

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.