

UNITED STATES OFFICE OF  
GOVERNMENT ETHICS



November 17, 2016

Rudy G. Sanchez  
General Counsel and  
Designated Agency Ethics Official  
Selective Service System  
1515 Wilson Blvd., 6<sup>th</sup> Floor  
Arlington, VA 22209-2425

Dear Mr. Sanchez:

As a result of its inspection of the Selective Service System (SSS) ethics program, the United States Office of Government Ethics (OGE) issued two recommendations in its April 2016 inspection report. OGE recently conducted a follow-up review to determine whether SSS has taken sufficient action to resolve the deficiencies underlying the recommendations. The results of the follow-up review are summarized below.

	Recommendation	Agency Action and OGE Finding	Status
1	Implement corrective action to ensure that new entrant confidential reports are filed timely. This corrective action may require increased coordination with the Selective Service's hiring officials and the Office of Human Resources.	SSS ethics officials have more closely coordinated with hiring officials and the Human Resources office (HR). HR now sends weekly updates to ethics officials regarding vacated and recently filled positions.  SSS also implemented a requirement that HR send an email notice to ethics officials when an employee assumes a covered financial disclosure filing position. Another email is sent to the employee notifying him or her of the requirement to file a confidential report within 30 days of assuming the position.	Closed

2	Ensure new employees receive Initial Ethics Orientation (IEO) as required.	SSS has implemented the following procedures to ensure IEO is received as required.  <ol style="list-style-type: none"><li>1. HR uses a new employee checklist that includes IEO. This helps to ensure new employees receive the training when they begin duty.</li><li>2. New employees receive IEO when they enter on duty as part of New Employee Orientation (NEO).</li><li>3. New employees are required to sign a certificate of completion within 15 days from the date of their NEO indicating they have received IEO.</li></ol> As of November 15, 2016, all 19 of the employees who joined SSS in 2016 completed IEO on their first day of duty.	Closed
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I appreciate the courtesies extended to the OGE program review staff. If you would like to discuss the report, please contact me at 202-482-9224.

Sincerely,



Dale Christopher  
Deputy Director for Compliance