

ETHICS PROGRAM INSPECTION REPORT

Agency: Defense Logistics Agency (DLA)

Report No.: 19-39I

Date: July 12, 2019

Period Covered by Review: January 1, 2018 – December 31, 2018

UNITED STATES OFFICE OF GOVERNMENT ETHICS

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1.0 AGENCY DATA		
EMPLOYEES		
1.1	Number of full-time agency employees.	25,698
1.2	Number of Presidentially appointed, Senate-confirmed (PAS) public financial disclosure reports required to be filed.	0
1.3	Number of non-PAS public financial disclosure reports required to be filed.	37
1.4	Number of confidential financial disclosure reports required to be filed.	5,868
ETHICS PROGRAM		
1.5	Title of Designated Agency Ethics Official (DAEO).	General Counsel
1.6	Grade level of DAEO.	SES
1.7	Title of Alternate DAEO (ADAEO).	Acting Deputy General Counsel
1.8	Grade level of ADAEO.	GS-15
1.9	Title of the primary, day-to-day ethics program administrator.	Associate Counsel
1.10	Grade level of the primary, day-to-day ethics program administrator.	GS-15
1.11	Current number of full-time ethics officials.	1
1.12	Current number of part-time ethics officials.	42
1.13	Number of reporting levels between the DAEO and the agency head.	1
COMMENTS		
None		

2.0 LEADERSHIP				
COMPLIANCE REQUIREMENTS		Yes	No	N/A
2.1	OGE has received an up-to-date designation from the agency head naming the DAEO. <i>See</i> 5 C.F.R. § 2638.107(a).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	OGE has received an up-to-date designation from the agency head naming the ADAEO. <i>See</i> 5 C.F.R. § 2638.107(a).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS				
None				

3.0 PUBLIC FINANCIAL DISCLOSURE (OGE Form 278e, OGE Form 278-T)				
COMPLIANCE REQUIREMENTS		Yes	No	N/A
The agency has written policies and procedures in place governing: <i>See</i> 5 U.S.C. app. IV, § 402(d)(1).				
3.1	• Collection of public financial disclosure reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	• Review/evaluation of public financial disclosure reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	• Public availability of public financial disclosure reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	The agency can demonstrate that late filing fees are collected or, where appropriate, waivers are issued when public filers do not timely file financial disclosure reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Public financial disclosure reports are securely maintained. <i>See</i> OGE/GOVT-1.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3.6	Public financial disclosure reports are retained in accordance with the retention requirements. <i>See</i> 5 C.F.R. § 2634.603(g)(1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7	There is reasonable assurance that the lead human resources official or designee promptly (no later than 15 days after appointment) notifies the DAEO of all appointments to positions that require incumbents to file public financial disclosure reports. <i>See</i> 5 C.F.R. § 2638.105(a)(1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	There is reasonable assurance that the lead human resources official or designee promptly (no later than 15 days after termination) notified the DAEO of terminations of employees in positions that require incumbents to file public financial disclosure reports. <i>See</i> 5 C.F.R. § 2638.105(a)(2).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATA ANALYSIS		%		
3.9	Percentage of sampled non-PAS new entrant reports filed timely. <i>See</i> 5 C.F.R. § 2634.201(b).	25%		
3.10	Percentage of sampled non-PAS annual reports filed timely. <i>See</i> 5 C.F.R. § 2634.201(a).	100%		
3.11	Percentage of sampled non-PAS termination reports filed timely. <i>See</i> 5 C.F.R. § 2634.201(e).	100%		
3.12	Percentage of sampled non-PAS public financial disclosure reports reviewed within 60 days of receipt. <i>See</i> 5 C.F.R. § 2634.605(a).	100%		
3.13	Percentage of sampled non-PAS public financial disclosure reports certified within 60 days of receipt. <i>See</i> 5 C.F.R. § 2634.605(a).	97%		
3.14	Percentage of sampled PAS annual reports filed timely. <i>See</i> 5 C.F.R. § 2634.201(a).	N/A		
3.15	Percentage of sampled PAS termination reports filed timely. <i>See</i> 5 C.F.R. § 2634.201(e).	N/A		
3.16	Percentage of sampled PAS annual and termination reports reviewed within 60 days of receipt. <i>See</i> 5 C.F.R. § 2634.605(a).	N/A		
3.17	Percentage of sampled PAS annual and termination reports certified within 60 days of receipt. <i>See</i> 5 C.F.R. § 2634.605(a).	N/A		
COMMENTS				
<p>3.1: DLA's written procedures did not address the collection, review, or, where applicable, making publicly available periodic transaction reports (OGE Form 278-T) when OGE began its inspection. However, the procedures were updated during the course of the inspection and are now in compliance with applicable requirements.</p> <p>3.9: OGE examined four non-PAS new entrant public financial disclosure reports and found that only one was filed timely.</p> <p>3.14-3.17: DLA has no PAS officials and, therefore; no PAS public financial disclosure reports were required to be filed in 2018.</p>				

4.0 CONFIDENTIAL FINANCIAL DISCLOSURE						
COMPLIANCE REQUIREMENTS				Yes	No	N/A
The agency has written policies and procedures in place governing: <i>See</i> 5 U.S.C app. IV, § 402(d)(1).						
4.1	• Collection of confidential financial disclosure reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.2	• Review/evaluation of confidential financial disclosure reports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3	Confidential financial disclosure reports are securely maintained. <i>See</i> OGE/GOVT-2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.4	Confidential financial disclosure reports are retained in accordance with the retention requirements. <i>See</i> 5 C.F.R. § 2634.604.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.5	The agency's OGE-approved alternative confidential financial disclosure system complies with plans approved by OGE. <i>See</i> 5 C.F.R. § 2634.905(a).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4.6	There is reasonable assurance that the lead human resources official or designee promptly (no later than 15 days after appointment) notifies the DAEO of all appointments to positions that require incumbents to file confidential financial disclosure reports. <i>See</i> 5 C.F.R. § 2638.105(a)(1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	DATA ANALYSIS	%
4.7	Percentage of sampled confidential new entrant reports filed timely. <i>See</i> 5 C.F.R. § 2634.903(b).	38%
4.8	Percentage of sampled confidential annual reports filed timely. <i>See</i> 5 C.F.R. § 2634.903(a).	100%
4.9	Percentage of sampled reports reviewed within 60 days of receipt. <i>See</i> 5 C.F.R. § 2634.605(a).	98%
4.10	Percentage of sampled confidential financial disclosure reports certified within 60 days of receipt. <i>See</i> 5 C.F.R. §§ 2634.605(a) and 2634.909(a).	98%
COMMENTS		
<p>4.5: DLA does not have an OGE-approved alternative confidential financial disclosure system.</p> <p>4.7: OGE examined 24 new entrant confidential financial disclosure reports and found that 9 were filed timely. OGE found 8 reports that used the filer's original date of entry into the agency, instead of the date they were designated a filer. DLA ethics official could not determine the actual dates of appointment for the filers of these 8 reports.</p>		

5.0 Notices to Prospective Employees				
	COMPLIANCE REQUIREMENTS	Yes	No	N/A
	Written offers of employment for positions covered by the Standards of Conduct provide: <i>See</i> 5 C.F.R. § 2638.303.			
5.1	<ul style="list-style-type: none"> A statement regarding the agency's commitment to government ethics. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	<ul style="list-style-type: none"> Notice that the individual will be subject to the Standards of Conduct and the criminal conflict of interest statutes as an employee. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	<ul style="list-style-type: none"> Contact information for an appropriate agency ethics office or an explanation of how to obtain additional information on applicable ethics requirements. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	<ul style="list-style-type: none"> Where applicable, notice of the time frame for completing initial ethics training. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	<ul style="list-style-type: none"> Where applicable, a statement regarding financial disclosure requirements and an explanation that new entrant reports must be filed within 30 days of appointment. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	The agency has established written procedures for issuing the notice to prospective employees. <i>See</i> 5 C.F.R. § 2638.303(c).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	The agency's written procedures are reviewed by the DAEO each year. <i>See</i> 5 C.F.R. § 2638.303(c).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.8	The agency can demonstrate that there is an effective process for ensuring all covered employees receive the required information with their written offer of employment. <i>See</i> 5 C.F.R. § 2638.303.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS				
<p>5.6-5.8 DLA did not have written procedures for providing required notices to prospective employees prior to OGE's inspection. However, procedures were drafted and approved by the DAEO during the course of the inspection. OGE determined that the procedures met applicable requirements. Even though DLA did not have established written procedures in 2018, OGE was able to determine notices were consistently provided to prospective employees. The notices provided in 2018 met applicable requirements.</p>				

6.0 Notices to New Supervisors				
	COMPLIANCE REQUIREMENTS	Yes	No	N/A
	The agency must provide each employee upon initial appointment to a supervisory position with: <i>See</i> 5 C.F.R. § 2638.306.			
6.1	<ul style="list-style-type: none"> Contact information for the agency's ethics office. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	<ul style="list-style-type: none"> The text of 5 C.F.R. § 2638.103. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	<ul style="list-style-type: none"> A copy of, a hyperlink to, or the address of a Web site containing the Principles of Ethical Conduct. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6.4	<ul style="list-style-type: none"> Other information the DAEO deems necessary. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.5	The agency has established written procedures for supervisory ethics notices. <i>See</i> 5 C.F.R. § 2638.306(d).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	The agency's written procedures are reviewed by the DAEO each year. <i>See</i> 5 C.F.R. § 2638.306(d).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.7	The agency can demonstrate that there is an effective process for ensuring that new supervisors receive the required information within one year of appointment. <i>See</i> 5 C.F.R. § 2638.306(b).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS				
6.4: The DAEO did not deem it necessary to include additional information in the supervisory ethics notices. 6.5-6.7: DLA did not have written procedures for providing required notices to new supervisors prior to OGE's inspection. However, procedures were drafted and approved by the DAEO during the course of the inspection. OGE determined that the procedures met applicable requirements. Even though DLA did not have established written procedures in 2018, OGE was able to determine notices were consistently provided to new supervisors. The notices provided in 2018 met applicable requirements.				

7.0	Initial Ethics Training			
COMPLIANCE REQUIREMENTS		Yes	No	N/A
	Each new employee of the agency subject to the Standards of Conduct must complete initial ethics training. <i>See</i> 5 C.F.R. § 2638.304.			
7.1	The training presentation(s) addressed concepts related to conflicts of interest, impartiality, misuse of position and gifts. <i>See</i> 5 C.F.R. § 2638.304(e)(1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	The agency provided new employees with either the following written materials or written instruction for accessing them: The summary of the Standards of Conduct distributed by the Office of Government Ethics or an equivalent summary prepared by the agency; provisions of any supplemental agency regulation that the DAEO determines to be relevant or a summary of those provisions; such other written materials as the DAEO determines should be included; instructions for contacting the agency's ethics officials. <i>See</i> 5 C.F.R. § 2638.304(e)(2).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	The agency has established written procedures for initial ethics training. <i>See</i> 5 C.F.R. § 2638.304(f).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	The agency's written procedures are reviewed by the DAEO each year. <i>See</i> 5 C.F.R. § 2638.304(f).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DATA ANALYSIS		%		
7.5	Percentage of new employees who received initial ethics training. <i>See</i> 5 C.F.R. § 2638.304.	46%		
7.6	Percentage of new employees who received initial ethics training within three months of appointment. <i>See</i> 5 C.F.R. § 2638.304(b).	CND		
COMMENTS				
7.4: DLA did not have written procedures for providing initial ethics training prior to OGE's inspection. However, procedures were drafted and approved by the DAEO during the course of the inspection. OGE determined that the procedures met applicable requirements. 7.6: DLA did track who had completed the required training, but not the date they completed it. Therefore, OGE could not determine who received IET within three months of appointment.				

8.0	Annual Ethics Training			
COMPLIANCE REQUIREMENTS		Yes	No	N/A
	Each calendar year, public filers, confidential filers, and certain other employees must complete ethics training which meets specified requirements. <i>See</i> 5 C.F.R. §§ 2638.307 and 2638.308.			
8.1	The training presentation(s) addressed concepts related to financial conflicts of interest, impartiality, misuse of position and gifts. <i>See</i> 5 C.F.R. §§ 2638.307(e)(1) and 2638.308(f)(1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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8.2	The agency provided employees with either the following written materials or written instruction for accessing them: The summary of the Standards of Conduct distributed by the Office of Government Ethics or an equivalent summary prepared by the agency; provisions of any supplemental agency regulation that the DAEO determines to be relevant or a summary of those provisions; such other written materials as the DAEO determines should be included; instructions for contacting the agency's ethics officials. <i>See</i> 5 C.F.R. § 2638.304(e)(2).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	The agency's annual ethics training complies with the formatting requirements for public filers, confidential filers, and certain other employees. <i>See</i> 5 C.F.R. §§ 2638.307(d) and 2638.308(e).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4	The agency's program for annual ethics training complies with the tracking requirements for public filers, confidential filers, and certain other employees. <i>See</i> 5 C.F.R. §§ 2638.307(f) and 2638.308(g).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5	The agency can demonstrate it has an effective process for ensuring covered public filers, other than those whose pay is set at Level I or Level II of the Executive Schedule, complete live annual ethics training at least once every two years. <i>See</i> 5 C.F.R. § 2638.308(e)(2).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DATA ANALYSIS		Training Format		
		Live	Interactive	
Percentage of public filers who completed annual ethics training before the end of the calendar year. <i>See</i> 5 C.F.R. § 2638.308(a).				
8.6	<ul style="list-style-type: none"> • Executive Schedule Level I and Level II. <i>See</i> 5 C.F.R. § 2638.308(e)(1). 	N/A	N/A	
8.7	<ul style="list-style-type: none"> • Other PAS and Equivalent. <i>See</i> 5 C.F.R. § 2638.308(e)(2). 	N/A	N/A	
8.8	<ul style="list-style-type: none"> • SES and Equivalent. <i>See</i> 5 C.F.R. § 2638.308(e)(3). 	100%	0%	
Percentage of confidential filers and certain other employees who completed annual ethics training before the end of the calendar year. <i>See</i> 5 C.F.R. § 2638.307(a)(d).				
8.9	<ul style="list-style-type: none"> • Employees required to file an annual confidential financial disclosure report. <i>See</i> 5 C.F.R. § 2638.307(a)(1). 	93%		
8.10	<ul style="list-style-type: none"> • Employees appointed by the President. <i>See</i> 5 C.F.R. § 2638.307(a)(2). 	N/A	N/A	
8.11	<ul style="list-style-type: none"> • Employees of the Executive Office of the President. <i>See</i> 5 C.F.R. § 2638.307(a)(2). 	N/A	N/A	
8.12	<ul style="list-style-type: none"> • Contracting officers described in 41 U.S.C. § 2101. <i>See</i> 5 C.F.R. § 2638.307(a)(3). 	N/A	N/A	
8.13	<ul style="list-style-type: none"> • Other employees designated by the head of the agency. <i>See</i> 5 C.F.R. § 2638.307(a)(4). 	N/A	N/A	
COMMENTS				
<p>8.2: OGE determined that DLA did not provide this information during interactive training in 2018. However, during the course of the inspection, DLA ethics officials drafted a handout to be sent to all employees required to take interactive training. The handout summarizes the 14 principles, criminal statutes, standards of conduct, and DoD supplemental regulations, and includes DLA ethics officials' contact information.</p> <p>8.5-8.6: DLA does not have any public filers covered by these requirements.</p> <p>8.7: DLA did not have any PAS or equivalent employees in 2018.</p> <p>8.9: DLA's tracking system does not distinguish between who receives live training and who receives interactive training. Therefore, OGE was not able to determine the actual percentage of confidential financial disclosure report filers who received live vs. interactive training. The percentage entered is the combined percentage of those who received live training and those who received interactive training. However, OGE was presented with documentation that established live training was provided to a large number of DLA staff.</p> <p>8.10-8.13: DLA does not have any employees in these categories.</p>				

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9.0 ETHICS ADVICE AND COUNSELING						
COMPLIANCE REQUIREMENT			Yes	No	N/A	
9.1	Based on a sample collected by OGE, guidance provided by agency ethics officials to employees appears to be consistent with applicable laws and regulations. <i>See</i> 5 C.F.R. § 2638.104(c)(4).			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS						
None.						

10.0 Special Government Employees (SGE) Serving on Advisory Committees and Boards						
Confidential Financial Disclosure						
10.1	Number of SGEs serving on Advisory Committees and Boards.		0			
DATA ANALYSIS			%			
10.2	Percentage of sampled confidential new entrant reports filed timely. <i>See</i> 5 C.F.R. § 2634.903(b).		N/A			
10.3	Percentage of sampled reports reviewed within 60 days of receipt but not later than the SGE's first meeting. <i>See</i> 5 C.F.R. § 2634.605(a).		N/A			
10.4	Percentage of sampled reports certified within 60 days of receipt. <i>See</i> 5 C.F.R. § 2634.605(a).		N/A			
Ethics Training						
COMPLIANCE REQUIREMENTS			Yes	No	N/A	
Required ethics training must be provided to each SGE. <i>See</i> 5 C.F.R. §§ 2638.304 and 2638.307.						
10.5	The training presentation(s) addressed concepts related to conflicts of interest, impartiality, misuse of position and gifts. <i>See</i> 5 C.F.R. § 2638.304(e)(1).			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.6	The agency provided employees with either the following written materials or written instruction for accessing them: The summary of the Standards of Conduct distributed by the Office of Government Ethics or an equivalent summary prepared by the agency; provisions of any supplemental agency regulation that the DAEO determines to be relevant or a summary of those provisions; such other written materials as the DAEO determines should be included; instructions for contacting the agency's ethics officials. <i>See</i> 5 C.F.R. § 2638.304(e)(2).			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DATA ANALYSIS			%			
10.7	Percentage of SGEs who received initial ethics training. <i>See</i> 5 C.F.R. § 2638.304.		N/A			
10.8	Percentage of SGEs who received initial ethics training timely. <i>See</i> 5 C.F.R. § 2638.304(b)(2).		N/A			
10.9	Percentage of SGEs who received annual ethics training. <i>See</i> 5 C.F.R. § 2638.307(d)(2).		N/A			
COMMENTS						
10.1-10.9: DLA has no SGEs serving on advisory committees and boards.						

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ISSUES IDENTIFIED AND RESOLVED DURING THE INSPECTION

Element	ISSUE
3.2	ISSUE: DLA did not have written procedures for processing periodic transaction reports at the time OGE started its inspection. DLA updated procedures to include relevant guidance. DLA's written procedures for administering the public financial disclosure system are now in compliance with applicable requirements.
5.6, 6.5, 7.3	ISSUE: DLA did not have established written procedures in place for providing required notices to prospective employees, or new supervisors. There were also no written procedures in place for providing initial ethics training. During the course of the inspection, DLA drafted procedures, which were approved by the DAEO and are in compliance with applicable requirements.
8.2	ISSUE: DLA was not providing employees with required material during annual ethics training. DLA drafted a handout to be provided to employees required to include this information with their interactive AET.

RECOMMENDATIONS

#	Element	RECOMMENDATION
1	3.9	<p>RECOMMENDATION: Ensure that non-PAS new entrant public reports are filed timely.</p> <p>AGENCY RESPONSE: DLA acknowledges that it missed the reporting timelines for several public new entrant filings. The current program lead for ethics arrived at DLA OGC at the beginning of 2018, four months after his predecessor had left, creating some turmoil during the first half of 2018. Some of these delays are due to that, some due to new entrant OGE 278 filers assuming temporary SES position and not being aware of the requirements to file. Regardless, several steps have been taken to improve the process to include an SOP signed by the head of the Human Resources requiring them to notify the DAEO of all new entrant OGE 278 filers. Additional training to address these new entrant requirements will be provided to all DLA senior leaders. Finally all DLA OGC ethics counselors have been reminded through email, practice group discussions and memorandums of the importance of tracking transitions of all senior filers. DLA does not anticipate any further untimely filed OGE 278s new entrant reports.</p>
2	4.5	<p>RECOMMENDATION: Ensure that confidential new entrant reports are filed timely.</p> <p>AGENCY RESPONSE: In order to ensure that all new entrant employees are timely identified and assigned an OGE 450 report, DLA has taken the following corrective actions. Four years ago, the DLA Ethics Program Manager instituted a practice of providing a list of all new employees with their estimated onboarding date on a biweekly basis from the Human Resources to the Office of the General Counsel. This information was then provided to each DLA Major Subordinate Command to ensure that new DLA employees required to file an OGE 450 are identified and assigned an OGE 450 within 14 days of commencing employment with DLA. This process was not in practice over the last two years, but has now been reinstated. This allows for the assignment and completion of an OGE 450 within 30 days of commencement of employment with DLA. In addition, DLA ethics counselors will review all warrant packages and ensure that an OGE 450 is completed and certified before a warrant package is approved. All ethics counselors have been directed to work with their unit POCs and supervisors listed in the FDM system to ensure all understand the importance of timely filing. A draft notice to all FDM will be proposed for all ethics counselors to send to their FDM system POCs and supervisors encouraging them to review the personnel and reminding them to track and understand the importance of the assignment date for filing OGE 450s. All ethics counselors will further conduct an annual review of their filers to ensure it complies with OGE guidance and DLA policy.</p>
3	7.5, 7.6	<p>RECOMMENDATION: Ensure that all new employees receive initial ethics training within three months and establish a tracking system which shows completion dates.</p> <p>AGENCY RESPONSE: DLA changed its tracking system in 2018, having HR place all new employees into the interactive training system for their initial ethics training. Prior to that, DLA trained new employees live, but the tracking system was</p>

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GOVERNMENT ETHICS


Preventing Conflicts of Interest
in the Executive Branch

decentralized and incomplete. With the advent of the implementation of this on-line training, the tracking relies upon the HR on-line system. At the end of 2018, DLA counsel discovered that many personnel did not timely comply with the training requirements and apparently disregarded their computer generated training notices. To improve the tracking and completion, HR now provides a bi-weekly update to the Ethics Program Manager in OGC, who in turn pushes this out to all the Major Subordinate and Regional Commands counsel, to ensure notices are sent from the legal office to all who new employees who are past their 30 days of on-boarding. DLA has instituted this change and is currently tracking the completion of this training for the entire DLA on a single document.

Note, that despite the low recorded completion of initial ethics training through this system, DLA continued to conduct live training for most of the personnel that were new to the agency. Those numbers, however, were not properly tracked within the computer generated system and as such the percentage of initial ethics training showed much lower than what actually occurred.