

2017
ETHICS
CALENDAR

REPORTS DUE

[OGE Form 450, Confidential Financial Disclosure Report](#), is due to reviewers by February 15, 2017, unless the filer was granted an extension. This report covers the period from January 1, 2016 through December 31, 2016. Most filers should be using EFDS, or for CMS, CDC, and NIH their legacy electronic filing systems.

[OGE Form 278e, Public Financial Disclosure Report](#), is due to reviewers by May 15, 2017, unless the filer was granted an extension. This report covers the period from January 1, 2016 through December 31, 2016. Most filers should be using OGE Integrity, or for CDC and NIH their legacy electronic filing systems.

[HHS-520, Request for Approval of Outside Activity](#), is submitted as necessary throughout the year. CMS, CDC, and NIH use their own electronic filing systems.

[HHS-521, Annual Report of Outside Activity](#), must be submitted to the employee's supervisor by February 28, 2017. CMS, CDC, and NIH use their own electronic filing systems.

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, 2016 through March 31, 2017, is due to ASA/PSC by date set by ASA/PSC, usually on or **about** May 20. Similarly, an SF 326 (or OGE Form 1353), for payments received during the period April 1, 2017 through September 30, 2017, is due to ASA/PSC by date set by ASA/PSC, usually on or **about** November 20. **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 Training:** Ensure that each new employee receives an initial ethics training (IET) [prior to 2017 was known as initial ethics orientation (IEO)] within three months from the time the new employee begins working for HHS. An online IET module is accessible by using the HHS Access Management System. **The 20 minute ethics introduction that new employees may receive during a New Employee Orientation (NEO) session does not, on its own, fully satisfy the regulatory requirement for IET.**
- DEC / EC Quarterly Mtgs:** Will be held this year on Tuesday, January 31, Tuesday, July 25, and Tuesday, October 31, 2017.
- DEC Annual Workshop:** Will be held on Tuesday, May 16, 2017, 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 278e) and confidential (OGE Form 450) financial disclosure filers. The deadline for 2017 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.iecjournal.org/iec/iec_meetings/ 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 Elizabeth Fischmann, 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, 2016, are due the first week of January 2017. Waivers from January 1 through March 31, 2017, are due the first week of April; waivers from April 1 through June 30, 2017, are due the first week of July; waivers from July 1 through September 30, 2017, are due the first week of October. For fiscal year 2018, waivers from October 1 through December 31, 2017, are due the first week of January 2018.

~ January 2017 ~

February 2017 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			January 1, 2017 is the beginning of CY 2017 public (OGE Form 278e) and confidential (OGE Form 450) financial disclosure reporting periods	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	First week of January: OGC Ethics Division sends email to notify all HHS employees that CY 2016 HHS-521 is due by February 28	
1	2 FEDERAL HOLIDAY	3	4	5 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	6	7
8	9	10	11	12 2016 HHS Ethics Questionnaires due to Ethics Division	13 Notify confidential filers that CY 2016 OGE Form 450 is due by February 15	14
15	16 FEDERAL HOLIDAY	17	18	19	20 INAUGURATION DAY	21
22	23	24	25	26 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	27 Remind 2016 HHS 520 filers to submit CY 2016 HHS-521 by February 28	28
29	30	31 DEC / EC QUARTERLY MEETING HHH 705A,1 – 4 PM	Notes:			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	3	4
5	6	7	8	9	10	11
12	13	14	15 CY 2016 OGE Form 450 is due to be filed with reviewers by this date, unless extension is granted [document all extensions]	16 Begin generating list of untimely OGE Form 450 filers and notify filers' supervisors	17	18
19	20 FEDERAL HOLIDAY	21	22	23 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	24	25
26	27	28 Deadline date for employees to submit HHS-521 to their supervisors	Notes:			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Expect May 16 DEC Workshop registration forms to arrive via email in mid-March - please return forms promptly	1	2 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	3	4
5	6	7	8	9	10	11
12	13	14	15 Notify public filers that CY 2016 OGE 278e Forms are due by May 15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	31 End of 10/1/16 – 3/31/17 reporting period for travel payments accepted under 31 U.S.C. § 1353	Notes:

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>	1
2	<p>3 OGE Form 450 is due from filers granted first 45 day extensions</p>	4	5	<p>6 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)</p>	7	8
9	10	11	12	13	<p>14 Notify public filers that CY 2016 OGE Form 278e is due by May 16</p>	15
16	<p>17 Unless further information is required, each OGE Form 450 filed timely to be certified (within 60 days of filing)</p>	18	<p>19 Reminder that 31 U.S.C. § 1353 Travel Report using OGE Form 1353 or SF 326 due to ASA/PSC by date set by PSC, usually on or about May 20; negative reports required</p>	20	21	22
23	24	25	26	<p>27 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm</p>	28	29
30	Notes:					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Deadline for submission of completed May 16 DEC Workshop registration forms	2	3	4 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	5	6
7	8	9	10	11	12	13
14	15 CY 2016 OGE Form 278e is due to be filed with reviewers by this date, unless extension is granted [document all extensions]	16 DEC WORKSHOP NIH - LISTER HILL AUDITORIUM 9 – 5 PM OGE Form 450 is due from filers granted second 45 day extensions	17 Begin generating list of untimely OGE Form 278e filers and notify filers' supervisors	18	19	20
21	22	23	24	25 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	26	27
28	29 FEDERAL HOLIDAY	30	31	Notes:		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	2 Unless further information is required, each OGE Form 450 with 45 day extension to be certified (within 60 days of filing)	3
4	5	6	7	8	9	10
11	12	13	14 For CY 2016 OGE 278e filers who failed to file and lacked approved extensions, last day to submit 278e without incurring late fee	15 Late filing fee now applies to CY 2015 OGE 278e filers who did not file and lacked approved extensions	16	17
18	19	20	21	22	23	24
25	26	27	28	29 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm OGE 278e is due from filers granted first 45 day extensions Last day for request of OGE 278e second 45 day extensions	30	Notes:

~ July 2017 ~

~ July 2017 ~						
					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	
2	3	4 FEDERAL HOLIDAY	5	6 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	7	8
9	10	11	12	13	14 Unless further information is required, each OGE Form 278e filed timely to be certified (within 60 days of filing)	15
16	17 Unless further information is required, each OGE Form 450 with two 45 day extensions to be certified (within 60 days of filing)	18	19	20	21	22
23	24	25 DEC / EC QUARTERLY MEETING HHH 705A, 1 – 4 PM	26	27 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	28	29
30	31 For CY 2016 278e filers with 45 day filing extensions, last day to submit 278e without incurring late fee	Notes:				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Late filing fee now applies to CY 2016 OGE 278e filers who did not file within their 45 day filing extensions	2	3 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	4	5
6	7	8	9	10	11	12
13	14 CY 2016 OGE 278e is due from filers granted second 45 day extensions	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Unless further information is required, each OGE Form 278e with 45 day extension to be certified (within 60 days of filing)	29	30	31	Notes:	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 FEDERAL HOLIDAY	5	6	7 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	8	9
10	11	12	13 For CY 2016 OGE Form 278e filers with two 45 day filing extensions, last day to submit 278e without incurring late fee	14 Late filing fees now applies to CY 2016 OGE Form 278e filers failing to file within their second 45 day extensions	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	29 End of 4/1/17 – 9/30/17 reporting period for travel payments accepted under 31 U.S.C. § 1353	30

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 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	3	4	5 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	6	7
8	9 FEDERAL HOLIDAY	10	11	12	13 Unless further information is required, each OGE Form 278e with two 45 day extensions to be certified (within 60 days of filing)	14
15	16	17	18	19 Reminder that 31 U.S.C. § 1353 Travel Report using OGE Form 1353 or SF 326 due to ASA/PSC by date set by PSC, usually on or about November 20; negative reports required	20	21
22	23	24	25	26 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	27	28
29	30	31 DEC / EC QUARTERLY MEETING HHH 505A,1 – 4 PM	Notes:			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 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	2 Financial disclosure filers entering positions today and later do not file CY 2017 reports in 2018 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	3	4
5	6	7	8	9	10 FEDERAL HOLIDAY	11
12	13	14	15	16	17	18
19	20	21	22	23 FEDERAL HOLIDAY	24	25
26	27	28	29	30 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	Notes:	

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	4	5	6	7 IEC Meeting 12:15 – 1:30 pm (confirm date / time on)	8	9
10	11	12	13	14	15 CY 2017 OGE Form 450 is due in two months Identify all confidential filers	16
17	18	19	20	21	22	23
24	25 FEDERAL HOLIDAY	26	27	28	29 Last day to submit each original CY 2016 OGE 278e to Ethics Division	30
31 End of CY 2017 public (OGE Form 278e) and confidential (OGE Form 450) financial disclosure reporting periods	Notes:					