

**CERTIFICATION OF ACCOMPLISHMENT - ETHICS BRIEFING**

I certify that I have been advised to complete review of all Ethics Orientation Briefing material and to do so preferably within 10 days of receiving them. **I further acknowledge that I have been advised that I am allowed up to one hour of official duty time to review these materials.** 5 C.F.R. § 2638.703(a)(3). Additional time may be granted at the discretion of my supervisor.

I certify that, on the \_\_\_\_ day of \_\_\_\_\_ 200\_\_, I received information on where to retrieve and/or copies of all the following ethics materials:

- *DISA Initial Ethics Orientation.*
- *Department of Defense, Directive Number 5500.7, August 30, 1993.*
- *Office of Government Ethics (OGE) Pamphlets:*
  - *Conflict of Interest, dated April 2002*
  - *Gifts from Outside Sources, dated June 1998*
  - *Gifts between Employees, dated June 1998*
- *DISA Employee's Guide to the Standards of Conduct.*

I certify that as of the date I signed this form (within 90 days of assuming my position at DISA), I completed up to an hour review of these materials, and returned the completed form to the Defense Information Systems Agency, Office of General Counsel, P.O. Box 549, Ft. Meade, MD 20755, fax (301) 225-0510.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please Print

Name: \_\_\_\_\_

Directorate/Office: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**OGE FORM 450, CONFIDENTIAL FINANCIAL DISCLOSURE REPORT\***

This employee is\_\_\_\_\_/is not\_\_\_\_\_ required to complete a confidential financial disclosure report, and I informed them of their obligation to complete the new entrant disclosure within 30-days of assuming this position.

\_\_\_\_\_  
(Immediate Supervisor's Signature/Telephone)

\_\_\_\_\_  
(Date)

**\* Supervisor signature required for completion**