

# UNITED STATES OFFICE OF GOVERNMENT ETHICS

## 2015 Schedule of Important Ethics Dates

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### January

- ☀ **Reminder:** Agencies must complete an annual training plan for the current calendar year. This plan does not need to be submitted to OGE. Covered employees are required to receive annual ethics training before the end of the calendar year. (5 CFR § 2638.706(b), 5 CFR § 2638.704(a), 5 CFR § 2638.705(a))
- 1 **Reminder:** Today marks the beginning of the annual Public Financial Disclosure reporting period. (5 CFR § 2634.308(a))
- 1 **Reminder:** Today marks the beginning of the annual Confidential Financial Disclosure reporting period. (5 CFR § 2634.908(a))

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### February

- 2 **DUE TO OGE TODAY:** The Ethics Pledge Assessment is due to OGE today. Please follow the submission instructions in the online assessment.
- 2 **DUE TO OGE TODAY:** The Annual Agency Ethics Program Questionnaire is due to OGE today. Please follow the submission instructions in the online questionnaire. (5 CFR § 2638.602(a))
- 17 **DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual Confidential Financial Disclosure reports are due to agency ethics officials today unless the filer has been granted an extension. Remember to document the extension. (5 CFR § 2634.903(a), 5 CFR § 2634.903(d))

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### March

- 31 **Reminder:** The October 1, 2014 – March 31, 2015 period for reporting payments of travel accepted from non-Federal sources ends today. Agencies should begin to prepare their 1353 travel reports. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). (31 U.S.C. § 1353(d)(2)(B))

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## April

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- ☀ **Reminder:** Unless further information is required, agencies should review and certify Confidential Financial Disclosure reports within 60 days of receipt. (5 CFR § 2634.605(a))

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## May

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- 15 DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual Public Financial Disclosure reports are due today, unless the filer has been granted an extension. Remember to document the extension. (5 CFR § 2634.201(a), 5 CFR § 2634.201(f))
- ☀ **NEW FOR 2015:** All Executive Schedule Level I and Level II reports should be submitted to OGE at the time the agency receives the report from the filer to allow ethics officials and OGE to simultaneously review the reports. Simultaneous review will enable OGE to assist agencies in meeting the STOCK Act posting requirements for these select reports.
- 18 DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual Confidential Financial Disclosure reports from filers granted 90-day extensions. (5 CFR § 2634.903(d))
- 29 DUE TO OGE TODAY:** Response to OGE's Public Financial Disclosure Data Call for corrections/revisions to the list of Presidential appointees confirmed by the Senate (PAS), Designated Agency Ethics Officials (DAEOs) and other persons whose Public Financial Disclosure Reports are required to be forwarded to OGE for review and certification in 2015. Include information on any extensions granted and the length thereof. Responses should be submitted to [278tracking@oge.gov](mailto:278tracking@oge.gov).
- 31 DUE TO OGE TODAY:** The 1353 travel report for payments of travel accepted from non-Federal sources is due today. Agencies must submit either a positive or a negative report. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). The 1353 travel report should cover the period of October 1, 2014 – March 31, 2015. Please submit reports to [1353travel@oge.gov](mailto:1353travel@oge.gov). (31 U.S.C. § 1353(d)(2)(B))

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## June

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- 16 Reminder:** The late filing fee now applies to annual Public Financial Disclosure report filers who did not submit their reports to agency ethics officials, unless the filer has been granted an extension. Remember, checks should be made payable to the U.S. Treasury. (5 CFR § 2634.704)
- 29 DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual Public Financial Disclosure reports from filers granted 45-day extensions. (5 CFR § 2634.201(f))

- 29 DUE TO AGENCY ETHICS OFFICIALS TODAY:** Today is the last day for filers to request an additional 45-day extension to the Public Financial Disclosure deadline. Remember to document the extension. (5 CFR §2634.201(f))

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## July

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- 1 DUE TO OGE TODAY:** Deadline for each DAEO to submit a notice regarding tentative plans for collecting public financial disclosure reports in calendar year 2016. Please note that agencies listed in 5 U.S.C. app. § 105(a)(1) and components of the Executive Office of the President are excluded from this data call because OGE will work with those entities individually. (PA-15-01)
- 1 DUE TO OGE TODAY:** Deadline for DAEOs and CIOs to submit any requests to continue using legacy electronic filing systems for public financial disclosure reports. (PA-15-01)
- 1 DUE TO OGE TODAY:** Agencies must submit a letter stating whether components currently designated should remain designated for purposes of 18 U.S.C. § 207(c). Agencies need not submit a letter if their agency currently has no designated components and they do not wish to request the designation of any component. (5 CFR § 2641.302(e)(2))
- 14 Reminder:** Unless further information is required, Public Financial Disclosure reports that were submitted by the May 15 deadline should be certified by the agency. (5 CFR § 2634.605(a))
- 16 DUE TO OGE TODAY:** The Public Financial Disclosure reports of PAS, DAEO, and other persons whose Public Financial Disclosure reports are required to be forwarded to OGE for review and certification are due today unless an extension has been granted. Please submit reports to [278tracking@oge.gov](mailto:278tracking@oge.gov). (5 CFR § 2634.602(c))
- 30 Reminder:** The late filing fee now applies to annual Public Financial Disclosure report filers who were granted 45-day filing extensions but have not submitted their reports to agency ethics officials. Remember, checks should be made payable to the U.S. Treasury. (5 CFR § 2634.704)

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## August

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- 13 DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual Public Financial Disclosure reports from filers granted second 45-day extensions are due today. (5 CFR § 2634.201(f))
- 28 Reminder:** Unless further information is required, agencies' annual Public Financial Disclosure reports that were submitted pursuant to a 45-day extension should be certified by the agency. (5 CFR § 2634.605(a))

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## September

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- 1 DUE TO OGE TODAY:** The Public Financial Disclosure reports of PAS, DAEO, and other persons whose Public Financial Disclosure reports are required to be forwarded to OGE for review and certification who were granted 45-day extensions are due today. Please submit reports to [278tracking@oge.gov](mailto:278tracking@oge.gov). (5 CFR § 2634.602(c))
- 15 Reminder:** The late filing fee now applies to annual Public Financial Disclosure report filers who were granted second 45-day filing extensions but have not submitted their reports to agency ethics officials. Remember, checks should be made payable to the U.S. Treasury. (5 CFR § 2634.704)
- 30 Reminder:** The April 1, 2015 – September 30, 2015 period for reporting payments of travel accepted from non-Federal sources ends today. Agencies should begin to prepare their 1353 travel reports. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). (31 U.S.C. § 1353(d)(2)(C))

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## October

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- 14 Reminder:** Unless further information is required, agencies' annual Public Financial Disclosure reports that were submitted pursuant to a second 45-day extension should be certified by the agency. (5 CFR § 2634.605(a))
- 16 DUE TO OGE TODAY:** The Public Financial Disclosure reports of PAS, DAEO, and other persons whose Public Financial Disclosure reports are required to be forwarded to OGE for review and certification who were granted second 45-day extensions are due today. Please submit reports to [278tracking@oge.gov](mailto:278tracking@oge.gov). (5 CFR § 2634.602(c))

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## November

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- 1 Reminder:** Only 61 days remain in the Financial Disclosure calendar year. Remember that employees need to serve in a position for 61 days or more to file an annual financial disclosure report. (5 CFR § 2634.204(a), 5 CFR § 2634.903(a))
- 30 DUE TO OGE TODAY:** The 1353 travel report for payments of travel accepted from non-Federal sources is due today. Agencies must submit either a positive or a negative report. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). The 1353 travel report should cover the period of April 1, 2015 – September 30, 2015. Please submit reports to [1353travel@oge.gov](mailto:1353travel@oge.gov). (31 U.S.C. § 1353(d)(2)(C))

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## December

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- 31 Reminder:** Today marks the end of the annual Public Financial Disclosure reporting period, except for the reporting periods for “Agreements and Arrangements” and “Positions Held Outside the U.S. Government,” which continue up to the date of filing. (5 CFR § 2634.308(a))
- 31 Reminder:** Today marks the end of the annual Confidential Financial Disclosure reporting period. (5 CFR § 2634.908(a))
- ☀ **Reminder:** The following changes related to the filing of public financial disclosure reports take effect January 1, 2016. (PA-15-01)
- The use of *Integrity* is required for (a) Senate-confirmed appointees whose reports are submitted to OGE under 5 U.S.C. app. § 103 and (b) DAEOs.
  - Public filers must use OGE Form 278e, unless an exception applies.
  - OGE will start collecting data on agencies’ processing of annual public financial disclosure reports through *Integrity*.
  - January 1, 2016, is the deadline for agencies using authorized legacy electronic filing systems to modify those systems to produce the new OGE Form 278e, unless OGE has granted an extension.

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## Ongoing

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### To be sent to OGE:

- Forward the following to your Desk Officer at OGE as appropriate:
  - Written designations by agency heads of new DAEOs and ADAEOs within 30 days of the delegation of authority. (5 CFR § 2638.202(c))
  - Copies of 18 U.S.C. § 208(b)(1) and (b)(3) waivers. (5 CFR § 2635.402(d))
  - Requests for exclusion from the Public Financial Disclosure reporting requirement for Schedule C employees. (5 CFR § 2634.203)
  - Requests for a special waiver of the Public Financial Disclosure reporting requirement. (5 CFR § 2634.205)
  - Requests for a waiver of restrictions of 18 U.S.C. § 207(c) and (f). (5 CFR § 2641.301(j))
- Forward notice of conflict-of-interest referrals ([OGE Form 202](#)) to [referrals@oge.gov](mailto:referrals@oge.gov). (5 CFR § 2638.603(b))
- Send requests for certificates of divestiture to [CD@oge.gov](mailto:CD@oge.gov). (5 CFR § 2634.1005)
- Forward PAS ethics agreement compliance documentation to OGE within the applicable time frame. Please submit documentation materials to [eacompliance@oge.gov](mailto:eacompliance@oge.gov). (5 CFR § 2634.804; PA-12-03)
- Notify OGE, via email at [278tracking@oge.gov](mailto:278tracking@oge.gov), of a PAS official’s termination date as soon as possible, but no later than the day before the PAS official’s termination date.

- Forward new entrant 278 reports, termination 278 reports, and 278-T transaction reports submitted by PAS, DAEO, and other persons whose Public Financial Disclosure reports are required to be forwarded to OGE for review and certification. Please submit reports to [278tracking@oge.gov](mailto:278tracking@oge.gov). (5 CFR § 2634.602(c))
- Contact your Desk Officer to add new members of your agency's ethics staff to the OGE Listserv and to the Agency Assistance and Outreach Forum on MAX.gov.

**Within your agency:**

- Remind filers that deadlines are dates by which the forms must arrive in the agency ethics official's office, not dates by which forms must be postmarked.
- Collect Public Financial Disclosure reports or Confidential Financial Disclosure reports from special Government employees. (DO-95-019)
- Collect new entrant financial disclosure reports within 30 days of when employees enter covered filing positions. (5 CFR § 2634.201(b), 5 CFR § 2634.903(b))
- Collect termination 278 reports within 30 days of when employees leave covered filing positions. (5 CFR § 2634.201(e))
- Collect 278-T transaction reports from employees in covered filing positions. (LA-12-04)