



March 26, 2019
PA-19-04

PROGRAM ADVISORY

TO: Designated Agency Ethics Officials

FROM: Shelley K. Finlayson
Program Counsel

SUBJECT: Data Call: Agency Ethics Program Contact Information

This Program Advisory is a call for data to revise and expand the resource currently named the DAEO List, which is published on the website of the U.S. Office of Government Ethics (OGE). In order to better carry out its responsibilities with regard to the executive branchwide ethics program,¹ OGE is increasing the information provided and revising the format of the resource. OGE is also changing the name of the webpage to Agency Ethics Program Contact Information. The revisions to the page are being made based on feedback and inquiries from stakeholders including federal employees, the press, Congress, and citizens.

The sections below provide guidance about what information is being requested, how the information will be collected, and the ongoing requirements to submit information. The information requested must be submitted to OGE by **May 1, 2019**.

I. Requested Information

OGE requests that each agency provide the following information by May 1, 2019:

1. Name of the Designated Agency Ethics Official (DAEO)
2. Date of the DAEO's appointment
3. Name of the Alternate Designated Agency Ethics Official (ADAEO)
4. A phone number or email address for agency employees seeking to contact the agency's ethics office for advice
5. A monitored email address, mailing address, and/or fax number for individuals seeking to request ethics documents, such as public financial disclosure reports, from an agency using an OGE Form 201
6. A link to the agency's public facing ethics webpage (if applicable)

¹ OGE is the "supervising ethics office" for the executive branch ethics program. The documents and information subject to this data call are necessary for the performance of the duties of OGE's Director and in furtherance of OGE's mission with respect to executive branch ethics programs. *See* 5 U.S.C. app. §§ 402(b)(10), 403(a)(2), and 5 C.F.R. § 2638.202.



II. Collection of Information

OGE will provide a link via email on March 26, 2019 to each agency's DAEO and ADAEO with instructions for electronically submitting the requested information.

III. Ongoing Submission of Information

Agencies are required to provide updated information on an ongoing basis, as specified below. When OGE receives new information from agencies, the webpage will be revised and republished.

- A. DAEO/ADAEO Designation and Vacancies: Agency heads are required to designate employees to serve as the DAEO and ADAEO, and to notify the Director of OGE in writing within 30 days of such designation.² In addition, upon notification that an individual is no longer serving in a DAEO or ADAEO position, agencies should promptly notify OGE via email (Director@oge.gov) of the vacancy.
- B. Information to Request Public Financial Disclosure Reports from Agencies: Agencies should notify OGE via their OGE Desk Officer when the contact information or method of submitting an OGE Form 201 request to their agency has changed.
- C. Annual Verification of Information: Agencies are required to verify the content of their agency's entries on the webpage annually upon OGE's request.

² See 5 C.F.R. § 2638.107(a).