

From: [Walter M. Shaub](#)
To: ["Minton, Shira"](#)
Cc: [Deborah J. Bortot](#); [Heather A. Jones](#); [Leigh J. Francis](#)
Subject: revised ethics agreement
Date: Tuesday, February 28, 2017 10:54:26 AM
Attachments: [Revised Clayton EA \(2-28-17\).docx](#)

Attachment is a draft ethics agreement, withheld in full pursuant to (b)(5).

Shira,

We have carefully reviewed the materials you forwarded, and we have identified a way forward.

Attached is a revised ethics agreement (b)(6)
(b)(5) deliberative

(b)(5) deliberative

He bears a burden of exercising due diligence in making the list complete, consistent with his certification that the report is complete and correct.

(b)(5) deliberative

[Large redacted block of text]

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Telephone: 202.482.9292
Email: walter.shaub@oge.gov

From: [News and Info for Ethics Officials](#) on behalf of [Ethics Mailinglist](#)
To: OGE-ETHICSINFO@LISTSERV.GSA.GOV
Subject: OGE Issues Legal Advisory on Executive Order 13770, "Ethics Commitments by Executive Branch Appointees"
Date: Monday, February 06, 2017 4:46:02 PM

OGE Issues Legal Advisory on Executive Order 13770, "Ethics Commitments by Executive Branch Appointees"

On February 6, 2017, OGE issued a legal advisory on Executive Order 13770, "Ethics Commitments by Executive Branch Appointees." In this advisory, OGE is making available for agency use a copy of the Executive Order and the Ethics Pledge form. Further, OGE explains the extent to which its legal advisories applicable to Executive Order 13490 may be read as being applicable to Executive Order 13770.

The legal advisory is available on OGE's website at:

[https://www.oge.gov/web/oge.nsf/All+Advisories/F5470156962CE0E6852580BF00752A17/\\$FILE/LA-17-02%20\(final\).pdf?open](https://www.oge.gov/web/oge.nsf/All+Advisories/F5470156962CE0E6852580BF00752A17/$FILE/LA-17-02%20(final).pdf?open)

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From: [Kimberley H. Kaplan](#)
To: [DeskOfficers MailGroup](#)
Subject: Subject Matter Folders
Date: Friday, February 03, 2017 4:15:00 PM

FYI –

I've added copies of some internal training materials on interpretations of the previous administration's Ethics Pledge (EO 13490) to the Subject Matter Folder: (b)(5) deliberative
(network location

information) These documents are not for distribution, internal reference only.

Kim

From: [Walter M. Shaub](#)
To: "Passantino, Stefan C. EOP/WHO"
Cc: [David J. Apol](#); [Seth Jaffe](#)
Subject: RE: Quick Call
Date: Thursday, February 02, 2017 6:51:07 PM
Attachments: [Exec Order, Ethics Pledge](#) (b)(5) deliberative pdf
[Exec Order, Ethics Pledge](#) (b)(5) deliberative pdf

Attachments are draft legal advisories, withheld in full pursuant to (b)(5).

Hi Stefan,

Thanks for the call earlier today. As we discussed, I would like to get your thoughts on the attached Legal Advisory regarding the new ethics pledge. Attached are two versions, (b)(5) deliberative
We're getting calls about the ethics pledge, (b)(5) deliberative

Walt

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-----Original Message-----

From: Passantino, Stefan C. EOP/WHO (b) (6)
Sent: Thursday, February 02, 2017 12:24 PM
To: Walter M. Shaub
Cc: David J. Apol
Subject: Quick Call

Walt, just following up on my voicemail, I was hoping to catch up with you sometime today or tomorrow to discuss some procedural issues and to ensure we are working together smoothly. Just let me know of a good time to speak. Stefan.

STEFAN C. PASSANTINO
Deputy Counsel to the President, Compliance & Ethics Office of the White House Counsel
(b) (6)

From: [Michael Hanson](#)
To: [Jennifer Matis](#)
Subject: RE: Do Ethics Pledge Waivers have a retention schedule? (6-years like 278s??)
Date: Tuesday, January 24, 2017 9:54:59 AM

Did we get one?

From: Jennifer Matis
Sent: Monday, January 23, 2017 6:30 PM
To: Michael Hanson
Subject: RE: Do Ethics Pledge Waivers have a retention schedule? (6-years like 278s??)

We should wait to talk to our new records officer before disposing of the records.

From: Michael Hanson
Sent: Monday, January 23, 2017 3:54 PM
To: Jennifer Matis
Subject: Do Ethics Pledge Waivers have a retention schedule? (6-years like 278s??)

Hello Jen,
Dave told me you know just about everything worth knowing.
I was looking at our site
(<https://www.oge.gov/Web/OGE.nsf/Executive+Branch+Agency+Ethics+Pledge+Waivers>) and
noticed we had waivers going back to 2009.
Do these have the same retention schedule as 278s – 6-years?

Please let me know,
Mike

Michael Hanson
(202) 482-9221
Office of Government Ethics

Visit us at www.oge.gov

Attachment is a draft outline for a draft strategic plan, withheld in full pursuant to (b)(5).

From: [Kimberley H. Kaplan](#)
To: [Emory A. Rounds III](#); [Grace A. Clark](#); [Lori Kelly](#); [Mark R.B. Stewart](#); [Alicia N. Rosado](#); [Christy Chatham](#); [Ciara M. Guzman](#); [David A. Meyers](#); [Jaideep Mathai](#); [Michelle M. Walker](#); [Robert E. Lubitz](#); [Tri P. Duong](#); [Christopher J. Swartz](#); [Elaine Newton](#); [Emory A. Rounds III](#); [Jim Robertson](#); [Kimberly L. Sikora Panza](#); [Leigh J. Francis](#); [Monica M. G. Ashar](#); [Patrick J. Lightfoot](#); [Rachel K. Dowell](#); [Rodrick T. Johnson](#); [Vincent Salamone](#); [Heather A. Jones](#); [Jack MacDonald](#); [Keith Labeledz](#); [Lorna A. Syme](#); [Megan V. Khaner](#); [Sandra S. Mabry](#); [Stephanie Nonluecha](#); [Teresa L. Williamson](#); [Gwen Cannon-Jenkins](#); [Veda E. Marshall](#); [Cheryl D. McMillan](#); [Danny Lowery](#); [Michael Hanson](#); [Timothy Mallon](#); [Tony Upson](#); [Matthew A. Marinec](#); [Bernadette Tolson](#); [Brandon L. Bunderson](#); [Elysabeth Benjamin](#); [Kehli Cage](#); [Steven Corbally](#); [Suzanne L. Meyer](#); [Wendy G. Pond](#); [Elysabeth Benjamin](#); [Brandon A. Steele](#); [Elizabeth D. Horton](#); [Elysabeth Benjamin](#); [Jennifer Matis](#); [Austin F. King](#); [George Hancock](#); [Gilbert Carlson](#); [Tiffany M. Fenix](#); [Cheryl L. Kane-Piasecki](#); [Patrick Shepherd](#); [Nicole Stein](#)
Subject: Additional information – OGE's Strategic Plan 2018-2022 small group discussions
Date: Monday, November 14, 2016 10:39:29 AM
Attachments: [strategic plan outline for feedback 11_14_16.docx](#)

Hi everyone,

If you haven't signed up yet for one of the small group strategic plan discussions, it's not too late!

The discussions will be held on November 17th (this Thursday) from 10 am to 12 pm and on November 22nd (next Tuesday) from 1:00 to 3:00 pm in the MCR.

The signup sheet is in the kitchen off of the MCR. If neither of these times work for you but you would like to provide feedback, please reach out to me.

As food for thought in advance of the discussions, I've attached a brainstorming list that Nicole prepared. We're looking for your thoughts/reactions to this, as well as other ideas. Below each Strategic Objective, Nicole has listed out the associated agency work. A few items of note: (a) if a project or activity you work on is not captured on this list, I would much appreciate it if you would flag that for the group or let me know, (b) ^{(b)(5) deliberative} [REDACTED]

[REDACTED], (d) supervisors have been provided with a copy of the attached outline for their feedback as well but are intentionally omitted from this distribution list.

Kim

From: Nicole Stein
Sent: Wednesday, November 02, 2016 9:27 AM
To: Emory A. Rounds III; Grace A. Clark; Lori Kelly; Mark R.B. Stewart; Alicia N. Rosado; Christy Chatham; Ciara M. Guzman; David A. Meyers; Jaideep Mathai; Michelle M. Walker; Robert E. Lubitz; Tri P. Duong; Christopher J. Swartz; Elaine Newton; Emory A. Rounds III; Jim Robertson; Kimberly L. Sikora Panza; Leigh J. Francis; Monica M. G. Ashar; Patrick J. Lightfoot; Rachel K. Dowell; Rodrick T. Johnson; Vincent Salamone; Heather A. Jones; Jack MacDonald; Keith Labeledz; Lorna A. Syme; Megan V. Khaner; Sandra S. Mabry; Stephanie Nonluecha; Teresa L. Williamson; Gwen Cannon-Jenkins; Veda E. Marshall; Cheryl D. McMillan; Danny Lowery; Michael Hanson; Timothy Mallon; Tony Upson; Matthew A. Marinec; Bernadette Tolson; Brandon L. Bunderson; Elysabeth Benjamin; Kehli Cage; Kimberley H. Kaplan; Steven Corbally; Suzanne L. Meyer; Wendy G. Pond; Elysabeth Benjamin; Brandon A. Steele; Elizabeth D. Horton; Elysabeth Benjamin; Jennifer Matis; Austin F. King; George Hancock; Gilbert Carlson; Tiffany M. Fenix; Cheryl L. Kane-Piasecki; Patrick Shepherd
Subject: OGE's Strategic Plan 2018-2022 - Invitation to Attend a Small Group Discussion

Good morning,

Please consider signing up for one of two upcoming small group discussions to provide input on the framework for OGE's FY 2018 – FY 2022 Strategic Plan. Our current strategic plan, covering FY 2014 to FY 2018, is available [on the OGE website](#).

The discussions will be held on November 17th from 10 am to 12 pm and on November 22nd from 1:00 to 3:00 pm in the MCR.

The signup sheet is in the kitchen off of the MCR. If neither of these times work for you, please contact Kim Kaplan as opportunities to provide individual input will be available.

A few days before your scheduled small group discussion, Kim will send additional information to you to review.

Some questions you may have –

What is the purpose of the strategic plan?

Our strategic plan is a tool for communicating about our work within OGE, with agency ethics officials, with Congress, with the public, and with international visitors. It also provides a structure for budget and performance information that we are required to publish in our Annual Performance Plan, Annual Performance Report, and on Performance.gov.

What is prompting us to start work on the strategic plan now?

OGE is required by law to produce a new strategic plan by February 2018, covering the four-year period spanning FY 2018 - FY 2022. Implementing guidance from the Office of Management and Budget (OMB) requires OGE to prepare a draft plan by June 2, 2017.

What do you mean by the *framework* for the strategic plan?

At the broadest level, OGE's mission, like that of many agencies, is established by statute. Congress has already decided, in the Ethics in Government Act of 1978 (EIGA), that our mission is to provide overall leadership and oversight of the executive branch ethics program designed to prevent and resolve conflicts of interest. EIGA also requires us to carry out certain activities in support of our mission.

The strategic plan *framework* consists of the three core pieces of the strategic plan: (1) OGE's long-term goals, (2) the strategies we will use to achieve those goals (strategic objectives), and (3) the additional strategies (management objectives) that we will use to improve our internal operations. Another way to think of the *framework* is as a bridge between our statutory mission and day-to-day work. While the substance of OGE's goals and objectives are largely set based on our statutory mission, the way we describe them through the *framework* is not set. For our strategic plan to serve as a useful tool, the *framework* contained within it must

accurately capture and reflect OGE's work.

Because the strategic plan is intended to be a flexible document, it does not need to describe in detail exactly *how* we will go about carrying out each of our programs (i.e., our day-to-day work). We are continually learning from our experiences and incorporating that learning into the way we do our work, to carry out our work more effectively. If you have an idea for a new project or process improvement, consider bringing it up with your colleagues or talking with your supervisor about it; keep thinking of these new ideas, even though they are not the focus of the upcoming small group discussions.

Nicole

Nicole Stein
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