

INITIAL AGENCY ETHICS ORIENTATION FOR NEW EMPLOYEES
IAW 5 C.F.R. § 2638.703

I certify that I have been given at least one hour of official duty time and have reviewed the summaries of the Standards of Ethical Conduct, agency supplemental standards, and Principles provided.

Full Name (Printed)

Signature

Title/ Position/ Grade

Duty Phone Number

Date

Referencing Block 8 on Optional Form 8, Position Description, or by asking your supervisor, please indicate whether you are required to file a Confidential Financial Disclosure Report (OGE 450).

Required: YES NO

NOTE: A new employee assuming a covered position must file the New Entrant OGE450 with information current as of the filing date for the preceding 12 months. This report must be filed within 30 days of assuming the position. You will be assigned a report through the on-line filing system, Financial Disclosure Management (FDM) and will receive an email with instructions as to how to create and submit your report.

UPON COMPLETION, FORWARD THIS DOCUMENT, WITHIN 30 DAYS OF YOUR APPOINTMENT, TO THE ETHICS COUNSELOR AT YOUR SERVICING COUNSEL OFFICE AS INDICATED BELOW.

- DLA General Counsel, Sara Thompson
- DLA General Counsel- Europe and Africa, Calvin Boles or Julio O'Campo
- DLA General Counsel- Pacific, Leslie Chen or James Diliberti
- DLA Counsel- Aviation, Karen McClintick
- DLA Counsel- Disposition Services, James Hewitt
- DLA Counsel- Distribution, Michael Fleming
- DLA Counsel- Document Services, Bruce McCarty
- DLA Counsel- Energy, Dani Irvine or Nancy Combs
- DLA Counsel- Land and Maritime, Mike Meehan, Adam Heer or Darin Morency
- DLA Counsel- Troop Support, Sandy Guydon