

UNITED STATES OFFICE OF
GOVERNMENT ETHICS



JUN 5 2019

MEMORANDUM

TO: Agency Heads

FROM: Emory A. Rounds, III
Director

A handwritten signature in blue ink that reads "EARounds".

SUBJECT: Role of the Agency Head in the Designation of the Designated
Agency Ethics Official and the Alternate Designated Agency
Ethics Official

As the agency head, you serve a vital role in setting the tone and ensuring the success of your agency's ethics program. Specifically, you are responsible for, and must exercise personal leadership in, establishing and maintaining an effective agency ethics program and fostering an ethical culture in your agency.

A key component of your responsibility is designating federal employees to serve as the Designated Agency Ethics Official (DAEO) and Alternate Designated Agency Ethics Official (ADAEO), and notifying OGE's Director in writing within 30 days of these designations.

The DAEO and ADAEO are tasked with managing your agency's ethics program. In order to ensure the program's success, they must meet specific regulatory qualifications. To ensure that qualified individuals serve in these roles and to promote uniformity in the process of notifying OGE of new DAEO and ADAEO designations, OGE has issued the attached Program Advisory with templates to be used by all executive branch agency heads when they designate their top ethics officials. By signing the designation you confirm that the individual has the necessary qualifications to manage your agency's ethics program.

Attachments

cc: Designated Agency Ethics Officials

