

## RE: Leaving to avoid financial disclosure filings I bet

---

**From:** "Sutton, Yasaman P. EOP/OMB" <(b) (6)>

**To:** "Schlagenhauf, Jeff L. EOP/OMB" <(b) (6)>

**Date:** Wed, 06 Mar 2019 13:07:00 -0500

My pleasure! Take care!

---

**From:** Schlagenhauf, Jeff L. EOP/OMB <(b) (6)>

**Sent:** Wednesday, March 6, 2019 1:04 PM

**To:** Sutton, Yasaman P. EOP/OMB <(b) (6)>

**Subject:** RE: Leaving to avoid financial disclosure filings I bet

Thanks!

---

**From:** Sutton, Yasaman P. EOP/OMB <(b) (6)>

**Sent:** Wednesday, March 6, 2019 12:44 PM

**To:** Schlagenhauf, Jeff L. EOP/OMB <(b) (6)>

**Subject:** RE: Leaving to avoid financial disclosure filings I bet

Jeff,

Thank you and congratulations! (b) (5)

(b) (5) Please contact Tim Nusraty or at the end of March, Laurie Adams, the new ethics attorney who will be coming on board from Treasury.

As for the STOCK Act, (b) (5)

(b) (5) I have recopied it for your convenience.

Not goodbye!

V/R, Yasi

---

**From:** Schlagenhauf, Jeff L. EOP/OMB <(b) (6)>

**Sent:** Wednesday, March 6, 2019 12:30 PM

To: Sutton, Yasaman P. EOP/OMB <(b) (6)>

**Subject:** Leaving to avoid financial disclosure filings I bet

Anyway congrats.

But while you are here,

I have been offered position. Council vote is supposed to occur next Wednesday. (b) (5)  
(b) (5)

A financial disclosure question – I will be gone prior to the due date. (b) (5)  
(b) (5) I know when I left  
the US Senate I was able to only file one.

Please advise me before you're gone.

J

## **NOTIFICATION OF POST-EMPLOYMENT NEGOTIATION OR AGREEMENT AND RECUSAL STATEMENT**

Section 17 of the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) requires certain employees to file a statement notifying their agency ethics official of any negotiation for or agreement of future employment or compensation with a non-federal entity within three business days after commencement of the negotiation or agreement. Employees who file this notification statement also must file with their agency ethics official a recusal statement whenever there is a conflict of interest or appearance of a conflict of interest with the entity. In any such case, the employee must recuse, unless the employee has first obtained a written waiver or authorization as discussed in 5 C.F.R. § 2635.605, or qualifies for a regulatory exemption pursuant to 18 U.S.C. § 208(b)(2).

### **NOTIFICATION OF POST-EMPLOYMENT NEGOTIATION OR AGREEMENT**

<b>Name of Employee</b>	
<b>Agency/Office</b>	
<b>Date Negotiation or Agreement Commenced</b>	
<b>Name(s) of Non-Federal Entity or Entities</b>  Disclose each non-federal entity with which you are negotiating for or have an agreement of future employment or compensation.	

### **RECUSAL STATEMENT**

For as long as I am negotiating for or have an agreement of employment or compensation with any entity listed above, I will not participate personally and substantially in any particular matter that has a direct and predictable effect on the financial interests of that entity, unless I first obtain a written waiver or authorization consistent with 5 C.F.R. § 2635.605, or qualify for a regulatory exemption pursuant to 18 U.S.C. § 208(b)(2).

<b>Employee Signature</b>	<b>Date Submitted</b>
<b>Agency Ethics Official Signature</b>	<b>Date Received</b>

## Integrity.gov: Report Assigned

---

**From:** Integrity.gov (b) (6)

**To:** "Schlagenhauf, Jeff L. EOP/OMB" (b) (6)

**Cc:** "Nusraty, Tim H. EOP/OMB" (b) (6)

**Date:** Wed, 24 Apr 2019 13:46:28 -0400

OMB OGC has assigned you a report in Integrity, ><https://integrity.gov><. Your Termination Report is due on May 24, 2019.

Timely filing by the due date avoids a \$200 late filing fee penalty.

Click "Login to Integrity" on the landing page, ><https://integrity.gov><.

Logging in requires an active MAX.gov account.

Click "Login to Integrity" and enter your existing MAX.gov ID and password.

Learn about Integrity here: (b) (6) <. (MAX.gov ID and password required.)

## RE: Transfers to WH

---

**From:** "Vetter, Mark A. EOP/OA" <(b) (6)>

**To:** "Adams, Laurie E. EOP/OMB" <(b) (6)>

**Date:** Wed, 24 Apr 2019 13:13:05 -0400

Laurie:

Correct on Sugarman and Campana. (b) (5) (he is not on a list to be commissioned).

v/r

Mark

Mark A. Vetter

Senior Associate General Counsel

Office of Administration

---

**From:** Adams, Laurie E. EOP/OMB <(b) (6)>

**Sent:** Wednesday, April 24, 2019 1:00 PM

**To:** Vetter, Mark A. EOP/OA <(b) (6)>

**Subject:** RE: Transfers to WH

Thanks. It was good to meet you this morning.

Just to make sure I'm clear:

Sugarman will be filing a 278 so doesn't need to complete a 278 Termination

Campana won't be filing a 278 so does need to complete a 278 Termination

Schalgenhauf – you will get back to me with more information.

---

**From:** Vetter, Mark A. EOP/OA <(b) (6)>

**Sent:** Wednesday, April 24, 2019 12:48 PM

**To:** Adams, Laurie E. EOP/OMB <(b) (6)>

**Subject:** FW: Transfers to WH

Laurie:

As follow-up to our earlier discussion.

v/r

Mark

Mark A. Vetter

Senior Associate General Counsel

Office of Administration

---

**From:** Stell, Melinda K. EOP/WHO <(b) (6)>

**Sent:** Wednesday, April 24, 2019 9:21 AM

**To:** Vetter, Mark A. EOP/OA <(b) (6)>

**Subject:** RE: Transfers to WH

Sugarman starts on Sunday as a SAP

Campana is staff, no CO plans

I don't know the other name at all -

**Melinda Stell**

Special Assistant to the President

Director of White House Personnel and Employee Engagement

Office) (b) (6)

Mobile) (b) (6)

EEOB (b) (6)

---

**From:** Vetter, Mark A. EOP/OA <(b) (6)>

**Sent:** Wednesday, April 24, 2019 9:00 AM

**To:** Stell, Melinda K. EOP/WHO <(b) (6)>

**Subject:** FW: Transfers to WH

Melinda:

Are any of the people transferring from OMB listed below (Campana, Sugarman, Schalgenhauf) going to receive commissions in the near future (i.e., less than 30 days). We just need to coordinate whether they will need to complete Annual or Termination 278 Reports.

Thanks,  
v/r  
Mark

Mark A. Vetter  
Senior Associate General Counsel  
Office of Administration

---

**From:** Adams, Laurie E. EOP/OMB <(b) (6)>

**Sent:** Tuesday, April 23, 2019 7:16 PM

**To:** Vetter, Mark A. EOP/OA <(b) (6)>

**Subject:** Transfers to WH

Mark,

Can you confirm that Alex Campana, AJ Sugarman and Jeff Schalgenhauf are all transferring to the WH this week and none will be filing a 278 when they get there? If that is the case, I will assign each a 278 Term report.

Laurie

## Fwd: Your move to the WH

---

**From:** "Schlagenhauf, Jeff L. EOP/OMB" <(b) (6)>

**To:** Jeff Schlagenhauf

**Date:** Fri, 26 Apr 2019 15:36:20 -0400

Begin forwarded message:

**From:** "Adams, Laurie E. EOP/OMB" <(b) (6)>

**Date:** April 24, 2019 at 1:33:43 PM EDT

**To:** "Schlagenhauf, Jeff L. EOP/OMB" <(b) (6)>

**Subject:** Your move to the WH

Jeff,

I'm the new OMB ethics counsel. I've heard that you will soon be moving to the White House. Because you are a Public Financial Disclosure filer and will be leaving OMB for a position at the WH that does not appear to require a 278, you are required to file a 278 Termination Report within 30 days of your departure. I have assigned one to you. I would suggest that you complete your report while you are still at OMB if at all possible. Otherwise, please provide your home email address so that I can ensure that you will be able to access your Integrity file after you leave.

Laurie

Laurie Adams  
Assistant General Counsel  
Office of Management and Budget  
(b) (6) desk  
(b) (6) cell  
NEOB (b) (6)

## Integrity.gov: Filing Reminder Assignment

---

**From:** Integrity.gov (b) (6)

**To:** "Schlagenhauf, Jeff L. EOP/OMB" <(b) (6)>

**Cc:** "Nusraty, Tim H. EOP/OMB" <(b) (6)>

**Date:** Wed, 01 May 2019 13:31:45 -0400

Greetings!

This is a friendly reminder that your 2019 Termination report is due on 05/24/2019 in Integrity, ><https://integrity.gov><. Click "Login to Integrity."

Timely filing by the due date avoids a \$200 late fee penalty.

Please contact our office if you need additional time to complete your report.

Thank you for your attention to this matter.

V/R,

OMB Office of the General Counsel

## Re: [EXTERNAL] Re: OMB ethics departure requirements

---

**From:** Jeff Schlagenhauf <(b) (6)>  
**To:** "Adams, Laurie E. EOP/OMB" <(b) (6)>  
**Date:** Wed, 15 May 2019 16:02:16 -0400

Perfect. Thanks.

On May 15, 2019, at 21:05, Adams, Laurie E. EOP/OMB (b) (6) wrote:

Happy to give you a 30 day extension.

---

**From:** Jeff Schlagenhauf <(b) (6)>  
**Sent:** Wednesday, May 15, 2019 1:37 PM  
**To:** Adams, Laurie E. EOP/OMB (b) (6)  
**Subject:** Re: [EXTERNAL] Re: OMB ethics departure requirements

15 - 30 days?

On May 15, 2019, at 18:31, Adams, Laurie E. EOP/OMB <(b) (6)> wrote:

Yes, you can have an extension. How long of an extension do you need?

---

**From:** Jeff Schlagenhauf <(b) (6)>  
**Sent:** Wednesday, May 15, 2019 12:13 PM  
**To:** Adams, Laurie E. EOP/OMB (b) (6)  
**Subject:** [EXTERNAL] Re: OMB ethics departure requirements

Laurie:

I thought I was going to get this done today. Unfortunately there is some information I can't get online so I need to ask for a short extension.

Good news is that I am traveling back to US this weekend so I can retrieve information and complete fairly soon after returning to France on Sunday.

I am also going to have my assistant (b) (6) contact you to set up a time for our exit discussion.

Thank you.

Jeff

On May 8, 2019, at 20:53, Adams, Laurie E. EOP/OMB (b) (6) wrote:

Jeff,

I hope you have been well. I'm the new OMB ethics counsel and need to speak to you when you have a moment.

Before you left OMB, you were assigned a 278 Departure report, but it looks like you did not get to it. I will change your access to the Integrity system so that you can sign in with your Gmail account and create a password. You should get notice of your report directly from the system. The report is due within 30 days of your departure. If you don't think you will get it completed by then, please let me know and I can grant you an extension.

Additionally, because you left government all together, you are required to get an ethics departure briefing. I didn't schedule you for one because I had thought you were transferring to another executive branch position.

Let me know when you have time to talk.

Laurie

Laurie Adams

Assistant General Counsel

Office of Management and Budget

(b) (6) desk

(b) (6) cell

NEOB (b) (6)

## RE: Jeff Schlagenhauf

---

**From:** "Bigley, Mark C. EOP/OMB" <(b) (6)>  
:  
**To:** "Adams, Laurie E. EOP/OMB" <(b) (6)> "Bruce, Sheila T. EOP/OMB" <(b) (6)>  
**Cc:** "Paoletta, Mark R. EOP/OMB" <(b) (6)> "Walsh, Heather V. EOP/OMB" <(b) (6)>  
**Date:** Mon, 26 Aug 2019 18:12:23 -0400

I didn't have that email for him. But below are his phone numbers:

(b) (6)

(b) (6)

The first is his USA number, so he likely will not pick up. The second is his French number.

---

**From:** Adams, Laurie E. EOP/OMB <(b) (6)>  
**Sent:** Monday, August 26, 2019 3:16 PM  
**To:** Bigley, Mark C. EOP/OMB <(b) (6)> Bruce, Sheila T. EOP/OMB <(b) (6)>  
**Cc:** Paoletta, Mark R. EOP/OMB <(b) (6)> Walsh, Heather V. EOP/OMB <(b) (6)>  
**Subject:** Jeff Schlagenhauf

Does anyone have contact information for Jeff Schlagenhauf? He has not completed his 278 Termination Report, which was assigned to him before he departed OMB. I've send several emails to (b) (6) but have not heard back from him.

Laurie

Laurie Adams  
Assistant General Counsel  
Alternate Designated Agency Ethics Officer  
Office of Management and Budget

(b) (6) desk

(b) (6) cell

NEOB (b) (6)

## RE: Do you have contact information for Jeff Schlagenhauf?

---

**From:** "Adams, Laurie E. EOP/OMB" <(b) (6)>  
**To:** "Bigley, Mark C. EOP/OMB" <(b) (6)>  
**Date:** Fri, 31 Jan 2020 09:42:24 -0500

Thanks. I'll try that one.

---

**From:** Bigley, Mark C. EOP/OMB <(b) (6)>  
**Sent:** Thursday, January 30, 2020 6:49 PM  
**To:** Adams, Laurie E. EOP/OMB <(b) (6)>  
**Subject:** RE: Do you have contact information for Jeff Schlagenhauf?

Only other email I have is (b) (6)

---

**From:** Adams, Laurie E. EOP/OMB <(b) (6)>  
**Sent:** Thursday, January 30, 2020 2:35 PM  
**To:** Bigley, Mark C. EOP/OMB <(b) (6)>  
**Subject:** RE: Do you have contact information for Jeff Schlagenhauf?

Any progress on this?

---

**From:** Bigley, Mark C. EOP/OMB <(b) (6)>  
**Sent:** Monday, January 13, 2020 6:43 PM  
**To:** Adams, Laurie E. EOP/OMB <(b) (6)>  
**Subject:** RE: Do you have contact information for Jeff Schlagenhauf?

Didn't even have that email, but I'll see what I can do.

---

**From:** Adams, Laurie E. EOP/OMB <(b) (6)>  
**Sent:** Monday, January 13, 2020 6:33 PM  
**To:** Bigley, Mark C. EOP/OMB <(b) (6)>  
**Subject:** Do you have contact information for Jeff Schlagenhauf?

I understand he's now working in Europe. The email address I have for him is

(b) (6) I've sent a number of emails to that address in the last 6 months. I haven't gotten any bounces, but I also haven't gotten a response.

Jeff still hasn't completed his 278 Termination Report. At this point (b) (5)  
(b) (5) If I have the correct email address and you are in touch with him, please him know that he needs to fill out his form right away. If you have a different email address or phone number, please send it to me.

Thanks,

Laurie

## RE: Jeff Schlagenhauf

---

**From:** "Bruce, Sheila T. EOP/OMB" <(b) (6)>  
**To:** "Adams, Laurie E. EOP/OMB" <(b) (6)>  
**Date:** Wed, 08 May 2019 13:01:44 -0400  
**Attachments:** Leaving OMB (549.89 kB)

Hi Laurie,

Below is the contact information I have on file for him. I do not know if he went through the entire checkout process; attached is the email I sent him informing him of the process.

Email: (b) (6)  
Phone: (b) (6) H); (b) (6) C)

Sheila

(b) (6)

*Please provide feedback regarding the services you received from the Management and Operations Division (MOD) by clicking this link to a Point-of-Service Survey: (b) (6). Your responses will help MOD celebrate and imbed good practices, strengthen our operations in targeted areas, and identify specific action items for improving customer service.*

---

**From:** Adams, Laurie E. EOP/OMB <(b) (6)>  
**Sent:** Wednesday, May 8, 2019 11:51 AM  
**To:** Bruce, Sheila T. EOP/OMB <(b) (6)>  
**Subject:** Jeff Schlagenhauf

Sheila,

Do you have contact information for Jeff? Did he complete his off-boarding process? I don't think he ever had ethics briefing or sign off. We had thought he was going to the WH, but now understand he may have left government service.

Laurie

---

**From:** Bruce, Sheila T. EOP/OMB <(b) (6)>

**Sent:** Wednesday, May 8, 2019 6:11 AM

**To:** Adams, Laurie E. EOP/OMB <(b) (6)>

**Subject:** FW: Leaving OMB

Hi Laurie,

I was informed today that John Gray's will be assigned to the Office of the Vice President effective 5/12/19.

Sheila

(b) (6)

*Please provide feedback regarding the services you received from the Management and Operations Division (MOD) by clicking this link to a Point-of-Service Survey: (b) (6). Your responses will help MOD celebrate and imbed good practices, strengthen our operations in targeted areas, and identify specific action items for improving customer service.*

---

**From:** Bruce, Sheila T. EOP/OMB

**Sent:** Monday, April 22, 2019 6:33 AM

**To:** Gray, John W. EOP/OMB <(b) (6)>

**Cc:** Nusraty, Tim H. EOP/OMB <(b) (6)>

**Subject:** Leaving OMB

Hi John,

Congratulations on your new position. As you get closer to your separation date, please make plans to complete the checkout process on or before your last day in the office. Since you are remaining an EOP employee, you are only required to turn in your laptop and telephone; you should hold on to your badge and PIV.

OA/HR usually conducts one-stop checkout every Friday from 2:00-4:00pm in NEOB Suite (b) (6). I have attached two different checkout forms – one is to be used during one-stop checkout, the other is to be used if you do not plan to attend one-stop checkout. With the exception of completing blocks 1-3, one-stop checkout eliminates having to visit every office listed on the form; blocks 1 through 3 must be completed prior to attending one-stop checkout. If you plan to attend or have questions about the one-stop checkout schedule, please email OA/HR at (b) (6). If you do not attend one-stop checkout, you will have to obtain all of the applicable signatures on the checkout form (Checkout—EOP Regular) prior to your departure.

Also, prior to your departure, please close out (b) (6) to include a numerical rating and written narrative to support this rating. Please feel free to call or email me if you have any questions and again, Congratulations!!

Sheila Bruce

Office of Management and Budget

(b) (6)

*Please provide feedback regarding the services you received from the Management and Operations Division (MOD) by clicking this link to a Point-of-Service Survey: (b) (6). Your responses will help MOD celebrate and imbed good practices, strengthen our operations in targeted areas, and identify specific action items for improving customer service.*

As a first stop for your Human Capital needs, please check out our HC MAX page

(b) (6)

Also, learn more about OMB by following us @ OMB Careers



## Leaving OMB

---

**From:** "Bruce, Sheila T. EOP/OMB" <(b) (6)>  
**To:** "Schlagenhauf, Jeff L. EOP/OMB" <(b) (6)>  
**Date:** Thu, 07 Mar 2019 12:22:53 -0500  
**Attachments** OMB Personnel Action Form - Resignation.pdf (204.11 kB); Checkout--EOP One-Stop : (OA-7)--2018.pdf (133.23 kB); Checkout--EOP Regular (OA-7)--2018.pdf (134.54 kB)

Hi Jeff,

I understand from Sarah that you will be leaving OMB soon for a position overseas. Congratulations! Since you are resigning from Federal Service, we require written notification that includes the reason for the resignation, the effective date, your forwarding mail address and telephone number. An email with this information will suffice or you can use the attached resignation form; upon completion please return the form to me.

As you get closer to your separation date, you should make plans to complete the checkout process on or before your last day in the office. OA/HR usually conducts one-stop checkout every Friday from 2:00-4:00pm in NEOB Suite (b) (6). I have attached two different checkout forms – one is to be used during one-stop checkout, the other is to be used if you do not plan to attend one-stop checkout. With the exception of completing blocks 1-3, one-stop checkout eliminates having to visit every office listed on the form; blocks 1 through 3 must be completed prior to attending one-stop checkout. If you plan to attend or have questions about the one-stop checkout schedule, please email OA/HR at (b) (6). If you do not attend one-stop checkout, you will have to obtain all of the applicable signatures on the checkout form (Checkout—EOP Regular) prior to your departure.

Also, prior to your departure, please close out (b) (6) to include a numerical rating and written narrative to support this rating. Please feel free to call or email me if you have any questions and again, Congratulations!!

Sheila Bruce

Office of Management and Budget

(b) (6)

Please provide feedback regarding the services you received from the Management and Operations Division (MOD) by clicking this link to a Point-of-Service Survey: (b) (6). Your responses will help MOD celebrate and imbed good practices, strengthen our operations in targeted areas, and identify specific action items for improving customer service.



# ONE STOP CHECKOUT FORM

EXECUTIVE OFFICE OF THE PRESIDENT PERSONNEL, EXCLUDING WHO, OVP AND NSC

Prior to completion, please notify your Administrative Contact and (b) (6) of your upcoming departure and checkout date.

Last Name	First Name	Date of Separation
Forwarding Home Address and Email		

Component: \_\_\_\_\_ Staff Type: \_\_\_\_\_

**Please complete the following actions prior to attending One Stop Checkout:**

MANDATORY ACTIONS PRIOR TO ONE STOP CHECKOUT	OFFICE SIGNATURE
<b>1. OFFICE ADMINISTRATIVE CONTACT/SUPERVISOR</b> Return parking pass, office keys, and component specific items. Leave during final pay period? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, how many hours? LA: _____ LS: _____ Other: _____	
<b>2. COMPONENT GENERAL COUNSEL</b> <i>Please call your component OGC to schedule an appointment prior to your last day.</i> Ethics/post employment counseling completed and records management information provided.	
<b>3. SECURITY OFFICE • NEOB (b) (6) • (202) (b) (6)</b> <i>Please call to schedule an appointment prior to your last day.</i> Return EOP PIV, complex pass, and other security office assets. Complete clearance debrief, if applicable.	

The following actions occur at One Stop Checkout every Friday from 2:00 P.M. – 4:00 P.M. in NEOB Suite (b) (6) RM. (b) (6)

ONE STOP CHECKOUT ACTION	OFFICE SIGNATURE
<b>4. INFORMATION TECHNOLOGY</b> Return issued IT assets and complete the chain of custody form.	
<b>5. OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER</b> All OA assets are returned and checkout is complete.  LRS: _____  Procurement: _____  Travel: _____  Transportation Subsidy: _____  On Demand Conference Line: _____	

☐ I certify that the procedures for separating have been satisfied to the best of my knowledge.

\_\_\_\_\_  
Departing Staff Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer's Representative Signature (if applicable)

\_\_\_\_\_  
Date

Revised October 2018



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

MEMORANDUM FOR MANAGEMENT & OPERATIONS DIVISION

FROM:

OFFICE/DIV/BR:

DATE:

SUBJECT:           Resignation from Federal Service

*You are requested to furnish a specific reason for your resignation as well as a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.*

*This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.*

*The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) copies of documents you should have for your records; (2) pay or other compensation due to you; and (3) any unemployment compensation benefits to which you may be entitled.*

*For additional information concerning your benefits in connection with leaving Federal service, please visit the following [link](#).*

*In the space below, please provide a reason for your resignation (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation is effective at the end of the day – midnight – unless you otherwise specified.*

Separation Date

Your E-signature

Forwarding Address (Number, Street, City, State & Zip)



# CHECKOUT FORM

EXECUTIVE OFFICE OF THE PRESIDENT PERSONNEL, EXCLUDING WHO, OVP AND NSC

Prior to completion, please notify your Administrative Contact and (b) (6) of your upcoming departure and checkout date.

Last Name	First Name	Date of Separation
Forwarding Home Address and Email		

Component: \_\_\_\_\_ Staff Type: \_\_\_\_\_

**Please complete the following actions prior to your last day:**

MANDATORY ACTIONS	OFFICE SIGNATURE
<b>1. OFFICE ADMINISTRATIVE CONTACT/SUPERVISOR</b> Return parking pass, office keys, and component specific items. Leave during final pay period? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, how many hours? LA: _____ LS: _____ Other: _____	
<b>2. COMPONENT GENERAL COUNSEL</b> <i>Please call your component OGC to schedule an appointment prior to your last day.</i> Ethics/post employment counseling completed and records management information provided.	
<b>3. SECURITY OFFICE • NEOB (b) (6) • (202) (b) (6)</b> <i>Please call to schedule an appointment prior to your last day.</i> Return EOP PIV, complex pass, and other security office assets. Complete clearance debrief, if applicable.	
<b>4. INFORMATION TECHNOLOGY • NEOB Suite (b) (6) RM (b) (6) (8:00 A.M. – 4:00 P.M.) or EEOB (b) (6) (24/7)</b> Return issued IT assets and complete the chain of custody form.	

**If you have any of the following accounts or assets, please visit the office listed below prior to your last day:**

OPTIONAL ACTIONS	OFFICE SIGNATURE
<b>5. LIBRARY AND RESEARCH SERVICES • EEOB (b) (6) • (202) (b) (6)</b> Library materials have been returned and accounts are terminated.	
<b>6. OA PROCUREMENT • NEOB (b) (6) • (202) (b) (6)</b> Purchase cards, COR duties, and account reconciliation complete.	
<b>7. OA TRAVEL • NEOB (b) (6) • (202) (b) (6)</b> Official passport, travel card, and account reconciliation complete.	

## MANDATORY LAST STOP

<b>8. OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER • NEOB (b) (6)</b> The Transportation Subsidy Benefit and On Demand Conference Line termination requests were completed. All applicable sections of the checkout form are completed and the staff member has completed the checkout process.	
--	--

☐ I certify that the procedures for separating have been satisfied to the best of my knowledge.

\_\_\_\_\_  
Departing Staff Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer's Representative Signature (if applicable)

\_\_\_\_\_  
Date

Revised October 2018

## Adding personal email to Integrity account for Jeff Schlagenhauf

---

**From:** "Adams, Laurie E. EOP/OMB" <(b) (6)>  
**To:** Integrity (b) (6)  
**Date:** Wed, 08 May 2019 14:57:54 -0400

Hello,

Please add Jeff Schlagenhauf's personal email (b) (6) to his Integrity account (b) (6) so that Jeff can access file his 278 Term report after having left OMB.

Thanks,

Laurie

Laurie Adams  
Assistant General Counsel  
Office of Management and Budget  
(b) (6) desk  
(b) (6) cell  
NEOB (b) (6)

## OMB ethics departure requirements

---

**From:** "Adams, Laurie E. EOP/OMB" <(b) (6)>

**To:** Jeff Schlagenhauf

**Date:** Wed, 21 Aug 2019 14:52:19 -0400

Jeff,

I hope you have been well and are enjoying your work at the OECD. Please let me know when you are available for a brief telephone call.

You still need to complete a Public Financial Disclosure Termination Report. Although you completed an Annual Financial Disclosure report after you left OMB, you are also required to complete a Termination Report. I know that seems crazy, but it is required by Office of Government Ethics regulations because the reporting periods are different. With respect to your Termination Report, you must report your holdings, assets, liabilities and outside positions through the date you left OMB.

You can access the report (which has been pre-populated information from your last report) at Integrity.gov. I also need to reiterate some of the post-employment restrictions to which you are subject as a former federal employee.

Apologies for circling back with you months after you left OMB, but we need to finalize these last several items.

Laurie

Laurie Adams

Assistant General Counsel

Alternate Designated Agency Ethics Officer

Office of Management and Budget

(b) (6) desk

(b) (6) cell

NEOB (b) (6)

---

**From:** Adams, Laurie E. EOP/OMB

**Sent:** Friday, May 17, 2019 2:42 PM

**To:** Jeff Schlagenhauf [REDACTED]

**Subject:** RE: OMB ethics departure requirements

Jeff,

I'm checking in again. Have you been able to access the Integrity system to get started on your Termination report? I also need to schedule a short ethics departure briefing.

Laurie Adams

---

**From:** Adams, Laurie E. EOP/OMB

**Sent:** Wednesday, May 8, 2019 2:54 PM

**To:** (b) (6) [REDACTED] <(b) (6)> [REDACTED]

**Subject:** OMB ethics departure requirements

Jeff,

I hope you have been well. I'm the new OMB ethics counsel and need to speak to you when you have a moment.

Before you left OMB, you were assigned a 278 Departure report, but it looks like you did not get to it. I will change your access to the Integrity system so that you can sign in with your Gmail account and create a password. You should get notice of your report directly from the system. The report is due within 30 days of your departure. If you don't think you will get it completed by then, please let me know and I can grant you an extension.

Additionally, because you left government all together, you are required to get an ethics departure briefing. I didn't schedule you for one because I had thought you were transferring to another executive branch position.

Let me know when you have time to talk.

Laurie

Laurie Adams

Assistant General Counsel

Office of Management and Budget

(b) (6) [REDACTED] desk

(b) (6) cell

NEOB (b) (6)

## RE: Do you have contact information for Jeff Schlagenhauf?

---

**From:** "Bigley, Mark C. EOP/OMB" <(b) (6)>

**To:** "Adams, Laurie E. EOP/OMB" <(b) (6)>

**Date:** Mon, 13 Jan 2020 18:34:27 -0500

Sorry just now getting to this:

US: (b) (6) (he likely will not answer this)

France: (b) (6)

---

**From:** Adams, Laurie E. EOP/OMB <(b) (6)>

**Sent:** Friday, January 10, 2020 5:18 PM

**To:** Bigley, Mark C. EOP/OMB <(b) (6)>

**Subject:** Do you have contact information for Jeff Schlagenhauf?

## RE: Do you have contact information for Jeff Schlagenhauf?

---

**From:** "Adams, Laurie E. EOP/OMB" <(b) (6)>  
**To:** "Bigley, Mark C. EOP/OMB" <(b) (6)>  
**Date:** Mon, 13 Jan 2020 18:57:21 -0500

Thanks. (b) (5) Mark Paoletta told me he thought you were still in touch with him.

L

---

**From:** Bigley, Mark C. EOP/OMB <(b) (6)>  
**Sent:** Monday, January 13, 2020 6:43 PM  
**To:** Adams, Laurie E. EOP/OMB <(b) (6)>  
**Subject:** RE: Do you have contact information for Jeff Schlagenhauf?

Didn't even have that email, but I'll see what I can do.

---

**From:** Adams, Laurie E. EOP/OMB <(b) (6)>  
**Sent:** Monday, January 13, 2020 6:33 PM  
**To:** Bigley, Mark C. EOP/OMB <(b) (6)>  
**Subject:** Do you have contact information for Jeff Schlagenhauf?

I understand he's now working in Europe. The email address I have for him is (b) (6). I've sent a number of emails to that address in the last 6 months. I haven't gotten any bounces, but I also haven't gotten a response.

Jeff still hasn't completed his 278 Termination Report. At this point (b) (5) (b) (5) If I have the correct email address and you are in touch with him, please him know that he needs to fill out his form right away. If you have a different email address or phone number, please send it to me.

Thanks,

Laurie

## RE: Do you have contact information for Jeff Schlagenhauf?

---

**From:** "Adams, Laurie E. EOP/OMB" <(b) (6)>  
**To:** "Bigley, Mark C. EOP/OMB" <(b) (6)>  
**Date:** Thu, 30 Jan 2020 14:35:09 -0500

Any progress on this?

---

**From:** Bigley, Mark C. EOP/OMB <(b) (6)>  
**Sent:** Monday, January 13, 2020 6:43 PM  
**To:** Adams, Laurie E. EOP/OMB <(b) (6)>  
**Subject:** RE: Do you have contact information for Jeff Schlagenhauf?

Didn't even have that email, but I'll see what I can do.

---

**From:** Adams, Laurie E. EOP/OMB <(b) (6)>  
**Sent:** Monday, January 13, 2020 6:33 PM  
**To:** Bigley, Mark C. EOP/OMB <(b) (6)>  
**Subject:** Do you have contact information for Jeff Schlagenhauf?

I understand he's now working in Europe. The email address I have for him is (b) (6). I've sent a number of emails to that address in the last 6 months. I haven't gotten any bounces, but I also haven't gotten a response.

Jeff still hasn't completed his 278 Termination Report. At this point (b) (5). If I have the correct email address and you are in touch with him, please let him know that he needs to fill out his form right away. If you have a different email address or phone number, please send it to me.

Thanks,

Laurie