

UNITED STATES OFFICE OF GOVERNMENT ETHICS

2012 Schedule of Important Ethics Dates

January

Agencies must complete an annual training plan for the current calendar year. This plan does not need to be submitted to the United States Office of Government Ethics (OGE).

- 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 2011 Ethics Pledge Assessment is due to OGE today.

February

- 1** **DUE TO OGE TODAY:** The 2011 Agency Ethics Program Questionnaire is due to OGE today. (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, 2011 - March 31, 2012 period for reporting payments of travel accepted from non-Federal sources ends today. Agencies should begin to prepare their 1353 travel reports. (31 U.S.C. § 1353)

April

Unless further information is required, agencies should review and certify Confidential Financial Disclosure reports within 60 days of receipt.

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. (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))
- 15** **DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual Confidential Financial Disclosure reports from filers granted 90-day extensions. (5 CFR § 2634.903(d))
- 25** **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.
- 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, 2011 - March 31, 2012. (31 U.S.C. § 1353)

June

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.

- 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)
- 29** **DUE TO AGENCY ETHICS OFFICIALS TODAY:** All annual Public Financial Disclosure reports from filers granted first 45-day extensions. (5 CFR § 2634.201(f))
- 29** **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))

July

Remember, covered employees are required to receive annual ethics training before the end of the calendar year.

- 2** **DUE TO OGE TODAY:** Agencies must submit a letter stating whether components currently designated should remain designated for purposes of 18 USC § 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))
- 16** **Reminder:** Unless further information is required, agencies' annual Public Financial Disclosure reports should be certified by today. (5 CFR § 2634.605)
- 30** **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.
- 30** **Reminder:** The late filing fee now applies to annual Public Financial Disclosure filers who were granted a 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)

August

- 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))

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.
- 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)
- 30** **Reminder:** The April 1, 2012 – September 30, 2012 period for reporting payments of travel accepted from non-Federal sources ends today. Agencies should begin to prepare their 1353 travel reports. (31 U.S.C. § 1353)

October

- 26** **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.

November

- 1** **Reminder:** Only 61 days remain in the Public Financial Disclosure calendar year. Remember that employees need to serve in a position for 61 days or more to file an annual report. (5 CFR § 2634.204)
- 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, 2012 - September 30, 2012. (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 SF 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))

ALSO, PLEASE REMEMBER TO:

- 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.
- Forward 18 U.S.C. § 208 b(1) and b(3) waivers to OGE.
- Forward notice of conflict of interest referrals to OGE (OGE Form 202).
- Collect Public Financial Disclosure reports or Confidential Financial Disclosure reports from special Government employees (See DO-95-019).
- Forward PAS ethics agreement compliance documentation to OGE.
- 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.
- Collect new entrant reports of employees entering covered filing positions and termination reports of those required to submit a report within 30 days.
- Join the OGE ListServe if you are not already a member. Contact tlweakle@oge.gov for more information.