



Integrity Training for Ethics Counselors



**Standards of Conduct Office
Office of General Counsel
Department of Defense**

2022

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Information & Training

- Learn about *INTEGRITY* site
<https://community.max.gov/x/vQApLg>
- *INTEGRITY* User Guide (IUG)
 - View the Table of Contents & use search functions
- Quick Starts – DoD Reviewers, Admins, Filers (separate handouts)



Benefits

- Login with or without CAC
 - Note: If not using CAC and a reviewer, must use 2-factor with authenticator app
- Filers may appoint one or more filer designees – no CAC required;
- Filers may pre-populate using prior report data
 - Spreadsheet upload available for transactions and new entrants
- Asset name auto-complete suggestions (just begin typing asset name or symbol)
- Reviewers may make changes without returning the report to the filer to amend (substantive changes require documented filer approval)



Logic

- Very Literal!
 - Click on Filer Name = Open window with info about user
 - Click on Item = Open the report
- Unique user ID is the user's e-mail address
 - The system does not see individuals, only email addresses
 - New email address= new user
 - See "merge function" discussion in later slides



Landing Page

Not registered in *Integrity*? Contact your agency ethics official if you are not registered in *Integrity*.

UNITED STATES OFFICE OF
GOVERNMENT ETHICS
Preventing Conflicts of Interest
in the Executive Branch

INTEGRITY.gov
Play your part.

HOME LEARN MORE

Learn More: links to Learn About Integrity resources on MAX.gov

INTEGRITY.gov
Play your part.

Login to Integrity (using MAX.gov)
What is MAX.gov?

Login

Login Help

Status: *Normal*.

Check browser

Click here to check whether your Internet browser works with Integrity.

NOTE: The site may perform better if you clear your Internet browser cache. Read how here. Integrity restarts weekly on Mondays from 3 to 3:15 am ET. Please log off and save your work before this time. In addition, users may experience intermittent login issues Sundays from 2 to 8 am ET during the Integrity authentication provider's weekly maintenance window, and Sunday evenings from 5 pm to 3 am ET Monday mornings, during the Integrity hosting provider's weekly maintenance.

Please report any issues to integrity@oge.gov.

Click on the [Help](#) link at the bottom of the screen for login assistance information.

Integrity is the U.S. Office of Government Ethics system for electronically filing and reviewing Public Financial Disclosures (OGE Forms 278 and 278-T).

OGE's online [Public Financial Disclosure Guide](#) is an interactive tool to assist individuals who file or review public financial disclosure reports (OGE Form 278e or OGE Form 278-T).





Login

- Must be registered (using precise email address) and have a role in *INTEGRITY* to access.
- Most DoD users will use CAC.
 - Must register CAC after first login.

SIGN IN USING ...

PIV OR CAC CARD



PLUG IN YOUR PIV/CAC CARD

Continue with PIV/CAC

MAX.GOV USER ID

User ID

User ID (your email address)

Password

Your MAX.gov Password

Use MAX Secure- SMS Two-Factor

Continue with User ID

[Forgot, Set or Change Your Password](#)



Integrity Dashboards

- Admin: Assign/manage reports, edit group staff & filers, maintain reviewer permissions, use reporting tools to extract data
- Filer – “My Tasks”: Complete, Edit & Submit own report
- Reviewer – “My Queue”: Review & esign filed reports

Learn about *INTEGRITY*: <https://community.max.gov/x/vQAplg>



Admin Dashboard

“Hamburger icon (3 horizontal lines) toggles (hides or displays the left navigation menu).”



Filer | Reviewer | Admin

ADMINISTRATION

- Manage Agencies & Groups
- Find Users
- Management Reports
- Annual Data Extract
- Provision Users Status

SETTINGS

HELP

LOG OUT

Manage Agencies & Groups

AGENCIES & GROUPS

Add an Agency

Agencies | Groups | Hierarchy

5 records per page

Search:

AGENCY NAME	DAEO / LEAD / DIRECTOR	ADMINISTRATOR	SECURITY LEVEL	ACTION
DoD - Armed Services Board of Contract Appeals	Stanton, Catherine A	Stanton, Catherine A	2	Select an Action
DoD - Defense Commissary Agency	Ramey, Chandra	Ramey, Chandra	2	Select an Action
DoD - Defense Contract Audit Agency	Howell, Brian	Howell, Brian	2	Select an Action
DoD - Defense Counterintelligence and Security Agency	Peel, James H	Peel, James H	2	Select an Action
DoD - Defense Finance & Accounting Service	Byrnes, Richard	Byrnes, Richard	2	Select an Action



Groups

Manage Agencies & Groups

ADMIN

AGENCIES & GROUPS

Add a Group

Agencies **Groups** Hierarchy

5 records per page

Search:

GROUP NAME	DESCRIPTION	POINT OF CONTACT	FILERS	ACTION
00 - OSD DDAEOs			0	Select an Action
00 - SecDef	SD		1	Select an Action
00 - OSD Organizations - Army Filers	OSD - Army Filers		1	Select an Action
00- OSD ECs	OSD Orgs With Designated ECs		0	Select an Action
00- SOCO TEST FILE FOLDER	Training Folder		1	Select an Action



Add/Edit Group: Basic Info

Group Setup

00 - OSD DDAEOS

Save Cancel

Basic Information Group Staff Filers Notices

GROUP INFORMATION

GROUP NAME
00 - OSD DDAEOS

GROUP DESCRIPTION

GROUP IDENTIFIER
[REDACTED]

PARENT GROUP OR AGENCY DoD - Department of Defense -- DAEO 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.



Manage Group Staff (Primary or Alternates)

Group Setup

00 - OSD DDAEOS

Save Cancel

Basic Information **Group Staff** Filers Notices

GROUP CONTACTS

POINT OF CONTACT	Irvine Kobylski, Danica (Dani)
	Change Remove
POINT OF CONTACT (ALTERNATES)	Pickering, Carla
Add an Alternate	Remove
RECORDS MANAGER	Irvine Kobylski, Danica (Dani)
	Change Remove
RECORDS MANAGER (ALTERNATES)	Pickering, Carla
Add an Alternate	Remove

GENERAL 278 REVIEWERS

SUPERVISOR	Irvine Kobylski, Danica (Dani)
	Change Remove



Group Staff: Assign Role

ADD AN ALTERNATE ETHICS OFFICIAL

SEARCH BY...

FIRST NAME LAST NAME EMAIL

Go

Integrity Users MAX Users Unknown Email Address

NAME	EMAIL	PHONE	
[REDACTED]	[REDACTED]	[REDACTED]	Select
[REDACTED]	[REDACTED]	[REDACTED]	Select

Helpful hint: Use the email address alone to search for someone you know has no role in *INTEGRITY*. Click “Go” then when no results are found, click “Unknown Email Address” tab.



Add New User

For users with an email address that is not already in *INTEGRITY* or MAX.gov user directories:

- Enter the email address in the Email field;
- Click Go;
- Select the “**Unknown Email Address**” tab;
- Complete the registration form;
- Click Create Account & Select New User;
- Click Save (top right).

Add a Filer

SEARCH BY...

FIRST NAME LAST NAME EMAIL

FIRST NAME MIDDLE NAME LAST NAME

ADDRESS LINE 1 ADDRESS LINE 2 (OPTIONAL)

CITY STATE ZIP/POSTAL CODE COUNTRY

E-MAIL TELEPHONE



Manage Filers

Group Setup

00- SOCO TEST FILE FOLDER

Save Cancel

Basic Information Group Staff **Filers** Notices

Add a Filer Bulk Add Filers Notify Filers Transfer Filers Remove Filers

5 records per page Search:

NAME	EMAIL	CURRENT FILER CATEGORY	CURRENT FILER STATUS	ACTION	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Schedule C	Full-Time	Select an Action

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Remember: Filers are not assigned to supervisors. Filers and supervisors are assigned to org groups. If a Filer has the wrong supervisor then either 1) Filer is in the wrong org group or 2) Org group has the wrong supervisor assigned. 14

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Manage Filers

ADD A FILER ✕

SEARCH BY...
FIRST NAME LAST NAME EMAIL

 Go

Integrity Users MAX Users Unknown Email Address

NAME	EMAIL	PHONE	
[REDACTED]	[REDACTED]	[REDACTED]	Select
[REDACTED]	[REDACTED]	[REDACTED]	Select



Merge Filer IDs

- Integrity only recognizes a filer by the email address established as the filer's user ID.
 - New e-mail = new user.
- Merge associates a filer's prior email /user ID with their new email/user ID so that filer can access prior reports.
- Common Uses:
 - Filer permanently transfers to new org/agency with different email address;
 - Termination report not submitted and password not updated prior to departure
- Process:
 - Create new account for filer;
 - Remove all reviewer roles (e.g. supervisor roles)
 - Request Help Desk merge accounts
 - Reports remain with the agency where filed
 - Help Desk notifies MAX.gov to deactivate old ID



Assign Reports

Admin

Groups

Manage Agencies & Groups

AGENCIES & GROUPS

Agencies Groups Hierarchy

- DoD - Armed Services Board of Contract Appeals (ID: 303DE326867644C3A785A0F0C7785792)
 - DAAG (ID: 30F5A0C5CD054023AFC3060A3C180E0B1)
 - General 278s (ID: 206682DC1DC64CD09048F076868386042)
- DoD - Defense Commissary Agency (ID: DCE5921C8737487587F8CECA778D4B44)

Select an Action

Select an Action

Context menu for DoD - Armed Services Board of Contract Appeals:

- Edit
- Bulk Add Filers
- Move
- Add Subgroup
- Manage Assigned Reports
- Bulk 278 PDF Export
- View Permission Change Log



Assign Reports

Manage Assigned Reports: 00- SOCO TEST FILE FOLDER

ITEM: All | TYPE: All | YEAR: All | STATUS: All | **Go** | Reset

Assign Reports | Remove Assignments | Notify | Customize Display ▾

20 records per page | Search:

FILER	ITEM	TYPE	YEAR	POSITION	STATUS	GROUP	NOTIFIED	
<input type="checkbox"/>	[REDACTED]	Annual Report	278	2022	Not Started	00- SOCO TEST FILE FOLDER	03/09/2022	Action ▾

Showing 1 to 1 of 1 entries | ← Previous | 1 | Next →

Assign Report - Check the filers you would like to assign the report to

00- SOCO TEST FILE FOLDER | CURRENT FILER CATEGORY: All

FILTER BY EXISTING REPORTS:
INCLUDE FILERS: All | **Go** | Reset

5 records per page | Search:

NAME	EMAIL	PHONE	GROUP	CURRENT FILER CATEGORY	CURRENT FILER STATUS
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	00- SOCO TEST FILE FOLDER	Schedule C Full-Time

Showing 1 to 1 of 1 entries | ← Previous | 1 | Next →

Cancel | **Next**

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Assign Reports

Assign Report - Fill out the fields for the new report(s)



REPORT TYPE

ITEM

FILING TYPE

YEAR

ORIGINAL DATE DUE

DUE DATE COMMENTS

EXTENSION

 Days

EXTENSION COMMENTS

DUE DATE

PUBLIC AVAILABILITY

POSITION

Previous

Next



Assign Reports

Assign Report - Fill out the fields for the new report(s)

REPORT TYPE	ITEM	FILING TYPE	YEAR
278	New Entrant	General	2022
APPOINTMENT DATE			
03/16/2022			
ORIGINAL DATE DUE	DUE DATE COMMENTS		
04/15/2022			
EXTENSION	EXTENSION COMMENTS		
0 Days			
DUE DATE			
04/15/2022			
PUBLIC AVAILABILITY	POSITION		
Releaseable			

Previous Next

Assign Report - Notifications

WOULD YOU LIKE TO NOTIFY YOUR FILERS OF THE REPORT ASSIGNMENT?

- Yes - Notify Now
- No - Do not notify at this time

Your ethics office has assigned you a report in Integrity at <https://integrity.gov>. Your report is due on [[date]]. NOTE: Internet Explorer is not supported - you must use another browser to access Integrity.

Integrity has several features to make filing easier:

1. Pre-populate your report from any prior report filed in the system;
2. Part 7 Transactions - you can pre-populate data from all OGE 278-T reports previously filed in the system; 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:

Previous Make Assignments



Assignment Confirmed

Assign Report - Summary



Successfully assigned New Entrant Report to:

- [REDACTED]

Close



Notification Status

- Check Notification Status on the **Manage Assigned Reports** page, **Notified** column

Manage Assigned Reports: 00- SOCO TEST FILE FOLDER

ITEM: All | TYPE: All | YEAR: All | STATUS: All | Go | Reset

Assign Reports | Remove Assignments | Notify | Customize Display

20 records per page | Search:

FILER	ITEM	TYPE	YEAR	POSITION	STATUS	GROUP	NOTIFIED	Action
<input type="checkbox"/>	[REDACTED]	Annual Report	278	2022	Not Started	00- SOCO TEST FILE FOLDER	03/09/2022	Action
<input type="checkbox"/>	[REDACTED]	New Entrant Report	278	2022	Not Started	00- SOCO TEST FILE FOLDER		Action

Showing 1 to 2 of 2 entries | Previous 1 Next

- Notified column

- Blank = no notice was sent
- Pending = *Integrity* is processing a notice
- Date = notice sent

Remove Assignment
Notify
Edit Assignment



Accessing Notices

- In an open report, click on “Notifications” to see a list of notices *INTEGRITY* sent related to that report.

Notifications

FROM DATE TO DATE

Go Reset

10 records per page Search:

NOTIFICATION TYPE	STATUS	DATE
No data available in table		

Showing 0 to 0 of 0 entries

← Previous Next →



Management Reports

Integrity - List of Reports in System (Equivalent to FDM Disclosure Detail Report)

The screenshot displays the 'Management Reports' interface. At the top, there are three tabs: 'Filter', 'Reviewer', and 'Admin'. Below the tabs is a navigation menu with options: 'ADMINISTRATION', 'Manage Agencies & Groups', 'Find Users', 'Management Reports' (highlighted), 'Annual Data Extract', and 'Provision Users Status'. Below the navigation menu are 'SETTINGS', 'HELP', and 'LOG OUT'.

The main content area is titled 'Management Reports' and contains three filters: 'REPORTS', 'AGENCY FILTER', and 'GROUP FILTER'. The 'REPORTS' filter is currently open, showing a list of report types. The 'AGENCY FILTER' and 'GROUP FILTER' are both set to 'All'. There are 'Go' and 'Reset' buttons to the right of the filters.

The 'REPORTS' dropdown menu contains the following items:

- List of files (for given agency/group)
- List of staff (for given agency/group)
- List of reports in system
- List of reports purged
- List of nominee reports purged
- List of reports permanently deleted
- List of reports that require agency action (for given agency/group)
- List of reports due to the agency (for given agency/group)
- List of reports due to OIG (assigned PAS and D&O reports)
- List of reports that require OIG action (assigned PAS and D&O reports if Date of agency certification = complete)
- List of reports received
- List of reports with extensions
- List of reports certified/closed
- List of reports by reviewer
- List of open reports per reviewer
- List of nominee reports
- List of nominee reports permanently deleted
- List of assets
- List of nominee assets



Management Reports

Management Reports

REPORTS: List of reports in system

AGENCY: DoD - Department of Defense -- DAE

GROUP: 00 - SecDef

INCLUDE SUB-GROUPS

ITEM: All

TYPE: All

YEAR: 2022

REVIEW STATUS: All

CREATED FROM:

CREATED TO:

20 records per page

Search:

FILER NAME	ITEM	YEAR	FILER CATEGORY	REVIEW STATUS	FILE DATE	FILER STATUS	EXTENSION	DUE DATE	END INITIAL REVIEW	TERMINATION DATE
[REDACTED]	Termination Report	2022	Other	Report, Agency Certified	02/16/2022	Full-Time	0	2/27/2022	02/25/2022	01/28/2022
T										
[REDACTED]	Termination Report	2022	Career SES	Report, Agency Certified	01/26/2022	Full-Time	0	3/1/2022	03/07/2022	01/29/2022



Filer Dashboard

Filer | Reviewer | Admin

MY TASKS

[My Tasks](#)

SETTINGS

HELP

LOG OUT

My Tasks

MY CURRENT REPORTS

YEAR	ITEM	TYPE	AGENCY	GROUP	POSITION	DUE DATE	STATUS	DATE FILED	ACTION
2022	Periodic Transaction Report	278-T	DoD - Department of Defense -- DAEO Agency	DOD SOCO	Senior Attorney	03/4/2022	Draft, Pre-Review		Update
2022	Annual Report	278	DoD - Department of Defense -- DAEO Agency	DOD SOCO	Ethics & Financial Disclosure Program Manager	05/16/2022	Draft, Pre-Review		Update

MY TOOLS

- [Start an OGE Form 278-T](#)
- [Update My Contact Information](#)
- [Manage My Designees](#)

MY PAST REPORTS

YEAR	ITEM	TYPE	AGENCY	GROUP	POSITION	DATE FILED	ACTION
------	------	------	--------	-------	----------	------------	--------



Reset Filing

- Common Uses:
 - Filer/designee fails to pre-populate
 - Filer/designee makes significant erroneous changes from prior report
- Provides a “do over” of existing report vice delete and assign a new one
 - Only available until Filer submits
 - *Will also reset/remove any changes, attachments, notes, etc.*



Getting Started: Annual Report 278 Reset Filing

GENERAL INFORMATION

YOUR NAME <i>As it will appear in your public financial disclosure report.</i>	LAST NAME ⓘ Irvine Kobylski	FIRST NAME ⓘ Danica (Dani)	MIDDLE INITIAL ⓘ
---	--------------------------------	-------------------------------	----------------------

⚠ CONFIRM RESET ⚠ ✕

Are you sure you want to reset the filing? This will delete all previously entered information and return you to the prepopulation screen. **This cannot be undone.**

Cancel Reset Filing



Filer Designees

- Only Filer can assign.
- Can start/draft a report for the Filer.
- Designees **cannot** submit for Filer.



My Designees

ADD A NEW DESIGNEE

Space is available to invite another designee to assist with your filing.

Add a New Designee

LAST NAME	FIRST NAME	MIDDLE INITIAL
<input type="text" value="Please enter your Answer"/>	<input type="text" value="Please enter your Answer"/>	<input type="text" value="Please enter your Answer"/>
ADDRESS LINE 1		ADDRESS LINE 2 (OPTIONAL)
<input type="text" value="Please enter your Answer"/>		<input type="text" value="Please enter your Answer"/>
CITY	STATE	COUNTRY
<input type="text" value="Please enter your Answer"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
ZIP CODE (ZIP + 4 OPTIONAL)	TELEPHONE	
<input type="text" value="Please enter your Answer"/>	<input type="text" value="Please enter your Answer"/>	
EMAIL TO USE FOR INTEGRITY NOTIFICATIONS ⓘ	CONFIRM E-MAIL TO USE FOR INTEGRITY NOTIFICATIONS	
<input type="text" value="Please enter your Answer"/>	<input type="text" value="Please enter your Answer"/>	



Filer Designees

My Designees

Space is available to invite another designee to assist with your filing.

DESIGNEE #1

Name:

[REDACTED]

Email:

[REDACTED]

Phone:

7035551212

MAX.gov

Account:

[REDACTED]@integrity.gov

Reinvite

Remove

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DoD Filer Submit

- DoD Post-Government Employment Certification on Filer signature page.
- Prevents DoD Filer submitting unless the checkboxes are checked.

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

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

I certify that I am aware of the disqualification and employment restrictions of 18 U.S.C. 207 and 208, and 41 U.S.C. 2103-2107, as summarized in the ANNUAL CERTIFICATION BY PUBLIC FINANCIAL DISCLOSURE FILERS http://ogc.osd.mil/defense_ethics/resource_library/post_emp_cert.pdf, and that I have not violated those restrictions.

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

Submit OGE Form 278e



Early Termination Filer Submit

- Filers can file up to 15 days before Termination date
- Provides required acknowledgment regarding responsibility to update.
- Adds a Public Annotation:
“The filer agreed to update the reported information if it changes after submission but before or on the indicated termination date.”

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

In accordance with the Digital Signature Act of 1999, I recognize that my eSignature (Electronic or Digital Signature) shall be given the same legal status as a signature made with a pen. I further recognize that the eSignature may not be denied legal effect, validity, or enforceability solely because it is in electronic form. I hereby consent to the use of eSignature.

I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.

I understand that I am responsible for reporting information effective through my termination date. As a condition to filing before that date, I agree to report to the certifying official any changes in the information I reported. I will do so not later than thirty (30) days after my actual termination date.

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

Submit OGE Form 278e

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Reviewer Dashboard

The screenshot shows the 'My Queue' section of the Reviewer Dashboard. The left sidebar contains navigation options: Filer, Reviewer, Admin, MY QUEUE, My Queue, RECORDS MANAGEMENT, SEARCH, SETTINGS, HELP, and LOG OUT. The main content area includes filter dropdowns for ITEM, TYPE, YEAR, AGENCY, and GROUP. The GROUP dropdown is highlighted with a red box and the text 'No subgroup (yet)'. Below the filters are buttons for 'Go' and 'Reset', and a 'Customize Display' dropdown. Action buttons include 'Manage Reviewer' and 'Export to Excel'. A pagination control shows '20 records per page' and a search box. A table lists two entries for 'Pickering, Carla' with columns for FILER, ITEM, TYPE, YEAR, AGE, GROUP, NOMINATION, STATUS, ASSIGNED TO, and PENDING ACTION. The table data is as follows:

FILER	ITEM	TYPE	YEAR	AGE	GROUP	NOMINATION	STATUS	ASSIGNED TO	PENDING ACTION	REASSIGN
Pickering, Carla	Annual	278	2022	0 Days	00- SOCO TEST FILE FOLDER		Not Started	Pickering, Carla	Filer	
Pickering, Carla	New Entrant	278	2022	0 Days	00- SOCO TEST FILE FOLDER		Not Started	Pickering, Carla	Filer	

At the bottom, it says 'Showing 1 to 2 of 2 entries' and a notification 'Discussion on changes to P... 13:03'.

Click name for info about filer.

Click item to open report.

No subgroup (yet)



Reviewer Highlights

- My Queue dashboard
 - Defaults to reports pending your action
 - Has filters you set to see other reports, e.g., draft, pending at another level
- Edit filer data (until certified)
- Can return to filer to amend or pull forward
- Commenting functionality – general or line item
 - Note if marked “public annotation” goes on face of report. If not marked “public”, disappear on certification.
- Memo – this allows reviewer to make comments on report that survive certification and do not go on fact of report.
- Compare
- Documents (Attachments)
- Report Audit Trail
- Notifications



Customize Display

Show or hide columns:

Reviewer | My Queue

Customize Display ▾

- FILER
- ITEM
- TYPE
- YEAR
- AGE
- AGENCY
- GROUP
- DATE SUBMITTED
- END INITIAL REVIEW
- NOMINATION
- AGENCY REVIEWER
- OGE REVIEWER
- AGENCY CERTIFICATION
- POSITION
- STATUS
- ASSIGNED TO
- PENDING ACTION
- LAST AUDIT TRAIL
- LAST AUDIT NAME

Admin | Management reports

Customize Display ▾

- FILER NAME
- FILER EMAIL
- ITEM
- YEAR
- AGENCY
- GROUP
- POSITION
- WORKFLOW
- FILER CATEGORY
- REVIEW STATUS
- FILE DATE
- AGENCY CERTIFICATION / CLOSED DATE
- OGE CERTIFICATION / CLOSED DATE
- FILER STATUS
- DAEO
- REPORT ASSIGNED DATE
- LATE FEE WAIVER
- LATE FEE PAID
- EXTENSION
- DUE DATE



View Filing



INTEGRITY opens another browser tab to display the report you opened. Your My Queue is on another tab.

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

Spouse's Employment Related Assets and Income

Other Assets and Income

Transactions

Liabilities

Gifts and Reimbursements

Report Data (Summary)

Submit Report

Printable View

COMPARE

MEMO

DOCUMENTS

AUDIT TRAIL

NOTIFICATIONS

HELP

CLOSE WINDOW

REPORT SUMMARY

[Edit](#)

FILER SNAPSHOT

<i>Filer:</i> Pickering, Carla	<i>Item:</i> Annual Report	<i>Appointment Date:</i>
<i>Agency:</i> DoD - Department of Defense -- DAEO Agency	<i>Report Type:</i> 278	<i>Status:</i> Not Started
<i>Group:</i> 00- SOCO TEST FILE FOLDER	<i>Report Year:</i> 2022	<i>Spouse:</i>
<i>Position:</i>		
<i>Existing Workflow:</i> General		

[Edit](#)

REVIEWER & FILER INFORMATION

<i>Filer Category:</i> Schedule C	<i>Public Availability:</i> Releaseable	<i>Agency Reviewer:</i>
<i>Filer Status:</i> Full-Time		<i>OGE Reviewer:</i>
<i>DAEO:</i>		

[Edit](#)

DUE DATES & EXTENSIONS

<i>Extension:</i> 0 days	<i>Original Due Date:</i> 05/16/2022	<i>Due Date:</i> 05/16/2022
<i>Extension Comments:</i>	<i>Due Date Comments:</i>	<i>Late Fee Waiver:</i>
		<i>Late Fee Paid:</i> No

[Edit](#)

REVIEW DATES

<i>End Initial Review:</i>	<i>Final Status Date:</i>	<i>Filing Date:</i>
<i>Final Status:</i>	<i>Status Comment:</i>	<i>Amendment Public Annotation:</i>
<i>Amendment:</i>	<i>Amendment</i>	



General Information Page

Best practices:

- Filer Category & Filer Status:
 - Must be filled in or reviewers cannot sign.
 - Filer cannot do this – should be done on filer add/assignment.
 - Verify filer category is correct and edit if not.
- Agency Reviewer: Add EO reviewer name if another office does higher level review/certification.
- Extensions – Record and ensure comment reflects general basis.
 - Save email requests as Document or to client file.
- Due date comments – use to note report was filed after due date but within grace period.
- End Initial Review – Must record if not certified within 60 Days
 - Only use if cannot certify because either 1) additional info is required; or 2) amendment is required.
- Late Fee Waiver – Ensure general explanation is entered in comments section for this.
- Can edit until certified.



View Report – Navigation Window



- Appears on left side of report review screens.
- “Review Report”
 - For filers – only populates after they click through each report section.
 - For reviewers – populates even before report is started.
 - Links to the parts of this filer’s New Entrant 278.
 - Report Data Summary – See entire report without clicking through screens
 - Submit – Submit, return to filer/reviewer, pull forward.
 - Printable View – allows printing/export to PDF.
- Other Buttons for Compare, Memo, Documents, Audit Trail, Notifications, and Help.

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Report Data Summary

Report Data Summary is a scrollable view of the entire report.

Preview

Next

YOU CAN REVIEW YOUR ENTIRE OGE FORM 278E ON THIS PAGE. SELECT THE "NEXT" BUTTON AT THE TOP OR BOTTOM OF THE PAGE TO CONTINUE.

Annual Report 2022 for Calendar Year 2021 | U.S. Office of Government Ethics; 5 C.F.R. part 2634 | Form Approved: OMB No. (3209-0001) (Updated Nov. 2021)

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

Filer's Information

Edit Part

Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency, DoD - Department of Defense

Report Year: 2022

Other Federal Government Positions Held During the Preceding 12 Months:

Director, Oversight and Compliance (4/2015 - 9/2021)

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

electronically signed on 03/16/22 by [redacted] (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

1. Filer's Positions Held Outside United States Government

Edit Part

Ensure correct/full description.

Filer's esignature representation



Add or Edit Report Data

Edit – Click Description

Add - Click “Add New Item” action button



Add New Item

Part 6: Other Assets and Income

In the previous sections, you reported employment-related assets and income for you and your spouse. Now, you will report any other assets and investment income that we have not yet collected. This section applies to you, your spouse, and any dependent children that you may have.

For this section, report:

- Each asset, not already reported in prior sections, that had a value greater than \$1,000 at the end of the preceding calendar year.
- Each assets, not already reported in prior sections, from which more than \$200 in investment income was received during the reporting period for this section. Click the question mark for examples of reportable assets. For purposes of the value and income thresholds, aggregate your interests with those of your spouse and your dependent children.
 - Do not report the following types of assets: (1) your personal residence (unless it was rented out during the reporting period); (2) income or retirement benefits associated with United States federal government employment (e.g., Thrift Savings Plan); and (3) cash accounts (e.g., checking, savings, money market accounts) at a single financial institution with a value of \$5,000 or less (unless more than \$200 of income was produced).

IMPORT FROM SPREADSHEET [Download Part 6 Template](#)

Choose File No file chosen

25 records per page Search:

Bulk Action		#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT	OWNER
<input type="checkbox"/>	+	No	1	Checking Account 2 (Bank in the US)	No	\$1,001 - \$15,000	None (or less than \$201)	F
<input type="checkbox"/>	+	No	2	Fidelity Govt Cash Reserves (FDRXX)	Yes	\$1,001 - \$15,000	None (or less than \$201)	F
<input type="checkbox"/>	+	No	3	TWTR (Twitter)	No	\$1,001 - \$15,000	None (or less than \$201)	S



ADD A NEW ASSET/INCOME

ITEM DESCRIPTION

If this is an honorarium for a speech or appearance, provide the date

PARENT ASSET (IF APPLICABLE)

EIF

ITEM VALUE

INCOME TYPE

Select all that apply or one of the options below.

Not applicable (less than \$201)

Dividends

Capital Gains

Interest

Rent or Royalties

Other



Comments

- Expand entry to make comment.
- Word bubble column indicates whether a comment exists.

Part 6: Other Assets and Income Add New Item

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25 records per page Search:

Bulk Action		#	DESCRIPTION	EIF	VALUE	INCOME TYPE	INCOME AMOUNT	OWNER
<input type="checkbox"/>		No	1	Checking Account 2 (Bank in the US)	No	\$1,001 - \$15,000	None (or less than \$201)	F

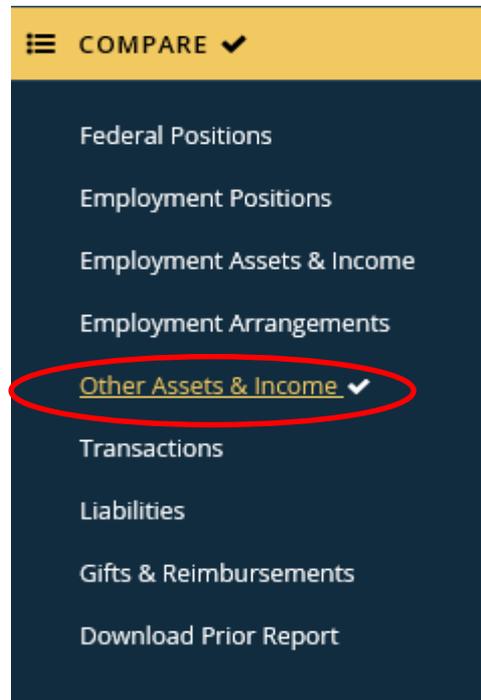
Type a comment or public annotation

Share as Comment Clear Public Annotation



Compare

- Checkmark indicates current report was pre-populated from another.
- Notice at the bottom of the Compare menu is a link to download the prior (source filing)





Compare

- Checkmark indicates changes from prior report.
- Expand entry to see changes made.

- REVIEW REPORT
- COMPARE ✓**
- Federal Positions ✓
- Employment Positions
- Employment Assets & Income
- Employment Arrangements
- Spouse Assets & Income ✓
- Other Assets & Income ✓
- Liabilities
- Download Prior Report
- MEMO
- DOCUMENTS ✓
- AUDIT TRAIL
- NOTIFICATIONS
- HELP
- CLOSE WINDOW

Compare 2022 Annual Report with 2021 Annual Report - Chung, Joo

All New, Changed, and Deleted Entries

20 records per page

#	CHANGE	DESCRIPTION	PARENT ASSET	EIF	VALUE	TYPE	AMOUNT	OWNER	ENDNOTE
	2	C	Fidelity Govt Cash Reserves (FDRXX)	n/a	Yes	\$1,001 - \$15,000		None (or less than \$201)	F
	2		Fidelity Govt Cash Reserves (FDRXX)	n/a	Yes	\$50,001 - \$100,000		None (or less than \$201)	F
	6	C	Fidelity Money Market	n/a	No	\$1,001 - \$15,000	Interest	\$201 - \$1,000	S
	9	C	Checking Account 3 (Bank in the US)	n/a	No	\$1,001 - \$15,000		None (or less than \$201)	S
	13	N	salesforce.com, inc. (CRM)	n/a	No	\$1,001 - \$15,000		None (or less than \$201)	S
			iShares PHLX						



Pull Forward – Certifying Officials Only

- Certifying Officials (CO) may “pull” a report forward directly to the CO step, bypassing the intermediate workflow steps. Most commonly to:
 - Certify a report that had to be manually signed (rare)
 - Certify a 278-T report where supervisor review was not needed.
- “Recall” – the CO may pull back forward a report previously returned to a earlier step.
- Open the report and go to the “Submit” page. Click “Pull Forward.”

Preview

SIGNING STATEMENT

You cannot sign the report at this time. Use the "Pull Forward" button to pull the report up to the Certifying Official role.

Pull Forward



Conclusion

- Integrity Help Desk:
Integrity@OGE.gov
- SOCO Website – Financial Disclosure Toolbox
<https://dodsoco.ogc.osd.mil/ETHICS-TOPICS/Financial-Disclosure/Toolbox-Financial-Disclosure/>