



June 5, 2019  
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PROGRAM ADVISORY

TO: Designated Agency Ethics Officials

FROM: Shelley K. Finlayson  
Chief of Staff and Program Counsel

SUBJECT: Templates for the Designation of DAEOs and ADAEOs; Procedures for Notifying OGE's Director of DAEO and ADAEO Designations

This Program Advisory provides executive branch agency heads with templates to use when designating a federal employee to serve as the Designated or Alternate Designated Agency Ethics Official (DAEO/ADAEO) of their agency.<sup>1</sup>

The templates include fields for providing the designee's name, date of designation, and contact information. By signing the designation, the agency head confirms that the designated individual meets the regulatory qualifications for the DAEO or ADAEO position outlined in the designation and prescribed by 5 C.F.R. § 2638.104.

Once signed, designations are required to be provided to the U.S. Office of Government Ethics (OGE) within 30 days of designation. The designation should be transmitted via email to [Director@oge.gov](mailto:Director@oge.gov).

Attachments

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<sup>1</sup> 5 C.F.R. § 2638.107(a). An employee who is assigned to perform the functions of the DAEO or the ADAEO must be designated to do so by the agency head, regardless of whether the employee is performing those functions on a permanent or temporary basis. *Id.* at § 2638.104(a), (d).



**NOTIFICATION OF DESIGNATION  
DESIGNATED AGENCY ETHICS OFFICIAL**

In accordance with the Ethics in Government Act of 1978 and pursuant to 5 C.F.R. § 2638.107, I designate \_\_\_\_\_ to serve as the Designated Agency Ethics Official (DAEO) of \_\_\_\_\_.

This designation is effective on \_\_\_\_\_.

\_\_\_\_\_ may be reached by phone at \_\_\_\_\_  
or by email at \_\_\_\_\_.

The DAEO is the employee with primary responsibility for directing the daily activities of the agency's ethics program and coordinating with the United States Office of Government Ethics (OGE). I confirm that \_\_\_\_\_ meets the following regulatory requirements of the DAEO as set forth in 5 C.F.R. § 2638.104(b):

- The DAEO is an employee at an appropriate level in the organization, such that the DAEO is able to coordinate effectively with officials in relevant agency components and gain access to the agency head when necessary to discuss important matters related to the agency's ethics program.
- The DAEO has demonstrated the knowledge, skills, and abilities necessary to:
  - manage a significant agency program,
  - understand and apply complex legal requirements, and
  - generate support for building and sustaining an ethical culture in the organization.
- The DAEO is at the senior executive level or higher at any agency with 1,000 or more employees, unless the agency has fewer than 10 positions at that level.

I understand that on an ongoing basis the DAEO must demonstrate the capacity to serve as an effective advocate for the executive branch ethics program, show support for the mission of the executive branch ethics program, prove responsive to the OGE Director's requests for documents and information related to the ethics program, and serve as an effective liaison with OGE.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (agency head)

\_\_\_\_\_  
Title

**NOTIFICATION OF DESIGNATION**  
**ALTERNATE DESIGNATED AGENCY ETHICS OFFICIAL**

In accordance with the Ethics in Government Act of 1978 and pursuant to 5 C.F.R. § 2638.107, I designate \_\_\_\_\_ to serve as the Alternate Designated Agency Ethics Official (ADAEO) of \_\_\_\_\_.

This designation is effective on \_\_\_\_\_.

\_\_\_\_\_ may be reached by phone at \_\_\_\_\_  
or by email at \_\_\_\_\_.

I understand that the ADAEO serves as the primary deputy to the Designated Agency Ethics Official (DAEO) in the administration of the agency's ethics program. I confirm that \_\_\_\_\_ has demonstrated the skills necessary to assist the DAEO in the administration of the ethics program, as is required of the ADAEO per 5 C.F.R. § 2638.104(d).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (agency head)

\_\_\_\_\_  
Title