

Human Resources Branch Memorandum

SUBJECT: E-File Conflict of Interest – Form 700 <u>Due April 2, 2018</u>	NUMBER: HRB 18-005
	DATE ISSUED: 03/15/2018
DISTRIBUTION: All CDFW Employees	EXPIRES: N/A

Action Required Informational Only Control Agency Directive

Purpose

In accordance with regulations set forth by the Political Reform Act and the Fair Political Practices Commission, the Conflict of Interest Code for California Department of Fish and Wildlife (CDFW), Wildlife Conservation Board (WCB), and the Fish and Game Commission (FGC), hereafter referred to as [\(Codes\)](#), requires individuals in designated classifications to file a Statement of Economic Interest (Form 700) **on or before April 2, 2018**. Government Code 91013 provides information about penalties for filing after the deadline.

The Form 700 must be filed in accordance with the identified disclosure category or categories.

Authorities

- Political Reform Act (Government Code [sections 81000](#), et. seq.)
- [Fair Political Practices Commission \(FPPC\)](#)
- [Conflict of Interest Codes](#)
- Government Code sections [87300](#), [87302](#), [87306](#), and [91013](#)
- California Code of Regulations section [18730](#)

Filing Individuals (Filers) Responsibilities

Filing individuals (Filers) are required to use the new automated NetFile System. Filers will receive an email from “[@NetFile.com](#)” on behalf of the Human Resources Branch that provide instructions to access and setup your account. If you do not receive the email and/or the system does not recognize your email address, contact CDFW’s COI Filing Officer for assistance (see **Contacts**).

1. Access the [NetFile Filing Portal](#) user log linked in NetFile’s email. Next, click the “[New User Request a Password](#)” link under “Form 700 (SEI) Filers.” Enter your [@wildlife.ca.gov](#) or [@fgc.ca.gov](#) email address to be recognized by the system. Use the same email address to receive your password notification. Filers may change their email address later, if they wish. All filers are required to safeguard their password.
2. NetFile’s pages contain links to required documents and include on-screen and printable PDF help and video tutorials. Form 700 is a public document and Filers should use their business (not personal) contact information. In addition, NetFile offers a [mobile application](#) for both the Apple (iOS) and Android phones/pad to make filing convenient.

Exceptions

Employees hired between **October 1 and December 31 of 2017** who submitted their assuming office Form 700 have met the 2017-filing requirement. No further action is required during this filing period.

Employees hired between **January 1 and April 1 of 2018** file an assuming office this year, rather than an annual Form 700. No further action is required during this filing period.

Contacts

For questions or concerns regarding the NetFile automation system, contact NetFile via filerhelp@netfile.com.

For questions or concerns regarding the Conflict of Interest requirement, contact FPPC at 1-866-ASK-FPPC (1-866-275-3772) or email to: Advice@fppc.ca.gov.

For all other questions, please contact the CDFW COI Filing Officer, [Leo Lam](#) (916) 651-7803 or leo.lam@wildlife.ca.gov.