



FACT SHEET

Ethics Management (EM) System

DESCRIPTION

The EM program allows ethics officials and administrative assistants to view financial disclosure forms on a program hosted on the agency's server. Ethics officials can store and search by keyword, date, employee name, etc., ethics advice stored in EM. An employee required to file a financial disclosure report has the option of doing so online and submitting it electronically. The employee can copy their last year's report, make necessary changes, and submit it electronically.

PURPOSE

To decrease the FTE hours spent on managing paper forms. The program also automatically reminds filers when their form is due, when NRC OGC has received their form and when NRC OGC has certified their form.

PRODUCT ADAPTABILITY

If another agency has the correct platform, they can contact the vendor to see about pricing. NRC's price was reasonable although they had a large role in making improvements to the program.

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