

Additional Tips on Administering an Agency Ethics Program

When was the last time you thought about:	
<input type="checkbox"/> Checking -in with your OGE desk officer.	<ul style="list-style-type: none"> ➤ Find out who this person is if you don't already know. (Ask any OGE staff person.) ➤ Determine what type of assistance you need, if any.
<input type="checkbox"/> Reviewing the various ethics laws & regulations.	<ul style="list-style-type: none"> ➤ Available at www.usoge.gov
<input type="checkbox"/> Reviewing OGE's Web site (www.usoge.gov)	<ul style="list-style-type: none"> ➤ Regularly (weekly/monthly) check Web site for updates.
<input type="checkbox"/> Whether your agency ethics program office is "connected" to your agency top management officials.	<ul style="list-style-type: none"> ➤ Make your office visible during transition and offer your helpful/useful services. ➤ Provide personalized in-briefs for new senior officials (and their staffs).
<input type="checkbox"/> Whether you are effectively/efficiently using e-mail to convey ethics-related information and advice to your agency employees.	<ul style="list-style-type: none"> ➤ Is this a feasible option at your agency? ➤ Establish some sort of <u>organized</u> method of retaining the e-mail information/advice that your provide. (For example, organize by year, subject, or by the name of individual.) ➤ You may want to consider both computer and paper copy files? (Your decision might be dependent on how much your agency's computer system can handle. Check with your agency's system administrators.)
<input type="checkbox"/> Establishing an ethics Web site at your agency.	<ul style="list-style-type: none"> ➤ This "tool" can be a great resource in getting information out to agency employees!! (But, don't overuse.) ➤ Don't make the Web site too difficult for employees to find. ➤ Tell them who you are and how to locate you (your address and your phone number). ➤ Besides inserting "required" materials, routinely provide useful (interesting) updates on ethics-related matters. ➤ Link your site to OGE's Web site.
<input type="checkbox"/> Establishing a data base tracking system to monitor (1) financial disclosure report filings and (2) the completion of required annual ethics training.	<ul style="list-style-type: none"> ➤ Think about how the tracking system should be organized (play around with a couple of different formats). ➤ Think about who is going to input the data. (This can be a very cumbersome duty when dealing with many hundreds of

	<p>filers and many “fields” of information. Try to be selective about the type of information that you decide to input.)</p> <p>➤ Find out about how other agencies are monitoring. Is it “working” for them?</p>
<p><input type="checkbox"/> Encouraging the use of fillable financial disclosure reports (SF 278 & OGE Form 450).</p>	<p>➤ Is this feasible option for your agency’s filers?</p> <p>➤ See OGE web site</p>
<p><input type="checkbox"/> How to improve the running of your highly decentralized program</p>	<p>➤ Do you frequently meet with (or distribute information to) component/regional/field ethics officials?</p>