

CERTIFICATION OF ACCOMPLISHMENT – INITIAL ETHICS ORIENTATION

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 _____ 201_____, I received information on where to retrieve and/or copies of all the following ethics materials:

- DMA Initial Ethics Orientation
- Department of Defense, Directive Number 5500.7, November 29, 2007
- Office of Government Ethics (OGE) Pamphlets:
 - Conflicts of Interest, dated April 2002
 - Gifts from Outside Sources, Dated June 1998
 - Gifts between Employees, dated June 1998

I certify that as of the date I signed this form (within 90 days of assuming my position at DMA), I completed up to an hour review of these materials, and returned the completed form to the **Defense Media Activity, Paralegal E219-64, Fort George G. Meade, MD 20755.**

(Signature)

(Date)

Please print:

Name: _____

Directorate/Office: _____ Position/Title: _____

Phone No.: _____ E-mail: _____

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 and 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 for the new position.

The term *confidential filer* includes:

Each officer or employee in the executive branch whose position is classified at GS-15 or below of the General Schedule prescribed by 5 U.S.C. 5332, or the rate of basic pay for which is fixed, other than under the General Schedule, at a rate which is less than 120% of the minimum rate of basic pay for GS-15 of the General Schedule; each officer or employee of the United States Postal Service or Postal Rate Commission whose basic rate of pay is less than 120% of the minimum rate of basic pay for GS-15 of the General Schedule; each member of a uniformed service whose pay grade is less than 0-7 under 37 U.S.C. 201; and each officer or employee in any other position determined by the designated agency ethics official to be of equal classification; if:

(i) The agency concludes that the duties and responsibilities of the employee's position require that employee to participate personally and substantially (as defined in §§2635.402(b)(4) and 2640.103(a)(2) of this chapter) through decision or the exercise of significant judgment, and without substantial supervision and review, in taking a Government action regarding:

(A) Contracting or procurement;

(B) Administering or monitoring grants, subsidies, licenses, or other federally conferred financial or operational benefits;

(C) Regulating or auditing any non-Federal entity; or

(D) Other activities in which the final decision or action will have a direct and substantial economic effect on the interests of any non-Federal entity; or

(ii) The agency concludes that the duties and responsibilities of the employee's position require the employee to file such a report to avoid involvement in a real or apparent conflict of interest, and to carry out the purposes behind any statute, Executive order, rule, or regulation applicable to or administered by the employee. Positions which might be subject to a reporting requirement under this subparagraph include those with duties which involve investigating or prosecuting violations of criminal or civil law.