

# Streamlining EPA's Ethics Program

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# EPA Organizational Structure

- 18,000 Employees
  - Headquarters
  - 10 Regional Offices
  - Satellite Offices

# Mission

To protect human health and to  
safeguard the natural environment --  
air, water, and land --  
upon which life depends.

# EPA Ethics Program

- Run out of Headquarters OGC
  - DAEO
  - Alternate DAEO
  - Ethics Attorney
- Deputy Ethics Officials (DEO)
  - 150 at Headquarters, Regions, Satellite Offices

# Internal Critique Results

- Too many DEOs
- Insufficient time for Ethics
- Lack of training
- Inconsistent advice
- No systems in place

# Streamlining

- To better organize the program
- Enhance communications
- Train the DEOs
- Provide consistency throughout EPA
- Result ... better service to our clients

# Streamlining Focus

- Deputy Ethics Officials
- Financial Disclosure
- Use of Technology

# Streamlining

## *Deputy Ethics Officials*

- Organize large groups
- Better Communication
- Train them
- Get them engaged

# Streamlining *Financial Disclosure*

- Public Filers
  - Centralized within OGC
  - List of filers
  - Deputy DAEO notifies electronically
  - Reviewing forms
  - Maintaining forms

# Streamlining *Confidential Filers*

- DEOs manage
- Supervisors determine who files
- DAEO sends reminder to DEOs
- DEOs
  - Notify filers
  - Collect and review forms
  - Maintain forms

# Streamlining *Use of Technology*

- Training
- Travel Forms
- Ethics Questionnaire
- Web Site
- Ethics Knowledgebase

# Training

- New Entrant
- Annual
- Ethics Reminders

# New Entrant Training

- Live training held weekly
- Handouts
  - Welcome letter from DAEO
  - OGEs Brief Wrap on Ethics
  - EPA Supplemental Regulations
  - EPA Policy on Use of Government Resources
  - EPA Ethics Website

# Annual Training

- Electronic
  - Misuse of Office and Resources
  - Conflicts of Interest
  - Post Employment
- Live
  - Politicals

# Ethics Electronic Reminders

- E-mail to All EPA Employees
- Reminders
  - OGEs Brief Wrap on Ethics
  - Giving and Receiving Gifts
  - Fundraising

# Electronic Travel Form

- Available on EPA Intranet
- Employee completes and submits
- Master database
- Quickly compile OGE Report

# OGE Ethics Questionnaire

- Link to Electronic Form
- Each DEO completes and submits
- Data compiled at Headquarters
- Report completed in few hours not days

# Ethics Web Page

- Contents:
  - EPA Advisory Opinions
  - EPA Supplemental Ethics Regulations
  - EPA Electronic Training
  - Links to OGE Web Page
  - List of EPA Deputy Ethics Officials
  - Frequently Asked Questions

# Ethics Web Page cont'd.

- Redesigning
  - More user friendly
  - More links
  - Ethics library

# Ethics Knowledgebase

- Compilation of ethics advice
- One centralized location
- Concern . . .
  - Maintain privacy and share advice with EPA DEOs

# Streamlining Results

- Ongoing effort
- Program more manageable
- DEOs engaged
- Clients provided
  - timely, consistent ethics advise,
  - customized training, and
  - better service.

# Questions

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