



2020

**HHS ETHICS
CALENDAR**

REPORTS DUE

OGE Form 450, Confidential Financial Disclosure Report, is due to reviewers by February 18, 2020, unless the filer was granted an extension. This report covers the period from January 1, 2019 through December 31, 2019. 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, 2020, unless the filer was granted an extension. This report covers the period from January 1, 2019 through December 31, 2019. 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, 2020. ACF, 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 in kind benefits received in excess of \$250 received during the period October 1, 2019 through March 31, 2020, 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 in kind benefits received in excess of \$250 received during the period April 1, 2020 through September 30, 2020, 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 Wednesday, January 22, Tuesday, July 21, and Tuesday, October 27, 2020.

DEC Annual Workshop: Will be held on Tuesday, May 5, 2020, at 5600 Fishers Lane in Rockville.

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 2020 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. To receive information on upcoming IEC meetings, please go to <https://community.max.gov/x/rIL2P> or <https://community.max.gov/display/FTC/IEC+Journal>. Click on "Watchers" in the top right of your screen, and select "Watch This Page Family." This will allow you receive updates whenever a new post is added to the site. If you have any problems, or do not get an IEC email after about three weeks, notify the IEC Website Manager, Alice Bartek-Santiago, alice.bartek-santiago@sol.doi.gov.

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, 2019, are due the first week of January 2020. Waivers from January 1 through March 31, 2020, are due the first week of April; waivers from April 1 through June 30, 2020, are due the first week of July; waivers from July 1 through September 30, 2020, are due the first week of October. For fiscal year 2021, waivers from October 1 through December 31, 2020, are due the first week of January 2021.

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<p>First week of January: OGC Ethics Division sends email to notify all HHS employees that CY 2019 HHS-521 is due by February 28</p>	<p>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</p>	<p>1 FEDERAL HOLIDAY January 1, 2020 is the beginning of CY 2020 public (OGE Form 278e) and confidential (OGE Form 450) financial disclosure reporting periods</p>	<p>2 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]</p>	3	4
5	6	7	8	9	<p>10 Confirmation of 2019 AET completion due to Ethics Division 2019 HHS Ethics Version of the OGE Questionnaire due to Ethics Division from OpDivs/StaffDivs</p>	11
12	13	14	15	16	<p>17 Notify confidential filers that CY 2019 OGE Form 450 is due by February 18</p>	18
19	<p>20 FEDERAL HOLIDAY</p>	21	<p>22 DEC / EC QUARTERLY MEETING HHH 505A, 1 – 4 PM</p>	23	24	25
26	27	<p>28 Remind 2019 HHS 520 filers to submit CY 2019 HHS-521 by February 28</p>	29	<p>30 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm</p>	31	

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]	7	8
9	10	11	12	13	14	15
16	17 FEDERAL HOLIDAY	18 CY 2019 OGE Form 450 is due to be filed with reviewers by this date, unless extension is granted [document all extensions]	19 Unless further information is required, each OGE Form 450 to be reviewed and certified within 60 days of receipt	20 Begin generating list of untimely OGE Form 450 filers and notify filers’ supervisors	21	22
23	24	25	26	27 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	28 Deadline date for employees to submit HHS-521 to their supervisors	29

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]	6	7
8	9	10 OGE National Government Ethics Summit NIH Bethesda Campus	11 OGE National Government Ethics Summit NIH Bethesda Campus	12 OGE National Government Ethics Summit NIH Bethesda Campus	15 Notify public filers that CY 2019 OGE 278e Forms are due by May 15 Identify all public filers	14
15	16	17	18	19	20 Ask supervisors to obtain and provide to you any HHS 521 forms you haven’t received yet	21
22	23	24	25	26 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	27	28
29	30	31 End of 10/1/19 – 3/31/20 reporting period for travel payments accepted under 31 U.S.C. § 1353				

April 2020

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 Ethics Program Innovation Award applications due to Ethics Division</p>	<p>2 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]</p>	<p>3 OGE Form 450 is due from filers granted first 45 day extensions</p>	
5	6	7	8	9	<p>10 Expect May 2020 DEC Workshop registration forms to arrive via email in mid-April - please return forms promptly</p>	11
12	13	14	<p>15 Notify public filers that CY 2019 OGE Form 278e is due by May 15</p>	16	17	18
19	<p>20 Unless further information is required, each OGE Form 450 filed timely to be certified (within 60 days of receipt)</p>	<p>21 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>	<p>22 Deadline for submission of completed May 2020 DEC Workshop registration forms</p>	23	24	25
26	27	28	29	<p>30 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm</p>		

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 DEC WORKSHOP 5600 FISHERS LANE ROCKVILLE 9 – 5 PM	6	7 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]	8	9
10	11	12	13	14	15 CY 2019 OGE Form 278e is due to be filed with reviewers by this date, unless extension is granted [document all extensions]	16
17	18 OGE Form 450 is due from filers granted 90 day extensions	19 Begin generating list of untimely OGE Form 278e filers and notify filers’ supervisors	20 Unless further information is required, each OGE Form 278e to be reviewed and certified within 60 days of receipt	21	22 By now CY 2019 HHS 521 forms should have been received, reviewed, and finalized.	23
24	25 FEDERAL HOLIDAY	26	27	28 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	29	30
31						

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Unless further information is required, each OGE Form 450 with 45 day extension to be certified (within 60 days of filing)	3	4 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]	5	6
7	8	9	10	11	12	13
14	15 For CY 2019 OGE 278e filers who failed to file and lacked approved extensions, last day to submit 278e without incurring late fee	16 Late filing fee now applies to CY 2019 OGE 278e filers who did not file and lacked approved extensions	17	18	19	20
21	22	23	24	25 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	26	27
28	29 OGE 278e is due from filers granted first 45 day extensions Last day for request of OGE 278e second 45 day extensions [document all extensions]	30				

July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<p>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</p>	1	<p>2 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]</p>	<p>3 FEDERAL HOLIDAY</p>	4
5	6	7	8	9	10	11
12	13	14	15	16	<p>17 Unless further information is required, each OGE Form 450 with two 45 day extensions to be certified (within 60 days of filing)</p>	18
19	20	<p>21 DEC / EC QUARTERLY MEETING HHH 505A, 1 – 4 PM</p>	22	23	24	25
26	27	28	<p>29 For CY 2019 278e filers with 45 day filing extensions, last day to submit 278e without incurring late fee</p>	<p>30 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm Late filing fee now applies to CY 2019 OGE 278e filers who did not file within their 45 day filing extensions</p>	31	

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]	7	8
9	10	11	12	13 CY 2019 OGE 278e is due from filers granted second 45 day extensions	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 Unless further information is required, each OGE Form 278e with one 45 day extension to be certified (within 60 days of filing)	29
30	31					

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]	4	5
6	7 FEDERAL HOLIDAY	8	9	10	11	12
13	14 For CY 2019 OGE Form 278e filers with two 45 day filing extensions, last day to submit 278e without incurring late fee	15 Late filing fees now applies to CY 2019 OGE Form 278e filers failing to file within their second 45 day extensions	16	17	18	19
20	21	22	23	24 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	25	26
27	28	29	30 End of 4/1/20 – 9/30/20 reporting period for travel payments accepted under 31 U.S.C. § 1353			

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<p>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</p>	<p>1 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]</p>	2	3
4	5	6	7	8	9	10
11	<p>12 FEDERAL HOLIDAY</p>	<p>13 Unless further information is required, each OGE Form 278e with two 45 day extensions to be certified (within 60 days of filing)</p>	14	15	16	17
18	19	<p>20 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</p>	21	22	23	24
25	26	<p>27 DEC / EC QUARTERLY MEETING HHH 505A, 1 – 4 PM</p>	28	<p>29 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm</p>	30	31

November 2020

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 2020 reports in 2021	3	4	5 IEC Meeting 12:15 – 1:30 pm [see prior “throughout the year” page to learn how to receive meeting details]	6	7
8	9	10	11 FEDERAL HOLIDAY	12	13	14
15	16	17	18	19 Seeking / Post-Employment Brown Bag HHH 730B, 12 – 1:30 pm	20	21
22	23	24	25	26 FEDERAL HOLIDAY	27	28
29	30					

December 2020

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 [see prior “throughout the year” page to learn how to receive meeting details]	4	5
6	7	8	9	10	11	12
13	14	15 CY 2020 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	30 Last day to submit paper original CY 2019 OGE 278e and 278T forms to Ethics Division. Only applies to forms filed and signed using paper. NOT APPLICABLE if filed electronically.	31 End of CY 2020 public (OGE Form 278e) and confidential (OGE Form 450) financial disclosure reporting periods		