

The Nominee Guide

2024



**U.S. Office of
Government
Ethics**

The Nominee Guide

This Guide provides prospective and current Senate-confirmed Presidential appointees with information to help them successfully complete the nomination process and then lead our country with honor and integrity. The Guide explains the ethics rules and policies that apply before, during, and after they serve.

The Nominee Process helps nominees navigate the ethics review process through the point of Senate confirmation.

Being an Ethical Leader helps you better serve as an advocate for government integrity and as an ethical role model for your colleagues across government.

Considering Leaving Government helps you navigate your ethical obligations before and after leaving federal service.

The Appendix provides helpful references for completing your financial disclosure report and information about the certificate of divestiture program.

The 14 Principles of Ethical Conduct articulate the expectations for honor and integrity shared by all executive branch officials.

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The image features a grayscale photograph of an American flag waving on a tall pole. The flag is positioned in the center-left of the frame. To the left of the flag, the ornate, classical architectural details of a building's facade are visible, including columns and decorative moldings. The background is a light, overcast sky. A dark teal border frames the entire image. On the right side, the text 'THE NOMINEE PROCESS' is written in a large, dark teal, serif font. A vertical bar of the same color is placed to the left of the text.

THE
NOMINEE
PROCESS

1

A Message from the U.S. Office of Government Ethics

Congratulations on being considered for nomination by the President. Serving as a federal leader is more than a job, it is an honor—one that comes with responsibilities. You will be subject to a variety of ethics laws and regulations, which come with the potential for criminal, civil, and administrative penalties.

The nomination process is daunting, complex, and challenging. Your patience will be required as the nomination process is often longer and more difficult than anticipated. During this process, you may be required to divest certain assets or make other financial sacrifices to avoid conflicts of interest or comply with other ethics laws. The good news is that you are not alone in this process. OGE and your agency's ethics officials will assist you in bringing your financial disclosure report into compliance with the statute and executing your ethics agreement.

At the heart of the ethics program is the principle that public service is a public trust. Government officials must put the public's interests before their own interests. The principle that public service is a public trust is an easy one to appreciate, but the complex ethics requirements that flow from it are not necessarily intuitive. They represent numerous policy choices by Congress, Presidents, and federal agencies over the years. You will need to build a working knowledge of these requirements, so you can spot potential issues and seek help from your agency's ethics officials when you need it.

Thank you for your willingness to serve your country. OGE encourages you to make ethics a priority throughout your government service and wishes you every success.

What to Expect in the Nominee Process

The nominee process is just that – a *process*. Though the sequence may vary and different portions of the process may overlap, the nominee process for ethics often includes the events outlined below:

Completion of the Financial Disclosure Report

After conversations between you and the Presidential Transition Team (PTT) or White House Office of Presidential Personnel Office (PPO) about the position, the PTT or PPO will request that you fill out the paperwork that is part of the Nominee process. The ethics portion of the required paperwork is a public financial disclosure report, the OGE Form 278e. You will complete this report in *INTEGRITY*, OGE's electronic filing system, after you receive an email informing you that you have a report to complete in the system.

- Please consult the [Appendix to this Guide](#) once you are ready to begin completing your financial disclosure report.

The screenshot displays the 'Getting Started: Nominee Report 278' interface in the INTEGRITY system. The form is titled 'GENERAL INFORMATION' and is divided into several sections:

- YOUR NAME:** Includes fields for LAST NAME (Nominee), FIRST NAME (Sample), and MIDDLE INITIAL (Please enter your Answer).
- POSITION & AGENCY:** Includes fields for AGENCY (Sample Agency 2020), GROUP (Sample Agency 2020, Nominee ()), POSITION TITLE (Sample Position), and DUE DATE (Please enter your Answer).
- FILER CATEGORY:** A dropdown menu set to 'PAS'.
- SPOUSE:** Radio buttons for 'I have a spouse and the spousal disclosure requirement applies.' (selected) and 'This requirement does not apply.'

- Staff in the PTT or PPO will review your draft report and may have questions for you or ask you to provide additional information. When they are ready, they will transmit the report to OGE and your prospective agency.
- Ethics officials at OGE and at your prospective agency review your draft financial disclosure report, ask follow-up questions, and provide instructions for revising the report.

- You will be asked *multiple rounds* of questions about the financial disclosure report and your financial arrangements from the ethics official at your prospective agency and OGE. Depending on the complexity of your finances, the revisions may take several weeks or several months.

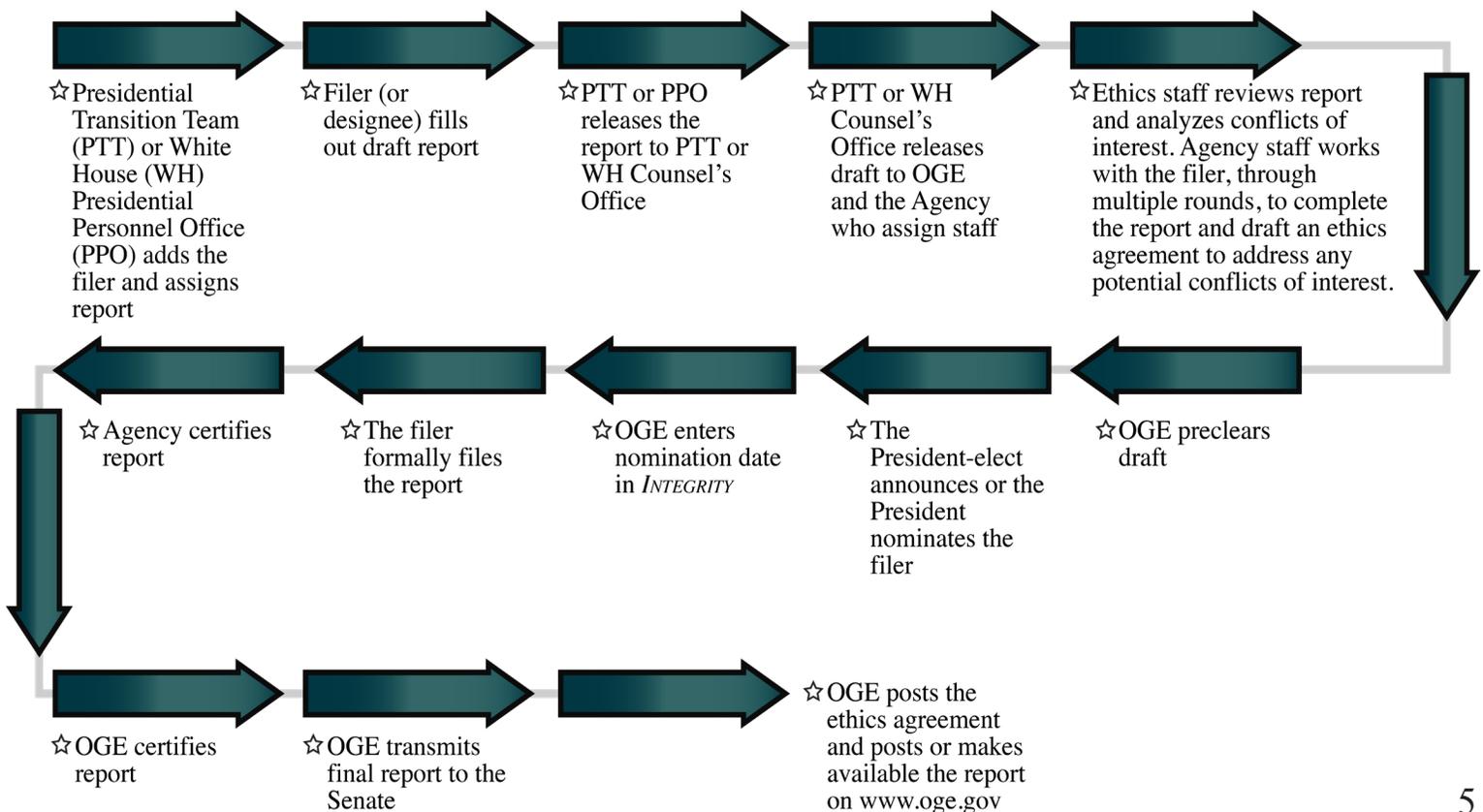
Review for Potential Conflicts of Interest and Drafting of the Ethics Agreement

- Ethics officials at your prospective agency and OGE analyze financial disclosure reports for potential conflicts of interest. If either the prospective agency or OGE sees potential red flags with regard to conflicts of interest, the agency or OGE will notify you and the PTT or PPO and begin a discussion.
- As possible conflicts are identified, ethics officials will determine the resolution of the conflicts, for example resignations and divestiture of assets. Agency ethics officials will discuss the proposed resolutions with you. *It may take multiple discussions and proposals until a workable solution is found.*
- Ethics officials will prepare an ethics agreement outlining steps you will take to avoid conflicts of interest. The ethics agreement will contain standard language used for all nominees as well as standardized clauses addressing your particular situation.
- You then review the agreement for any factual errors, make sure you understand it, and determine if you can complete the steps in the required time frames.
- Once the financial disclosure report and ethics agreement are finalized, the package is submitted to OGE for preclearance (i.e., tentative approval). You may receive an additional round of questions or requests for changes to your report following this review.
- Once OGE preclears your financial disclosure report and ethics agreement, you sign your ethics agreement.

Taking a senior federal position may require significant financial sacrifices by you and your immediate family.

Nomination

- If your nomination is approved by the White House, the President nominates you. At that point, you certify your pre-approved financial disclosure report in *INTEGRITY*.
- Your agency's ethics official certifies the report and provides OGE with an opinion regarding conflicts of interest.
- OGE reviews the opinion, certifies the report, and transmits your financial disclosure report and ethics agreement to the Senate.
- Once the Senate confirms receipt, OGE will make your financial disclosure report available and post your ethics agreement on the OGE website, www.oge.gov.
- Within five days before your Senate committee hearing, you disclose any income or honoraria earned after the date of your signature on your financial disclosure report by filing a letter with your agency's ethics official, who transmits it to the Senate and OGE.
- If the Senate confirms your nomination, the President appoints you.





Common Actions Nominees Take to Prevent Conflicts of Interest and Maintain Impartiality

The nominee process can be overwhelming at times. Over the course of the next several weeks or months, you will engage in discussions with the ethics officials from the agency in which you are being considered to serve and OGE about your financial disclosure report and the financial interests of you, your spouse, and your dependent children. The purpose of these discussions is to ensure that all required items are reported and that potential conflicts of interest and other ethics concerns have been identified. At that point, we will determine the actions that you, your spouse, and your minor children may be required to take to address those items.

One of the most common ethics actions is recusal from a particular matter. However, because you are entering a senior position and your participation in matters may be required, it may be necessary for you to take other actions to remedy the potential conflict of interest. Those actions are outlined below.

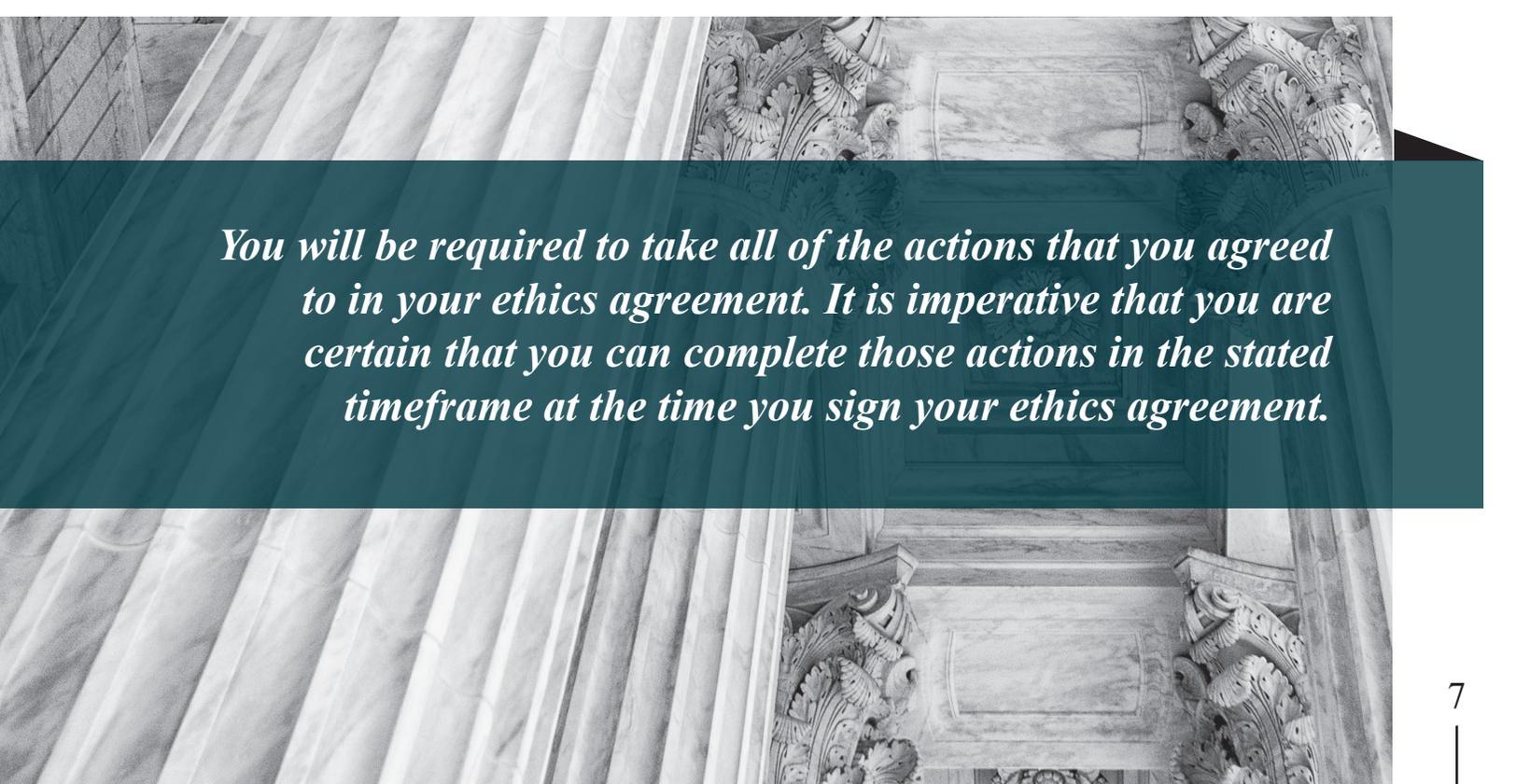
Some common actions to mitigate potential conflicts of interest:

- Resign from all paid positions and most unpaid positions

Resigning and selling (or otherwise divesting) assets are common conflicts of interest remedies for nominees.

- Frequently sell (or otherwise divest) stocks, sector mutual funds, and private investment funds owned by you, your spouse, and minor children (you may be eligible for a [certificate of divestiture](#) to defer taxable capital gains)
- Frequently forfeit unvested equity interests granted by your current employer
- Frequently divest assets from family (or other closely held) partnerships owned by you, your spouse, or minor children
- Frequently divest assets in trusts of which you, your spouse, or minor children are the beneficiary, or for which you, your spouse, or minor children are paying taxes
- Divest from a business that practices a profession involving a fiduciary relationship
- Divest from managed accounts that hold assets other than diversified mutual funds, Treasury securities, and sometimes municipal bonds.

This information is provided to help you determine if you want to pursue a federal position and to avoid surprises late in the vetting process.



You will be required to take all of the actions that you agreed to in your ethics agreement. It is imperative that you are certain that you can complete those actions in the stated timeframe at the time you sign your ethics agreement.

Your Responsiveness Matters

The single biggest factor affecting the time it takes to review a nominee's financial disclosure report is the responsiveness of the nominee because of the multiple rounds of questions and revisions that are usually needed before a report and conflicts analysis can be finalized.

Delays occur when a nominee, nominee's spouse, or the nominee's representative, is slow to:

- Gather documents needed to complete the financial disclosure report;
- Respond to questions from OGE or agency ethics officials;
- Contact a source of needed information, such as a brokerage firm, a financial advisor, an employer's human resources office, a partner, a trustee, etc.; or
- Wrap up negotiations to plan for actions, such as the dissolution of a partnership, the sale of a company, or the termination of an employment relationship.

Delays also can occur when a nominee is reluctant to agree to take steps to resolve conflicts of interest, such as resignation, divestiture, or recusal, which are contained in the ethics agreement.

OGE encourages you to:

- Gather your immediate family's financial documents before starting to fill out your report;
- Be available to respond to requests;
- Respond **promptly** to questions from agency ethics officials;
- Revise your financial disclosure report quickly, when directed to by the agency ethics official;
- Notify agency ethics officials as soon as possible once any request is completed; and
- Consider engaging professional help if you have complex financial holdings.

*Nominee
responsiveness
is vital*



BEING AN ETHICAL LEADER

2



Introduction

You've now taken the oath of office. You've made a promise that millions of public servants before you have made and kept: to support and defend our Constitution, to bear true faith and allegiance to the same, and to well and faithfully perform the duties of the office in which you will serve. You've promised to put the interests of the United States and the citizens we serve before your own.

As you serve our country, you will face ethical questions about simple decisions, such as how you use your time, to very complex ones, such as how to allocate millions of dollars. With each decision, the public's trust in you as a leader, in the organization you lead, and in the government as a whole are at stake.

Your commitment and fidelity to government ethics principles, laws, and regulations will ensure that your staff and the public can trust in your leadership. Your commitment to all ongoing ethics requirements and your actions to resolve potential conflicts of interest will be essential to your success as a leader.

Public service is a public trust

General Principles of Ethical Conduct

The General Principles of Ethical Conduct broadly require selfless service, responsible stewardship, and loyalty to law.

1

Selfless Service

Public service is a profession. It is also a public trust that involves a duty to something larger than yourself. You must always act, and appear to act, with our nation's interests before your own. You not only put forth an honest effort in your work, but you also do not seek personal advantage for yourself or others. You hold yourself to the highest standards, knowing that even the question of impropriety is sometimes enough to undermine good work.

2

Responsible Stewardship

You have been given the honor of using your position and the resources of the federal government to serve your fellow citizens. Monies, property, information, and other governmental resources are entrusted to you. You honor your commitment to the American public by using these resources wisely and only to accomplish the work of the United States government.

3

Loyalty to Law

You will take a solemn oath—to support and defend the Constitution. In all things, you will be expected to uphold the Constitution and the oath you will take. Part of fulfilling this oath involves respecting the rule of law by adhering to all legal authorities in the work you perform and as a public servant.

Ethical Leadership: What You Need to Do

The decisions you make and the actions you take will have profound effects on the culture of the agency you lead. As a leader, creating a culture that protects and preserves the public's trust is essential to your success and the success of our nation. Now is the time to think about the message you want to send as you begin your federal service. Here are a few ways to help protect the integrity and reputation of the government you will help lead:



You will play a key role in ensuring your agency has an ethical culture.

Walk the Walk

Be a model of ethical service. One way you do this is by complying with your ethics commitments—e.g., your ethics agreement, training requirements, financial disclosure requirements—on time. When you do, staff will follow your example.

You can also model ethical leadership when you monitor your personal financial interests for possible conflicts of interest. By preventing conflicts of interest, you protect yourself and the agency from the erosion of public trust. When you timely file your financial disclosure report, you ensure that any potential conflict can be resolved. Maintain a dialogue with your agency ethics officials to ensure you are meeting your ethics commitments.

As a leader, the agency and public have put their trust in you. When you adhere to the safeguards of government ethics laws and regulations, you cement that trust. In order to maintain that trust, take the following steps.

Meet Your Individual Ethics Commitments: The First 100 days

1 Complete Your Initial Ethics Briefing

To become familiar with your ethics obligations, your agency ethics official will schedule an ethics briefing with you within your first 15 days of government service.

2 Complete the Actions Required in Your Ethics Agreement

Resignations from outside positions must occur before you begin your government service. Most other actions required in the ethics agreement, including divesting of assets that create a potential conflict of interest, must be completed within 90 days of confirmation. You may be eligible for a certificate of divestiture if ethics officials require you to sell an asset. A certificate of divestiture allows you to defer the payment of capital gains tax by reinvesting the proceeds of a sale into “permitted property.” The certificate of divestiture must be obtained **before** you sell the asset. If you plan to request a certificate of divestiture, you should submit your request as soon as possible after appointment.

3 Complete Your Certification of Ethics Agreement Compliance

Within 90 days of confirmation, submit your Certification of Ethics Agreement Compliance to the agency ethics official. The Certification will be submitted to OGE and will be posted on the OGE website.

4 Complete Your Initial Ethics Training

As a nominee, you will have the opportunity to complete this training before or after your appointment. You must complete training within three months of your appointment.

5 Share Your Commitment to an Ethical Workplace With Your Staff

Make a point of sharing with staff as you complete these important steps to emphasize the importance of, and your commitment to, an ethical workplace.

U.S. OFFICE OF GOVERNMENT ETHICS Certification of Ethics Agreement Compliance (June 2017 version)		
CERTIFICATION OF ETHICS AGREEMENT COMPLIANCE Senate Confirmed Presidential Appointee		
1. Appointee's Information	a. Appointee's Name:	to be completed by OGE
	b. Position Title:	to be completed by OGE
	c. Agency:	to be completed by OGE
	d. Date Ethics Agreement Signed:	to be completed by OGE
	e. Date Confirmed:	to be completed by OGE
	f. Due Date for Certification of Ethics Agreement Compliance:	to be completed by OGE
2. Resignations	I completed all of the resignations indicated in my ethics agreement before I assumed the duties of my current government position.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
3. Divestitures	a. I have completed all of the divestitures indicated in my ethics agreement. I also understand that I may not repurchase these assets during my appointment without OGE's prior approval.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
	b. I have filed a period transaction report, or periodic transaction reports, (OGE Form 278-T) to disclose the completion of these agreed upon divestitures.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Filing Date(s) of OGE Form 278-T Report(s):
4. Managed Accounts	If I have a managed account or use the services of an investment professional, I have notified the manager or professional of the limitations indicated in my ethics agreement. In addition, I am continuing to monitor purchases.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5. Interim Recalls	I complied with my interim recall obligations pending the divestitures required by my ethics agreement.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

THIS CERTIFICATION WILL BE POSTED FOR PUBLIC VIEWING ON OGE'S WEBSITE. 1

Meet Your Ongoing Individual Ethics Commitments

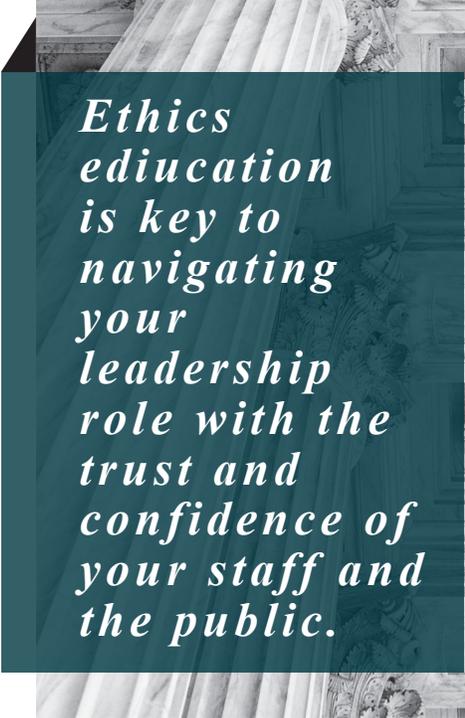
Complete Ongoing Ethics Training

Ethics education is key to navigating your leadership role with the trust and confidence of your staff and the public. Education is ongoing and you are required to have annual ethics training. Your agency ethics officials may supplement required training throughout the year, in order to remind staff of their ethics obligations as public servants.

Complete Ongoing Financial Disclosure Requirements

Filing your nominee financial disclosure report is the beginning of your financial disclosure obligations as an agency leader. In addition, you are required to file:

- Periodic Transaction Reports (OGE Form 278-T) at the time of making purchases, sales, or exchanges of securities in excess of \$1,000 by you, your spouse, or your dependent child using *INTEGRITY*, OGE's electronic filing system.
- Annual Financial Disclosure Reports (OGE Form 278e) by May 15 each year using *INTEGRITY*.



Ethics education is key to navigating your leadership role with the trust and confidence of your staff and the public.

Use Your Platform

- Your staff will look for you to set the tone. You will be in a position to communicate your agency's core values and foster an ethical culture through speeches, written messages, videos, and agency newsletters.
- Your staff need to hear directly from you. Staff appointments, all-hands meetings, and other employee gatherings provide opportunities to reinforce a strong ethical culture and remind employees of their obligations as public servants.

Create and Support a Strong Ethics Program

- Appoint and support a well-qualified Designated Agency Ethics Official.
- Ensure that your agency's ethics office has the leadership support and staffing resources it needs.
- Demonstrate support for the agency's ethics office by making yourself accessible to your agency ethics officials. By doing so, you let your staff and the ethics office know that you take ethics seriously.
- Let your staff hear directly from the ethics experts at your agency. You can invite ethics officials to speak briefly at the beginning of senior staff meetings and to be available for any ethics questions.

Ethical Leadership: What You Need to Know

More About Your Ongoing Ethics Obligations and the Breadth of Ethics Laws and Regulations

A wide range of ethics laws and regulations apply to appointees, and many of them come with criminal, civil, or administrative penalties.

Seek Counsel, As Needed

It is impossible for this guide to train you fully on government ethics. This section introduces a few salient ethics issues for you to be aware of. With this overview, you will be able to spot real or potential red flags, and then contact your agency's ethics



1 Conflicting Financial Interests

A criminal law, 18 U.S.C § 208, prohibits you from **participating** as a government official in **particular matters** affecting the financial interests of the following:

- You
- Your spouse
- Your minor child
- A general partner
- Any organization in which you serve as officer, director, trustee, general partner, or employee
- Any organization with which you are negotiating for employment.

The concept of **participating** is not limited to final decisions. It also includes recommendations, deliberations, assigning work, approving funding, and other common activities.

A **particular matter** is a legal term referring to any matter that focuses on the interests of either (1) specific parties or (2) a discrete and identifiable group.

Specific Parties

A particular matter focused on the interests of specific parties can be relatively easy to spot. Examples include litigation, grants, contracts, applications, investigations, etc.

For example:

- If the Department of Justice pursues an antitrust case against A and B companies, the case is a particular matter because it is focused on the interests of specific parties (A and B companies).
- An appointee would be barred from participating in the case if the appointee holds stock in either A company or B company.

A Discrete and Identifiable Group

A particular matter focused on the interests of a “discrete and identifiable class” can be harder to spot. Policy deliberations focusing on a specific industry could be a particular matter.

For example:

- An appointee’s agency’s proposed regulation would impose new requirements on all pharmaceutical companies. The pharmaceutical companies constitute a discrete and identifiable class. The proposed regulation is a particular matter.
- An appointee would be barred from participating in the regulatory effort if he or she holds stock in a pharmaceutical company.

2 Impartiality

Basic obligations of public service include the principle that employees shall act impartially and not give preferential treatment to any private organization or individual.

The Standards of Conduct restrict you from participating as a government official in any particular matter involving specific parties if you have a “covered relationship” with a party to the matter (or with the representative of a party), whenever a reasonable person would question your impartiality. You have a “covered relationship” with:

- Members of your immediate family
- Members of your household
- Close relatives
- Any individual or organization to whom you provided services in the past year
- Any individual or organization with whom you seek or have a contractual relationship (other than routine consumer transactions)
- Any individual or organization to whom your spouse, parent or dependent child is currently providing services
- Any organization in which you held a position in the past year or are currently serving as an “active member.”

3 Gifts

Securing the public's trust as an agency leader means knowing the basics of the Standards of Conduct gift regulations. The regulations are designed to ensure that gifts cannot influence your official actions or even create the appearance that you are inappropriately profiting from your government position.

- The general rule of thumb is that you cannot accept most gifts from outside sources. There are limited exceptions, such as gifts from personal friends and family members, but you need to consult with ethics officials before relying on them. The Standards of Conduct also contain examples, and you can consult those as well.
- Your subordinates may not give you a gift. You are also prohibited from accepting gifts from other government employees who earn less than you do. There are limited exceptions for these rules as well.

4 Misuse of Position

Public service is a public trust. You must never use your official position to benefit your own private interests or the private interests of another. Government positions, authority, and resources may be used only for officially authorized purposes. Misuse can take many forms, including:

- Helping a former business associate gain access to government decision-makers
- Helping a friend in dealings with the government
- Asking subordinates to perform outside work for you or your family members
- Using government resources for personal pursuits, etc.
- Using your federal position to gain personal benefits from others.

5 Other Restrictions

- Receiving outside earned income
- Receiving compensation for teaching, speaking, or writing related to official duties
- Permitting the use of your name in the name of a law firm or other entity that provides services involving fiduciary relationships
- Accepting bribes or receiving gifts because of official actions
- Representing others before the government

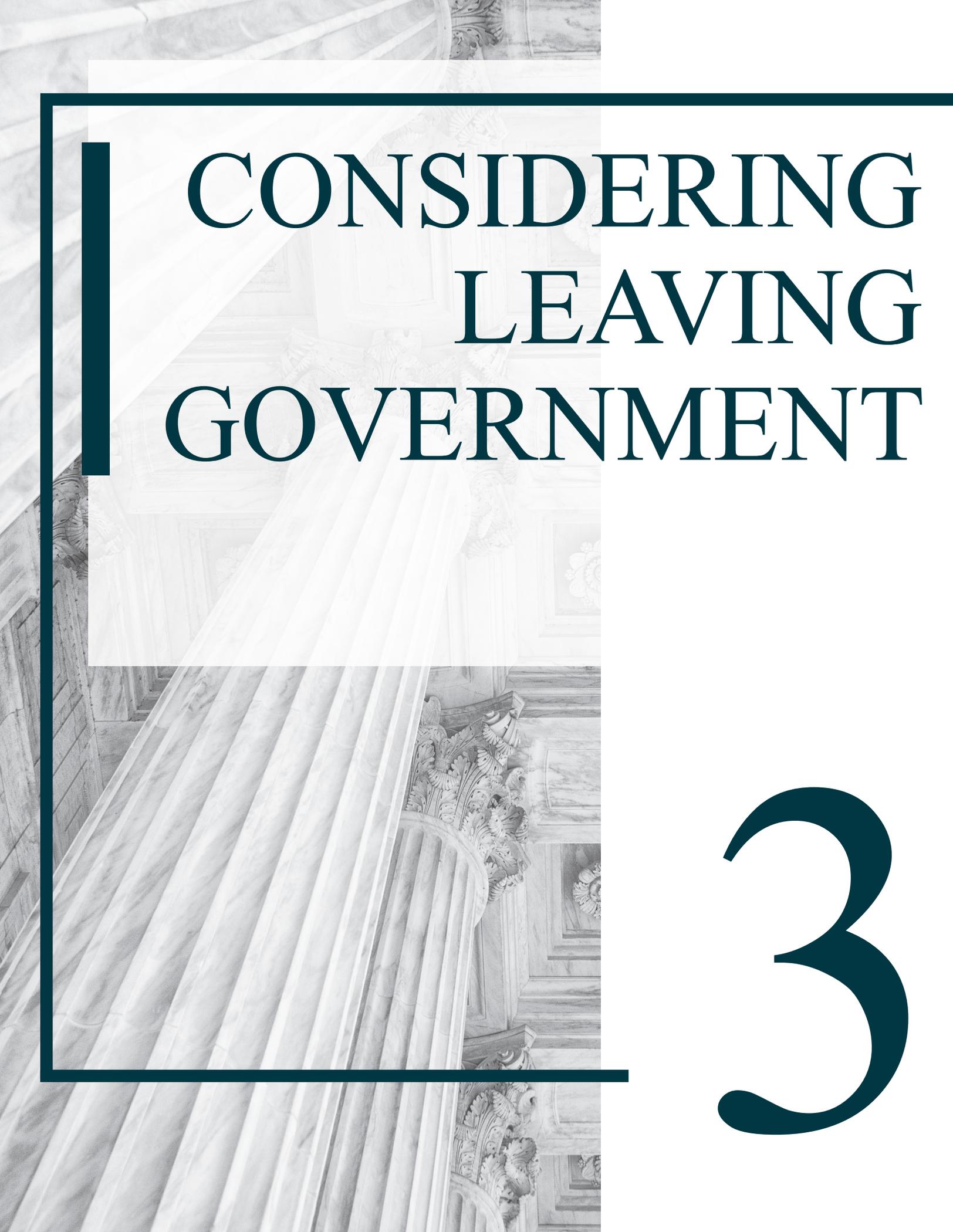
Support a strong ethical culture and preserve trust in your organization by honoring your ongoing ethics obligations.

The Key Statutes and Regulations Guiding Your Conduct: What is at Stake

The Executive Branch has a set of principles and a specific and enforceable set of standards and laws to help guide your conduct. The following are the key ethics statutes and regulations guiding your conduct and requiring your attention:

- 18 U.S.C. § 208: The primary criminal conflict of interest statute.
- The Ethics in Government Act (5 U.S.C. § 13103, *et seq.*): Requires financial disclosure and includes other ethics obligations.
- The Standards of Conduct (5 C.F.R. Part 2635): Contains regulations regarding impartiality, gifts, misuse of position, and outside activities.

As a senior official, you also will be responsible, in part, for ensuring that other government employees follow the law—by demonstrating your commitment to ethical behavior. Senior officials hold each other, federal employees, and themselves accountable, knowing that transparency and honesty are the surest ways to avoid conflicts and promote public confidence in government.



CONSIDERING LEAVING GOVERNMENT

3

Ethics Obligations Upon Leaving Government Service

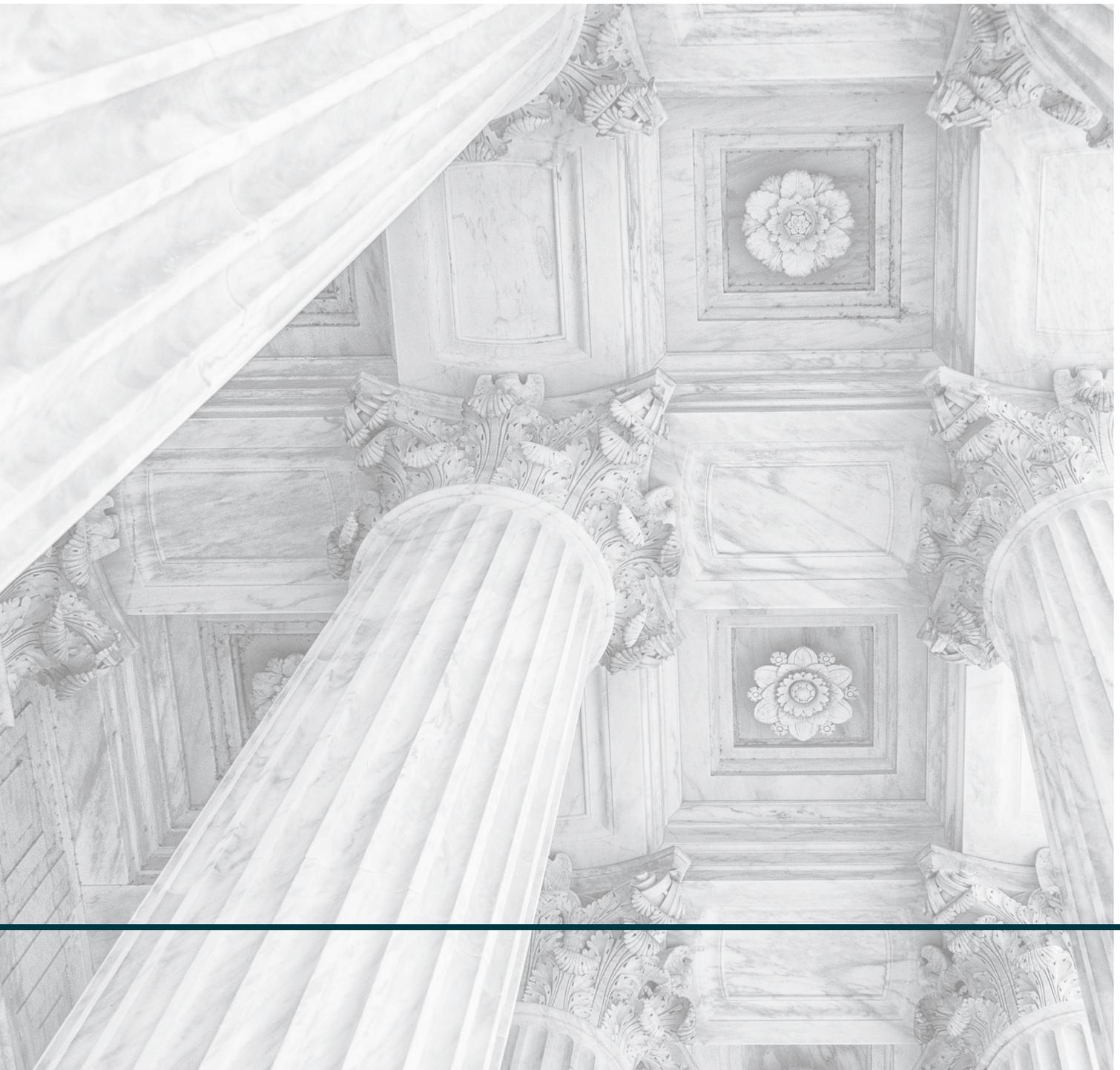
Your ethics obligations do not immediately end once you decide to leave government service. Certain ethics laws and regulations will continue to apply as you transition out of the government and will limit the type of work you are permitted to do after you have left your government position.

Some ethics laws continue to apply after you leave federal service.

When you begin the process of seeking employment, you must be sure to closely communicate with your agency ethics officials to avoid potential ethics issues.

- You generally may not perform any official work on a matter that would affect the financial interests of someone with whom you are seeking employment. You will need to notify your agency of any negotiation for or agreement of future employment or compensation. Additionally, you may need to notify officials at your agency that you have been disqualified from participating in certain matters once you have started employment negotiations.
- The law requires you to file a final financial disclosure report within 30 days of leaving the government. The requirements for termination reports are the same as for annual reports. Only the reporting period is different.
- After you leave the government, you may not represent anyone before a federal agency or court regarding any particular matter involving specific parties on which you worked. If you did not work directly on the matter, but an employee under your supervision did, you may not represent anyone on that matter before a federal agency or court for two years. You also may not represent anyone before your former agency for one year.

Previous administrations have imposed additional restrictions on post-government employment through executive orders. Some of these restrictions have included prohibiting former employees from lobbying their former agencies for five years and from lobbying any senior administration official for the remainder of the administration. It is crucial to coordinate closely with your ethics official before leaving government to make sure you fully understand what restrictions apply to you.





APPENDIX

Nominee Process Tips - What You Need to Know

- 1.** Check your name in *INTEGRITY* when you login for the first time. It should match your legal name. If it does not, contact your PTT or PPO contact person and ask them to initiate a new report in *INTEGRITY* with your legal name. This step will save you from having to complete the report a second time with updated information.
- 2.** Retain the User ID that you received and password to login to *INTEGRITY*. You will need them again after you are nominated to submit your report.
- 3.** The nominee process can be overwhelming at times. Be prepared for the unfortunate reality that the financial disclosure process, vetting, and Senate confirmation processes can be burdensome and intrusive. It likely will require **multiple rounds** of questions and edits from OGE and your prospective agency over several weeks or months. The purpose of these discussions is to ensure that all required items are reported and that potential conflicts of interest and items that may raise impartiality concerns have been identified.
- 4.** Be prepared for the likelihood that conflict of interest laws may necessitate changes in your personal finances, frequently including the divestiture of assets and the forfeiture of unvested equity interests related to employment. Additionally, they likely will necessitate changes in your business relationships and compensated and uncompensated positions, including resignations.
- 5.** Be aware that conflict of interest laws apply not only to your own financial interests but also to the financial interests of your spouse and minor children. For this reason, they too may need to take certain actions, including divestiture of assets.
- 6.** It is imperative that you respond promptly to questions from agency ethics officials when asked to revise your financial disclosure report.
- 7.** You will be required to sign an ethics agreement. Before you approve the agreement, it is essential that you determine that you can accomplish the actions that you agree to take in that agreement in the time frames established in the agreement.
- 8.** Your ethics agreement and public financial disclosure report will be made available to the public on the [OGE website](#).

What to Gather Before You Start Your Public Financial Disclosure Report

Before starting on your financial disclosure report, take time to gather your financial information. The items listed below apply to **you, your spouse, and your dependent child**, unless otherwise specified.

- Earnings by you or your spouse (including any honoraria)
- Retirement accounts for you or your spouse
- Names of your clients
- You or your spouse's assets with employers (e.g., restricted stock units, restricted stock, stock options, deferred compensation plans, short- or long-term incentive plans, etc.)
- Brokerage accounts
- College savings plans
- Annuities and life insurance (excluding term life)
- Your dependent child's assets (e.g., UTMA accounts, etc.)
- Holdings of trusts for the benefit of you, your spouse, or your dependent child (even if someone else established the trust)
- Holdings of trusts for which you or your spouse are paying the taxes
- Rental or other investment properties
- Other assets (e.g., stocks, bonds, investment funds, bank accounts, digital asset holdings, etc.)
- Liabilities
- Positions you hold, both paid and unpaid, outside the federal government

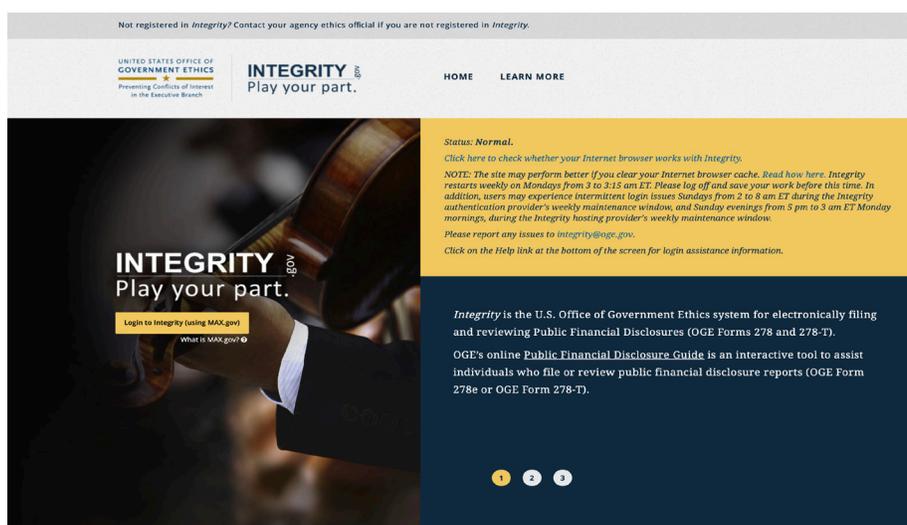
How to Use *INTEGRITY*, the Electronic Filing System

Nominees file public financial disclosure reports through OGE's electronic filing system, which is called *INTEGRITY*.

1 Logging into *INTEGRITY*

If you are new to *INTEGRITY*, the Presidential Personnel Office (PPO) or Presidential Transition Team (PTT) will register you as a filer.

- You will then automatically receive an email from notifications@integrity.gov.
- The email will provide a User ID to use when logging into Integrity.
- After following instructions to set a password, you will be able to log in online by going to integrity.gov. Retain the User ID that you received and password to login to Integrity. You will need them again to submit your report after you are nominated.
- Integrity works well with Google Chrome. Integrity also works with the most recent versions of Safari, Firefox, and Internet Explorer.
- You can grant a designee access to your report. Click “Manage My Designees” in the “My Tools” section of Integrity's main page. Then, click “Add a New Designee” and provide your designee's email address. Your designee will receive an email with instructions.



2 Check Your Name

Check your name in *INTEGRITY* when you login for the first time. It should match your legal name. If it does not, contact your PTT or PPO contact person and ask them to initiate a new report in *INTEGRITY* with your legal name. This step will save you from having to complete the report a second time with updated information.

3 Filling Out Your Financial Disclosure Report

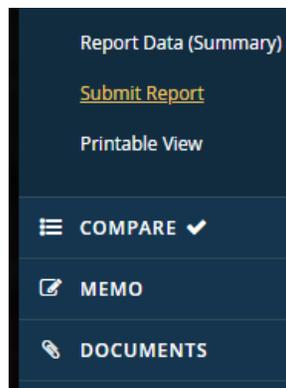
INTEGRITY provides tables designed to guide you through the report. In some cases, *INTEGRITY* asks a series of questions before adding your responses to certain tables.

- Be sure to read the instructions for each table. The various tables cover different periods of time (i.e., “Reporting Periods”).
- Note that some tables focus specifically on assets and income items that are related to employment or retirement (e.g., salary, stock options, 401k holdings, etc.). A separate table near the end of the report focuses more generally on other types of assets and income. The table headings and instructions will indicate what to enter in each table.

4 Submitting Your Financial Disclosure Report

After completing a draft report, you will need to submit it to PPO (or PTT).

- Click the word “Submit” in the left side navigation menu.
- Then, scroll to the bottom of the page and certify your draft.



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](#)

5 Revising Your Report

After you submit your report, ethics officials will review the report and contact you with any questions or needed corrections.

There are usually several rounds of questions and revisions, so please respond to questions and revise your report promptly.

INTEGRITY's "Change History" section allows you to track all revisions to your report. Click on "Audit Trail" in the left navigation menu, then select "Change History" to see all revisions.

6 Certifying Your Report

After you are nominated, agency ethics officials will ask you to log into *INTEGRITY* again and certify your final report.

Excepted Investment Fund (EIF)

1 Understanding the Terms

An “Excepted Investment Fund,” or EIF, is an important concept. It allows you to disclose an investment fund without having to go through the burdensome task of disclosing its underlying holdings.

An EIF is an investment fund that is:

1. Independently managed,
 2. Widely held, **and**
 3. Either publicly traded or available, or widely diversified.
- “Widely held” means at least 100 individuals are invested in the fund. Note that the focus is on the number of individuals, not the number of investors. For example, if a fund has only 63 investors, but one of the investors is a limited partnership with 200 partners, the fund is widely held.
 - “Publicly traded or available” means the fund is (or previously was) open to investment by the public. A fund is not disqualified solely because it has net worth or income requirements or if an investor must be an “accredited investor.”
 - “Widely diversified” means the fund does not have a stated policy of concentrating its investments in any industry, business, single country other than the United States, or bonds of a single state within the United States.

Knowing what each of these terms means can be helpful. Typical examples of an EIF include mutual funds and exchange-traded funds. If you think an investment fund may not qualify as an EIF, you should talk to an ethics official before doing all of the work of reporting its underlying holdings.

2 A Managed Account is not an EIF

Managed and robo-advisor accounts never qualify as excepted investment funds (EIF), even if they track a mutual fund, because they are not investment funds (i.e., pooled investment vehicles). With a managed account, you own the account's holdings directly.

3 Example

To help you understand why the EIF concept is so important, let's consider the example of a typical mutual fund, which we'll call the ABC Large Cap Fund. Mutual funds and exchange traded funds qualify as EIFs, so, you will simply disclose the name of this fund and indicate that it is an EIF:

#	Description	EIF	Value	Income Type	Income Amount
1	ABC Large Cap Fund	Yes	\$50,001-\$100,000		\$201-\$1,000

As another example, let's say you hold the ABC Energy Fund, a private equity fund that has less than 100 investors. It does not qualify as an EIF. In this case, you would have to disclose the name of the fund and any underlying holding that exceeds the reporting threshold (i.e., more than \$1,000 in value or more than \$200 in income):

#	Description	EIF	Value	Income Type	Income Amount
1	ABC Energy Fund	No			
1.1	Def Tirez Company	N/A	\$1,001-\$15,000		None (or less than \$201)
1.2	G&HI Drilling Corp.	N/A	\$1,001-\$15,000		None (or less than \$201)
1.3	J&KL Supplies, Inc.	N/A	\$1,001-\$15,000		None (or less than \$201)
1.4	Mnop Distribution, Co.	N/A	\$1,001-\$15,000		None (or less than \$201)
1.5	Peaqpan Resources Corporation	N/A	\$1,001-\$15,000		None (or less than \$201)
1.6	Tuvvyz Systems, Inc.	N/A	\$1,001-\$15,000		None (or less than \$201)
1.7	Wyxorp Oil & Gas Co.	N/A	\$1,001-\$15,000		None (or less than \$201)
1.8	Zozzox Battery Technologies, Inc.	N/A	\$1,001-\$15,000		None (or less than \$201)
1.9	Aaabahk & Sons, Inc.	N/A	\$1,001-\$15,000		None (or less than \$201)
1.10	Guuyezo Turbine Co.	N/A	\$1,001-\$15,000		None (or less than \$201)
1.11	Faszlebar Installations	N/A	\$15,001-\$50,000	Dividends	\$201-\$1,000
1.12	VanGaarsfold International, Inc.	N/A	\$1,001-\$15,000		None (or less than \$201)

Certificates of Divestiture

You may be eligible for a certificate of divestiture if ethics officials require you to divest an asset. A certificate of divestiture allows you to defer the payment of capital gains tax by reinvesting the proceeds of a sale into “permitted property.” You should be aware of the following:

- The certificate is valid only if obtained before selling an asset
- You must be a federal employee for you, your spouse, or your dependent child to be eligible to receive certificates
- A trustee is also eligible when the asset is held in a trust, subject to limitations if ineligible persons are trust beneficiaries
- The requestor must commit to divesting, even if OGE ultimately determines that an asset does not qualify for a certificate
- “Permitted property” includes U.S. obligations (i.e., Treasuries), diversified mutual or exchange-traded funds, and diversified unit investment trusts. For this purpose, a fund is diversified if it does not have a stated policy of concentrating in any industry, business, single country other than the United States, or in the bonds of a single state within the United States
- A certificate of divestiture is not available for assets in tax-deferred retirement accounts because the capital gains are not taxed at the time of the sales transaction
- OGE is not able to provide tax advice. Please consult your own tax advisor if you need guidance as to tax matters

Public Financial Disclosure Checklist

The following is a *non-exhaustive* list of items you should include in the public financial disclosure report that you file as a nominee:

Part 1 (Filer's Positions Held Outside the United States Government)

Report all positions as an officer, director, trustee, general partner, proprietor, representative, employee, or consultant. Be sure to include both paid and unpaid positions. Do not include political, religious, or honorary positions.

Part 2 (Filer's Employment Assets & Income and Retirement Accounts)

Report all assets and income related to your current or former employment (excluding U.S. government employment). Also, list any retirement plans or individual retirement accounts (excluding federal government retirement accounts). Examples include:

- Salary, bonuses, partnership or LLC distributions, other business income, client fees, receivables, director fees, consulting fees, deferred compensation, severance payments, etc.
- Equity in an employer and similar interests (e.g., stock, stock options, restricted stock, restricted stock units, stock appreciation rights, capital account, etc.)
- Carried interest or profits interest
- Retirement plans with a current or former employer, including: defined contribution plans, defined benefit pension plans, and any other type (excluding federal employee retirement)
- Individual retirement accounts (IRAs and Roth IRAs)
- Trustee fees or executor fees
- Honoraria
- Patents, copyrights, and other intellectual property

Part 3 (Filer's Employment Agreements and Arrangements)

Report all arrangements with your current and former employers. Examples include:

- Ongoing participation in a retirement or deferred compensation plan
- An ongoing leave of absence
- Anticipated payments from your employer (e.g., bonus, severance, return of capital account, partnership or LLC distribution, buyout, carried or profits interest, etc.)
- Employee benefits that will continue (e.g., health insurance, life insurance, use of car or office, housing benefits, etc.)
- Retention or disposition of any vested or unvested stock options, restricted stock, or other equity-related interests (e.g., forfeit upon resignation, accelerated vesting, exercise, etc.)

Part 4 (Filer's Sources of Compensation Exceeding \$5,000 in a Year)

Report all sources of compensation (even if paid to your employer) exceeding \$5,000 in any one calendar year during the reporting period.

- Remember to list your employer and clients, if applicable
- Do not include payments from the United States government

Part 5 (Spouse's Employment Assets & Income and Retirement Accounts)

Report all assets and income related to your spouse's current or former employment. Also list any retirement plans or individual retirement accounts.

- See the discussion in Part 2 above for examples
- Do not include payments from the United States government

Part 6 (Other Assets and Income)

Report all other assets and investment income for you, your spouse, and your dependent child. Examples include:

- Stocks, bonds, notes, options, futures, mutual funds, exchange-traded funds, private equity funds, and hedge funds
- Life insurance, excluding term life insurance
- Cash accounts
- Annuities
- Qualified tuition plans (also called 529 plans, college savings plans, or prepaid tuition plans)
- Digital Assets (including virtual currency and non-fungible tokens)
- Real estate that you rent out or hold for investment purposes (including farms or farmland)
- Investment partnerships, LLCs, and S-corporations
- Assets of any trust in which you, your spouse, or your dependent child: (1) is currently entitled to receive income or access the principal; (2) has a vested future interest in principal or income; or (3) pays the income taxes (i.e., a grantor trust)
- Uniform Gifts to Minors Act accounts and Uniform Transfers to Minors Act accounts

Part 7 (Transactions)

Nominees do not complete this Part.

Part 8 (Liabilities)

Report all liabilities that exceeded \$10,000 at any time during the reporting period. Examples include:

- A mortgage on a personal residence
- A mortgage on other real estate
- A student loan
- A credit card balance exceeding \$10,000 at the end of the reporting period
- An equity line of credit (but only if you have exercised the equity line of credit)
- A margin loan
- A capital commitment
- A personal loan

Part 9 (Gifts and Travel Reimbursements)

Nominees do not complete this Part.

Additional Checklist for Attorneys

The following is a non-exhaustive list of additional items that nominees who are attorneys (or are married to attorneys) often need to include in their public financial disclosure reports:

If you or your spouse held a position with a law firm, you may find these reminders helpful:

1. Report your position with the law firm in Part 1. (Do not report your spouse's position in Part 1.)
2. Report the law firm as a source of income in Part 4 if you earned more than \$5,000 in a calendar year during the reporting period. Also, report the name of any client who paid more than \$5,000 to the law firm (or to you) for your services in a calendar year during the reporting period. You may describe your services simply as "legal services." (Do not report your spouse's law firm or clients in Part 4.)
3. If you received any of the following kinds of income from the law firm during the reporting period, report the exact amount of income in Part 2. (If your spouse received any of these types of income, report your spouse's receipt of income from the law firm in Part 5, but do not include the amount of income.)
 - Salary and/or bonus
 - Partnership share or LLC distribution
 - Severance payment
 - Other compensation
4. If the law firm owes you any of the following kinds of payments, report the anticipated payments in Part 2, and indicate the anticipated amount by selecting the appropriate category (as opposed to the exact amount) in the "Value" column (as opposed to the "Income" column). Explain your arrangement for the payment in Part 3. (If the law firm owes any of these kinds of payments to your spouse, report the anticipated payments in Part 5, and indicate the anticipated amount by selecting the appropriate category in the "Value" column. Do not report information about your spouse in Part 3.)
 - Anticipated salary or bonus

- Anticipated partnership share or LLC distribution
 - Anticipated severance
 - Any other outstanding compensation
5. Report all items listed below that currently have a value greater than \$1,000 or from which more than \$200 in income was received during the reporting period. If the item is associated with you, report it in Part 2 and describe any arrangement with the law firm (e.g., return of capital account after separation from the firm) in Part 3. (If the item is associated with your spouse, report it in Part 5. Do not report information about your spouse in Part 3.)
- Law firm capital account
 - Law firm stock
 - A financial interest in a contingency fee case (see item 4 in the solo legal practice section for more details on contingency fee cases)
 - A financial interest in an investment fund that the law firm created
 - A financial interest in other firm investments (e.g., real estate partnerships)
 - Retirement plans
6. If your name is used in the name of the law firm, describe what will happen to the firm's name in Part 3 (e.g., "my name will be removed from the name of the firm upon my withdrawal"). Note that the Ethics in Government Act prohibits certain high level government officials from allowing firms to use their names.
7. If your law firm is small enough that it will be dissolved after your separation, describe the arrangements for the firm's dissolution in Part 3. (Do not provide information about your spouse's firm in Part 3.)

If you or your spouse are engaged in a solo legal practice, you may find these reminders helpful:

1. Report your position as a solo practitioner in Part 1. (Do not report your spouse's position in Part 1.)
2. Report the solo practice as a source of income in Part 4 if you earned more than \$5,000 in a calendar year during the reporting period. Also, report the name of any client who paid more than \$5,000 for your services in a calendar year during the reporting period in Part 4. You may describe your services simply as "legal services." (Do not report your spouse's clients in Part 4.)
3. Report the exact amount of your income from your solo legal practice during the reporting period in Part 2. Do not report your clients in Part 2. (Report your spouse's solo legal practice as a source of income in Part 5, but do not disclose the amount of income. Do not disclose your spouse's clients in Part 5.)
4. Report any interest you have in a contingency fee case in Part 2. You may estimate the value of your interest in the "Value" column. (You may use any good faith method of estimating the value. For example, you may describe the value based on the amount sought by your client in damages, with or without reducing the value based on the likelihood of a favorable decision or settlement.) If you cannot ascertain the value, leave the value field blank and write "value not readily ascertainable" in the "Description" field. In Part 3, describe what will happen to your interest in the contingency fee case upon entering government service. (Do not report information about your spouse's individual cases or clients.)
5. Report any anticipated referral fees in Part 2. In Part 3, describe what will happen to your anticipated referral fee upon entering government service. (Do not report information about your spouse's individual cases or clients.)
6. In Part 3, describe what will happen to the practice while you are in government (e.g., "it will be placed in an inactive status during my appointment") and any remaining fees owed to you (e.g., "the amounts of all outstanding client fees will be fixed before I enter government service"). Describe any ongoing arrangement for the payment of referral fees by attorneys to whom you refer your clients. (Do not provide information about your spouse in Part 3.)

Additional Checklist for Corporate Officers, Employees, and Directors

The following is a non-exhaustive list of additional items that nominees who are current or former corporate officers, employees, or directors (or are married to current or former corporate officers or directors) often need to include in their public financial disclosure reports:

1. Report your position with the corporation in Part 1. (Do not report your spouse's position in Part 1.)
2. If you received any of the following kinds of income during the reporting period, report the exact amount of income in Part 2. (If your spouse received any of these types of income, report your spouse's receipt of income in Part 5, but do not include the amount of income.)
 - Salary and/or bonus
 - Director fees
 - Severance payment
 - Other compensation
3. If you are owed any of the following kinds of payments, report the anticipated payments in Part 2, and indicate the anticipated amount by selecting the appropriate category (as opposed to the exact amount) in the "Value" column (as opposed to the "Income" column). Explain your arrangement for the payment in Part 3.
 - Salary and/or bonus
 - Director fees
 - Severance payment
 - Other compensation

4. Report in Part 2 any of the employment-related items listed below that you currently hold or from which more than \$200 in income was received during the reporting period. If you currently hold the item, explain in Part 3 what will happen to it when you enter government service (e.g., divest, forfeit, vest, exercise, etc.). (If the item is associated with your spouse, report it in Part 5. Do not provide information about your spouse in Part 3.)
- Stock options or warrants (incentive, nonqualified, etc.)
 - Restricted stock or restricted stock units
 - Employee stock ownership plan (ESOP) account or employee stock purchase plan (ESPP) account
 - Stock appreciation right
 - Dividend equivalent units
 - Phantom stock
 - Deferred compensation plan
 - Retirement plans
 - Any other asset or right to payment associated with the corporation that you hold as a result of your position with the corporation
5. If you will retain any benefits following your separation from the corporation, report them in Part 3. Examples may include health or life insurance; estate, tax, or financial planning services; health club or country club memberships; use of a company car, car service, or plane; use of a residence or office; use of secretarial or IT support; use of a telephone; discounts on company services and products; travel planning services; housing or a mortgage subsidy; tickets or use of a skybox; the right to attend board meetings, other than as an ordinary shareholder of common stock; etc. (Do not provide information about your spouse in Part 3.)

Additional Checklist for University Professors and Deans

The following is a non-exhaustive list of additional items that nominees who are university professors or deans (or are married to university professors or deans) often need to include in their public financial disclosure reports:

1. Report your position with the university in Part 1. (Do not report your spouse's position in Part 1.)
2. If you received any income from the university during the reporting period, report the exact amount of income in Part 2. (If your spouse received income, report your spouse's receipt of income in Part 5, but do not include the amount of income.)
3. If the university owes you a bonus or severance payment, report the anticipated payment in Part 2, and indicate the anticipated amount by selecting the appropriate category (as opposed to the exact amount) in the "Value" column (as opposed to the "Income" column). Describe your arrangement for the payment in Part 3. (If your spouse is owed a payment, report the anticipated payment in Part 5, and indicate the anticipated amount by selecting the appropriate category in the "Value" column. Do not provide information about your spouse in Part 3.)
4. If you will be taking a leave of absence from your position while you are in government, report the leave of absence in Part 3. Indicate whether the leave of absence will be paid or unpaid and specify its duration. Indicate whether your employer will continue to make contributions to any retirement plan during your leave of absence. (Do not provide information about your spouse in Part 3.)
5. If you will retain any of the benefits listed below during your government service, report the benefits in Part 3. (Do not provide information about your spouse in Part 3.)
 - University housing, a housing allowance, a mortgage subsidy or supplement, a reduced rate mortgage, mortgage loan forgiveness, etc.
 - Reduced tuition rate for a child or other individual
 - Student loan forgiveness

- Subsidized child care
 - Any other benefit that will be provided during your leave of absence (other than retention of tenure)
6. If you received an honorarium (i.e., fee for speaking, writing an article, or making an appearance) in excess of \$200 during the reporting period, report the honorarium in Part 2. Provide the date your service was provided and indicate the exact amount of the payment in the “Income” column. Be sure to provide an exact amount (e.g., \$7,250) of the payment, instead of merely a category of amount.
 7. If you are owed an honorarium in excess of \$1,000, report the honorarium in Part 2, and indicate the appropriate category in the “Value” column (e.g., \$1,001-\$15,000), as opposed to the exact amount that you are owed.
 8. If your spouse received an honorarium (i.e., fee for speaking, writing an article, or making an appearance) in excess of \$200 during the reporting period, report the honorarium in Part 5 and indicate the exact amount of the payment in the “Income” column. Be sure to provide an exact amount (e.g., \$7,250) of the payment, instead of merely a category of amount. (Note: For most types of earned income, you do not have to provide the amount that your spouse received. However, the law imposes a special requirement for honoraria, which requires you to disclose the exact amount that your spouse received for each honorarium payment in excess of \$200.)
 9. If you have interests in intellectual property (e.g., books, book deals, patents, etc.) that are currently worth more than \$1,000, or from which more than \$200 in income was received during the reporting period, report those interests in Part 2. Also, report any advance on Part 2.
 10. If your spouse has interests in intellectual property (e.g., books, book deals, patents, etc.) that are currently worth more than \$1,000, or from which more than \$200 in income was received during the reporting period, report those interests in Part 5. Also, report any advance on Part 5.

Additional Checklist for Investment Fund Managers

The following is a non-exhaustive list of additional items that nominees, whose work (or whose spouse's work) involves, or previously involved, managing investment funds, often need to include in their public financial disclosure reports:

1. Any paid or unpaid position with the fund manager, the fund, a subaccount, a subsidiary fund, or any other entity or business venture in Part 1. (Do not disclose your spouse's position in Part 1.)
2. If you received any of the following payments during the reporting period, report the exact amount of income in Part 2 in the "Income" column. (If your spouse received a payment, report your spouse's receipt of the payment in Part 5, but do not include the amount of the payment.)
 - Salary and/or bonus
 - Severance
 - Other compensation
3. If you are owed any of the following types of payments, report the anticipated payment in Part 2 and indicate the anticipated amount by selecting the appropriate category (as opposed to the exact amount) in the "Value" column (as opposed to the "Income" column). Describe your arrangement for the payment in Part 3.
 - Outstanding bonus payment
 - Outstanding severance payment
 - Other outstanding compensation

4. Report any of the following items that you currently hold (or are owed) or from which more than \$200 in income was received during the reporting period in Part 2. If you currently hold the item, explain in Part 3 what will happen to the item when you enter government service (e.g., divest, forfeit, vest, etc.). (If the item is associated with your spouse, report it in Part 5. Do not provide information about your spouse in Part 3.)
 - Stock (or other equity) in the fund
 - Equity share in a partnership or limited liability company
 - Carried interest
 - Co-investment interest
 - Profit interest
 - Warrants, options, or other equity interest
 - Any other financial interest, investment, or right
5. In Part 8, report any capital commitments by you, your spouse, or your dependent child. Also, describe (either in Part 8 or in an endnote) any arrangement with the fund manager (or with any other individual or entity) to assist you in satisfying this capital commitment (e.g., a leveraging agreement, a subsidy, a supplemental payment, a credit, etc.).
6. In Part 3, describe any arrangement related to your work. For example, describe any continuing right, share, interest, payment, etc., associated with the fund manager, the investment fund, or any other entity. (Do not provide information about your spouse in Part 3.)

Additional Checklist for Trust Interests

The following is a non-exhaustive list of additional items that nominees who have an interest in a trust (or whose spouses or dependent children have an interest in a trust) often need to include in their public financial disclosure reports:

1. Report your position as trustee of a trust in Part 1, including positions with revocable trusts. (Do not report your spouse's position in Part 1.)
2. If you, your spouse, or your dependent child have a revocable trust, report the assets held by the trust in Part 6. You do not need to report the assets from a revocable trust established for you, spouse, or dependent child by someone else.
3. If you, your spouse, or your dependent child received a mandatory distribution from a revocable trust, report the trust and distribution in Part 6.
4. If you, your spouse, or your dependent child have a vested beneficial interest in income or principal, either current or remainder, in an irrevocable trust, report the trust and the assets held by the trust in Part 6. Your remainder interest must be considered vested by the state law that governs the trust.
5. If you, your spouse, or your dependent child have an interest in a discretionary trust, report the discretionary trust on Part 6 and any distribution that you received from the trust.
6. If you, your spouse, or your dependent child pays the taxes on an irrevocable trust, report the trust and the assets held by the trust in Part 6.

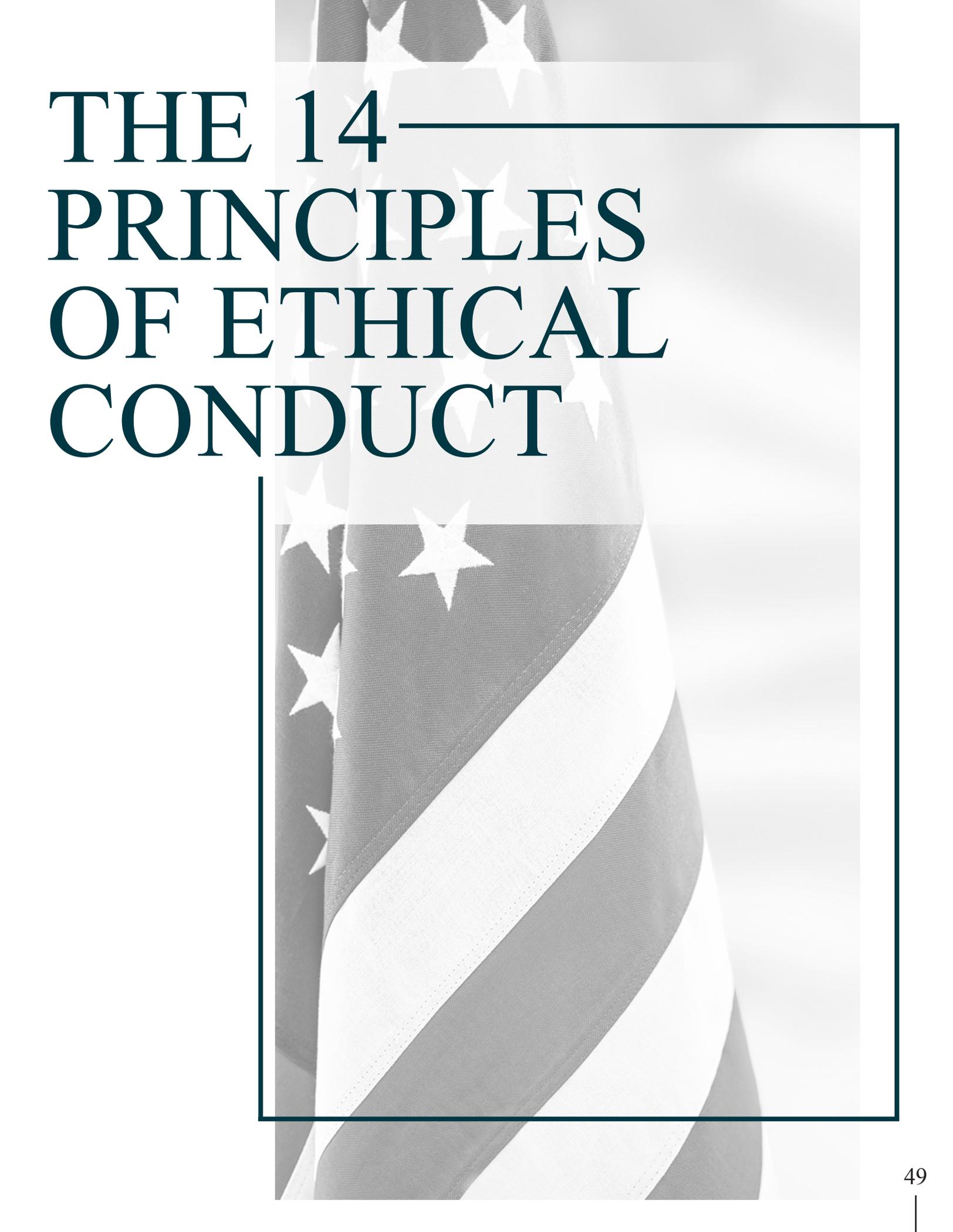
Blind Trusts and Diversified Trusts

You may hear about *qualified blind trusts* and *qualified diversified trusts* as potential options for addressing ethics issues.

OGE's staff is available to talk to you about these types of trusts, but you should know that the requirements are highly restrictive and usually burdensome. There is almost always a different remedy that is more appropriate for resolving the applicable ethics issues. For this reason, there have been **very few** qualified blind or diversified trusts in the Executive Branch. **You should not set up a blind or diversified trust without first talking to your agency ethics official or OGE.**

Here are a few things to keep in mind:

- An existing blind or diversified trust may not be used.
- You should not contact potential trustees without first consulting OGE, as you could disqualify them.
- You must publicly disclose every asset you place in the trust. Later, when you dissolve the trust, you must publicly disclose every asset held in the trust at the time of dissolution.
- You may not instruct a trustee as to types of assets to acquire, and you will not receive information about a trust's holdings until it is dissolved.
- A blind trust does not resolve existing conflicts of interest—an asset you place in a blind trust is not “blind” until it is sold down to \$1,000 or less.

The background of the page is a close-up, slightly blurred image of the American flag, showing the stars and stripes. The flag is oriented vertically, with the stars in the upper left and stripes extending downwards. A thin, dark teal border frames the text and the flag image.

THE 14 PRINCIPLES OF ETHICAL CONDUCT

THE 14 PRINCIPLES OF ETHICAL CONDUCT

Under a longstanding Presidential Executive Order, these Principles of Ethical Conduct apply to every Executive Branch employee.

1. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
4. An employee shall not, except as permitted by [exceptions documented in the *Standards of Ethical Conduct for Employees of the Executive Branch*], solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.

6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
7. Employees shall not use public office for private gain.
8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those—such as Federal, State, or local taxes—that are imposed by law.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of, for example, race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, genetic information, or disability.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in [the *Standards of Ethical Conduct for Employees of the Executive Branch*]. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.



GOVERNMENT ETHICS



Preventing Conflicts of Interest
in the Executive Branch