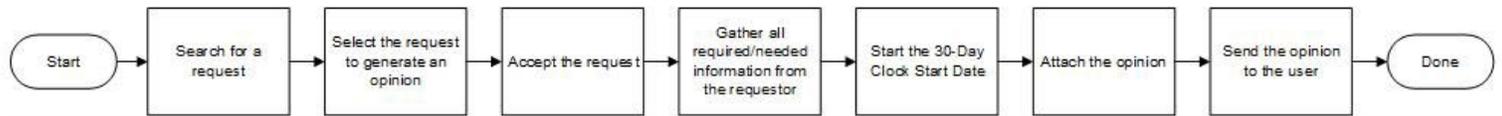


This guide is a brief overview of the main features and components of the After Government Employment Advice Repository (AGEAR) system. All AGEAR functions are organized into separate workflow areas. Ethics officials should issue written opinion letters within 30 days after receiving a request for an opinion.



Note: AGEAR is a tool that allows a current or former employee of the Department of Defense (DoD) who wishes a legal opinion from the DoD regarding post-government employment restrictions, as defined by Section 847 of the 2008 National Defense Authorization Act, to request an opinion via electronic means.

The AGEAR Opinion process begins when the AGEAR Agency Manager receives and reviews the initial request, screening it for basic sufficiency before forwarding to an Ethics Official for action. The review by the Agency Manager does not determine if the request requires special handling within AGEAR, it merely identifies a valid user and who the request should be forwarded to for action.

ACCESSING AGEAR

Only designated FDM Ethics Officials, 450 Certifiers, SLCs and DAEOs and their ECs can review and process requests for Section 847 opinions in AGEAR.

1. From the FDM Homepage, <https://www.fdm.army.mil>, click **Ethics Officials (EO)** link in the AGEAR section.
2. Click the **Login** button under the Login using your CAC.

Need to Register as a Filer or Supervisor? Contact your local legal advisor or your [Agency POC](#)

DoD only:
After Government Employment Advice Repository (AGEAR)

Employees . . .

- [Request an Opinion](#)
- [Employee Request Tutorial](#)
- [Interpretation of "Covered Department of Defense Officials" Under Section 847](#)

Ethics Officials (EOs) . . .

- Ethics Officials (EO)**
- [EO AGEAR FAQs](#)
- [AGEAR EO Quick Start](#)

or Call: (443) 861-8247, DSN 848-8247

Filing OGE 278 in Integrity.gov
Please contact your agency ethics official with questions about electronically filing Disclosure Reports with [Integrity.gov](#)

Search for a Request

1. On the Agency Request List, enter additional search criteria and click **Search**.

Note: Enter a Confirmation ID to locate a specific AGEAR request.

Depending upon the filtering criteria you select, all requests that have been submitted displays.

Select and Accept Request

2. Click **View** beside the appropriate request.
3. If the request is not yours, click **Accept**. Review the questionnaire answers.

After Government Employment Advice Repository (AGEAR)

Agency Request List

Search

*Required

Agency: (Starts with) Requestor Last Name: Requestor First Name:

Status: Submitted From Date: Submitted To Date:

Confirmation ID: Ethics Official Selection: Show All Requests Show Requests Assigned to Me

Agency	Confirmation ID	Requestor	Contractor Company Name	Submitted Date	Total Days	Status	Status Date	Opinion Days	Ethics Official
USARMY	151458234073477	Apple, Dave	BBB Inc	03/17/16	145	Opinion in Progress	04/19/16	112	Mansell, Mike
USARMY	191461983282611	Copperfield, David	DCS Inc	04/28/16	103	Opinion in Progress	05/03/16	98	Mansell, Mike
USARMY	201461080310521	Doe, John	DCS Inc	04/19/16	112	Opinion in Progress	04/22/16	109	Mansell, Mike
USARMY	611470063703564	Roberson, Bryan K	System Dynamics International	08/01/16	8	Submitted	08/01/16	8	
USARMY	181460489053556	Sawyer, Tom	CHO Big Defense Contractor	04/12/16	7	Closed	04/19/16	1	Mansell, Mike
USARMY	14611653056054	Tang, George	Mattech	04/20/16	1	Closed	04/20/16	1	Mansell, Mike
USARMY	621470662342282	Wynd, Augusta	ABC Contracting	08/08/16	1	Closed	08/09/16	1	Wheeler, William

Request more information

Covered officials should provide the necessary information in their request to allow an Ethics Official to render an Opinion such as an electronic copy of the resume that was submitted to the employer and the company's position description. You can upload and attach any additional documentation received.

- If the opinion requires special handling within AGEAR, click the **Request More Info** and record what information you need.
- Contact the individual via e-mail or telephone using the information on the **Contact Info** tab.

Start 30-Day Clock

- Once you have sufficient information to prepare the opinion, click **30 Day Clock Start Date**.

Note: The 30-day processing clock activates the "opinion in progress" function. Ethics officials must record the activities between the request submittal date and opinion in progress date to justify any delay in starting the 30-day clock, and

- Follow the instructions on the screen and click **Save**.

Note: There is no way to change this date once entered. Be sure an opinion can be rendered prior to starting the clock.

Prepare/Attach Opinion

You may use the opinion template provided to prepare your opinion. The template incorporates information provided by the requestor and contains many provisions on post-government employment restrictions. Carefully review and edit the template as needed.

- Select **Download Draft Opinion**. An MSWord draft opinion template can be opened and saved to your computer.
- Modify the draft opinion as appropriate and then **Save** (outside of AGEAR) as the final legal opinion.
- Print, sign, scan and save the opinion as a pdf document.
- In AGEAR, click the **Attachment** tab and upload the Final Opinion into the application.

Once a legal opinion is attached it cannot be deleted. Subsequent opinions can be added should corrections be necessary or if new information is provided.

After Government Employment Advice Repository (AGEAR)

Request Information LOG OUT

Requestor: Augusta Wynd Agency: USARMY Status: Accepted
Assigned To: William X Wheeler Confirmation ID: 621470682342282

Contact Info Request Detail Attachments Print This Request

Accept Reject Forward Take Ownership Request More Info 30-Day Clock Start Date Prepare Opinion Send Opinion and Close Resend Confirmation Exit this Request

Advisory Opinion Request

Service Date Information	
7.* Employee Status at time of Separation	
Civilian	
7a. If "Other", Specify as non Career SES, schedule C, IPA, HGE, SGE	
Not Answered	
7b.* Name/Pay Plan and Grade	
GS14	
7c.* If a political appointee, have you made other ethics commitments?	
No	
7d. If yes, provide detail: did you receive a waiver, or do you anticipate work as a lobbyist	
Not Answered	
8. DoD Organization:	
Not Answered	
9. DoD Supervisor's Name	
Not Answered	
10.* Reason for Separation:	
Resignation	
11.* Separation/Retirement Date:	
09/01/2016	

After Government Employment Advice Repository (AGEAR)

Request Information LOG OUT

Requestor: Augusta Wynd Agency: USARMY Status: Opinion in Progress
Assigned To: William X Wheeler Confirmation ID: 621470682342282

Contact Info Request Detail Attachments Audit Events Print This Request

Prepare Opinion

INSTRUCTIONS:
Follow the steps below to download the draft opinion template and attach it to the AGEAR request.

- If you already have an opinion template, you can jump to step 5 (attaching an opinion to the request), or you can click the Download Draft Opinion and follow the instructions on the screen.
- If you do not have an opinion template, please click the blue "Download Draft Opinion" button (shown below).
- Click "Open" or "Save As" to save the template to a local folder location.
- Draft the opinion and save to local folder.
- Return to the request in AGEAR.
- Attach the signed opinion letter to the request. Make sure you select "Opinion" as the Attachment Type. Otherwise, AGEAR will not allow you to close the request.
- Click the "Send Final Opinion and Close" button to send the opinion to the requestor.

<< Back Download Draft Opinion

INSTRUCTIONS: Suggested text that can be changed or removed is enclosed within the tags, **Begin Edit Text** and **End Edit Text**. Custom information extracted from this specific Request is enclosed within the tags, **Begin Requestor Info** and **End Requestor Info**.

- Make the appropriate changes and "Save As" into a suitable folder on a network or local drive.
- Return to AGEAR and click the "Attachment" tab.
- Attach the final document as an Attachment Type of "Opinion".
- Click the "Send Final Opinion and Close" button to send the opinion and close this request.

**SAMPLE
Legal Opinion Format**

Augusta Wynd
300 Alexander Park
Princeton, NJ, UNITED STATES 08554
AGEAR Confirmation ID: 621470682342282
Re: Post-Employment Restrictions/Section 847
Dear Augusta Wynd:

The following information is in response to your request for a legal opinion on post-Government employment restrictions because you contemplate working for a DoD Contractor within two years after you **Begin Edit Text** *leave/ret* **End Edit Text** the Department. To assist us, you submitted information in your request that I have incorporated in this opinion.

My advice with respect to these matters is advisory only and is provided in accordance with section 2635.107 of title 5, Code of Federal Regulations. I am providing this advice in my official capacity, on behalf of the United States, and not as your representative. Neither the information you provided to receive this advice, nor the provision of this letter, creates an attorney-client relationship between you and an attorney rendering such advice. The information provided to me is not confidential and is necessary to provide written ethics advice. Further, the advice is based upon the information provided in your request **Begin Edit Text** and *during your meeting with me* **End Edit Text**.

There are a number of restrictions applicable to your post-Government employment activities. I want to emphasize recent restrictions imposed by section 847 of the National Defense Authorization Act for Fiscal Year 2008 (Pub. L. 110-181). Certain current or

Request Information LOG OUT

Requestor: Augusta Wynd Agency: USARMY Status: Opinion in Progress
 Assigned To: William X Wheeler Confirmation ID: 621470682342282

Contact Info Request Detail **Attachments** Audit Events Print this Request

Attachment List

Sent Date	Date Attached	Attached By	Attachment Type	File Name	Description	
	09/09/2016 09:53:50	Wheeler, William X	Opinion	Legal Opinion.docx		View Replace

Add Attachment

Accept Reject Forward Take Ownership Request More Info 30-Day Clock Start Date Prepare Opinion **Send Opinion and Close** Resend Confirmation Exit this Request

Send Opinion to Requestor

- Click the **Send Opinion and Close**. This allows the EC to send the opinion to the requestor and close the request in AGEAR simultaneously.
- Modify the text as desired and click **Send e-mail and Close**. The application sends the e-mail with the final opinion attached to the requestor and the status of request changes to Closed.

Rejecting a request

REJECT the request if Section 847 does not apply. Record the reason for your determination. Inform the individual of the rejection and that a routine PGE opinion may be provided, if so follow your normal PGE advice process. You do not need to store non-Section 847 advisory opinions online.

Forward a request

FORWARD the request to a different Ethics Counselor for action. Click Forward, to search for the individual you wish to forward the request to and assign it to them. You may send an e-mail notification at that time.

To forward it to another agency select **AGEAR Manager of another Agency** and then select the agency from the pull-down menu.

Take ownership of a request?

To take ownership of a request that belongs to another Ethics Official, click **Take Ownership** and the request is placed in your work-list.