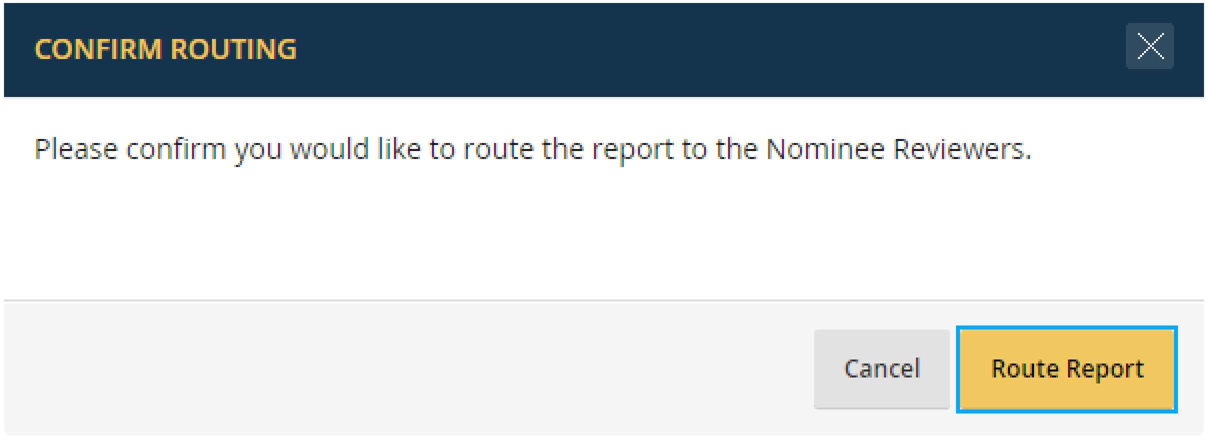
Routers grant Reviewers access to a draft by selecting the “Route” button.

Routing does not change the “Pending Action” or “Assigned To” status on the “My Queue” page.


Reviewer
Admin
MY QUEUE
My Queue
SEARCH
SETTINGS
HELP
LOG OUT
My Queue
ITEMS
All
TYPE
All
YEAR
All
AGENCY
All
GROUP
All
STATUS
All
ASSIGNED TO
TR_OGE_0414, testFirst Mi
PENDING ACTION
All
Go
Reset
Manage Reviewer
Customize Display
20
records per page
Search:
FILER
ITEM
TYPE
YEAR
AGE
GROUP
POSITION
STATUS
ASSIGNED TO
PENDING ACTION
REASSIGN
Filer, Sample
Nominee
278
2016
1 Day
Summit Agency, Nominee Group
Sample Position
Draft, Under Review
TR_OGE_0414, testFirst Mi
Router
Route
Route To Nominee Reviewers
Showing 1 to 1 of 1 entries
← Previous
1
Next →



Reviewer
Admin
MY QUEUE
My Queue
SEARCH
SETTINGS
HELP
LOG OUT
My Queue
ITEMS
All
TYPE
All
YEAR
All
AGENCY
All
GROUP
All
STATUS
All
ASSIGNED TO
TR_OGE_0414, testFirst MI
PENDING ACTION
All
Go
Reset
Manage Reviewer
Customize Display
20
records per page
Search:
CONFIRM ROUTING
Please confirm you would like to route the report to the Nominee Reviewers.
Cancel
Route Report
FILER
ITEM
TYPE
YEAR
ASSIGNED TO
PENDING ACTION
REASSIGN
Filer, Sample
Nominee
278
2016
1 Day
Summit Agency, Nominee Group
Sample Position
Draft, Under Review
TR_OGE_0414, testFirst MI
Router
Route
Showing 1 to 1 of 1 entries
← Previous
1
Next →



CONFIRM ROUTING
Please confirm you would like to route the report to the Nominee Reviewers.
Cancel
Route Report

Assign a reviewer

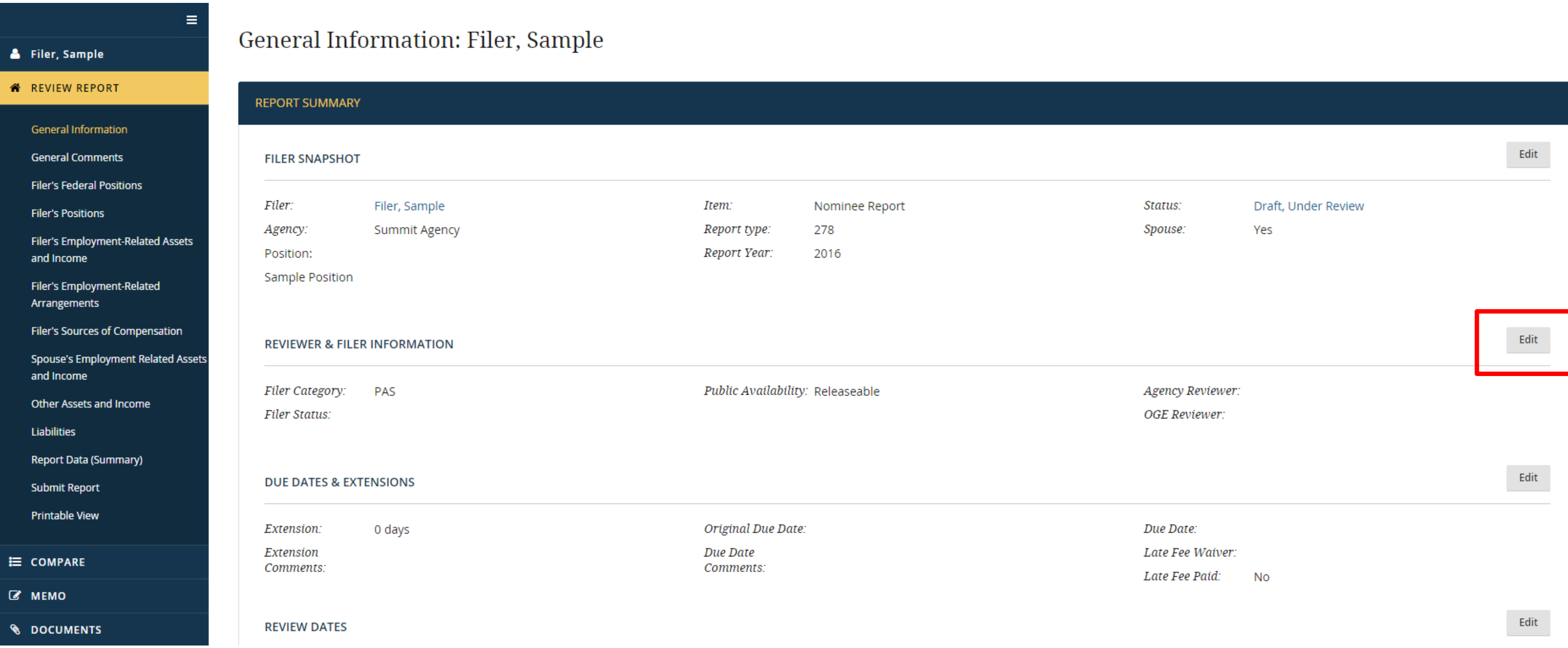
At present, there is no “Reassign” button for Nominee drafts.

To assign a draft:

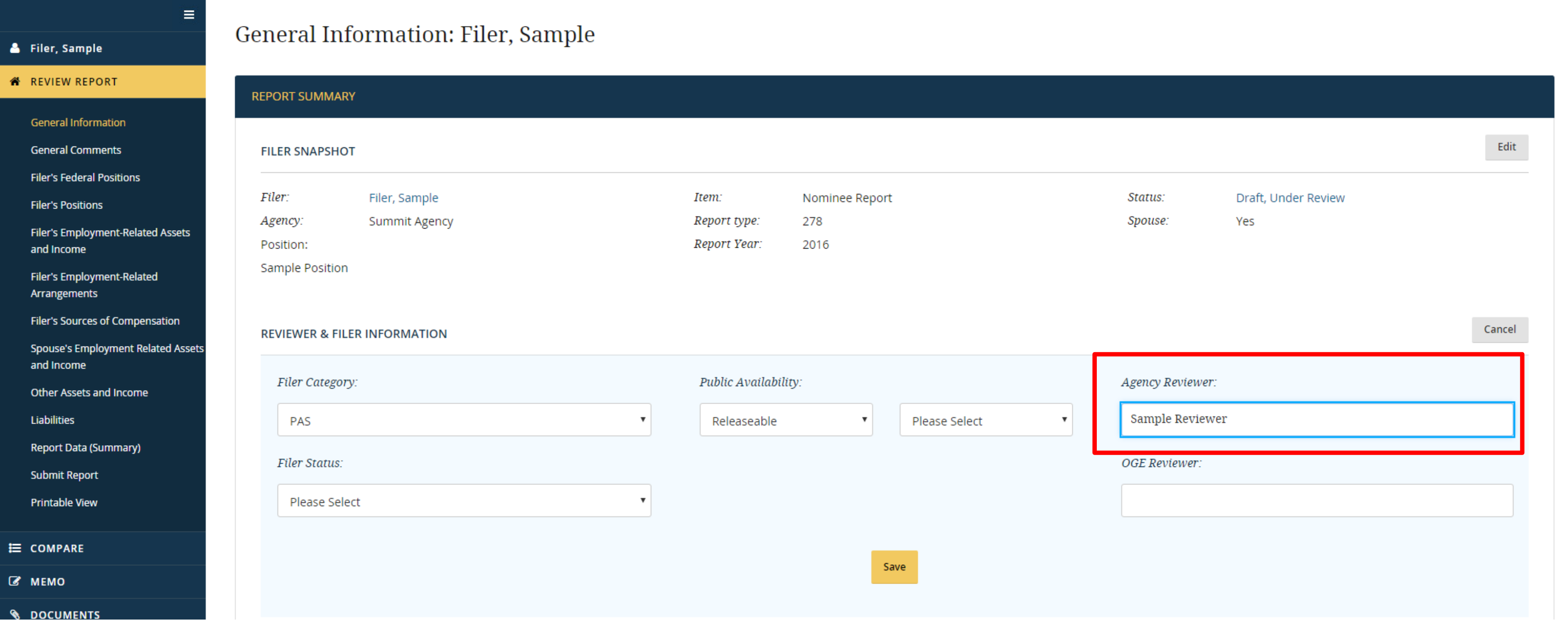
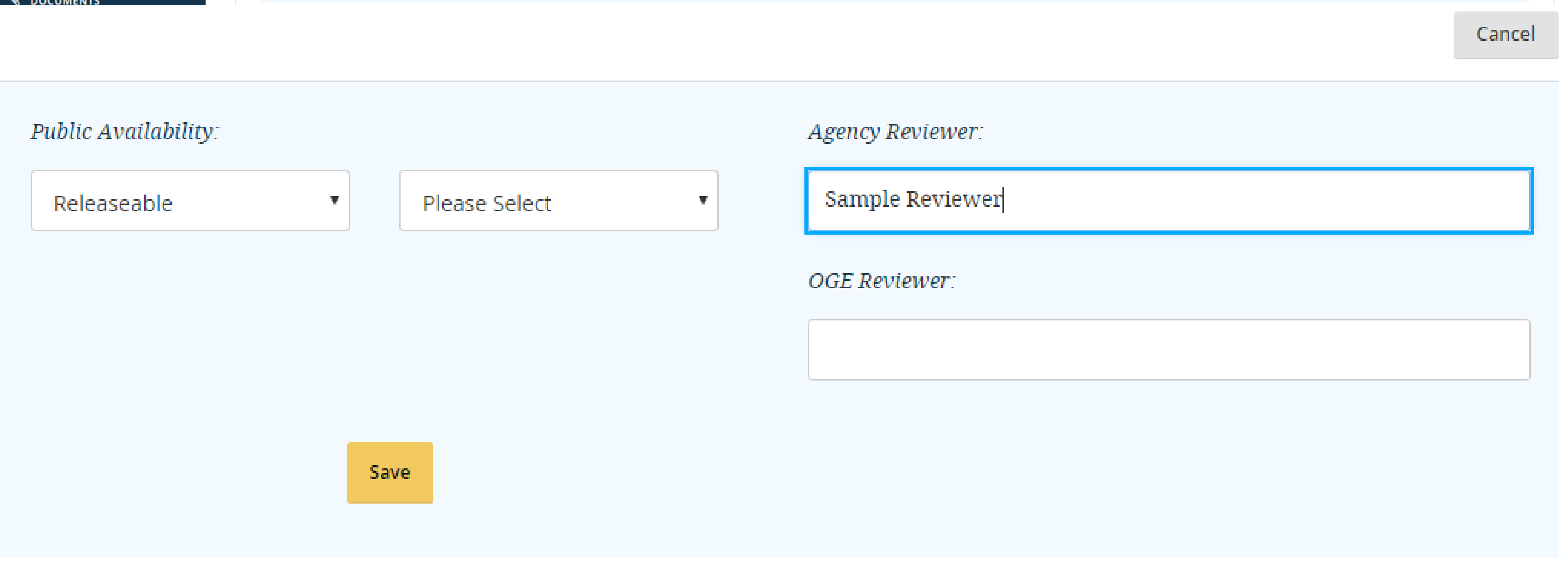
- Go to the General Information page.
- Enter the name in the “Agency Reviewer” field.

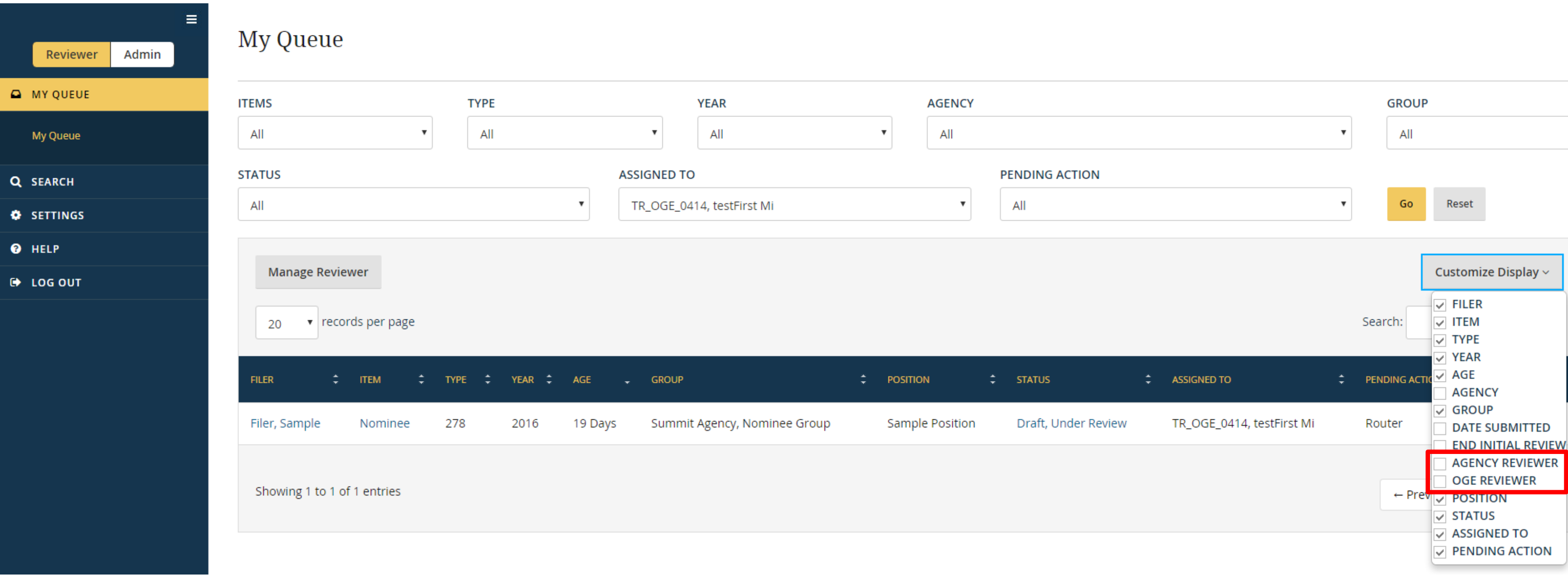
To check assignments on the My Queue page:

- Open the “Customize Display” option.
- Select “Agency Reviewer.”



Filer, Sample
REVIEW REPORT
General Information
General Comments
Filer's Federal Positions
Filer's Positions
Filer's Employment-Related Assets and Income
Filer's Employment-Related Arrangements
Filer's Sources of Compensation
Spouse's Employment Related Assets and Income
Other Assets and Income
Liabilities
Report Data (Summary)
Submit Report
Printable View
COMPARE
MEMO
DOCUMENTS
General Information: Filer, Sample
REPORT SUMMARY
FILER SNAPSHOT
Edit
Filer: Filer, Sample
Agency: Summit Agency
Position:
Sample Position
Item: Nominee Report
Report type: 278
Report Year: 2016
Status: Draft, Under Review
Spouse: Yes
REVIEWER & FILER INFORMATION
Edit
Filer Category: PAS
Filer Status:
Public Availability: Releaseable
Agency Reviewer:
OGE Reviewer:
DUE DATES & EXTENSIONS
Edit
Extension: 0 days
Extension Comments:
Original Due Date:
Due Date Comments:
Due Date:
Late Fee Waiver:
Late Fee Paid: No
REVIEW DATES
Edit


Filer, Sample
REVIEW REPORT
General Information
General Comments
Filer's Federal Positions
Filer's Positions
Filer's Employment-Related Assets and Income
Filer's Employment-Related Arrangements
Filer's Sources of Compensation
Spouse's Employment Related Assets and Income
Other Assets and Income
Liabilities
Report Data (Summary)
Submit Report
Printable View
COMPARE
MEMO
DOCUMENTS
General Information: Filer, Sample
REPORT SUMMARY
FILER SNAPSHOT
Edit
Filer: Filer, Sample
Agency: Summit Agency
Position:
Sample Position
Item: Nominee Report
Report type: 278
Report Year: 2016
Status: Draft, Under Review
Spouse: Yes
REVIEWER & FILER INFORMATION
Cancel
Filer Category:
PAS
Filer Status:
Please Select
Public Availability:
Releaseable
Please Select
Agency Reviewer:
Sample Reviewer
OGE Reviewer:
Save

Cancel
Public Availability:
Releaseable
Please Select
Agency Reviewer:
Sample Reviewer
OGE Reviewer:
Save



Reviewer
Admin
MY QUEUE
My Queue
SEARCH
SETTINGS
HELP
LOG OUT
My Queue
ITEMS
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TYPE
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YEAR
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AGENCY
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ASSIGNED TO
TR_OGE_0414, testFirst Mi
PENDING ACTION
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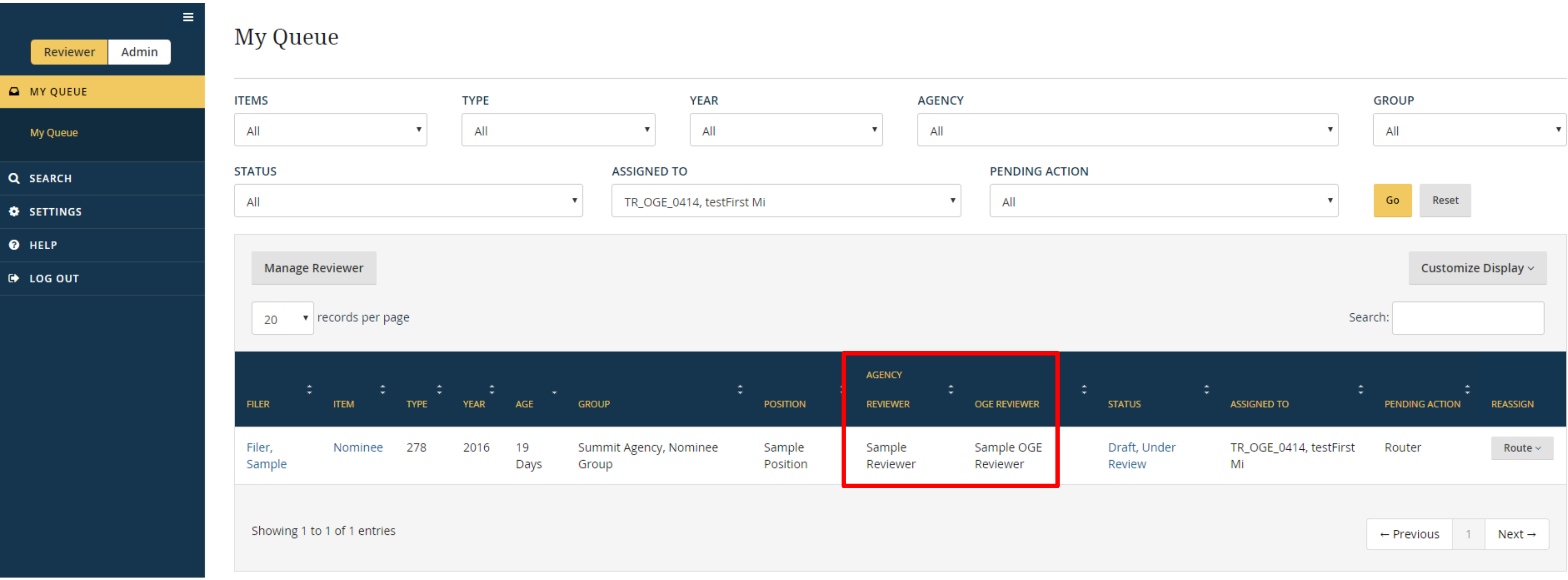
Manage Reviewer
Customize Display
20
records per page
Search:
FILER
ITEM
TYPE
YEAR
AGE
GROUP
POSITION
STATUS
ASSIGNED TO
Filer, Sample
Nominee
278
2016
19 Days
Summit Agency, Nominee Group
Sample Position
Draft, Under Review
TR_OGE_0414, testFirst Mi
Router
Showing 1 to 1 of 1 entries
← Prev
FILER
ITEM
TYPE
YEAR
AGE
AGENCY
GROUP
DATE SUBMITTED
END INITIAL REVIEW
AGENCY REVIEWER
OGE REVIEWER
POSITION
STATUS
ASSIGNED TO
PENDING ACTION


Reviewer
Admin
MY QUEUE
My Queue
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My Queue
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All
TYPE
All
YEAR
All
AGENCY
All
GROUP
All
STATUS
All
ASSIGNED TO
TR_OGE_0414, testFirst Mi
PENDING ACTION
All
Go
Reset
Manage Reviewer
Customize Display
20
records per page
Search:
FILER
ITEM
TYPE
YEAR
AGE
GROUP
POSITION
AGENCY REVIEWER
OGE REVIEWER
STATUS
ASSIGNED TO
PENDING ACTION
REASSIGN
Filer, Sample
Nominee
278
2016
19 Days
Summit Agency, Nominee Group
Sample Position
Sample Reviewer
Sample OGE Reviewer
Draft, Under Review
TR_OGE_0414, testFirst Mi
Router
Route
Showing 1 to 1 of 1 entries
← Previous
1
Next →

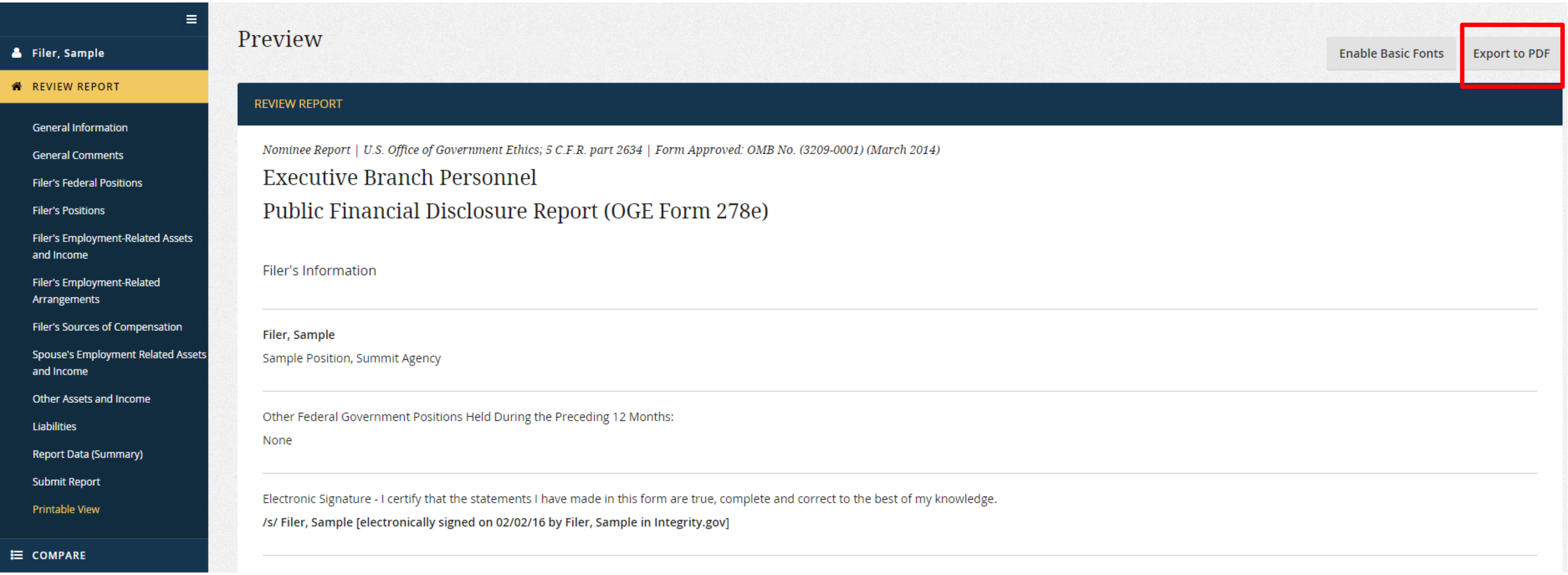
View a draft

Reviewers can view drafts in several ways:

- One screen at a time
- Report Data (Summary) page
- Printable View page

To print a copy:

- Go to Printable View.
- Print directly from browser or select “Export to PDF” to obtain a PDF copy for later printing.


Filer, Sample
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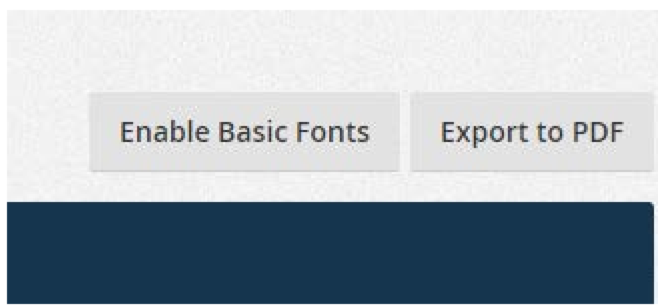
General Comments
Filer's Federal Positions
Filer's Positions
Filer's Employment-Related Assets and Income
Filer's Employment-Related Arrangements
Filer's Sources of Compensation
Spouse's Employment Related Assets and Income
Other Assets and Income
Liabilities
Report Data (Summary)
Submit Report
Printable View
COMPARE
Preview
Enable Basic Fonts
Export to PDF
REVIEW REPORT
Nominee Report | U.S. Office of Government Ethics; 5 C.F.R. part 2634 | Form Approved: OMB No. (3209-0001) (March 2014)
Executive Branch Personnel
Public Financial Disclosure Report (OGE Form 278e)
Filer's Information
Filer, Sample
Sample Position, Summit Agency
Other Federal Government Positions Held During the Preceding 12 Months:
None
Electronic Signature - I certify that the statements I have made in this form are true, complete and correct to the best of my knowledge.
/s/ Filer, Sample [electronically signed on 02/02/16 by Filer, Sample in Integrity.gov]


Enable Basic Fonts
Export to PDF

Nominee Report | U.S. Office of Government Ethics; 5 C.F.R. part 2634 | Form Approved: OMB No. (3209-0001) (March 2014)

Executive Branch Personnel
Public Financial Disclosure Report (OGE Form 278e)

Filer's Information

Filer, Sample

Sample Position, Summit Agency

Other Federal Government Positions Held During the Preceding 12 Months:
None

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

/s/ Filer, Sample [electronically signed on 02/02/2016 by Filer, Sample in Integrity.gov]

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

U.S. Office of Government Ethics Certification

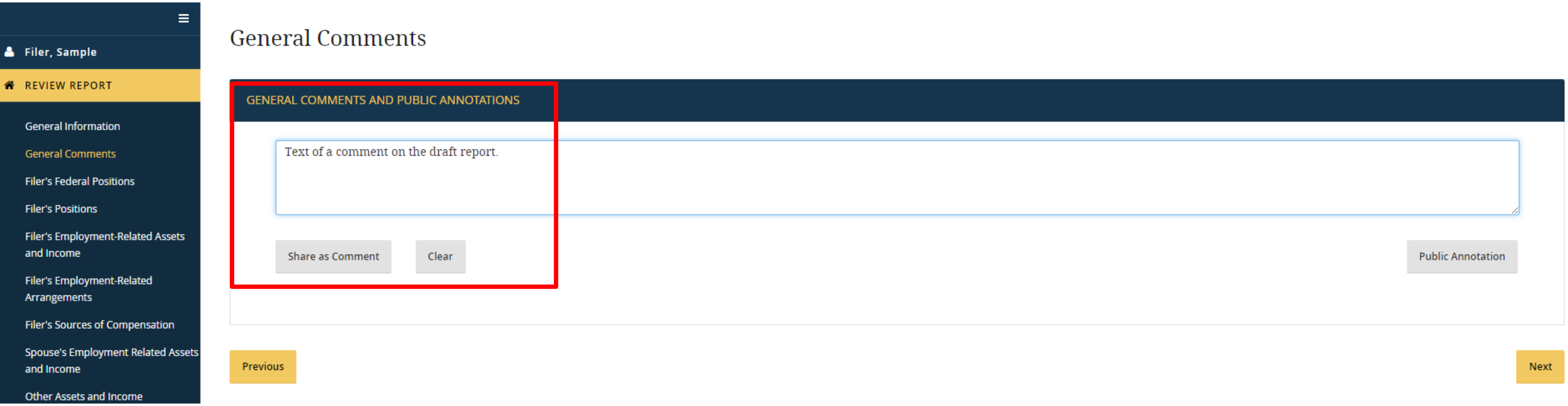
Comments

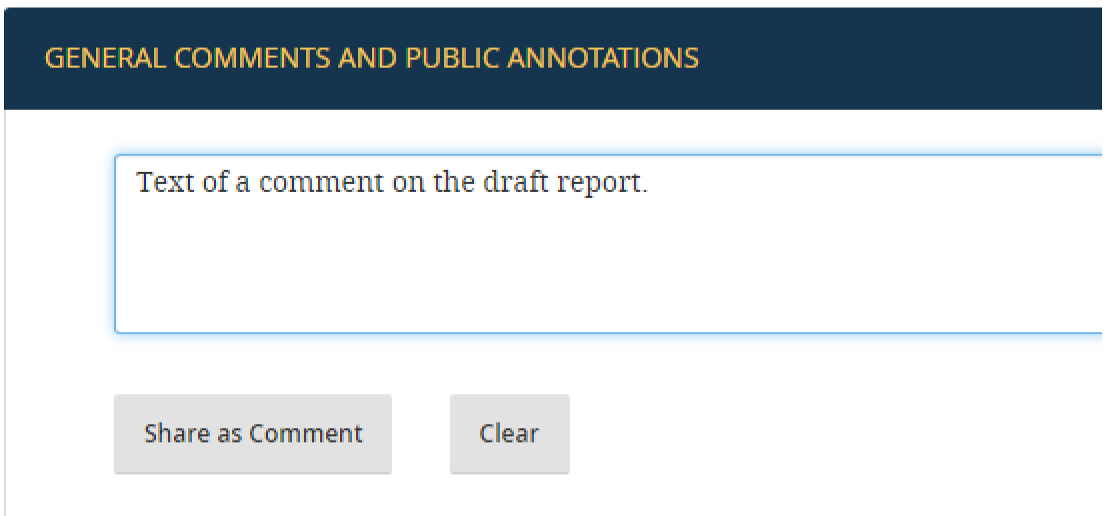
General Comments page: Used to make or respond to comments not tied to specific entries.

Line-entry comments: Used to make or respond to comments tied to specific entries.

Report Data (Summary) page: Displays all comments on the draft.

Notify filer or other reviewer of comments offline (e.g., call or email).


Filer, Sample
REVIEW REPORT
General Information
General Comments
Filer's Federal Positions
Filer's Positions
Filer's Employment-Related Assets and Income
Filer's Employment-Related Arrangements
Filer's Sources of Compensation
Spouse's Employment Related Assets and Income
Other Assets and Income
General Comments
GENERAL COMMENTS AND PUBLIC ANNOTATIONS
Text of a comment on the draft report.
Share as Comment
Clear
Public Annotation
Previous
Next


GENERAL COMMENTS AND PUBLIC ANNOTATIONS
Text of a comment on the draft report.
Share as Comment
Clear

Filer, Sample

REVIEW REPORT

- General Information
- General Comments
- Filer's Federal Positions
- Filer's Positions
- Filer's Employment-Related Assets and Income
- Filer's Employment-Related Arrangements
- Filer's Sources of Compensation
- Spouse's Employment Related Assets and Income
- Other Assets and Income
- Liabilities
- Report Data (Summary)
- Submit Report
- Printable View

COMPARE

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

Add New Item

In order to have a complete financial disclosure report, you need to report all of the following:

- Each source of your earned and other non-investment income totaling more than $200 during the reporting period for this section (e.g., salary, fees, partnership share, honoraria, scholarships, and prizes).
- Each asset related to your business, employment, or other income-generating activities if the asset has a value greater than $1,000 or if the asset produced more than $200 in income during the reporting period (e.g., equity in business or partnership, stock options, retirement plans/accounts and their underlying holdings as appropriate, anticipated payments such as severance, deferred compensation, and intellectual property such as book deals and patents). Click the question mark for more examples.
  - Do not include assets or income from United States federal government employment. In addition, do not include assets that were acquired separately from your business, employment, or other income-generating activities (e.g., assets purchased through a brokerage account) because you will report these assets in a later section.

20 records per page

Search:

			#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT
			1	George and Chapman, LLP (law firm)	N/A		Partnership Share	$352,344
			2	George and Chapman, LLP (law firm) anticipated partnership share	N/A	$100,001 - $250,000		None (or less than $201)
			3	George and Chapman, LLP capital account	N/A	$50,001 - $100,000		None (or less than $201)
			4	Small Cap Value	Yes	$50,001 - $100,000		None (or less than $201)
			5	Equity Income	Yes	$50,001 - $100,000		None (or less than $201)

4 Small Cap Value

Filer, Sample

REVIEW REPORT

- General Information
- General Comments
- Filer's Federal Positions
- Filer's Positions
- Filer's Employment-Related Assets and Income
- Filer's Employment-Related Arrangements
- Filer's Sources of Compensation
- Spouse's Employment Related Assets and Income
- Other Assets and Income
- Liabilities
- Report Data (Summary)
- Submit Report
- Printable View

COMPARE

MEMO

DOCUMENTS

AUDIT TRAIL

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

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			4	Small Cap Value	Yes	$50,001 - $100,000		None (or less than $201)

Please provide the full name of this fund (e.g., "American Century Small Cap Value").

Share as Comment | Clear | Public Annotation

4 Small Cap Value

Please provide the full name of this fund (e.g., "American Century Small Cap Value").

Share as Comment | Clear

Report Data (Summary)
Submit Report
Printable View

COMPARE
MEMO
DOCUMENTS
AUDIT TRAIL
CLOSE WINDOW

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

/s/ Filer, Sample [electronically signed on 02/02/16 by Filer, Sample in Integrity.gov]

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

U.S. Office of Government Ethics Certification

Comments of Reviewing Officials (not publicly displayed on report):

PART	#	REFERENCE	COMMENT
N/A	N/A	General	(02/03/16, TR_OGE_0414, testFirst Mi): Text of a comment on the draft report.
2.	4	Small Cap Value	(02/03/16, TR_OGE_0414, testFirst Mi): Please provide the full name of this fund (e.g., "American Century Small Cap Value").

Comments of Reviewing Officials (not publicly displayed on report):

PART	#	REFERENCE	COMMENT
N/A	N/A	General	(02/03/16, TR_OGE_0414, testFirst Mi): Text of a comment on the draft report.
2.	4	Small Cap Value	(02/03/16, TR_OGE_0414, testFirst Mi): Please provide the full name of this fund (e.g., "American Century Small Cap Value").

Editing

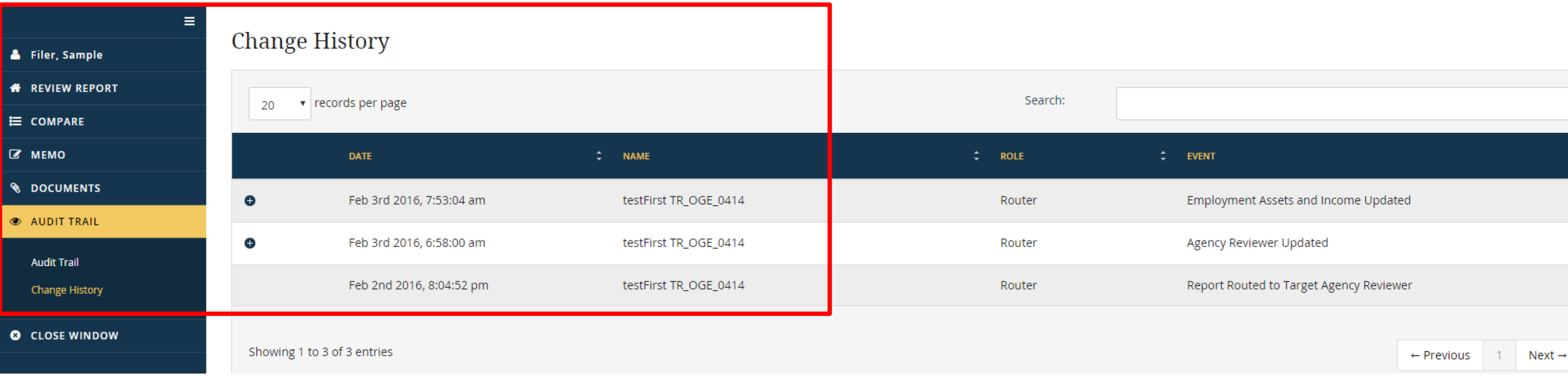
Unlike the workflow for other report types, the filer, agency, and OGE can edit a draft Nominee report in parallel.

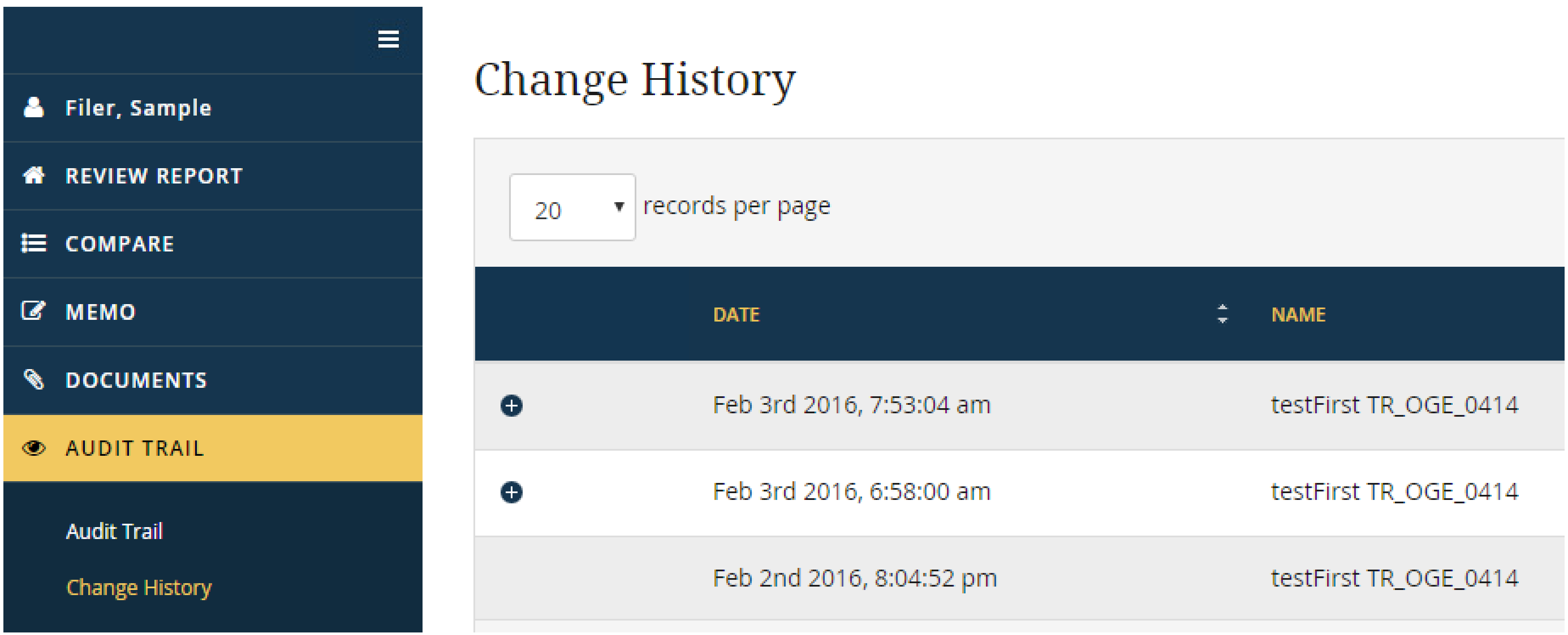
- No need to "return" a draft in order to permit edits by the filer. (Submit page is inactive.)
- If two users are editing a draft, refresh the browser to see changes made by the other user.

Change History feature

Records workflow events and edits to entries between WHCO release and the filing of the formal report.

Use this feature to check for changes since the last time you opened the draft.


Filer, Sample
REVIEW REPORT
COMPARE
MEMO
DOCUMENTS
AUDIT TRAIL
Audit Trail
Change History
CLOSE WINDOW
Change History
20
records per page
Search:
DATE
NAME
ROLE
EVENT
Feb 3rd 2016, 7:53:04 am
testFirst TR_OGE_0414
Router
Employment Assets and Income Updated
Feb 3rd 2016, 6:58:00 am
testFirst TR_OGE_0414
Router
Agency Reviewer Updated
Feb 2nd 2016, 8:04:52 pm
testFirst TR_OGE_0414
Router
Report Routed to Target Agency Reviewer
Showing 1 to 3 of 3 entries
← Previous
1
Next →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records per page
DATE
NAME
Feb 3rd 2016, 7:53:04 am
testFirst TR_OGE_0414
Feb 3rd 2016, 6:58:00 am
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Feb 2nd 2016, 8:04:52 pm
testFirst TR_OGE_0414

	DATE	NAME	ROLE	EVENT
⊖	Feb 3rd 2016, 7:53:04 am	testFirst TR_OGE_0414	Router	Employment Assets and Income Updated

DESCRIPTION	PARENT ASSET	EIF	VALUE	TYPE	AMOUNT
American Century Small Cap Value	n/a	Yes	$50,001 - $100,000		None (or less than $201)
Small Cap Value	n/a	Yes	$50,001 - $100,000		None (or less than $201)

DESCRIPTION	PARENT ASSET
American Century Small Cap Value	n/a
Small Cap Value	n/a

Other features

<u>Documents</u>: Can upload the ethics agreement and other materials.

<u>Memo</u>: Can save searchable reviewer notes.

<u>Compare</u>: Can see differences between the Nominee draft and a prior report (if pre-population was used).

Ready for preclearance?

OGE Nominee Reviewer forwards the draft to the OGE Program Manager for preclearance.

No agency workflow action is needed.

- If you wish to tell OGE that the draft is ready from your perspective, call or email the reviewer.

Preclearance to certification

Before nomination

Filer can edit a precleared draft if necessary.

- Changes are recorded in Change History.

Filer cannot officially file a report until OGE enters the nomination date on the General Information page.

Warnings

Knowing and willful falsification of information, or failure to file or report information required to be reported by section 102 of the Ethics in Government Act of 1978, as amended (the Act), may subject you to a civil monetary penalty and to disciplinary action by your employing agency or other appropriate authority under section 104 of the Act. Knowing and willful falsification of information required to be filed by section 102 of the Act may also subject you to criminal prosecution.

Privacy Act Statement

Title I of the Ethics in Government Act of 1978, as amended (the Act), 5 U.S.C. app. § 101 et seq., as amended by the Stop Trading on Congressional Knowledge Act of 2012 (Pub. L. 112-105) (STOCK Act), and 5 C.F.R. Part 2634 of the U. S. Office of Government Ethics regulations require the reporting of this information. The primary use of the information on this report is for review by Government officials to determine compliance with applicable Federal laws and regulations. This report may also be disclosed upon request to any requesting person in accordance with sections 105 and 402(b)(1) of the Act or as otherwise authorized by law. You may inspect applications for public access of your own form upon request. Additional disclosures of the information on this report may be made: (1) to any requesting person, subject to the limitation contained in section 208(d)(1) of title 18, any determination granting an exemption pursuant to sections 208(b)(1) and 208(b)(3) of title 18; (2) to a Federal, State, or local law enforcement agency if the disclosing agency becomes aware of violations or potential violations of law or regulation; (3) to another Federal agency, court or party in a court or Federal administrative proceeding when the Government is a party or in order to comply with a judge-issued subpoena; (4) to a source when necessary to obtain information relevant to a conflict of interest investigation or determination; (5) to the National Archives and Records Administration or the General Services Administration in records management inspections; (6) to the Office of Management and Budget during legislative coordination on private relief legislation; (7) to the Department of Justice or in certain legal proceedings when the disclosing agency, an employee of the disclosing agency, or the United States is a party to litigation or has an interest in the litigation and the use of such records is deemed relevant and necessary to the litigation; (8) to reviewing officials in a new office, department or agency when an employee transfers or is detailed from one covered position to another; (9) to a Member of Congress or a congressional office in response to an inquiry made on behalf of an individual who is the subject of the record; (10) to contractors and other non-Government employees working on a contract, service or assignment for the Federal Government when necessary to accomplish a function related to an OGE Government-wide system of records; and (11) on the OGE Website and to any person, department or agency, any written ethics agreement filed with OGE by an individual nominated by the President to a position requiring Senate confirmation. See also the OGE/GOVT-1 executive branch-wide Privacy Act system of records.

Public Burden Information

This collection of information is estimated to take an average of three 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, NW., 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).

You cannot sign this report until a nomination date has been entered. Please contact your ethics official for further assistance.

You cannot sign this report until a nomination date has been entered. Please contact your ethics official for further assistance.

Final submission

OGE will inform the agency that the nomination date has been entered.

Filer opens the draft, goes to the "Submit" page, checks the certification statement, and clicks the "Submit" button.

Status changes from "Draft" to "Report."

Signature dates

Filer’s submission of the official report is recorded in the Audit Trail.

Printed OGE Form 278e displays the original signature date from the draft because that date reflects the reporting period used.

If the reporting period needs to be updated, OGE will use the (pending)“update” feature, which changes the displayed signature date.

Final review

Notice will be sent to the Primary for the first role in the PAS report workflow (e.g., the Screener).

Report will go through the standard PAS workflow for the agency, using the role holders specified for the Nominee Group.

Once the agency certifies, the report goes to OGE for certification.

Audit Trail records any edits to the report between formal submission and certification.

After certification

Effects of certification

Report data entry tables are removed.

User can view the report through Report Data (Summary) or Printable View only.

Comments are removed.

Change History is cleared of data edit events.

Once confirmed

OGE enters the confirmation date, which prevents report from being purged/deleted until the end of the 6-year retention period.

Agency:

- Shares the Nominee report with the filer's "home" Group.
- (if applicable) Adds the filer to *Integrity* with a new agency email address.
- (if applicable) Requests that the *Integrity* Helpdesk merge the filer's prior account with the account for the new agency email address.

General Information: Filer, Sample

REPORT SUMMARY

FILER SNAPSHOT

Filer: Filer, Sample

Agency: Summit Agency

Position:

Sample Position

Item: Nominee Report

Report type: 278

Report Year: 2016

Status: Report, OGE Certified

Spouse: Yes

REVIEWER & FILER INFORMATION

Filer Category: PAS

Filer Status:

Public Availability: Releaseable

Agency Reviewer: Sample Reviewer

OGE Reviewer: Sample Reviewer 2

DUE DATES & EXTENSIONS

Extension: 0 days

Extension Comments:

Original Due Date:

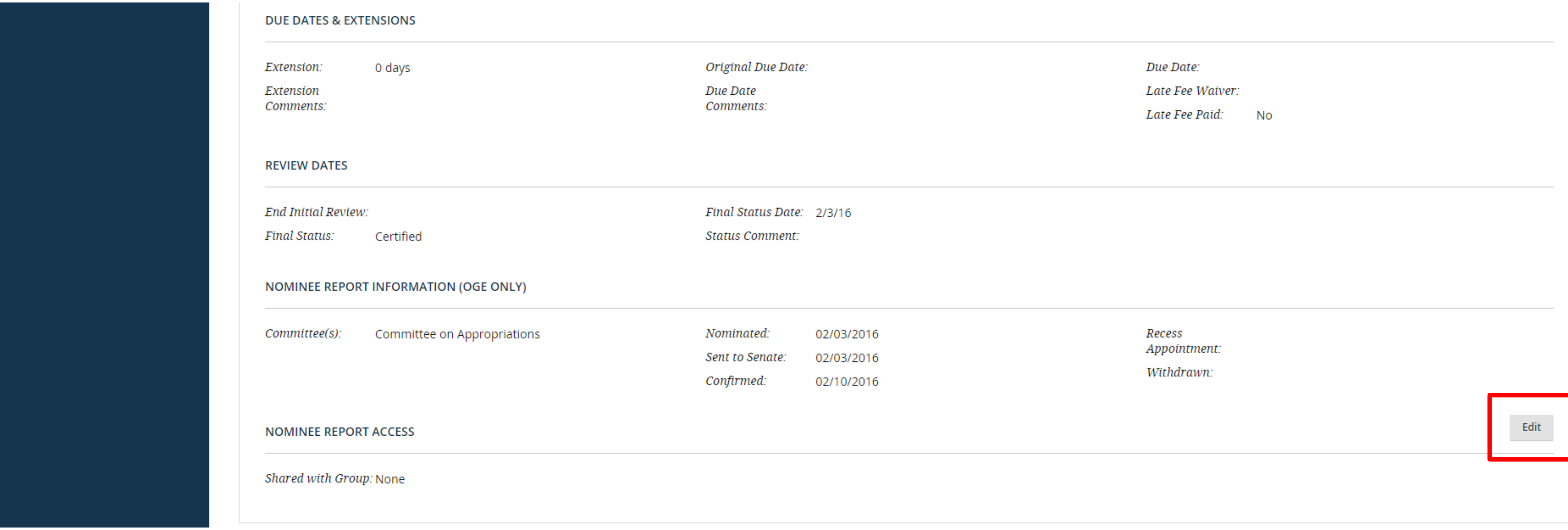
Due Date Comments:

Due Date:

Late Fee Waiver:

Late Fee Paid: No

REVIEW DATES



DUE DATES & EXTENSIONS

Extension:	0 days	*Original Due Date:*		*Due Date:*	
Extension Comments:		*Due Date Comments:*		*Late Fee Waiver:*	
				Late Fee Paid:	No

REVIEW DATES

End Initial Review:		*Final Status Date:*	2/3/16
Final Status:	Certified	*Status Comment:*	

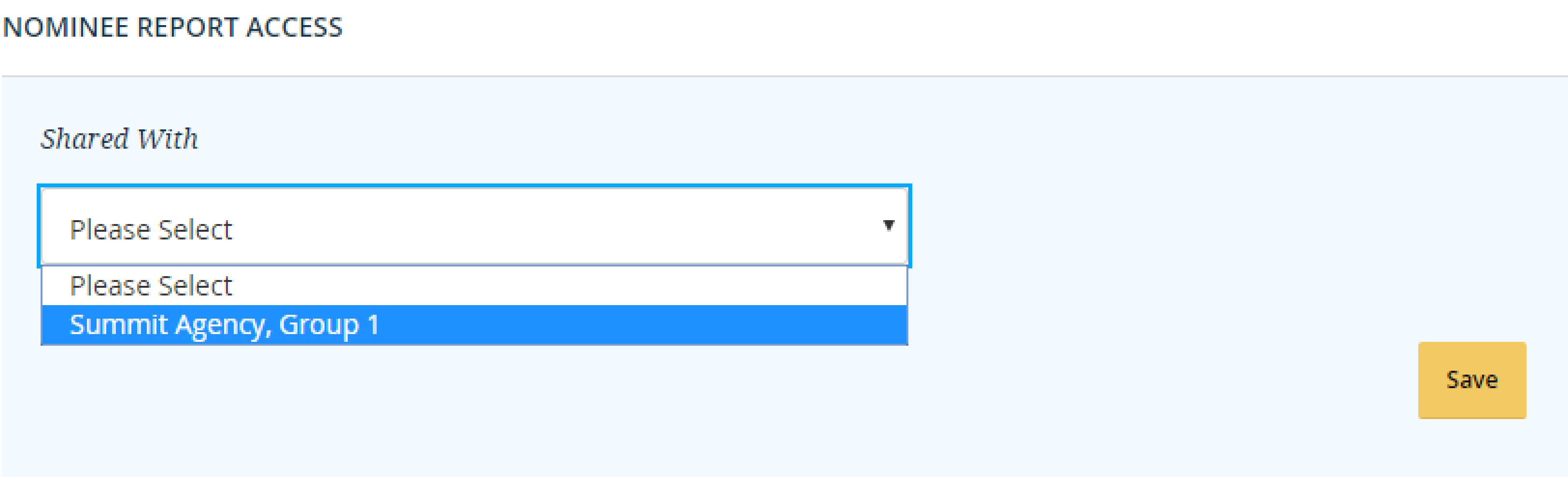
NOMINEE REPORT INFORMATION (OGE ONLY)

Committee(s):	Committee on Appropriations	*Nominated:*	02/03/2016	*Recess Appointment:*	
		Sent to Senate:	02/03/2016	*Withdrawn:*	
		Confirmed:	02/10/2016		

NOMINEE REPORT ACCESS

Edit

Shared with Group: None



NOMINEE REPORT ACCESS

Shared With

Please Select

Please Select

Summit Agency, Group 1

Save

If not confirmed

OGE will remove the report 1 year after the filer is no longer under consideration by the Senate.

Quick summary

1. One Nominee Group per *Integrity* agency
   - Draft: Router, Reviewer, and Records Manager
   - Report: Reviewer roles for PAS reports at your agency
2. Filer ID: Existing ID if in *Integrity*; otherwise, cloaked
3. Access to the draft:
   - No OGE or agency access before WHCO release
   - Parallel access for filer, agency, and OGE after WHCO release
   - Change History log shows who changed the draft
4. “Signature date” is the draft submission date, unless the draft is subject to the update process
5. After OGE certification: No changes to the report; Clear draft history
6. After confirmation: Add the filer to a Group, share the report, and, if necessary, merge accounts

THANK YOU