



**REMINDER:** Covered employees are required to receive annual ethics training before the end of the calendar year. (5 C.F.R. § 2638.307(b), 5 C.F.R. § 2638.308(b))

**1 REMINDER:** Today marks the beginning of the annual public financial disclosure reporting period. (5 C.F.R. § 2634.310(a))

Today marks the beginning of the annual confidential financial disclosure reporting period. (5 C.F.R. § 2634.908(a))

**10 REMINDER:** Today is the deadline for OGE’s certification of 2019 public annual financial disclosure reports. (PA-19-06, PA-19-13) OGE may decline to certify any 2019 annual report for which OGE has not received sufficient information to certify the report.

**15 DUE TO AGENCY ETHICS OFFICIALS TODAY:** A written summary and confirmation from the lead human resources official regarding procedures for implementing certain requirements of subpart C of 5 C.F.R. part 2638 is due to agency ethics officials today. (5 C.F.R. § 2638.105(b)(4))

**15 REMINDER:** By today, OGE will send year-end status letters to agency heads regarding their agency’s compliance with their financial disclosure responsibilities under the Ethics in Government Act. (PA-19-06, PA-19-13)

# January

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**3 DUE TO OGE TODAY:** The Annual Agency Ethics Program Questionnaire is due to OGE today. (5 C.F.R. § 2638.207(a), (PA-19-11))

**18 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 C.F.R. § 2634.903(a), 5 C.F.R. § 2634.903(d))

**REMINDER:** Unless further information is being sought, agencies should review and certify confidential financial disclosure reports within 60 days of receipt. (5 C.F.R. § 2634.605(a))

# February

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**10 REMINDER:** The National Government Ethics Summit will be held March 10-12 at the National Institutes of Health.

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**31 REMINDER:** The October 1, 2019 – March 31, 2020 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))

# March

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# April

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**15 DUE TO AGENCY ETHICS OFFICIALS TODAY:**

All annual public financial disclosure reports are due to agency ethics officials today, unless the filer has been granted an extension. Remember to document the extension. (5 C.F.R. § 2634.201(a), 5 C.F.R. § 2634.201(g))

**REMINDER:** Unless further information is being sought, agencies should review and certify public financial disclosure reports within 60 days of receipt. (5 C.F.R. § 2634.605(a))

**18 DUE TO AGENCY ETHICS OFFICIALS TODAY:**

All annual confidential financial disclosure reports from filers granted a 90-day extension are due to agency ethics officials today. (5 C.F.R. § 2634.903(d))

**31 DUE TO OGE TODAY:** The 1353 travel report for payments of travel accepted from non-Federal sources is due to OGE 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, 2019 – March 31, 2020. Please submit reports to [1353travel@oge.gov](mailto:1353travel@oge.gov). (31 U.S.C. § 1353(d)(2)(B))

# May

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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 C.F.R. § 2634.704)

**29 DUE TO AGENCY ETHICS OFFICIALS**

**TODAY:** All annual public financial disclosure reports from filers granted 45-day extensions are due to agency ethics officials today. (5 C.F.R. § 2634.201(g))

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 C.F.R. § 2634.201(g))

# June

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**1 DUE TO OGE TODAY:** Agencies must submit a letter to OGE 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 C.F.R. § 2641.302(e)(2))

**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 C.F.R. § 2634.704)

# July

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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 to agency ethics officials today. (5 C.F.R. § 2634.201(g))

# August

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**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 C.F.R. § 2634.704)

**30 REMINDER:** The April 1, 2020 - September 30, 2020 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))

# September

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**13 DUE TO OGE TODAY:** By today, OGE generally expects agencies to finalize work and transmit to OGE the 2020 public financial reports of PAS, DAEO, and other persons whose reports are required to be forwarded to OGE for review and certification. (5 C.F.R. § 2634.602(c)(1))

# October

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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 C.F.R. § 2634.204(a), 5 C.F.R. § 2634.903(a))

**30 DUE TO OGE TODAY:** The 1353 travel report for payments of travel accepted from non-Federal sources is due to OGE 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, 2020 – September 30, 2020. Please submit reports to [1353travel@oge.gov](mailto:1353travel@oge.gov). (31 U.S.C. § 1353(d)(2)(C))

# November

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**11 DUE TO OGE TODAY:** By today, agencies should have transmitted to OGE all 2020 public financial reports of PAS, DAEO, and other persons whose reports are required to be forwarded to OGE for review and certification. (5 C.F.R. § 2634.602(c)(1))

**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 C.F.R. § 2634.310(a))

Today marks the end of the annual confidential financial disclosure reporting period. (5 C.F.R. § 2634.908(a))

Today is the deadline for completion of annual ethics training for employees covered by §§ 2638.307 and 2638.308. (5 C.F.R. § 2638.604 (h))

# December

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## A REMINDER OF DOCUMENTS REQUIRING SUBMISSION TO OGE

- Forward written designations by agency heads of new DAEOs and ADAEOs within 30 days of the delegation of authority to [director@oge.gov](mailto:director@oge.gov). (5 C.F.R. § 2638.107(a), (PA-19-07))
- Forward PAS Certifications of Ethics Agreement Compliance to OGE within the applicable time frame. Submit Certifications to [eacompliance@oge.gov](mailto:eacompliance@oge.gov). (5 C.F.R. § 2634.804), (PA-17-03), (PA-19-09))
- Forward notice of conflict-of-interest referrals (OGE Form 202) to [referrals@oge.gov](mailto:referrals@oge.gov). (5 C.F.R. § 2638.206(a))
- Send requests for certificates of divestiture to [CD@oge.gov](mailto:CD@oge.gov). (5 C.F.R. § 2634.105), (PA-19-10))
- 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 public financial disclosure reports required by 5 C.F.R. § 2634.602(c) to be sent to OGE for review and certification immediately upon agency certification.
- Forward the following to your Desk Officer as appropriate:
  - Copies of waivers under Executive Order 13770. (PA-17-05)
  - Copies of 18 U.S.C. § 208(b)(1) and (b)(3) waivers. (5 C.F.R. § 2635.402(d)(4))
  - Requests for a special waiver of the public financial disclosure reporting requirement. (5 C.F.R. § 2634.205)
  - Requests for a waiver of restrictions of 18 U.S.C. § 207(c) and (f). (5 C.F.R. § 2641.301(j))
  - Requests to add new members of your agency's ethics staff to the OGE Listserv.





## A REMINDER OF ONGOING ETHICS PROGRAM REQUIREMENTS WITHIN YOUR AGENCY

- Provide an ethics briefing to agency leaders within 15 days of appointment. (5 C.F.R. § 2638.305(b))
- Provide initial ethics training to new employees within 3 months of appointment. (5 C.F.R. § 2638.304(b))
- Provide supervisory ethics notices to new supervisors within 1 year of appointment. (5 C.F.R. § 2638.306(b))
- Receive notification, prior to appointment whenever practicable, but in no case more than 15 days after appointment, from the lead human resources official that the agency has appointed a confidential or public financial disclosure filer. (5 C.F.R. § 2638.105(a)(1))
- Collect new entrant financial disclosure reports within 30 days of employees entering covered filing positions. (5 C.F.R. § 2634.201(b), 5 C.F.R. § 2634.903(b))
- Collect periodic transaction reports from employees in covered filing positions. (5 U.S.C. app § 103(l), [\(LA-12-04\)](#))
- Receive notification, prior to termination whenever practicable but in no case more than 15 days after termination, from the lead human resources official that a public financial disclosure filer has terminated employment with the agency. (5 C.F.R. § 2638.105(a)(2))
- Collect termination public financial disclosure reports within 30 days of employees leaving covered filing positions. (5 C.F.R. § 2634.201(e)). Termination 278e reports may be filed up to 15 days before filers' termination dates. (5 C.F.R. § 2634.201(e), [\(PA-16-06\)](#))
- Collect public financial disclosure reports or confidential financial disclosure reports from special Government employees. (5 C.F.R. § 2634.202(c), 5 C.F.R. § 2634.904(a)(2), [\(DO-95-019\)](#))

