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

INTEGRITY
Play your part.

This document is a checklist of steps for agencies to take in preparation for using *INTEGRITY*, OGE's electronic filing system for the OGE Form 278 and the OGE Form 278-T. We look forward to working with your agency's designee.

Agency *INTEGRITY* Preparedness Checklist	
GET READY **(October)**	☐ Contact OGE *INTEGRITY@oge.gov* to notify us of your agency's interest in initiating the process of transitioning to *INTEGRITY*. ☐ Identify an agency *INTEGRITY* manager to coordinate with OGE's *INTEGRITY* manager. Email name, contact info, and an estimated number of 278 filers to *INTEGRITY@oge.gov*. ☐ Coordinate with your agency's CIO on compatibility of *INTEGRITY* technology. ☐ Schedule a meeting with OGE's *INTEGRITY* team to learn more about the system and to evaluate its functionality. ☐ Consult with OGE's *INTEGRITY* manager to choose one of the optional *INTEGRITY* workflows. ☐ Decide how your agency will support its users. ☐ Identify agency default *INTEGRITY* DAEO and administrator role holders. ☐ Enter a Memorandum of Agreement with OGE to use *INTEGRITY*.
GET SET **(November – December)**	☐ Participate in an *INTEGRITY* orientation for agency administrators. ☐ Compile a list of agency users. ☐ Prepare agency support materials. ☐ Create an *INTEGRITY*@agency.gov shared email address to receive user feedback and help requests. ☐ Register agency users. ☐ Participate in monthly *INTEGRITY* administrator events.
GO **(Beginning January 1, 2015)**	☐ Assign reports to filers. ☐ Inform agency users. ☐ Manage and support agency users. ☐ Monitor agency use. ☐ Evaluate agency user feedback/suggestions. ☐ Coordinate with *INTEGRITY* manager as necessary.
Have questions or want more information? **Email: *INTEGRITY*@OGE.gov**	

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