[Replace the auto-generated language after the due date with the following]

Integrity provides several features to make this requirement easier for you:

1. You can pre-populate your report from any prior report filed in the system;

2. In the Part 7 Transactions section, you can pre-populate data from all OGE 278-T reports previously filed in the system during the reporting period; and

3. You can designate one or more individuals as “Filer Designees” to assist you with inputting data – no CAC card required.

We do need to make sure you are aware that failure to timely submit your report may result in the imposition of a $200 late filing fee. Limited filing extensions may be granted, but only for good cause shown. Requests for extensions must:

\* Be in writing (an email to osd.financialdisclosure@mail.mil suffices); and

\* Detail the specific circumstances existing during the March through May timeframe that prevented timely completion of the report (e.g., prolonged sick leave, extended TDY, etc.).

You should also know that under federal statute, willful failure to file or falsification of report data triggers mandatory referral to DOJ and carries civil penalties that may be more than $50,000.

 INSTRUCTIONS -

1. Logging-In to Integrity. Go to <http://Integrity.gov/>. Click "Login with User ID" using your Max.gov User ID and password. If you have previously registered your CAC, you may also login by clicking "Login with PIV/CAC."

2. Starting Your Report. Once you have logged in and completed the initial login tasks, you should be taken to a screen entitled "My Tasks." You should see your assigned report under "My Current Reports." Click on "Start" to begin this report. Be sure to select the option to pre-populate the report from your prior new entrant or annual report, as appropriate. If you do not select this option at the beginning when prompted, you will not be able to do so later. Contact SOCO at the below e-mail address if no report appears on this page.

3. Assigning a Designee. You can assign a "Designee" if you would like someone to assist you in entering data. The primary Designee should be someone in your office whom you trust to enter your information into Integrity, and is usually a military or administrative assistant or similar individual, though some individuals choose to use a spouse or personal advisor. Your Designee does not need to have a CAC. Once assigned, your Designee can enter information into the report on your behalf and can see all the information you can see in Integrity. To assign a Designee, first log in to Integrity.gov; after logging in, go to the "My Tools" section, click on "Manage My Designees," then click "Add a New Designee" and follow the prompts ensuring that you save the information. Your Designee will receive an email with login instructions.

4. Completing Reports. Once all of your data is entered, you will need to review the completed report for accuracy and electronically sign. (Your Designee cannot sign the report for you, nor can the Designee make any changes after you have signed the report.) Electronically signing the report will automatically submit the report and notify reviewers that the report is ready for action.

6. How to Report. OGE provides an excellent and easy to use Office of Government Ethics Nominee and New Entrant 278 Guide at: <https://www.oge.gov/Web/278eGuide.nsf>, which includes detailed instructions, organized by Form Part, as well as illustrations on how to report assets. This Guide will save you time.

7. Periodic Transaction Reports. OGE 278 filers are required to complete a periodic transaction report, OGE Form 278-T, for any sale, purchase, or exchange of stocks, bonds, or commodities (NOT mutual funds) if the transaction exceeds $1,000. 278-Ts are due within 30 days of when you receive notification of a transaction, but not later than 45 days after the transaction took place. You may "opt in" to receive a monthly reminder to check for transactions by e-mailing SOCO at osd.financialdisclosure@MAIL.MIL.

8. Help.

Integrity Functionality - The Integrity website has several job aids to assist you in navigating the system, which can be found at: <https://community.max.gov/pages/viewpage.action?spaceKey=OGEExternal&title=About+Integrity>.

If you experience technical difficulties with the site, please use the "Help" link on the Integrity webpage.

Filing Requirements - For questions concerning filing requirements, please contact ethics counsel at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.