

# UNITED STATES OFFICE OF GOVERNMENT ETHICS

## 2018 Schedule of Important Ethics Dates

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### January

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- ☀ **Reminder.** Covered employees are required to receive annual ethics training before the end of the calendar year. (5 CFR § 2638.307(b), 5 CFR § 2638.308(b))
- 1 **Reminder:** Today marks the beginning of the annual public financial disclosure reporting period. (5 CFR § 2634.308(a))  
  
Today marks the beginning of the annual confidential financial disclosure reporting period. (5 CFR § 2634.908(a))
- 16 **DUE TO AGENCY ETHICS OFFICIALS TODAY:** A written summary and confirmation from the lead human resources official regarding procedures for implementing certain requirements of subpart C of 5 CFR 2638. (5 CFR § 2638.105(b)(4))

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### February

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- 1 **DUE TO OGE TODAY:** The Annual Agency Ethics Program Questionnaire is due to OGE today. Please follow the submission instructions in the online questionnaire. (5 CFR § 2638.207(a))
- 15 **DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual confidential financial disclosure reports are due to agency ethics officials today, unless the filer has been granted an extension. Remember to document the extension. (5 CFR § 2634.903(a), 5 CFR § 2634.903(d))
- ☀ **Reminder:** Unless further information is being sought, agencies should review and certify confidential financial disclosure reports within 60 days of receipt. (5 CFR § 2634.605(a))

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## March

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- 31 Reminder:** The October 1, 2017 – March 31, 2018 period for reporting payments of travel accepted from non-Federal sources ends today. Agencies should begin to prepare their 1353 travel reports. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). (31 U.S.C. § 1353(d)(2)(B))

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## May

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- ☀ **Reminder:** Executive Schedule Level I and Level II public financial disclosure reports may be submitted to OGE at the time the agency receives the report from the filer to allow ethics officials and OGE to simultaneously review the reports. Simultaneous review will enable OGE to assist agencies in meeting the STOCK Act posting requirements for these select reports. (Pub. L. 112-105, § 11(a)(1))
- 15 DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual public financial disclosure reports are due today, unless the filer has been granted an extension. Remember to document the extension. (5 CFR § 2634.201(a), 5 CFR § 2634.201(f))
- ☀ **Reminder:** Unless further information is being sought, agencies should review and certify public financial disclosure reports within 60 days of receipt. (5 CFR § 2634.605(a))
- 16 DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual confidential financial disclosure reports from filers granted a 90-day extension. (5 CFR § 2634.903(d))
- 31 DUE TO OGE TODAY:** The 1353 travel report for payments of travel accepted from non-Federal sources is due today. Agencies must submit either a positive or a negative report. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). The 1353 travel report should cover the period of October 1, 2017 – March 31, 2018. Please submit reports to [1353travel@oge.gov](mailto:1353travel@oge.gov). (31 U.S.C. § 1353(d)(2)(B))

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## June

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- 15 Reminder:** The late filing fee now applies to annual public financial disclosure report filers who did not submit their reports to agency ethics officials, unless the filer has been granted an extension. Remember, checks should be made payable to the U.S. Treasury. (5 CFR § 2634.704)
- 29 DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual public financial disclosure reports from filers granted 45-day extensions. (5 CFR § 2634.201(f))

Today is the last day for filers to request an additional 45-day extension to the public financial disclosure deadline. Remember to document the extension. (5 CFR § 2634.201(f))

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## July

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- 1 DUE TO OGE TODAY:** Agencies must submit a letter stating whether components currently designated should remain designated for purposes of 18 U.S.C. § 207(c). Agencies need not submit a letter if their agency currently has no designated components and they do not wish to request the designation of any component. (5 CFR § 2641.302(e)(2))
- 31 Reminder:** The late filing fee now applies to annual public financial disclosure report filers who were granted 45-day filing extensions but have not submitted their reports to agency ethics officials. Remember, checks should be made payable to the U.S. Treasury. (5 CFR § 2634.704)

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## August

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- 13 DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual public financial disclosure reports from filers granted second 45- day extensions are due today. (5 CFR § 2634.201(f))

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## September

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- 13 Reminder:** The late filing fee now applies to annual public financial disclosure report filers who were granted second 45-day filing extensions but have not submitted their reports to agency ethics officials. Remember, checks should be made payable to the U.S. Treasury. (5 CFR § 2634.704)

- 30 Reminder:** The April 1, 2018 – September 30, 2018 period for reporting payments of travel accepted from non-Federal sources ends today. Agencies should begin to prepare their 1353 travel reports. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). (31 U.S.C. § 1353(d)(2)(C))

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## November

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- 1 Reminder:** Only 61 days remain in the financial disclosure calendar year. Remember that employees need to serve in a position for 61 days or more to file an annual financial disclosure report. (5 CFR § 2634.204(a), 5 CFR § 2634.903(a))
- 30 DUE TO OGE TODAY:** The 1353 travel report for payments of travel accepted from non-Federal sources is due today. Agencies must submit either a positive or a negative report. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). The 1353 travel report should cover the period of April 1, 2018 – September 30, 2018. Please submit reports to [1353travel@oge.gov](mailto:1353travel@oge.gov). (31 U.S.C. § 1353(d)(2)(C))

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## December

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- 31 Reminder:** Today marks the end of the annual public financial disclosure reporting period, except for the reporting periods for “Agreements and Arrangements” and “Positions Held Outside the U.S. Government,” which continue up to the date of filing. (5 CFR § 2634.308(a))

Today marks the end of the annual confidential financial disclosure reporting period. (5 CFR § 2634.908(a))

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## Ongoing

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### To be sent to OGE:

- Forward the following to your Desk Officer at OGE as appropriate:
  - Written designations by agency heads of new DAEOs and ADAEOs within 30 days of the delegation of authority. (5 CFR § 2638.107(a))
  - Copies of any Waivers under Executive Order 13770. (PA-17-05)
  - Copies of 18 U.S.C. § 208(b)(1) and (b)(3) waivers. (5 CFR § 2635.402(d))
  - Requests for exclusion from the public financial disclosure reporting requirement for Schedule C employees. (5 CFR § 2634.203)
  - Requests for a special waiver of the public financial disclosure reporting requirement. (5 CFR § 2634.205)
  - Requests for a waiver of restrictions of 18 U.S.C. § 207(c) and (f). (5 CFR § 2641.301(j))
- Forward public financial disclosure reports required by 5 CFR § 2634.602(c) to be sent to OGE for review and certification immediately upon agency certification.
- Forward notice of conflict-of-interest referrals ([OGE Form 202](#)) to [referrals@oge.gov](mailto:referrals@oge.gov). (5 CFR § 2638.206(a))
- Send requests for certificates of divestiture to [CD@oge.gov](mailto:CD@oge.gov). (5 CFR § 2634.1005)
- Forward PAS ethics agreement compliance documentation to OGE within the applicable time frame. Please submit documentation materials to [eacompliance@oge.gov](mailto:eacompliance@oge.gov). (5 CFR § 2634.804; PA-17-03)
- Notify OGE, via email at [278tracking@oge.gov](mailto:278tracking@oge.gov), of a PAS official's termination date as soon as possible, but no later than the day before the PAS official's termination date.
- Contact your Desk Officer to add new members of your agency's ethics staff to the OGE Listserv and to the Agency Assistance and Outreach Forum on MAX.gov.

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## Ongoing

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### Within your agency:

- Receive notification, prior to appointment whenever practicable, but in no case more than 15 days after appointment, from the lead human resources official that the agency has appointed a confidential or public financial disclosure filer. (5 CFR § 2638.105(a)(1))
- Receive notification, prior to termination whenever practicable but in no case more than 15 days after termination, from the lead human resources official that a public financial disclosure filer has terminated employment with the agency. (5 CFR § 2638.105(a)(2))
- Provide an ethics briefing to agency leaders within 15 days of appointment. (5 CFR § 2638.305(b))
- Provide initial ethics training to new employees within 3 months of appointment. (5 CFR § 2638.304(b))
- Provide supervisory ethics notices to new supervisors within 1 year of appointment. (5 CFR § 2638.306(b))
- Collect new entrant public financial disclosure reports within 30 days of employees entering covered filing positions. (5 CFR § 2634.201(b), 5 CFR § 2634.903(b))
- Collect termination public financial disclosure reports within 30 days of employees leaving covered filing positions. (5 CFR § 2634.201(e)). Termination 278e reports may be filed up to 15 days before filers' termination dates. (5 CFR § 2634.201, PA-16-06)
- Collect periodic transaction reports from employees in covered filing positions. (5 U.S.C. app § 103(l), LA-12-04)
- Collect public financial disclosure reports or confidential financial disclosure reports from special Government employees. (5 CFR § 2634.202(c), 5 CFR § 2634.904(a)(2), DO-95-019)
- Remind filers that deadlines are dates by which the forms must arrive in the agency ethics official's office, not dates by which forms must be postmarked.
- Maintain agency ethics program documents.