

★ January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Notes

REMINDER: Covered employees are required to receive annual ethics training before the end of the calendar year. (5 C.F.R. § 2638.307(b), 5 C.F.R. § 2638.308(b))

1 REMINDER: Today marks the beginning of the annual public financial disclosure reporting period. (5 C.F.R. § 2634.310(a))

Today marks the beginning of the annual confidential financial disclosure reporting period. (5 C.F.R. § 2634.908(a))

10 REMINDER: Today is the deadline for OGE's certification of 2023 public annual financial disclosure reports. OGE may decline to certify any 2023 annual report for which OGE has not received sufficient information to certify the report.

16 DUE TO AGENCY ETHICS OFFICIALS TODAY: By today, in an agency with 1,000 or more employees, any office that is not under the supervision of the DAEO but has been delegated responsibility for conducting initial ethics training or issuing notices to prospective employees or new supervisors must submit a written summary of procedures that office has established to ensure compliance and confirmation that there is a reasonable basis for concluding the procedures have been implemented. (5 C.F.R. § 2638.105(b)(4), 5 C.F.R. § 2638.310))

16 REMINDER: By today, OGE will send year-end status letters to agency heads regarding their agency's compliance with their financial disclosure responsibilities under the Ethics in Government Act. (5 C.F.R. § 2638.108(a)(11))

30 DUE TO AGENCY ETHICS OFFICIALS TODAY: Any employees with legal expense funds open during the fourth quarter of CY 2023 must submit their Form 601 to the agency, unless the employee has been granted an extension. Remember to document the extension. (5 C.F.R. § 2635.1007(a), 5 C.F.R. § 2635.1007(c), 5 C.F.R. § 2635.1007(e)).



March 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Notes

31 REMINDER: The October 1, 2023 – March 31, 2024 period for reporting payments of travel accepted from non-federal sources ends today. Agencies should begin to prepare their 1353 travel reports. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). (31 U.S.C. § 1353(d)(2)(B))



2024



Ethics Documents Requiring Submission to OGE

This [webpage](#) provides a list of documents that agency ethics officials are required to submit to OGE, along with instructions, templates or forms for submission, related guidance, and the legal authority. Agency ethics officials should contact their OGE Desk Officers whenever they have questions about how to submit materials to OGE.



OGE

