Program Review Lifecycle

Program Review Lifecycle

- Agency Selection
- Pre-Review
- On-Site Review
- Reporting
- Post-Review

Review Determination

Agency Selection
Annual questionnaire analysis
Resource Allocation Model
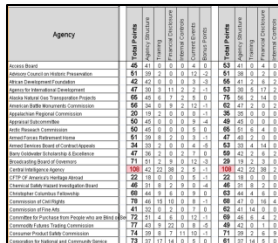▶ PSD, ED, OGC Input

Scope
Full review
Focused review

Team Composition
Experience
Review complexity
Workload

Program Administration
Financial Disclosure
Education & Training
Advice & Counsel
Enforcement
1353 Travel Acceptances
Agency-Specific Rules
Ethics Agreements

Exclusions
Recent reviews
Benchmarked agencies
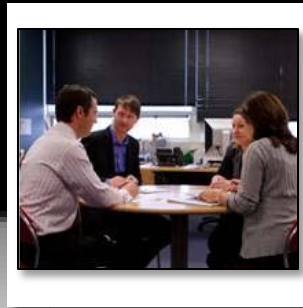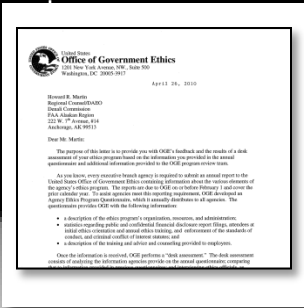Certain micro agencies

Schedule
Quarterly
Issued to PRD

Pre-Review

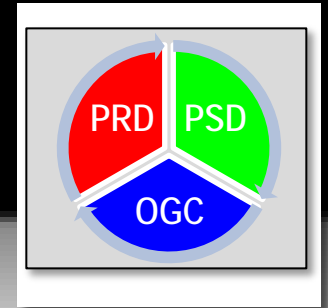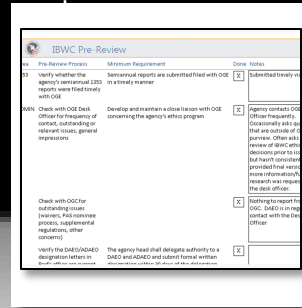## Engagement Letter

Beginning of quarter

Request for materials

Schedule pickup

Pre-Review

Checklist

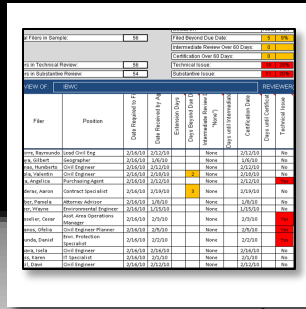▶ Desk officer input

▶ OGC input

Material Pickup

Risks, strengths, weaknesses

Leadership initiative

Model practices

Onsite Review

Entrance Conference

DAEO, ADAEO, Desk Officer

Review process

Scope

Interviews

Ethics Officials

Inspector General

Supervisors, HR

Exit Conference

Findings: AD, PSD, OGC

Discuss with agency

Next steps

Onsite Review Checklist

Financial disclosure review

Timely submission and certification

Tracking spreadsheet

Advice and counsel

Other Focus Areas

Pre-Review findings

Tracking systems

Training observation
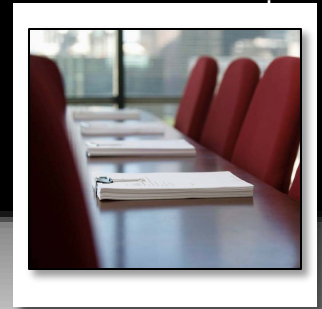
Reporting

Report Preparation

Notes transcription
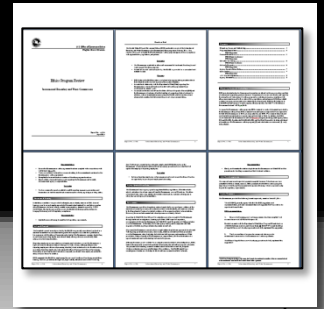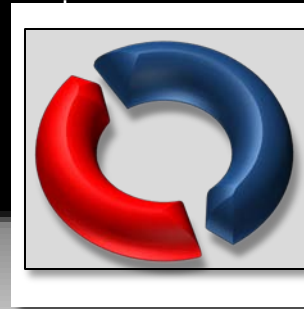
Work paper consolidation

▶ PSD, OGC, agency follow-up

Agency Comments

2 weeks

Review and amend report

Report Drafting

Index, Purpose/Source

AD review

Reference

Issue Report

AD approve final draft

Hard copy: DAEO, IG, agency head

Email: ethics office, Desk Officer ◀

Post-Review

Administrative
Update files

Finalize work papers

Send post-review evaluation

60-Day Response
Contact agency if necessary

Review and assess results

60

6 Months

Website
30 days

IRMD

Upload 508-compliant report

6-Month Follow-up
Request & review materials

Additional onsite work

Follow-up findings memo

Corrective action as necessary

Program Review Lifecycle