



FACT SHEET

New Deputy Ethics Counselor/Ethics Coordinator Orientation

DESCRIPTION

Health and Human Services (HHS) has a decentralized ethics program. The major components and most of the smaller components have a senior official serve as "Deputy Ethics Counselor" (DEC) and the head of the ethics program for that component. The Ethics Division has a senior attorney meet with each new DEC and most senior Ethics Coordinators (EC) when they are first appointed. The training typically lasts about 90 minutes and covers every aspect of the ethics program.

PURPOSE

The purpose is to ensure that the senior officials understand their responsibility as DEC with regard to the ethics program. This includes a review of their delegated authority, the limitations on that authority, and the elements of a smoothly functioning HHS ethics program. Topics covered include the public and confidential disclosure system, outside activity prior approval process, the DEC's responsibilities with regard to the acceptance of non-federal payment for official duty travel, procurement integrity enforcement, advice and counsel, resolving conflicts, ethics and SGEs serving on FACA committees, the provision of ethics education and training, handling enforcement matters, and the essentials of using appropriate systems to manage the information flow of an ethics program.

PRODUCT ADAPTABILITY

This system would be a best practice for any agency that operates a decentralized ethics program.

AGENCY CONTACT

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