

UNITED STATES OFFICE OF GOVERNMENT ETHICS

2013 Schedule of Important Ethics Dates

January

- ☀ **Reminder:** Agencies must complete an annual training plan for the current calendar year. This plan does not need to be submitted to OGE. Covered employees are required to receive annual ethics training before the end of the calendar year. (5 CFR § 2638.706(b) & 5 CFR § 2638.705)
- 1 **Reminder:** Today marks the beginning of the Public Financial Disclosure reporting period. Agency ethics officials may want to distribute financial disclosure packets to public filers. (5 CFR § 2634.308(a))
- 1 **Reminder:** Today marks the beginning of the Confidential Financial Disclosure reporting period. Agency ethics officials may want to distribute financial disclosure packets to confidential filers. (5 CFR § 2634.908(a))
- 31 **DUE TO OGE TODAY:** The Ethics Pledge Assessment is due to OGE today. Please follow the submission instructions on the online assessment module.

February

- 1 **DUE TO OGE TODAY:** The Agency Ethics Program Questionnaire is due to OGE today. Please follow the submission instructions on the questionnaire. (5 CFR § 2638.602(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) & 2634.903(d))

March

- 31 **Reminder:** The October 1, 2012 – March 31, 2013 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)

April

- ☀ **Reminder:** Unless further information is required, agencies should review and certify Confidential Financial Disclosure reports within 60 days of receipt. (5 CFR § 2634.605(a))

May

- 3 DUE TO OGE TODAY:** An updated list of Presidential appointees confirmed by the Senate (PAS), Designated Agency Ethics Officials (DAEO), and other persons whose Public Financial Disclosure reports are required to be forwarded to OGE for review and certification. Please submit your updated list to 278tracking@oge.gov. (5 CFR § 2638.601)
- 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 on the cover page of the report. (5 CFR § 2634.201(a))
- 16 DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual Confidential Financial Disclosure reports from filers granted 90-day extensions. (5 CFR § 2634.903(d))
- 24 DUE TO OGE TODAY:** A list of extensions granted, and the length thereof, to PAS, DAEO, and other persons whose Public Financial Disclosure reports are required to be forwarded to OGE for review and certification. Agencies should continue to forward to OGE any extensions granted to PAS, DAEO, and other filers whose reports are required to be reviewed and certified by OGE. Please submit lists to 278tracking@oge.gov.
- 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. The 1353 travel report should cover the period of October 1, 2012 – March 31, 2013. Please submit reports to 1353travel@oge.gov. (31 U.S.C. § 1353)

June

- 15 Reminder:** The late filing fee now applies to annual Public Financial Disclosure 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)

July

- 1 DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual Public Financial Disclosure reports from filers granted first 45-day extensions. (5 CFR § 2634.201(f))
- 1 DUE TO AGENCY ETHICS OFFICIALS TODAY:** 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 on the cover page of the report. (5 CFR § 2634.201(f))
- 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 reply if their department or agency currently has no designated components and they do not wish to request the designation of any component. (5 CFR § 2641.302(e)(2))
- 15 Reminder:** Unless further information is required, Public Financial Disclosure reports that were submitted by the May 15 deadline should be certified by the agency. (5 CFR § 2634.605(a))
- 29 DUE TO OGE TODAY:** The Public Financial Disclosure reports of PAS, DAEO, and other persons whose Public Financial Disclosure reports are required to be forwarded to OGE for review and certification are due today unless an extension has been granted. Please submit reports to 278tracking@oge.gov. (5 CFR § 2634.602(c))

August

- 1 Reminder:** The late filing fee now applies to annual Public Financial Disclosure 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)
- 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))
- 30 Reminder:** Unless further information is required, agencies' annual Public Financial Disclosure reports that were submitted pursuant to a 45-day extension should be certified by the agency. (5 CFR § 2634.605(a))

September

- 13 DUE TO OGE TODAY:** The Public Financial Disclosure reports of PAS, DAEO, and other persons whose Public Financial Disclosure reports are required to be forwarded to OGE for review and certification who were granted first 45-day extensions are due today. Please submit reports to 278tracking@oge.gov. (5 CFR § 2634.602(c))
- 13 Reminder:** The late filing fee now applies to annual Public Financial Disclosure 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)
- 27 DUE TO OGE TODAY:** The Annual Survey of Ethics Officials is due to OGE today. Please follow the submission instructions on the survey.
- 30 Reminder:** The April 1, 2013 – September 30, 2013 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)

October

- 15 Reminder:** Unless further information is required, agencies' annual Public Financial Disclosure reports that were submitted pursuant to a second 45-day extension should be certified by the agency. (5 CFR § 2634.605(a))
- 29 DUE TO OGE TODAY:** The Public Financial Disclosure reports of PAS, DAEO, and other persons whose Public Financial Disclosure reports are required to be forwarded to OGE for review and certification who were granted second 45-day extensions are due today. Please submit reports to 278tracking@oge.gov. (5 CFR § 2634.602(c))

November

- 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))
- 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. The 1353 travel report should cover the period of April 1, 2013 – September 30, 2013. Please submit reports to 1353travel@oge.gov. (31 U.S.C. § 1353)

December

- 31 Reminder:** Today marks the end of the Public Financial Disclosure reporting period, except for the reporting period of Part II of Schedule C and Part I of Schedule D of the OGE 278, which continue up to the date of filing. (5 CFR § 2634.308(a))
- 31 Reminder:** Today marks the end of the Confidential Financial Disclosure reporting period. (5 CFR § 2634.908(a))

Ongoing

To be sent to OGE:

- Forward the following to your desk officer team at OGE as appropriate:
 - Written designations by agency heads of new DAEOs and ADAEOs within 30 days of the delegation of authority. (5 CFR § 2638.202(c))
 - 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 notice of conflict of interest referrals (OGE Form 202) to referrals@oge.gov.
- Send requests for certificates of divestiture to the Director of OGE. (5 CFR § 2634.1005)
- Forward PAS ethics agreement compliance documentation to OGE within the applicable time frame. Please submit documentation materials to ecompliance@oge.gov. (5 CFR § 2634.803; PA-12-03)
- Notify OGE, via email at 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.
- Forward new entrant 278 reports, termination 278 reports, and 278-T reports submitted by PAS, DAEO, and other persons whose Public Financial Disclosure reports are required to be forwarded to OGE for review and certification. Please submit reports to 278tracking@oge.gov. (5 CFR § 2634.602(c))
- Join the OGE Listserv if you are not already a member. Sign up [here](#).

Within your agency:

- 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.
- Collect Public Financial Disclosure reports or Confidential Financial Disclosure reports from special Government employees. (DO-95-019)
- Collect new entrant reports within 30 days when employees enter covered filing positions. (5 CFR § 2634.201(b) & 2634.903(b))
- Collect termination 278 reports within 30 days when employees leave covered filing positions. (5 CFR § 2634.201(e))
- Collect 278-T reports from employees in covered filing positions. (LA-12-04)