

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 2021 public annual financial disclosure reports. OGE may decline to certify any 2021 annual report for which OGE has not received sufficient information to certify the report.

18 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 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))

18 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))

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FEBRUARY/2022 ★

1 DUE TO OGE TODAY: The Annual Agency Ethics Program Questionnaire is due to OGE today.
(5 C.F.R. § 2638.207(a), ([PA-21-04](#)))

15 DUE TO AGENCY ETHICS OFFICIALS TODAY: All annual confidential financial disclosure reports are due to agency ethics officials today, unless the filer has been granted an extension. Remember to document the extension.
(5 C.F.R. § 2634.201(g), 5 C.F.R. § 2634.903(a), 5 C.F.R. § 2634.903(d))

REMINDER: Unless further information is being sought, agencies should review and certify confidential financial disclosure reports within 60 days of receipt.
(5 C.F.R. § 2634.605(a))

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MARCH/2022 ★

31 REMINDER: The October 1, 2021 – March 31, 2022 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))

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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APRIL/2022 ★

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16 DUE TO AGENCY ETHICS OFFICIALS TODAY: All annual confidential financial disclosure reports from filers granted a 90-day extension are due to agency ethics officials today. (5 C.F.R. § 2634.903(d))

16 DUE TO AGENCY ETHICS OFFICIALS TODAY: All annual public financial disclosure reports are due to agency ethics officials today, unless the filer has been granted an extension. Remember to document the extension. (5 C.F.R. § 2634.201(a), 5 C.F.R. § 2634.201(g))

REMINDER: Unless further information is being sought, agencies should review and certify public financial disclosure reports within 60 days of receipt. (5 C.F.R. § 2634.605(a))

31 DUE TO OGE TODAY: The 1353 travel report for payments of travel accepted from non-Federal sources is due to OGE today. Agencies must submit either a positive or a negative report. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). The 1353 travel report should cover the period of October 1, 2021 – March 31, 2022. Please submit reports to 1353travel@oge.gov. (31 U.S.C. § 1353(d)(2)(B))

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16 REMINDER: The late filing fee now applies to annual public financial disclosure report filers who did not submit their reports to agency ethics officials, unless the filer has been granted an extension. Remember, checks should be made payable to the U.S. Treasury. (5 C.F.R. § 2634.704)

30 DUE TO OGE TODAY: All annual public financial disclosure reports from filers granted 45-day extensions are due to agency ethics officials today. (5 C.F.R. § 2634.201(g))

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1 DUE TO OGE TODAY: Agencies must submit a letter to OGE stating whether components currently designated should remain designated for purposes of 18 U.S.C. § 207(c). Agencies need not submit a letter if their agency currently has no designated components and they do not wish to request the designation of any component. (5 C.F.R. § 2641.302(e)(2))

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2 REMINDER: The late filing fee now applies to annual public financial disclosure report filers who were granted 45-day filing extensions but have not submitted their reports to agency ethics officials. Remember, checks should be made payable to the U.S. Treasury. (5 C.F.R. § 2634.704)

15 DUE TO AGENCY ETHICS OFFICIALS TODAY: All annual public financial disclosure reports from filers granted second 45-day extensions are due to agency ethics officials today. (5 C.F.R. § 2634.201(g))

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SEPTEMBER/2022 ★

15 REMINDER: The late filing fee now applies to annual public financial disclosure report filers who were granted second 45-day filing extensions but have not submitted their reports to agency ethics officials. Remember, checks should be made payable to the U.S. Treasury. (5 C.F.R. § 2634.704)

30 REMINDER: The April 1, 2022 – September 30, 2022 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)(C))

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OCTOBER/2022 ★

13 DUE TO OGE TODAY: By today, OGE generally expects agencies to finalize work and transmit to OGE the 2022 public financial reports of PAS, DAEO, and other persons whose reports are required to be forwarded to OGE for review and certification.
(5 C.F.R. § 2634.602(c)(1), 5 C.F.R. § 2634.605(a))

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NOVEMBER/2022 ★

1 REMINDER: Only 61 days remain in the financial disclosure calendar year. Remember that employees need to serve in a position for 61 days or more to file an annual financial disclosure report.
 (5 C.F.R. § 2634.204(a), 5 C.F.R. § 2634.903(a))

14 DUE TO OGE TODAY: By today, agencies should have transmitted to OGE all 2022 public financial reports of PAS, DAEO, and other persons whose reports are required to be forwarded to OGE for review and certification.
 (5 C.F.R. § 2634.602(c)(1), 5 C.F.R. § 2634.605(a))

30 DUE TO OGE TODAY: The 1353 travel report for payments of travel accepted from non-Federal sources is due to OGE today. Agencies must submit either a positive or a negative report. Agencies may use either the [OGE Form 1353](#) or the [Standard Form \(SF\) 326](#). The 1353 travel report should cover the period of April 1, 2022 – September 30, 2022. Please submit reports to [1353travel@ oge.gov](mailto:1353travel@oge.gov).
 (31 U.S.C. § 1353(d)(2)(C))

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DECEMBER/2022 ★

31 REMINDER: Today marks the end of the annual public financial disclosure reporting period, except for the reporting periods for “Agreements and Arrangements” and “Positions Held Outside the U.S. Government,” which continue up to the date of filing. (5 C.F.R. § 2634.310(a))

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

Today is the deadline for completion of annual ethics training for employees covered by §§ 2638.307(b) and 2638.308(b)(5 C.F.R. § 2638.604 (h))

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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.