



FACT SHEET

Department of Energy Ethics Program

DESCRIPTION

Electronic database to: notify employees when financial disclosure reports are due; record when financial disclosure reports have been received, initially reviewed and certified; and verify completion of training. Employees in HC also use this same system to automatically create electronic files for new employees and enter separation dates for other employees ensuring the HQ Ethics Program Specialist to take appropriate action.

PURPOSE

The DOE database assists in managing day-to-day responsibilities associated with managing an ethics program at a large cabinet agency. This database allows administrators to efficiently notify employees of important dates and record pertinent information. It has also proved helpful in cases when employees question whether they were notified, in investigations of potential ethics violation, and completion of the OGE annual survey.

PRODUCT ADAPTABILITY

All of the methods and applications are transferable to other federal agencies and to ethics officials in their field offices.

AGENCY CONTACT

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