

## NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

### Ethics Pre-clearance

Candidates entering positions subject to filing the Public Financial Disclosure Report (OGE 278) are required to be pre-cleared by the Office of General Counsel, Ethics Division, prior to appointment.

**Add/Edit/Save Data:** Instructions for each field are in the table below. To save new data, click on *Save* at the bottom of the screen. To save revised data, click on *Update* at the bottom of the screen.

**Delete:** To delete a record, open the record and click on *Delete* at the bottom of the screen. Click on *Yes* in the confirmation window.

**Field Descriptions and Contents:**

Field Name	Description	Options/Definitions
EMIS ID		Non-editable internal database ID number for the record.
Date Identified	Date the ethics office is informed of an individual's appointment to an OGE 278 filing position.	Use m/d/yy or mm/dd/yy format for date.
Proposed EOD	Proposed Entry on Duty date for the individual who will be an OGE 278 filer.	Use m/d/yy or mm/dd/yy format for date.
Is employee considered Senior?	Indicate whether the individual will be considered senior ("top 5").	Yes No
Filing Type	Indicate whether the employee is Acting or Incumbent when filing the report. Note: The filing type may change over time as the employee's position changes. The drop-down options depend on the answer to the previous question.	Senior, Acting Senior, Incumbent Non-senior, Acting Non-senior, Incumbent
Specialist Name	Enter last name, first initial of specialist.	
Specialist Review	Enter date of specialist review.	Use m/d/yy or mm/dd/yy format for date.
DEC Review	Enter date of DEC review.	Use m/d/yy or mm/dd/yy format for date.
To OGC	Enter date the pre-clearance request is sent to OGC.	Use m/d/yy or mm/dd/yy format for date.
From OGC	Enter date pre-clearance is granted by OGC.	Use m/d/yy or mm/dd/yy format for date.
Notify IC	Enter date the IC is notified of the pre-clearance, if applicable.	Use m/d/yy or mm/dd/yy format for date.
Required Action	Indicate whether there are required actions associated with the pre-clearance, i.e. divestiture, outside activity approval, etc.	Yes No
Notes	Include relevant information. Conserve space in the table, omit extra lines or spaces.	

**Upload Files:** This function permits you to upload files and attach them to the open record. At the bottom of the screen, click on *Browse*; locate the desired file; double click the file name; add a description if desired

**Naming Convention:** The final document concerning pre-clearance shall be named using the employee's name and initial(s), action (in this case, PreClearance), and date pre-clearance was granted by OGC. Use hyphens or underscore between words. ***Do not include blank spaces in the file name.***

For example, OGC granted pre-clearance for Indiana Jones' on January 1, 2015. The file will be named as follows:

JonesI-PreClearance-2015-1-1.pdf

Files must be saved in a format which can be opened by other users, such as pdf or Microsoft Office software, i.e., Word or Excel. PDF files from a scanner are acceptable.

**Document History:**

File Name: Q:\EMIS\SOPs\Employee-Forms\CRADA-Data-Entry.doc

2/16/08	New Document. NEO (FEPLYler)
3/13/13	Revised, per revision of data table. FEPLYler
4/18/14	Revised. Updated logo and field instructions, per revisions. NEO (C.Galvin-Combet)