

Ethics Check-In For
Personnel Joining
The Department of the Air Force
Office of the General Counsel

Last Name: _____ **First Name:** _____

Grade/Rank: _____ **Office Phone:** _____

Start Date: _____ **Position/Title:** _____

Office Email: _____

Organization and office to which you are being assigned (e.g., Policy, AT&L, Comptroller, etc):

Name of Immediate Supervisor: _____

1. **Are you transferring into SAF/GC from another Federal Agency?**

Yes _____ No _____

If "yes", name of prior agency or department: _____

If "no," please provide the name of your former employer _____

2. **Are you in a position that requires completion of a financial disclosure report: (*check one*)**

Not Sure. (Provide the attached worksheet to your supervisor. Upon completion, return the worksheet to the Air Force Ethics Office (SAF/GCA), The Pentagon, RM 4C934, Attn: Ethics Program Manager.)

Not a Filer. I will not be performing duties, nor am I in a position, that requires me to file either a public or confidential financial disclosure report.

Public (SF 278) Filer. I am an SES, Flag or General Officer, or equivalent, and am required to file a Public Financial Disclosure Report (SF 278). (Note: Some Schedule C Special Assistants, Defense Fellows, IPAs, or Highly Qualified Experts may also be required to file an SF 278.)

Confidential (OGE Form 450) Filer. I have reviewed the attached worksheet and concluded that I am required to file a Confidential Financial Disclosure Report (OGE Form 450). **I will complete an OGE Form 450, provide it to my supervisor for review and signature, and then forward it to the Air Force Ethics Office, (SAF/ GCA) within 30 days.**

3. **Did you receive the Employee's Guide to the Standards of Conduct?** Yes ____ No ____
4. **Are you serving as a Military Assistant, Special Assistant, or similar position supporting a senior official?** Yes ____ No ____

Review:

Intake by: _____

Financial Disclosure Specialist _____