

February 1, 2012  
PA-12-02

MEMORANDUM

TO: Designated Agency Ethics Officials  
Alternate Designated Agency Ethics Officials

FROM: Joseph E. Gangloff  
Deputy Director

SUBJECT: Realignment of Desk Officer Services

In order to improve service to agencies and to enhance continuity of operations, The U.S. Office of Government Ethics is implementing a new service model focusing on the desk officer and education support traditionally provided to agencies. Beginning on Monday, February 6, 2012, a team of OGE specialists will be assigned to each agency. The team approach will allow agencies to access a single point of contact for the full range of services currently provided through multiple contact points, including:

- providing guidance on the application of the conflict of interest laws, standards of conduct regulations, and financial disclosure rules;
- assisting ethics officials with developing, maintaining, and improving systems within the ethics program;
- disseminating ethics program model practices;
- assisting agencies in preparing for program reviews;
- providing an ethics program orientation to new Designated Agency Ethics Officials;
- developing educational products and delivering training for agency ethics personnel; and
- consulting on drafting waivers under 18 U.S.C. § 208.

Teams will be reaching out to agencies to introduce themselves and to schedule meetings with the agencies they support. Ethics officials are invited to contact their teams via the email addresses and telephone numbers attached.

This new customer service model will better assist agency ethics officials in meeting the daily demands of the executive branch ethics program. If you have any questions about the new team approach, please contact Matthew S. Cross, Associate Director, Program Services and Education Division, at (202) 482-9250.

Attachment

<b>Team</b>	<b>Team Lead</b>	<b>Team Members</b>	<b>Email</b>	<b>Telephone</b>
Team One	Nicole Stein	Ryan Segrist Megan Granahan Wendy Pond	<a href="mailto:teamone@oge.gov">teamone@oge.gov</a>	202-482-9210
Team Two	Cheryl Kane-Piasecki	Mark Stewart Danielle Clarke	<a href="mailto:teamtwo@oge.gov">teamtwo@oge.gov</a>	202-482-9268
Team Three	Jack MacDonald	Steven Corbally Grace Clark Doug Chapman	<a href="mailto:teamthree@oge.gov">teamthree@oge.gov</a>	202-482-9275
Team Four	Michelle Sharrow	Kim Kaplan Brad Khaner James Macon	<a href="mailto:teamfour@oge.gov">teamfour@oge.gov</a>	202-482-9278

Team Assignments - Last Updated 2/3/2012

<b>Name of Agency</b>	<b>Team Lead</b>	<b>Team Number</b>
Administrative Conference of the United States	Cheryl	Team Two
Advisory Counsel on Historic Preservation	Cheryl	Team Two
African Development Foundation	Jack	Team Three
American Battle Monuments Commission	Cheryl	Team Two
Appalachian Regional Commission	Michelle	Team Four
Appraisal Subcommittee	Michelle	Team Four
Arctic Research Commission	Cheryl	Team Two
Armed Forces Retirement Home	Nicole	Team One
Armed Services Board of Contract Appeals	Nicole	Team One
Barry Goldwater Scholarship and Excellence in Education Foundation	Jack	Team Three
Broadcasting Board of Governors	Jack	Team Three
Central Intelligence Agency	Jack	Team Three
Chemical Safety and Hazard Investigation Board	Nicole	Team One
Christopher Columbus Fellowship Foundation	Jack	Team Three
Commission for the Preservation of America's Heritage Abroad	Jack	Team Three
Commission of Fine Arts	Cheryl	Team Two
Commission on Civil Rights	Michelle	Team Four
Committee for Purchase from People who Are Blind and Severely Disabled	Cheryl	Team Two
Commodity Futures Trading Commission	Michelle	Team Four
Consumer Product Safety Commission	Nicole	Team One
Consumer Financial Protection Bureau	Michelle	Team Four
Corporation for National and Community Service	Cheryl	Team Two
Council of Economic Advisors (EOP)	Jack	Team Three
Council on Environmental Quality (EOP)	Jack	Team Three
Court Services and Offender Supervision Agency for DC	Nicole	Team One
Defence Intelligence Agency	Nicole	Team One
Defense Commisary Agency	Nicole	Team One

Team Assignments - Last Updated 2/3/2012

Defense Contract Audit Agency	Nicole	Team One
Defense Finance and Accounting Service	Nicole	Team One
Defense Information Systems Agency	Nicole	Team One
Defense Logistics Agency	Nicole	Team One
Defense Nuclear Facilities Safety Board	Nicole	Team One
Defense Security Service	Nicole	Team One
Defense Threat Reduction Agency	Nicole	Team One
Denali Commission	Michelle	Team Four
Department of Agriculture	Michelle	Team Four
Department of Commerce	Cheryl	Team Two
Department of Defense	Nicole	Team One
Department of Defense - Office of the Inspector General	Nicole	Team One
Department of Education	Jack	Team Three
Department of Energy	Cheryl	Team Two
Department of Health and Human Services	Cheryl	Team Two
Department of Homeland Security	Nicole	Team One
Department of Housing and Urban Development	Michelle	Team Four
Department of Justice	Nicole	Team One
Department of Labor	Michelle	Team Four
Department of State	Jack	Team Three
Department of the Air Force	Nicole	Team One
Department of the Army	Nicole	Team One
Department of the Interior	Michelle	Team Four
Department of the Navy	Nicole	Team One
Department of the Treasury	Michelle	Team Four
Department of Transportation	Nicole	Team One
Department of Veterans Affairs	Cheryl	Team Two
Election Assistance Commission	Cheryl	Team Two
Environmental Protection Agency	Cheryl	Team Two

Team Assignments - Last Updated 2/3/2012

Equal Employment Opportunity Commission	Michelle	Team Four
Export-Import Bank of the United States	Jack	Team Three
Farm Credit Administration	Michelle	Team Four
Federal Communications Commission	Cheryl	Team Two
Federal Deposit Insurance Corporation	Michelle	Team Four
Federal Election Commission	Cheryl	Team Two
Federal Energy Regulatory Commission	Cheryl	Team Two
Federal Housing Finance Agency	Michelle	Team Four
Federal Labor Relations Authority	Cheryl	Team Two
Federal Maritime Commission	Jack	Team Three
Federal Mediation and Conciliation Service	Cheryl	Team Two
Federal Mine Safety and Health Review Commission	Michelle	Team Four
Federal Reserve System - Board of Governors	Michelle	Team Four
Federal Retirement Thrift Investment Board	Cheryl	Team Two
Federal Trade Commission	Nicole	Team One
General Services Administration	Cheryl	Team Two
Harry S. Truman Foundation	Jack	Team Three
Institute of Museum and Libarary Services	Cheryl	Team Two
Inter-American Foundation	Jack	Team Three
International Boundary and Water Commission	Jack	Team Three
International Joint Commission	Jack	Team Three
International Trade Commission	Jack	Team Three
James Madison Memorial Fellowship Foundation	Jack	Team Three
Japan-U.S. Friendship Commission	Jack	Team Three
Marine Mammal Commission	Michelle	Team Four
Merit Systems Protection Board	Cheryl	Team Two
Millenium Challenge Corporation	Jack	Team Three
Morris K. Udall Foundation	Michelle	Team Four
National Aeronatic and Space Administration	Cheryl	Team Two

Team Assignments - Last Updated 2/3/2012

National Archives and Records Administration	Cheryl	Team Two
National Capital Planning Commission	Cheryl	Team Two
National Credit Union Administration	Michelle	Team Four
National Endowment for the Arts	Cheryl	Team Two
National Endowment for the Humanities	Cheryl	Team Two
National Geo-Spatial Intelligence Agency	Nicole	Team One
National Labor Relations Board	Michelle	Team Four
National Mediation Board	Nicole	Team One
National Science Foundation	Cheryl	Team Two
National Security Agency	Nicole	Team One
National Security Council (EOP)	Jack	Team Three
National Transportation Safety Board	Nicole	Team One
Nuclear Regulatory Commission	Cheryl	Team Two
Nuclear Waste Technical Review Board	Cheryl	Team Two
Occupational Safety and Health Review Commission	Michelle	Team Four
Office of Administration (EOP)	Jack	Team Three
Office of Management and Budget (EOP)	Jack	Team Three
Office of National Drug Control Policy (EOP)	Jack	Team Three
Office of Navajo and Hopi Indian Relocation	Michelle	Team Four
Office of Science and Technology Policy (EOP)	Jack	Team Three
Office of Special Counsel	Cheryl	Team Two
Office of the Director of National Intelligence	Jack	Team Three
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project	Nicole	Team One
Office of the U.S. Trade Representative (EOP)	Jack	Team Three
Office of the Vice President (EOP)	Jack	Team Three
Overseas Private Investment Corporation	Jack	Team Three
Peace Corps	Jack	Team Three
Pension Benefit Guarantee Corporation	Michelle	Team Four
Postal Regulatory Commission	Michelle	Team Four

Team Assignments - Last Updated 2/3/2012

Presidio Trust	Michelle	Team Four
Railroad Retirement Board	Nicole	Team One
Recovery Accountability and Transparency Board	Michelle	Team Four
Ronald Reagan Centennial Commission	Michelle	Team Four
Securities and Exchange Commission	Michelle	Team Four
Selective Service System	Nicole	Team One
Small Business Administration	Michelle	Team Four
Social Security Administration	Michelle	Team Four
Special Inspector General for Afghanistan Reconstruction	Nicole	Team One
Special Inspector General for Iraq Reconstruction	Nicole	Team One
Surface Transportation Board	Nicole	Team One
Tennessee Valley Authority	Michelle	Team Four
U.S. Access Board	Cheryl	Team Two
U.S. Agency for International Development	Jack	Team Three
U.S. Office of Personnel Management	Cheryl	Team Two
U.S. Postal Service	Michelle	Team Four
U.S. Trade and Development Agency	Jack	Team Three
Uniformed Services University of the Health Sciences	Cheryl	Team Two
Vietnam Education Foundation	Jack	Team Three
White House Office (EOP)	Jack	Team Three