

**2015
ETHICS
CALENDAR**

REPORTS DUE

OGE Form 278, Public Financial Disclosure Report, is due to reviewers by May 15, 2015, unless the filer was granted an extension. This report covers the period from January 1, 2014 through December 31, 2014.

OGE Form 450, Confidential Financial Disclosure Report, is due to reviewers by February 17, 2015, unless the filer was granted an extension. This report covers the period from January 1, 2014 through December 31, 2014.

HHS-520, Request for Approval of Outside Activity, is submitted as necessary throughout the year.

HHS-521, Annual Report of Outside Activity, must be submitted to the employee's supervisor by March 2, 2015.

As necessary, remind HHS-520 and HHS-521 filers throughout the year of the need to renew their requests for approval of an ongoing outside activity by filing renewal HHS-520s at least 45 days before their current HHS-520s expire. HHS-520s are only good for one year from the date they are approved.

SF 326 (or OGE Form 1353), Semiannual Report of Payments Accepted from a Non-Federal Source under 31 U.S.C. § 1353, covering payments received during the period October 1, 2014 through March 31, 2015, is due to ASA / PSC by April 30, 2015. Similarly, an SF 326 (or OGE Form 1353), for payments received during the period April 1, 2015 through September 30, 2015, must be submitted to ASA / PSC by November 2, 2015. **NEGATIVE REPORTS ARE REQUIRED. DO NOT REPORT PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE UNDER OTHER AUTHORITIES, SUCH AS 42 U.S.C. § 3506 or 5 U.S.C. § 7342.**

THROUGHOUT THE YEAR

- Initial Ethics Orientation:** Ensure that each new employee receives an initial ethics orientation (IEO) within 90 days from the time the new employee begins working for HHS. An online IEO module is accessible by using the HHS Access Management System. **The twenty (20) minute ethics introduction that new employees may receive during a New Employee Orientation (NEO) session does not satisfy the regulatory requirement for IEO.**
- DEC / EC Quarterly Mtgs:** Will be held this year on Wednesday, January 21, and likely on Tuesday, July 21, and Tuesday, October 20, 2015. The July and October dates are currently tentative, as it is not possible to confirm them this far in advance.
- DEC Annual Workshop:** Will be held on Tuesday, April 28, 2015, at the Lister Hill Auditorium on the NIH campus in Bethesda, MD.
- Annual Ethics Training:** Annual Ethics training (AET) must be completed by all public (OGE Form 278) and confidential (OGE Form 450) financial disclosure filers. The deadline for 2015 AET completion will be announced at the time of its launch. You are responsible for tracking AET completion. It is helpful to send periodic reminders to employees required to be trained.
- IEC Meetings:** Interagency Ethics Council (IEC) monthly meetings are held on the first or second Thursday of every month. The IEC presents topics of interest to ethics advisors. Check <http://www.iecjourn.org> for upcoming meeting dates, which are tentative and may change.
- Waivers:** Copies of all conflict of interest waivers issued under 18 U.S.C. §§ 208(b)(1) and (b)(3) must be forwarded to the Ethics Division. At a minimum, waivers should be forwarded at the end of each quarter. All 208(b)(1) waivers require prior approval by Ed Swindell, the HHS Designated Agency Ethics Official (DAEO). Consult with your Advice Section attorney if you are considering issuance of a (b)(1) waiver. Components are to consult with the Ethics Division prior to the issuance of a 208(b)(3) waiver where such a review is practicable. For those rare instances where prior review is not practicable, a full Ethics Division review will occur after issuance.
- Waivers from October 1 through December 31, 2014, are due the first week of January 2015. Waivers from January 1 through March 31, 2015, are due the first week of April; waivers from April 1 through June 30, 2015, are due the first week of July; waivers from July 1 through September 30, 2015, are due the first week of October. For fiscal year 2016, waivers from October 1 through December 31, 2015, are due the first week of January 2016.

~ January 2015 ~

◀ Dec 2014

Feb 2015 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		First week of January: Forward to the Ethics Division copies of all 18 U.S.C. § 208(b)(1) and § 208(b)(3) waivers issued since last submission	January 1, 2015 is the beginning of CY 2015 OGE Form 278 and OGE Form 450 reporting periods	1 FEDERAL HOLIDAY	2	3
4	5	6	7 OGC Ethics Division sends All HHS email to notify employees that CY2014 HHS-521 is due by March 2 this year	8 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)	9	10
11	12	13	14	15 Notify confidential filers that CY 2014 OGE Form 450s are due by February 17 this year	16 2014 HHS Ethics Questionnaires due to Ethics Division	17
18	19 FEDERAL HOLIDAY	20	21 DEC / EC QUARTERLY MEETING HHH 705A,1 – 4 PM	22 Post-Employment Brown Bag [Held at ASFR from 12 – 1:30 pm]	23	24
25	26	27	28 Remind 2014 HHS 520 filers to submit 2014 HHS-521s by March 2 this year	29	30	31

~ February 2015 ~

◀ Jan 2015

Mar 2015 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Expect April 28 DEC Workshop registration forms to arrive via email in mid-February - please return forms promptly	3	4	5 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)	6	7
8	9	10	11	12	13	14
15	16 FEDERAL HOLIDAY	17 CY 2014 OGE Form 450s due to be filed with reviewers by this date, unless extension is granted [document all extensions]	18 Begin generating list of untimely OGE Form 450 filers	19	20	21
22	23	24	25	26 Post-Employment Brown Bag [Held at IHS or HHH 730B from 12 – 1:30 pm]	27	28

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Deadline date for employees to submit HHS-521s to their supervisors	3	4	5 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)	6	7
8	9	10	11	12 Identify all public filers	13 Notify public filers that CY 2014 OGE Form 278s are due by May 15	14
15	16	17	18	19	20	21
22	23	24	25	26 Post-Employment Brown Bag [Held at ACF from 12 – 1:30 pm]	27	28
29	30	31 End of 10/1/14 – 3/31/15 reporting period for travel payments accepted under 31 U.S.C. § 1353	Notes:			

~ April 2015 ~

◀ March

May ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<p>First week of April: Forward to the Ethics Division copies of all 18 U.S.C. § 208(b)(1) and § 208(b)(3) waivers issued since last submission</p>	<p>1 Reminder that 31 U.S.C. § 1353 Travel Report using OGE Form 1353 or SF 326 due to ASA / PSC by April 30</p>	<p>2 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)</p>	<p>3 OGE Form 450s due from filers granted first 45 day extensions</p>	4
5	6	<p>7 Deadline for submission of completed April 28 DEC Workshop registration forms</p>	8	9	10	11
12	13	14	<p>15 Notify public filers that CY 2014 OGE Form 278s are due by May 15</p>	16	17	18
19	<p>20 Unless further information is required, all OGE Form 450s filed timely should be certified (within 60 days of filing)</p>	21	22	23	24	25
26	27	<p>28 DEC WORKSHOP NIH - LISTER HILL AUDITORIUM 9 – 5 PM</p>	29	<p>30 Post-Employment Brown Bag [Held at NIH from 12 – 1:30 pm] OGE Form 1353 or SF 326 Travel Report for 10/1/14 – 3/31/15 due to ASA / PSC; negative reports required</p>	<p>Notes:</p>	

~ May 2015 ~

◀ Apr 2015

Jun 2015 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)	8	9
10	11	12	13	14	15 CY 2014 OGE Form 278s due to be filed with reviewers by this date, unless extension is granted [document all extensions]	16
17	18 OGE Form 450s due from filers granted second 45 day extensions	19 Begin generating list of untimely OGE Form 278 filers	20	21	22	23
24	25 FEDERAL HOLIDAY	26	27	28 Post-Employment Brown Bag [Held at AHRQ from 12 – 1:30 pm]	29	30
31	Notes:					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)	5	6
7	8	9	10	11	12	13
14	15 For CY 2014 278 filers who failed to file and lacked approved extensions, last day to submit 278s without incurring late fees	16 Late filing fees now apply to CY 2014 278 filers who did not file and lacked approved extensions	17	18	19	20
21	22	23	24	25 Post-Employment Brown Bag [Held at ASPR from 12 – 1:30 pm]	26	27
28	29 278s due from filers granted first 45 day extensions Last day for request of 278 second 45 day extensions	30	Notes:			

~ July 2015 ~

◀ Jun 2015

Aug 2015 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		First week of July: Forward to the Ethics Division copies of all 18 U.S.C. § 208(b)(1) and § 208(b)(3) waivers issued since last submission	1	2 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)	3 FEDERAL HOLIDAY	4
5	6	7	8	9	10	11
12	13	14 Unless further information is required, all OGE Form 278s filed timely should be certified (within 60 days of filing)	15	16	17	18
19	20	21 DEC / EC QUARTERLY MEETING HHH 705A,1 – 4 PM [TENTATIVE DATE]	22	23	24	25
26	27	28	29 For CY 2014 278 filers with 45 day filing extensions, last day to submit 278s without incurring late fees	30 Late filing fees now apply to CY 2014 278 filers who did not file within their 45 day filing extensions	31	Notes:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)	7	8
9	10	11	12	13 All CY 2014 278s due from filers granted second 45 day extensions	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Post-Employment Brown Bag [Held at ASPR from 12 – 1:30 pm]	28 Unless further information is required, all OGE Form 278s with 45 day extensions to be certified (within 60 days of filing)	29
30	31	Notes:				

~ September 2015 ~

◀ Aug 2015

Oct 2015 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)	4	5
6	7 FEDERAL HOLIDAY	8	9	10	11	12
13	14 For CY 2014 OGE Form 278 filers with two 45 day filing extensions, last day to submit 278s without incurring late fees	15 Late filing fees now apply to CY 2014 OGE Form 278 filers failing to file within their second 45 day extensions	16	17	18	19
20	21	22	23	24 Post-Employment Brown Bag [Held at OMHA from 12 – 1:30 pm]	25	26
27	28	29	30 End of 4/1/15 – 9/30/15 reporting period for travel payments accepted under 31 U.S.C. § 1353	Notes:		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			First week of October: Forward to the Ethics Division copies of all 18 U.S.C. § 208(b)(1) and § 208(b)(3) waivers issued since last submission	1 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)	2 Reminder that 31 U.S.C. § 1353 Travel Report using OGE Form 1353 or SF 326 due to ASA / PSC by November 2 this year	3
4	5	6	7	8	9	10
11	12 FEDERAL HOLIDAY	13 Unless further information is required, all OGE Form 278s with two 45 day extensions to be certified (within 60 days of filing)	14	15	16	17
18	19	20 DEC / EC QUARTERLY MEETING HHH 705A,1 – 4 PM [TENTATIVE DATE]	21	22	23	24
25	26	27	28	29 Post-Employment Brown Bag [Held at HHH 730B from 12 – 1:30 pm]	30	31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>1</p> <p>Only 61 days remain in financial disclosure calendar year; employees need to serve in a position for 61 days or more to file annual financial disclosure reports</p>	<p>2</p> <p>SF 326 or OGE Form 1353 Travel Report for 4/1/2015 – 9/30/2015 due to ASA / PSC; negative reports required</p> <p>Financial disclosure filers entering positions today and later do not file CY 2015 reports in 2016</p>	<p>3</p>	<p>4</p>	<p>5</p> <p>IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)</p>	<p>6</p>	<p>7</p>
<p>8</p>	<p>9</p>	<p>10</p>	<p>11</p> <p>FEDERAL HOLIDAY</p>	<p>12</p>	<p>13</p>	<p>14</p>
<p>15</p>	<p>16</p>	<p>17</p>	<p>18</p>	<p>19</p> <p>Post-Employment Brown Bag [Held at CMS from 12 – 1:30 pm]</p>	<p>20</p>	<p>21</p>
<p>22</p>	<p>23</p>	<p>24</p>	<p>25</p>	<p>26</p> <p>FEDERAL HOLIDAY</p>	<p>27</p>	<p>28</p>
<p>29</p>	<p>30</p>	<p>Notes:</p>				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Last day to submit copies of SES DEC performance plans for current appraisal year to Ethics Division	2	3 IEC Meeting 12:15 – 1:30 pm (confirm date / time on www.iecjournal.org)	4	5
6	7	8	9	10	11	12
13	14	15 CY 2015 OGE Form 450s due in two months Identify all confidential filers	16	17	18	19
20	21	22	23	24	25 FEDERAL HOLIDAY	26
27	28	29	30	31 Last day to submit original CY 2014 278s to Ethics Division End of CY 2015 278 and 450 reporting periods	Notes:	