

Force Judge Advocate Check-In Form

Please Print: Name: _____
Program/Office: _____ Position/Title: _____
Phone No.: _____ E-Mail Address: _____

Ethics Orientation Completion Form

I certify that upon check-in, I received handouts requiring CNIC FJA's Ethics Program and have completed my review of all the training materials.

(Employee's Signature) (Date)

Designation of

Confidential Financial Disclosure Report (OGE Form 450) Filer

Supervisors: Please review the criteria provided on the following page to determine if the employee named above is required to file a Confidential Financial Disclosure Report (OGE Form 450) based upon duties this individual will be performing. If you determined this employee is required to file, a copy of this employee's position description, along with their completed OGE Form 450 covering the preceding 12 months signed by his/her supervisor **must** be submitted to the Force Judge Advocate's Office within 30 days of assuming the position.

The above named employee is _____/is not _____ required to complete the Confidential Financial Disclosure Report. (If required)...I have informed them of their obligation to complete the new entrant disclosure report within 30-days of assuming this position and a subsequent annual report thereafter.

(Immediate Supervisor's Signature/Telephone) (Date)

****Supervisor signature required for completion****

(To be completed by the Force Judge Advocate's Office)

Blank OGE 450 Provided _____ Received New Entrant OGE Form 450 _____
(Date) (Date)

Position Description Requested _____ Reviewed _____
(Date) (Date)

CRITERIA FOR DETERMINING CONFIDENTIAL FINANCIAL DISCLOSURE REPORT FILERS (OGE FORM 450)

Covered Positions Include: 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 of significant judgment and without substantial supervision or 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 the 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 Representative (CORs) and Task Monitors (TMs) should file a report in accordance with Acquisition, Logistics and Facilities Directorate policy direction.

Exclusion Include:

(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) Micro-purchasers making annual purchases totaling less than the simplified acquisition threshold (currently \$150,000); Micro-purchase certifying officers who annually approve amounts below the simplified acquisition threshold (and not otherwise involved in Government procurement); and Reservists on active duty and classified as special Government employees (unless it is determined that the duties of the reservist otherwise meets the filing criteria under 5 C.F.R. § 2634.904 (a) (1) (i)).

For questions or additional information, please contact CNIC's Ethics Counselor, CAPT Michael Holifield, JAGC, USN, at (202) 433-4828.