

Lessons Learned from P2P Election Readiness Workshops

	Goal	Tactic (Example)
Resource Management & Planning	Expand ethics program resources.	Provide on the job training program for ethics staff. Establish a mentorship program within your agency's ethics program.
	Borrow resources from other parts of your agency.	Train detailees from other parts of your agency to assist with 450 reviews and other ethics program tasks.
	Collaborate across the agency.	Establish Standard Operating Procedures (SOP) formalizing cooperation with other parts of your agency, for example HR.
Coaching and Educating Nominees	Advise nominees timely on potential conflicts of interest.	Encourage filers to get assistance from other than the ethics office with completing their reports (a hired preparer/a spouse/a friend).
	Ensure nominees know and understand who is involved in nomination process.	Explain the process including the role of the agency ethics office and those of PPO/WH Liaison/HR/OGE etc.
	Help new leaders understand their role in the ethics program.	Use nominee reports and EAs as vehicles for discussing both their roles as ethical leaders and (for agency head) their role as head of ethics program.
	Ensure your program has adequate resources for annual financial disclosure.	Delay assigning your annual 278e reports to filers until closer to the filing deadline.
On-boarding and Off-boarding	Receive timely financial disclosure filings from departing employees.	Establish an SOP for handling any non-compliance with termination filing to include referrals to the Office of Federal Programs at DOJ.
	Ensure termination filing requirements are satisfied prior to departure.	Withhold post-employment letters or refuse to sign employees' exiting paperwork until termination 278es are submitted. Remind terminating filers to reset and write down their <i>Integrity</i> password so that they can continue to access <i>Integrity</i> after they leave government.
	Help employees receive seeking and post-employment information anonymously.	Host bi-weekly anonymous phone briefings on post-employment restrictions.
Transition Planning	Understand the transition process.	Work with transition coordinators to understand what happens during each period: before an election, between the election and inauguration, and after inauguration.
	Comply with deadlines.	Refer to GSA and OMB to stay abreast of transition deadlines.
Preparing New Leaders	Prepare leaders to lead.	Meet new leadership face to face early and set expectations.
	Support prospective leaders through onboarding process.	Establish an ethics point of contact for each prospective leader and clearly communicate when that point of contact is available and how they can be reached.