

CERTIFICATION OF ACCOMPLISHMENT - ETHICS BRIEFING

I certify that I have been advised to complete review of all Ethics Orientation Briefing material and to do so preferably within 10 days of receiving them. **I further acknowledge that I have been advised that I am allowed up to one hour of official duty time to review these materials.** 5 C.F.R. § 2638.703(a)(3). Additional time may be granted at the discretion of my supervisor.

I certify that, on the ____ day of _____ 200__, I received information on where to retrieve and/or copies of all the following ethics materials:

- *DISA Initial Ethics Orientation.*
- *Department of Defense, Directive Number 5500.7, August 30, 1993.*
- *Office of Government Ethics (OGE) Pamphlets:*
 - *Conflict of Interest, dated April 2002*
 - *Gifts from Outside Sources, dated June 1998*
 - *Gifts between Employees, dated June 1998*
- *DISA Employee's Guide to the Standards of Conduct.*

I certify that as of the date I signed this form (within 90 days of assuming my position at DISA), I completed up to an hour review of these materials, and returned the completed form to the Defense Information Systems Agency, Office of General Counsel, Suite 4300, P.O. Box 4502, Arlington, Virginia 22204-4502, fax (703) 607-4344.

(Signature)

(Date)

Please Print

Name: _____

Directorate/Office: _____ Position/Title: _____

Phone No.: _____ E-mail Address: _____

OGE FORM 450, CONFIDENTIAL FINANCIAL DISCLOSURE REPORT*

This employee is ____ /is not ____ required to complete a confidential financial disclosure report, and I informed them of their obligation to complete the new entrant disclosure within 30-days of assuming this position. (Criteria to determine if employee is required to file an OGE Form 450 located on back of form)

(Immediate Supervisor's Signature/Telephone)

(Date)

* Supervisor signature required for completion

CRITERIA FOR OGE FORM 450, CONFIDENTIAL FINANCIAL DISCLOSURE REPORT FILERS

If employee is in a covered position they are required to file an initial or new entrant OGE Form 450 report and a subsequent annual report thereafter.

The new entrant report should be submitted to the Office of General Counsel with information current as of the filing date for the preceding 12 months, through his supervisor not later than 30 days after assuming duties in a covered position. Upon transfer or reassignment from one covered position to another, a reporting individual shall submit a copy of his previous report to the appropriate supervisor of the new position.

Covered Positions include:

(1) DoD employees classified at GS/GM-15 or below under 5 U.S.C. 5332 or a comparable pay level under other authority, and members of the military below the grade of O-7 as follows:

(a) When the official responsibilities of such DoD employees require them to participate personally and substantially through decision or exercise significant judgment, and without substantial supervision and review, in taking an official action for contracting or procurement, administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits, regulating or auditing any non-Federal entity, or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity;

(b) Any DoD employees serving in a position in which his supervisor determines that the duties and responsibilities of the position require the DoD employee to file such a report to avoid an actual or apparent conflict of interest and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. For example, Accountable Management Officials (AMOs) may not generally be involved in the responsibilities described in 1(a), above, a supervisor should consider individual AMO duties in determining whether he or she should file a report.

(c) Contracting Officers, Contracting Officer Representatives (CORs) and Task Monitors (TMs) should file a report in accordance with Acquisition, Logistics and Facilities Directorate policy direction.

b. Exclusion.

(1) Any DoD employee may be excluded from all or a portion of the reporting requirements when a report is unnecessary because of the remoteness of any impairment to the integrity of the Federal Government, because of the degree of supervision and review of the DoD employee's work.

(2) DoD employees who are not employed in contracting or procurement and who have decision-making responsibilities regarding expenditures of less than \$2,500 per purchase and less than \$20,000 cumulatively per year are excluded from the requirement to file OGE 450.