

OGE Calendar of Ethics Reports

OGE revised its Calendar of Ethics references to help its readers keep track of the various reports due to OGE (or to the executive agencies as noted). This calendar also reflects suggestions and reminders for events *typically* occurring each month. Such entries may not have specific due dates or authorities listed. For this calendar, 5 U.S.C. app. references are to the appendix containing the Ethics in Government Act of 1978. The full citation is 5 U.S.C. app. (Ethics in Government Act of 1978). Similarly, citations to Executive Order 12674, as modified by Executive Order 12731, are cited as E.O. 12674. Finally, the regulations referenced in the Code of Federal Regulations (C.F.R.) are OGE's, unless otherwise noted.

Due Date	Report / Request / Action	Authority (where applicable)
January		
1/1	Agency Ethics Program Questionnaire for previous calendar year <u>due in one month</u> . Poll agency components for data, as appropriate. Compile data.	5 U.S.C. app. § 402(b)(10) & (e)(1) 5 C.F.R. § 2638.602(a)
1/1	Calendar year reporting period begins for annual Public Financial Disclosure Reports (SF 278).	5 U.S.C. app. § 101(d) 5 C.F.R. § 2634.308(a)
ASAP	Complete annual training plan for current calendar year (submission to OGE no longer required).	E.O. 12674 § 301(c) 5 C.F.R. § 2638.706
February		
2/1	Agency Ethics Program Questionnaire for previous calendar year <u>due to OGE</u> .	5 U.S.C. app. § 402(b)(10) & (e)(1) 5 C.F.R. § 2638.602(a)
March		
3/15	Annual SF 278s <u>due in two months</u> . Identify all public filers, check supply of hard copy SF 278s and/or availability of online reports. Compile/annotate master list of public filers. Send notification to filers.	5 U.S.C. app. § 101(d) 5 C.F.R. § 2634.201(a)
3/31	End of reporting period covering 10/1 - 3/31 for travel payments accepted under 31 U.S.C. § 1353.	31 U.S.C. § 1353(d) 41 C.F.R. § 304-1.9 (GSA regulation)
April		
4/15	Annual SF 278s <u>due in one month</u> . Send reminders to filers.	5 U.S.C. app. § 101(d) 5 C.F.R. § 2634.201(a)
ASAP	<u>Submit to OGE</u> the updated listing of Presidential appointees confirmed by the Senate (PAS), Designated Agency Ethics Officials (DAEO), and other persons whose SF 278s are required to be forwarded to OGE for review and certification.	5 U.S.C. app. § 402(b)(10) 5 C.F.R. § 2638.601

May		
5/1	Remind SF 278 filers that reports are due in 15 days. Mention late filing fee.	5 U.S.C. app. § 101(d) 5 C.F.R. § 2634.201(a)
5/15	<u>Annual SF 278s for prior calendar year due</u> , to be filed with agencies. Generate list of filers whose reports were not submitted.	
ASAP	NOTE: SF 278s of PAS officials and DAEOs should be forwarded to OGE <i>immediately</i> after review and certification.	5 U.S.C. app. § 103(c) 5 C.F.R. § 2634.602(c)
5/15	If 45-day extensions were granted, mark June 29 on calendar as new due date.	5 U.S.C. app. § 101(g) 5 C.F.R. § 2634.201(f)
5/31	Semiannual report of travel payments accepted from non-Federal sources under 31 U.S.C. § 1353 <u>due to OGE</u> for the period covering 10/1 - 3/31. Negative reports are required.	31 U.S.C. § 1353(d) 41 C.F.R. § 304-1.9 (GSA regulation)
June		
6/14	Late filing fee now applies to annual SF 278 filers who did not submit their reports, unless an extension was granted.	5 U.S.C. app. § 104(d) 5 C.F.R. § 2634.704
6/29	Annual SF 278s due from filers granted a 45-day extension.	5 U.S.C. app. § 101(g) 5 C.F.R. § 2634.201(f)
6/29	Requests due to agencies for <i>additional</i> 45-day extension of annual SF 278 filing due date, if already extended.	
July		
7/14	All annual SF 278s which were submitted timely are required to be reviewed (within 60 days of filing).	5 U.S.C. app. § 106(a)(1) 5 C.F.R. § 2634.605
7/30	Late filing fee now applies to annual SF 278 filers who were granted a 45-day filing extension and did not file.	5 U.S.C. app. §§ 104(d) & 101(g) 5 C.F.R. §§ 2634.201(f) & 2634.704
August		
8/13	Annual SF 278s due from filers granted an <i>additional</i> 45-day filing extension.	5 U.S.C. app. § 101(g) 5 C.F.R. § 2634.201(f)
8/31	Annual OGE Form 450s (& OGE Optional Form 450-As, if applicable) <u>due in two months</u> . Identify all confidential filers, check supply of hard copy OGE Form 450s and/or availability of online reports. Compile/annotate master list of confidential filers. Send notification to filers.	E.O. 12674 § 201(d) 5 U.S.C. app. § 107(a) 5 C.F.R. §§ 2634.601(a), 2634.903(a), 2634.905(d)
as needed	Review status of annual ethics training. Order/prepare training materials. Compile list of covered employees, including public and confidential filers, required to be trained. Notify employees.	E.O. 12674 § 301(c) 5 C.F.R. §§ 2638.704 & 2638.705
September		
9/13	Late filing fee now applies to annual SF 278 filers who were granted an <i>additional</i> 45-day filing extension and have not yet filed.	5 U.S.C. app. §§ 104(d) & .101(g) 5 C.F.R. §§ 2634.704 & 2634.201(f)
9/15	<u>Latest date to submit to OGE</u> public reports of PAS, DAEO, and other persons whose SF 278s are required to be forwarded to OGE for review and certification (see "Note" under 5/15 date).	5 U.S.C. app. § 103(c) 5 C.F.R. § 2634.602(c)

9/30	Annual OGE Form 450s (& OGE Optional Form 450-As, if applicable) <u>due in one month</u> . Send reminders to filers.	E.O. 12674 § 201(d) 5 U.S.C. app. § 107(a) 5 C.F.R. §§ 2634.601(a), 2634.903(a) & 2634.905(d)
9/30	End of fiscal year reporting period for annual OGE Form 450s (& OGE Optional Form 450-As, if applicable).	5 U.S.C. app. § 107(a)(1) 5 C.F.R. § 2634.908(a)
9/30	End of reporting period covering 4/1 - 9/30 for travel payments accepted under 31 U.S.C. § 1353	31 U.S.C. § 1353(d) 41 C.F.R. § 304-1.9 (GSA regulation)
October		
10/1	Fiscal year reporting period begins for annual OGE Form 450s (& OGE Optional Form 450-As, if applicable).	5 U.S.C. app. § 107(a)(1) 5 C.F.R. § 2634.908(a)
10/15	Remind annual OGE Form 450 filers (& OGE Optional Form 450-A filers, if applicable) that reports are due in 15 days.	E.O. 12674 § 201(d) 5 U.S.C. app. § 107(a) 5 C.F.R. §§ 2634.601(a), 2634.903(a) & 2634.905(d)
10/31	<u>Annual OGE Form 450s for prior fiscal year due</u> (& OGE Optional Form 450-A, if applicable), to be filed with agencies. Generate list of filers whose reports were not submitted.	
as needed	Conduct annual ethics training. Track completion.	E.O. 12674 § 301(c) 5 C.F.R. §§ 2638.704 & 2638.705
November		
11/30	Annual update of current agency separate component designations for 18 U.S.C. § 207(c) <u>due to OGE</u> .	18 U.S.C. § 207(h) 5 C.F.R. § 2641.201(e)(3)(ii)
11/30	Annual update of positions previously exempted from senior employee designation under 18 U.S.C. § 207(c) <u>due to OGE</u> .	18 U.S.C. § 207(c)(2)(C) 5 C.F.R. § 2641.201(d)(3)(ii)
11/30	Semiannual report of travel payments accepted from non-Federal sources under 31 U.S.C. § 1353 <u>due to OGE</u> for the period covering 4/1 - 9/30. Negative reports are required.	31 U.S.C. § 1353(d) 41 C.F.R. § 304-1.9 (GSA regulation)
as needed	Continue conducting annual ethics training. Send reminders to any employees who were not trained.	E.O. 12674 § 301(c) 5 C.F.R. §§ 2638.704 & 2638.705
December		
12/1	All covered employees are required to receive annual ethics training before the end of the calendar year. Contact employees who were not trained.	E.O. 12674 § 301(c) 5 C.F.R. §§ 2638.704 & 2638.705
12/30	All annual OGE Form 450s which were submitted timely are required to be reviewed (within 60 days of filing)	5 U.S.C. app. § 106(a)(1) 5 C.F.R. § 2634.605
12/31	End of calendar year reporting period for annual SF 278s (additional reporting period for Part II of Schedule C and Part I of Schedule D continues up to the date of filing).	5 U.S.C. app. § 101(d) 5 C.F.R. § 2634.308(a)
as needed	Consider annual training plan for upcoming calendar year (submission to OGE no longer required).	E.O. 12674 § 301(c) 5 C.F.R. § 2638.706

Ethics Matters Requiring Interaction with OGE

Matters Requiring Interaction	Authority
Financial interest waivers considered/issued under 18 U.S.C. § 208(b)(1) and (b)(3)	E.O. 12674 § 301(d) 5 C.F.R. § 2640.303
Copies of agency conflict of interest opinions	5 U.S.C. app. § 403(2) 5 C.F.R. § 2638.313
Notice of conflict of interest referral (OGE Form 202)	5 U.S.C. app. § 402(e)(2) 5 C.F.R. § 2638.603(b)
Notification of disposition of conflict of interest referral and any related disciplinary or remedial action	5 U.S.C. app. § 402(e)(2) 5 C.F.R. § 2638.603(c)
Notice of actions taken to comply with ethics agreements of Presidential appointees confirmed by the Senate	5 U.S.C. app. § 110 5 C.F.R. § 2634.804
Requests for Public Financial Disclosure Report (SF 278) exclusions for new entrant, annual, and termination filers	5 U.S.C. app. § 101(f)(5) 5 C.F.R. § 2634.203(c)(1)
Requests for waiver of SF 278 filing for senior special Government employees serving more than 60 but fewer than 130 days during the calendar year	5 U.S.C. app. § 101(i) 5 C.F.R. § 2634.205
Requests for waiver of public reporting of personal gifts	5 U.S.C. app. § 102(a)(2)(D) 5 C.F.R. § 2634.304(f)
Requests for agency separate component designation for 18 U.S.C. § 207(c)	18 U.S.C. § 207(h) 5 C.F.R. § 2641.201(e)
Requests for exemption from senior employee position designation under 18 U.S.C. § 207(c)	18 U.S.C. § 207(c)(2)(c) 5 C.F.R. § 2641.201(d)
Requests for OGE formal advisory opinions	5 U.S.C. app. § 402(b)(8) 5 C.F.R. § 2638.304 & 2638.312
Agency supplemental/alternative confidential financial disclosure	5 C.F.R. § 2634.901(b) & 2634.905(c)
Agency supplemental standards of conduct	E.O. 12674 § 301(a) 5 C.F.R. § 2635.105
Requests for certificates of divestiture	26 U.S.C. § 1043 5 C.F.R. § 2634.1002(b)(1)